

Register and comment online

Why not use our specially designed planning consultation portal? You can read and save consultation documents, make your comments online, and sign up for alerts to future consultations on the Local Plan. You can register at any time.

How do I register with the consultation portal?

Already registered?

- Please do not register again as this will create a duplicate record.
- If you have forgotten your password, please see the next section.

Not registered yet?

- Go to the [Consultation Portal](#)
- Click on Login/Register
- Then click on Register

Are you an individual, or you are representing an organisation or community group?

- Click on Register as Consultee.

Are you a planning or other agent, representing one or more clients?

- Click on Register as Agent.

A Consultee Registration screen will open. Please fill in the boxes.

- Boxes with a red star are compulsory.
- Create your own Username. You will need to click on Check to make sure it's not already in use.
- Then create your own Password. This should be as secure as possible, and ideally include a mix of numbers and letters.
- Please read the Terms and Conditions, and check the Yes button.
When you have added your information, please click OK. An e-mail will be sent to your e-mail address inviting you to activate your account.

I have registered before but I've forgotten my username/ password - what should I do?

- Go to the [Consultation Portal](#)
- **Forgotten password?** If you have forgotten your password go to the 'Login / Register' tab at the top of the page and then the 'Forgotten Password?' link to reset your password.
- **Forgotten username?** If you have forgotten your username, or both your username and password, use the 'Forgotten Username?' link.
- **Problems logging in?** If you are still experiencing problems please [contact Planning Policy](#).

How do I use the Consultation Portal?

- All our consultation documents are listed on the Consultation Portal.
- You can read and save consultation documents without signing in.
- If the consultation period is 'open', you can make comments which will be sent directly to us. You will need to register or sign-in to make comments.
- If the consultation is 'closed', you can still view the document and see what other people have said.
- For more details on how to make the best use of the Consultation Portal, please take the [site tour](#) on the Consultation Portal page.

How will my registration information be used?

Your registration information is collected to help us ensure that we consult with a representative group of people in our community. Your information is kept in a secure database, and is only available to authorised Data Controllers, whose levels of access are controlled.

When you register, we invite you to be notified of any consultations or research. We will ask about specific topics that you may be interested in and for some voluntary information about yourself. This helps us to target some of our consultations according to the topics you are interested in.

If I comment will my details be made public?

In all cases your contact details will be kept private and confidential, but for most consultation events your name and comments will be publicly viewable at the end of the consultation period.

Can I change my registration information?

When you register, you will choose a username and password. You can use this to update the following information:

- Your contact information and some personal details
- Your areas of interest and preferred methods of contact
- Whether or not you wish to be contacted for further research or consultation

You can change your registration information online at any time using the Consultation Portal.

Can I remove my details from the Consultation Portal?

If you no longer wish to be registered with the Consultation Portal, [contact us](#) and request removal from the database. We will then no longer contact you about forthcoming consultations. Responses to consultations and research that you have already made will be kept.