



# TUGBY AND KEYTHORPE NEIGHBOURHOOD PLAN EXAMINATION VERSION

## REPRESENTATION FORM

Please remember that the Examiner is only testing whether the Neighbourhood Plan meets the basic conditions and other relevant legal requirements. The Examiner is not testing the soundness of the plan or looking at other material considerations.

Respondents should also note that all representations will be available to view by the public and sent to the Examiner for consideration. The Examiner will determine whether an oral hearing is necessary.

**Please return by 2 March 2022**

By e-mail to: [tugbyandkeythorpenp@harborough.gov.uk](mailto:tugbyandkeythorpenp@harborough.gov.uk)

By post to: **Strategic Planning, Harborough District Council, The Symington Building, Adam and Eve Street LE16 7AG**

This form has two parts:

Part A – Personal Details which must be completed for your representation to be considered.

Part B – Your Representation(s). Please make it clear to which part of the Neighbourhood Plan each of your comments refers.

### PART A

#### 1. Personal Details (Required)

#### 2. Agent's Details (if applicable)

Title

First Name

Last Name

Job Title

(where relevant)

Organisation

(where relevant)

Address Line 1

Post Code

Telephone Number

E-mail Address

#### How we will use your information

The Council is collecting your information in order to assist the delivery and provision of services to you.

The information you have supplied will be used for Neighbourhood Planning.

Your information may be shared with other Council departments or partners such as Neighbourhood Plan Examiners.

Your information will be held in accordance with the Council's Document Retention and Disposal Policy and we will only ask you for as much information as is required to respond to your enquiry or service need.

The Council is obliged to collect this information under The Neighbourhood Planning (General) Regulations 2012, The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016 and The Neighbourhood Planning (referendums) Regulations 2012.

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold about you, please contact: Harborough District Council, The Symington Building, Adam & Eve St, Market Harborough LE16 7AG or [FOI@harborough.gov.uk](mailto:FOI@harborough.gov.uk) or [complaints@harborough.gov.uk](mailto:complaints@harborough.gov.uk)

## PART B: Representation

Please make it clear to which part of the Neighbourhood Plan each comment relates.

*Please note your representation should cover, as briefly as possible all the information, evidence and supporting information necessary to support/justify the representation.*

**Comment relates to para/policy/page/map number.**  
*(Please specify for each comment)*

**Please include your COMMENTS below:**

(Please add more pages of your own if required)

Signature:

Date:

If you would like to be notified of Harborough District Council's decision to 'make' the plan, please tick this box:

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