


# How to view and comment on documents using our consultation website

The Council normally seeks views on new or revised planning policy documents through its consultation website. This allows you to view documents online, provide comments to us on documents directly through the website and view comments made by others. Once registered, you can also receive emails notifying you of new consultations.

### Where is the consultation portal?

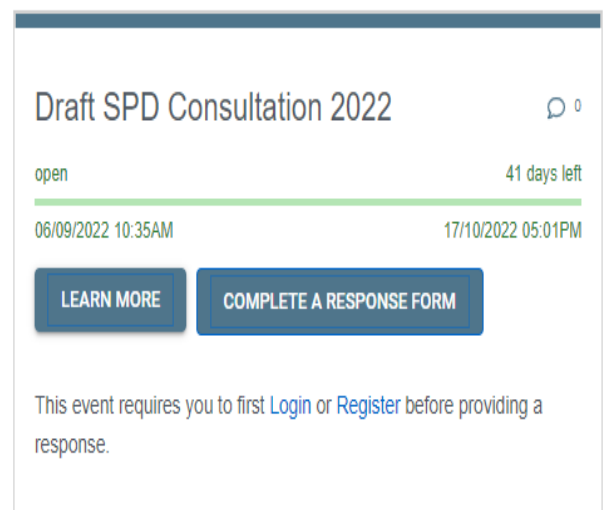
The website address is <https://rotherham-consult.objective.co.uk/kse>

### How do I register?

- Click on the 'sign in' logo at the top of the page and select 'register': 
- You can now **fill in the registration form**, choosing a username and password of your choice. You will be asked to agree to the terms and conditions and privacy statement, and links are provided to view these documents. Click '**REGISTER**' at the bottom right when complete.
- You will then receive an email with a link which you must click to activate your account. Clicking this link will also allow you to enter further details to complete your account registration and begin making comments.

### Finding and viewing documents

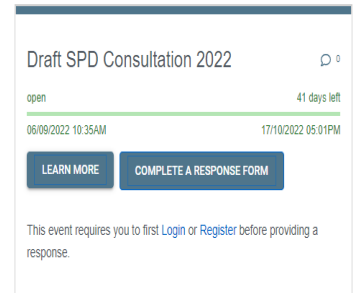
- The Council's consultation website (see link above) lists all of the consultation events and documents which are available to view:
- Click '**learn more**' on any document or consultation for more information on its content, as well as any supporting documents which have been provided. From this page you can then view the contents of the document, including, where available, comments by others.
- Please note, clicking other buttons titled 'go to event', 'complete a response form', or similar will take you directly to the response form. This may not display information about the event or any supporting files; however these can be accessed by clicking the tab to the left.
- You can view different parts of a consultation document using the links on the left hand side of the page. In some cases the Council may consult on a PDF file, in which case there will be the option for you to view or download the document.
- In consultation documents (either open consultations or those closed consultations which are still available to view) where comments made by consultees are available to view, you can follow the relevant links throughout the document to see these.



## Adding your comments

To comment on the document through the website you must be registered. This is a simple process and none of your information, apart from your name and any comments you make, will be publicly available. If you have not already registered, follow the steps on page 1 of this guide.

- On the consultation website **click on the 'sign in'** logo at the top of the page, fill in your username and password and click the 'login' button.
- The main page lists all the documents available to view. Those that are open for consultation, and which you are able to comment on, will be shown in green as 'open'. **Choose** the document you wish to make comments against and **click 'learn more'**.
- For some consultations you can make comments against particular parts of the document. To add your comments **click the speech bubble** logo against the part of the document you wish to comment on.
- You can then **complete the form** to provide us with your comments. **Clicking 'discard'** will delete your comments and not submit them. **Clicking 'save draft'** will allow you to save your comments and edit them later before finalising them. To finalise your comments **click 'save' and 'close'**. On the following page click the 'review' button to review your comments. You can then delete these by **clicking 'cancel'** or submit them by **clicking 'submit'**.
- Repeat this for any other parts of the document on which you want to comment.
- Alternatively, some consultations may be undertaken on a file or document. In these cases the page will provide access to a response form in which you can provide comments on the document(s).
- When your comments have been processed, an email will be sent either acknowledging receipt or to indicate the reason for a rejection. Comments may be rejected where they are defamatory, obscene or racist or otherwise likely to cause offence.
- For some consultations submitted comments may be viewable to others. In these circumstances only your name, organisation and comments will be shown. Comments may not be available to view for some time, and when they have been posted online by the Council you will receive an email telling you so. This information will remain viewable on the website until the consultation events are archived. Any information held by the Council will be processed in compliance with appropriate Data Protection legislation. A privacy notice is available here:  
<https://rotherham-consult.objective.co.uk/kse/terms/privacy>



For more information you can contact us by the following means:

Phone: 01709 823869

Email: [planning.policy@rotherham.gov.uk](mailto:planning.policy@rotherham.gov.uk)

Web: [www.rotherham.gov.uk/localplan](http://www.rotherham.gov.uk/localplan)

Post: SPD consultation  
Rotherham Metropolitan Borough Council  
Planning Policy,  
Regeneration & Environment Services,  
Riverside House, Main Street,  
Rotherham, S60 1AE

[www.rotherham.gov.uk](http://www.rotherham.gov.uk)