



Revised Capel Neighbourhood Development Plan

CONSULTATION RESPONSE FORM | VERSION 2

Consultation opens
Monday 14 September 2026

Responses must arrive by
5.00 pm, Friday 30 October 2026

Please tell us what you think. Capel Parish Council welcomes comments on the revised Plan. Responses will be considered before the Plan is finalised and submitted to the local planning authority. Please identify the policy, proposal, paragraph, page, site or map you are commenting on and explain any change you would like.

Important: Use a separate response page for each different policy, proposal or site. You may copy section 2 or attach additional clearly numbered sheets.

Viewing the Plan and getting help

- Online: [Insert website address for the revised Plan and supporting documents]
- Paper copies: [Insert inspection locations, opening times and any appointment arrangements]
- Accessible formats and help: If you need this form or the consultation documents in another format, or need help completing the form, please contact the Parish Clerk using the details in section 5.

1. About you

Fields marked * are required. The Council needs enough information to record and understand each representation. Anonymous responses will not normally be accepted.

Full name *	
Organisation represented (if applicable)	
Address	
Postcode *	
Email address	
Telephone (optional)	

Which best describes you? Tick all that apply.

- ☐ Resident of Capel Parish ☐ Work or carry on business in the parish
☐ Landowner or agent ☐ Statutory consultee or public body
☐ Community, voluntary or charitable organisation ☐ Developer or planning consultant
☐ Other: _____

2. Your response

Response number: ____ of ____	Additional sheets attached: ☐ Yes ☐ No
Policy / proposal / paragraph / page / site / map reference	_____ _____

Nature of response (tick one)

☐ Support ☐ Support with suggested modification ☐ Object ☐ General comment

Please give reasons for your response *Include evidence or local knowledge where relevant.*

What change, if any, would you like the Parish Council to make? *Please be as specific as possible.*

Any other comments about this policy, proposal or site

3. Supporting information

List any documents, photographs, plans or other evidence supplied with this response. Where possible, identify the author, title, date and relevant page or section.

Supporting information attached or referenced

4. Privacy and use of your information

Who is responsible for your information? Capel Parish Council is the data controller for this consultation.

Why we use it We will use the information you provide to administer the consultation, consider and analyse representations, contact you if clarification is needed, and prepare the consultation statement and evidence required for the neighbourhood planning process.

Our lawful basis We process this information because it is necessary for a task carried out in the public interest and in the exercise of the Council's official authority.

Publication Your comments and the name of any organisation you represent may be published. The Council will not normally publish your home address, postcode, email address, telephone number or handwritten signature. Your name may be published unless there is a lawful and justified reason to withhold it.

Sensitive information Please do not include confidential, defamatory or unnecessary personal information in your response. If your comments contain information about another person, only include that which is relevant and lawful to share.

Retention, sharing and your rights The consultation privacy notice explains how long information will be kept, who it may be shared with, your data protection rights and how to raise a concern. Read it at: [Insert consultation privacy notice web address]. A paper copy is available from the Parish Clerk.

Before publication, the Council should insert the consultation privacy notice link and check that the notice states the retention period and all recipients or categories of recipients.

Declaration

☐ I confirm that the information supplied is accurate to the best of my knowledge and that I am submitting this response in my own name or on behalf of the organisation identified in section 1.

Name (typed or handwritten) *	
Date *	

A handwritten signature is not required for a response sent electronically.

5. How to submit your response

By email	clerk@capel-pc.gov.uk
By post or by hand	Capel Parish Council Parish Office & Hall 55A The Street Capel Surrey RH5 5LD
Closing date	Responses must be received by 5.00 pm on Friday 30 October 2026. Late responses will be considered.

Thank you for taking part in the consultation.