

Planning and Compulsory Purchase Act 2004

The Town and Country Planning (Local Planning) (England) Regulations 2012 (Regulation 19)

The Environmental Assessment of Plans and Programmes Regulations 2004

Wiltshire Gypsies and Travellers Development Plan Document

Statement of the Representations Procedure and availability of documents

If you have a comment to make about the Wiltshire Gypsies and Travellers Development Plan Document ('the draft Plan'), it is important that we hear from you. To those not familiar with the planning system, the consultation and representation form can appear complicated and technical, so we have prepared this guide to provide explanation of the process and terms used alongside information on how to comment and where to find information.

This guidance document sets out the items described in 1) – 9) below:

1) Title of document

Title of the development plan document published for consultation.

2) Subject matter

What the development plan document published for consultation is about.

3) Period for submission of representations

When the period of consultation starts and closes.

4) Where to view the draft Plan and supporting documents (statement of fact)

Webpage link and list of locations where consultation documents can be found.

5) Things to consider when making a representation

Regarding 'soundness' and legal compliance.

6) How to submit your representation

Online, by email or by post.

7) Notification of next stages and what happens next

Tell us if you want to be notified.

8) Contact for more information

Email, phone, and postal address of the strategic planning policy team.

9) Representation form

Explanation and example of representation form.

1) Title of document

Wiltshire Gypsies and Traveller Development Plan Document.

This is the pre-submission draft published for the Regulation 19 consultation.

2) Subject matter

The Development Plan Document (hereafter referred to as 'the draft Plan') has been informed by the Regulation 18 consultation that took place in 2021 and replaces 'Core Policy 47: Meeting the needs of gypsies and travellers and travelling showpeople' of the adopted Wiltshire Core Strategy (2015). The draft Plan sets out Wiltshire Council's strategic planning policies for meeting the accommodation needs of gypsies and travelling showpeople, covering the period of 1st April 2024 to 31st March 2038. Consistent with national policy, the draft Plan seeks to address the accommodation needs of gypsies and travellers and travelling showpeople who meet the planning definitions as follows:

Gypsies and travellers - Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.

Travelling showpeople - Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily or permanently, but excludes Gypsies and Travellers as defined above.

It also sets out the approach to meeting needs for culturally appropriate accommodation for gypsies and travellers that do not meet the planning definition.

If adopted, the Plan will form part of the development plan for Wiltshire and guide decisions on future development.

The proposed submission documents include: the draft Plan; the draft Sustainability Appraisal Report (incorporating requirements of the Environmental Assessment of Plans and Programmes Regulations 2004); the draft Habitat Regulations Assessment, and various evidence base reports that form part of the evidence base for the draft Plan.

The role of this consultation is to provide the opportunity for representations to be made on the 'soundness' and legal compliance of the draft Plan before it is submitted to the Secretary of State for Examination. See Item 5 below for more information.

Following consultation, the Council will register and consider the comments received before submitting the draft Plan to the Ministry of Housing, Communities and Local Government.

3) Period for submission of representations

The period for submitting representations relating to the draft Plan begins at **9am Tuesday 20 August 2024** and closes at **5pm on Friday 4 October 2024**. Representations received beyond this date may not be considered.

4) Where to view the plan and supporting documents (statement of fact)

You can view and download the draft Plan and the supporting documents on the council's website here: www.wiltshire.gov.uk/planning-gypsy-travellers.

Hard copies of the draft Plan and supporting documents will be available to view during normal office hours at the Council's main offices:

- Monkton Park, Chippenham, Wiltshire, SN15 1ER (9am to 5pm, Monday to Friday)
- Bourne Hill, The Council House, Bourne Hill, Salisbury, Wiltshire, SP1 3UZ (9am to 5pm, Monday to Friday)
- County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN (9am to 5pm Monday to Friday)

The following documents: the draft Plan; the draft Sustainability Appraisal Report (incorporating requirements of the Environmental Assessment of Plans and Programmes Regulations 2004); the draft Habitat Regulations Assessment, and various evidence base reports, will be made available to view at the following libraries during normal opening hours:

- Amesbury Library, Smithfield Street, Amesbury, Wiltshire, SP4 7AL
- Bradford On Avon Library, Bridge Street, Bradford On Avon, Wiltshire, BA15 1BY
- Calne Library, The Strand, Calne, Wiltshire, SN11 0JU
- Chippenham Library, Timber Street, Chippenham, Wiltshire, SN15 3EJ
- Springfield Community Campus, Beechfield Road, Corsham, Wiltshire, SN13 9DN
- Devizes Library, Sheep Street, Devizes, Wiltshire, SN10 1DL
- Malmesbury Library, 24 Cross Hayes, Malmesbury, Wiltshire, SN16 9BG
- Marlborough Library, 91 High Street, Marlborough, Wiltshire, SN8 1HD
- Melksham Community Campus, Market Place, Melksham, Wiltshire, SN12 6ES
- Pewsey Library, Aston Close, Pewsey, Wiltshire, SN9 5EQ
- Royal Wootton Bassett Library, Borough Fields, Royal Wootton Bassett, Wiltshire, SN4 7AX
- Salisbury Library, Market Walk, Salisbury, Wiltshire, SP1 1BL
- Tidworth Library, Nadder Road, Tidworth, Wiltshire, SP9 7QA
- Tisbury Library, Nadder Community Campus, Weaveland Road, Tisbury, Wiltshire, SP3 6HJ
- Trowbridge Library, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN
- Warminster Library, Three Horseshoes Walk, Warminster, Wiltshire, BA12 9BT
- Westbury Library, Westbury House, 15 Edward Street, Westbury, Wiltshire, BA13 3BD

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Information on library opening times can be found at:

<https://apps.wiltshire.gov.uk/librariesinformation>

Electronic access to all submission documents will be available at all Wiltshire Council libraries.

If you require the consultation documents in an alternative format, please contact strategicplanning@wiltshire.gov.uk.

Physical copies of documents can be provided to individuals if requested. The printing and postage costs will be incurred by those requesting additional copies. If you wish to make a purchase, please contact strategicplanning@wiltshire.gov.uk.

There will be a live webinar on Tuesday 3 September 2024 at 6:00pm to 7:30pm and five drop-in events held around the county where you can ask questions and gain further information about the consultation. More information on these events can be found at: www.wiltshire.gov.uk/planning-gypsy-travellers.

5) Things to consider when making a representation

The draft Plan has been published by the Local Planning Authority (LPA) (Wiltshire Council) for representations to be made on it before it is submitted for examination by an independent Planning Inspector. The Planning and Compulsory Purchase Act 2004, as amended, states that the purpose of the examination is to consider whether the draft Plan complies with the relevant legal requirements, including the duty to co-operate, and is sound. The Inspector will consider all representations on the draft Plan that are made within the consultation period set by the LPA.

Specifically, we are asking people to consider the following when making representations:

i) Legal compliance.

This encompasses whether the draft Plan complies with the relevant legislation and regulations in the way it has been prepared and its content. Things to consider include the following before making a representation of legal compliance:

- The draft Plan should comply with all relevant requirements of the Planning and Compulsory Purchase Act 2004 (as amended) and the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended.
- The draft Plan should be included in the LPA's current Local Development Scheme¹ (LDS) and the key stages set out in the LDS should have been followed. The LDS is effectively a programme of work prepared by the LPA, setting out the plans it proposes to produce. It will set out the key stages in the production of any plans which the LPA proposes to bring forward for examination.
- The process of community involvement for the draft Plan in question should be in general accordance with the LPA's Statement of Community Involvement² (SCI). The SCI sets out the LPA's strategy for involving the community in the preparation and revision of plans and the consideration of planning applications.

¹ Wiltshire Local Development Scheme (LDS), Wiltshire Council. For the latest Wiltshire local development scheme please visit: [Local Development Scheme - Wiltshire Council](#).

² Wiltshire Statement of Community Involvement, Wiltshire Council. For the latest Wiltshire statement of community involvement please visit: [Statement of Community Involvement - Wiltshire Council](#).

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Procedure (Regulation 19 consultation)

- The LPA is also required to provide a Sustainability Appraisal (SA) report when it publishes a plan. This should identify the process by which SA has been carried out, and the baseline information used to inform the process and the outcomes of that process. SA is a tool for assessing the extent to which the plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives.
- The Habitats Regulations Assessment (HRA) will also be available and needs to be carried out for the Plan, in order to protect the integrity of internationally important nature conservation sites.

To access these documents, alongside other supporting documents, please go to: www.wiltshire.gov.uk/planning-gypsy-travellers.

ii) Soundness.

The tests of soundness are set out in national policy (National Planning Policy Framework). Plans are sound if they are:

- (a) Positively prepared – providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
- (b) Justified – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- (c) Effective – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- (d) Consistent with national policy – enabling the delivery of sustainable development in accordance with the policies in this Framework and other statements of national planning policy, where relevant.

If you think the content of the draft Plan is not sound because it does not include a policy on a particular issue, you should go through the following steps before making representations:

- Is the issue with which you are concerned already covered specifically by national planning policy?
- Is the issue with which you are concerned already covered by another policy in the draft Plan?
- If the policy is not covered elsewhere, in what way is the draft Plan unsound without the policy?
- If the draft Plan is unsound without the policy, what should the policy say?

iii) Complies with the Duty to co-operate.

Section 33A of the PCPA requires the LPA to engage constructively, actively and on an ongoing basis with neighbouring authorities and certain other bodies over strategic matters during the preparation of the Plan. The LPA will be expected to provide evidence of how they have complied with the duty.

6) How to submit your representation

Representations can be submitted via the following means:

- Online via the council's consultation portal accessible via this link: www.wiltshire.gov.uk/planning-gypsy-travellers.
- By email using the form available at: www.wiltshire.gov.uk/planning-gypsy-travellers and returned to strategicplanning@wiltshire.gov.uk; or
- By post in writing by using the form and sending this to: Strategic Planning, Planning Directorate, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

Representations should be made on the representation form. The use of the standard representation form is strongly recommended as this will ensure that comments are related to the matters relevant to the subsequent examination by a planning inspector. Further information on the representation form can be found in Section 9 below.

If you wish to make a representation seeking a modification to the draft Plan you should set out clearly in what way you consider the draft Plan or part of the draft Plan is legally non-compliant or unsound, having regard as appropriate to the soundness criteria in section 5(ii) above. Your representation should be as succinct as possible and supported by evidence wherever possible. It will be helpful if you also say precisely how you think the draft Plan should be modified.

You should concisely provide all the evidence and supporting information necessary to support your representation and your suggested modification. You should not assume that you will have a further opportunity to make submissions. Any further submissions after the Plan has been submitted for examination may only be made if invited by the Inspector, based on the matters and issues they identify.

Where groups or individuals share a common view on the draft Plan, it would be very helpful if they would make a single representation which represents that view, rather a large number of separate representations repeating the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised.

Please consider carefully how you would like your representation to be dealt with in the examination: whether you are content to rely on your written representation, or whether you wish to take part in hearing session(s). Only representors who are seeking a change to the draft Plan have a right to be heard at the hearing session(s), if they so request. In considering this, please note that written and oral representations carry the same weight and will be given equal consideration in the examination process.

Please note: all submitted representations will be made publicly available. To ensure an effective and fair examination, it is important that the Inspector and all other participants in the examination process are able to know who has made representations on the Plan. The LPA will therefore ensure that the names of those making representations can be made available (including publication on the LPA's website) and taken into account by the Inspector.

The council therefore cannot accept anonymous representations – you must provide us with your name and contact details. Address details will not be made publicly available. All personal data

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will be handled in line with the council's Strategic Planning privacy policy. You can view the Council's privacy notice at <https://www.wiltshire.gov.uk/planning-privacy-notice>.

7) Notification of next stages and what happens next

When making your representations using the representation form you will have the option to request to be notified via email, or at a postal address, of any of the following stages of the Plan's process:

- the submission of the Wiltshire Gypsies and Travellers Development Plan Document for independent examination;
- the publication of the planning inspector's report following examination of the Wiltshire Gypsies and Travellers Development Plan Document; and
- the adoption of the Wiltshire Gypsies and Travellers Development Plan Document.

If you wish to be kept informed of the above stages please double check that the contact details you include with your representation are correct so we can contact you regarding this.

Once the Regulation 19 representation period has closed, updates regarding the status of the draft Plan will be published on the Council's planning policy webpages. Any person who makes a submission during the Regulation 19 representation period who wishes to be kept informed of its progress will automatically be added to the Strategic Planning team's database and will be provided with updates on the progress of the Plan. If you wish to be removed from this database, please contact Strategicplanning@wiltshire.gov.uk.

Following the end of the consultation period, the Council will summarise the main issues raised and submit the draft Plan, accompanying evidence and all submitted representations to the Secretary of State, who will appoint an Inspector to undertake an independent examination. The Inspector will assess whether the Plan meets the relevant legal requirements, complies with the Duty to Cooperate, and is sound. This submission is anticipated to take place in quarter one 2025 with the examination and hearings anticipated to take place following this.

8) Contact for more information

If you would like any further information on the draft Plan, proposed submission documents, or any of the supporting documents, please contact us via:

- Telephone: 01225 713223
- Email: Strategicplanning@wiltshire.gov.uk.
- Post: Strategic Planning, Planning Directorate, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

9) Representation form

The representation form is split into two parts. Part A (personal details) of the form is where you provide your personal details. Please fill out as many parts of this section of the form as you can. We need this information to ensure that we can keep you informed about the next stages in the draft Plan's preparation. When the draft Plan is examined, the government-appointed Inspector may also wish to ask you for more information relating to your comments, or invite you to attend hearing sessions - where you will be given the opportunity to put your views to the Inspector and contribute to the discussion on the issues that you have raised.

Part B of the form is where you provide details of the representation you are making. This should identify which draft Plan policy/section/paragraph and/or proposed submission document section/paragraph the representation refers to.

Wherever possible it is encouraged that you submit comments online via the council's consultation portal accessible via this link: www.wiltshire.gov.uk/planning-gypsy-travellers. The representation form can also be downloaded from the council's website www.wiltshire.gov.uk/planning-gypsy-travellers.

A copy of the representation form can be found overleaf.

Wiltshire Gypsies and Travellers Development Plan Document

Ref:

(For official use only)

Publication Stage Representation Form

Please return to Wiltshire Council, by 5pm on Friday 4th October 2024

By post to: Strategic Planning, Planning Directorate, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN.

By e-mail to: strategicplanning@wiltshire.gov.uk

For further information please visit: www.wiltshire.gov.uk/planning-gypsy-travellers
or Tel: 01225 713223

This form has two parts:

Part A – Personal details

Part B – Your representation(s). Please use a separate sheet for each representation.

Part A – Personal details

Please note the following:

- We cannot register your representation without your details.
- Representations cannot be kept confidential and will be available for public scrutiny, however, your contact details will not be published.
- All information will be sent for examination by an independent inspector.
- All personal data will be handled in line with the Council's Privacy Policy on Strategic Planning matters. You can view the Strategic Planning privacy notice at <https://www.wiltshire.gov.uk/planning-privacy-notice>.

**If an agent is appointed, please fill in your Title, Name and Organisation but the full contact details of the agent must be completed.*

	1. Personal details	2. Agent's details (if applicable)*
Title		
First name		
Last name		
Job title (where relevant)		
Organisation (where relevant)		
Address Line 1		
Address Line 2		
Address Line 3		
Address Line 4		
Postcode		
Telephone Number		
Email Address		

Part B – Please use a separate sheet for each representation.

Please note, in your representation you should set out **succinctly** and provide copies of all the evidence and supporting information necessary to support your representation and your suggested modification(s). You should not assume that you will have a further opportunity to make submissions.

After this stage, further submissions may only be made if invited by the Inspector, based on the matters and issues he or she identifies for examination.

3. To which part of the Wiltshire Gypsies and Travellers Development Plan Document does this representation relate?

Policy:	Paragraph:	Table:	Figure:
Site:		Other:	

4. Do you consider the Wiltshire Gypsies and Travellers Development Plan Document:

(i) Legally compliant	Yes:		No:	
(ii) Sound	Yes:		No:	
(iii) Complies with the duty to co-operate	Yes:		No:	
<i>Please indicate with an 'X' as appropriate</i>				

4b. If you think the Wiltshire Gypsies and Travellers Development Plan Document is not sound, please indicate the reason(s) why:

(1) Not positively prepared	
(2) Not justified	
(3) Not effective	
(4) Not consistent with national policy	
<i>Please indicate with an 'X' as appropriate</i>	

See the separate statement of representation procedure (guidance note) for further information on 'soundness'.

5. Please give details of why you consider the Wiltshire Gypsies and Travellers Development Plan Document is not legally compliant or is unsound or fails to comply with the duty to co-operate. Please be as precise as possible.

If you wish to **support** the Wiltshire Gypsies and Travellers Development Plan Document on the basis that you consider it is sound, legally compliant and meets the duty to cooperate, please also use this box to set out your comments.

(Continue on a separate sheet/expand box if necessary)

5a. If you wish to make a separate representation, relating to legal compliance, soundness or the duty to cooperate in relation to the accompanying Sustainability Appraisal (SA), please make them here.

(Continue on a separate sheet/expand box if necessary)

6. Please set out the modification(s) you consider necessary to make the Wiltshire Gypsies and Travellers Development Plan Document legally compliant and sound, in respect of any legal compliance or soundness matters you have identified at 5 above. (Please note that non-compliance with the duty to co-operate is incapable of modification at examination). You will need to say why each modification will make the Wiltshire Gypsies and Travellers Development Plan Document legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.

(Continue on a separate sheet/expand box if necessary)

7. If your representation is seeking a modification to the plan, do you consider it necessary to participate in the examination hearing session(s)?

	No , I do not wish to participate in hearing session(s)		Yes , I wish to participate in hearing session(s)
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8. If you wish to participate in the hearing session(s), please outline why you consider this to be necessary:

(Continue on a separate sheet/ expand box if necessary)

Please note the Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate in hearing session(s). You may be asked to confirm your wish to participate when the Inspector has identified the matters and issues for examination.

9. Do you wish to be notified of any of the following?

Please tick all that apply.

The submission of the Wiltshire Gypsies and Travellers Development Plan Document for Independent Examination	
The publication of the report of the Inspector appointed to carry out the examination	
The adoption of the Wiltshire Gypsies and Travellers Development Plan Document	

Please ensure that we have either an up-to-date email address or postal address at which we can contact you.

Signature:		Date:	
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