

How to comment on the Consultations

You can respond to our consultations in a number of ways. We have provided further information for you below. Don't forget that the consultation runs from

9am on 15th June 2012 to 5pm 27th July 2012.

USING OUR ONLINE CONSULTATION SYSTEM

You can access the online consultation system by going to this address:

<http://cambridge.jdi-consult.net/ldf/>

The online consultation is our preferred means of receiving comments as it ensures that your comments are summarised and recorded accurately and are processed quickly.

[Click here](#) (or go to page 4) to read instructions on how to use the online consultation system.

RESPONDING IN WRITING?

If you would prefer to reply to our consultation in writing, it would be helpful if you could fill in our specially designed response forms. This makes sure that we have all the correct information to register and process your views and keep you informed.

Forms may be:

- filled in electronically and emailed to us at policysurveys@cambridge.gov.uk
- downloaded from our website (<http://www.cambridge.gov.uk/localplanreview>) filled in by hand and posted to us at : **Issues and Options Consultation, Planning Services, Cambridge City Council** PO Box 700, Cambridge, CB1 0JH
- Or obtained by contacting the Council on 01223 457000 or by visiting the Customer Service Centre at : Mandela House, 4 Regent Street, Cambridge CB2 1BY (open from 8am-6pm on Mondays, Tuesdays, Wednesdays and Fridays, and 9am-6pm on Thursdays)

When you fill in the form you only need to fill in Part A once, but you must make sure that you fill in a separate Part B form for each comment you make on the consultation. We will not be able to register your comments without a copy of Part A so don't forget to attach it.

For more information on how to complete the forms [click here](#) or go to page 6.

Data Protection

The information collected will be processed in accordance with the Data Protection Act 1998. Information from the forms will be stored on a computer database used solely in connection with the Local Development Framework. **Representations will be available to view on City Council's website, although address and contact details will not be included. However, as copies of representations must be made available for public inspection, they cannot be treated as confidential and will be available for inspection in full.**

The consultation runs from 9am on 15th June 2012 to 5pm on 27th July 2012

HOW LONG DO I HAVE TO COMMENT ON THE SUBMISSION REPORTS?

Representations on the draft documents must be submitted during the six-week period between 9am on 15th June and 5pm on 27th July 2012

Comments received after this deadline cannot be accepted or regarded as duly made.

Sending emails, faxing or replying by using the online consultation system may be difficult on the last day of the consultation as electronic services may get very busy if many people leave it to the last minute to reply, so please try to reply before the last day to guarantee that you reply gets to us in good time.

WHAT WILL HAPPEN TO MY REPRESENTATION?

After the end of the consultation period you will be sent an acknowledgement stating your unique registration number and the allocated numbers for each representation you submit. These reference numbers must be given on any future correspondence and/or when telephoning the Councils. Only valid representations will be acknowledged.

The information collected will be processed in accordance with the Data Protection Act 1998. Information from the forms will be stored on a computer database used solely in connection with the Local Plan Review. **Representations will be available to view on City Council's website, although address and contact details will not be included. However, as copies of representations must be made available for public inspection, they cannot be treated as confidential and will be available for inspection in full.**

WHAT HAPPENS NEXT?

Once the consultation has closed we will consider all your responses, using them to refine the policies that will be included in the Local Plan which is currently scheduled for April 2014. We will then draft the actual Local Plan, which will be subject to a further round of public consultation prior to being submitted to the Secretary of State for examination. To find out when this will happen visit the Local Plan Review page <http://www.cambridge.gov.uk/localplanreview> or visit our blog: <http://cambridgelocalplan.wordpress.com/>

CONTACT DETAILS?

We are here to help, if you have any queries please contact us, our details are below:

Issues and Options Consultation
Planning Policy
Cambridge City Council
PO Box 700
Cambridge
CB1 0JH

Tel: 01223 457000

Website: www.cambridge.gov.uk/localplanreview

Email: policysurveys@cambridge.gov.uk

The consultation runs from 9am on 15th June 2012 to 5pm on 27th July 2012

Cambridge Local Plan to 2031 - Issues & Options Report and Sustainability Appraisal

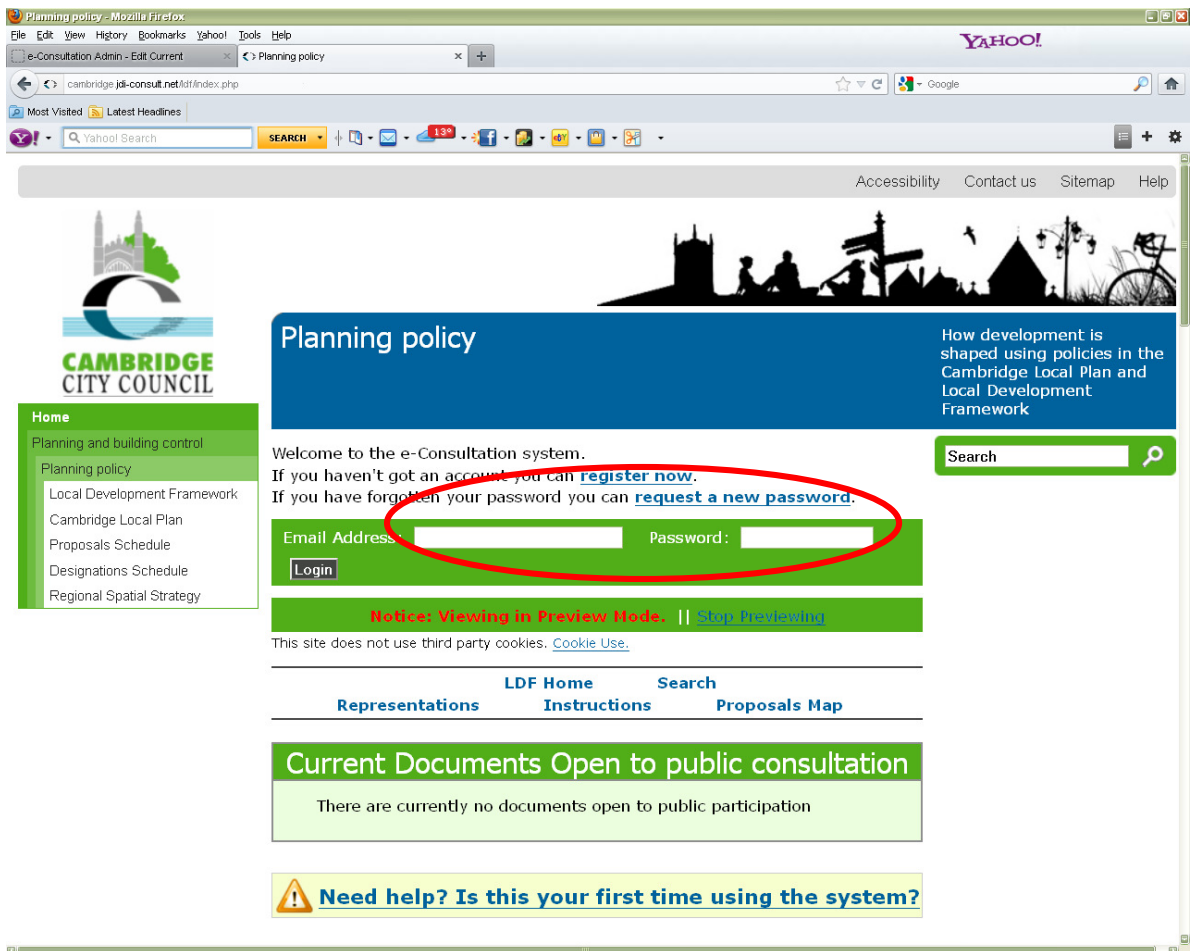
By hand: customer service centre at Mandela House, 4 Regent Street, Cambridge CB2 1BY (open from 8am-6pm on Mondays, Tuesdays, Wednesdays and Fridays, and 9am-6pm on Thursdays)

Remember:

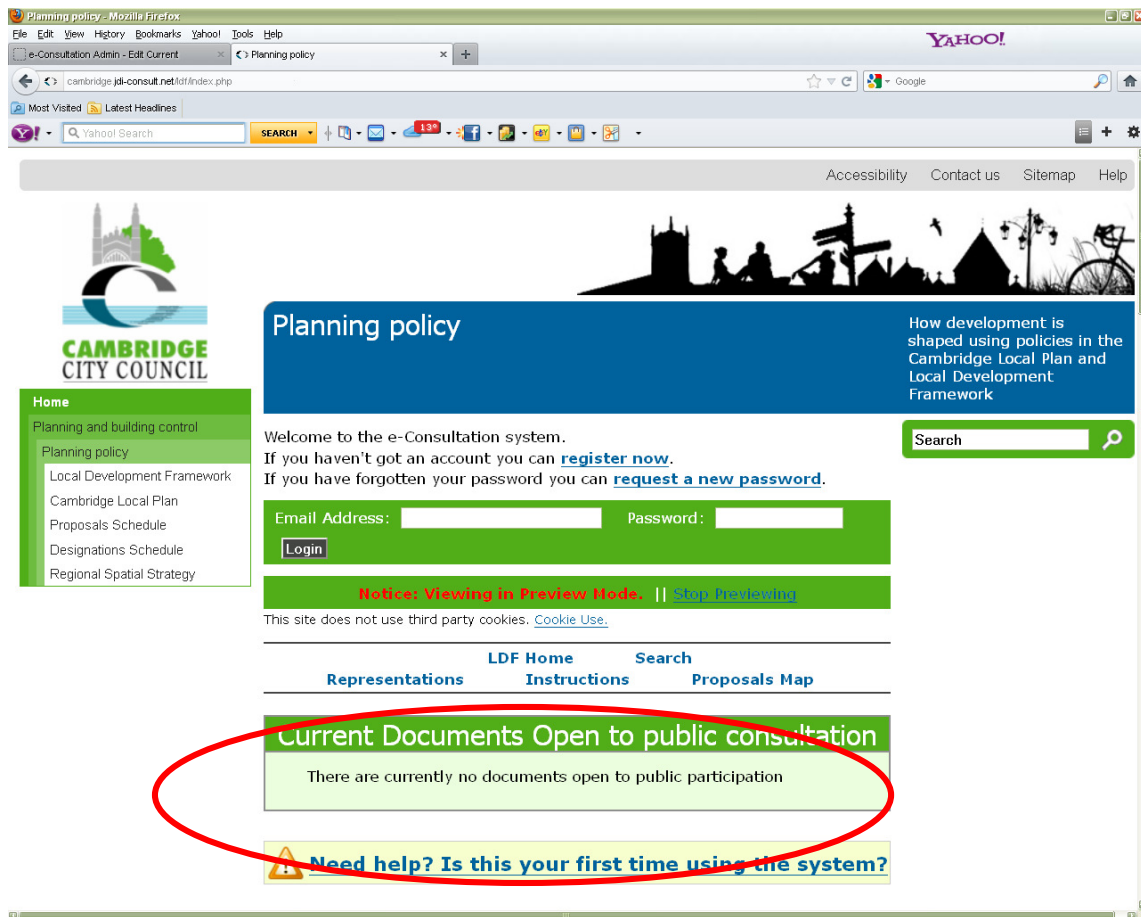
The deadline for receipt of completed forms is 5pm 27th July 2012.


How to Use the Online Consultation System

1. You can access the online consultation system by going to this address:
<http://cambridge.idi-consult.net/ldf/>
2. If you wish to respond to one of the consultations and you have never used the system before you will need to register first. To do this click the “register now” link at the top of the web page:



3. You will then have to fill in some details about yourself, this will allow the Council to keep you up to date of your representations progress. You will also need to create a password, which will allow you to return to the site and comment on other consultations in the future.
4. After you have registered you will be taken back to the main consultation page and your name will appear in the top left of the screen. This means that you are logged into the system and are able to make representations.
5. To make comments on your chosen consultation document scroll down the page to the section called “Current documents open to public participation” and select the document that you wish to respond to.



6. You can then browse through the document on screen and when you wish to make a comment about a particular piece of text click the pencil icon next to the text: 
7. Then you put your comments the box marked "Full Text of Representation". If the text of your representation is over 100 words you will need to summarise it in the box below entitled "Representation Summary".
8. When you have finished remember to click the submit button at the bottom of the page, you can then continue making more comments.
9. You will receive an email confirming that we have received your comments.
10. If you leave the site and come back to it and wish to make further representations you will not need to register again but you will need to log in. To log into the system, go to <http://cambridge.idi-consult.net/ldf/>, you will need to put your email address and password into the boxes at the top of the page.
11. If you have forgotten your password you can request a temporary replacement that will be emailed to you by clicking the "request temporary replacement" link above the boxes where you log in.
12. If you would like further information on this consultation visit <http://www.cambridg.gov.uk/localplanreview>

USING THE PAPER REPRESENTATION FORM

Part A - Personal Details

Please ensure you provide all the contact details requested on the form. This information will be used for correspondence at future stages in the process. If we are advised that an Agent is acting on behalf of a client, the agent will be the point of contact for all future correspondence.

Part B - Representation Details

- Please quote the section of the plan to which your representation relates;
- Make it clear whether you are supporting or objecting to the section.

You must make clear whether you are supporting or objecting to the part of the document you have identified. If your representation is seeking a change to the document it should be registered as an objection.

A separate form (Part B) must be completed for each section of the document to which you wish to make a representation and all completed forms must be accompanied with Part A.

Please ensure representations are self-contained. Reference to information contained in other representations being submitted could cause complications when compiling reports for Committee.

Written Justification for Objection or Support

For supports: give any reasons that you would like to give for that support.

For objections: please provide information to support your reasons for objecting, as precisely as possible. Please continue on separate A4 sheet(s) if necessary.

Summary of Representation

- Ensure your summary covers the main points you are raising, including a summary of any change you are seeking and the reasons for it.
- Keep to 100 words or less.
- **If you fail to summarise your representation it will be summarised for you.**

Please summarise the main issues raised in your 'Written Justification' sections in no more than 100 words. Summaries are a necessity for creating practical and concise reports on the consultation process. Accurate and concise summaries again contribute to speeding up the planning process, and ensure the essence of the representation is captured effectively.

Summary Checklist for Completing the Response Form

The following is a checklist for all those completing the Response Form. Full details on how to complete the form can be found in the following sections of this Guidance Note.

CHECKLIST

Once your representations are complete, please check that you have completed each form clearly and legibly using **black ink**, or by typing your response, and:

- Provided full and up to date contact details (PART A);
- Included information about the section of the Report to which you are submitting your representation (for example paragraph number); (PART B)
- Made it clear whether you are supporting or objecting to the section of the report; (PART B)
- Included a 'Written Justification' for your representation; (PART B)
- Summarised your representation in no more than 100 words – this is a necessity for creating practical and concise reports on the consultation process. If you do not provide a summary, one will be provided for you. (PART B)
- **Please ensure you have signed and dated the section in PART A and returned all completed forms together to either of the address on this Guidance Note before 5pm on 27th July 2012.**