

Draft Thanet Local Plan to 2031

Preferred Options Consultation –

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
- 3 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.
- 4 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**'
- 5 Click on the link '**Draft Thanet Local Plan to 2031 – Preferred Options Consultation**'
- 6 This page explains a bit about the local plan and links to some background information. About half way down this page is a section '**How to respond to this consultation**' – click the link under this section '**How to respond online**'
- 7 Scroll down the page and the chapters of the plan are listed and link to the relevant parts of the document. You can either start at the beginning and click through the document using the '**next**' and '**previous**' arrows at the bottom of each page, or click straight on to a section you are interested in. Each chapter sets out the local plan text, the policy and a consultation question underneath each policy.
- 8 Before you answer a question, the system will ask if you are answering the questions as yourself or as an agent on behalf of someone else – continue through selecting the answer that applies to you. When you come to a consultation question, tick the relevant box as to whether you agree with the policy, add any comments you have in the box provided and click the '**save these answers**' button.
- 9 You do not have to complete your answers in one go – simply log in again and carry on. Once you have logged in, scroll down to the bottom of the page and click the '**My Responses**' link to see the responses you have already made and to change them. You will be able to view and change your comments until the consultation closes on 6th March.