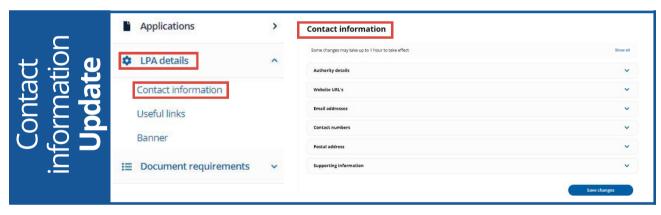


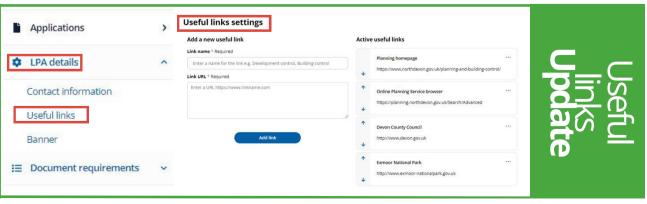
**WHAT:** Contact details and links to your Local Authority website are found on the Planning Portal's **Find your Local Planning Authority** page and within the online application journey.

**WHY:** It is important to keep this information up-to-date so applicants can find validation lists, contact details and vital information related to their application at a local level, improving validation rates. This makes it easy for the applicant to find the information they need to get the application right the first time.

**HOW:** Your Local Authority can update this information at any time. Here's how:

- Log in to LPA Admin https://lpa.planningportal.co.uk
- Select LPA details
- o Choose Contact information or Useful links from the left-hand menu
- Once you have updated any details, select Save changes





## **Benefits** to your Local Authority:

- Improves the process and experience for applicants
- Ensures accurate and up-to-date information is presented

This subsequently improves validation rates and saves time, cost and resources.



Your input helps the Planning Portal to work better for you.

Get in touch → email ian.foster@planningportal.co.uk or call 0117 4721525

