

**Note: Please read the accompanying Planning Inspectorate’s advice note before filling in this form. Thank you.**

**Model Representation Form for Statements of Community Involvement**

**Statement of Community Involvement  
(SCI)  
Submission Stage Representation Form**

Ref:  
  
(For official use only)

**1. Personal Details\***

*\*If an agent is appointed, please complete only the Title and Name boxes below but complete the full contact details of the agent in 2.*

Title

First Name

Last Name

Job Title   
(where relevant)

Organisation   
(where relevant)

Address Line 1

Line 2

Line 3

Line 4

Post Code

Telephone Number

E-mail Address   
(where relevant)

**2. Agent’s Details (if applicable)**

**3. Did you raise the matter that is the subject of your representation with the LPA earlier in the process of the preparation of the SCI, ie before it was submitted for examination?**

No

Yes (at consultation and participation stage)

If 'No', can you briefly explain why you did not do so:

4(a). Do you consider the SCI is:

Sound<sup>1</sup>  
Go to Qu.5  
(ie you support  
the SCI)

Unsound  
Go to Qu.4.(b)  
(ie you consider  
changes are  
required to  
the SCI)

4(b). If you consider the SCI is **unsound**, please identify which test of soundness your representation relates to (having regard to test numbers 1-9 listed in the Annex).  
*Please note you should complete a separate form for each test you consider the SCI fails.*

Soundness  
Test no.  
(see Annex)

5. To which part of the SCI does your representation relate?

Section

Paragraph

6. Please give details of what change(s) you consider necessary to make the SCI sound, having regard to the test you have identified at 4. above. You will need to say why this change will make the SCI sound. Please be as precise as possible.

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

**Please note** your representation should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change, as there will not normally be a subsequent opportunity to make further representations based on the original representation. **After this stage, further submissions will be only at the request of the Inspector, based on the matters and issues he/she identifies for examination.**

7. Can your representation be considered by written representations or do you consider it necessary to participate at the oral part of the examination?

Written representations  Participate at the oral examination

8. If you wish to participate at the oral part of the examination, please outline why you consider this to be necessary:

*Please note the Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate at the oral part of the examination.*

Signature:  Date:

<sup>1</sup> Sound may be considered in this context within its ordinary meaning of “showing good judgement” and “able to be trusted”, and within the context of fulfilling the expectations of legislation.

| <b>Annex : Failure to meet a Soundness Test</b> |   |
|---|---|
| 1   | The Local Planning Authority has not complied with the minimum requirements for consultation as set out in Regulations.   |
| 2   | The Local Planning Authority's strategy for community involvement does not link with other community involvement initiatives e.g. the Community Strategy.                 |
| 3   | The statement does not identify in general terms which local community groups and other bodies will be consulted.   |
| 4   | The statement does not identify how the community and other bodies can be involved in a timely and accessible manner.   |
| 5   | The methods of consultation to be employed are not suitable for the intended audience and for the different stages in the preparation of Local Development Documents.     |
| 6   | The resources are not available to manage community involvement effectively.  |
| 7   | The statement does not show how the results of community involvement will be fed into the preparation of Development Plan Documents and Supplementary Planning Documents. |
| 8   | The authority has insufficient mechanisms for reviewing the Statement of Community Involvement.   |
| 9   | The statement does not clearly describe the planning authority's policy for consultation on planning applications.  |