NOTICE IS HEREBY GIVEN that Arun has published for consultation an Accommodation for Older People and People with Disabilities guidance from Thursday 23rd May until 5pm on Thursday 20th June 2019.

Only representations on the document received within this period will be considered unless otherwise notified.

The consultation documents including the representation form and representations procedure can be viewed online at https://www.arun.gov.uk/supplementary-planning-guidance and will be available for inspection at the following locations:

- Arun District Council Offices, Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF between 8:45am and 5:15pm Monday to Thursday and 8:45am and 4:45pm on Friday.
- Bognor Regis Town Hall, Clarence Road, Bognor Regis, West Sussex PO21 1LD between Monday, Tuesday and Thursday: 8:45am - 5:15pm; Wednesday: 9:30am - 5:15pm and Friday: 8:45am - 4:45pm
- All local libraries within the Arun District Council Local Planning Authority Area.

SUBMISSION OF REPRESENTATIONS ON OLDER PEOPLE AND PEOPLE WITH DISABILITIES GUIDANCE

There are three ways in which representations can be submitted:

- at [http://arun.objective.co.uk/portal](http://arun.objective.co.uk/portal)
- by email using the representation template to: localplan@arun.gov.uk
- by post to: Accommodation for Older People and Disabilities Standards Consultation, Planning Policy, First Floor, Civic Centre, Maltravers Road, Littlehampton BN17 5LF

You will be included on the Council’s planning policy database for the purposes of plan-making in line with the Planning Policy Consultations Privacy Notice attached to the back of this form, unless directed otherwise within correspondence.

As the consultation portal is the preferred method for the submission of comments, which will generally require logging into the system, if you are unable to remember either the username or the password, contact the Local Plan Team on the details below, who will be able to assist.

For further information, please contact the Planning Policy and Conservation Team on 01903 737500 or email: localplan@arun.gov.uk

<table>
<thead>
<tr>
<th>Library</th>
<th>Opening Times</th>
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<tbody>
<tr>
<td>Angmering</td>
<td>Monday to Wednesday 1pm – 5pm and Thursday to Saturday 9am – 1pm</td>
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<tr>
<td>Arundel</td>
<td>Monday to Wednesday 1pm – 5pm and Thursday to Saturday 9am – 1pm</td>
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<tr>
<td>Bognor Regis</td>
<td>Monday 9.30am – 7pm, Tuesday to Thursday 9.30am – 6pm and Friday to Saturday 9.30am – 5pm</td>
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<tr>
<td>East Preston</td>
<td>Monday to Wednesday 1pm – 5pm and Thursday to Saturday 10am – 2pm</td>
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<tr>
<td>Ferring</td>
<td>Monday, Tuesday, Thursday and Saturday – 9am – 1pm and Wednesday and Friday 1pm – 5pm</td>
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<tr>
<td>Littlehampton</td>
<td>Monday 10am – 7pm, Tuesday to Thursday 10am – 6pm, Friday 10am – 5pm and Saturday 10am – 4pm</td>
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<td>Rustington</td>
<td>Monday to Friday 10am – 5pm and Saturday 10am – 2pm</td>
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<tr>
<td>Willowhale, Aldwick</td>
<td>Monday to Friday 10am – 5pm and Saturday 10am – 2pm</td>
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Privacy Notice (Planning Policy Consultations)

Arun District Council collects information about you in order to provide you with the following service: to enable the planning policy team to undertake public consultation at various stages in the preparation of planning policy documents.

**Information Collected**
The Council uses a database to hold contact details of those who wish to be consulted on the preparation of planning documents, such as the Arun Local Plan.

Contacts include statutory consultees e.g. West Sussex County Council; as well as members of the public who have asked to be kept informed or have responded to a consultation by submitting a representation. Contact data for the consultation bodies are collected including residents/interest groups who also request to be added to the database on an ad-hoc basis.

The data the Council collects is as follows: name, company, position; home/business address, email address, telephone number, interest group or who representing (if applicable), category of consultee e.g. specific consultation body/resident/agent/landowner, and any representation/s made. We also collect general data such as age range and ethnicity, to ensure conformity with the Equalities Act 2010. This data is kept anonymously.

**Why We Collect This Information**
Under The Town and Country Planning (Local Planning) (England) Regulations 2012, there is a statutory requirement to consult “general” and “specific” consultation bodies and “such residents or other persons carrying out business in the local planning authority’s area from which the local planning authority consider it appropriate to invite representations” as part of the preparation of a Local Plan/Development Plan Documents/other planning policy documents. The collection of this information enables us to perform this function and ensure that the Council can notify those interested in consultations on the Local Plan and other planning policy documents.

**Who We Might Share Your Information With**
At each stage of the consultation process, representations are stored as a record on the database and / or sent to the Planning Inspector or Programme Officer (an independent officer appointed to work under the Inspector’s direction).
Only your name, company, interest group (if applicable), category of consultee and the detail of your representation/s will be made publically available through the database. Postal addresses, email addresses and telephone numbers will not be made publically available. All information can be viewed by Planning Policy Officers of the Council in an un-redacted form internally on the planning database. Other internal departments at Arun District Council may wish to access planning policy information and all information from the public domain will be shared with other internal departments.

**What We Do With Your Information**
The contact data is held on the database and used for mail outs (letter and email) notifying contacts of consultations on the Local Plan and other planning policy documents. Subsequently, contact details are linked to representations which (at certain stages of the consultation process) are sent to the Planning Inspector or Programme Officer (an independent officer appointed to work under the Inspector’s direction) and / or stored as a record on the database.

**How Long We Keep Your Information**
Data will be retained in line with the Council’s Data Retention Policy, which is normally two years. However, you are able to inform us at any time to remove yourself from the database.

**What rights do you have?**
You do have some legal rights in respect of the personal information we collect from you. Please see our website for further details [https://www.arun.gov.uk/terms-and-conditions](https://www.arun.gov.uk/terms-and-conditions)

You can also contact the Council’s Data Protection Officer on:
  - Email: liz.futcher@arun.gov.uk
  - Tel: 01903 737610

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at: [https://ico.org.uk/concerns/](https://ico.org.uk/concerns/)