

# Egerton Parish Council

## Egerton Neighbourhood Plan Submission Consultation (Regulation 16)

### Representation Form Guidance

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 to submit their comments: [www.ashford.gov.uk/consultations](http://www.ashford.gov.uk/consultations). This system has a number of benefits including being quick and easy to use and cheaper as you will avoid postage costs. Guidance is available on the portal that will assist you on the completing the online form. However if you are unable to use the portal then paper representation forms are also accepted. Representation forms can be requested by telephoning (01233) 330328. 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. You are also able to act as an agent on behalf of someone else, if you have their permission to do so, i.e. for an elderly relative.

#### 3. Being kept informed

If you would like to be notified as to whether the Council accept the Examiners recommendations please indicate so in section 3.

#### 4. 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 to state whether you are supporting, objecting or consider there to be an omission within the Neighbourhood Plan. This will help us process your comment efficiently.

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

Section 5 of the paper representation form should be used to inform us as to which part of the report your comment relates. Again this will help us process your comments effectively.

#### 6. Filling in your comments?

Complete section 6 with your comments on the plan. These comments should be related to the selection you made in section 4 of the form. For example, if you have an objection to the

Neighbourhood Plan, 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. The same should apply if you are supporting the plan.

Continuation sheets can be used.

#### 7. 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.

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

Comments will be accepted during the six-week consultation period, which starts on Friday 25 June 2021 and finishes on Friday 6 August 2021 at 5pm. Please make your submission as soon as possible during this period.

**Representations received after this date will not be accepted and will be not valid.**

#### 9. 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 Neighbourhood Plan.

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

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

Once completed, please send to:  
[planning.policy@ashford.gov.uk](mailto:planning.policy@ashford.gov.uk) or

Planning Policy Team, Ashford Borough Council  
Civic Centre, Tannery Lane, Ashford, Kent, TN23  
1PL