

**STATEMENT OF REPRESENTATION PROCEDURE  
AND AVAILABILITY OF DOCUMENTS  
CITY OF YORK COUNCIL  
THE TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND)  
REGULATIONS 2012 – REGULATION 19  
CITY OF YORK LOCAL PLAN - PUBLICATION**

### **Title of Document**

City of York Local Plan Publication Draft (February 2018)

### **Subject Matter and Area Covered**

City of York Council has prepared the Publication version of the Local Plan for submission to the Secretary of State for Communities and Local Government. The Local Plan Publication Draft sets out the broad spatial planning and policy framework for the City of York up to 2032/33 with the exception of the Green Belt boundaries which will endure up to 2037/38. It includes a long-term vision and strategic objectives, policies to guide development, and allocations for new homes, jobs, and open space.

### **Period of Publication for Representations**

Representations are invited on the City of York Local Plan Publication Draft for a period of 6 weeks, from Wednesday 21<sup>st</sup> February 2018 until Wednesday 4<sup>th</sup> April 2018 up until midnight. This statement provides details on how to make representations.

### **Statement of fact – How to view the documents**

During this public representations period, copies of the City of York Local Plan Publication Draft and other proposed submission documents listed below will be available to view on the council's consultation portal at [www.york.gov.uk/localplan](http://www.york.gov.uk/localplan) and will also be available for inspection at the following locations:

#### **Council Offices:**

City of York Council, West Offices, Station Rise, York (Mon – Fri 8.30 – 5.00, Sat & Sun closed)

#### **Libraries:**

**Acomb Explore library**, Front Street, Acomb ( Mon, Tues & Thu 9.00 – 7.30, Wed 9.00 – 2.00, Fri 9.00 – 5.00, Sat 9.00 – 3.00, Sun closed)

**Bishopthorpe Library**, Main Street, Bishopthorpe (Mon 2.00 – 7.00, Tue, closed, Wed & Thu 10.00- 12.30 & 2.00 – 5.00, Fri 2.00 – 5.00, Sat 10.00 – 12.30, Sun closed)

**Clifton Explore Library**, Rawcliffe Lane, Clifton (Mon 2.30 – 5.30, Tue, Wed & Fri 10.00 – 1.00 and 2.00 – 5.30, Thu 2.30 – 7.00, Sat 10.00 – 1.00, Sun closed)

**Copmanthorpe Library**, Village Centre, Main Street, Copmanthorpe (Mon 9.00 – 1.00 & 2.00 – 5.30, Tue 2.00 – 6.30, Wed & Sun closed, Thu & Sat 9.00 – 1.00, Fri 2.00 – 5.30)

**Dringhouses Library**, Tadcaster Road, Dringhouses (Mon 2.00 – 6.00, Tue & Thu 9.30 – 12.30 & 2.00 – 5.30, Wed closed, Fri 2.00 – 5.30, Sat 9.30 – 1.00, Sun closed)

**Dunnington Library**, The Reading Room, Church Street, Dunnington (Mon 10.00 – 1.30, Tue 2.00 – 5.30, Wed, Fri & Sun closed, Thu 2.00 – 5.00, Sat 9.00 – 12.00)

**Explore @ 30 Clarence Street**, 30 Clarence Street, York (Mon, Tue, Wed, Thu & Fri 10.00 – 3.30, Sat & Sun closed)

**Fulford Library**, St Oswald's CE School, Heslington Lane, Fulford (Mon, Wed & Sun closed, Tue, Thu & Fri 2.00 – 5.00, Sat 10.00 – 12.30)

**Huntington Library**, Garth Road, Huntington York (Mon, Tue, Thu & Fri 9.30 – 12.00 & 2.00 – 5.00, Wed & Sun closed, Sat 9.30 – 12.00)

**New Earswick Library**, Hawthorn Terrace, New Earswick ( Mon 9.00 – 12.30 & 1.00 – 5.00, Tue 9.00 – 12.30 & 2.00 – 4.00, Wed 2.00 – 5.00, Thu 1.30 – 5.00, Fri 9.00 – 12.30 & 1.30 – 5.00, Sat 10.00 – 12.00 Sun closed)

**Poppleton Library**, The Village, Upper Poppleton (Mon 10.00 – 12.30 & 2.00 – 5.00, Tue & Sun closed, Wed & Fri 10.00 – 12.30 & 2.00 – 5.00, Thu & Sat 10.00 – 12.30.)

**Rowntree Park Reading Cafe**, Rowntree Park Lodge, Richardson Street, York (Mon, Tue, Wed, Thu, Fri Sat & Sun 9.00 – 4.30)

**Strensall Library**, 19 The Village, Strensall (Mon & Fri 2.00 – 5.00, Tue 10.30 – 12.30 & 2.00 – 5.00, Wed & Sun closed, Thu 9.30 – 12.30 & 2.00 – 4.00, Sat 10.00 – 12.30)

**Tang Hall Explore Library**, Fifth Avenue, Tang Hall (mon 9.30 – 7.30, Tue, Thu & Fri 9.30 – 5.30, Wed & Sat 9.30 – 1.00, Sun closed) (Mobile library operates from this location)

**York Explore Library**, Library Square, York, YO1 7DS (Mon, Tue, Wed & Thu 9.00 – 8.00, Fri 10.00 – 6.00, Sat 9.00 – 5.00, Sun 11.00 – 4.00)

## Documents which are available to view are:

- City of York Local Plan Publication Draft (February 2018)
- City of York Local Plan Publication Draft Policies Maps (February 2018)
- Sustainability Appraisal incorporating Strategic Environmental Assessment (February 2018)

There are also a considerable number of supporting documents and evidence base reports which underpin the City of York Local Plan Publication Draft and these can be viewed on the consultation page at [www.york.gov.uk/consultation](http://www.york.gov.uk/consultation)

## Representations

Representations on the plan can be made throughout the representation period but must be made **before midnight on Wednesday 4<sup>th</sup> April 2018**. Please note that late representations cannot be accepted.

To structure your response in the way the inspector will consider comments at the public examination, the Planning Inspectorate has issued a standard form that is available to complete on the consultation portal [www.york.gov.uk/localplan](http://www.york.gov.uk/localplan)

Alternatively you can download or collect a comment form, (from the locations listed above), and return it to us by post to FREEPOST RTEG-TYYU-KLTZ, Local Plan, City of York Council, West Offices, Station Rise York YO1 6GA or email [localplan@york.gov.uk](mailto:localplan@york.gov.uk). All representations should include your name and postal address.

All individual representations received will be submitted to the Secretary of State together with a summary of the main issues raised during the representations period and considered as part of a public examination by an independent Planning Inspector. Representations at this stage should only be made on the legal and procedural compliance of the City of York Local Plan, the soundness of the City of York Local Plan and whether the City of York Local Plan is in conformity with the Duty to Cooperate. Please refer to the guidance on the comments form when preparing representations.

*Please note that representations made at this stage in the process cannot remain anonymous, but details will only be used in relation to the City of York Local Plan. Your response will be made available to view as part of the Examination process.*

### **Request for Notification:**

Representations at this stage may be accompanied by a request to be notified about:

- the submission of the local plan for independent examination;
- the publication of the recommendations of the inspector appointed to carry out the independent examination; and
- the adoption of the local Plan.

For further details, please contact the Strategic Planning Team on **01904 552255** or email [localplan@york.gov.uk](mailto:localplan@york.gov.uk)

### **How we will use your Personal Information**

We will only use the personal information you give us as part of your response in accordance with the Data Protection Act 1998 (and any successor legislation) to inform the Local Plan process.

We only ask for what personal information is necessary for the purposes set out in this privacy notice and we will protect it and make sure nobody has access to it who shouldn't.

City of York Council does not pass personal data to third parties for marketing, sales or any other commercial purposes without your prior explicit consent.

As part of the Local Plan process copies of representations made in response to this consultation including your personal information must be made available for public inspection and published on the Council's website; they cannot be treated as confidential or anonymous and will be available for inspection in full. Copies of all representations must also be provided to the Planning Inspectorate as part of the submission of the City of York Local Plan.<sup>1</sup>

### **Storing your information and contacting you in the future:**

The information you provide as part of your response will be stored on a database

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<sup>1</sup> Section 20(3) Planning & Compulsory Purchase Act 2004 Regulations 17,22, 35 & 36 Town and Country Planning (Local Planning) England) Regulations 2012

used solely in connection with the Local Plan. If you have previously responded as part of the consultation on the York Local Plan (previously Local Development Framework prior to 2012), your details are already held on the database. This information is required to be stored by the Council as it must be submitted to the Planning Inspectorate to comply with the law.<sup>1</sup> The Council must also notify those on the database at certain stages of plan preparation under the Regulations.<sup>2</sup>

## **Retention of Information**

We will only keep your personal information for as long as is necessary and when we no longer have a need to keep it, we will delete or destroy it securely. The Local Planning Authority is required to retain your information during the plan making process. The information you submit relating to the Local Plan can only cease to be made available 6 weeks after the date of the formal adoption of the Plan.<sup>3</sup>

## **Your rights**

To find out about your rights under the Data Protection Act 1998 (and any successor legislation), you can go to the Information Commissioners Office (ICO)

<https://ico.org.uk/for-the-public/>

If you have any questions about this Privacy Notice, your rights, or if you have a complaint about how your information has been used or how long we have kept it for, please contact the Customer Feedback Team at [haveyoursay@york.gov.uk](mailto:haveyoursay@york.gov.uk) or on [01904 554145](tel:01904554145)

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<sup>2</sup> Regulation 19 Town and Country Planning (Local Planning) England) Regulations 2012

<sup>3</sup> Regulation 35 Town and Country Planning (Local Planning) England) Regulations 2012