

CONSULTATION PORTAL GUIDANCE NOTES

Online Consultation Portal:

Go to: 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.

You can view, download, and comment on all current consultations on the online Consultation Portal. 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.

Before making your comments, you may find it useful to refer to the **Review of the Local Plan Focused Consultation Additional Sites (Regulation 19) Statement of Representation Procedure and Statement on Availability of Proposed Submission Documents for Inspection** www.chelmsford.gov.uk/as-sor

If you require assistance, please contact us:

Telephone – 01245 606330 during normal office hours (08.45am to 4.45pm Monday to Thursday; 08.45am to 4.00pm Friday)

Email – planning.policy@chelmsford.gov.uk

For further information about the Local Plan please visit

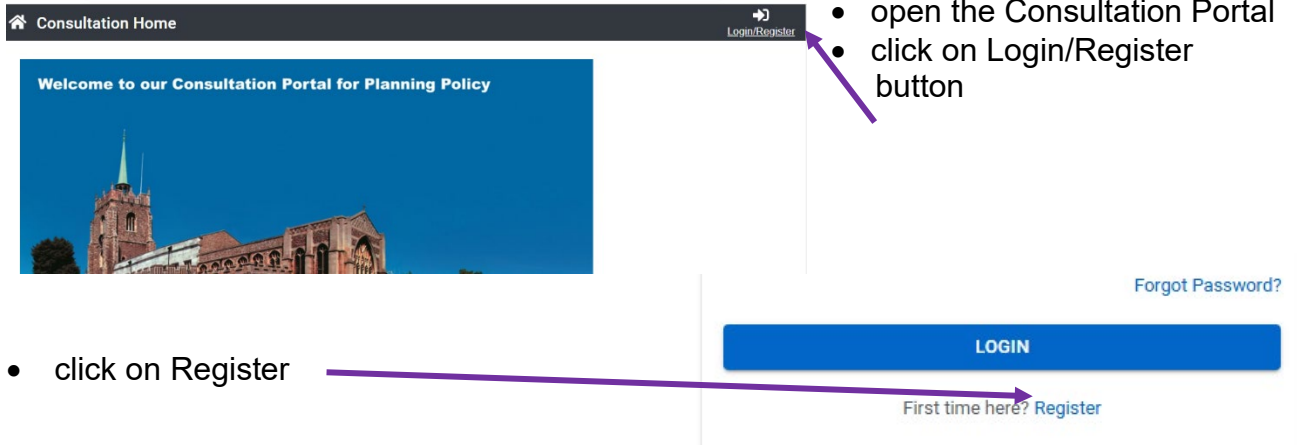
www.chelmsford.gov.uk/lp-review

The consultation period runs from 10am on 20 November 2025
until 4pm on 8 January 2026.
Comments received before or after this time cannot be accepted.

How to register

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



The screenshot shows the 'Consultation Home' page. At the top right, there is a 'Login/Register' button. A purple arrow points from a bullet point to this button. Below the header is a large blue banner with a photo of a church and the text 'Welcome to our Consultation Portal for Planning Policy'. To the right of the banner, there is a 'Forgot Password?' link. Below this, there is a blue 'LOGIN' button and a link that says 'First time here? Register'. A purple arrow points from a bullet point to the 'Register' link.

- open the Consultation Portal
- click on Login/Register button
- click on Register

A registration screen will open.

You then need to read the terms and conditions, and the privacy policy, and tick the boxes. Then you can:

- create a username
- choose a password (this should be as secure as possible, and include a mix of numbers and letters)

You should only register as an 'Agent' if you are representing someone else in a professional capacity, such as a developer or a client.

When you have added your information, click REGISTER. We will send you an email with a link, inviting you to activate your account.

- click the link in the e-mail
- click on your name (top right of the Consultation Home screen)
- click on My Details to complete your information.

It is important that you fill in your postal address, so that we have an alternative means of contacting you.

Forgotten login details?

If you have already signed up but forgotten your login details, you should not register again, as this will create a duplicate record. Instead:

- go to the Consultation Portal
- click on Sign in button
- click the 'Forgot Password?' link to reset your password

If you are still experiencing problems, you can contact the Planning Policy Helpline on 01245 606330.

How to read the consultation documents and make a comment

Open the Consultation Portal at: www.chelmsford.gov.uk/planningpolicyconsult

Choose the consultation that you are interested in.

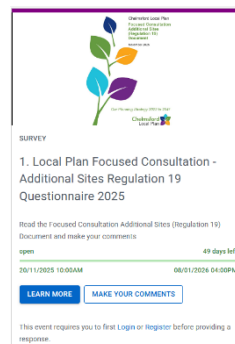
We are consulting on the following.

1. Focused Consultation Additional Sites (Regulation 19) Document – this is the main consultation document. We are proposing to include 11 new housing sites, three expanded housing sites and one expanded employment site within the review of the Local Plan. The revised development trajectory and key consequential plan changes arising from the additional sites allocation policies are also subject to consultation. We need you to consider whether the Focused Consultation Additional Sites Document is legally compliant and consistent with national policy, and answer specific consultation questions on this.

2. Integrated Impact Assessment: Focused Consultation Additional Sites (Regulation 19) Addendum – We have updated our Integrated Impact Assessment (IIA) to consider the additional sites and other policy changes. This IIA Addendum assesses sustainability and strategic environmental impacts, Habitats Regulations, and health and equality impacts of the proposals and is published for consultation alongside the Additional Sites Document.

1. Focused Consultation Additional Sites (Regulation 19) Document - How to make a comment

Go to the consultation you are interested in and select the 'Learn More' button:



The consultation document and the supporting documents are listed on the left side.

Please read the documents before making your comments.

When you are ready to make your comments, click on the 'Make your comments' button.

Supporting Files

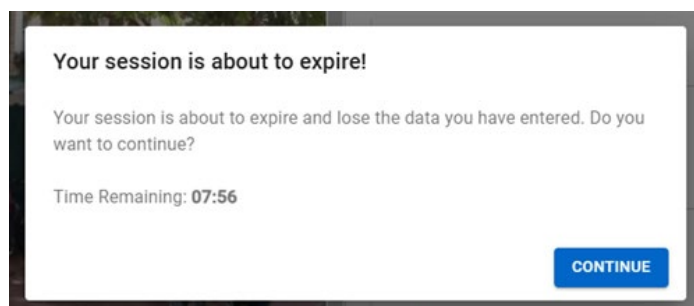
-  [Focused Consultation Additional Sites \(Regulation 19\) Document.pdf](#)
-  [Local Plan Newsletter Additional Sites 2025.pdf](#)
-  [Statement of Representations.pdf](#)

You may also find it useful to refer to the Review of the Local Plan Focused Consultation Additional Sites (Regulation 19) Statement of Representation Procedure and Statement on Availability of Proposed Submission Documents for Inspection www.chelmsford.gov.uk/as-sor.

Please note you will need to add your comments through a new comment form for each section, policy, site, or map you wish to comment on.

Please **save** your comments as you complete the form using the 'Save as Draft' button at the bottom of the form as the system will timeout after 30 minutes.

You will get a reminder 10 minutes before the system times out. You will need to select 'Continue', and then make sure that you 'Save as Draft'.

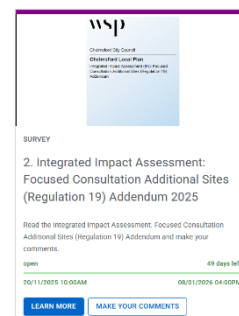


When you have completed the comments form, do not forget to select 'Submit'.

Comments must be received by 4.00pm on 8 January 2026

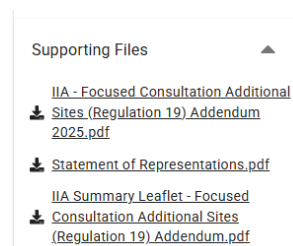
2. Integrated Impact Assessment: Focused Consultation Additional Sites (Regulation 19) Addendum - How to make a comment

Go to the consultation you are interested in and select the 'Learn More' button:



The consultation document and the supporting documents are listed on the left side. Please read the documents before making your comments.

When you are ready to make your comments, click on the 'Make your comments' button.

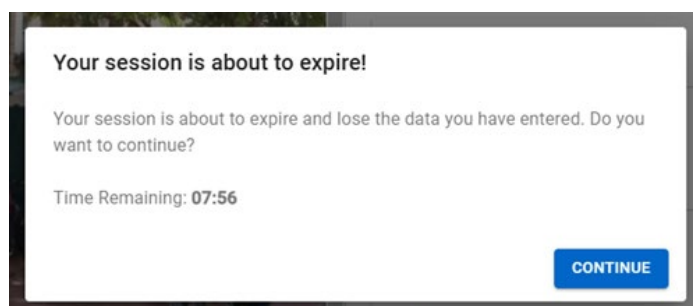


Please read the document before making your responses. You may also find it useful to refer to the Review of the Local Plan Focused Consultation Additional Sites (Regulation 19) Statement of Representation Procedure and Statement on Availability of Proposed Submission Documents for Inspection www.chelmsford.gov.uk/as-sor.

Please note you will need to add your comments through a new comment form for each paragraph, table, figure, or appendix you wish to comment on.

Please **save** your comments as you complete the form using the 'Save as Draft' button at the bottom of the form as the system will timeout after 30 minutes.

You will get a reminder 10 minutes before the system times out. You will need to select 'Continue', and then make sure that you 'Save as Draft'.



When you have completed the comments form, do not forget to select 'Submit'.

Comments must be received by 4.00pm on 8 January 2026

Important notes:

If you made comments to the third stage of consultation, called the Pre-Submission Local Plan, in February/ March 2025 you do not need to submit them again.

If you are submitting a representation of significant length, please provide a summary of not more than 200 words. We will request a 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.

To be duly made, you need to provide your name and address with your comment.

Anonymous comments will not be accepted.

Comments will be published with the respondent's name, organisation and agent (where applicable). No other personal details will be made public. This includes publication on the Council's Consultation Portal. Data will be held in accordance with the Data Protection Act 1998 and the General Data Protection Regulations. For more information please visit the Council's Privacy Policy web page:

www.chelmsford.gov.uk/your-council/about-ourwebsite/privacy-policy-and-notice/privacy-policy/

Section 149 of the Equality Act 2010 requires the Council to avoid any form of discrimination and also foster good relations between different ethnic groups. We will not display, share or consider any comments that are inappropriate, including those that are racist, inflammatory or derogatory. Comments which contain personal or sensitive information e.g. health information, details about a criminal record, or religious beliefs, will not be accepted.

Petitions:

If you are organising a petition or intend to, or have signed one, it must be submitted by 4.00pm on 8 January 2025 and be accompanied by the name and contact details for the petition organiser. The Council will register the petition organiser on the Consultation Portal and the number of signatories will be assigned to that comment/s, but names and addresses of all signatories will not be published. Acknowledgement of the petition and any future Local Plan notifications will be sent to the petition organiser.

Helpline:

If you require assistance please call 01245 606330 during normal office hours (08.45am to 4.45pm Monday to Thursday; 08.45am to 4.00pm Friday) or email planning.policy@chelmsford.gov.uk

Comments must be received by 4.00pm on 8 January 2026