

Response form

The Neighbourhood Planning (General) Regulations 2012: Regulation 16 – Publicising a plan proposal

PUBLICATION OF THE OTLEY NEIGHBOURHOOD PLAN PROPOSAL SUBMITTED TO LEEDS CITY COUNCIL FOR EXAMINATION

FRIDAY 9th NOVEMBER TO FRIDAY 4th JANUARY 2019

The Otley Neighbourhood Plan, prepared by Otley Town Council has been submitted to Leeds City Council for examination. The Council must now publicise the plan proposal and accompanying documents and seek comments. We would like to hear your views on the Plan proposal. It is available to view:

- Leeds City Council, City Centre Hub, Merrion House, 110 Merrion Centre, Leeds, LS2 8BB
- Harrogate Borough Council, The Customer Service Centre, Civic Centre, St Luke’s Avenue, Harrogate, HG1 2AE
- Otley Library, Tourist Information and One Stop Centre, Nelson Street, Otley LS21 1EZ (Mon 9.00 – 18.00, Tues, Weds, Fri 9.00 – 17.00, Thurs 9.00 – 19.00, Sat 9.00 – 16.00, Sun 11.00 – 14.00)
- Otley Town Council, Otley Core Resource Centre, Unit 11 Orchard Gate, Otley, LS21 3NX (during opening hours)
- Otley Town Council website: <http://www.otleytowncouncil.gov.uk/>
- Leeds City Council website: <http://www.leeds.gov.uk/council/Pages/Neighbourhood-planning.aspx>
- Harrogate BC website: https://www.harrogate.gov.uk/info/20103/neighbourhood_planning

Alternatively email npsupport@leeds.gov.uk or ring 0113 3787653 or 0113 3787654 for more information. Response forms must include a name and address otherwise your comments will not be taken into account.

Title.....
 Name.....
 Organisation.....
 Address.....

 Postcode.....
 Email.....

If the details opposite are for an agent, enter the client’s details here

Title.....
 Name.....
 Organisation.....
 Address.....

 Postcode.....
 Email.....

Leeds City Council will hold and send your representation to the independent examiner for the draft Neighbourhood Plan to which it concerns for their consideration. The Council is the Data Controller of the information you provide and has a statutory duty under planning law to collect and process this information as part of its public task obligations as a Local Planning Authority. It is your right to request that the Council notifies you of its decision under Regulation 19 of the Neighbourhood Planning (General) Regulations, and your contact details will be used for this purpose should you request to be notified. You can, however, ask not to receive further contact in this regard by contacting npsupport@leeds.gov.uk.

To comply with its statutory obligations, the Council must make your representation available for public inspection and Regulations allow this information to be made available on the internet. This includes your name, address, and the contents of your comment. To protect personal data from unnecessary disclosure, the Council will, however, remove any personal information provided in your representation which we are not required, by law, to make available (for example, telephone numbers and signatures). The personal information you provide will be held until the adoption of the respective Neighbourhood Plan, after which it will be securely destroyed.

The Council’s corporate privacy notice, which includes details of the authority’s Data Protection Officer and your Information Rights is available at: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>

To help the examiner consider your representation, please specify which part of the plan you are commenting on, using the page number, section, paragraph, policy or map. Put your comments here:

Continue on separate sheet(s) if necessary

Please tick the box if you would like to be notified whether the plan proposal is made (adopted) by the Council.

Please sign and date this form:

Signature:

Date:

Please return your completed response form by **5.00pm on Friday 4th January 2019** to:

Neighbourhood Planning, Policy and Plans Group, Planning Services, Merrion House, 110
Merrion Centre, Leeds, LS2 8BB or email: npsupport@leeds.gov.uk