

# Ashford Borough Council

## Tenterden and Rural Sites Development Plan Document Proposed Changes



**ASHFORD**  
BOROUGH COUNCIL

For office use only

Reference No:

Date received:

### Representation Form

**This consultation relates ONLY to the proposed changes to the DPD, and not on any other issues already consulted upon. Representations received that refer to any other issues in this DPD will be invalid.**

The preferred method for receiving comments is on-line by using 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 on-line method of submitting comments you may still submit comments by using this form.

**Please use a separate form for each comment you wish to make**

Guidance Notes for submitting a representation can be found on the back page of this form. Please read these notes **before** completing the form.

**Please return this form by 5pm on Friday 8<sup>th</sup> January 2010**

#### 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 - Which proposed change number does this representation relate to? (Please note that only comments relating to the proposed changes will be valid)**

#### Question 2

To be "Sound" a DPD should be Justified, Effective and Consistent with National Policy.

"Justified" means that the document must be:

- Founded on a robust evidence base
- The most appropriate strategy when considered against the reasonable alternatives

"Effective" means that the document must be:

- Deliverable
- Flexible
- Able to be monitored

'National Policy' means: In relation to National Planning Policy Guidance. eg. PPS or PPG.

**Do you consider this proposed change to the DPD is sound?**

Yes  No

If your answer to Question 2 is 'No' – please go to Questions 4 and 5

Question 3 – If you answered 'Yes' to Question 2 – please give supporting details below.

*(Attach additional sheets if necessary)*

**Question 4**

Do you consider the proposed change to the DPD is unsound because it is not:

- Justified
- Effective
- Consistent with National Policy

**Question 5 - Please give details of why you consider the proposed changes to the DPD to be unsound**

*(Attach additional sheets if necessary)*

**Question 6**

If your representation is seeking a change (to the proposed changes only), do you consider it necessary to participate in the oral part of the Examination?

- Yes
- No

**Question 7 – If you wish to participate in the oral part of the Examination, please outline why you consider this to be necessary.**

*(Attach additional sheets if necessary)*

**Signature:**

**Date:**

**Print name:**

## **Guidance Notes for submitting a representation**

**Data Protection Statement:** The information collected will be processed in accordance with the Data Protection Act 1998. Copies of representations will be made available for public inspection, and **cannot be treated as confidential**. They will also be available to view on the Councils consultation portal [www.ashford.gov.uk/consult](http://www.ashford.gov.uk/consult), once to consultation period has closed.

### **ALL RESPONSES MUST BE RECEIVED BY 5PM FRIDAY 8<sup>TH</sup> JANUARY 2010**

Ashford Borough Council may not accept your representation if it is received later than this date.

#### **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, 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 representation that you wish to make.

Please use Question 2 of the form to state whether you think the proposed changes to the DPD are sound (support/agree) or unsound (object/disagree/think information is missing). This will help us process your comment efficiently.

If you believe the DPD is unsound due to the proposed changes, please detail precisely why you are objecting and what you consider to be an appropriate alternative in Question 5. 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. Continuation sheets must state clearly your name and which representation they relate to.

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

Question 1 of the paper representation form should be used to inform us as to which proposed change number to the DPD your comment relates. 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 can be made any time during the six-week consultation period, which starts on Friday 27<sup>th</sup> November 2009 ends on Friday 8<sup>th</sup> January 2010 at 5pm. Please make your submission as soon as possible during this period.

Representations received after this date cannot be accepted and will be not 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 Councils 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?**

Planning Policy Team  
Planning and Development Unit  
Ashford Borough Council  
Civic Centre, Tannery Lane  
Ashford, Kent, TN23 1PL  
Email: [ashfordldf@ashford.gov.uk](mailto:ashfordldf@ashford.gov.uk)

**Large print copies, audio and Braille versions of this document are available by telephoning Planning and Development on (01233) 330229**