

Arun District Council Local Planning Authority Area  
**Consultation for Plan Proposal/Plan Modification and/or Order Proposal of  
Neighbourhood Development Plans, Neighbourhood Development Orders  
and/or Community Right to Build Orders**

## COMMENT SHEET

You can view the proposed Plan Proposal/Plan Modification Submission at <https://www.arun.gov.uk/neighbourhood-planning> and submit comments electronically to [ndpconsultation@arun.gov.uk](mailto:ndpconsultation@arun.gov.uk) or <http://arun.objective.co.uk/portal>. **All comments received may be published together with a summary.** Only your name and comment will be made publicly available, your personal details will be kept confidential. Please sign the Privacy Notice on the reverse of the comment sheet to confirm consent.

### Personal Details

Name:

Address:

Postcode:

Tel:

Email:

Would you like your details to be kept on the council's consultation database and to be informed of future neighbourhood planning consultations for this parish? Please also refer to the Privacy Notice on the reverse of the comment sheet.

YES:

NO:

**Which Parish/Town Council Neighbourhood Development Plan/Modification or Order are you commenting on?**

Please use the space below to comment on the Neighbourhood Development Plan or Order. Comments/representations must be received by the consultation end date for the particular application. **Please continue on a separate sheet if necessary and securely attach it to this one.**

Please complete this form and return  
**by post to:**

Planning Policy and Conservation  
Arun District Council  
Civic Centre  
Maltravers Road  
Littlehampton  
BN17 5LF

If you have any queries, please contact the Neighbourhood  
Development Plan Officer on:  
**01903 737 697**

**Please note that any representation may include a request to be notified of the local planning authority's decision under regulation 19 in relation to the Neighbourhood Development Plan or regulation 26 in relation to the neighbourhood development order or community right to build order.**

## Privacy Notice

### (Consultation for Plan Proposal and/or Order Proposal of Neighbourhood Development Plans (NDPs), Neighbourhood Development Orders and/or Community Right to Build Orders)

Arun District Council collects information about you in order to provide you with the following service: to enable the planning policy team to undertake public consultation at various stages in the preparation of planning policy documents.

#### Information Collected

The Council uses a database to hold contact details of those who wish to be consulted on the preparation of planning documents, such as the Plan Proposal and/or Order Proposal of Neighbourhood Development Plans, Neighbourhood Development Orders and/or Community Right to Build Orders. The data the Council collects in this instance is as follows: name, address, email address, telephone number and any comments/representations made.

#### Why We Collect This Information

Under The Town and Country Planning (Local Planning) (England) Regulations 2012, there is a statutory requirement to consult “general” and “specific” consultation bodies and “such residents or other persons carrying out business in the local planning authority’s area from which the local planning authority consider it appropriate to invite representations” as part of the preparation of a Local Plan/Development Plan Documents/other planning policy documents. The collection of this information enables us to perform this function and ensure that the Council can notify those interested in consultations on Neighbourhood Development Plans/ Orders and/or Community Right to Build Orders and other planning policy documents.

#### Who We Might Share Your Information With

At each stage of the consultation process, representations are stored as a record on the database and/or sent to the Independent Examiner and/or The Neighbourhood Plan Officer or their equivalent. Only your name, company/ interest group (if applicable), and the detail of your representation/s will be made publically available through the database. Postal addresses, email addresses and telephone numbers will not be made publically available. All information can be viewed by Planning Policy Officers of the Council in an un-redacted form internally on the planning database.

#### What We Do With Your Information

The contact data is held on the database and used for mail outs (letter and email) notifying contacts of consultations on the Local Plan and other planning policy documents. Subsequently, contact details are linked to representations which (at certain stages of the consultation process) are sent to the Independent Examiner and/or The Neighbourhood Plan Officer or their equivalent and/or stored as a record on the database.

#### How Long We Keep Your Information

Data will be retained in line with the Council’s Data Retention Policy, which is normally two years. However, you are able to inform us at any time to remove yourself from the database.

#### What rights do you have?

You do have some legal rights in respect of the personal information we collect from you. Please see our website for further details <https://www.arun.gov.uk/terms-and-conditions>

You can also contact the Council’s Data Protection Officer on:

Email: [data.protection@arun.gov.uk](mailto:data.protection@arun.gov.uk)

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at: <https://ico.org.uk/concerns/>

**I confirm that I have read the Privacy Notice, I agree for my name and my comment to be made publicly available but that my personal details will be kept confidential.**

**Name:** ..... **Signed:** .....

**Date:** .....