

## **Instructions On How To Find Your Comments/Objections On The Previous Refused Chesterfield Place Planning Application, WP/18/000832/OUT**

This guide relates to using a PC/laptop – screen layout etc. may be different if you are using another type of device, e.g. a tablet.

Go to <https://www.dorsetcouncil.gov.uk/planning-buildings-land/planning/planning-application-search-and-comment.aspx>

Under ‘Search and comment on planning applications’, you will see 7 large tabs. Select **Weymouth and Portland**.

You should now be in ‘Planning – simple search’. In the second box, which is headed ‘Enter a keyword, reference number, postcode or single line of address’, enter the reference number, **WP/18/000832/OUT** and click on ‘search’.

Now you are into WP/18/000832/OUT. You will see some options along the top – ‘Details, Comments, Constraints, Documents, Related Cases and Map’. You will notice that the comments folder is empty, and this is what has confused people. All comments have now been moved into ‘**Documents**’, so select this.

You will now see a list of files. You can download any of these files by ticking the checkbox(es) on the left-hand side and selecting ‘download’ at the bottom, or you can view them by going to the far right-hand side and clicking the file icon under ‘View’. Please note that you do not need to be signed in to do this.

### **Comments and Objections made by Mail or Email.**

If you objected/commented by mail or email, you will find a file in this list with your name on, so you must scroll down until you find it - you can then view or download as appropriate.

### **Comments and Objections made using the On-Line Comments System.**

If you used this method, as the majority did, your comments/objections are now included in a single file which contains the comments from all others. This file is currently the 10th one down and is labelled ‘**07 Feb 2019, Public Comment, Mitigated Comments**’. After you open this file, you will need to keep scrolling down until you find your name with the comments next to it. Although it is a PDF file, it seems you can highlight the text and then copy it and paste somewhere else, if required.

RJH July 2019