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| **Guidance notes for making representations on a Neighbourhood Plan**Neighbourhood Plans usually set out a vision, aims, planning policies, and aspirations to guide development in the relevant area. Neighbourhood Plans, if successfully ‘made’, will form part of Rotherham’s Local Plan and be taken into account when determining planning applications.Once a Neighbourhood Plan is prepared it is submitted to Rotherham Metropolitan Borough Council, as the Local Planning Authority, as required under the Neighbourhood Planning (General) Regulations 2012 (as amended). The Council must then publicise the proposed Neighbourhood Plan and provide details of how to make representations.The documents and evidence submitted may vary from case to case, but will normally include the following:* The Neighbourhood Plan.
* A map identifying the plan area.
* Documentation relating to Strategic Environmental Assessment / Habitats Regulation Assessment.
* A consultation statement setting out who was consulted together with a summary of the comments received and how they have been considered and where relevant taken into account.
* A statement setting out how the plan meets the basic conditions required by the relevant legislation.
* Any supporting evidence base documents.

**Making representations on a Neighbourhood Plan**A Statement of Representations Procedure will be published identifying where consultation documents can be viewed and how comments can be made. All representations should be made using the Council’s consultation website (<https://rotherham-consult.objective.co.uk/kse/>) or on the representation forms accompanying these guidance notes. Forms are available on the website and on request from Planning Policy using the contact details below. Representations cannot be treated as confidential therefore you must provide your name and address for your comments to be considered; however only your name and comments will be made public. Further details on how the Council will use your data are provided in the Privacy Statement at the end of these guidance notes.Please note that comments may be rejected where they are defamatory, obscene or racist or otherwise likely to cause offence.Representations must be received by the advertised deadline. Any comments received after this time will not be accepted or taken into account.You can provide comments on any of the consultation documents. Please indicate on the representation form the document to which your representation relates, as well as the particular page, section, paragraph or policy.  |
| You should consider in particular whether the plan meets the basic conditions for Neighbourhood Plans, which are:* Compliance with the national policy and advice in guidance issued by the Secretary of State – this includes the National Planning Policy Framework and National Planning Practice Guidance available here: <https://www.gov.uk/government/collections/planning-practice-guidance>;
* How the plan contributes to the achievement of sustainable development;
* The general conformity of the plan with the strategic policies of the development plan; and
* The compatibility of the plan with EU obligations and whether they are likely to have a significant effect on a European site for the conservation of habitats and species or a European offshore marine site.

The basic conditions statement submitted with the Neighbourhood Plan will set out how the qualifying body consider that these requirements have been met. On the representation form you can indicate and set out your support, support with conditions, objections or make observations. You can also indicate how you think that the Neighbourhood Plan should be modified. It will be helpful if your comments are as precise as possible and clearly set out your suggested changes. Your representation should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change.The form also enables you to register to be notified of Rotherham Borough Council's decision to make or refuse to make the neighbourhood development plan under Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 (as amended).**The Examination**An appropriately qualified and independent Examiner will be appointed and, at the end of the consultation period, all representations received will be sent to the Examiner.The Examiner will be testing whether the plan meets the basic conditions and other relevant legal requirements. It should be noted that this differs to a Local Plan examination, and the Examiner is not testing the “soundness” of the plan or looking at other material considerations. It is expected that examinations will be held without a public hearing; however, the Examiner may call a public hearing if they consider this is necessary to test the evidence. If there is a public hearing, the Examiner will decide how it should be run. After the examination the Examiner will produce a report setting out whether the Neighbourhood Plan meets the basic conditions and what modifications (if any) are needed to ensure it does. The Examiner has the option to recommend;* The plan proceeds to referendum as submitted;
* The plan proceeds to referendum with Modifications; or
* The plan does not proceed to referendum.

Once the Examiner’s report has been published the Council must make a decision regarding the Plan. The Examiners recommendations are not binding and should the Council make a decision different to the Examiner it must publish a report and invite further representations, possibly requiring a second Examination.Where a Neighbourhood Plan proceeds to a public referendum there will be a public vote on whether the Plan should be ‘made’ (i.e. adopted and become part of Rotherham’s Local Plan). The Neighbourhood Plan will be ‘made’ by Rotherham Metropolitan Borough Council if over 50% of those who participate in the referendum vote yes.**Privacy Statement**Rotherham Metropolitan Borough Council is registered with the appropriate Data Protection legislation for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the principles set out in this legislation.The preparation of Neighbourhood Plan is a public process and representations you make will be publicly available.**Contact Details**You can contact Planning Policy by the following means:

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| Phone: | 01709 823869 |
| Email: | planning.policy@rotherham.gov.uk |
| Post: | Planning PolicyRotherham MBC Planning, Regeneration and Transportation Regeneration & Environment ServicesRiverside House Main Street ROTHERHAM S60 1AE |

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