

APPENDIX 1

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22 July 2013

Dear Sir/Madam,

**Community Infrastructure Levy (CIL) Regulations 2010 (as amended) – Statement of Representations Procedure for Draft Charging Schedule
And
Consultation on Climate Change Supplementary Planning Document (SPD)**

Woking Borough Council has published the above documents to give you the opportunity to submit any representations that you may have before they are either submitted to the Secretary of State for Examination or finalised for adoption.

You will recall that the Council published its Preliminary Draft Charging Schedule for consultation in February to March 2013. Comments received have been taken into account in preparing the Draft Charging Schedule. The publication of the Draft Charging Schedule is to give you a final opportunity to make your formal representations before the document is sent to an Independent Inspector for Examination. As a reminder, CIL is a standardised levy that is charged to new development for the purposes of raising funds to deliver infrastructure to support new development. The provision of infrastructure has implications for people who live, work in and visit the Borough. In this regard, the Council values your involvement to ensure that the rates set for the Charging Schedule are at the right level.

The Climate Change SPD provides detailed guidance for the application of Policies CS22 – Sustainable construction and CS23 – Renewable and low carbon energy generation of the Core Strategy. It explains what developers need to do to meet the requirements of the above policies. It is therefore an important document to help deliver the requirements of the Woking Core Strategy. The Council will appreciate your comments and take them into account before the document is finalised for adoption.

The consultation period for both documents is between **22 July 2013 and 30 August 2013** and you are encouraged to send any representations that you may have.

The Draft Charging Schedule and the Climate Change SPD are available for inspection at the following venues:

- Woking Borough Council, Civic Offices, Gloucester Square, Woking, GU21 6YL. Monday to Friday 9am – 4.45pm.
- Woking, Byfleet, West Byfleet and Knaphill libraries. Please see www.surreycc.gov.uk for address and opening times of the libraries.
- On the Council's website via the following link: <http://www.woking2027.info/infrastructure>

Representations can be e-mailed to planning.policy@woking.gov.uk or posted to:

The Planning Policy Team

Woking Borough Council

Civic Offices

Gloucester Square

Woking

Surrey GU21 6YL

Representations may be accompanied by a request to be notified at a specified address of any of the following:

- That the Draft Charging Schedule has been submitted for Independent Examination;
- The publication of the recommendations of any person appointed to carry out an Independent Examination of the Draft Charging Schedule; and
- The adoption of the Charging Schedule.

If you require this information, please remember to specify this when you send your representations to the Council with your contact address.

If you have any questions on the Draft Charging Schedule and/or the Climate Change SPD, please do not hesitate to contact a member of the Planning Policy Team on 01483 743871.

The Council has also published a number of documents that has been used as evidence to inform the Draft Charging Schedule. This includes:

- Community Infrastructure Levy Viability Study;

- Community Infrastructure Levy – Topic Paper on Infrastructure Funding Gap;
- Map illustrating where differential charging rates will apply; and
- Strategic Environmental Assessment – Draft Screening Statement.

Copies of these documents can also be inspected at the deposit venues set out above and on the Council's website.

Next stages of the adoption process

Your representations on the Draft Charging Schedule together with the Draft Charging Schedule and other supporting documents will be submitted to the Secretary of State for Examination. It is anticipated that the Examination will be held sometime at the beginning of next year. You will be notified when the exact date is known. Subject to the recommendations of the Inspector, it is expected that the Charging Schedule will be adopted by April 2014. It is important to note that until CIL is adopted, the Council will continue to use Planning Obligations to secure developer contributions.

Representations received on the Climate Change SPD will be taken into account before it is finalised for adoption by the Council in early 2014.

Yours sincerely,

A handwritten signature in black ink, appearing to be a stylized name, possibly 'E. ...', written on a white background.