

Inspector's Information Note (2)

This note is to provide guidance about the format of documents and some other matters relating to the forthcoming inquiry.

Format of Proofs of Evidence and Related Documents

The following instructions apply to all proofs of evidence and related documents such as annexes or plans submitted by all inquiry parties, ie the applicant, the DoE and all interested persons or bodies intending to take part in the inquiry.

A proof of evidence is not always necessary - for example, where local residents only wish to make known their views and the reasons for them, a letter or brief statement may be sufficient. However, the introduction during an inquiry of new evidence which should have been submitted beforehand may (depending on the precise circumstances) result in adjournments and costly delays.

Any proofs longer than 2000 words should have a summary of not more than 1500 words. The intention is that at the inquiry, the summary may be read out so that the gist of the evidence is apparent to any members of the public present, although the main proof, together with any annexes, plans etc, remains the evidence for purposes such as testing by questioning. The summary should not contain any material not in the main proof.

Pages must be numbered. Paragraphs should also be numbered as this saves time during questions. It is helpful for any bound documents containing more than one or two appendices to have labelled side tabs.

The paper copies of proofs and other documents should be bound so that they can be opened flat (ie not using a sliding grip binder). Most spiral binders are satisfactory, or a simple hole-punch with a string tag may be suitable. Lever-arch files and metal clip ring-binders are best avoided as the metal parts can be easily bent out of alignment during packing and transport.

If after receiving another party's proof of evidence any party considers it would be useful to submit a rebuttal proof (ie a document setting out points to rebut another party's evidence), it should be submitted as soon as possible, to reduce the prospect of applications for adjournments which may arise if any inquiry participant needs time to study or take instructions on late rebuttal evidence.

If anyone feels that further information or guidance about proofs of evidence would be helpful, please email the Programme Officer.

Submitting proofs of evidence and related documents

The Programme Officer will be arranging for the applicant's agent and the DoE to send proofs of evidence to her and exchange documents between each other. **All other parties** who intend to present evidence to the inquiry should each send to the Programme Officer an electronic copy and three paper copies of their proofs of evidence. The PO will then be able to check what has been sent and will send copies (one paper copy each) to the DoE and to the applicant's agent.

There is no need to repeat letters previously submitted to the DoE commenting on the applications.

The instructions above should result in the PO having an electronic copy of all the documents, which will be placed on the inquiry website (www.gov.je/PublicInquiries/TambaPark), and a paper copy of all the documents to pass to me. The DoE should have at least one paper copy of all the documents to form an "inquiry library" for access by members of the public. At the time of writing I do not know where these paper copies will be made available for public access - I suggest that anybody wanting to see them should first contact the DoE.

Note: The above instructions do not refer to the Statements of Case, which are due to be submitted separately by 5 January 2018 by all those intending to appear at the inquiry, as stated in the Minister's notice of the inquiry published in the Jersey Evening Post on 5 December 2017 and on the inquiry website. It may be possible to extend this time a little for local residents, provided that people at least inform the Programme Officer (preferably by email, and in any case giving full address and contact details) that they wish to take part in the inquiry.

Please let the Programme Officer know if any problems arise. Shortly before the inquiry she will distribute a list of document reference numbers, which can then be used for reference purposes during the inquiry.

The PO's email address is: ac.self@blueyonder.co.uk. The address for courier or post dispatch is: Homefield House, Homefield Road, Saltford, Somerset, Bristol BS31 3EG. Telephone: 01225 872654. Notification by email of the time of post or courier dispatch would be helpful.

For the Additional Attention of Local Residents or Other Interested Parties

From the gov.je planning applications website I am aware of the letters or other public comments which have been submitted to the DoE so far. If any other people wish to put forward written comments or evidence for consideration, please do so via the Programme Officer - the sooner the better!

Graham Self
Inspector
12 December 2017