

## How to make a relevant representation

**This leaflet has been prepared by the IPC to assist people in how to make a relevant representation and register as an interested party in relation to the application for the proposed North Doncaster rail chord**

The developer, Network Rail Infrastructure Limited, has announced that the period to register with the IPC as an interested party for the examination of the North Doncaster rail chord proposal, at Shaftholme, north of Doncaster opened on **28 July 2011** and will close **at 5pm on 9 September 2011**. You may see publicity about this in the local press and notices displayed in the vicinity of the site.

Any individual or organisation who submits a valid relevant representation form to the IPC will be registered as an interested party and have the opportunity to take part in the examination process. Interested parties will also receive correspondence from the IPC at key points in the process keeping them up to date.

When you register you must include a summary of the key issues you want the IPC to focus on. There will also be an opportunity to provide a more detailed written representation at the examination stage provided that you register now. There is advice included with the registration form to help you to make a valid relevant representation. You should read these notes carefully and ensure that you complete all sections of the form. Your representation should focus upon what you consider are the impact(s) of the proposal, and/or the key issue(s) or information to which you wish to draw the Examining authority's attention. The Examining authority is the IPC Commissioner(s) appointed to examine the application.

If you register as an interested party we are required (by law) to send correspondence and notifications to you about the application at each stage of the examination. You may wish to consider whether just one member of your household should register as an interested party. This will prevent multiple copies of correspondence being sent to your household. However, please note that only a registered interested party will have the right to participate in the examination process. Those who have not registered as an interested party may still be able to attend hearings, but it is at the discretion of the Examining authority to decide whether to allow someone who is not registered as an interested party to make written or oral representations during the examination process.

To register we recommend using the online form on our website. The online form is easy to complete as it will guide you through the questions and only ask those which are relevant to you. It will also check the form for accuracy and prevents you from sending off an incomplete form. You can still choose between receiving future correspondence by post or email. However, where possible we encourage the use of electronic submissions.

All documents relating to this application as well as the online registration form are available on the project specific page at the IPC website, at the address given below. Further advice can also be found on the advice and guidance pages: <http://infrastructure.independent.gov.uk>

If you are unable to access the online form or wish to submit a paper form please contact the IPC helpdesk on 0303 444 5000. We will be happy to send you an individual form or forms required for your household. **Please contact the IPC should you require further copies of this flyer for distribution.**

After the end of the registration period, copies of all valid relevant representations will be published on the IPC website. You will be able to view representations online and printed copies will also be made available locally. All identifying personal information, other than your name, will be removed from your representation by the IPC prior to publication. People who have successfully registered will then be invited to attend and take part in the Preliminary Meeting, which will provide an opportunity to discuss how the application will be examined. At the meeting, or shortly after it, the Examining authority will publish a procedural decision which will include the final examination timetable; copies of this timetable will be sent to all interested parties.