1 What is the form?

- The online form is to be used for you to make representations on the Argyll and Bute Proposed Local Development Plan 2 (PLDP2).

- **Only responses submitted on the official online form will be validated.**

2 Why is this an online form?

- The form is available online to make it easily accessible to most people. Computers are available for use in the libraries and some Council offices.

- The format of the online form enables the Council to deal with your representation more efficiently, it helps prevent delays should your case require to go to an Examination with a Scottish Government appointed Reporter and allows you to more easily supply the information that will be required by the Reporters. (See section 5 – What happens to representations?)

- By filling in an online form and supplying an email address you will receive an automatic acknowledgement containing a copy of the representation you have made for your records.

- If you have any issues with filling in the online form please contact us at ldp@argyll-bute.gov.uk or phone us on 01546 604158 or write to us at F.A.O. Sheila McKenzie, Argyll and Bute Council, 1a Manse Brae, Lochgilphead, Argyll PA31 8RD

3 Where can I view Proposed Local Development Plan 2?

- You can view PLDP2 via the LDP2 webpage [www.argyll-bute.gov.uk/ldp2](http://www.argyll-bute.gov.uk/ldp2) where it is available in PDF and in an interactive ‘Storymap’ format.

- The PLDP2 is also available as hard copy at:
  - **Council Offices/Service Centres:**
    - Manse Brae, Lochgilphead; Municipal Buildings, Oban; 22 Hill Street, Dunoon; Eaglesham House, Rothesay; Burnet Building, Campbeltown; Helensburgh and Lomond Civic Centre, Helensburgh; Bowmore, Islay; Tobermory, Mull; Crossapol, Tiree; Craighouse, Jura; Scalasaig, Colonsay.
  - **Public libraries:**
    - Tarbert, Rosneath, Cardross, Oban, Helensburgh, Dunoon, Rothesay, Campbeltown, Lochgilphead, Tiree, Tobermory

4 How do I fill in the form?

**Contact details**

- Please fill in your contact details. Anonymous representations cannot be accepted. Only representations with your name and either an email or a postal address will be validated.

- If you are completing the form on behalf of someone else (e.g. you are a planning agent, architect or a solicitor etc) then please complete the ‘Agent Contact Details’ section. **All future correspondence regarding the submission will be sent to the person named as the agent and not the person detailed in the ‘Individual Contact Details’ section.**

- Agents should ensure that they complete an entirely new submission for each client that they represent.
The Representation

- A representation is all the details you want to give us about one particular part of the plan e.g. one site, one policy and its text, one proposal and its text.

- The form allows you to make up to five representations each time e.g. comment on up to 5 sites or policies or proposals. If you are registered on the Council website you can save the form as you fill it in. If you wish to make more than 5 representations you will need to open the form again and fill in your contact details but you can then submit a further 5 representations.

Which Part?

- For each representation you will be asked WHICH PART of the plan you wish to make your representation/comment on.

You need to choose either a site or a policy and its text or a proposal and its text or something else in the plan.

After choosing one of the above options dropdown lists will appear with all the relevant references and names for the sites, policies or proposals, please ensure you select from the list so that we can quickly determine what aspect of the plan your representation relates to. It is important that we and the Reporter clearly understand which part of the plan you are referring to.

If you select “Other”, further lists will appear with elements of the text or maps that will help specify what the part of the plan your representation relates to. In addition to selecting one of these, it would also help is if you provide further detail within your submission of what your representation relates to for example a paragraph number, a description of the location or even by uploading a map to show where you are talking about.

- If you need any help finding a site, proposal or policy in the dropdown lists please contact as using the details below.

Support or Object?

- We need to know if you are supporting or objecting to the part of the plan in your representation.

Support – It is important to register your “support”. If an element of the plan is objected to then all of the support comments for this part will also be passed to the Reporter so that there is a full picture of the case before them. If however you would like to propose any change to the part of the plan your representation refers to you then should select “object” even if you are setting out support for some or many elements of it (see examples 1 and 2 below).

Objection - If you would like to propose any change to the part of the plan your representation refers to you should select “object” even if you are setting out support for some or many elements (see examples 1 and 2 below).

The Scottish Government Reporter will only be passed the parts of the plan that have received objections.
Why do you support or object?

- You will be asked WHY you support or object to this part of the plan. Please provide all the details in support of your representation in this section. You should fully explain the issues that you wish to be considered (reasons why you think this is either a good or bad idea). There is no automatic opportunity for parties to expand on their representation later in the process so please ensure you cover all the points. The Scottish Government advises that representations by stakeholders and the general public on the proposed Local Development Plan should be concise (no more than 2,000 words plus any limited supporting productions e.g. reports, maps or photographs). All your reasons/issues should be detailed in the box on the form and if you have pictures, technical reports or maps they can be uploaded as supporting information.

What change do you want to see?

- If you want to see a change to the plan you must tell us WHAT that change is. It is important that you set out how you want to see the plan changed e.g. something removed, something added or something changed (see the example 3 below). As with the WHY section, you can provide supporting documents attachments but you should ensure all the changes you wish see are detailed in the form.

Example 1

I like principle of site xxxx being included in the plan as I think it will create much needed homes in a great location near the local facilities but I think the number of homes proposed is too many. I think you should reduce the number of homes proposed from 80 to 50.

This is an objection because whilst the person likes certain aspects of the site they want to see a change to one element.

Example 2

I think site xxxx is a great idea, it is perfect for this development and I really want to see it happen. I very much support its inclusion in the plan. However I would ask that the site boundary is adjusted ever so slightly at the north-west corner to avoid any potential disturbance to nearby habitats. I have attached a map to show you where I mean.

This is still an objection as even though they very much want to see the site included and the change they want is relatively small, they still wish to see a change.

Example 3

WHY? Please tell us why you support/object to this part of the plan.

I object to site xxxx as I think the development of the site would spoil the setting and character of the existing settlement.

WHAT CHANGE? Please tell us what change(s) you think is/are required to improve the plan in relation to this objection

(no answer)

Not completing this section means that the Council and the Reporter at Examination do not know what change the respondent actually wants to see. It is not always possible to infer the changes sought from the comments made in the WHY section and therefore it is important to clearly set out the changes you wish to see.

In this example the response should specify what change that is sought, examples might include:

- Remove the site from the plan
- Or,
- Reduce the site in size as per the map I have attached
- Or,
- Reduce the amount of development proposed for the site from 60 units to 20 units
Attachments
- As set out above all your reasons/issues and the changes you wish to see should be detailed in the boxes on the form. If you have pictures, technical reports or maps they can be uploaded as supporting information.

Use the browse button to locate the files on your device (one file at a time) and once selected you will see the pathway for the document in the box on screen. You must click the UPLOAD button at this point to complete the upload. Once uploaded you will see the file information added to the screen.

- The maximum document size is 8mb.
- The supported file types are: gif, jpg, jpeg, png, txt, rtf, odf, pdf, doc, docx, ppt, pptx, xls,xlsx
- Supporting documents must all be submitted through the form. We will not accept documents sent separately by post or email.

Making further representations
- As set out above, the form will allow you to make 5 separate representations before you have to start a brand new form. After you have made your first representation either click the “Yes” button to make a comment on another part of the plan or click the “no” button to move straight to the submission page. After each representation you will be asked the same question, clicking “no” will move you to the submission page and “yes” will move you to the next representation form until you have completed the 5th upon which point clicking the “next page” will move you to the submission page.

Submitting my representation(s)
- Once you have either completed 5 representations or clicked “no” to adding another representation you will be taken to the submission page.
- You must click the SUBMIT button at this point. If you do not click SUBMIT then we will not receive your representations.
- Once you have clicked SUBMIT a confirmation will appear on screen and if you have included an email address you will be emailed a confirmation of receipt which will include a copy of your submission which you can keep for your records. If you do not receive your email confirmation please check your spam/junk mail box. If there is no confirmation in your email please contact us at ldp@argyll-bute.gov.uk
- From the confirmation screen you can click the link to start a new form and make another set of up to 5 representations.

5 What happens to representations?
- Where there are unresolved representations (objections with changes set out) on the Proposed Local Development Plan 2 the Scottish Ministers will appoint a Reporter to examine the plan. We, as the planning authority are required to provide a summary of unresolved issues and pass this to the Reporter(s). Your full representation will also go to the Reporter. There is no automatic opportunity for you to expand on this representation later in the process so please ensure you cover all the points you wish to raise.
- Following the examination the Reporter will make recommendations regarding the unresolved issues. Subject to limited exceptions (as set out in planning legislation) the council will be required to make any modifications to the plan that are set out in the recommendations.
6 **Is my response confidential?**

- No. Representations cannot be treated confidentially. Please see the privacy statement on the Council web site [https://www.argyll-bute.gov.uk/privacy/proposed-local-development-plan-2](https://www.argyll-bute.gov.uk/privacy/proposed-local-development-plan-2) for information as to how your data will be stored and used.

7 **How long does the consultation last?**

- Your representation must be received before noon on the 23rd January 2020. You will need to have completed the form and have clicked the submit button before noon as the form will be closed promptly at that point and any partly completed form will be lost.
- The Scottish Government requires a minimum consultation period of 6 weeks but we have extended this to 10 weeks as the consultation goes across the holiday period.
- The form will remain open on line throughout the holiday period.

8 **If you have any other queries?**

Please contact Sheila McKenzie on 01546 604158 or email at ldp@argyll-bute.gov.uk