



# East Kent Design Codes Dover Community Panel

Dover District Council

## APPLICATION FORM

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The preferred method for receiving applications is on-line by using the consultation portal which can be found at <https://dover-consult.objective.co.uk/kse>. If you are unable to use the on-line method, you may still submit your application by using this form.

**Forms must be received by 11.59 pm on Wednesday 13<sup>th</sup> August 2025**

**Please complete all sections of the form.**

**Please email to [planning.policy@dover.gov.uk](mailto:planning.policy@dover.gov.uk) or post to Planning Policy, Council Offices, Whitfield, White Cliffs Business Park, Dover CT16 3PJ**

The Council take your privacy seriously. We hold and process all personal information in line with data protection legislation. You can find out how we manage and process your data our policy here [Your Privacy](#).

### Your Details

#### Personal Details

Full Name and title: .....

Address: .....

..... Postcode: .....

Email address: ..... Daytime Tel. No: .....

## More About You

The following information will help us recruit a Panel which is representative of Dover's population.

### 1. What age bracket do you come under?

18-24 ☐

25-34 ☐

35-44 ☐

45-54 ☐

55-64 ☐

65-74 ☐

75+ ☐

### 2. What is your sex?

Female ☐

Male ☐

Prefer not to answer ☐

### 3. Which ethnic group do you come under?

White (English / Welsh / Scottish / Northern Irish / British) ☐

White (Irish) ☐

Black / Black British (Caribbean) ☐

Black / Black British (African) ☐

Any additional Black / African / Caribbean background ☐

Asian / Asian British (Bangladeshi) ☐

Asian / Asian British (Chinese) ☐

Asian / Asian British (Pakistani) ☐

Asian / Asian British (Indian) ☐

Any additional Asian background ☐

Mixed or multiple ethnic group ☐

Any additional ethnic background (please specify) ☐

### 4. Do you consider yourself to have a disability/long term health issue?

No ☐

Yes, affecting hearing ☐

Yes, affecting mobility ☐

Yes, affecting vision ☐

Yes, other (please specify) ☐

Prefer not to answer ☐

5. Do you have any access requirements to help support your participation in the Community Panel, for example accessible venues for workshops, or surveys provided in large print? (Please specify)

6. What is your employment status?

Unemployed ☐

Employed full-time ☐

Employed part-time ☐

Self-employed ☐

No work due to long-term illness/disability ☐

Retired ☐

Looking after home or family ☐

Student ☐

Other (please specify)

7. What is your occupation (or if you are unemployed, what was your last job?)

Job title

Industry/business sector

8. Are you representing a local business or organisation?

8a. Yes (please specify name of business/organisation)

No ☐

9. What is your living status?

Renting home (social rented) ☐

Renting home (from a private landlord) ☐

Own home (with mortgage) ☐

Own home (outright) ☐

Part-owns and part-rents home (shared ownership) ☐

Live in your parents/relatives home ☐

Other (please specify)

10. Are you able to attend both of the Community Panel workshops - on Saturday, 27th September - 10 am - 12.30 pm and Saturday, 22 November - 10 am - 12.30 pm?

Yes ☐

No ☐

Commitment to Dover District Council – tie breaker question:

11. Why would you like to be selected as a member of the Dover Community Panel?  
(100 words max, setting out personal aspirations and ambitions for Dover)

12. What is your connection to Dover District? Select all that apply.

Live in Dover District ☐

Work in Dover District ☐

Own a business in Dover District ☐

Volunteer in Dover District ☐

Visit Dover District regularly ☐

Other (please specify)

13. Do you work for Dover District Council or any other local authority?

Yes ☐

No ☐

14. Are you an Elected Member at Dover District Council or any other local authority?

Yes ☐

No ☐

15. Are you involved in any of the following groups? If yes, please list these?

Neighbourhood Forums ☐

Tenants' or residents' associations ☐

Voluntary organisations ☐

Community groups ☐

Other (please state)

16. How long have you lived in Dover District?

Less than 1 year ☐

Between 1 and 5 years ☐

More than 5-10 years ☐

More than 10 years ☐

17. How many children under the age of 18 live in your home?

0 ☐

1 ☐

2 ☐

3 ☐

4+ ☐

18. What is your usual mode of transport for travelling in and around Dover?

Car / van / motorcycle ☐

Bicycle ☐

Train ☐

Walk ☐

Bus ☐

Other (please state)

## Relationship between Dover and members of the Community Panel – Consent Form

### Who we are

Dover District Council will act as the 'Data Controller' in regard to the personal data you provide to us. The 'Data Controller' is based at Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ. Dover District Council is also the 'Data Processor', and officers in the Planning Policy team will process your data.

### Information

The information we collect from you will include details such as name, address, employment status, household composition etc and will also include special category data including information regarding disability, health and ethnicity data. For more details on how the Council processes your personal information, visit [Your Privacy](#)

## Purpose

If you consent to give us your information, then this will be used to recruit and maintain a register of Panel members who will be invited to take part in Community Panel workshops, and potentially in future feedback surveys. This is to allow the Council to work collaboratively with a representative sample of local residents and businesses to develop a Design Code to be used in decision-making on planning applications.

Throughout the lifetime of your membership of the Community Panel and your participation in workshops and surveys, the information you provide will be used for the following purposes:

- to identify and communicate with you;
- to assess your suitability for inclusion in the Community Panel;
- to ensure that membership of the Community Panel is broadly representative of the population of Dover;
- to understand access requirements for workshops/surveys; and
- for statistical monitoring of the composition of the Community Panel.

The Council will not pass on your details to any other business or individual, other than for the purpose of developing the Design Code.

## How long will we keep your information?

We only keep your personal information for the minimum period of time necessary, in accordance with our retention policy as described in our privacy policy [Your Privacy](#).

Personal data belonging to individuals who are not initially selected for the Community Panel will be kept for up to 1 year after the recruitment of the Panel, to invite individuals to join the Panel should an existing member need to leave prematurely. After this time, personal data will be securely deleted in accordance with the Council's Privacy Policy [Your Privacy](#)

## Your rights

You can withdraw your consent at any time by calling the Planning Policy Team at Dover District Council [planning.policy@dover.gov.uk](mailto:planning.policy@dover.gov.uk) sending an email or a British Sign Language video or writing to Planning Policy, Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ . Further information on your rights under data protection law can be found in the link below.

By ticking the following box you are confirming that you have read the Privacy Policy and consent to the Council storing and process your data for the purposes outlined above.

Yes, I give permission [required] ☐

**Signature:**

**Date:**

**Print name:**