

Statement of Representations Procedure

1. Title of Document

Hastings Local Plan Pre-Submission Version 2023-2041 (Regulation 19) September 2026

2. Subject Matter and Area Covered

This Pre-Submission Plan sets out the Policies and Site Allocations which will guide development within the administrative area of Hastings Borough Council over the plan period to 2041.

3. Period for Making Representations

Formal representations can be made on the 'Legal Compliance' and/or the 'Soundness' of this Local Plan, between **Thursday 01 October 2026 and 23:59 on Thursday 12 November 2026**. Any formal representations received outside of this period will not be duly made and may not be taken into account by the Inspector.

4. Making Representations

Formal representations may be made in writing or by way of electronic communications, however we strongly recommend you use the **online consultation portal** at hastings.gov.uk/localplan. If, however, you are unable to use the online portal, you may submit your formal representations using one of the methods below. Where you are using these methods you should use our representation form because this includes information required by the Planning Inspectorate:

Email Submission: you should download a Representation Form from hastings.gov.uk/localplan and email to fplanning@hastings.gov.uk.

Postal Submission: you should download a Representation Form from hastings.gov.uk/localplan, print, and send your completed form to:

- Planning Policy, Hastings Borough Council, Muriel Matters House, Breeds Place, Hastings, East Sussex, TN34 3UY

By hand: you should download a Representation Form from hastings.gov.uk/localplan, print, and hand in your completed form at the address above. You will be given an acknowledgement

card recording the date and time at which your representation was received. Please retain this as evidence of receipt.

If you are unable to access both the online portal and the online form, paper forms may be supplied on request or collected from the address above as well as the following locations during the stated opening times:

- Hastings Library, Brassey Institute, 13 Claremont, Hastings, TN34 1HE
- Hollington Library, 96 Battle Road, St Leonards, TN37 7AG
- Ore Community Library, 467 Old London Road, Hastings, TN35 5BP
- Community Contact Centre, Muriel Matters House, Breeds Place, Hastings, TN34 3UY

	Hastings Library	Hollington Library	Ore Community Library	Community Contact Centre
Monday	10am to 5pm	10am to 1pm	Closed	9am to 5pm
Tuesday	10am to 5pm	10am to 4pm	10am to 4pm	10am to 5pm
Wednesday	10am to 1pm	Closed	Closed	10am to 5pm
Thursday	10am to 6pm	10am to 5pm	10am to 4pm	9am to 5pm
Friday	10am to 5pm	10am to 1pm	Closed	10am to 4:30pm
Saturday	10am to 5pm	10am to 1pm	10am to 4pm	Closed
Sunday	Closed	Closed	Closed	Closed

All times correct as of 18 September 2026

Please note: Completed forms can only be handed in at Muriel Matters House (no other location) and only during the opening times shown above. On **Thursday 12 November 2026**, hand-delivered representations must be received before Muriel Matters House closes at **5pm**. The 23:59 deadline applies only to electronic submissions.

The use of Artificial Intelligence (AI): The council recognises that some people may wish to use AI when creating any Formal Representations they want to make on the Plan. The Planning Inspectorate has issued guidance on the use of AI as part of any examination being dealt with by them (of which your formal representations will form a part).

Please read this guidance carefully, noting how you may use AI and whether/how you should declare your use of AI. Declarations must include what AI was used and how it used and how this information produced by the AI has been checked to ensure its contents are accurate.

Please note that declarations will be provided to the Planning Inspectorate alongside responses.

<https://www.gov.uk/guidance/use-of-artificial-intelligence-in-casework-evidence>

5. Scope of Representations

Unlike earlier rounds of consultation, where input was being sought on the content of the Local Plan, at this stage, under Regulation 19 of The Town and Country Planning (Local Planning)

(England) Regulations 2012 (as amended), formal representations should address the Plan's 'legal compliance' or whether the Plan is 'sound' (the specific tests of soundness are set out in the National Planning Policy Framework published in December 2024, paragraph 36, which applies to the examination of this Plan under the relevant transitional arrangements).

If you believe the Plan is not legally compliant and/or is not sound (based on one of the four tests), you should clearly state why and what steps you believe should be taken to make the Plan legally compliant/sound. Equally, if you support the legal compliance/soundness of the Plan, please clearly state this in your formal representation.

The Planning Inspectorate has published guidance on legal compliance and soundness, and on how you should make your formal representation based on these matters. Where multiple people share a common view, it is advised that a single representation is made.

You should also indicate whether you wish to take part in the hearing sessions (only those seeking a change to the Plan have a right to appear before and be heard by the Inspector, if they request to do so) or rely on your written representations (oral and written representations are given the same weight). See section 5 of the guidance for more information.

Please visit the following web address:

<https://www.gov.uk/government/publications/model-representation-form-for-local-plans/model-representation-letter-for-local-plans>

6. Availability of Documents

The Hastings Local Plan Pre-Submission Version 2023-2041 (Regulation 19) September 2026, along with this Statement of Representations Procedure, the Submission Policies Map, Sustainability Appraisal, Habitats Regulations Assessment and Consultation Statement will be available to view online as well as the locations above during the times shown.

These documents, along with other evidence base documents, are also available online at hastings.gov.uk/localplan and will be available for public inspection in electronic format at Muriel Matters House during the opening hours shown above. All documents can be downloaded from the website, together with a Representation Form and accompanying guidance, although we strongly recommend you use the online consultation portal. Copies in alternative formats can be made available upon request by emailing fplanning@hastings.gov.uk or contacting us at the Postal Submission address above.

7. Request to be Notified

When making your formal representation, you should clearly indicate whether you are requesting to be notified (at a specified address) of any of the following:

- The submission of the Hastings Local Plan to the Secretary of State for independent examination
- The publication of the recommendations/report of the person appointed to carry out the independent examination (the Inspector's Report)
- The adoption of the Hastings Local Plan

8. Data Protection and Publication of Representations

Any representation you make will be 'made available' in line with the Regulations (The Town and Country Planning (Local Planning) (England) Regulations 2012 – Regulations 20, 22 and 35). This includes publication of your name and representation on the council's website. The council will not publish your address, email, phone number or signature. Your representation, together with the personal and contact details you provide, will be submitted to the Secretary of State and made available to the Planning Inspectorate, the appointed Inspector and the Programme Officer where necessary for the examination and its administration. You can read more about how we use your data by visiting

<https://www.hastings.gov.uk/privacy/notices/planning-policy/>

You may wish to avoid including any personal or sensitive information in the body of your formal representation if you do not want this to be published.

9. Further Information

If you require any further information, documents in alternative formats, or other assistance, please contact the Planning Policy Team by emailing fplanning@hastings.gov.uk, calling 01424 451102, or writing to us at Planning Policy, Hastings Borough Council, Muriel Matters House, Breeds Place, Hastings, East Sussex, TN34 3UY.