

# How to submit your comments



A step-by-step guide to commenting  
on the Pre-Submission Local Plan



## There is a process to being heard...

The council is required to prepare and adopt a Local Plan which 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 2036.

The pre-submission Local 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.

**There is a set way for the public to comment.** As dictated by central Government, your comments must be made in a certain way. We have prepared a specific document to help you with this, which will be referred to here as "the form". **Only this form can be used.**

The form is available at [www.havant.gov.uk/localplan](http://www.havant.gov.uk/localplan). This guide help explains the jargon used in it, and how to provide the right details.

The Government inspector has access to all of the comments made at previous stages and our summary of them (called the Consultation Statement). However, if your comments relate to legal compliance or soundness and you want the Inspector to see them, we would advise that you respond to this consultation regardless of whether you have made the same comment previously.

## How do I complete this form?

Apart from the section asking you for your contact details, the submission form is broken into two key parts for you to complete. One section addresses any comments you may have about the legal compliance of the Local Plan. The other section addresses any comments you may have about the 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 on the plan's legal compliance and soundness. 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: CONTACT DETAILS

Please provide your contact details and those of your agent (if appointed).

Contact name	Dr Alex Smith
Organisation	
Email	das@mydomain.com
Phone	01234 567890
Address	4 Eastfield Road, Bedhampton
Postcode	PO9 1AB

Agent name <small>(if applicable)</small>	N/A
Organisation	
Email	
Phone	
Address	
Postcode	



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## PART A: CONTACT DETAILS

Please provide your contact details, including details of your organisation if you are responding on their behalf.

Unless you have appointed an agent to submit comments on your behalf, you do not need to complete the second section.

Personal information collected will be submitted to the Planning Inspectorate in order 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](http://www.havant.gov.uk/localplan).



## PART B: YOUR REPRESENTATION

### Legal Compliance:

1: Which part of the Local Plan are you commenting on?

Policy number	<input type="text" value="H21"/>	Evidence Base Study <input type="text" value="Strategic Housing Land Availability Assessment"/>
Paragraph number	<input type="text" value="6.101"/>	
Page number	<input type="text" value="77"/>	

2: Do you consider the Local Plan has been prepared in line with legal and procedural requirements?

Please see guidance notes.

Yes	<input type="text"/>	No	<input type="text"/>
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## PART B: YOUR REPRESENTATION

### LEGAL COMPLIANCE:

## 1: WHICH PART OF THE LOCAL PLAN ARE YOU COMMENTING ON?

By completing this section, we can best understand your comments. The inspector will need to know exactly what part of the plan you are referring to as it is a large document and is informed by many evidence base studies. The Local Plan document can be found at [www.havant.gov.uk/localplan](http://www.havant.gov.uk/localplan) – please quote the policy number (e.g. H21), the paragraph number (e.g. 6.101) and the page number as applicable. The more specific you can be, the easier it will be for the inspector to locate the specific text that you are referring to.

If you have comments regarding the evidence used to support the Local Plan, please list this in the Evidence Base Study section. There are also regulatory assessments such as the Sustainability Appraisal and Habitat Regulations Assessment which you may wish to refer to in this section. Please refer to these regulatory assessments in the evidence base study section.

The council's Local Plan evidence base can be found at [www.havant.gov.uk/localplan/evidence-base](http://www.havant.gov.uk/localplan/evidence-base)

If you wish to comment on more than one part of the plan or evidence base study, please note that you will need to **submit a separate comment form for each.**



## PART B: YOUR REPRESENTATION

### Legal Compliance:

1: Which part of the Local Plan are you commenting on?

Policy number	<input type="text"/>	Evidence Base Study
Paragraph number	<input type="text"/>	<input type="text"/>
Page number	<input type="text"/>	

2: Do you consider the Local Plan has been prepared in line with legal and procedural requirements?

Please see guidance notes.

Yes	<input type="text"/>	No	<input checked="" type="text"/>
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## 2: DO YOU CONSIDER THE LOCAL PLAN HAS BEEN PREPARED IN LINE WITH LEGAL AND PROCEDURAL REQUIREMENTS?

A plan is considered legally compliant when it has been prepared in line with the law.

### Key considerations include:

- Has the council duly engaged and cooperated with neighbouring authorities and other relevant bodies to address strategic issues under the 'duty-to-cooperate'?  
*See paragraphs 24 to 27 of the National Planning Policy Framework, downloadable from [www.gov.uk](http://www.gov.uk)*
- Has the consultation been carried out in accordance with the council's Statement of Community Involvement?  
*This can be found at [www.havant.gov.uk/statement-of-community-involvement](http://www.havant.gov.uk/statement-of-community-involvement)*
- Have the Sustainability Appraisal, Habitats Regulations Assessment and Integrated Impact Assessment been carried out correctly, and have they sufficiently informed the Local Plan?  
*All downloadable from [www.havant.gov.uk/localplan](http://www.havant.gov.uk/localplan)*

Legal compliance is ultimately about how we have prepared the Local Plan. If your comment is about what the plan says, then it is likely to be related to soundness and not legal compliance.



**3:** Please give the reason(s) why you do or do not consider the Local Plan document to have been prepared in line with legal and procedural requirements?

Please be as specific and concise as possible in your response.

*I believe that paragraph 6.101 of the Pre-Submission Local Plan does not duly reference or acknowledge the data captured by the Strategic Housing Land Availability Assessment (SHLAA).*

*Therefore, I believe the document fails to:*

*1: Acknowledge the findings of the SHLAA – specifically the sites identified for housing in table 4.1 of the document. The Pre-Submission Local Plan lists 13 locations as Developable Housing Sites not recognised by the SHLAA.*

*A list of the 13 locations is attached and listed in Part C of this form.*

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### 3: PLEASE GIVE THE REASON(S) WHY YOU DO OR DO NOT CONSIDER THE LOCAL PLAN DOCUMENT TO HAVE BEEN PREPARED IN LINE WITH LEGAL AND PROCEDURAL REQUIREMENTS?

Please summarise your reasons here based on the guidance listed with question two. Please be as specific and concise as possible in your response. You can explain what you would want addressed or changed in the next section.

Please note the available space for typed content. You may wish to draft your comment into a word processing document and then cut and paste into the form. Please be as specific and concise as possible in your response, but don't forget you can refer to supporting documentation which you can include with this submission in **Part C**.



**4:** Please explain what changes or actions are needed to make the Local Plan legally compliant.  
Please suggest revised wording of any policy or text.

*The Pre-Submission Local Plan needs to remove the 13 locations listed but not referenced in the supporting SHLAA.*

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## 4: PLEASE EXPLAIN WHAT CHANGES OR ACTIONS ARE NEEDED TO MAKE THE LOCAL PLAN LEGALLY COMPLIANT.

Having outlined your reasons in question 3, this section provides the opportunity for you to set out what changes or actions are required to make the Local Plan legally compliant.

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.



## Soundness:

5: Which part of the Local Plan are you commenting on?

<b>Policy number</b>	N/A	<b>Evidence base study</b>  Transport Assessment
<b>Paragraph number</b>	6.101	
<b>Page number</b>	77	

6: Do you consider the Local Plan is sound in terms of being:

	Yes	No
<b>Justified</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Effective</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Positively prepared</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Consistent with National Policy</b>	<input type="checkbox"/>	<input type="checkbox"/>



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## SOUNDNESS:

### 5: WHICH PART OF THE LOCAL PLAN ARE YOU COMMENTING ON?

By completing this section, we can best understand your comments. The inspector will need to know exactly what part of the plan you are referring to as it is a large document and is informed by many evidence base studies. The Local Plan document can be found at [www.havant.gov.uk/localplan](http://www.havant.gov.uk/localplan) – please quote the policy number (e.g. H21), the paragraph number (e.g. 6.101) and the **page number** as applicable. The more specific you can be, the easier it will be for the inspector to locate the specific text that you are referring to.

If you have comments regarding the evidence used to support the Local Plan, please list this in the Evidence Base Study section. There are also numerous regulatory assessments such as the Sustainability Appraisal and Habitat Regulations Assessment which you may wish to refer to in this section. Please refer to these regulatory assessments in the evidence base study section. *The council's Local Plan evidence base can be found at [www.havant.gov.uk/localplan/evidence-base](http://www.havant.gov.uk/localplan/evidence-base)*

If you wish to comment on more than one part of the plan or evidence base study, **please note** that you will need to submit a separate comment form for each.



## Soundness:

5: Which part of the Local Plan are you commenting on?

Policy number	<input type="text"/>	Evidence base study <input type="text"/>
Paragraph number	<input type="text"/>	
Page number	<input type="text"/>	

6: Do you consider the Local Plan is sound in terms of being:

	Yes	No
Justified	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effective	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Positively prepared	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consistent with National Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>



## 6: DO YOU CONSIDER THE LOCAL PLAN IS SOUND IN TERMS OF BEING:

The definition of soundness is that it **meets four specific criteria** that are set out in the National Planning Policy Framework. These are:

- **Justified:** Is the Local Plan an appropriate development strategy, based on a proportionate, logical and credible evidence base?
- **Effective:** Can the Local Plan deliver what it sets out to do, and with the agreement of our neighbouring authorities?
- **Positively prepared:** Will the Local Plan meet the area's objectively assessed needs as a minimum, and show that homes, jobs, services, and infrastructure can be sustainably delivered?
- **Consistent with National Policy:** Is the Local Plan in line with the National Planning Policy Framework?

Please choose **yes** or **no** to highlight your views for each soundness criteria.



**7:** Please give the reason(s) why you do or do not consider the Local Plan document to be sound.  
Please be as specific and concise as possible in your response.

*I believe that paragraph 6.101 of the Pre-Submission Local Plan disregards the findings of the Transport Assessment (TA).*

*The document fails to recognise the expected increase in traffic in the borough. As highlighted in section 6.9 of the TA, traffic volumes in Leigh Park are expected to rise 11% by 2036 without any further development.*

*Paragraph 6.101 of the Pre-Submission Local Plan incorrectly states the capacity of the road network in Leigh Park to support new housing – it does not consider the baseline predicted increase in traffic volumes.*

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## 7: PLEASE GIVE THE REASON(S) WHY YOU DO OR DO NOT CONSIDER THE LOCAL PLAN DOCUMENT TO BE SOUND.

Please summarise your reasons here based on the guidance listed within question six. Please be as **specific and concise** as possible in your response. You can explain what you would want addressed or changed in the next section.

**Don't forget** you can refer to supporting documentation which you can include with this submission.



**8:** Please explain what changes are needed to make the Local Plan sound.

Please suggest revised wording of any policy or text.

*The Pre-Submission Local Plan needs to re-calculate the capacity of the road network in Leigh Park, acknowledging the baseline increase identified by the TA.*

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## 8: PLEASE EXPLAIN WHAT CHANGES ARE NEEDED TO MAKE THE LOCAL PLAN SOUND.

Having outlined your reasons in question 7, this section provides the opportunity for you to set out **what changes** are required to make the Local Plan 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.



**9:** If you are seeking a change to the plan, would you like to appear at the examination hearings?

Yes

No

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.

**10:** If you wish to appear before the inspector at the examination hearings, please explain why this is necessary.

*It is necessary to participate because....*

**11:** Do you wish to be notified of the following:

- The Local Plan has been submitted for examination
- The appointment of an independent examiner
- The adoption of the Local Plan

Yes

No

**12:** Please confirm the date that this form was completed.

Date

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## 9: IF YOU ARE SEEKING A CHANGE TO THE PLAN, WOULD YOU LIKE TO APPEAR AT THE EXAMINATION HEARINGS?

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 sections four and eight as applicable.

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.

## 10: IF YOU WISH TO APPEAR BEFORE THE INSPECTOR AT THE EXAMINATION HEARINGS, PLEASE EXPLAIN WHY THIS IS NECESSARY.

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.



**9:** If you are seeking a change to the plan, would you like to appear at the examination hearings?

Yes

No

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.

**10:** If you wish to appear before the inspector at the examination hearings, please explain why this is necessary.

**11:** Do you wish to be notified of the following:

- The Local Plan has been submitted for examination
- The appointment of an independent examiner
- The adoption of the Local Plan

Yes

No

**12:** Please confirm the date that this form was completed.

Date

12. 02. 2019

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## 11: DO YOU WISH TO BE NOTIFIED OF THE FOLLOWING:

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 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](http://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](http://www.havant.gov.uk/privacy-policy).*

## 12: PLEASE CONFIRM THE DATE THAT THIS FORM WAS COMPLETED

We will require confirmation of when the form was completed and submitted to the council.



## PART C: SUPPORTING DOCUMENTS

Please list any supporting documents that you are submitting with this form.

*One document in Word format:*

*Title: Alex-Smith-Supporting.doc*

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## PART C: SUPPORTING DOCUMENTS

Please clearly list all supporting documentation included with your submission, so the inspector can confirm they have all materials relating to your submission. Any documents that you are submitting should **clearly relate to your comments** and be **clearly referenced in your answers above**.



Please email the completed document to **policy.design@havant.gov.uk**  
A hand-completed form can be returned to the address below.

Where applicable, please indicate any supporting documents you are submitting alongside your comments in Part C.

The Planning Policy Team can be contacted on **023 9244 6539** with any queries you may have.

The closing date for completed forms is **5pm on Monday 18 March 2019**.

**Planning Policy Team**

**E: [policy.design@havant.gov.uk](mailto:policy.design@havant.gov.uk)**

**T: 023 9244 6539**

**Public Service Plaza, Civic Centre Road, Havant, Hampshire, PO9 2AX**