

Local Plan for the Bradford District

**Core Strategy - Publication Draft**

**Draft Legal Compliance  
Self-Assessment Checklist**

**February 2014**

**Note:-**

This legal compliance checklist has been produced by the Planning Advisory Service (PAS) in April 2013 for the purposes of the legal compliance self assessment.

The City of Bradford Metropolitan District Council has used this checklist to demonstrate how the Core Strategy Development Plan Document meets the legal and procedural requirements as set out in the 2004 Act and relevant Planning Regulations.



## **Local Plan Legal Compliance Checklist Core Strategy DPD: Publication Draft – February 2014**

This checklist has been updated for PAS by SNR Denton (April 2013). 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



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- 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.



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## 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"> <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>	<ul style="list-style-type: none"> <li>• The Core Strategy DPD is identified in the initial <a href="#">LDS January 2005-January 2008 (July 2005)</a> which was approved by the Council on 20<sup>th</sup> September 2005 bringing the Scheme into effect. This covers the commencement of the Core Strategy DPD.</li> <li>• The LDS was reviewed in 2007 and the revised '<a href="#">LDS April 2007 - June 2011</a>' and adopted by the Council in December 2007.</li> <li>• The LDS is currently being reviewed in light of national planning reforms and progress to date. A revised LDS will be considered by Councils Executive prior to Submission.</li> <li>• <a href="#">Annual Monitoring Reports</a> (AMR) published annually starting from 2005. Section 2 of the reports details the 'Implementation of the LDS'.</li> </ul>
2. How will community engagement be programmed into the preparation of the DPD?	The Act section 19(3)  Regulation 18  <b>Regulation 25 &amp; 26 (2004)</b>	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>	<ul style="list-style-type: none"> <li>• Submission <a href="#">Statement of Community Involvement</a> (SCI) (November 2006) &amp; Adopted SCI (2008).</li> <li>• The submission version of the LDS January 2005-January 2008 (July 2005).</li> <li>• Engagement Plans are prepared at each stage of consultation</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>3. Have you considered the appropriate bodies you should consult?</p>	<p>Regulation 18</p> <p><b>Regulation 25 &amp; 26 (2004)</b></p>	<p>NPPF paras 4.25 - 4.26</p> <p><b>PPS 12 (2004)</b></p>	<p>Regulation 2 defines the general and specific consultation bodies.</p> <p>The possible evidence may duplicate each other. Only use what you need to.</p>	<p>i. The SCI</p> <p>ii. Reports and decisions setting out the approach to specific and general consultation bodies</p> <p>iii. Consultation statement</p>	<ul style="list-style-type: none"> <li>• Submission Statement of Community Involvement (SCI) (November 2006). Inspectors Report 14<sup>th</sup> January 2008, Adopted SCI (2008).</li> <li>• Engagement Plans are prepared at each stage of consultation.</li> <li>• Executive Committee Report &amp; Decision – 16<sup>th</sup> January 2007 – Issues &amp; Options.</li> <li>• <a href="#">Issues and Options Engagement Plan</a> (2006) Appendix 2 - Consultee List</li> <li>• <a href="#">Issues and Options Stage Statement of Pre-Submission Consultation</a> (2011) Appendix 1 - Consultee Lists</li> <li>• The Local Plan consultee database was kept up-to-date to ensure interested parties were aware of the progress against the relevant milestones.</li> </ul>
<p>4. How you will co-operate with other local planning authorities, including counties, and prescribed bodies, to identify and</p>	<p>The Act section 33A(1)(a) and (b), section 33A(3)(d) (e) &amp; (4)</p> <p>The Act Section 20(5)(c)</p>	<p>NPPF paras 178 to 181 (which comprise the guidance referred to in the Act section 33A(7))</p>	<p>Section 33A(4) defines a "strategic matter".</p> <p>Under section 33A(6) the required engagement includes considering joint approaches to the</p>	<p>i. Reports and decisions setting out the approach to be taken</p> <p>ii. Consultation statement</p>	<ul style="list-style-type: none"> <li>• Strategic Planning work that informed the now revoked Regional Spatial Strategy (RSS)</li> <li>• Ongoing work through the LCR governance arrangements on Duty to Cooperate.</li> <li>• Consultation materials have been sent to statutory bodies, including the adjoining LPAs in accordance with the SCI and relevant Regulations. Correspondence with bodies can be provided on request.</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
address any issues or strategic priorities that will have a significant impact on at least two planning areas?	Regulation 4	Under NPPF Para 182, to be 'Effective' a plan should be based on effective joint working on cross-boundary strategic priorities.  Strategic priorities are listed at NPPF Para 156	plan making activities (including the preparatory activities) and considering whether to agree joint local development documents under section 28.  The bodies prescribed by section 33A(1)(c) are set out at Regulation 4(1).		<ul style="list-style-type: none"> <li>• Consultee Lists - Appendix 2 - <a href="#">Issues and Options Stage Statement of Pre-Submission Consultation</a> report (2011)</li> <li>• Duty to Co-operate Statement (2014) - Core Strategy Publication Draft – Background Paper 1 – Overview</li> </ul>
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	The Act section 33A(1)(c) and section 33A(9), section 33A(3)(d) and (e)  The Act section 20(5)(c).	NPPF paras 178 to 181	Section 33A(4) defines a "strategic matter".  Strategic priorities are listed at NPPF Para 156.  Regulation 4(2) prescribes LEPs and LNPs for the purposes of section 33A(9).	i. Reports and decisions setting out the approach to be taken.  ii. Consultation statement	<ul style="list-style-type: none"> <li>• Leeds City Region LEP since its inception has had a role in strategic planning matters. See meetings of LCR Board and Leaders, available on <a href="#">LCR web site</a>.</li> <li>• Leeds City Region Leaders Board agreed the approach to be adopted to discharge Duty at its meeting on 6 December 2012.</li> <li>• Ongoing work through LCR evidence and development of current Strategic Economic Plan.</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
priorities that will have a significant impact on at least two planning areas?	Regulation 4		Under section 33A(6) the required 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"> <li>i. Documents dealing with collection of baseline information</li> <li>ii. Relevant technical studies</li> <li>iii. The annual monitoring report</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Initial Sustainability Appraisal</a> (2007)</li> <li>• <a href="#">Evidence Base</a> reports, <ul style="list-style-type: none"> <li>○ Core Strategy Baseline Analysis Report (2011)</li> </ul> </li> <li>• <a href="#">Annual Monitoring Reports</a></li> </ul>
7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section19(5)	<p>NPPF paras 165 and 167</p> <p>Strategic Environmental Assessment Guide, chapter 5</p>		<ul style="list-style-type: none"> <li>i. Sustainability report scoping document</li> <li>ii. Sustainability appraisal report</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Sustainability Appraisal Scoping Report (2007)</li> <li>• <a href="#">Initial Sustainability Appraisal (2007)</a> - Issues and Options Topic Papers</li> <li>• <a href="#">Initial SA - Further Issues and Options</a> (CBMDC, 2008)</li> <li>• <a href="#">Further SA of Issues and Options</a> (AMEC, 2009)</li> <li>• <a href="#">Interim Sustainability Appraisal Report</a> -</li> </ul>





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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
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	Further Engagement Draft (AMEC, 2011)  <ul style="list-style-type: none"> <li>• SA Scoping Report</li> <li>• Consultation materials have been sent to all statutory bodies, including environmental bodies in accordance with the SCI and relevant regulations.</li> </ul>



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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	Evidence provided
<p>1. Have you notified:</p> <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>	<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"> <li>i. Consultation statement</li> <li>ii. Copies of documents consulting these bodies</li> <li>iii. Record of discussions</li> <li>iv. Copies of representations made</li> <li>v. A brief statement setting out the reasons why any bodies have been omitted from or included in consultation</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement Plans</li> <li>• Consultation materials were sent to specific and general consultation bodies in accordance with the submission SCI (2006), with consideration of the Inspectors Report received on 14<sup>th</sup> January 2008.</li> <li>• Consultation letters sent to statutory and general consultation bodies on 15<sup>th</sup> January 2008.</li> <li>• <a href="#">Plan-it Bradford Newsletter</a> (Jan, 2008)</li> <li>• Appendix 5 of the <a href="#">Issues and Options Stage Statement of Pre-Submission Consultation</a> report (August 2011) sets out the list of consultees whom were consulted and informed of this consultation.</li> <li>• <a href="#">Summary of Representations</a> (June 2008) provided a copy of all the representations made on the Further Issues and Options.</li> <li>• Full summary of responses and the Council's responses - Appendix 7 of the Issues and Options Statement of pre-Submission Consultation.</li> <li>• Statement of Pre-submission Consultation – Further Engagement Draft (2014)</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>2. Are you inviting representations from people resident or carrying out business in your area about the content of the DPD?</p>	<p>Regulation 18(1) and (2)(c)</p>	<p>NPPF paras 159 – 173</p>		<ul style="list-style-type: none"> <li>i. Consultation statement</li> <li>ii. Copies of documents consulting these persons</li> <li>iii. Record of discussions</li> <li>iv. Copies of representations made</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement Plans</li> <li>• Consultation materials sent to other consultees and those requested to be notified in accordance with the submission Statement of Community Involvement (SCI) 2006, with consideration of the Inspectors Report received on 14<sup>th</sup> January 2008.</li> <li>• Article placed in Council's 'Community Pride' newsletter</li> <li>• Consultation letters sent to consultees notifying them of the consultation on 15<sup>th</sup> January 2008.</li> <li>• Communities and stakeholders were invited to five Area Conferences.</li> <li>• School Engagement workshops (x6)</li> <li>• Targeted consultation with BME population, older and younger people via Yorkshire Planning Aid.</li> <li>• <a href="#">Issues and Options Stage Statement of Pre-Submission Consultation</a> (August 2011) <ul style="list-style-type: none"> <li>- Appendix 5 – List of consultees</li> <li>- Appendix 7 - summary of the main issues raised and Council response</li> </ul> </li> <li>• Further Issues and Options - <a href="#">Summary of Representations</a> (June 2008)</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
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>	<ul style="list-style-type: none"> <li>• Engagement Plans</li> <li>• Copies of the documents are available on the Council's LDF/Local Plan website.</li> <li>• Statement of Pre-submission Consultation – Further Engagement Draft (2014)</li> </ul>
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>	<ul style="list-style-type: none"> <li>• Statement of Pre-submission Consultation - Issues &amp; Options Stage (Reg. 25) (2011)</li> <li>• Statement of Pre-submission Consultation – Further Engagement Draft (2014)</li> <li>• Core Strategy consultation documents: <ul style="list-style-type: none"> <li>– <a href="#">Issues &amp; Options (2007)</a></li> <li>– <a href="#">Further Issues &amp; Options (2008)</a></li> <li>– <a href="#">Further Engagement Draft (2011)</a></li> </ul> </li> </ul>
5. Does the consultation contribute to the development and sustainability appraisal of alternatives?	<p>The Act section 19(5)</p> <p>Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes</p>	<p>NPPF paras 165 – 168</p> <p>SEA Guide, chapter 3</p>		<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> <li>iii. Sustainability appraisal report</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of Pre-submission Consultation - Issues &amp; Options Stage (reg.25) (2011)</li> <li>• Statement of Pre-submission Consultation Further Engagement Draft (2014)</li> <li>• Core Strategy consultation documents: <ul style="list-style-type: none"> <li>– <a href="#">Issues &amp; Options (2007)</a></li> <li>– <a href="#">Further Issues &amp; Options (2008)</a></li> <li>– <a href="#">Further Engagement Draft (2011)</a></li> </ul> </li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
	Regulations 2004 No 1633				<ul style="list-style-type: none"> <li>• Sustainability Appraisal Scoping Report (2007)</li> <li>• Initial Sustainability Appraisal of Issues &amp; Options (2007)</li> <li>• Initial Sustainability Appraisal of Further Issues &amp; Options (2008)</li> <li>• Interim Sustainability Appraisal (Draft) (2011)</li> </ul>
<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		<ul style="list-style-type: none"> <li>i. Consultation Statement</li> <li>ii. The SCI</li> <li>iii. The relevant sustainable community strategies</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Statement of Pre-submission Consultation – Issues &amp; Options Stage</a> (Reg.25) (2011)</li> <li>• SCI (2008)</li> <li>• Statement of Pre-submission Consultation – Further Engagement Draft (2014)</li> <li>• <a href="#">Bradford's Community Strategy</a> (2020 Vision / The Big Plan)</li> </ul>
<p>7. Are you keeping a record of:</p> <ul style="list-style-type: none"> <li>• the individuals or bodies invited to make representations?</li> </ul>	<p>The Act section20(3)</p> <p>Regulation 17</p>	NPPF paras 158 - 171	You will need to submit a statement of representations under Regulation 22 (1) (c): see Submission stage	<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</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Statement of Pre-submission Consultation – Issues &amp; Options Stage</a> (Reg. 25) (2011)</li> <li>• Statement of Pre-submission Consultation – Further Engagement Draft (2014)</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> <li>how this was done?</li> <li>the main issues raised?</li> </ul>			<p>below.</p> <p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>representations and relevant correspondence</p> <p>iv. Technical reports on the engagement process</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) &amp; (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>	<p>i. Consultation statement</p> <p>ii. Reports by the council on the consultation</p> <p>iii. Copies of representations and relevant correspondence</p> <p>iv. Technical reports on the engagement process</p>	<ul style="list-style-type: none"> <li>Engagement Plans</li> <li><a href="#">Statement of Pre-submission Consultation – Issues &amp; Options Stage</a> (Reg. 25) (2011)</li> <li>Statement of Pre-submission Consultation – Further Engagement Draft (2014)</li> <li>Duty to Co-operate Statement - Core Strategy Publication Draft – Background Paper 1 – Overview</li> <li>See also response in section 1 point 5.</li> </ul>
<p>9. Are you inviting representations on cross-boundary</p>	<p>The Act section 33A(1)(c) and</p>	<p>NPPF paras 178 to 181</p>	<p>Section 33A(3)(d) and (e) requires cooperation on</p>	<p>i. Consultation statement</p> <p>ii. Reports by the</p>	<ul style="list-style-type: none"> <li>Duty to Co-operate Statement (2014) - Core Strategy Publication Draft – Background</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>issues and strategic priorities from a local enterprise partnership (LEP) or a local nature partnership (LNP)?</p>	<p>Section 33A(9).  The Act section 20(5) (c).  Regulation 4</p>		<p>significant cross-boundary issues before and during plan preparation.  Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</p>	<p>council on the consultation  iii. Copies of representations and relevant correspondence  iv. Technical reports on the engagement process</p>	<p>Paper 1 – Overview</p> <ul style="list-style-type: none"> <li>• See also response in section 1 point 5.</li> </ul>
<p>10. Are you developing a framework for monitoring the effects of the DPD?</p>	<p>The Act section 35  Regulation 34  Regulation 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363</p>	<p>NPPF paras 165 - 1687  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 prepared in accordance with relevant UK and EU legislation” Chief Planning Officer letter 30 March 2011 withdrawing ODPM guidance.</p>	<p>i. Sustainability appraisal report  ii. The authority monitoring report  iii. Reports or documents setting out the appraisal and monitoring framework</p>	<ul style="list-style-type: none"> <li>• <a href="#">Initial Sustainability Appraisal</a> (2007 &amp; 2008)</li> <li>• <a href="#">Annual Monitoring Reports</a></li> <li>• Monitoring framework in the Core Strategy</li> </ul>





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### **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	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	<ul style="list-style-type: none"> <li>• Policy options, spatial options and reasonable alternatives have been covered as part of the plans production and evaluated as part of the Statement of Consultation. See:               <ul style="list-style-type: none"> <li>– Issues and Options (2007)</li> <li>– Further Issues and Options (2008)</li> <li>– Further Engagement Draft (2011)</li> <li>– Publication Draft (2014)</li> <li>– Statement of Consultations</li> <li>– Sustainability Appraisal Reports</li> </ul> </li> </ul>
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 force?</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 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)	<ul style="list-style-type: none"> <li>• Policy options and alternatives have been considered against the relevant national policy and the Yorkshire &amp; Humber RSS / Regional body – whilst still in force.</li> <li>• The RSS informed core approach and key elements within the Plan and the Council are still signed up under the LCR interim policy statement. See:               <ul style="list-style-type: none"> <li>– Issues &amp; Options (2007),</li> <li>– Further Issues &amp; Options (2008),</li> <li>– Further Engagement Draft (2011)</li> </ul> </li> </ul>



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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"> <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>	<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"> <li>i. Supporting documents</li> <li>ii. Correspondence with the Mayor of London, relevant Welsh or Scottish regional planning bodies (as appropriate)</li> <li>iii. CLG notice of revocation of the regional strategy</li> </ul>	<ul style="list-style-type: none"> <li>• The preparation of the Core Strategy was informed by the Yorkshire and Humber Regional Spatial Strategy (RSS). The RSS was formally revoked as part of the development plan for Bradford District in February 2013. Leeds City Region Planning authorities signed up to interim strategy statement which takes forward main strategy of the RSS.</li> <li>• Strategic alignment and consistency via Duty to Co-operate arrangement.</li> <li>• See also response in section 1 point 5.</li> </ul>
<p>4. Are you co-operating with other local planning authorities including counties, to address significant cross boundary</p>	<p>The Act section 33A(2)(a)</p> <p>Section 33A(6)(a)(b)</p> <p>Section 20(5)</p>	<p>NPPF paras 181 and 185</p>	<p>.</p>	<ul style="list-style-type: none"> <li>i. Supporting documents</li> <li>ii. Correspondence with LPA/County Council</li> </ul>	<ul style="list-style-type: none"> <li>• Other Local Planning Authorities have been engaged through out the Plan making process.</li> <li>• Initial work was undertaken as part of Regional Planning coordination and work in support of and implementation of RSS.</li> <li>• Following demise of regional planning body, strategic planning has been a key</li> </ul>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>issues? Have you discussed doing joint local development documents?</p>	(c)				<p>elements of Leeds City Region. Strategic matters considered at LCR Leaders, Directors of development and Heads of Planning. Council are signed up to interim statement to inform all plans beyond revocation of RSS</p> <ul style="list-style-type: none"> <li>• Agreed protocol for LCR consideration of strategic matters under duty to cooperate.</li> <li>• See also response in section 1 point 5.</li> <li>• Detailed work with adjoining LPAs on a one to one basis on key areas where required including involvement and engagement in evidence as well as formal consultation and engagement.</li> <li>• Duty to Co-operate Statement (2014) - Core Strategy Publication Draft – Background Paper 1 – Overview</li> </ul>
<p>5. Are you cooperating with a person prescribed for the purposes of Regulation 33A(1)(c) to address significant cross boundary issues</p>	<p>The Act section 33A(2)(a), section 33A(6)(a)</p> <p>The Act section 20 (5) (c)</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 ii. Correspondence with prescribed bodies</p>	<ul style="list-style-type: none"> <li>• Duty to Co-operate Statement (2014) - Core Strategy Publication Draft – Background Paper 1 – Overview</li> <li>• See also response in section 1 point 5.</li> </ul>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
including preparing joint approaches?	Regulation 4				
6. Are you cooperating with having regard to the activities of the LEP and LNP?	The Act section 33A(2)(b) and section 33A(9). Regulation 4 (2)	NPPF para 181 and 182		i. Supporting documents ii. Correspondence with LEP/LNP	<ul style="list-style-type: none"> <li>Leeds City Region LEP since its inception has had a role in strategic planning matters. See meetings of LCR Board and Leaders, available on request.</li> <li>See also response in section 1 point 5.</li> </ul>
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 section 19(2)			i. Supporting documents ii. The sustainable community strategies iii. Relevant local development documents iv. Correspondence with the local strategic partners	<ul style="list-style-type: none"> <li>The broad scope of the Core Strategy is aligned with the Community Strategy for Bradford.</li> <li>Appendix 2 to Core Strategy sets out key linkages to <a href="#">Bradford's Community Strategy</a></li> <li><a href="#">Meetings with Bradford District Partnership</a> throughout preparation of Core Strategy.</li> </ul>
8. Do you have regard to other matters and	The Act section 19(2)		As well as the matters and strategies listed	i. Supporting documents ii. Correspondence with the	<ul style="list-style-type: none"> <li>The Core Strategy addresses these other matters through relevant policies.</li> </ul>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
relevant strategies relating to: <ul style="list-style-type: none"> <li>• resources</li> <li>• the local/regional economy</li> <li>• the local transport plan and transport facilities and services</li> <li>• waste strategies</li> <li>• hazardous substances</li> </ul>	Regulation 10		in the Act and Regulations there 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.	relevant bodies	<ul style="list-style-type: none"> <li>• The <a href="#">Core Strategy Baseline Analysis report (2011)</a> provides local data and links to other documents and information.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Specific policies are included within the Core Strategy which seek to plan for adaptation and long term resilience against climate change - see Strategic Core Policy 2: Climate Change and Resource</li> <li>• There are further policies contribute to wards an approach of avoidance of the impacts and mitigation measured.</li> <li>• These policies reflect the Council's commitments as part of the Climate Change Strategy.</li> </ul>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
10. Have you undertaken the sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	The Act section 19(5)  Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF para 182  SEA Guide, Chapter 5	Regulation 13 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	<ul style="list-style-type: none"> <li>Sustainability Appraisal report, incorporating a Strategic Environmental Assessment (SEA) has been undertaken at key stages in preparation, as follows:               <ul style="list-style-type: none"> <li>SA Scoping Report</li> <li>Issues and options Initial SA (CBMDC, 2007)</li> <li>Further Issues &amp; Options Initial SA (CBMDC, 2008)</li> <li>Further SA of Issues and Options (AMEC, 2009)</li> </ul> </li> </ul>
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.	i. Any reports setting out alternatives and choices considered ii. Supporting documents	<ul style="list-style-type: none"> <li>The Further Engagement Draft provides an explanation with regards to 'choosing the preferred option'.</li> <li>SA process considered and assessed alternatives</li> </ul>
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	NPPF paras 150, 155, 157 and 159-171	Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive.	i. Correspondence from those making representations ii. Reports on issues raised iii. Consultation statement iv. Sustainability appraisal report	<ul style="list-style-type: none"> <li>Executive Report &amp; Decision – 19<sup>th</sup> November 2013</li> <li>Full Council Minutes &amp; Decision – 10<sup>th</sup> December 2013</li> <li>Statement of Pre-Submission Consultation - Further Engagement Draft - (2014)</li> <li>Interim SA of the Further Engagement Draft (2011)</li> </ul>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
	Regulations 2004 No 1633				<ul style="list-style-type: none"> <li>Correspondence with statutory bodies can be made available on request.</li> </ul>
<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"> <li>enable you to amend the currently adopted policies map?</li> <li>inform the community about the location of proposals?</li> </ul>	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"> <li>Adopted policies map</li> <li>Any reports on proposals to amend the policies map</li> <li>Illustrative material that shows how the policies map will be amended or replaced</li> </ul>	<ul style="list-style-type: none"> <li>The Core Strategy does not allocate land or make detailed designations. There is no need given the content for a Policies map.</li> <li>The Key diagram and other illustrative material supports to the Core Strategy policies and development strategy.</li> </ul>
14. Are the participation arrangements compliant with the SCI?	The Act, section 19(3)  Regulation 18	NPPF paras 150 and 155		<ul style="list-style-type: none"> <li>The SCI</li> <li>Consultation statement</li> </ul>	<ul style="list-style-type: none"> <li>Consultation has been undertaken in accordance with the SCI and relevant Regulations.</li> <li>Statement of Pre-Submission Consultation - Further Engagement Draft - (2014)</li> </ul>





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#### 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	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	<ul style="list-style-type: none"> <li>Sustainability Appraisal Report (2014)</li> </ul>
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).	<ol style="list-style-type: none"> <li>Report or record of decisions</li> <li>The statement of community interest</li> </ol>	<ul style="list-style-type: none"> <li>The representation period was set out in:               <ul style="list-style-type: none"> <li>Press notice</li> <li>Statement of Representation Procedure</li> <li>Core Strategy - Publication Draft</li> <li>Council's website</li> <li>Representation Form &amp; Guidance Note</li> </ul> </li> </ul>
3. Have you made copies of the following available for inspection: <ul style="list-style-type: none"> <li>the proposed submission</li> </ul>	Regulation 19(a)		Regulation 17 gives definitions.	<ol style="list-style-type: none"> <li>Copies of the relevant statements</li> <li>Report on where and when made available</li> </ol>	<ul style="list-style-type: none"> <li>The key publication documents, including the Publication Draft and Statement of the Representations Procedure, have been placed on deposit for inspection at ten Council offices and the main libraries across the Bradford District.</li> <li>The Engagement Plan (2014)</li> </ul>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
documents? • the statement of the representations procedure?				iii. Record of where and when made available	
4. Have you published on your website: • 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	<ul style="list-style-type: none"> <li>• Comprehensive documentation has been published on the Council's website, this includes the following key publication documents: <ul style="list-style-type: none"> <li>– Publication Draft document</li> <li>– Statement of the Representations Procedure</li> <li>– Engagement Plan</li> <li>– Sustainability Appraisal</li> <li>– Equality Impact Assessment</li> <li>– Statement of Pre-Submission Consultation – Further Engagement Draft</li> <li>– Representation Form</li> <li>– Guidance Note</li> </ul> </li> <li>• Details of when and where the documents can be inspected also contained on the Council's Local Plan web pages.</li> </ul>
5. Have you sent to each of the specific consultation	Regulation 19(b)		Regulations 2 and 17 give definitions.	i. Copies of correspondence ii. Record of	<ul style="list-style-type: none"> <li>• Consultation materials have been sent to the specific consultation bodies in accordance with the SCI and Local Plan Regulations.</li> </ul>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>bodies invited to make representations under Regulation 18(1):</p> <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>				<p>sending</p>	<ul style="list-style-type: none"> <li>• Statement of the Representation Procedure</li> <li>• Correspondence with bodies can be provided on request.</li> </ul>
<p>6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> <li>• the statement of the representations procedure?</li> <li>• where and when the documents</li> </ul>	<p>Regulation 19(b)</p>		<p>Regulations 2 and 17 give definitions.</p>	<ol style="list-style-type: none"> <li>Copies of correspondence</li> <li>Record of sending</li> </ol>	<ul style="list-style-type: none"> <li>• Consultation materials have been sent to the general consultation bodies in accordance with the SCI and Local Plan Regulations.</li> <li>• Statement of the Representation Procedure</li> <li>• Correspondence with bodies can be provided on request.</li> </ul>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
can be inspected?					
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	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>



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## **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.



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### 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"> <li>i. The LDS</li> <li>ii. Explanation of any changes from the milestones set out in the LDS</li> <li>iii. Relevant authority monitoring reports</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable at this time.</li> </ul>
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>	<ul style="list-style-type: none"> <li>• Not applicable at this time.</li> </ul>
3. Is the DPD in compliance with the SCI (where one exists)? Has the council carried out	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	<ul style="list-style-type: none"> <li>i. The SCI</li> <li>ii. The Regulation 22(1)(c) statement</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable at this time.</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
consultation as described in the SCI?			how the community engagement that you carried out met the regulations (as amended).		
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	<ul style="list-style-type: none"> <li>• Not applicable at this time.</li> </ul>





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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
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	<ul style="list-style-type: none"> <li>Not applicable at this time.</li> </ul>
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	<ul style="list-style-type: none"> <li>Not applicable at this time.</li> </ul>
7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists? If yes, is there local justification?  If the LPA is a London borough or	The Act section 24(1)(a) and 24(4)  Regulation 21	NPPF para 218 footnote 41	In London the requirement is for general conformity with the spatial development strategy (The London Plan).	i. Correspondence with or representations from Mayor of London (where appropriate) ii. Confirmation of (where appropriate) conformity from the Mayor or that no Regional	<ul style="list-style-type: none"> <li>Not applicable at this time.</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>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>Strategy is in place</p>	
<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>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)</p> <p>ii. Relevant authority monitoring reports</p> <p>iii. Records of the actions undertaken (see below)</p>	<ul style="list-style-type: none"> <li>• Not applicable at this time.</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
Does the DPD contain a list of superseded saved policies?					
<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>	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>	<ul style="list-style-type: none"> <li>• Not applicable at this time.</li> </ul>
<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</p>	<p>Regulation 8(3) and (4)</p> <p>Regulation 8(5)</p>		Development Plan is defined in Section 38 of the Act.	<p>i. The core strategy</p> <p>ii. Documents or reports demonstrating conformity</p>	<ul style="list-style-type: none"> <li>• Not applicable at this time.</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
superseded policies?					
11. Have you prepared a statement setting out: <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 representations have been taken into account?</li> </ul>	The Act section 20 (3)  Regulation 22(1)(c)		This will bring forward material from the Consultation statement (see Stage 2 above).	i. Consultation statement ii. The Statement as required in Regulation 22(1)(c)	<ul style="list-style-type: none"> <li>• Not applicable at this time.</li> </ul>
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>	The Act section 20(3)  Regulation 22(1)(c)			The Statement as required in Regulation 22(1)(c)	<ul style="list-style-type: none"> <li>• Not applicable at this time.</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
OR <ul style="list-style-type: none"> <li>that no representations were made?</li> </ul>					
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	<ul style="list-style-type: none"> <li>Not applicable at this time.</li> </ul>
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	<ul style="list-style-type: none"> <li>Not applicable at this time.</li> </ul>
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	<ul style="list-style-type: none"> <li>Not applicable at this time.</li> </ul>
16. Have you sent the Secretary of State (the Planning Inspectorate) both a paper copy and an	The Act section 20(1) and 20(3)  Regulations		Regulation 35 deals with the availability of documents and the time of their	<ul style="list-style-type: none"> <li>i. Record of sending</li> <li>ii. Reasons why documents cannot be sent</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable at this time.</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
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> <li>• the documents prescribed in Regulation 22(1)?</li> </ul>	22(1) and 22(2)		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.	electronically	
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	<ul style="list-style-type: none"> <li>• Not applicable at this time.</li> </ul>
18. On your website, have you published the:	Regulation 22(3) and 35(1)(b)		You should do this as soon as reasonably	Record of publication	<ul style="list-style-type: none"> <li>• Not applicable at this time.</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<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>			practicable after submission.		
19. For each general consultation body invited to make representations under Regulation 18(1), have you sent:	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"> <li>i. Copies of correspondence</li> <li>ii. Record of sending</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable at this time.</li> </ul>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<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>20. Have you given notice to persons who have requested to be notified that submission has taken place?</p>	Regulation 22(3)(c)		You should do this as soon as reasonably practicable after submitting to the Secretary of State.	<ul style="list-style-type: none"> <li>i. Copies of correspondence</li> <li>ii. Record of sending</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable at this time.</li> </ul>
<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"> <li>published the time and place of the examination and the name of the person appointed to carry out the examination</li> </ul>	<p>The Act section 20</p> <p>Regulations 24 and 35</p>			<ul style="list-style-type: none"> <li>i. Record of publication of information</li> <li>ii. Record of sending</li> <li>iii. Copies of correspondence</li> <li>iv. Copy of advertisement</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable at this time.</li> </ul>





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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>on your website?</p> <ul style="list-style-type: none"><li>notified those who have made representations on the published DPD which have not been withdrawn of these details?</li></ul>					