

**Winchester District Local Plan Part 1 – Joint Core Strategy  
Public Examination**

**The Programme Officer  
C/O Winchester City Council  
Strategic Planning  
City Offices  
Colebrook Street  
Winchester  
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26 October 2012

Dear Sir/Madam

**Winchester District Local Plan - Joint Core Strategy - Format for Hearing Response  
Statements**

Please could you ensure that if you are making (or have made) a further statement for the Winchester District Local Plan – Joint Core Strategy, to send **three paper and one electronic copy** of the statement to me. The electronic copy should include the respondent's name in the filename. Paper copies should be sent to me at the above address:

Further statements should be sent to me no later than midday on Friday 12 October [this applies to all forms of communication].

Further statements should be no longer than 3,000 words per question, whether for a hearing session or further written representations. Any submissions that are of excessive length and/or containing irrelevant or repetitious material will be returned.

Submissions should be prepared on A4 paper, without hard covers and unbound, but with two holes punched at the side for inclusion in the PO's files.

No photographs should be submitted. Any plans or diagrams should also be folded to A4 size and listed as Appendices.

No additional statements or documents whatsoever [including letters and press cuttings] will be accepted at the Examination.

All statements and appendices should be clearly marked with the representation reference number and preferably the relevant paragraph/policy number in the JCS.

Any supporting material – Appendices to Statements – should be limited to that which is essential and not contain extracts from any publication that is already before the Examination, such as the Exam Documents and nationally available guidance.

Appendices should have a contents page and be paginated throughout and tagged at the side. Appendices should indicate which parts are particularly pertinent and on which are relied to support the case made. Those of excessive length and/or which cannot be circulated electronically risk being returned'

Thank you  
Yours faithfully

**Rosemary Morton  
Programme Officer  
Winchester District Local Plan Part 1- Joint Core Strategy**

**PO 005**