

Draft Affordable Housing Supplementary Planning Document & Draft Planning Obligations Strategy Supplementary Planning Document Consultations

Guidance on How to Respond

How can I have my say on the consultation?

You can respond to our consultations in a number of ways. We have provided further information for you below. The consultation on both SPDs runs from:

9am on 2 June 2014 to 5pm on 14 July 2014.

Using our online consultation system

The online consultation system is our preferred means of receiving comments as it ensures that your comments are summarised and recorded accurately and are processed quickly. We particularly encourage all statutory consultees, agents and landowners to use the online consultation system. [Click here](#) (or go to page 4 of this document) to read instructions on how to use the online consultation system.

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

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

Responding in writing

If you cannot reply to the consultations using the online consultation system, it would be helpful if you could fill in our response form. This makes sure that we have all the correct information to register and process your views and to keep you informed of progress on the Supplementary Planning Documents (SPD).

Forms may be:

- Filled in electronically and emailed to us at policysurveys@cambridge.gov.uk
- Downloaded from our website either at:
 - <https://www.cambridge.gov.uk/affordable-housing-spd> or
 - <https://www.cambridge.gov.uk/planning-obligations-strategy-spd>

- filled in by hand and posted to us at Planning Policy, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH.
- Or obtained by contacting the council on 01223 457200 and asking to speak to someone in the Planning Policy team or by visiting the Customer Service Centre at Mandela House, 4 Regent Street, Cambridge CB2 1BY (open from 8am-5.15 pm Monday and 9am-5.15pm Tuesday to Friday)

Please fill in a separate form for each comment that you make.

For more detailed information on how to complete the form, [click here](#) or go to page 7 of this document.

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 production of planning policy documents. Representations will be available to view on the 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.

WHEN CAN I COMMENT?

Representations on the consultation documents must be submitted during the six-week period between:

9am on 2 June 2014 to 5pm on 14 July 2014.

Comments received after this deadline will not be accepted.

Sending emails 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. Please try to reply before the last day to guarantee that your reply reaches 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 personal identification number and the reference numbers corresponding to your representation(s). These reference numbers must be given on any future correspondence and/or when telephoning the council. Only valid representations will be acknowledged.

What happens next?

Once the consultation period has finished, we will analyse and consider all the responses that we receive. The key issues raised will be summarised in the relevant Statement of Consultation documents, including details of how the issue was dealt with, and will be published on the relevant webpages.

Both the Draft Affordable Housing SPD and the Draft Planning Obligations Strategy SPD have been prepared to support policies in the Cambridge Local Plan 2014: Proposed Submission. The Cambridge Local Plan 2014: Proposed Submission has not yet been adopted and is currently subject to examination by the Secretary of State. Consequently, if changes to the Local Plan 2014: Proposed Submission policies are made as part of the examination, the SPDs will also be updated to reflect these changes.

With this in mind, the planned adoption of both SPDs is anticipated to take place at the same time as the Cambridge Local Plan 2014.

To find out more about the Cambridge Local Plan 2014: Proposed Submission and its status, visit the [Local Plan review](#) page or visit our blog: cambridgelocalplan.wordpress.com.

Contacting us

We are here to help. If you have any queries, please contact us at:

Planning Policy
Cambridge City Council
PO Box 700
Cambridge
CB1 0JH

Tel: 01223 457200

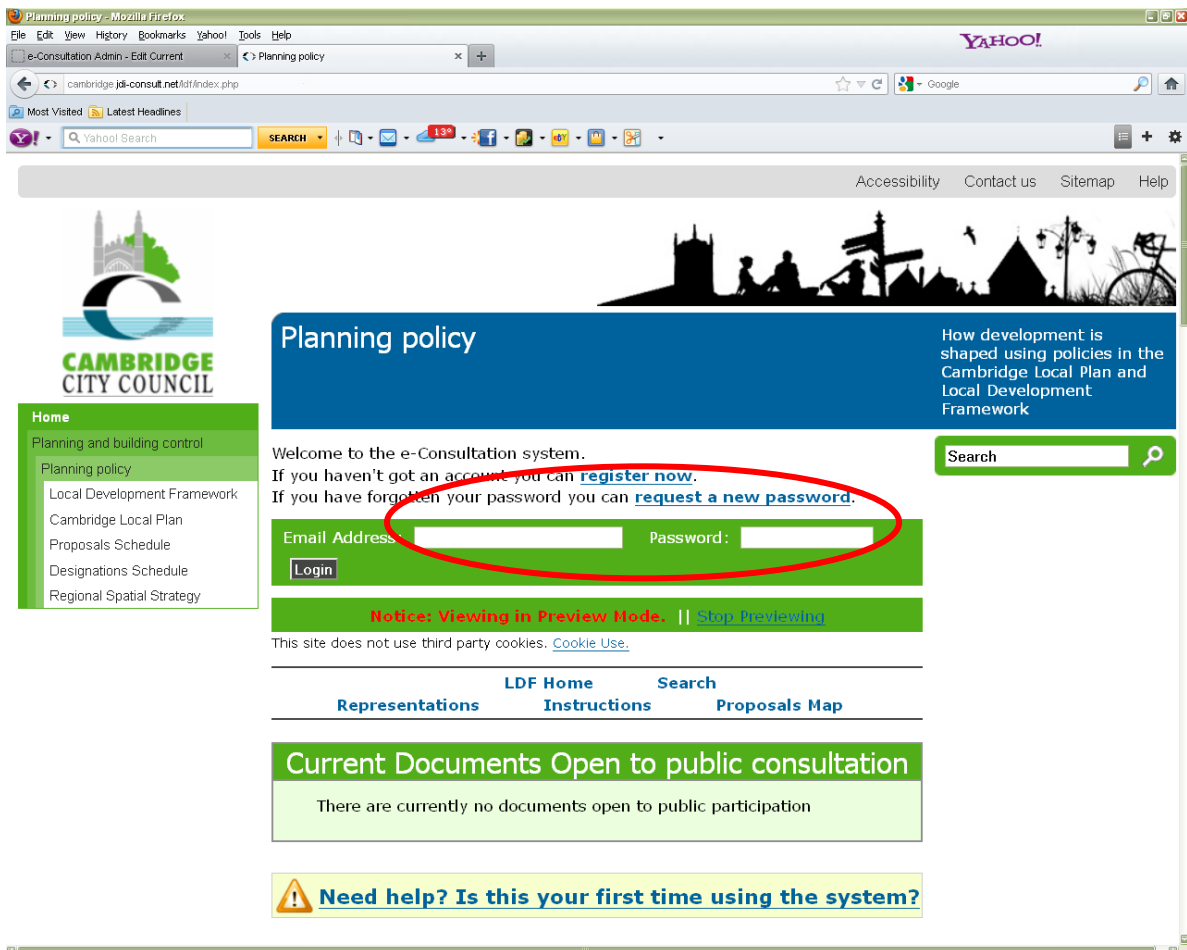
Websites:

- <https://www.cambridge.gov.uk/affordable-housing-spd> or
- <https://www.cambridge.gov.uk/planning-obligations-strategy-spd>

Email: policysurveys@cambridge.gov.uk

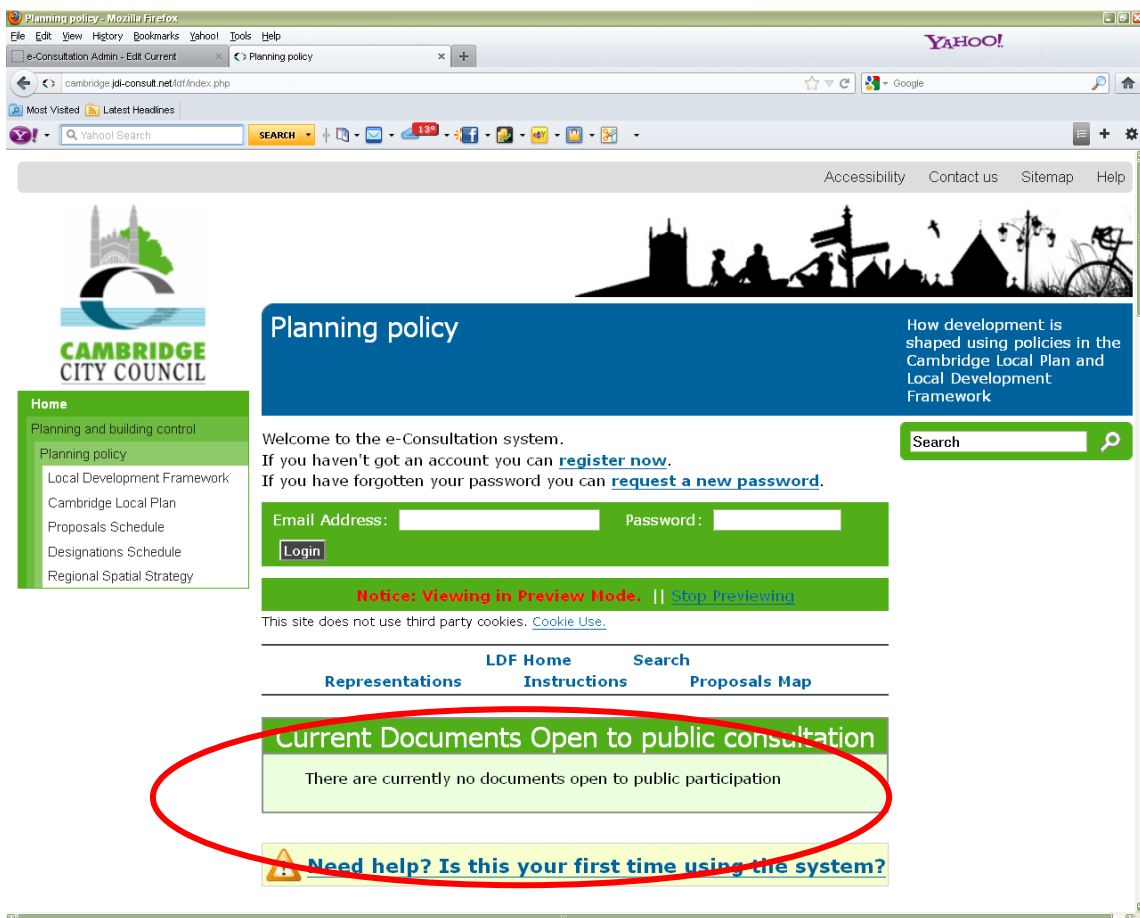
How to Use the Online Consultation System


1. You can access the online consultation system by going to this address:
<http://cambridge.jdi-consult.net/localplan/>
2. If you wish to respond to the consultation 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 webpage:



3. You will then need to fill in some details about yourself. This will allow the council to keep you informed about the progress of the SPDs. 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 in 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, repeating steps 6 and 7.
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.jdi-consult.net/localplan/> 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.

USING THE PAPER REPRESENTATION FORM

Please ensure you provide all the contact details requested on the form. This information will be used for correspondence. 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.

Please fill in your details (Question 2), we cannot register your representation without your details

You must make clear which document you are responding to (Question 3) and whether you are supporting or objecting to the part of the document you have identified (Question 5).

Written Justification for Objection or Support – Question 6

If you support a paragraph or section of the document: give any reasons that you would like to give for that support. Please limit your response to 100 words, this will serve as a summary of your representation, providing your own summary ensures that your comments are summarised and recorded accurately and are processed quickly. If you wish to provide a more detailed representation, you may submit this on separate A4 sheet(s) if necessary.

If you object to a paragraph or section of the document: please provide information to support your reasons for objecting, as precisely as possible. Please limit your response to 100 words, this will serve as a summary of your representation, providing your own summary ensures that your comments are summarised and recorded accurately and are processed quickly. If you wish to provide a more detailed representation, you may submit this on separate A4 sheet(s) if necessary.

Summary Checklist for Completing the Response Form

The following is a checklist for all those completing the response form.

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 have:

- Provided full and up to date contact details;
- Included information about the document (Question 3) and the section of the document (Question 4) to which you are submitting your representation (for

example paragraph number);

- Made it clear whether you are supporting or objecting to the section of the report (Question 5);
- Included a 'Written Justification' for your representation (Question 6);
- Please ensure you have signed and dated the form and returned all completed forms together, to the address on this guidance note **before 5pm on 14 July 2014**.