

# How to make a relevant representation online



# Step 1: Navigate to the project page

Visit the project web page on the IPC website:  
[www.independent.gov.uk/infrastructure](http://www.independent.gov.uk/infrastructure)

Navigate to the page from the 'Projects' section.

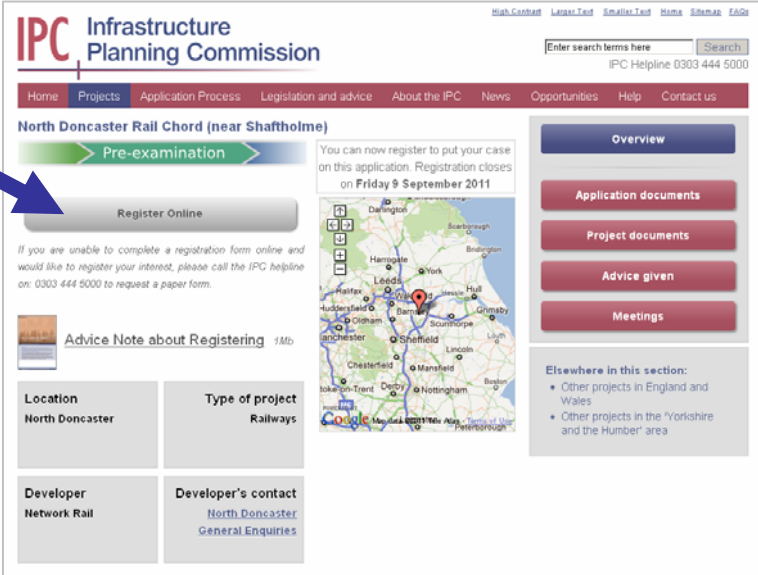
- 'Projects'
- 'Yorkshire and the Humber'
- 'North Doncaster Rail Chord (near Shaftholme)'.



# Step 2: Navigate to the form

On the project page, click on the 'Register online' link at the top of the page.

This opens up the registration form



The screenshot shows the Infrastructure Planning Commission (IPC) website for the North Doncaster Rail Chord project. The page features a navigation menu with links for Home, Projects, Application Process, Legislation and advice, About the IPC, News, Opportunities, Help, and Contact us. The main content area includes a 'Pre-examination' status indicator, a 'Register Online' button, and a map of the project location. A blue arrow points to the 'Register Online' button. The page also displays an 'Advice Note about Registering' (1Mb) and a table with project details.

Location	Type of project
North Doncaster	Railways

Developer	Developer's contact
Network Rail	North Doncaster General Enquiries


# Step 3: Completing the form

The registration form contains important information at the top, ensure that you read and understand it.


Please note that progress on the form can't be saved.

**Have your say**  
Application to Register as an Interested Party  
(RELEVANT REPRESENTATION FORM) \* required information

**North Doncaster Rail Chord (near Shaftholme)**  
IPC Reference: TR040001

 The [Planning Act 2008](#) requires us to publish completed representation forms on our website. Therefore you should not include other people's personal information on this form without their consent. Please read our [privacy notice](#) for more details.

1. About the Representation

 In order to assist in handling your representation effectively we need to know whether you are making this representation on behalf of yourself or on behalf of another individual or organisation.

\* Are you making this representation on behalf of yourself or another individual or organisation?

Myself  
 Another individual  
 An organisation


It is the IPC's policy to utilise email communication wherever possible and unless otherwise instructed the IPC will send all correspondence via email. Please confirm that you are content with this.

# Step 4: Completing the form

## 1. About the representation

Tell us who is making the representation and preferred means of contact.

**1. About the Representation**

 In order to assist in handling your representation effectively we need to know whether you are making this representation on behalf of yourself or on behalf of another individual or organisation.

\* Are you making this representation on behalf of yourself or another individual or organisation?

Myself  
 Another individual  
 An organisation

**Personal Details**

Full name

**Address**

Address line 1

Address line 2

City or town

County

Postcode

Country

Email

Please re-enter email address to confirm

Telephone number

It is the IPC's policy to utilise email communication wherever possible and unless otherwise instructed the IPC will send all correspondence via email. Please confirm that you are content with this.

\* Preferred means of contact:

Prefer to receive email  
 Prefer to receive letter by post

Where correspondence is to be by post and an agent or representative is named post will be sent to the named person. Where no agent or representative is named it will be sent direct to the individual or organisation.


# Step 5: Completing the form

## 2. Interest in land

If you are a tenant, owner, lessee or occupier of any land which will be affected by the application, make the appropriate selection in this section.

You may also be eligible to make an oral representation at a compulsory acquisition hearing.


### 2. Interest In Land

 Are you a tenant, owner, lessee or occupier of **ANY LAND** which will be affected by the application? If so please specify the nature of that interest (e.g. you are the owner, tenant, occupy the land or are otherwise interested in the land as defined by Sections 52 and 57 of the [Planning Act 2008](#)).

\* Do you have an interest in **ANY LAND** which will be affected by the application? You **MUST** specify which of the following best describes the nature of your interest (as defined by section 57 of the [Planning Act 2008](#)):

- I am **NOT** an owner, lessee, tenant (whatever the tenancy period) or occupier of the land to which the application relates or any part of that land or otherwise interested in the land or any part of that land
- I am an owner, lessee, tenant (whatever the tenancy period) or occupier of the land or any part of that land
- I am interested in the land or any part of that land or have the power to sell and convey or to release the land or any part of that land
- I would be entitled to make a relevant claim (as defined in [section 57\(6\)](#) of the [Planning Act 2008](#)) if the Development Consent Order were to be made and fully implemented

### Compulsory Acquisition Hearing

 A compulsory acquisition hearing may be held to examine issues in relation to the proposed acquisition of affected persons' interests in land. These hearings are not to discuss compensation; any disputes over compensation payable will be decided by the [Lands Chamber of the Upper Tribunal](#).

Only the applicant and affected parties are entitled (subject to the Examining Authority's control over the conduct of the hearing) to make oral representations on the matter of compulsory acquisition.

\* If the applicant is also applying for compulsory acquisition of land would you like to make oral representations at a compulsory acquisition hearing?

Yes  No

# Step 6: Completing the form

## 3. Representation

Make your comments in this section.

Ensure that you read the information carefully before adding your comments.

You may also wish to notify us if you would like to make a further written representation at a later stage.

### 3. Representation

**PLEASE READ THESE NOTES BEFORE YOU COMPLETE YOUR REPRESENTATION.**

Please set out an outline of the principal submissions which you propose to make in respect of the application.

Your representation will assist the Examining Authority to carry out their initial assessment of issues and to determine the most appropriate method of examining the application.

Your representation should **NOT** contain:

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

Should your representation contain this information it may not be possible to register you as an interested party.

Your representation at this stage should be concise and it would assist greatly if you could ensure that it is **no more than 500 words**. Please feel free to list the key points.

You should be aware that any oral submissions you might make at a hearing during the examination must be based on the issues you raise in this representation form and in any subsequent detailed

\* Please confirm that you have read and understood the above text for the submission of your representation.

Your representation:

**Do you wish to submit further 'written representations' at a later stage?**

Please note that the primary method of considering a development consent order application will be through written representations. At a later stage you will have the opportunity to submit further 'written representations' on this application. Please indicate whether you wish to make further representations later on or whether this is the full extent of the comments you wish to make.

\* I wish to make further written representations at a later stage:

Yes  No

# Step 7: Completing the form


## 4. Preliminary Meeting

Please let us know if you wish to attend the Preliminary Meeting.

The Preliminary Meeting is held to discuss how the examination will be conducted. Interested parties may raise points about procedural matters at the meeting.

Please note that merits of the application will not be discussed.

4. Preliminary Meeting

 Whether you say yes or no to this question, if you are registered as an interested party you will be invited to the preliminary meeting, the details of which will be sent to you in due course.

The preliminary meeting is held to enable interested parties to make representations about how the application should be examined. The meeting is held after the Examining Authority has made an initial assessment of issues following the receipt of relevant representations. Each interested party is entitled to attend; matters discussed will be **solely procedural** and not about the merits of the application. The purpose of asking this question is to ensure that the venue choice will be large enough to accommodate all those who wish to attend.

\* Would you like to attend the preliminary meeting?

Yes  No




# Step 8: Completing the form

## 5. Open-floor hearings

Let us know if you wish to make an oral representation at an open-floor hearing. Oral submissions must be based on your relevant and/or written representation.

5. Open-Floor Hearings

 The primary method for examining applications through the IPC will be via written representations. An open floor hearing will provide an opportunity for anyone to make oral representations to the Examining Authority (subject to the Examining Authority's control over conduct of the hearing).

\* Would you like to make oral representations at an open-floor hearing? Oral submissions must be based on the relevant and/or written representations.

Yes  No

# Step 9: Completing the form

## 6. Issue specific hearings

Let us know if you wish to make an oral representation at an issue specific hearing.

### 6. Issue Specific Hearings



The primary method for examining applications through the IPC will be via written representations.

There may be an opportunity to request to be heard at an 'issue specific' hearing if the Examining Authority decides this form of hearing is necessary.

The Examining Authority will decide whether it is appropriate to hold an issue specific hearing (or series of hearings). In the event that issue specific hearings are to be held these will be detailed in the procedural decision issued at or following the preliminary meeting.

In any event you have the opportunity to request an open floor hearing.


\* If an issue specific hearing is held, would you like to make oral representations?

Yes  No


# Step 10: Submitting the form

Complete the 'captcha' by entering the two words that appear in the image. This helps to ensure that we only receive authentic and individual submissions.



Click 'Send Form' to make your submission, afterwards you will receive a confirmation email.

 The 'captcha' (below) is required to ensure authentic and individual submissions. If the captcha is not appearing below, click your browser's refresh button.

If you cannot read the two words shown, click the "get a new challenge" button on the captcha.



Type the two words:

  stop spam. read books.

In order to complete this form, it must be checked to ensure all information has been entered correctly before it can be sent to the IPC. Click the following button to check and send the form.

When your form has been sent you will receive a confirmation email. If you do not receive a confirmation email then please check your Junk Email/Spam folder or [contact the IPC](#) giving your name, your postcode and the name of the project.