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To: Chief Planning Officers (England)

Development Plans Examination – Amendment to Model Form for Representations on Development Plan Documents

It has become evident in conducting the first examinations of development plan documents (DPDs) that there is some misunderstanding about the opportunity to submit further evidence, following the making of representations on DPDs at submission stage. It is essential that representations at submission stage should include all the information, evidence and supporting information necessary to support/justify the representation and the suggested change.

Inspectors will not normally allow further representations based on the original representation unless he or she specifically requests further information on matters and issues identified for examination. To clarify this issue, the Planning Inspectorate has updated section 6 of the model form (and reflected this in the model note) provided to local planning authorities to use for submissions stage representations on DPDs (see section 2.4 of 'Development Plans Examination – A Guide to the Process of Assessing the Soundness of Development Plan Documents'). We have also made a number of other minor clarificatory changes.

The updated model form in Word and editable PDF version can be downloaded for your use at: http://www.planning-inspectorate.gov.uk/pins/appeals/local_dev/Soundness_of_DPD.htm#guidance

Similar amendments have been made to the model form and model note for making representation on Statements of Community Involvement, which can be downloaded at the same web address.

A hard copy of each revised form and note is enclosed, to place in your paper copies of the DPD and SCI guides.

Yours faithfully

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