

**STATEMENT OF REPRESENTATION PROCEDURE AND AVAILABILITY OF DOCUMENTS  
CITY OF YORK**

**COMMUNITY INFRASTRUCTURE LEVY (CIL) DRAFT CHARGING SCHEDULE FEBRUARY  
2023**

**In accordance with Regulation 16 of the Community Infrastructure Levy (CIL) Regulations  
2010 (as amended)**

**Title of Document**

City of York Local Plan Community Infrastructure Levy Draft Charging Schedule Consultation (February 2023).

**Subject Matter and Area Covered**

City of York Council intends to submit a CIL Draft Charging Schedule for public examination, under Section 212 of the Planning Act 2008 (as amended by Section 114 of the Localism Act 2011).

In accordance with the Community Infrastructure Levy Regulations 2010 (as amended), the Council is undertaking a public consultation on the Draft Charging Schedule and associated evidence base.

**Period of Publication for Representations**

Representations are invited on the City of York CIL Draft Charging Schedule Consultation for a period of 6 weeks from 13<sup>th</sup> February 2023 until midnight on 27<sup>th</sup> March 2023. This statement provides details on how to make representations.

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

During the public consultation period, copies of the main documents associated with the City of York CIL Draft Charging Schedule consultation will be available to view:

- On the Council's website at <https://www.york.gov.uk/consultations>
- At the Council's West Offices, Station Rise, York (Mon-Fri 9:00-17:00, Sat and Sun closed)

Documents are also available to view electronically via the city's libraries and Explore centres. Current opening times are available to view on the Explore York webpage <https://explore.york.org.uk/libraries/>

Members of the library can book computer sessions up to a week in advance and you can use the booking webpage (<https://pcbookings.explore.york.org.uk/>) to book a session. You will need your library card number and PIN to log in. Alternatively, you can book by speaking to library staff at any of the open branches. For more information on accessing or booking a computer at a library, and for up-to-date opening times, please see: <https://explore.york.org.uk/digital/computers-and-wifi-in-libraries/>

## Documents which are available to view:

The following documents are available as part of this consultation:

- City of York Community Infrastructure Levy Draft Charging Schedule
- City of York CIL Viability Study December 2022
- Infrastructure Funding Gap Assessment December 2022

The following documents are available for information only and do not form part of the CIL consultation:

- CIL Mapping
- CIL Consultation Information Booklet

## Representations

Representations on the CIL Draft Charging Schedule and evidence base can be made throughout the representation period but must be made before midnight on 27<sup>th</sup> March 2023. Please note that late representations cannot be accepted.

Representations can be made in writing or by electronic communication. You can comment on the consultation:

- via our online survey at <https://www.york.gov.uk/consultations>
- by requesting a response form. Contact the Strategic Planning Policy Team at email: [localplan@york.gov.uk](mailto:localplan@york.gov.uk) or telephone: (01904) 552255. The response form can be returned by:
  - email to [localplan@york.gov.uk](mailto:localplan@york.gov.uk) with the subject line 'Draft CIL Charging Schedule Consultation'
  - post to: FREEPOST RTEG-TYYU-KLTZ, Strategic Planning Policy, West Offices, Station Rise, York, YO1 6GA

All representations should include your name and postal address. All individual representations received will be provided to the independent examiner together with a summary of the main issues raised during the consultation period.

## Request for Notification

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

- submission of the CIL Draft Charging Schedule to the examiner in accordance with Section 212 of the Planning Act 2008;
- the publication of the recommendations of the examiner and the reasons for those recommendations; and
- the adoption of the charging schedule by the charging authority.

The Draft CIL Charging Schedule must undergo a public Examination by an independent person before the council can formally approve it. In accordance with Regulation 21 of the CIL Regulations 2010, anyone who has submitted a response to the consultation has a right to request to be heard by the examiner. The online form/comment form asks respondents to indicate whether or not they wish to be heard by the Examiner.

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

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

We will collect information such as

- Your name
- Your comments on the consultation material
- Your contact details
- Organisation name, address, and email

The Council is undertaking public consultation to support progress towards adoption of the CIL Draft Charging Schedule, and the examination of the Draft Charging Schedule and evidence base, which will ensure the Council meets its statutory requirements.

The information we collect from the survey will be included in presentations, statistics, and reports such as to the independent examiner as part of their process in assessing the CIL Draft Charging Schedule.

We will ask for your consent to contact you about CIL or if you have requested to be notified of the submission of the CIL Draft Charging Schedule for examination, the publication of the Inspectors' recommendations and the adoption of CIL. You can withdraw your consent at any time by contacting [localplan@york.gov.uk](mailto:localplan@york.gov.uk).

Please read our Privacy Notice to find out more about how we protect your personal information.