



Department  
for Environment  
Food & Rural Affairs

T: 08459 33 55 77  
helpline@defra.gsi.gov.uk  
[www.defra.gov.uk](http://www.defra.gov.uk)

**Date: 13 December  
2012**

Dear Consultee

### Consultation on Marine Conservation Zones

1. I am writing to invite views on proposals for the designation of the first tranche of Marine Conservation Zones (MCZs) to meet requirements of the Marine and Coastal Access Act 2009.
2. The following documents may be found on Defra's website: [www.defra.gov.uk/consult/open](http://www.defra.gov.uk/consult/open)
  - Consultation document and Annexes
  - (link to) Impact Assessment
  - List of consultees

We welcome your views and comments on the proposals. If you wish to obtain a copy of this consultation, please contact the Defra MCZ Team at c/o Post Room, Nobel House, 17 Smith Square, London, SW1P 3JR, or email the Team at [mcz@defra.gsi.gov.uk](mailto:mcz@defra.gsi.gov.uk).

### Responses

3. A response form is included as Annex H within the consultation document, and it is also available on the Defra website <http://www.defra.gov.uk/environment/marine/protect/mpa/mcz/>.
4. Please send responses to either:  
  
MCZ Team,  
c/o Post Room  
Nobel House  
17 Smith Square  
London  
SW1P 3JR  
  
Or email: [MCZ@defra.gsi.gov.uk](mailto:MCZ@defra.gsi.gov.uk)
5. Responses should be received by midnight on 31st **March 2013**.

### Consultation Criteria

6. This consultation is in line with the Consultations Principles. This can be found at <http://www.cabinetoffice.gov.uk/resource-library/consultation-principles-guidance>
  1. **When to consult**
    - Consultation should take place at a stage when there is scope to influence the policy outcome.



## **2. Duration of consultation exercises**

- Be clear about the length of time you are allowing for the consultation. Also explain, as appropriate, where previous engagement has already occurred.

## **3. Clarity of scope and impact**

- Consultation documents should be clear about the consultation process, what is being proposed, the scope to influence and the expected costs and benefits of the proposals.

## **4. Accessibility of consultation exercises**

- Consultation exercises should be designed to be accessible to, and clearly targeted at, those people the exercise is intended to reach.

## **5. The burden of consultation**

- Keeping the burden of consultation to a minimum is essential if consultations are to be effective and if consultees' buy-in to the process is to be obtained.

## **6. Responsiveness of consultation exercises**

- Consultation responses should be analysed carefully and clear feedback should be provided to participants following the consultation.

## **7. Capacity to consult**

- Officials running consultations should seek guidance in how to run an effective consultation exercise and share what they have learned from the experience.

7. When this consultation ends, we intend to put a copy of the responses in the Defra library at Ergon House, London. This is so that the public can see them. Also, members of the public may ask for a copy of responses under freedom of information legislation.
8. If you do not want your response - including your name, contact details and any other personal information – to be publicly available, please say so clearly in writing when you send your response to the consultation. Please note, if your computer automatically includes a confidentiality disclaimer, that won't count as a confidentiality request.
9. Please explain why you need to keep details confidential. We will take your reasons into account if someone asks for this information under freedom of information legislation. But, because of the law, we cannot promise that we will always be able to keep those details confidential.
10. We will summarise all responses and place this summary on our website at [www.defra.gov.uk/consult](http://www.defra.gov.uk/consult) within 12 weeks of the consultation closing. This summary will include a list of names of organisations that responded but not people's personal names, addresses or other contact details.
11. To see consultation responses and summaries, please contact the library at:

Defra  
Information Resource Centre  
Lower Ground Floor  
Ergon House  
17 Smith Square  
London  
SW1P 3JR

Telephone: 020-7238-6575

Email: [defra.library@defra.gsi.gov.uk](mailto:defra.library@defra.gsi.gov.uk)

12. Please give the library 24 hours' notice. There is a charge for photocopying and postage.
13. If you have any comments or complaints about the consultation process, please address them to Defra Consultation Co-ordinator, Area 2D Ergon House, Horseferry Road, London SW1P 2AL, or email [consultation.coordinator@defra.gsi.gov.uk](mailto:consultation.coordinator@defra.gsi.gov.uk).
14. Thank you for your help in this matter. If you have any queries please contact us as above.

Yours Faithfully

Nigel Gooding

**Department for Environment, Food and Rural Affairs**