

How to submit your comments

Why use the form?

- Using the attached form will help us deal quickly and effectively with your comments (called a representation).
- In order for a representation to be valid you are required to provide certain information. This form will help to ensure your representation is valid.
- You can photocopy the form, or obtain further copies from the contact details given overleaf.
- If you wish to suggest a new site (one which has not already been considered) you must also complete an **Alternative Development Site** form.

How to complete the form(s)

- **Please use a separate form for each representation.**
- Please identify **clearly** which document, proposal, paragraph, plan, map or diagram you are commenting on.
- Please state whether you **object to** or **support** the proposal and give the reasons why.
- Please write legibly and provide a contact telephone number in case we need to seek clarification.
- The comments form can be completed on-line or both the Comments form and Alternative Development Site form can be downloaded if you prefer: www.northnorfolk.org/ldf
- Please complete all sections of the form as outlined in the step by step guide below. If you require additional help please contact a member of staff on the telephone number given overleaf.

Step-by-step guide

①	If you are representing an organisation please state the full name of the organisation.
②	Please give the full name and address of the person making the representation. (If you are an Agent see section ③). Representations are only valid if your name and address are supplied.
③	If you are an agent representing a client, please complete this section as well as the name and address of the person you are representing (section ②)
④ a&b	a) Please select the document to which your representation relates b) The consultation document aims to gain comment on a number of 'Preferred options' but you can comment on any section of the document. However, it is important to be clear about which chapter, preferred option, paragraph, site or map you are commenting on. If you are unsure please give as much detail as possible including page number(s).
⑤	To enable us to deal with your representation quickly please indicate whether you are objecting , supporting or wishing to comment on the subject you have identified in section ④.
⑥	Please write a short summary of your representation. Please use section ⑦ to fully explain / add detail to your representation.
⑦	Please use this section to provide the details of the grounds on which your representation is made. If you wish to suggest an alternative site be considered you MUST also complete the ALTERNATIVE DEVELOPMENT SITE FORM and return it with the comments form.
⑧	Once the consultation period has finished the Core Strategy and Site Specific Proposals will be amended in light of the representations made. The amended documents are then submitted to Government Office. After submission you can make further representation. We will automatically let you know when we submit the document so that you can make comment if you wish. If you do not wish to know when this happens please tick the box.
⑨	By signing the form you are agreeing that your representation, name and address will be held on the Planning Policy database and will be published on-line and in reports/documents for public viewing.
⑩	Please date your submission but note only representations RECEIVED in the Planning Policy section between midday 25 September 2006 and midday 6 November 2006 will be considered - regardless of the date given on the form.

Submitting the form

Forms should be returned to the address below. Please note, **this is a Freepost service so no stamp is required**

FREEPOST RRAY-JSLS-TZTE
Planning Policy, North Norfolk District Council, Council Offices
Holt Road, Cromer. NR27 9EN

Alternatively you can complete and submit forms on-line. Follow the consultation links from www.northnorfolk.org/ldf

If you have required further information or additional forms please contact us on;



TEL: 01263 516318



FAX: 01263 516309



North Norfolk District
Council, Council Offices,
Holt Road, Cromer,
NR27 9EN



EMAIL:
planningpolicy@north-norfolk.gov.uk
WEB: www.northnorfolk.org

IMPORTANT POINTS TO NOTE

In order to be considered, **representations must be RECEIVED between midday 25 September and midday 6 November 2006.** Representations received before or after the dates given above will not be considered.

Representations made are deemed public property.
Your comments, (including your name) will be made available for public viewing on our website and in document or report form at the NNDC offices in Cromer.

What happens to your comments

- Your representation(s) will be acknowledged and given a reference number.
- All representations (including your name) will be available for public viewing on our website and on request at the Council Offices at Cromer.
- Your comments will be considered and will be used to develop our final policies.

NB: Representations made at this stage are not taken forward as representations to be considered by Government Office. We will let you know when we submit the final draft document should you wish to make further comment at that time.

All of the LDF Consultation documents can be made available in large print or other languages.

Please contact 01263 516321 to discuss your requirements.

LOCAL DEVELOPMENT FRAMEWORK



Comments Form for *supporting* or *objecting* to the Core Strategy or Site Specific Proposals Consultation Documents

Please read the notes on "How to submit your comments" before completing this form.
Please use a separate form for each representation.

Office Use only
REF No:

1 Organisation	
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2 YOU	3 YOUR AGENT (if applicable)
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:
E mail:	E mail:
Fax No:	Fax No:

4 a) Which document are you commenting on? (PLEASE TICK)		<i>CORE STRATEGY</i>
		<i>SITE SPECIFIC PROPOSALS</i>
b) To which part of the document does your representation relate?	<i>Chapter / Section / Proposal / Paragraph / Map / Diagram</i>	
5 Regarding the above, do you wish to	<i>SUPPORT / OBJECT / COMMENT</i> (circle/select as appropriate)	
6 Please give a SUMMARY of your representation. Use the space overleaf to provide the details of the grounds on which your representation is made.		

7 DETAILS

- Please provide details of the grounds on which your representation is made.
- Clearly indicate the changes or alternative approach you are seeking.
- Please attach additional sheets as necessary.

IF YOU ARE PROPOSING A 'NEW' SITE PLEASE REMEMBER TO ALSO COMPLETE THE **ALTERNATIVE DEVELOPMENT SITE FORM**.
ARE YOU ATTACHING ADDITIONAL SHEETS THAT RELATE TO THIS REPRESENTATION? YES / NO

8 We will notify all respondents when our final documents are submitted to Government Office.

If you **DO NOT** wish to be notified please tick the box.

9 Signed:

10 Date: