How to use South Staffordshire District Council Local Plans Consultation Portal

[South Staffordshire - Opus Consult (oc2.uk)](#) – link to consultation portal home page.

- A. *Setting up/managing an account and logging in.*
- B. *Viewing a document and making a representation.*
- C. *Viewing representations.*

A. Setting up/managing an account and logging in.

1. The option to 'login' or to 'register' can be found in the top right-hand corner of the consultation portal home page. You only need to register and login if you wish to make a representation; you can view published representations without registering or logging in.

2. If creating an account in a professional capacity, it is recommended that a shared organisational inbox email address is used in order to ensure that the profile and representations made through it, can always be accessed.

3. If you have already registered with our previous consultation database, then you will automatically have been set up with an account using the email address provided to us at the time. If this is the case, then use the 'I cannot remember my password' link found on the 'login' page. The system will now automatically guide you through the registration process.

4. As part of the registration process, you will be asked to select topics which you would like to be contacted about. If you submit a representation, you will be notified of the Local Plan progress regardless of the options selected. You can change your topic preferences (and other details) within your profile at any time by selecting the 'My account' drop-down menu in the top right-hand corner when logged in.

B. Viewing a document and making a representation.

4. Once registered and/or logged in, you will now be able to view and comment upon live documents open to consultation. You will also be able to view documents that have previously been consulted upon, and the representations received through that.

5. All documents are presented in a digital format, with hyperlinks available at the top of the webpage (as a contents) to each section. A 'back to top' option is available in the bottom left-hand corner when navigating through the document. Although the document may be presented slightly differently to the printable copy, this is simply due to facilitating the inclusion of infographics. The content of the document is not different.

6. Making a representation using the online portal carries the same status making a representation through more traditional methods.

7. The live document you will be making a representation on will have been set up to include comment boxes at what are considered to be the most appropriate locations. This will have been carefully considered based on factors such as: the most contentious parts of the document, the likely interest in each section, and where the consultation wishes to specifically seek the views of consultees.

8. To make a representation, you will need to be logged in. If you are not logged in do not worry; when you select the comment box/pen icon to make a representation you will be prompted by the system to log in. You can submit a representation against more than one comment box; and are not limited to making one single representation.

9. It is highly recommended that a maximum of 1 support representation and 1 object representation per comment box is submitted; including all of your comments in the appropriate one. This will allow you to see all of your points together in one place.

10. When you have decided to make a representation, clicking on the comment box/pen icon will guide you through the process of drafting your written submission. Do not worry about saving your work, as the system will automatically do this for you.

11. The process for submitting a rep is straightforward, and the system will prompt you through this step-by-step.

    a. Firstly, you will be asked whether you support, object, or simply wish to comment on to the paragraph you have selected. If you are objecting, you will be asked to consider whether you believe the document accords with the test of soundness set out in Paragraph 35 of the NPPF.
    b. Secondly, you will have opportunity to write down your representation in a text box – this can be as detailed as you wish. Should this exceed 100 words, then the system will automatically open a second dialogue box for you to provide a short summary of your detailed representation which can not exceed 100 words.

c. Thirdly you will be asked whether you wish to attach a file to your representation. This may be a supporting document to supplement your submission, or the representation in full.

d. Finally, you will be asked to review your representation and submit it for consideration.

12. Should you have any other supporting information that you wish to provide, the system will allow for an attachment to be submitted as part of the representation. An automatic prompt facilitating this when submitting a representation. Microsoft Word documents, PDFs, and JPEG images are all accepted with a maximum file size of 15 megabytes.

13. Be aware that representations cannot be kept confidential and will be available for public scrutiny, including your name and – if applicable – organisation. However, any contact details provided will not be published.

14. If at any point you need to leave your representation and have not finished and submitted it, then there is no need to save your progress. This is automatically done for you. Should you need to go back and complete/submit your representation, navigate to 'my account' in the top right-hand corner and you will be able to see you 'draft', incomplete comments. Form here they can be modified and submitted. Please be aware that any attachments that may have been added to an unsubmitted representation will not have saved. Therefore, before submitting, please refer back to point 11 of this guide and reattach any documents to be provided.

C. Viewing representations.

15. All representations are saved within the online system and can be accessed and viewed by the user. This is done by navigating to 'my account' in the top right-hand corner (when logged in) and selecting 'Submitted'. This will list all the representations made to any consultation using the online portal. Any representations that have only been saved, and not submitted as part of the consultation are listed as 'Drafts'. 'Processed' representations are those that have been processed by the council and notes if it has been published publicly.

16. To view published representations, firstly navigate to the document of interest at https://sstaffs.oc2.uk/. You do not have to be logged in for this. Once this is selected, you can skip to any part of the document by clicking on the sub-titles. To view the representations that have been published, click on the magnifying glass icon next to either the policy or supporting text. A summary of all the representations will be listed. Representations made which included additional information are displayed as an attachment to the summary and are available to download. If no representation was received, then there will not be a magnifying glass.

17. The 'Search representations' tool allows users to view an organisational representation, or search for representations based upon key words included. The tool also allows users to search by organisation, but does not allow for searching individual names.