

How to Make Comments on the Regulation 19 Submission Local Plan to 2046 on the Planning Policy Portal

Huntingdonshire District Council's Consultation Portal can be accessed via this link:
<https://consult.huntingdonshire.gov.uk/kse/>

This is the Council's preferred method of reply and ensures that your responses are recorded and summarised accurately. However, if you require assistance or an alternative format to respond please email: local.plan@huntingdonshire.gov.uk or call 01480 388 424 and ask for Planning Policy.

Making representations

1. To comment on a relevant document, you will need to visit Huntingdonshire District Council's Consultation Portal which can be accessed via this link:
<https://consult.huntingdonshire.gov.uk/kse/>
2. You will need to login the system to be able to send your comments to us, you can do this by clicking on the arrow at the top right of the consultation webpage, fill in your username and password, then click the 'LOGIN' button:



 **Huntingdonshire District Council Consultation Home**

3. If you are not already registered, please follow the steps in '**To Register on the Planning Policy Portal**' document.
4. Once logged in, you will see that your name appears in the top right hand corner. If you click on your name, a box with several options appears. Here you can view 'My Details', 'My Submissions' or 'Logout'.
5. If you are on the consultation home page you will see several boxes underneath the introductory text to the portal, these are the consultation documents. Click the 'Learn More'  button to go to the introduction page for the relevant document that you want to make comments on.
6. The following documents are being made available for comment as part of the Local Plan Regulation 19 publication for representations process:
 - Pre-Submission Local Plan to 2046
 - Sustainability Appraisal on the Preferred Options Local Plan to 2046
 - Habitats Regulation Assessment of the Pre-Submission (Reg 19) Local Plan to 2046

7. Once you have identified the document that you want to respond to, you can then click on the **RESPOND** button under the document name.
8. You are now on the introduction page for the publication for representations 'event', which tells you about the process for making comments. Supporting documents associated with the 'event' can be viewed in the side panel underneath 'More Information':

About This Consultation PROPOSAL

More Information

Planning Services

Huntingdonshire District Council

01480 388388

local.plan@huntingdonshire.gov.uk

Pathfinder House, St Mary's Street,
Huntingdon, PE29 3TN

Supporting Files

9. If you want to make comments on the document, click 'Proposal' at the top, this will take you to the relevant document. You can navigate to the relevant section of the document by using the contents page on the left hand side and clicking on the arrows on the left hand side of the screen:

ABOUT THIS CONSULTATION **Proposal** WHAT PEOPLE SAY

- 4 How Huntingdonshire will grow and change
- C Section C: Our Development Management Policies**
- 5 How we will create well designed places
- 6 How we will support a strong local economy
- 7 How we will support homes for all
- 8 How we will conserve and enhance the environment
- D Section D: Our Development Sites
- 9 North Huntingdon Growth Cluster Opportunity Zone
- 10 Market towns
- 11 Service centres
- 12 Local Service Villages
- 13 Villages
- Local Plan Appendices
- Appendix 1: Neighbourhood Plan housing requirement figures

Closed event

5 How we will create

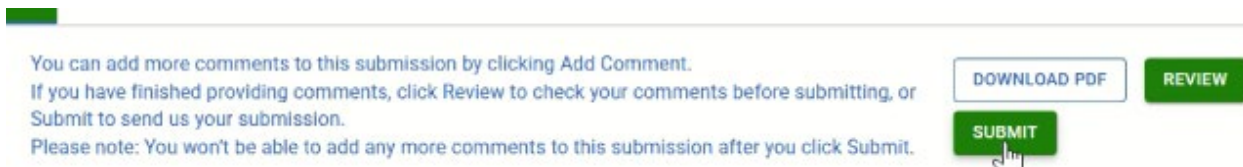
Cha

10. Once you have found to the section you wish to make comments on, you can add a comment by clicking on 'ADD COMMENT'  **ADD COMMENT** . This will open a form with questions relating to its soundness and legal compliance. Guidance on what these are is set out on pages 5 to 7 of this document.

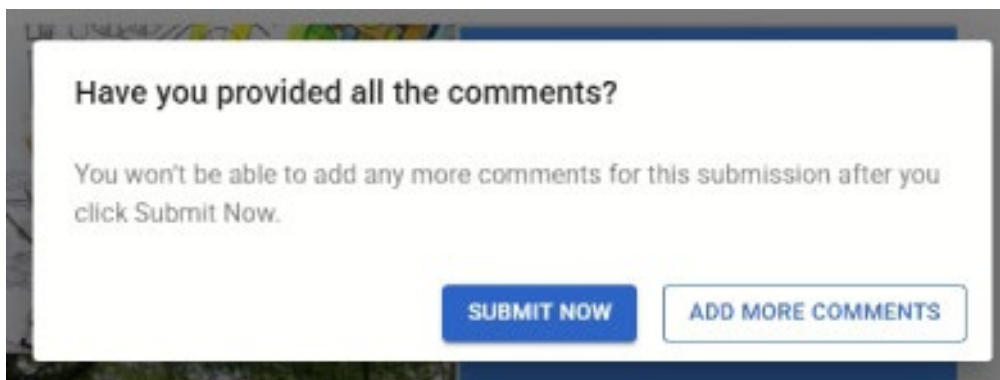
11. While you are completing the questions, there should be three options at the bottom of your screen:



12. 'Save Draft' to save progress made so far and complete later, and 'Discard' to clear your responses.
13. If attaching multiple documents to your submission, please ensure they have all been successfully added. If unsure or if documents are too large, please email local.plan@huntingdonshire.gov.uk
14. Once you have completed your comment, completed all required fields and attached any documents click 'COMPLETE COMMENT'. This will open a box at the top of the page with three options:



15. When you click 'SUBMIT' above, the following pop up will appear, to formalise your submission click 'SUBMIT NOW':



16. Once a comment has been submitted, they will appear in the 'My Submission' section of your account. Depending on your settings, you will receive an email confirming the submission of the comment either immediately or at the end of the day. **To ensure your comments have been successfully submitted, recheck your drafts - once a comment has been submitted it will no longer show in your drafts.**
17. A council officer will check your comment and subject to there being no objectionable material (racist or abusive language etc) they will process the comment.

18. **Comments will only become publicly viewable once an officer has reviewed and process them.** Please note, as comments are manually processed, there can be a delay between them being submitted and being viewable on the portal.
19. Once processed, the comment will be viewable on the 'What people say' tab at the top of the consultation introduction page. You will receive another email confirming the processing of the comment.
20. To view what comments have already been received by others and yourself you can click on 'What people say'.

What should representations relate to?

This stage of plan preparation is called Regulation 19 after a specific regulation in *The Town and Country Planning (Local Planning) (England) Regulations 2012*.

It is the final stage of public and stakeholder engagement before the Council submits the Local Plan to the Secretary of State for Housing, Communities and Local Government, after this the Local Plan will undergo an examination in public conducted by the Planning Inspectorate.

The Pre-Submission Local Plan is published by the Council on the basis that the Council thinks it is *sound* and *legally compliant*, these are terms that are set out in the National Planning Policy Framework.

This stage of engagement is different from previous local plan consultations, which means that people will be asked a different set of questions. We are required to ask these questions as part of the official process for representations to be made.

During this period comments made need to state how they relate to ‘**Soundness**’ and ‘**Legal Compliance**’. To help you understand what this means we have set out a description below.

Soundness

The tests of soundness are set out in the [National Planning Policy Framework](#) (December 2024 version) at paragraph 36. Plans are considered to be sound if they are:

- a) **Positively prepared** – providing a strategy which, as a minimum, seeks to meet the area’s objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
- b) **Justified** – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- c) **Effective** – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- d) **Consistent with national policy** – enabling the delivery of sustainable development in accordance with the policies in this Framework and other statements of national planning policy, where relevant.

Legal Compliance

Legal compliance focuses on the processes by which the Local Plan has been prepared. This includes consideration of whether:

- a) The Local Plan is included within the Local Development Scheme, and the key stages set out within that have been followed. The most recent [Local Development Scheme](#) was published in May 2026.
- b) The process of community involvement is in general accordance with the [Statement of Community Involvement](#).
- c) A [Sustainability Appraisal](#) report is published to accompany the Local Plan.
- d) The Local Plan complies with all other relevant requirements of the [Planning and Compulsory Purchase Act](#) (prior to the commencement of changes on 3 March 2026) and the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#), as amended (the Regulations).

Your comments

If you wish to suggest changes to the Local Plan you should clearly state in what way you consider the Local Plan, or a specific element of the Local Plan, is not legally compliant or unsound as explained above.

Your comment can be supported by evidence, which may be provided as a supporting document. However, please fill in the required fields with text, and do not simply refer to an attached supporting document(s).

Wherever possible, state how you think the Local Plan should be modified to make it sound and legally compliant. Please put forward your suggested revised wording for any changes. Where you wish to make representations on more than one part of the Local Plan, please submit separate comments for each.

Your comments may be accompanied by a request to be notified at a specific address (email or postal) of any of the following:

- a) the submission of the local plan for independent examination under section 20 of the Planning and Compulsory Purchase Act,
- b) the publication of the recommendations of the person appointed to carry out an independent examination of the local plan under section 20 of the Planning and Compulsory Purchase Act, and
- c) the adoption of the local plan.

Using the online portal or Response Form, you can also request:

- to appear at a hearing session of the Public Examination;
- to be notified of the submission of the Local Plan to the Secretary of State for independent Examination; and
- to be notified of the publication of the Inspector's recommendations following the Independent Examination of the Local Plan; and
- to be notified of the adoption of the Local Plan.

If you wish to appear at a hearing session of the Examination, you will be asked to outline why you consider this to be necessary. The Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate in hearing sessions. You may be asked to confirm again your wish to participate when the Inspector has identified the matters and issues for Examination.

Additional Documents that you can comment on

Representations are also being invited on the Sustainability Appraisal (incorporating the requirements of Strategic Environmental Assessment) and Habitats Regulations Assessment of the Regulation 19 Pre-Submission Local Plan

Data Protection

Please note that we cannot accept anonymous representations. Representations will be published on the Council's engagement portal and will include the names and organisations who submitted them. Other personal contact details will not be published on the engagement portal. Please refer

to our privacy notice for further details, which can be found on our [website](#). Copies of all representations (including respondent details) received during the consultation period will also be provided to the Planning Inspectorate as part of the submission and examination of the Local Plan. Please refer to the Planning Inspectorate's [Privacy statement](#) for further details.

What should I do if...

I want to comment on something but it doesn't have an 'Add Comment' button?

If there is no 'Add Comment' button for the item you wish to comment on please use the 'Add Comment' button associated with the section as a whole or the 'Add Comment' button for the item above the one you want to comment on. Please clearly identify the item you wish to comment on.

I want to comment on the omission of something?

In most cases there should be a suitable section to comment on using the 'Add Comment' button associated with the section. If there isn't an appropriate section please use the 'Add Comment' button associated with the main title of the event.

I am making a comment but I need to finish it later?

You can save the comment as a draft using the button at the bottom of the form (on the last page for forms with multiple pages). This will save the comment in its current state. When you return log in as usual, then from 'My Account', under 'All Comments' select 'Draft'. This will take you to a list of your comments that have been saved. If you have draft comments saved you will get a reminder email towards the end of the consultation period.

I want to submit a document with my comment?

For many events the comment form will include the opportunity to upload a document. If you want to refer to a publication that is available elsewhere or that is subject to copyright that you do not control please provide a link to a website where it is available in your comment or give a full reference (including author(s), full title and date of publication). There is no limit to the size of document that can be uploaded but please only upload relevant documents and consider the use of extracts for long documents. Also, please do not attach a document with your comments in and put 'Please see attached document' or similar in the main comment.

I try to submit a comment but nothing happens?

The most likely reason for this is that you have not provided an answer for a question or field that is mandatory and must be completed before the comment can be submitted. Mandatory questions and fields are marked **!This is a required field**.

I have submitted a comment but I have not had email confirmation?

Email notification will be sent when a comment is submitted and when it has been processed. However, the emails may not come through immediately. This will depend on your settings, the default is for an email to be sent at the end of the day.

I realise I've made a mistake in my comment after submitting it?

All representations need to be received by 23:59 on Wednesday 28 October 2026. If you realise you have made a mistake before this deadline has expired, you can email

local.plan@huntingdonshire.gov.uk and we can make changes to the comment. To help us please quote the comment ID reference, which can be found in the email confirming submission or processing of the comment, so that we can quickly identify which comment you want to change. After the expiry of the deadline we cannot change your submitted comments and any correction of errors would be a matter for the discretion of the examining Inspector(s) appointed by the Secretary of State.

I have tried the advice above but it has not solved the problem?

You can email local.plan@huntingdonshire.gov.uk and we will help resolve the issue.