**Consultation Response Form**

**Capel St Mary Neighbourhood Plan 2024 - 2037**

Capel St Mary Parish Council have submitted their draft Neighbourhood Plan to Babergh District Council for further consultation and independent examination. This draft plan sets out a vision for the parish and contains policies which it intends will be used to help determine planning applications within the designated area.

The draft plan and other documents can be found at: [www.babergh.gov.uk/CapelStMaryNP](http://www.babergh.gov.uk/planning/neighbourhood-planning/neighbourhood-planning-in-babergh/Capel-St-Mary-neighbourhood-plan/)

Printed copies of the draft plan have also been deposited at Capel St Mary Library, The Street, IP9 2EF, where they can be viewed / loaned on request during normal opening hours. Copies of the draft plan may also be accessible via the Parish Council Office.

If you are having difficulties accessing any of the consultation documents please call us on 0300 123 4000 (Option 5, Option 4) during normal office hours so we can explore ways to help you.

**HOW TO SUBMIT YOUR COMMENTS**

**All representations** (your comments) **must be made in writing and must** **arrive by no later than 4:00pm on Friday 28 March 2025.** Without prior agreement, it will not be possible to accept late representations.

* **Complete Section One** in full so your comment(s) can be considered by the examiner.
* **Complete Section Two** identifying which paragraph / policy your comment(s) relate too. If these relate to more than one part of the Plan, please make this clear. Use separate response forms if necessary.
* **E-mail your comments to:** [communityplanning@baberghmidsuffolk.gov.uk](mailto:communityplanning@baberghmidsuffolk.gov.uk)
* or post this form to: ‘Capel St Mary NP Consultation,’ c/o Planning Policy Team, Babergh District Council, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX.
* Your representation cannot be treated as confidential and, with the exception of personal details, they will be published on our website

At the end of the consultation period all valid comments will also be passed on to the Independent Examiner. Do not assume that there will be further opportunities to introduce new information.

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| Data Protection: All information collected and processed by the District Council at this stage is by virtue of our requirement under the Neighbourhood Planning (General) Regulations 2012 (as amended). All comments received will be made publicly available and may be identifiable by name / organisation. All other personal information will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights with regards to your personal information, and how to access it, please visit our website or call customer services on (0300) 123 4000 and ask to speak to the Information Governance Officer. |

**Section One: Respondents Details**

**All respondents should complete Part A. If you are an Agent, please complete Part’s A & B**

|  |  |
| --- | --- |
| **Part A: Respondent** | |
| Title / Name: |  |
| Job Title (if applicable): |  |
| Organisation / Company (if applicable): |  |
| Address: |  |
| Postcode: |  |
| Tel No: |  |
| E-mail: |  |
|  | |
| **Part B: Agents – Please complete details of the client / company you represent** | |
| Client / Company Name: |  |
| Address: |  |
| Postcode: |  |
| Tel No: |  |
| E-mail: |  |

**Section Two: Your comment(s)**

Which part of the Plan does your comment relate? Use separate forms if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Paragraph No.** |  | **Policy No.** |  |

**Do you support, oppose, or wish to comment on the above?** (Select one answer below)

|  |  |  |  |
| --- | --- | --- | --- |
| **Support** |  | **Oppose** |  |
| **Support with modifications** |  | **Have Comments** |  |

|  |
| --- |
| Please give details of your reasons for support / opposition / other comments: |
| *Please be as brief and concise as possible ...* |

|  |
| --- |
| If seeking changes, what improvements or modifications would you suggest? |
| *Please be as brief and concise as possible ...* |

Note: If you are including additional pages these should be clearly labelled and referenced.

Normally, the appointed Examiner will consider all matters through the written representations. If necessary, they may hold a hearing [this may be a virtual meeting or a meeting held in person] to discuss a particular issue. If you consider that a hearing should be held, please explain why this is necessary.

The decision on whether or not to hold a hearing is entirely at the discretion of the Examiner.

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| **I consider that a hearing should be held because …** |
| *Please be as brief and concise as possible ...* |

**Please indicate below** (use X, or type Yes) **if you wish to be notified by e-mail of:**

|  |  |
| --- | --- |
| Our publication of the Independent Examiners Report on this plan |  |
| The ‘making’ (adoption) of the Capel St Mary NP by Babergh District Council |  |

**Please sign and date your response** (a typed signature is acceptable)

|  |  |
| --- | --- |
| **Signed:** | **Dated:** |