

## About the Publication Version of the Local Plan Consultation – Short Summary

**Step 1:** The consultation portal can be found on the Council Local website or by clicking this link: [Consultation Portal](#).

***For this consultation you do not need to register in order to make comments. On answering your first question you will be prompted for a name, address and email. Once submitted you will receive a link (via email) to your comments. However if you have an existing account or would like to register you are still able to do so.***

**Step 2:** On the consultation portal you will arrive on the 'About this consultation' tab where you can find the following:

- Contact details for the Strategic Planning Team
- Supporting Documents which include a pdf of the Local Plan; pdf and word version of the response form and a pdf of the Council's help guide to using the consultation portal.
- There is also further information under 'About the Publication Version of the Local Plan Consultation' this summarises the following:
  - How to make a comment
  - How to register
  - Information covered within the Local Plan

**Step 2:** Click 'Read and Respond' button on the right hand side of the screen. Alternatively click this link [Comment on the Local Plan](#) which will take you to the 'Proposal' tab located at the top left of the portal next to 'About this Consultation'.

**Step 3:** You will now be able to see the Publication Version of the Local Plan. The contents are on the left hand side of the page with the content in the middle of the page. To make a comment on the Plan you will need to:

- Click on 'ADD COMMENT' next to the section, subsection or policy you wish to comment on.
  - If you are looking to add a comment on Sustainable Community please refer to policy HO2 (SC1, SC 2 or SC3) 'New Sustainable Communities' within the 'Housing' Section.
  - If you are looking to add a comment on any other site allocations please refer to 'Appendix 1' of the plan document.
- Make your comments in the question boxes provided
- Click 'SAVE' to return to the main document
- Repeat these steps for each section, subsection or policy you wish to comment on
- If you need to, you can review all your comments by pressing the 'Download PDF' button
- Once you are happy, press 'SUBMIT' to send us your comments

***If you would like to comment on a specific paragraph or table, please refer to its reference in Question 1 (once you have clicked 'ADD COMMENT') under the relevant section or subsection for example Para 6.36, Policy HO2, Site 187 etc.***

**Step 4:** You will receive an email confirming your submission.

Your comments will now be sent to Telford & Wrekin Council for processing by our Strategic Planning Team. This process can take time as all comments need to be taken into account before they can be shown publically.

For further detailed step by step guidance please refer to the Council's [Help Guide](#)