



**Draft Charging Schedule and Draft Regulation
123 List Consultation**

Consultation Self-Help Note

27th February 2015

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1.0 **Introduction**

- 1.1 Before making your representations on the Draft Charging Schedule and Draft Regulation 123 list, we would encourage you to read the following guidance, as it explains where you can view the documents, and how you can make representations,
- 1.2 Importantly, your representations **must**:
- Be submitted via our online consultation system or on the proper paper form; and,
 - Be submitted before the closing date. We will not be able to accept representations received after **27^h March 2015 at 4.30pm precisely**.
- 1.3 The Council's online consultation system can be found at www.rother.gov.uk/CIL, guidelines for using the online system can be found in Section 2.0. This is our preferred method of submitting representations.
- 1.4 You can also find the representations form on our website at: www.rother.gov.uk/CIL or at the District Council offices, Bexill and Community Help Points in Battle and Rye.
- 1.5 If you (or someone you know) would like the information contained in this document in large print, Braille, CD or in another language, please contact the Council's Planning Strategy & Environment team on 01424 787635 or planning.strategy@rother.gov.uk

Advantages of using the online system

- Quick and easy to use – instructions are provided in Section 2.0
- You can save time - view documents/representations online.
- You do not have to submit your representations all in one sitting, you can input them over several days if you wish.
- You can update personal details instantly, such as change of address or email.
- Ability to view other consultees' representations once they have been processed by the council.
- Search - to view other representations on different items within a particular document.
- Saves paper and cost of postage, and saves officer time at the Council in inputting and reviewing paper submissions

2.0 Guidance on completing your representations online – A step-by-step guide

You can make your representations online at www.rother.gov.uk/CIL . Click on the following link:

‘Community Infrastructure Levy: (CIL) Draft Charging Schedule and Draft Regulation 123 List.’

This will open a new browser.




The screenshot shows the Rother District Council website. At the top, there is a navigation bar with links for Skip Navigation, Home, Listen to site, Login, News, Contact Us, Search, and FAQs. The council's logo is on the left, and the name 'Rother District Council' is in the center. A search bar is on the right. Below the navigation bar, there are tabs for Residents, Business, Visitors, and About the Council. A secondary navigation bar lists various services like Planning and Building Control, Rubbish and recycling, Council tax, Housing, Jobs and learning, Benefits, grants and funding, and More... A breadcrumb trail indicates the current location: You are here: Residents > Planning and Building Control > Planning Policy. The main heading is 'Planning Policy'. A green box contains a 'PLEASE NOTE' and instructions for registration and login, with input fields for Email Address and Password, and a Login button. Below this is a footer with links for LDP Home, Core Strategy Home, Search Representations, and Rother Home. The main content area is titled 'Draft Charging Schedule and Draft Regulation 123 List' and includes a 'Please note' about document access and a 'Share |' link. At the bottom, there is a footer with 'A to Z of services' and various utility links, along with social media icons and the copyright notice: © 2014 Rother District Council, Town Hall, London Road, Bexhill-on-Sea, East Sussex TN39 3JX.

1. **If this is your first time using the online system**, you must register in order to make representations, using the ‘*Register now*’ link. You will be asked for some details about yourself in order to register your representations. Once you have registered you will be returned to the consultation front page, your name will appear in the top left of the screen, along with your representation ID. Please remember your user name and password in order to access the system on another day or for future consultations.

2. **If you are already registered**, you will be required to enter your user name and password from previous consultations in order to log-in. If you have forgotten your password, you can request another by using the on-screen instructions.
3. If you need help using the system, there is a help section on the consultation front page, just click on the prompt next to this symbol.



4. Once you have logged-on, in order to make representations on the Community Infrastructure Levy (CIL) Draft Charging Schedule and Draft Regulation 123 List, you should scroll down the page to the section entitled 'Current Documents open to public consultation' and click on '*Community Infrastructure Levy (CIL) Draft Charging Schedule and Draft Regulation 123 List*'. You will automatically be taken to the contents page. You can click on the chapters which you want to view/make representations on.
5. You can then read the sections of the document and make representations on any parts with a pencil icon. Click on the pencil icon next to the text to make your response. 
6. You should choose whether you support, object or simply want to make a comment on the Community Infrastructure Levy (CIL) Draft Charging Schedule and Draft Regulation 123 List. Your representations should relate to the specific paragraph number set within the consultation document.
7. To make your representation, click on the box marked '*Representation*'. There is an automatic limit of 100 words, therefore if your representation of over 100 words, you will be automatically prompted to provide a short summary in the representation summary box. A message on-screen will prompt you for this. You are able to save your representations as a draft by clicking on the '*save as draft*' button. However, please remember to submit your representation when you are happy with it.



Rother District Council:

You are about to comment on the above paragraph or heading. [close]

Important Information

The information collected will be processed in accordance with the Data Protection Act 1998. Copies of representations will be available for public inspection, and cannot be treated as confidential. They will also be available to view on the Council's website. By clicking on the submit button below you are agreeing to these conditions. Once you have submitted your representation an email will be sent to you confirming your submission and providing you with a copy of the text you have entered.

Do you support or oppose this part of the Core Strategy?

Support/Object:

Please explain your reason for supporting or objecting on this part of the Proposed Submission Core Strategy. If required, please outline what amendments you suggest. If your representation is longer than 100 words, you will be asked to provide a summary below.

Representation::

8. When you are happy with your representation, you should click the 'submit' button at the bottom of the page. If you wish to make further representations, you should scroll up or down to the next relevant section or return to the contents list at the top of the page. You can continue to make representations by clicking on the pencil icon.



9. To view representations which others have made, you can click on the magnifying glass button.



10. Once you have finished making your representations, or wish to leave the webpage to make representations later, you should logout, using the 'logout' button at the top of the page.

11. If you leave the consultation site and come back to it, you do not need to re-register, but you will need to log-in using your username and password to make further comments.

3.0 Guidance on completing the written representation form

Part A: Contact information

- 1) You must complete all your contact details in the first part of the form. We use this to identify who has made the representations(s), so it is important you complete this fully. This section is also known as **Part A** and you will only need to complete this once. **Part B** is the section where you will actually be making representations on the Draft Charging Schedule and Draft Reg 123 list.
- 2) It is important here that you use a separate sheet for each representation you want to make and keep your representations clear and concise.

Part B: Making a representation

- 3) Each representation that you make **must** relate to the specific questions in the consultation document. It is important that a separate Part B form is used for each representation made.
- 4) Please use BLOCK CAPITALS and BLACK INK when completing the form.
- 5) 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 the agent.
- 6) If you are making a representation, then it is important you reference the question your representation relates to in the consultation document.
- 7) Please remember to sign and date the form.

Please return completed forms to:

Service Manager – Strategy and Planning, Consultation on the Draft Charing Schedule and Draft Regulation 123 List, Rother District Council, Town Hall, Bexhill-on-Sea, East Sussex, TN39 3JX.

Alternatively you may wish to email your written representations to:

planning.strategy@rother.gov.uk