

# CONSULTATION GUIDANCE NOTES



- Chelmsford Local Plan – Preferred Options
- Sustainability Appraisal (and Non-Technical Summary)
- Habitats Regulations Assessment

Chelmsford City Council is inviting your comments on the Chelmsford Local Plan – Preferred Options document, its Sustainability Appraisal (and Non-Technical Summary), and its Habitats Regulations Assessment.

The City Council is publishing the Chelmsford Local Plan – Preferred Options document for consultation from 30 March to 11 May 2017. It is accompanied by a Sustainability Appraisal (and Non-Technical Summary) and Habitats Regulations Assessment as part of the consultation. This is in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

The Chelmsford Local Plan will guide growth and development across Chelmsford City Council's area to 2036. It will identify land for new development for the provision of housing, jobs and schools as well as areas for protection. The new Local Plan will also include new policies to help determine planning applications.

The Sustainability Appraisal assesses the document against a range of social, environment and economic indicators and helps to identify any significant effects. The Habitats Regulations Assessment assesses the document for any impacts on European habitat sites such as designated Special Protection Areas and Ramsar sites.

This note has four parts:

- PART 1 – Where can I view the consultation documents?
- PART 2 – How can I comment?
- PART 3 – How will my comments be used?
- PART 4 – How to use the online Consultation Portal

**The consultation period runs from 8.45am on 30 March 2017  
until 4.45pm on 11 May 2017.**

**Comments received before or after this time cannot be  
accepted.**

## PART 1 - Where can I view the consultation documents?

You can read the consultation documents in the following ways:

- On the Council's consultation portal at [www.chelmsford.gov.uk/planningpolicyconsult](http://www.chelmsford.gov.uk/planningpolicyconsult). This system also allows you to submit comments
- At the Chelmsford City Council Customer Service Centre, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford (Monday to Friday 8.45am-4.45pm)
- At the following libraries:

Broomfield Library, 180 Main Road	13.00-17.00 Mon & Thurs; 09:00-13:00 Wed & Sat
Chelmsford Library, Market Road	09.00-18.30 Mon to Fri; 09.00-17.30 Sat; 13.00-16.00 Sun
Danbury Library, Main Road	13.00-17.00 Wed & Fri; 09.00-13.00 Thurs & Sat
Galleywood Library, Watchouse Road	13.00-17.00 Tues & Fri; 09.00-13.00 Thurs & Sat
Great Baddow Library, 27 High Street	09.00-17.30 Mon, Weds, Thurs & Sat
North Melbourne Library, Dickens Place	09.00-17.00 Tues, Fri & Sat
SWF Library, Trinity Square	09.00-19.00 Tues; 09.00-13.00 Weds; 09.00-18.00 Thurs & Fri; 09.00-17.00 Sat
Springfield Library, St Augustine's Way	10:00-16:00 Mon, Tues, Thurs, Fri and Sat
Stock Library, Swan Lane	14.00-18.00 Tues; 09.00-12.00 and 14.00-18.00 Thurs; 09.00-12.00 Sat
Writtle Library, 45 The Green	09.00-13.00 Mon, Weds & Sat; 13.00-17.00 Tues & Thurs
Billericay Library, High Street	09:00-17:00 Mon to Sat
Braintree Library, Fairfield Road	09:00-17:00 Mon to Sat
Hatfield Peverel Library, The Street	13:00-17:00 Tues & Thurs; 09:00-13:00 Weds & Sat
Ingatestone Library, High Street	13:00-17:00 Mon & Thurs; 09:00-13:00 Weds & Sat
Wickford Library, Market Road	09:00-17:00 Mon to Sat
Copies also available in the mobile library vehicle that covers Chelmsford City Area	

- At the following drop-in public exhibitions. These will provide an opportunity to meet an officer face-to-face unless otherwise stated. **Please check our website [www.chelmsford.gov.uk/preferred-options](http://www.chelmsford.gov.uk/preferred-options) for any changes to the timetable before making a special trip.**

Location	Date	Time
Little Waltham Memorial Hall, 15 Brook Hill, Little Waltham, CM3 3LN	Tuesday 18 April	5.30pm-8pm
Remembrance Square, County Hall, Market Road, CM1 1LX	Tuesday 18 April to Friday 21 April	(unstaffed) 9am-6.30pm Mon to Fri; 9am-5.30pm Sat
Broomfield Village Hall, 158 Main Road, Broomfield, CM1 7AH	Tuesday 19 April	4.30pm-8pm
Springfield Parish Centre, St Augustine's Way, Springfield, CM1 6GX	Friday 21 April	4pm-8pm
South Woodham Ferrers Village Hall, 25 Hullbridge Road, South Woodham Ferrers, CM3 5PL	Monday 24 April	3.30pm-7.30pm
High Chelmer, Exchange Way, Chelmsford, CM1 1XB	Monday 24 April to Friday 28 April	(unstaffed) 7am-6.30pm
Leighs Village Hall, Boreham Road, Great Leighs, CM3 1NH	Thursday 27 April	4pm-8pm
Great Baddow Parish Hall, 19 Maldon Road, Great Baddow, CM2 7DW	Friday 28 April	4pm-8pm
Danbury Village Hall, Main Road, Danbury, CM3 4NQ	Tuesday 2 May	4pm-8pm
Sandon Village Hall, Woodhill Road, Sandon, CM2 7SQ	Tuesday 2 May	4pm-8pm
Writtle Village Hall, 18 The Green, Writtle, CM1 3DU	Friday 5 May	4pm-8pm
Bicknacre Village Hall, Main Road, Bicknacre, CM3 4ES	Tuesday 9 May	4pm-8pm

If you are unable to access the documents on a computer, you can request paper copies by emailing [planning.policy@chelmsford.gov.uk](mailto:planning.policy@chelmsford.gov.uk), telephoning (01245) 606330 or by writing to Planning and Housing Policy, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1JE. A charge will be made to cover printing and postage costs.

## PART 2 - How can I comment?

You can comment on the consultation documents in the following ways:

### Online Consultation Portal:

Go to: [www.chelmsford.gov.uk/planningpolicyconsult](http://www.chelmsford.gov.uk/planningpolicyconsult) where you can:

- Read the consultation documents
- Make your comments
- Sign up for alerts to feedback reports, and future consultations

This is our preferred means of receiving comments as it ensures that your comments are recorded accurately and are processed quickly. It also allows you to edit comments before submitting them, save a draft and return to your form later, and to upload any supporting material. Please save your comments as you complete the form using the Save as Draft button at the bottom of the form – or the system will timeout after an hour.

### In writing:

If you prefer to send comments in writing, please fill in the specially designed response form. We will then record your comments on the Consultation Portal, to make sure they are dealt with alongside the online comments.

Comment forms can be downloaded at [www.chelmsford.gov.uk/preferred-options](http://www.chelmsford.gov.uk/preferred-options) or made available on request by telephoning (01245) 606330 or emailing [planning.policy@chelmsford.gov.uk](mailto:planning.policy@chelmsford.gov.uk)

Forms can be returned:

- By e-mail to [planning.policy@chelmsford.gov.uk](mailto:planning.policy@chelmsford.gov.uk)
- By post to Planning Policy, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1JE
- By hand to Chelmsford City Council Customer Service Centre (details above)

If you have difficulties making representations by e-mail or post due to a disability, please call 01245 606330.

Documents can be made available in alternative format such as Braille, large print, audio tape and other languages. Please call (01245) 606330, Minicom (01245) 606444 or email [planning.policy@chelmsford.gov.uk](mailto:planning.policy@chelmsford.gov.uk).

### Important notes:

- If you are submitting a representation of significant length, please provide an executive summary. We will request an executive summary in appropriate circumstances if it is not originally provided.
- When uploading supporting documents, please ensure they contain no signatures, e-mail addresses or personal postal addresses.

## Petitions:

If you are organising a petition or intend to, or have signed one, it must be submitted by 4.45pm on 11 May 2017 and be accompanied by the name and contact details for the petition organiser. The Council will register the petition organiser on the Consultation Portal. Acknowledgement of the petition and any future Local Plan notifications will only be sent to the petition organiser. The number of signatories will be recorded separately.

## **PART 3 - How will my comments be used?**

The Council will acknowledge receipt of your comments and fully consider them, although the Council will not enter into individual correspondence. All comments will be recorded on the Consultation Portal. Comments will be published with your name, and will be available for public viewing. No other personal details will be made public. Data will be held in accordance with the Data Protection Act 1998. For more information please visit the Council's Data Protection page: <https://www.chelmsford.gov.uk/your-council/accessing-information/data-protection/>

Following the consultation, a feedback report will be produced setting out the main issues raised to the document. Responses will be used to prepare the next versions of the documents. These will be:

- Chelmsford Local Plan Pre-Submission
- Pre-Submission Sustainability Appraisal (SA)

## **PART 4 – How to use the online Consultation Portal**

You can view, download, and comment on all current consultations on the online Consultation Portal. If you have not already registered, registration is simple using the easy to follow steps. Find the Consultation Portal at: [www.chelmsford.gov.uk/planningpolicyconsult](http://www.chelmsford.gov.uk/planningpolicyconsult)

For more information on the Consultation Portal, including what to do if you have forgotten your user name or password, please see our User Guide: [www.chelmsford.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=54663](http://www.chelmsford.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=54663)

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