

### Guidance Note for Submitting Representations

Information and instructions on how to complete the representation form

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#### 1. Using the representation form.

We are encouraging everyone to use the Consultation Portal [www.ashford.gov.uk/consult](http://www.ashford.gov.uk/consult) as this has a number of benefits including being quick and easy to use and will save time as you only need to complete personal details once. Guidance is available on the portal that will assist you. However if you are unable to use the portal then paper representation forms are also accepted. Representation forms can be requested by telephoning (01233) 330229. Photocopies of the representation form are also accepted.

#### 2. Who should make the 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 all future correspondence will be sent to them.

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

You must use a separate form for each objection or comment of support that you wish to make.

Please use section 4 of the form to state whether you are supporting, objecting or consider there to be an omission within the Issues and Options Report. This will help us process your comment efficiently.

If you have an objection to the Options Report, please detail precisely why you are objecting and what you consider to be an appropriate alternative. You should try to support your objection with evidence showing why your objection and alternative approach is valid.

Continuation sheets can be used, but a summary of no more than 100 words should be included to assist in a prompt consideration of your representation.

#### 4. It is important that you state which part of the report your comment relates to.

Section 3 of the paper representation form should be used to inform us as to which part of the report your comment relates. Every Chapter,

question or issue contained within the Issues and Options Report has a unique number and should be referred to. Again this will help us process your comments effectively.

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

If you make a representation through the portal you will receive an email notification of each comment received. Once your representation has been checked (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 valid.

#### 6. How long do I have to make a representation?

Comments will be valid during the eight-week consultation period, which starts on Monday 8<sup>th</sup> June and continues to Monday 3<sup>rd</sup> August 2009. Please make your submission as soon as possible during this period.

The deadline for receipt of completed forms is 5:00pm on Monday 3<sup>rd</sup> August 2009. Representations received after this date cannot be accepted and will not be valid.

#### 7. What will happen to my representation?

Your representation will be made available to view on the Council's website through the portal, once the consultation period is closed. They will also be stored on the Council's database solely in connection with the Local Development Framework.

It is a requirement that all representations are made available for public inspection. Therefore, your comments cannot be treated confidentially.

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

Once completed, please send to:  
Planning Policy Team  
Planning and Development Unit  
Ashford Borough Council  
Civic Centre, Tannery Lane  
Ashford, Kent, TN23 1PL