



# Consultation on Co-Living Housing Planning Advice Note

## PAPER COMMENTS FORM

This form has three Parts:

- Part A - Consultation Details
- Part B - Contact Details
- Part C - Your Comments on the Co-Living Housing Planning Advice Note

### Part A - Consultation Details

Chelmsford City Council has published the Co-Living Housing Planning Advice Note for consultation.

#### How to comment

This form is for your comments on the Co-Living Housing Planning Advice Note.

The Council strongly encourages comments to be made via its online Consultation Portal [www.chelmsford.gov.uk/planningpolicyconsult](http://www.chelmsford.gov.uk/planningpolicyconsult) as this enables the quick and efficient handling of comments. This system allows you to edit comments before submitting them and to upload any supporting material.

For further information about how the Consultation Portal works, read our User Guide at: [www.chelmsford.gov.uk/lp-portal-guide](http://www.chelmsford.gov.uk/lp-portal-guide)  
Alternatively, comments can be made using this representation form and returned to:

- By email - [planning.policy@chelmsford.gov.uk](mailto:planning.policy@chelmsford.gov.uk)
- By post - Planning and Housing Policy, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, CM1 1JE
- By hand - Chelmsford City Council Customer Service Centre, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, Monday to Friday 10am-4pm.

#### How comments will be used

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-our-website/privacy-policy-and-notices/privacy-policy/](http://www.chelmsford.gov.uk/your-council/about-our-website/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 and/or will be redacted.

Following the consideration of the consultation responses, the Co-Living Housing Planning Advice Note will be finalised for consideration in the Spring of 2025. If approved, it will then be used by the Council as a material consideration in the determination of planning applications.

## Part B - Contact Details

### Personal Details

Title: .....  
First Name: .....  
Last Name: .....

Organisation (if the comments you are making are on behalf of an organisation):  
.....

Address: .....  
.....  
.....  
.....

Postcode: .....

Telephone Number: .....

Email Address:  
.....

Consultation ID (if known): .....

Signature: .....

Date: .....

### Agent Details (if applicable)

Title: .....  
First Name: .....  
Last Name: .....

Organisation (if the comments you are making are on behalf of an organisation):  
.....

Address: .....  
.....  
.....  
.....

Postcode: .....

Telephone Number: .....

Email Address:  
.....

Consultation ID (if known): .....

Signature: .....

Date: .....

# Part C - Your Comments on the Co-Living Housing Planning Advice Note

To assist you in completing this form 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)).

## ESSENTIAL INFORMATION

Which part of the Co-Living Housing Planning Advice Note does your comment relate to:

Paragraph Number:	
Table Number:	
Figure Number:	
Appendix:	

### Question 1:

Do you agree with this Paragraph/Table/Figure/Appendix?

Yes  No

### Question 2:

Please provide your comment below. Please provide precisely and succinctly all the evidence and supporting information necessary to support your representation:

If you need more room, please continue on a separate sheet and attach it to this form.

Comments must be received by 4.00pm on 18 March 2025

**Question 3:**

Have we missed anything? Please provide precisely and succinctly all the evidence and supporting information necessary to support your representation:

If you need more room, please continue on a separate sheet and attach it to this form.

**Question 4: Executive Summary**

If you are submitting a representation of significant length, please provide a summary of the main issues in your representation in no more than 200 words. We will request a summary in appropriate circumstances if it is not originally provided.

Please provide an executive summary of the main issues below:

If you need more room, please continue on a separate sheet and attach it to this form.

**Question 5:**

If you wish to upload additional information in support of your comments, please attach it to this form. When attaching supporting documents, please ensure they contain no signatures, e-mail addresses or personal postal addresses.

This paper comments form can be made available in alternative formats including large print, audio and other languages.

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)

**Thank you for being part of the consultation.**