

Draft Thanet Local Plan to 2031

Proposed Revisions to draft Local Plan (preferred options) –

Step-by-step guide to using the online consultation system

- 1 Type <https://consult.thanet.gov.uk> into your internet browser
- 2 If you are already registered on our system, click '**login**' and enter your email and password

If this is your first visit to our system, click the '**Register**' button and fill in your details. You will then receive an email asking you to click a link to activate your account. You can now log in.

We ask people to register for the following reasons:

- so we can keep you informed of the outcome,
- so we can keep you informed about future consultations,
- to prevent people responding more than once,
- we cannot accept anonymous responses to planning consultations.
- all of your comments at various stages will be easy for you to see by logging in to your account

- 3 The 'My Consultations' screen will automatically open and says 'To see the list of consultations that may be of interest to you, please visit the list of **current** or **future** consultations' – click '**current**'
- 4 Click on the link '**Preferred Options Revisions**'
- 5 This page offers an option to '...read the changes and comment, please **submit comments online**' – clicking on this link will take you to the first page of the consultation document. Alternatively if you have read the document and know which sections you would like to comment on, you can go straight to a section by clicking the Section links.
- 6 You can click on the different issues in this consultation using the menu on the left hand side of the page, or click through the document using the navigation arrows at the bottom of the page.
- 7 Each section has a button at the end 'Add a comment'. Clicking this button will open a box for you to type your comment – it will automatically display which part of the document you are commenting on.
- 8 Type your comment in the space, and then click the 'Submit Comment' button

- 9 You will then see a message saying that your comment has been saved, and you will receive an email saying that your comment has been received.
- 10 You will now have a list of options. The option to 'Return to the document' will take you back to the consultation document to the last issue you commented on. If you click on 'view your comment' you can see what you've written, and will be given the option to change it (by clicking the 'Modify' button)
- 11 You can change your comments at any time before the consultation closes. From the consultation home page, scroll down to 'Consultation Links' and 'My responses' underneath. You can view and change your comments from this link.