

## Public User Guide

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## Welcome to the Consultation Portal.

Your council uses the JDi Consultation Portal to make it easy for you to take part in local planning consultations.

Through the portal, you can:

- View documents published by your council.
- Have your say by submitting a **representation** (your comments or view).
- Attach supporting files if needed.
- Keep a copy of your submission for your own records.

This pack will guide you through the essentials so you can confidently use the system.

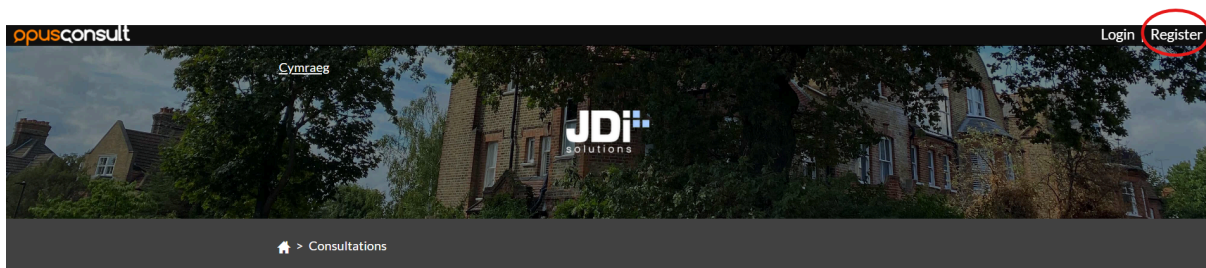
## Getting Started

### 1. Registering an Account

Before you can submit a representation, you need to register an account.

**Step 1:** Click the “Register” button in the top-right corner of the screen. You will be brought to the registration page.

Enter the email address in which you want to sign up with - make sure it's an email address that you have access to.



### Registration

Enter your email address

Fields marked with an \* must be completed

Email \*

Next >

**Step 2:** You will then receive an email with a verification code so you can verify your account. This may take some time to arrive in your inbox. Make sure to check your junk/spam folder!

## Registration

We sent an email to test.user@email.com, please enter the code provided here

If you do not immediately receive the verification code email please check your spam folder.

No email received? [Get another verification code](#)

Fields marked with an \* must be completed

Provided verification code \*

Next >

**Step 3:** Set up your account password. Ensure it is at least 8 characters long and does not include any commonly used phrases.

**Step 4:** Read and agree to the privacy statement.

**Step 5:** Select any topics you would like to stay informed about. You may receive email updates from any of the categories you select. Alternatively, you can select “I do not wish to be contacted”.

### Set your account password

Fields marked with an \* must be completed

Password \*

Repeat password \*

Please check the box below to confirm that you have read and agree to the [privacy statement](#)

☒ I agree \*

Please select topics you are interested in and would like to be contacted about.

Topics \*

☒ Call for Sites

☐ Gypsy and Traveller Site Allocations

☐ General

☐ Supplementary Planning Documents

☐ Planmaking

☒ Neighbourhood Plans

☐ Site Allocations

☐ Non-Strategic Policies

☐ My new topic

☐ I do not wish to be contacted about any of the topics above unless I submit representations.

Next >

**Step 6:** Enter your contact details (Name, address) and whether you are an agent or working on behalf of an organisation. Once this is done, you will now be able to use the OpusConsult system and your account will be successfully created.

### Please enter your contact details

Please check our [privacy statement](#) for more details regarding the data we publish and our legal obligations.

Fields marked with an \* must be completed

Are you an agent? \*

☐ Yes ☒ No

---

Title First name \* Last name \*

☐ Please tick this box if you are here on behalf of an organisation

Address \*

Start typing the address

Address search

[OR enter the address manually.](#)

Telephone

Mobile

Next >

## 2. Logging In

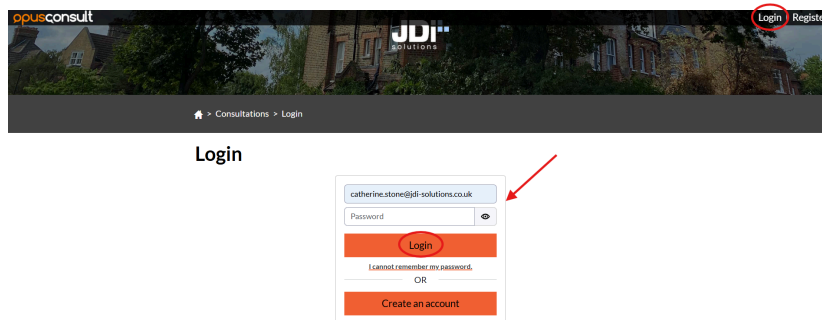
Once registered, you can log in at any time.

**Step 1:** Go to the consultation portal homepage.

**Step 2:** Click **Login** in the top right corner

**Step 3:** Enter your email and password.

**Step 4:** Click **Login**



## 3. Resetting Your Password

Forgotten your password? No problem.

**Step 1:** On the login screen, click **I have forgotten my password**.

**Step 2:** Enter your registered email address.

**Step 3:** You'll receive a link by email to set a new password.

**Step 4:** Follow the link and choose a new secure password.

### Password reset request

**A password reset request has been received for your Demo System account.**

Please click the following link and enter a new password:

<https://demo.oc2.uk/passwordreset/catherine.stone@jdi-solutions.co.uk/>

If you cannot click the link in this email you can copy and paste it into your web browser instead.

This link will expire in 1 hour.

If you did not request a password reset, please ignore this email. Your account will not be affected.

Please do not reply to this email. This mailbox is not monitored.

#### 4. Updating Your Details

You can update your details anytime after logging in.

- Go to **My Account** in the top right corner and click **Account Details**.
  - Edit your name, address, email, or password.
  - Save changes to keep your account up to date.
-

## Making a Representation

### Finding a Consultation

**Step 1:** Log in to the consultation platform.

**Step 2:** From the homepage, look for a list of **current consultations**.


## Consultations

Welcome to the consultation system. It's great to see you.

### Current documents open to consultation




#### Demonstration Documents

 [Example Consultation Document](#)  
Ends on 31 December 2028 (1,226 days remaining)



#### OpusConsult Example Docs

 [Example District Council - Issues and Options 2024](#)  
Ends on 30 September 2027 (768 days remaining)



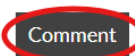

 [Example District Council - Questionnaire](#)  
Ends on 28 June 2027 (674 days remaining)



**Step 3:** Click the consultation title to open it.

**Step 4:** When you are ready to comment, look for the **Comment** button.

### Local Plan Preparation

1.11 Local Plans must be prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.

1.12 The current Local Plan was adopted in January 2020. The Council is required to undertake a review of the Local Plan focussing on the following key issues:

**Tip:** If a consultation is **closed**, you can still read the documents but you won't be able to submit new comments.

## Submitting a Representation

**Step 1:** Select the document you would like to submit a representation on. If comments have been enabled on this document, you will see “**Comment**” buttons throughout the document.

### Habitat Regulations Assessment



1.21 Under the Conservation of Habitats and Species Regulations 2017 (as amended) Councils must demonstrate through a Habitat Regulations Assessment that its Local Plan proposals will not have a significant adverse effect on sites designated under the European Directive (92/43/EEC The Habitats Directive) for their wildlife importance. These sites are known as 'Natura 2000' sites and include Special Areas of Conservation (SAC); Special Protection Areas (SPA); and Ramsar Sites (wetland sites).

1.22 A Habitat Regulations Assessment has been prepared and will be published alongside the Draft Local Plan. The HRA considers Local Plan policy and potential development sites but does not conclude the suitability of sites for allocation.

### List of Policies & Proposed Update

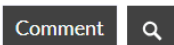


1.23 In late 2020 the Council published the Issues & Options consultation which gave an indication of which policies would be retained and if necessary updated. Views were also sought on any additional policies which would be required to ensure that the Local Plan is robust and in accordance with national policy.

[Next Page >>](#)

**Step 2:** When you click “**Comment**”, you will be prompted to log in (if you haven’t already).

### Habitat Regulations Assessment



Email address

Password

Login

[I can't remember my password.](#)


OR

Create an account

**Step 3:** Once you are logged in, you can begin formulating your representation. Once complete, hit the “**Submit**” button and your representation will be sent to the system. Upon submission, you will receive an email of acknowledgement.

If you do not complete your submission in one go, the system will save it for you as a draft and you can come back to it later by selecting “**My account**” in the top-right corner and clicking “**Drafts**”.

## Habitat Regulations Assessment

Comment 

100% complete

Please review your representation before you complete it.


Support

**Habitat Regulations Assessment : Example District Council Reg 18 Draft Local Plan**  
**Last edited:** 21/08/2025, 15:39  
**Respondent:** JDi Solutions Ltd  
**Representation Summary:**  
This is a test.

Submit

[Back](#)

You can also view any of your submissions by clicking “**My account**” and then “**Submitted**”. Here you will see the full details of your submission, as well as details about whether it has been published.

This representation has not been published. 

Object

Print

**Example District Council Reg 18 Draft Local Plan**  
**Representation ID:** 6593  
**Received:** 04/07/2025  
**Respondent:** JDi Solutions Ltd  
**Element:** Protecting and Enhancing the Environment  
**Representation:**  
I am concerned that the existing infrastructure, especially the B4219 and Church Lane, is already heavily congested, and additional housing will worsen traffic issues without plans for road upgrades or improved public transport. I believe this development is unsustainable and may lead to gridlock and poorer air quality. I am also worried about the environmental impact, as the site includes habitat for local wildlife, including badgers and birds. The Environmental Impact Assessment appears insufficient, and once developed, the natural space will be permanently lost.  
**Full text:**  
I am writing in response to the proposed Local Plan and the proposed development of housing on Green...  
[\[show more\]](#)



## Attaching Files

Depending on the consultation type, you may be able to upload a supporting file (for example, a detailed report or map).

- Allowed files types: **Word, PDF, Excel, JPG, PNG, GIF.**
- Maximum file size: **20MB** per file.
- You can upload more than one file if needed (up to 4 per representation)..
- Make sure the files are clear and legible (avoid blurry scans or images of text).

## Submitting Your Representation

**Step 1:** When you have completed all sections of the form, click **Submit**.

**Step 2:** You'll see a confirmation message on screen.

**Step 3:** You'll also receive a confirmation email with a copy of your submission.

### Representation received for ID: 6672

Catherine Stone,

Your representation has been received.

#### Representation details

**ID:** 6672

**Type:** Support

**Document:** Example District Council Reg 18 Draft Local Plan

**Section:** Habitat Regulations Assessment

#### Summary

This is a test.

**Important:** Once submitted, you usually cannot make changes. If you need to correct something, contact your council directly.

## After Submission

### Downloading or Printing Your Representation

After submitting, you may want to keep a copy for your records.

#### Confirmation Email

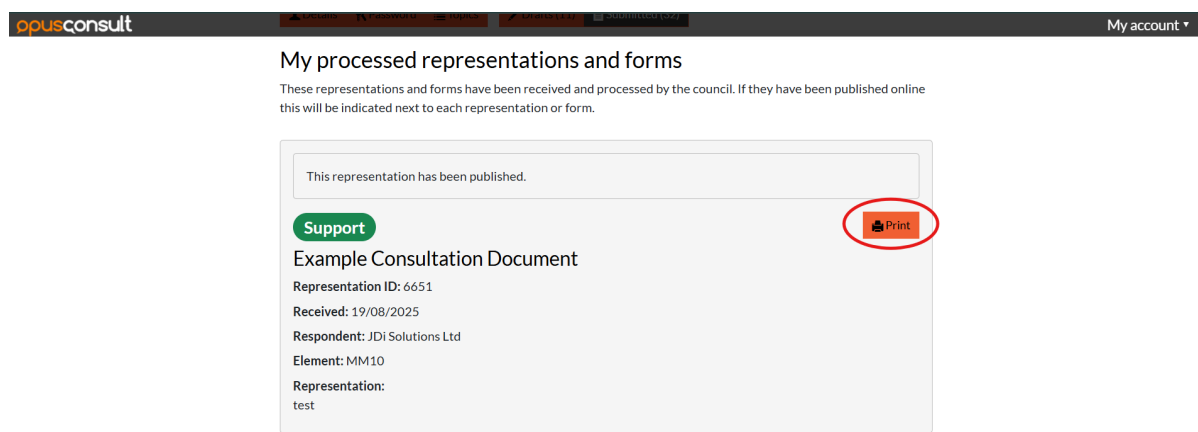
- You'll receive an email with the details of your submission.
- Keep this email safe - It's your official record.

#### Download from the Portal

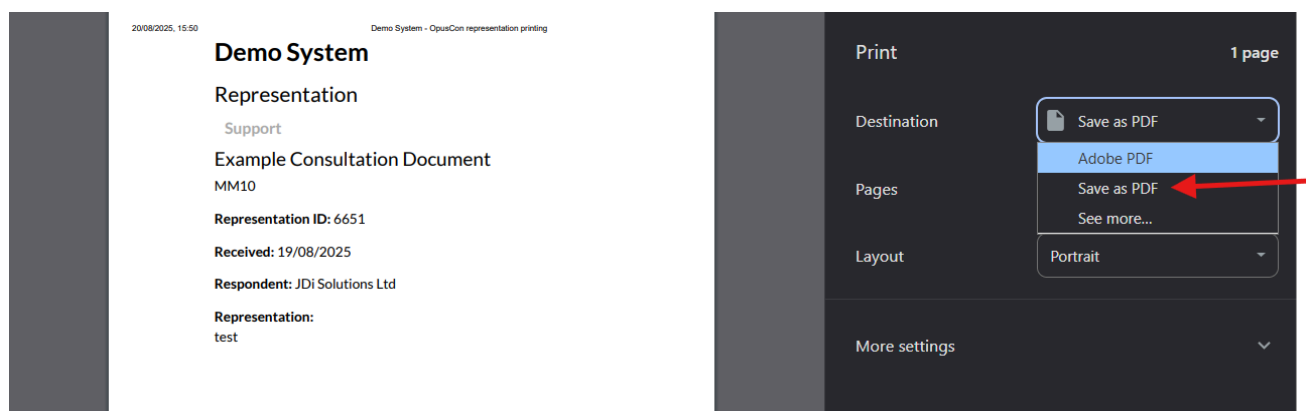
**Step 1:** Log in to the consultation portal.

**Step 2:** Go to **My Account** then select **Submitted** from the drop-down menu.

**Step 3:** Here you will see a list of all your submitted representations.



**Step 4:** Select the “print” button on your desired representation. From here you can print, or save, the document as a PDF.



**Tip:** If you can't find your representation, check your confirmation email or contact the council.

## What Happens Next?

Once your representation is submitted:

### 1. Acknowledgement

- Your response is logged in the system immediately.
- You receive a confirmation email.

### 2. Publication

- Your comments may be published on the consultation portal, this depends on the consultation type..
- Personal details (such as your email, phone number, or address) will **not** be shown publicly.

### 3. Council Review

- The council reviews all representations received.
- They may group responses, prepare summaries, or use them in reports.

### 4. Examination / Next Stage

- For some consultations (like Local Plans) responses are considered by an independent examiner or inspector.
- You may be contacted later if further clarification is needed.

## Deadlines

- Each consultation has a **closing date**.
- After this date, you will not be able to submit or edit your representation.
- Late submissions may not be accepted by the council.

## If Something Goes Wrong

- **Didn't get a confirmation email?**
  - Check your spam/junk folder.
  - If it's not there, contact the council.
- **Accidental mistake in your response?**
  - Contact the council directly as soon as possible.
- **Can't see your representation online?**
  - It may take some time before it appears.
  - Check back later or contact the council.

## Accessibility & Privacy

The consultation portal has been designed to be accessible to as many people as possible. Here are some tips to help you get the best experience:

- **Zoom In/Out**
  - Use your browser's zoom settings (Ctrl + "+" or Ctrl + "-" on Windows, Command + "+" or Command + "-" on Mac) to make text larger or smaller.
- **Screen Readers**
  - The system works with screen readers. Headings, links, and form labels are structured to help navigation.
- **Keyboard Navigation**
  - You can move through the portal using the **Tab** key to jump between fields and buttons.
- **Text Size & Colour**
  - If you need bigger text or higher contrasts, adjust your device's accessibility settings.

**Tip:** If you have difficulty accessing a consultation document, contact the council. They may be able to provide it in an alternative format (such as large print or audio).

## Your Data & Privacy

When you submit a representation, your council needs to collect some personal information. This helps them record responses and keep you updated.

You can view the full privacy statement by scrolling down to the bottom of the page. In the footer you will find a link to the privacy statement and more.

opusconsult

My account ▾

■ Example District Council Reg 18 Draft Local Plan  
(estimated) Ends on 31 December 2025 (130 days remaining)

■ Example District Council Reg 19 Local Plan  
Ends on 31 December 2025 (130 days remaining)

[Adopted documents](#)

[Historic documents](#)

[JDi Testing Documents](#)

?

For instructions on how to use the system and make comments, please see our [help guide](#).

JDi  
solutions

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