

## **Representation Form Guidance Notes**

### **How can I provide a representation?**

Representations can be provided to the Council by:

- Completing the online representation form found at [www.eppingforestdc.gov.uk/planningourfuture](http://www.eppingforestdc.gov.uk/planningourfuture).
- By downloading and printing a PDF copy of the representation form which can be completed and sent to the address below.

Planning Policy  
Epping Forest District Council  
323 High Street  
Epping  
Essex  
CM16 4BZ  
**Telephone** on 01992 564517  
**E-mail** at [ldfconsult@eppingforestdc.gov.uk](mailto:ldfconsult@eppingforestdc.gov.uk)

The Council Offices are open on weekdays 9.00am to 5.15pm (Monday to Thursday) and 9:00am to 5.00pm (Fridays).

We strongly recommend you to use the representation form to complete your representations.

**Note:** Late and/or anonymous representations will not be accepted.

### **What are the alternative formats of the Submission Local Plan?**

Alternative formats of this document, can be made available in other languages, large print, in Braille or on audio cassette.

The publication period will commence at noon on 18 December 2017. All representations must be received by 5pm on Monday 29 January 2018.

### **How do I complete the representation form?**

#### **PART A**

All respondents must complete Part A of the representations form (the regulations mean that we cannot accept anonymous responses). Please note that if you provide us with your email address, you will automatically be added to our consultee database to keep you updated on the progress of the Local Plan. Please send an email to [LDFconsult@eppingforestdc.gov.uk](mailto:LDFconsult@eppingforestdc.gov.uk) if you wish to be removed from our database.

## **PART B**

The Council considers that the Epping Forest District Submission Local Plan satisfies the legal requirements and the tests of soundness set out below, and is the most appropriate strategy for the future development of the District. However, if you consider the authority has not met the legal requirements or that the Local Plan is unsound against one or more of the tests of soundness, you should explain why and what changes you think should be made to rectify this. If possible you should provide evidence in support of your representations. Representations should cover succinctly all the information and evidence necessary to support/justify the representation and the suggested change, as there will not normally be another opportunity to make further submissions. After this Submission stage, further submissions can only be made in response to a request from the Inspector, who may seek additional information on the matters and issues he/she identifies for Examination.

### **Meeting legal requirements**

If you think your representation is about legal compliance you need to consider the following questions:

Is the Local Plan consistent with the Council's production timetable known as the Local Development Scheme (LDS)?

The Council should have complied with the key stages set out in the LDS. You can find a copy of our LDS on our website at: <http://www.efdclocalplan.org/technical-information/>

How has the community been involved in the process and has the Council met Its Statement of Community Involvement (SCI)?

The SCI sets out the District Council's strategy for involving the community in the preparation of the local development documents. The SCI can be seen on Epping Forest District Council's website at: <http://www.efdclocalplan.org/wp-content/uploads/2017/11/Statement-of-Community-Involvement-EFDC-2013-EB104.pdf>

Does the Local Plan comply with the Town and Country Planning (Local Planning) (England) Regulations 2012?

You can view the Regulations by visiting: <http://www.legislation.gov.uk/ukpga/1990/8/contents>. The Regulations require that the local planning authority should publish the documents prescribed in the Regulations, and make them available at their offices and on their website. The local planning authority must also consult general and specific consultation bodies and any persons who have requested to be notified.

Was a Sustainability Appraisal (SA) Report produced and how has it been carried out?

Sustainability appraisal is a tool for reviewing the Local Plan and its policies to ensure that the local planning authority has taken into account sustainability principles in preparing the Plan. The local planning authority is required to prepare a sustainability appraisal report which explains how the sustainability appraisal has been carried out, the baseline information used to inform the process and the outcomes of that process. It effectively sets out how the Plan has been prepared. You can

find the Sustainability Appraisal Report of the Submission Local Plan at:  
<http://www.efdclocalplan.org/technical-information/>

## **Soundness**

### **Positively prepared**

The plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;

### **Justified**

The Plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;

### **Effective**

The Plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities

### **Consistent with national policy**

The Plan should enable the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework see:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

The preparation of the Local Plan has had regard to all policies in the National Planning Policy Framework.

However, you may take the view that the Local Plan:

- a. Fails to address a requirement of the NPPF; in this case you should explain what else it needs to include. Please note that the Local Plan does not need to repeat national policies; or
- b. Departs from national planning policies without good local reasons. In this case please explain why.

### **Duty to Co-operate**

The duty to co-operate is a legal test that requires cooperation between local planning authorities and other public bodies to maximise the effectiveness of policies for strategic matters in Local Plans.

## **Group Representations**

The Planning Inspectorate asks that where you are part of a group with a common view, the group submits a single representation form outlining its concerns, rather than having a large number of individuals send in separate representations which repeat the same points. The group should make it clear how many people it is representing and how it has been authorised.

## **Appearing at the Examination**

The consultation form asks you to state whether you would like to participate at the hearings part of the Examination. Please remember it is the Inspector that decides who is heard at the Examination. If you feel that your written submission is enough, this is quite acceptable, as all the representations will be submitted to and examined by the Inspector.

## **Confidentiality**

Representations cannot be treated in confidence. Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 requires copies of the representations to be made publically available. The Council will place the names of respondents to this consultation on its website along with the representations they have made, but will not publish personal information such as telephone numbers, email addresses, or postal addresses. By submitting representations on the Epping Forest District Submission Local Plan, you confirm that you agree to this.

## **What happens next?**

Following publication, the Council cannot make substantial changes to the Local Plan before it submits the Plan for Examination.

The Council is proposing to submit the Local Plan, supporting evidence, and any representations to the Secretary of State (SoS) for Communities and Local Government in March 2018. The SoS will appoint an independent Inspector to conduct the Examination into the soundness and legal compliance of the Plan. The Inspector will determine what will be discussed at the Examination, and who should attend.

**Please see the FAQ's section of the website for more information at:**

<http://www.efdclocalplan.org/faqs/>