

How do I register to make comments online?

You only need to register if you wish to make comments, you can view comments made without registering or logging in.

1. Click on the 'register now' in the box at the top of the page:

PLEASE NOTE: You only need to register / login if you wish to make representations.

If you haven't got an account you can **register now**.

If you have forgotten your password you can **request a new password**.

Email Address: Password:

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2. Choose whether you are a private individual, representing an organisation or acting as an agent and press 'continue'.
3. On the next screen, complete your information as appropriate. Required information is marked in **bold blue** text; all the other information is optional. Once you have completed the required information, press 'submit'.

It is optional whether you provide demographic information, such as your ethnic origin, marital status etc.

Agents will also need to add information on their clients. Required information is marked in **bold blue** text; all the other information is optional.

4. The next webpage should then say '**You have been successfully registered.**' and you should also receive an email from us no-reply@jdi-consult.net welcoming you to the system.

However, if your email address has been previously entered into our database as a result of you making comments or asking to be kept informed, the next webpage will say '**The email address specified already exists. If you have not registered before, please email us to activate the existing account.**'

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The email address specified already exists. If you have not registered before, [please email us to activate the existing account.](#)

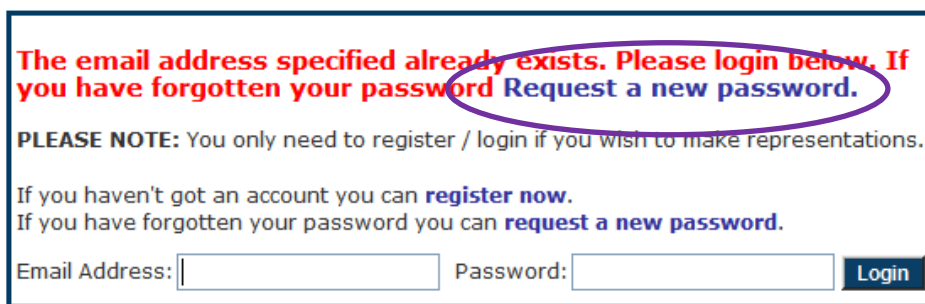
Click on the link, complete the required information in the 'contact us form' and press 'send'. Required information is marked in **bold red** text and with an *.

An email will be sent to the Planning Policy Team who will process your request. Once your request has been processed, you will receive an email from us no-reply@idi-consult.net providing you with instructions on how to log in and your password.

5. You are now ready to start submitting comments.

What happens if I have previously registered but can't remember my details?

If you have previously registered and try to re-register using the same email address, the final screen will say '**The email address specified already exists. Please login below. If you have forgotten your password Request a new password.**'



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Click on the link, enter your email address in the box and press 'continue'. A temporary security code will be generated and you will receive an email from us no-reply@idi-consult.net. Follow the instructions in the email to reset your password. The temporary security code only lasts 1 hour.

You are now ready to start submitting comments.

What should I do if I need further help?

If you have any problems, complete the contact us form or call the Planning Policy Team.