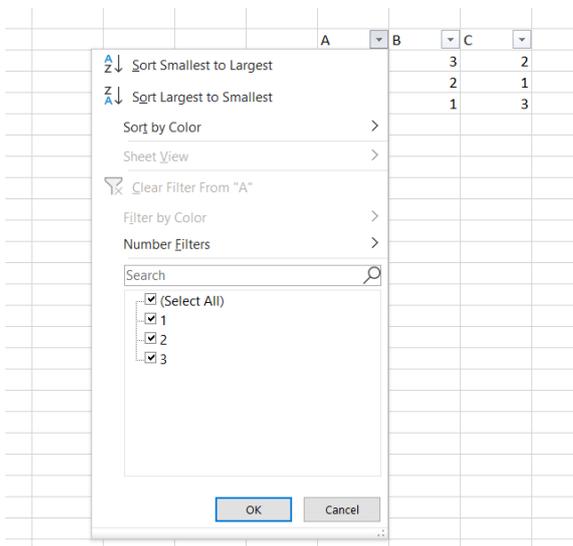**A Step-by-Step Guide to Finding a Representation**

Finding the Representation I am looking for

1. Click on this link to open the Wirral Local Plan Representation Excel Database document (this is an Excel Spreadsheet which contains a list of all representations made on the Local Plan at Publication stage).

2. If you would like to find a representation made by a specific representor, on the column that contains the names of the people who have made representations (the representors), click on the arrow and a box will open which will allow you to search the name of the representor. By 'unticking' the 'Select All' box, you can then tick the box for the representor you wish to view. Once you have ticked that box, all relevant entries into the spreadsheet will be shown. Alternatively, you can use the search filter by typing the name of the representor you wish to view. This process can be used to search the spreadsheet for any field. For example, you can search for a representation by Policy Number, Site Reference etc.

3. Once you have located the representation that you are interested in, it is possible to read the key details of the representation. The following section explains how to do this.

Reading the representation I am looking for

4. The Wirral Local Plan Representations Database includes a link to the full text of the representation made. This link can be found in the "Link to Representation" column.

5. Using the 'Link to Representation':
   a. First, make a note of the Comment ID number of the representation that you would like to read. All Comment ID numbers are prefixed with the letters **LPSD.**
   b. Once you have made a note of the numbers you'd like to view, click on the Link to Representation you would like to view.
   c. This link will take you to a batch of representations listed in LPSD number order. A separate window will open in PDF.
   d. Once you have been taken to the PDF, you will then be able to search for the LPSD number that you are looking for. A quick way to do this is to hold down the 'Ctrl' button on your keyboard and at the same time press the 'F' key. Once you have

pressed these buttons, a "Find" box will open, and you can input the LPSD-[number]. This will take you to the specific representation you are interested in reading.

e. Once you have located the representation, you may also notice hyperlinks toward the top of the representation in the "Include Files" row. These links will take you to any attachments that the representor included in the representation.

6. We hope that you find this guide useful. But if you require further help, please contact the Examination Programme Officer – Kerry Trueman on email: kerrytrueman@wirral.gov.uk or mobile: 07582310364