

BUILDING A BETTER FUTURE



HOW TO SUBMIT YOUR COMMENTS

A step-by-step guide to completing a representation form for the Building a Better Future Plan

Havant
BOROUGH COUNCIL

THERE IS A PROCESS TO BEING HEARD...

The Building a Better Future Plan will guide the development of the new homes, commerce, employment as well as community facilities such as schools and shops that the borough needs up to 2043.

The publication (Regulation 19) **Building a Better Future Plan** is the version which the council considers to be 'sound' having taken on-board extensive research, advice and public feedback, before it is formally submitted for examination by an independent inspector appointed by the Government.

In line with Government guidance, the Council has prepared a form for you to use which will help you make your representation. The representation form is available at www.havant.gov.uk/localplan. This guide help explains the jargon used in it, and how to provide the right details.

The appointed inspector will have access to our summary report (called the Consultation Statement) of the previous consultations in 2022 and 2025. They can also request the original representations if they wish.

However, if you have comments on the legal compliance and/or soundness of the plan that you would like the inspector to see, you should make them now, even if you have commented before.



HOW DO I COMPLETE THE REPRESENTATION FORM?

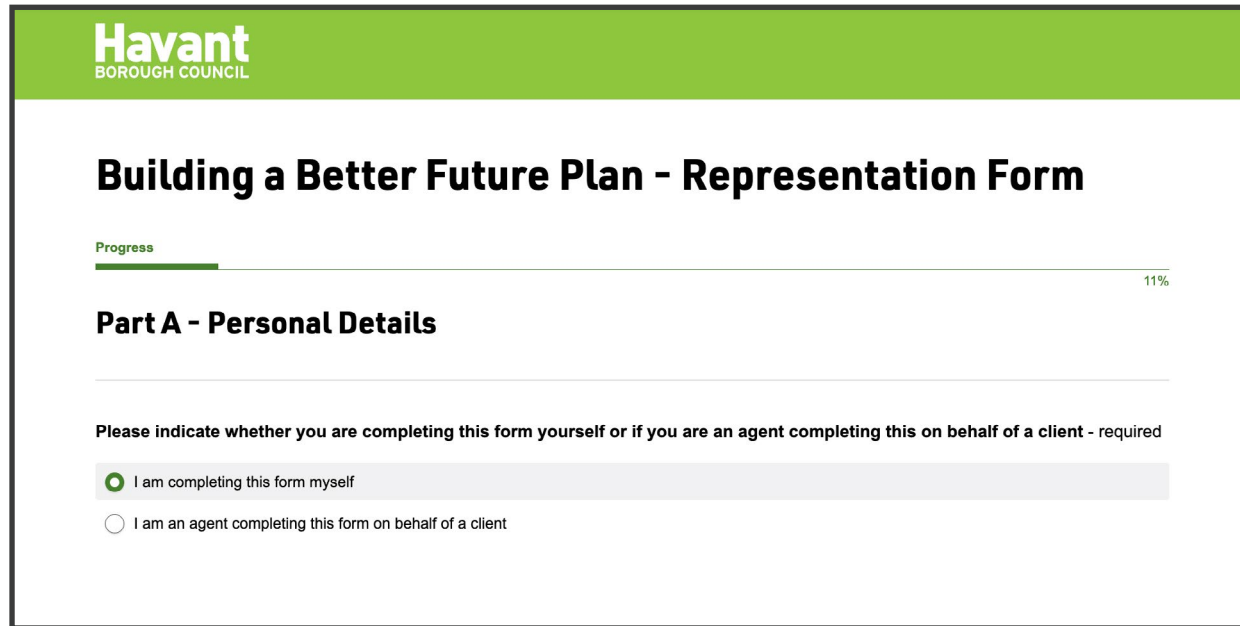
The form is broken into two key parts for you to complete. The first section asks for your contact details and the second section addresses any comments you may have about the legal compliance and soundness of the Local Plan. Don't worry – we will provide definitions to help you when you reach the relevant section. However generally speaking, 'legal compliance' is about how we have prepared the Local Plan and 'soundness' is about what is in the Local Plan.

Please note that in this consultation, comments can only be made about whether the plan is legally compliant and sound. There have been previous opportunities for more general comments and feedback on the plan which have been considered by the council and many taken forward. This consultation is for you to formally tell the Government inspector whether you consider the Council has prepared a sound and legally compliant Local Plan.

Once the consultation has finished, the Council will summarise the points that have been made into a report. This summary together with all of the original representations, the Local Plan, its evidence base, and various supporting documents will then be submitted for examination by an independent inspector appointed by the Government.



PART A: PERSONAL DETAILS



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Building a Better Future Plan - Representation Form

Progress 11%

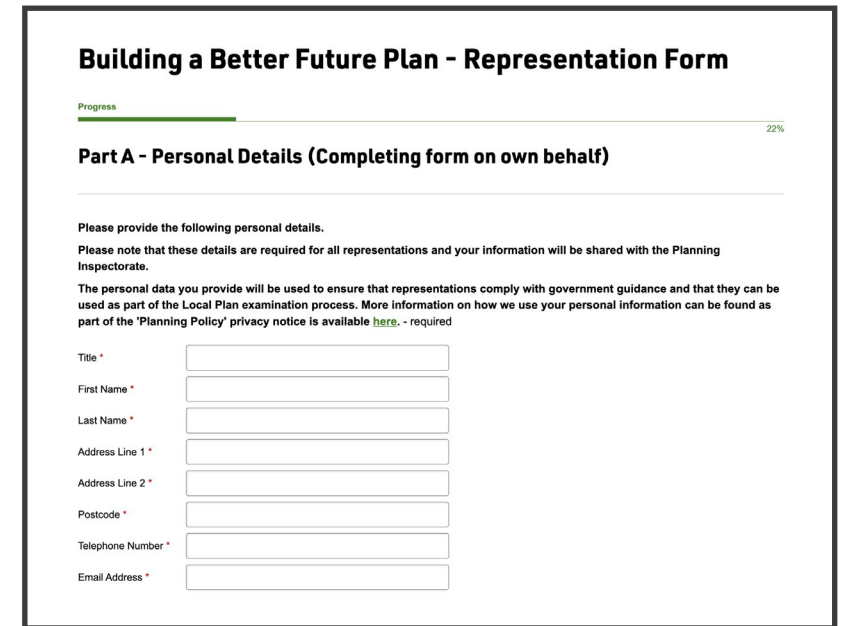
Part A - Personal Details

Please indicate whether you are completing this form yourself or if you are an agent completing this on behalf of a client - required

☒ I am completing this form myself

☐ I am an agent completing this form on behalf of a client

- Please select the first option to indicate you are completing the form yourself (unless you have appointed an agent to submit comments on your behalf).
- Please provide your contact details, including details of your organisation if you are responding on their behalf.



Building a Better Future Plan - Representation Form

Progress 22%

Part A - Personal Details (Completing form on own behalf)

Please provide the following personal details.

Please note that these details are required for all representations and your information will be shared with the Planning Inspectorate.

The personal data you provide will be used to ensure that representations comply with government guidance and that they can be used as part of the Local Plan examination process. More information on how we use your personal information can be found as part of the 'Planning Policy' privacy notice is available [here](#). - required

Title *

First Name *

Last Name *

Address Line 1 *

Address Line 2 *

Postcode *

Telephone Number *

Email Address *

- Personal information collected will be submitted to the Planning Inspectorate for the Council to fulfil its legal obligations, and for an effective examination to take place.
- There is more detail in the form and in our Privacy Notice which is available at:
www.havant.gov.uk/localplan.

PART B: YOUR REPRESENTATIONS

WHICH POLICY AND/OR ALLOCATION IN THE BUILDING A BETTER FUTURE PLAN DOES YOUR REPRESENTATION RELATE TO?

This section is important to understand your comments. The inspector will need to know exactly what your representation refers to.

If you wish to comment on more than one part of the plan and/or policies map, please note that you will need to submit a representation form for each.

If possible, please include a page and/or paragraph number. The Building a Better Future Plan can be found at: **www.havant.gov.uk/localplan**. The more specific you can be, the easier it will be for the inspector to locate the specific text you are referring to.

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Building a Better Future Plan - Representation Form

Progress

44%

Part B - Your representation(s)

Please complete this section of the form for each representation you wish to make on the Building a Better Future Plan.

Please note in your representation you should provide succinctly all the evidence and supporting information necessary to support your representation and your suggested modification(s). You should not assume that you will have a further opportunity to make submissions.

After this stage, further submissions may only be made if invited by the Inspector, based on the matters and issues he or she identifies for examination.

This form allows you to submit one representation on the Building a Better Future Plan. If you wish to submit a representation on a separate part of the Plan, please complete this form in its entirety and then start a new form for your separate representation.

Which part of the Building a Better Future Plan does your representation relate to?

Please provide as much detail as possible.

If you wish to make a change to the Policies Map, please comment on the corresponding policy, and explain what change you would wish to make. If you would be helpful if you could show this in visual form

A full list of policies and allocations can be found in the contents page(s) of the Publication Plan - [you can access this document here](#). - required

Policy Number

Allocation Number

Paragraph Number

Page Number

Do you consider the Local Plan is
Legally compliant Yes / No
Sound Yes / No

Legal compliance is ultimately about how the council has prepared the plan. If your comment is about what the plan says, then your comment is likely to be related to whether the plan is sound.



WHAT IS SOUNDNESS?

Soundness relates to four specific criteria that are set out in *paragraph 36 the National Planning Policy Framework*. These are:

- a) positively prepared** – providing a strategy which, as a minimum, 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
- b) justified** – an appropriate strategy, taking into account the reasonable alternatives and based on proportionate evidence
- c) 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
- d) consistent with national policy** – enabling the delivery of sustainable development in accordance with the policies in this framework and other statements of national planning policy, where relevant.

WHAT IS LEGAL COMPLIANCE?

A plan is considered legally compliant when it has been prepared in line with the law such as the *Planning and Compulsory Purchase Act 2004* and the *Town and Country Planning (Local Planning) (England) Regulations 2012*.

KEY LEGAL COMPLIANCE CONSIDERATIONS INCLUDE:

- Has the Council prepared the Local Plan in accordance with the Local Development Scheme (LDS)? This can be found at: **<https://www.havant.gov.uk/planning-services/planning-policy/local-plan/local-development-scheme-lds>**
- Has the consultation been carried out in accordance with the council's Statement of Community Involvement? This can be found at: **<https://www.havant.gov.uk/planning-services/planning-policy/statement-community-involvement-sci>**
- Have the Sustainability Appraisal and Habitats Regulations Assessment been carried out correctly, and have they sufficiently informed the Local Plan? These can be found at: **<https://www.havant.gov.uk/planning-services/planning-policy/local-plan/local-plan-evidence-studies-and-strategies>**



The Statement of Community Involvement (SCI) sets out how we involve stakeholders and communities in planning decisions, including through the preparation of Local Plans. The Local Plan needs to be prepared in accordance with an up-to-date SCI.



The Sustainability Appraisal and Habitats Regulations Assessment are important appraisal documents and consider the potential impacts of the Local Plan on a range of matters and are an essential part of the process. These documents can be viewed here: **<https://www.havant.gov.uk/planning-services/planning-policy/local-plan/local-plan-evidence-studies-and-strategies>**

LEGAL COMPLIANCE AND SOUNDNESS

Please summarise your views here, being as specific and concise as possible in your response.

Do you consider the Local Plan is ... (Please select as appropriate) - required	Yes	No
Legally compliant *	☐	☐
Sound *	☐	☐

Please give details of why you consider the Building a Better Plan is not legally compliant or is unsound. Please be as precise as possible.

If you wish to support the legal compliance or soundness of the Local Plan, please also use this box to set out your comments.

You can explain what you would want addressed in the next question.

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 above.

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.

Having outlined your reasons, please set out what changes are required to make the Local Plan legally compliant or sound. Should you wish to appear at the examination hearings, you must set out what changes or actions are needed. However, it is the inspector's choice as to who is invited to appear at the hearings.

This section of the form includes an option to upload any documents that you wish to upload your representation.

Please note that there is a maximum file size of 50MB and you can upload a maximum of 10 files to include with your form.

If you wish to upload any documents to support your representation, please do so below.

Please note that there is a maximum file size of 50MB and you can upload a maximum of 10 files to include with your form.

Choose File

EXAMINATION HEARING SESSIONS

Examination Hearing Session Invitation

If your representation / representations are seeking a modification to the plan, do you consider it necessary to participate in examination hearing session(s)?

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

No details on the examination hearing session(s) have yet been determined and will be made available upon the submission of the Building a Better Future Plan to the Planning Inspectorate. - required

- ☐ Yes, I wish to participate in examination hearing session(s)
- ☐ No, I do not wish to participate in examination hearing session(s)

Please indicate your preference here. If you choose yes, please make sure you have set out what changes and/or what actions are required to make the Local Plan legally compliant and/or sound in the previous questions.

Please be aware that your comments within this form will carry the same weight as any evidence presented at the examination hearings. It is the inspector's choice as to who is invited to appear at the hearings.

Examination Hearing Session Invitation (2)

You indicated that you wish to participate in the examination hearing session(s). Please outline why you consider this to be necessary.

Please note the Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate in examination hearing session(s). You may be asked to confirm your wish to participate when the Inspector has identified the matters and issues for examination.

This is your opportunity to explain what benefit your attendance at the examination will have. As your comments within this form will carry the same weight as any evidence presented at the examination hearings – please explain why it is necessary for you to appear at the hearings as opposed to simply submitting your written representations.

Please note there is no guarantee you will be invited to the examination. The inspector will decide who they wish to invite to each session.

FUTURE NOTIFICATION

Future Notification

Do you wish to be notified of any of the following milestones in the Building a Better Future Plan process?

These milestones include:

- The Local Plan has been submitted for examination
- The publication on the Inspector's Report
- The adoption of the Local Plan

If you indicate that you wish to be notified, the email address you provided in Part A of the form will be used by the Council to notify you of these milestones.

- ☐ Yes, I wish to be notified
- ☐ No, I do not wish to be notified

Havant Borough Council is committed to the transparency of the Local Plan process and ensuring stakeholders are kept up to date. We will contact you with the details that you provide in Section A if you have requested to be notified of the next stages in the Local Plan process.

This information will also have to be submitted to the Planning Inspectorate in order for us to fulfil our legal obligations and for an effective examination to take place. There is more detail in the form and in our Privacy Notice which is available at: www.havant.gov.uk/localplan.

Your details will be kept secure in line with the council's Privacy Notice and the Planning Policy Privacy Notice and used in a manner compliant with the General Data Protection Regulation. Further details can be found at: www.havant.gov.uk/privacy-policy.

Once you have finished completing the survey, please ensure you click '**Finish Survey**' before closing the window.





If you have question, please email the Planning Policy Team at:
policy.design@havant.gov.uk or by calling **023 9244 6539**

Havant Borough Council, Public Service Plaza,
Civic Centre Road, Havant PO9 2AX