

Guidance Note: How to comment on the Teignbridge Local Plan

Key things to note:

- Any comments you make will not be anonymous - you must provide your personal details, so that your name can be published alongside your comment(s). We will not publish any personal data other than your name.
- You can comment on as many policies and/or consultation documents as you wish, provided that they are part of this consultation.
- All comments relating to the changes will be read, considered and, where appropriate, inform a list of suggested changes that will be sent to the Independent Local Plan Examiner.
- You must submit your comments by **5pm on 22nd December 2023**.
- If you have any problems please email localplanreview@teignbridge.gov.uk or call 01626 215754

What form do I use?

You can use either the online or paper form to submit your comments.

- Online form is available at: www.teignbridge.gov.uk/localplanaddendum
- Paper forms are available from your local Town or Parish Council Office, Libraries in Teignbridge District (outside of Dartmoor National Park), or by contacting the Local Plan Team on localplanreview@teignbridge.gov.uk or 01626 215754.

What are we asking for comments on?

We are asking for comments on changes made to the following documents:

1. Proposed Submission (Regulation 19) Local Plan 2020-2040 Addendum (Nov 2023)
Please only send us your comments on the changes shown in red in the Plan.
2. Policies Map
Please only send us your comments on the changes shown in this table: [Policy Map Changes](#)
3. Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA)
You can comment on any part of the SA/SEA
4. Habitats Regulation Assessment
You can comment on any part of the HRA

You can view all these documents at www.teignbridge.gov.uk/localplanaddendum

How do I fill in the form?

Please Note:

- The online form can be accessed by anybody wishing to submit comments on the Local Plan.
- However, if you have a Teignbridge District Council “My Account” you will also be able to save a partly completed form and return at a later date.
- If you do not have a Teignbridge “My Account”, you will not be able to save your comments and return to them at a later date.

Step by Step guide to filling in the form

The first page of the questionnaire explains why your details are required and how they will be securely stored. It provides a link to the data Privacy Notice. Please read this and click on the “**continue**” button.

Before you begin

The second page explains how people who have a Teignbridge “My Account” are able to save comments and confirms that the deadline to submit comments is 5pm on Friday 22nd December 2023.

Please read and click on the “**next**” button at the bottom of the page.

Agent details

Agent/organisation details: If you are submitting your own comments, click the “no” button. If you are submitting comments on behalf of somebody else, click the “yes” button.

Once you have answered yes/no, please click on the “**next**” button at the bottom of the page (or click save progress if you wish to close the form but return to it later).

Commentor details

Please give details of the person making comments: Please enter your name, phone number, email address and postal address.

To automatically find an address you must fill in your post code, click the “**find address**” button and select an address from the drop-down list that appears in the box below.

If your address is not found automatically, you can tick a box to let you fill in your address manually.

Once you have answered yes/no, please click on the “**next**” button at the bottom of the page (or click save progress if you wish to close the form but return to it later).

Comments

Your comments:

This page explains how to add (and save) your comments.



To add a comment, click on the **“Add New Comment”** box.

1. To which part of the Local Plan does this representation relate?

- Select which **part** of the Local Plan you wish to comment on from the drop-down list.
- This list includes the Local Plan by chapter, Local Plan appendices, the Policies Map, the Sustainability Appraisal and the Habitats Regulations Assessment.
- When you have selected which part of the Plan you wish to comment on, a second box will appear. Please click on the relevant policy or section. **If you are unsure, please select “Whole Plan Comment”.**

The next questions ask if you consider the Plan to be legally compliant, sound and has complied with the Duty to Cooperate. We ask these questions as this is how the Local Plan will be examined. More detail about what this means is set out below. However, if you are unsure, please select “do not know”.

2a. Do you consider that the Local Plan / Supporting Document is legally compliant?

Have the proper processes been followed in preparing the plan?

Please click yes/no/do not know.

2b. To you consider that the Local Plan / Supporting Document is sound?

Do you think that the policies or the proposed site allocation that you are commenting on is acceptable or are there issues that you want to make us aware of?

Please click yes/no/do not know.

2c. Do you consider that the Local Plan / Supporting Document complies with the duty-to-co-operate?

Do you think that the District Council has worked with relevant organisations like the NHS, Devon County Council, the Environment Agency and Natural England in preparing the plan?

Please click yes/no/do not know.

3. Please give details of why you are supporting or objecting to the Plan or supporting document.

Please type your comments in this box.

4. Please set out the changes you would like to make to the Plan or supporting document.

Please type your comments in this box.

You must now click on the “Save Comment” box.



Once you have clicked the **“Save Comment”** box, you can either:

- Click on the **“Add New Comment”** box if you wish to comment on another policy or document and repeat steps 1 to 4 set out above.
OR
- Click in the **Declaration/Consent box** and click on the **“Next”** button if you wish to submit your comments.

Supporting Evidence

Options to upload supporting evidence

This next page gives the opportunity to upload documents in support of your comments. To do this, click on the “upload” box and select a file from your computer. Then click on the **“Next”** button (or click save progress if you wish to close the form but return to it later).

Examination Hearing

Appearing at the Local Plan Examination Hearing

The Examination Hearing is a public meeting (normally lasting a couple of weeks) where an independent inspector will discuss the Plan with the Council, objectors and supporters. If you make a comment and would like to speak at the examination, please answer ‘yes’. You can change your mind at a later date.

If you answer “no”, you will then need to click on the **“Next”** button (or click save progress if you wish to close the form but return to it later).

If you answer yes, you will be asked to give reasons why you consider it necessary. Once you have typed these reasons, click on the **“Next”** button (or click save progress if you wish to close the form but return to it later).

Staying in Touch

Are you interested in receiving information and updates relating to planning policy consultations including the Local Plan 2020-2040 review?

Please answer yes or no and click on the **“Next”** button (or click save progress if you wish to close the form but return to it later).

About you

To better understand the results of the consultation, and to understand the views of our different communities, this page asks some questions about you.

If you do not wish to provide this information, you can scroll down and select 'Submit' to finish your consultation.

Please click on the “Submit” button to submit your comments.

You can download a pdf version of the comments you have made.

You will receive an email notification that your comments have been submitted.

If you do not receive this email, your comments have not been submitted.



General Data Protection Regulations

The personal information you provide will be processed in accordance with UK General Data Protection Regulations (UK GDPR) / Data Protection Act 2018. Information is classed as personal if it could identify you as an individual either directly or by adding information together. The information you provide will be used for the purposes of the preparation of the Local Plan as required by the Planning and Compulsory Purchase Act 2004 (as amended) and may also be used by the Council to contact you regarding your submission, if necessary.

In accordance with Regulation 19 of the Town and County Planning (Local Planning) (England) Regulations 2012, you are required to provide a number of pieces of personal data information at this stage of the Local Plan. All comments are made publicly available and must include the author's name.

We also require contact information should the independent examiner need to contact the author for additional information, or so that we can keep you updated on the progress of the Local Plan, the CIL Draft Charging Schedule and other planning policy consultations.

This consultation requires collection of the following necessary data:

- Personal contact details such as name, title, addresses, telephone numbers and email addresses.
- Information relating to expressed opinions or intentions in respect of consultations.
- Other personal information such as your gender, age, ethnic origin, and health.

Any data submitted through this consultation will be held securely by Teignbridge District Council and will only be shared with those Government Bodies and their appointed representatives directly involved in the Local Plan 2020-2040 examination process and the CIL Draft Charging Schedule examination process. It will not be shared with any other external organisations.

Data submitted will be securely retained for no more than 7 years following the adoption of the Local Plan or the CIL Draft Charging Schedule.

For more information please refer to the [Spatial Planning Data Protection Privacy Notice](#)

