**Draft Biodiversity and Development Supplementary Planning Development (SPD)**

**- Response Form**

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| **Part A: Your Details (Please Print)** **Please ensure that we have an up to date email address wherever possible, or postal address, at which we can contact you.** |
|  | **Your Details** | **Agent’s Details (if applicable)** |
| **Title** |  |  |
| **First Name** |  |  |
| **Surname** |  |  |
| **E-mail address** |  |  |
| **Job title****(if applicable)** |  |  |
| **Organisation** **(if applicable)** |  |  |
| **Address** |  |  |
| **Postcode** |  |  |
| **Telephone Number** |  |  |

Thank you for taking the time to provide your comments on the draft Biodiversity SPD.

Please return this form either by email (preferred) to: biodiversity@staffordbc.gov.uk

or by post to: Forward Planning, Civic Centre, Riverside, Stafford, ST16 3AQ

Please ensure receipt by Stafford Borough Council **by 12.00 noon Monday 16 March 2020.**

 **Please note:**

* Comments must be received by 12 noon on Monday 16 March 2020. Late comments will be considered “not duly made” under the Regulations;
* Please fill in a separate Part B for each page/section you are commenting on and, where necessary, please explain your response;
* Representations cannot be kept confidential and will be available for public scrutiny, including your name and/or organisation (if applicable). However, your contact details will not be published.

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|  **Part B: Your Comments*****Please complete a new Part B for each representation you wish to make.*** |
| **Name** | **Organisation** |
| **Page** |  | **Section** |  |
| **Please set out your comments below** |
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| **Page** |  | **Section** |  |
| **Please set out your comments below** |
|  |

***Please use a continuation sheet if necessary***

All comments should be made in writing preferably using this form and should be received by Stafford Borough Council **no later than 12 noon Monday 16 March 2020.**

You can view the documents online at[www.staffordbc.gov.uk/biodiversity-and-development-spd](http://www.staffordbc.gov.uk/biodiversity-and-development-spd)

Please e-mail your comments (Preferred) to: biodiversity@staffordbc.gov.uk

or post your comments to: Forward Planning, Civic Centre, Riverside, Stafford, ST16 3AQ

Thank you for taking the time to contribute to this consultation.

**DRAFT BIODIVERSITY SUPPLEMENTARY PLANNING DOCUMENT**

**STAFFORD BOROUGH COUNCIL – PRIVACY NOTICE**

**How we will use your details**

All representations received to the Draft Biodiversity Supplementary Planning Document will be included in a schedule and made publicly available once the consultation has closed.

The Council will consider all representations received, using them to inform the next stage of the process for adopting the Biodiversity Supplementary Planning Document.

Comments cannot be treated as confidential. Your personal information, such as your postal and email address will not be published and signatures will be redacted, but your name and organisation will be made available. We will only use your personal information to send you information on the Local Plan and associated planning policy matters.

We believe you should always know what data we collect from you and how we use it, and that you should have meaningful control over both. As part of our ongoing commitment to transparency, and in relation to the new General Data Protection Regulations (May 2018), we have updated our Privacy Policy.

Stafford Borough Council are the data controller and you can find information about how we handle your personal data by visiting [www.staffordbc.gov.uk/privacynotices](http://www.staffordbc.gov.uk/privacynotices) and if you have any queries or would like to unsubscribe from receiving information then please contact forwardplanningconsultations@staffordbc.gov.uk