To respond to the consultation using the online system

Go to the Cheltenham Borough Council consultation webpage: <u>http://consult.cheltenham.gov.uk/consult.ti</u>

Once here click on 'Register' at the top left of the page. If you are already registered or have just completed the registration process click 'Log in'.

Register	Log in				He		
All Consultation	Home + Business + Planning + Planning Police + Consultations +						
	Current Consultations						
			List	Search	Calenda		
•	Show Open Closed Future All						
	Name	Status	Ope	n Date	Close Date		
	@ Cheltenham Plan (Part One): Preferred Options in An early stage in the Cheltenham Plan process	Open	06 F	eb 2017	20 Mar 201		

Once you are logged in click on the 'All Consultations' link at the top left of the page. Then click on the link to the 'Cheltenham Plan (Part One): Preferred Options' consultation.

Register	Log in			Help		
All Consultations	Hame * Business * Planning > Planning Policy * Consultations *					
	Current Consultations					
			List Search	Calendar		
	Show Open Closed Future All					
	Name	Status	Open Date	Close Date		
	22 Cheltenham Plan (Part One): Preferred Options in An early stage in the Cheltenham Plan process.	Open	06 Feb 2017	20 Mar 2017		

If you have any trouble finding the Preferred Options page then the direct web address for it is:

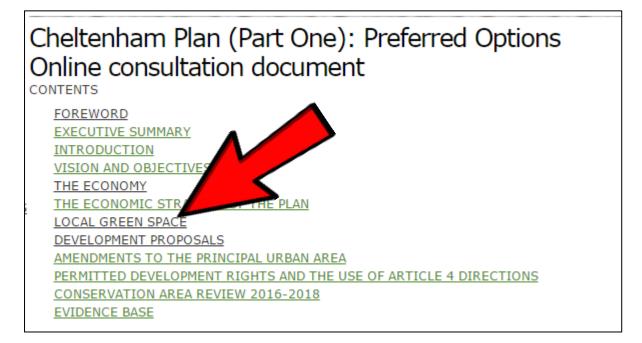
http://consult.cheltenham.gov.uk/consult.ti/cododdo/consultationHome

Scroll down the page till you find the Consultation Documents section and click on 'Online consultation document'



Once here you will be presented with a contents page which will allow you to access specific parts of the document.

In the example below we will navigate to the Local Green Space Section.



Once you've read through the background of the policy you will reach the question section at the bottom of the page. If you haven't already joined the consultation you will be prompted to do so. You will only have to do this once.

Now when you are returned to the consultation page the question will be open for your comments. Once you've submitted your comments click on the 'Save these answers' button. You can then move on to the next section that you'd like to look at. Once you are finished answering make sure you have saved and your comments will be submitted automatically.

Q8
Do you agree with Proposed Policy GE8A or GE8B Local Green Space? (see also <u>Appendix B</u> , <u>C</u> , <u>Proposals Map</u> and <u>site maps</u>)
GE8A
GE8B
Please enter any additional comments
Save these answers

If you want to amend or review the comments you have made than you can do this up until the end of the consultation period. Just go back to the 'Consultation Home' page and scroll right down to the bottom and click on 'My responses'.

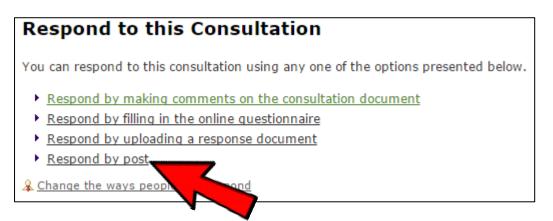
onsultatio	n Links
Consultat	ion Summary
Name	Cheltenham Plan (Part One): Preferred Options
Description	An early stage in the Cheltenham Plan process
Dates	From 6 Feb 2017 at 00:00 to 20 Mar 2017 at 17:00.
Status	Open

To respond without logging in to the consultation system

Go to homepage of the consultation: http://consult.cheltenham.gov.uk/consult.ti/cododdo/consultationHome

All the relevant documents are available in pdf format on this page under the heading 'Consultation Documents'.

To find the pdf and Word versions of the questionnaire scroll down to the 'Respond to this Consultation' and click on the 'Respond by post' link.



Once completed the questionnaire can be returned to localplan@cheltenham.gov.uk or by post to:

Planning Policy Cheltenham Borough Council Municipal Offices Promenade Cheltenham Gloucestershire GL50 9SA