

**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 PROPOSED MODIFICATIONS AND
EVIDENCE BASE CONSULTATION 2021**

Title of Document

City of York Local Plan Proposed Modifications and Evidence Base Consultation
(May 2021)

Subject Matter and Area Covered

City of York Council has prepared a Publication version of the Local Plan which was submitted to the Secretary of State for Communities and Local Government on 25 May 2018. We are now publishing a series of proposed modifications to the City of York Local Plan and supporting evidence base prepared following the Phase 1 hearing sessions in December 2019. The Local Plan 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 for a minimum of 20 years. 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 Proposed Modifications for a period of 6 weeks, from Tuesday 25 May 2021 until Wednesday 7 July 2021 up until midnight. This statement provides details on how to make representations.

Statement of fact – How to view the documents

During this public consultation period, copies of the main documents associated with the City of York Local Plan Proposed Modifications and evidence base will be available to view on the council's website at

<https://www.york.gov.uk/LocalPlanConsultation>.

In line with the current pandemic, we are also making the documents available for inspection by appointment only at **City of York Council West Offices**, if open in line with the Government's Coronavirus restrictions:

- City of York Council, West Offices, Station Rise, York (Mon – Fri 8:30 – 17:00, Sat and Sun closed)

To make an appointment to view the documents, please contact the Forward Planning team via:

- Email at: localplan@york.gov.uk
- Phone on: 01904 552255

Documents are also available to view electronically via the city's **Libraries**, if open in line with the Government's Coronavirus restrictions. Current opening times are set out below. Members of the library can book computer sessions up to a week in advance and you can use the booking webpage (<https://pcbookings.exploreyork.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://exploreyork.org.uk/digital/computers-and-wifi-in-libraries/>

Acomb Explore, Front Street, Acomb (Mon, Tues and Thu 10:00 – 17.00, Wed 10:00 – 14:00, Fri 10:00 – 17:00, Sat 10:00 – 15:00, Sun closed)

Bishopthorpe Library, Main Street, Bishopthorpe (Mon 14:00 – 17.00, Tue, closed, Wed and Thu 10:00- 12:30 and 14:00 – 17:00, Fri 14:00 – 17:00, Sat 10:00 – 12:30, Sun closed)

Clifton Explore, Rawcliffe Lane, Clifton (Mon 14:30 – 17.30, Tue, Wed and Fri 10:00 – 17:30, Thu 14.30 – 17.30, Sat 10:00 – 13:00, Sun closed)

Copmanthorpe Library, Village Centre, Main Street, Copmanthorpe (Mon 9:00 – 13:00 and 14:00 – 17:30, Tue 14:00 – 17:30, Wed and Sun closed, Thu and Sat 9:00 – 13:00, Fri 14:00 – 17:30)

Dringhouses Library, Tadcaster Road, Dringhouses (Mon 14:00 – 18:00, Tue and Thu 9:30 – 12:30 and 14:00 – 17:30, Wed closed, Fri 14:00 – 17:30, Sat 9:30 – 13.00, Sun closed)

Dunnington Library, The Reading Room, Church Street, Dunnington (Mon 10:00 – 13:30, Tue 14:00 – 17:30, Wed, Fri and Sun closed, Thu 14:00 – 17.00, Sat 9:00 – 12:30)

Explore at York Stadium, Kathryn Avenue, Monks Cross Drive, Huntington, (Mon – Fri 7:00 – 21:30, Sat 8:00 – 18:00)

Fulford Library, St Oswald's CE School, Heslington Lane, Fulford (Mon, Wed and Sun closed, Tue, Thu and Fri 14:00 – 17:00, Sat 1:00 – 12:30)

Haxby and Wigginton Library, Oaken Grove Community Centre, Reid Park, Haxby (Mon, Tue and Wed 10:00 – 16:00, Thur and Fri closed)

Huntington Library, Garth Road, Huntington, York (Mon, Tue, Thu and Fri 9:30 – 12:00 and 14:00 – 17:00, Wed and Sun closed, Sat 9:30 – 12:30)

New Earswick Library, Hawthorn Terrace, New Earswick (Mon 9:00 – 12:30, Tue 9:00 – 12:30 and 13:30 – 17:00, Wed closed, Thu and Fri 13:30 – 17:00, Sat 10:00-12:00, Sun closed)

Poppleton Library, The Village, Upper Poppleton (Mon 10:00 – 12:30 and 14:00 – 17:00, Tue and Sun closed, Wed and Fri 10:00 – 12:30 and 14.00 –17:00, Thu and Sat 10:00 – 12:30)

Strensall Library, 19 The Village, Strensall (Mon and Fri 14:00 – 17:00, Tue and Thur 10:30 – 12:30 and 14:00 – 17:00, Wed and Sun closed, Sat 10:00 – 12:30)

Tang Hall Explore, The Centre @ Burnholme, Mossdale Avenue, York (Mon -Fri 9:00 – 17:00, Sat 9:30 – 16:00, Sun closed)

York Explore, Library Square, York, YO1 7DS (Mon - Thu 9:00 – 16:00, Fri 10:00 – 16:00, Sat 9:00 – 16:00, Sun closed)

Documents which are available to view are:

Proposed Modifications schedule	
Document Ref.	Document Title
EX/CYC/58	Composite Proposed Modifications Schedule (April 2021)
EX/CYC/46	Key Diagram Update
EX/CYC/62	Sustainability Appraisal of the Composite Proposed Modifications Schedule (April 2021)
Also, City of York Local Plan Publication Draft (February 2018) [CD001] <i>to be read alongside the proposed modifications only</i>	

Evidence Base	
Document Ref.	Document Title
EX/CYC/29	York Economic Outlook (December 2019)
EX/CYC/32	CYC Annual Housing Monitoring and MHCLG Housing Flow Reconciliation Return (2019)
EX/CYC/36	Affordable Housing Note Final (February 2020)
EX/CYC/37	Audit Trail of Sites 35-100 Hectares
EX/CYC/38	Joint Position Statement between CYC and Selby DC Housing Market Area (April 2020)
EX/CYC/43a	Housing Needs Update (September 2020)
EX/CYC/45 & EX/CYC/45a	Habitat Regulations Assessment (2020) Habitat Regulations Assessment (2020) Appendices
EX/CYC/49	Statement of Community Involvement Update (November 2020)
EX/CYC/56	Strategic Housing Land Availability Assessment (SHLAA) Update (April 2021)
EX/CYC/57	CYC SuDs Guidance for Developers (August 2018)
EX/CYC/59	Topic Paper 1 Approach to defining Green Belt Addendum (January 2021)
EX/CYC/59a	Topic Paper 1 Green Belt Addendum January 2021 Annex 1 Evidence Base
EX/CYC/59b	Topic Paper 1 Green Belt Addendum January 2021 Annex 2 Outer Boundary
EX/CYC/59c	Topic Paper 1 Green Belt Addendum January 2021 Annex 3 Inner Boundary Part 1 s1-4
EX/CYC/59d	Topic Paper 1 Green Belt Addendum January 2021 Annex 3 Inner Boundary Part 2 s5-6
EX/CYC/59e	Topic Paper 1 Green Belt Addendum January 2021 Annex 3 Inner Boundary Part 3 s7-8
EX/CYC/59f	Topic Paper 1 Green Belt Addendum January 2021 Annex 4 Other Developed Areas
EX/CYC/59g	Topic Paper 1 Green Belt Addendum January 2021 Annex 5 Freestanding Sites
EX/CYC/59h	Topic Paper 1 Green Belt Addendum January 2021 Annex 6 Proposed Modifications

EX/CYC/59i	Topic Paper 1 Green Belt Addendum January 2021 Annex 7 Housing Supply Update
EX/CYC/59j	Topic Paper 1 Green Belt Addendum January 2021 Annex 7 Housing Supply Update Trajectory
EX/CYC/61	Strategic Flood Risk Assessment (SFRA) (2021)

Representations

Representations on the plan can be made throughout the representation period but must be made **before midnight on Wednesday 7 July 2021**. 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 online on the consultation portal <https://www.york.gov.uk/form/LocalPlanConsultation>

Alternatively you can download from our website, or request a response form by contacting us directly 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. All representations should include your name and postal address.

All individual representations received will be provided to the Planning Inspectors, together with a summary of the main issues raised during the representations period and considered as part of the Local Plan examination. Representations at this stage should only be made on the legal and procedural compliance of the City of York Local Plan Proposed Modifications, the soundness of the City of York Local Plan Proposed Modifications and whether the City of York Local Plan Proposed Modifications are in conformity with the Duty to Cooperate. Please refer to the guidance on the comments form 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 inspector appointed to carry out the independent examination; and
- the adoption of the local Plan.

You can also indicate whether at this stage whether you consider there is a need to present your representation at a hearing session during the Public Examination. You should note that Inspectors do not give any more weight to issues presented in person than written evidence. The Inspector will use his/her own discretion in regard to who participates at the Public Examination. All examination hearings will be open to the public.

For further details, please contact Forward Planning on **01904 552255** or email localplan@york.gov.uk

How we will use your Personal Data

When we use your personal data, CYC complies with data protection legislation and is the registered 'Controller'. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference **Z5809563**.

What information will be collected?

We are collecting personal details, including your name and address, alongside your opinions and thoughts.

What will we do with the information?

We are using the information you give us with your consent. You can withdraw your consent at any time by contacting the Forward Planning team at localplan@york.gov.uk or 01904 552255. The information we collect will be provided to the Planning Inspectors, together with a summary of the main issues raised during the representations period and considered as part of the Local Plan examination¹. Response will be made available to view as part of the Examination process and 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.

We will protect it and make sure nobody has access to it who shouldn't and we will not keep it for longer than is necessary.

We will not use the information for any other purpose than set out in this privacy notice and will not disclose to a third party i.e. other companies or individuals, unless we are required to do so by law for the prevention of crime and detection of fraud, or, in some circumstances, when we feel that you or others are at risk.

You can find out more about how the City of York Council uses your information at <https://www.york.gov.uk/privacy>

We will also ask you if you want to take part in future consultations on planning policy matters including Supplementary Planning Documents and Neighbourhood Plans.

Storage of information

We will keep the information you give us in CYC's secure network drive and make sure it can only be accessed by authorised staff.

How long will we keep the information?

The response you submit relating to this Local Plan consultation can only cease to be made available 6 weeks after the date of the formal adoption of the Plan². When we no longer have a need to keep your information, we will securely and confidentially destroy it.

Where required or appropriate, at the end of the retention period we will pass onto the City Archives any relevant information.

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

²Regulation 35 Town and Country Planning (Local Planning) England) Regulations 2012.

Further processing

If we wish to use your personal information for a new purpose, not covered by this Privacy Notice, we will provide you with a new notice explaining the purpose prior to commencing the processing and the processing conditions. Where and whenever necessary, we will seek your consent prior to the new processing.

Your rights

To find out about your rights under data protection law, you can go to the Information Commissioners Office (ICO): <https://ico.org.uk/for-the-public/>

You can also find information about your rights at <https://www.york.gov.uk/privacy>

If you have any questions about this privacy notice, want to exercise your rights, or if you have a complaint about how your information has been used, please contact us at information.governance@york.gov.uk on 01904 554145 or write to: Data Protection Officer, City of York Council, West Offices, Station Rise, York YO1 6GA.