

**STATEMENT OF REPRESENTATION PROCEDURE AND AVAILABILITY OF DOCUMENTS
THE TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND)
REGULATIONS 2012 – REGULATION 19, 20 and 35**

**CITY OF YORK LOCAL PLAN CONSULTATION ON PROPOSED MODIFICATIONS TO POLICY
H5 ‘GYPSIES AND TRAVELLERS’**

Title of Document

City of York Local Plan Consultation on proposed modifications to policy H5 ‘Gypsies and Travellers’.

Subject Matter and Area Covered

As part of the ongoing examination of the City of York Local Plan, and following the further examination hearing held in March this year, and the Inspectors’ letter of 7 May 2024 giving their views on the issues considered at that hearing [[EX/INS/50](#)], further changes are proposed to Policy H5 (Gypsies and Travellers) to bring the Plan into line with national policy and, following the Inspectors’ recommendations, for the Local Plan to be found ‘sound’.

Period of Publication for Representations

Representations are invited on the City of York Local Plan Consultation on proposed modifications to policy H5 ‘Gypsies and Travellers’ from 18th July, for a period of 6 weeks, until midnight on 30 August 2024. This statement provides details on how to make representations.

Statement of arrangements – How to view the documents

During the public consultation period, copies of the main documents associated with the City of York Local Plan Consultation on proposed modifications to policy H5 ‘Gypsies and Travellers’ will be available to view:

- On the Council’s website at <https://www.york.gov.uk/LocalPlanConsultation2024>
- By appointment at the Council’s West Offices, Station Rise, York (Mon-Fri 9:00-17:00, Sat and Sun closed). Please contact the Strategic Planning Team at localplan@york.gov.uk or (01904) 552255 to make arrangements.

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

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/signup/Logon.asp>) 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:

- Schedule of Proposed Main Modifications to Policy H5 (May 2024)
- Sustainability Appraisal addendum

- Habitats Regulation Assessment addendum

An Equalities Impact Assessment will also be available as supporting information.

Representations

Representations can be made throughout the representation period but must be made between 18th July and midnight on 30 August 2024. 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 Team at email: localplan@york.gov.uk or telephone: (01904) 552255. The response form can be returned by:
 - email to localplan@york.gov.uk with the subject line 'Draft Local Plan MM 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 Planning Inspectors and considered as part of the Local Plan examination. The purpose of the Examination is to consider whether the Local Plan complies with relevant legal requirements for producing Local Plans, including the Duty to Cooperate, and meets the national tests of 'soundness' for Local Plans set out in the National Planning Policy Framework (NPPF). Therefore, representations submitted at this stage must only be made on these grounds and, where relevant, be supported with evidence to demonstrate why these tests have not been met.

Please refer to the Guidance Note when preparing representations.

Request for Notification

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

- the publication of the recommendations of the Inspectors appointed to carry out the independent examination; and
- the adoption of the local Plan.

For further details, please contact Strategic Planning Team on (01904) 552255 or email localplan@york.gov.uk

How we will use your Personal Data

We will collect information

- When you complete forms either electronically or a paper copy
- By post, email and phone conversations as appropriate

We will use the information you give us to support progress towards adoption and examination of the Local Plan.

As part of the Local Plan process, the Council needs to make information available for public inspection, which we do by publishing on our website and also making paper copies available on request. We will only make available or publish the information we have to do to meet our legal obligations. This includes:

- Your name, or the name of the Organisation you represent.
- Your ID number (if provided)
- Your comments/representations

We are also required by law to share information with the Planning Inspectorate. This includes:

- Your name
- Organisation (where relevant)
- Your ID number (if provided)
- Your contact address/telephone number
- Your email address (if provided)
- Your comments

We will ask for your consent to contact you about the Local Plan or if you have requested to be notified of the submission of the Local Plan for examination, the publication of the Inspectors' recommendations and the adoption of the Local Plan. You can withdraw your consent at any time by contacting localplan@york.gov.uk.

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