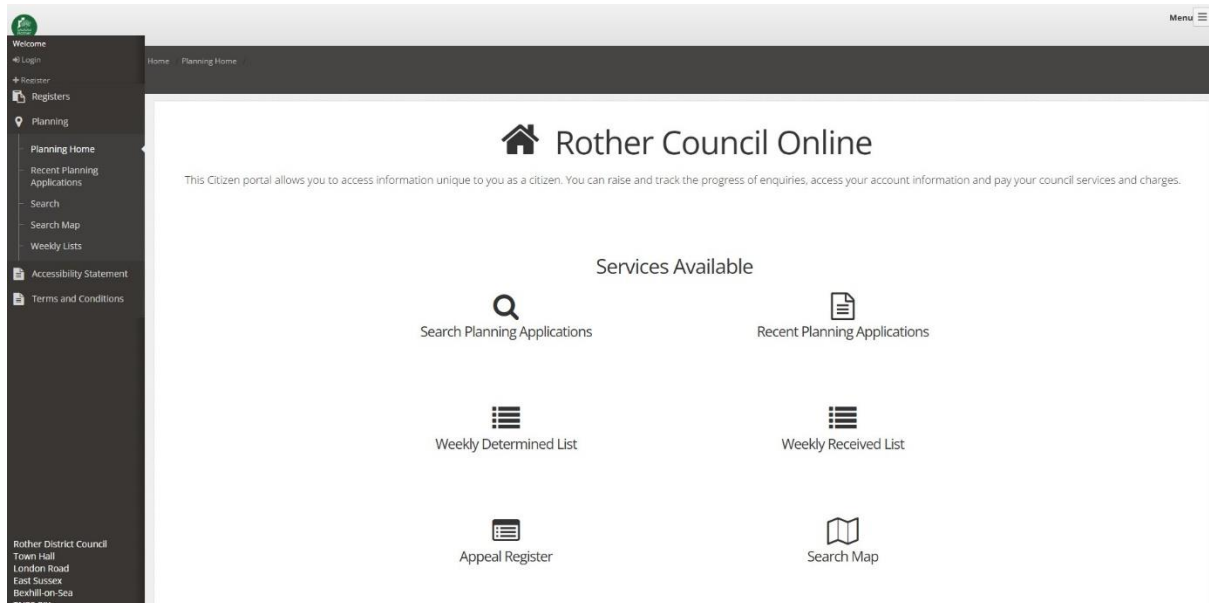
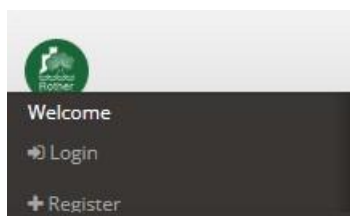


Rother District Council Planning Applications Online Portal – Representations Guide

Enter the planning applications online portal from the usual website route until you reach the planning applications landing page: [Rother | Rother Council Online](#)



In order to be able to make representations on planning applications you will need to register for an account. From the above page click on '+Register' in the top left hand corner, directly under login:



Once you have clicked on this you should see the following screen:

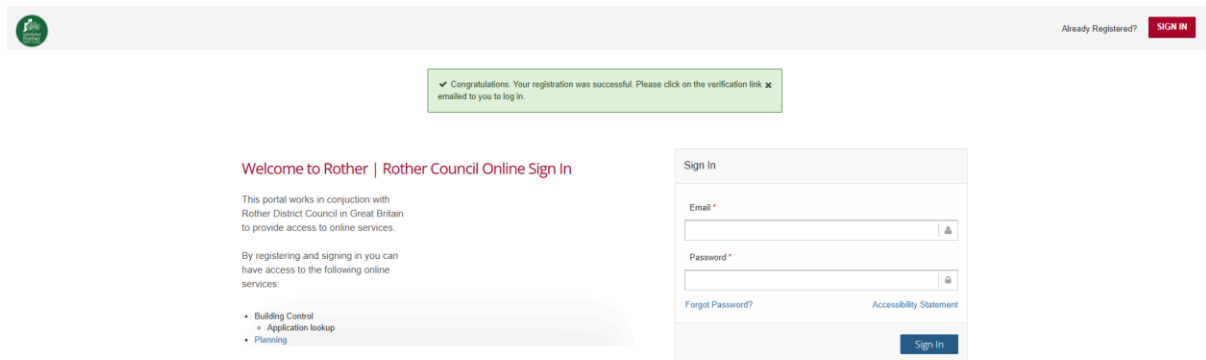
This screenshot shows the 'Rother Council Online Registration' page. On the left, a 'Welcome to Rother' message explains that the portal works in conjunction with the council and lists services accessible after registration: Building Control, Application lookup, and Planning. On the right is a 'Registration' form with fields for Email, Confirm Email, Password, Confirm Password, Select a title, First Name, Last Name, Company Name, Address (Building Number, Postcode), Telephone, and Mobile. A 'Search' button is located below the address fields. At the top right of the page, there are links for 'Already Registered?' and 'SIGN IN'.

Complete the registration screen, completing the mandatory fields shown with the red 'star'.

Once everything is completed, click on the agree to terms and conditions box.

Then click on the blue 'Register' button at the bottom of the registration form.

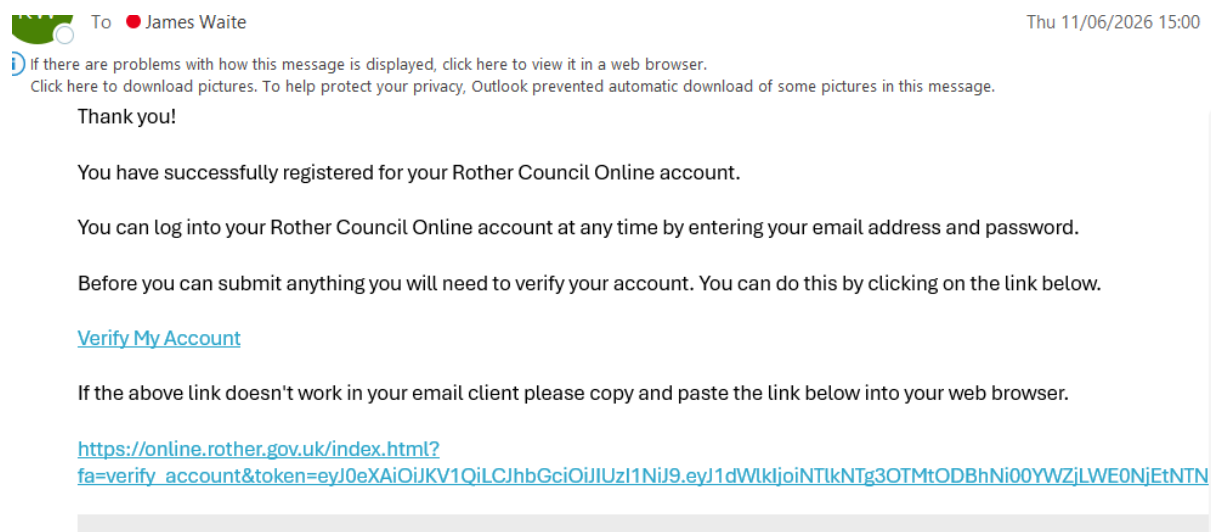
Once you have clicked on the register button you should see a message appear in a green text box as shown below:



The screenshot shows the Rother Council Online Sign In page. At the top, there is a green banner with the Rother Council logo on the left and the text "Already Registered? SIGN IN" on the right. Below the banner, a green message box states: "✓ Congratulations. Your registration was successful. Please click on the verification link emailed to you to log in." The main content area is titled "Welcome to Rother | Rother Council Online Sign In". It includes a paragraph: "This portal works in conjunction with Rother District Council in Great Britain to provide access to online services." Below this, it says: "By registering and signing in you can have access to the following online services:" followed by a list: "• Building Control", "• Application lookup", and "• Planning". To the right of this text is a "Sign In" form with fields for "Email *" and "Password *", each with a small eye icon to toggle visibility. Below the password field are links for "Forgot Password?" and "Accessibility Statement". At the bottom of the form is a blue "Sign In" button.

After a few minutes, check the inbox of the email address you used to sign up with.

You should have received an email like the one shown below:



Click on the 'Verify My Account' link and you should be taken back to the login page,

Enter your email address and password and you will be able to make representations on planning applications as required.