Royal Borough of Windsor & Maidenhead Submission Borough Local Plan (2013-2033)

STATEMENT OF REPRESENTATION PROCEDURE
AND STATEMENT OF FACT

Regulations 19 of the Town and Country Planning
(Local Planning) (England) Regulations 2012

Title of Documents

Subject matter and area covered
The Borough Local Plan 2013-2033 Submission Version covers the area of the Royal Borough of Windsor & Maidenhead. It sets out the broad spatial planning and policy framework for the Royal Borough up to 2033.

Statement of Availability for Inspection (Statement of Fact)

Period documents available for Inspection
Notice was originally given that the Borough Local Plan 2013-2033 Submission Version, along with supporting documents and copies of the representation form, would be available for a period of inspection from Friday 30 June 2017 to Friday 25 August. Following queries from residents and local residents groups, the Council has decided to extend the period for making Regulation 20 representations.

Representations about the Borough Local Plan 2013-2033 Submission Version are invited under Regulation 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The representation period will now run from Friday 30 June 2017 up to 5pm on Wednesday 27 September 2017, a period that exceeds 12 weeks. Only representations received within this period have a statutory right to be considered by the planning inspector appointed by the Secretary of State to carry out the examination of the Plan. Late submissions will not be accepted.

Places and times the documents can be viewed
The documents are available in the following locations:

Royal Borough of Windsor & Maidenhead website
https://www3.rbwm.gov.uk/blp

Royal Borough of Windsor & Maidenhead Council Offices
Town Hall, St Ives Road, Maidenhead, SL6 1RF during office hours
Windsor Library, Bachelors Acre, Windsor SL4 1ER (due to the closure of York House which is undergoing refurbishment). Windsor Library opening hours are Monday 9.00am-5pm, Tuesday 9.00am-7pm, Wednesday 9.00am-5pm, Thursday 9.00am-5pm, Friday 9.00am-7pm, Saturday 9.30am-5pm, Sunday 11am-2pm.
Libraries and Parish Offices
All local libraries and Parish Councils within the Royal Borough of Windsor & Maidenhead Local Planning Authority Area during normal opening hours. See our website for library opening hours: https://www3.rbwm.gov.uk/directory/7/find_a_library

Availability of paper copies
The following documents are available for inspection in paper copy at the Council Offices, libraries and parish offices:

- Borough Local Plan 2013-2033 Submission Version (June 2017)
- Policies Maps (June 2017)
- Sustainability Appraisal (May 2017)
- Habitats Regulation Assessment (June 2017)
- Legal Compliance Statement (May 2017)
- Statement of Consultation (May 2017)
- Statement of Representation Procedure and Statement of Fact

All supporting documents are available in paper copy at Maidenhead and Windsor libraries, or on request from the Planning Policy Team.

Representation Procedure

Time period for submitting representations
Representations about the Borough Local Plan 2013-2033 Submission Version are invited under Regulation 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The representation period will now run from Friday 30 June 2017 up to 5pm on Wednesday 27 September 2017, a period that exceeds 12 weeks. Only representations received within this period have a statutory right to be considered by the planning inspector appointed by the Secretary of State to carry out the examination of the Plan. Late submissions will not be accepted.

How to make representations
Representations should be submitted using our Representation Form which is available both electronically and in paper form. The electronic version is available from the Council’s website and can be downloaded from https://www3.rbwm.gov.uk/downloads/file/3209/borough_local_plan_submission_version_represntation_form_june_2017. Paper copies of the form can be obtained from the Council and Parish offices and from libraries, or by emailing blp@rbwm.gov.uk.

Where you have a number of comments relating to different part of the Plan or supporting documents you will need to submit a Representation Form for each comment. Please ensure the form clearly states which policy or paragraph number of the Local Plan you are commenting on. If your comments relate to supporting documents or the evidence base this should be made clear.

Representations during Regulation 19 can be made:

- Online through the consultation portal (http://consult.rbwm.gov.uk/portal/blp/blpr19/blpr19) where representations can be made against specific consultation points (e.g. chapters/maps etc.);
By emailing Planning Policy (blp@rbwm.gov.uk): a representation form (which is available to download from the website, or available in hard copy from libraries/parish councils), free text or a scanned written document;

By completing a representation form available from the libraries/parish councils and posting it to Planning Policy via the freepost address (FREEPOST RBWM PLANNING POLICY);

By sending letters to Planning Policy via the freepost address (FREEPOST RBWM PLANNING POLICY);

By calling the contact centre and asking them to record comments before sending these comments back to the resident for signing off and submitting.

**What will happen to your comments?**

All representations received will be submitted to the Secretary of State and considered as part of an independent examination by a Planning Inspector.

All comments received will be available for the public to view and cannot be treated as confidential.

Data will be processed and held in accordance with the Data Protection Act 1998.

For further information, please contact the Planning Policy Team on 01628 683800 or email blp@rbwm.gov.uk