**FINAL DRAFT LOCAL PLAN (REGULATION 19) REPRESENTATION FORM**

 **GUIDANCE NOTE**

These notes are intended to assist you in making representations to Watford Borough Council’s final draft Local Plan (Regulation 19). This is the final stage of the process before submission of the draft Local Plan to Government. The purpose of this consultation is to address whether the plan is in accordance with legal requirements and to ensure it meets the four tests of soundness, which are summarised below:

|  |  |
| --- | --- |
| **LEGAL COMPLIANCE*** Community engagement should have been sought in line with the Statement of Community Involvement
* The Plan should have been informed and accompanied by a Sustainability Appraisal and Habitat Regulations Assessment
* The Plan should be informed and supported by a credible evidence base
* The Council should have worked collaboratively with neighbouring authorities and other prescribed bodies on strategic matters, known as the Duty to Cooperate
* The Plan should be supported by a Local Development Scheme
* The Local Plan should comply with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012
 | **SOUNDNESS*** **Positively prepared** – providing a strategy which seeks to meet the area’s objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
* **Justified** – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
* **Effective** – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
* **Consistent with national policy** – enabling the delivery of sustainable development in accordance with the policies in this Framework.
 |

**This form has two parts –**

* **Part A – Personal Details: need only be completed once.**
* **Part B – Your representation(s). Please fill in a separate sheet for each representation you wish to make.**

**How to use the form**

* Contact details must be supplied under part A – anonymous representations cannot be accepted. The name of respondents and the representations submitted will be made available on the Council’s website but other personal information such as addresses, email addresses and phone numbers will not be published. Personal information will be handled in line with the Data Protection Act 2018. To find out more about how we process your personal information please visit our website:

<https://www.watford.gov.uk/downloads/download/766/privacy_notice_for_planning_building_control_and_local_land_charges>

* You will need to fill in a separate Part B for **each representation** that relates to a different part or issue of the Local Plan. This form contains space for you to make five separate representations. Should you wish to make more than five separate representations please use additional forms.
* If you have any questions or comments, please contact us at:

Email: strategy@watford.gov.uk

Telephone: 01923 278 063

**PART A**

**Please tick as appropriate**

[ ]  Responding as an individual (complete section 1)

☐ Agent responding on behalf of a client (complete sections 1 and 2)

☐ Responding on behalf of an organisation (complete section 2)

## Personal Details

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(if relevant)**

## Agent Details (if applicable)

 **Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ (if relevant)**

 **Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(if relevant)**

 **Address Line 1: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address Line 2: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address Line 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address Line 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(if relevant)**

**Organisation: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(if relevant)**

 **Address Line 1: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address Line 2: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address Line 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address Line 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART B**

**Please use a separate sheet for each separate representation**

**REPRESENTATION 1**

## **3. a) To which part of the Pre-Submission Local Plan does this representation relate?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paragraph number** | **Policy** | **Site Allocation** | **Sustainability Appraisal** | **Policies Map** |
|  |  |  |  |  |

 b) Support [ ]  Object [ ]  Comment [ ]

## **4. Do you consider that the Local Plan is (please tick as appropriate):**

1. Legally compliant Yes [ ]  No [ ]
2. Sound Yes [ ]  No [ ]
3. Compliant with the Duty Yes [ ]  No [ ]

to Co-operate

|  |
| --- |
| 1. **Please give details of why you consider the Local Plan is not legally compliant or is unsound or fails to comply with the Duty to Co-operate. Please be as precise as possible.**

**If you wish to support the legal compliance or soundness of the Local Plan or its compliance with the Duty to Co-operate, please also use this box to set out your comments.**  |
|  |

|  |
| --- |
| 1. **Please set out the modification(s) you consider necessary to make the Local Plan legally compliant and sound, in respect of any legal compliance or soundness matters you have identified at 5 above. (Please note that non-compliance with the Duty to Co-operate is incapable of modification at examination). You will need to say why each modification will make the Local Plan legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.**
 |
|  |

1. **If your representation is seeking a modification to the Plan, do you consider it necessary to participate in examination hearing session(s)?**

Yes [ ]  No [ ]

*Please note that while this will provide an initial indication of your wish to participate in hearing session(s), you may be asked at a later point to confirm your request to participate.*

1. **Did you raise the matter that is the subject of your representation with the Local Planning Authority earlier in the process of the preparation of the Development Plan Document, i.e. before it was submitted for examination?**

Yes [ ]  No [ ]

**If yes, please use the box below to indicate at which stage of the consultation these representations were made (Issues and Options/Preferred Options (first draft)). If no, please indicate why not.**

**REPRESENTATION 2**

## **3) a) To which part of the Pre-Submission Local Plan does this representation relate?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paragraph number** | **Policy** | **Site Allocation** | **Sustainability Appraisal** | **Policies Map** |
|  |  |  |  |  |

 **b)** Support [ ]  Object [ ]  Comment [ ]

## **4)** **Do you consider that the Local Plan is (please tick as appropriate):**

1. Legally compliant Yes [ ]  No [ ]
2. Sound Yes [ ]  No [ ]
3. Compliant with the Duty Yes [ ]  No [ ]

to Co-operate

|  |
| --- |
| 1. **Please give details of why you consider the Local Plan is not legally compliant or is unsound or fails to comply with the Duty to Co-operate. Please be as precise as possible.**

**If you wish to support the legal compliance or soundness of the Local Plan or its compliance with the Duty to Co-operate, please also use this box to set out your comments.**  |
|  |

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| --- |
| 1. **Please set out the modification(s) you consider necessary to make the Local Plan legally compliant and sound, in respect of any legal compliance or soundness matters you have identified at 5 above. (Please note that non-compliance with the Duty to Co-operate is incapable of modification at examination). You will need to say why each modification will make the Local Plan legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.**
 |
|  |

1. **If your representation is seeking a modification to the Plan, do you consider it necessary to participate in examination hearing session(s)?**

Yes [ ]  No [ ]

*Please note that while this will provide an initial indication of your wish to participate in hearing session(s), you may be asked at a later point to confirm your request to participate.*

1. **Did you raise the matter that is the subject of your representation with the Local Planning Authority earlier in the process of the preparation of the Development Plan Document, i.e. before it was submitted for examination?**

Yes [ ]  No [ ]

**If yes, please use the box below to indicate at which stage of the consultation these representations were made (Issues and Options/Preferred Options (first draft)). If no, please indicate why not.**

**REPRESENTATION 3**

## **3) a) To which part of the Pre-Submission Local Plan does this representation relate?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paragraph number** | **Policy** | **Site Allocation** | **Sustainability Appraisal** | **Policies Map** |
|  |  |  |  |  |

**b)** Support [ ]  Object [ ]  Comment [ ]

## **4)** **Do you consider that the Local Plan is (please tick as appropriate):**

1. Legally compliant Yes [ ]  No [ ]
2. Sound Yes [ ]  No [ ]
3. Compliant with the Duty Yes [ ]  No [ ]

to Co-operate

|  |
| --- |
| 1. **Please give details of why you consider the Local Plan is not legally compliant or is unsound or fails to comply with the Duty to Co-operate. Please be as precise as possible.**

**If you wish to support the legal compliance or soundness of the Local Plan or its compliance with the Duty to Co-operate, please also use this box to set out your comments.**  |
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| --- |
| 1. **Please set out the modification(s) you consider necessary to make the Local Plan legally compliant and sound, in respect of any legal compliance or soundness matters you have identified at 5 above. (Please note that non-compliance with the Duty to Co-operate is incapable of modification at examination). You will need to say why each modification will make the Local Plan legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.**
 |
|  |

1. **If your representation is seeking a modification to the Plan, do you consider it necessary to participate in examination hearing session(s)?**

Yes [ ]  No [ ]

*Please note that while this will provide an initial indication of your wish to participate in hearing session(s), you may be asked at a later point to confirm your request to participate.*

1. **Did you raise the matter that is the subject of your representation with the Local Planning Authority earlier in the process of the preparation of the Development Plan Document, i.e. before it was submitted for examination?**

Yes [ ]  No [ ]

**If yes, please use the box below to indicate at which stage of the consultation these representations were made (Issues and Options/Preferred Options (first draft)). If no, please indicate why not.**

**REPRESENTATION 4**

## **3) a) To which part of the Pre-Submission Local Plan does this representation relate?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paragraph number** | **Policy** | **Site Allocation** | **Sustainability Appraisal** | **Policies Map** |
|  |  |  |  |  |

 **b)** Support [ ]  Object [ ]  Comment [ ]

## **4)** **Do you consider that the Local Plan is (please tick as appropriate):**

1. Legally compliant Yes [ ]  No [ ]
2. Sound Yes [ ]  No [ ]
3. Compliant with the Duty Yes [ ]  No [ ]

to Co-operate

|  |
| --- |
| 1. **Please give details of why you consider the Local Plan is not legally compliant or is unsound or fails to comply with the Duty to Co-operate. Please be as precise as possible.**

**If you wish to support the legal compliance or soundness of the Local Plan or its compliance with the Duty to Co-operate, please also use this box to set out your comments.**  |
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| --- |
| 1. **Please set out the modification(s) you consider necessary to make the Local Plan legally compliant and sound, in respect of any legal compliance or soundness matters you have identified at 5 above. (Please note that non-compliance with the Duty to Co-operate is incapable of modification at examination). You will need to say why each modification will make the Local Plan legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.**
 |
|  |

1. **If your representation is seeking a modification to the Plan, do you consider it necessary to participate in examination hearing session(s)?**

Yes [ ]  No [ ]

*Please note that while this will provide an initial indication of your wish to participate in hearing session(s), you may be asked at a later point to confirm your request to participate.*

1. **Did you raise the matter that is the subject of your representation with the Local Planning Authority earlier in the process of the preparation of the Development Plan Document, i.e. before it was submitted for examination?**

Yes [ ]  No [ ]

**If yes, please use the box below to indicate at which stage of the consultation these representations were made (Issues and Options/Preferred Options (first draft)). If no, please indicate why not.**

**REPRESENTATION 5**

## **3) a) To which part of the Pre-Submission Local Plan does this representation relate?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paragraph number** | **Policy** | **Site Allocation** | **Sustainability Appraisal** | **Policies Map** |
|  |  |  |  |  |

 **b)** Support [ ]  Object [ ]  Comment [ ]

## **4)** **Do you consider that the Local Plan is (please tick as appropriate):**

1. Legally compliant Yes [ ]  No [ ]
2. Sound Yes [ ]  No [ ]
3. Compliant with the Duty Yes [ ]  No [ ]

to Co-operate

|  |
| --- |
| **5) Please give details of why you consider the Local Plan is not legally compliant or is unsound or fails to comply with the Duty to Co-operate. Please be as precise as possible.** **If you wish to support the legal compliance or soundness of the Local Plan or its compliance with the Duty to Co-operate, please also use this box to set out your comments.**  |
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| --- |
| 1. **Please set out the modification(s) you consider necessary to make the Local Plan legally compliant and sound, in respect of any legal compliance or soundness matters you have identified at 5 above. (Please note that non-compliance with the Duty to Co-operate is incapable of modification at examination). You will need to say why each modification will make the Local Plan legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.**
 |
|  |

1. **If your representation is seeking a modification to the Plan, do you consider it necessary to participate in examination hearing session(s)?**

Yes [ ]  No [ ]

*Please note that while this will provide an initial indication of your wish to participate in hearing session(s), you may be asked at a later point to confirm your request to participate.*

1. **Did you raise the matter that is the subject of your representation with the Local Planning Authority earlier in the process of the preparation of the Development Plan Document, i.e. before it was submitted for examination?**

Yes [ ]  No [ ]

**If yes, please use the box below to indicate at which stage of the consultation these representations were made (Issues and Options/Preferred Options (first draft)). If no, please indicate why not.**

| **Please tick this box if you wish to be notified of future stages of the New Watford Local Plan** |  |
| --- | --- |

**SIGNATURE: DATE:**