



Mansfield District Council

Mansfield District Local Plan: Legal Self-Assessment Checklist for Examination



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.

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.

Stage one: The beginning

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
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"> i. The adopted LDS at the time of commencement, publication and submission of the DPD ii. The relevant authority monitoring report (if changes need to be explained) 	<p>Yes.</p> <p>The Core Strategy DPD was identified in the LDS 2009 at the time of its commencement.</p> <p>Following changes to the approach taken by the council, the Local Plan was identified in the LDS 2015 (adopted on 21 July 2015).</p> <p>The Local Plan was identified in the LDS 2018 (adopted 23 May 2018) at the time of its publication and submission.</p>
2. How will community engagement be programmed into the preparation of the DPD?	<p>The Act section 19(3)</p> <p>Regulation 18</p>	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"> i. The SCI ii. The project plan for the DPD 	<p>A new Statement of Community Involvement (SCI) was adopted in July 2017 and set out the consultation arrangements for the Local Plan.</p> <p>Details on how the council conducted its community engagement in the early stages of the preparation of the Local Plan can be found in the Consultation Statement.</p> <p>Details of consultation on work prior to this, which has informed the Local Plan, can be found at: What you told us: Core Strategy Issues and Options –</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
					November 2010 What you told us: Core Strategy Issues and Options - Appendices
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	Yes. The council believes it has considered the appropriate bodies that it should consult. The council maintains a Local Plan Consultation Portal which holds details of specific and general consultees. All active persons and organisations on the portal were notified at each stage of consultation as shown in the Consultation Statement .
4. How you will co-operate with other local planning authorities, including counties, and prescribed bodies, to identify and address any issues or strategic	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 be 'Effective' a plan should be based	Section 33A(4) defines a "strategic matter". Under section 33A(6) the required engagement includes considering joint approaches to the plan making activities (including	i. Reports and decisions setting out the approach to be taken ii. Consultation statement	A document titled Approach to Duty to Cooperate and Strategic Issues was published for targeted consultation with strategic partners in January 2015. It highlighted the key strategic and cross-boundary issues that face the district. Its purpose was to ensure that any strategic matters were raised at the earliest opportunity. In addition, the Statement of Consultation covering the various stages of Local Plan production sets out the council's approach to the consultation undertaken, and provides a summary of the representations received, and the council's response to those representations.

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>priorities that will have a significant impact on at least two planning areas?</p>		<p>on effective joint working on cross-boundary strategic priorities.</p> <p>Strategic priorities are listed at NPPF Para 156</p>	<p>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>		
<p>5. How you will co-operate with any local enterprise partnerships (LEP) or local nature partnerships (LNP) to identify and address any issues or strategic priorities that will have a significant</p>	<p>The Act section 33A(1)(c) and section 33A(9), section 33A(3)(d) and (e)</p> <p>The Act section 20(5)(c).</p> <p>Regulation 4</p>	<p>NPPF paras 178 to 181</p>	<p>Section 33A(4) defines a "strategic matter".</p> <p>Strategic 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</p>	<p>i. Reports and decisions setting out the approach to be taken.</p> <p>ii. Consultation statement</p>	<p>The D2N2 Local Enterprise Partnership (LEP) and Lowland Derbyshire and Nottinghamshire Local Nature Partnership (LNP) are identified in the Approach to Duty to Co-operate and Strategic Issues document above as strategic partners and have been consulted at each stage of plan preparation, as demonstrated in the Consultation Statement.</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
impact on at least two planning areas?			engagement includes consulting on joint approaches to relevant activities.		
6. Is baseline information being collected and evidence being gathered to keep the matters which affect the development of the area under review?	The Act section13	NPPF paras 158 - 177		<ul style="list-style-type: none"> i. Documents dealing with collection of baseline information ii. Relevant technical studies iii. The annual monitoring report 	<p>The Plan is informed by a wide range of evidence base studies and background information, which have been updated as the plan has evolved, to ensure an up-to-date baseline is used</p> <p>The evidence base has also been included in the examination library (by topic).</p> <p>In addition, the council annually updates and reviews development monitoring through the production of monitoring reports which includes specific information on housing delivery, employment and retail.</p> <p>The council also produces an Authority Monitoring Report annually. The 2018 report is the latest report available.</p>
7. Is baseline information being collected and evidence being gathered	The Act section19(5)	NPPF paras 165 and 167 Strategic Environmental		<ul style="list-style-type: none"> i. Sustainability report scoping document ii. Sustainability appraisal report 	<p>The baseline information for the district was collected and reported in the Sustainability Appraisal (SA) scoping report and the accompanying appendices (2009). This baseline information was reviewed and updated in consultation with the Environment Agency, Natural</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
to set the framework for the sustainability appraisal?		Assessment Guide, chapter 5			<p>England, and English Heritage (now Historic England) and then published in the Interim SA Report in 2016 alongside the consultation draft local plan. (For appendices please see http://www.mansfield.gov.uk/article/7973/Archive)</p> <p>The scope and baseline were reviewed again before the SA Report and Appendices were published in 2018 alongside the Local Plan Publication Draft.</p>
8. Have you consulted 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?	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	NPPF paras 165 and 167 SEA Guide chapter 3	The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2).	Copies of the consultation letters sent to and any responses from the bodies	<p>Yes. The statutory environment consultation bodies were sent a letter of consultation which invited them to comment on the original 2009 SA scoping report. Responses were received from Natural England and the Environment Agency. No response was received from English Heritage (now Historic England).</p> <p>Comments were also invited on the two Interim SA Reports that were published alongside the Local Plan Consultation Draft and Preferred Options reports. Representations were received from Natural England and Historic England and are detailed in the Consultation Statement.</p>



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.

Stage two: Plan preparation

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>1. Have you notified:</p> <ul style="list-style-type: none"> • the specific consultation bodies? • the general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents? 	<p>Regulation 18(1) and (2)(a) (b)</p>	<p>NPPF paras 159 – 173</p>	<p>Specific and general consultation bodies are defined in Regulation 2.</p>	<ul style="list-style-type: none"> 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>Yes. Under regulation 25 of the now revoked Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 the council consulted the specific and general consultation bodies on the preparation of a Core Strategy DPD.</p> <p>The Core Strategy – Issues and Options public consultation took place in summer 2010. The council had regard to the representations received to this consultation in the preparing the Consultation Draft Local Plan where these remained relevant and up to date.</p> <p>The specific and general consultation bodies were consulted, under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 and in accordance with the council's SCI (2015), on the Local Plan Scoping Report in June / July 2015.</p> <p>Following this, consultation on the Local Plan Consultation Draft was carried out between 11 January - 22 February 2016 and 3 August - 14 September 2016 (again under Regulation 18). Owing to logistical issues the Interim</p>

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					<p>Sustainability Appraisal (SA) and Habitat Regulations Assessment (HRA) were not available for the first consultation. In order to ensure the SCI requirements were met a second consultation was carried out in August. This was primarily on the SA and HRA, however comments were also invited again on the Consultation Draft Local Plan.</p> <p>Another Regulation 18 consultation was carried out on the Local Plan Preferred Options in 2017 to which the specific and general consultation bodies were invited to comment.</p> <p>Please see the Local Plan Consultation Statement. Details of the older Core Strategy consultation can be found in the following documents:</p> <p>What you told us: Core Strategy Issues and Options – November 2010</p> <p>What you told us: Core Strategy Issues and Options - Appendices</p>
2. Are you inviting representations from people resident or	Regulation 18(1) and (2)(c)	NPPF paras 159 – 173		<ul style="list-style-type: none"> i. Consultation statement ii. Copies of 	Yes. The residents and those carrying out business in the area were consulted during the early engagement stages and throughout the

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
carrying out business in your area about the content of the DPD?				<ul style="list-style-type: none"> documents consulting these persons iii. Record of discussions iv. Copies of representations made 	production of the Local Plan (see the Consultation Statement).
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"> i. Consultation statement ii. Copies of documents consulting these people iii. Record of discussions 	<p>Yes. As set out in the Consultation Statement, the stakeholders responsible for the delivery of the strategy including infrastructure providers and developers were consulted during the preparation of the Local Plan, and again once the Local Plan was published.</p> <p>The draft Infrastructure Study & Delivery Plan (IDP) (2016) provides details of the engagement undertaken with a range of key stakeholders responsible for the delivery of the strategy.</p>
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"> i. Consultation statement ii. Any reports on the selection of alternatives and options for the DPD 	Yes. The Statement of Consultation sets out how the council took into account the representations made on the Local Plan.
5. Does the consultation	The Act	NPPF paras		<ul style="list-style-type: none"> i. Consultation 	Yes. The consultation on the Core Strategy and

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<p>contribute to the development and sustainability appraisal of alternatives?</p>	<p>section19(5)</p> <p>Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>165 – 168</p> <p>SEA Guide, chapter 3</p>		<p>statement</p> <p>ii. Any reports on the selection of alternatives and options for the DPD</p> <p>iii. Sustainability appraisal report</p>	<p>Local Plan contributed to the development and sustainability appraisal of the alternatives and options. This is all set out in the SA Report.</p> <p>The Alternative Options Paper 2016 set out the background to the issues facing the district and how they were to be addressed through the vision, objectives and policies of the Mansfield District Local Plan - Consultation Draft Plan 2016. This report demonstrated how public consultation had informed policy formation.</p> <p>The Housing Technical Paper sets out the split of alternative housing growth between Warsop and the Mansfield Urban Area from the Preferred Options and Publication Draft.</p> <p>The Site Selection Technical Paper sets out the alternatives for the site Preferred Options and Publication Draft.</p>
<p>6. Is the participation:</p> <ul style="list-style-type: none"> • following the principles set out in your SCI? • integrating involvement with the sustainable 	<p>The Act section19(3)</p>	<p>NPPF para 155</p>		<p>i. Consultation Statement</p> <p>ii. The SCI</p> <p>iii. The relevant sustainable community strategies</p>	<p>Yes. The Statement of Consultation demonstrates that participation aligned with the principles set out in the SCI, and has been undertaken in accordance with the relevant regulations.</p> <p>The preparation of the Local Plan, and previous</p>

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<p>community strategy?</p> <ul style="list-style-type: none"> proportionate to the scale of issues involved in the DPD? 					<p>work on the Core Strategy, was integrated as far as possible with the Sustainable Community Strategy produced by the Mansfield and Ashfield Strategic Partnership. Links between the Core Strategy and the SCS were clearly shown at the start of each themed section of the Core Strategy Issues and Options Report. Members of the partnership were consulted on the Local Plan as either general or specific consultees.</p> <p>The participation on the Local Plan was considered to be proportionate to the scale of the issues to be covered, as demonstrated by the Statement of Consultation.</p>
<p>7. Are you keeping a record of:</p> <ul style="list-style-type: none"> the individuals or bodies invited to make representations? how this was done? the main issues raised? 	<p>The Act section20(3)</p> <p>Regulation 17</p>	<p>NPPF paras 158 - 171</p>	<p>You will need to submit a statement of 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>	<ol style="list-style-type: none"> Consultation statement Reports by the council on the consultation Copies of representations and relevant correspondence Technical reports on the engagement process 	<p>Yes. The council maintains a Local Plan Consultation Portal which contains a database of the consultees / agents to be consulted on the Local Plan.</p> <p>The council contacted all general and specific consultees and others held on the council's database to inform them of the public consultations on the Local Plan and supporting evidence.</p> <p>Details can be found in the Consultation Statement.</p>

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					<p>All relevant documents were made available at the Council offices as well as in local libraries. Other methods such as videos, drop in sessions and use of social media have been used.</p> <p>The Duty to Co-operate Statement of Compliance provides further information on issues raised by neighbouring authorities.</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 a body prescribed under Section 33A(1)(c)?</p>	<p>The Act section 33A(1)(a) (b) and (c), section 33A(3)(d) & (e) section 33A(4) section 33A(9)</p> <p>The Act section 20 (5)(c)</p>	<p>NPPF paras 178 to 181</p>	<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 an ongoing basis.</p>	<ul style="list-style-type: none"> 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 	<p>Yes. The Approach to the Duty to Cooperate & Strategic Issues identified the strategic issues of cross boundary significance for the Local Plan at an early stage in the process. All strategic partners including adjoining authorities were invited to comment on the approach and the strategic issues identified under the requirements of the DtC.</p> <p>On-going dialogue and engagement was carried out with strategic partners throughout the preparation of the Local Plan. The Duty to Cooperate Progress Report set out the details of the policy outcomes of cooperation at the Consultation Draft stage of the plan, and the Duty to Cooperate Summary Statement set out progress as at the Publication Draft stage (Reg 19).</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
					<p>The Duty to Co-operate Statement of Compliance provides further information on issues raised by neighbouring authorities at Submission of the Local Plan.</p> <p>All prescribed bodies were also invited to respond to the Local Plan consultations.</p>
<p>9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership (LEP) or a local nature partnership (LNP)?</p>	<p>The Act section 33A(1)(c) and Section 33A(9).</p> <p>The Act section 20(5) (c).</p> <p>Regulation 4</p>	<p>NPPF paras 178 to 181</p>	<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 an ongoing basis.</p>	<ul style="list-style-type: none"> 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 	<p>Yes. At each stage of consultation both the LEP and the LNP were invited to make representations on cross boundary and strategic priorities. Details can be found in the Consultation Statement.</p>
<p>10. Are you developing a framework for monitoring the effects of the DPD?</p>	<p>The Act section 35</p> <p>Regulation 34</p>	<p>NPPF paras 165 - 1687</p> <p>SEA Guide, Chapter 5</p>	<p>It is a matter for each council to decide what to include in their monitoring reports while ensuring they are</p>	<ul style="list-style-type: none"> i. Sustainability appraisal report ii. The authority monitoring report iii. Reports or 	<p>Yes. The council's intended framework of indicators and targets for monitoring the delivery of the plan was set out under each individual policy in the Local Plan Consultation Draft as relevant to the policy.</p>

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	Regulation 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363		prepared in accordance with relevant UK and EU legislation” Chief Planning Officer letter 30 March 2011 withdrawing ODPM guidance.	documents setting out the appraisal and monitoring framework	<p>This information was moved into a separate appendix at the Publication Draft stage (within the monitoring framework) and has been coordinated with the indicators suggested for monitoring the significant effects of the plan, as identified in the SA Report.</p> <p>Performance against these objectives and policies has been published in the 2018 Authority Monitoring Report. In addition, we have prepared Housing monitoring Reports and Employment Monitoring Reports.</p>



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.

Stage three: Plan preparation – writing the plan

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
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	Yes. The SA has fully assessed the various alternative growth options and informed the choices made for the Local Plan Consultation Draft Plan, and then the preferred options document, Site Selection Paper and also the Housing Technical Paper. The appraisal of the reasonable alternative growth options including options for each policy is set out in the SA Report 2018 . Alternatives were also suggested in responses to various stages of the consultation which can be found in the Statement of Consultation .
2. Have you assessed alternatives against: <ul style="list-style-type: none"> consistency with national policy? general conformity with the regional spatial strategy where still in force? 	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 tested formally later but you need to consider it during preparation of the DPD.	i. Supporting documents ii. Correspondence with Mayor of London (London Boroughs and Mayoral Development Corporations only)	Yes. The Local Plan Consultation Draft Plan sets out the relevant parts of the NPPF it supports and which should be considered alongside the Plan. The Preferred Options Document was prepared in accordance with the NPPF 2012. The Publication draft sets out where it meets the NPPF 2012 and which policies have been updated to NPPF 2018.

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>3. Are you having regard to (where relevant):</p> <ul style="list-style-type: none"> • adjoining regional spatial strategies? • the spatial development strategy for London? • Planning Policy for Wales? • the National Planning Framework for Scotland? 	<p>The Act sections 19 (2) and 24 (1) and (4)</p> <p>Regulation 10 and 21</p>		<p>Where the regional strategy has been revoked you should record that fact.</p>	<ul style="list-style-type: none"> 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 	<p>The East Midlands Regional Plan was revoked 12th April 2013 (SI 2013 No. 629).</p> <p>The remaining strategies / policies are not relevant to Mansfield District Council.</p>
<p>4. Are you co-operating with other local planning authorities including counties, to address significant cross boundary issues?</p> <p>Have you discussed doing joint local development</p>	<p>The Act section 33A(2)(a)</p> <p>Section 33A(6)(a)(b)</p> <p>Section 20(5) (c)</p>	<p>NPPF paras 181 and 185</p>		<ul style="list-style-type: none"> i. Supporting documents ii. Correspondence with LPA/County Council 	<p>Yes. The council is cooperating with other local planning authorities.</p> <p>The Approach to Duty to Co-operate and Strategic Issues 'was published for targeted consultation with strategic partners in January 2015. It highlighted the key strategic and cross-boundary issues that face the district and the way in which the Council is working with relevant bodies to address these issues. Its purpose was to ensure that any strategic</p>

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documents?					<p>matters were raised at the earliest opportunity.</p> <p>Joint working and the policy outcomes of cooperation are set out in the Statement of Compliance.</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>Yes. The Approach to Duty to Co-operate and Strategic Issues was published for targeted consultation with strategic partners in January 2015. It highlighted the key strategic and cross-boundary issues that face the district and the way in which the Council is working with relevant bodies to address these issues. Its purpose was to ensure that any strategic matters were raised at the earliest opportunity.</p> <p>Joint working and the policy outcomes of cooperation are set out in the Statement of Compliance.</p>
<p>6. Are you cooperating with having regard to the activities of the LEP and LNP?</p>	<p>The Act section 33A(2)(b) and section 33A(9). Regulation 4 (2)</p>	<p>NPPF para 181 and 182</p>		<p>i. Supporting documents</p> <p>ii. Correspondence with LEP/LNP</p>	<p>Yes. The council has cooperated with the D2N2 Local Enterprise Partnership (LEP) and the Lowland Derbyshire and Nottinghamshire Local Nature Partnership (LNP) during every stage in the preparation of the Local Plan.</p> <p>The Approach to Duty to Co-operate and Strategic Issues published for targeted consultation with strategic partners in January 2015. It highlighted the key strategic and cross-boundary issues that face the district and the way in which the Council is working with</p>

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					<p>relevant bodies to address these issues. Its purpose was to ensure that any strategic matters were raised at the earliest opportunity.</p> <p>The LEP and the LNP were consulted as part of the Consultation draft Local Plan and the Preferred Options Local Plan. Meetings have also been held with the D2N2 LEP under the Duty to Cooperate.</p>
<p>7. Are you having regard to:</p> <ul style="list-style-type: none"> • your sustainable community strategy or of other authorities whose area comprises part of the area of the council? • any other local development documents adopted by the council? 	<p>The Act section19(2)</p>			<ul style="list-style-type: none"> i. Supporting documents ii. The sustainable community strategies iii. Relevant local development documents iv. Correspondence with the local strategic partners 	<p>Yes. Initial work on the plan (Core Strategy Issues and Options) clearly showed the links with the Sustainable Community Strategy (SCS) that was in place at the time.</p> <p>The SCS is no longer in place however the Corporate Priorities for the area continue to be reflected in the plan.</p>
<p>8. Do you have regard to other matters and relevant strategies relating to:</p>	<p>The Act section19(2)</p> <p>Regulation 10</p>		<p>As well as the matters and strategies listed in the Act and Regulations there</p>	<ul style="list-style-type: none"> i. Supporting documents ii. Correspondence with the relevant 	<p>The Local Plan sets out the relationship to other plans and strategies including the Strategic Economic Plan (2013), The Nottingham County Council Waste Core Strategy (adopted December 2013) and Minerals Core Strategy</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> resources the local/regional economy the local transport plan and transport facilities and services waste strategies hazardous substances 			are likely 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.	bodies	(adopted December 2005), and the Nottinghamshire Transport Plan, (2011 – 2026). Infrastructure providers have been consulted throughout the plan-making process including the evidence base and the Infrastructure Delivery Plan.
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	Policies in the plan deal with sustainable design and construction, sustainability requirements, flood risk and surface water management. The SA also takes into account climate change when assessing effects against long term objectives.
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 Programmes Regulations	NPPF para 182 SEA Guide, Chapter 5	Regulation13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures.	i. Reports on the sustainability of alternatives ii. Record of work undertaken on sustainability appraisal iii. Supporting documents	Yes. The SA fully appraised all the options considered in the preparation of the local plan. The details of the appraisal used to inform the consultation draft plan is set out in the SA Report 2018 . Yes. The SA fully appraised all options as part of the Preferred Options Local Plan.

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
	2004 No 1633				Consultation was undertaken on the Preferred Options Consultation SA between 2 October 2017 and 10 November 2017.
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"> i. Any reports setting out alternatives and choices considered ii. Supporting documents 	<p>Yes. The SA sets out the alternative options as part of the Preferred Options draft Local Plan.</p> <p>The Site Selection Technical Paper 2017 was prepared to set out the alternative site allocations as part of the Preferred Options consultation 2017.</p> <p>The Housing Technical Paper 2017 was prepared to set out the different growth options to support the Preferred Options consultation.</p>
12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal? Are you keeping a record?	<p>Regulations 17, 18(3) and 22 (1) (c) (iv)</p> <p>Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations</p>	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"> i. Correspondence from those making representations ii. Reports on issues raised iii. Consultation statement iv. Sustainability appraisal report 	<p>Yes. The details of all the representations made during the consultation exercise held from 3 June to 14 July on the Scoping Report for the Local Plan and how they have influenced the Plan are set out in the Statement of Consultation: Local Plan Scoping Report – August 2015 Regulation 18 Statement of Consultation).</p> <p>Further consultation took place between 3 August and 14 September 2016 on an interim</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
	2004 No 1633				<p>SA report.</p> <p>The Preferred Options SA was consulted upon between 2 October and 10 November 2017. The representations made to this consultation are set out within the Statement of Consultation 2018 to support the Publication draft Local Plan at Regulation 19.</p>
<p>13. Where sites are to be identified or areas for the application of policy in the DPD, are you preparing sufficient illustrative material to:</p> <ul style="list-style-type: none"> • enable you to amend the currently adopted policies map? • inform the community about the location of proposals? 	Regulations 5 (1)(b) and 9	NPPF para 157	<p>Regulation 2 defines the terms '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>	<ul style="list-style-type: none"> i. Adopted policies map ii. Any reports on proposals to amend the policies map iii. Illustrative material that shows how the policies map will be amended or replaced 	<p>The Consultation Draft Local Plan was accompanied by a draft Policies Map, and the Preferred Options consultation document provided site plans for all housing, employment and retail allocations and a strategic plan showing all of the allocations on pages 17, 18, 62 and 63.</p> <p>The Policies Map has been prepared on an OS base.</p>
<p>14. Are the participation arrangements compliant with the SCI?</p>	<p>The Act, section 19(3)</p> <p>Regulation 18</p>	NPPF paras 150 and 155		<ul style="list-style-type: none"> i. The SCI ii. Consultation statement 	<p>Yes. All the participation on the Local Plan has been undertaken in line with the SCI as set out in the Statement of Consultation.</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'.

Stage four: Publication

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
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	Yes. The SA Report 2018 and the SA Report Non-technical Summary 2018 and appendices (SA Report Appendices 2018 and SA Report Technical Appendix 2018) were prepared and made available for consultation. Please note that the SA Addendum 2018 was prepared in response to additional information becoming available.
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).	i. Report or record of decisions ii. The statement of community interest	Yes. The Statement of Representation 2018 , Statement of Fact 2018 and SCI 2017 were published on the Council's consultation portal alongside the Publication Draft Local Plan and other supporting documents. These documents made it clear that representations must be received during the 6 week consultation which commenced on 20 September 2018 and ended at 5pm on 1 November 2018. Notification was sent to every consultee on the council's database by email or letter.
3. Have you made copies of the following available for inspection: <ul style="list-style-type: none">the proposed submission documents?the statement of the	Regulation 19(a)		Regulation 17 gives definitions.	i. Copies of the relevant statements ii. Report on where and when made available iii. Record of where and when made	Yes. These documents were made available at locations as set out in the Statement of Fact 2018 . This included the Statement of Representation 2018 . More information is available within the Statement of Consultation .

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
representations procedure?				available	
<p>4. Have you published on your website:</p> <ul style="list-style-type: none"> the proposed submission documents? the statement of the representations procedure? statement and details of where and when documents can be inspected? 	Regulations 19 and 35		Regulations 2 and 17 give definitions.	Record of publication	Yes. All relevant documents were published on the council's Web page . This included the submission documents, the Statement of Fact 2018 , and the Statement of Representation 2018 . More information is available within the Statement of Consultation .
<p>5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> A copy of each of the proposed submission documents The statement of the representations procedure? 	Regulation 19(b)		Regulations 2 and 17 give definitions.	<ul style="list-style-type: none"> Copies of correspondence Record of sending 	Yes. The Statement of Consultation provides details on the consultation undertaken and its accordance with Regulations. Communication was sent to each of the specific consultation bodies listed electronically after all documents being made available on the website. The Statement of Representations Procedure was sent to all consultees.
<p>6. Have you sent to each of the general</p>	Regulation 19(b)		Regulations 2 and 17 give definitions.	<ul style="list-style-type: none"> Copies of correspondence 	Yes. The Statement of Consultation provides details on the consultation undertaken and its

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
consultation bodies invited to make representations under Regulation 18(1): <ul style="list-style-type: none"> • the statement of the representations procedure? • where and when the documents can be inspected? 				ii. Record of sending	accordance with Regulations. Communication was sent to each of the specific consultation bodies listed. The Statement of Representations Procedure was sent to all consultees.
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?	The Act section 24 Regulation 21		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).	Copies of correspondence	This is not applicable.



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	Evidence provided
1. Has the DPD been prepared in accordance with the LDS? Does the DPD's listing and description in the LDS match the document? Have the timescales set out in the LDS been met?	The Act section 19(1)		The Act section 15(2) sets out the matters specified in the LDS. As at January 2013, no further matters are prescribed in the Regulations.	<ul style="list-style-type: none"> i. The LDS ii. Explanation of any changes from the milestones set out in the LDS iii. Relevant authority monitoring reports 	<p>Yes. The LDS was initially published in October 2016 and was updated on 30 April 2017 and 30 September 2017.</p> <p>The most up to date LDS 2018 was approved by Full council on 22 May 2018. The council resolved: <i>That the Local Development Scheme, as outlined in Appendix A, be adopted by the Council and have effect from 23 May 2018.</i></p> <p>Annual Monitoring reports, Housing Report and Employment Reports have been prepared since 2018. These contain a record of the progress of the production of the Local Plan. All AMRs are available on the Website.</p> <p>The Plan has been submitted in accordance with the timescales set out in the LDS.</p>
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"> i. The sustainable community strategy(ies) ii. Reference to sections of the DPD showing how regard has been had to them 	<p>Initial work on the plan (Core Strategy Issues and Options) clearly showed the links with the Sustainable Community Strategy (SCS) that was in place at the time.</p> <p>The SCS is no longer in place however the priorities for the area continue to be reflected in the plan.</p>
3. Is the DPD in	The Act section		Before the SCI is	<ul style="list-style-type: none"> i. The SCI 	Yes. Consultation has been carried out in

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?	19(3) Regulation 22(1)(c)		formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).	ii. The Regulation 22(1)(c) statement	accordance with the SCI 2017 . The Statement of Consultation describes how this has been undertaken and how responses received were taken into account.
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 If you have not agreed on the approach is there a justification?	The Act section 33A(1) and section 20(5)	NPPF paras 181 and 182	Under NPPF para 182, the plan should be based on effective joint working on cross-boundary strategic priorities to be found 'Effective'.	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. Supporting correspondence and reports e.g. Memorandum of Understanding, shared and agreed evidence	Yes. The Local Plan sets out the strategic issues requiring co-operation under the Duty to Co-operate. Further information can be found in the Duty to Co-operate Statement of Compliance . In addition, there is a Nottingham Outer Memorandum of Understanding . There are currently 6 signed Statements of Common Ground .
5. Has the DPD been subject to sustainability	The Act section 19(5)	NPPF para 165		Sustainability appraisal report	Yes. The SA Report 2018 sets out the full Sustainability Appraisal. This is accompanied

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>appraisal?</p> <p>Has the council provided a final report of the findings of the appraisal?</p>	Regulation 22(1)(a)	SEA Practical Guide, chapter 5			by the SA Report Non-technical Summary 2018 , the SA Report Appendices 2018 , the SA Report Technical Appendix 2018 and finally the SA Report Addendum 2018 SA Addendum 2018 .
6. Is the DPD to be submitted consistent with national policy?	The Act section 19(2) and Schedule 8	NPPF para 151		<ul style="list-style-type: none"> i. Correspondence with PINS? ii. PAS Soundness self assessment checklist 	<p>A PAS soundness self-assessment checklist has been prepared.</p> <p>Officers responsible for the Local Plan preparation met with PINS to discuss the Plan in March 2018.</p> <p>Chief Planning Officer Steve Quartermain came to Mansfield in October 2018 to ensure that the proposed timetable was going to be met.</p>
<p>7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists?</p> <p>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</p>	<p>The Act section 24(1)(a) and 24(4)</p> <p>Regulation 21</p>	NPPF para 218 footnote 41	In London the requirement is for general conformity with the spatial development strategy (The London Plan).	<ul style="list-style-type: none"> i. Correspondence with or representations from Mayor of London (where appropriate) ii. Confirmation of (where appropriate) conformity from the Mayor or that no Regional Strategy is in place 	This is not applicable as the East Midlands Regional Spatial Strategy (RSS) is no longer in force.

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
from the Mayor of London on the general conformity of the plan with the spatial development strategy?					
<p>8. Has the council published the prescribed documents, and made them available at their principal offices and their website?</p> <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>The Act section 20(2), 20(3) and 20(5)(b)</p> <p>Regulations 8 and 19</p>	NPPF para 182	Requirements relating to publication of the prescribed documents are listed later in this table.	<p>i. The documents prescribed at Regulation 22(1)</p> <p>ii. Relevant authority monitoring reports</p> <p>iii. Records of the actions undertaken (see below)</p>	<p>The prescribed documents which have been published have been made available at Mansfield District Council principal office in the Civic Centre, Chesterfield Road South, Mansfield, NG19 7BH. They have also been made available on the council's Web page. Shortly after submission, paper versions of the documents were made available at Warsop Town Hall and the libraries across the district.</p> <p>All relevant statutory and non-statutory bodies and all persons invited to make representations on the plan (with the exception of those who have specifically requested to be removed from the Council's database) have been notified.</p> <p>Appendix 1 of the Plan contains a list of policies in the 1998 District Local Plan that will be replaced by the Local Plan upon adoption.</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?	Regulations 5(1)(b), 9 (1), 17 & 22(1)			<p>i. Submission policies map</p> <p>ii. Brief statement if a submission policies map is not required</p>	A Policies Map has been prepared for submission. This has been done on an OS base.

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>If yes, have you prepared a submission policies map?</p>					
<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>Appendix 1 of the Plan contains a list of policies in the 1998 District Local Plan that will be replaced by the Local Plan upon adoption. The DPD is consistent with these policies.</p> <p>The Nottingham County Council Waste Core Strategy (adopted December 2013) and Minerals Core Strategy (adopted December 2005), and the saved policies from the adopted Waste Local Plan 2002 also form part of the District's Development Plan. The DPD is consistent with these policies.</p>
<p>11. Have you prepared a statement setting out:</p> <ul style="list-style-type: none"> • Which bodies and persons were invited to make representations under Regulation 18? • How they were invited? • A summary of the main issues raised? • How the representations have been taken 	<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 Statement of Consultation sets out which bodies and persons were invited to make representations under Regulation 18, how they were consulted, a summary of the main issues raised, changes sought and the council's response (how the views were taken into account).</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
into account?					
12. Have you prepared a statement giving: <ul style="list-style-type: none"> the number of representations made under Regulation 22? a summary of the main issues raised? OR <ul style="list-style-type: none"> that no representations were made? 	The Act section 20(3) Regulation 22(1)(c)			The Statement as required in Regulation 22(1)(c)	The Statement of Consultation sets out the number of responses received and a summary of the main issues raised.
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	The Statement of Consultation sets out the number of responses received and a summary of the main issues raised. Copies of the representations are available in hard copy format at the Civic Centre (District Council offices), at Warsop Town Hall and libraries across the district and are also available to view electronically via our Consultation Portal .
14. Have you assembled the relevant supporting documents?	The Act section 20(3) Regulation 22(1)(g)			All necessary evidence and records of decisions relevant to the DPD	The evidence base and records of decisions relevant to the DPD are available on the Council's website . The examination library will provide direct links to the evidence base and a paper copy of the

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
					evidence base will be available for inspection at the Civic Centre.
15. Has your council approved the DPD for submission?	The Act section 20		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	<p>On 18 September 2018, Full Council resolved:</p> <p><i>i) That the Publication Draft Local Plan be approved.</i></p> <p><i>(ii) That Publication Draft Local Plan together with the Sustainability Appraisal Report and Habitats Regulation Screening Report be published and representations be invited for a six week period in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012</i></p> <p><i>(iii) That the Local Plan Document (Publication Draft Local Plan) be submitted to the Secretary of State together with any representations considered by the Director of Place and Wellbeing, in consultation with the Portfolio Holder for Safer Communities, including the identification of possible modifications to the inspector.</i></p> <p><i>(iv) That the appointed Inspector be requested to recommend modifications to the submitted Local Plan, in the event that the Inspector considers that such modifications would make the plan sound.</i></p>
16. Have you sent the Secretary of State (the Planning Inspectorate)	The Act section 20(1) and 20(3)		Regulation 35 deals with the availability of documents and the	<ul style="list-style-type: none"> i. Record of sending ii. Reasons why 	A paper copy of the Local Plan and policies map and electronic copies of all of the relevant documents were sent to the

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>both a paper copy and an email of the following:</p> <ul style="list-style-type: none"> the DPD? the submission policies map (unless there are no site allocation policies)? the documents prescribed in Regulation 22(1)? 	Regulations 22(1) and 22(2)		<p>time of their removal. Electronic copies of some of the representations and supporting documents may not be practicable. Regulation 35 deals with the availability of documents and the time of their removal.</p>	documents cannot be sent electronically	<p>Secretary of State on 19 December 2018.</p> <p>This was accompanied by an extensive examination library of documents.</p>
<p>17. Have you made the following available at the same places where the proposed submission documents were to be seen:</p> <ul style="list-style-type: none"> The DPD? The documents prescribed in Regulation 22(1)? 	Regulation 22(3)		You should do this as soon as reasonably practicable after submission.	Record of where and when made available	The documents were made available as soon as reasonably practicable at all the same locations where the proposed submission documents were to be seen. This took place immediately after the Christmas break in 2018.
<p>18. On your website, have you published the:</p> <ul style="list-style-type: none"> DPD? submission policies map? sustainability appraisal report? Regulation 22(1)(c) 	Regulation 22(3) and 35(1)(b)		You should do this as soon as reasonably practicable after submission.	Record of publication	All relevant documents will be published on the Council's website .

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>statement?</p> <ul style="list-style-type: none"> • supporting documents (where practicable) ? • representations made under Regulation 20 (where practicable) ? • statement as to where and when the DPD and the documents are available? 					
<p>19. For each general consultation body invited to make representations under Regulation 18(1), have you sent:</p> <ul style="list-style-type: none"> • notification that the documents prescribed in Regulation 22(3)(a)(i)-(iii) are available for inspection • where and when they can be inspected? 	Regulation 22(3)(b)		You should do this as soon as reasonably practicable after submitting to the Secretary of State.	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	Communication was sent to each relevant body as soon as was reasonably practicable following submission.
20. Have you given notice	Regulation		You should do this	i. Copies of	Communication was sent to each relevant body

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
to persons who have requested to be notified that submission has taken place?	22(3)(c)		as soon as reasonably practicable after submitting to the Secretary of State.	<ul style="list-style-type: none"> ii. Record of sending 	as soon as was reasonably practicable following submission.
<p>21. If an examination is being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> • published the time and place of the examination and the name of the person appointed to carry out the examination on your website? • notified those who have made representations on the published DPD which have not been withdrawn of these details? 	<p>The Act section 20</p> <p>Regulations 24 and 35</p>			<ul style="list-style-type: none"> i. Record of publication of information ii. Record of sending iii. Copies of correspondence iv. Copy of advertisement 	Submission has only very recently taken place. The appointed Programme Officer will oversee the appropriate notices and publications.