



Responding to Consultations Institute for Family Business Guidance

1

Anybody can respond

Consultations are an important way to influence policy, and are open to every individual, business and organisation.

2

Tell them who you are

Given a brief background on who you are, and in which capacity you are responding. If you are responding on behalf of your business, or as a private individual, make that clear.

3

Answer the questions

It helps the Department if you include subheadings which refer to the question numbers.

.... But don't feel limited by them

4

If there is anything important you don't think has been covered by the questions, then add your views to your response. But make sure that those comments are relevant and within the scope of the consultation.

5

You don't have to answer every question

If the area you want to share your views or expertise on is limited to only a few questions, it is fine just to respond to those. You don't need to answer every question. Keeping responses short and focused is encouraged.

6

Provide evidence

Providing supporting evidence and information adds weight to your response. If you reference particular facts and figures try to include a reference.

7

Avoid jargon

Try to avoid jargon and write your response in plain English. If you use acronyms, make sure you include the full version the first time it is used.

8

Submissions aren't private

It's important to be aware that if you want your submission to be treated as confidential you must specify that when you submit it. If there is a particular reason for this, such as including sensitive business information, then make that clear.

9

Check the deadline

Not all consultations run for the same amount of time. They usually range from 4 weeks to 12 weeks. The deadline for submissions will be included with the call for views, and should be stated in the consultation document, along with contact details for officials leading the process.