

Edinburgh Local Development Plan – Second Proposed Plan

Guidance Note on Submitting Representations

Background

The City of Edinburgh Council has prepared a new Proposed Local Development Plan. The Second Proposed Plan represents the Council's view on policies and proposals to guide the use of land and development across the Council area.

Representations can be made on the Second Proposed Local Development Plan and will be considered by the Council. Representations can be in support of or object to any aspect of the Second Proposed Plan. Unresolved representations will be addressed by a Government-appointed Reporter through a development plan examination.

The Second Proposed Local Development Plan is accompanied by a Environmental Report - Second Revision, a Second Proposed Action Programme, a Revised draft Habitats Regulations Appraisal Record and a number of supporting reports, all of which you can refer to in your representations. You may also wish to refer to other relevant documents such as [Scottish Government policies](#) or the [Strategic Development Plan](#) and its Supplementary Guidance.

How to Submit Representations on the Proposed Plan

All representations on the Second Proposed Plan must be submitted by 5pm on Friday 3 October 2014 to be accepted. Submissions received after this date cannot be accepted. Representations must be submitted in writing, using the form provided. By using this form, you will help to ensure that your representation is better understood and that the issues you raise are presented in a format consistent with the development plan examination procedures.

You should complete a separate form for each representation you wish to make. You can photocopy the blank representation form or obtain additional copies either online at www.edinburgh.gov.uk/localdevelopmentplan or by contacting localdevelopmentplan@edinburgh.gov.uk or 0131 529 4692.

Representations should be concise (normally less than 2,000 words plus any limited supporting information), but should fully explain the issues that you wish to be considered. There will be no automatic opportunity for you to add to your representation later in the process, therefore please ensure all relevant information is submitted at this stage.

Please clearly identify the policy, proposal, paragraph number or proposals map designation to which each individual representation refers. Where applicable, you should use the relevant section of the form to explain what changes to the Second Proposed Plan would resolve the issue raised in your representation.

The Council cannot accept representations which do not have a name and address. All representations will be made available online and for public inspection at Waverley Court, therefore please note that representations cannot be treated as confidential. The Council will hold any personal information provided by you in accordance with the Data Protection Act 1998.

Representation forms must be received by **5pm on Friday 3 October 2014**. Submissions received after this date cannot be accepted.

They can be submitted electronically to:
localdevelopmentplan@edinburgh.gov.uk

or by post to:

Local Development Plan Team, City of Edinburgh Council, Business Centre G.3,
Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG.

What happens to Representations?

We will acknowledge all representations submitted. After the end of the representation period, all representations will be considered and reported to the Planning Committee. The Committee will decide whether or not to make any modifications to the plan in response to representations.

What happens to Unresolved Representations?

All unresolved representations will be submitted to Scottish Ministers who will appoint a Reporter to undertake a development plan examination. The Reporter will consider the representations and decide whether or not to recommend any changes to the plan.

How to Submit Comments on the Accompanying Documents

Written comments can also be submitted on the following documents:

- Environmental Report - Second Revision - Volumes 1 and 2
- Second Proposed Action Programme
- Draft Habitats Regulations Appraisal Record
- Equality and Rights Impact Assessment
- Housing Land Study
- Education Appraisal
- Transport Appraisal Volumes 1 and 2 (2013) and Addendum (2014)

You do not need to use a standard form to comment on these documents.

Comments on these documents should also be submitted by Friday 3 October 2014.
electronically to:

localdevelopmentplan@edinburgh.gov.uk

or by post to;

Local Development Plan Team, City of Edinburgh Council, Business Centre G.3,
Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG.

What happens to comments on the Accompanying Documents?

These comments will be considered by the Council. Where relevant to the consideration of unresolved representations to the Proposed Plan, these comments may also be taken into account by the Reporter at the development plan examination.

Further help and information

If you need any help in filling out the Representation Form or submitting comments on the accompanying documents, please contact Marius Hince on 0131 529 4692 or email your query to marius.hince@edinburgh.gov.uk

Further information on the Edinburgh Local Development Plan can be found at
www.edinburgh.gov.uk/locadevelopmentplan.

General information on development plans including legal aspects and guidance on development plan examinations is available on the Scottish Government website
<http://www.scotland.gov.uk/Topics/Built-Environment/planning/National-Planning-Policy/themes/dev-plan>