**SUBMITTING RESPONSES ON THE AONB CONSULATION**

IF you wish to use the AONB Response Document as it is in support of your own response, you might find this step-by-step guide helpful:

* Save the Response Document on your computer.
* In your web browser, search for ***consult.defra.gov.uk***
* Select:

*Defra Consultation Hub*

* Scroll down to find:

[*Surrey Hills Area of Outstanding Natural Beauty Boundary Variation Project*](https://consult.defra.gov.uk/ne-landscape-heritage-and-geodiversity-team/surrey-hills-boundary-variation/)

* Select this to go to the page headed

[*Surrey Hills Area of Outstanding Natural Beauty Boundary Variation Project*](https://consult.defra.gov.uk/ne-landscape-heritage-and-geodiversity-team/surrey-hills-boundary-variation/)

* Scroll down to find:

*Give us your views:*

[*Surrey Hills AONB Boundary Review*](https://consult.defra.gov.uk/ne-landscape-heritage-and-geodiversity-team/surrey-hills-boundary-variation/consultation/)

* Select this to go to the page headed

*Introduction*

* Right at the bottom of the page, tick:

*“Select this button to jump to Response Form”*

* CONTINUE to the page which starts:

*The Response Form Starts Here*

* On this page complete the section headed:

*Information about you*

* CONTINUE to the next page and indicate whether or not you are happy for your response to be made publicly available. If you say no, you will be asked to give your reasons.
* CONTINUE to the page headed

*Your Interest in the Area*

* On this page, tick the box for

*I live in one of the proposed extension areas*

* In the comments box , enter

*“Surrey Hills AONB; Dockenfield Hills”*

* CONTINUE to the page headed

Response on behalf of an organisation.

* Ignore this page and CONTINUE to the page headed

*Diversity Monitoring*.

* On this page, tick whichever boxes apply to you and CONTINUE to the page headed

*Overall Comments*

In the section headed

*Do you think the proposed areas should be designated as part of the Surrey Hills AONB*

in the line for Dockenfield Hills, tick the second circle from the left, under the heading

*Yes, but I wish to comment on the boundary.*

* CONTINUE to the page headed

 *Comments on Individual Areas*.

* Scroll down to the bottom of the page and in the box labelled Proposed Areas, select “*Dockenfield Hills*”.
* CONTINUE to the page headed

*Comments on Dockenfield Hills*.

There are six questions on this page. Answer YES to the first four and in each of the big boxes that ask for **Reasons or Further details**, enter

“See uploaded document for reasons and further details”.

For the fifth question, tick:

“I wish to suggest an alternative boundary” and again enter

“See uploaded document for reasons and further details”.

To the sixth question, answer NO unless you have comments on areas elsewhere than the Dockenfield Hill.

* CONTINUE to the page headed

*Additional Information*.

* In the first box titled “*Additional Information*”, enter
* “See uploaded document for additional information“
* Under *Document Upload*, select “Choose File”, and upload the AONB Response Document that you have saved to your computer.
* Ignore the second box and the second document upload option.
* CONTINUE to the page headed

 *Almost Done*.

* Insert your email address (if you want an acknowledgement)
* Press Submit Response.