

How to make an online submission:

1. Click 'Sign Up' and fill in the details
2. Click 'Register'
3. You will receive an email with a link to make your submission (if you do not receive the email, check your Spam folder and move the email to your inbox to access the link)
4. Follow the link, and click '**Add a Submitter**'
5. Fill in the details and click 'Done'
6. Click '**Enter/view submission details**'
7. Click 'Add submission point' (green button)
8. Find the plan section that you want to make a submission on and enter the relevant details (Note: for submissions on rezoning or coastal flood hazards, select 'planning maps' as the Plan Section)
9. Once you have finished entering the details, click '**Save**'
10. Once you have added your submission points, click '**Finalise and Lodge Submission**' (red button), and then '**Lodge my Submission Now**'
11. The submission will be sent to the Council and you will be sent an acknowledgement email