

## **Statement of Representations Procedure and Statement of Fact**

### **Town and Country Planning (Local Planning) (England) – The Neighbourhood Planning (General) Regulations 2012 - Regulation 16**

#### **Title of Document**

Send Neighbourhood Development Plan 2019 – 2034

#### **Subject matter and area covered**

Send Parish Council has prepared the Send Neighbourhood Development Plan 2019 – 2034 Submission Version for public consultation.

The Send Neighbourhood Development Plan 2019 – 2034 contains proposed planning policies for the Send Neighbourhood Area. Once adopted, the neighbourhood plan will become part of the Development Plan for Guildford Borough. The adopted neighbourhood plan will be used, along with the Council's Local Plan and other material considerations, in determining planning applications in the Neighbourhood Area.

#### **Consultation period**

Representations on the Send Neighbourhood Development Plan are invited for a period of six weeks, from **12.00pm on Friday 17 January 2020 to 12.00pm on Friday 28 February 2020**. This statement provides details on how to make comments.

#### **Documents**

Under regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended), the submission must include the following documents:

- A map or statement that identifies the neighbourhood area
- A consultation statement that contains details of the persons and bodies who were consulted about the proposed plan, explains how they were consulted, summarises the main issues and concerns raised and describes how they were considered and, where relevant, addressed in the plan.
- The proposed Neighbourhood Development Plan
- A “basic conditions” statement that explains how the proposed neighbourhood plan meets the basic conditions listed at paragraph 8(2) of Schedule 4B to the Town and Country Planning Act 1990.
- Either an environmental report or a determination that the plan is unlikely to have significant environmental effects (in accordance with The Environmental Assessment of Plans and Programmes Regulations 2004).

The documents submitted to the Council by Send Parish Council are:

- The Send Neighbourhood Development Plan 2019 – 2034 Submission Version (Autumn 2019), which includes a map of the Send Neighbourhood Area
- A Basic Conditions Statement, which includes a determination that the plan is unlikely to lead to significant environmental effects.
- A Consultation Statement (August 2019)

### **Where to view the documents (Statement of Fact)**

Between 12.00pm on Friday 17 January 2020 and 12.00pm on Friday 28 February 2020, copies of the Send Neighbourhood Development Plan and its accompanying documents will be:

- available to view on the Council's website at <https://guildford.inconsult.uk>
- available for inspection during normal opening hours (excluding Bank Holidays) at:
  - Guildford Borough Council offices, Millmead House, Millmead, Guildford, Surrey GU2 4BB
  - Guildford Library, 77 North Street, Guildford, Surrey, GU1 4AL

### **Representations**

Representations on the neighbourhood plan and/or its supporting documents should be made to the Council in writing:

- Online, via the Council's website at <https://guildford.inconsult.uk>
- By email: [planningpolicy@guildford.gov.uk](mailto:planningpolicy@guildford.gov.uk)
- By post: Planning Policy, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB

When making a representation, you must supply your name and either an email or postal address. All comments will be published, and we may publish your name, but will not publish your contact details. Comments submitted about the neighbourhood plan and its supporting documents cannot be treated as confidential.

Copies of representations will be submitted to an independent neighbourhood plan examiner in accordance with Regulation 17 of the Neighbourhood Planning (General) Regulations 2012 (as amended), for consideration as part of an examination on the neighbourhood plan.

### **Protection of personal data**

All representations submitted to the Council will be processed and held in accordance with the Data Protection Act 2018.

### **Notification request**

Any representations may include a request to be notified at a specified address of the Council's decision under regulation 19 to make (adopt) the Send Neighbourhood Development Plan, following successful examination and referendum.

### **Further information**

For further information or assistance, please contact the Planning Policy Team on 01483 444471 or email [planningpolicy@guildford.gov.uk](mailto:planningpolicy@guildford.gov.uk)

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Representations on the neighbourhood plan and/or its supporting documents should be made to the Council in writing:

- Online, via the Council's website at <https://guildford.inconsult.uk/consult.ti/system/listConsultations?type=all>
- By email: [localplan@guildford.gov.uk](mailto:localplan@guildford.gov.uk)
- By post: Planning Policy, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB

A name and email or postal address should be supplied with your representation. We will not publish these personal details, however please note that we may publish comments submitted on the neighbourhood plan and its supporting documents and these cannot be treated as confidential.

Copies of representations will be submitted to an independent Planning Inspector in accordance with Regulation 17 of the Neighbourhood Planning (General) Regulations 2012, for consideration as part of a public examination on the neighbourhood plan.

### **Protection of personal data**

All representations submitted to the Council will be processed and held in accordance with the Data Protection Act 1998.

### **Notification request**

Any representations may include a request to be notified at a specified address of the Council's decision under Regulation 19 to make (adopt) the Send Neighbourhood Development Plan, following successful examination and referendum.

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