**NOTTINGHAM CITY COUNCIL Land and Planning Policies Development Plan Document (Local Plan Part 2), LAPP, EXAMINATION**

**Inspector: Beverley Doward BSc BTP MRTPI**

**Programme Officer: Jayne Knight** Tel: 0115 8764063/07548 160934

Email: [jayne.knight@nottinghamcity.gov.uk](mailto:jayne.knight@nottinghamcity.gov.uk)

18 May 2018

Dear Sir/Madam,

**Introduction of Programme Officer for the Examination of the Nottingham City Council Land and Planning Policies DPD (Local Plan Part 2), (LAPP)**

I am writing to introduce myself as Programme Officer for the Examination of the LAPP, working in support of the Inspector appointed to conduct the Examination, Ms Beverley Doward. An essential part of my role is to communicate with those who have made representation on the plan and act as a channel of communication between representors, the Council (Nottingham City Council) and the Inspector. The Inspector is not able to communicate directly with representors or the Council except in hearings sessions.

You will have received a letter from Mr Peter McAnespie, Local Plans and Partnership Manager at Nottingham City Council, giving information on the appointment of Ms Doward and on how to access LAPP documents both in paper format and from the Council’s website. You can access details of your own representation(s) to the consultation process for one or both versions of the Plan by following the link below where you can find your representor identification number, the number(s) given by the Council to the representation(s) you have made and a copy of your representation(s) to the consultation on the Plan. <https://www.nottinghamcity.gov.uk/submission>

It is probable that Examination hearings will take place during September this year. I will issue in the near future a Guidance Note from the Inspector outlining the administrative arrangements for the Examination and its general procedures and answering some questions and concerns you may have about the process and potential participation in an Examination hearing session. In order to plan for the Examination hearings and put together a Draft Programme, I need to have a list of those making representation(s) and seeking changes to the Plan on the basis that either it, or part of it is unsound, not legally compliant or that the duty to cooperate has not been complied with, who wish to appear in person concerning their representation(s) at an Examination hearing. The second page of this letter is a short form to complete and return to me by 1 June 2018 if you wish to participate in an Examination Hearing or Hearings connected with your representation(s). My contact details are at the top of this letter. If you have any queries about how your representations are registered, please do not hesitate to contact me or the Planning Policy and Research Team (0115 876 4594), email [localplan@nottinghamcity.gov.uk](mailto:localplan@nottinghamcity.gov.uk). At present, I work on the Examination on a part time basis but aim to respond to all email, written and telephone communication within two working days.

Yours faithfully

Jayne Knight

Programme Officer

Nottingham City Local Plan Part 2, Land and Planning Policies (LAPP)

**NOTTINGHAM CITY COUNCIL Land and Planning Policies Development Plan Document (Local Plan Part 2), LAPP, EXAMINATION**

**REQUEST TO APPEAR IN PERSON AT A HEARING/HEARINGS IN THE EXAMINATION OF THE LAPP**

If you have made representation(s) seeking changes on the Plan on the basis that either it, or part of it, is unsound, not legally compliant or that the duty to co-operate has not been complied with and wish to appear in person concerning your representation(s) at an Examination hearing, please complete this form and return it to the Programme Officer by 1 June 2018. If you have questions concerning how your representation has been logged by the Council, please contact the Programme Officer or a member of the Planning Policy and Research Team (0115 876 4594) or email [localplan@nottinghamcity.gov.uk](mailto:localplan@nottinghamcity.gov.uk).

**Consultee Name** - Organisation or Individual

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**Organisation or Individual ID number**  …………………………….

**Details of Agent**, if one appointed. Please confirm their contact details:

Company name:

Name of agent/phone number and email address:

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| **Unique representation number** | Policy or part of the LAPP considered unsound |
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Please add further rows to the above table if needed but list only those representations which you would wish to discuss at a hearing session.

Return the form to the Programme Officer by 1 June 2018. Contact details are given on the attached letter in case of queries.