

# **Wirral Local Plan 2021 to 2037 Submission Draft**

**Publication for Representations (Regulation 19)**

## **Guidance Notes on Submitting Online Representations**

**April 2022**

## **Introduction**

This guide has been produced to assist those who wish to make representations on the 'soundness' of the Wirral Local Plan 2021-2037, and the supporting Sustainability Appraisal and Habitat Regulations Assessment using the Council's online consultation portal.

It is important that this Guide is read in conjunction with the accompanying Guidance Notes on Submitting a Representation which can be viewed and downloaded here [www.wirral.gov.uk/newlocalplan](http://www.wirral.gov.uk/newlocalplan) and provides further information on how to complete the representation form.

## **Data Protection and Privacy**

To ensure an effective and fair examination, it is important that the Planning Inspector/s appointed to carry out the independent examination and all other participants in the examination process are able to know who has made representations on the plan. The Council will therefore ensure that the names of persons or organisations making representations can be made available (including publication on the Council's website and or consultation portal) and taken into account by the Inspector.

We are unable to accept anonymous representations. All duly made representations, together with the names of respondents, will be made available on the Council's website. Personal information such as telephone numbers, addresses, and email addresses will not be published. By submitting a representation, you are confirming that you understand that your response will be published in full, together with your name, including on our website.

The information you provide (including address, telephone numbers, e-mail addresses, etc.) will also be shared with the Programme Officer and the Planning Inspector/s, to be used only for the purposes of conducting the examination.

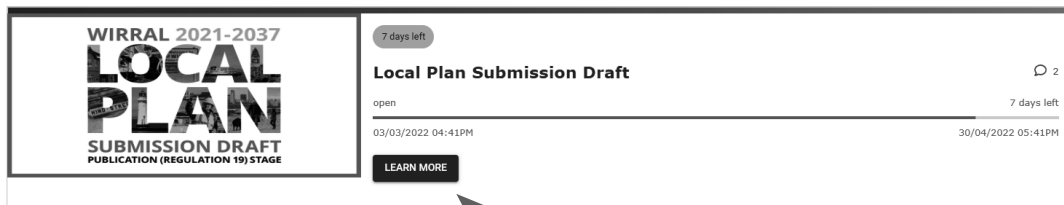
If you choose not to provide data for this purpose, or ask us to erase your data, you will be unable to participate in the Local Plan Examination process. You have the right to access your personal data and to ensure the Council is processing it in the correct way. For further information about how we and the Planning Inspector use your personal information, please visit the privacy policy on the Council's website: <https://www.wirral.gov.uk/planning-and-building/local-plans-and-plan-ning-policy/forward-planning-privacy-notice>

# Step 1

Please go to <https://wirral-consult.objective.co.uk/kse>



The screenshot shows the top navigation bar with a home icon and the 'WIRRAL' logo. Below the navigation bar is the title 'Wirral Council Planning Consultation Portal'. There are two buttons: 'Register for an account' and 'Log in'. A note below the buttons says 'Important: please check your email junk or spam folder if you do not receive your registration validation email'. The main content area includes the title 'Wirral Local Plan 2021-2037, Submission Draft, Publication (Regulation 19) Stage', a paragraph about the Council's meeting on 21<sup>st</sup> March 2022, and a bolded statement: 'The period for representations is from 9<sup>th</sup> May to 5pm 24<sup>th</sup> June 2022. Any representation received after this time will not be accepted.' Below this is a 'Learn More' button.



The screenshot shows a document titled 'WIRRAL 2021-2037 LOCAL PLAN SUBMISSION DRAFT PUBLICATION (REGULATION 19) STAGE'. On the right side, there is a '7 days left' indicator, the title 'Local Plan Submission Draft', a '2' notification icon, and a progress bar showing 'open' status. Below the progress bar, there is a 'LEARN MORE' button. An arrow points from the 'LEARN MORE' button in the screenshot above to the 'LEARN MORE' button in this screenshot.

## Step 2: Register, Login or Just learn more

You can chose to Login or to Register here (in which case you will not be prompted to login later when making a representation) or you can go straight to the Local Plan document by clicking the 'Learn More' Button.

## Step 3: Click on the 'Learn More' button

We received your last submission for this event on 23/04/22 01:30PM.

ABOUT THIS CONSULTATION	PROPOSAL	WHAT PEOPLE SAY
<p><b>More Information</b> ▲</p> <p>Forward Planning Team Wirral Borough Council localplan@wirral.gov.uk Forward Planning Team PO Box 290 Brighton Street Wallasey CH27 9FQ</p>	<p><b>PRIVACY POLICY</b> If you take part: your name may be displayed, your answers may be displayed, your town/city will not be shown</p> <p><b>GO TO EVENT</b></p> <p><u><a href="#">Wirral Local Plan 2021-2037, Submission Draft, Publication (Regulation 19) Stage</a></u></p> <p>The Council at its meeting held on 21<sup>st</sup> March 2022 approved the Wirral Local Plan 2021-2037 Submission Draft to be published for representations to be made pursuant to the Town and Country Planning (Local Planning) (England) Regulations 2012 (regulations 19, 20 and 35) as amended prior to its submission to the Secretary of State for Independent Examination.</p> <p><b>The period for representations is from 9<sup>th</sup> May to 5pm 24<sup>th</sup> June 2022. Any representation received after this time will not be accepted.</b></p> <p>You can view the submission draft document and make representations by clicking on the 'Go To Event' button above. You will find further information in the Supporting Files list to the left, including a guide on how to make a representation.</p> <p>You can also find out about the Local Plan, including how and where to view the Submission Draft and various supporting documents by visiting the Council's Local Plan web page here: <a href="http://www.wirral.gov.uk/newlocalplan">www.wirral.gov.uk/newlocalplan</a></p>	
<p><b>Supporting Files</b> ▲</p> <p>This event has no supporting files.</p>		
<p><b>Recent Comments</b> ▲</p> <p>██████████ ██████████ See What People Say</p>		

**Step 4:**  
Supporting Files

**Step 5:**  
Click on 'Go to Event' button

There will be a number of supporting files here which you can refer to in making your representations

ABOUT THIS CONSULTATION    PROPOSAL    WHAT PEOPLE SAY

**Local Plan Reg 19**

- ^Foreword
- ^Contents
- ▶ Part 1 Introduction and Background
- ▶ Part 2 The Places and Our Vision
- ▶ Part 3 Strategic Policies
- ▶ Part 4 Regeneration Policies
- ▶ Part 5 Settlement Area Policies
- ▶ Part 6 Detailed policy
- ▶ Appendix 1 Local Plan Glossary
- ▶ Appendix 2 Policies to be replaced by this plan
- ▶ Appendix 3 Objectives and Policies
- ▶ Appendix 4 Housing Trajectory
- ▶ Appendix 5 Viability Zones
- ▶ Appendix 6 Employment Trajectory
- ▶ Appendix 7 Urban Tourism Areas
- ▶ Appendix 8 Parking Standards, Transport Assessment and Travel Plan Thresholds
- Appendix 9 Transport and

You can edit your representation/s by clicking the 'Review' button, right. Once you are happy with your representation/s you should click 'Submit' to send us your representations. Please note: You won't be able to amend your representation after you click Submit. You can however make a new representation if required.

**Local Plan Reg 19**

**^Foreword**

Planning impacts on our everyday lives and influences the character of the environment in which we all live, work, and use for leisure.

- ▶ Part 1 Introduction and Background
- ▶ Part 2 The Places and Our Vision
- ▶ Part 3 Strategic Policies
- ▶ Part 4 Regeneration Policies

The proposals are guided by the Birkenhead 2040 Regeneration Framework, which was published for public consultation in 2021. Over the life of this Local Plan and beyond this Framework will help create a new vibrant, attractive, green and sustainable low carbon town. It will match the successful regeneration of Liverpool City Centre on the opposite bank of the Mersey in a complementary but distinctively different flavour with a strong emphasis on providing for family living.

The Local Plan also sets out a range of policies which will help the whole of the


REVIEW

SUBMIT

## Step 6: Reading the document

You can read the Local Plan document by selecting the chapter or section you want here

## Step 7: Representation Form Points

Throughout the document you will see this symbol  This is where you can make a representation by clicking on the symbol.

We have placed them in each section and each policy for convenience but you can use the form for any part of the document.

When you are ready to make a representation please click on the symbol.

Please refer to the general guidance notes on making a representation which will be available in Supporting Files (Step 4)

Profile

This allows you to submit comments representing either personal views or those of an organisation

Views submitted as

Organisation  Individual

Your title - or how you like to be addressed (e.g. Mr, Mrs, Ms, Dr, etc).

Title

Mr

This is normally your first name (or the name you prefer to be called by).

Given Name

██████

Your last name or surname.

Family Name

██████y



NEXT

## Step 8: Login, or Register


At this point, if you haven't logged in or registered you will be prompted to do so.

The Council cannot accept anonymous representations.

## Step 9: Check your details

When you make your first representation of a viewing session you will be prompted to check your details. You will be asked to do this again if you log out and back in.

If you are happy with your details then please click 'Next' and you will be taken to the main representation form

 Sections with this symbol are mandatory and must be filled in

Part B

**Before filling out his form please read the Guidance Note on how to make a representation (in particular sections 4 to 6) which is available to view here:**

[www.wirral.gov.uk/newlocalplan](http://www.wirral.gov.uk/newlocalplan)

### Question 3

To which part of the Local Plan does this representation relate?

- Paragraph(s)
- Policy
- Policies Map
- Sustainability Appraisal
- Habitat Regulations Assessment

### Question 3a



Please state which paragraph number(s), Policy Number, or Policies Map (Inset Map number(s)) this representation relates to.

COMPLETE COMMENT

DISCARD

## Step 10: Fill in the Representation Form

Please complete the Representation Form (Q's 3 to 7 and supplementary question as appropriate)

Please remember to be as succinct as possible

Please note that you need to complete a separate form for every aspect of the Plan that you wish to make a representation on.

You can make as many representations as you like.

**\* Sections with this symbol are mandatory and must be filled in!**



## Question 8

**Please note** the Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate in hearing session(s). You may be asked to confirm your wish to participate when the Inspector has identified the matters and issues for examination.

If you wish to participate in the hearing session(s), please outline why you consider this to be necessary:



Powered by Tiny

## Notification of Next Stages in Wirral's Local Plan Preparation

Would you like to be kept updated of future stages of the Wirral Local Plan 2021-2037? (namely submission of the Plan for examination, publication of the Inspector's recommendations and adoption of the Plan).

Yes  No

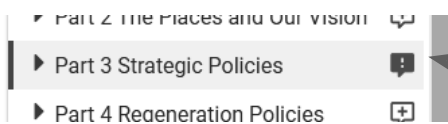
✓ COMPLETE COMMENT

DISCARD

### Step 11: Complete your comment (Saving your comment)

Once you are happy with your submission and have answered relevant questions you can click 'Complete Comment' this will save your comment. You can log off and back on if needed once you have saved comment. If you log off without pressing complete then you will lose your work

\* Sections with this symbol are mandatory and must be filled in.



If you click 'complete comment' without completing mandatory questions you will see this symbol. You will need to click on it and complete the missing information before you can submit

## Step 12: Reviewing and Editing Representations

- ▶ Part 2 The Places and Our Vision
- ▶ Part 3 Strategic Policies



Representations that are saved are indicated by this symbol. You can save numerous representations before reviewing them and submitting them

If you are happy with your representation and don't wish to review or edit you can click the 'submit' button. However, please note if you click 'submit' your representation/s will be submitted to the Council and you can't change it. However you can submit another representation. If you do make a mistake please contact us using the details below to arrange for a submission to be deleted.

### Editing Representations

You can review and edit representation/s before you submit them by clicking on the review button.

You can edit your representation/s by clicking the 'Review' button, right. Once you are happy with your representation/s you should click 'Submit' to send us your representations. Please note: You won't be able to amend your representation after you click Submit. You can however make a new representation if required.

REVIEW

SUBMIT

**SUBMIT** BACK CANCEL

**i** You can submit your responses now



Profile

✓

This allows you to submit comments representing either personal views or those of an organisation

Views submitted as

Organisation  Individual



To edit your representation click on the pen symbol for appropriate questions.

### Local Plan Submission Draft

FORMAL SUBMISSION - OPEN

**i** Your current submission is in draft. We received your last submission for this event on 23/04/22 01:30PM.

#### Review

Please review your response below. Once you have completed the review, please click 'Submit' to send your response.

SUBMIT BACK CANCEL

**i** You can submit your responses now

Profile




✓

This allows you to submit comments representing either personal views or those of an organisation

Views submitted as

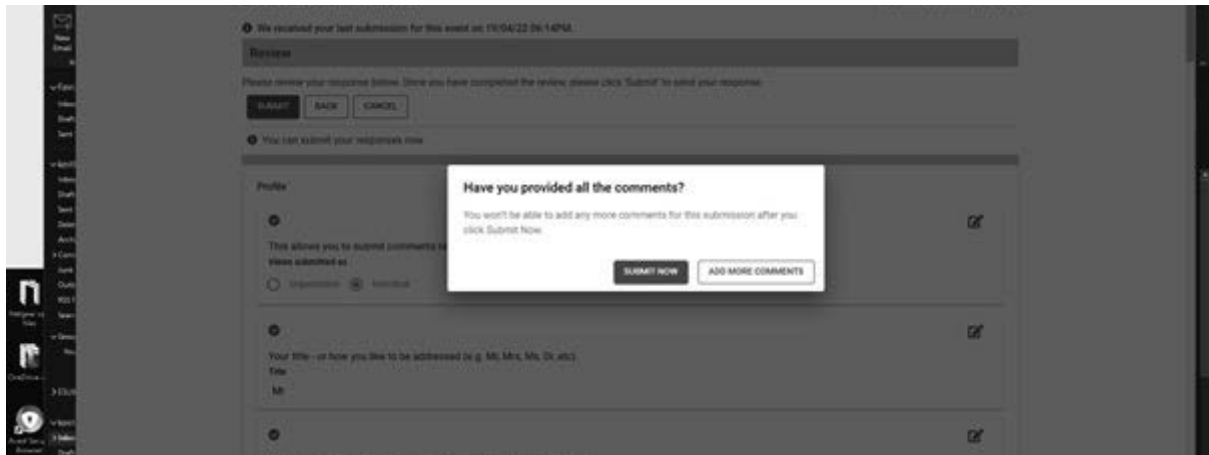
Organisation  Individual

**SAVE** CANCEL



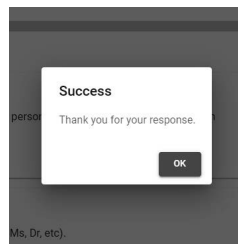
When you have completed your review and changes-click on the save disk symbol or 'save' button.

## Step 13: Submitting your representations



When you are ready to submit your representation/s please click on the Blue 'Submit' Button. The warning message above will appear asking whether want to make further changes to your representation or to 'submit now'. Click 'Submit now' to complete your submission.

If your representation is submitted successfully you will see this message.

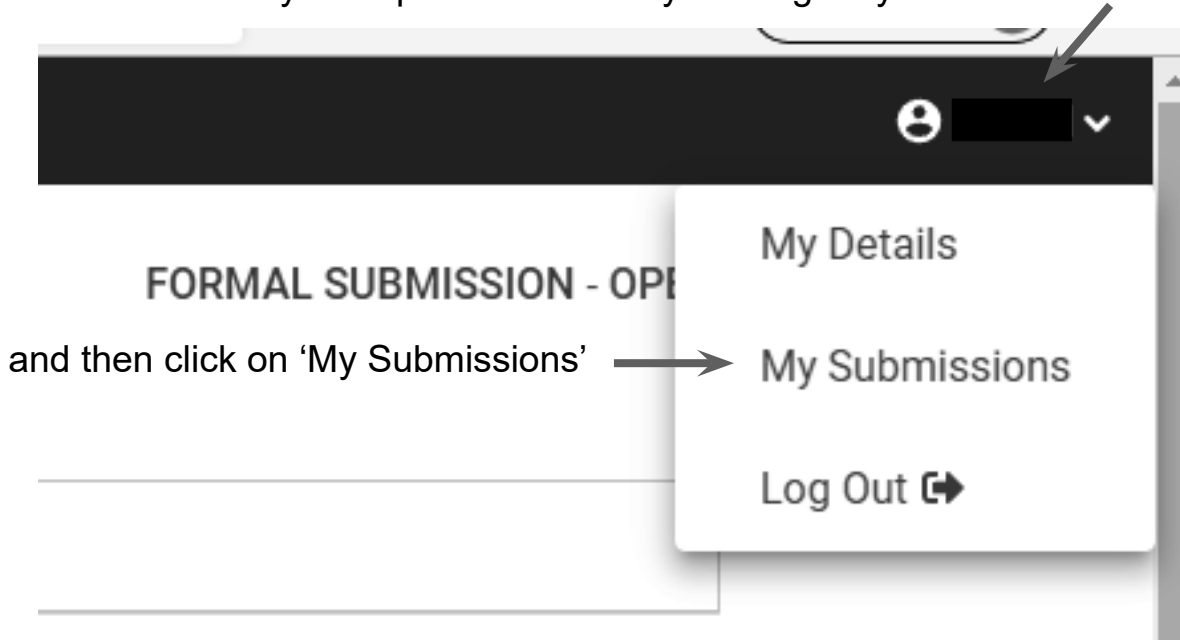


Please click 'ok' and you will returned to the main event page. You can make further submissions by logging out and then back in and starting the process again.

Please note that if you have saved multiple representations and click 'submit' then they will all be submitted. If you have made multiple representations in one session -please review all before pressing 'submit'

## Step 14: What Happens Next and checking your representation/s

You should receive an email from the Council's consultation portal confirming submission. If you do not receive the email, please check your junk or spam folder. You can see your representation/s by clicking on your account here



When the Council validates your representations online (which may not take place until after the end of the representation period) you will receive another email and your representation together with your name only will be posted on line and can be viewed by all visitors to the portal who click on the portal event and the 'What People Say' button. Your representation and name will also be made available for public viewing via the Examination web page when set up.

## Further Help or Information

If you need any further help please contact us:

By email: [localplan@wirral.gov.uk](mailto:localplan@wirral.gov.uk) or  
Telephone: 0151 691 8235

**Representations must be received by  
5pm on 24th June 2022**