

Monmouthshire County Council

RLDP Consultation Website User Guide

July 2021



**monmouthshire
sir fynywy**

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Replacement Local Development Plan 2018-2033 Website User Guide

1. Introduction

1.1 Monmouthshire County Council is producing a Replacement Local Development Plan (RLDP), which will direct land use planning between 2018-2033.

1.2 If you wish to be kept informed during the production of the RLDP and make representations during public consultations, you will need to register on the [Replacement Local Development Plan Website](#).

2. Registering

If you are registering for the first time, please follow the steps below. If you have previously registered and wish to log in to your account and or make representations, please skip to **section 3**.

2.1 If registering for the first time, you will need to go to the Council's [Replacement Local Development Plan Website](#) where a screen like the one below will appear.

The screenshot shows the 'Welcome to the Authority's Replacement Local Development Plan Website' page. At the top, it says 'Planning' and 'Article last updated: 25th April 2019'. Below the title is a navigation bar with three buttons: 'Login/Register', 'Your Details', and 'View/Submit Representations'. The 'View/Submit Representations' button is highlighted in green. Below the navigation bar, there is a paragraph explaining the website's purpose and a 'Register' section. The 'Register' section contains the text 'To register on the LDP web site to make representations please [click here](#).' The 'click here' link is circled in red. Below the registration text is a 'Login' section with a dropdown menu labeled 'Please Select...', a 'Username' field, a 'Password' field, and a 'Submit' button.

- To register, you will need to click on the link circled in the above image.

2.2 Once on the [registration site](#) a screen such as that below will appear.

- You will need to select whether you are an agent acting on someone’s behalf, or whether you are a private individual, by selecting ‘yes’ or ‘no’ from the drop down box highlighted above.
- After you have done this, you will need to type your preferred username into the field highlighted above. **It is crucial that you click ‘Check User Name’ (the bright orange button) and that a ✓ appears beside the preferred username field before continuing.**
Ensure to make a note of your chosen username.

2.3 Next, you will need to choose a security question and answer as well as a password.

- You can select your security question and will need to type the answer to your chosen security question in the second field.
- You will need to choose a password for the third field and re-type this password in the fourth field.

- ***Passwords must be between 6-10 characters. They must contain at least 1 number, at least 1 lower case letter, at least one upper case letter and at least one alphanumeric character.***
- ***Please be advised that usernames, security answers and passwords are all case sensitive. So please ensure to make a detailed note of all these credentials.***

2.4 Once you are happy with your username, security answer and password, and have made a note of these details, you will need to provide some further details in order for your registration to be validated.

Your Details

Name & Address

Title

First Name

Surname

Organisation

Address

Town

County

Postcode

- ***Please be aware that the fields highlighted above ('First Name' and 'Surname'), are mandatory fields. Your registration cannot be validated without these details. ***

2.5 Finally, before submitting your registration, you will need to specify your preferred contact method.

Contact Information

Communicate In Welsh	<input type="checkbox"/>
Keep Me informed of the LDP Process	<input type="checkbox"/>
Kept Informed By Letter (and not email)	<input type="checkbox"/>
Home No.	<input type="text"/>
Work No.	<input type="text"/>
Mobile No.	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>

Once you click the submit button it may take 2-3 days for the authority to confirm and accept your details.

- If you would like correspondence in Welsh, you will need to check the 1st box.
- If you would like to be kept informed throughout the RLDP process, check the 2nd box.
- If you would like correspondence by letter (as opposed to email), check the 3rd box.

***If you want correspondence by letter, you will need to go to step 2.4 and make sure you have provided a postal address. ***

If you would like email correspondence, you will need to ensure that a valid email address is provided at step 2.5

- ***Once you are happy with all the details provided and have made a note of your username, password and answer to your security question please click 'Submit'***
- ***You will receive an email confirming that your registration has come through to the Planning Policy Team and is awaiting validation. Please ensure to check your junk/spam inbox if the email does not come through. ***
- ***Please note that it may take 2-3 days for your registration to be validated. ***
- ***Please note that you will not receive an email confirming that your registration has been validated. ***
- **Please wait 2-3 days before trying to log on for the first time. ***
- ***Please also note that in the current circumstances the Planning Policy Team are all homeworking. We are now only accepting correspondence electronically and are encouraging the use of email for correspondence. ***

3 Logging In

3.1 When logging in to your account, you will need to go to the [Replacement Local Development Plan Website](#).

Welcome to the Authority's Replacement Local Development Plan Website

Article last updated: 25th April 2019

Login/Register Your Details View/Submit Representations

Using this website will allow you to make and view representations on various documents relating to the Replacement Local Development Plan.

You can choose to register to use the website and this will enable you to submit representations during consultations on the Replacement Local Development Plan via the website.

Register

To register on the LDP web site to make representations please click [here](#).

Login

Please Select... ▼

Username

Password

Submit

- Once on the site, you will need to go to the login section as highlighted above. You will need to select whether you are an 'Agent' or member of the 'Public', which you were asked when first registering.
- You will then need to enter the username and password used when you first registered.
- ***Please note that these will need to be the same as the credentials provided when first registering.***

3.2 Once you have successfully logged in, you will be on the 'Your details' tab of the website.

LDP Web Users Home Page
Article last updated: 25th April 2019

Login/Registration **Your Details** New/Submit Representations

From this page you will be able to view and amend your personal details and change your LDP Web password. You can also add and amend details of agents acting on your behalf.

Any representations you have made are shown below, along with any response made to your comments.

Your ID Number: 165

- Amend Client Details
- Amend Your details
- Reset Password
- Logout

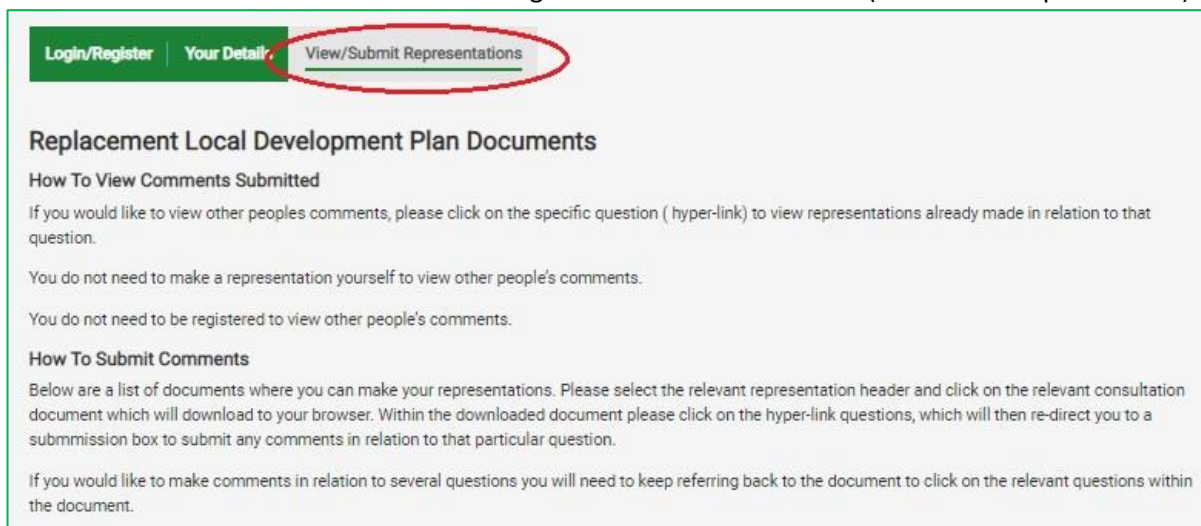
- From here, you will be able to see your 'ID Number'.
- You will be able to amend your details and reset your password.
- You will also need to return to this tab to log out of your account when you are finished.

4 Making Representations

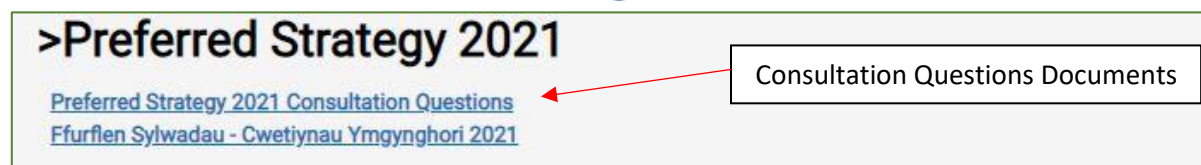
4.1 In order to make a representation via the Local Development Plan Website, you will need to have registered (Please see section 2), had your registration validated, and be logged in (Please see section 3).

4.2 Once you have logged in you will need to select the 'View/Submit Representations' tab, as highlighted below.

- On the View/Submit Representations tab, the stage of the Replacement Local Development Plan and the list of documents being consulted on will be listed (Please see step 4.3 below).



The screenshot shows a website interface. At the top, there is a navigation menu with three items: 'Login/Register', 'Your Details', and 'View/Submit Representations'. The 'View/Submit Representations' item is circled in red. Below the menu, the main content area is titled 'Replacement Local Development Plan Documents'. It contains sections for 'How To View Comments Submitted' and 'How To Submit Comments'. A large green arrow points from the 'View/Submit Representations' tab down to the next screenshot.



The screenshot shows a document list under the heading '>Preferred Strategy 2021'. There are two links: 'Preferred Strategy 2021 Consultation Questions' and 'Ffurflen Sylwadau - Cwetiynau Ymgynghori 2021'. A red arrow points from a callout box labeled 'Consultation Questions Documents' to the first link.

4.3 You will need to click upon the Consultation Questions document to view the Preferred Strategy consultation questions and make a representation. This document should upload in a new window once you have clicked on it.

- You will also need to have the Preferred Strategy open in a separate tab of your browser, as this is the document and stage that is being consulted upon. The document can be found on the Planning Policy Website [here](#).
- ***Please ensure to have both the Preferred Strategy and the Consultation Questions document open simultaneously in separate tabs on your chosen browser. ***

4.4 The Consultation Questions for the Preferred Strategy can be found on the Consultation Questions document. Next to each of the questions is their location in the Preferred Strategy document, which can be found [here](#). You can respond to a question by clicking on it. Please ensure that you have your login details to hand as you may be asked to log in to your account prior to responding to a question.

[Replacement Local Development Plan \(RLDP\) 2018 -2033](#)
[Preferred Strategy –Consultation Questions 5th July – 31st August 2021](#)

	Key Issues, Vision and Objectives	Paragraph(s)	Page Number(s)
1	Do you have any comments on the Key Issues, Vision and Objectives?	3.1 – 4.3	30 - 43
Preferred Strategy – Sustainable and Resilient Communities Strategy			
2	Do you have any comments on the Sustainable and Resilient Communities Strategy?	4.4 – 4.9	44-47
Strategic and Spatial Choices			
3	Do you have any comments on Strategic Policy S1 – Strategic Sustainable and Resilient Growth?	4.10 – 4.27	47- 53
4	Do you have any comments on Strategic Policy S2 – Spatial Distribution of Development - Settlement Hierarchy?	4.28 – 4.46	54 - 65
5	Do you have any comments on the possible Strategic Growth Areas? (Policy S8) If you would like to suggest site specific allocations, please submit these as part of the Second Call for Candidate Sites process which is running alongside this consultation.	5.45 – 5.55	88 - 95

- Once you have clicked on the question you would like to respond to (as shown above), a screen such as that below will appear.

LDP Representations

Article last updated: 25th April 2019

Login/Register
Your Details
View/Submit Representations

Representations

To make a representation on this reference point please click [here](#).

Document	Preferred Strategy 2021 Consultation Questions
Publication Date	05/07/2021
Stage	Preferred Strategy 2021
Reference Point	1

- To comment, you will need to click on the link circled in the above image.

4.5 Once you have clicked on the link you will be taken to a site where you can submit your comments, highlighted by the below image.

Make LDP Representation
Article last updated: 25th April 2019

[Login/Register](#) [Your Details](#) [View/Submit Representations](#)

Make Representation

Stage Preferred Strategy 2021
Document Preferred Strategy 2021 Consultation Questions
Reference Point 34.1
Page Number 30 -43
Paragraph Number 3.1-4.3

Please select a person the representation is on behalf of:

Representation Type

Below is a list of questions comprising of a Yes or No answer, a free text answer box or a combination of both. You are not required to fill in every answer.

- Do you have any comments on the Key Issues, Vision and Objectives?

Important: This feature should only be used to upload additional documents i.e. supporting photo or map, and should not be an upload of your written submission which must be made in the above comments box.

Please note the following upload restrictions for documents: Permitted file types

- Permitted file types: pdf, jpg, jpeg, png, gif
- Permitted file size: 5.0 MB

[Add a document](#)

[Submit](#) [Cancel](#)

- You will need to select the representation type (i.e. comment, objection, support) from the field indicated by the arrow in the above image.
- You will need to enter your comments in the comments field, highlighted above.
- If you wish to upload a document in support of your comments, you may do so by clicking the 'Add a document' link circled in the image above (Further details below).
- ***Please note that any documents will need to be submitted as PDFs. If you are submitting a reasonably large document, please allow the system time to process it.***

4.6 If you are uploading a document and have clicked the 'Add a document' link as per the previous step you will see a screen like the one below will appear.

Important: This feature should only be used to upload additional documents i.e. supporting photo or map, and should not be an upload of your written submission which must be made in the above comments box.

Please note the following upload restrictions for documents: Permitted file types

- Permitted file types: pdf, jpg, jpeg, png, gif
- Permitted file size: 5.0 MB

Document No file chosen

Description

[Remove](#)

[Add a document](#)

- You will need to click on the 'choose file' link which will open a file explorer dialogue box for you to locate your chosen document.
- If you locate your chosen document and click open on the file explorer dialogue box, the document will have been selected and you will see a screen like that below.

Important: This feature should only be used to upload additional documents i.e. supporting photo or map, and should not be an upload of your written submission which must be made in the above comments box.

Please note the following upload restrictions for documents: Permitted file types

- Permitted file types: pdf, jpg, jpeg, png, gif
- Permitted file size: 5.0 MB

Document PS Questions...ltation (2).pdf

Description

[Remove](#)

[Add a document](#)

- Your chosen document will now appear, and you will be able to enter a description as highlighted above.
- If you wish to add additional documents, you will need to click on the 'Add a document' link again.
- ***You will need to click 'submit' as circled in the image above for your representation to be processed. ***

4.7 Once you have clicked 'Submit' a screen such as that below should appear.

Submission Complete

Article last updated: 25th April 2019

[Login/Register](#) [Your Details](#) [View/Submit Representations](#)

Submission Complete

Thank you for your submission. Your comments have been sent to the Local Authority. Your comments will appear under the 'Your Details' tab once they have been accepted by the Local Authority. **If you would like to make further representations in relation to other consultation questions, please go back to the document already opened in your browser to click on the other question links. Repeat as necessary.**

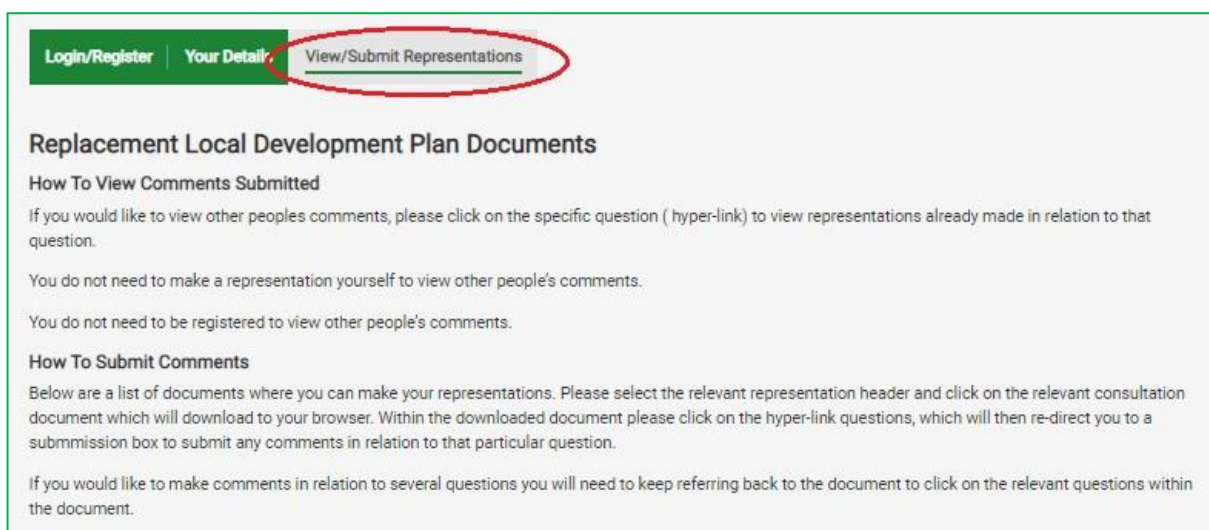
To view representations made by others 'on this specific question' please click [here](#)

- ***Please note that if you have uploaded a large PDF, there may be a lag between clicking submit and the above 'Submission complete' screen appearing. ***
- ***Please allow the system time to submit your representation. The screen may look like it has frozen, however please refrain from closing the site, as your submission will not be processed. ***

5. Viewing Representations

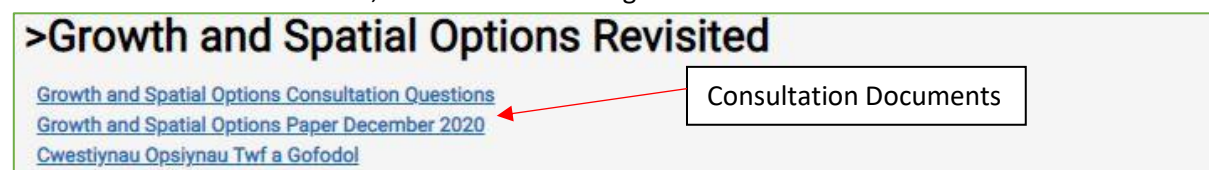
- ***Please note that you do not need to create an account or log in to view representations made by others***

5.1 If you would like to view representations but do not wish to make a representation yourself, then this is also possible.



5.2 In order to view representations that have been submitted and validated, you will need to go to the View/Submit Representations tab as highlighted above.

5.3 Once on the View/Submit Representations tab, all documents that are being or have been consulted on will be listed, as shown in the image below.



- From here, you will need to select the Consultation Questions document where the consultation questions are listed.

- You will then need to choose the consultation question for which you would like to view representations.

Replacement Local Development Plan (RLDP) 2018 -2033		
Growth and Spatial Options Consultation Questions 4 th January 2021 – 1 st February 2021		
Growth Options	Paragraph	Page Number
Growth Option 5 (Population-led projection (with added policy assumptions)) is our preferred option. Do you agree with our preferred growth option? Please explain why and provide your reasons.	2.100	73
If you have a preference for a different option, please state which option and provide details of how your preferred option will address the issues/challenges Monmouthshire is facing and the RLDP and ISA objectives?	2.100	73
Spatial Options		
Spatial Option 2 (Distribute Growth Proportionately across the County's most Sustainable Settlements) is our preferred option. Do you agree with our preferred spatial option? Please explain why and provide your reasons.	3.23	109
If you have a preference for a different option, please state your preferred option and provide details of how this option addresses the issues/challenges facing Monmouthshire and meeting the RLDP objectives?	3.23	109

5.4 If you click on the consultation question, you will be presented with a screen such as that in the image below.

Home
Your Details
Candidate Sites
Documents

Representations

The time to make representations on this reference point has passed.

Document	Growth and Spatial Options
Publication Date	08/07/2019
Stage	Growth and Spatial Options
Reference Point	1

Representation No.	Date	Representor	Head Line
██████	02/08/2019	██████	Growth Option Consultation Question 1
██████	02/08/2019	██████	Growth Option Consultation Question 1
██████	29/07/2019	██████	Growth Option Consultation Question 1
██████	29/07/2019	██████	Growth Option Consultation Question 1
██████	29/07/2019	██████	Growth Option Consultation Question 1

5.5 If you select the representation you wish to view as highlighted in the above image, the representation made by that individual, will appear on screen for you to view.

Home | Your Details | Candidate Sites | Documents

Representation Details

Representation No.	[REDACTED]
Label Stage	Growth and Spatial Options
Date Lodged	02/08/2019
Head Line	Growth Option Consultation Question 1
Status	Maintained
Representation Made By	[REDACTED]

Representation Items

How will this option address the issues/challenges

[REDACTED]

- The screen will display the representation details including the date it was made, the consultation document the representation refers to and the representation itself.
- ***Please note that you do not need to create an account or log in to view representations made by others***
- ***Please note that the screenshots used throughout section 5 of this user guide are indicative and may refer to previous consultation stages^{1*}**
- ***Please note that in the interest of confidentiality and for the purpose of this user guide, the name, number, and representation submitted, have been redacted^{2*}**

¹ Screenshots in this user guide are indicative and for example only and may display images of consultation stages that are now closed.

² For the purpose of this user guide, certain details have been redacted. However, please note that any representations submitted via the consultation database and validated by the Planning Policy team will be publically visible.

6. Further Guidance and Information

- ***Please note that the above process will have to be repeated for each question that you wish to respond to. ***
- ***If the Consultation Questions document and Preferred Strategy are opened and left open in separate tabs of your browser, this will save you having to open it every time you wish to answer another question. (Please refer to step 4.3). ***
- ***To log out of your account, please return to the 'Your Details' tab.***

7. Frequently Asked Questions

1) I can't login?

- Please ensure you are entering the correct login details and selecting your representor type. (See section 3)
- If the problem persists, please close the site down and retry after a couple of minutes.

2) My screen has frozen when trying to submit my representation?

- If you are uploading a large document, please allow the system time to process your submission.

3) I can't find any of the consultation questions?

- The consultation questions are all listed in the Consultation Questions document.

8. Contact Information

- Please note that some of the images included in this guidance are indicative and may be from previous consultation stages.
- For further information, assistance and guidance, please contact the Planning Policy Department and we will do our best to assist you.
- Phone: 01633 644429
- Email: PlanningPolicy@monmouthshire.gov.uk

In light of the current circumstances, please note that County Hall is now closed to the public and the Planning Policy Team are all homeworking. We are now only accepting correspondence electronically.