

# Ashford Borough Council

## Ashford Local Plan 2030

### Regulation 19 – Main Changes



**ASHFORD**  
BOROUGH COUNCIL

For office use only

Reference No:

Date received:

## Representation Form

The preferred and most efficient method for receiving comments is online via the consultation portal. You can register to access the consultation portal at: [www.ashford.gov.uk/consult](http://www.ashford.gov.uk/consult). If you are unable to use the online method of submitting comments you may still submit comments by using this form. Please use this form to set out your representation on the 'Main Changes' to the Ashford Local Plan to 2030: Publication Version. All representations received will be considered as part of a public examination by an independent Planning Inspector.

**You must use a separate form for each 'Main Change' comment. If you have commented on the Local Plan previously, you need not make the same comments.**

All comments submitted previously remain valid unless you advise us otherwise. Guidance Notes for submitting a representation can be found at the end of this form. Please read these notes **before** completing your response.

**This form must be returned by the end of Thursday 31<sup>st</sup> August 2017**

### Personal Details

Name of individual: .....	
Organisation ( <i>where relevant</i> ): .....	
Address: .....	
.....	Postcode: .....
Email address: .....	Daytime Tel. No: .....
If an agent has been appointed to act on your behalf please give the agent's details	
Name: .....	
Address: .....	
.....	Postcode: .....
Email address: .....	Daytime Tel. No: .....

**Question 1 – To which 'Main Change' number does this representation relate?**

MC:

**Question 2 - To be "Sound" a Plan should be Positively Prepared, Justified, Effective and Consistent with National Policy (see guidance)**

**Do you consider this 'Main Change' is sound (support/agree)?**

Yes  No

**If you consider the 'Main Change' is unsound, on which grounds do you consider it so (see guidance)?**

Not positively prepared  Not justified   
Not effective  Not consistent with National Policy

**Question 3 – Please set out your representation here, relating to “soundness”. If applicable, what changes do you propose to make the document “sound”?**

To help the independent Planning Inspector manage the examination, we ask that representations are concise and, where they are necessarily detailed, that you provide a concise summary setting out your main points.

*(Attach additional sheets only if necessary)*

**Question 4 – Do you consider it necessary to participate at the oral part of the examination?**

Yes  No

**Question 5 – Does your representation relate to a new or a previously-submitted omission site (see guidance)?**

New  Submitted Previously  Not Applicable

If either of the first two options apply, you must supply details of the omission site, including a site location plan, contact details of the landowner, and a full case as to why it might be more suitable, on a separate sheet and return it with this completed form.

<b>Signature:</b>	<b>Date:</b>
<b>Print name:</b>	

**Additional questions** - To enable us to process your representation more effectively, we would be grateful if you could respond to the following optional questions as relevant. You may continue your response on a separate sheet if you wish. For more information on Legal Compliance, Guidance Note 2 is available for reference.

**If you have previously commented on the Local Plan, as a result of this ‘Main Change’ do you wish to withdraw, replace or add to any previous comments?**

Withdraw in entirety  Replace /Substitute   
Add to existing comment  Not Applicable – this is a new representation

**Do you consider that this ‘Main Change’ is Legally Compliant in accordance with the relevant regulations?**

Yes  No  Don't know

## Guidance notes for submitting a representation

*Data Protection Statement: The information collected will be processed and stored in accordance with the Data Protection Act 1998. Copies of representations will be made available for public inspection, and unfortunately we cannot accept any confidential or anonymous submissions. Once the consultation period has closed, all representations will be available to view on the Council's consultation portal [www.ashford.gov.uk/consult](http://www.ashford.gov.uk/consult).*

*The Data Protection Act places a requirement on the Council to hold personal data only if it is accurate. Therefore we will redact any comments or information that is derogatory or offensive in nature. Please see the [www.ashford.gov.uk/data-protection](http://www.ashford.gov.uk/data-protection) for further details.*

**ALL RESPONSES MUST BE RECEIVED BY: Thursday 31<sup>st</sup> August at 23:59.**  
**We cannot accept your representation if it is received later than this date.**

### 1. What is this consultation about?

Last summer we consulted on a new Local Plan to 2030 for Ashford Borough. During the eight weeks of consultation we received 2866 individual representations. These still stand and many of these have been incorporated into these 'Main Changes'. Since then, new government projections have required us to significantly increase the number of homes we have to plan for during this plan period. These are also reflected in the 'Main Changes'.

The 'Main Changes' consultation document should be read in conjunction with last year's draft Local Plan to 2030, but it is different insofar as this time we are only seeking comments on the changes rather than the whole document.

If you've already submitted comments, you don't need to submit them again. We have them and the issues raised will be put before the independent Inspector. The Inspector will assess whether the plan has been prepared in accordance with the Duty to Co-operate, legal and procedural requirements, and whether the plan is "sound". To assist the Inspector your representation should relate to these issues, and the relevant 'Main Change' reference number should be identified.

### 2. Using the representation form.

We encourage everyone to use the Consultation Portal [www.ashford.gov.uk/consult](http://www.ashford.gov.uk/consult). This has a number of benefits: it is quick and easy to use, it will save time as you only need to complete personal details once, and you can view or modify your comments at any time during the process. Guidance is available on the portal that will assist you.

Representation forms can be requested by telephoning (01233) 330229. Photocopies of the representation form are also acceptable.

### 3. Who should make a representation?

You may submit a representation yourself or on behalf of an organisation or company. Alternatively, you may appoint an agent to do it for you. If an agent is appointed, their full details must be given and any future correspondence will be sent to them.

### 4. How do I make comments on a paper copy form?

You must use a separate form for each representation that you wish to make. Please respond to the questions as completely as possible, and remember to sign and date each form you use. Continuation sheets can be used, but to assist the independent Inspector a summary of no more than 100 words should be included to assist in a prompt consideration of your representation. Continuation sheets must state clearly your name and the representation to which they relate.

## 5. The questions ask me to address “soundness” issues - what does this mean?

If you think that the change is “sound” it means that you agree with it or support it. If you think it is “unsound” you disagree with it or object to it. Please use the form to state whether you think the Local Plan is sound (support/agree) or unsound (object/disagree/think information is missing). Please try to be constructive – you should try to support any objection with evidence showing why your objection and alternative approach is preferable. There are four areas to consider when looking at whether or not the ‘Main Changes’ to the Local Plan 2030 are “sound”, as follows:

<p style="text-align: center;"><b>Positively prepared</b></p> <p>This is looking at whether our plan has been prepared to meet our objectively assessed development and infrastructure needs. It also covers how we have looked to meet the needs of our neighbours.</p>	<p style="text-align: center;"><b>Justified</b></p> <p>Our Local Plan must be set on a robust and credible proportionate evidence base, ensuring the choices made in our Local Plan are backed up by solid facts and research<sup>1</sup>. Our Local Plan should be the best approach when considered against reasonable alternatives.</p>
<p style="text-align: center;"><b>Effective</b></p> <p>This means we must be reasonably sure that the policies and proposals in our Local Plan can actually happen and are deliverable.</p>	<p style="text-align: center;"><b>Consistent with national policy</b></p> <p>Our Local Plan should be consistent with national policy and enable the delivery of sustainable development as set out in the National Planning Policy Framework (NPPF).</p>

If you believe the Local Plan is unsound, please detail precisely why you are objecting, considering these four tests. Further information on the issue of “soundness” can be found in the National Planning Policy Framework (NPPF) Paragraph 182 (page 43) <https://www.gov.uk/government/publications/national-planning-policy-framework--2>. In addition, further guidance is available at [www.ashford.gov.uk/local-plan-2030](http://www.ashford.gov.uk/local-plan-2030).

## 6. What is an Omission Site?

The Local Plan allocates sites for development. Any site not allocated for development may be submitted to the Council as an ‘omission site’ (i.e. missing from the Plan). In submitting an ‘omission site’ you are saying that your site should be considered for inclusion as an allocation in the final Plan. If you are submitting an ‘Omission Site’ you must supply details of the site, including a site location plan, contact details of the landowner, and a full case as to why it might be more suitable than already allocated, on a separate sheet and return it with a completed representation form.

All sites are assessed on the same basis through the SHELAA (Strategic Housing and Employment Land Availability Assessment) and the SA (Sustainability Appraisal) processes.

## 7. How will I know if my representation is valid?

If you make a representation through the portal you will receive an email notification for each comment received. Once your representation has been moderated (after the consultation period closes) you will receive a further email to let you know it has been validated. If you make a hard copy representation, you will receive an acknowledgement letter. Please ensure hard copy forms are signed and dated otherwise they may not be accepted.

## 8. Where should I send my hard copy form?

Planning Policy Team,  
Planning and Development,  
Ashford Borough Council,  
Tannery Lane,  
ASHFORD,  
Kent TN23 1PL  
**Or via email to** [planning.policy@ashford.gov.uk](mailto:planning.policy@ashford.gov.uk)

<sup>1</sup> For a list of supporting evidence base documents, please visit <http://www.ashford.gov.uk/local-plan-2030-evidence-base>