

Bath & North East
Somerset Council

Placemaking Plan Legal Compliance Checklist

April 2016

Bath and North East Somerset - *The place to live, work and visit*

Placemaking Plan Legal Compliance Checklist

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

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

Glossary:

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

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

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

LDS means **Local Development Scheme**

SCI means **Statement of Community Involvement**

DPD means **Development Plan Document**

Stage one: The early stages

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

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

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

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.

Stage one: The beginning

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
<p>1. Is the DPD identified in the adopted LDS? Have you recorded the timetable for its production?</p>	<p>The Act section 15(2) and section 19(1)</p>	<p>NPPF para 153</p>		<p><u>LDS Milestones in LDS Review 2011-2014:</u></p> <ul style="list-style-type: none"> ▪ Placemaking Plan Issues and alternative options consultation (March to April 2012) <p><i>Commentary:</i> Production work commenced but the programme was reviewed due to resources required to progress the Core Strategy examination and the priority to bring forward Concept Statements for the MoD sites within Bath.</p> <p><u>LDS Milestones in LDS Review 2012-2015:</u></p> <ul style="list-style-type: none"> ▪ Pre-production period including commencement of document preparation (July 2012 to Jan 2013); Issues and alternative options consultation (March to April 2013). <p><i>Commentary:</i> Progress on the Placemaking Plan has continued but affected by insufficient resources and the need to prioritise work on the Core Strategy. Milestones therefore not met.</p> <p><u>Update July 2013:</u></p> <p><i>Commentary:</i> On 10th July 2013 the Council's Cabinet agreed that Placemaking Plan Launch document be published for consultation between 25 July 2013 and 20 September 2013. This was reflected in the LDS review 2013-2016 (see below).</p> <p><u>LDS Milestones in LDS Review 2013-2016/17:</u></p> <ul style="list-style-type: none"> ▪ Pre-production period including commencement of document preparation (September 2013); Issues and alternative options consultation (Reg 18) (November 2014) <p><i>Commentary:</i> The LDS was then subject to a further review in September 2014 before the second milestone was reached (see below).</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
				<p><u>LDS Milestones in LDS Review 2014-2017:</u></p> <ul style="list-style-type: none"> ▪ Issues and alternative options consultation (Reg 18) (November 2014) <p><i>Commentary:</i> Consultation on the Placemaking Plan Options took place between 27 November 2014 and 30 January 2015 and the LDS milestone met.</p> <p><u>LDS Milestones in LDS Review 2015-2019</u></p> <ul style="list-style-type: none"> ▪ Submission to Secretary of State (Reg 22) with final SA Report (March 2016) <p><i>Commentary:</i> There was a slight delay in submitting the Placemaking Plan to the Secretary of State due to the timing of the Full Council meeting (Council is required to approve the Placemaking Plan for Submission). The formal Submission date of 12 April 2016 had been previously agreed with PINS.</p>
2. How will community engagement be programmed into the preparation of the DPD?	The Act section 19(3) Regulation 18	NPPF paras 150, 155 and 157	If the SCI is up-to-date, use that. If not set out any changes to community engagement as a result of changes in legislation.	Public engagement was undertaken in accordance with the Council's Neighbourhood Planning Protocol updated 2014 (Statement of Community Involvement). A record of how and when the community was involved during the preparation of the Placemaking Plan is detailed in the Regulation 18 Consultation Statement (December 2015)
3. Have you considered the appropriate bodies you should consult?	Regulation 18	NPPF paras 4.25 -4.2	Regulation 2 defines the general and specific consultation bodies. The possible evidence may duplicate each other. Only use what you need to.	The principles of consultation established in the Neighbourhood Planning Protocol were followed. The Regulation 18 Consultation Statement (December 2015) detailed who was involved and responded to the consultation in the preparation of the Placemaking Plan during the Launch and Options stage under Regulation 18.
4. How you will co-operate with other local planning	The Act section 33A(1)(a) and (b), section 33A(3)(d)	NPPF paras 178 to 181 (which comprise the guidance	Section 33A(4) defines a "strategic matter".	The Duty to Cooperate Statement summarises how the Council has approached this requirement in relation to cross-

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<p>authorities, including counties, and prescribed bodies, to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?</p>	<p>(e) & (4)</p> <p>The Act Section 20(5)(c)</p> <p>Regulation 4</p>	<p>referred to in the Act section 33A(7))</p> <p>Under NPPF Para 182, to be 'Effective' a plan should be based on effective joint working on cross-boundary strategic priorities.</p> <p>Strategic priorities are listed at NPPF Para 156</p>	<p>Under section 33A(6) the required engagement includes considering joint approaches to the plan making activities (including the preparatory activities) and considering whether to agree joint local development documents under section 28.</p> <p>The bodies prescribed by section 33A(1)(c) are set out at Regulation 4(1).</p>	<p>boundary issues.</p>
<p>5. How you will co-operate with any local enterprise partnerships (LEP) or local nature partnerships (LNP) to identify and address any issues or 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</p>	<p>The Duty to Cooperate Statement summarises how the Council has approached this requirement in relation to cross-boundary issues.</p>

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			consulting on joint approaches to relevant activities.	
6. 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	NPPF paras 158 - 177		<p>The Background Evidence underpinning the preparation of the Placemaking Plan Options Document can be viewed on the Options consultation webpage.</p> <p>The evidence base could be viewed on the Council's website and through the emerging Core Documents List.</p> <p>The Authority's Monitoring report (AMR), in identifying and monitoring key outputs and trends, enables a comprehensive assessment of the implementation of Local Plans policies to be undertaken. Current and previous AMRs can be viewed on the Council's AMR webpage.</p>
7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section 19(5)	<p>NPPF paras 165 and 167</p> <p>Strategic Environmental Assessment Guide, chapter 5</p>		<p>The Sustainability Appraisal Scoping Report for the Placemaking Plan sets out baseline data and evidence reviews to provide the framework for the Sustainability Appraisal of the Placemaking Plan:</p> <ul style="list-style-type: none"> - The Placemaking Plan Sustainability Appraisal Scoping Report - Annex A: Policy Plan and Programme Review - Annex B: Baseline Data
8. Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	<p>NPPF paras 165 and 167</p> <p>SEA Guide chapter 3</p>	The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2).	<p>The consultation for the draft Sustainability Appraisal Scoping Report was carried out for 5 weeks from 5th September and 10th October 2013. The report was sent to the following consultation bodies with environmental responsibilities:</p> <ul style="list-style-type: none"> - English Heritage - Environment Agency - Natural England <p>Other stakeholders likely to have an interest in the Sustainability Appraisal of the Local Development Framework</p>

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report?				<p>were also consulted including:</p> <ul style="list-style-type: none"> - Highways Agency - The Coal Authority - Canal & River Trust - North Somerset Council - Somerset County Council - Wessex Water - National Grid - Mendip District Council - Wiltshire Council - Bristol City Council - Bristol Water Plc - Gloucestershire County Council - Mobile Operators Association - Network Rail - Network Rail Infrastructures Ltd. - NHS South West - South Gloucestershire Council - West of England Partnership - Western Power Distribution - Wiltshire Police Authority <p>The responses received together with the Council's recommended changes are set out in the Schedule of Consultation Responses 2013 on the Sustainability Appraisal Scoping Report (October 2013) and can be viewed on the Council's website.</p> <p>Following the integration of public health functions (from the NHS) into Local Authorities in April 2013, the Council's Public Health team have suggested some additional detailed appraisal questions. The Council's Corporate Sustainability Team had concerns that the SA objectives adequately reflect climate change issues. This resulted in a review of the SA objectives and detailed appraisal questions. The relevant baseline information was also updated (Section 3 and Annex</p>

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				A). The revised Scoping Report was consulted on between 8th September and 10th October 2014 and the responses and Council's recommended changes can be found in the Schedule of Consultation Responses on the Revised Sustainability Appraisal Scoping Report (October 2014).

Stage two: Plan preparation - frontloading phase

Information assembled during this phase contributes to:

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

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

Stage two: Plan preparation

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
1. Have you notified: <ul style="list-style-type: none"> • the specific consultation bodies? • the general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents? 	Regulation 18(1) and (2)(a) (b)	NPPF paras 159 – 173	Specific and general consultation bodies are defined in Regulation 2.	<p>The Regulation 18 Consultation Statement (December 2015) detailed who was involved in the preparation of the Placemaking Plan and the methods of consultation undertaken in line with the requirements of the Neighbourhood Planning Protocol. All specific and general consultation bodies were invited to make comments at the Issues and Options stage.</p> <p>Copies of the mailout inviting comment on the Launch and Options documents are included on pages 25 and 91 respectively.</p> <p>A summary of the key issues identified by those who responded at the Launch stage can be found on page 11 and Appendix 2 (pages 41 - 90) and on page 24 and Appendix 4 (pages 119 - 157) for the Options stage.</p> <p>The following documents are available on the Council's website.</p> <ul style="list-style-type: none"> – Schedule of Comments on the Launch Document (2013) – Schedule of Public Consultation Comments on the Options Document (2015)

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
2. Are you inviting representations from people resident or carrying out business in your area about the content of the DPD?	Regulation 18(1) and (2)(c)	NPPF paras 159 – 173		The Regulation 18 Consultation Statement (December 2015) gives details of who has been consulted and how they were invited to participate in the plan making process. This included inviting representations from residents and business in Bath & North East Somerset on the content of the Placemaking Plan. See also response to Question 1 above.
3. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 18	NPPF para 155	NPPF paras 160-171 4.29 give examples of relevant bodies which should be consulted.	The Council has worked closely with stakeholders responsible for delivery of the strategy. All policies and district and place-based strategies in the Draft Placemaking Plan are supported by a delivery section. An Infrastructure Delivery Programme was prepared in consultation with utility and other service providers to support delivery of the alternative sites proposed.
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.	Appendix 4 of the Regulation 18 Consultation Statement (December 2015) (pages 119 - 157) details how representations were taken into account at each stage and how they influenced the development of the Plan.
5. Does the consultation contribute to the development and sustainability appraisal of alternatives?	The Act section 19(5) Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 165 – 168 SEA Guide, chapter 3		The Regulation 18 Consultation Statement (December 2015) details how the consultation exercises contributed to the development of alternative options for the Placemaking Plan. The Sustainability Appraisal Report of the Options stage details the options and alternatives.
6. Is the participation:	The Act section	NPPF para 155		Participation is following the principles set out in the Neighbourhood Planning Protocol and is proportionate to the

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<ul style="list-style-type: none"> following the principles set out in your SCI? integrating involvement with the sustainable community strategy? proportionate to the scale of issues involved in the DPD? 	19(3)			<p>scale and scope of the Placemaking Plan. A record of all consultation events and other methods of engagement are articulated in the Regulation 18 Consultation Statement.</p> <p>There is no longer a duty on authorities to maintain a Sustainable Community Strategy. However, links with the Sustainable Community Strategy (2009 - 2026) are still expressed in the Draft Placemaking Plan (Vol. 1, page 2). This is now superseded by the on-going work of the Council's Public Services Board as articulated on page 8 of Vol. 1 of the Draft Placemaking Plan.</p>
<p>7. Are you keeping a record of:</p> <ul style="list-style-type: none"> the individuals or bodies invited to make representations? how this was done? the main issues raised? 	<p>The Act section 20(3)</p> <p>Regulation 17</p>	NPPF paras 158 - 171	<p>You will need to submit a statement of representations under Regulation 22 (1) (c): see Submission stage below.</p> <p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>A database of individuals or bodies invited to make representations at each stage is maintained and updated. This system is used to input all representations received and is able to generate reports to be made publicly available on the Council's website. Copies of all representations received (by post and electronically) are kept on file and can be made available for inspection on request.</p> <p>The Reg 18 Consultation Statement sets out who was invited to make representations, how this was done, and how the representations were taken into account to inform the development of the Plan.</p>
<p>8. Are you inviting representations on issues that would have significant impacts on both your areas from another local planning authority? Or county issues from an affected county council that is not a planning</p>	<p>The Act section 33A(1)(a) (b) and (c), section 33A(3)(d) & (e) section 33A(4) section 33A(9)</p> <p>The Act section 20</p>	NPPF paras 178 to 181	<p>Section 33A (3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to</p>	<p>The Duty To Cooperate Statement sets out how cross-boundary issues have been addressed in preparing the Plan.</p>

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authority? Or significant cross-boundary issues and strategic priorities of a body prescribed under Section 33A(1) (c)?	(5)(c)		engage constructively, actively and on an ongoing basis.	
9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership (LEP) or a local nature partnership (LNP)?	The Act section 33A(1)(c) and Section 33A(9). The Act section 20(5) (c). Regulation 4	NPPF paras 178 to 181	Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation. Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.	The Duty To Cooperate Statement sets out how cross-boundary issues have been addressed in preparing the Plan.
10. Are you developing a framework for monitoring the effects of the DPD?	The Act section 35 Regulation 34 Regulation 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363	NPPF paras 165 - 1687 SEA Guide, Chapter 5	It is a matter for each council to decide what to include in their monitoring reports while ensuring they are prepared in accordance with relevant UK and EU legislation” Chief Planning Officer letter 30 March 2011 withdrawing ODPM guidance.	A Sustainability Appraisal has been produced at every stage of the Placemaking Plan preparation. This is documented in the final Sustainability Appraisal of the Draft Placemaking Plan (December 2015): <ul style="list-style-type: none"> - Non-Technical Summary - Main Report - Annex A: Review of relevant plans, programmes and strategies - Annex B: Baseline data - Annex C: Placemaking Plan alternative options appraisal matrices - Annex D: Draft Placemaking Plan policy appraisal matrices - Annex E: Cumulative impact of Placemaking Plan Policies and amended Core Strategy policies - Annex F: Core Strategy amendments screening

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				<ul style="list-style-type: none"> - Annex G: Core Strategy amendments appraisal matrices - Annex H: Potential cumulative effects with other Plans - Annex I: Contextual indicators monitoring programme <p>The AMR assesses the implementation of the Local Development Scheme (whether the Council has met key targets and milestones). These monitoring report are available on the Council's dedicated AMR webpage.</p> <p>The Core Strategy element of the Placemaking Plan includes a Monitoring & Review chapter setting out indicators to monitor the performance of the Strategic Objectives which will be delivered through the spatial strategy, core and place specific policies and other LDDs.</p>

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 will not be a participation or consultation process. The publication stage is a formal opportunity for anyone to comment on an aspect of the DPD's soundness. The more effectively this message is put across, the lower the chance of late changes being brought forward following publication.

Stage three: Plan preparation – writing the plan

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence provided
<p>1. Are you preparing reasonable alternatives for evaluation during the preparation of the DPD?</p>	<p>Regulation 12 (2) of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633</p>	<p>NPPF paras 152 - 182 SEA Guide, Chapter 5</p>	<p>The sustainability appraisal report and supporting documents relevant to the preparation of the DPD are part of the proposed submission documents (see Regulation 17).</p>	<p>The Placemaking Plan Options document (2014) presented alternative options in relation to the Development Management policies and the proposed sites and their design principles. These options were assessed through the Placemaking Plan Options Sustainability Appraisal Report and formally consulted on between 27 November 2014 and 30 January 2015. The Background Evidence supporting the Options was made available on the Council's website.</p>
<p>2. Have you assessed alternatives against:</p> <ul style="list-style-type: none"> • consistency with national policy? • general conformity with the regional spatial strategy where still in force? 	<p>The Act section 19 (2), section 24</p>	<p>NPPF para 151</p>	<p>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.</p>	<p>The emerging policy framework for the Placemaking Plan (Options) was drafted in the context of a sound Core Strategy. All alternatives in the emerging Placemaking Plan were assessed for consistency with national policy. Appendix 4 of the Regulation 18 Consultation Statement (December 2015) highlights where consultees have raised issues of non-consistency with national policy and how the Council proposed to address these points. The South West Regional Spatial Strategy has not been in force since its revocation in 2010.</p>
<p>3. Are you having regard to (where relevant):</p> <ul style="list-style-type: none"> • adjoining regional spatial strategies? • the spatial development strategy for London? • Planning Policy for 	<p>The Act sections 19 (2) and 24 (1) and (4) Regulation 10 and 21</p>		<p>Where the regional strategy has been revoked you should record that fact.</p>	<p>The South West Regional Spatial Strategy was revoked by ministerial edict in 2010. The Placemaking Plan is not considered to have consequences for strategies in adjoining regions.</p>

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<p>Wales?</p> <ul style="list-style-type: none"> the National Planning Framework for Scotland? 				
<p>4. Are you co-operating with other local planning authorities including counties, to address significant cross boundary issues? Have you discussed doing joint local development documents?</p>	<p>The Act section 33A(2)(a) Section 33A(6)(a)(b) Section 20(5) (c)</p>	<p>NPPF paras 181 and 185</p>	<p>.</p>	<p>The Duty To Cooperate Statement explains how cross-boundary issues at all levels have been identified and responded to in preparing the Plan.</p>
<p>5. Are you cooperating with a person prescribed for the purposes of Regulation 33A(1)(c) to address significant cross boundary issues including preparing joint approaches?</p>	<p>The Act section 33A(2)(a), section 33A(6)(a) The Act section 20 (5) (c) Regulation 4</p>	<p>NPPF paras 181 and 182</p>	<p>The bodies prescribed by The Act section 33A(1)(c) are set out at Regulation 4 (1).</p>	<p>The Duty To Cooperate Statement explains how cross-boundary issues have been addressed in preparing the Plan.</p>
<p>6. Are you cooperating with having regard to the activities of the LEP and LNP?</p>	<p>The Act section 33A(2)(b) and section 33A(9). Regulation 4 (2)</p>	<p>NPPF para 181 and 182</p>		<p>The Duty To Cooperate Statement explains how cross-boundary issues have been addressed in preparing the Plan.</p>
<p>7. Are you having regard to:</p> <ul style="list-style-type: none"> your sustainable 	<p>The Act section 19(2)</p>			<p>The Core Strategy (as Part 1 of the Local Plan) was directly aligned to the Sustainable Community Strategy that was extant at the time of its preparation. This is detailed in page 6 of the Draft Placemaking Plan (amalgamated with Core</p>

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<p>community strategy or of other authorities whose area comprises part of the area of the council?</p> <ul style="list-style-type: none"> any other local development documents adopted by the council? 				<p>Strategy). See also response to Question 6 on page 12 above.</p>
<p>8. Do you have regard to other matters and relevant strategies relating to:</p> <ul style="list-style-type: none"> resources the local/regional economy the local transport plan and transport facilities and services waste strategies hazardous substances 	<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>The Draft Placemaking Plan takes account of all the main factors that relate to its delivery, including:</p> <ul style="list-style-type: none"> <u>the local/regional economy</u> – prepared in context of and to deliver the Core Strategy which is based on and spatially facilitates delivery of the Council’s Economic Strategy. B&NES Infrastructure Delivery Programme, B&NES Viability Assessment, Retail Study 2014, Industrial Market Review, Office Market Review. <u>the local transport plan and transport facilities and services</u> - Joint Local Transport Plan 3, Getting Around Bath – The Transport Strategy for Bath, Draft Keynsham Transport Strategy, Assessment of Future Car Parking Demand, Public Realm and Movement Strategy. <u>Waste strategies</u> - all sub-regional waste planning matters are covered in the Joint Waste Core Strategy (adopted March 2011) and includes those relating to B&NES. Minerals waste matters are dealt with in the Placemaking Plan (Vol 1). <u>Hazardous substances</u> - hazardous installations are not identified in the Plan because they are defined by separate legislation, however the Placemaking Plan contains a policy seeks to manage the relationship

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				between development and such hazards (Vol 1, Policy PCS4 Hazardous substances).
9. Are you having regard to the need to include policies on mitigating and adapting to climate change?	The Act section 19(1A)	NPPF paras 93 -108		<p>The following policies in the Draft Placemaking Plan seek to address mitigating and adapting to climate change</p> <p>Adopted Core Strategy Policies:</p> <ul style="list-style-type: none"> - CP1 Retrofitting Existing Buildings (page 58) - CP2 Sustainable Construction (page 59) - CP3 Renewable Energy (page 60) - CP4 District Heating (page 68) - CP5 Flood Risk Management (page 73) <p>Draft Placemaking Plan Policies:</p> <ul style="list-style-type: none"> - SCR1 On-site renewable energy requirement (page 63) - SCR2 Roof Mounted/Building Integrated Scale Solar PV (page 63) - SCR3 Ground Mounted Solar Arrays (page 64) - SCR4 Community Renewable Energy Schemes (page 65) - SCR5 Water Efficiency (page 66) - SU1 Sustainable Drainage (page 76)
10. Have you undertaken the sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	The Act section 19(5) Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF para 182 SEA Guide, Chapter 5	Regulation 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures.	A Sustainability Appraisal (SA) of the Options document was undertaken as part of the process of testing and explaining the likely sustainability effects of reasonable alternatives in preparing the Plan and used to inform preparation of the Draft Plan. The interim SA Report and Appraisal Matrices (Annex A) were published below for comment. Comments on the SA were submitted by 30 th January 2015. The purpose of this consultation was to provide the statutory environmental bodies and other interested parties the opportunity to express their opinion on the interim SA report. Publishing the SA also enabled all interested parties to use the information within the SA report to guide their deliberations and comments on

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				<p>the options document.</p> <ul style="list-style-type: none"> - Placemaking Plan Options Sustainability Report - Placemaking Plan Options Sustainability Report, Annex A - Part 1 - Placemaking Plan Options Sustainability Report, Annex A - Part 2 <p>A Habitat Regulations Assessment (HRA) scoping of Placemaking Plan Options document was also undertaken and published alongside the Placemaking Plan Options document.</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>The Placemaking Plan Options document (2014) presented alternative options for proposed policy framework Development policies) and proposed site allocations and the associated design principles. These options were assessed through the Placemaking Plan Options Sustainability Report and formally consulted on between 27 November 2014 and 30 January 2015. The Background Evidence supporting the Options was made available on the Council's website.</p>
<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) 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>The Regulation 18 Consultation Statement (December 2015) provides a summary of the representations made on the content of the Placemaking Plan and the Sustainability Appraisal and indicates how these were taken into account in the Placemaking Plan.</p>
<p>13. Where sites are to be identified or areas for</p>	<p>Regulations 5 (1)(b) and 9</p>	<p>NPPF para 157</p>	<p>Regulation 2 defines the terms 'submission'</p>	<p>The Options document (2014) clearly defined the boundaries of the sites under discussion on an OS base map so that the</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence provided
<p>the application of policy in the DPD, are you preparing sufficient illustrative material to:</p> <ul style="list-style-type: none"> • enable you to amend the currently adopted policies map? • inform the community about the location of proposals? 			<p>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>community were clear about the location of each of the proposals. This provided sufficient illustrative material to enable the currently adopted Policies Map to be amended.</p>
<p>14. Are the participation arrangements compliant with the SCI?</p>	<p>The Act, section 19(3)</p> <p>Regulation 18</p>	<p>NPPF paras 150 and 155</p>		<p>The principles of consultation established in the Neighbourhood Planning Protocol were followed. The Regulation 18 Consultation Statement (December 2015) details who was involved in the preparation of the Placemaking Plan Options. The methods of consultation undertaken and the main issues arising from representations at this stage are summarised as set out in Appendix 4 (pages 119 - 157).</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.

You should make it clear that publication of a DPD is not public participation, nor a consultation. 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.

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'.

Stage four: Publication

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence provided
1. Have you prepared the sustainability appraisal report?	<p>The Act section 19(5)</p> <p>Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF paras 165 - 168</p> <p>SEA Guide Chapter 5</p>		<p>A Sustainability Appraisal (SA) of the draft Placemaking Plan has also been undertaken as part of the process of testing and explaining the likely sustainability effects of the draft Plan. The draft SA Report and Appraisal Matrices were published for comment. This was published alongside the Draft Placemaking Plan on 16 December 2015 comprising:</p> <ul style="list-style-type: none"> - Non-Technical Summary - Main Report - Annex A: Review of relevant plans, programmes and strategies - Annex B: Baseline data - Annex C: Placemaking Plan alternative options appraisal matrices - Annex D: Draft Placemaking Plan policy appraisal matrices - Annex E: Cumulative impact of Placemaking Plan Policies and amended Core Strategy policies - Annex F: Core Strategy amendments screening - Annex G: Core Strategy amendments appraisal matrices - Annex H: Potential cumulative effects with other Plans - Annex I: Contextual indicators monitoring programme
2. Have you made clear where and within what period representations must be made?	Regulation 17, 19, 20 and 35		The period must not be less than 6 weeks from when you publish under Regulations 19 and 35 (see below).	The period in which representations could be made (16 December 2015 - 3 February 2016), details of where documents could be viewed and how representations could be made was provided on the Council's website and in a mailout to all consultees on the LDF database. This also included the Statement of the Representations Procedure which replicated this information.
3. Have you made copies of the following	Regulation 19(a)		Regulation 17 gives definitions.	The proposed submission documents plus the Statement of the Representations Procedure were made available on the

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence provided
<p>available for inspection:</p> <ul style="list-style-type: none"> • the proposed submission documents? • the statement of the representations procedure? 				<p>Council's website and at the following locations:</p> <ul style="list-style-type: none"> – One Stop Shop, Lewis House, Manvers Street, Bath; One Stop Shop, Civic Centre, Keynsham & The Hollies, Midsomer Norton – Bath Central Library, Midsomer Norton Library, Moorland Road Library, Paulton Library, Radstock Library, Saltford Library, Weston Library, Mobile Library, Community Library.
<p>4. Have you published on your website:</p> <ul style="list-style-type: none"> • the proposed submission documents? • the statement of the representations procedure? • statement and details of where and when documents can be inspected? 	Regulations 19 and 35		Regulations 2 and 17 give definitions.	All relevant documents published on the on-line consultation page for Draft Placemaking Plan live between 16 December 2015 and 3 February 2016 as well as on the dedicated Draft Placemaking Plan webpage.
<p>5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> • A copy of each of the proposed submission documents • The statement of the 	Regulation 19(b)		Regulations 2 and 17 give definitions.	The specific consultation bodies listed in the regulations were informed of where the proposed submission documents could be viewed and a letter which included the Statement of the Representations Procedure. Due to the number and size of volumes comprising the Draft Placemaking Plan, hard copies of the pre-submission documents were deliberately not sent in an effort to save on significant printing costs. There were no subsequent requests for copies to be sent in any other format from any of the specific consultation bodies as all documentation was readily available to be viewed on-line and

Activity	Statutory requirement	Guidance reference	Additional notes	Evidence provided
representations procedure?				bodies were not considered to be disadvantaged.
<p>6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> • the statement of the representations procedure? • where and when the documents can be inspected? 	Regulation 19(b)		Regulations 2 and 17 give definitions.	The general consultation bodies were informed of where and when the proposed submission documents could be viewed and a letter which included the Statement of the Representations Procedure.
<p>7. Have you requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the DPD spatial development strategy?</p>	<p>The Act section 24</p> <p>Regulation 21</p>		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).	N/A

Stage five: Submission

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

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

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

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

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

Stage five: Submission

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
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 Act section 19(1)		The Act section 15(2) sets out the matters specified in the LDS. As at January 2013, no further matters are prescribed in the Regulations.	The publication of the Draft Placemaking Plan (December 2015) and its submission in April 2016 met the milestones in the Local Development Scheme 2015 – 2019. The description of the Placemaking Plan in the LDS matches the document submitted, with the addition that the content of the adopted Core Strategy was integrated at this stage. This was done in order to assist users of the Plan by being able to view the strategic objectives/policies in the Core Strategy (part 1 of the Local Plan) alongside the more detailed site allocations and Development

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
the LDS been met?				Management policies in the Placemaking Plan (part 2 of the Local Plan).
2. Has the DPD had regard to any sustainable community strategy for its area (like a county and district)?	The Act section 19(2)	NPPF para 182		Page 6 of the Draft Placemaking Plan explains that this document is the spatial expression of the Sustainable Community Strategy adopted in 2009 (see also response to Question 6 on page 12 above).
3. Is the DPD in compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?	The Act section 19(3) Regulation 22(1)(c)		Before the SCI is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).	The principles of consultation established in the Neighbourhood Planning Protocol were followed. The Regulation 18 Consultation Statement (December 2015) detailed who was involved in the preparation of the emerging Placemaking Plan (Launch and Options stages). The methods of consultation undertaken and the main issues arising from representations are summarised in this document. The Regulation 22(1)(c) Consultation Statement (April 2016) sets out how the Council has met the requirements of the Neighbourhood Planning Protocol. The scope of the consultation undertaken and the main issues arising from representations are summarised in this document.
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	The Act section 33A(1) and section 20(5)	NPPF paras 181 and 182	Under NPPF para 182, the plan should be based on effective joint working on cross-boundary strategic priorities to be found 'Effective'.	The Duty To Cooperate Statement sets out how cross-boundary issues have been addressed in preparing the Plan.

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
<p>authorities, county councils where they are not a planning authority, LEAs, LNPs and the prescribed bodies in identifying and addressing any strategic cross-boundary issues</p> <p>If you have not agreed on the approach is there a justification?</p>				
<p>5. Has the DPD been subject to sustainability appraisal?</p> <p>Has the council provided a final report of the findings of the appraisal?</p>	<p>The Act section 19(5)</p> <p>Regulation 22(1)(a)</p>	<p>NPPF para 165</p> <p>SEA Practical Guide, chapter 5</p>		<p>The Draft Placemaking Plan was subject to a Sustainability Appraisal (SA). The SA Report and Appraisal Matrices were published on 16 December 2015.</p> <ul style="list-style-type: none"> - Non-Technical Summary - Main Report - Annex A: Review of relevant plans, programmes and strategies - Annex B: Baseline data - Annex C: Placemaking Plan alternative options appraisal matrices - Annex D: Draft Placemaking Plan policy appraisal matrices - Annex E: Cumulative impact of Placemaking Plan Policies and amended Core Strategy policies - Annex F: Core Strategy amendments screening - Annex G: Core Strategy amendments appraisal matrices - Annex H: Potential cumulative effects with other Plans - Annex I: Contextual indicators monitoring programme
<p>6. Is the DPD to be submitted consistent</p>	<p>The Act section 19(2)</p>	<p>NPPF para 151</p>		<p>The Council is satisfied that the Draft Placemaking Plan is consistent with national policy. A Soundness Self-Assessment</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
with national policy?	and Schedule 8			Checklist (April 2016) has been produced which evidences this.
<p>7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists?</p> <p>If yes, is there local justification?</p> <p>If the LPA is a London borough or a mayoral development corporation has it requested an opinion from the Mayor of London on the general conformity of the plan with the spatial development strategy?</p>	<p>The Act section 24(1)(a) and 24(4)</p> <p>Regulation 21</p>	<p>NPPF para 218 footnote 41</p>	<p>In London the requirement is for general conformity with the spatial development strategy (The London Plan).</p>	<p>N/A. The South West Regional Spatial Strategy was revoked in 2010.</p>
<p>8. Has the council published the prescribed documents, and made them available at their principal offices and their website?</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>The prescribed documents have been made them available for inspection on the Council's Placemaking Plan webpage and at the following locations:</p> <ul style="list-style-type: none"> - One Stop Shop, Lewis House, Manvers Street, Bath; One Stop Shop, Civic Centre, Keynsham &The Hollies, Midsomer Norton

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
<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>– Bath Central Library, Midsomer Norton Library, Moorland Road Library, Paulton Library, Radstock Library, Saltford Library, Weston Library, Mobile Library, Community Library.</p> <p>All the relevant statutory and non-statutory bodies, and all persons invited to make representations on the plan were notified on 13 April 2016 informing them that the Draft Placemaking Plan had been Submitted to the Secretary of State (PINS) when and where the Submission documents could be inspected.</p> <p>A list of superseded saved policies is set out in Appendix 1 of the Draft Placemaking Plan (Volume 6, pages 3 - 29).</p>
<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 & 22(1)</p>			<p>The proposed changes to Policies Map are set out in Appendix 2 (pages 31 - 90 in Volume 6). The proposed changes to the Policies map are also available to view on-line using the Council's iShare mapping system.</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</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>Forming Part 2 of the Local Plan, the Placemaking Plan is consistent with the adopted Core Strategy (Part 1 of the Local Plan). The two DPDs are complementary and adopt the same strategic objectives and chapter structure to facilitate a direct read-through between the two.</p> <p>The list of superseded and saved policies is set out in Appendix 1 of the Draft Placemaking Plan (Volume 6, pages 3 - 29).</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
state that fact and identify the superseded policies?				
<p>11. Have you prepared a statement setting out:</p> <ul style="list-style-type: none"> • Which bodies and persons were invited to make representations under Regulation 18? • How they were invited? • A summary of the main issues raised? • How the representations have been taken into account? 	<p>The Act section 20 (3) Regulation 22(1)(c)</p>		<p>This will bring forward material from the Consultation statement (see Stage 2 above).</p>	<p>The Regulation 18 Consultation Statement (December 2015) articulates how the Council has met the requirements of the Regulations and the Neighbourhood Planning Protocol during the preparation of the Launch and Options stages. A summary of the main issues raised through each consultation is included (Launch: page 11 and Appendix 2, pages 31 - 90; Options: page 24 and Appendix 4, pages 119 - 157).</p>
<p>12. Have you prepared a statement giving:</p> <ul style="list-style-type: none"> • the number of representations made under Regulation 22? • a summary of the main issues raised? <p>OR</p> <ul style="list-style-type: none"> • that no 	<p>The Act section 20(3) Regulation 22(1)(c)</p>			<p>The Regulation 22 (1) (c) Consultation Statement (April 2016) sets out the number of representations made under Regulation 28(2) together with a summary of the main issues raised (Consultation Feedback on page 6 and Appendix 2, pages 23 33). This has been submitted to the Secretary of State and can be viewed on the Council's 2015/16 Placemaking Plan webpage.</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
representations were made?				
13. Have you collected together all the representations made under Regulation 28?	The Act section 20(3) Regulation 22(1)(e)			All duly made representations made under Regulation 20 have been collected and copies sent to the Secretary of State as hard copies, electronic copies and in a schedule. These representations can be inspected on the Council's 2015/16 Placemaking Plan webpage.
14. Have you assembled the relevant supporting documents?	The Act section 20(3) Regulation 22(1)(g)			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 Core Documents List.
15. Has your council approved the DPD for submission?	The Act section 20		Check the LPA's constitution/standing orders for the authorisation process appropriate for the type of DPD.	The Draft Placemaking Plan was approved for Submission by Full Council on 23 March 2016:
16. Have you sent the Secretary of State (the Planning Inspectorate) both a paper copy and an email of the following: <ul style="list-style-type: none">• the DPD?• the submission policies map (unless there are no site allocation policies)?	The Act section 20(1) and 20(3) Regulations 22(1) and 22(2)		Regulation 35 deals with the availability of documents and the time of their removal. Electronic copies of some of the representations and supporting documents may not be practicable. Regulation 35 deals with the availability of documents and the	The following paper copies of the documents required under Reg 22 were sent the Secretary of State (PINS) on 12 April 2016: <ul style="list-style-type: none">- Draft Placemaking Plan (Pre-Submission version) - includes Policies Map changes (December 2015)- Schedule of Limited Changes to the Draft Placemaking Plan (March 2016)- Schedule of representations received under Reg 20 on Draft Placemaking Plan- Sustainability Appraisal of the Draft Placemaking Plan (December 2015):- Habitats Regulations Assessment (HRA) and Appendix (December 2015)- Regulation 18 Consultation Statement (December 2015)

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
<ul style="list-style-type: none"> the documents prescribed in Regulation 22(1)? 			time of their removal.	<ul style="list-style-type: none"> Regulation 22 (1) (c) Consultation Statement (April 2016) Neighbourhood Planning Protocol (Statement of Community Involvement) (updated September 2014) <p>CD-ROMs were also sent which contain electronic copies of all the submission and supporting documents.</p> <p>The original representations received under Reg 20 on Draft Placemaking Plan were supplied on 13 April 2016.</p>
<p>17. Have you made the following available at the same places where the proposed submission documents were to be seen:</p> <ul style="list-style-type: none"> The DPD? The documents prescribed in Regulation 22(1)? 	Regulation 22(3)		You should do this as soon as reasonably practicable after submission.	<p>All Submission documentation has been made available for inspection at the same places where the proposed submission documents were deposited in the following locations during opening hours:</p> <ul style="list-style-type: none"> One Stop Shop, Lewis House, Manvers Street, Bath; One Stop Shop, Civic Centre, Keynsham & The Hollies, Midsomer Norton Bath Central Library, Midsomer Norton Library, Moorland Road Library, Paulton Library, Radstock Library, Saltford Library, Weston Library, Mobile Library, Community Library.
<p>18. On your website, have you published the:</p> <ul style="list-style-type: none"> DPD? submission policies map? sustainability appraisal report? Regulation 22(1)(c) 	Regulation 22(3) and 35(1)(b)		You should do this as soon as reasonably practicable after submission.	<p>All Submission documentation has been published on the Council's 2015/16 Placemaking Plan webpage together with a statement as to where and when the submitted Placemaking Plan and other supporting documents can be viewed.</p>

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
<p>statement?</p> <ul style="list-style-type: none"> • supporting documents (where practicable) ? • representations made under Regulation 20 (where practicable) ? • statement as to where and when the DPD and the documents are available? 				
<p>19. For each general consultation body invited to make representations under Regulation 18(1), have you sent:</p> <ul style="list-style-type: none"> • notification that the documents prescribed in Regulation 22(3)(a)(i)-(iii) are available for inspection • where and when they can be 	Regulation 22(3)(b)		You should do this as soon as reasonably practicable after submitting to the Secretary of State.	All general consultation bodies invited to make representations under Regulation 18 (1) were notified either by email or letter dated 13 April 2016 that the Draft Placemaking Plan has been Submitted to the Secretary of State where and when the Submission documents could be inspected.

Activity	Legal requirement	Guidance reference	Additional notes	Evidence provided
inspected?				
20. Have you given notice to persons who have requested to be notified that submission has taken place?	Regulation 22(3)(c)		You should do this as soon as reasonably practicable after submitting to the Secretary of State.	All those who remain on the LDF database were given notice that the Draft Placemaking Plan had been submitted to the Secretary of State where and when the Submission documents could be inspected as part of the general consultation bodies mail-out.
21. If an examination is being held, at least six weeks before its opening has the Programme Officer: <ul style="list-style-type: none"> • published the time and place of the examination and the name of the person appointed to carry out the examination on your website? • notified those who have made representations on the published DPD which have not been withdrawn of these details? 	The Act section 20 Regulations 24 and 35			The Examination hearings are yet to be arranged.