

## CONSULTATION PORTAL GUIDANCE NOTES

### 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.

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 **Pre-Submission (Regulation 19) Statement of Representation Procedure and Statement on Availability of Proposed Submission Documents for Inspection** [www.chelmsford.gov.uk/lp-sor](http://www.chelmsford.gov.uk/lp-sor)

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](mailto:planning.policy@chelmsford.gov.uk)

For further information about the Local Plan please visit [www.chelmsford.gov.uk/lp-review](http://www.chelmsford.gov.uk/lp-review)

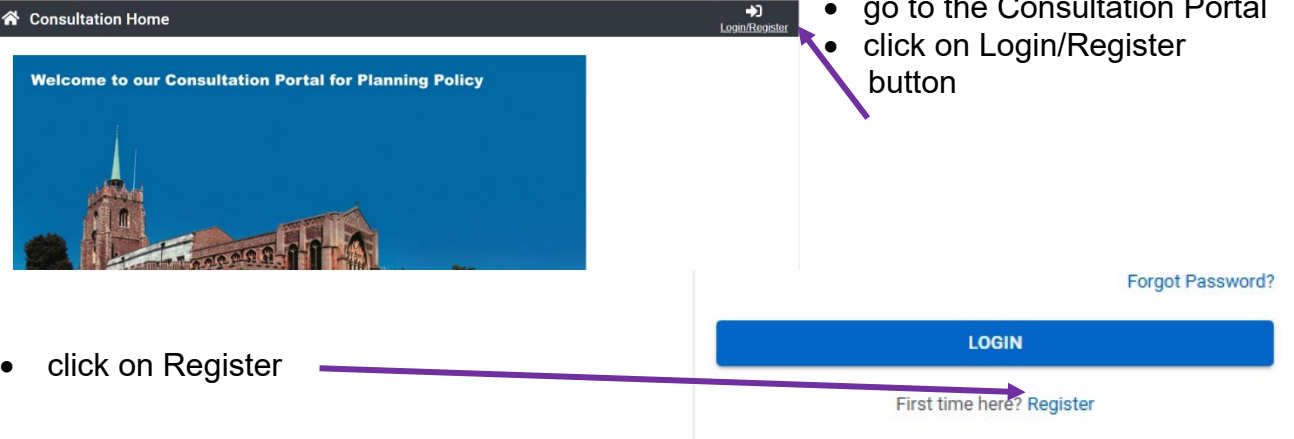
The consultation period runs from 10am on 4 February 2025  
until 4pm on 18 March 2025.

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](http://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 list item to this button. Below the header is a blue banner with the text 'Welcome to our Consultation Portal for Planning Policy' and an image of a church. At the bottom right, there is a 'Forgot Password?' link. Below that is a blue 'LOGIN' button. A purple arrow points from a list item to the 'Register' link below the 'LOGIN' button.

- go to 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. After clicking the link, click on your name (top right of screen) and 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.

- 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](http://www.chelmsford.gov.uk/planningpolicyconsult)

Choose the consultation that you are interested in.

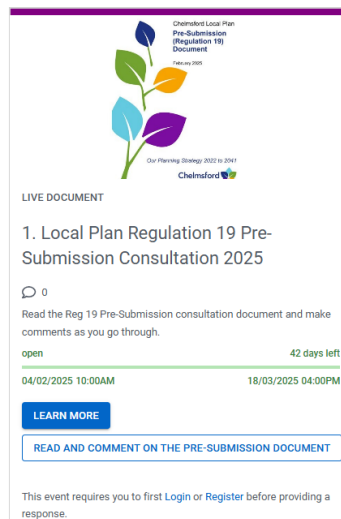
We are consulting on the following.

- 1. Chelmsford Local Plan – Pre-Submission (Regulation 19) Document** – this is the main consultation document where we include sites where new homes, jobs and other facilities will be located as well as areas for protection. We need you to consider whether the Pre-Submission Document is legally compliant and consistent with national policy, and answer specific consultation questions on this.
- 2. Chelmsford Local Plan – Pre-Submission (Regulation 19) Questionnaire** – this is a simple questionnaire you can use if you have read the consultation document and just want to make your comments in one place. We need you to consider whether the Pre-Submission Document is legally compliant and consistent with national policy, and answer specific consultation questions on this.
- 3. Pre-Submission Integrated Impact Assessment (IIA)** – this includes environmental, habitats, quality and health assessments of the impacts of the Pre-Submission Local Plan.
- 4. Co-Living Housing Planning Advice Note Consultation** – this provides practical guidance to potential promoters or developers of co-living housing in Chelmsford.
- 5. Consultation Draft Planning Obligations Supplementary Planning Document (SPD)** – this sets out how we will seek planning obligations such as financial contributions towards important site improvements when considering planning applications.

Comments must be received by 4.00pm on 18 March 2025

## 1. Pre-Submission (Regulation 19) Document - How to make a comment

Go to the consultation



Select 'Learn More'

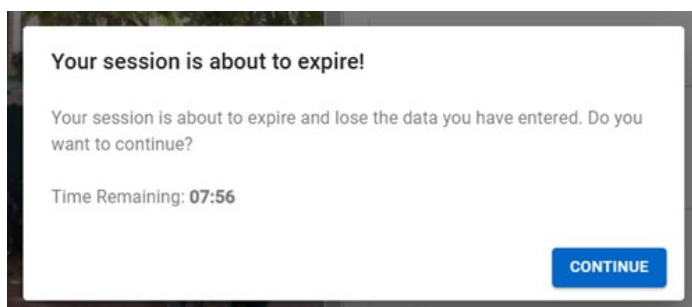
You can read the whole document from the beginning, and move through by scrolling with your mouse or scroll bar. Otherwise, you can use the contents page to navigate the document and select which part of the document you wish to view.

Once you have chosen which part of the plan you wish to comment on, select 'ADD COMMENT'. This will open a comment form where you can use the specifically designed questions to respond. You will need to log in to make a comment.

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

Please **save** your comments as you complete the form using the 'Save 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 Draft'.



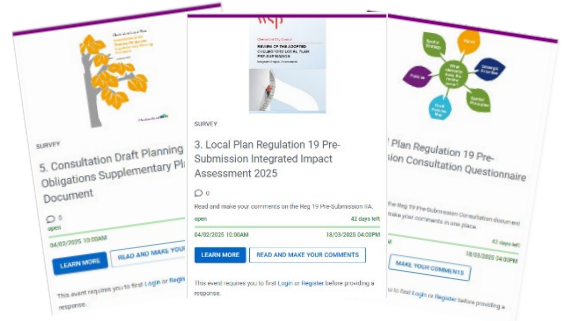
When you have completed the comments form, do not forget to select 'Submit'.

Comments must be received by 4.00pm on 18 March 2025

## How to make a comment – other consultations

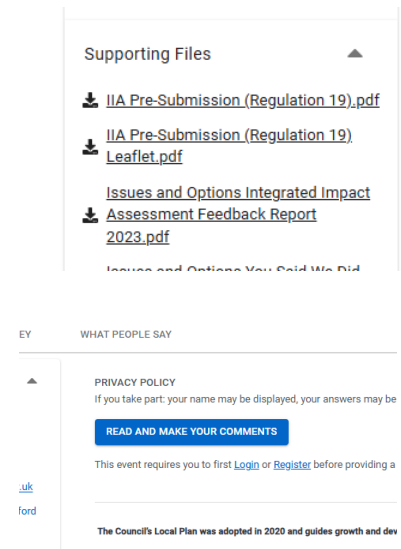
2. Chelmsford Local Plan – Pre-Submission (Regulation 19) Questionnaire
3. Pre-Submission Integrated Impact Assessment (IIA)
4. Co-Living Housing Planning Advice Note Consultation
5. Consultation Draft Planning Obligations Supplementary Planning Document (SPD) –

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



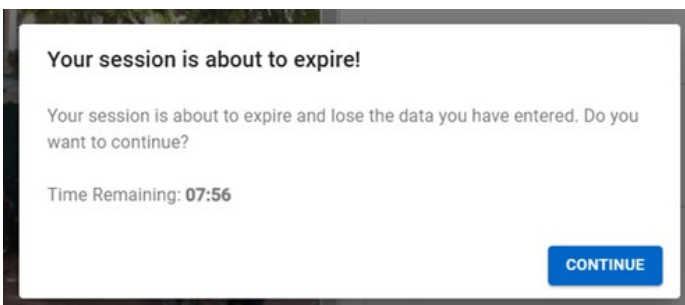
The consultation document and the supporting documents are listed on the left side. Please read the documents before making your comments.

When you are ready to make your comments, click on the ‘Read and make your comments’ button.



Please **save** your comments as you complete the form using the ‘Save 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 Draft’.



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

Comments must be received by 4.00pm on 18 March 2025

### **Important notes:**

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-notices/privacy-policy/](http://www.chelmsford.gov.uk/your-council/about-ourwebsite/privacy-policy-and-notices/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 18 March 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 only be sent to the petition organiser.

### **Helpline:**

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