

Step-by-step guide to commenting on the Local Plan in the consultation portal

We're now running a very specific consultation between 3 February and 17 March 2023 at: www.chichester.gov.uk/localplanconsultation.

The consultation invites you to comment on three specific questions or tests: is it legally compliant? is it sound? and, does it comply with the duty to cooperate?

You do not need to log in to the consultation portal to read the Local Plan document, but if you wish to comment on one or all of the three tests then you will need to have an account and log in to do so. You can find out more about this below.

Follow our step-by-step guide to add your comment/s:

1. Visit: www.chichester.gov.uk/localplanconsultation
2. Log in to your portal account, or create an account and log in.
 - If you don't already have an account, you will be prompted to register and will be given instructions when you click on any blue speech bubble. You can also create an account using the button at the top right of the consultation portal page.

When you register, you will be asked to agree to the Planning Policy privacy notice, which explains how we manage your data. Find more on this here: [Data protection and freedom of information: Chichester District Council](#)

- If you already have an account but have forgotten your details then you can use the forgotten password link.

Please note: You have to be logged in to an account to comment because the Inspector will need to know who has made each comment as part of the examination.

3. As you read through the document in the consultation portal, you will see speech bubbles to the left-hand side of the text. These indicate where you can make a comment.

Please note: Any comments you make will be saved automatically as you add them, so don't worry if you have to stop or log out of the portal part way through adding your comments.

4. Click on the speech bubble next to the policy or paragraph on which you wish to comment.

A box will open asking if you wish to 'support' or 'object' to that specific part of the plan.

Click on the relevant response and then click 'next'.

5. If you choose to 'object', skip to Step 10 below.

6. If you choose to 'support', you will see a box asking you to comment— this is where you can set out why you support the policy or text.

If your comment is over 100 words then you will also be asked to provide a summary.

Once you have finished, click 'next'.

7. The next screen gives you the option to upload up to four supporting documents – you can use this if you have particular evidence to support your comment.

Click 'choose files' to browse on your device for the file/s you want to upload, or you can drag and drop the files/s into the box with dash lines.

If you wish to upload more than four documents then please contact the Planning Policy team by emailing: planningpolicy@chichester.gov.uk

If you don't want to upload supporting documents, or when you have uploaded the documents that you wish to submit, click 'next' to move on to the next screen.

8. On the next screen you are asked if you have raised the same matter in a previous Local Plan consultation.

If you answer 'yes', you will be asked to say whether this was at the 'Issues and Options' of 'Preferred Approach' stage of the plan making process.

If you answer 'no' then you will be asked to say why.

Once you are finished, click 'next'.

9. Now you can check the details of your comment/s and, if you are happy, click 'submit'.

You will receive an automated email to let you know that this has been received.

If you chose to 'object' at Step 5 then you will need to follow the remaining steps:

10. If you chose to 'object' at Step 5 then you will be asked whether your objection relates to legal compliance, soundness or duty to cooperate.

Once you have selected 'yes' or 'no' to each question, click 'next'.

Please note: You can click on the question mark that appears against each test to see an explanation, and you can find out more, at: www.chichester.gov.uk/localplan.

11. You will then be asked to add a comment to explain why you consider the particular test has not been met. If your comment is over 100 words then you will also be asked to provide a summary.

When objecting, you are also asked to set out the changes that need to be made to the plan to address your objection — ideally suggesting alternative wording.

Once you are finished, click 'next'.

12. The next screen gives you the option to upload up to four supporting documents — you can use this if you have particular evidence to support your comment.

Click 'choose files' to browse on your device for the file/s you want to upload, or you can drag and drop the files/s into the box with dash lines.

If you wish to upload more than four documents then please contact the Planning Policy team by emailing: planningpolicy@chichester.gov.uk.

If you don't want to upload supporting documents, or when you have uploaded the documents that you wish to submit, click 'next' to move on to the next screen.

13. If you are seeking a change to the plan, you will need to say whether you wish to participate in the examination hearing session(s). Please note that written representations are given the same weight by the Inspector.

If 'yes', you will be asked to set out why you feel participation is necessary.

Click 'next'.

14. On the next screen you are asked if you have raised the same matter in a previous Local Plan consultation

If you answer 'yes', you will be asked to say whether this was at the 'Issues and Options' of 'Preferred Approach' stage of the plan making process.

If you answer 'no' then you will be asked to say why.

Once you are finished, click 'next'.

15. Now you can check the details of your comment/s and, if you are happy, click 'submit'.

You will receive an automated email to let you know that this has been received.

You can find supporting documents and further information about the Local Plan, including a range of frequently asked questions, here:

www.chichester.gov.uk/localplan