**Swindon Borough Council Website – How to submit planning comments**

**The portal is not user friendly, so please follow the steps carefully.**

**Firstly, You Need To Register, as follows:**

* **Click the link below:**

**=**[**Registration**](https://pa.swindon.gov.uk/publicaccess/registrationWizard.do?action=start)

* **Complete your personal details, create a password and select “next”**
* **Fill in your postcode and select “next”**
* **Select your address from the dropdown menu and select “next”**
* **Check your details are correct, click to agree the “terms and conditions” and select “next”**
* **You will now need to go to your email to activate your account**
* **Click the link in the email and then click “confirm”**
* **You are now registered.**

**You can now login with the email and password you registered with and submit your comments.**

1. **Select “login”**
2. **Enter the email address and password you registered with**
3. **Once logged in, select the down arrow next to “search”**
4. **Select “planning” and “simple search”**
5. **In the search section type “1177” – you should see this at the top**
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6. **Click on the link and you will be taken to the page for application S/25/1177**
7. **Select “Comments”**
8. **Change “Commentator Type to “objector”**
9. **Select “object” from the “stance” section**
10. **Now copy your objection planning reasons into the “your comment” box (max 3000 characters) and press submit**

**Now repeat from step 5 onwards, but search for “1182” and not “1177”**

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