# Sheffield Plan Consultation Representation Form 29th May – 11th July 2025

**Please use this form** to provide representations on the Sheffield Local Plan. Sheffield City Council must receive representations by **5pm on 11th July 2025**. Only those representations received by that time have the statutory right to be considered by the inspector at the subsequent examination.

Responses can be submitted via

* the electronic version of the comment form which can be found on the Council’s web site at: [https://haveyoursay.sheffield.gov.uk/sheffield-plan-proposed-additional-site-allocations](https://haveyoursay.sheffield.gov.uk/sheffield-plan-proposed-additional-site-allocations?tool=survey_tool#tool_tab)
* an e-mail attachment: [sheffieldplan@sheffield.gov.uk](mailto:sheffieldplan@sheffield.gov.uk)
* post to: **Strategic Planning Team, Planning Service, 5th Floor, Howden House, Sheffield S1 2SH**

Please note:

* Representations must only be made on the basis of the legal compliance, compliance with the Duty to Co-operate and/or soundness of the Plan.

Please read the guidance note, attached or available on the Council’s web page, before you make your representations. The Sheffield Plan: Proposed Additional Site Allocations document and updated supporting submission documents are also available to view and download from the Council’s Local Plan webpage. Hard copies of the Sheffield Plan: Proposed Additional Site Allocations May 2025 document are also available to view in the city’s libraries and Howden House. Supporting documents can be viewed at our main office, Howden House, 1 Union Street, Sheffield S1 2SH

**Data Protection Notice:**

Under the General Data Protection Regulation 2016 (GDPR) and Data Protection Act 2018 (DPA) Sheffield City Council is a Data Controller for the information it holds about you.

**The lawful basis under which the Council uses personal data for this purpose is:**

GDPR Article 6(1)(e) – public task: consultation on council plans and services is part of the statutory duties of the local authority.

**Special Category Data**

Special category data is information of a sensitive nature including race, health, religion and political opinions. More information is available here: [What is special category data? | ICO](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/special-category-data/what-is-special-category-data/)

We are not seeking special category data as part of the consultation and ask that you do not include it in your response.

It is likely that some people will include special categories of data in their response to this consultation. This will be retained and processed under:  
GDPR Article 9(2)(g): Substantial public interest – statutory and government purposes.

All representations are required to be made public and will be published on the Sheffield Plan Council’s website following this consultation. Your representations and full name/name of your organisation will be published, but other personal information will remain confidential. Your data and comments will be shared with other relevant agencies involved in the preparation of the local plan, including the Planning Inspectorate. Anonymous responses will not be considered.

Your personal data will be held and processed in accordance with the Council’s Privacy Notice which can be viewed at: <https://www.sheffield.gov.uk/utilities/footer-links/privacy-notice>

If you would like the Council to keep you informed about the Sheffield Plan, we need to hold your contact information on file.

Please tick the box below to confirm if you would like to ‘opt in’ to receive information about the Sheffield Plan. Note that choosing to ‘opt in’ will mean that the Council will hold your information for 2 years from the ‘opt in’ date. At this time we will contact you to review if you wish to ‘opt in’ again. You can opt-out at any time by emailing [sheffieldplan@sheffield.gov.uk](mailto:sheffieldplan@sheffield.gov.uk) or by calling 0114 2735897.

Please tick/ delete as appropriate:

Please confirm you have understood this documents relating to use of your personal data.

Yes  No

Please tick as appropriate below if you wish to ‘opt in’ and receive updates and information about the Sheffield Plan.

I would like to opt in to receive information about the Sheffield Plan.

Yes  No

Printed Name: ……………………………………………………………

Signature: ……………………………………………………………

Date: …………………………………………………………...

**This form has two parts:**

**Part A - Personal details – need only to complete once.**

**Part B - Your representation(s) - Please fill in a separate sheet for each representation you wish to make.**

### Part A- Personal Details

1. **Personal Details**

Name: ………………………………………………….

Organisation (if applicable): ………………………………………………….

Address: ………………………………………………….

Postcode: ………………………………………………….

Tel: ………………………………………………….

Email: ………………………………………………….

1. **Agent Details (if applicable)**

Agent: ……………………………………………….

Organisation (if applicable): ……………………………………………….

Address: ……………………………………………….

Postcode: ………………………………….……………

Tel: ……………………………………………….

Email: ………………………………………………

### Part B - Your representation

Please use a separate sheet for each representation and return along with a single completed Part A.

Name or Organisation: …………………………………..

1. **To which part of the Sheffield Plan: Proposed Additional Site Allocations document** **does your representation relate?**

A specific proposed Site Allocation - reference: ……………………………………………..

The Proposed Additional Site Allocations Document – section: ……………………………..

Integrated Impact Assessment (IIA) - section: …………………………………………………

Habitats Regulations Assessment (HRA) – section: ……………………………………………

1. **Do you consider that when including the proposed new site allocations the Sheffield Plan is:**

Tick all that apply, please refer to the guidance note for an explanation of these terms.

**(1) Legally Compliant** Yes

No

**(2) Sound** Yes

No

**(3) Complies with the Duty to Cooperate** Yes

No

1. **Please give details of why you consider the Sheffield Plan is not legally compliant or is unsound or fails to comply with the duty to co-operate. Please be as precise as possible.** If you wish to support the legal compliance or soundness of the Sheffield Plan or its compliance with the duty to co-operate, please also use this box to set out your comments.

**Continue on a separate sheet if necessary**

1. **Please set out the modification(s) you consider necessary to make the Sheffield Plan legally compliant and sound, in respect of any legal compliance or soundness matters you have identified in Question 5 above.**

(Please note that non-compliance with the duty to co-operate is incapable of modification at examination). You will need to say why each modification will make the Sheffield Plan legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.

**Continue on a separate sheet if necessary**

**Please note:** In your representation you should provide succinctly all the evidence and supporting information necessary to support your representation and your suggested modification(s). You should not assume that you will have a further opportunity to make submissions.

**After this stage, further submissions may only be made if invited by the Inspector, based on the matters and issues they identify for examination.**

1. **If your representation is seeking a modification to the plan, do you consider it necessary to participate in examination hearing session(s)?**

Yes, I wish to participate in hearing session(s) Yes

No, I do not wish to participate in hearing session(s) No

1. **If you wish to participate in the hearing session(s), please outline why you consider this to be necessary. Please avoid sharing personal information.**

**Please note** that the inspector will make the final decision as to who is necessary to participate in hearing sessions, and to which hearing session(s) they should attend, and they will determine the most appropriate procedure to adopt to hear those who wish to participate at the examination hearings.