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All Interested Parties, Statutory Parties and  
any Other Person invited to the Preliminary  
Meeting

Your Ref:

Our Ref: EN010118

Date: 26 July 2022

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Dear Sir/ Madam

## **Planning Act 2008 – Section 89 and The Infrastructure Planning (Examination Procedure) Rules 2010 – Rule 8 and 9**

### **Application by Longfield Solar Energy Farm Limited for an Order Granting Development Consent for the Longfield Solar Farm**

#### **Examination Timetable and Procedure**

This letter (the Rule 8 letter) provides important information about the Examination of this application. The letter includes:

- The Examination Timetable
- An invitation to submit Written Representations
- Details of the publication of the Examining Authority's (ExA) written questions
- Other Procedural Decisions made by the ExA
- Details on the procedure to be followed at hearings and how to make a request to appear at them.
- Information about the availability of Examination Documents
- Guidance on the use of the 'Make a submission' tab on the project webpage

All documentation associated with this Examination, including a note of the Preliminary Meeting and the recording of that meeting, can be viewed under the [Documents tab](#) on the project webpage of the National Infrastructure Planning website ([project webpage](#)).

#### **The Examination Timetable**

I have made a Procedural Decision about the way the application will be examined. The final Examination Timetable is attached at **Annex A** to this letter.

The Examination Timetable replaces the draft timetable included in my [Rule 6 letter](#). In finalising the Examination Timetable, I have sought to accommodate requests and suggestions made orally at the Preliminary Meeting and in writing at **Procedural Deadline A**. A list of the main changes I have made to the draft Examination Timetable is set out at **Annex B** to this letter.

Please note that the Examination Timetable contains a number of Deadlines for receipt of information by the Planning Inspectorate. All Deadlines are at 23:59 on the date specified. Please ensure submissions arrive by the Deadline. If you do not make your submissions by the dates specified in the timetable, I may disregard them.

Interested Parties should make their submissions using the [Make a submission tab](#) on the project webpage on or before the applicable Deadline. **Annex E** to this letter provides further information about using the [Make a submission tab](#).

If I consider it necessary to vary the Examination Timetable during the Examination, notification will be sent to Interested Parties, Statutory Parties and Other Persons invited to the Preliminary Meeting. The changes will be published on the [project webpage](#).

## Written Representations

All Interested Parties are now invited to submit Written Representations and any comments on the Relevant Representations (RRs) already submitted. These should be submitted by **Deadline 1B (Thursday 18 August 2022)** in the Examination Timetable. As noted below, the Applicant should submit any comments on the RRs by **Deadline 1A (Thursday 4 August 2022)**.

Written Representations can cover any relevant matter and are not restricted to the matters set out in my [Initial Assessment of Principal Issues](#) or to the content of my written questions (see next heading below).

Any person, other than the Applicant, who submits a Written Representation must identify those parts of the application with which they agree and those parts with which they do not agree, explaining the reasons why. Interested Parties should also provide with their Written Representations any data, methodology and assumptions used to support their submissions to avoid delays in the Examination (see paragraph 74 of [Planning Act 2008: Guidance for the examination of applications for development consent](#)).

I have requested further types of written submissions at various points in the Examination (see **Annex A**).

Any Written Representations and any further written submissions requested during the Examination, that exceed 1500 words, should also be accompanied by a summary which should not exceed 10% of the original text. The summary should set out the key facts of the written submission and must be representative of the submission made.

Representations **must not include hyperlinks** to documents/evidence hosted on third party websites. Please see the Planning Inspectorate's [Advice Note 8.4: The Examination](#) for further information about Written Representations.

## Examining Authority's Written Questions

I have prepared written questions (ExQ1) about the application and the representations received so far. These questions are published on the project webpage and can be accessed at the following link:

[Examining Authority's First Written Questions \(ExQ1\)](#)

Responses to ExQ1 must be provided by **Deadline 1B (Thursday 18 August 2022)** in the Examination Timetable.

If you require an editable Microsoft Word version of ExQ1, please [contact the Case Team](#) using the contact details at the top of this letter.

## Other Procedural Decisions made by the Examining Authority

**Annex B** to this letter contains important details and clarifications about other Procedural Decisions I made at, or following, the Preliminary Meeting. These include:

- Creation of **Deadline 1A** and renaming of **Deadline 1** to **Deadline 1B** with amendments made to information required at these Deadlines; and
- Change to date of **Deadline 7**.
- Providing the East of England Ambulance Service with the same opportunities to participate in the Examination as other Interested Parties.

## Format of Examination Events

It is expected that both blended (part in-person and part virtual) and fully virtual events will form part of the Planning Inspectorate's future operating model.

My approach to the format of events will therefore remain flexible and I will confirm the format of any hearings in due course.

## Hearings and Site Inspections

As explained in my Rule 6 letter and at the Preliminary Meeting, the Examination will principally be a written process (see [Advice Note 8.4: The Examination](#)), supplemented where necessary by various types of hearings (see [Advice Note 8.5: Hearings and site inspections](#) and [Advice Note 8.6: Virtual Examination events](#)).

On this basis, the Examination Timetable at **Annex A** includes periods of time reserved for any hearings to be held. I will notify all Interested Parties of any further hearings scheduled as part of the Examination at least 21 days in advance of them taking place.

**Annex C** provides details about what Interested Parties should include in a request to be heard at a hearing, and the procedure that will be followed at hearings.

I will also undertake site inspections. Where I am able to view the site from public land I am likely to do this unaccompanied and a note of the site inspection will be published on



the project webpage. The Examination Timetable also reserves time for me to undertake an Accompanied Site Inspection (ASI) during the week commencing **Monday 5 December 2022**. I will consider each suggested site location submitted at **Deadline 1B (Thursday 18 August 2022)** to determine if it could be viewed from public land on an unaccompanied basis or if it is necessary to view it on an accompanied basis. I will also consider if it would be appropriate to make alternative arrangements including for specific locations to be visited on an access required basis.

## Managing Examination correspondence

Given the volume and frequency of letters the Planning Inspectorate needs to send to Interested Parties during an Examination, I aim to communicate with people by email as electronic communication is more environmentally friendly and cost effective for the taxpayer.

If you have received a letter from the Planning Inspectorate but are able to receive communications by email, please inform the Case Team using the contact details at the top of this letter as soon as possible.

As the Examination process makes substantial use of electronic documents, it will be useful for you to become familiar with the [project webpage](#).

A [Make a submission tab](#) is available on the website which provides a portal through which parties should make written submissions at relevant deadlines during the Examination. Further information about the 'Make a submission' portal is provided at **Annex E** to this letter.

There is also a function on the right-hand side of the project webpage called 'E-mail updates'. This provides you with an opportunity to register to receive automatic e-mail updates at key stages during the Examination.

## Your status in the Examination

You have received this letter because you fall within one of the groups described in the Planning Inspectorate's document [What is My Status in the Examination?](#)

If your reference number begins with '2003', 'LOSF-0', 'LOSF-AFP', 'LOSF-S57' 'LOSF-APP' you are in Group A. If your reference number begins with 'LOSF-SP' you are in Group B. If your reference number begins with 'LOSF-OP' you are in Group C. The meaning and purpose of those groups are explained in the document published at the link above.

If having read this document you are still unsure about your status, please contact the Case Team using the details at the top of this letter.

## Awards of costs

All parties will normally be expected to meet their own costs. Costs can be awarded against a party who has acted unreasonably and has caused the party applying for the award of costs to incur unnecessary or wasted expense during the Examination. You

should be aware of the relevant costs guidance [Awards of costs: examinations of applications for development consent orders](#).

## Management of information

Information, including representations, submitted in respect of this Examination (if accepted) and a record of any advice which has been provided by the Planning Inspectorate is published on the [project webpage](#).

Examination Documents can also be viewed electronically at the locations listed in **Annex D** to this letter.

Please note that in the interest of facilitating an effective and fair Examination, it is necessary to publish some personal information. To find out how we handle your personal information please view our [Privacy Notice](#).

I look forward to working with all parties in the Examination of this application.

Yours faithfully

*Rory Cridland*

## Examining Authority

### Annexes

- A** Examination Timetable
- B** Other Procedural Decisions made by the Examining Authority
- C** Requests to appear and procedure to be followed at hearings
- D** Availability of Examination Documents
- E** Information about the Make a submission tab

This communication does not constitute legal advice.  
Please view our [Privacy Notice](#) before sending information to the Planning Inspectorate.

## Examination Timetable

The Examining Authority (ExA) is under a duty to **complete** the Examination of the application by the end of the period of six months beginning with the day after the close of the Preliminary Meeting.

The Examination of the application primarily takes the form of the consideration of written submissions. The ExA will also consider any oral representations made at hearings.

<b>Item</b>	<b>Matters</b>	<b>Date</b>
<b>1.</b>	<b>Preliminary Meeting</b>	<b>Monday 18 July 2022 10:00 am</b>
<b>2.</b>	<b>Issue by the ExA of:</b> <ul style="list-style-type: none"> <li>• Examination Timetable.</li> </ul> <b>Publication by the ExA of:</b> <ul style="list-style-type: none"> <li>• The ExA's Written Questions (ExQ1).</li> </ul>	<b>Tuesday 26 July 2022</b>
<b>3.</b>	<b>Deadline 1A</b> For receipt by the ExA of: <ul style="list-style-type: none"> <li>• <b>Applicant's comments on Relevant Representations (RRs).</b></li> </ul>	<b>Thursday 4 August 2022</b>
<b>4.</b>	<b>Deadline 1B</b> For receipt by the ExA of: <ul style="list-style-type: none"> <li>• <b>Local Impact Reports (LIRs)</b> from Local Authorities (see Annex E);</li> <li>• <b>Responses to ExQ1;</b></li> <li>• <b>IP comments on RRs (if any);</b></li> <li>• <b>Written Representations (WRs);</b></li> <li>• <b>Requests from IPs to speak at an Open Floor Hearing;</b></li> <li>• <b>Requests from APs to speak to a Compulsory Acquisition Hearing;</b></li> <li>• <b>Requests from IPs to speak at an Issue Specific Hearing;</b></li> <li>• <b>Notification by Statutory Parties of their wish to be considered an IP by the ExA;</b></li> </ul>	<b>Thursday 18 August 2022</b>

	<ul style="list-style-type: none"> <li>• <b>Notification of wish to have future correspondence received electronically;</b></li> <li>• <b>Submission by the Applicant, IPs and APs of suggested locations for the ExA to include in any Site Inspection</b>, including the reason for nomination and issues to be observed, information about whether the location can be accessed using public rights of way or what access arrangements would need to be made;</li> <li>• <b>Statements of Common Ground (SoCG) requested by the ExA;</b></li> <li>• <b>Statement of Commonality of SoCG;</b></li> <li>• <b>The Compulsory Acquisition (CA) Schedule;</b></li> <li>• <b>Navigation Document/Guide to the application; and</b></li> <li>• <b>Any further information requested by the ExA</b> Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010</li> </ul>	
5.	<p><b>Deadline 2</b></p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> <li>• <b>Comments on submissions received for Deadline 1A and Deadline 1B;</b></li> <li>• <b>Comments on the responses to ExQ1;</b></li> <li>• <b>An updated version of the draft Development Consent Order (dDCO) in clean and tracked versions;</b></li> <li>• <b>Schedule of changes to the dDCO;</b></li> <li>• <b>An updated CA Schedule in clean and tracked versions;</b></li> <li>• <b>Updated SoCG requested by the ExA;</b></li> <li>• <b>Statement of Commonality of SoCG;</b></li> <li>• <b>Comments on LIRs;</b></li> <li>• <b>Navigation Document/Guide to the application; and,</b></li> <li>• <b>Any further information requested by the ExA</b> Any further information requested by the ExA under Rule 17 of the Examination Rules</li> </ul>	<p><b>Thursday 8 September 2022</b></p>

6.	<b>Hearings</b> Dates reserved for: <ul style="list-style-type: none"> <li>• <b>Open Floor Hearings (if required)</b></li> <li>• <b>Compulsory Acquisition Hearings (if required)</b></li> <li>• <b>Issue Specific Hearings (if required)</b></li> </ul>	w/c Monday 26 September 2022
7.	<b>Deadline 3</b> For receipt by the ExA of: <ul style="list-style-type: none"> <li>• <b>Comments on submissions received for Deadline 2;</b></li> <li>• <b>Written summaries of oral submissions made at Hearings held during the w/c 26 September;</b></li> <li>• <b>Updated SoCG requested by the ExA;</b></li> <li>• <b>Statement of Commonality of SoCG;</b></li> <li>• <b>An updated version of the dDCO in clean and tracked versions;</b></li> <li>• <b>Schedule of changes to the dDCO;</b></li> <li>• <b>An updated CA Schedule in clean and tracked versions;</b></li> <li>• <b>Navigation Document/Guide to the application; and</b></li> <li>• <b>Any further information requested by ExA</b>            Any further information requested by the ExA under Rule 17 of the Examination Rules</li> </ul>	Thursday 6 October 2022
8.	<b>Publication by the ExA of:</b> <ul style="list-style-type: none"> <li>• The ExA's Further Written Questions (ExQ2) (if required)</li> </ul>	Tuesday 18 October 2022
9.	<b>Deadline 4</b> For receipt by the ExA of: <ul style="list-style-type: none"> <li>• <b>Comments on submissions received for Deadline 3;</b></li> <li>• <b>Responses to ExQ2 (if issued);</b></li> <li>• <b>Updated SoCG requested by the ExA;</b></li> <li>• <b>Statement of Commonality of SoCG;</b></li> <li>• <b>An updated version of the dDCO in clean and tracked versions;</b></li> <li>• <b>Schedule of changes to the dDCO;</b></li> </ul>	Thursday 3 November 2022



	<ul style="list-style-type: none"> <li>• <b>An updated CA Schedule in clean and tracked versions;</b></li> <li>• <b>Navigation Document/Guide to the application; and</b></li> <li>• <b>Any further information requested by ExA</b> Any further information requested by the ExA under Rule 17 of the Examination Rules</li> </ul>	
<b>10.</b>	<p><b>Hearings</b> (if required)</p> <p>Dates reserved for:</p> <ul style="list-style-type: none"> <li>• <b>Further Open Floor Hearings</b> (if required)</li> <li>• <b>Further Compulsory Acquisition Hearings</b> (if required)</li> <li>• <b>Further Issue Specific Hearings</b> (if required)</li> </ul>	<b>w/c Monday 14 November 2022</b>
<b>11.</b>	<p><b>Publication by the ExA of:</b></p> <p>Report on the Implications for European Sites (RIES) (if required)</p>	<b>Tuesday 22 November 2022</b>
<b>12.</b>	<p><b>Deadline 5</b></p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> <li>• <b>Comments on submissions received for Deadline 4;</b></li> <li>• <b>Written summaries of oral submissions made at Hearings during w/c14 November 2022</b> (if hearings are held);</li> <li>• <b>Updated SoCG requested by the ExA</b></li> <li>• <b>Statement of Commonality of SoCG;</b></li> <li>• <b>Comments on Responses to ExQ2</b> (if issued);</li> <li>• <b>An updated version of the dDCO in clean and tracked versions;</b></li> <li>• <b>Schedule of changes to the dDCO;</b></li> <li>• <b>An updated CA Schedule in clean and tracked versions;</b></li> <li>• <b>Navigation Document/Guide to the application; and</b></li> <li>• <b>Any further information requested by ExA</b> Any further information requested by the ExA under Rule 17 of the Examination Rules</li> </ul>	<b>Thursday 24 November 2022</b>

13.	<b>Publication by the ExA of:</b> <ul style="list-style-type: none"> <li>• ExA’s commentary on, or schedule of changes to, the dDCO (if required)</li> <li>• The ExA’s Further Written Questions (ExQ3) (if required)</li> </ul>	<b>Thursday 1 December 2022</b>
14.	Date(s) reserved for <b>Accompanied Site Inspection</b> (if required)	<b>w/c Monday 5 December 2022</b>
15.	<b>Deadline 6</b> For receipt by the ExA of: <ul style="list-style-type: none"> <li>• <b>Comments on submissions received for Deadline 5;</b></li> <li>• <b>Comments on the ExA’s commentary on, or schedule of changes to, the dDCO (if required);</b></li> <li>• <b>Responses to the ExQ3 (if issued);</b></li> <li>• <b>Comments on the RIES (if issued);</b></li> <li>• <b>An updated version of the dDCO in clean and tracked versions;</b></li> <li>• <b>Schedule of changes to the dDCO;</b></li> <li>• <b>An updated CA Schedule in clean and tracked versions;</b></li> <li>• <b>Updated SoCG requested by the ExA;</b></li> <li>• <b>Statement of Commonality of SoCG;</b></li> <li>• <b>Navigation Document/Guide to the application; and</b></li> <li>• <b>Any further information requested by ExA</b>  Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010</li> </ul>	<b>Thursday 15 December 2022</b>
16.	<b>Deadline 7</b> For receipt by the ExA of: <ul style="list-style-type: none"> <li>• <b>Comments on submissions received for Deadline 6;</b></li> <li>• <b>Comments on Responses to ExQ3 (if issued);</b></li> <li>• <b>Responses on comments on the RIES (if issued);</b></li> <li>• <b>Final dDCO</b>  Final dDCO to be submitted by the Applicant in the SI template with the SI template validation report;</li> </ul>	<b>Wednesday 11 January 2023</b>

	<ul style="list-style-type: none"> <li>• <b>Final updated Book of Reference (BoR) and schedule of changes to BoR;</b></li> <li>• <b>Final SoCG;</b></li> <li>• <b>Final Statement of Commonality of SoCG;</b></li> <li>• <b>List of matters not agreed where SoCG could not be finalised;</b></li> <li>• <b>Final CA Schedule;</b></li> <li>• <b>Final signed and dated section 106 Agreement/Unilateral Undertaking (if required);</b></li> <li>• <b>Final Navigation Document/Guide to the application; and</b></li> <li>• <b>Any further information requested by ExA</b> Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010</li> </ul>	
<b>17.</b>	<p><b>Deadline 8</b></p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> <li>• <b>Any further information requested by ExA</b> Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010</li> </ul>	<b>Wednesday 18 January 2023</b>
<b>18.</b>	The ExA is under a duty to complete the Examination of the application by the end of the period of six months	<b>Wednesday 18 January 2023</b>

### Submission times for Deadlines

The time for submission of documents at any Deadline in the timetable is 23:59 on the relevant Deadline date, unless instructed otherwise by the ExA.

### Publication dates

All information received will be published on the [project webpage](#) as soon as practicable after the Deadlines for submissions.

### Report on the Implications for European Sites (RIES)

Where an applicant has provided a No Significant Effects Report or a Habitats Regulations Assessment (HRA) Report with the application, the ExA may decide to issue a RIES during the Examination. The RIES is a factual account of the information and evidence provided to the ExA on HRA matters during the Examination up to the date of the publication of the RIES, for the purposes of enabling the Secretary of State, as competent authority, to undertake its HRA. It is not the ExA's opinion on HRA matters. Comments on the RIES will be invited by the

ExA and any received will be taken into account as part of the ExA's Recommendation to the Secretary of State.

The Secretary of State may rely on the consultation on the RIES to meet its obligations under Regulation 63(3) of The Habitats Regulations 2017.

## Other Procedural Decisions made by the Examining Authority (ExA)

I have made a number of Procedural Decisions following the Preliminary Meeting:

### 1. Examination Timetable

The following changes have been made to the Examination Timetable from the Draft Timetable provided in the Rule 6 letter issued on **Monday 20 June 2022**:

- The Examination Timetable has been changed to add a new **Deadline 1A** on **Thursday 4 August 2022** for the submission by the Applicant of its comments on the Relevant Representations (RRs). This decision was made following discussion at the Preliminary Meeting to enable all Interested Parties to have early sight of the Applicant's responses to the RRs and to assist them in preparing their Written Representations. Other IPs may still provide comments on the RRs at Deadline 1B.
- **Deadline 1** of the draft Examination Timetable on **Thursday 18 August 2022** has been changed to become **Deadline 1B** as a result of the addition of **Deadline 1A** on **Thursday 4 August 2022**.
- A request was received from three Interested Parties for **Deadline 6** to be moved forward by a week due to holiday constraints during the Christmas and New Year period. This request was not supported by the Applicant but it was suggested that **Deadline 7** could be moved back to **Wednesday 11 January 2023** instead. This proposal was supported by the IPs requesting the change and I agree that it would provide all parties with some additional time to take account of the holiday period. This has now been reflected in the Examination Timetable.

### 2. Examining Authority's Written Questions

My written questions (ExQ1) have been published alongside this Rule 8 letter. Whilst most of my written questions are directed at specific parties, no other party should feel inhibited or restricted in responding to any question I ask, even if it is directed elsewhere.

Some of my questions are directed to specific Statutory Parties which have not, at the time of writing, confirmed that they wish to become Interested Parties for the purposes of the Examination of the application.

All relevant Statutory Parties are requested to check ExQ1 carefully in order that they may identify and respond to any questions posed to them.

For the avoidance of doubt, Statutory Parties are defined as the parties listed in Schedule 1 to [The Infrastructure Planning \(Interested Parties and Miscellaneous Prescribed Provisions\) Regulations 2015](#). Statutory Parties, including relevant local authorities, that have not already registered to become an Interested Party should consider notifying the ExA of their wish to be considered as an Interested Party, under Section 89(2A) (b) of the Planning Act 2008 as soon as possible.

### **3. The East of England Ambulance Service Trust (EEAST).**

A late representation was received from the EEAST following the close of RRs. However, as noted in the PM, I anticipate that the EEAST may wish to participate fully in the Examination. Accordingly, I have taken the procedural decision to provide them with the same opportunities to make representations as other Interested Parties.

### **4. Changes to land interests**

When the Applicant becomes aware that there has been a change in ownership, or a new interest, in relevant land the Applicant is requested to make the relevant person aware that they can make a request to the ExA to become an Interested Party under section 102A of the PA2008 by completing the [form available on the project webpage](#).

## Requests to appear and procedure to be followed at hearings

The Examination will be principally undertaken through the exchange of written submissions. However, the Examination Timetable reserves periods of time for hearings to be held (if required).

## Requests to participate at hearings

Interested Parties are required to notify the Planning Inspectorate in writing of their wish to take part in an Open Floor Hearing (OFH), Issue Specific Hearing (ISH) or Compulsory Acquisition Hearing (CAH) on or before **Thursday 18 August 2022** (see **Deadline 1B**). I remind Interested Parties of the Procedural Decision issued with the [Rule 6 letter](#) requesting notification from Interested Parties in this regard on or before **Thursday 18 August 2022** (see **Deadline 1B**).

Any request to participate in a hearing **should include** the following information:

- name and unique reference number (found at the top of any letter or email from the Planning Inspectorate);
- email address (if available) and contact telephone number;
- name and unique reference number of any person/organisation that you are representing (if applicable);
- any special requirements or preferences on the format of the hearing;
- confirmation of the hearing(s) you wish to participate in, the agenda item(s) on which you wish to speak and/or brief details of the topic(s) that you would like to raise;
- for Compulsory Acquisition Hearings, the plot number(s) of the relevant land provided in the [Book of Reference](#) and the [Land Plans](#); and
- the [Examination Library](#) reference number (with paragraph/page number where appropriate) of any documents you wish to refer to.

It is important that notifications from Interested Parties to participate in hearings is submitted separately from any other written submission. Please select the appropriate Deadline and Submission Item under the [Make a submission tab](#) and ensure the submission is titled appropriately to allow us to quickly identify which event the notification relates to. **Annex E** provides further information about the [Make a submission tab](#). Please contact the Case Team using the contact details at the top of this letter if you require any support to attend a hearing.

If no written requests to take part in an OFH or CAH are received by the above Deadline, I am not required to hold such a hearing, although I may choose to do so nonetheless.

I may also choose to hold Issue Specific Hearings (ISH) about topics that I think need to be explored orally. The decision to hold an ISH about a particular topic is not connected to how relevant or important I consider an issue or topic to be.

The time, date and place of any confirmed hearing will be notified in writing to all Interested Parties, providing at least 21 days' notice.

### **Hearing agendas**

For Issue Specific Hearings and Compulsory Acquisition Hearings, I will publish a detailed draft agenda on the project webpage at least five working days in advance of the hearing date. However, the actual agenda on the day of each hearing may be subject to change at my discretion. For Open Floor Hearings an agenda may not be published.

### **Procedure at hearings**

The Examination will principally be a written process (see the Planning Inspectorate's [Advice Note 8.4: The Examination](#)), supplemented where necessary by various types of hearings. Please refer to the [Advice Note 8.5: Hearings and site inspections](#) and [Advice Note 8.6: Virtual Examination events](#) as these provide important information about hearing procedures.

The procedure to be followed at hearings is set out in Rule 14 of The Infrastructure Planning (Examination Procedure) Rules 2010. The ExA is responsible for the oral questioning of a person giving evidence and the process affords very limited scope to allow cross-questioning between parties.

### **Hearing livestream and recording**

A link to a livestream for each hearing will be made available on the [project webpage](#) shortly before any hearing is due to open. The livestream is available to anybody who wishes to observe a hearing in real time.

All hearings are recorded, and the recordings will be made available on the [project webpage](#) as soon as practicable after the close of the hearing. The recordings allow any member of the public who is interested in the application and the Examination to find out what has been discussed.



## Availability of Examination Documents

The application documents and Relevant Representations are available to view on the [project webpage](#).

All further documents submitted in the course of the Examination will also be published under the [Documents tab](#) of the project webpage.

## The Examination Library

For ease of navigation, please refer to the [Examination Library](#) (EL) which is accessible by clicking the blue button under the Documents tab. The EL is updated regularly throughout the Examination.

The EL records and provides a hyperlink to:

- each application document;
- each representation and submission made to the Examination; and
- each Procedural Decision made by the Examining Authority.

Each document is given a unique reference number which will be fixed for the duration of the Examination. **Please quote the unique reference number from the EL when referring to any Examination Documents in any future submissions that you make.**

## Electronic deposit locations

Documents can be viewed electronically, free of charge, at the electronic deposit locations listed in the table below. Please note that you may need to bring a form of identification and register as a library member in order to use a computer at these locations.

Local authority	Venue/address	Opening hours	Printing costs
Essex County Council	Chelmsford Library County Hall Market Road Chelmsford CM1 1QH	Monday: 09:00 – 17:30 Tuesday: 09:00 – 17:30 Wednesday: 09:00 – 17:30 Thursday: 09:00 – 19:00 Friday: 09:00 – 17:30 Saturday 09:00 – 17:00	A4 BW £0.20 per A4 side A4 COL £1.35 per A4 side

		Sunday: 10:30 – 13:30	
<b>Local authority</b>	<b>Venue/address</b>	<b>Opening hours</b>	<b>Printing Costs</b>
Essex County Council	Hatfield Peverel Library The Street Hatfield Peverel Chelmsford CM3 2DP	Monday: Closed Tuesday: 14:00 – 19:00 Wednesday: 09:00 – 13:00 Thursday: Closed Friday: Closed Saturday: 09:00 – 17:00 Sunday: Closed	A4 BW £0.20 per A4 side A4 COL £1.35 per A4 side
<b>Local authority</b>	<b>Venue/address</b>	<b>Opening hours</b>	<b>Printing costs</b>
Essex County Council	Witham Library 18 Newland Street Witham CM8 2AQ	Monday: 09:00 – 17:30 Tuesday: 09:00 – 17:30 Wednesday: 0900 – 19:00 Thursday: 09:00 – 17:30 Friday: 09:00 – 17:30 Saturday: 09:00 – 17:00 Sunday: Closed	A4 BW £0.20 per A4 side A4 COL £1.35 per A4 side

## Information about the Make a submission tab

The [Make a submission tab](#) is available on the project webpage.

You will need to enter your unique reference number ('Your ref' found at the top your postcard or email from the Planning Inspectorate) beginning either 2003 or LOSF. If you are making a submission on behalf of another person or organisation, and do not have your own unique reference number, then you should enter the unique reference number of the person or organisation you are representing. If you are not a registered Interested Party then it is at the discretion of the Examining Authority whether or not your submission is accepted.

Submissions will be published on the [project webpage](#) as soon as practicable following the close of the relevant Deadline. For further information about publishing submissions please view our [Privacy Notice](#).

You will be able to submit a document (upload file), make a text representation or both. It is possible to upload multiple files for each individual submission item. Electronic attachments should be clearly labelled with the subject title and not exceed 50MB.

Submissions **must not include hyperlinks** to documents/evidence hosted on a third party website eg technical reports, media articles etc. See the Planning Inspectorate's [Advice Note 8.4: The Examination](#) for further information about making written submissions. All submissions must be made in a format that can be viewed in full on the National Infrastructure Planning website. Any submissions that exceed 1500 words should also be accompanied by a summary; this summary should not exceed 10% of the original text.

You should select the relevant Deadline for your submission and then, on the next webpage, select the appropriate Submission item as described in the Examination Timetable at **Annex A** to this letter. Please ensure you make a separate submission for each Submission item and **do not duplicate your submission**. If you consider that your submission does not fit the description of any of the Submission items then please select the Submission item 'Other' and ensure that it is titled appropriately.

If you experience any issues when using the [Make a submission tab](#) please contact the Case Team using the contact details at the top of this letter and they will assist.