

Examination into the Welwyn Hatfield Local Plan (2013-2032) Development Plan Document (DPD)

Format for statements

- A. Please send email versions of all Statements and Appendices to the PO (in Word or PDF format) by the deadline. Two hard copies of all hearing statements and appendices should also be provided, but these can be posted to the PO by first class mail on the statement deadline day. (i.e. providing the electronic version arrives by the deadline the hard copies of the hearing statements can be sent on the same day to: **Louise St John Howe, PO Services, PO Box 10965, Sudbury, Suffolk CO10 3BF.**
- B. Submissions should be succinct, with the avoidance of unnecessary detail and repetition of the original representation. It is the quality of the reasoning that carries weight, not the bulk of the documents. There is no need for verbatim quotations from the DPD or other sources of policy guidance. It is vital that the fundamental elements are set out clearly and succinctly – the Examination is not the place for surprise contributions!
- C. None of the statements from representors should be longer than **3,000 words**. Any submissions longer than this will be returned by the PO for editing. Statements should be prepared on A4 paper, printed on both sides, and **not bound**, just stapled.
- D. Supporting material in the form of appendices to statements should be limited to those which are **essential** and should not contain extracts from any publication that is already before the Examination, such as the Core Documents and nationally available Government guidance – a paragraph or page reference will suffice. Any appendices should have a contents page and be paginated throughout. Whilst the word limit does not include text in appendices, they should respect the aim of succinctness. Anyone submitting appendices should indicate in their statement which parts are particularly pertinent and on which they are especially relying.
- E. All participants should adhere to the timetable for submitting statements. **Late submissions and additional material are unlikely to be accepted on the day of the relevant session** since this can cause disruption, result in unfairness and could result in an adjournment of the hearing. If material is not received by the deadlines stated below, the PO will assume that you are relying only on the original representations:
- Statements of Common Ground: in time to feed into Statements, or (as a last resort) at least 2 **weeks** before the relevant programmed hearing if agreed.
 - Last date for notifying PO that you wish to participate at the hearing sessions is **5.00 pm on Thursday 9 April 2020**.
 - The deadline for hearing statements for the hearing sessions to be held w/c 11 May 2020 is **5.00 pm on Thursday 23 April**. (Note: the Council's Statements should also deal with the Inspector's written representations Issues, including responses – if any - to those original representations).