

A Guide to the Consultation Portal

The Council has established an electronic consultation system, called a Portal, which enables individuals to register on the consultation database, make representations on consultation documents online and view all comments which have been made. This Consultation Portal can be accessed via the link on the Council's Planning Policy webpage or at <http://consult.westberks.gov.uk/portal>

The Council would encourage use of this electronic system which is easy to use, will acknowledge and provide you with a copy of your comment, if required, and will enable efficient analysis of comments received. There is a Site Tour Guide on the Portal to help you through the process, but if you experience any problems using the system please contact the Planning Policy team and we will be pleased to help.

Registering on the Consultation Database

If you would like to receive notification of progress on the Local Plan and related documents, including information on documents published for consultation, please access the Portal using the link above and register your details. You will receive an acknowledgement email with your password which can be used to submit representations on documents during consultation periods. None of the information, apart from your name and any comments you make will be made publicly available.

Making Representations

When a document is published for consultation it is possible to submit representations electronically and we would encourage consultees to make representations in this way. You will need to be registered first. If you have already registered on the system please use your username and password to log in to the system. There is a facility to generate a new password if you have forgotten your password.