



Local Plan Legal Compliance Checklist (April 2013)

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

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

Glossary:

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

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

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

LDS means **Local Development Scheme**

SCI means **Statement of Community Involvement**

DPD means **Development Plan Document**

Stage one: The early stages

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

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

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



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

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



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Stage one: The beginning

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>1. Is the DPD identified in the adopted LDS? Have you recorded the timetable for its production?</p>	<p>The Act section 15(2) and section 19(1)</p>	<p>NPPF para 153</p>		<p>i. The adopted LDS at the time of commencement, publication and submission of the DPD ii. The relevant authority monitoring report (if changes need to be explained)</p>	<p>Revised Project Plan (Local Development Scheme) June 2019, (2019-2021), including timetable for production. Previous Project Plans in 2013, 2015, 2016 and 2018. The LDS in place at the time of the commencement of the Local Plan review was published in July 2015. The LDS (2015) identified the preparation of the Local Plan and the Issues and Options consultation to begin in September 2015. The LDS was updated in 2016 and 2018. The Local Plan was submitted in accordance with the timescale in the latest LDS June 2019.</p>
<p>2. How will community engagement be programmed into the preparation of</p>	<p>The Act section 19(3) Regulation 18</p>	<p>NPPF paras 150, 155 and 157</p>	<p>If the SCI is up-to-date, use that. If not set out any changes to community</p>	<p>i. The SCI ii. The project plan for the DPD</p>	<p>The Council's Statement of Community Involvement (SCI) (2013) was in place for all stages of the Local Plan review. It sets out how the District Council will consult and involve the local community and key stakeholders on planning policy documents</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
the DPD?			engagement as a result of changes in legislation.		<p>and planning application decisions. It describes how consultation will be carried out and when, what methods of consultation will be used and how the representations received will be dealt with. The statement clearly sets out:</p> <ul style="list-style-type: none"> • How people will have the chance to contribute their ideas, and the process for considering and responding to these views. • How people will get the chance to participate in developing proposals and options. • How people can submit representations on formal planning proposals. • How the District Council will seek to provide feedback to keep the community informed on progress and outcomes.
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	<ul style="list-style-type: none"> i. The SCI ii. Reports and decisions setting out the approach to 	The Council's SCI sets out the list of 'specific' consultation bodies and key stakeholders.



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
			<p>bodies.</p> <p>The possible evidence may duplicate each other. Only use what you need to.</p>	<p>specific and general consultation bodies</p> <p>iii. Consultation statement</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) & (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</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</p>	<p>i. Reports and decisions setting out the approach to be taken</p> <p>ii. Consultation statement</p>	<p>Strategic matters and potential impacts upon neighbouring authorities have been considered. The SA scoping report (September 2015) states that the Plan will need to demonstrate that it has met housing need arising from within the District and how it has considered cross-boundary growth under the Duty to Cooperate. Population and employment growth will need to be carefully aligned.</p> <p>Wyre Forest District Council has consulted with the Duty to Co-operate partners and public bodies at every stage of plan making.</p> <p>Discussions with the relevant local planning authorities and public bodies have taken place throughout the preparation of the</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
		<p>strategic priorities.</p> <p>Strategic priorities are listed at NPPF Para 156</p>	<p>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>Local Plan and in particular when issues have been raised at the various consultation stages. These discussions have included formal and informal meetings. The Statements of Common Ground prepared include a record of the duty to co-operate meetings undertaken.</p>
<p>5. How you will co-operate with any local enterprise partnerships (LEP) or local nature partnerships (LNP) to identify and address any issues or</p>	<p>The Act section 33A(1)(c) and section 33A(9), section 33A(3)(d) and (e)</p> <p>The Act section 20(5)(c).</p> <p>Regulation 4</p>	<p>NPPF paras 178 to 181</p>	<p>Section 33A(4) defines a "strategic matter".</p> <p>Strategic priorities are listed at NPPF Para 156.</p> <p>Regulation 4(2) prescribes</p>	<p>i. Reports and decisions setting out the approach to be taken.</p> <p>ii. Consultation statement</p>	<p>Wyre Forest District is within two Local Enterprise partnerships (LEP's) Greater Birmingham and Solihull LEP and Worcestershire LEP. Strategic matters or issues and impacts upon them have been considered. The Council is represented on both LEP's by a member of the directorate so the Council is aware of the LEP's activity and regard is had to that.</p> <p>Duty to Cooperate meetings and Statements of Common Ground have been signed with those Local Authorities within</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>strategic priorities that will have a significant impact on at least two planning areas?</p>			<p>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>the LEP's where there may be issues or impacts.</p> <p>Wyre Forest District Council has a representative who attends the Local Nature Partnership (LNP) and the Council is represented on the Green Infrastructure Partnership by a member of the directorate so the Council is aware of the activity of the groups and regard is had to that.</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 section 13</p>	<p>NPPF paras 158 - 177</p>		<p>i. Documents dealing with collection of baseline information</p> <p>ii. Relevant technical studies</p> <p>iii. The annual monitoring</p>	<p>Wyre Forest District Authority Monitoring Report (AMR) is published each year. Keeping plans updated is assessed via the AMR. The principal objectives are:</p> <ul style="list-style-type: none"> • Delivery and Implementation – identify progress of the Local Plan against milestones set out in the Local Development Scheme (LDS)



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
				report	<ul style="list-style-type: none">• Housing delivery – reporting on housing completions during the monitoring period, including affordable housing and self-build/custom build housing• Neighbourhood Planning – reporting on progress with Neighbourhoods Plans in Wyre Forest District• Planning Obligations – reporting on S106 agreements during the reporting year• Duty to Cooperate – identifying how the Council has engaged with neighbouring authorities, Worcestershire County , other bodies and the local community• Employment Floorspace Delivery – reporting on any gains or losses including losses to residential use during the reporting year• Retail and Leisure Floorspace Delivery – reporting on retail and leisure



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
					<p data-bbox="1480 443 1995 520">floorspace developments during the reporting year</p> <ul data-bbox="1480 555 2018 1075" style="list-style-type: none"><li data-bbox="1480 555 2018 721">• Transport and Movement – reporting on any highways and public transport related improvements progressed during the reporting year<li data-bbox="1480 756 1995 877">• Flood Risk – reporting on any applications approved against Environment Agency advice<li data-bbox="1480 912 1984 1075">• Biodiversity and the Natural Environment – reporting on priority habitats and nature conservation designations. <p data-bbox="1480 1110 2078 1401">A number of evidence base documents have been prepared to inform the baseline information relating to social, economic and environmental factors within in the District. The SA Scoping Report published in May 2015 provided a summary of the baseline information. This was updated in September 2015.</p> <p data-bbox="1480 1436 2063 1474">The supporting 'Evidence base' webpage</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
					<p>lists the base evidence for the Local Plan. https://www.wyreforestdc.gov.uk/planning-and-buildings/planning-policy/local-plan-review/local-plan-review-evidence-base.aspx</p>
<p>7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?</p>	<p>The Act section 19(5)</p>	<p>NPPF paras 165 and 167 Strategic Environmental Assessment Guide, chapter 5</p>		<p>i. Sustainability report scoping document ii. Sustainability appraisal report</p>	<p>The Wyre Forest Local Plan Review Sustainability Appraisal Scoping Report (May 2015, updated September 2015). Sustainability Appraisal Scoping Report sets out a comprehensive review of the baseline information with regard to social, economic and environmental factors within the District. A review of Relevant Plans, Policies and Programmes is set out at Part A and a detailed record of baseline data collection is set out at Part B of the Scoping Report. The September 2015 Scoping Report was published alongside the Issues and Options consultation.</p>
<p>8. Have you consulted the statutory environment consultation</p>	<p>Regulations 9 and 13 of The Environmental Assessment of Plans and</p>	<p>NPPF paras 165 and 167 SEA Guide</p>	<p>The Strategic Environmental Assessment consultation bodies are</p>	<p>Copies of the consultation letters sent to and any responses from the bodies</p>	<p>The SA Scoping Report was consulted on for a 5 week period between Monday 18th May and Monday 29th June 2015. Notification letters were sent to the environmental bodies as required by the</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal report?</p>	<p>Programmes Regulations 2004 No 1633.</p>	<p>chapter 3</p>	<p>also amongst the 'specific consultation bodies' which are defined in Regulation 2).</p>		<p>SEA Directive as well as a number of other consultees who were considered to have an interest in the SA Scoping Report as follows:</p> <ul style="list-style-type: none"> • Natural England • The Environment Agency • Historic England • Worcestershire County Council • Worcestershire Local Enterprise Partnership • Greater Birmingham and Solihull Local Enterprise Partnership • South Staffordshire Water Plc • Network Rail • Severn Trent Water Ltd • The Worcestershire Partnership • Canal and River Trust • Worcestershire Wildlife Trust • Wyre Forest Clinical Commissioning Group <p>The representations received were incorporated into a revised SA Scoping report (September 2015) this was made available on the District Council's web-site.</p>



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Stage two: Plan preparation - frontloading phase

Information assembled during this phase contributes to:

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

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



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Stage two: Plan preparation

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
1. Have you notified: <ul style="list-style-type: none"> the specific consultation bodies? the general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents? 	Regulation 18(1) and (2)(a) (b)	NPPF paras 159 – 173	Specific and general consultation bodies are defined in Regulation 2.	i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies have been omitted from or included in consultation	<p>The Consultation plan provides details of the statutory consultation at regulation 18 stage. A list of specific consultation bodies consulted are included. Details of the consultation and ways that it is being publicised for general consultation bodies are listed.</p> <p>The letter to specific consultation bodies is included as an appendix to the consultation plan.</p> <p>The Statement of Consultation (March 2020) provides further information and evidence.</p>
2. Are you inviting representations from people resident or	Regulation 18(1) and (2)(c)	NPPF paras 159 – 173		i. Consultation statement ii. Copies of	<p>The Consultation plan provides a record of the statutory consultation at regulation 18 stage. The consultation plan gives</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
carrying out business in your area about the content of the DPD?				<ul style="list-style-type: none"> documents consulting these persons iii. Record of discussions iv. Copies of representations made 	<p>details of how the consultation was publicised to raise awareness of those living and working in the District. The Council held a number of public engagement events which are listed.</p> <p>The Statement of Consultation (March 2020) provides further information and evidence. Included in the appendix is the Preferred Options consultation leaflet.</p>
3. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 18	NPPF para 155	NPPF paras 160-171 4.29 give examples of relevant bodies which should be consulted.	<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these people iii. Record of discussions 	<p>The Consultation plan provides a record of the statutory consultation at regulation 18 stage.</p> <p>The Local Plan review process has involved consulting key stakeholders, Duty to Co-operate partners, and private sector/landowner interests.</p> <p>The Statement of Consultation (March 2020) provides further information and evidence.</p>
4. Are you taking into account	Regulation	NPPF	Evidence from participation is	i. Consultation	The Consultation plan states that responses



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representations made?	18(3)	para 155	part of the justification. Show how you have taken representations into account.	<ul style="list-style-type: none"> ii. Any reports on the selection of alternatives and options for the DPD 	<p>will be used to help develop the Pre-Submission Plan. The Preferred Options which asked respondents for their comments on Options A and B, and the core sites which were common to both options. This informed the Pre-Submission Plan and following consultation responses this informed the reopened Pre-Submission Plan.</p> <p>At each stage of the Local Plan review consultation responses have been taken into account and informed the next stage of the plan review. Alternatives have been considered and sites have changed from Preferred options through to Pre-Submission, and the reopened Pre-Submission.</p> <p>The Statement of Consultation (March 2020) provides further information and evidence.</p>
5. Does the consultation contribute to the development and sustainability appraisal of	<p>The Act section 19(5)</p> <p>Regulations 12 and 13 of The</p>	<p>NPPF paras 165 – 168</p> <p>SEA Guide,</p>		<ul style="list-style-type: none"> i. Consultation statement ii. Any reports on the selection of alternatives 	<p>At each stage of the Local Plan review consultation responses have been taken into account and informed the next stage of the plan review. Alternatives have been considered and sites have changed from Preferred options through to Pre-Submission, and the reopened Pre-Submission.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
alternatives?	Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	chapter 3		and options for the DPD iii. Sustainability appraisal report	The Sustainability Appraisal report has assessed alternatives at the different stages.
6. Is the participation: <ul style="list-style-type: none"> • following the principles set out in your SCI? • integrating involvement with the sustainable community strategy? • proportionate to the scale of issues involved in the DPD? 	The Act section19(3)	NPPF para 155		i. Consultation Statement ii. The SCI iii. The relevant sustainable community strategies	As set out in the Statement of Consultation (March 2020), consultation has followed the requirements in the SCI. The Council has sought to publicise and explain the Local Plan clearly in the written material produced and using a series of drop in sessions across the District at both Regulation 18 and Regulation 19 stages. The main issues are contained in the Statement of Consultation (Match 2020).
7. Are you keeping a record of: <ul style="list-style-type: none"> • the individuals or bodies invited to make representations • how this was 	The Act section20(3) Regulation 17	NPPF paras 158 - 171	You will need to submit a statement of representations under Regulation 22 (1) (c): see	i. Consultation statement ii. Reports by the council on the consultation iii. Copies of	The Statement of Consultation (March 2020) provides information on the consultation. It also includes the main issues raised. The Duty to Co-operate Statement (March 2020) provides further information on the



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>done?</p> <ul style="list-style-type: none"> the main issues raised? 			<p>Submission stage below. Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>representations and relevant correspondence iv. Technical reports on the engagement process</p>	<p>engagement with specified bodies. It also includes the Statements of Common Ground.</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</p>	<p>The Act section 33A(1)(a) (b) and (c), section 33A(3)(d) & (e) section 33A(4) section 33A(9) 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. Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</p>	<p>i. Consultation statement ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence iv. Technical reports on the engagement</p>	<p>The Duty to Co-operate Statement (March 2020) includes information on the engagement with other local planning authorities and duty to cooperate bodies. It also includes the Statements of Common Ground.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
prescribed under Section 33A(1)(c)?				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)?	<p>The Act section 33A(1)(c) and Section 33A(9).</p> <p>The Act section 20(5) (c).</p> <p>Regulation 4</p>	NPPF paras 178 to 181	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</p>	<ul style="list-style-type: none"> i. Consultation statement ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence iv. Technical reports on the engagement process 	<p>The Council is represented on both LEP's by a member of the directorate so the Council is aware of the LEP's activity and regard is had to that.</p> <p>Wyre Forest District Council has a representative who attends the Local Nature Partnership (LNP) and the Council is represented on the Green Infrastructure Partnership by a member of the directorate so the Council is aware of the activity of the groups and regard is had to that.</p> <p>Duty to Cooperate meetings and Statements of Common Ground have been signed with those Local Authorities within the LEP's where there may be issues or impacts. These SofCG can be found in the Duty to Co-operate Statement (March 2020).</p>
10. Are you developing a framework for monitoring the effects of the	<p>The Act section 35</p> <p>Regulation 34</p>	NPPF paras 165 - 1687	It is a matter for each council to decide what to	<ul style="list-style-type: none"> i. Sustainability appraisal report ii. The authority 	Local Plan Chapter 37 as indicated in the Submission Plan will include indicators from the Sustainability Appraisal for monitoring the effects of the DPD.



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
DPD?	Regulation 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363	SEA Guide, Chapter 5	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.	monitoring report iii. Reports or documents setting out the appraisal and monitoring framework	Following adoption of the Local Plan the Authority Monitoring Report (AMR) will report on the SA monitoring indicators as well as policy use.



Stage three: Plan preparation - formulation phase

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

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

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

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

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

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

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

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



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Stage three: Plan preparation – writing the plan

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence
1. Are you preparing reasonable alternatives for evaluation during the preparation of the DPD?	Regulation 12 (2) of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	NPPF paras 152 - 182 SEA Guide, Chapter 5	The sustainability appraisal report and supporting documents relevant to the preparation of the DPD are part of the proposed submission documents (see Regulation 17).	Documents supporting decisions on alternatives and any preferred strategy	<p>There were seven strategic options identified in the Local Plan Review Issues and Options paper. This was refined to Options A and B in the Local Plan Review Preferred Options having taken into account representations received. This was further refined at Pre-Submission stage.</p> <p>The Site Selection Paper considered the seven options and options A and B. The Paper sets out the reasons why we did not proceed with certain options and why the sites in the Submission Plan were selected as the site allocations.</p> <p>The Sustainability Appraisal has assessed options that have been considered throughout the plan process</p>
2. Have you assessed alternatives against: <ul style="list-style-type: none"> consistency 	The Act section 19 (2), section 24	NPPF para 151	For London boroughs and local authorities where	<ul style="list-style-type: none"> i. Supporting documents ii. Correspondence with Mayor of London (London 	In accordance with the NPPF, sites and alternatives were assessed in the Sustainability Appraisal and the Site Selection Paper.



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>with national policy?</p> <ul style="list-style-type: none"> • general conformity with the regional spatial strategy where still in force? 			<p>regional strategies are still in force general conformity is tested formally later but you need to consider it during preparation of the DPD.</p>	<p>Boroughs and Mayoral Development Corporations only)</p>	<p>The Plan is considered to be consistent with national policy as set out throughout the evidence base.</p>
<p>3. Are you having regard to (where relevant):</p> <ul style="list-style-type: none"> • adjoining regional spatial strategies? • the spatial development strategy for London? • Planning Policy for Wales? • the National 	<p>The Act sections 19 (2) and 24 (1) and (4)</p> <p>Regulation 10 and 21</p>		<p>Where the regional strategy has been revoked you should record that fact.</p>	<ul style="list-style-type: none"> i. Supporting documents ii. Correspondence with the Mayor of London, relevant Welsh or Scottish regional planning bodies (as appropriate) iii. CLG notice of revocation of the regional strategy 	<p>Not Applicable.</p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence
Planning Framework for Scotland?					
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		i. Supporting documents ii. Correspondence with LPA/County Council	<p>The Duty to Co-operate Statement (March 2020) includes information on the engagement with other local planning authorities. It also includes the Statements of Common Ground.</p> <p>No joint local development documents are being discussed.</p>
5. Are you cooperating with a person prescribed for the purposes of Regulation 33A(1)(c) to address significant cross boundary issues including preparing joint approaches?	The Act section 33A(2)(a), section 33A(6)(a) The Act section 20 (5) (c)	NPPF paras 181 and 182	The bodies prescribed by The Act section 33A(1)(c) are set out at Regulation 4 (1).	i. Supporting documents ii. Correspondence with prescribed bodies	Information relating to engagement and cooperation with other local planning authorities is contained in the Duty to Cooperate Statement (March 2020). It also includes the Statements of Common Ground.



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	Regulation 4				
6. Are you cooperating with having regard to the activities of the LEP and LNP?	The Act section 33A(2)(b) and section 33A(9). Regulation 4 (2)	NPPF para 181 and 182		<ul style="list-style-type: none"> i. Supporting documents ii. Correspondence with LEP/LNP 	The Council is represented on both LEP's by a member of the directorate so the Council is aware of the LEP's activity and regard is had to that.
7. Are you having regard to: <ul style="list-style-type: none"> • your sustainable community strategy or of other authorities whose area comprises part of the area of the council? • any other local development documents adopted by the council? 	The Act section 19(2)			<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 	Wyre Forest District is within Worcestershire a two tier authority area. Duty to Cooperate with Worcestershire County Council has taken place throughout the Local Plan Review and a signed Statement of Common Ground has been prepared. This can be found in the Duty to Co-operate Statement (March 2020).
8. Do you have regard to other	The Act section 19(2)		As well as the matters and	<ul style="list-style-type: none"> i. Supporting documents 	The Submission Plan and the evidence base have regard to these issues.



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>matters and relevant strategies relating to:</p> <ul style="list-style-type: none"> • resources • the local/regional economy • the local transport plan and transport facilities and services • waste strategies • hazardous substances 	Regulation 10		<p>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.</p>	ii. Correspondence with the relevant bodies	<p>The Infrastructure Delivery Plan provides information on the requirement for, and delivery of, infrastructure.</p> <p>Transport modelling has assessed the impact of the Council's proposals. The Transport policies in the Submission Plan have been prepared with Worcestershire County Council.</p> <p>The Duty to Cooperate Statement (March 2020) addresses strategic issues through a signed Statement of Common Ground with Worcestershire County Council.</p> <p>The Wyre Forest District Council Corporate Plan 2019-2023 states that the Council will "work with partners to secure external funding and investment to support the economy." The Corporate Plan can be found on the Council's website.</p>
9. Are you having regard to the need to include policies	The Act section19(1A)	NPPF paras 93 - 108		Supporting documents	The Submission Plan chapter 24: Telecommunications and Renewable Energy, includes Policy 24B Renewable



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>on mitigating and adapting to climate change?</p>					<p>and Low Carbon Energy. The policy includes Incorporating renewable and low carbon energy into new development and low carbon energy schemes.</p> <p>The Submission Plan also includes chapter 15: Water Management. This chapter includes policies on the mitigation of flood risk and surface water drainage including Sustainable Drainage Systems.</p> <p>The Wyre Forest District Council Corporate Plan 2019-2023 states that the Council will “work with partners to protect our environment, to address air quality issues and to help to tackle climate change.” The Corporate Plan can be found on the Council’s website.</p> <p>The Sustainability Appraisal objectives include promote energy efficiency & energy generated from renewable and low carbon sources.</p>
<p>10. Have you undertaken the sustainability appraisal of</p>	<p>The Act section 19(5)</p>	<p>NPPF para 182</p>	<p>Regulation 13 of The Environmental Assessment</p>	<p>i. Reports on the sustainability of alternatives ii. Record of work</p>	<p>The Sustainability Appraisal reports have assessed alternatives throughout the production of the plan and have been subject to consultation at Preferred Options</p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence
alternatives, including consultation on the sustainability appraisal report?	Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	SEA Guide, Chapter 5	of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures.	undertaken on sustainability appraisal iii. Supporting documents	(reg 18) and Pre-Submission (reg 19) stages.
11. Are you setting out reasons for any preferences between alternatives?	Regulation 8(2)	NPPF para 182	This will include Information from the sustainability appraisal.	i. Any reports setting out alternatives and choices considered ii. Supporting documents	The Site Selection Paper considered the reasons why we did not proceed with certain options and why the sites in the Submission Plan were selected. The Sustainability Appraisal has assessed options that have been considered throughout the plan making process.
12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal?	Regulations 17, 18(3) and 22 (1) (c) (iv) Regulation 13(4) of The Environmental Assessment	NPPF paras 150, 155, 157 and 159-171	Records on the sustainability appraisal should also include recording any assessment	i. Correspondence from those making representations ii. Reports on issues raised iii. Consultation statement	The Statement of Consultation (March 2020) identifies key issues from the consultations and how these were addressed in the submission Local Plan. The Sustainability Appraisal provides information on how the responses received



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>Are you keeping a record?</p>	<p>of Plans and Programmes Regulations 2004 No 1633</p>		<p>made under the Habitats Directive.</p>	<p>iv. Sustainability appraisal report</p>	<p>have been taken into account in the SA report.</p> <p>The Duty to Cooperate Statement (March 2020) provides further information on the engagement that the Council had with the Duty to Co-operate partners and public bodies at every stage of plan making. It also includes the Statements of Common Ground.</p>
<p>13. Where sites are to be identified or areas for the application of policy in the DPD, are you preparing sufficient illustrative material to:</p> <ul style="list-style-type: none"> • enable you to amend the currently adopted policies map? • inform the community about the location of 	<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</p>	<ul style="list-style-type: none"> i. Adopted policies map ii. Any reports on proposals to amend the policies map iii. Illustrative material that shows how the policies map will be amended or replaced 	<p>The Council has prepared a new policies map to show the spatial extent of the Local Plan policies, a draft map was published for consultation alongside the Regulation 19 stage Pre-Submission Publication Document.</p> <p>The Local Plan includes maps to show the extent of site allocations.</p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence
proposals?			defined in Regulation 17.		
14. Are the participation arrangements compliant with the SCI?	The Act, section 19(3) Regulation 18	NPPF paras 150 and 155		i. The SCI ii. Consultation statement	As set out in the Statement of Consultation (March 2020), consultation has followed the requirements in the SCI.



Stage four: Publication

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

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

- do so and progress directly to publication

OR

- produce and consult on a revised preferred strategy.

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

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

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

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

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



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Stage four: Publication

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence
1. Have you prepared the sustainability appraisal report?	<p>The Act section 19(5)</p> <p>Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF paras 165 - 168</p> <p>SEA Guide Chapter 5</p>		Sustainability appraisal report	<p>Sustainability appraisal report was prepared and published for consultation at Reg. 19 stage.</p> <p>During the Pre-Submission consultations the SA was published on the website and a paper copy was available at Wyre Forest House, the Hub, Kidderminster library, Stourport-on-Severn library and Bewdley library.</p>
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).	<p>i. Report or record of decisions</p> <p>ii. The statement of community interest</p>	<p>The Council Local Plan was published at each stage of the Local Plan review, Issues and Options, Preferred Options stage, Pre-Submission and the reopened Pre-Submission for a minimum of 6 weeks publicised as set out in the consultation statement including information on the website, leaflets mailed to residents, posters displayed at locations throughout the District and social media.</p> <p>A series of drop in sessions for each of the consultations were held in locations across the district, which included the three towns as well as</p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence
					<p>a number of villages. The drop in sessions enabled the public to ask questions about the Local Plan and for advice on how to respond to the consultation. Hard copies of the draft Local Plan and the evidence base studies were made available for public viewing at the drop-in sessions.</p> <p>The published Statement of Representations Procedure (Reg 19) made it clear where and within what time period representations must be made for both the 2018 Pre-Submission consultation and the re-opened Pre-Submission consultation in 2019.</p>
<p>3. Have you made copies of the following available for inspection:</p> <ul style="list-style-type: none"> • the proposed submission documents? • the statement of the representations procedure? 	<p>Regulation 19(a)</p>		<p>Regulation 17 gives definitions.</p>	<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 	<p>For both Pre-Submission consultations (Reg 19) paper copies of the relevant documents were available in Wyre Forest House, the Hub, Kidderminster, Stourport-on-Severn and Bewdley libraries. This included a paper copy of the Statement of Representations Procedure.</p> <p>Paper copies of the key documents and evidence base documents were available to view at the Local Plan drop in sessions.</p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence
					Electronic versions were available online.
<p>4. Have you published on your website:</p> <ul style="list-style-type: none"> • the proposed submission documents? • the statement of the representations procedure? • statement and details of where and when documents can be inspected? 	Regulations 19 and 35		Regulations 2 and 17 give definitions.	Record of publication	<p>For both Pre-Submission consultations in November/December 2018 and September/October 2019 (re-opened), the Council published on the website the proposed submission documents, the evidence base and the Statement of Representation Procedure. Details of where and availability of documents were also published on the website.</p> <p>The Statement of Representations Procedure made it clear where and when documents could be inspected.</p>
<p>5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> • A copy of each 	Regulation 19(b)		Regulations 2 and 17 give definitions.	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	Letters or emails were sent out to specific consultation bodies advising them where they could view documents and access electronic copies of these documents and how to respond to the consultation. They were also sent a copy of the Statement of Representation Procedure.



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>of the proposed submission documents</p> <ul style="list-style-type: none"> The statement of the representations procedure? 					
<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"> the statement of the representations procedure? where and when the documents can be inspected? 	Regulation 19(b)		Regulations 2 and 17 give definitions.	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	Letters or emails were sent out to general consultation bodies advising them where they could view documents and access electronic copies of these documents and how to respond to the consultation. They were also sent a copy of the Statement of Representation Procedure.
<p>7. Have you requested the</p>	The Act section 24		The request must be	Copies of correspondence	Not applicable.



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence
opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the DPD spatial development strategy?	Regulation 21		made on the day you publish the documents under Regulation 19(a) and a response must be made within six weeks from the request (Regulation 21).		



Stage five: Submission

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

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

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

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

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



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Stage five: Submission

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
1. Has the DPD been prepared in accordance with the LDS? Does the DPD's listing and description in the LDS match the document? Have the timescales set out in the LDS been met?	The Act section 19(1)		The Act section 15(2) sets out the matters specified in the LDS. As at January 2013, no further matters are prescribed in the Regulations.	<ul style="list-style-type: none"> i. The LDS ii. Explanation of any changes from the milestones set out in the LDS iii. relevant authority monitoring reports 	The Submission Plan has been prepared in accordance with the LDS (June 2019) and generally in accordance with the timetable at Appendix A. Listing and description match the LDS. Timetable shows submission as March 2020 whereas it is actually April 2020.
2. Has the DPD had regard to any sustainable community strategy for its area (like a county and district)?	The Act section 19(2)	NPPF para 182		<ul style="list-style-type: none"> i. The sustainable community strategy(ies) ii. Reference to sections of the DPD showing how regard has been had to them 	There is no sustainable community strategy for the area.
3. Is the DPD in	The Act		Before the	<ul style="list-style-type: none"> i. The SCI 	The Local Plan has been prepared in



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?</p>	<p>section 19(3) Regulation 22(1)(c)</p>		<p>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).</p>	<p>ii. The Regulation 22(1)(c) statement</p>	<p>compliance with the SCI, and consultations have been carried out in accordance with the SCI. (Statement of Community Involvement, 2013).</p>
<p>4. Have you identified and addressed any issues which are likely to have a significant impact on at least two planning areas. In doing so, have</p>	<p>The Act section 33A(1) and section 20(5)</p>	<p>NPPF paras 181 and 182</p>	<p>Under NPPF para 182, the plan should be based on effective joint working on cross-boundary strategic</p>	<p>Statement identifying any strategic cross-boundary issues or impacts on county matters addressed in the document and explaining the approach taken to</p>	<p>Duty to Cooperate with bodies to address strategic issues including transport. Statements of Common Ground signed which cover issues that parties agree and do not agree on. The SofCGs can be found in the appendices of the Duty to Co-operate Statement (March 2020).</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>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>priorities to be found 'Effective'.</p>	<p>co-operate with the relevant bodies.</p> <p>Supporting correspondence and reports e.g. Memorandum of Understanding, shared and agreed evidence</p>	
<p>5. Has the DPD been subject to sustainability appraisal? Has the council provided a final report of the findings of the</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>Sustainability appraisal report</p>	<p>Sustainability Appraisal reports published in 2017 and 2019 during the Local Plan process are available on Wyre Forest District Council website.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
appraisal?					
6. Is the DPD to be submitted consistent with national policy?	The Act section 19(2) and Schedule 8	NPPF para 151		<ul style="list-style-type: none"> i. Correspondence with PINS? ii. PAS Soundness self assessment checklist 	<p>The Local Plan will be examined using the policies in the NPPF (2019).</p> <p>The PAS Soundness checklist sets out how the Local Plan is consistent with national policy including the NPPF (2019).</p>
<p>7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists?</p> <p>If yes, is there local justification?</p> <p>If the LPA is a London borough or a mayoral development corporation has it requested an</p>	<p>The Act section 24(1)(a) and 24(4)</p> <p>Regulation 21</p>	NPPF para 218 footnote 41	<p>In London the requirement is for general conformity with the spatial development strategy (The London Plan).</p>	<ul style="list-style-type: none"> i. Correspondence with or representations from Mayor of London (where appropriate) ii. Confirmation of (where appropriate) conformity from the Mayor or that no Regional Strategy is in place 	<p>Not applicable.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>opinion from the Mayor of London on the general conformity of the plan with the spatial development strategy?</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>	<ul style="list-style-type: none"> i. The documents prescribed at Regulation 22(1) ii. Relevant authority monitoring reports iii. Records of the actions undertaken (see below) 	<p>The Statement of Consultation (March 2020) sets out where documents were available to view during the Regulation 19 consultations. The submission documents and evidence base documents are published on the Wyre Forest District Council website.</p> <p>On submission electronic copies of the submitted Local Plan, the Sustainability Appraisal, Policies Map and Statement of Consultation are available to view on the Council's examination webpage: https://www.wyreforestdc.gov.uk/planning-and-buildings/planning-policy/local-plan-examination/examination-library.aspx</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
Does the DPD contain a list of superseded saved policies?					<p>The Submission Statement of Fact explains where paper copies of key documents will be made available at public locations for public inspection, when the Coronavirus (COVID-19) social distancing restrictions have been lifted by Government.</p> <p>All consultation bodies on the consultation database have been notified of the submission of the plan. They have also been sent a copy of the Submission Statement of Fact.</p> <p>Annex 3 of the 'Table of Additional (Minor) Modifications' sets out the list of superseded policies. Annex 2 contains details on Supplementary Planning Documents/Guidance.</p>
9. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an	Regulations 5(1) (b), 9 (1), 17 & 22(1)			<ul style="list-style-type: none"> i. Submission policies map ii. Brief statement if a submission policies map is not required 	<p>The draft Policies Map was prepared for Reg. 19 stage Pre Submission publication document, changes were made prior to the reopening of the Pre-Submission Publication document.</p> <p>Amendments to the Pre-Submission policies map (January 2020) details all of the</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>adopted policies map?</p> <p>If yes, have you prepared a submission policies map?</p>					<p>changes made to the policies map since the adopted Local plans of 2013 to submission of the Local Plan April 2020.</p> <p>It will be updated to reflect any subsequent changes on adoption of the Local Plan.</p>
<p>10. Is the DPD consistent with any other adopted DPDs for the area? If the DPD is intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?</p>	<p>Regulation 8(3) and (4)</p> <p>Regulation 8(5)</p>		<p>Development Plan is defined in Section 38 of the Act.</p>	<p>i. The core strategy</p> <p>ii. Documents or reports demonstrating conformity</p>	<p>The Submission Plan fits with other plans and strategies including the Worcestershire Minerals Local Plan and Local Transport Plan (LTP4) prepared by Worcestershire County Council.</p> <p>On adoption, the Wyre Forest District Local Plan will replace The Wyre Forest District Core Strategy (2010), The Wyre Forest Site Allocations and Policies Local Plan (2013) and the Kidderminster Central Area Action Plan (2013).</p> <p>A list of superseded policies is contained in Annex 3 of the submitted 'Table of Additional (Minor) Modifications'. Annex 2 contains details on Supplementary Planning Documents/Guidance.</p>
<p>11. Have you prepared a</p>	<p>The Act section 20 (3)</p>		<p>This will bring forward</p>	<p>i. Consultation statement</p>	<p>Appendix 4 of the Statement of Consultation (March 2020) sets out</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
statement setting out: <ul style="list-style-type: none"> • Which bodies and persons were invited to make representations under Regulation 18? • How they were invited? • A summary of the main issues raised? • How the representations have been taken into account? 	Regulation 22(1)(c)		material from the Consultation statement (see Stage 2 above).	ii. The Statement as required in Regulation 22(1)(c)	information on the Reg. 18 consultation, responses and main issues raised.
12. Have you prepared a statement giving: <ul style="list-style-type: none"> • the number of representations made under 	The Act section 20(3) Regulation 22(1)(c)			The Statement as required in Regulation 22(1)(c)	The Statement of Consultation (March 2020) sets out information regarding the number of representations received from the regulation 19 Pre-Submission consultations and the main issues raised.



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
Regulation 22? <ul style="list-style-type: none"> a summary of the main issues raised? OR <ul style="list-style-type: none"> that no representations were made? 					
13. Have you collected together all the representations made under Regulation 28?	The Act section 20(3) Regulation 22(1)(e)			Copies of the representations	<p>The Council used a consultation portal to process representations and many respondents submitted their representations using this portal.</p> <p>Representations made during Regulation 19 can be viewed on the online portal on Wyre Forest District Council website.</p> <p>The Statement of Consultation (March 2020) provides an overview of the responses received from the 2018 and 2019 Regulation 19 consultations and the key issues raised.</p>
14. Have you assembled the relevant supporting documents?	The Act section 20(3) Regulation			All necessary evidence and records of decisions relevant to the DPD	Sustainability Appraisal, Policies Map, Statement of Consultation, Duty to Cooperate Statement (including SofCG), representations received and evidence documents relevant to the Local Plan are all



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
	22(1)(g)				available on the Wyre Forest District Council website.
15. Has your council approved the DPD for submission?			Check the LPA's constitution/standing orders for the authorisation process appropriate for the type of DPD.	Report and resolution of the appropriate council body	On 20th February 2020 an Extraordinary Meeting by Full Council approved the submission of the Local Plan to the Secretary of State for examination.
16. Have you sent the Secretary of State (the Planning Inspectorate) both a paper copy and an email of the following: <ul style="list-style-type: none"> the DPD? the submission policies map (unless there are no site 	The Act section 20(1) and 20(3) Regulations 22(1) and 22(2)		Regulation 35 deals with the availability of documents and the time of their removal. Electronic copies of some of the representations and supporting documents may not be	i. Record of sending ii. Reasons why documents cannot be sent electronically	Yes, electronic copies were submitted to the Planning Inspectorate on 30 th April 2020. The submitted documents have also been published on the Council's website on the examination webpages. A hard copy of the Local Plan and Policies Map has been sent to the appointed Planning Inspector via the Programme Officer, as PINS offices are currently closed due to Covid-19. Any further paper copies of documents will be provided as agreed with the Inspector;



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
allocation policies)? <ul style="list-style-type: none"> the documents prescribed in Regulation 22(1)? 			practicable. Regulation 35 deals with the availability of documents and the time of their removal.		
17. Have you made the following available at the same places where the proposed submission documents were to be seen: <ul style="list-style-type: none"> The DPD? The documents prescribed in Regulation 22(1)? 	Regulation 22(3)		You should do this as soon as reasonably practicable after submission.	Record of where and when made available	<p>On submission electronic copies of the submitted Local Plan, the Sustainability Appraisal, Policies Map and Statement of Consultation are available to view on the Council's website on the examination webpages.</p> <p>Paper copies of these documents will also be made available at the following locations, when the Coronavirus (COVID-19) social distancing restrictions have been lifted by Government:</p> <p><u>Council Offices:</u></p> <ul style="list-style-type: none"> Wyre Forest House, Finepoint Way, Kidderminster,



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
					<p>Worcestershire, DY11 7WF.</p> <ul style="list-style-type: none"> • The Hub (Customer Service Centre), Green Street, Kidderminster, DY10 1HA. <p><u>Libraries:</u></p> <ul style="list-style-type: none"> • Kidderminster Library • Stourport Library • Bewdley Library <p>This is set out in the Submission Statement of Fact which is published on the Council's website on the examination webpages.</p>
<p>18. On your website, have you published the:</p> <ul style="list-style-type: none"> • DPD? • submission policies map? • sustainability appraisal report? 	<p>Regulation 22(3) and 35(1)(b)</p>		<p>You should do this as soon as reasonably practicable after submission.</p>	<p>Record of publication</p>	<p>On submission electronic copies of the submitted Local Plan, the Sustainability Appraisal, Policies Map and Statement of Consultation are available to view on the Council's website.</p> <p>The Submission Statement of Fact is also published on the Council's website in the examination webpages.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<ul style="list-style-type: none"> • Regulation 22(1)(c) statement? • supporting documents (where practicable) ? • representations made under Regulation 20 (where practicable) ? • statement as to where and when the DPD and the documents are available? 					
<p>19. For each general consultation body invited to make representations under Regulation 18(1), have you</p>	<p>Regulation 22(3)(b)</p>		<p>You should do this as soon as reasonably practicable after submitting to</p>	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>The Council has informed the consultation bodies that the Council has submitted the Local Plan to the Secretary of State. The submitted documentation can be viewed on the Council's website.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
<p>sent:</p> <ul style="list-style-type: none"> notification that the documents prescribed in Regulation 22(3)(a)(i)-(iii) are available for inspection where and when they can be inspected? 			the Secretary of State.		<p>The Submission Statement of Fact sets out where documents can be viewed. This was sent to each of the general consultation bodies and each of the specific consultation bodies which were invited to make representation at Reg 18 and Reg 19 stages. They have therefore been notified that the documents have been submitted and are available for inspection. Due to the Covid-19 outbreak, the key documents that need to be provided as paper copies will be made available in public places when the social distancing restrictions have been lifted by Government. These public places are shown on the Submission Statement of Fact.</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	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>The Council has informed the consultation bodies that the Council has submitted the Local Plan to the Secretary of State. The submitted documentation can be viewed on the Council's website. The Submission Statement of Fact sets out where documents can be viewed.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
			of State.		
<p>21. If an examination is being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> • published the time and place of the examination and the name of the person appointed to carry out the examination on your website? • notified those who have made representations on the published 	<p>The Act section 20</p> <p>Regulations 24 and 35</p>			<ul style="list-style-type: none"> i. Record of publication of information ii. Record of sending iii. Copies of correspondence iv. Copy of advertisement 	<p>A Programme Officer has been appointed and will provide this information in accordance with the Regulations. The examination website has been prepared for the submission of the plan and shows the contact details for the programme officer. The examination webpage also shows the name of the appointed Planning Inspector. The examination webpage can be viewed here:</p> <p>https://www.wyreforestdc.gov.uk/planning-and-buildings/planning-policy/local-plan-examination.aspx</p>



planning advisory service

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence
DPD which have not been withdrawn of these details?					