Wirral Local Plan 2021 to 2037 Submission Draft

Publication for Representations (Regulation 19)

Guidance Notes on Submitting Online Representations



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 consulation 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 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.

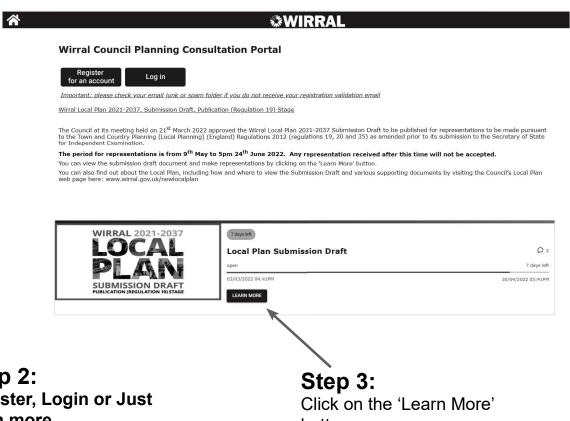
We are unable to accept anonymous representations. All duly made representations, together with the names of respondents, will be made available on the Council's website. Personal information such as telephone numbers, addresses, and email addresses will not be published. By submitting a representation, 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-privacy-notice

Step 1

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

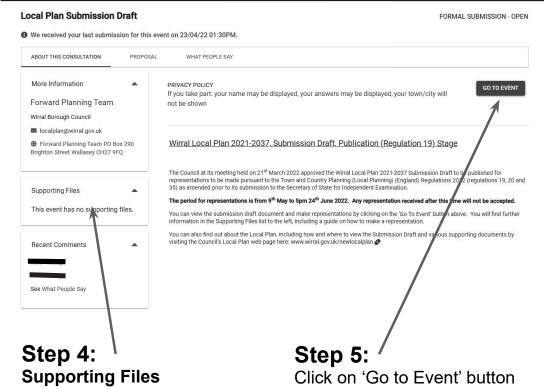


Step 2: Register, Login or Just learn more

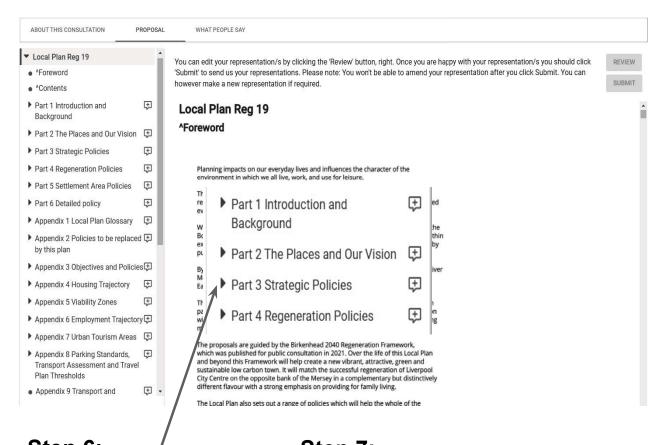
You can chose to Login or to Register here (in which case you will not be prompted to login later when making a representation) or you can go straight to the Local Plan document by clicking the 'Learn More' Button.

button





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



Step 6: Reading the document

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

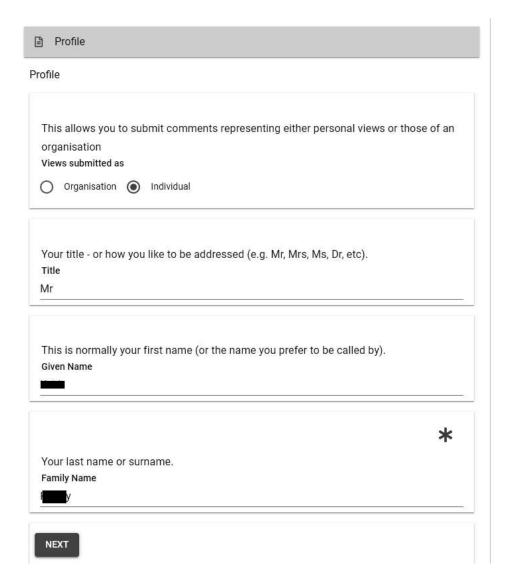
Step 7:Representation Form Points

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)



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

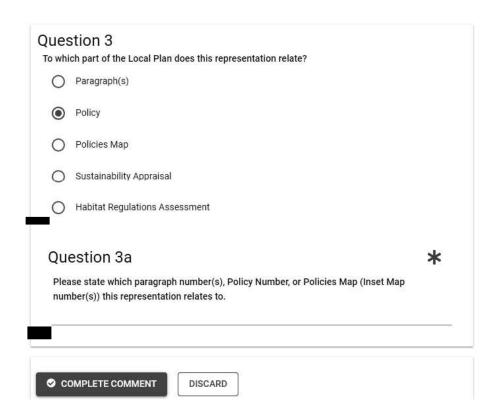




Part B

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



Step 10: Fill in the Representation Form

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

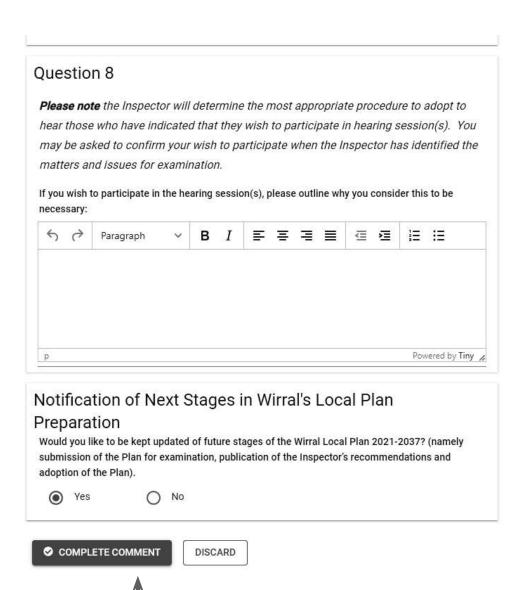
Please remember to be as succinct as possible

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

You can make as many representations as you like.



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



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 submisison to be deleted.

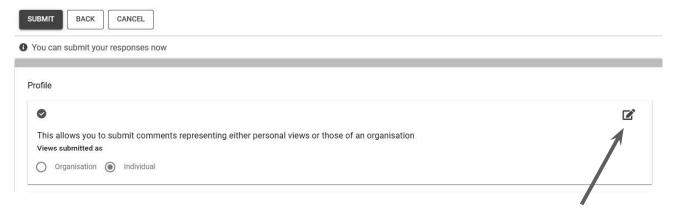
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Editing Representations

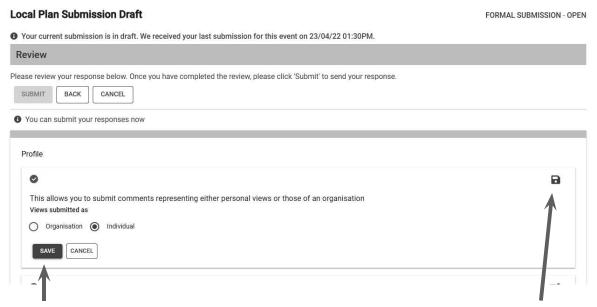
You can review and edit representation/s before you submit them by clicking on the review button.

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.



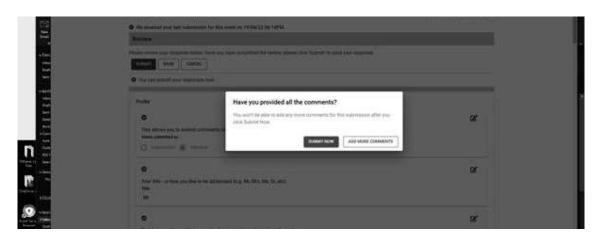


To edit your representation click on the pen symbol for appropriate questions.



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.

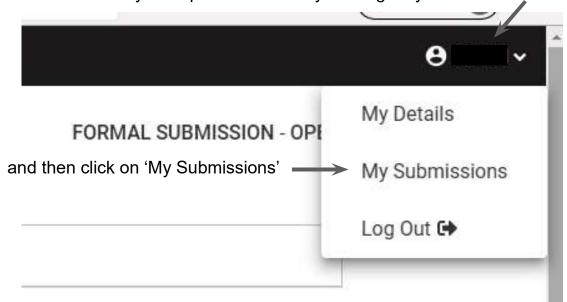
Please click 'ok' and you will returned to the main event page. You can make further submissions by logging out and then back in and starting the process again.



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 or

Telephone: 0151 691 8235

Representations must be received by 5pm on 25th July 2022



NOTICE OF EXTENSION TO THE CONSULTATION PERIOD

The Regulation 19 publication period for representations has been extended and will now close on 25th July 2022 at 5pm

Statement of Representations Procedure

This statement has been prepared by Wirral Borough Council (the Council) pursuant to the Town and Country Planning (Local Planning) (England) Regulations 2012 (regulations 19,20 and 35) as amended:

https://www.legislation.gov.uk/uksi/2012/767/contents

Document Title:

Wirral Local Plan 2021 to 2037 Submission Draft May 2022

Subject matter and area covered:

The Council has prepared a Local Plan Submission Draft document which it intends to submit for independent Examination. The Local Plan provides an overall vision for the Borough, strategic objectives, strategic policies and detailed policies to explain how the vision and objectives will be achieved, together with a Policies Map which shows where policies apply.

The Local Plan Submission Draft includes proposed land allocations and policies to meet the Borough's objectively assessed development and infrastructure needs and also identifies sites which are proposed to be protected as Local Green Space.

Once adopted, the Wirral Local Plan, along with 'made' neighbourhood plans and the Joint Waste Plan for Merseyside and Halton (2013), will form the overall statutory development plan for the Borough against which all planning applications will be determined. The Wirral Local Plan will replace all of the 'saved' policies of the Unitary Development Plan (2000).

The Wirral Local Plan 2021-2037 Submission Draft was published for public representations on the 9th May 2022. The Council has identified that two documents, which were published in support of the Local Plan, were incomplete as described below:

- Wirral Local Plan: Pre Submission Local Plan Sustainability Appraisal Report April 2022 [SD2] – Appendix A - Maps missing
- Wirral Local Plan 2021-2037 CIL & Viability Assessment February 2022 [DV1]
 Appendix 8 Presentation Slides missing

In addition, in the Wirral Local Plan 2021-2037 CIL & Viability Assessment February 2022 [DV1] the following changes have been made: Appendix 1- Removal of "Draft" watermark and amended text on page 1 to clarify version of policies assessed; Appendix 2: removal of "Draft for consultation" watermark. Separately, the Housing Trajectory Annual Breakdown has been published on the evidence base webpage as document BP1.1 alongside the Housing Delivery Strategy.



In view of this, the deadline for the receipt of any representations has been extended.

Extended period of publication for submission of representations

The Council will receive representations on the Wirral Local Plan 2021-2037 Submission Draft May 2022 for an extended period which runs from 9th May until 5pm on 25th July 2022. Any representations must be received in writing by the date specified above.

Representations received after this date and time will not be accepted.

How to View the Local Plan and Supporting Documents:

1. On the Council's Website:

Copies of the Local Plan Submission Draft, supporting documents and representation forms are available to view and download at: www.wirral.gov.uk/newlocalplan

2. At the Council's Deposit Points

Hard copies of the Local Plan, Policies Maps, supporting documents and evidence studies will be available for inspection at the **Council's Principal Office**, which for the purposes of the Local Plan Publication is **Birkenhead Central Library**, **Borough Road**, **Birkenhead**, **Wirral CH41 2XB**.

Hard copies of the Local Plan, Sustainability Appraisal and Habitats Regulations Assessment will be available at all other libraries in the borough and access to library computers will be available to inspect all other proposed submission documents and evidence studies online. Please speak to a Library member of staff for assistance.

The table below provides a list of all library opening times:

Library	Normal Opening Hours (closed bank holidays)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Bebington								
Central Library								
Civic Way	9am-1pm	9am-1pm	9am-1pm	9am-1pm	9am-1pm	9am-1pm		
Bebington	2pm-5pm	2pm-5pm	2pm-5pm	2pm-5pm	2pm-5pm	2pm-5pm		
Wirral								
CH63 7PN								
Beechwood								
Library						9am-1pm		
8 Beechwood								
Drive,	Closed	Closed	Closed	Closed	9am-1pm	on 21.05.22,		
Greenfields,	Closed	Ciosed	Ciosed	Ciosed	2pm-5pm	04.06.22,		
Beechwood						18.06.22		
Wirral						10.00.22		
CH43 7ZU								
Birkenhead	9am-1pm	9am-1pm	9am-1pm	9am-1pm	9am-1pm	9am-1pm		
Central Library	2pm-5pm	2pm-5pm	2pm-5pm	2pm-5pm	2pm-5pm	2pm-5pm		

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l ihranı	Library Normal Opening Hours (closed bank holidays)									
_	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
Borough Road Birkenhead Wirral CH41 2XB										
Bromborough Library Allport Lane Bromborough Wirral CH62 7HR	9am-1pm 2pm-5pm	Closed	Closed	9am-1pm 2pm-5pm	Closed	9am-1pm on 14.05.22, 28.05.22, 11.06.22				
Eastham Library Mill Park Drive Eastham Wirral CH62 9AN	Closed	9am-1pm 2pm-5pm	9am-1pm 2pm-5pm	Closed	9am-1pm 2pm-5pm	9am-1pm on 21.05.22, 04.06.22, 18.06.22				
Greasby Library Greasby Road Greasby CH49 3AT	9am-1pm 2pm-5pm	Closed	Closed	9am-1pm 2pm-5pm	Closed	9am-1pm on 14.05.22, 28.05.22, 11.06.22				
Higher Bebington Library Higher Bebington Road Higher Bebington Wirral CH63 2PT	Closed	9am-1pm 2pm-5pm	Closed	Closed	Closed	9am-1pm on 21.05.22, 04.06.22, 18.06.22				
Hoylake Library Market Street Hoylake CH47 5AA	9am-1pm 2pm-5pm	Closed	Closed	Closed	Closed	9am-1pm on 21.05.22, 04.06.22, 18.06.22				
Irby Library Thurstaston Road Irby Wirral CH61 0HE	9am-1pm 2pm-5pm	Closed	Closed	9am-1pm 2pm-5pm	Closed	9am-1pm on 14.05.22, 28.05.22, 11.06.22				
Moreton Library Pasture Road Moreton Wirral CH46 8SA	Closed	9am-1pm 2pm-5pm	9am-1pm 2pm-5pm	Closed	9am-1pm 2pm-5pm	9am-1pm on 21.05.22, 04.06.22, 18.06.22				
Pensby Library	Closed	9am-1pm 2pm-5pm	Closed	Closed	9am-1pm 2pm-5pm	9am-1pm on				