



# GUIDANCE NOTES & **RESPONSE FORM**

to accompany the Local Plan Review

**Preferred Options – Regulation 18 Consultation (2026)**

## Introduction

A Local Plan is an important document which guides decisions on planning applications. It provides the Council with an opportunity to guide growth within the Braintree District.

The current adopted Local Plan is over 5 years old and planned to deliver 716 homes a year. National Government has set a new mandatory target requiring the Council to deliver around 1,300 homes per year which means that our existing plan is out of date. This makes it easier for developers to obtain planning permission on a site which is not allocated for development. An up-to-date Local Plan will help address this challenge so that we can retain control of where we would like to see growth and protect the places where growth would not be sustainable.

Braintree District Council has published its Preferred Options for the Local Plan Review for public consultation. This has been drafted and approved by the Council following an earlier round of consultation called the Issues and Options Consultation in 2025.

The Local Plan Review is published in order for representations to be made under Regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012.

The Local Plan Review document can be seen alongside a required Sustainability Appraisal (SA) in full on the Council's website:

[www.braintree.gov.uk/consultlp](http://www.braintree.gov.uk/consultlp)

Copies are also available to view at the Council's main office at Causeway House in Braintree and at libraries across the District. Supporting documents and evidence base prepared in support of the document are also available on the website.

Six in-person events are being held across the district, plus an online webinar.

If you would like some assistance in completing your representation, or have any questions about the Local Plan Review Preferred Options, please contact the Planning Policy Team by emailing [planningpolicy@braintree.gov.uk](mailto:planningpolicy@braintree.gov.uk) or by calling 01376 552525 and asking for Planning Policy.



## Part A - Personal Details

Respondents must complete their personal details. We will not consider anonymous representations. Please note that representations are not confidential and will be published on the Council's website. Representations will have contact details removed.

The Council reserves the right to not publish or consider any representations which it considers offensive or defamatory.

Please supply an email address if you have one as it will allow the Council to contact you electronically. Everyone who submits a representation will be added to our consultation database so that we can keep you up to date with the Plan. If you do not wish to be contacted, please state this clearly on the form.

If you have advised that an agent or consultant has been engaged to act on your behalf, please note that all future correspondence will be sent directly to your agent. Please ensure that we are advised if contact/agent details change. If you are a landowner with an agent acting on behalf, please ensure that your agent knows the site name and reference which your site has been given.

## Part B - Representation

Please specify to which part of the Local Plan Review your comments relate to by indicating one of the following;

- Policy Number – for representations on the wording or inclusion or omission of a policy in the new Local Plan or its alternatives, for example LPR17
- Map Inset Number – for comments on sites/localities
- Paragraph Number/Site Reference – for representations on wording or content of a paragraph in the new Local Plan, for example paragraph 2.19 or site GRYE2175
- Other – for example the Sustainability Appraisal (SA) which accompanies the Plan/appendices.

Use the comments section of the representation form to make your comment, with a summary for longer responses.

If you intend to submit additional supporting documents or statements, these must be summarised within the comment section on the form. The full documents can be uploaded directly to the online consultation portal. If not uploaded directly, supporting information will need to be submitted electronically as a pdf.

## Submitting your comments

Please note for your representations to be accepted they must be received no later than **5pm on Friday 17th April 2026**. Responses received after this time will not be accepted. Responses can be made in the following ways:

- Directly via the Council's online consultation portal; [www.braintree.gov.uk/consultlp](http://www.braintree.gov.uk/consultlp) - You will be asked to register or login before being able to comment on the documents but you can read the documents without registering.
- Via a representation form which can be downloaded from the Council's website and emailed to [planningpolicy@braintree.gov.uk](mailto:planningpolicy@braintree.gov.uk)
- Or a response form returned to: Planning Policy, Braintree District Council, Causeway House, Braintree CM7 9HB

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|-----------------------|-----|--|---------|--|
| For internal Use only | ID: |  | Rep No: |  |
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# Local Plan Review - Preferred Options (Regulation 18) RESPONSE FORM

Responses are encouraged via the Council’s online consultation system available on the website, see [www.braintree.gov.uk/consultlp](http://www.braintree.gov.uk/consultlp) However, this form can be returned electronically to:

[planningpolicy@braintree.gov.uk](mailto:planningpolicy@braintree.gov.uk) or in hard copy if necessary to:

Planning Policy, Braintree District Council, Causeway House, Bocking End, Braintree, CM7 9HB

**The consultation runs from Tuesday, 3rd March to 5pm on Friday, 17th April 2026**

This form has two parts:

Part A - Personal Details and Part B - Your comments

## PART A

### 1. Personal Details

**Title**

**First Name**

**Last Name**

**Organisation**

**Address Line 1**

**Address Line 2**

**Address Line 3**

**Postcode**

**E-mail Address**

### 2. Agents Details (if applicable)

**Title**

**First Name**

**Last Name**

**Organisation**

**Address Line 1**

**Address Line 2**

**Address Line 3**

**Postcode**

**E-mail Address**

## PART B

Note; If you wish to comment on several policies, paragraphs, or sites, please use one form per representation.

If you wish to suggest a new site please use a 'site submission' form, available on request. Email [planningpolicy@braintree.gov.uk](mailto:planningpolicy@braintree.gov.uk)

**Policy number, Map Inset number or document your response relates to:**

**The proposed plan review period is 2026-2041\***

Strategic Policies should look ahead at least 15 years. Do you agree with the proposed plan period of 2026-2041

**Yes**

**No**

Proposed period

**Do you think the Local Plan Review Document and accompanying Sustainability Appraisal are Sound?\***

Paragraph 36 of the Governments NPPF (National Planning Policy Framework) requires that the Local Plan must be 'sound' if it is to be adopted - this means that it must:

- a) meet our assessed needs
- b) include an appropriate strategy
- c) be deliverable in the plan period
- d) be consistent with National Policy

**Yes**

**No**

**If you do not think the Local Plan Review Document or SA are sound, what changes (if any) do you think need to be made?**

**If your response is over 400 words please provide a summary below**

Where a summary is not provided to accompany longer responses, a summary may be produced using AI (Artificial Intelligence)

**Do you wish to be notified of future progress?**

There will be a further consultation of the Local Plan Review on behalf of the Planning Inspectorate (often known as Regulation 19/Pre-submission consultation) as well as a Local Plan Public Examination prior to any formal adoption of the document.

- Yes
- No

**Are you:**

Please check all which apply:

- Braintree district resident
- Property developer representative
- Agent
- Local Council Representative
- Local Business Representative
- Parish/Town Council Representative
- Other (describe)

**To assist with our future consultations**

Our Statement of Community Involvement (SCI) sets out how we involve the community as we prepare the Local Plan Review. We would like to ensure that we are receiving the views of all age groups across the district - a response below would be useful:

- Under 20
- 20-29
- 30-39
- 40-49
- 50-59
- 60-69
- 70-79
- 80-89
- 90 or over

**Files/documents can be attached to support completed responses if required.**

(Please note that your representations will be available for public inspection and viewable on the website. The Council reserves the right not to publish or take into account any representations which are openly offensive or defamatory.)



Details of our in-person events where you can learn more, ask questions and share your feedback:

**Hatfield Peverel Village Hall: Monday 9th March**

**The Institute, Kelvedon: Tuesday 10 March**

**Coggeshall Village Hall (Main Hall): Wednesday 11 March**

**Braintree Town Hall: Tuesday 17 March**

**Queens Hall, Halstead: Wednesday 18 March**

**Cressing Sports and Social Club: Thursday 19 March**

All events will take place between 3pm and 7pm.

We are also holding a virtual webinar where our Planning Policy team will outline what the Local Plan is, what it covers, explain the consultation process, and highlight how the Local Plan will shape the future of the district. Microsoft Teams Tuesday 24th March from 6pm-7pm Register via the QR code or visit our website.



**SCAN ME**

**The webinar will be recorded and shared on Local Plan Review webpage for anyone who is unable to attend on the day.**

You can find out more about the Local Plan and the review on the Council's website at:  
[www.braintree.gov.uk/localplanreview](http://www.braintree.gov.uk/localplanreview)

