

A Guidance note explaining how to make a representation via the online consultation can be viewed and downloaded here: [www.wirral.gov.uk/newlocalplan](http://www.wirral.gov.uk/newlocalplan)

**To submit your representation by email or post:** You should use the Representation Form which can be downloaded here: [www.wirral.gov.uk/newlocalplan](http://www.wirral.gov.uk/newlocalplan) or collected from any of the libraries listed in the table above.

Completed forms can be returned by:

**Email:** [localplan@wirral.gov.uk](mailto:localplan@wirral.gov.uk); or

**By Post** (addressed to): Local Plan, Wirral Council, PO Box 290, Brighton Street, Wallasey, Wirral CH27 9FQ.

Please note: If you want to deliver your representation by hand, please deliver it to the reception at the Council's Distribution Services at 5 Sandford Street, Birkenhead, CH41 1BN.

All representations must set out clearly why, and how, it is considered that the Draft Local Plan (in whole or in part) is:

- legally compliant or non-compliant;
- compliant or non-compliant with the Duty to Cooperate; and/or,
- sound or unsound.

**Please attach to your email or send by post a completed Part A form and as many completed Part B forms as relevant. If you need to send your representations across multiple emails, please contact the Council in advance to ensure no representations are missed.**

Please note, that all representations received by email and post may be entered into the council's online consultation portal. Therefore, you may receive an acknowledgement via your preferred contact method once your representation has been processed onto the portal.

We strongly recommend that all representations are made using the standard representation form provided, whether you complete it online, download and complete it on a computer and submit by email or post, or print it off to provide a handwritten response and post it to us. This helps to ensure that all comments received are relevant and that the correct information is collected to allow representations to be considered fully by the Planning Inspector. If all required questions are not answered, your representation may be invalid and may not be considered by the Inspector.

## **Notification of next stages in Wirral's local plan preparation**

When making your representation you will also have the option to request to be notified of the following stages of the Local Plan process:

1. the submission of the Local Plan for independent examination;
2. the publication of the Inspector's recommendations following independent examination of the Local Plan; and,
3. the adoption of the Local Plan.

You can also request to be added to our consultation database, to be notified of future consultations on Wirral's planning-related documents by emailing [localplan@wirral.gov.uk](mailto:localplan@wirral.gov.uk) You can request to be removed from any, or all, of the above databases at any time.

## **Contacting the Planning Policy Team at the Council**

If you do not have access to the internet you can contact us by telephone on the number below to make factual enquiries about the Local Plan Submission Draft and supporting documents.

If you require any further information or assistance, please contact the planning policy team using the details below:

By email: [localplan@wirral.gov.uk](mailto:localplan@wirral.gov.uk) or

By Telephone: 0151 691 8235