

Tourist Accommodation Retention Supplementary Planning Document (SPD)

Guidance Notes for Respondents

Before making your representation on the Tourist Accommodation Retention Supplementary Planning Document (SPD), we would encourage you to read the following guidance as it will explain where you can view the documents, how you can make representations and the type of comments that will be considered.

Introduction

Eastbourne Borough Council's Tourist Accommodation Retention Supplementary Planning Document is published under Regulation 13 of the Town & Country Planning (Local Planning) (England) Regulations 2012. It requires local planning authorities to make copies of the SPD documents and a statement of the SPD matters available for inspection.

How to make a Representation

Representations can be made over a 6-week period from 23 September to 4 November 2016 using the on-line consultation portal or via a representation form.

Representation forms can be downloaded from the Council's website and paper copies are available at the Council's offices at 1 Grove Road, Eastbourne, BN21 4TW.

Confidentiality (Data Protection Act 1998 & Freedom of Information Act 2000)

Representations cannot be treated in confidence and copies of all representations will be made publicly available. The Council will also provide names and associated representations on its website but will not publish personal information such as telephone numbers, emails or private addresses. By submitting representation on the Tourist Accommodation Retention SPD or any associated documents you confirm that you agree to this and accept responsibility for your comments.

Guidance on completing the written representation form

1. It is important that a separate form is used for each representation. If you are commenting on several parts of the document you will need several forms. Additional forms can be downloaded from the Council's website via www.eastbourne.gov.uk/spd

2. Each form should be completed fully, with your name and address on each.
3. Please use BLOCK CAPITALS and BLACK INK when completing the form in paper copy.
4. You may submit the form yourself or on behalf of an organisation or company. Alternatively you may ask someone to do it for you if you need help, or you can appoint an agent. If an agent is appointed their full details should also be given and all future correspondence will be sent to this agent.
5. It is important that you clearly state which section of the document you are referring to: for example, paragraph, section or policy number.
6. Please remember to sign and date the form.

Please return completed forms to:

Regeneration & Planning Policy, Eastbourne Borough Council, 1 Grove Road,
Eastbourne, BN21 4TW.

Guidance on completing the online representation form

You may find it easier and quicker to make your representations directly online at www.eastbourne.gov.uk/spd

To make representations in this way you will need to register your details and/or log in. You will then be able to make separate comments on each paragraph, policy and the vision contained within the document via the website.

Further assistance

Should you require any further information or assistance, please contact the Regeneration & Planning Policy team on 01323 410000 or by e-mail at planning.policy@eastbourne.gov.uk