

For official use only:

Consultee ID:
Agent ID:
Date received:
Date acknowledged:
Date processed:

Swale Borough Local Plan Review (Regulation 19) – February 2021

Representation Form

This form should be used for providing comments (or ‘representations’) on the Swale Borough Local Plan Review. Representations must be received no later than **5pm on Friday 30 April 2021**. Only those representations received within this period have the statutory right to be considered by the inspector at the subsequent examination.

The form can be submitted by email to Lpcomments@swale.gov.uk or by post to Planning Policy, Swale Borough Council, Swale House, East Street, Sittingbourne, Kent, ME10 3HT. Comments can also be submitted online using the consultation portal at <https://swale-consult.objective.co.uk/kse>.

**** Please read the guidance note, which includes advice on completing this form, before you make your representations. The guidance note and additional copies of this form are available on request or can be downloaded from <https://swale.gov.uk/planning-and-regeneration/local-plans/local-plan-review/public-consultation#h2>**

Please note:

1. Representations must be on the basis of the legal compliance or soundness or compliance with the Duty to Cooperate.
2. Separate forms should be completed for each representation.
3. It is recommended that groups that share a common view send a single representation rather than multiple copies. Please attach a list of the contact details of each person who supports the representation.
4. By completing this form, you agree to your details being shared with other relevant agencies involved in the preparation of the local plan. In addition, your name, name of organisation, comments and town of residence **will** be made publicly available. These representations cannot be treated as confidential. Please read and sign the declaration in Section 3 of this form.

Section 1: Your details

	1. Personal details	2. Agent details (if applicable)
Title		
Name		
Organisation / group		
Address 1		
Address 2		
Address 3		
Address 4		
Post Code		
Telephone number		
Email address		

If you are replying on behalf of a group (where applicable under point 3 above), how many people does it represent?

Section 2: Your representation

Question 1: To which part of the Local Plan does your representation relate? (Please state the policy reference, paragraph number, figure number or Policies Map reference)

Policy Paragraph Figure / Table Policies Map

Question 2: Do you consider that the Local Plan is:

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| a. Legally compliant | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b. Sound | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c. Complies with the Duty to Cooperate | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Please refer to the guidance note for an explanation of these terms. If you have entered 'no' to Question 2(b), please continue to Question 3. In all other circumstances, please go to Question 4.

Question 3: Do you consider this part of the Local Plan is not sound because it is not: (tick all that apply)

Positively prepared	<input type="checkbox"/>	Justified	<input type="checkbox"/>
Effective	<input type="checkbox"/>	Consistent with national policy	<input type="checkbox"/>

Question 4. Your comments

Please give details of why you consider that part of the Local Plan is not legally compliant or not sound or fails to comply with the Duty to Cooperate. If you wish to support any of these aspects, please also use this box to set out your comments.

(Please continue on a separate sheet or expand this box if necessary)

Question 5: Changes sought

Please set out what change(s) to the Local Plan you consider necessary to make it legally compliant or sound. You will need to say why this change will make the Plan legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording for any policy or text.

(Please continue on a separate sheet or expand this box if necessary)

Question 6: Attendance at examination hearings

If your representation is seeking a change, do you consider it necessary to participate in the examination hearings?

Yes, I wish to participate at the examination hearings

No, I do not wish to participate at the examination hearings

Question 7: If you wish to participate at the examination hearings, please outline why you consider it to be necessary?

Please note the Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate at the examination hearings.

Section 3: Declaration

How we will use your personal information

The personal information you provide on this form will be processed in accordance with General Data Protection Regulations 2018. The information you provide will only be used for the purposes of the preparation of the Local Plan as required by the Planning and Compulsory Purchase Act 2004 (as amended), and may be used by the Council to contact you if necessary, regarding your submission. Your name, name of organisation, comments and town of residence* will be made available for public inspection when displaying and reporting the outcome of the statutory consultation stage and cannot be treated as confidential. You will not be asked for any unnecessary information and *we will not publish any personal data beyond what is stated in this declaration.

Your details will be kept until the Local Plan is adopted plus a further five years to evidence that a fair and transparent process has been followed. Processing is kept to a minimum and data will only be processed in accordance with the law. When other agencies are involved in the preparation of the Local Plan, we may need to share your details to enable us to work together. Information will only be shared with third parties if they have genuine and lawful need for it. Information shared on this basis will not be reused for any other purpose. We will take all reasonable precautions to protect your personal data from accidental or deliberate loss or unauthorised disclosure.

Please sign and date this form. Forms signed electronically will be accepted.

Declaration:

By completing and signing this form, I agree to my name, organisation, town of residence and representations being made available for public inspection on the internet.

Signature:

Date:

Swale Borough Council would like to contact you for your comments and views in relation to consultations carried out by the Spatial Planning Team regarding the Swale Borough Council Local plan and other planning documents.

If you would like to be added to our database for future contact please complete the form below, if not please tick the box below.

No, I do not wish to be added to your database

Swale Borough Council (SBC) is committed to protecting the privacy and security of your personal information. As data controller we ensure that processing is carried out in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR).

Any personal information provided within this form will be held securely and not shared with anyone outside of the Spatial Planning Team unless otherwise stated* or the council is obliged to do so for legal purposes.

The legal basis which enables the Council to process your data for this purpose is consent from the data subject (you) under Article 6, paragraph (a) of the GDPR. Information provided will be stored in accordance with the Council's retention and disposal guidelines.

Name:				
Address:				
Post Code				
Email Address				
Preferred Method of Contact	Post:		Email:	

Declaration:

I hereby confirm and give my explicit consent for the following:

- For SBC to hold my personal data for the purpose of contacting me in connection with future consultations carried out by the Spatial Planning Team
- I understand that whilst my personal contact information will not be published, I agree that any comments I supply in response to contact may be published alongside my name and the town I reside in*
- I confirm that I am over 18

Signature:	
Date:	

As a data subject you have the right to access your personal data and to ensure the Council is processing it in the correct way. For further information please visit the privacy pages on the Council's website at www.swale.gov.uk or contact the data protection officer by emailing dataprotectionofficer@swale.gov.uk or call 01795 417179.

Please send completed form to: **Planning Policy Manager, Swale Borough Council, Swale House, East Street, Sittingbourne, ME10 3HT** or email: Lpcomments@swale.gov.uk