



## The Plan for Stafford Borough Part 2 Local Plan Legal Compliance Checklist (March 2016 )

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

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

### Glossary:

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

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

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

LDS means **Local Development Scheme**

SCI means **Statement of Community Involvement**

DPD means **Development Plan Document**

### Stage one: The early stages

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

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

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



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

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



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**Stage one: Stafford Borough Council The Plan for Stafford Borough Part 2 The beginning**

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
1. Is the DPD identified in the adopted LDS? Have you recorded the timetable for its production?	The Act section 15(2) and section 19(1)	NPPF para 153		The Plan for Stafford Borough (PfsB) was initiated under the 2007 Local Development Scheme which came into effect on December 2007. This was subsequently revised in 2008, 2012 and 2013, 2014 and more recently in 2016 (P2- E10). This provides a timetable for delivery of each DPD and specifies the content of each Development Plan Document. This includes the preparation of the PfsB Part 2.
2. How will community engagement be programmed into the preparation of the DPD?	The Act section 19(3)  Regulation 18	NPPF paras 150, 155 and 157	If the SCI is up-to-date, use that. If not set out any changes to community engagement as a result of changes in legislation.	The Statement of Community Engagement was originally adopted in July 2006. This was most recently revised in February 2016 describing the Council's approach to planning matters including the preparation and publication of the Local Plan.
3. Have you considered the appropriate bodies you should consult?	Regulation 18	NPPF paras 4.25 -4.26	Regulation 2 defines the general and specific consultation bodies.	The appropriate bodies were engaged at the initial stages of preparing the plan, as set out in



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
			<p>The possible evidence may duplicate each other. Only use what you need to.</p>	<p>the Submission (Regulation 22) Consultation Statement (P2 – A20) outlining the specific consultation and general consultation bodies consulted for developing the plan publication.</p>
<p>4. How you will co-operate with other local planning authorities, including counties, and prescribed bodies, to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?</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>Regulation 4</p>	<p>NPPF paras 178 to 181 (which comprise the guidance referred to in the Act section 33A(7))</p> <p>Under NPPF Para 182, to be 'Effective' a plan should be based on effective joint working on cross-boundary strategic priorities.</p> <p>Strategic priorities are listed at NPPF Para 156</p>	<p>Section 33A(4) defines a "strategic matter".</p> <p>Under section 33A(6) the required engagement includes considering joint approaches to the plan making activities (including the preparatory activities) and considering whether to agree joint local development documents under section 28.</p> <p>The bodies prescribed by section 33A(1)(c) are set out at Regulation 4(1).</p>	<p>From the start of the process co-operation has taken place with other local planning authorities, including Staffordshire County Council, and prescribed bodies.</p> <p>Further details on the Duty to Cooperate are set out in Submission (Regulation 22) Consultation Statement (P2 – A20).</p>
<p>5. How you will co-operate with any local enterprise partnerships (LEP) or local nature partnerships (LNP) to identify and address any issues</p>	<p>The Act section 33A(1)(c) and section 33A(9), section 33A(3)(d) and (e)</p>	<p>NPPF paras 178 to 181</p>	<p>Section 33A(4) defines a "strategic matter".</p> <p>Strategic priorities are listed at NPPF Para 156.</p>	<p>From the start of the process co-operation has taken place with the Stoke on Trent and Staffordshire LEP, Black Country LEP and Greater Birmingham and Solihull LEP.</p>



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<p>or strategic priorities that will have a significant impact on at least two planning areas?</p>	<p>The Act section 20(5)(c).</p> <p>Regulation 4</p>		<p>Regulation 4(2) prescribes LEPs and LNPs for the purposes of section 33A(9).</p> <p>Under section 33A(6) the required engagement includes consulting on joint approaches to relevant activities.</p>	
<p>6. Is baseline information being collected and evidence being gathered to keep the matters which affect the development of the area under review?</p>	<p>The Act section13</p>	<p>NPPF paras 158 - 177</p>		<p>Evidence base studies prepared to address issues to be covered in the PFSB P2 including the following: Land for New Homes (P2 E5); Five Year Housing Land Statement (P2 E17); Authority Monitoring Report (P2 E1 and P2 E2); Planning Appeals and Development Management decisions (P2 -J) ; background paper on Retail Boundaries and Frontages (P2 G20); and the Gypsy and Traveller Accommodation Needs Assessment (GTAA) (P2 E16).</p>
<p>7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal</p>	<p>The Act section19(5)</p>	<p>NPPF paras 165 and 167</p> <p>Strategic Environmental Assessment Guide,</p>		<p>The Sustainability Appraisal Scoping Report (P2 – G24) and Technical Appendices (P2 – G25) sets out the baseline</p>



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(SA)?		chapter 5		<p>information used to establish the Sustainability Appraisal Framework.</p> <p>The Scoping Report for the adopted Plan for Stafford Borough was published in 2007. A separate Scoping Report was not prepared for the PfSB Part 2. However, the Initial SA Report that accompanied the Proposals consultation was prepared to include all the requirements of the full Environmental Report required by the SEA Regulations, and therefore included all the updated information that a new Scoping Report would have included (e.g. baseline information, key sustainability issues, relationship with other plans and programmes etc.) and in particular, an explanation that the existing SA Framework used for the adopted PfSB would continue to be used for the PfSB Part 2 SA.</p>
8. Have you consulted the	Regulations 9 and 13	NPPF paras 165 and 167	The Strategic Environmental	The statutory environment



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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?	of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	SEA Guide chapter 3	Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2).	consultation bodies were consulted on the Sustainability Appraisal Proposals and Publication versions as set out in the Submission (Regulation 22) Consultation Statement (P2 – A20).



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

Information assembled during this phase contributes to:

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

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



**Stage two: Plan preparation**

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
1. Have you notified: <ul style="list-style-type: none"> <li>• the specific consultation bodies?</li> <li>• the general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents?</li> </ul>	Regulation 18(1) and (2)(a) (b)	NPPF paras 159 – 173	Specific and general consultation bodies are defined in Regulation 2.	The Submission (Regulation 22) Consultation Statement (P2- A20) sets out how the consultation with specific consultation bodies and general consultation bodies that have an interest in Part 2 took place. Included within the Statement are example of letters and forms that were sent out for each consultation event, together with a summary of responses received.
2. Are you inviting representations from people resident or carrying out business in your area about the content of the DPD?	Regulation 18(1) and (2)(c)	NPPF paras 159 – 173		The Statement of Community Involvement (P2 –A21) sets out the Council’s approach to consulting with the community on the new Development Plan, including people who are resident or carrying out business in the Stafford Borough area.  Letters and emails for each consultation event were sent out in June 2015 and November 2015 together with a press release.  The Submission (Regulation 22)



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
				<p>Consultation Statement (P2- A20) sets out how consultation and community involvement took place for each consultation event together with a summary of the responses received.</p> <p>A summary of the responses received on the Proposals Document (P2-G22) and a summary of the Publication responses (P2-A23) reviews all of the representations received.</p>
<p>3. Are you engaging with stakeholders responsible for delivery of the strategy?</p>	<p>Regulation 18</p>	<p>NPPF para 155</p>	<p>NPPF paras 160-171 4.29 give examples of relevant bodies which should be consulted.</p>	<p>The Statement of Community Involvement (P2-A21) sets out the Council's approach to consulting with the community on the new Development Plan, including key stakeholders in the Stafford Borough area.</p> <p>Letters and emails for each consultation event were sent out in June 2015 and November 2015 together with a press release.</p> <p>The Submission (Regulation 22) Consultation Statement (P2-A20)</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
				<p>sets out how consultation and community involvement took place for each consultation event together with a summary of the responses received, including responses from the Environment Agency, Natural England and Historic England, and The Coal Authority.</p>
<p>4. Are you taking into account representations made?</p>	<p>Regulation 18(3)</p>	<p>NPPF para 155</p>	<p>Evidence from participation is part of the justification. Show how you have taken representations into account.</p>	<p>As part of the preparation of the PFSB P2, two consultation events were undertaken.</p> <p>The Submission (Regulation 22) Consultation Statement (P2-A20) sets out how consultation and community involvement which took place for each consultation event together with a summary of the responses received. The Council's response to the representations received on the Proposals document is summarised in the Summary of Representations for Part 2 Proposals (P2-G22).</p> <p>Following responses received on the Part 2 Proposals document, amendments were made to the</p>



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				<p>settlement and Recognised Industrial Estate boundaries, Local Green Spaces, Community Facilities and retail boundaries. The Publication stage provided members of the public and key stakeholders with the opportunity to make representations on the soundness of any paragraph and policy in the document, together with the legal compliance of the Plan's content and the process used in its preparation.</p>
<p>5. Does the consultation contribute to the development and sustainability appraisal of alternatives?</p>	<p>The Act section 19(5)  Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF paras 165 – 168  SEA Guide, chapter 3</p>		<p>Both the PFSB P2 Proposals Document and the Publication Document were accompanied with a Sustainability Appraisal Report (SA) to consider the development and sustainability alternatives.</p> <p>No comments were received in respect of the SA that accompanied the Proposals Document, but comments were received on the SA that accompanied the Publication Document. A summary of the representations received and the Council's response can be found in the</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
				Submission (Regulation 22) Consultation Statement (P2-A20)
<p>6. Is the participation:</p> <ul style="list-style-type: none"> <li>• following the principles set out in your SCI?</li> <li>• integrating involvement with the sustainable community strategy?</li> <li>• proportionate to the scale of issues involved in the DPD?</li> </ul>	The Act section19(3)	NPPF para 155		<p>Participation has followed the principles and process of the adopted Stafford Borough Statement of Community Involvement (P2-A21). The Borough Council considers the level of participation to be proportionate to the scale of issues involved.</p> <p>The Submission (Regulation 22) Consultation Statement (P2-A20) sets out a summary of representations made to each of the key stages of participation regarding the PFSB P2.</p> <p>The Stafford Borough Strategic Partnership, responsible for producing the Sustainable Community Strategy (P2-E20), and individual organisations within the Strategic Partnership were engaged in the process of consultation.</p>
<p>7. Are you keeping a record of:</p> <ul style="list-style-type: none"> <li>• the individuals or bodies invited to make</li> </ul>	The Act section20(3)	NPPF paras 158 - 171	You will need to submit a statement of representations under Regulation 22 (1) (c): see Submission stage below.	Stafford Borough Council's developed a consultation database from the start of the process, which has grown significantly



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<p>representations?</p> <ul style="list-style-type: none"> <li>• how this was done?</li> <li>• the main issues raised?</li> </ul>	<p>Regulation 17</p>		<p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>through successive consultation events by including those who made comments were notified of future Development Plan stages.</p> <p>A full list of those notified is including in the Submission(Regulation 22) Consultation Statement Appendices (P2 A20) together with representations made to Part 2 of the Local Plan and how these were addressed at each stage. Furthermore representations are recorded on the Council's e-consultation system (objective) database.</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>Throughout the process of Part 2 of the PfSB, cooperation has taken place with other local planning authorities, including Staffordshire County Council, and prescribed bodies on strategic issues and priorities as part of the Localism Act 2011 requirements. Further details on the Duty to Co-operate are set out in Submission (Regulation 22) Consultation Statement (P2- A20).</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
				Cross boundary issues were identified as part of the plan making process for the adopted PFSB (P2- C1). The PFSB P2 has consulted neighbouring authorities as part of Duty to Co-operate and no cross boundary issues have been raised as part of this process.
9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership (LEP) or a local nature partnership (LNP)?	The Act section 33A(1)(c) and Section 33A(9).  The Act section 20(5) (c).  Regulation 4	NPPF paras 178 to 181	Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.  Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.	From the start of the process co-operation has taken place with the Stoke on Trent and Staffordshire LEP, Black Country LEP and Greater Birmingham and Solihull LEP. No comments have been received from these organisations. Further details on are set out in Submission(Regulation 22) Consultation Statement (P2- A20)
10. Are you developing a framework for monitoring the effects of the DPD?	The Act section 35  Regulation 34  Regulation 17 of The Environmental Assessment of Plans and Programmes	NPPF paras 165 - 1687  SEA Guide, Chapter 5	It is a matter for each council to decide what to include in their monitoring reports while ensuring they are prepared in accordance with relevant UK and EU legislation” Chief Planning Officer letter 30 March 2011 withdrawing ODPM guidance.	The framework for monitoring the effects of the PFSB is set out by indicators within the successive Annual Monitoring Reports (P2-E1). PFSB P2 Publication Policy SB2 is subject to monitoring (see table 4 on page 27).  Furthermore the Sustainability



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	Regulations 2004 No1363			Appraisal Scoping Report (P2-G24) sets out the framework for monitoring the impact of the new Development Plan across a range of social, environmental and economic indicators.





### **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
<p>1. Are you preparing reasonable alternatives for evaluation during the preparation of the DPD?</p>	<p>Regulation 12 (2) of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633</p>	<p>NPPF paras 152 - 182  SEA Guide, Chapter 5</p>	<p>The sustainability appraisal report and supporting documents relevant to the preparation of the DPD are part of the proposed submission documents (see Regulation 17).</p>	<p>The Borough Council prepared a series of documents, set out below, in order to consider the preferred approach and options for the PfSB Part 2. This process appraised the objectives and development location options for the Borough:</p> <ul style="list-style-type: none"> <li>• Plan for Stafford Borough Part 2 Proposals (P2- G1)</li> <li>• Plan for Stafford Borough Part 2 Proposals Sustainability Appraisal Report (P2- G21)</li> <li>• Plan for Stafford Borough Part 2 Publication (P2-A1)</li> <li>• Plan for Stafford Borough Part 2 Publication Sustainability Appraisal Report (P2- B4)</li> <li>• Plan for Stafford Borough Part 2 Publication Sustainability Appraisal Report (P2- A19)</li> </ul>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
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.	The Regional Spatial Strategy was revoked in 2013. The Soundness Self-Assessment Checklist (P2-B2) provides an assessment of the National Planning Policy Framework (March 2012).
3. Are you having regard to (where relevant): <ul style="list-style-type: none"> <li>• adjoining regional spatial strategies?</li> <li>• the spatial development strategy for London?</li> <li>• Planning Policy for Wales?</li> <li>• the National Planning Framework for Scotland?</li> </ul>	The Act sections 19 (2) and 24 (1) and (4)  Regulation 10 and 21		Where the regional strategy has been revoked you should record that fact.	Stafford Borough is wholly within the West Midlands region and does not border any adjacent regions. There is no Regional Spatial Strategy in force.
4. Are you co-operating with other local planning authorities including counties, to address significant cross boundary issues?  Have you discussed doing joint local development documents?	The Act section 33A(2)(a)  Section 33A(6)(a)(b)  Section 20(5) (c)	NPPF paras 181 and 185	.	As the PfsB Part 2 establishes the settlement boundaries for Stafford, Stone and the Key Service Villages (KSVs), it is considered that there are no 'strategic matters' included in this element of the Plan. Nonetheless, letters were sent out to all Duty to Co-operate organisations those who have responded, have confirmed



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
				that there are no Duty to Co-operate matters of importance to raise.
5. Are you cooperating with a person prescribed for the purposes of Regulation 33A(1)(c) to address significant cross boundary issues including preparing joint approaches?	<p>The Act section 33A(2)(a), section 33A(6)(a)</p> <p>The Act section 20 (5) (c)</p> <p>Regulation 4</p>	NPPF paras 181 and 182	The bodies prescribed by The Act section 33A(1)(c) are set out at Regulation 4 (1).	<p>As the PfsB Part 2 establishes the settlement boundaries for Stafford, Stone and the Key Service Villages (KSVs), it is considered that there are no 'strategic matters' included in this element of the Plan.</p> <p>Nonetheless, the prescribed bodies identified in the in Submission (Regulation 22) Consultation Statement (P2- A20) such as Historic England, the Environment Agency and Ministry of Defence have all been notified of the PfsB Part 2.</p>
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		From the start of the process co-operation has taken place with the Stoke on Trent and Staffordshire LEP, Black Country LEP and Greater Birmingham and Solihull LEP. No comments have been received from these organisations. Further details are set out in The Submission (Regulation 22) Consultation



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				Statement (P2- A20)
<p>7. Are you having regard to:</p> <ul style="list-style-type: none"> <li>• your sustainable community strategy or of other authorities whose area comprises part of the area of the council?</li> <li>• any other local development documents adopted by the council?</li> </ul>	The Act section19(2)			<p>The PfsB adopted in June 2014 sets out the strategic policies for the Borough (P2-C1), in accordance with the sustainable community strategy.</p> <p>It contains the development strategy, including identifying the sustainable settlement hierarchy, allocates significant development for Stafford and Stone through Strategic Development Locations and details topic specific policies.</p> <p>Building upon the foundations of the adopted Local Plan, PfsB Part 2 (formerly known as the Site Allocations document) sets out an approach to development in the sustainable settlement hierarchy, establishes settlement boundaries for Stafford, Stone and the Key Service Villages, together with boundaries for the Recognised Industrial Estates; considers retail frontages; and addresses the need for gypsy and traveller allocations.</p>



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8. Do you have regard to other matters and relevant strategies relating to: <ul style="list-style-type: none"> <li>• resources</li> <li>• the local/regional economy</li> <li>• the local transport plan and transport facilities and services</li> <li>• waste strategies</li> <li>• hazardous substances</li> </ul>	The Act section19(2)  Regulation 10		As well as the matters and strategies listed 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.	These matters are all addressed in the adopted PFSB 2014 (P2-C1) namely Policies E1; E2, E3; E4;E5; Stafford 1 and Stone 1; T1; T2; N4.  PFSB Part 2 Policy SB3 seeks to protect/strengthen the Stafford and Stone employments areas.
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		This matter is addressed in adopted PFSB Policy N2 and N3. Defining the settlement boundaries Policy SB1 in the PFSB Part 2 strengthens the policy as it directs development in the most sustainable locations.
10. Have you undertaken the sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	The Act section19(5)  Regulation 12 and 13 of The Environmental Assessment of	NPPF para 182  SEA Guide, Chapter 5	Regulation13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures.	The Sustainability Appraisal Report (P2 A-19), considers the alternatives. The iterations of this document were consulted upon in parallel with the PFSB Part 2 Proposals and Publication Stage. See the Submission (Regulation 22) Consultation Statement (P2- A20).



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
	Plans and Programmes Regulations 2004 No 1633			
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.	The Submission (Regulation 22) Consultation Statement (P2 –A20) sets out a summary of the main issues raised, how many representations made for particular issues and how these are addressed. In addition the responses received to the Sustainability Appraisal process are included in the Submission (Regulation 22) Consultation Statement (P2-A20).
12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal? Are you keeping a record?	Regulations 17, 18(3) and 22 (1) (c) (iv)  Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 150, 155, 157 and 159-171	Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive.	Responses received to Part 2 PfSB Sustainability Appraisal process are included in the Submission (Regulation 22) Consultation Statement (P2-A20).



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<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>	<p>Regulations 5 (1)(b) and 9</p>	<p>NPPF para 157</p>	<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>	<p>Inset maps for Stafford, Stone and the Key Services Villages, boundary maps for the Recognised Industrial Estates; and the Primary and Secondary Frontage for Stafford and Stone were produced for the PfsB Part 2 Proposal stage (P2-G3 to P2 G20).</p> <p>Following the representations received these were revisited and updated as part of the consultation on the PfsB Part 2 Publication and the Primary and Secondary Frontage maps for Stafford and Stone were omitted.</p> <p>The Statement of Community Involvement (P2 –A21) sets out the Council’s approach to consulting with the community on the new Part 2 PfsB, including people who are resident or carrying out business in the Stafford Borough area.</p> <p>Letters and emails for each consultation event were sent out in June 2015 and November 2015</p>





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				<p>together with a press release.</p> <p>The Submission (Regulation 22) Consultation Statement (P2- A20) sets out how consultation and community involvement took place for each consultation event together with a summary of the responses received.</p> <p>A summary of the responses received on the Proposals Document (P2-G22) and a summary of the Publication Document responses (P2-A23) reviews all the representations received.</p>
<p>14. Are the participation arrangements compliant with the SCI?</p>	<p>The Act, section 19(3)</p> <p>Regulation 18</p>	<p>NPPF paras 150 and 155</p>		<p>The Submission (Regulation 22) Consultation Statement (P2-A20) sets out how consultation and community involvement took place for each consultation event together with a summary of the responses received, within the Submission (Regulation 22).</p> <p>The Statement of Community Involvement (P2- A21) sets out the</p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
				Council's approach to consulting with the community on the PFSB Part 2 , which has been fully met as demonstrated by the Submission (Regulation 22) Consultation Statement (P2-A20).



#### **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
1. Have you prepared the sustainability appraisal report?	The Act section19(5)  Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 165 - 168  SEA Guide Chapter 5		A Sustainability Appraisal Publication Report was prepared in parallel with the PFSB Part 2 Publication.
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).	The Submission (Regulation 22) Consultation Statement (P2 –A20) sets out how the representations on soundness and legal compliance were sought at the Publication stage.  Details of the period for seeking representations on soundness and legal compliance including the deadline for representations, was published on Stafford Borough Council’s website, a press release was sent to local newspapers, and notification letters were sent out to all specific and general consultation bodies.  The period of consultation took place between 30 November 2015 until 25 January 2016.
3. Have you made copies of the following available for inspection:	Regulation 19(a)		Regulation 17 gives definitions.	The Submission (Regulation 22) Consultation Statement (P2 –A20) sets out how the representations on soundness and legal compliance were sought at the Publication stage



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
<ul style="list-style-type: none"> <li>• the proposed submission documents?</li> <li>• the statement of the representations procedure?</li> </ul>				<p>together with a summary of the responses received.</p> <p>The Proposed Submission documents known as the PFSB Part 2 Publication were made available for inspection at the Council Offices and at public libraries including the following:</p> <ul style="list-style-type: none"> <li>• Plan for Stafford Borough: Publication (P2-A1)</li> <li>• Policies Maps (P2-A2 – A18)</li> <li>• Revised Sustainability Appraisal Report (P2 –B4)</li> <li>• Publication Consultation Statement (now part of the Submission Consultation Statement (P2 –A20)</li> </ul> <p>The Statement of Fact (Regulation 19) Proposed Submission public notice (P2-B1) was published in the Staffordshire Newsletter.</p> <p>Details of the period for seeking representations on soundness and legal compliance including the deadline for representations, was published on Stafford Borough Council’s website, a press release sent to local newspapers, and notification letters were sent out to all specific and general consultation bodies.</p> <p>The period of consultation took place between 30 November 2015 until 25 January 2016.</p> <p>A copy of the statement of representation procedure (B1), representations form and guidance notes were made available (P2-A20). The letter raising awareness of the</p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
				<p>period for seeking representations on soundness and legal compliance (P2-A20) detailed the representations procedure, where documents can be viewed and the deadline for making representations.</p>
<p>4. Have you published on your website:</p> <ul style="list-style-type: none"> <li>• the proposed submission documents?</li> <li>• the statement of the representations procedure?</li> <li>• statement and details of where and when documents can be inspected?</li> </ul>	<p>Regulations 19 and 35</p>		<p>Regulations 2 and 17 give definitions.</p>	<p>The Proposed Submission documents were made available on the Council’s website and included the following:</p> <ul style="list-style-type: none"> <li>• Plan for Stafford Borough: Publication (P2-A1)</li> <li>• Policies Maps (P2-A2 – A18)</li> <li>• Revised Sustainability Appraisal Report (P2 –B4)</li> <li>• Publication Consultation Statement (now part of the Submission Consultation Statement (P2 –A20).</li> </ul> <p>The Statement of Fact (Regulation 19) Proposed Submission public notice (P2- B1) was made available on the web-site, together with guidance notes and representations forms (Appendices to P2-A20).</p> <p>Details of the period for seeking representations on soundness and legal compliance including the deadline for representations were published on Stafford Borough Council’s website. The period of consultation took place between 30 November 2015 until 25 January 2016.</p> <p>The website encouraged people to make representations via the e-consultation portal or through a representation form (downloadable).</p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
<p>5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> <li>• A copy of each of the proposed submission documents</li> <li>• The statement of the representations procedure?</li> </ul>	Regulation 19(b)		Regulations 2 and 17 give definitions.	<p>In respect of Specific consultation bodies, the Statement of Fact (Regulation 19) Proposed Submission (P2- B1) and a letter raising awareness of the period for seeking representations on soundness and legal compliance (P2- A20) detailed the representations procedure; where documents can be viewed; a link to the PfSB Part 2 : Publication (P2- A1) and the Revised Sustainability Appraisal Report (P2- B4); and the deadline for making representations.</p> <p>Specific consultation bodies are listed in Submission (Regulation 22) Statement (P2-A20).</p>
<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 can be inspected?</li> </ul>	Regulation 19(b)		Regulations 2 and 17 give definitions.	<p>The Statement of Fact (Regulation 19) Proposed Submission (P2- B1) and a letter raising awareness of the period for seeking representations on soundness and legal compliance (P2- A20) detailed the representations procedure, where documents can be viewed and the deadline for making representations. This was sent to the genral consultation bodies together with the Plan for Stafford Borough: Publication (P2- A1) and the Revised Sustainability Appraisal Report (P2- B4).</p> <p>The Proposed Submission documents were made available on the Council’s website and included the following:</p> <ul style="list-style-type: none"> <li>• Plan for Stafford Borough: Publication (P2-A1)</li> <li>• Policies Maps (P2-A2 – A18)</li> <li>• Revised Sustainability Appraisal Report (P2 –B4)</li> </ul>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
				<ul style="list-style-type: none"> <li>• Publication Consultation Statement (now part of the Submission Consultation Statement (P2 –A20)</li> </ul> <p>The Statement of Fact (Regulation 19) Proposed Submission public notice (P2- B1) was made available on the web-site, together with guidance notes and representations forms (Appendices to P2-A20).</p> <p>Details of the period for seeking representations on soundness and legal compliance including the deadline for representations, were published on Stafford Borough Council’s website. The period of consultation took place between 30 November 2015 until 25 January 2016.</p> <p>The website encouraged people to make representations via the e-consultation portal or through a representation form (downloadable).</p>
<p>7. Have you requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the DPD spatial development strategy?</p>	<p>The Act section 24</p> <p>Regulation 21</p>		<p>The request must be made on the day you publish the documents under Regulation 19(a) and a response must be made within six weeks from the request</p>	<p>The Mayor of London was not consulted on the Plan for Stafford Borough Part 2: Publication.</p>





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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
			(Regulation 21).	



**Stage five: Submission**

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

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

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

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

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

**Stage five: Submission**

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
1. Has the DPD been prepared in accordance with the LDS? Does the DPD's listing and description in the 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.	The PFSB Part 2, has been prepared in accordance with the timetable set out in the LDS (P2-E10). The document was previously referred to as the Site Allocations DPD. But as explained in the LDS, it has been renamed to a more appropriate title the 'Plan for Stafford Borough: Part 2' as the main site allocations have

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
				already been adopted through the PfsB Part 1.
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		This is primarily addressed in the adopted PfsB (P2- C1) at paragraph 3.19 and 3.21. The PfsB Part 2 (P2- A1), supports the wider partnership priorities through policies SB1, SB2 and SB3.
3. Is the DPD in compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?	The Act section 19(3)  Regulation 22(1)(c)		Before the SCI is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).	The Plan for Stafford Borough is in compliance with the adopted Statement of Community Involvement (P2-A12). This sets out the Council's approach to consulting with the community on planning matters.  The Submission (Regulation 22) Consultation Statement (P2 –A20) sets out how consultation and community involvement took place for each consultation event together with a summary of the responses received (P2-A23).
4. Have you identified and addressed any issues which are	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	As the PfsB Part 2 establishes the settlement boundaries for Stafford,



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<p>likely to have a significant impact on at least two planning areas. In doing so, have you co-operated with other local planning authorities, county councils where they are not a planning authority, LEPs, LNPs and the prescribed bodies in identifying and addressing any strategic cross-boundary issues</p> <p>If you have not agreed on the approach is there a justification?</p>			<p>joint working on cross-boundary strategic priorities to be found 'Effective'.</p>	<p>Stone and the Key Service Villages (KSVs), it is considered that there are no 'strategic matters' included in this element of the Plan. Nonetheless, letters were sent out to all Duty to Co-operate organisations. Those who have responded, have confirmed that there are no Duty to Co-operate matters of importance to raise. This is documented in the Submission (Regulation 22) Consultation Statement (P2 –A20).</p>
<p>5. Has the DPD been subject to sustainability appraisal?</p> <p>Has the council provided a final report of the findings of the appraisal?</p>	<p>The Act section 19(5)</p> <p>Regulation 22(1)(a)</p>	<p>NPPF para 165</p> <p>SEA Practical Guide, chapter 5</p>		<p>A Sustainability Appraisal report accompanied the PfSB Part 2 Proposals document ( P2- G21), and the PfSB Part 2 Publication document (P2 –B4). Following the consultation on the Publication document and responses received the Sustainability Appraisal has been updated (P2-A19).</p>
<p>6. Is the DPD to be submitted consistent with national policy?</p>	<p>The Act section 19(2) and Schedule 8</p>	<p>NPPF para 151</p>		<p>The Plan for Stafford Borough is consistent with national policy set out in the National Planning Policy Framework (P2-F1) as detailed through the Soundness Self Assessment checklist (P2-B2).</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<p>7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists?</p> <p>If yes, is there local justification?</p> <p>If the LPA is a London borough or a mayoral development corporation has it requested an opinion from the Mayor of London on the general conformity of the plan with the spatial development strategy?</p>	<p>The Act section 24(1)(a) and 24(4)</p> <p>Regulation 21</p>	<p>NPPF para 218 footnote 41</p>	<p>In London the requirement is for general conformity with the spatial development strategy (The London Plan).</p>	<p>The West Midlands Regional Spatial Strategy was revoked on 20th May 2013 and therefore there is no need to be in general conformity.</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>On 27 April 2016 Stafford Borough Council published the prescribed documents and made them available at their principal office, as well as through the Stafford Borough Council web-site.</p> <p>A letter of notification together with the Notice of Submission notified the relevant statutory and non-statutory bodies together with all those who made representations on the Plan for Stafford Borough Part 2: Publication (P2 -A1).</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
Does the DPD contain a list of superseded saved policies?				The PFSB Part 2 is a new DPD building upon the policy framework in the adopted PFSB. Therefore there are no superseded or 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)			The Policies Maps (P2- A2 – A18) associated with the PFSB Part 2 have been provided at the Submission stage.
<p>10. Is the DPD consistent with any other adopted DPDs for the area? If the DPD is intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?</p>	<p>Regulation 8(3) and (4)</p> <p>Regulation 8(5)</p>		Development Plan is defined in Section 38 of the Act.	<p>The adopted PFSB 2011-2031 sets out the strategic policies for the Borough. It contains the development strategy, including the identifying the sustainable settlement hierarchy, allocates significant development for Stafford and Stone through the SDL and details topic specific policies.</p> <p>Building upon the foundations of the adopted PFSB, Part 2 sets out specific policies to meeting the objectives and vision of the Plan. The PFSB P2 should not be read in isolation, it must be read in conjunction with the</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
				<p>adopted Plan, specifically in relation to Policies SB1 (Settlement Boundaries), SB2 (the protection of social and community facilities); and SB3 Stafford and Stone Protected Employment Areas. Also on the policy map for Stafford (P2 A2, identifies the Ministry of Defence protected area; and the inset plans to the KSVs identifies village shops and local centres.</p> <p>The PfsB Part 2 does not supersede any policies.</p>
<p>11. Have you prepared a statement setting out:</p> <ul style="list-style-type: none"> <li>• Which bodies and persons were invited to make representations under Regulation 18?</li> <li>• How they were invited?</li> <li>• A summary of the main issues raised?</li> <li>• How the representations have been taken into account?</li> </ul>	<p>The Act section 20 (3)</p> <p>Regulation 22(1)(c)</p>		<p>This will bring forward material from the Consultation statement (see Stage 2 above).</p>	<p>The Submission (Regulation 22) Consultation Statement (P2-A20) sets out how representations were sought for soundness and legal compliance, who was consulted, how they were engaged, the number of representations made in relation to each issue and how they were addressed together with a summary of the responses received.</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<p>12. Have you prepared a statement giving:</p> <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> <p>OR</p> <ul style="list-style-type: none"> <li>that no representations were made?</li> </ul>	<p>The Act section 20(3)</p> <p>Regulation 22(1)(c)</p>			<p>The Submission (Regulation 22) Consultation Statement (P2- A20) sets out how representations were sought for soundness and legal compliance, who was consulted, how they were engaged, the number of representations made in relation to each issue and how they were addressed together with a summary of the responses received.</p> <p>A total of 110 representations (P2 – A22) from 65 representors were received on the Plan for Stafford Borough Part 2: Publication (P2-A1) with 1 late representations (P2-A23).</p>
<p>13. Have you collected together all the representations made under Regulation 28?</p>	<p>The Act section 20(3)</p> <p>Regulation 22(1)(e)</p>			<p>Copies of the representations can be found in P2- A24.</p>
<p>14. Have you assembled the relevant supporting documents?</p>	<p>The Act section 20(3)</p> <p>Regulation 22(1)(g)</p>			<p>The relevant supporting documents are set out in the Examination Library and will be available to view from 27 April 2016.</p>
<p>15. Has your council approved the DPD for submission?</p>			<p>Check the LPA's constitution/standing orders for the authorisation process appropriate for the type of DPD.</p>	<p>Council approved the Plan for Stafford Borough Part 2 Publication on 24 November 2015 (P2-H5 and P2 H6).</p>





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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<p>16. Have you sent the Secretary of State (the Planning Inspectorate) both a paper copy and an email of the following:</p> <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>	<p>The Act section 20(1) and 20(3)</p> <p>Regulations 22(1) and 22(2)</p>		<p>Regulation 35 deals with the availability of documents and the time of their removal.</p> <p>Electronic copies of some of the representations and supporting documents may not be practicable.</p> <p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>The Secretary of State to be sent the relevant documentation as listed in Regulation 22 (1) and (2), both in paper copy and electronically on 27 April 2016.</p>
<p>17. Have you made the following available at the same places where the proposed submission documents were to be seen:</p> <ul style="list-style-type: none"> <li>• The DPD?</li> <li>• The documents prescribed in Regulation 22(1)?</li> </ul>	<p>Regulation 22(3)</p>		<p>You should do this as soon as reasonably practicable after submission.</p>	<p>Relevant documentation as listed in Regulation 22 (3), both in paper copy and electronically through the Stafford Borough Council web-site, to be made available for inspection at the Council's offices on 27 April 2016.</p>
<p>18. On your website, have you published the:</p> <ul style="list-style-type: none"> <li>• DPD?</li> <li>• submission policies map?</li> <li>• sustainability appraisal report?</li> </ul>	<p>Regulation 22(3) and 35(1)(b)</p>		<p>You should do this as soon as reasonably practicable after submission.</p>	<p>Relevant documentation as listed in Regulation 22 (3) and 35 (1) (b) to be made available electronically through the Stafford Borough Council web-site, for inspection from 27 April 2016.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<ul style="list-style-type: none"> <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>				
<p>19. For each general consultation body invited to make representations under Regulation 18(1), have you sent:</p> <ul style="list-style-type: none"> <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>	Regulation 22(3)(b)		You should do this as soon as reasonably practicable after submitting to the Secretary of State.	<p>The Notice of Submission and a letter raising awareness of Submission to be sent to general consultation bodies in hard copy and through an electronic notification through the consultation portal on 27 April 2016.</p> <p>General consultation bodies are listed in Submission (Regulation 22) Consultation Statement (P2-A20).</p>
<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.	<p>The Notice of Submission and a letter raising awareness of Submission to be sent to general consultation bodies in hard copy and through an electronic notification through the consultation portal on</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
				<p>27 April 2016.</p> <p>General consultation bodies are listed in Submission (Regulation 22) Consultation Statement (P2-A20).</p>
<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 on your website?</li> <li>• notified those who have made representations on the published DPD which have not been withdrawn of these details?</li> </ul>	<p>The Act section 20</p> <p>Regulations 24 and 35</p>			<p>This requirement will be completed by the Programme Officer in due course, following Submission on 27 April 2016.</p>