

How to Comment on the Draft Local Plan

The Draft Local Plan and its supporting documents are being published for public consultation for a period of 8 weeks from the 20th January to the 17th March 2020.

During this time we would encourage you to read the consultation document and make comments (also known as representations).

The consultation document, supporting evidence, story maps for each area of the District and a virtual exhibition can be viewed at the Council's dedicated Local Plan website www.doverdistrictlocalplan.co.uk This will be the main access point to all of the consultation material and the main way to submit comments.

As part of this consultation, we are also holding a call for sites. To find out more about this and the process for submitted a site <https://www.doverdistrictlocalplan.co.uk/call-for-sites>

General advice when commenting

- Responses should be made through the Council's online consultation portal (<https://dover-consult.objective.co.uk/kse>); or by email (localplan@dover.gov.uk).
- Attachments should only be submitted where they are necessary to support the response (e.g. plans or images) – responses that simply state 'see attachment' may not be accepted.
- Responses should be brief and 'to the point' and aim to answer the questions on the response form.
- The consultation is not a vote, and at examination the Inspector will give the same weight to an issue whether it appears in hundreds of responses or only in one. Where a group (for example a action group) shares a common view on how the Local Plan or one of the supporting documents should be changed, it will assist if the group only makes a single response. In such cases the response should indicate how many people the group represents, and how the group's response has been authorised.

For the Sustainability Appraisal and Habitats Regulations Assessment:

The Sustainability Appraisal and Habitats Regulations Assessment are required in order for the Local Plan to be legally compliant, but their findings are also open to consultation. Responses must specifically address the conclusions made in either the Sustainability Appraisal or Habitats Regulations Assessment, and not solely be a comment on the proposals made in the Local Plan.

How to submit a comment on the Objective Consultation Portal

- You can view the draft Local Plan document without registering on Objective but you will be prompted to register for an account and give your name, email and postal address if you make a comment.
- To register for an account, click the 'Sign in' Icon, in the top right corner of the screen. From here you can choose to either 'log in' (if you already have set up an account and have a user name and password) or register. If this is your first occasion using the portal, select 'Register' and set up an account.
- You can register as a first time user by entering your details as prompted. Alternatively, you can choose to register by using an existing social media profile on either Facebook or Twitter
- Comment boxes have been attached to specific sections of the document to enable separate comments to be made on individual sections. You will be asked to confirm your details when you

answer the first question in each section, please check and click the next button at the bottom of the form.

- Your comments will be published for others to see on this portal-but your personal details will not be shown. However, it may be necessary to disclose these to the Planning Inspector at a later date
- You can read the document without answering any questions or can answer as many as you like and in any order.
- Your comments are automatically saved (after you click on the 'complete comment' for each question) and can log out and come back to review it later. For ease of use we would recommend that you only save and review up to 5 questions at a time before you submit them.
- You can review comments using the blue 'Review' button at the top of the screen. You can then edit any question by clicking on the pencil icon, and then saving any changes by clicking on the save button or the disk icon.
- You will receive a notification email when you submit a comment/s and when they have been validated and published. The emails are sent out by our consultation partner and will come from consult@objective.co.uk. If you don't receive these emails please check your junk folder as your notification email may be there.

If you have any questions on the consultation then please see our Frequently Asked Questions on the Council's dedicated Local Plan website www.doverdistrictlocalplan.co.uk

If you need assistance to view and comment on the document or you are having problems using the online consultation portal then please contact us at localplan@dover.gov.uk or telephone the Local Plan team on **01304 872244** – **between the hours of 10:00-12:00 Monday – Thursday** for assistance.

For all documents, responses must be received by **5.00pm on 17th March 2020**. Late responses will not be considered.