



## **THE DATABASE**

An adequate database is essential in ensuring that the examination can run efficiently and effectively. It provides the Programme Officer with the means to control all aspects of the examination process. It is essential therefore that the Programme Officer is given access to the database. The Programme Officer must also have the means to update it and extract information in a format that is required by both the Council and the Inspector.

If the database has already been set up by the Council, the Programme Officer should inspect it carefully to ensure that it can easily be manipulated and interrogated to produce queries and reports.

When constructing the database, care should be taken to ensure that if any of the fields are not populated it will not crash. This is particularly important concerning the elements of soundness field.

### **Table and Fields**

Separate tables for representors and representations, linked by representor number are required.

### **The Representors Table**

Fields for inclusion are:

Representor Number  
Title  
Initials  
Surname  
Position  
Company/Organisation  
Representing on behalf of:  
Address 1  
Address 2  
Address 3  
Address 4  
Postcode  
Your ref  
Telephone Number  
Fax Number  
Email  
Remove from Mailing List  
Reason  
Notes

- A separate number for each representor
- One record for each representor

- The Respondent is the organisation. If this field is blank the representor will be the title, initials and surname.

Occasionally you will be asked to remove a representor's details from the mailing list because they have moved away, removed their representation or died. A simple tick in the field 'Remove from Mailing List' coupled with an additional field entitled 'Reason' enables the appropriate information to be recorded.

## **The Representations Table**

Fields for inclusion are:

Representor Number  
 Representation Number  
 Object/support  
 Policy  
 Chapter/Paragraph  
 Element of Soundness: 1. Justified; 2. Effective or 3. Consistent with National Policy  
 Intent  
 Summary of Representation  
 Council's response  
 Council's proposed action  
 Representor Evidence No  
 Council Evidence No

Councils are strongly discouraged from producing pre-examination changes. However where representations relate to PECs or Omission Sites it will be necessary for this to be included in the database by the use of a suffix e.g 004/02/PEC or 004/02/OM

**The critical part is that for representors with multiple representations it is possible to identify each separate representation.**

## **The Intent Field**

This identifies how the representors wish their representations to be dealt with:

- AE – Attending examination
- WR – Written Representation
- UC – Representation withdrawn
- CW – Representation conditionally withdrawn
- OR – Relying on original representation

A third table listing policies with policy titles may be useful in preparing reports.

Sorting the information in this manner will enable the creation of reports and queries.

**In particular it is essential that the database can be interrogated regarding the number of representations for each test of soundness, legal compliance and or policy.**

Representations should be analysed carefully by an experienced member of the planning team, not the programme officer as any inadequate or inconsistent analysis may lead to misunderstandings and mistakes leading to abortive work later on.

Only duly made representations, either objecting or supporting should be entered on the database. It is the responsibility of the Council to judge whether a representation has been duly made.

All representations will need to be acknowledged and representors advised of their representation number. The summary of the representation can also be sent if it has been entered on the database.

For PINS purposes the referencing system **MUST** as a minimum have four parts:

- i. Unique number for each representor
- ii. Unique number for each representation
- iii. Which policy/part of the plan does the representation relate to
- iv. To which of the 3 elements of soundness does the representation refer. This field should also be able to be annotated with 'LC' to denote Legal Compliance.

### **Examples**

019/02/E4/1

Representation by the Home Builders Federation (019), their second representation, relates to Policy E4 and they are challenging it on the grounds that it fails element of soundness 1.

019/03/H1/3

Representation by the Home Builders Federation (019), their third representation, relates to Policy H1 and is being challenged on the grounds that it fails element of soundness 3.

So if the Home Builders Federation has challenged 10 policies/parts of the plan there will be 10 entries in the database all under representor reference 019.

NOTE: It is essential that the database can be interrogated to meet requests from the Inspector. For example "I want to see all the representations from the Home Builders Federation" or "Please can I see all the Representations relating to Policy H1."

## **Complications**

All Boxes ticked, no boxes ticked, wrong boxes ticked on representation form. This WILL happen. Make sure that the software can cope with this problem, i.e. if nothing in the box, the system doesn't crash.

## **Additional Fields**

Additional fields may be needed over and above what PINS requires as a minimum. For example; does the representor want to appear at the examination, have they confirmed attendance, have they submitted any additional material requested or what is the representation about/issues raised?