West Northamptonshire Council

Guidance Note for Submitting a Regulation 19 Representation by Email

The following guidance note has been provided to assist those who wish to respond to this consultation via email. Representations via email should be submitted to PlanningPolicyConsultation@westnorthants.gov.uk

The closing date for this consultation is 23.59 on Monday 16 November 2026. Submissions received after this date will not be accepted.

Please include the following information:

1. Personal Details

a. Full name
b. Postal address
c. Email address
d. Capacity in which you are responding (for example: local authority, resident, parish council, statutory consultee, developer, site promoter or organisation)
e. Organisation name (if responding on behalf of a body or organisation)

2. Representation Details

Please clearly identify the specific part of the Regulation 19 Local Plan to which your representation relates. This may include:

a. A policy number and title;
b. A paragraph number;
c. A page number; or
d. A Policies Map reference or designation.

If your representation relates to more than one part of the Local Plan, please clearly separate your comments within your response and identify which part of the Local Plan each comment relates to.

3. Legal Compliance

Please state whether you consider the Local Plan to be:

- Legally compliant; or
- Not legally compliant.

If you would like to expand on your answer or consider the Plan is not legally compliant, please explain why and set out any modifications you consider necessary.

4. Soundness

Please state whether you consider the Local Plan to be:

- Sound; or
- Unsound.

If you would like to expand on your answer or consider the Plan is unsound, please identify which test(s) of soundness your representation relates to:

a. Positively prepared
b. Justified
c. Effective
d. Consistent with national policy

Please explain your concerns and set out any modifications you consider necessary.

5. Proposed Modifications

Where relevant, please explain:

a. What changes you are seeking;
b. Why those changes are necessary; and
c. How they would address your concerns.

You may provide suggested wording where appropriate.

6. Participation in Examination Hearing Sessions

If you would like to participate in the examination hearing sessions, please state this and briefly explain why you consider your participation necessary.

7. Future Updates

Please confirm whether you would like to be kept informed of future stages of the Local Plan examination process.

8. Supporting Information

Please include any evidence and supporting information that you wish to be considered alongside your representation. You should not assume that there will be a further opportunity to submit information at a later stage.