

## Harrogate District Sites and Policies Development Planning Document (DPD)

### Publication Consultation Representation Form:

This form has two parts:

**Part A** Personal Details and **Part B** Your Representation

OFFICE USE ONLY

Customer ref:

Date ack:

Please read the guidance notes overleaf carefully **before** completing the form.

Because of the information required by the Inspector appointed to carry out the Public Examination of the Sites and Policies DPD, **representations must be submitted on this form.**

Please copy and fill a separate Part B for each issue/representation you wish to make.

Any additional sheets must be clearly referenced. If hand writing, please use BLOCK CAPITALS in blue or black ink.

## Part A

(please complete in full, representations must be attributable to named individuals or organisations at a postal address).

1. Personal Details		2. Agent's Details (if applicable)	
Title			
First Name			
Last Name			
Job Title (where relevant)			
Organisation (where relevant)			
Address – line 1			
Address – line 2			
Address – line 3			
Address – line 4			
Address – line 5			
Postcode			
E-mail Address			
Telephone Number			

**Representations must be received by 4.30pm on Friday 21 June 2013.  
Representations received after this time will not be considered  
by the Council or the Inspector.**

# **GUIDANCE NOTES**

## **What can I make comments on?**

You can make representations on any part of the DPD, the Proposals Map and supporting documents which include the Sustainability Appraisal; Habitat Regulations Assessment and the Consultation Report. Comments may also refer to the justification and evidence in the supporting technical papers. Your comments must focus on the 'soundness' of the plan (see below) and should set out what changes you want to see made.

## **Do I have to use the response form?**

Because further changes to the DPD will be a matter for a Planning Inspector to consider, providing responses in a consistent format is important. For this reason, all responses should use this consultation response form. Please be as succinct as possible on the form. You can attach additional evidence to support your case, but please ensure that it is clearly referenced. It will be a matter for the Inspector to invite additional evidence in advance of, or during the Public Examination. Additional response forms can be found at [www.harrogate.gov.uk/LPConsult](http://www.harrogate.gov.uk/LPConsult) and then follow the links to the Sites and Policies DPD.

## **Can I submit representations on behalf of a group or neighbourhood?**

The Council welcomes submissions from groups who share a common view on how they wish to see a policy changed. A single representation will be as effective as a large number of individuals submitting separate representations that repeat the same points however; representations must still be submitted on this response form.

## **Question 4(1) - What does 'legally compliant' mean?**

Legally compliant essentially means asking whether or not the plan has been prepared in line with the Duty to Cooperate and legal procedural requirements such as the Sustainability Appraisal (SA). Details of how the plan has been prepared is set out in the published Consultation Statement and the Duty to Cooperate Statement, which can be found at [www.harrogate.gov.uk/LPConsult](http://www.harrogate.gov.uk/LPConsult) and then follow the links to the Sites and Policies DPD.

## **Question 4(2) - What does 'soundness' mean?**

Soundness may be considered in this context within its ordinary meaning of 'fit for purpose' and 'showing good judgement'. The Inspector will use the Public Examination process to explore and investigate the plan against the National Planning Policy Framework's 'four tests of soundness' as listed after question 5. The scope of the Public Examination will be set by taking into consideration the key issues raised by responses received and other matters the Inspector considers relevant.

## **Question 8 - Do I need to attend the Public Examination?**

You can indicate whether at this stage you consider there is a need to present your representation at a hearing session during the Public Examination. You should note that Inspectors do not give any more weight to issues presented in person than to written evidence. The Inspector will use his/her own discretion in regard to who participates at the Public Examination. All examination hearings will be open to the public.

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**Part B** (please use a separate sheet for **each** representation).

Name/Organisation: .....

3. To which part of the Development Plan Document does your representation relate?					
Page No.		Paragraph No.		Policy Ref.	
Site Ref.		Development Limit (put name of settlement)		Proposals Map	

4. Do you consider the Development Plan is:							
4.(1) Legally compliant	Yes		No		4.(2) Sound	Yes	No

If you have selected No to Question 4.(2), please continue to Question 5

In all other circumstances please go to Question 6

5. If you consider the Development Plan is UNSOUND, is this because it is not:			
Justified		Effective	
Consistent with National Policy		Positively Prepared	

The National Planning Policy Framework (NPPF) provides the following explanation regarding the soundness of the plan:

**Justified** - the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence.

**Effective** - the plan should be deliverable over its period and based on effective joint working on cross boundary strategic priorities.

**Consistent with national policy** - the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

**Positively Prepared** - the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.

Please note: your representation should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change, as there will not normally be a subsequent opportunity to make further representations based on the original representation at publication stage.

After this stage, further submissions will be only at the request of the Inspector, based on the matters and issues he/she identifies for examination.

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6. If you consider the document is not legally compliant or is unsound please set out your reasons below (please be as precise as possible). If you wish to support the legal compliance or soundness of the document, please use this box to set out your comments.

*continue on a separate sheet if necessary*

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7. Please set out what change(s) you consider necessary to make the Development Plan Document legally compliant or sound, having regard to the Test of Soundness you have identified at Question 5 above where this relates to soundness. You will need to say why this change will make the Development Plan Document legally compliant or sound. It will be helpful if you could put forward your suggested revised wording of any policy or text. Please be as precise as possible.

*continue on a separate sheet if necessary*

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8. If your representation is seeking a change, do you consider it necessary to participate at the hearing sessions of the Public Examination?		
<b>No</b> , I do not wish to participate at the hearing sessions at the Examination. I would like my representation to be dealt with by written representation.		<b>Yes</b> , I wish to appear at the Examination
If you have selected <b>No</b> , your representation(s) will still be considered by the independent Planning Inspector by way of written representations.		

9. If you wish to participate at the oral part of the examination, please outline why you consider this to be necessary:

Please note: the Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate at the hearing sessions of the Examination.

10. Do you wish to be notified of any of the following? Please mark all that apply. We will contact you using the details you have provided on this form:	
a) When the Sites & Policies DPD has been submitted for independent examination.	
b) When the Inspector's Report is published.	
c) When Harrogate Borough Council adopts the Sites & Policies DPD.	

Signature: ..... Date: ` .....

**Please return the completed form by no later than 4:30pm on Friday 21 June 2013 to:**  
 Planning Policy Team, Department of Development Services, Harrogate Borough Council, Knapping Mount, West Grove Road, Harrogate HG1 2AE.  
 Or Email: [planningpolicy@harrogate.gov.uk](mailto:planningpolicy@harrogate.gov.uk)  
 (electronic copies of this form are available at [www.harrogate.gov.uk/LPConsult](http://www.harrogate.gov.uk/LPConsult) then follow the links to the Sites and Policies Development Plan Document.)

**Data Protection**

Information will be stored on a computer database used solely in connection with the Local Plan and in accordance with the Data Protection Act 1988. Representations will be available to view on the Council's website, although address and contact details will not be included. However, as copies of representations must be made available for public inspection, they cannot be treated as confidential and will be available for inspection in full.

