



User Guide for Registering and Commenting with our Online Portal

Updated March 2014

Finding things in this user guide

Once you have registered with us responding to consultations online is quick and easy. Our online portal is run for us by a company called Objective Online (formerly known as Limehouse).

This user guide provides a step by step guide to using our online portal. You can find out how to:

- Register yourself or clients
- Amend personal details
- Manage your account
- Access and comment on consultations
- Save comments and return to them later
- Submit comments

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 - For agents/consultants representing one or more people/organisations,,,,,,,,,page 14 to 20
3. Accessing Live Consultations..page 21
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1. Finding our online Portal

All responses to the TAYplan consultations can be made using our online Portal. Go direct to <http://tayplan-sdpa-consult.limehouse.co.uk/portal> or visit http://www.tayplan-sdpa.gov.uk/get_involved and then click 'register with us'

Please Note:

You must be registered and logged-in to the TAYplan Portal to respond to consultations online.



Go to the TAYplan website 'get involved' page and then scroll down to the 'Register with us' button.



1. Finding our online Portal

You have now entered our online portal and will see a screen like this

- First you need to register your details
- If you have already done this then all you need to do is login
- To do either of these click the Login/Register button at the top of the screen

TAYplan Consultation Portal
The Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife

Accessibility | TAYplan Strategic Development Planning Authority | Contact Us

Search [] []

AAA Login / Register Who Said What? Help Print

Consultation Home

Take a tour Comments Site Tour Play

Welcome to the TAYplan Strategic Development Planning Authority Consultation Portal

TAYplan operates on behalf of Dundee City, Perth and Kinross, Angus and Fife Councils. The key role of the SDPA is to prepare and maintain an up to date Strategic Development Plan for the area. This process will involve engagement and consultation with a number of key stakeholder organisations and the wider community.

Registration

In order to be kept informed of TAYplan developments and to participate on a TAYplan consultation, please register your details using the 'Login/Register' link above.

Main Issues Report Consultation

The Main Issues Report and the Environmental Report (SEA) together with associated documents have been published on 30th March 2010 to provide some additional time to consider these documents. Consultation on the Main Issues Report and the Equalities and Human Rights Impact Assessment commences on 12th April for 12 weeks until 2nd July 2010. Consultation on the Environmental Report commences on 30th March and runs in parallel with the Main Issues Report until 2nd July 2010.

Show Consultations for: All Topics RSS

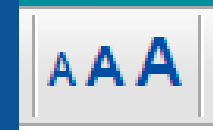
List View Date View

Consultation	Start	End	Status
TAYplan Awareness Raising Initial Consultation Online Questionnaire	10/08/09 00:05	25/09/09 23:55	closed

Number of items to display: 20 Page 1 of 1 Displaying 1 to 1 of 1 items

What's what

Alters text size.



Login/Register Button



List of Consultations and links

2. Logging in and Registering

To respond to consultations online you need to be registered and logged in.

Go direct to <http://tayplan-sdpa-consult.limehouse.co.uk/portal>

Click 'login/register' and select from the menu

TAYplan Strategic Development Planning Authority - Consultation Home - Windows Internet Explorer

http://tayplan-sdpa-consult.limehouse.co.uk/portal

File Edit View Favorites Tools Help

TAYplan Strategic Development Planning Authority - C...

TAYplan Consultation Portal
The Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife

Search

AAA Login / Register Who Said What? Help Print

Consultation Home

Take a tour Comments Site Tour Play

Welcome to the TAYplan Strategic Development Planning Authority Portal

TAYplan operates on behalf of Dundee City, Perth and Kinross Councils to develop a Strategic Development Plan for the area. This process will involve engagement and consultation with the wider community.

Registration

In order to be kept informed of TAYplan developments and to participate on a TAYplan consultation, please register your details using the 'Login/Register' link above.

Main Issues Report Consultation

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Show Consultations for: All Topics

List View Date View

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Number of items to display: 20

Page 1 of 1

Displaying 1 to 1 of 1 items

To login enter your username and password then click login

If you do not have a username and password then click 'register' to register your details

2. Logging in and Registering

If you clicked 'register' then you will now see this screen

The screenshot shows the TAYplan Consultation Portal. The header includes the TAYplan logo, the text 'Consultation Portal', and the full name 'The Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife'. There are links for 'Accessibility', 'TAYplan Strategic Development Planning Authority', and 'Co'. A search bar is on the left, and navigation links for 'AAA', 'Login / Register', 'Who Said What?', and 'Help' are on the right. The main content area is titled 'Registration' and explains the benefits of registering. It offers two options: 'Consultee' and 'Agent'. The 'Consultee' option is for those making comments on their own behalf or for their organization. The 'Agent' option is for those making comments on behalf of others. Both options have a corresponding 'Register as' button. A blue arrow points from the 'Register as Consultee' button to a text box at the bottom left, and a red arrow points from the 'Register as Agent' button to a text box at the bottom right. A yellow text box at the bottom right contains a note about providing a postal address.

TAYplan Consultation Portal
The Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife

Search

AAA Login / Register Who Said What? Help

Consultation Home

Registration

Registering with this site has many key benefits including the option to participate in 'sign-in required' consultations and the ability to save, track and manage your comments. Simply select the registration option that applies to you:

Consultee

Register as a consultee if you wish to make comments expressing:

- your own opinions (i.e. personal views) or
- the opinions of your organisation (i.e. views expressed on behalf of a single organisation that you work within).

Agent

Register as an Agent if you will be making comments on behalf of:

- other individuals that you represent or
- third-party organisations that you represent.

Note: This can include your client's views and those of individuals / organisations who have given you authority to express their views.

Register as Consultee

Register as Agent

For people/organisations responding on behalf of themselves click 'Register as Consultee' and follow the instructions. See pages 7-13

For those commenting on behalf of clients click 'Register as Agent' and follow the instructions. See pages 14-20

Please note: You must provide a postal address for this to work

2A. Registering for consultees only

Fill in your details in this box and then press 'OK'

Consultee Registration

Please complete the following information and select OK. We will then send you an activation email to confirm your account.

My Account

Name & Email

Title	Mr	
Given Name	Nick	
Family Name	Smith	
Email Address	h@tayplan-sdpa.gov.uk	
Username	nicksmith	<input type="button" value="Check"/>
Password	
Confirm Password	
I agree to all of the Terms and Conditions of registering	<input checked="" type="radio"/> Yes <input type="radio"/> No	

* denotes required field

Choose a Username and password.

! Check the username is not already in use. If it is you will need to choose one that isn't.

Don't worry if you don't have an email address. You can still respond online.

Once complete press 'OK'

Once you have registered you will see this screen...

TAYplan Consultation Portal
The Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife

Search

AAA Login / Register Who Said What? Help Print

Consultation Home

Site Tour **Consultee Registration**

Thank you for taking the time to register. You will shortly receive your activation email.

Please click on the activation link in this email to activate your account. This will enable you to update your contact details and submit comments.

If you have an email account you will now receive confirmation from 'Objective Online'.

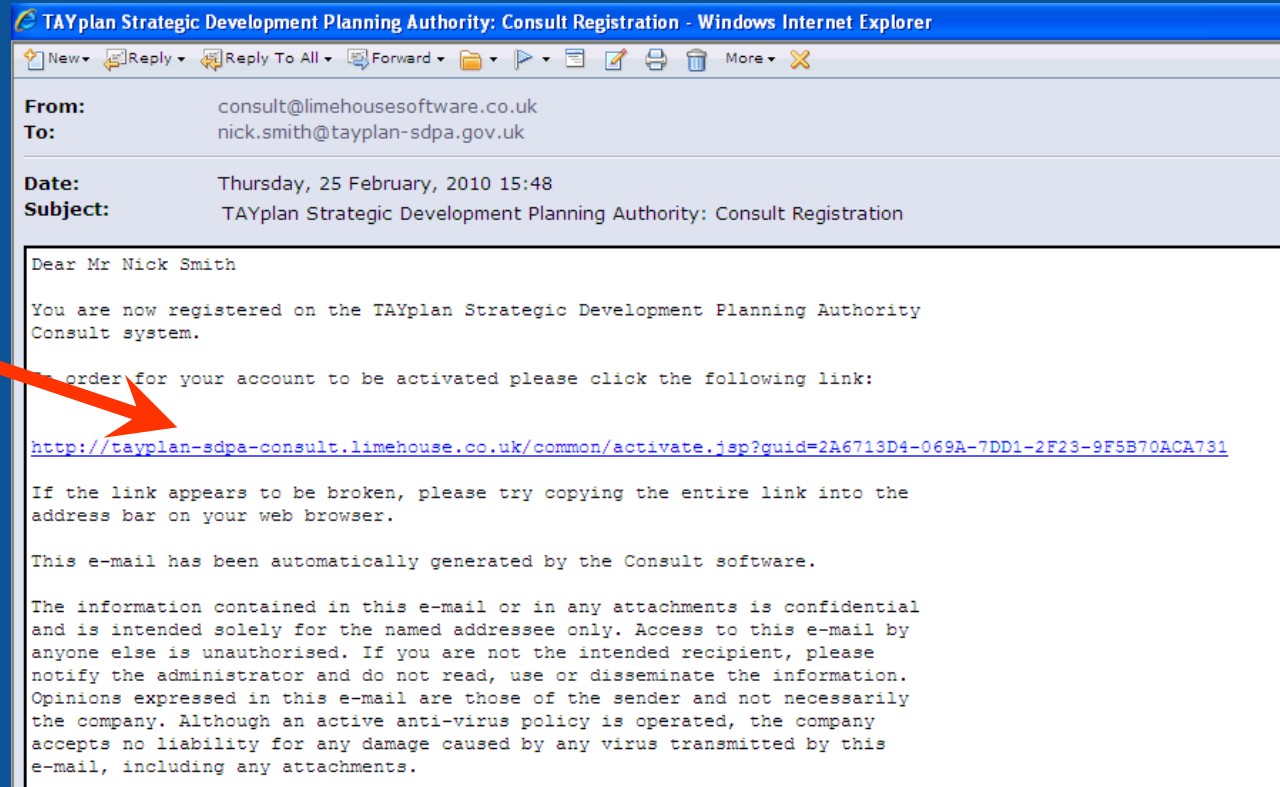
Can't see the email? Either refresh your email inbox or check your 'spam' or 'junk mail' box.

2A Consultees: Confirmation Email

Open the email and click on the link to activate your account. The link will take you to the Portal login page and activate your account.

! If you don't click on this link your account will not be activated and you will not be able to login to comment online.

Don't worry if you do not have an email address. Just return to the consultation portal at <http://tayplan-sdpa-consult.limehouse.co.uk/portal> and then login using your chosen username and password.



Help! Its not working and I'm stuck:

Give us a phone on 01382 307180

(9am - 5pm Mon to Fri) and we'll try to help.

Answer phone messages can be left at other times and we will call you back.

2A Consultees: Now login again and complete some additional details

Now you have registered by clicking the link in the email (see previous page) the system will automatically produce this login screen.

TAYplan Consultation Portal Accessibility | TAYplan Strategic Development Planning Authority
The Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife

Search [] [] AAA [] Login / Register [] Who Said What? []

Consultation Home

Site Tour [] Play []

Thank you Mr Nick Smith

You have now activated your account.
Please sign in below using the password that you provided upon registering to update your contact details and preferences.

Login

Username: [nicksmith]
Password: []
[Login]

Register
Forgotten Password?
Forgotten Username?

Enter your username and password you have just set up.

If you forget your user name and password click here and you will be emailed your details; alternatively phone TAYplan on 01382 307180 and we will change it for you.

2A Consultees: Further details

Please fill in your contact details to complete your account registration and begin making comments.

My Account	
Organisation / Individual	
Views submitted as	<input checked="" type="radio"/> Organisation <input type="radio"/> Individual
Company / Organisation	TAYplan Strategic Devel
Position	Senior Planner
Address	
Address Type	Unspecified
Address Line 1	Enterprise House
Address Line 2	3 Greenmarket
Address Line 3	
Post Town	Dundee
County	
Post Code	DD1 4QB
Other Contact Details	
Phone Number	01382 307182
Mobile Phone Number	
Fax Number	
Method of Contact	Email
Also Register Me With	<div>Email Phone Fax Post SMS No Preference No Further Contact</div>
Partners	Organisations available to "also register with".
* denotes required field	
OK	

If you are an individual member of the public tick 'individual'.

If you are responding for an organisation tick the 'organisation' button and tell us the name of the organisation eg the company, government body, community council etc.

You **must** provide a postal address for the system to work. Even if you receive all contacts by email.

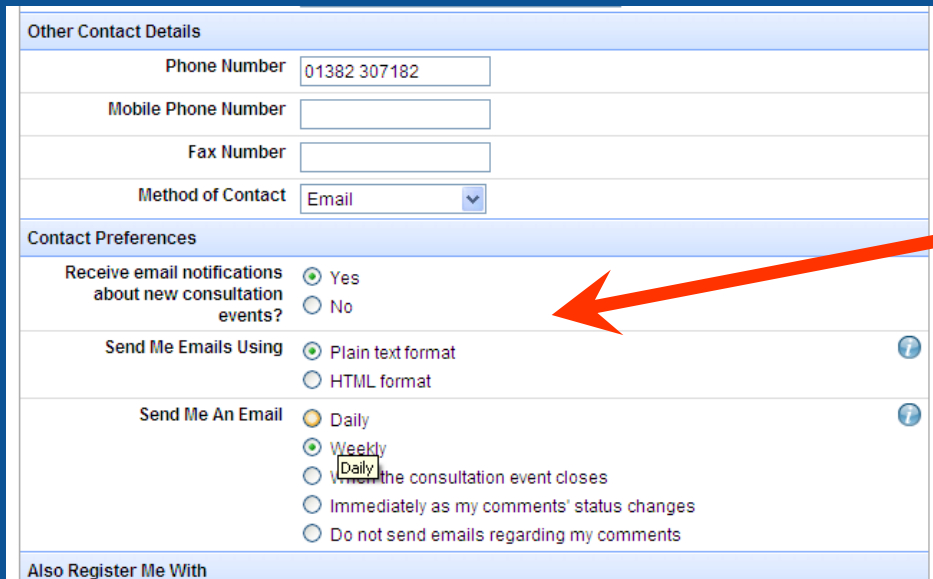
We will contact you from time to time to tell you about events, consultations and publications.

! Contact data will not be disclosed. But your name, organisation and town will be published with your comments.

Contact details for representations made at Proposed Strategic Development Plan stage will be passed to the Scottish Government Directorate for Planning and Environmental Appeals (DPEA). This is because they may need to invite you to an examination in public on the Proposed Plan to discuss your representation(s).

⊗ Please do not choose phone, fax or SMS as we do not provide these services.

2A Consultees: Further details



Other Contact Details

Phone Number

Mobile Phone Number

Fax Number

Method of Contact

Contact Preferences

Receive email notifications about new consultation events?
☒ Yes
☐ No

Send Me Emails Using
☒ Plain text format
☐ HTML format

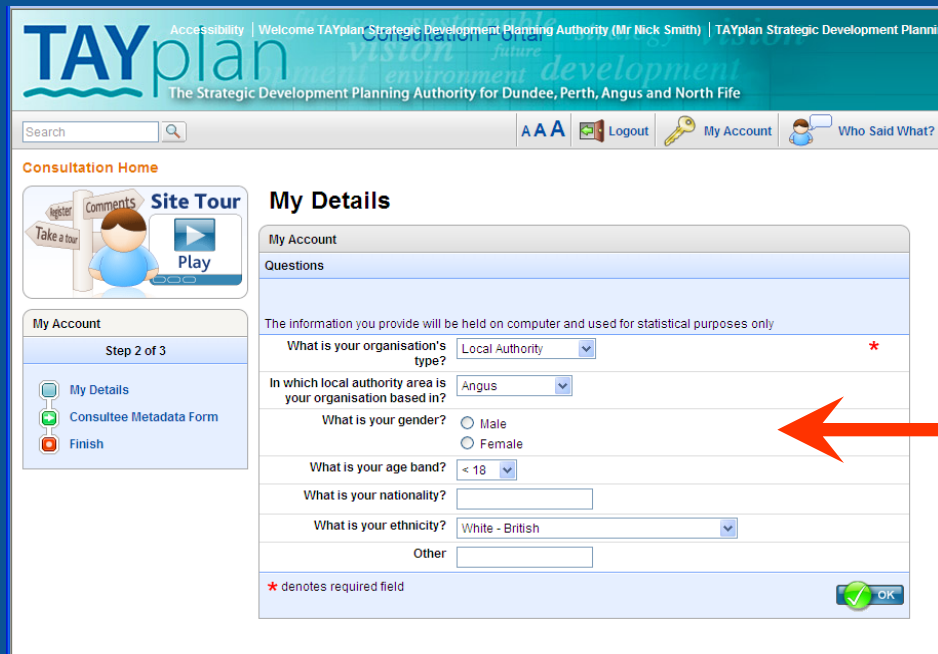
Send Me An Email
☐ Daily
☒ Weekly
☐ Daily when the consultation event closes
☐ Immediately as my comments' status changes
☐ Do not send emails regarding my comments

Also Register Me With

Consultee Contact preferences

Scroll down a little further and select your contact preferences.

Note: by choosing 'yes' you will receive an automatic email telling you when consultation events start and end.



TAYplan Accessibility | Welcome TAYplan Strategic Development Planning Authority (Mr Nick Smith) | TAYplan Strategic Development Planning Authority

The Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife

Search

AAA Logout My Account Who Said What?

Consultation Home

Register Comments Site Tour
Take a tour Play

My Account

Step 2 of 3

My Details
Consultee Metadata Form
Finish

My Details

My Account

Questions

The information you provide will be held on computer and used for statistical purposes only

What is your organisation's type? *

In which local authority area is your organisation based in?

What is your gender? ☐ Male ☐ Female

What is your age band?

What is your nationality?

What is your ethnicity?

Other

* denotes required field

OK

Consultee Details

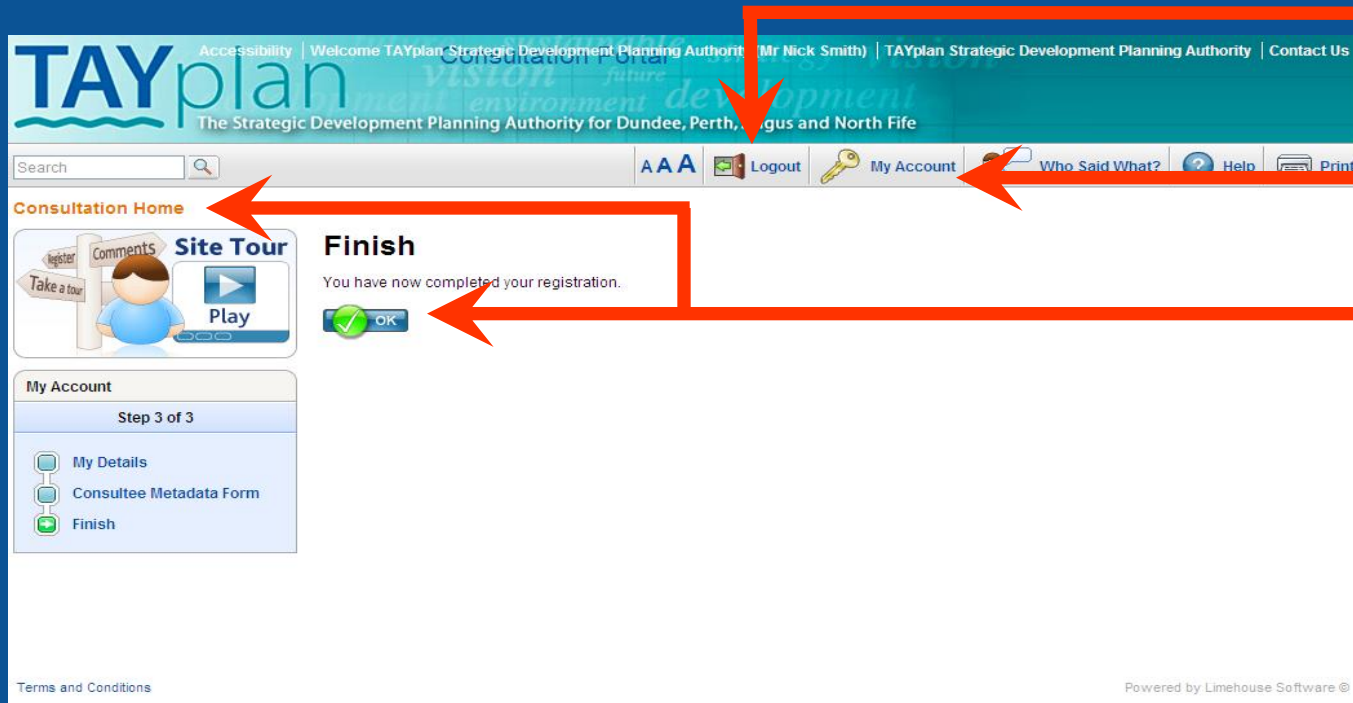
Please complete this data. It helps us to understand the broad age groups and background of individuals and the types of organisation who respond.

If you are responding for an organisation please do not complete the age, gender, nationality or ethnicity information.

! Your details will not be disclosed. But we will use this information to publish general trends about consultation exercises.

2A Consultees: Registration complete

- Once you have completed your details you should see this screen
- You are now ready to go
- You will not need to re-enter your details and just need to login each time you want to comment



To log out and return later click here.

To amend your details click here

To continue and view the consultation documents and make comments click here

2A Consultees: Amending your details

- You can login and amend your details at any time.
- Just login using your username and password and then go to 'My Account' and click on 'My Details'

Accessibility | Welcome TAYplan Strategic Development Planning Authority (Mr Nick Smith) | TAYplan Strategic Development Planning Authority | Contact Us

TAYplan

The Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife

Search []

AAA Logout My Account

Consultation Home

register Comments **Site Tour**

Take a tour Play

My Account

Step 3 of 3

My Details

Consultee Metadata Form

Finish

Finish

You have now completed the consultation process.

OK

All Comments

- Draft (0)
- Submitted (0)
- Processed (0)
- Inadmissible (0)

My Details Close X

Terms and Conditions

Powered by Limehouse Software ©

‘My Account’

You can view any **comments** you have made.

You can also amend your contact information and other details by clicking on 'My Details'.

2B: Registering for Agents only

Complete your personal/organisation details first (you can add clients later)

The screenshot shows the 'Agent Registration' page on the TAYplan website. The page has a header with the TAYplan logo and navigation links. The main content area is titled 'Agent Registration' and contains a form for creating a new account. The form includes fields for Title, Given Name, Family Name, Email Address, Username, Password, and Confirm Password. There is a 'Check' button next to the Username field. At the bottom of the form, there is a checkbox for 'I agree to all of the Terms and Conditions of registering' and an 'OK' button. A red arrow points from the 'Check' button to the 'OK' button.

TAYplan Consultation Portal
The Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife

Search [] []

AAA Login / Register Who Said What?

Consultation Home

Agent Registration
Please complete the following information and select OK. We will then send you an activation email to confirm your account.

My Account

Name & Email

Title

Given Name

Family Name

Email Address

Username

Password

Confirm Password

I agree to all of the Terms and Conditions of registering ☒ Yes ☐ No

* denotes required field

Choose a Username and password.

! Check the username is not already in use. If it is you need to choose one that isn't.

Once complete click 'OK'

Once you have registered you will see this screen...

The screenshot shows the 'Agent Registration' page after successful registration. The page has a header with the TAYplan logo and navigation links. The main content area is titled 'Agent Registration' and contains a message: 'Thank you for taking the time to register. You will shortly receive your activation email.' Below this message is a link to 'Please click on the activation link in this email to activate your account. This will enable you to update your contact details and submit comments.'

TAYplan Consultation Portal
The Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife

Search [] []

AAA Login / Register Who Said What? Help Print

Consultation Home

Agent Registration
Thank you for taking the time to register. You will shortly receive your activation email.

Please click on the activation link in this email to activate your account. This will enable you to update your contact details and submit comments.

Terms and Conditions

Powered by Objective Online Software ©

If you have an email account you will now receive confirmation from Objective online

2B Agents: Confirmation Email

Click on the link to activate your account. This will take you to the Portal login page.

! If you don't click on this your account will not be activated and you will not be able to comment online.

Can't see the email?
Either refresh your email inbox or check your 'spam' or 'junk mail' box.

Now you have registered and clicked on the email link you will see this screen.

You need to login using the user name and password you have just created.

Dear Mr A Gent

You are now registered on the TAYplan Strategic Development Planning Authority Consult system.

In order for your account to be activated please click the following link:

<http://tayplan-sdpa-consult.limehouse.co.uk/common/activate.jsp?guid=C22BA761-E68C-E29C-B8F1-CD84A0D1AC70>

If the link appears to be broken, please try copying the entire link into the address bar on your web browser.

This e-mail has been automatically generated by the Consult software.

The information contained in this e-mail or in any attachments is confidential and is intended solely for the named addressee only. Access to this e-mail by anyone else is unauthorised. If you are not the intended recipient, please notify the administrator and do not read, use or disseminate the information. Opinions expressed in this e-mail are those of the sender and not necessarily the company. Although an active anti-virus policy is operated, the company accepts no liability for any damage caused by any virus transmitted by this e-mail, including any attachments.

Consultation Portal

Accessibility | Welcome agent agency (Mr A Gent) | TAYplan Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife

AA Logout My Account Who Said V

Representing:

Thank you Mr A Gent

You have now activated your account.

Please sign in below using the password that you provided upon registering to update your contact details and preferences.

Login

Username: agent2

Password:

Login

Register
Forgotten Password?
Forgotten Username?

2B Agents: Further details

My Details

Please fill in your contact details to complete your account registration and begin making comments.

My Account

Organisation / Individual

Views submitted as ☒ Organisation ☐ Individual

Company / Organisation

Position

Address

Address Type

Address Line 1

Address Line 2

Address Line 3

Post Town

County

Post Code

Other Contact Details

Phone Number

Mobile Phone Number

Fax Number

Method of Contact

Also Register Me With

Partners There are no other organisations available to "also register with".

* denotes required field

OK

Tick the organisation button and add the details.

You **must** provide a postal address for the system to work. Even if you receive all contacts by email.

! Contact data will not be disclosed. But your name, organisation and town will be published with your comments.

Contact details for representations made at Proposed Strategic Development Plan stage will be passed to the Scottish Government Directorate for Planning and Environmental Appeals (DPEA). This is because they may need to invite you to an examination in public on the Proposed Plan to discuss your representation(s).

⊘ Please do not choose phone, fax or SMS as we cannot support these methods of contact.

2B Agents: Letter Headings

Objective will ask you to create letter headings based on your information.

The screenshot shows the 'TAYplan' Consultation Portal. The header includes the TAYplan logo and the text 'The Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife'. A navigation bar contains links for 'Accessibility', 'Welcome agent agency (Mr A Gent)', and 'TAYplan Strategic'. Below the header, a sidebar on the left shows 'My Account' with 'Step 2 of 3' and links for 'My Details', 'My Letterhead', and 'My Consultees'. The main content area is titled 'My Letterhead' and contains a preview of a letterhead. The preview shows the text 'agent agency', 'Agent house', 'Agent Street', 'Agent Ville', 'AG 3 3NT', and the date '23/03/11 10:43'. At the bottom of the preview, there are 'Edit' and 'Next' buttons. A red arrow points from the 'Edit' button to the text box on the right.

To edit the details click 'Edit' – otherwise click 'Next' to move on.

The screenshot shows the 'My Letterhead' edit page. The sidebar on the left is the same as the previous screenshot. The main content area is titled 'My Letterhead' and contains a preview of a letterhead. Below the preview, there is a form with the following sections: 'Contact details to display' with checkboxes for 'Address', 'Phone Number', 'Mobile Phone Number', 'Fax Number', and 'Email Address'; 'Include date' with radio buttons for 'Yes' and 'No'; 'Your logo' with an 'Upload:' field and a 'Browse...' button; 'Alignment of your logo' with a grid of alignment options; and 'Alignment of your contact details' with a grid of alignment options. A red arrow points from the 'Edit' button in the previous screenshot to the 'Edit' button in this screenshot.

If you click edit you will see this screen.

You can add your company logo, determine its position and amend the address components as appropriate.

2B Agents: Adding clients

The system refers to individual clients as 'consultees'.

You can add consultees at any time by logging in and going to 'my account'.

When registering the system will ask for details of any clients.

You can register as many clients as necessary.

The screenshot displays the TAYplan Consultation Portal interface. The header includes the TAYplan logo, the text 'Consultation Portal', and navigation links for Accessibility, Welcome agent agency (Mr A Gent), TAYplan Strategic Development Planning Authority, and Contact Us. A search bar is located on the left, and a navigation menu on the right includes links for Logout, My Account (highlighted with a red arrow), Who Said What?, Help, and Print. The main content area is titled 'My Consultees' and contains the message: 'You need to select a consultee before you can make comments. Here you can create and manage your consultees.' Below this message is a button labeled 'Create New Consultee' with a plus icon, which is pointed to by a red arrow. On the left side of the main content area, there is a sidebar with the heading 'My Account' and a sub-heading 'Step 3 of 3'. The sidebar contains three links: 'My Details', 'My Letterhead', and 'My Consultees' (which is highlighted with a green plus icon). The footer of the page includes 'Terms and Conditions' on the left and 'Powered by Objective Online Software ©' on the right.

Click here to add clients details

2B Agents: Entering client details

You will need to complete the relevant information for each client.



This allows the system to link the comments you make to the clients you are representing.

Create Consultee Account

Please complete the following information to create the organisation or individual that you represent.

My Account


Organisation / Individual

Views submitted as ☒ Organisation  
☐ Individual

Company / Organisation

Position

Name & Email

Title 

Given Name 

Family Name 

Email Address 

Address

Address Type

Address Line 1 *

Address Line 2

Address Line 3

Post Town *

County

Post Code *

Other Contact Details

Phone Number

Fax Number

* denotes required field

Please Note: Contact data for clients will not be disclosed. But we will publish their name or organisation and the comments you have provided for them.

Contact details for representations made at Proposed Strategic Development Plan stage will be passed to the Scottish Government Directorate for Planning and Environmental Appeals (DPEA). This is because they may need to invite you/your clients to an examination in public on the Proposed Plan to discuss the representation(s) made.

2B Agents: Managing clients details

To manage your clients login and then go to 'My Account' and click on 'My Clients'.
The system will show you a list of all of your registered clients like this one.

TAYplan Consultation Portal
The Strategic Development Planning Authority for Dundee, Perth, Angus and North Fife

Accessibility | Welcome agent agency (Mr A Gent) | TAYplan Strategic Development Planning Authority | Contact Us

Search [] []

AA Logout My Account Who Said What? Help Print

Consultation Home

Representing: Bloggs & co (Mr Joe Bloggs)

My Account
Step 3 of 3

- My Details
- My Letterhead
- My Consultees

My Consultees
You need to select a consultee before you can make comments
Here you can create and manage your consultees. When you are ready start making comments.

Name	Draft	Submitted	Processed	Inadmissible	Edit	Delete
Bloggs & co (Mr Joe Bloggs)	0	0	0	0		

Create New Consultee +

Click here to add another client.

To manage your account click here

List of existing clients including the status of any comments.

To edit your client's details click here

To delete clients click here

3. Accessing Live Consultations

Go to <http://tayplan-sdpa-consult.limehouse.co.uk/portal>

You will see a screen like this, which includes present and previous consultations. Live consultations say 'open'

Old consultations say 'closed'

To comment on live consultations you MUST login.

Then click on the blue title text.

Consultation Home

Site Tour

Take a tour

Comments

Play

TAYplan

The Strategic Development Planning Authority for Dundee, Angus, Perth and North Fife

Welcome to the TAYplan Strategic Development Plan Portal

TAYplan is a statutory planning partnership of Dundee City, Perth & Kinross, Angus and Fife Councils. Our key role is to prepare and maintain an up-to-date Strategic Development Plan for the area. This process involves engagement and consultation with a number of key stakeholder organisations and the wider community. The present Strategic Development Plan was approved in June 2012.

Registration and help using this online system

You need to be registered and logged-in to use this online portal. To do this please register your details using the 'Login/Register' button above and follow the on screen instructions. Alternatively email contactus@tayplan-sdpa.gov.uk or phone us on 01382 307180 (9am to 5pm weekdays) for help.

Show Consultations for: All Topics

List View Date View

Consultation	Start	End	Status
<input type="checkbox"/> Projects of Regional Significance TEST	08/03/13 11:56	30/03/13 12:56	open
<input type="checkbox"/> Pre-MIR test March 2013_questionnaire	12/03/13 10:03	01/04/13 11:03	open

Number of items to display: 20

Page 1 of 1

Displaying 1 to 2 of 2 items

This tells you that you are logged in

We often run more than one 'consultation event' at the same time; for example Main Issues Report, Strategic Environmental Assessment (SEA) and Equalities Impact Assessment.

Each of these will appear as separate events on the list.

You will need to comment on each separately. You can choose which live consultation events to comment on.

3. Accessing Live Consultations

- When you clicked the blue text for the consultation event you will now see a screen like this (this example is from the Pre-Main Issues Report 2013 consultation).
- All consultations look similar.

Search

AAA Logout Who Said What? Help Print

Consultation Home > **Big Ideas and Projects 2013**

Big Ideas and Projects 2013

What big ideas do you have?

They could be anything of regional significance from business parks to roads, hospitals to housing. The ideas could be from businesses, developers, community groups, individuals or government.

TAYplan focuses on new development which has more than a local impact. Largely covering 4 Council areas most of TAYplan's focus is on big issues and ideas which have cross boundary impacts. (click here to see the council areas covered by TAYplan)

Your answers to these big questions (below) will help the new TAYplan be even better. You may be a resident, a business, a community group, a landowner, a developer, a student or have another interest. All views are equally important and will be equally considered.


We cannot guarantee to incorporate every suggestion into the next TAYplan, but we will consider all responses.

What happens next?

Your views on the big questions will help to shape the **Main Issues Report** that we will publish in 2014. This will bring together the main planning issues facing the Dundee and Perth region, and suggest preferred ways of addressing them in the future. This is the main stage of consultation.

TAYplan will consider all the comments on the Main Issues Report, and then publish the **Proposed TAYplan** in 2015. People will be able to support or object to parts of this Proposed Plan.

Those responses will all be carefully analysed, and TAYplan will decide whether to amend the Proposed TAYplan before sending it to the Scottish Government for approval. There may then be a public examination, following which the government can make adjustments before the approved **TAYplan** is published in 2016.

 Start Survey

Event Information

This text tells you a bit about the consultation event

Click here on the blue 'start survey' button to make comments using the online questionnaire or response form that relates to this consultation.

4. Making Comments

This section shows you how to comment.

- For each consultation we will ask you to complete an online response form or questionnaire.
- These present your response in a way which helps us to analyse all responses quickly and consistently.
- The form will contain a weblink to any relevant documents so you can see them whilst completing the form.
- You can save your response and return later (See section 5).
- Agents can contact their clients with draft responses prior to submitting them.

Response Forms

There are three separate response forms:

- One for the Main Issues Report (2014)
- One for the Strategic Environmental Assessment (SEA) Environmental Report (2014), and,
- One for the Equalities Impact Assessment (2014).

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Consultation Home > **MIR TESTApr2014**

MIR TESTApr2014

Click on a step in the survey

TAYplan Main Issues Report Consultation 2014

Submit / Save

TAYplan Main Issues Report Consultation 2014

Please read this before answering the questions
You can open the PDF copy of the Main Issues Report (2014) to refer to whilst you complete this form. Each question contains references to the appropriate part of the document.

This is the universal response form for the TAYplan Main Issues Report 2014.
-There are 15 questions and some are broken into parts e.g. A, B and C.

-Please make all your comments on the TAYplan Main Issues Report using this form.
-If you do not wish to respond to a question please tick 'No Comment' – this helps us.
-Clicking 'yes' or 'no' or equivalent options will bring up a supplementary question(s) where you can tell us about the reasons for your answer.

-You can copy and paste text in to this form to make things easier.

-Please check you are happy with your answers before you submit them.

To save comments and return later
- Do this by clicking 'Next' at the foot of the screen and then 'Save as Draft'. To return later login and then click on 'My Account' and then click on 'Drafts' and open your saved response form.

It may be advisable to PDF your drafts using this system and then save them on your computer.

Deadline for comments 12 noon on Friday 27 June 2014

Help! Phone us on 01382 307180 (Mon to Fri 9am til 5pm) or email contactus@tayplan-sdpa.gov.uk

Question 1

Main Issue 1: How to be resilient to a Changing Climate
Our climate is changing and we are starting to see longer, hotter, drier summers and milder, wetter winters. This means we need to adapt so we can avoid the risks or limit the effects of these changes. The existing plan already seeks to avoid development in flood risk areas but there are other things we can do to adapt that involve requiring new development to improve place quality by designing-in additional solutions for temperature and water management.

For more information see pages 8 to 11 of the TAYplan Main Issues Report (2014)

To answer please tick the appropriate box below

★ **Question 1: Do you support the inclusion in the next TAYplan of requirements for new buildings and places to be designed with 'greener' ways to manage temperature and water?**

☐ Yes ☐ No ☐ No Comment

First read the instruction notes.

- This tells you important things about how the response form works.
- It also gives you details for if you need help with any thing.

The Questions

The Questions.

The Main Issues Report has 15 questions.

The Environmental Report has 9 questions.

The Equalities Impact Assessment has 1 question.

Each Question Has:

- Some explanatory text summarising the Main Issue it relates to.
- A reference to the appropriate place in the document so you can find information.
- A note to help you understand what we need you to do.
- A question specific question.

Question 1

Main Issue 1: How to be resilient to a Changing Climate

Our climate is changing and we are starting to see longer, hotter, drier summers and milder, wetter winters. This means we need to adapt so we can avoid the risks or limit the effects of these changes. The existing plan already seeks to avoid development in flood risk areas but there are other things we can do to adapt that involve requiring new development to improve place quality by designing-in additional solutions for temperature and water management.

For more information see pages 8 to 11 of the TAYplan Main Issues Report (2014)

To answer please tick the appropriate box below

★ Question 1: Do you support the inclusion in the next TAYplan of requirements for new buildings and places to be designed with 'greener' ways to manage temperature and water?

☐ Yes ☐ No ☐ No Comment

All questions are compulsory.

- In order to submit you must provide an answer to all questions.
- You will see a green tick when you have answered.

To answer please tick

☒ Question 1: Do you support the inclusion in the next TAYplan of requirements for new buildings and places to be designed with 'greener' ways to manage temperature and water?

☐ Yes ☐ No ☒

There are 2 Types of Question

- Tick box questions

Question 1

Main Issue 1: How to be resilient to a Changing Climate

Our climate is changing and we are starting to see longer, hotter, drier summers and milder, wetter winters. This means we need to adapt so we can avoid the risks or limit the effects of these changes. The existing plan already seeks to avoid development in flood risk areas but there are other things we can do to adapt that involve requiring new development to improve place quality by designing-in additional solutions for temperature and water management.

For more information see pages 8 to 11 of the TAYplan Main Issues Report (2014)

To answer please tick the appropriate box below

* Question 1: Do you support the inclusion in the next TAYplan of requirements for new buildings and places to be designed with 'greener' ways to manage temperature and water?

☐ Yes ☐ No ☐ No Comment

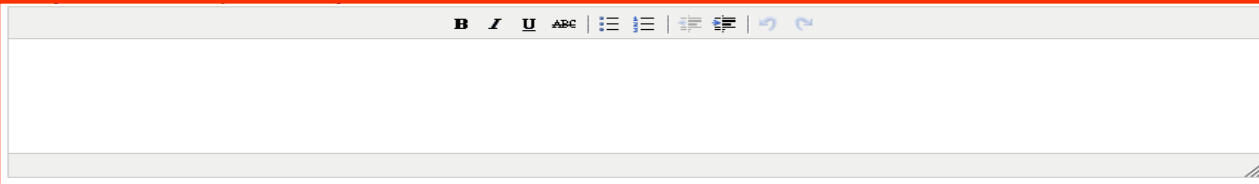
- Most questions have Options Boxes for you to tick (you can only tick one of these).
- If you can't or don't wish to answer click 'No Comment'.

- Text Questions

Question 1 - supplementary

This is where you can tell us about your reasons for answering 'yes' to Question 1.

* If you answered 'Yes' please tell us your reasons



- These questions require you to insert text. Usually they ask about your reasons for choosing a tick box answer.
- You can copy and paste text in if you need to.
- If you can't or don't wish to answer a text question then type 'No Comment' in the space.

Supplementary Questions

All questions are compulsory.

- If you tick 'yes' or 'no' answer (or a particular option) a supplementary question(s) will appear.
- This is where you can tell us your reasons for choosing 'yes', 'no' or the option you chose.
- These questions are compulsory too.
- It is helpful here to set out headings if you want to tell us about several things.

Question 1

Main Issue 1: How to be resilient to a Changing Climate
Our climate is changing and we are starting to see longer, hotter, drier summers and milder, wetter winters. This means we need to adapt so we can avoid the risks or limit the effects of these changes. The existing plan already seeks to avoid development in flood risk areas but there are other things we can do to adapt that involve requiring new development to improve place quality by designing-in additional solutions for temperature and water management.

For more information see pages 8 to 11 of the TAYplan Main Issues Report (2014)

To answer please tick the appropriate box below

☒ **Question 1: Do you support the inclusion in the next TAYplan of requirements for new buildings and places to be designed with 'greener' ways to manage temperature and water?**

☐ Yes ☐ No ☐ No Comment

Question 1 - supplementary
This is where you can tell us about your reasons for answering 'yes' to Question 1.

★ If you answered 'Yes' please tell us your reasons.

B I U ABC | | | | |

Attachments

You can attach documents to your response:

- These should be relevant to your response.
- The appropriate parts of the attachment should be fully referenced and summarised in the answers to the appropriate question.
- Please do **NOT** write 'see attached' in your response as this does not add clarity.
- Give a brief explanation of what the attachment is.

What can be uploaded:

- PDF format is best although MS Word documents and MS Excel spreadsheets can be attached.
- Only **ONE** document can be attached. Therefore merge multiple documents into a single one. If you do this it could be helpful to provide a cover sheet saying what is included.
- Please do **NOT** attach Scottish Government Policy or legislation, instead include the web link.

Naming convention

- Please do **NOT** call it 'Appendix 1' as there may be lots of responses with 'appendix 1'.
- Please give it a helpful name e.g. *Joe Bloggs study for Jane Bloggs Submission*.

Tips for speeding things up

Can I copy and paste text into the response form from other files eg MS Word?

- Yes – you can.
 - Just follow the normal copy procedures for the text you want to transfer.
 - Then place the cursor where you want the text to go in the online response form and press 'ctrl v' on your key board (this is the key board instruction to paste).

5. Submitting or saving representations

You can submit immediately or save your comments and return later.

When you have completed your representation form you will see the options below at the foot of the screen:

- save and return later (save as draft)
- submit comments as final (submit)
- discard your comments (cancel)



- ✔ There are no more questions. **Please click Submit to finish and wait for the confirmation message.** Once submitted you will no longer be able to modify your answers. Thank you for your time.
- 📁 If you are logged in, you can save your form if you are not quite finished and would like to come back to it later. You will be able to see all unsubmitted forms in 'Your Account' and submit or edit them at any time.
- ✖ Cancel if you want to disregard the answers/changes you have made since your last save.



To retrieve saved and submitted comments login and go to 'my account'. Then click on 'Draft' or 'Submitted'.



AAA Logout My Account

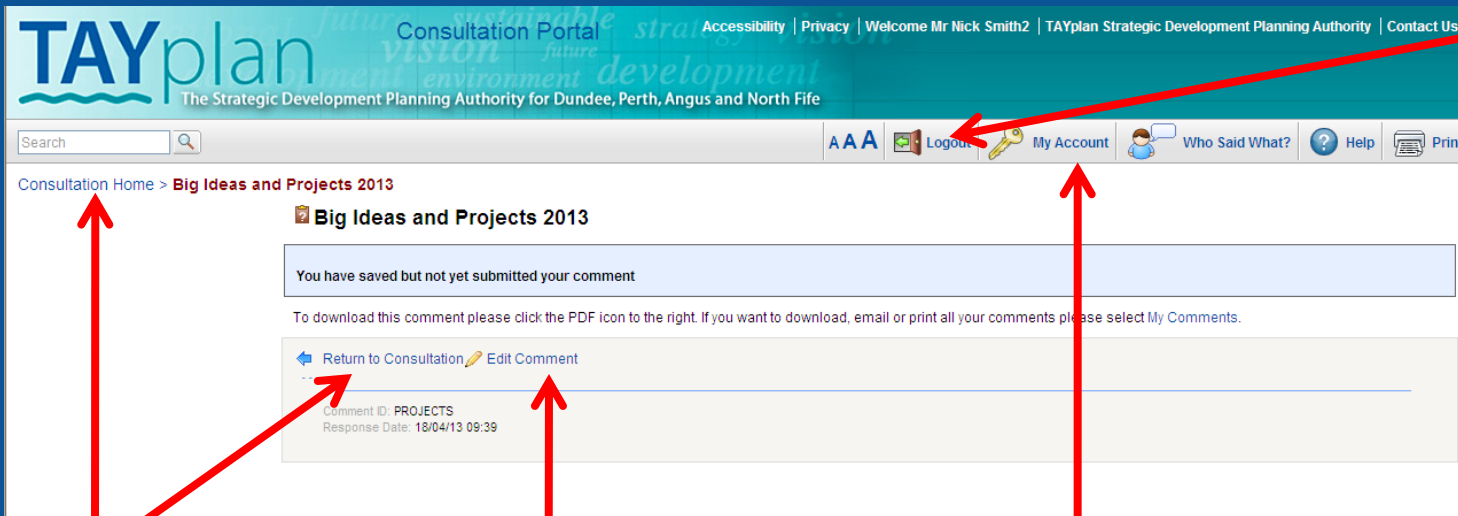
All Comments

- Draft (0)
- Submitted (0)
- Processed (0)
- Inadmissible (0)

My Details Close

If you choose to 'save as draft'

If you choose to save your response before submitting it and return later you should see a screen like this.



To return to the consultation and other questionnaires click here.

To return to the response form that you have just saved click 'Edit Comment'.

To open other drafts or look at submitted responses or any other issues with your user account click 'My Account'.

To log out and return later click here. Next time you will need to log back in and select your saved response from 'my account'.

Retrieving saved comments

Go to <http://tayplan-sdpa-consult.limehouse.co.uk/portal>

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Consultation Home > **Big Ideas and Projects 2013**

Big Ideas and Projects 2013

What big ideas do you have?

If you have a big idea that you would like to see included in the parks to roads, hospitals to housing. Anybody can put forward significance from business parks to roads, hospitals to housing.

Projects of regional significance or scale, which are submitted will be considered and assessed alongside any other projects which TAYplan identifies. The extent to which new large scale development will be required, beyond that currently identified, is unknown. Providing an opportunity for interested parties to submit their ideas/development proposals does not prejudice this.

If you have a development proposal of regional significance or scale, please provide as much information as you can using this form (click on the start survey button below).

By regional significance we mean a major project which will have impacts beyond the local area, which is large in scale. **TAYplan is looking for submission of projects which you consider:**

All Comments

- Draft (1)
- Submitted (0)
- Processed (0)
- Inadmissible (0)

My Details Close

You should now see a screen like this

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Consultation Home > **Big Ideas and Projects 2013**

Comments

Listed here are your comments.

Using the options below you may filter these comments by status, view the comment(s), edit the comment(s) or create a PDF of the comment(s). To submit a comment please click on the pencil icon, then navigate through the form completing all necessary fields. When you have finished click Submit and wait for the confirmation message. Please note you cannot edit comments once they have been submitted.

My Comments

Status: Draft Sort

View Comment	Consultation Name / Consultation Point	Response Date	Edit/Submit	Add to PDF
	PROJECTS - Big Ideas and Projects 2013	18/04/13 09:39		<input type="checkbox"/> Select All

Number of items to display: 20 Page 1 of 1 Displaying 1 to 1 of 1 items

This tells you which consultation it relates to

Login and then click on 'my account'.

For Saved responses click the 'drafts' part.

To access, edit or submit your draft response you need to open it. To do this click on the pencil symbol.

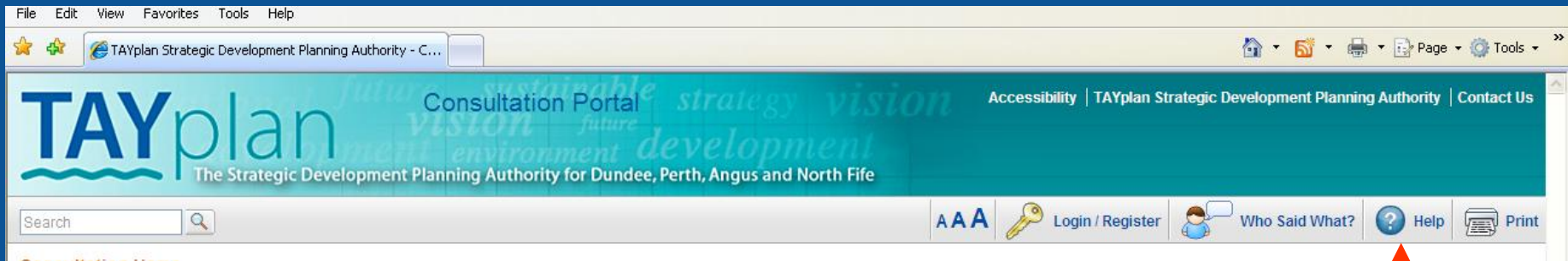
To print your draft you need to open it (click Edit – the pencil) and click the print icon in the top right corner.

To save the draft to your own computer or email it to others (eg clients) tick this box and then click 'create PDF'.

Do not press print in this screen or it will just print the screen to the left.

6. Help I'm Stuck...

If you get stuck at any point then click the 'help' button



Have a look at the next page if you have problems submitting

Alternatively

☎ Phone TAYplan on 01382 307180 - 9am to 5pm weekdays and we will do our best to help you. Messages can be left on our answer phone.

🖨 Email TAYplan on contactus@tayplan-sdpa.gov.uk

Help Button
Objective
Online has
helpful tips

Problems Submitting?

1. Compulsory questions have not been answered:

- The system will highlight missed questions for you in red. You need to answer these to submit.
- If you don't want to or cannot answer a compulsory question just write 'no comment' so it is clear to us you do not intend providing a response.

2. You have a slow internet connection or an older and slower computer:

- This may mean that the whole process is slowed down. This can be the case particularly if you don't have a broadband internet connection.
- As this is an internet system you can access it from any computer connected to the internet and so it may be possible to access faster public computers/connections elsewhere eg in public libraries.

3. You could be using an old version of your internet browser:

- Some older versions of browsers can be slower than others. Usually you can update your browser over the internet but you will need to check that your operating system and the browser version are compatible.
- As this is an internet system you can access it from any computer and so it may be possible to access faster public computers/connections elsewhere eg in public libraries.

4. Lots of people are submitting responses at the same time:

- This can happen close to the consultation closing date if lots of respondees wait till the end. The best approach is to avoid this with an earlier submission.
- If it does happen to you sit tight and if you are concerned phone TAYplan on 01382 307180 and we can check to make sure it has been received. Sometimes the system will take time to process all the responses.

5. I am worried it hasn't submitted:

- The safest course of action is always to save a copy of your response as a PDF prior to submission (see page 32). If you encounter problems you can also save come back to it later.
- If problems persist you can use the saved version and copy text etc to a new response. Or you can save your response as a PDF (see page 32) and send it to contactus@tayplan-sdpa.gov.uk
- To help us please entitled your email with the name of the consultation eg Main Issues Report 2014.
- If you do this please phone TAYplan on 01382 307180 so we can make sure to look out for your email.