

Dear Sir/Madam, (to email consultees)  
Dear neighbor, (to residents and businesses)

## **Neighbourhood Planning Regulation 14 Public Consultation – xxx Neighbourhood Development Plan**

I am writing to inform you that in accordance with Neighbourhood Planning Regulation 14, xxx parish/Town Council/Forum is undertaking a public consultation and would like to invite comments from organisations and individuals on its Pre-Submission Neighbourhood Development Plan.

The public consultation runs from..... **until** .....

### **Proposed xxxxx Neighbourhood Development Plan**

Xxx parish/Town Council/Forum has produced a Neighbourhood Development Plan which covers the whole of the (parished) area of xxx, including.....(name some places). The Plan contains a vision for xxx along with a set of aims, planning policies and proposals and community actions to achieve the vision. The planning policies within the Plan seek to protect the character of xxx, with policies guiding new development, notably for (what? Housing, business, greenspace?).

Following this consultation, the Plan will be amended and then submitted to the East Riding of Yorkshire Council, as required, for a further “Regulation 16” consultation and independent examination. The Plan, if successful at examination, will then proceed to a local referendum. If the Plan receives a majority vote, the Plan will then be ‘made’ and become part of the statutory development plan – the Local Plan - for Leeds. Any planning applications submitted within the boundary will be determined in accordance with this plan.

### **Aim of this consultation**

This consultation seeks your views on the content of the proposed xxx Neighbourhood Development Plan, together with the supporting Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening Report.

### **Availability of Documents**

The proposed xxx Neighbourhood Development Plan, supporting documents and evidence base can be viewed on the website at:  
(insert url)

### **Deposit Locations**

Hard copies of the consultation documents are also available for inspection at the following deposit locations:

| Location | Venue opening hours |
|----------|---------------------|
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**How to Comment**

The Parish/Town Council/Forum welcomes your comments. Comments should be submitted by completing a paper questionnaire, also obtainable from the website, or by sending a letter with written representations sent to either of the following addresses:

Email: [\(clerk/secretary\)](#)

Post: Clerk/Secretary (address)

The deadline for comments ..... The Council cannot accept any late comments.

**Further Information**

Should you have any further queries about the xxxx Neighbourhood Development Plan please contact the yyyyyy at [url](#) or telephone .....

Kind regards