

**Ashford Borough Council consultation on Main Changes to the Ashford
Local Plan 2030**

Guidance on commenting on a Main Change

You can comment until 31st August 2017 on any of the **changed** sites on the Ashford Borough website at

<https://haveyoursay.ashford.gov.uk/consult.ti/LPChanges>

Please quote the Main Change (MC) number reference when making comments. You can comment on **any** MC number.

1. Scroll down to 'Viewing the Proposed Main Changes'. Click on 'can be viewed and commented on through this portal.' Click on the development site or any Main Change upon which you wish to comment. The Main Change number is in brackets. If the MC number you need is not on this page go to 'Next ' at the bottom or put the MC number into the search box on the right hand side. 'Next' takes you through all the successive Main Change pages.
2. At the bottom of the text there is a blue arrow with 'add a comment'. You will be asked to register or log in. To register you need an email address, password, surname and postcode. Tick the Terms and Conditions box. After registering or logging in you will be able to complete the form and submit to Ashford Borough Council.

After you have registered or logged in and clicked 'Add a Comment', you will see 'Comment Details' below.
3. Decide whether you agree with the Main Change text in the blue box above and tick the relevant box: Sound – yes, Unsound – no, you wish to make a critical comment.
4. If you consider it unsound then tick one or more of the four boxes for grounds why you consider it so. The [Guidance Notes](#) explain (point 5) these four options.
5. Make your comments in the box provided. You must have the MC number on the Comment – probably best in the title of the Comment. If you have photos or supporting files you can add them by clicking on the 'choose file' in the attachments box below the comment box. Put the MC number on each photo.
6. Click no for the 'oral part of the examination'
7. The next question only relates to Omission Sites – if not an Omission Site it is N/A
8. Read the next question carefully. If not commenting on the site before you will probably need N/A – this is a new Representation.
9. It's probably best to tick 'don't know' to the last question.

You may comment on as many of the Main Changes as you feel relevant, with positive reasons why you feel your comments should be considered and how your comments would make the Plan 'sound'.

For a **paper copy** go to <https://haveyoursay.ashford.gov.uk/consult.ti/LPChanges> and scroll down to 'Respond to this Consultation' – click on 'by Post' Click on 'Representation (Comment) Form' at the bottom.

For Question 2 on the paper copy please refer to point 3 above.

For other questions please see notes from point 4 onwards above.

Remember to sign and date and post the form back to Ashford Borough Council. The address is given in point 8 of the Guidance Notes attached to the paper form.