

Proposed Submission Greater Cambridge Local Plan

Representations Guidance Note

This guidance is to help you make a formal representation on the [Proposed Submission Greater Cambridge Local Plan](#).

The Councils are also consulting on the [Proposed Submission Policies Map](#), and the accompanying [Sustainability Appraisal](#) (incorporating the requirements of Strategic Environmental Assessment) and [Habitats Regulations Assessment](#).

All representations must be received before 17:00 on Friday 25 September 2026. Any representations received after this will not be considered. Only representations received within this period have a statutory right to be considered by the Inspector at the examination.

Before completing your representation/s, please ensure you read the following guidance notes.

Introduction

The Proposed Submission Greater Cambridge Local Plan has been published jointly by Cambridge City Council and South Cambridgeshire District Council, the Local Planning Authorities (LPAs), in order for representations to be made on it before it is submitted for examination by a Planning Inspector. The Planning and Compulsory Purchase Act 2004 (PCPA) as amended, (prior to the commencement of changes on 3 March 2026), states that the purpose of the examination is to consider whether the plan complies with the relevant legal requirements, and is sound. The Inspector will consider all representations on the plan that are made within the Consultation period (09:00 Monday 3 August to 17:00 Friday 25 September 2026).

To ensure an effective and fair examination, it is important that the Inspector and all other participants in the examination process are able to know who has made representations on the plan. The Councils will therefore ensure that the names of

those making representations can be made available (including publication on the Greater Cambridge Shared Planning [website](#)) and taken into account by the Inspector.

What should representations relate to?

Representations on the Proposed Submission Local Plan must focus on the following (which are explained further detail below):

- Legal Compliance and Duty to Co-operate: and
- Soundness.

Legal Compliance

You should consider the following before making a representation on legal compliance:

- The plan should be included in the LPAs' current [Local Development Scheme](#) (LDS) and the key stages set out in the LDS should have been followed. The LDS is effectively a programme of work prepared by the LPAs, setting out the plans it proposes to produce. It will set out the key stages in the production of any plans which the LPAs proposes to bring forward for examination. If the plan is not in the current LDS it should not have been published for representations. The Greater Cambridge LDS was updated in July 2026.
- The process of community involvement for the plan in question should be in general accordance with the LPA's [Statement of Community Involvement](#) (SCI). The SCI sets out the LPAs' strategy for involving the community in the preparation and revision of plans and the consideration of planning applications.
- The LPA is required to provide a [Sustainability Appraisal](#) (SA) report when it publishes a plan. This should identify the process by which SA has been carried out, and the baseline information used to inform the process and the outcomes of that process. SA is a tool for assessing the extent to which the plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives.

- The plan should comply with all other relevant requirements of the PCPA (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).

Soundness

The tests of soundness are set out in the [National Planning Policy Framework](#) (NPPF). Plans are sound if they are:

- **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 authorities is accommodated where it is practical to do so and is consistent with achieving sustainable development;
- **Justified** – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- **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
- **Consistent with national policy** – enabling the delivery of sustainable development in accordance with the policies in the NPPF and other statements of national policy, where relevant.

If you think the content of the plan is not sound because it does not include a policy on a particular issue, you should go through the following steps before making representations:

- Is the issue with which you are concerned already covered specifically by national planning policy?
- Is the issue with which you are concerned already covered by another policy in this plan?
- If the policy is not covered elsewhere, in what way is the plan unsound without the policy?

- If the plan is unsound without the policy, what should the policy say?

General advice for preparing your representation

If you wish to make a representation seeking a modification to a plan or part of a plan you should set out clearly in what way you consider the plan or part of the plan is not legally compliant or unsound, having regard as appropriate to the soundness criteria set out in the NPPF and referenced above. Your representation should be supported by evidence wherever possible, which may be provided as a supporting document. Please be as precise as possible, and do not simply refer to an attached supporting document(s). For your representation to be considered, your representation must be set out within your submission, either via our consultation platform or in the Response Form.

Wherever possible, set out how you think the plan and its policies should be modified to make it sound and legally compliant. You should put forward your suggested revised wording of any policy or paragraph, being as precise as possible.

Your representation should cover succinctly all the information, evidence and supporting information necessary to justify your representation and any proposed modification. You should not assume that you will have a further opportunity to make submissions. Any further submissions after the plan has been submitted for Examination may only be made if invited by the Inspector, based on the matters and issues they identify during the Examination process.

Where you have views on multiple different parts of the Local Plan, Policies Map and Supporting Documents, please submit multiple representations rather than trying to group multiple comments together in one representation.

Where groups or individuals share a common view on the plan, we would prefer a single representation which represents that view, rather than a large number of separate representations repeating the same points. In such cases, the group should

indicate how many people it is representing and how the representation has been authorised.

Please consider carefully how you would like your representation to be dealt with in the examination: whether you are content to rely on your written representation, or whether you wish to take part in hearing session(s). Only representors who are seeking a change to the plan have a right to be heard at the hearing session(s) if they so request. In considering this, please note that written and oral representations carry the same weight and will be given equal consideration in the examination process.

Submitting representations

We strongly encourage representations to be made through our online consultation platform.

To make a representation:

1. [Visit the consultation platform.](#)
2. Register for an account if you do not already have one.
3. Sign in to your account.
4. Browse the Proposed Submission Greater Cambridge Local Plan, Policies Map, SA and HRA
5. Select the chapter, policy (including site allocations) or supporting document you wish to comment on.
6. Complete and submit your representation by **4.59pm on Friday 25 September.**

Our consultation portal includes an [Instructions](#) page, which also includes a video showing how to log in and make comments.

If you have difficulty commenting online, representations may be made in writing by completing a Response Form, available via our [website](#), or you can request a form by contacting the Greater Cambridge Shared Planning Policy Team on 01954 713694 or emailing us at localplan@greatercambridgeplanning.org.

Completed response forms must be emailed to:

localplan@greatercambridgeplanning.org

or posted to: Greater Cambridge Shared Planning Policy Team, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge CB23 6EA.

When completing your personal details, if you have appointed an agent to represent you only need to complete your Name and Organisation (if applicable), but you do need to complete the full details of the agent. All correspondence will be sent to the agent.

Supporting information will be accepted alongside representations, but for your comments to be considered they must be provided within the Response Form itself.

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

- to appear at a hearing session of the Public Examination (see below)
- 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.

Data Protection

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

website. 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.