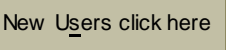



## Guidance sheet for use of LDF Online Consultation:

Babergh District Council has recently invested in an online consultation system which allows representations to be made against Local Development Framework (LDF) documents that are open for consultation. Representations can be made against any part of the document, and all representations can be viewed online. The following guidance has been produced to help users register for the online consultation system and make representations.

Babergh's online consultation pages can be accessed through the following link: <http://dpdata.babergh.gov.uk/dpdata/AcolNetCGI.exe> or through Babergh's online pages, found at: [www.babergh.gov.uk/...](http://www.babergh.gov.uk/...)



### Registration (First time users only):

- From the home screen, select 
- This will bring up the Registration Form.
- Complete as many fields as possible- note that fields marked \* are mandatory.
- Select 
- It is possible to view documents and representations without registering, by following the instructions below. You will not, however, be able to make representations online until you have registered.

### Registration for agents:


- If you are an agent making a representation on someone else's behalf, there is an additional box to check on the Registration screen, which enables you to make representations for more than one person (see "Making a representation on behalf of someone else", below):

<input type="checkbox"/> If you are making a Representation on behalf of someone else please check this box.
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- Once you have registered, select: "Click [here](#) to add your first client" and fill in the appropriate details.
- Select . The client will now be registered.
- You will then be given the option to add more clients by selecting 
- You will be able to make representations on your clients' behalves online. You will also be given the option of managing your [Client List](#) (see below) to edit and delete details or add new clients to the list.

### Logging in:


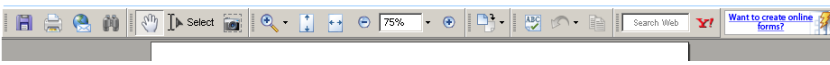
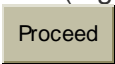
Once you are registered, you are logged in automatically. When returning to the online consultation pages, you will need to log in again each time.

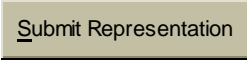
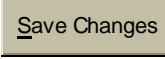
- Enter the email address and password used when registering into the appropriate boxes.
- Select 

After logging in, you will be at a page showing any current draft representations you have written but not yet submitted. From here, select [LDF Home](#).

From the home page, there are several options that can be selected, outlined below:

1. [Consultation Document List](#)
2. [Edit Profile](#)
3. [Client List](#) (agents only)
4. [Draft Representations](#)

Link from home page	Actions
<p><a href="#">Consultation Document List</a>; or  <a href="#">Click here to view the LDF document list</a></p>	<p>Takes you to a page showing a list of documents:</p> <ol style="list-style-type: none"> <li>1. available for consultation</li> <li>2. coming up for consultation in the near future; and</li> <li>3. previous consultations (most recent/adopted version only)</li> </ol>
<p>From this page, you can:</p> <p>a)</p> <p>b)</p>	<p><b>View Consultation documents:</b></p> <ul style="list-style-type: none"> <li>• Select the document you wish to view from the list.</li> <li>• The “Document Contents” on the left hand side shows the chapter headings. Pressing <a href="#">Expand All</a> shows all the sub-headings within the chapter. Pressing <a href="#">Collapse All</a> shows just the main headings.</li> <li>• Selecting  (at the bottom left of the viewing pane) displays a toolbar at the top of the viewing pane:  <small>The Document Text Is:</small>  </li> <li>• Using this toolbar, it is possible to zoom in/out, save a copy of the page being viewed, rotate the page to landscape or search the document for a particular word.</li> <li>• The scroll bar on the right hand side and/or bottom of the viewing pane can be used to view the whole page.</li> </ul>
	<p><b>Make a Representation: (from the “Consultation Document List”)</b></p> <ol style="list-style-type: none"> <li>1. Select the document from the “Open for Consultation” list that you wish to make a representation against.</li> <li>2. The document will then be shown in the text window.</li> <li>3. The “Document Contents” on the left hand side shows the chapter headings. Pressing <a href="#">Expand All</a> shows all the sub-headings within the chapter. Pressing <a href="#">Collapse All</a> shows just the main headings.</li> <li>4. Representations can be made against each section of the document. Select the appropriate section by clicking on the title in the “Document Contents”. The text of that section will appear in the text window.</li> <li>5. If you wish to make a representation against either the section or the whole document, select either <a href="#">this section</a> or <a href="#">this document</a> as appropriate.</li> <li>6. This is where you make your representation.</li> <li>7. Complete all applicable fields. The text box here has a limit of 3000 characters (including spaces). If you wish to make a longer comment, there is the opportunity in the next section to attach a file (e.g. longer text, pictures etc.).</li> <li>8. Select </li> </ol>

	<p>9. A summary sheet now appears, and you have the option to include an attachment with your representation.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Please add any attachments you wish to submit with your representation.</p> <p>The following file types are allowed: BMP, DCX, DOC, EMF, ICO, JPEG, JPG, PCX, PDF, PNG, PPM, RTF, TIF, TIFF, TGA, WMF, XML. As JavaScript is disabled, only one attachment can be made.</p> </div> <p>If you log out at this point, the representation will automatically be saved. You can save a draft representation against each section of the document.</p> <p>10. Selecting  submits the representation. It will be passed to Babergh staff to be checked, after which the comments will be visible online.</p> <p>11. If you are returning to a saved draft, you can edit or delete the representation.</p> <p>12. Following the submission of your representation, you can return to the Consultation Document list again to make more representations against other parts of the document.</p> <p>c) <b>Make a representation on behalf of someone else (e.g. Agents):</b></p> <ul style="list-style-type: none"> <li>The process is exactly the same as above, but when you have reached step 6, you will be asked to select the name of the client for whom you are making the representation using the toggle buttons.</li> </ul> <p>d) <b>View a Representation:</b></p> <ol style="list-style-type: none"> <li>Follow steps 1-3 as above for “making a representation”</li> <li>Select <a href="#">View Representations</a> (<b>1</b>) where (<b>1</b>) is the number of representations that have been made against that section.</li> <li>A list will appear of all the representations that have been made against the selected section.</li> <li>Select the representation you are interested in to view it.</li> </ol>
<a href="#">Edit Profile</a>	<ul style="list-style-type: none"> <li>Selecting this will take you to a screen where you are able to edit the details that you originally entered on registration such as name, address etc.</li> <li>Click  to return to the home page and continue making representations.</li> </ul>
<a href="#">Client List</a>	<ul style="list-style-type: none"> <li>If you are registered as an agent, you have the option of selecting <a href="#">Client List</a></li> <li>This takes you to a screen where you can edit or delete the details of existing clients, or add new clients (by the same process as when Registering).</li> </ul>
<a href="#">Draft Representations</a>	<ul style="list-style-type: none"> <li>If you have any draft representations saved, there will be the option of a shortcut on the left hand side to go directly to it. Select <a href="#">Draft Representations</a> and then choose the draft representation you wish to return to from the list.</li> </ul>
<a href="#">Forgot Password?</a>	<ul style="list-style-type: none"> <li>If you have forgotten your password, click <a href="#">Forgot Password?</a> at the log in screen.</li> </ul>

	<ul style="list-style-type: none"><li>• Enter the email address used for your profile.</li><li>• Select <input data-bbox="834 180 976 237" type="button" value="Remind Me!"/></li><li>• Your password will be sent to the email address that you have registered on your profile.</li></ul>
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Once you have finished, select  to end your session with Online Consultation.

If you have any queries or problems, the Planning Policy team at Babergh District Council can be contacted by selecting **E-mail: [Local Development Framework](#)** (in the top of right hand corner of the screen) to email us.