

Draft Thanet Local Plan to 2031

Pre-Submission Publication, Regulation 19

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 '**Draft Local Plan – 2031 – Pre-Submission Publication, Regulation 19**'
- 5 The first line on this page links to guidance notes on the 'tests of soundness'. As this is quite a technical part of the process, we have linked to the guidance notes prepared by the Planning Inspectorate to explain what this part of the process means and what you can include in your comments. All comments received at this stage in the process will be sent to the Planning Inspectorate for consideration by the Inspector who will be carrying out the Examination in Public.
- 6 Each of the chapters is listed on this page, with some of the key issues included in each chapter listed in brackets. Click the chapter you would like to make comments on and you will go to a page that lists all of the policies in that chapter.
- 7 By clicking the title of a policy, you will be taken to the section of the document with the supporting text and the policy. Some sections, for example, the Strategic Site policies, will include more than one policy within the chapter – scroll through until you find the policy you are interested in.

- 8 Each section has a button after each policy 'Add a comment'. Clicking this button will open a set of questions relating to the tests of soundness, and boxes for you to type your comments.
- 9 There is a box at the end where you can upload files with any further information that might support your comment, such as maps, additional evidence, photographs etc
- 10 Type your comment in the spaces, and then click the 'Submit Comment' button
- 11 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.
- 12 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)
- 13 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.