

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

Puttenham Neighbourhood Development Plan 2016 – 2033

Subject matter and area covered

Puttenham Parish Council has prepared the Puttenham Neighbourhood Development Plan 2016 – 2033 Submission Version for public consultation.

The Puttenham Neighbourhood Development Plan 2016 – 2033 contains proposed planning policies for the Puttenham 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 Puttenham Neighbourhood Development Plan are invited for a period of seven weeks, from **12:00 mid-day on Monday 9 March 2020 to 12:00 mid-day on Monday 27 April 2020**. This statement provides details on how to make comments.

Submitted 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 Puttenham Parish Council are:

- The Puttenham Neighbourhood Development Plan 2016 – 2033 Submission Version (November 2019), which includes a map of the Puttenham Neighbourhood Area.
- A Basic Conditions Statement, which includes a determination that the plan is unlikely to lead to significant environmental effects.
- A Consultation Statement (December 2019).

Where to view the documents (Statement of Fact)

Between Monday 9 March 2020 and Monday 27 April 2020, paper copies of the proposed Puttenham Neighbourhood Plan and its accompanying documents will be available to view:

- on the Council's website at <https://guildford.inconsult.uk>.
- 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.
- 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 Puttenham Neighbourhood Development Plan, following successful examination and referendum.

Further information

For further information or assistance, please contact the Planning Policy Team on 01483 444 471 or email planningpolicy@guildford.gov.uk