

# **East Devon Local Plan and Draft Community Infrastructure Levy (CIL) Draft Charging Schedule – Consultation on Proposed Changes**

## **16 April 2015 to 12 Noon 12 June 2015**

### **Guidance Notes for Making Comments on Plan Changes**

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**Following oral hearing sessions in February and March 2014 the Council are seeking comments on proposed changes to the East Devon Local Plan and Community Infrastructure Levy (CIL) Draft Charging Schedule.**

Proposed changes to the plan relate to:

1. Amendments arising from oral hearing sessions in February and March 2014; and
2. Amendments resulting from further work undertaken in 2014 and 2015 that led to proposed changes by the Council in March 2015.

Consultation documents and information on the consultation are available at <http://eastdevon.gov.uk/planning/planning-policy/new-local-plan-and-current-consultations/>

The Inspector has identified 14 questions on the Local Plan and 1 question on the Community Infrastructure Levy (CIL) Draft Charging Schedule as part of the consultation for which he is seeking responses. Questions have been grouped into subject areas and a separate response form has been produced for each subject area as follows:

- Housing (Qs 1-6);
- Accommodation for gypsies, travellers and travelling showpeople (Qs 7-10);
- Site allocations (Qs 11-14);
- General comments; and
- Community Infrastructure Levy.

We request that you use the relevant form to respond to the specific question you wish to answer. If not responding to a specific question, please complete a separate general comments form for each representation that you are making.

Representations are not limited just to the questions set by the Inspector but they are designed to guide representors and avoid the need for the submission of further statements by those wishing to participate in the Hearings. We envisage that each subject area will form the issues discussed at a subsequent Hearing session.

The consultation, and any subsequent oral Hearing sessions, will be concerned with proposed changes to the Local Plan and Draft Charging Schedule and matters related to

those changes. Representations should therefore specifically respond only to the proposed changes.

In any response you make please refer to relevant paragraph or policy numbers in the plan and if your response relates to a site or an area of land please attach a map showing the site in question or clearly refer to the relevant site number in text. In making comments you may also wish to refer to background evidence presented by the Council. If so please quote the relevant document and the part or parts that are relevant.

Please ensure that your name and address details (and/or that of your agent if one has been used) are provided on **every** representation that you send in. This will make it far simpler to organise the paperwork and will help ensure timely progress can be made on the local plan.

Whilst you may wish to provide a covering letter or note with your response we would ask that you do not include the content and details of your response in this note. Instead, please ensure that you put all relevant information on the specific forms provided. This will help ensure we can supply the full set of comments received, to the Inspector, in the quickest and easiest manner so we do not have to make duplicate photocopies.

All responses will be made public and cannot be treated as confidential. Signatures, telephone numbers and email addresses will be redacted (black out/removed) prior to publication. The intention is that at the close of consultation all the responses will be collated by subject area and then sent to the inspector. The Council will also place all responses on the Council Web site.

**Representations can be submitted in a number of ways:**

<b>ONLINE FORM</b>	Complete the relevant online SNAP survey form
<b>EMAIL</b>	Download, save, complete, save again and then email the relevant PDF form to <a href="mailto:localplan@eastdevon.gov.uk">localplan@eastdevon.gov.uk</a>
<b>POST</b>	Download, print, fill out and post the relevant PDF form to Planning Policy Section, East Devon District Council, Knowle, Sidmouth, EX10 8HL

Whilst we can accept responses in Word and PDF format as well as hard copies, we do request – if possible – that you submit comments through our online system (SNAP survey form). This will help save paper, is more efficient and will help speed up the handling of responses.