Ashford Borough Council
Stables, Arenas and other horse related development
Supplementary Planning Document (SPD)

Representation Form
This form should be used to comment on the draft Stables, Arenas and other horse related development Supplementary Planning Document only

The preferred method for receiving comments is by using the consultation portal on the Council’s website. You can register to access the consultation portal at: www.ashford.gov.uk/consult. Entering your comments by using the portal is quick and easy and instructions are provided on the website. If you are unable to use the on-line method of submitting comments you may still submit comments by using this form.

For your comment to be valid please return by 5pm on Friday 12th September 2014

Please use a separate form for each comment you wish to make
A ‘Guidance Note for Submitting Representations’ accompanies this form, and will provide information and instructions on how to complete it.

1. Name of individual: .......................................................... .......................................................... .......................................................... ..........................................................
   Organisation (where relevant): ..........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................
   Address: ..........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................
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   Postcode: ..........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................
   Email address: ..........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................
   Daytime Tel. No: ..........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

2. If an agent has been appointed to act on your behalf please give the agent's details
   Name: ..........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................
   Address: ..........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................
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   Postcode: ..........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................
   Email address: ..........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................
   Daytime Tel. No: ..........................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

3. Please indicate whether you support, object or consider there to be an omission from the contents of the Supplementary Planning Document.

   Support
   e.g. ✓

   Object

   Omission

4. Which part of the document does your comment relate to? (paragraph number)

   Paragraph
5. Your Comments

Please state fully and clearly below the grounds of your objection or support:

(Attach additional sheets if necessary)

6. Signature: Date:

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 on www.ashford.gov.uk

ALL RESPONSES MUST BE RECEIVED BY 5pm, Friday 12th September 2014. Ashford Borough Council may not accept your representation if it is received later than this date.

Once completed, all forms should be sent to the following address: Planning Policy Team, Planning and Development Unit, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL or by email to planningpolicy@ashford.gov.uk

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

THANK YOU FOR YOUR INTEREST IN THIS CONSULTATION DOCUMENT
Information and instructions on how to complete the representation form

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 then 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 objection or comment of support that you wish to make.
   
   Please use section 3 of the form to state whether you are supporting, objecting or consider there to be an omission within the Supplementary Planning Document. This will help us process your comment efficiently.
   
   If you have an objection to the Supplementary Planning Document, 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.
   
   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.

4. **It is important that you state which part of the report your comment relates to.**
   
   Section 4 of the paper representation form should be used to inform us as to which part of the report your comment relates. Every Paragraph contained within the Supplementary Planning Document has a number and should be referred to. 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 will be valid during the six-week consultation period, which starts on Monday 28th July 2014 and continues until Friday 12th September 2014. Please make your submission as soon as possible during this period.
   
   **The deadline for receipt of completed forms is 5pm on Friday 12th September 2014. Representations received after this date cannot be accepted and will not be 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?**
   
   Once completed, please send to: Planning Policy Team Planning and Development Unit Ashford Borough Council Civic Centre, Tannery Lane Ashford, Kent, TN23 1PL