

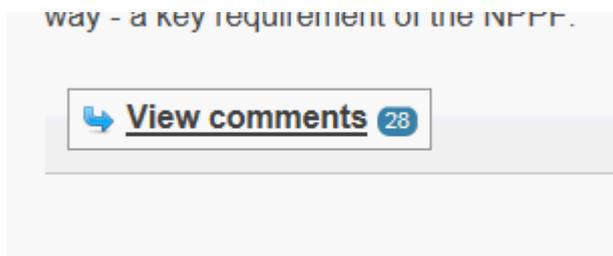
Guidance Note - Viewing comments (Representations)

Option 1: Viewing comments made against a particular section

From the main homepage click on the top document under the **‘Consultation Documents’** tab (with the blue open book image)

This will take you into the online version of the consultation document. From here you can use the grey menu tree down the right hand side to take you to the relevant section you wish to view – or use the ‘search’ box at the bottom of the page to find the relevant site or topic you are interested in.

Once on the correct page, scroll to the bottom and you will see a tab labelled **‘view comments’**. This will allow you to view all comments made on that section.



Once you have opened a comment that you wish to read – you will see a menu appear at the bottom of the page which allows you to view all the comments made on the same section – for example that particular site policy, or all comments made by that particular person throughout the plan.

Actions

-  [Back to the previous page](#)
-  [List my comments](#)
-  [List comments by this respondent](#)
-  [List the comments on this part](#)
-  [Search comments](#)

Option 2: Searching for specific comments

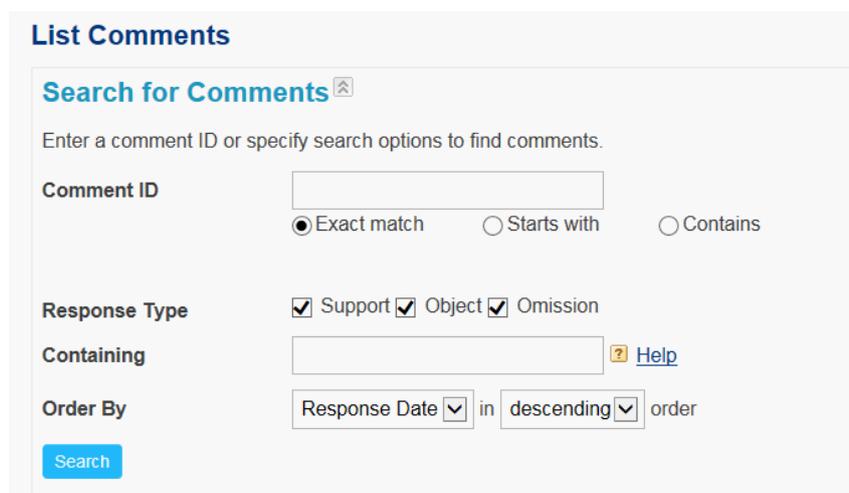
Using the consultation homepage - scroll down to the heading 'Consultation links' and click 'View the Responses' tab



This will take you to the following screen, where you can view the 'List of comments' or 'List of Respondents'



If you wish to search for a particular comment you can do this on the top menu bar from this page – **'Search for Comments'** - Please click the down arrow symbol next to the text here and it will open up the following options:



The image shows a white box with the heading "List Comments" in bold blue text. Below the heading is a section titled "Search for Comments" in blue with a search icon. Underneath, there is a text input field for "Comment ID" and three radio button options: "Exact match" (selected), "Starts with", and "Contains". Below this is a "Response Type" section with three checked checkboxes: "Support", "Object", and "Omission". There is also a "Containing" section with a text input field and a "Help" link. Finally, there is an "Order By" section with two dropdown menus: "Response Date" and "descending", followed by the word "order". A blue "Search" button is at the bottom left.

If you know the full representation number you wish to view please use that in the Comment ID box (with the prefix code) and select 'exact match' option.