
Local Development Framework

Barnet's Development
Management Policies
Development Plan Document
**Planning Advisory Service -
The Soundness Self-
Assessment Toolkit (Optional)**

September 2011

Stage one: Inception

Introduction

You should aim to build up the evidence in the tool. This can be done by anticipating the submission requirements and ensuring that the correct procedures are carried out as the development plan document is prepared. The components of the required statements will be progressively put in place as plan preparation proceeds.

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 inception stage are in relation to:

- pre-planning for community engagement
- planning the sustainability appraisal (including consultation with the statutory environment consultation bodies)
- 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 24 notes that a statement setting out which bodies and people the council invited to make representations under Regulation 25 is one of the proposed submission documents. In this tool, the term 'consultation statement' is used to describe this statement.

Stage 1: Inception (Pre-production 2007-2009)

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
1. Is the development plan document identified in the adopted local development scheme and have you recorded the timetable for its production?	The Act section 15(2); section 19(1)	PPS12 paragraphs 4.50; 4.53-4.58	Milestones are set out in PPS12 (box after paragraph 4.55).	<ul style="list-style-type: none"> i. The adopted local development scheme at the time of: <ul style="list-style-type: none"> • commencement of the development plan document • the published development plan document • the submitted development plan document ii. The relevant annual monitoring report (if changes need to be explained) 	<p>The Development Management DPD is identified in the 2011 Local Development Scheme. Previously it formed part of the proposed Site Development Policies DPD (as set out in Barnet's 1st and 2nd LDS published in 2005 and 2007 respectively). A revised approach with separate Site Allocations and Development Management Policies DPDs was set out in subsequent AMRs.</p> <p>i) <u>Local Development Scheme (LDS)</u></p> <p>LDS 2005 http://www.barnet.gov.uk/planning-local-dev-scheme-april05.pdf</p> <p>The then titled Site Development Policies DPD identified in the Local Development Scheme, page 7, refers to Phase 3 (3 year production of DPD)</p> <p>LDS 2007 http://www.barnet.gov.uk/local-development-scheme-jun07</p> <p>The then titled Site Development policies DPD identified in the Local Development Scheme, Appendix 1 page 10, and Appendix 5 page 14 of the June 2007 LDS which was approved by the Secretary of State on the 12th June 2007.</p> <p>LDS 2011 It was revised and adopted on 18 July 2011.</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					<p>The DPD is identified in the current LDS 2011 appendix 4 on page 16.</p> <p>http://www.barnet.gov.uk/barnet-local-development-scheme-july-2011.pdf</p> <p>The formal commencement of the Development Management DPD took place in September 2010 with the publication of the Preferred Approach document.</p> <p>http://www.barnet.gov.uk/development-management-policies-preferred-approach-sept.-2010.pdf</p> <p>ii) Annual Monitoring Reports (AMR)</p> <p>AMR references to the timetable of DPD production</p> <p>a) AMR 2006/07</p> <p>http://www.barnet.gov.uk/barnet-planning-annual-monitoring-report-dec07.pdf</p> <p>At this point the DPD (Site Development) has not been started but is referred to in Section 3.1 Table 18: Local Development Scheme timetable 2007</p> <p>b) AMR 2007 -2008 (Dec 08)</p> <p>http://www.barnet.gov.uk/annual-monitoring-report-07-08.pdf</p> <p>Page 13, table 12: sets out that the DPD is not started and a new approach on site allocations and development management policies will be set out in Barnet's 3rd LDS in</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					<p>spring 2009.</p> <p>c) AMR 2008-09 http://www.barnet.gov.uk/planning-annual-monitoring-report-08-09.pdf page 14, Section 4.1.6 table 11 Notes that the Site Development Policies is not started and will be deleted to reflect the new approach on site allocations and development management policies which will be set out in Barnet's 3rd LDS in 2010.</p> <p>d) AMR 2009-10 http://www.barnet.gov.uk/annual-monitoring-report-2009-10-version-3.pdf page14/15 section 3.1.2 table 9: LDS timetable sets out that the DMP DPD has completed the preferred approach stage of consultation and is progressing towards publication.</p>
2. Have you considered how community engagement will be programmed into the preparation of the development plan document?	1. The Act section19(3) 2. Regulation 25	PPS12 paragraphs 4.19-4.29	Unless the statement of community involvement has been amended, you may need to set out any changes to community engagement as a result of	i. The statement of community involvement ii. The project plan for the development plan document	<p>Barnet commenced engagement on the LDF with stakeholders in 2007 with 2 workshops on 'Are you planning for Barnet?'. See Section 2 of the Consultation Statement.</p> <p>Community engagement has been programmed into the preparation of the Development Management Policies document in accordance with the requirements of Barnet's Statement of Community Involvement (SCI) and any recent changes in Legislation or National Planning Guidance have also been incorporated which are shown in "Barnet's Core Strategy and Development</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
			changes in legislation.		Management Consultation Report May 2011". http://www.barnet.gov.uk/planning-statement-community-involvement-barnet-jun07-final.pdf http://www.barnet.gov.uk/core-strategy-consultation-statement-regulations-30-august-2011.pdf
3. Have you considered the appropriate bodies you should consult?	Regulation 25	1. PPS12 paragraphs 4.25 -4.26 2. Plan Making Manual – Consultee list	Regulation 2 defines the general and specific consultation bodies	i. The statement of community involvement ii. Reports and decisions setting out the approach to be taken to specific and general consultation bodies iii. Consultation statement	As above.
4. 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	PPS12 paragraphs 4.36 – 4.47		i. Documents dealing with collection of baseline information ii. Relevant technical studies iii. The annual monitoring report	A number of background/baseline studies are being undertaken as Barnet's published evidence base for the LDF and Core Strategy prior to the commencement of the DPD, whilst others have been reviewed and updated during preparation of the DPD. http://www.barnet.gov.uk/index/council-democracy/unitary-authorities/statutory-development-plans/local-development-framework/core-strategy-submission.htm

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
5. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section19(5)	1. PPS12 paragraphs 4.50; 4.39-4.43 2. Strategic Environmental Assessment Guide, chapter five		i. Sustainability report scoping document ii. Sustainability appraisal report	The Scoping Report was published in October 2007. The Scoping Report sets out context and baseline information to provide an appraisal framework for the LDF documents. http://www.barnet.gov.uk/ldf-sa-scoping-report-june-v1.pdf
6. 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	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	PPS12 paragraph 4.40 SEA Guide Ch 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 the bodies	Consultation on the original Scoping Report took place in October 2007 over five weeks and was sent to all specific bodies specified in the SA/SEA regulations as well as in the ODPM's guidance for the LDFs and the PPS12 Annex E. This included seeking views of the four statutory bodies (<i>English Heritage, Natural England (merger of Countryside Agency and English Nature) and the Environment Agency</i>) who the Government have designated as the 'authorities with environmental responsibilities'. The Scoping Report was revised in light of received comments set out in Appendix 1 of the revised document "LDF Sustainability Appraisal Scoping Report June 2008" is also

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
report?					available on Barnet's website http://www.barnet.gov.uk/ldf-sa-scoping-report-june-v1.pdf

Stage two: Plan preparation - frontloading phase

Introduction

The council is required to invite specific and general consultation bodies to make representations about the content of the development plan document. The New Regulation 25 section in the Plan Making Manual observes that the requirements of the regulations may be fulfilled by other activities of the council and its partners. You should review all the legal requirements set out in this, as well as the following phase, to satisfy yourself that they are properly addressing all the matters they should.

Information assembled during this phase contributes to:

- showing that the procedures have been complied with
- 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.

You can refer to the following sections of the Plan Making Manual:

- Preparation of development plan documents
- Core strategy: managing its development
- Sustainability Appraisals: challenge questions
- Developing the evidence base

Stage 2: Plan preparation - frontloading phase

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
1. Have you notified the specific consultation bodies that have an interest in the subject of the development plan document and invited them to make representations about its contents?	Regulation 25(1) and (2)(a)	PPS12 paragraphs 4.24 – 4.29	Specific consultation bodies are defined in Regulation 2 If any bodies are omitted, you should give a clear justification for doing so, including reference to the SCI.	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 consultation	All specific and general bodies have been consulted upon the document in accordance with the requirements of the Regulations 25 and Barnet's SCI. List of all consultees provided in Appendix G page 149 of the "Barnet's Core Strategy and Development Management Policies Documents Consultation Statement – Regulation 30 (1) (d) and (e) August 2011". http://www.barnet.gov.uk/core-strategy-consultation-statement-regulations-30-august-2011.pdf
2. Have you notified the general consultation bodies that you consider have an interest in the subject of the development plan document and invited them to make representations about its	Regulation 25(1) and (2)(b)	PPS12 paragraphs 4.24 – 4.29	General consultation bodies are defined in Regulation 2. You should be able to give a clear justification for your selection of the bodies, including reference to the statement of	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 were or were not included	As above

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
contents?			community involvement.		
3. Are you inviting representations from people resident or carrying out business in your area about the content of the development plan document?	Regulation 25(3)	PPS12 paragraphs 4.24 – 4.29		<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these persons iii. Record of discussions iv. Copies of representations made 	<p>As highlighted in “Barnet’s Core Strategy and Development Management Policies Documents Consultation Statement – Regulation 30 (1) (d) and (e) August 2011” section 3 (page 15) a wide range of methods were utilised in order to publicise the document.</p> <p>http://www.barnet.gov.uk/core-strategy-consultation-statement-regulations-30-august-2011.pdf</p>
4. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 25	PPS12 paragraphs 4.4; 4.27 – 4.29; 4.45	PPS12 paragraph 4.29 gives examples of relevant delivery agencies	<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these people iii. Record of discussions 	As highlighted in the consultation report above, section 3, pages 15 – 18, a number of meetings took place with stakeholders as part of Barnet’s Local Strategic Partnership and a range of community groups.
5. Are you taking into account representations made?	Regulation 25(5)	PPS12 paragraphs 4.19-4.29; 4.37	Evidence from participation is part of the justification	<ul style="list-style-type: none"> i. Consultation statement ii. Any reports on the selection of alternatives and options for the development plan document 	Summary of all comments received to the Issues & Options phase of the Core Strategy and the council’s response to them is highlighted in “Barnet’s Core Strategy and Development Management Policies Documents Consultation Statement – Regulation 30 (1) (d) and (e) August 2011” section 3.2.6, pages 18 – 59.
6. Does the consultation contribute to the	1. The Act section	1. PPS12 paragraphs		<ul style="list-style-type: none"> i. Consultation statement ii. Any reports on the 	The “Issues and Options Core Strategy Sustainability Appraisal June 2008” provides commentary on the 80 options presented in

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
development and sustainability appraisal of alternatives?	19(5) 2. Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	4.39-4.43 2. SEA Guide, chapter three		selection of alternatives and options for the development plan document iii. Sustainability appraisal report	the main report. http://www.barnet.gov.uk/sustainability-appraisal-core-strategy-june-v1.pdf Feedback on these options and our response to it is set out in the August 2011 Consultation Statement
7. Is the participation: • following the principles set out in your statement of community involvement • integrating involvement with	1. The Act s.19(3) 2. Regulation 25	PPS12 paragraphs 4.19 – 4.26; 4.42		i. Consultation Statement ii. The statement of community involvement iii. The relevant sustainable community strategies	Participation is in line with the principles set out in Barnet's SCI. Wider engagement and publicity has been proportionate to the scale of issues involved. http://www.barnet.gov.uk/planning-statement-community-involvement-barnet-jun07-final-2.pdf

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>the sustainable community strategy</p> <ul style="list-style-type: none"> • proportionate to the scale of issues involved in the development plan document? 					<p>Barnet's 2008 Sustainable Community Strategy helped set the 5 themes for the Issues and Options Stage for the Core Strategy which looked at planning the future of Barnet.</p>
<p>8. 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? 	Regulation 24	PPS12 paragraphs 4.24 – 4.29	<p>You will need to submit a statement of representations under Regulation 30(1)(d): see Submission stage below.</p> <p>Regulation 49 deals with the availability of documents and the time of their removal</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>A list of all stakeholders/individuals, how they are consulted and the summary of their feedback is provided in the consultation report "Barnet's Core Strategy and Development Management Policies Documents Consultation Statement – Regulation 30 (1) (d) and (e) August 2011" section 3.2.6, pages 15 – 59.</p>
<p>9. Are you developing a framework for monitoring the effects of the development plan document?</p>	<ul style="list-style-type: none"> 1. The Act section 35 2. Regulation 48 Reg 17 of 	<ul style="list-style-type: none"> 1. PPS12 paragraphs 4.39 – 4.43 and 4.47 		<ul style="list-style-type: none"> i. Sustainability appraisal report ii. The annual monitoring report iii. Reports or documents setting out the appraisal and monitoring 	<p>Although no specific indicators in place at this stage we are developing a framework supported by our Annual Monitoring Reports</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
	The Environmental Assessment of Plans and Programmes Regulations 2004 No1363	2. SEA Guide, Chapter five 3. Office of the Deputy Prime Minister monitoring guide		framework	
10. Have you arranged to send copies of documents used in consultation to the Government Office and Planning Inspectorate?	Not statutory, but will assist in identifying issues leading towards a sound development plan document	Plan Making Manual - New Regulation 25		Copies of correspondence with the Government Office and Planning Inspectorate	GOL was abolished prior to the publication of the Preferred Approach in September 2010.

Stage three: Plan preparation - formulation phase

Introduction

This stage has many legal matters, for process and content, to address. The council should be beginning to formulate the preferred strategy for the core strategy (or whichever vehicle the council chooses to address Regulation 25 requirements). To do this, the council should use the information gathered and previous collaborative work with stakeholders.

For other types of development plan document, the term 'preferred strategy' refers to the preferred site allocations or policies. Paragraphs 4.26 and 4.38 of PPS12 make it clear that explicit consideration of alternatives is a key part of the plan making process. They also state that for significant development plan documents it is usually appropriate to involve the community in considering them. Paragraph 4.5 of PPS12 notes that it is essential that the core strategy makes clear spatial choices about where development should go in broad terms.

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.

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 development plan document.

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.

We stress that 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 will not be a participation or consultation process. Instead, the publication stage is a formal opportunity for anyone to communicate their dissatisfaction with an aspect of the development plan document's soundness. This is carried out with representations made to the inspector for consideration at examination. The more effectively this message is put across, the lower the chance of late changes being brought forward following publication.

Please refer to the following sections in the Plan Making Manual:

- 9. Core strategy: managing its development
- 9. Sustainability appraisal
- 9. Considering alternatives

Stage three: Plan preparation - formulation phase (Preferred Approach – consultation from 30 September – 25 November 2010)

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
1. Are you preparing reasonable alternatives for evaluation during the preparation of the development plan document?	Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	1. PPS12 paragraph 4.38 2. SEA Guide, Chapter five	The sustainability appraisal report and supporting documents relevant to the preparation of the development plan document are part of the proposed submission documents (see Regulation 24)	Documents supporting decisions on alternatives and any preferred strategy	<p>The sustainability report for the Preferred Approach Development Management Policies DPD was published for consultation in September 2010.</p> <p>This covered the evaluation and analysis of earlier LDF issues and options, and also assessed where appropriate the alternative policy approaches as well as each of the draft DMP DPD policies in detail against the sustainability objectives, and identified which the policies were amended as a consequence of the SA for the DMP DPD consultation</p> <p>SA Preferred Approach stage for DM policies September 2010 :- http://www.barnet.gov.uk/development-management-policies-sustainability-appraisal-september-2010.pdf </p>
2. Have you assessed alternatives against:	The Act section 19(2), section 24	PPS12 4.30 – 33	General conformity with the regional spatial	<p>i. Supporting documents</p> <p>ii. Correspondence with Government Offices and regional planning body (or</p>	<p>We have ensured that alternatives are consistent with the national policy and the adopted and emerging London Plan.</p> <p>A series of meetings took place with officers from the GLA and TFL to discuss</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> consistency with national policy general conformity with the regional spatial strategy? 			strategy is tested formally later but you need to consider it during preparation of the development plan document	Mayor of London)	Development Management Policies as noted in section 12.1, page 146 of the "Barnet's Core Strategy and Development Management Policies Documents Consultation Statement – Regulation 30 (1) (d) and (e) August 2011"
<p>3. Are you having regard to:</p> <ul style="list-style-type: none"> adjoining regional spatial strategies, the spatial development strategy for London, or Welsh Spatial Plan (as appropriate) the National Planning Framework for Scotland? 	<ol style="list-style-type: none"> The Act section 19(2) Regulation 15(1)(g) 			<ol style="list-style-type: none"> Supporting documents Correspondence with the relevant bodies 	As above

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<p>4. Are you having regard to:</p> <ul style="list-style-type: none"> the sustainable community strategy of the authority or other authorities whose area comprises part of the area of the council any other local development documents adopted by the council? 	The Act section 19(2)	PPS12 paragraphs 1.6; 4.22 - 4.23; 4.34 - 4.35		<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>The preparation of the Development Management Plan DPD delivers the approach set out in the Core Strategy which has embodied the Council's Sustainable Community Strategy. The linkages are clearly shown in Table 2 page 26 of the Core Strategy Submission stage documents. http://www.barnet.gov.uk/core-strategy-submission-stage-dpd-may-2011.pdf</p> <p>The DM DPD Submission Draft - May 2011 refers to the adopted AAPs for Mill Hill East and Colindale within the section on town centres.</p>
<p>5 Do you have regard to other matters and strategies relating to:</p> <ul style="list-style-type: none"> resources the regional 	<ul style="list-style-type: none"> 1. The Act section 19(2) 2. Regulation 15 		As well as the matters and strategies listed in the Act and Regulations there are likely to be	<ul style="list-style-type: none"> i. Supporting documents ii. Correspondence with the relevant bodies and the Government Office 	<p>The Core Strategy is the appropriate document to identify the high level links with other strategies and plans. The Development Management Plan Policies DPD makes reference to the Core Strategy DPD and Area Action Plans and the London Plan. Where appropriate any references are highlighted in the Useful References which follow each policy.</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<p>development agencies' regional economic strategy</p> <ul style="list-style-type: none"> the local transport plan and transport facilities and services waste strategies hazardous substances and accidents? 			<p>other matters identified in planning policy statements, regional and local strategies that you will need to have regard to in preparing the development plan document.</p>		
6. Are you having regard to the need to include policies on mitigating and adapting to climate change?		Annex to PPS1 on climate change	This is expected to be an amendment to section 19(2) of the Act.	Supporting documents	<p>Policies on mitigating and adapting to climate change are contained in policies DM03, page 12 of the DM DPD Preferred Approach (Sept. 2010).</p> <p>http://www.barnet.gov.uk/development-management-policies-preferred-approach-sept.-2010.pdf</p>
7. Have you undertaken the necessary	1. The Act section 19(5)	1. PPS12 paragraphs	Regulation 13 of The Environmental	<p>i. Reports on the sustainability of alternatives</p> <p>ii. Record of work undertaken on</p>	<p>DM SA Preferred Approach (Sept. 2010)</p> <p>http://www.barnet.gov.uk/development-management-policies-sustainability-appraisal-</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	2. Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	4.38 – 4.43 2. SEA Guide, Chapter five	Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures	sustainability appraisal iii. Supporting documents	september-2010.pdf Section 9, page 19 SA document refers to main alternative s considered where appropriate to each policy. Table 2.2, section 2.4.1 pages 5-6 provides a summary of the appraisal of alternative Development Management Plan policy options.
8. Are you setting out clear reasons for any preferences between alternatives?	Regulation 13(1)	PPS12 paragraphs 4.36 – 4.38	This will include Information from the sustainability appraisal.	i. Any reports setting out alternatives and choices considered ii. Supporting documents	Each section of the DM DPD (Preferred Approach) sets out the issues and reasoning for the policy approach with the reasons for not pursuing alternatives clearly set out at the end of each policy in the Preferred Approach and SA for the Preferred Approach (Sept. 2010)
9. Have you taken into account any representations made on the content of the development plan document and the sustainability	1. Regulations 24, 25(5) and 30(1)(d)(iv) 2. Regulation 13(4) of The Environmental Assessment	PPS12 paragraphs 4.19 – 4.29	Records on the sustainability appraisal should also include recording any assessment made under the Habitats	i. Correspondence from those making representations ii. Any reports on issues raised iii. Consultation statement iv. sustainability appraisal report	Where relevant, issues are summarised under the heading “What you told us”, with regards to what consultees told us. These summarises some of the issues raised in the responses to the public consultation on Barnet's emerging LDF from the Issues and Options consultation and Core Strategy Direction of Travel consultation. Following this is the reasoning for the policy approach including reference to the evidence base and existing policy.

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
appraisal? 20. Are you keeping a record?	t of Plans and Programme Regulations 2004 No 1633		Directive		All representations have been entered into a database specifically at each stage of the LDF consultation.
10. Where sites are to be identified or areas for the application of policy in the development plan document, are you preparing sufficient illustrative material to: <ul style="list-style-type: none"> enable you to amend the currently adopted proposals map inform the community about the location of 	Regulations 9 and 14	PPS12 paragraphs 4.6 - 4.7; 8.1-8.3	<ol style="list-style-type: none"> 1. Regulation 2 defines the terms 'submission' and 'adopted' proposals map. 2. A map showing changes to the adopted proposals map is part of the proposed submission documents defined in Regulation 24. 	<ol style="list-style-type: none"> i. The adopted proposals map ii. Any reports on proposals to amend the proposals map iii. Illustrative material that shows how the proposals map will be amended or replaced 	<p>Relevant maps showing changes to the Proposals Map are provided for DM policies on town centres and employment areas maps Appendix 1-5 pages 47-82</p> <p>http://www.barnet.gov.uk/development-management-policies-preferred-approach-sept.-2010.pdf</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
proposals?					
11.Are the participation arrangements compliant with the statement of community involvement?	1. The Act, section 19(3) 2. Regulation 25	PPS12 paragraphs 4.19-4.29	You should make sure the arrangements remain in line with legislative changes affecting community engagement.	i. The statement of community involvement ii. Consultation statement	This is highlighted in section 4, pages 61 – 62 of “Barnet’s Core Strategy and Development Management Policies Documents Consultation Statement – Regulation 30 (1) (d) and (e) August 2011” the participation arrangements complies with the SCI and all relevant documents were available along with a statement of proposals matters on council’s website and in all libraries.
12.Have you remained in close contact with the Government Office and discussed any emerging issues that might affect the soundness of the development plan document?		Plan Making Manual - New Regulation 25		i. Copies of correspondence with the Government Office ii. Copies of the relevant documents	As listed in section 12.1, (page 146) of “Barnet’s Core Strategy and Development Management Policies Documents Consultation Statement – Regulation 30 (1) (d) and (e) August 2011” a number of meetings took place with GOL prior to its abolition to discuss any emerging issues that might effect the soundness of the Core Strategy. Also several meetings were held with GLA and TfL on the Core Strategy and Development Management Policies. These are set out in Section 12.1 of the Consultation Statement.

Stage 4: Publication

Introduction

The 2008 Local Development Framework Regulations change the procedure for submission of development plan documents. They bring the period for formal representations forward, which now take place **before** the development plan document is submitted for examination.

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 development plan document 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 statement of community involvement
- update the sustainability appraisal report.

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

You should make it clear that publication of a development plan document is not public participation, nor a consultation. The six weeks publication period is the opportunity for those dissatisfied (or satisfied) with the development plan document to make formal representations to the inspector about its soundness.

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'.

Please refer to the following sections of the Plan Making Manual:

- Publication and submission of a development plan document
- Sustainability appraisal
- Considering alternatives

Stage 4: Publication (Draft Submission stage – consultation from 11 May 2011 to 22 June 2011)

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
1. Have you prepared the sustainability appraisal report?	1. The Act section 19(5) 2. Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	1. PPS12 paragraphs 4.38 – 4.43 2. SEA Guide Chapter five		Sustainability appraisal report	The sustainability appraisal report “LDF Sustainability Appraisal Development Management Policies draft Submission May 2011” was produced at the Publication stage. http://www.barnet.gov.uk/sa-development-management-policies-may-2011.pdf
2. Have you made clear where and within what period representations must be made?	Regulation 28(2) and (3)		The period must be at not less than 6 weeks from when you give notice under Regulation 27(e) (see below)	i. Report or record of decisions ii. The statement of community interest	The participation arrangements complied with the requirements of the SCI. Consultation covered 6 weeks from 11 May 2011 – 22 June 2011 A public notice was placed in a local newspaper (Barnet Press on 12 and 19 May 2011) giving notice of the proposals matters and where and when the submission proposals documents can be inspected and how representations can be made. This is highlighted in “Barnet’s Core Strategy and Development Management Policies Documents Consultation Statement – Regulation 30 (1) (d) and (e) August 2011” section 6.1 on pages – 120. http://www.barnet.gov.uk/core-strategy-

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
					consultation-statement-regulations-30-august-2011.pdf
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 representations procedure? 	Regulation 27(a)		Regulation 24 gives definitions	<ul style="list-style-type: none"> i. Copies of the relevant statements ii. Report on where and when made available iii. Record of where and when made available 	As above.
4. Have you published on your website the following: <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 	Regulation 27(b)		Regulations 2 and 24 give definitions	Record of publication	<p>Documents were published on Barnet's website as well as advertised in the local newspaper (Barnet Press Public Notice on 12 May and 19 May 2011) giving notice of the proposals matters and where and when the pre-submission proposals documents can be inspected. It is also recorded in "Barnet's Core Strategy and Development Policies Documents Consultation Statement – Regulation 30 (1) (d) and (e) August 2011" section 6.1, page 108.</p> <p>http://www.barnet.gov.uk/core-strategy-consultation-statement-regulations-30-august-2011.pdf</p>

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
be inspected?					
5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 25(1): <ul style="list-style-type: none"> • A copy of each of the proposed submission documents • The statement of the representations procedure? 	Regulation 27(c)		Regulations 2 and 24 give definitions	i. Copies of correspondence ii. Record of sending	<p>As highlighted in “Barnet’s Core Strategy and Development Management Policies Documents Consultation Statement – Regulation 30 (1) (d) and (e) August 2011” section 5.3 (page 117) specific consultation bodies were invited to make representations and due representations were received from specific bodies. We have received responses from English Heritage, Environment Agency and Natural England</p> <p>http://www.barnet.gov.uk/core-strategy-consultation-statement-regulations-30-august-2011.pdf</p>
6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 25(1): <ul style="list-style-type: none"> • the statement of the 	Regulation 27(d)		Regulations 2 and 24 give definitions	i. Copies of correspondence ii. Record of sending	As above.

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
<p>representations procedure?</p> <ul style="list-style-type: none"> where and when the documents can be inspected? 					
<p>7. Have you given notice by local advertisement setting out:</p> <p>8. the statement of the representations procedure</p> <ul style="list-style-type: none"> where and when the documents can be inspected? 	Regulation 27(e)		Regulation 24 gives definitions	<p>i. Copy of advertisement</p> <p>ii. Where and when placed</p>	As highlighted in section 4 above.
<p>9. Have you requested the opinion of the regional planning body (or the Mayor in London) on the general conformity of the development plan document with the regional spatial strategy (or spatial development</p>	<p>1. The Act section 24</p> <p>2. Regulation 29</p>	PPS12 paragraph 4.21	The period is six weeks from when you make copies available for inspection under Regulation 27(a)	Copies of correspondence	<p>A number of meetings took place with the officers from the Greater London Authority (GLA) as noted in section 12.1 (page 146) of the "Barnet's Core Strategy and Development Management Policies Documents Consultation Statement – Regulation 30 (1) (d) and (e) August 2011". The Mayor's response was that the Development Plan Policies was not in general conformity with the London Plan because of Barnet's local policy approach on residential parking standards.</p> <p>http://www.barnet.gov.uk/core-strategy-consultation-statement-regulations-30-</p>

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
strategy)?					august-2011.pdf

Stage five: Submission

Introduction

At the submission stage, the council should receive and collate the representations made at publication stage. Reporting these representations to elected members is not mandatory. However, there may be requirements deriving from other legislation, Standing Orders or council procedures that must be considered.

However, if they are reported, they should report the facts of the representations made, not the results of a consultation process by the council. They should not treat it as a consultation or consider whether to make changes to try to answer representations.

The section called Changing your plan after publication in the Plan Making Manual distinguishes between 'focused changes', 'extensive changes' and 'minor changes'. You should be guided by the manual and its accompanying changes diagram in making decisions on how far to go back in the procedures, or to supplement existing work.

You should ensure you are in legal compliance with the statement of community involvement, 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 many possible combinations of approaches that could be taken to changes. You should be satisfied that you remain fully compliant with the legal requirements when any changes are made (and any consequential effects on the development plan document as a whole). All decisions and new steps taken should be fully documented and reflected in the 'evidence provided' column.

The PINS guide identifies seven key questions that inspectors will use in relation to legal compliance. These have been incorporated into the tool and are identified by **shading** in the left-hand 'Question' column.

Apart from notification of the examination, this tool does not deal with the legal requirements that need to be followed after submission. You should refer to the PINS guidance for further advice.

Please refer to the following sections of the Plan Making Manual:

- Publication and submission of a development plan document
- Changing your plan after publication
- Examination of a development plan document

Stage five: Submission

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>1.Are you ready to submit the DPD?</p> <p>2.Are there any major issues revealed by the representations on publication?</p> <p>3. Are all the relevant documents in place?</p>	<p>1. The Act section 20(2)(b)</p> <p>2. The Act section 20(1)</p> <p>3. Regulation 30(1)</p>		<p>If you are not ready to submit, you may need to do more work on the development plan document or consider withdrawing and republishing a revised version.</p> <p>Regulation 30(1) sets out the documents which must be submitted in addition to the development plan document.</p>	<p>i. Report on issues resulting from Regulation 28 representations</p> <p>ii. Resolution to carry out more work on part of the development plan document or to withdraw plan</p> <p>iii. The development plan document</p> <p>iv. The documents prescribed at Regulation 30(1)</p>	<p>We consider that the Development Management Policies DPD and its supporting evidence base are ready for submission.</p> <p>A summary of issues raised is set out in Appendix E of the Consultation Statement.</p> <p>The council has sought to resolve most issues in particular conformity with the London Plan at the draft submission stage. The one outstanding area to be resolved is the residential car parking standards where further evidence has been produced to support a locally distinctive policy which reflects the situation in outer London with regards to car parking. With this final piece of evidence we confirm that all relevant documents in the LDF evidence base are in place.</p> <p>The Council has also decided to make a number of minor but necessary changes to the Development Management Plan Policies known as Pre Submission Amendments. These minor changes are an addendum to the draft Submission Stage Development Management Policies DPD.</p>
<p>4.Has the development plan document been prepared in accordance with</p>	<p>The Act, section 19(1)</p>	<p>PPS12 paragraph 4.50; 4.53 – 4.55</p>	<p>The Act section 15(2) and Regulation 8 note the</p>	<p>i. The local development scheme</p> <p>ii. Explanation of any changes from the milestones set out in the</p>	<p>The DPD has been prepared in accordance with the LDS. The Development Management DPD is identified in the 2011 Local Development Scheme. Previously it formed part of the proposed Site Development Policies</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>the local development scheme?</p> <p>5.Does the development plan document's listing and description in the local development scheme match the document?</p> <p>6.Have the timescales set out in the local development scheme been met?</p>			<p>matters specified in the local development scheme</p> <p>The box on local development schemes in PPS12 after paragraph 4.55 sets out milestones</p>	<p>local development scheme</p> <p>iii. Relevant annual monitoring reports</p> <p>iv. Correspondence with the Government Office on the local development scheme</p>	<p>DPD (as set out in Barnet's 1st and 2nd LDS published in 2005 and 2007 respectively). A revised approach with separate Site Allocations and Development Management Policies DPDs was set out in subsequent AMRs.</p> <p>i) Local Development Scheme (LDS)</p> <p>LDS 2005</p> <p>http://www.barnet.gov.uk/planning-local-dev-scheme-april05.pdf</p> <p>The then titled Site Development Policies DPD identified in the Local Development Scheme, page 7, refers to Phase 3 (3 year production of DPD)</p> <p>LDS 2011</p> <p>The LDS was revised and adopted on 18 July 2011. The DPD is identified in the current LDS 2011 appendix 4 on page 16. The DPD has been prepared in accordance with the LDS.</p> <p>http://www.barnet.gov.uk/barnet-local-development-scheme-july-2011.pdf</p> <p>AMR 2009- 2010</p> <p>http://www.barnet.gov.uk/annual-monitoring-report-2009-10.pdf</p> <p>Section 3.1.2 table 9: LDS timetable production 2010 Preferred Approach completed (DPD entitled Development Management Plan Policies)</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					Some of the timescales in the original LDS 2007 were not met the second revised LDS (July 2011) to take into account changes in the Regulations for Development Plans published in 2008 and our own changes to the programme for production of Barnet's Local Development Framework.
7.Has the development plan document had regard to any sustainable community strategy for its area (like a county and district)?	The Act section 19(2)	PPS12 paragraph 4.34 – 4.35; 4.50		<ul style="list-style-type: none"> i. The sustainable community strategy(ies) ii. Reference to sections of the development plan document showing how regard has been had to them 	<p>The preparation of the Development Management Plan DMP DPD delivers the approach set out in the Core Strategy which has embodied the Council's Sustainable Community Strategy. The linkages are clearly shown in Table 2 page 26 of the Core Strategy Submission stage documents. http://www.barnet.gov.uk/core-strategy-submission-stage-dpd-may-2011.pdf</p> <p>http://www.barnet.gov.uk/index/community-living/one-barnet-partnership-board.htm</p>
8.Is the development plan document in compliance with the statement of community involvement (where one exists)? 9.Has the council carried out consultation as described in the	<ul style="list-style-type: none"> 1. The Act s19(3) 2. Regulation 32(1)(c) 	PPS12 paragraph 4.50; box after paragraph 4.26	Before the statement of community involvement is formally amended to take into account the changes in the regulations, you may need to set out how the community	<ul style="list-style-type: none"> i. The statement of community involvement ii. The Regulation 32(1)(c) statement 	The DPD is in compliance with Barnet's adopted SCI and the council has carried out consultation as described in the SCI.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
statement of community involvement?			engagement that you carried out met the regulations (as amended).		
10.Has the development plan document been subject to sustainability appraisal? 11.Has the council provided a final report of the findings of the appraisal?	1. The Act section19(5) 2. Regulation 32(1)(a)	1. PPS12 paragraph 4.39 – 4.43; 4.50 2. SEA Practical Guide, chapter five		Sustainability appraisal report	The “Sustainability Appraisal Final Report – Development Management Policies Submission Stage August 2011” provide final findings of the appraisal of the DPD.
12.Is the development plan document to be submitted consistent with national policy?	The Act section20(2) and Schedule 8	PPS12 paragraphs 4.30 – 33; 4.50	You need to be sure changes made up to the time of submission are compliant with the requirements	i. Correspondence with Government Offices ii. Representations from Government Offices	We consider that on the basis that the Core Strategy is consistent with national policy because of consultations with GOL (up until its abolition in September 2010) and feedback from the Planning Inspectorate (Frontloading Visit of October 22 2009) that the DPD is consistent with existing national policy. This is on the basis that the DMP DPD is consistent with the Core Strategy. We will submit a general statement of conformity with the draft NPPF.
13.Does the development plan document contain	1. The Act s 24(1)(a); 24(2) and	PPS12 paragraphs 4.30 – 33;	In London the requirement is for general	i. Correspondence with or representations from the regional planning body,	The council has sought to resolve most issues in particular conformity with the London Plan at the draft submission stage. The one outstanding area to be resolved is the

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>any policies or proposals that are not in general conformity with the regional spatial strategy?</p> <p>14.If yes, is there local justification?</p> <p>15.Has the council got confirmation from the regional planning body about the general conformity of the plan with the regional spatial strategy?</p>	<p>24(4)</p> <p>2. Regulation 29</p>	4.50	conformity with the spatial development strategy (The London Plan)	<p>or Mayor of London</p> <p>ii. Confirmation of conformity from the regional planning body, or Mayor</p>	<p>residential car parking standards where further evidence has been produced to support a locally distinctive policy which reflects the situation in outer London with regards to car parking.</p>
<p>16.Does the development plan document comply with the 2004 regulations (as amended)?</p> <p>17.Specifically, has the council published the prescribed documents, and made them available at their</p>	<p>1. The Act section 20(2), 20(3) and 20(5)(b)</p> <p>2. Regulations 13(1), 13(2), 13(5) and 30(1)</p>	PPS12 paragraphs 4.36; 4.50	Requirements relating to publication of the prescribed documents are listed later in this table.	<p>i. The documents prescribed at Regulation 30(1)</p> <p>ii. Relevant annual monitoring reports</p> <p>iii. Records of the actions undertaken (see below)</p>	<p>The DMP DPD complies with the amended Regulations (2004) as consultation on the Preferred Approach commenced in September 2010.</p> <p>Placing adverts and publishing the submission documents is still to be done after the submission of documents to PINS.</p> <p>Appendix 1 sets out how the Development Management Policies will replace UDP saved policies. The Core Strategy sets out the suite of saved UDP policies on Brent Cross –</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>principal offices and their website?</p> <p>18.Has the council placed local advertisements?</p> <p>19.Has the council notified the development plan document bodies?</p> <p>20.Does the development plan document contain a list of superseded saved policies?</p>					Cricklewood.
<p>21.Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted proposals map?</p> <p>22.If yes, have you prepared a submission proposals map?</p>	Regulations 13(4) 14 and 30(1)(b)	PPS12 paragraphs 4.6 -4.7; 8.1-8.3		<p>i. Submission proposals map</p> <p>ii. Brief statement if a submission proposals map is not required</p>	Separate submission maps have been prepared to show the boundaries for all the town centres with retail frontages and employment sites.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
23.If the development plan document is not a core strategy, is it in conformity with the core strategy?	Regulation 13(6)			<ul style="list-style-type: none"> i. The core strategy ii. Documents or reports demonstrating conformity 	The preparation of the Development Management Plan DMP DPD delivers the approach set out in the Core Strategy which has embodied the Council's Community Strategy. The links between the CS policy and DM policy are set out in the first paragraph of the supporting text for each policy and in the table in appendix 1.
24. Have you prepared a statement setting out: <ul style="list-style-type: none"> • Which bodies and persons were invited to make representations under Regulation 25 • How they were invited • A summary of the main issues raised • How the representations have been taken into account? 	The Act section 20(3) Regulation 30(1)(d)		This will bring forward material from the Consultation statement (see Stage 2 above)	<ul style="list-style-type: none"> i. Consultation statement ii. The Statement as required in Regulation 30(1)(d) 	A statement of consultations undertaken at each stage of document production has been prepared "Barnet's Core Strategy and Development Management Policies Documents Consultation Statement – Regulations 30(1) (d) and (e) August 2011". It covers all aspects listed here.
25. Have you	The Act			The Statement as required	Being done.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>prepared a statement giving:</p> <ul style="list-style-type: none"> the number of representations made under Regulation 28(2) a summary of the main issues raised <p>OR</p> <ul style="list-style-type: none"> that no representations were made? 	<p>section20(3) Regulation 30(1)(e)</p>			in Regulation 30(1)(e)	
26 Have you collected together all the representations made under Regulation28?	The Act section20(3) Regulation 30(1)(f)			Copies of the representations	Representations received to the Submission Draft are shown in the Development Management Policies Representations Report and have not been summarised.
27 Have you assembled the relevant supporting documents?	<p>1. The Act section20(3)</p> <p>2. Regulation 30(1)(g)</p>			All necessary evidence and records of decisions relevant to the development plan document	Our submission letter to the Planning Inspectorate sets out the links to the main supporting documents.
28 Has your council	The Act section20		The full council has to	Report and resolution of the council	On 29 March 2011 Cabinet (Decision item 6b) approved the Development Management Policies submission draft for public consultation

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
approved the development plan document for submission?			approve the development plan document for submission (requirements are set out in Local Authorities Functions Regulations)		<p>and delegated authority to the Director of Planning, Housing and Regeneration (now Director of Environment, Planning and Regeneration) be authorised in consultation with the Cabinet Member for Housing, Planning and Regeneration (now Cabinet Member for Planning) to agree any consequent changes to the Development Management Policies before submission and for consideration at the Examination in Public.</p> <p>Cabinet reports 29/3/2011 http://committeepapers.barnet.gov.uk/democracy/reports/reportdetail.asp?ReportID=10227</p> <p>On 12 April 2011 Council (Decision item 5.1.1) approved the Development Management Policies for submission to the Secretary of State</p> <p>http://committeepapers.barnet.gov.uk/democracy/meetings/meetingdetail.asp?meetingid=6136</p>
29 Have you sent the Secretary of State (the Planning Inspectorate) a paper copy of the following:	1. The Act s20(1) and 20(3) 2. Regulations 30(1) and 30(2)(a)		Regulation 49 deals with the availability of documents and the time of their removal.	Record of sending	Our submission letter to the Planning Inspectorate sets out the hard copies of documents and links to the main supporting documents.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> the development plan document? the submission proposals map (unless there are no site allocation policies)? the documents prescribed in Regulation 30(1)? 					
<p>30 Have you sent the Secretary of State (the Planning Inspectorate) an electronic copy of the:</p> <ul style="list-style-type: none"> development plan document? submission proposals map (unless there are no site allocation policies)? 	<ol style="list-style-type: none"> The Act s20(1) and 20(3) Regulation s 30(1) and 30(2)(b) 		<p>Electronic copies of some of the representations and supporting documents may not be practicable. Regulation 49 deals with the availability of documents and the time of their removal.</p>	<ol style="list-style-type: none"> Record of sending Reasons why documents cannot be sent electronically 	<p>See above</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> documents prescribed in Regulation 30(1)? 					
<p>31. 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 development plan document? The documents prescribed in Regulation 30(1)? 	Regulation 30(3)(a)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	Record of where and when made available	Documents will be distributed to libraries following submission
<p>32 On your website, have you published the:</p> <ul style="list-style-type: none"> development plan document 	Regulation 30(3)(b)		You should do this as soon as reasonably practicable after submitting to	Record of publication	Website went live on date of submission

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> • submission proposals map • sustainability appraisal report • Regulation 30(1)(d) statement • Regulation 30(1)(e) statement • supporting documents (where practicable) • representations made under Regulation 28 (where practicable) • statement as to where and when the development plan document and the documents are available? 			the Secretary of State		
33 For each specific	Regulation 30(3)(c)		You should do this as soon	i. Copies of correspondence	Still to be done.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>consultation body invited to make representations under Regulation 25(1), have you sent the:</p> <ul style="list-style-type: none"> • development plan document • submission proposals map • sustainability appraisal report • adopted statement of community involvement • Regulation 30(1)(d) statement • Regulation 30(1)(e) statement • supporting documents you consider relevant to each body • statement as 			as reasonably practicable after submitting to the Secretary of State	ii. Record of sending	

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
to where and when the development plan document and the documents are available?					
<p>34 For each general consultation body invited to make representations under Regulation 25(1), have you sent:</p> <p>1. notification that the documents prescribed in Regulation 30(1) are available for inspection</p> <p>2. where and when they can be inspected?</p>	Regulation 30(3)(d)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	<p>i. Copies of correspondence</p> <p>ii. Record of sending</p>	Still to be done.
35 Have you given notice by local	Regulation 30(3)(e)		You should do this as soon as reasonably	<p>i. Copy of advertisement</p> <p>ii. Where and when placed</p>	Still to be done.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
advertisement setting out: <ul style="list-style-type: none"> the title of the development plan document? the subject and area covered by the development plan document? notification that the documents prescribed in Regulation 30(1) are available for inspection where and when they can be inspected? 			practicable after submitting to the Secretary of State		
36 Have you given notice to persons who have requested to be notified that submission has taken	Regulation 30(3)(f)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	i. Copies of correspondence ii. Record of sending	Still to be done.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
place?					
<p>37 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 development plan document which have not been 	<ol style="list-style-type: none"> The Act section 20 Regulation 34 			<ol style="list-style-type: none"> Record of publication of information Record of sending Copies of correspondence Copy of advertisement 	Still to be done

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
withdrawn of these details • advertised these details?					