

Bath and North East Somerset

**Core Strategy**  
**Legal Compliance Self-Assessment**

## **Stage one: Inception**

### **Introduction**

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

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

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

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

Regulation 24 notes that a statement setting out which bodies and people the council invited to make representations under Regulation 25 is one of the proposed submission documents. In this tool, the term 'consultation statement' is used to describe this statement.

## Stage 1: Inception

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>1. Is the development plan document identified in the adopted local development scheme and have you recorded the timetable for its production?</p>	<p>The Act section 15(2); section 19(1)</p>	<p>PPS12 paragraphs 4.50; 4.53-4.58</p>	<p>Milestones are set out in PPS12 (box after paragraph 4.55).</p>	<p>i. The adopted local development scheme at the time of:</p> <ul style="list-style-type: none"> <li>• commencement of the development plan document</li> <li>• the published development plan document</li> <li>• the submitted development plan document</li> </ul> <p>ii. The relevant annual monitoring report (if changes need to be explained)</p>	<p>The Core Strategy has met the milestones for the Issues (2007) the Spatial Options (2009) stages as set out in the <u>Local Development Scheme 2009 – 2012</u></p> <p>Publication of proposed Submission Core Strategy (Draft Core Strategy) was delayed for reasons set out in <u>AMR (2009/10)</u> (page 8): that the planned abolition of the RSS and the decision to undertake more consultation on the Core Strategy options document has affected the Core Strategy timetable. Revised milestones were reflected in the <u>Local Development Scheme 2011 – 2014</u> approved by Cabinet in July 2011. All milestones met to Submission in May 2011.</p> <p>Issues arising from the Inspector's Preliminary Assessment of Draft Core Strategy in June 2011 resulted in a suspension in the Examination timetable to allow for public consultation on proposed changes to the Draft Core Strategy. Suspension lifted end of October 2011. <u>Local Development Scheme 2011 – 2014</u> amended to reflect this (effective from 16 November 2011).</p>
<p>2. Have you considered how community engagement will be programmed into the preparation of the development plan document?</p>	<p>1. The Act section 19(3) 2. Regulation 25</p>	<p>PPS12 paragraphs 4.19-4.29</p>	<p>Unless the statement of community involvement has been amended, you may need to set out any changes to community</p>	<p>i. The statement of community involvement</p> <p>ii. The project plan for the development plan document</p>	<p>Public engagement was undertaken in accordance with the Council's <u>Statement of Community Involvement</u> (adopted 2007).</p> <p>A record of how and when the community was involved during the preparation of the Core Strategy is detailed in the <u>Regulation 30(1)(d) Statement</u></p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
			engagement as a result of changes in legislation.		
3. Have you considered the appropriate bodies you should consult?	Regulation 25	1. PPS12 paragraphs 4.25 - 4.26 2. Plan Making Manual – Consultee list	Regulation 2 defines the general and specific consultation bodies	i. The statement of community involvement ii. Reports and decisions setting out the approach to be taken to specific and general consultation bodies iii. Consultation statement	The principles of consultation established in the <u>Statement of Community Involvement</u> were followed. The <u>Regulation 30(1)(d) Statement</u> detailed who was involved in the preparation of the Core Strategy.  A Core Strategy <u>Launch Consultation Report (Part 1)</u> outlining how consultation was undertaken was published in December 2007.
4. Is baseline information being collected and evidence being gathered to keep the matters which affect the development of the area under review?	The Act, section 13	PPS12 paragraphs 4.36 – 4.47		i. Documents dealing with collection of baseline information ii. Relevant technical studies iii. The annual monitoring report	The <u>Evidence Base</u> underpinning the Core Strategy is available on the Council's website. The evidence base can be viewed on the Council's website and through the emerging <u>Core Documents List</u> .  The AMR, in identifying and monitoring key outputs and trends, enables the building of a comprehensive evidence base against which all LDD policies and implementation mechanisms can be assessed. Current and previous AMRs can be viewed on the Council's <u>AMR webpage</u> .
5. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section 19(5)	1. PPS12 paragraphs 4.50; 4.39-4.43 2. Strategic Environmental Assessment Guide,		i. Sustainability report scoping document ii. Sustainability appraisal report	<u>Core Strategy and Site Allocations DPDs Sustainability Appraisal Scoping Report</u> (December 2007), <u>Appendix A</u> and <u>Appendix B</u> , sets out baseline data and evidence reviews to provide the framework for the Sustainability Appraisal

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
		chapter 5			
6. Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal report?	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	PPS12 paragraph 4.40 SEA Guide Ch 3	The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2 )	iii. Copies of the consultation letters sent to the bodies	<p>The consultation for the draft Sustainability Appraisal Scoping Report was carried out for 5 weeks from 28th June to 2nd August 2007. The report was submitted to the following consultation bodies with environmental responsibilities:</p> <ul style="list-style-type: none"> <li>- English Heritage</li> <li>- Environment Agency</li> <li>- Natural England</li> </ul> <p>Other stakeholders likely to have an interest in the Sustainability Appraisal of the Local Development Framework were also consulted including:</p> <ul style="list-style-type: none"> <li>- Government Office for the South West</li> <li>- Highways Agency</li> <li>- Wessex Water</li> <li>- Bristol Water</li> <li>- Bath &amp; North East Somerset Primary Care Trust</li> <li>- South West Regional Assembly</li> <li>- West of England Partnership</li> <li>- South West of England RDA</li> </ul>

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

### **Introduction**

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

Information assembled during this phase contributes to:

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

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

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

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

## Stage 2: Plan preparation - frontloading phase

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
1. Have you notified the specific consultation bodies that have an interest in the subject of the development plan document and invited them to make representations about its contents?	Regulation 25(1) and (2)(a)	PPS12 paragraphs 4.24 – 4.29	Specific consultation bodies are defined in Regulation 2 If any bodies are omitted, you should give a clear justification for doing so, including reference to the SCI.	i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies have been omitted from consultation	The <u>Regulation 30(1)(d) Statement</u> detailed who was involved in the preparation of the Core Strategy and the methods of consultation undertaken in line with the SCI requirements. All specific consultation bodies were invited to make comments at the Issues and Spatial Options stage. A summary of the key issues identified by the specific consultation bodies at Option stage is set out on page 27.
2. Have you notified the general consultation bodies that you consider have an interest in the subject of the development plan document and invited them to make representations about its contents?	Regulation 25(1) and (2)(b)	PPS12 paragraphs 4.24 – 4.29	General consultation bodies are defined in Regulation 2. You should be able to give a clear justification for your selection of the bodies, including reference to the statement of community involvement.	i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies were or were not included	All those general consultation bodies on the LDF database were invited to make comments on the Launch and Spatial Options Documents in line with the SCI requirements. The methods of consultation undertaken and the main issues arising from their representations were summarised and as set out in the <u>Regulation 30(1)(d) Statement</u> (pages 26 – 42).
3. Are you inviting representations from people resident or carrying	Regulation 25(3)	PPS12 paragraphs 4.24 – 4.29		i. Consultation statement ii. Copies of	Members of the public living in the area and local business community were encouraged to comment on both the Launch and Option

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
out business in your area about the content of the development plan document?				documents consulting these persons iii. Record of discussions iv. Copies of representations made	documents via their preferred method of contact (letter or e-mail). Methods of engagement are outlined in the <u>Regulation 30(1)(d) Statement</u> (for Launch Document, pages 5 – 11; for Options Document, pages 19 – 26).
4. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 25	PPS12 paragraphs 4.4; 4.27 – 4.29; 4.45	PPS12 paragraph 4.29 gives examples of relevant delivery agencies	i. Consultation statement ii. Copies of documents consulting these people iii. Record of discussions	The Council is working closely with stakeholders responsible for delivery of the strategy. All policies and district and place-based strategies in the Core Strategy are supported by a delivery section.  An <u>Infrastructure Delivery Programme</u> (April 2011) is being developed in consultation with utility and other service providers to support the scale of growth put forward in the Submission Draft Core Strategy.
5. Are you taking into account representations made?	Regulation 25(5)	PPS12 paragraphs 4.19-4.29; 4.37	Evidence from participation is part of the justification	i. Consultation statement ii. Any reports on the selection of alternatives and options for the development plan document	The <u>Regulation 30(1)(d) Statement</u> (pages 26 – 42) sets out how the key issues raised through the consultation have been used to inform the preparation of the Draft Core Strategy.
6. Does the consultation contribute to the development and sustainability appraisal of alternatives?	1. The Act section 19(5) 2. Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations	1. PPS12 paragraphs 4.39-4.43 2. SEA Guide, chapter three		i. Consultation statement ii. Any reports on the selection of alternatives and options for the development plan document iii. Sustainability	Main issues arising from the consultation response helped inform the development of the Spatial Options as did the Sustainability Appraisal of alternatives as documented in: <u>Sustainability Appraisal Report update April 2011</u> , section 5  <u>Sustainability Appraisal Report: Annex C: Core Strategy Spatial Options consultation document (2009) - Summary of</u>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
	2004 No 1633.			appraisal report	<u>Sustainability Appraisal Findings</u> <u>Sustainability Appraisal Report: Annex E: Appraisal of the Submission Core Strategy, Urban Extensions Commentary (2009)</u> <u>Regulation 30(1)(d) Statement.</u>
<p>7. Is the participation:</p> <ul style="list-style-type: none"> <li>• following the principles set out in your statement of community involvement</li> <li>• integrating involvement with the sustainable community strategy</li> <li>• proportionate to the scale of issues involved in the development plan document?</li> </ul>	<p>1. The Act s.19(3) 2. Regulation 25</p>	PPS12 paragraphs 4.19 – 4.26; 4.42		<p>i. Consultation Statement ii. The statement of community involvement iii. The relevant sustainable community strategies</p>	<p>Participation is following the principles set out in the Statement of Community Involvement (2007) and is proportionate to the scale and scope of the Core Strategy. A record of all consultation events and other methods of engagement are articulated in the <u>Regulation 30(1)(d) Statement.</u></p> <p>Joint meetings and workshops were undertaken with the Council’s Policy and Partnerships team as part of a joint Core Strategy launch and Community Strategy refresh consultation (page 9).</p> <p>The links with the <u>Sustainable Community Strategy (2009)</u> are expressed in Launch document (page 6) and the Spatial Options documents (page 12).</p>
<p>8. Are you keeping a record of:</p> <ul style="list-style-type: none"> <li>• the individuals or bodies invited to make representations</li> <li>• How this was done</li> <li>• The main issues raised?</li> </ul>	Regulation 24	PPS12 paragraphs 4.24 – 4.29	<p>You will need to submit a statement of representations under Regulation 30(1)(d): see Submission stage below.</p> <p>Regulation 49 deals with the availability of documents and the time of their removal</p>	<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 process</p>	<p>A database of individuals or bodies invited to make representations is maintained and updated. This system is used to input all representations received and is able generate reports to be made publicly available on the Council’s website. Hard copies of all representations received (by post and electronically) are kept on file and can be made available for inspection on request. Those consulted during the Reg 25 stage are listed at Appendix 18.</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
9. Are you developing a framework for monitoring the effects of the development plan document?	1. The Act section 35 2. Regulation 48 Reg 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363	1. PPS12 paragraphs 4.39 – 4.43 and 4.47 2. SEA Guide, Chapter five 3. Office of the Deputy Prime Minister monitoring guide		i. Sustainability appraisal report ii. The annual monitoring report iii. Reports or documents setting out the appraisal and monitoring framework	<p>A Sustainability Appraisal has been produced at every stage of the Core Strategy preparation. This is documented in the final Sustainability Appraisal of Draft Core Strategy Update (April 2011) [<u>Non-technical Summary</u>, <u>Appraisal Report</u>, <u>Annex A</u>, <u>Annex B</u>, <u>Annex C</u>, <u>Annex D</u>, <u>Annex E</u>, <u>Annex F</u>, <u>Annex G</u>, <u>Annex H</u>, <u>Annex I</u> (updated)].</p> <p>The AMR assesses the implementation of the Local Development Scheme (whether the Council has met key targets and milestones).</p> <ul style="list-style-type: none"> <li>- <u>AMR 2007-08</u></li> <li>- <u>AMR 2008-09</u></li> <li>- <u>AMR 2009-10</u></li> </ul> <p>The Draft Core Strategy includes a Monitoring &amp; Review chapter setting out indicators to monitor the performance of the Strategic Objective which will be delivered through the spatial strategy, core and place specific policies and other LDDs.</p>
<b>10. Have you arranged to send copies of documents used in consultation to the Government Office and Planning Inspectorate?</b>	<b>Not statutory, but will assist in identifying issues leading towards a sound development plan document</b>	<b>Plan Making Manual - New Regulation 25</b>		<b>Copies of correspondence with the Government Office and Planning Inspectorate</b>	The Government Office for the South West, the Planning Inspectorate and the Regional Planning Body were sent copies of the consultation documents.

## Stage three: Plan preparation - formulation phase

### Introduction

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

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

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

- completed body of information from evidence gathering
- results of sustainability appraisal
- findings from community participation.

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

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

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

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

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

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

### Stage three: Plan preparation - formulation phase

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
14. Are you preparing reasonable alternatives for evaluation during the preparation of the development plan document?	Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	1. PPS12 paragraph 4.38 2. SEA Guide, Chapter five	The sustainability appraisal report and supporting documents relevant to the preparation of the development plan document are part of the proposed submission documents (see Regulation 24)	Documents supporting decisions on alternatives and any preferred strategy	The Core Strategy Spatial Options document (2009) presented alternative options for the sustainable location of development across the district, both at strategic level and for the sub-areas. These options were assessed through the <u>Core Strategy Spatial Options Interim Sustainability Appraisal Report</u> and formally consulted on between October and December 2009. The Spatial Options were supported by a series of Information Papers available on the <u>Council's website</u> .
12. Have you assessed alternatives against: <ul style="list-style-type: none"> <li>consistency with national policy</li> <li>general conformity with the regional spatial strategy?</li> </ul>	The Act section 19(2), section 24	PPS12 4.30 – 33	General conformity with the regional spatial strategy is tested formally later but you need to consider it during preparation of the development plan document	i. Supporting documents ii. Correspondence with Government Offices and regional planning body (or Mayor of London)	The Government Office for the South West was consulted at each stage and has not raised any issues of non-consistency with national policy. In its role as Regional Planning Body, the South West Strategic Leaders' Board, the executive arm of South West Councils, indicated in a <u>letter dated 10 December 2009</u> that the Core Strategy Options consultation document was in general conformity with the draft RSS and did not raise any issues of non-consistency with national policy..
13. Are you having regard to: <ul style="list-style-type: none"> <li>adjoining regional spatial strategies,</li> </ul>	1. The Act section 19(2) 2. Regulation 15(1)(g)			i. Supporting documents ii. Correspondence with the relevant bodies	The Council has had regard to all relevant strategic plans.
14. Are you having regard to:	The Act section 19(2)	PPS12 paragraphs 1.6; 4.22 - 4. 23;		i. Supporting documents	Paragraph 1.02 of the draft Core Strategy explains that this document is the spatial

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> <li>the sustainable community strategy of the authority or other authorities whose area comprises part of the area of the council</li> <li>any other local development documents adopted by the council?</li> </ul>		4.34 - 4. 35		<ul style="list-style-type: none"> <li>The Sustainable community strategies</li> <li>Relevant local development documents</li> <li>Correspondence with the local strategic partners</li> </ul>	<p>expression of the <u>Sustainable Community Strategy</u> (2009). Paragraph 1.13 explains that the Core Strategy's Spatial Vision and Strategic Objectives have been developed in response to the Sustainable Community Strategy six key drivers for change as set out in paragraph 1.12 of the draft Core Strategy. Paras 3.23 – 3.25 of the <u>Regulation 30(1)(d) Statement</u> set out the nature of engagement with the Local Strategic Partnership in aligning the two strategies.</p> <p>The Core Strategy is the first DPD to be prepared.</p>
<p>15. Do you have regard to other matters and strategies relating to:</p> <ul style="list-style-type: none"> <li>resources</li> <li>the regional development agencies' regional economic strategy</li> <li>the local transport plan and transport facilities and services</li> <li>waste strategies</li> <li>hazardous substances and accidents?</li> </ul>	<ol style="list-style-type: none"> <li>The Act section 19(2)</li> <li>Regulation 15</li> </ol>		<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 development plan document.</p>	<ul style="list-style-type: none"> <li>Supporting documents</li> <li>Correspondence with the relevant bodies and the Government Office</li> </ul>	<p>The relationship with other strategies is explained in para 1.25 and Table 3 of the Draft Core Strategy.</p> <p>NB: The Core Strategy is supported by the <u>Infrastructure Delivery Programme</u> (April 2011) which is being developed in consultation with utility and other service providers.</p> <p>The Core Strategy has had regard to a range of local and sub-regional strategies including:</p> <ul style="list-style-type: none"> <li>Council Business Plans for Bath and the wider B&amp;NES area</li> <li>Joint Local Transport Plan 2</li> <li>Greater Bristol Strategic Transport Study</li> <li>Bath Transportation Package</li> <li>Business Growth &amp; Employment Land Study</li> <li>Economic Strategy and Local Economic</li> </ul>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
					<p>Assessment</p> <ul style="list-style-type: none"> <li>- Economic Regeneration Delivery Plans</li> <li>- Joint Waste Core Strategy</li> <li>- Waste Management Strategy</li> </ul>
<b>16. Are you having regard to the need to include policies on mitigating and adapting to climate change?</b>		<b>Annex to PPS1 on climate change</b>	<b>This is expected to be an amendment to section 19(2) of the Act.</b>	<b>Supporting documents</b>	<p>The Council's Policy and Partnerships team has been closely involved in the development of the Core Strategy to ensure the issues of mitigation and adapting to climate change is properly addressed in the Core Strategy. This is demonstrated principally in the Proposed Policy Framework for Climate Change in the Spatial Options document (Renewable Energy, Decentralised Energy to Supply new Development, Sustainable Construction and Energy Efficiency)</p> <p>NB: In the Draft Core Strategy, Climate Change is identified as a Key Strategic Issue, in the Spatial Vision and explicitly addressed in Policies DW1, B4, and CP1 – CP6.</p>
17. Have you undertaken the necessary sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	<p>1. The Act section 19(5)</p> <p>2. Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>1. PPS12 paragraphs 4.38 – 4.43</p> <p>2. SEA Guide, Chapter five</p>	Regulation 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures	<p>i. Reports on the sustainability of alternatives</p> <p>ii. Record of work undertaken on sustainability appraisal</p> <p>iii. Supporting documents</p>	<p>The Core Strategy has been subject to Sustainability Appraisal throughout the process and documented fully in the following documents at the Spatial Options stage:</p> <p><u>SA Scoping Report of Core Strategy and Site Allocations DPD (December 2007)</u></p> <ul style="list-style-type: none"> <li>- <u>SA Scoping Report Appendix A, Appendix B, Executive Summary</u></li> </ul> <p><u>SA of Spatial Options (September 2009)</u></p> <ul style="list-style-type: none"> <li>- Spatial Options SA Report Appendix A</li> </ul>
18. Are you setting out clear reasons for any	Regulation 13(1)	PPS12 paragraphs 4.36 – 4.38	This will include Information from	i. Any reports setting out	The Core Strategy Spatial Options document (2009) presented alternative

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
preferences between alternatives?			the sustainability appraisal.	<ul style="list-style-type: none"> <li>i. alternatives and choices considered</li> <li>ii. Supporting documents</li> </ul>	options for the sustainable location of development across the district, both at strategic level and for the sub-areas. These options were assessed through the <u>Core Strategy Spatial Options Interim Sustainability Appraisal Report</u> and formally consulted on between October and December 2009. The Spatial Options were supported by a series of Information Papers available on the <u>Council's website</u> .
<p>19. Have you taken into account any representations made on the content of the development plan document and the sustainability appraisal?</p> <p>20. Are you keeping a record?</p>	<p>1. Regulations 24, 25(5) and 30(1)(d)(iv)</p> <p>2. Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	PPS12 paragraphs 4.19 – 4.29	Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive	<ul style="list-style-type: none"> <li>i. Correspondence from those making representations</li> <li>ii. Any reports on issues raised</li> <li>iii. Consultation statement</li> <li>iv. sustainability appraisal report</li> </ul>	Representations made at each stage of the preparation of the Core Strategy and accompanying Sustainability Appraisals and Habitats Regulations Assessment have been summarised and main issues arising from representations identified and addressed as set out in the <u>Regulation 30(1)(d) Statement</u> and the <u>Regulation 30(1)(e) Statement (Regs 27 consultation)</u> , final Suitability Appraisal Report ( <u>Appendix D</u> ) and <u>Habitat Regulations Assessment of Draft Core Strategy</u> (November 2010).
<p>21. Where sites are to be identified or areas for the application of policy in the development plan document, are you preparing sufficient illustrative material to:</p> <ul style="list-style-type: none"> <li>• enable you to amend the currently adopted proposals map</li> <li>• inform the community about the location of proposals?</li> </ul>	Regulations 9 and 14	PPS12 paragraphs 4.6 - 4.7; 8.1-8.3	<p>1.Regulation 2 defines the terms 'submission' and 'adopted' proposals map.</p> <p>2.A map showing changes to the adopted proposals map is part of the proposed submission documents defined in</p>	<ul style="list-style-type: none"> <li>i. The adopted proposals map</li> <li>ii. Any reports on proposals to amend the proposals map</li> <li>iii. Illustrative material that shows how the proposals map will be amended or replaced</li> </ul>	<p>The <u>Draft Core Strategy</u> (December 2010) identifies one change to the Proposals Map relating to the Bath City Centre Boundary is incorporated in the document (Appendix 3: page 142).</p> <p>Other illustrative material has been included in the Draft Core Strategy for the purposes of clarity but will not result in any changes to the Proposals Map.</p> <p>The Spatial Options document (2009) clearly set out the broad locations of the alternative options in diagram format identified so that the community were clear about the location of proposals at that</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
			Regulation 24.		stage. This was further supported by a series of <u>summary leaflets of the Spatial Options chapters</u> .
22. Are the participation arrangements compliant with the statement of community involvement?	1. The Act, section 19(3) 2. Regulation 25	PPS12 paragraphs 4.19-4.29	You should make sure the arrangements remain in line with legislative changes affecting community engagement.	i. The statement of community involvement ii. Consultation statement	The principles of consultation established in the <u>Statement of Community Involvement</u> were followed. The <u>Regulation 30(1)(d) Statement</u> detailed who was involved in the preparation of the Core Strategy. The methods of consultation undertaken and the main issues arising from representations were summarised and as set out on pages 26 – 42.
<b>23. Have you remained in close contact with the Government Office and discussed any emerging issues that might affect the soundness of the development plan document?</b>		<b>Plan Making Manual - New Regulation 25</b>		i. <b>Copies of correspondence with the Government Office</b> ii. <b>Copies of the relevant documents</b>	The Council has actively engaged with the Government Office for South West on the development of the Core Strategy from its inception and has formally consulted the Government Office at every stage of production, until its disbandment in March 2011.

## Stage 4: Publication

### Introduction

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

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

- do so and progress directly to publication

OR

- produce and consult on a revised preferred strategy.

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

- comply with the requirements of the statement of community involvement
- update the sustainability appraisal report.

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

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

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

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

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

## Stage 4: Publication

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
1. Have you prepared the sustainability appraisal report?	1. The Act section 19(5) 2. Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	1. PPS12 paragraphs 4.38 – 4.43 2. SEA Guide Chapter five		Sustainability appraisal report	Draft Core Strategy <u>SA Report (November 2010)</u> , <u>Non-Technical Summary</u> and <u>Annex D</u> , <u>Annex J</u> , <u>Annex K</u> were published alongside the Draft Core Strategy on 16 December 2010.
2. Have you made clear where and within what period representations must be made?	Regulation 28(2) and (3)		The period must be at not less than 6 weeks from when you give notice under Regulation 27(e) (see below)	i. Report or record of decisions ii. The statement of community interest	Press Notice advertising consultation a seven week period of public consultation (16 December 2010 – 3 February 2011) on the Draft Core Strategy for two consecutive weeks (16 and 23 December 2010) in the following local papers: – Bath Chronicle – Western Daily Press – Bristol Evening Post – Somerset Guardian – Norton Radstock Journal The Notice set out where documentation could be viewed and how to make representations.
3. Have you made copies of the following available for inspection: • the proposed submission documents? • the statement of the representations procedure?	Regulation 27(a)		Regulation 24 gives definitions	i. Copies of the relevant statements ii. Report on where and when made available iii. Record of where and when made available	All Draft Core Strategy documents (Pre-Submission Publication, December 2010) were made available at the following locations: – The Guildhall, Bath; Riverside, Keynsham and The Hollies, Midsomer Norton – Bath Central Library, Keynsham

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
					<p>Library, Midsomer Norton Library, Moorland Road Library, Paulton Library, Radstock Library, Salford Library, Weston Library, Mobile Libraries.</p> <p>Documentation comprised:</p> <ul style="list-style-type: none"> <li>– <u>Draft Core Strategy</u> as proposed to be submitted (December 2010)</li> <li>– <u>Sustainability Appraisal Report</u> (November 2010)</li> <li>– the <u>non-Technical Summary of the Sustainability Appraisal Report</u> (November 2010)</li> <li>– <u>Reg 25 Consultation Report (Part 2)</u> (Spatial Options)</li> <li>– <u>Habitats Regulations Assessment Report</u>, (November 2010).</li> <li>– <u>Health Impact Assessment</u> November 2010</li> <li>– <u>Equality Impact Assessment</u> October 2010</li> <li>– Statement of Representations Procedure</li> <li>– Draft Core Strategy Publication Document Representation Form and Guidance Note</li> </ul>
<p>4. Have you published on your website the following:</p> <ul style="list-style-type: none"> <li>• the proposed submission documents?</li> <li>• the statement of the representations procedure?</li> </ul>	Regulation 27(b)		Regulations 2 and 24 give definitions	Record of publication	All relevant documents published on the <u>on-line consultation page</u> for Draft Core Strategy live between 16 December 2010 and 3 February 2011 as well as on the main Core Strategy webpage.

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
<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 25(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 27(c)		Regulations 2 and 24 give definitions	<ul style="list-style-type: none"> <li>Copies of correspondence</li> <li>Record of sending</li> </ul>	<p>Letter to <u>specific consultation bodies</u> (including <u>Parish Councils</u>) sent 13 December 2010 with following enclosures:</p> <ul style="list-style-type: none"> <li><u>Draft Core Strategy</u></li> <li><u>Sustainability Appraisal Report</u></li> <li><u>Statement of Reps Procedure</u></li> <li><u>Press Notice</u></li> <li><u>Representation form</u></li> <li><u>Representation guidance note</u></li> </ul>
<p>6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 25(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 27(d)		Regulations 2 and 24 give definitions	<ul style="list-style-type: none"> <li>Copies of correspondence</li> <li>Record of sending</li> </ul>	<p>letter sent to general consultees on 13 December 2010 with following enclosures::</p> <ul style="list-style-type: none"> <li><u>Representation form</u></li> <li><u>Representation guidance note</u></li> <li><u>Statement of Reps Procedure</u></li> <li><u>Press Notice</u></li> </ul>
<p>7. Have you given notice by local advertisement setting out:</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 27(e)		Regulation 24 gives definitions	<ul style="list-style-type: none"> <li>Copy of advertisement</li> <li>Where and when placed</li> </ul>	<p>Press Notice (advertising consultation a seven week period of public consultation (16 December 2010 – 3 February 2011) on the Draft Core Strategy for two consecutive weeks (16 and 23 December 2010) in the following local papers:</p> <ul style="list-style-type: none"> <li>Bath Chronicle</li> <li>Western Daily Press</li> </ul>

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
					<ul style="list-style-type: none"> <li>– Bristol Evening Post</li> <li>– Somerset Guardian</li> <li>– Norton Radstock Journal</li> </ul>
<p>8. Have you requested the opinion of the regional planning body (or the Mayor in London) on the general conformity of the development plan document with the regional spatial strategy (or spatial development strategy)?</p>	<ol style="list-style-type: none"> <li>1. The Act section 24</li> <li>2. Regulation 29</li> </ol>	<p>PPS12 paragraph 4.21</p>	<p>The period is six weeks from when you make copies available for inspection under Regulation 27(a)</p>	<p>Copies of correspondence</p>	<p>In its role as Regional Planning Body, the South West Strategic Leaders' Board, the executive arm of South West Councils, confirmed in a <u>letter dated 10 December 2009</u> that the Core Strategy Spatial Options consultation document was in general conformity with the draft RSS. With the enactment of the Local Democracy, Economic Development and Construction Act 2009 the South West Strategic Leaders' Board role as Regional Planning Body was revoked. Although they have received notifications as part of the on-going engagement process they are no longer responding to consultations on DPDs.</p>

## Stage five: Submission

### Introduction

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

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

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

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

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

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

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

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

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

## Stage five: Submission

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>26 Are you ready to submit the DPD?</p> <p>26 Are there any major issues revealed by the representations on publication?</p> <p>26 Are all the relevant documents in place?</p>	<p>1. The Act section 20(2)(b)</p> <p>2. The Act section 20(1)</p> <p>3. Regulation 30(1)</p>		<p>If you are not ready to submit, you may need to do more work on the development plan document or consider withdrawing and republishing a revised version.</p> <p>Regulation 30(1) sets out the documents which must be submitted in addition to the development plan document.</p>	<p>i. Report on issues resulting from Regulation 28 representations</p> <p>ii. Resolution to carry out more work on part of the development plan document or to withdraw plan</p> <p>iii. The development plan document</p> <p>iv. The documents prescribed at Regulation 30(1)</p>	<p>The Council approved the Draft Core Strategy (Publication version) on 2<sup>nd</sup> December 2010 (<a href="#">Council Report</a>) for submission to the Secretary of State for examination following the public consultation, if there are no material changes to the Core Strategy.</p> <p>The Draft Core Strategy was submitted on 3<sup>rd</sup> May 2011 together with a <a href="#">Schedule of Proposed Changes</a> agreed in March 2011 and other documentation: required under Reg 30.</p> <p>Section 4 (p 7) of the <a href="#">Regulation 30(1)(e) Statement (Regs 27 consultation)</a> sets out a summary of the number of representations received and a summary of key and other issues raised is set out in Appendix 12 (p 20).</p>
<p>26 Has the development plan document been prepared in accordance with the local development scheme?</p> <p>26 Does the development plan document's listing and description in the local development scheme match the document?</p> <p>26 Have the timescales set out in the local development scheme been met?</p>	<p>The Act, section 19(1)</p>	<p>PPS12 paragraph 4.50; 4.53 – 4.55</p>	<p>The Act section 15(2) and Regulation 8 note the matters specified in the local development scheme</p> <p>The box on local development schemes in PPS12 after paragraph 4.55 sets out milestones</p>	<p>i. The local development scheme</p> <p>ii. Explanation of any changes from the milestones set out in the local development scheme</p> <p>iii. Relevant annual monitoring reports</p> <p>iv. Correspondence with the Government Office on the local</p>	<p>The publication of the Draft Core Strategy (December 2010) and its submission in May 2011 met the milestones in the <a href="#">Local Development Scheme 2011 – 2014</a> as previously revised through the in <a href="#">AMR (2009/10)</a> (page 8).</p> <p>Issues arising from the Inspector's Preliminary Assessment of Draft Core Strategy in June 2011 resulted in a suspension in the Examination timetable to allow for public consultation on proposed changes to the Draft Core Strategy. Suspension lifted end of October 2011. <a href="#">Local Development Scheme 2011 – 2014</a> amended to reflect</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
				development scheme	this (effective from 16 November 2011).
26 Has the development plan document had regard to any sustainable community strategy for its area (like a county and district)?	The Act section 19(2)	PPS12 paragraph 4.34 – 4.35; 4.50		<ul style="list-style-type: none"> <li>i. The sustainable community strategy(ies)</li> <li>ii. Reference to sections of the development plan document showing how regard has been had to them</li> </ul>	Paragraph 1.02 of the draft Core Strategy explains that this document is the spatial expression of the <u>Sustainable Community Strategy</u> adopted in 2009. Paragraph 1.13 explains that the Core Strategy's Spatial Vision and Strategic Objectives have been developed in response to the Sustainable Community Strategy six key drivers for change as set out in paragraph 1.12 of the draft Core Strategy.
<p>26 Is the development plan document in compliance with the statement of community involvement (where one exists)?</p> <p>26 Has the council carried out consultation as described in the statement of community involvement?</p>	<ul style="list-style-type: none"> <li>1. The Act s19(3)</li> <li>2. Regulation 32(1)(c)</li> </ul>	PPS12 paragraph 4.50; box after paragraph 4.26	Before the statement of community involvement is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).	<ul style="list-style-type: none"> <li>i. The statement of community involvement</li> <li>ii. The Regulation 32(1)(c) statement</li> </ul>	<p>The principles of consultation established in the <u>Statement of Community Involvement</u> (2007) were followed. The <u>Regulation 30(1)(d) Statement</u> detailed who was involved in the preparation of the Core Strategy. The methods of consultation undertaken and the main issues arising from representations were summarised and as set out on pages 26 – 42.</p> <p>The <u>Regulation 30(1)(e) Statement (Regs 27 consultation)</u> sets out how the Council has met the requirements of the adopted SCI throughout both documents each of which includes a 'Statement of compliance with the Statement of Community Involvement' (pages 4 -8) .</p>
<p>26 Has the development plan document been subject to sustainability appraisal?</p> <p>26 Has the council provided a final report of</p>	<ul style="list-style-type: none"> <li>1. The Act section 19(5)</li> <li>2. Regulation 32(1)(a)</li> </ul>	<ul style="list-style-type: none"> <li>1. PPS12 paragraph 4.39 – 4.43; 4.50</li> <li>2. SEA Practical</li> </ul>		Sustainability appraisal report	<p>The Core Strategy has been subject to Sustainability Appraisal throughout the process and documented fully in the following documents:</p> <p><u>SA Scoping Report of Core Strategy and Site Allocations DPD (December 2007)</u></p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
the findings of the appraisal?		Guide, chapter five			<ul style="list-style-type: none"> <li>- <u>SA Scoping Report Appendix A, Appendix B, Executive Summary SA of Spatial Options (September 2009)</u></li> <li>- <u>Spatial Options SA Report Appendix A SA of the Draft Core Strategy November 2010</u></li> <li>- <u>Draft Core Strategy SA Report, Non-Technical Summary, Annexe SA of Draft Core Strategy Update (April 2011)</u></li> <li>- <u>Sustainability Appraisal Draft Core Strategy – Non-technical Summary, Appraisal Report, Annex A, Annex B, Annex C, Annex D, Annex E, Annex F, Annex G, Annex H, Annex I (updated) SA of Proposed Changes to Draft Core Strategy (September 2011)</u></li> <li>- <u>Sustainability Appraisal Draft Core Strategy – Non-technical Summary, Appraisal Report, Annex D, Annex J, Annex K</u></li> </ul>
26 Is the development plan document to be submitted consistent with national policy?	The Act section 20(2) and Schedule 8	PPS12 paragraphs 4.30 – 33; 4.50	You need to be sure changes made up to the time of submission are compliant with the requirements	<ul style="list-style-type: none"> <li>i. Correspondence with Government Offices</li> <li>ii. Representations from Government Offices</li> </ul>	The Government Office for the South West, before its disbandment in March 2011, has been consulted at each stage and has not raised any issues of non-consistency with national policy.
26 Does the development plan document contain any policies or proposals that are not in general conformity with the regional spatial strategy?	<ul style="list-style-type: none"> <li>1. The Act s 24(1)(a); 24(2) and 24(4)</li> <li>2. Regulation 29</li> </ul>	PPS12 paragraphs 4.30 – 33; 4.50	In London the requirement is for general conformity with the spatial development	<ul style="list-style-type: none"> <li>i. Correspondence with or representations from the regional planning body, or Mayor of London</li> </ul>	In its role as Regional Planning Body, the South West Strategic Leaders' Board, the executive arm of South West Councils, indicated in a <u>letter dated 10 December 2009 (CD3/8)</u> that the Core Strategy Options consultation document was in

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>26 If yes, is there local justification?</p> <p>26 Has the council got confirmation from the regional planning body about the general conformity of the plan with the regional spatial strategy?</p>			strategy (The London Plan)	ii. Confirmation of conformity from the regional planning body, or Mayor	<p>general conformity with the draft RSS.</p> <p>The Council expands on the issue of conformity with the regional planning policy in its response <u>BNES/1</u> (paras 1.2 – 1.14) to issues raised by the Inspector in <u>ID/1</u> (paras 2 – 4).</p>
<p>26 Does the development plan document comply with the 2004 regulations (as amended)?</p> <p>26 Specifically, has the council published the prescribed documents, and made them available at their principal offices and their website?</p> <p>26 Has the council placed local advertisements?</p> <p>26 Has the council notified the development plan document bodies?</p> <p>26 Does the development plan document contain a list of superseded saved policies?</p>	<p>1. The Act section 20(2), 20(3) and 20(5)(b)</p> <p>2. Regulations 13(1), 13(2), 13(5) and 30(1)</p>	PPS12 paragraphs 4.36; 4.50	Requirements relating to publication of the prescribed documents are listed later in this table.	<p>i. The documents prescribed at Regulation 30(1)</p> <p>ii. Relevant annual monitoring reports</p> <p>iii. Records of the actions undertaken (see below)</p>	<p>The Council is satisfied that the Core Strategy complies with the 2004 regulations (as amended) at every stage of its production as documented in the <u>Regulation 30(1)(d) Statement</u> the <u>Regulation 30(1)(e) Statement (Regs 27 consultation)</u>.</p> <p>The prescribed documents have been made them available for inspection on the Council's Core Strategy webpage and at the following locations:</p> <ul style="list-style-type: none"> <li>- The Guildhall, Bath; Riverside, Keynsham &amp;The Hollies, Midsomer Norton</li> </ul> <p>Bath Central Library, Keynsham Library, Midsomer Norton Library, Moorland Road Library, Paulton Library, Radstock Library, Salford Library, Weston Library, Mobile Libraries.</p> <p>A Press Notice was placed in following local newspapers giving notification of Submission on 5 May 2011:</p> <ul style="list-style-type: none"> <li>- Bath Chronicle</li> <li>- Western Daily Press</li> <li>- Bristol Evening Post</li> </ul>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					<ul style="list-style-type: none"> <li>- Somerset Guardian</li> <li>- Norton Radstock Journal</li> </ul> <p>All specific consultation bodies were sent a letter dated 10 May 2011 informing them when and when the documents could be inspected. A follow up letter sent 25 May 2011 enclosing the Submission documentation.</p> <p>A letter dated 10 May 2011 was sent to all general consultation bodies invited to make representations under Regulation 25(1), informing them that the Draft Core Strategy had been Submitted to the Secretary of State when and when the Submission documents could be inspected.</p> <p>A list of superseded saved policies is set out in Appendix 1 of the Draft Core Strategy.</p>
<p>26 Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted proposals map?</p> <p>26 If yes, have you prepared a submission proposals map?</p>	Regulations 13(4) 14 and 30(1)(b)	PPS12 paragraphs 4.6 -4.7; 8.1-8.3		<ul style="list-style-type: none"> <li>i. Submission proposals map</li> <li>ii. Brief statement if a submission proposals map is not required</li> </ul>	The one proposed change to the <u>Proposals Map</u> stemming from the Core Strategy is incorporated into draft Core Strategy document (Appendix 3: page 142).
26 If the development plan document is not a core strategy, is it in conformity with the core strategy?	Regulation 13(6)			<ul style="list-style-type: none"> <li>i. The core strategy</li> <li>ii. Documents or reports demonstrating conformity</li> </ul>	N/A
24. Have you prepared a	The Act section		This will bring	i. Consultation	A Regulation 30(1)(d) Statement (Reg 25

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
statement setting out: <ul style="list-style-type: none"> <li>Which bodies and persons were invited to make representations under Regulation 25</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>	20(3) Regulation 30(1)(d)		forward material from the Consultation statement (see Stage 2 above)	statement ii. The Statement as required in Regulation 30(1)(d)	participation/consultation and <a href="#">Regulation 30(1)(e) Statement (Regs 27 consultation)</a> has been prepared articulates how the Council has met the requirements of the adopted SCI throughout both documents each of which includes a 'Statement of compliance with the Statement of Community Involvement'.
25. Have you prepared a statement giving: <ul style="list-style-type: none"> <li>the number of representations made under Regulation 28(2)</li> <li>a summary of the main issues raised</li> </ul> OR <ul style="list-style-type: none"> <li>that no representations were made?</li> </ul>	The Act section 20(3) Regulation 30(1)(e)			The Statement as required in Regulation 30(1)(e)	The <a href="#">Regulation 30(1)(e) Statement (Regs 27 consultation)</a> sets out the number of representations made under Regulation 28(2) together with a summary of the main issues raised (page 7 and Appendix 12). This has been submitted to the Secretary of State and can be viewed on the Council's <a href="#">Submission Core Strategy webpage</a> .
26 Have you collected together all the representations made under Regulation 28?	The Act section 20(3) Regulation 30(1)(f)			Copies of the representations	All duly made representations made under Regulation 28 have been collected and copies sent to the Secretary of State as hard copies and in a schedule. These representations can be inspected on the Council's <a href="#">Draft Core Strategy Representations webpage</a> .
27 Have you assembled the relevant supporting documents?	1. The Act section 20(3) 2. Regulation 30(1)(g)			All necessary evidence and records of decisions relevant to the development plan document	All relevant supporting documentation has been assembled and forwarded to the Secretary of State. The evidence base can be viewed on the Council's website and through the emerging <a href="#">Core Documents List</a> .

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
28 Has your council approved the development plan document for submission?	The Act section 20		The full council has to approve the development plan document for submission (requirements are set out in Local Authorities Functions Regulations)	Report and resolution of the council	The Council formally approved the Draft Core Strategy (Publication version) on 2 <sup>nd</sup> December 2010 ( <u>Council Report</u> ) for submission to the Secretary of State with delegated powers to propose non-material changes should representations require.
29 Have you sent the Secretary of State (the Planning Inspectorate) a paper copy of the following: <ul style="list-style-type: none"> <li>• the development plan document?</li> <li>• the submission proposals map (unless there are no site allocation policies)?</li> <li>• the documents prescribed in Regulation 30(1)?</li> </ul>	1. The Act s20(1) and 20(3) 2. Regulations 30(1) and 30(2)(a)		Regulation 49 deals with the availability of documents and the time of their removal.	Record of sending	Hard copies of the following were sent to the Secretary of State on 3 <sup>rd</sup> May 2011: <ul style="list-style-type: none"> <li>- <u>Draft Core Strategy</u> including changes to the <u>Proposals Map</u> incorporated into draft Core Strategy document (Appendix 3: page 142) (December 2010)</li> <li>- Sustainability Appraisal Report (updated April 2010)</li> <li>- <u>Statement of Community Involvement</u> (adopted 2007) including <u>Addendum (2009)</u></li> <li>- <u>Regulation 30(1)(d) Statement (Reg 25 participation/consultation)</u></li> <li>- <u>Regulation 30(1)(e) Statement (Regs 27 consultation)</u></li> <li>- <u>Regulation 28 representations</u></li> <li>- <u>all supporting documents</u> the authority considered relevant to the production of the development plan document</li> </ul>
30 Have you sent the Secretary of State (the Planning Inspectorate) an electronic copy of the: <ul style="list-style-type: none"> <li>• development plan document?</li> </ul>	1. The Act s20(1) and 20(3) 2. Regulations 30(1) and 30(2)(b)		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	Electronic copies of the documents specified above as required in Regulation 30(1) have been sent to the Planning Inspectorate on 3 May 2011.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> <li>• submission proposals map (unless there are no site allocation policies)?</li> <li>• documents prescribed in Regulation 30(1)?</li> </ul>			<p>practicable. Regulation 49 deals with the availability of documents and the time of their removal.</p>		
<p>31. Have you made the following available at the same places where the proposed submission documents were to be seen:</p> <ul style="list-style-type: none"> <li>• The development plan document?</li> <li>• The documents prescribed in Regulation 30(1)?</li> </ul>	Regulation 30(3)(a)		<p>You should do this as soon as reasonably practicable after submitting to the Secretary of State</p>	Record of where and when made available	<p>All Submission documentation have been made available for inspection at the same places where the proposed submission documents were deposited:</p> <ul style="list-style-type: none"> <li>- The Guildhall, Bath; Riverside, Keynsham &amp; The Hollies, Midsomer Norton</li> <li>- Bath Central Library, Keynsham Library, Midsomer Norton Library, Moorland Road Library, Paulton Library, Radstock Library, Salford Library, Weston Library, Mobile Libraries</li> </ul>
<p>32 On your website, have you published the:</p> <ul style="list-style-type: none"> <li>• development plan document</li> <li>• submission proposals map</li> <li>• sustainability appraisal report</li> <li>• Regulation 30(1)(d) statement</li> <li>• Regulation 30(1)(e) statement</li> <li>• supporting documents (where practicable)</li> </ul>	Regulation 30(3)(b)		<p>You should do this as soon as reasonably practicable after submitting to the Secretary of State</p>	Record of publication	<p>All Submission documentation has been published on the Council's <a href="#">Submission Core Strategy webpage</a> together with a statement as to where and when the submitted Draft Core Strategy and other supporting documents are available.</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> <li>• representations made under Regulation 28 (where practicable)</li> <li>• statement as to where and when the development plan document and the documents are available?</li> </ul>					
<p>33 For each specific consultation body invited to make representations under Regulation 25(1), have you sent the:</p> <ul style="list-style-type: none"> <li>• development plan document</li> <li>• submission proposals map</li> <li>• sustainability appraisal report</li> <li>• adopted statement of community involvement</li> <li>• Regulation 30(1)(d) statement</li> <li>• Regulation 30(1)(e) statement</li> <li>• supporting documents you consider relevant to each body</li> <li>• statement as to where and when the development plan document and the documents are available?</li> </ul>	Regulation 30(3)(c)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	<ul style="list-style-type: none"> <li>i. Copies of correspondence</li> <li>ii. Record of sending</li> </ul>	<p>All specific consultation bodies were sent a letter dated 10 May 2011 informing them when and when the documents could be inspected. A follow up letter sent 25 May 2011 enclosing the following:</p> <ul style="list-style-type: none"> <li>– Schedule of Proposed Changes to the Draft Core Strategy March 2011 (a copy of the Draft Core Strategy had previously been sent in December 2010)</li> <li>– Sustainability Appraisal Report</li> <li>– Regulation 30 (1) (d) statement (regulation 25 consultation/participation)</li> <li>– Regulation 30 (1) (e) statement (regulation 27 consultation)</li> <li>– Adopted Statement of Community Involvement (2007) and Addendum (March 2009)</li> </ul>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>34 For each general consultation body invited to make representations under Regulation 25(1), have you sent:</p> <ol style="list-style-type: none"> <li>1. notification that the documents prescribed in Regulation 30(1) are available for inspection</li> <li>2. where and when they can be inspected?</li> </ol>	Regulation 30(3)(d)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	<ol style="list-style-type: none"> <li>i. Copies of correspondence</li> <li>ii. Record of sending</li> </ol>	A letter dated 10 May 2011 was sent to all general consultation bodies invited to make representations under Regulation 25(1), informing them that the Draft Core Strategy had been Submitted to the Secretary of State when and when the Submission documents could be inspected.
<p>35 Have you given notice by local advertisement setting out:</p> <ul style="list-style-type: none"> <li>• the title of the development plan document?</li> <li>• the subject and area covered by the development plan document?</li> <li>• notification that the documents prescribed in Regulation 30(1) are available for inspection</li> <li>• where and when they can be inspected?</li> </ul>	Regulation 30(3)(e)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	<ol style="list-style-type: none"> <li>i. Copy of advertisement</li> <li>ii. Where and when placed</li> </ol>	<p>Press Notice in following local newspapers giving notification of Submission on 5 May 2011:</p> <ul style="list-style-type: none"> <li>– Bath Chronicle</li> <li>– Western Daily Press</li> <li>– Bristol Evening Post</li> <li>– Somerset Guardian</li> <li>– Norton Radstock Journal</li> </ul> <p>The Notice sets out where the documentation can be viewed and the next stage.</p>
<p>36 Have you given notice to persons who have requested to be notified that submission has taken place?</p>	Regulation 30(3)(f)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	<ol style="list-style-type: none"> <li>i. Copies of correspondence</li> <li>ii. Record of sending</li> </ol>	All those who remain on the LDF database were given notice that the Draft Core Strategy had been submitted to the Secretary of State when and when the Submission documents could be inspected as part of the general consultation bodies mail-out.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>37 If an examination is being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> <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 development plan document which have not been withdrawn of these details</li> <li>• advertised these details?</li> </ul>	<ol style="list-style-type: none"> <li>1. The Act section 20</li> <li>2. Regulation 34</li> </ol>			<ol style="list-style-type: none"> <li>i. Record of publication of information</li> <li>ii. Record of sending</li> <li>iii. Copies of correspondence</li> <li>iv. Copy of advertisement</li> </ol>	<p>Notification of the Pre-Hearing was sent out by the Programme Officer to all those who made representations at the Draft Core Strategy (pre-submission publication – December 2010) on 18 October 2011 and a Press Notice was published in the following local papers notifying them of the Inspector's details and the date and venue of the PHM (18 November 2011). Details relating to the PHM are advertised on the Council's website.</p> <p>The Hearings commencement date is Tuesday 17 January 2012. This will need to be advertised in the local press six weeks before.</p>