



## Local Plan Legal Compliance Checklist (April 2013)

This checklist has been updated for PAS by SNR Denton. It supersedes the previous checklist and is based on **Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012**. It should be used with the Soundness Self Assessment Checklist (also updated January 2013).

Remember that the evidence you provide to support your plan should be relevant and proportionate. Please don't use this checklist as a reason to assemble more than is needed.

### Glossary:

"Act" means the **Planning and Compulsory Purchase Act 2004 (as amended)**

"NPPF" means the **National Planning Policy Framework** published March 2012

"Regulations" means the **Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012**

LDS means **Local Development Scheme**

SCI means **Statement of Community Involvement**

DPD means **Development Plan Document**

### Stage one: The early stages

Where the 'possible evidence' column refers to a document that will not be complete until a later stage (for example, the sustainability appraisal report), documents that will contribute to that report are relevant at the earlier stages. This way, the submitted report provides the evidence at submission, with an audit trail back to its source.

In terms of legal compliance, the main issues for the early stage are in relation to:

- planning for community engagement
- planning the sustainability appraisal (including consultation with the statutory environment consultation bodies)
- identifying significant cross boundary and inter-authority issues
- ensuring that the plan rests on a credible evidence base, including meeting the Act's requirement for keeping matters affecting the development of the area under review.



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Regulation 17 notes that a statement setting out which bodies and people the council invited to make representations under Regulation 18 is one of the proposed submission documents. In this tool, the term 'consultation statement' is used to describe this statement.

Section 33A of the Act (introduced by the Localism Act 2011) introduces a duty to cooperate as a mechanism to ensure that local planning authorities and other bodies engage with each other on issues which are likely to have a significant effect on more than one planning area. This pervades every stage of the plan preparation. A plan may be found unsound if a council cannot show that it has taken reasonable steps to comply with the duty.



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**Stage one: The beginning**

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
1. Is the DPD identified in the adopted LDS? Have you recorded the timetable for its production?	The Act section 15(2) and section 19(1)	NPPF para 153		<ul style="list-style-type: none"> <li>i. The adopted LDS at the time of commencement , publication and submission of the DPD</li> <li>ii. The relevant authority monitoring report (if changes need to be explained)</li> </ul>	<p>Due to the Legacy Corporation only receiving planning powers for the area on 1<sup>st</sup> October 2012 the Local Plan was not identified on a Local Development Scheme prior to this date. However, the first LDS for the area was agreed in October 2012 where the Local Plan is identified.</p> <p>Progress on the production of the Local Plan against milestones has been reported in the Authority Monitoring Report, 2012/13.</p>
2. How will community engagement be programmed into the preparation of the DPD?	The Act section 19(3)  Regulation 18	NPPF paras 150, 155 and 157	If the SCI is up-to-date, use that. If not set out any changes to community engagement as a result of changes in legislation.	<ul style="list-style-type: none"> <li>i. The SCI</li> <li>ii. The project plan for the DPD</li> </ul>	<p>The LDS set out key dates and timescale of how community engagement was programmed into the preparation of the Local Plan. The Statement of Community Involvement, 2013 sets out the approach to community engagement for the plan preparation processes.</p> <p>The Consultation Report sets out the engagement which took place at the early stages of the plan-preparation process in November and December</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
					2012.
3. Have you considered the appropriate bodies you should consult?	Regulation 18	NPPF paras 4.25 -4.26	Regulation 2 defines the general and specific consultation bodies.  The possible evidence may duplicate each other. Only use what you need to.	i. The SCI ii. Reports and decisions setting out the approach to specific and general consultation bodies iii. Consultation statement	The SCI considers and lists all the appropriate bodies who should be consulted as part of the plan-making process. The statutory consultees and key stakeholders are consulted in all circumstances.  The Consultation Report shows what consultation and engagement processes have taken place at all stages of plan preparation. A consultation database also holds all information on specific consultees and respondents.
4. How you will co-operate with other local planning authorities, including counties, and prescribed bodies, to identify and address any issues or strategic priorities that will have a significant impact on at least	The Act section 33A(1)(a) and (b), section 33A(3)(d) (e) & (4)  The Act Section 20(5)(c)  Regulation 4	NPPF paras 178 to 181 (which comprise the guidance referred to in the Act section 33A(7))  Under NPPF Para 182, to	Section 33A(4) defines a "strategic matter".  Under section 33A(6) the required engagement includes considering joint	i. Reports and decisions setting out the approach to be taken ii. Consultation statement	The Statement of Community Involvement sets out the Legacy Corporation's approach to engagement with statutory consultees (which includes the Growth boroughs), key stakeholders and the community.  The Consultation Report sets out how statutory consultees, key stakeholders and the community were engaged with in the plan-making process.  Additionally the Duty-to-Cooperate Background Paper demonstrates how



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two planning areas?		<p>be 'Effective' a plan should be based on effective joint working on cross-boundary strategic priorities.</p> <p>Strategic priorities are listed at NPPF Para 156</p>	<p>approaches to the plan making activities (including the preparatory activities) and considering whether to agree joint local development documents under section 28.</p> <p>The bodies prescribed by section 33A(1)(c) are set out at Regulation 4(1).</p>		the Legacy Corporation complies with the duty-to-cooperate.
5. How you will co-operate with any local enterprise partnerships (LEP) or local nature	The Act section 33A(1)(c) and section 33A(9),	NPPF paras 178 to 181	Section 33A(4) defines a "strategic matter". Strategic	i. Reports and decisions setting out the approach to be taken.	The Legacy Corporation is a Mayoral Development Corporation with established links with the London Enterprise Partnership through the Mayor, to bring forward the mutual



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
<p>partnerships (LNP) to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?</p>	<p>section 33A(3)(d) and (e)</p> <p>The Act section 20(5)(c).</p> <p>Regulation 4</p>		<p>priorities are listed at NPPF Para 156.</p> <p>Regulation 4(2) prescribes LEPs and LNPs for the purposes of section 33A(9).</p> <p>Under section 33A(6) the required engagement includes consulting on joint approaches to relevant activities.</p>	<p>ii. Consultation statement</p>	<p>goals of securing regeneration.</p>
<p>6. Is baseline information being collected and evidence being</p>	<p>The Act section 13</p>	<p>NPPF paras 158 - 177</p>		<p>i. Documents dealing with collection of baseline</p>	<p>The Sustainability Appraisal Scoping Report, 2013 contains baseline data against which the efficacy of the Plan can be measured. Additionally</p>



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gathered to keep the matters which affect the development of the area under review?				information ii. Relevant technical studies iii. The annual monitoring report	Section 2 of the LPCD, 2013 and the PLP, 2014 both set out the spatial portrait of the area which also sets out the baseline position. Many of the commissioned evidence base studies analysed current conditions such as the IDP, 2013. The AMR will monitor efficacy of the Local Plan against relevant Key Performance Indicators set out in the Plan. As there is no existing Local Plan monitoring framework AMR's to date have included more general monitoring and reporting, including specific development monitoring.
7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section 19(5)	NPPF paras 165 and 167  Strategic Environmental Assessment Guide, chapter 5		i. Sustainability report scoping document ii. Sustainability appraisal report	The Draft Sustainability Appraisal Scoping Report, 2012 and finalised version in 2013 shows how baseline evidence was gathered to set the framework for the Sustainability Appraisal.
8. Have you consulted	Regulations 9	NPPF paras	The Strategic	Copies of the	Consultation took place with the



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal report?	and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	165 and 167  SEA Guide chapter 3	Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2).	consultation letters sent to and any responses from the bodies	statutory consultees and the general public on the scope of the sustainability appraisal between January and March 2013. Consultation also took place with these bodies on the later stages of sustainability appraisal. Copies of the comments received at each stage have been made available.





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## **Stage two: Plan preparation - frontloading phase**

Information assembled during this phase contributes to:

- showing that the procedures have been complied with
- demonstrating cooperation with statutory cooperation bodies
- developing alternatives and options and appraising them through sustainability appraisal and against evidence.

The council should record actions taken during this phase as they will be needed to show that the plan meets the legal requirements. They will also show that a realistic and reasonable approach has been taken to plan preparation.



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## Stage two: Plan preparation

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
1. Have you notified: <ul style="list-style-type: none"> <li>the specific consultation bodies?</li> <li>the general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents?</li> </ul>	Regulation 18(1) and (2)(a) (b)	NPPF paras 159 – 173	Specific and general consultation bodies are defined in Regulation 2.	i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies have been omitted from or included in consultation	<p>Consultation has taken place in accordance with the Regulation 18 by notifying specific key stakeholders, bodies and communities and the Legacy Corporation's Statement of Community Involvement.</p> <p>The Legacy Corporation informed all the specific consultation bodies about the scope of the Local Plan through consultation on what matters should be included between 12 November and 31 December 2012. A second consultation under Regulation 18 took place between 2<sup>nd</sup> December 2013 and 7<sup>th</sup> February 2014. The Legacy Corporation's Consultation Report provides detail of both these consultations.</p>
2. Are you inviting representations from people resident or carrying out business	Regulation 18(1) and (2)(c)	NPPF paras 159 – 173		i. Consultation statement ii. Copies of documents	Residents and people carrying out businesses within the area were consulted about the content of the Local Plan. The Consultation Report



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
in your area about the content of the DPD?				<ul style="list-style-type: none"> <li>consulting these persons</li> <li>iii. Record of discussions</li> <li>iv. Copies of representations made</li> </ul>	sets out how all addresses were contacted at the early plan-preparation stage, and how representations were invited at each stage.
3. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 18	NPPF para 155	NPPF paras 160-171 4.29 give examples of relevant bodies which should be consulted.	<ul style="list-style-type: none"> <li>i. Consultation statement</li> <li>ii. Copies of documents consulting these people</li> <li>iii. Record of discussions</li> </ul>	As shown within the Consultation Report the Legacy Corporation has engaged with the key stakeholders with responsibility for delivery.
4. Are you taking into account representations made?	Regulation 18(3)	NPPF para 155	Evidence from participation is part of the justification. Show how you have taken representations into account.	<ul style="list-style-type: none"> <li>i. Consultation statement</li> <li>ii. Any reports on the selection of alternatives and options for the DPD</li> </ul>	The Consultation Report shows how representations received were taken into account within the plan-preparation processes.
5. Does the consultation contribute to the	The Act section19(5)	NPPF paras 165 – 168		<ul style="list-style-type: none"> <li>i. Consultation statement</li> <li>ii. Any reports on</li> </ul>	The Consultation Report shows how representations have been taken into account. In accordance with the



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development and sustainability appraisal of alternatives?	Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	SEA Guide, chapter 3		<p>the selection of alternatives and options for the DPD</p> <p>iii. Sustainability appraisal report</p>	Environmental Assessment of Plans and Programmes Regulations, 2004 the Sustainability Appraisal, 2013 shows why the policy approach has been selected against reasonable alternatives. Early consultation responses, combined with other factors, influenced the development of these alternatives within the SA.
<p>6. Is the participation:</p> <ul style="list-style-type: none"> <li>• following the principles set out in your SCI?</li> <li>• integrating involvement with the sustainable community strategy?</li> <li>• proportionate to the scale of issues involved in the DPD?</li> </ul>	The Act section19(3)	NPPF para 155		<p>i. Consultation Statement</p> <p>ii. The SCI</p> <p>iii. The relevant sustainable community strategies</p>	The community engagement which took place was in accordance with the Legacy Corporation's Statement of Community Involvement. The engagement is proportionate to the issues raised within the Local Plan.
<p>7. Are you keeping a record of:</p> <ul style="list-style-type: none"> <li>• the individuals or</li> </ul>	The Act section20(3)	NPPF paras 158 - 171	You will need to submit a statement of	<p>i. Consultation statement</p> <p>ii. Reports by the</p>	The Planning Policy and Decisions Team maintain a database of individuals and organisations who have



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<p>bodies invited to make representations?</p> <ul style="list-style-type: none"> <li>• how this was done?</li> <li>• the main issues raised?</li> </ul>	Regulation 17		<p>representations under Regulation 22 (1) (c): see Submission stage below.</p> <p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	<ul style="list-style-type: none"> <li>iii. Copies of representations and relevant correspondence</li> <li>iv. Technical reports on the engagement process</li> </ul>	<p>expressed an interest in, or responded to consultations on the production of the Local Plan.</p> <p>The Consultation Report sets out which individuals and organisations were invited to make representations, the methods used, and the main issues raised as part of each consultation.</p>
<p>8. Are you inviting representations on issues that would have significant impacts on both your areas from another local planning authority? Or county issues from an affected county council that is not a planning authority? Or significant cross-boundary issues and strategic priorities of</p>	<p>The Act section 33A(1)(a) (b) and (c), section 33A(3)(d) &amp; (e)</p> <p>section 33A(4)</p> <p>section 33A(9)</p> <p>The Act section 20</p>	NPPF paras 178 to 181	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to engage constructively, actively and on</p>	<ul style="list-style-type: none"> <li>i. Consultation statement</li> <li>ii. Reports by the council on the consultation</li> <li>iii. Copies of representations and relevant correspondence</li> <li>iv. Technical reports on the engagement process</li> </ul>	<p>The Legacy Corporation has planning powers for parts of London Boroughs of Hackney, Newham, Tower Hamlets and Waltham Forest, therefore the Local Plan has impacts on a wide area. The Duty-to-Cooperate Background Paper sets out the approach to engagement with the boroughs. It highlights the key issues and outcomes resulting from this continual process.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
a body prescribed under Section 33A(1)(c)?	(5)(c)		an ongoing basis.		
9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership (LEP) or a local nature partnership (LNP)?	The Act section 33A(1)(c) and Section 33A(9).  The Act section 20(5)(c).  Regulation 4	NPPF paras 178 to 181	Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.  Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.	i. Consultation statement ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence iv. Technical reports on the engagement process	The Legacy Corporation is a Mayoral Development Corporation with established links with the London Enterprise Partnership through the Mayor, to bring forward the mutual goals of securing regeneration.
10. Are you developing a framework for monitoring the effects of the DPD?	The Act section 35  Regulation 34  Regulation 17	NPPF paras 165 - 1687  SEA Guide, Chapter 5	It is a matter for each council to decide what to include in their monitoring reports while	i. Sustainability appraisal report ii. The authority monitoring report	The monitoring framework of the Local Plan at Section 14, which incorporates information contained within the Sustainability Appraisal shows how the effects of the Local Plan will be assessed. Where a negative or unexpected impact is identified within



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
	of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363		ensuring they are prepared in accordance with relevant UK and EU legislation” Chief Planning Officer letter 30 March 2011 withdrawing ODPM guidance.	iii. Reports or documents setting out the appraisal and monitoring framework	the AMR the Legacy Corporation will assess whether it is appropriate to take action, review policies or consider alternative strategies. Section 4 of the Sustainability Appraisal also sets out the monitoring framework.



### **Stage three: Plan preparation - formulation phase**

This stage has many legal matters, for process and content, to address. The council should be beginning to formulate the preferred strategy for the local plan or supplementary planning document with which the council chooses to address Regulation 18 requirements, using the information gathered and previous collaborative work with stakeholders.

Para 182 of the NPPF makes it clear that explicit consideration of alternatives is a key part of the plan making process.

You should evaluate the reasonable alternatives identified in 'stage two: frontloading phase – plan preparation' phase against the:

- completed body of information from evidence gathering
- results of sustainability appraisal
- findings from community participation
- findings from engagement with statutory cooperation bodies.

This may be written up as a preferred strategy report. The results of participation on the preferred strategy and an accompanying sustainability report will enable the council to gauge the community's response and receive additional evidence about the options. The council can then decide whether, and how, the preferred strategy and policies should be changed for publishing the finished DPD.

Alternatives developed from the evidence and engagement during the frontloading stage need to be appraised to decide on the preferred strategy. Participation will also need to be carried out on it.

These matters need to be considered, and dealt with, in good time, and not left until publication. Supporting documents will assist in providing evidence that decisions on alternatives and strategy are soundly based. These documents will, in due course, become part of the proposed submission documents in stage four.

**The council should tell all parties that this is the main participation opportunity on the emerging plan..** The publication stage is a formal opportunity for anyone to comment on an aspect of the DPD's soundness, and to propose a change to the plan accordingly. The more effectively this message is put across, the lower the chance of late changes being brought forward following publication.





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### Stage three: Plan preparation – writing the plan

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
1. Are you preparing reasonable alternatives for evaluation during the preparation of the DPD?	Regulation 12 (2) of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	NPPF paras 152 - 182  SEA Guide, Chapter 5	The sustainability appraisal report and supporting documents relevant to the preparation of the DPD are part of the proposed submission documents (see Regulation 17).	Documents supporting decisions on alternatives and any preferred strategy	The Sustainability Appraisal reports set out how reasonable alternatives have been assessed as part of the plan-making process.
2. Have you assessed alternatives against: <ul style="list-style-type: none"> <li>consistency with national policy?</li> <li>general conformity with the regional spatial strategy where still in</li> </ul>	The Act section 19 (2), section 24	NPPF para 151	For London boroughs and local authorities where regional strategies are still in force general conformity is	<ul style="list-style-type: none"> <li>i. Supporting documents</li> <li>ii. Correspondence with Mayor of London (London Boroughs and Mayoral Development</li> </ul>	The alternatives considered within the Sustainability Appraisal were all assessed against the consistency with national policy and conformity with the London Plan.



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
force?			tested formally later but you need to consider it during preparation of the DPD.	Corporations only)	
3. Are you having regard to (where relevant): <ul style="list-style-type: none"> <li>• adjoining regional spatial strategies?</li> <li>• the spatial development strategy for London?</li> <li>• Planning Policy for Wales?</li> <li>• the National Planning Framework for Scotland?</li> </ul>	The Act sections 19 (2) and 24 (1) and (4)  Regulation 10 and 21		Where the regional strategy has been revoked you should record that fact.	i. Supporting documents ii. Correspondence with the Mayor of London, relevant Welsh or Scottish regional planning bodies (as appropriate) iii. CLG notice of revocation of the regional strategy	The Local Plan has been prepared to be consistent with the NPPF and being in general conformity with the London Plan. The Mayor has formally indicated that he considers the Local Plan to be in general conformity with the London Plan.
4. Are you co-	The Act	NPPF paras	.	i. Supporting	The Duty-to-Cooperate Background



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
<p>operating with other local planning authorities including counties, to address significant cross boundary issues?</p> <p>Have you discussed doing joint local development documents?</p>	<p>section 33A(2)(a)</p> <p>Section 33A(6)(a)(b)</p> <p>Section 20(5)(c)</p>	<p>181 and 185</p>		<p>documents</p> <p>ii. Correspondence with LPA/County Council</p>	<p>Paper sets out how the Growth Boroughs and other relevant agencies have taken part and been involved in decisions about the emerging Local Plan. It highlights how these agencies have been engaged, how dialogue has taken place and the key outcomes. Key stakeholders and other agencies have also been engaged throughout the plan-making process and have also provided valuable input into Local Plan evidence.</p>
<p>5. Are you cooperating with a person prescribed for the purposes of Regulation 33A(1)(c) to address significant cross boundary issues including preparing joint approaches?</p>	<p>The Act section 33A(2)(a), section 33A(6)(a)</p> <p>The Act section 20 (5)(c)</p> <p>Regulation 4</p>	<p>NPPF paras 181 and 182</p>	<p>The bodies prescribed by The Act section 33A(1)(c) are set out at Regulation 4 (1).</p>	<p>i. Supporting documents</p> <p>ii. Correspondence with prescribed bodies</p>	<p>As above, the Duty-to-Cooperate Background Paper sets out how the Growth Boroughs and other relevant agencies have taken part and been involved in decisions about the emerging Local Plan.</p>
<p>6. Are you cooperating with having regard to the activities of</p>	<p>The Act section 33A(2)(b) and</p>	<p>NPPF para 181 and 182</p>		<p>i. Supporting documents</p> <p>ii. Correspondence</p>	<p>The Legacy Corporation is a Mayoral Development Corporation with established links with the London</p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
the LEP and LNP?	section 33A(9). Regulation 4 (2)			e with LEP/LNP	Enterprise Partnership through the Mayor, to bring forward the mutual goals of securing regeneration.
7. Are you having regard to: <ul style="list-style-type: none"> <li>• your sustainable community strategy or of other authorities whose area comprises part of the area of the council?</li> <li>• any other local development documents adopted by the council?</li> </ul>	The Act section19(2)			i. Supporting documents ii. The sustainable community strategies iii. Relevant local development documents iv. Correspondence with the local strategic partners	The Local Plan is the spatial representation of the organisation's Ten Year Plan, and the aims and objectives for the area of the Strategic Regeneration Framework for east London. The Local Plan has regard to the aims and objectives of these documents.
8. Do you have regard to other matters and relevant strategies relating to: <ul style="list-style-type: none"> <li>• resources</li> <li>• the local/regional economy</li> </ul>	The Act section19(2)  Regulation 10		As well as the matters and strategies listed in the Act and Regulations there are likely	i. Supporting documents ii. Correspondence with the relevant bodies	The Legacy Corporation's Infrastructure Delivery Plan sets out the key projects necessary to deliver the vision and quantum of development proposed within the Local Plan. The Local Plan also sets out how these are to be delivered through policy.



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
<ul style="list-style-type: none"> <li>• the local transport plan and transport facilities and services</li> <li>• waste strategies</li> <li>• hazardous substances</li> </ul>			to be other matters identified in planning policy statements, regional and local strategies that you will need to have regard to in preparing the DPD.		<p>The Local Economic Assessments of the Growth Boroughs are key evidence which has fed into the Strategic Regeneration Framework as demonstrated in Appendix 1.</p> <p>The end of each of the Sections of the Local Plan shows what evidence and strategies have been considered in the development of policies. This includes the Waste Strategies of the Mayor and the boroughs and transport studies and reports.</p>
9. Are you having regard to the need to include policies on mitigating and adapting to climate change?	The Act section19(1A)	NPPF paras 93 -108		Supporting documents	In accordance with national planning policy the Local Plan contains policies on mitigating and adapting to climate change, principally within Section 8.
10. Have you undertaken the sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	The Act section19(5)  Regulation 12 and 13 of The Environmental Assessment of Plans and	NPPF para 182  SEA Guide, Chapter 5	Regulation13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the	<ul style="list-style-type: none"> <li>i. Reports on the sustainability of alternatives</li> <li>ii. Record of work undertaken on sustainability appraisal</li> <li>iii. Supporting</li> </ul>	The Sustainability Appraisals in 2013 and 2014 assessed alternatives and was subject to three rounds of public consultation (at Scoping between January and March 2013, at Regulation 18 between 2 <sup>nd</sup> December and 7 <sup>th</sup> February 2014 and Regulation 20 between 18 <sup>th</sup> August and 6 <sup>th</sup> October 2014).



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	Programmes Regulations 2004 No 1633		consultation procedures.	documents	
11. Are you setting out reasons for any preferences between alternatives?	Regulation 8(2)	NPPF para 182	This will include Information from the sustainability appraisal.	<ul style="list-style-type: none"> <li>i. Any reports setting out alternatives and choices considered</li> <li>ii. Supporting documents</li> </ul>	The Sustainability Appraisal reports set out reasons why the preferred option was selected. Where relevant, the Background Papers also give further details of why the identified approach was adopted.
12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal? Are you keeping a record?	Regulations 17, 18(3) and 22 (1) (c) (iv)  Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 150, 155, 157 and 159-171	Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive.	<ul style="list-style-type: none"> <li>i. Correspondence from those making representations</li> <li>ii. Reports on issues raised</li> <li>iii. Consultation statement</li> <li>iv. Sustainability appraisal report</li> </ul>	The Consultation Report sets out how representations received from two rounds of consultations have been taken into account.  Representations made to the Sustainability Appraisal have also been taken into account through the preparation of the Plan and the Environmental Report. All comments received within the sustainability appraisal process are included within the Sustainability Appraisal comments document.
13. Where sites are to be identified or areas for the	Regulations 5 (1)(b) and 9	NPPF para 157	Regulation 2 defines the terms	<ul style="list-style-type: none"> <li>i. Adopted policies map</li> <li>ii. Any reports on</li> </ul>	The adopted Proposals Maps are those of the four growth boroughs as at 1st October 2012 when the Legacy



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
<p>application of policy in the DPD, are you preparing sufficient illustrative material to:</p> <ul style="list-style-type: none"> <li>• enable you to amend the currently adopted policies map?</li> <li>• inform the community about the location of proposals?</li> </ul>			<p>'submission' and 'adopted' proposals map.</p> <p>A map showing changes to the adopted policies map is part of the proposed submission documents defined in Regulation 17.</p>	<p>proposals to amend the policies map</p> <p>iii. Illustrative material that shows how the policies map will be amended or replaced</p>	<p>Corporation received the planning powers for the area. A new Proposals Map has been prepared to illustrate with sufficient detail how policies and proposals impact upon specific parcels of land.</p>
<p>14. Are the participation arrangements compliant with the SCI?</p>	<p>The Act, section 19(3)</p> <p>Regulation 18</p>	<p>NPPF paras 150 and 155</p>		<p>i. The SCI</p> <p>ii. Consultation statement</p>	<p>Yes. The participation methods as set out within the Consultation Report are compliant with the Legacy Corporation's Statement of Community Involvement.</p>



#### **Stage four: Publication**

Under Regulation 20, the period for formal representations takes place **before** the DPD is submitted for examination in accordance with a timetable set out in the statement of the representations procedure which is made available at the council's office and published on its website.

When moving towards publication stage, the council should consider the results of participation on the preferred strategy and sustainability appraisal report and decide whether to make any change to the preferred strategy. In the event that changes are required, the council will need to choose either to:

- do so and progress directly to publication

OR

- produce and consult on a revised preferred strategy.

The latter may be appropriate where the changes to the DPD bring in changed policy or proposals not previously covered in community participation and the sustainability appraisal. It avoids having to treat publication as if it were a consultation, which it is not. It also provides insurance in relation to compliance with the Strategic Environmental Assessment Regulations. Legally, during any participation on a revised preferred strategy, you should:

- comply with the requirements of the SCI
- update the sustainability appraisal report.

The council should then produce the DPD in the form in which it will be published. This includes removing material dealing with the evaluation of alternatives and the finalisation of the text. The council should be happy to adopt the DPD in this form, and satisfied that it is sound and fit for examination.

The six weeks publication period is the opportunity for those dissatisfied (or satisfied) with the DPD to make formal representations to the inspector about its soundness. Only people proposing a change to the plan can expect to be heard at examination.

The possibility of change under certain circumstances (which should be exceptional) is allowed for in the new procedures, and is described in 'stage five: submission'.





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### Stage four: Publication

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
1. Have you prepared the sustainability appraisal report?	The Act section 19(5)  Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 165 - 168  SEA Guide Chapter 5		Sustainability appraisal report	The Local Plan is accompanied by a Sustainability Appraisal prepared in accordance with the SEA Regulations.
2. Have you made clear where and within what period representations must be made?	Regulation 17, 19, 20 and 35		The period must not be less than 6 weeks from when you publish under Regulations 19 and 35 (see below).	<ul style="list-style-type: none"> <li>i. Report or record of decisions</li> <li>ii. The statement of community interest</li> </ul>	The Legacy Corporation has made clear when and how representations should be made through display on its website and that of the Growth Boroughs; sending emails and letters through the post to all individuals and organisations on its consultation database; and through advertisements within newspapers and other publications. These forums have made clear that the consultation took place between 18 <sup>th</sup> August and 6 <sup>th</sup> October 2014 (7 weeks) and that responses should be made to the Legacy Corporation.



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
<p>3. Have you made copies of the following available for inspection:</p> <ul style="list-style-type: none"> <li>• the proposed submission documents?</li> <li>• the statement of the representations procedure?</li> </ul>	<p>Regulation 19(a)</p>		<p>Regulation 17 gives definitions.</p>	<ul style="list-style-type: none"> <li>i. Copies of the relevant statements</li> <li>ii. Report on where and when made available</li> <li>iii. Record of where and when made available</li> </ul>	<p>The proposed submission documents and the Statement of Representations Procedure have been made available for inspection at the Legacy Corporation's offices and each of the four Growth Borough Planning Receptions. This was all set out within the November 2014 Consultation Statement including copies of the advertisements.</p>
<p>4. Have you published on your website:</p> <ul style="list-style-type: none"> <li>• the proposed submission documents?</li> <li>• the statement of the representations procedure?</li> <li>• statement and details of where and when documents can</li> </ul>	<p>Regulations 19 and 35</p>		<p>Regulations 2 and 17 give definitions.</p>	<p>Record of publication</p>	<p>The Legacy Corporation's website published the proposed submission documents, the Statement of Representations Procedure and details of when the documents can be inspected. The Growth Borough websites also provided information on the publication consultation and a link to the relevant page of the Legacy Corporation's website. This was all set out within the November 2014 Consultation Statement including copies of the advertisements.</p> <p>All the documents were made available on</p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
be inspected?					the Legacy Corporation's website via the following link: <a href="http://queenelizabetholympicpark.co.uk/the-local-plan">http://queenelizabetholympicpark.co.uk/the-local-plan</a>
5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1): <ul style="list-style-type: none"> <li>• A copy of each of the proposed submission documents</li> <li>• The statement of the representations procedure?</li> </ul>	Regulation 19(b)		Regulations 2 and 17 give definitions.	i. Copies of correspondence ii. Record of sending	A letter and/or email containing information of where to find copies of all the proposed submission documents, Statement of Representations Procedure and response forms were sent to all individuals and organisations on the consultation database which includes all bodies invited to make representations under Regulation 18 (1). Records of emails and letters sent are contained within the November 2014 Consultation Statement.
6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):	Regulation 19(b)		Regulations 2 and 17 give definitions.	i. Copies of correspondence ii. Record of sending	As above, a letter and/or email containing information of where to find copies of all the proposed submission documents, Statement of Representations Procedure and response forms were sent to all individuals and organisations on the consultation database which includes all



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	LLDC Evidence
<ul style="list-style-type: none"> <li>the statement of the representations procedure?</li> <li>where and when the documents can be inspected?</li> </ul>					<p>bodies invited to make representations under Regulation 18 (1). Records of emails and letters sent are contained within the November 2014 Consultation Statement.</p>
<p>7. Have you requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the DPD spatial development strategy?</p>	<p>The Act section 24  Regulation 21</p>		<p>The request must be made on the day you publish the documents under Regulation 19(a) and a response must be made within six weeks from the request (Regulation 21).</p>	<p>Copies of correspondence</p>	<p>The Legacy Corporation requested the opinion of the Mayor of London on the general conformity of the Local Plan with the London Plan through complying with Regulation 19b on 18<sup>th</sup> August 2014. The Legacy Corporation received a response from the Mayor on 6<sup>th</sup> October 2014 confirming that the Local Plan is in general conformity with the London Plan.</p>



## Stage five: Submission

At the submission stage, the council should receive and collate any representations made at publication stage. You don't have to report these representations to councillors but there may be requirements deriving from other legislation, Standing Orders or council procedures that must be considered. Or you might just think it is a good idea to report on it anyway.

If they are reported it should be on the facts of the representations made, not the results of a consultation process by the council. They should not be treated as a consultation or an opportunity to make changes or answer representations. NB: under the 2012 Regulations there is no longer any requirement to give notice by local advertisement.

You should ensure you are in legal compliance with the SCI, the Habitats Directive and the Strategic Environmental Assessment Directive in any additional work. Any formal publication of additional or changed matters would need to allow at least a six-week period for representations to be made.

There are different approaches that could be taken to changes. You should be satisfied that you remain fully compliant with the legal requirements if any changes are made (and any consequential effects on the DPD as a whole).

Apart from notification of the examination, this tool does not deal with the legal requirements that need to be followed after submission.

## Stage five: Submission

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	
1. Has the DPD been prepared in accordance with the LDS? Does the DPD's listing and description in the	The Act section 19(1)		The Act section 15(2) sets out the matters specified in the LDS.	<ul style="list-style-type: none"> <li>i. The LDS</li> <li>ii. Explanation of any changes from the milestones set</li> </ul>	The Local Plan has been prepared in accordance with the Local Development Scheme, 2014, and the description matches the document. Due to availability of Board and Planning Decisions Committee meeting dates the



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	
LDS match the document? Have the timescales set out in the LDS been met?			As at January 2013, no further matters are prescribed in the Regulations.	<ul style="list-style-type: none"> <li>iii. Relevant authority monitoring reports</li> </ul>	timetable for Publication slipped by one month, which has had an impact on the date of submission which is also one month behind schedule at 21 November 2014.
2. Has the DPD had regard to any sustainable community strategy for its area (like a county and district)?	The Act section 19(2)	NPPF para 182		<ul style="list-style-type: none"> <li>i. The sustainable community strategy(ies)</li> <li>ii. Reference to sections of the DPD showing how regard has been had to them</li> </ul>	The Local Plan has been prepared with regard to Strategic Regeneration Framework for east London, 2009 and 2011. Appendix 1 shows how this has influenced policy development.
3. Is the DPD in compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?	The Act section 19(3)  Regulation 22(1)(c)		Before the SCI is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement	<ul style="list-style-type: none"> <li>i. The SCI</li> <li>ii. The Regulation 22(1)(c) statement</li> </ul>	The Local Plan has been prepared, and consultation taken place in accordance with the Statement of Community Involvement.  The Consultation Report, August 2014 sets out how bodies were invited to make representations under Regulation 18, the representations received and how taken into account. The November, 2014 Statement sets out the methods adopted and representations received



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	
			that you carried out met the regulations (as amended).		under Regulation 20.
<p>4. Have you identified and addressed any issues which are likely to have a significant impact on at least two planning areas. In doing so, have you co-operated with other local planning authorities, county councils where they are not a planning authority, LEPs, LNPs and the prescribed bodies in identifying and addressing any strategic cross-boundary issues</p> <p>If you have not agreed on the approach is there a</p>	<p>The Act section 33A(1) and section 20(5)</p>	<p>NPPF paras 181 and 182</p>	<p>Under NPPF para 182, the plan should be based on effective joint working on cross-boundary strategic priorities to be found 'Effective'.</p>	<p>Statement identifying any strategic cross-boundary issues or impacts on county matters addressed in the document and explaining the approach taken to co-operate with the relevant bodies.</p> <p>Supporting correspondence and reports e.g. Memorandum of Understanding, shared and agreed evidence</p>	<p>The Legacy Corporation has taken on planning powers for parts of Hackney, Newham, Tower Hamlets and Waltham Forest so the Local Plan has implications for the future of these areas. The Duty-to-Cooperate Background Paper sets out how the Legacy Corporation has complied with the duty-to-cooperate in terms of engagement with these four Growth Boroughs and other agencies and discussion of strategic delivery matters. Delivery, particularly housing delivery within the area is also anticipated to meet strategic, London-wide housing requirements.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	
justification?					
5. Has the DPD been subject to sustainability appraisal? Has the council provided a final report of the findings of the appraisal?	The Act section 19(5)  Regulation 22(1)(a)	NPPF para 165  SEA Practical Guide, chapter 5		Sustainability appraisal report	The Local Plan has been subject to Sustainability Appraisal as demonstrated within the Scoping Reports, the 2013 and the 2014 Sustainability Appraisals.  In accordance with Regulation 13 of the Environmental Assessment of Plans and Programmes Regulations, 2004 consultation took place on the Sustainability Appraisal for each stage of Local Plan consultation. These responses are available within the record of Sustainability Appraisal responses.
6. Is the DPD to be submitted consistent with national policy?	The Act section 19(2) and Schedule 8	NPPF para 151		i. Correspondence with PINS? ii. PAS Soundness self assessment checklist	The Local Plan has been prepared to be consistent with national policy. The LLDC Soundness self-assessment checklist demonstrates how the Local Plan is consistent with the NPPF.
7. Does the DPD contain any policies or proposals that are not in general conformity with the	The Act section 24(1)(a) and 24(4)	NPPF para 218 footnote 41	In London the requirement is for general conformity with the spatial	i. Correspondence with or representations from Mayor of London (where	The Local Plan is in general conformity with the Spatial Development Strategy (London Plan). The Legacy Corporation requested the opinion of the Mayor of London on the general conformity of the





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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	
<p>regional strategy where it still exists? If yes, is there local justification?</p> <p>If the LPA is a London borough or a mayoral development corporation has it requested an opinion from the Mayor of London on the general conformity of the plan with the spatial development strategy?</p>	<p>Regulation 21</p>		<p>development strategy (The London Plan).</p>	<p>appropriate) ii. Confirmation of (where appropriate) conformity from the Mayor or that no Regional Strategy is in place</p>	<p>Local Plan with the London Plan through complying with Regulation 19b on 18<sup>th</sup> August 2014. The Legacy Corporation received a response from the Mayor on 6<sup>th</sup> October 2014 confirming that the Local Plan is in general conformity with the London Plan.</p>
<p>8. Has the council published the prescribed documents, and made them available at their principal offices and their website?</p>	<p>The Act section 20(2), 20(3) and 20(5)(b)</p> <p>Regulations 8 and 19</p>	<p>NPPF para 182</p>	<p>Requirements relating to publication of the prescribed documents are listed later in this table.</p>	<p>i. The documents prescribed at Regulation 22(1) ii. Relevant authority monitoring reports iii. Records of the</p>	<p>The proposed submission documents were published on 18<sup>th</sup> August 2014 and made available on the Legacy Corporation's website and offices, as well as links on the Growth Borough websites and copies available at their offices. All statutory and non-statutory consultees as well as those who have expressed an interest in the Local Plan were invited to make representations.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	
<p>Has the council notified the relevant statutory and non-statutory bodies, and all persons invited to make representations on the plan?</p> <p>Does the DPD contain a list of superseded saved policies?</p>				<p>actions undertaken (see below)</p>	<p>The Local Plan does not contain a list of all policies to be superseded by the Local Plan; however Appendix 1 of the Local Plan shows the chain of planning conformity on adoption. The reasons for this being that the Local Plan will replace all the Borough adopted policies for the Legacy Corporation area alone (Core Strategies of each borough, the London Borough of Hackney's Hackney Wick Area Action Plan and London Borough of Tower Hamlet's Fish Island Area Action Plan). This has been set out within paragraph A1.4 of the Local Plan.</p>
<p>9. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map?</p> <p>If yes, have you prepared a submission policies map?</p>	<p>Regulations 5(1) (b), 9 (1), 17 &amp; 22(1)</p>			<ul style="list-style-type: none"> <li>i. Submission policies map</li> <li>ii. Brief statement if a submission policies map is not required</li> </ul>	<p>A submission Proposals Map has been prepared which shows how the policies and proposals within the Local Plan impact upon specific parcels of land within the area.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	
<p>10. Is the DPD consistent with any other adopted DPDs for the area? If the DPD is intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?</p>	<p>Regulation 8(3) and (4)</p> <p>Regulation 8(5)</p>		<p>Development Plan is defined in Section 38 of the Act.</p>	<p>i. The core strategy</p> <p>ii. Documents or reports demonstrating conformity</p>	<p>The Local Plan is consistent with the adopted policies for the area within the Growth Borough planning documents. Appendix 1 of the Local Plan shows the chain of planning conformity on adoption. This is not specifically identified within the Plan itself as it will supersede all policies within the borough planning documents for the area alone. This has been set out within paragraph A1.4 of the Local Plan.</p>
<p>11. Have you prepared a statement setting out:</p> <ul style="list-style-type: none"> <li>• Which bodies and persons were invited to make representations under Regulation 18?</li> <li>• How they were invited?</li> <li>• A summary of the main issues raised?</li> <li>• How the</li> </ul>	<p>The Act section 20 (3)</p> <p>Regulation 22(1)(c)</p>		<p>This will bring forward material from the Consultation statement (see Stage 2 above).</p>	<p>i. Consultation statement</p> <p>ii. The Statement as required in Regulation 22(1)(c)</p>	<p>The Consultation Report, 2014 sets out which bodies were invited to make representations under Regulation 18, how they were invited and a summary of the main issues raised and how they have been taken into account.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	
representations have been taken into account?					
12. Have you prepared a statement giving: <ul style="list-style-type: none"> <li>• the number of representations made under Regulation 22?</li> <li>• a summary of the main issues raised?</li> </ul> OR <ul style="list-style-type: none"> <li>• that no representations were made?</li> </ul>	The Act section 20(3)  Regulation 22(1)(c)			The Statement as required in Regulation 22(1)(c)	The Consultation Statement, November 2014 sets out the representations made under Regulation 20 against the Local Plan with a summary of the main issues raised. This satisfies the requirements of Regulation 22 (1) (c).
13. Have you collected together all the representations made under Regulation 28?	The Act section 20(3)  Regulation 22(1)(e)			Copies of the representations	A summary of all the representations made under Regulation 20 are contained within the Consultation Statement, November 2014 and a hard copy of all documents received also submitted.
14. Have you assembled the relevant supporting	The Act section 20(3)			All necessary evidence and records of decisions relevant	The documents within the Core Document Library have been assembled in support of Regulation 22



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	
documents?	Regulation 22(1)(g)			to the DPD	(1) (e).
15. Has your council approved the DPD for submission?			Check the LPA's constitution/standing orders for the authorisation process appropriate for the type of DPD.	Report and resolution of the appropriate council body	The Legacy Corporation's Board considered the Publication version of the Local Plan on 22 <sup>nd</sup> July 2014. Members also gave their consent that, following consultation, the Plan be submitted for independent examination. Minutes of this meeting are available at <a href="http://queenelizabetholympicpark.co.uk/our-story/the-legacy-corporation/our-committees/board-meetings/archived-minutes">http://queenelizabetholympicpark.co.uk/our-story/the-legacy-corporation/our-committees/board-meetings/archived-minutes</a> .
16. Have you sent the Secretary of State (the Planning Inspectorate) both a paper copy and an email of the following: <ul style="list-style-type: none"> <li>• the DPD?</li> <li>• the submission policies map (unless there are no site allocation policies)?</li> </ul>	The Act section 20(1) and 20(3)  Regulations 22(1) and 22(2)		Regulation 35 deals with the availability of documents and the time of their removal. Electronic copies of some of the representations and supporting documents may not be	<ul style="list-style-type: none"> <li>i. Record of sending</li> <li>ii. Reasons why documents cannot be sent electronically</li> </ul>	The Planning Inspectorate has been sent a paper copy of the submission documents which includes the Local Plan, the Sustainability Appraisal, Consultation Statement, including copies of representations received under Regulation 20, Proposals Map and supporting documents (within the document library). Due to file size this was not sent by email but compact discs containing all the above documents was sent alongside the hard copies.



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	
<ul style="list-style-type: none"> <li>the documents prescribed in Regulation 22(1)?</li> </ul>			practicable. Regulation 35 deals with the availability of documents and the time of their removal.		
17. Have you made the following available at the same places where the proposed submission documents were to be seen: <ul style="list-style-type: none"> <li>The DPD?</li> <li>The documents prescribed in Regulation 22(1)?</li> </ul>	Regulation 22(3)		You should do this as soon as reasonably practicable after submission.	Record of where and when made available	The Submission documents (the Local Plan, the Sustainability Appraisal, Proposals Map, Consultation Statement and where practical, copies of representations received under Regulation 20 and supporting documents have been made available on the date of submission at the same locations as the Publication documents. These were the Legacy Corporation offices and the planning receptions of all four Growth boroughs. A Statement of Submission was also made available making clear where and when the Local Plan, SA, Proposals Map and Consultation Statement are available for inspection.
18. On your website, have you published	Regulation 22(3) and		You should do this as soon as	Record of	The Submission documents (the Local Plan, the Sustainability Appraisal,



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	
<p>the:</p> <ul style="list-style-type: none"> <li>• DPD?</li> <li>• submission policies map?</li> <li>• sustainability appraisal report?</li> <li>• Regulation 22(1)(c) statement?</li> <li>• supporting documents (where practicable) ?</li> <li>• representations made under Regulation 20 (where practicable) ?</li> <li>• statement as to where and when the DPD and the documents are available?</li> </ul>	35(1)(b)		reasonably practicable after submission.	publication	<p>Proposals Map, Consultation Statement and where practical, copies of representations received under Regulation 20 and supporting documents have been made available on the date of submission on the Legacy Corporation’s website. A Statement of Submission was also made available making clear where and when the Local Plan, SA, Proposals Map and Consultation Statement are available for inspection.</p> <p>Information is made available on the Legacy Corporation’s Local Plan examination website.</p>
19. For each general consultation body invited to make	Regulation 22(3)(b)		You should do this as soon as reasonably	i. Copies of correspondenc	Notification of submission has been sent to all general consultation bodies invited to make representations under



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	
<p>representations under Regulation 18(1), have you sent:</p> <ul style="list-style-type: none"> <li>• notification that the documents prescribed in Regulation 22(3)(a)(i)-(iii) are available for inspection</li> <li>• where and when they can be inspected?</li> </ul>			<p>practicable after submitting to the Secretary of State.</p>	<ul style="list-style-type: none"> <li>e</li> <li>ii. Record of sending</li> </ul>	<p>Regulation 18 (1) on the day of submission. This notification gave details of where and when the submission documents and where practical, other supporting documents are available for inspection.</p> <p>Information is made available on the Legacy Corporation's Local Plan examination website.</p>
<p>20. Have you given notice to persons who have requested to be notified that submission has taken place?</p>	<p>Regulation 22(3)(c)</p>		<p>You should do this as soon as reasonably practicable after submitting to the Secretary of State.</p>	<ul style="list-style-type: none"> <li>i. Copies of correspondence</li> <li>ii. Record of sending</li> </ul>	<p>As above, notification of submission has been sent to all individuals and organisations who have expressed and interest in the Local Plan, or requested to be notified of submission, on the day of submission. This notification gave details of where and when the submission documents and where practical, other supporting documents are available for inspection.</p>
<p>21. If an examination is being held, at least six weeks before its opening has the</p>	<p>The Act section 20</p>			<ul style="list-style-type: none"> <li>i. Record of publication of information</li> </ul>	<p>The Legacy Corporation will ensure that it complies with these requirements in a timely manner.</p>





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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	
<p>Programme Officer:</p> <ul style="list-style-type: none"><li>published the time and place of the examination and the name of the person appointed to carry out the examination on your website?</li><li>notified those who have made representations on the published DPD which have not been withdrawn of these details?</li></ul>	<p>Regulations 24 and 35</p>			<ul style="list-style-type: none"><li>ii. Record of sending</li><li>iii. Copies of correspondence</li><li>iv. Copy of advertisement</li></ul>	