Affordable Housing Delivery Local Plan
Issues & Options Consultation

Guidance Note for Respondents

Invitation to make representation under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012

Guidance note to accompany the Representation Form for the above invitation to make representations

Before making your representation on the Affordable Housing Delivery Local Plan Issues and Options consultation document , we would encourage you to read the following guidance, as it will explain where you can view the documents, how you can make representations and the type of comments which can be considered.

If you, or somebody you know, would like the information contained in this document in large print, Braille, audio tape/ CD or in another language please contact Wealden District Council on 01323 443322 or info@wealden.gov.uk.

The period for making representations runs from Monday 22nd September 2014 to 5p.m. on Monday 3rd November 2014, after which representations will not be accepted.

Introduction

The Affordable Housing Delivery Local Plan seeks to review the Core Strategy Policy WCS8 concerning affordable housing. It does not affect any other policy contained within the Core Strategy. The Issues and Options Consultation Paper presents a range of options in relation to affordable housing policy. This is the first stage of public consultation and your views will be taken into account in shaping the final document.

Representations can be made using the representation forms provided by the Council, or via our online consultation system.

Guidance on completing the online representation form

You can make your representations online at http://wealden.objective.co.uk/portal/.To make representations in this way you will need to register your details and/or log in[1].

Guidance on completing the written representation form

1. It is important that a separate form is used for each representation you wish to make.
2. Each form should be completed fully, with your name and address on each.
3. Please use **BLOCK CAPITALS** and **BLACK INK** when completing the form.
4. You may submit the form yourself or on behalf of an organisation or company. Alternatively you may ask someone to do it for you if you need help, or you can appoint an agent. If an agent is appointed their full details should also be given and all future correspondence will be sent to this agent.

[1] If you have been involved in the consultation and preparation of our Core Strategy Local Plan, adopted February 2013 you will already be registered on our Objective database, enabling you to respond online without registering again. If you have forgotten your password or username, please contact the Planning Policy team for assistance.

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5. It is important that you clearly state which section of the document you are referring to: for example; paragraph, section or policy number.
6. If you are objecting, you should clearly state what changes you think should be made to make to the CIL Revised Draft Charging Schedule.
7. Please remember to sign and date the form.

You may submit the forms via email to ldf@weaden.gov.uk or by post to Planning Policy, Council Offices, Vicarage Lane, Hailsham, BN27 2AX.

Confidentiality and the Data Protection Act 1998 and Freedom of Information Act 2000

Representations cannot be treated in confidence. Regulation 22 of the Town and Country Planning Regulation 2010 requires copies of representations to be made publicly available. The Council will also provide names and associated representations on its website but will not publish personal information such as telephone numbers, e-mails or private addresses. By submitting representation on the Affordable Housing Delivery Local Plan Issues and Options or any associated documents you confirm that you agree to this and accept responsibility for your comments.

Further assistance

Should you require any further information or assistance, please contact the Planning Policy Team by telephone on 01892 602007 or by e-mail at ldf@wealden.gov.uk.