

***Welwyn Hatfield Borough Council***

***Local Plan***

**Legal Compliance  
Self-Assessment Checklist**

**May 2017**



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# Welwyn Hatfield Local Plan

## Legal Compliance Assessment

### Introduction

This checklist has been prepared for the Welwyn Hatfield Local Plan 2013 – 2032 and the accompanying Policies Map.

Its purpose is for the Council to satisfy itself that the Plan is legally compliant at the time of submission to the Secretary of State for examination by an independent planning inspector.

Consistent with the structure of the checklist template prepared by the Planning Advisory Service (PAS) by SNR Denton, this assessment takes a chronological approach to the plan-making process.

The checklist requirements are presented in *italic* and the evidence is presented in plain.

This report provides the evidence at the point of submission, with an audit trail back to earlier stages.

A separate document has been produced to demonstrate how the Local Plan complies with the tests of soundness.

## Stage One: The early stages:

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; and
- ensuring that the plan rests on a credible evidence base, including meeting the Act's requirement for keeping matters affecting the development of the area under review.

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

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

**Table 1: The beginning**

Activity	Legal requirement	Guidance reference	Additional notes	Evidence
<p>1. <i>Is the DPD identified in the adopted LDS? Have you recorded the timetable for its production?</i></p>	<p><i>The Act section 15(2) and section 19(1)</i></p>	<p><i>NPPF para 153</i></p>		<ul style="list-style-type: none"> <li>i. At commencement, the Local Development Scheme 2005, identified the production of a Core Strategy and other DPDs: <a href="http://www.welhat.gov.uk/LDS">http://www.welhat.gov.uk/LDS</a></li> <li>ii. The LDS has been updated throughout plan-preparation in 2014, 2015 and 2016.</li> <li>ii. The most up to date LDS was approved by Cabinet on 4 April 2017 (ORD/3). This identifies the Local Plan and the timetable for production.</li> <li>v. Annual Monitoring Reports have been prepared since 2004/05. All AMRs are available on the website: <a href="http://www.welhat.gov.uk/AMR">http://www.welhat.gov.uk/AMR</a></li> <li>v. The latest AMR is for the monitoring year 2015-2016 (IMP/1). This contains a report of plan-making progress.</li> </ul>
<p>2. <i>How will community engagement be programmed into the preparation of the DPD?</i></p>	<p><i>The Act section 19(3)</i></p> <p><i>Regulation 18</i></p>	<p><i>NPPF paras 150, 155 and 157</i></p>	<p><i>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.</i></p>	<ul style="list-style-type: none"> <li>i. The SCI was first adopted in January 2007. Since then a number of changes have been made to the planning system. A revised SCI was subject to consultation in 2012-2013. The most up-to-date SCI was adopted on 3 December 2012 (ORD/1). This is available on the Council's website: <a href="http://www.welhat.gov.uk/SCI">http://www.welhat.gov.uk/SCI</a></li> <li>ii. The project plan for the production of the Local Plan is set out in the LDS (ORD/3)</li> <li>iii. The Regulation 22 Consultation Statement (SUB/1) provides details of the consultation undertaken during plan preparation. This is supplemented by a number of Consultation Statements at each stage of plan-making (SUB/1a to SUB/1g). This includes a Pre-Issues and Options Consultation Statement (SUB/1g) which highlights the extensive community engagement carried out at pre-production stage.</li> </ul>
<p>3. <i>Have you considered the appropriate bodies you should consult?</i></p>	<p><i>Regulation 18</i></p>	<p><i>NPPF paras 4.25 -4.26</i></p>	<p><i>Regulation 2 defines the general and specific consultation bodies.</i></p>	<ul style="list-style-type: none"> <li>i. The SCI has guided consultation on the Local Plan (and preceding plan making activity). This sets out who the Council will consult including the Specific and General bodies and other consultation bodies</li> </ul>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence
			<p><i>The possible evidence may duplicate each other. Only use what you need to.</i></p>	<p>or organisations that the council consider are important to consult, as well as the wider community.</p> <ul style="list-style-type: none"> <li>ii. The Councils Local Plan consultation database is regularly updated.</li> <li>iii. The Regulation 22 Consultation Statement, sets out who was consulted in accordance with Regulation 18 and 19. This statement is supplemented by the Consultation Statements prepared at each stage of plan-making.</li> </ul>
<p>4. <i>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?</i></p>	<p><i>The Act section 33A(1)(a) and (b), section 33A(3)(d) (e) &amp; (4)</i></p> <p><i>The Act Section 20(5)(c)</i></p> <p><i>Regulation 4</i></p>	<p><i>NPPF paras 178 to 181 (which comprise the guidance referred to in the Act section 33A(7))</i></p> <p><i>Under NPPF Para 182, to be 'Effective' a plan should be based on effective joint working on cross-boundary strategic priorities.</i></p> <p><i>Strategic priorities are listed at NPPF Para 156</i></p>	<p><i>Section 33A(4) defines a "strategic matter".</i></p> <p><i>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.</i></p> <p><i>The bodies prescribed by section 33A(1)(c) are set out at Regulation 4(1).</i></p>	<ul style="list-style-type: none"> <li>i. As well as consultation carried out under Regulation 18 and 19, the Council has undertaken extensive discussions with neighbouring authorities, the County Council and other relevant stakeholders throughout plan preparation. This has included discussions on strategic and cross-boundary issues. Wherever possible, Memoranda of Understanding have been reached.</li> <li>ii. The Duty to Co-operate Statement (DTC/3) sets out the activities, strategic groupings, strategic priorities, DtC objections, a list of joint work, examples of wider engagements, examples of engagement with DtC bodies and a list of relevant DtC bodies. It provides evidence of on-going positive co-operation.</li> </ul>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence
<p>5. How you will co-operate with any local enterprise partnerships (LEP) or local nature partnerships (LNP) to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?</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". Strategic priorities are listed at NPPF Para 156.</p> <p>Regulation 4(2) prescribes LEPs and LNPs for the purposes of section 33A(9).</p> <p>Under section 33A(6) the required engagement includes consulting on joint approaches to relevant activities.</p>	<ul style="list-style-type: none"> <li>i. The Duty to Co-operate Statement (DTC/3) sets out the relevant various activities involving the LEP and the LNP.</li> <li>ii. The LEP is a member of the A414 Group, the Hatfield 2030+ Partnership, is a key partner in relation to economic market geography and the number of jobs needed in the area, has a strategic role through the SEP in terms of the number of homes and jobs in the areas and the A1(M) corridor.</li> <li>iii. The Council has produced a Statement in accordance with LNP principles (ENV/14). This has been submitted to the LNP and liaison is on-going.</li> </ul>
<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>		<ul style="list-style-type: none"> <li>i. The Plan is informed by a wide range of evidence studies and background information, which have been updated as the plan has evolved, to ensure an up-to-date baseline is used. The evidence base is listed on the website: <a href="http://www.welhat.gov.uk/evidencebase">http://www.welhat.gov.uk/evidencebase</a></li> <li>ii. The evidence base has also been included in the examination library (by topic).</li> <li>ii. The Annual Monitoring Report contains a progress report of the evidence base and updates the baseline information.</li> </ul>
<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</p> <p>Strategic Environmental Assessment Guide, chapter 5</p>		<ul style="list-style-type: none"> <li>i. The Sustainability Appraisal Scoping Report (SA/1 and SA/1a and SA/1b) <a href="http://www.welhat.gov.uk/article/876/Sustainability-Appraisal">http://www.welhat.gov.uk/article/876/Sustainability-Appraisal</a> sets the context and objectives and established baseline data. This was subject to consultation.</li> <li>ii. The Sustainability Appraisal framework was updated in 2009 (SA/2). An additional Scoping Report was prepared in August 2014 and provided to statutory consultation bodies in order to update plan preparation and the SA process at that time.</li> <li>iii. The SA has accompanied each stage of plan-making (SA/1 to SA/6)</li> </ul>

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Evidence</b>
8. <i>Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal report?</i>	<i>Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.</i>	<i>NPPF paras 165 and 167  SEA Guide chapter 3</i>	<i>The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2).</i>	i. The Sustainability Appraisal Report (SUB/3) confirms (paragraph 2.12 to 2.16) that the statutory consultees as well as other stakeholders were consulted on the Scoping Report. The comments received are also noted. An additional Scoping report (to supplement the earlier SA Scoping work) was produced in 2014. Again statutory consultees were consulted and the comments received are noted. The SA describes how comments were addressed.

## 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.

**Table 2: Plan preparation**

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Evidence</b>
<p>1. Have you notified:</p> <ul style="list-style-type: none"> <li>• the specific consultation bodies?</li> <li>• the general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents?</li> </ul>	Regulation 18(1) and (2)(a) (b)	NPPF paras 159 – 173	Specific and general consultation bodies are defined in Regulation 2.	<p>i. The Regulation 22 Consultation Statement (SUB/1) provides details on the consultation undertaken during plan preparation. This is supplemented by a number of Consultation Statements at each stage of plan-making (SUB/1a to SUB/1g).</p> <p>ii. The Regulation 22 Consultation Statement provides a record of who was consulted, how the Council consulted, a summary of the main issues raised and how comments were taken into account.</p>
<p>2. Are you inviting representations from people resident or carrying out business in your area about the content of the DPD?</p>	Regulation 18(1) and (2)(c)	NPPF paras 159 – 173		<p>i. The Council's Local Plan database includes a significant number of people resident or carrying out business in the area. This is regularly updated. Newsletters are sent out by email and at each consultation stage all those registered in the database are advised of the consultation and a series of events have been held around the borough.</p> <p>ii. The Regulation 22 Consultation Statement (SUB/1) provides details on the consultation undertaken during plan preparation. This is supplemented by a number of Consultation Statements at each stage of plan-making (SUB/1a to SUB/1g).</p> <p>iii. The Regulation 22 Consultation Statement provides a record of who was consulted, how the Council consulted, a summary of the main issues raised and how comments were taken into account.</p>
<p>3. Are you engaging with stakeholders responsible for delivery of the strategy?</p>	Regulation 18	NPPF para 155	NPPF paras 160-171 4.29 give examples of relevant bodies which should be consulted.	<p>i. Infrastructure providers and developers are among those formally consulted at both the Regulation 18 and 19 stage.</p> <p>ii. The Draft Infrastructure Delivery Plan (INF/20, INF/16, INF/14, INF/11) has been produced in consultation with relevant infrastructure providers. This aims to ensure that the key infrastructure required to support the delivery of the plan is identified and delivered alongside growth.</p> <p>iii. Infrastructure providers have also been key to preparing parts of the evidence base (e.g. the Hertfordshire Water study, transport modelling, Water Cycle Study).</p>

				iv. As part of the Housing and Economic Land Availability Assessment (HELAA) (HOU/19 to HOU19t), developers have provided information around the deliverability of sites and infrastructure providers and other bodies have provided input as necessary, e/g/ sewerage network capacity and upgrades).
4. Are you taking into account representations made?	Regulation 18(3)	NPPF para 155	Evidence from participation is part of the justification. Show how you have taken representations into account.	<p>i. The Regulation 22 Consultation Statement (SUB/1) provides details on the consultation undertaken during plan preparation. This is supplemented by a number of Consultation Statements at each stage of plan-making (SUB/1a to SUB/1g).</p> <p>ii. The Regulation 22 Consultation Statement provides a record of who was consulted, how the Council consulted, a summary of the main issues raised and how comments were taken into account (the Council's response).</p> <p>iii. Consultation on the Sustainability Appraisal has also been carried out. The Regulation 22 Consultation Statement sets out the number of representations received, a summary of the main issues raised, a summary of the changes sought and the Council's response.</p>
5. Does the consultation contribute to the development and sustainability appraisal of alternatives?	<p>The Act section 19(5)</p> <p>Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF paras 165 – 168</p> <p>SEA Guide, chapter 3</p>		<p>i. As noted previously, a comprehensive record has been prepared of the consultation carried out and the responses received in the various Statements of Consultation (SUB/1 to SUB1/g).</p> <p>ii. Responses received have been taken into account alongside recommendations and conclusions within the extensive evidence base and the Sustainability Appraisal, which has been carried out through the plan-making process.</p> <p>iii. New options have been developed as a consequence of the consultations e.g. new settlement.</p> <p>iv. The Sustainability Appraisal has considered the reasonable alternatives (SUB/3, SA/6, SA/6a, SA/6b) and at earlier stages in plan making. Comments on the Sustainability Appraisal assessment have resulted in some changes to the assessments.</p>
6. Is the participation: <ul style="list-style-type: none"> <li>following the principles set out in your SCI?</li> </ul>	The Act section 19(3)	NPPF para 155		<p>i. Participation has followed the principles of the Statement of Community Involvement <a href="http://www.welhat.gov.uk/SCI">http://www.welhat.gov.uk/SCI</a></p> <p>ii. Participation has been in accordance with the relevant Regulations.</p>

<ul style="list-style-type: none"> <li>• <i>integrating involvement with the sustainable community strategy?</i></li> <li>• <i>proportionate to the scale of issues involved in the DPD?</i></li> </ul>				<ul style="list-style-type: none"> <li>iii. Consultation was carried out with the Local Strategic Partnership at an early stage of plan production. The Core Strategy Issues and Options Consultation Statement 2009 refers (SUB/1f).</li> <li>iv. The Core Strategy Issues and Options paper 2009 (LPD/1) referred to the need for the vision in the Core Strategy (now the Local Plan) to relate closely to the Sustainable Community Strategy for the area.</li> <li>v. The most up to date Community Strategy for Welwyn Hatfield (WH/15) <a href="http://www.welhat.gov.uk/CHttpHandler.ashx?id=4338&amp;p=0">http://www.welhat.gov.uk/CHttpHandler.ashx?id=4338&amp;p=0</a> highlights a number of key issues which share a common thread with the Local Plan, e.g. supporting the economy and meeting the need for housing. Its vision includes building a cohesive community that is well placed to accommodate and benefit from growth and investment.</li> </ul>
<p>7. <i>Are you keeping a record of:</i></p> <ul style="list-style-type: none"> <li>• <i>the individuals or bodies invited to make representations?</i></li> <li>• <i>how this was done?</i></li> <li>• <i>the main issues raised?</i></li> </ul>	<p><i>The Act section 20(3)</i></p> <p><i>Regulation 17</i></p>	<p><i>NPPF paras 158 - 171</i></p>	<p><i>You will need to submit a statement of representations under Regulation 22 (1) (c): see Submission stage below.</i></p> <p><i>Regulation 35 deals with the availability of documents and the time of their removal.</i></p>	<ul style="list-style-type: none"> <li>i. The Regulation 22 Consultation Statement (SUB/1) provides details on the consultation undertaken during plan preparation. This is supplemented by a number of Consultation Statements at each stage of plan-making (SUB/1a to SUB/1g).</li> <li>ii. The Regulation 22 Consultation Statement provides a record of who was consulted, how the Council consulted, a summary of the main issues raised and how comments were taken into account (the Council's response).</li> <li>iii. The Duty to Co-operate Statement provides further information (DTC/3).</li> </ul>
<p>8. <i>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)?</i></p>	<p><i>The Act section 33A(1)(a) (b) and (c), section 33A(3)(d) &amp; (e) section 33A(4) section 33A(9)</i></p> <p><i>The Act section 20 (5)(c)</i></p>	<p><i>NPPF paras 178 to 181</i></p>	<p><i>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</i></p> <p><i>Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</i></p>	<ul style="list-style-type: none"> <li>i. The Duty to Co-operate Statement (DTC/3) provides details on how we have worked with our neighbours and other relevant DtC bodies in preparing the Local Plan,</li> </ul>

<p>9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership (LEP) or a local nature partnership (LNP)?</p>	<p>The Act section 33A(1)(c) and Section 33A(9).</p> <p>The Act section 20(5) (c).</p> <p>Regulation 4</p>	<p>NPPF paras 178 to 181</p>	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</p>	<ul style="list-style-type: none"> <li>i. The Duty to Co-operate Statement (DTC/3) sets out the relevant various activities involving the LEP and the LNP.</li> <li>ii. The LEP is a member of the A414 Group, the Hatfield 2030+ Partnership, is a key partner in relation to economic market geography and the number of jobs needed in the area, and has a strategic role through the SEP in terms of the number of homes and jobs in the areas and the A1(M) corridor.</li> <li>iii. The LEP submitted representations to the Draft Local Plan proposed Submission 2016 and liaison is on-going.</li> <li>iv. The Council has produced a Statement in accordance with LNP principles (ENV/14). This has been submitted to the LNP and liaison is on-going.</li> </ul>
<p>10. Are you developing a framework for monitoring the effects of the DPD?</p>	<p>The Act section 35</p> <p>Regulation 34</p> <p>Regulation 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363</p>	<p>NPPF paras 165 - 1687</p> <p>SEA Guide, Chapter 5</p>	<p>It is a matter for each council to decide what to include in their monitoring reports while ensuring they are prepared in accordance with relevant UK and EU legislation” Chief Planning Officer letter 30 March 2011 withdrawing ODPM guidance.</p>	<ul style="list-style-type: none"> <li>i. A monitoring framework is set out in Tables 19 and 20 of the Local Plan.</li> <li>ii. The Sustainability Appraisal report (SUB/3) sets out recommendations for monitoring the significant sustainability effects identified by the SA once the plan is adopted.</li> <li>iii. The Council’s Annual Monitoring Report measures the delivery of local plan objectives.</li> </ul>

### 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.

**Table 3: Plan preparation – writing the plan**

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence
1. <i>Are you preparing reasonable alternatives for evaluation during the preparation of the DPD?</i>	<i>Regulation 12 (2) of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633</i>	<i>NPPF paras 152 - 182</i>  <i>SEA Guide, Chapter 5</i>	<i>The sustainability appraisal report and supporting documents relevant to the preparation of the DPD are part of the proposed submission documents (see Regulation 17).</i>	<ul style="list-style-type: none"> <li>i. The Sustainability Appraisal sets out and assesses the reasonable alternatives considered throughout the plan process.</li> <li>ii. Alternatives were also suggested in responses to the various stages of consultation. The Regulation 22 Statement sets out the main issues raised, the changes sought and the Council's response.</li> </ul>
2. <i>Have you assessed alternatives against:</i> <ul style="list-style-type: none"> <li>• <i>consistency with national policy?</i></li> <li>• <i>general conformity with the regional spatial strategy where still in force?</i></li> </ul>	<i>The Act section 19 (2), section 24</i>	<i>NPPF para 151</i>	<i>For London boroughs and local authorities where regional strategies are still in force general conformity is tested formally later but you need to consider it during preparation of the DPD.</i>	<ul style="list-style-type: none"> <li>i. The Plan is considered to be consistent with national policy. The Sustainability Appraisal assessed reasonable alternatives consistent with national policy and relevant legislation.</li> <li>ii. The East of England Plan (the RSS) is no longer in force.</li> </ul>
3. <i>Are you having regard to (where relevant):</i> <ul style="list-style-type: none"> <li>• <i>adjoining regional spatial strategies?</i></li> <li>• <i>the spatial development strategy for London?</i></li> <li>• <i>Planning Policy for Wales?</i></li> <li>• <i>the National Planning Framework for Scotland?</i></li> </ul>	<i>The Act sections 19 (2) and 24 (1) and (4)</i>  <i>Regulation 10 and 21</i>		<i>Where the regional strategy has been revoked you should record that fact.</i>	<ul style="list-style-type: none"> <li>i. The East of England Plan (the RSS) is no longer in force.</li> <li>ii. The Mayor of London (The Greater London Authority) is consulted at each stage of plan-making.</li> </ul>
4. <i>Are you co-operating with other local planning authorities including counties, to address significant cross boundary issues?</i>  <i>Have you discussed doing joint local development documents?</i>	<i>The Act section 33A(2)(a)</i>  <i>Section 33A(6)(a)(b)</i>  <i>Section 20(5) (c)</i>	<i>NPPF paras 181 and 185</i>	.	<ul style="list-style-type: none"> <li>i. The Duty to Co-operate Statement (DTC/3) sets out the activities, strategic groupings, strategic priorities, DtC objections, a list of joint work, examples of wider engagements, examples of engagement with DtC bodies and a list of relevant DtC bodies. It provides evidence of on-going positive co-operation.</li> <li>ii. The Council has agreed Memoranda of Understanding with neighbouring authorities</li> </ul>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence
				including East Herts. A shared Policy approach has been included in both authorities Local Plans to bring forward growth to the east of WGC which straddles borough boundaries.
5. <i>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?</i>	<p><i>The Act section 33A(2)(a), section 33A(6)(a)</i></p> <p><i>The Act section 20 (5) (c)</i></p> <p><i>Regulation 4</i></p>	<i>NPPF paras 181 and 182</i>	<i>The bodies prescribed by The Act section 33A(1)(c) are set out at Regulation 4 (1).</i>	<p>i. The Duty to Co-operate Statement (DTC/3) sets out the activities, strategic groupings, strategic priorities, DTC objections, a list of joint work, examples of wider engagements, examples of engagement with DTC bodies and a list of relevant DTC bodies. It provides evidence of on-going positive co-operation.</p> <p>ii. The Council has agreed Memoranda of Understanding with neighbouring authorities including East Herts. A shared Policy approach has been included in both authorities Local Plans to bring forward growth to the east of WGC which straddles borough boundaries.</p>
6. <i>Are you cooperating with having regard to the activities of the LEP and LNP?</i>	<p><i>The Act section 33A(2)(b) and section 33A(9).</i></p> <p><i>Regulation 4 (2)</i></p>	<i>NPPF para 181 and 182</i>		<p>i. The Duty to Co-operate Statement (DTC/3) sets out the relevant various activities involving the LEP and the LNP.</p> <p>ii. The LEP is a member of the A414 Group, the Hatfield 2030+ Partnership, is a key partner in relation to economic market geography and the number of jobs needed in the area and has a strategic role through the SEP in terms of the number of homes and jobs in the areas and the A1(M) corridor.</p> <p>iii. The Council has produced a Statement in accordance with LNP principles (ENV/14). This has been submitted to the LNP and liaison is on-going.</p>
7. <i>Are you having regard to:</i>	<i>The Act section 19(2)</i>			<p>i. The Community Strategy was taken into account from an early stage of plan preparation. The Local Plan refers specifically (e.g. para. 13.3, 26.4, 27.14) to the Community Strategy.</p> <p>ii. The Local Plan sets out the relationship to other plans and strategies including the Strategic</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence
<ul style="list-style-type: none"> <li>any other local development documents adopted by the council?</li> </ul>				Economic Plan, the Hertfordshire Minerals Local plan, the Local Transport Plan and Hatfield 2030+ (refer to section 2 of the Plan).
<p>8. Do you have regard to other matters and relevant strategies relating to:</p> <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>	<p>The Act section 19(2)</p> <p>Regulation 10</p>		<p>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.</p>	<p>i. The Local Plan sets out the relationship to other plans and strategies including the Strategic Economic Plan, the Hertfordshire Minerals Local Plan, the Local Transport Plan and Hatfield 2030+ (refer to section 2 of the Plan).</p> <p>ii. Infrastructure providers have been consulted throughout the plan-making process including the evidence base and the Infrastructure Delivery Plan.</p>
<p>9. Are you having regard to the need to include policies on mitigating and adapting to climate change?</p>	<p>The Act section 19(1A)</p>	<p>NPPF paras 93 - 108</p>		<p>i. Policies in the Plan deal with sustainable design and construction, sustainability requirements, flood risk and surface water management (Section 11 of the Local Plan).</p> <p>ii. The Sustainability Appraisal takes into account climate change when assessing effects against long term objectives.</p>
<p>10. Have you undertaken the sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?</p>	<p>The Act section 19(5)</p> <p>Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF para 182</p> <p>SEA Guide, Chapter 5</p>	<p>Regulation 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures.</p>	<p>i. Sustainability Appraisal has been carried throughout the plan making process. This has assessed alternatives and options at various stages and has informed decisions made within the plan.</p> <p>ii. Consultation has been carried out on the SA.</p>
<p>11. Are you setting out reasons for any preferences between alternatives?</p>	<p>Regulation 8(2)</p>	<p>NPPF para 182</p>	<p>This will include Information from the sustainability appraisal.</p>	<p>i. The Employment (ECO/8 and ECO/8a) and Housing (HOU/20 and HOU/20a) Sites Selection Background Papers set out how the SA has informed the selection of sites.</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence
				ii. The Overview Topic paper (TPA/1) also sets out alternative strategies considered during the plan-making process.
<p>12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal? Are you keeping a record?</p>	<p>Regulations 17, 18(3) and 22 (1) (c) (iv)</p> <p>Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF paras 150, 155, 157 and 159-171</p>	<p>Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive.</p>	<p>i. The Regulation 22 Statement (SUB/1) sets out the main issues raised, the changes sought and the Council's response.</p> <p>ii. An errata sheet has been prepared for the SA (SUB/7)</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"> <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>i. The Policies Map has been prepared on an OS base (SUB/5)</p> <p>ii. A summary of changes from the 2005 District plan proposals Map to the 2016 Draft Local Plan proposed Submission Policies Map (PMC/1) has also been prepared to provide further detail to aid understanding.</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>i. The Regulation 22 Consultation Statement (SUB/1 to SUB/1g) demonstrates that participation arrangements have been carried out in accordance with the SCI (ORD/1)</p>

## Stage four: Publication

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

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

- do so and progress directly to publication

OR

- produce and consult on a revised preferred strategy.

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

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

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

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

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

**Table 4: Publication**

<b>Activity</b>	<b>Statutory requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
1. Have you prepared the sustainability appraisal report?	The Act section 19(5) Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 165 - 168  SEA Guide Chapter 5		i. The Sustainability Appraisal Report and all relevant appendixes and annexes (SUB/3 and SA/6 to SA/6b) were prepared and made available for consultation.
2. Have you made clear where and within what period representations must be made?	Regulation 17, 19, 20 and 35		The period must not be less than 6 weeks from when you publish under Regulations 19 and 35 (see below).	i. The Statement of Representations procedure was published on the Council's consultation portal alongside the Draft Local Plan and other documents. It made clear that representations must be received during the eight week consultation period, which commenced on Tuesday 30th August and ended at 5pm on Monday 24th October 2016. The procedure was sent to every consultee on the Council's database by email or letter.
3. Have you made copies of the following available for inspection: <ul style="list-style-type: none"><li>the proposed submission documents?</li><li>the statement of the representations procedure?</li></ul>	Regulation 19(a)		Regulation 17 gives definitions.	i. The Regulation 22 Consultation Statement (SUB/1) includes a copy of the Statement of Representations procedure.  ii. The Statement of Representations procedure was published on the Council's consultation portal alongside the Draft Local Plan and other documents. This set out what documents could be inspected (together with other background documents) at a number of locations across the borough.
4. Have you published on your website: <ul style="list-style-type: none"><li>the proposed submission documents?</li><li>the statement of the representations procedure?</li></ul>	Regulations 19 and 35		Regulations 2 and 17 give definitions.	i. All relevant documents were published on the Council's website including the Statement of Representations procedure.

<b>Activity</b>	<b>Statutory requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
<ul style="list-style-type: none"> <li>statement and details of where and when documents can be inspected?</li> </ul>				
<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.	i. The Regulation 22 Consultation Statement (SUB/1) provides details on the consultation undertaken and its accordance with Regulations. Communication was sent to each of the specific consultation bodies listed. The Statement of Representations Procedure was sent to all consultees.
<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.	i. The Regulation 22 Consultation Statement (SUB/1) provides details on the consultation undertaken and its accordance with Regulations. Communication was sent to each of the specific consultation bodies listed. The Statement of Representations Procedure was sent to all consultees.
<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>	The Act section 24  Regulation 21		The request must be made on the day you publish the documents under Regulation 19(a) and a response must be made within six weeks from the request (Regulation 21).	i. The Regulation 22 Consultation Statement (SUB/1) provides details on the consultation undertaken and its accordance with Regulations. Communication was sent to the Mayor of London (the Greater London Authority). A response was received. The Regulation 22 Statement sets out the main issues raised in responses, a summary of changes sought and the Council's response.

## 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.

**Table 5: Submission**

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Evidence</b>
<p>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?</p>	<p>The Act section 19(1)</p>		<p>The Act section 15(2) sets out the matters specified in the LDS.</p> <p>As at January 2013, no further matters are prescribed in the Regulations.</p>	<ul style="list-style-type: none"> <li>i. The LDS was initially published in 2005 and has been updated throughout plan-preparation in 2014, 2015 and 2016.</li> <li>ii. The most up to date LDS was approved by Cabinet on 4 April 2017 (ORD/3). This identifies the Local Plan and the Policies Map as well as the timetable for production.</li> <li>iii. Annual Monitoring reports have been prepared since 2004/05. These contain a record of the progress of the production of the Local Plan. All AMRs are available on the website: <a href="http://www.welhat.gov.uk/AMR">http://www.welhat.gov.uk/AMR</a></li> <li>iv. The Plan has been submitted in accordance with the timescales set out in the LDS.</li> </ul>
<p>2. Has the DPD had regard to any sustainable community strategy for its area (like a county and district)?</p>	<p>The Act section 19(2)</p>	<p>NPPF para 182</p>		<ul style="list-style-type: none"> <li>i. The Community Strategy was taken into account from an early stage of plan preparation. The Local Plan refers specifically (e.g. para. 13.3, 26.4, 27.14 of the Community Strategy).</li> </ul>
<p>3. Is the DPD in compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?</p>	<p>The Act section 19(3)</p> <p>Regulation 22(1)(c)</p>		<p>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).</p>	<ul style="list-style-type: none"> <li>i. Consultation has been carried out in accordance with the SCI (ORD/1)- The Regulation 22 Statement describes how this has been undertaken and how responses received were taken into account.</li> </ul>

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Evidence</b>
<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 you co-operated with other local planning authorities, county councils where they are not a planning authority, LEPs, LNPs and the prescribed bodies in identifying and addressing any strategic cross-boundary issues If you have not agreed on the approach is there a justification?</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 priorities to be found 'Effective'.</p>	<ul style="list-style-type: none"> <li>i. The Local Plan sets out (section 2) the strategic issues requiring co-operation under the Duty to Co-operate.</li> <li>ii. The Duty to Co-operate Statement (DTC/3) sets out the activities, strategic groupings, strategic priorities, DtC objections, a list of joint work, examples of wider engagements, examples of engagement with DtC bodies and a list of relevant DtC bodies. It provides evidence of ongoing positive co-operation.</li> <li>ii. The Council has agreed Memoranda of Understanding with neighbouring authorities including East Herts. (DTC/1). A shared Policy approach has been included in both authorities Local Plans to bring forward growth to the east of WGC which straddles borough boundaries.</li> <li>v. The Council has produced a Statement in accordance with LNP principles (ENV/14). This has been submitted to the LNP and liaison is on-going.</li> </ul>
<p>5. Has the DPD been subject to sustainability appraisal? Has the council provided a final report of the findings of the appraisal?</p>	<p>The Act section 19(5) Regulation 22(1)(a)</p>	<p>NPPF para 165 SEA Practical Guide, chapter 5</p>		<ul style="list-style-type: none"> <li>i. The Sustainability Appraisal report (SUB/3) and supporting annexes, appendices and a non-technical summary (SA/6 to SA/6b) have been prepared. An errata to the SA has also been prepared and submitted (SUB/7)</li> </ul>
<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>		<ul style="list-style-type: none"> <li>i. The advice of a practising and a retired inspector was obtained during plan production (LPD/6 and LPD/7).</li> </ul>

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Evidence</b>
				ii. A PAS Soundness self assessment checklist has also been prepared.
<p>7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists? If yes, is there local justification?</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>i. The East of England Plan (the RSS) is no longer in force.</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>Does the DPD contain a list of superseded saved policies?</p>	<p>The Act section 20(2), 20(3) and 20(5)(b)</p> <p>Regulations 8 and 19</p>	<p>NPPF para 182</p>	<p>Requirements relating to publication of the prescribed documents are listed later in this table.</p>	<p>i. The documents prescribed at Regulation 22(1) have been made available at the Council's principal office and on the Council's website site (as soon as reasonably practicable following submission)</p> <p>ii. All relevant statutory and non-statutory bodies and all persons invited to make representations on the plan (with the exception of those who have specifically requested to be removed from the Council's database) have been notified.</p> <p>iii. Table 21 of the Plan contains a list of policies in the 2005 District Plan that will be replaced by the Local Plan upon adoption.</p>

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Evidence</b>
<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>	<p>Regulations 5(1) (b), 9 (1), 17 &amp; 22(1)</p>			<p>i. The Policies Map has been prepared on an OS base (SUB/5)</p> <p>ii. A summary of changes from the 2005 District plan proposals Map to the 2016 Draft Local Plan proposed Submission Policies Map (PMC/1) has also been prepared to provide further detail to aid understanding.</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. Table 21 of the Plan contains a list of policies in the 2005 District Plan that will be replaced by the Local Plan upon adoption.</p> <p>ii. The Hertfordshire Minerals Local Plan and the Hertfordshire Waste Local Plan also form part of the development plan for Welwyn Hatfield.</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>i. A Regulation 22 Consultation Statement has been prepared (SUB/1). This sets out which bodies and persons were invited to make representations under Regulation 18, how they were consulted, a summary of the main issues raised, changes sought and the Council's response (how views were taken into account).</p> <p>ii. Document SUB/1 is part of a group of documents 9 all Consultation Statements prepared at various stages of plan-making). Together, they (SUB/1 and SUB/1a to SUB/1g) provide a comprehensive review of the Council's consultation activity throughout the preparation of the Plan.</p>
<p>12. Have you prepared a statement giving:</p>	<p>The Act section 20(3)</p>			<p>i. The Regulation 22 Consultation Statement (SUB/1) sets out the number</p>

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Evidence</b>
<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>	Regulation 22(1)(c)			of responses received and a summary of the main issues raised.
13. Have you collected together all the representations made under Regulation 28?	The Act section 20(3) Regulation 22(1)(e)			Copies of the representations are available in hard copy format at the Borough Council offices and are available to view electronically via our consultation portal.
14. Have you assembled the relevant supporting documents?	The Act section 20(3) Regulation 22(1)(g)			<p>i. The evidence base and records of decisions relevant to the DPD are available on the Council's website.</p> <p>ii. An Examination Library will provide direct links to the evidence base and a paper copy of the evidence base will be available for inspection at the Council's principal office.</p>
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.	<p>On 10<sup>th</sup> April 2017, Full Council resolved "That the Local Plan, Policies Map and associated submission documents identified in paragraph 4.59 of the report of the Executive Director (Public Protection, Planning and Governance) should be submitted with minor modifications as set out in the report, to the Secretary of State for public examination."</p> <p><a href="http://democracy.welhat.gov.uk/ieListDocuments.aspx?CId=186&amp;MId=331&amp;Ver=4">http://democracy.welhat.gov.uk/ieListDocuments.aspx?CId=186&amp;MId=331&amp;Ver=4</a></p>

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Evidence</b>
<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>i. A paper and electronic copy of the relevant documents were sent to the Secretary of State on 15<sup>th</sup> May 2017.</p> <p>ii. This was accompanied by an extensive examination library of documents.</p>
<p>17. Have you made the following available at the same places where the proposed submission documents were to be seen:</p> <ul style="list-style-type: none"> <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>The documents were made available as soon as reasonably practicable at all the same locations where the proposed submission documents were to be seen. This took place within the same week as submission.</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> <li>• Regulation 22(1)(c) statement?</li> <li>• supporting documents (where practicable) ?</li> <li>• representations made under Regulation 20 (where practicable) ?</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>All relevant documents will be published on the Council's website.</p>

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Evidence</b>
<ul style="list-style-type: none"> <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.	i. Communication will be sent to each relevant body as soon as reasonably practicable following submission.
<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.	i. Communication will be sent to each relevant body as soon as reasonably practicable following submission.
<p>21. If an examination is being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> <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>			i. Submission has just taken place. The Programme Officer will oversee the appropriate notices and publications.



