

Application Name:
Registration Deadline: on

Registration and Relevant Representation Form

About this form

In this form and the accompanying notes, words in *italics* have specific meanings in the Planning Act 2008 process, which are explained in the Glossary at the end of this form.

By completing this form you are registering to become an *interested party* to take part in the *examination* of the above *application* to the IPC for development consent.

To complete this form, please refer to the corresponding notes for each section. To be valid, the fully completed form must be received by the IPC by the registration deadline above. The IPC address is: IPC, Temple Quay House, Temple Quay, Bristol BS1 6PN

If you do not answer all the questions in Section 1, relevant questions in Section 2, and questions 3.1, 4.3 and 4.4, you may not be able to take part in the *examination*.

To help you complete the form, signposting after every question will direct you to the next question. This will be based on the answers you have provided and should ensure that you do not miss any questions relevant to you.

If you are completing this form by hand, please write clearly, use black ink and capital letters throughout, so that it can be easily read, and scanned or copied.

Data protection

The IPC Privacy Statement at the end of the Glossary explains how we will deal with your data; please ensure you have read this **before** you complete the form.

In particular, please be aware that we are required by law to make copies of these forms available for public inspection, and copying if requested. This means that none of the information provided, including your contact details, can be treated as confidential. Details published online will be restricted to your name and the text of your representation. However, copies made available for inspection at public locations will contain your contact details.

How to fill in this form

Each section or question on the form includes corresponding notes to enable you to complete this form.

The IPC implements a process which is governed by the Planning Act 2008 and related legislation. Whilst we make every effort to ensure that our public information is written in easy to understand language, it is also necessary to refer to some of the terms that are used in the Planning Act 2008. These are words and phrases that may not be familiar to everyone but they will be used during the *examination* by legal representatives, Commissioners and others.

There is also a Glossary at the end of this form which explains words which have a specific meaning in the Planning Act 2008 process. These have been written in *italics* throughout this form so that they can be easily recognised. We hope that you find this helpful.

The form begins overleaf >

Section 1 | About you and anyone you may be representing

Q1.1 Please tick the option which best describes why you are completing this form and then fill in the corresponding address block.

Tick and fill in one option only

I am completing this form for myself to give my own personal views.

| | | | | | |
|----------------|----------------------|------------|----------------------|-----------|----------------------|
| Title | <input type="text"/> | First name | <input type="text"/> | Last name | <input type="text"/> |
| Address line 1 | <input type="text"/> | | | | |
| Address line 2 | <input type="text"/> | | | | |
| Town/City | <input type="text"/> | County | <input type="text"/> | | |
| Postcode | <input type="text"/> | Country | <input type="text"/> | | |
| Email | <input type="text"/> | Tel. | <input type="text"/> | | |

Go to Q1.2 in this section

I am completing this form for the organisation I work for to give its views.

| | | | | | |
|-------------------|----------------------|------------|----------------------|-----------|----------------------|
| Title | <input type="text"/> | First name | <input type="text"/> | Last name | <input type="text"/> |
| Job title | <input type="text"/> | | | | |
| Organisation name | <input type="text"/> | | | | |
| Address line 1 | <input type="text"/> | | | | |
| Address line 2 | <input type="text"/> | | | | |
| Town/City | <input type="text"/> | County | <input type="text"/> | | |
| Postcode | <input type="text"/> | Country | <input type="text"/> | | |
| Email | <input type="text"/> | Tel. | <input type="text"/> | | |

Go to Q1.2 in this section

Before completing your own personal details or those of another person or organisation, please ensure that you read our **privacy statement** at the end of this form so that you are aware of how this data will be stored and used.

Please be aware that you **must** complete one of the address block fields for your representation to be valid.

Complete the **first** address block **only** if you are giving your own personal views about the *application*.

Complete the **second** address block **only** if you are giving the views of the organisation that you work for (either on a paid or voluntary basis). Complete the details of the organisation together with your name and job title or volunteer role.

Section 1 | About you and anyone you may be representing



I am completing this form on behalf of another person or organisation as their agent or representative and I have their permission to represent their views. I give both their contact details and my own below.

Agent or representative contact details (these details will be used for correspondence):

| | | | | | |
|-------------------|----------------------|------------|----------------------|-----------|----------------------|
| Title | <input type="text"/> | First name | <input type="text"/> | Last name | <input type="text"/> |
| Job title | <input type="text"/> | | | | |
| Organisation name | <input type="text"/> | | | | |
| Address line 1 | <input type="text"/> | | | | |
| Address line 2 | <input type="text"/> | | | | |
| Town/City | <input type="text"/> | County | <input type="text"/> | | |
| Postcode | <input type="text"/> | Country | <input type="text"/> | | |
| Email | <input type="text"/> | Tel. | <input type="text"/> | | |

If you are acting on behalf of a third party, be this another person or organisation, complete the **third address block only**, providing your own contact details as well as those of the person or organisation you are representing.

Contact details of the person or organisation you are representing:

| | | | | | |
|-------------------|----------------------|------------|----------------------|-----------|----------------------|
| Title | <input type="text"/> | First name | <input type="text"/> | Last name | <input type="text"/> |
| Job title | <input type="text"/> | | | | |
| Organisation name | <input type="text"/> | | | | |
| Address line 1 | <input type="text"/> | | | | |
| Address line 2 | <input type="text"/> | | | | |
| Town/City | <input type="text"/> | County | <input type="text"/> | | |
| Postcode | <input type="text"/> | Country | <input type="text"/> | | |
| Email | <input type="text"/> | Tel. | <input type="text"/> | | |

Go to Q1.2 in this section

Q1.2 The IPC uses electronic communication wherever this is appropriate. Can information from the IPC about the examination of this application be sent to you this way?



Yes - information can be provided by email to the email address that I've provided.



No - information should be provided by post to the address that I've provided.

The IPC aims to communicate with people by email wherever possible, as electronic communication is more environmentally friendly and cost effective for the IPC as a public body.

If you say that you agree to receive communications by email, you can change your mind later provided you give us 7 days notice, either in writing or by email.

Go to Section 2 - Q2.1

Q2.1 Do you consider that you have an *interest* in the land or part of the land which is the subject of this *application* or in any other land which you believe will or might be affected by this *application*?

Yes Go to Q2.2 in this section

No Go to Section 3 – Q3.1

Here you should state whether or not you believe you have any *interest* in land that is the subject of the *application* or in any other land which you believe will or might be affected by this *application*.

Q2.2 How would you best describe the *interest* you have in the land or part of the land which is the subject of this *application* or in any other land which you believe will or might be affected by this *application*?

Select all options that apply

I own, lease, rent or occupy the land or part of the land to which the *application* relates

I have the power to sell, transfer or release the land to someone else

I would be entitled to make a *relevant compensation claim* if the *development consent order* were to be made and fully implemented.

I have some other legal *interest* in all or part of the land to which the *application* relates

You should only be answering this question if you answered yes to Q2.1.

Here you are being asked to describe your *interest* in the land that is the subject of the *application* or in any other land which you believe will or might be affected by this *application*.

Section 57 (6) of the Planning Act 2008 defines who is entitled to make a *relevant compensation claim* if the *development consent order* were to be made and fully implemented.

Go to Q2.3 in this section

Q2.3 If the developer is applying for compulsory acquisition of land or of interests in or rights over land which is the subject of this *application* and you have an *interest* in any such land, would you like to speak at a *compulsory acquisition hearing*?

Yes Go to Section 3 – Q3.1

No Go to Section 3 – Q3.1

You should only be answering this question if you answered yes to Q2.1.

Here you should say whether or not you will wish to speak at a *compulsory acquisition hearing*, if one is held.

One will only be held if the developer is applying for compulsory acquisition as part of this *application*. You will only be able to speak at this type of hearing if you have an *interest* in the land to which the compulsory acquisition relates or any part of that land.

Q3.1 Here you should summarise the aspects of the *application* you agree and/or disagree with and say why. Outline what information, local knowledge or evidence you have which supports this. Please aim to limit this section to no more than 500 words.

SAMPLE

Add additional sheets if required

The Planning Act 2008 process is primarily a written *examination* process.

Include in your *representation* any issues you may wish to expand upon later.

The information you include in the *representation* section of this form will be used by the *Examining Authority* to carry out their initial assessment of principal issues and to decide the best way to examine the *application*.

Your *representation* should take the form of a summary of what you agree with and/ or disagree with in the *application*, and any impacts you think it would have. It would be very helpful if you could limit this to 500 words.

If you are registered as an *interested party* you will have an opportunity, later in the *examination* process, to provide a more detailed *written representation*.

Please note that your *representation* must not include material:

- that is vexatious or frivolous
- about compensation for compulsory acquisition of land or of any *interest* in or right over land
- about the merits of policy set out in a national policy statement.

Section 4 | Participation in the *examination*

The following questions all relate to whether you intend to participate in various stages of the *examination* process.

Q4.1 Do you wish to attend the *preliminary meeting*?

Yes Go to Q4.2 in this section

No Go to Q4.2 in this section

Q4.2 Do you wish to submit a *written representation* at a later stage?

Yes Go to Q4.3 in this section

No Go to Q4.3 in this section

Q4.3 If an *open floor hearing* is held, would you like the opportunity to speak?

Yes Go to Q4.4 in this section

No Go to Q4.4 in this section

Q4.4 If an *issue specific hearing* is held relating to an *issue raised by your representation*, would you like to have the opportunity to speak?

Yes

No

This question has been included to provide the IPC with an indication of the numbers of people who may wish to attend, so that we can find a suitable venue for the meeting.

Regardless of how you answer this question, you will still be invited to attend the *preliminary meeting* if you are registered as an *interested party* in this *application*. If you decide not to attend, your status as an *interested party* will not be affected.

Written representations can be submitted once the *examination* has started.

The deadline for submitting *written representations* will be notified to all *interested parties* and publicised on our website after the *preliminary meeting*.

You do not have to submit a *written representation* during the *examination* if you consider that all the points you wish to make have been made in Section 3 of this form, or have been adequately made by another *interested party*.

Here you should say whether or not you wish to speak at an *issue specific hearing* if one is held.

The *Examining Authority* will decide which issues require an *issue specific hearing* once all *relevant representations* have been considered.

Please check that you have answered all the questions in **Section 1**, relevant questions in **Section 2**, and questions **3.1**, **4.3** and **4.4**, otherwise you may not be able to take part in the later stages of the *examination*.

Please sign your form, print your name and give today's date, below:

Signature

Date

Print name

Thank you. You have now completed the IPC Registration and Relevant Representation form.

Please take the time to check that you have completed all the necessary sections and included all the points you wish to make in your *representation*. You should also ensure that it is clear and legible.

Once you are happy, you should return it, to arrive by the registration deadline, to:

Infrastructure Planning Commission, Temple Quay House, Temple Quay, Bristol, BS1 6PN

Glossary

The IPC process is a legal process governed by the Planning Act 2008 and related legislation. We are committed to ensuring that we make this process as inclusive as possible. We have tried to use everyday language wherever possible in this form, but we also have to refer to a number of terms which are used in the Planning Act 2008. We hope that the notes above and the glossary below help to explain these terms – but if there is still anything you do not understand, please call our helpline (0303 444 5000) for further advice.

Application – This refers to the developer's application for a development consent order or DCO.

Development Consent Order (DCO) – This is a legal Order which provides consent for the project and means that a range of other consents, such as planning permission and listed building consent will not be required. A DCO can also include provisions authorising the compulsory acquisition of land or of interests in or rights over land which is the subject of an application. A draft DCO is submitted by the developer with every application.

Examination – This is the formal, legal process, governed by the Planning Act 2008, and related legislation. The examination starts on the last day of the preliminary meeting and takes place over a period of up to six months.

Examining Authority – This is the Commissioner or the Panel of Commissioners appointed by the Chair of the IPC to conduct the examination of the application.

Interest – This means a legal interest that you currently have in the land affected by the DCO, for example where you own, lease, rent, or occupy the land, or have some other legal right over or in relation to it.

Interested party – Interested parties may participate in the examination of the application and will receive formal notifications as the examination progresses. Some people and organisations are interested parties automatically and don't need to register to become an interested party. Other people and organisations can register to become an interested party, by completing the 'IPC Registration and Relevant Representation' form (i.e. this form) and submitting it to the IPC, ensuring that the form is received before the specified deadline.

Issue specific hearing - A hearing or hearings on specific issue(s) may be held if the Examining Authority considers it necessary, so as to ensure adequate examination of the issue or to ensure that an interested party has a fair chance to put their case.

Open floor hearing - Provides an opportunity to speak about the application to the Examining Authority. Oral evidence on any aspect of the application can be presented but the Examining Authority will determine how to conduct the hearing. An open floor hearing is only held if requested by an interested party, or if the Examining Authority considers it necessary.

Compulsory acquisition hearing - A compulsory acquisition hearing will only be held if the developer is seeking compulsory acquisition powers as part of the application, and either a hearing is requested by someone whose interest in all or part of the land is sought to be compulsorily acquired, or the Examining Authority considers it necessary. You will only be able to speak at this type of hearing if you have such an interest.

Preliminary meeting – This is a procedural meeting held after the registration deadline has passed, once the Examining Authority has made its initial assessment of the principal issues after consideration of the relevant representations. All interested parties will receive a notification in advance of the preliminary meeting setting out a draft timetable for the examination including any proposed hearing(s). The purpose of this meeting, chaired by the Examining Authority, is to consider how the application will be examined, for example identifying the initial principal issues and the timetable for the examination. The merits of the project are not explored at the meeting.

Glossary (continued from page 7)

Project – This is the proposed development, such as a power station, wind farm, section of railway, road, or electricity line for which consent is being sought in the application.

Relevant compensation claim – Claims can be made by persons or organisations whose land or whose right in land could be affected by the proposed development. Their land or rights may not be subject to compulsory acquisition powers sought in the application or indeed be within the land to which the application relates, but they may have a right to compensation under either part 1 of the Land Compensation Act 1973 or s.10 of the Compulsory Acquisition Act 1965 if their land or interest is affected by the development.

Representation - This is your outline of what you agree and/or disagree with in the application (in question 3.1 of this form). The Planning Act 2008 refers to three types of representation: relevant, written and oral.

Relevant representation - This is the term used in the Planning Act 2008 for the IPC's Registration and Relevant Representation form including the summary you provide in the representation section (i.e. Section 3 of this form).

For it to be valid you must complete all the questions in Section 1, relevant questions in Section 2, and questions 3.1, 4.3 and 4.4 in this form, then date and sign it, and send it to the IPC so that it is received before the Registration Deadline. The Examining Authority will consider all valid representations to be 'relevant representations', and each will form part of the evidence considered during the examination.

Written representation - This is a more detailed written account of what you agree and/or disagree with in the application, together with any evidence or documents to support this. It is an opportunity to expand on the issues you have set out in your representation. You do not have to submit a written representation if you consider that all the points you wish to make have been made in section 3 of this form, or have been adequately made by another interested party.

While the Examining Authority does have some discretion to accept written representations even from people who have not submitted a valid relevant representation, this should not be relied upon.

Oral representation – This is the term used to describe the opportunity to speak in person at a hearing. Any oral representations must be based on either the relevant representations or written representations made by the person by whom or on whose behalf the oral representations are made. You do not have to make an oral representation if you consider that all the points you wish to make have been made in section 3 of this form or in any written representation you make, or have been adequately made by another interested party.

While the Examining Authority does have some discretion to accept oral representations even from people who have not submitted a valid relevant representation, this should not be relied upon.

IPC Privacy Statement

The Planning Act 2008 requires us to publish on our website information relating to any application for development consent, including completed representation forms. You should not include personal information about other people (or information which may indirectly identify other people) in representations unless they consent to the information being supplied.

We have put in place procedures to ensure we comply with the Data Protection Act 1998 when handling your personal information. This means that we will:

- only use the personal information you provide for the purposes of dealing with and considering the Application for development consent;
- only hold this information for as long as reasonably required; and
- remove personal details, for example, telephone numbers, addresses, email addresses and signatures before publishing representations on our website (although the representation forms containing these details will remain available for public inspection and copying as required by the Planning Act 2008).

If you would like further information about use of personal information you are advised to contact the Information Commissioner's website at: www.ico.gov.uk