



Elmbridge Borough Council

... bridging the communities ...

How to submit representations using the INOVEM Consultation Portal

Thank you for choosing to use the Consultation Portal. Submitting your comments this way is quick and easy.

1) Scroll down to the section titled 'Consultation Documents', and open up 'Proposed Submission Development Management Plan'.

2) In the box on the right hand corner of your screen, click "Policies". This will automatically open and display Policy DM1. If you wish to make a comment on this policy, click the box marked "Add a comment".

- Select your option, being either 'Yes' or 'No' on the soundness or legal compliance of the Plan. Then include any other comments you may have in the box underneath. Add any additional changes you would wish to see, which, in your opinion, would make the document 'legally compliant' or 'sound' if you have clicked 'No' to either of the first two questions.
- Choose whether or not you would like to participate in the Examination in Public hearings, and please state a reason why this is the case. Add a supporting document (if this is applicable) to your comment by clicking on 'Attach files'.
- To complete the form, select whether or not you wish to receive notification of any of the following:
 - a) When the Council formally submits the Plan to the Planning Inspectorate for Examination;
 - b) When the Inspector has published his, or her, final recommendations, or
 - c) When the plan is formally adopted by the Council.
- Once you are happy with the comments you have made, click on 'Submit Comment'. Shortly afterwards you will receive an automated email notification informing you that your comment has been registered.

3) To view policies in other sections of the document, click on the '+' sign next to policies. This will bring up four other options: Overarching Approach, Universal Policies, Making Places and Open Spaces. Click on the section which you wish to review and comment on then follow the steps outlined above.

4) Finally, please remember that your name, organisation and comments will be viewable by others!