

## E-consultation helpsheet

Stafford Borough Council Forward Planning team have a new consultation system, called Limehouse Consultation to help you give your views online. The system allows you to view all the Local Development Documents as 'virtual books' and to comment at the click of a button.

The purpose of the Limehouse Consultation system is to enable Stafford Borough Council to engage in meaningful consultation with their stakeholders via the Internet.

### What are the benefits?

Electronic consultation provides an enhanced experience for consultees where they can provide comments (also known as representations) on specific points within a document, see that their comments have been received, share comments with other consultees, and track the outcome of those comments.

Key benefits of registering and making representations online include:

- Optional instant updates - of new documents available for consultation.
- Ability to view other consultees' representations - once they have been duly made.
- Search facility - to find representations on different levels of a particular document.
- Ability to update personal details instantly - in order to change your address or email.
- Option to specify preferences - on how any future contact should be made.
- Time saved - by viewing documents / representations online immediately they are available.
- Environmental benefits - of using paperless electronic systems.

### How to register

To make a representation online, you will need to register.

Complete the user registration form with as much information as possible ensuring that the following required fields are complete (required fields are indicated on the form with a red asterisk):

Username - a maximum of 50 characters.

Email address - as you are making a representation online an email address will need to be supplied in order to validate your details. Ensure the email address is entered correctly as your password will be sent to this address.

Last name

Address line 1

Post town

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Post code

Having read the terms and conditions select the tick box next to "I agree to all of the terms and conditions of registering."

To complete your registration select the "Register" button.

### Making representations / comments

Clicking on a chapter will take you to the relevant point within the document. Depending on the nature and structure of the document you may be invited to make representations against a:

- Draft
- Chapter
- Heading
- Paragraph
- Figure
- Image
- Map
- Policy
- Statement
- Issue
- Option
- Question
- Site
- Table

More detailed help and information on how to register and use the consultation software can be found by clicking 'help' in the right hand corner on our consultation homepage.

### Alternative formats

Any part of the Local Development Documents can also be provided on paper in normal type size, in large print, on CD, by e-mail or orally. More detailed information can be accessed via the Forward Planning webpage at <http://www.staffordbc.gov.uk>

Representations submitted via e-mail or post will still be valid