

Statement of Representation Procedure

Swale Borough Council Local Plan Review (Regulation 19)

Planning and Compulsory Purchase Act 2004

The Town and Country Planning (Local Planning) (England) Regulations 2012 (Reg 19).

The Council invites you to submit representations on the Swale Local Plan (Regulation 19). This statement sets out the following information:

- When you can make representations
- The deadline for making representations
- How you can make representations
- How you can view key documents, including the draft Local Plan, the Sustainability Appraisal and the Habitats Regulations Assessment and the supporting evidence base.

In addition to the draft Local Plan, two documents are also published for consultation - the Sustainability Appraisal and the Habitats Regulations Assessment. Representations may be made on any of these documents.

Plan Title

Swale Borough Council Local Plan Review (Regulation 19)

Subject matter and geographical area covered

The Swale Borough Council Local Plan Review (Regulation 19) covers the entire administrative area of Swale Borough.

The Regulation 19 covers:

- The Council's vision and objectives
- Portrait of the Borough
- Key diagram
- Strategic Policies
- Site allocations
- Development Management policies
- Implementation and monitoring framework
- Policies Maps

Period for making representations

The consultation runs from **Monday 10 August to 5pm on Monday 21 September 2026**. Please note that representations received after the deadline will be marked as late and may not be considered by the Planning Inspector.

How to make a representation

You can submit your comments via:

- our consultation portal <https://swale-consult.objective.co.uk/kse/>
- by email to LPComments@swale.gov.uk. Please refer to the question numbers you are answering. If you represent an organisation, landowner, or developer, state this clearly
- Post to: Planning Policy, Swale House, East Street, Sittingbourne, Kent, ME10 3HT. Please refer to the question numbers you are answering.
- You can also notify us of your interest to appear at the Examination in Public.

Guidance to help you make representations can be found on the Council's Guidance note and the Council's Regulation FAQ.

Further information and privacy

If you have a question about making a representation to the Regulation 19 consultation, or to request assistance or alternative formats, you can contact us by email at LPComments@Swale.gov.uk or 01795 417850.

Any comments made on the Local Plan Regulation 19 will be processed by our team and will be made available for public inspection after the consultation closes, together with your name and post town.

As data controller we ensure that processing is carried out in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation. The information provided on this form will be used solely in connection with Local Plan Review and will only be shared where it is necessary in order for your request to be resolved or where there is a legal requirement to do so. The lawful basis which enables the Council to process your data for this purpose is Public Interest Article 6, paragraph (e) of the UK GDPR. The information will be stored and destroyed in line with the Council's Retention and Deletion Schedule. Please visit the Privacy pages for further information: <https://swale.gov.uk/planning-and-regeneration/local-plans/local-plan-review/local-plans-privacy-notice>

How and where to view the proposed submission documents

Throughout the consultation period, the Regulation 19 and all supporting documents are available to view on the consultation website (add link).

The Regulation 19 and all supporting documents are also available to view at the following libraries:

- Boughton
- Faversham
- Teynham
- Minster
- Queenborough
- Sittingbourne
- Sheerness
- The 2 mobile libraries

For opening hours and addresses of the libraries please visit

<https://www.kent.gov.uk/leisure-and-community/libraries/visiting-a-library/find-your-nearest-library> or call [03000 41 31 31](tel:03000413131).

The Regulation 19 and all supporting documents are also available to view the 3 Council offices:

- Swale House, East Street, Sittingbourne, Kent, ME10 3HT – open 10am to 12 noon, Monday to Friday.
- Sheppey Gateway, 38 to 42 High Street, Sheerness, Kent, ME12 1NL - open 10am to 12 noon Monday, Tuesday, Thursday and Friday.
- Alexander Centre, Preston Street, Faversham, Kent, ME13 8NZ – open 10am to 12.30pm and 1:30pm to 4:30pm, Tuesday.

Additional information

Group representations

The inspector assesses the actual substance of a representation, not the number of people making the same point.

If a group shares a view, please submit one joint representation rather than multiple identical ones. You should state clearly how many people the group represents and how the representation was authorised.