

GUIDANCE NOTE to accompany the publication of Final Draft Watford Local Plan 2018-2036

Please read these guidance notes before completing your response.

Watford Borough Council has published a Final Draft Watford Local Plan for consultation from **11.59am 18 January until 11.59pm 18 March 2021**.

If you wish to comment this can be done using our online consultation portal:

<https://watford.oc2.uk/>

Alternatively forms can be downloaded for email or hard copy submission at:

<https://www.watfordlocalplan.co.uk/final-draft-consultation> under the representation form heading.

If you require a hard copy form, need assistance in completing your representation, or have any other questions, please contact the Planning Policy Team by email at strategy@watford.gov.uk or by phone on 01923 268263.

We would encourage consultees to make their representations via our online consultation platform as this will enable the Council to deal with your representations in a more efficient way and will assist the examination process.

Please note that it is not possible for representations to be considered anonymously. All consultees must ensure that **personal details are completed in full**, as this is a legal requirement. Failure to do so will result in your representation not being accepted. Organisations must nominate a representative to fill out the account details. Personal details will be kept confidential in line with the GDPR guidelines.

The Plan has been published in order for representations to be made prior to submission of the documents to the Planning Inspectorate for independent examination. All of the accepted formal representations received during this stage will be submitted to, and considered by, the appointed independent planning inspector at the public examination of the Plan. **By making a representation you are agreeing to your response being published.** The process is likely to include public hearings. The inspector will determine the most appropriate procedure to adopt to hear those who choose to participate at this stage.

The purpose of this stage of the Plan and subsequent examination is to consider whether the Plan complies with the legal requirements, the Duty to Co-operate, and whether it is legally sound. Explanatory text is provided in this document and further guidance can be found on our website.

Everyone who submits a representation will be added to the relevant consultation database (if not already included) so that we can keep you up to date with the Plan. If you do **not** wish to be contacted in this way, please state this clearly on the form or opt out on the online portal.

If an agent or consultant has been engaged to act on your behalf, please fill in both sets of details in full when registering online or on your form. Correspondence will be sent to the agent. If you are a landowner with an agent acting on your behalf, please ensure that your agent knows the site name and site reference number.

Local Plan Consultation

This final draft Local Plan reflects the responses the council received from residents, the business community and other organisations during the first two stages of consultation in 2018 and 2019. At this stage representations are invited on the legal compliance and ‘soundness’ of the document, comments can be made on the interactive document or using the Representation Form, both available at www.watfordlocalplan.co.uk

| <u>LEGAL COMPLIANCE</u> | <u>SOUNDNESS</u> |
|---|--|
| Community engagement should have been sought in line with the Statement of Community Involvement | 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; |
| The Plan should have been informed and accompanied by a Sustainability Appraisal and Habitat Regulations Assessment | Justified – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence; |
| The Plan should be informed and supported by a credible evidence base | 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 |
| The Council should have worked collaboratively with neighbouring authorities and other prescribed bodies on strategic matters, known as the Duty to Cooperate | Consistent with national policy – enabling the delivery of sustainable development in accordance with the policies in this Framework. |
| 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 | |

Completing the Representation Form: General advice

Please specify which part of the plan you are responding to and use one form per submission. Whether making your representations online, by email or by hard copies, please ensure that you include the section or policy number of the Plan that your representations relate to. If you wish

to make a representation seeking a modification to the final draft Watford Local Plan, or part of the draft Plan, you should set out clearly in what way you consider the draft Plan, or part of, is legally non-compliant or unsound, having regard as appropriate to the soundness criteria set out in the Response Form. Your representation should be supported by evidence wherever possible. It will be helpful if you also say precisely how you think the draft Plan should be modified.

You should provide succinctly all the evidence and supporting information necessary to support your representation and your suggested modification. You should not assume that you will have a further opportunity to make submissions. Any further submissions after the draft Plan has been submitted for examination may only be made if invited by the Inspector, based on the matters and issues he or she identifies.

Where groups or individuals share a common view on the draft Plan, it would be very helpful if they would make a single representation which represents that view, rather a large number of separate representations repeating the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised.

Please consider carefully how you would like your representation to be dealt with in the examination: whether you are content to rely on your written representation, or whether you wish to take part in hearing session(s). You can indicate your preference by completing the Response Form or completing the online consultation document. Only representors who are seeking a change to the draft Plan have a right to be heard at the hearing session(s), if they so request. In considering this, please note that written and oral representations carry the same weight and will be given equal consideration in the examination process.

[Instructions to provide comments using the interactive consultation document and submit your response online.](#)

We would encourage consultees to make their representations via our online consultation platform as this will enable the Council to deal with your representations in a more efficient way and will assist the examination process. Visit our online consultation portal at <https://watford.oc2.uk/>

To provide comments you will need to register with the system, this is a Government requirement for your comments to be considered further by a planning inspector who will examine the draft Plan. Address and contact details will be kept confidential in line with the council's GDPR policy.

The document has a table of contents that can be used to navigate between chapters. You do not have to comment on all the sections.

You can comment on a section or policy by clicking on the comment icon  next to the relevant heading. This will bring up the comment box:

0% complete

Please indicate if you support or object.

Please select one of the options below *

[Support](#) [Object](#) [Comment](#)

[Next >](#)

If you click 'support' or 'comment' then a box will appear for you to enter your comments, please note that you will be asked to provide a summary if you type more than 100 words. Click 'next' and you can attach supporting files or images to the representation.

29% complete

Your representation

Please outline your reasons below. Please note if you type more than 100 words, you will be asked to provide a summary. *

word count: 0

[Back](#) [Next >](#)

If you click 'object' then a box will appear asking for the grounds of your objection. Please note that clicking on the ⓘ icon provides further detail on legal compliance, soundness or the duty to co-operate. This is also provided at the end of this document.

14% complete

ⓘ Do you consider the plan to be legally compliant? *

[Yes](#) [No](#)

ⓘ Do you consider the plan to be sound? *

[Yes](#) [No](#)

ⓘ Does it comply with the duty to co-operate? *

[Yes](#) [No](#)

[Back](#) [Next >](#)

If you answer no to any of these and then press next a further box will ask for your detailed representation. You will be asked to provide a summary if you type more than 100 words. In addition you are required to detail what changes you think need to be made to the plan. Please try to be clear and concise as to what you would like this part of the plan to say.

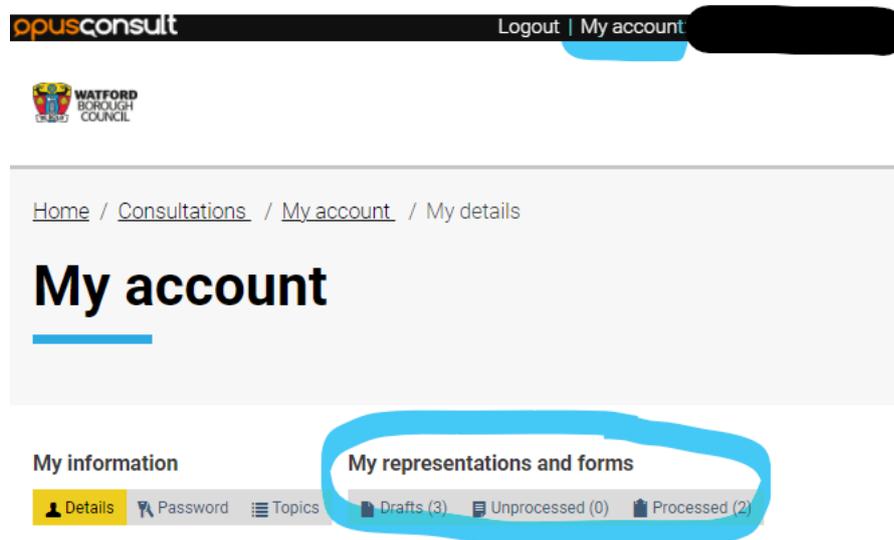
However you have responded to the first question (support, comment, object) you may attach up to 4 supporting files to your representation by clicking the add file icon  on the next page.

You will then be asked if you consider it necessary to participate in the examination hearing session(s), please state yes or no. If 'yes' you will be asked why you consider this necessary.

You will then be asked if you have previously raised the issue with Watford Borough Council, if yes, please provide details including dates. If no, please detail why not.

You will then be provided with a summary of your representation before submitting.

You will be able to review your representations in the 'my account' section:



For further help using the online portal please visit <https://watford.oc2.uk/instructions>

[Instructions to provide comments using the representation form.](#)

Alternatively forms can be downloaded for email or hard copy submission at <https://www.watfordlocalplan.co.uk/final-draft-consultation> under the representation form heading.

To provide comments you will need to complete Part A to provide your name and contact details, this is a Government requirement to enable your comments to be considered further by a planning inspector who will examine the draft Plan. Address and contact details will be kept confidential in line with the council's GDPR policy.

You will need to clearly set out which section or policy of the plan you are commenting on. Please complete a separate form for each section (you only need to provide your name and contact details for the first entry if all responses are submitted together).

Mark whether you support or object to the section, clearly state whether you think the section meets the tests of soundness and is legally compliant, and if you wish to participate at the examination. Do this by marking the appropriate boxes and providing written details in the text box provided. Please use additional sheets if required but it would be helpful to provide a

summary if you write over 100 words. Appropriate supporting evidence, documents or images can also be attached.

Response forms can be submitted via email to strategy@watford.gov.uk or by post to:

Planning Policy
Watford Borough Council
Town Hall
Hempstead Road
Watford
WD17 3EX