

WANDSWORTH

Legal Compliance Checklist

Local Plan Publication (Regulation 19) Version
April 2022



TOOLKIT PART 3: LOCAL PLAN PROCESS REQUIREMENTS CHECKLIST

Why you should use this part of the toolkit

The aim of this part of the toolkit is to assist you in ensuring that the relevant process requirements of specific legislation and policy have been met to enable you to proceed towards adoption of a local plan policies update.

The part of the Toolkit deals only with the process requirements for plan preparation set out in legislation and the NPPF associated with reviewing policies and updating local plan policies. Toolkit Part 1 provides more detail on carrying out a local plan policy review assessment. Toolkit Part 2 highlights the content that should be included in the local plan policies update as prescribed in the NPPF. Soundness and quality issues are dealt with in Toolkit Part 4.

How to use this part of the toolkit

The table below sets out key plan making process questions that you must consider when undertaking the stages of reviewing policies and updating your local plan policies. The rows marked:

- 'L' set out legal requirements included in legislation relevant for that stage of plan making; and
- 'PM' highlight project management reminders arising from these requirements.

For each requirement the table also highlights, where relevant, the supporting documents in which this information is typically recorded.

For each of the requirements listed indicate whether you have met the requirement with a *Yes* or *No*. You should ensure you can answer each question relevant to that plan stage with a 'Yes' before moving to the next stage of updating your plan. You can use the 'comments' section in the table to confirm the title and date of relevant documents and include hyperlinks to where they are published on your website (or file paths for documents not yet published).

The following abbreviations in the table are used:

P&CA - [Planning and Compulsory Purchase Act 2004 \(as amended\)](#)

T&CP - [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#)

The table does not make any reference to specific national planning policy guidance, case law or Ministerial Statements on the basis that this is not static and the degree to which it is relevant will vary depending upon particular circumstances. There is case law relevant to most plan making authorities; for example at the time of publication, when undertaking a screening assessment for a Habitats Regulation Assessment, of particular relevance is the '[People Over Wind judgement](#)' (Court of Justice of the European Union, 12 April 2018), the '[Dutch Nitrogen](#)' case (Court of Justice of the European Union, 7 November 2018) and other recent relevant Court of Justice judgements. Therefore, when developing your local plan update, you need to work with your legal team to ensure that you are familiar with relevant case law and Ministerial Statements and take account of these as and when appropriate.

You should also be aware that any reference to specific legislation includes any amendments to those instruments that are in force at the time of publication. Legislation relevant to England, including amendment regulations, can be accessed online at www.legislation.gov.uk. It is important that you check for any future amendments that may be brought into force following publication of this toolkit.

How to use the results of this part of the toolkit

You can use the results of this tool throughout the plan making process to ensure that requirements are met. There is no requirement to publish or submit this table to the Planning Inspectorate as part of the independent examination, but you may find it (or some elements) helpful to include with your supporting documents or to help you answer any questions from the Planning Inspector related to plan process.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
Stage A: Navigating the process of reviewing Local Plan policies						
	L	Have you consistently kept under review the matters which are likely to affect the development of your area and the planning of its development?	P&CPA Section 13 <i>(Survey of area)</i> T&CP Regulation 34 <i>(Authority Monitoring Reports)</i>	Y	<ul style="list-style-type: none"> ● Authority Monitoring Report ● Baseline technical data 	The Council produces a series of Authority Monitoring Reports based on activity in the borough. They are published on the Council’s website here . In addition, the Council has an Information and Monitoring team who carry out a range of exercises related to the boroughs statistical needs and reporting duties to other bodies, including the GLA. The Policy team ensures that evidence required to formulate and justify policy is up to date. The evidence base for the emerging plan is published on the Council’s website here .
	L	Have you prepared to undertake a review of your local plan policies and complete the review within 5 years of the date of adoption of the current local plan? (also see guidance within Part 1 of the Route Mapper and the ‘Local Plan Review Assessment’ within Part 1 of the Toolkit)	T&CP Regulation 10A <i>(Review of Local Development Documents)</i> NPPF para 33 <i>(Policies in local plans and spatial development strategies should be reviewed to assess whether they need</i>	Y	<ul style="list-style-type: none"> ● Local Development Scheme 	The current plan dates from 2016, though the Employment and Industry document was published in 2018 and updates and replaces the strategy, policies, and site-specific allocations relating to employment and industrial land. The review began in 2018; new plan will replace all of these documents

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			<i>updating at least once every five years, and should then be updated as necessary)</i>			and is scheduled to be examined in 2022.
	L	Have you prepared to review your Statement of Community Involvement and complete the review within 5 years of the date of adoption of the current Statement of Community Involvement?	P&CPA Section 18 <i>(Statement of Community Involvement)</i> and 19(3) <i>(Authority must comply with SCI)</i> T&CP Regulation 10A <i>(Review of Local Development Documents)</i>	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Statement of Community Involvement 	The current Statement of Community Involvement was adopted in February 2019.
	PM	Have you checked your scheme of delegation and engaged with the relevant person(s) who will make decisions on the outcome of any review(s) of the Local Plan policies and the Statement of Community Involvement?	The Council’s scheme of delegation	Y	<ul style="list-style-type: none"> ● The Council’s scheme of delegation 	The Director and the Assistant Director for Environment and Community Services has delegated authority to make some decisions over the Local Plan process, otherwise, the main decision body is via the Executive of the Strategic Planning and Transportation Overview and Scrutiny Committee

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>Have you prepared a report for the relevant person(s) deciding on the review of the local plan policies that takes into account the matters that are likely to affect the development of your area and the planning of its development to enable them to make a decision on whether:</p> <ol style="list-style-type: none"> 1. the policies do not need updating (publishing the reasons for this decision); and / or 2. that one or more strategic policies do need updating (moving to Stage B to update your Local Development Scheme to set out the timetable for this revision)? 	<p>T&CP Regulation 10A <i>(Review of Local Development Documents)</i></p> <p>NPPF para 33 <i>(Policies in local plans and spatial development strategies should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary)</i></p>	Y	<ul style="list-style-type: none"> ● Published report and decision ● 5 year plan review assessment (See Part 1 of this toolkit) ● Baseline technical data 	<p>In November 2017, the Executive approved the Council’s then Local Development Scheme (LDS) (Paper No. 17-399), which identifies the programme for the full review of the Local Plan. In November 2018, the Strategic Planning and Transportation Overview and Scrutiny Committee approved the Local Plan Issues Document for consultation (Paper 18-407), the first document produced in the Local Plan Review process, prompted (in part) by the update to the NPPF earlier in 2018.</p>
		Stage B: Scoping and preparing for your policies update				

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>Where an update of the Statement of Community Involvement is required have you prepared, consulted and adopted a revised Statement in accordance with the procedures set out in Part 2 of the P&CPA? Have you ensured that the Statement is up to date and reflects who the relevant consultation bodies are - for all stages of the plan making process - and what actions will be undertaken to involve the community in any updates to the local plan policies?</p>	<p>P&CPA Part 2 (<i>Local development; section 18, Statement of Community Involvement</i>)</p> <p>T&CP Regulation 18 (<i>Preparation of a local plan; refers to consultation bodies in paras 1 and 2</i>)</p> <p>NPPF Para 16 (<i>Plan-making</i>)</p>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement 	<p>A revised Statement of Community Involvement was published in February 2019, following a period or public consultation between October and December 2018. It replaces a document adopted in 2012. It reflects the decision to review the local plan, updated in the Local Development Scheme, and the content and formal consultation was discussed by the Strategic Planning and Transportation Overview and Scrutiny Committee in September 2018 (Paper 18-316).</p>
	PM	<p>Have you prepared a report for the relevant person(s) who will make a decision on the outcome of the review of the Statement of Community Involvement including where relevant details and justification of proposed changes?</p> <p>This should also consider the any practicalities of making documents available for inspection at the submission stage.</p>	<p>P&CPA Section 18 (<i>Statement of Community Involvement</i>)</p> <p>T&CP Regulation 10A (<i>Review of Local Development Documents</i>)</p>	Y	<ul style="list-style-type: none"> ● Published report and decision ● Statement of Community Involvement 	<p>A revised Statement of Community Involvement was published in February 2019, following a period or public consultation between October and December 2018. Paper 18-316 delegated publication of the final version to the Director of Environment and Community Services in the event that no substantive comments were received. The SCI covers all stages of the Local Plan process.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	PM	Have you identified the proposed scope of the update of the local plan by setting out the principal policy areas that will be considered?		Y	<ul style="list-style-type: none"> ● Published report and decision on review of local plan policies ● Baseline technical data 	In November 2018, the Strategic Planning and Transportation Overview and Scrutiny Committee approved the Local Plan Issues Document for consultation (Paper 18-407). The paper set out the main issues identified for consultation (housing targets, density, town centres, employment, specialised housing products, health and wellbeing and air quality) and these were grouped into broad categories in the Issues Document (Growth, Housing, Economic Development, Transport, Open Space / Environment, Community Services / Infrastructure).
	PM	Have you drafted a project plan to manage and timetable the development and update of the local plan policies?		Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Authority Monitoring Report 	The first Local Development Scheme was produced in 2007 and was revised in 2010, 2012, 2014, 2015 and 2017. A new LDS was published for the full review in September 2019. This was again reviewed and updated following the Regulation 19 consultation in January 2022.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	Have you prepared a new Local Development Scheme which identifies the local plan policies update document(s) and the Sustainability Appraisal and timescales for their production?	P&CPA Section 15(2) <i>(Local development scheme)</i> Section 19(1) <i>(DPDs must be prepared in accordance with LDS)</i>	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Authority Monitoring Report 	The first Local Development Scheme was produced in 2007 and was revised in 2010, 2012, 2014, 2015 and 2017. A new LDS was published for the full review in September 2019. This was again reviewed and updated following the Regulation 19 consultation in January 2022.
	L	Does your Statement of Community Involvement and project plan identify the legally prescribed bodies you will engage with under the duty to cooperate? This should also include each Local Enterprise Partnership and each Local Nature Partnership in the area.	P&CPA Section 20 and Section 33A <i>(Duty to cooperate in relation to planning of sustainable development)</i> T&CP Regulation 4 <i>(Duty to cooperate)</i>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground 	The Statement of Community Involvement lists relevant consultees in Appendix 1.
	L	Have you identified the “strategic matters” that will be included in the updated local plan policies and which have / would have a significant impact on your area and at least one other planning area and on which you are required to engage constructively, actively and on an ongoing basis?	P&CPA Section 20 Section 33A <i>(Duty to cooperate in relation to planning of sustainable development)</i>	Y	<ul style="list-style-type: none"> ● Published report and decision on review of local plan policies ● 5 year plan review assessment (See Part 1 of this toolkit) ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	Strategic matters are defined in the NPPF at para.20. These have been used as a starting point for Duty to Cooperate meetings that have been held throughout the plan making process. Each meeting with relevant duty-to-cooperate bodies has expanded upon these strategic matters to cover issues as they impact upon that specific relationship, to ensure their

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<p>relevance. The extent and details of meetings held to date were set out in the Duty to Cooperate Statement issued at the Regulation 19 stage. A Consultation Statement was also prepared following the conclusion of the Regulation 18 and Issues stages, and thee can be found on the Council’s website here.</p>
	L	<p>In addition to the legally prescribed bodies does your Statement of Community Involvement and project plan identify any additional bodies / person(s) who you will engage with on strategic cross-boundary matters and who will be party to your Statement(s) of common ground?</p>	<p>NPPF para 27 and para 35 (<i>cooperating; soundness</i>)</p>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The Statement of Community Involvement lists relevant consultees in Appendix 1, including general consultation bodies.</p> <p>The Duty to Cooperate Statement issued at the Regulation 19 stage set out the process of making Statements of Common Ground and who these statements will likely be prepared for. Statements have been prepared covering issues between the Council and its neighbouring authorities, the GLA and TfL. Others will be prepared as and when they are required.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	PM	Have you designed a template to record the progress made with the above bodies / person(s). This should document where effective co-operation is and is not happening throughout the plan making process, and the outcomes from engagement. This will also be required as evidence to demonstrate that you have met the Duty to Cooperate.	P&CPA Section 20 and Section 33A (<i>Duty to cooperate in relation to planning of sustainable development</i>) NPPF para 27 and para 35 (<i>cooperating; soundness</i>)	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Template documents 	The Council prepared a matrix to record Duty to Cooperate meetings and progress, though this was felt to be a confusing way of presenting discussions. The Duty to Cooperate Statement issued at the Regulation 19 stage instead contains the minutes of the meetings held, which are written in a standard format.
	PM	In line with your Local Development Scheme and project plan have you timetabled relevant meetings / briefings with the authorities senior management team and elected Members (including any relevant Cabinet / Committee) to ensure that there is support for the development of the local plan policies update and that any necessary permissions for publication are obtained?		Y	<ul style="list-style-type: none"> ● Any relevant local authority reports and decisions 	Prior to the Regulation 19 Consultation stage, a report was considered by the Strategic planning and Transportation Overview and Scrutiny Committee to consider the stages beyond Regulation 19, including Examination and further modifications (Paper 21-309). These considerations were made in respect of the LDS, which was subsequently amended. Regular Local Plan steering groups and workshops were held throughout the preparation of the Plan including with Councillors, the Leader of the Council, Directors, and the Chief Executive.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>Have you prepared a Scoping Report for the development of your Sustainability Appraisal to inform the update of your plan policies? Have you included a proposed framework for testing local plan policies update options and alternatives using the baseline information and an identified set of sustainability objectives? Have you incorporated the requirements of the Strategic Environmental Assessment?</p>	<p>P&CPA Section 19 (<i>Preparation of local development documents</i>) and Section 39 (<i>Sustainable development</i>)</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>NPPF Para 32 (<i>Sustainable Appraisal</i>)</p>	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Sustainability Appraisal Scoping document ● Sustainability Appraisal report 	<p>The Council produced a Scoping Report (2016), prepared by CAG Consultants to support the full review for the Wandsworth Local Plan. It was reviewed to ensure that the evidence base and objectives were up to date and to take account of any new evidence. A Sustainability Appraisal accompanied the Regulation 18 Plan, and this was updated for the Regulation 19 Plan. The Appraisal includes objectives, and incorporates the requirements of the SEA.</p>
	L	<p>Have you consulted the statutory environment consultation bodies, and other interested parties, on the scope and level of detail of the environmental information to be included in the Sustainability Appraisal report?</p>	<p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Sustainability Appraisal report scoping document ● Sustainability Appraisal report ● Copies of the consultation letters sent to, and any 	<p>The IIA was consulted on with key stakeholders, including the Environment Agency, Natural England, Historic England and Wandsworth Public Health..</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
					responses from, the bodies	
		Stage C: Developing the update to your local plan policies				
	L	Have you collected in a presentable format the relevant baseline information that will inform and evidence an update to your plan? This may include evidence commissioned by third parties.	P&CPA Section 13 (<i>Survey of area</i>) and Section 20 (<i>Independent examination</i>)	Y	<ul style="list-style-type: none"> ● Baseline technical data ● Commissioned reports and studies ● Authority Monitoring Report 	<p>The evidence base is held in a single place on the website, linked to the current version of the plan for ease. Data collected by the Council, some which goes into the Authority Monitoring Report, has a dedicated page, Local Plan monitoring. Surveys on retail, employment and housing are collected here and there is a link to the London Development Database held by the GLA.</p> <p>All relevant supporting information for each stage of the plan is included on the Council’s website, including historic information relevant for that stage. This has</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						been updated so all current information is associated with the current stage: Issues stage Pre-publication Publication
	L	Have you undertaken early engagement with stakeholders to help develop spatial options, particularly on strategic cross-boundary matters? Have you ensured that you are keeping a continual log of engagement for your Duty to Cooperate Statement of Common Ground?	P&CPA Section 20 and Section 33A <i>(Duty to cooperate in relation to planning of sustainable development)</i> NPPF para 27 and para 35 <i>(cooperating; soundness)</i>	Y	<ul style="list-style-type: none"> ● Duty to Cooperate statements ● Statement(s) of Common Ground / ● Statements of Consultation 	The Council has engaged with stakeholders since the start of the Local Plan review. Details of the engagement are contained within the statements of consultation for each stage of the Plan – Issues , Pre-Publication stage and Publication stage . The Council has used a matrix to record Duty to Cooperate meetings and progress, and set out the outcomes in a Duty to Cooperate Statement issued at the Regulation 19 stage. All DtC meetings have minutes produced that are agreed with all parties.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	Have you drafted policies / policy options and alternatives based on evidence and engagement? Do the options serve a clear purpose, have they been prepared positively and written in a clear manner and unambiguous?	NPPF para 15 to 34 <i>(Plan-making: the plan-making framework; maintaining effective cooperation; strategic policies; non-strategic policies; preparing and reviewing plans)</i>	Y	<ul style="list-style-type: none"> ● First draft plan ● Sustainability Appraisal report ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The initial Issues document was a high level assessment of the issues facing the borough in 2018. A Call for Sites exercise ran alongside this engagement to inform site allocations that were made later in the process.</p> <p>The Pre-Publication Stage was informed by the responses made at the Issues stage. Engagement at this stage was supplemented by community events and targeted workshops. A consultation statement was produced setting out the comments raised at the Issues stage.</p> <p>The Publication Stage was again based upon comments made at the earlier stage, and saw many changes and updates from the earlier plan. The plan has been careful to be prepared so it is sound, and the consultation advice to those who wish to get involved focuses on the different tests of soundness. The consultation was again accompanied by a consultation statement detailing</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						the Council’s response to each of the comments made at the previous stage (alongside the DtC Statement and earlier Issues Consultation Statement..
	L	Have you taken account of the NPPF requirements for plan content and the Government’s planning policy for traveller sites? At the time of publication this was included in the August 2015 DCLG Planning Policy for traveller sites. This policy must be taken into account in the preparation of development plans.	NPPF Planning policy for traveller sites, DCLG August 2015	Y	<ul style="list-style-type: none"> ● Evidence based documents ● First draft plan ● Consultation statement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	The need for traveller sites is part of the evidence base , and is included on the Council’s website. The evidence post dates the NPPF advice, and was updated in 2022 alongside the newest version of the plan.
	L	Have you considered plan production processes set out within the NPPF, including: <ul style="list-style-type: none"> ● Plan making provisions set out in section 3 – para 15-37 ● Considering transport issues at the earliest stages of plan production – para 104 ● Aligning strategies and investments – para 106 ● Considering changes in the demand for land – para 122 	NPPF	Y	<ul style="list-style-type: none"> ● Evidence based documents ● First draft plan ● Consultation statement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	The Plan and its evidence base reflect these processes which were considered from the beginning of the process (Issues stage) right through each stage of consultation. The DtoC statement, Statement of Consultation and Statement of Common ground provide evidence of dialogue.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> • Discussing the strategic location of housing growth and any proposed changes to Green Belt boundaries with neighbouring authorities – para 141 • Applying a sequential, risk-based approach to the location of development to avoid flood risk to people and property – para 161 • Allocating land with the least environmental value – para 175 				
	L	<p>Have you developed a clear and robust framework that will allow you to consistently monitor the implementation and impact of the policies in the plan and to enable a review to be triggered where necessary?</p>	<p>P&CPA Section 13 (Survey of area)and Section 35 (<i>Authorities monitoring reports</i>)</p> <p>T&CPA Regulation 34 (<i>Authorities monitoring reports</i>)</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>NPPF Para 31, 33, 76, 122 (<i>relevant, up-to-date, proportionate; reviews and updates; monitoring housing supply; reviews</i>)</p>	Y	<ul style="list-style-type: none"> • Sustainability Appraisal • Authority Monitoring Report • Reports or documents setting out the appraisal and monitoring framework 	<p>The key documents for the monitoring and management of the plan are the sustainability appraisal, the Authority Monitoring Report and the proposed Monitoring Framework .</p> <p>The sustainability appraisal deals with each policy of the plan, tested against a framework of objectives established at the beginning of the plan making process and updated at each stage. It assesses the impacts of each policy and allows modifications to be made where necessary.</p> <p>The Authority Monitoring Report collects data relevant to the plan’s policies relating to housing.,</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			<i>of land and land availability)</i>			<p>employment and retail trends, and is used to ensure the policies are performing. The AMR is held within the Local Plan monitoring section of the Council’s website.</p> <p>Policy LP61 of the Regulation 19 Plan relates directly to monitoring the plan and sets out how this will be achieved.</p> <p>The proposed monitoring framework sets out how the AMR is to monitor the proposed publication version Local Plan.</p> <p>In addition to the Council’s own data collection, the Greater London Authority also requires data to be collected for strategic purposes.</p>
	L	Have you undertaken a Habitats Regulations Screening Assessment to determine whether the update to the local plan is likely to have a significant effect on a European site or a European offshore site (either alone or in combination with other plans or projects)?	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	A Habitats Regulations Assessment was undertaken at both the Regulation 18 stage , and the Regulation 19 stage . Natural England have been consulted as statutory consultees.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	Have you consulted the relevant “nature conservation body” on your Habitats Regulations Screening Assessment and had regard to their representations? Have you also consulted, if considered appropriate, other relevant organisations?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	Natural England have been consulted on the HRAs prepared and their advice and comments incorporated into the Assessments where relevant. Natural England have also been included in the Council’s Duty to Cooperate meetings. The HRA is made available during consultation periods as a supporting document, and is available to view and download. Environmental matters are raised with other DtC consultees and stakeholders and these are documented through the various meetings and consultation reports.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>Did the Habitats Regulations Assessment screening assessment determine that the plan is likely to have a significant effect on a European site or a European offshore site?</p> <p>If so you <u>must</u> undertake an appropriate assessment of the implications of the plan (as part of your Habitats Regulatory Assessment (HRA)) for the Plan’s policies and site(s) within the context of the European site’s conservation objectives.</p>	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The screening assessment of the Local Pan did not identify any likely significant effects or impacts on the integrity of any European Site. This was confirmed by Natural England.</p>
		<p>Have you carried out an Equalities Impact Assessment?</p>	<p>Equality Act 2010</p>	Y	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	<p>An Equality Impact and Needs Analysis was carried out at Regulation 18, and repeated at Regulation 19.</p>
		<p>Have you considered combining the Sustainability Appraisal, Equalities Impact Assessment and potentially Habitats Regulations Assessment as part of an Integrated Impact Assessment that is developed and updated</p>	<p>Equality Act 2010</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	<p>The three documents were prepared separately.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		alongside the plan in order to inform its options? This may not be appropriate in all instances.			<ul style="list-style-type: none"> ● Equalities Impact Assessment 	
	L	Have you assessed the draft plan / policy options against relevant soundness and quality measures?	NPPF Para 35 to 36 <i>(soundness)</i>	Y	<ul style="list-style-type: none"> ● Draft plan / policy options ● Duty to Cooperate Statement(s) of Common Ground ● Local Plan Form and Content Checklist (see Part 2 of this Toolkit) ● Local Plan Soundness and Quality Assessment (see Part 4 of this Toolkit) 	The requirement for soundness is a key part of the planning process, and the Council has prepared the plan with this in mind. The Regulation 19 consultation will test this. Consultation with statutory bodies and others has also been carried in the context of having to produce a sound plan. The Council has had regard to the other elements of the PAS Toolkit which tests content and soundness of the plan.
	L	Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map? If yes, have you prepared a submission policies map?	T&CPA Regulations 5(1) (b), 9 (1), 17 & 22(1) <i>(Relating to the updating of the Policies Map, and its status)</i>	Y	<ul style="list-style-type: none"> ● Submission policies map ● Brief statement if a submission policies map is not required 	The Plan refers to sites and allocations. A series of maps are provided within the Regulation 19 version, which primarily relate to tall building zones and allocations within the area strategies. As part of the Regulation 19 consultation, a document was produced that outlines the changes

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<p>to be made to the consolidated Policies Map (2018).</p> <p>An interactive version of the Policies Map is available online. This has been updated with each iteration of the plan.</p> <p>A non-interactive electronic version of the Policies map will be submitted to PINS alongside the Local Plan and supporting documents.</p>
	L	Is the local plan policies update consistent with any other adopted Local Plan Documents for the area?	T&CPA Regulation 8(3) and (4) <i>(Form and content of local plans and SPDs)</i>	Y	<ul style="list-style-type: none"> Local Plan and relevant background papers 	The review of the Local Plan will update and replace all current Local Plan documents.
	L	Is the local plan policies update intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?	T&CPA Regulation 8(5) <i>(Form and content of local plans and SPDs)</i>	Y	<ul style="list-style-type: none"> Local Plan 	The Regulation 19 documents states that, 'The Local Plan fully replaces and consolidates the policies and site allocations in the adopted Local Plan within a single new Local Plan Document'. All previous policies

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						will be superseded and the strategic policies of the new plan are outlined.
	L	Is the local plan policies update (if a London Borough or Mayoral DC) in general conformity with the spatial development strategy?	P&CPA section 24 <i>(Conformity with regional strategy)</i>	N – outstanding matter.	<ul style="list-style-type: none"> ● Letter from Mayor of London/ Mayoral Development Corporate ● Local Plan and relevant background papers 	The GLA are a key stakeholder in the production of the Plan. DtC meetings have been held with the GLA during the Regulation 18 and 19 consultation periods and a consistent flow of open dialogue has been maintained. At Reg 19, the GLA’s response contained one outstanding general conformity issue regarding the borough’s approach to industrial land. This is contained in the subsequent Statement of Common Ground.
		Stage D: Consulting and engaging on the policies update				
	PM	Have you obtained the relevant authority permissions to publish the first draft / options for public consultation?		Y	<ul style="list-style-type: none"> ● Any relevant authority reports to Cabinet / Committee 	Each iteration of the plan has secured the relevant authority from the Strategic Planning and transportation Overview and Scrutiny Committee, and the Committee has been informed of progress through relevant mechanisms.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						Issues Paper (18-407) Regulation 18 (20-334) Regulation 19 (21-309)
	L	Have you notified the following bodies or persons that you are preparing a local plan policies update and invited them to make representations on what the plan should contain? <ul style="list-style-type: none"> ● The specific consultation bodies that may have an interest; ● The general consultation bodies that the authority consider appropriate; ● Residents or other persons carrying on business in the area as considered appropriate; and ● Any other stakeholders that you have engaged with in earlier stages on strategic matters and who will be party to your Duty to Cooperate Statement(s) of Common Ground and are relevant parties pursuant to your duty to cooperate 	P&CPA Section 20 (<i>Independent examination</i>) and Section 33A (<i>Duty to cooperate in relation to planning of sustainable development</i>) T&CP Regulation 18 (<i>Preparation of a Local Plan</i>) NPPF Para 16, 24-27, and 35 (<i>plan-making; maintaining effective cooperation; soundness</i>)	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement ● Copies of consultation notifications ● Records of discussion 	The Council maintains a Local Plan database with all bodies and other persons identified. Details of the consultation are contained within the <u>Consultation Statements</u> at each stage.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>Have you made sure that the consultation and invitation to make representations:</p> <ul style="list-style-type: none"> ● Follows the principles set out in your adopted Statement of Community Involvement; ● Integrates any involvement with the Duty to Cooperate Statement(s) of Common Ground; and ● Is proportionate to the scale of issues involved in the local plan policies update. 	<p>P&CPA Section 19 <i>(Preparation of local development documents)</i></p> <p>NPPF Para 27 and 35 <i>(Statements of common ground; soundness)</i></p>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement 	<p>The Local Plan consultation covers a whole Plan review and it is appropriate to ensure the widest possible consultation.</p> <p>The consultation has been guided by the content of the Statement of Community Involvement, and has integrated the Duty to Co-operate by ensuring meetings with neighbouring authorities and significant statutory consultees and undertakers (e.g. GLA, Natural England, Environment Agency, TfL, Port of London etc).</p> <p>After each consultation stage undertaken to date, a consultation statement has been prepared and a set of responses to comments was issued after Regulation 18.</p>
	L	<p>Have you prepared a draft of your Consultation Statement (a “proposed submission document”) that includes 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; and 	<p>P&CPA Section 19 <i>(Preparation of local development documents)</i></p> <p>T&CPA Regulation 17, 18, 19 and 22</p>	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement 	<p>After each consultation stage undertaken to date, a consultation statement has been prepared and a set of responses to comments was issued after Regulation 18 and Regulation 19.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> In preparation of Stage E (and to be completed in Stage E as outline below) how the main issues have been addressed in the local plan policies update. 	<p><i>(Preparation, publication, submission of local plan / local plan documents)</i></p> <p>NPPF Para 16, 24-27, and 35 <i>(plan-making; maintaining effective cooperation; soundness)</i></p>			<p>These documents set out a list of those who were engaged and those who responded.</p> <p>A separate Duty to Co-operate statement covers those prescribed organisations required to be notified.</p> <p>Needs updating after Regulation 19 consultation.</p>
	L / PM	<p>Have you consulted on the following emerging documents alongside your first draft plan so that they can be reviewed against representations and policy options and alternatives as they are developed?</p> <ul style="list-style-type: none"> Sustainability Appraisal; and Habitats Regulations Screening Assessment (or Habitats Regulations Assessment if one has been developed at this stage) 	<p>P&CPA Section 19 <i>(Preparation of local development documents)</i> and Section 39 <i>(Sustainable development)</i></p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p>	Y	<ul style="list-style-type: none"> Sustainability Appraisal (and any drafts) Habitats Regulations Assessment screening report Habitats Regulations Assessment Statement of Community Involvement Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>As discussed above, the Sustainability Appraisal and HRA have been updated for each stage of the Plan.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			The European Directive 2001/42/EC The European Directive 92/43/EEC NPPF Para 32 <i>(Sustainability appraisal)</i>		<ul style="list-style-type: none"> ● Consultation Statement 	
		Stage E: Developing the submission version of the policies update				
	PM	Taking account of the consultation have you considered whether there is a need for further evidence and / or evidence to be updated to support the policy options set out in your plan?	P&CPA Section 13 <i>(Survey of area)</i> and Section 20 <i>(Independent examination)</i>	Y	<ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies 	Evidence has been prepared throughout the plan making process, and data will continue to be gathered into the future and will need to be considered at Examination. The Urban Design Study , which incorporates the Tall Buildings Study, was only published for the

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<p>Regulation 19 Plan, and clarifies a number of issues that were outstanding for Regulation 18. Likewise, evidence for matters such as First Homes has only been available for the Regulation 19 Plan. The Whole Plan Viability Work has also been concluded for the later stages.</p> <p>Further data will become available as time progresses, including changes to town centre policy as the recovery from the pandemic continue to mature. The bi-annual survey of retail use will become available later in 2022.</p>
	PM	<p>Have you considered whether further consultation and engagement is required depending on the nature and significance of any proposed changes to the preferred strategy following consultation and / or further evidence?</p> <p>Where further consultation and engagement is required prior to submission this should be undertaken, recorded and reported in line with the requirements set out above. This includes updating and consulting where necessary on any</p>	<p>P&CPA Section 13 (<i>Survey of area</i>) and Section 20 (<i>Independent examination</i>)</p>	Y	<ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies ● Sustainability Appraisal (and any drafts) ● Habitats Regulations Assessment screening report 	<p>The responses to the Regulation 19 Plan and meetings held via the Duty to Co-operate process has suggested that many issues presented at earlier stages have been resolved. No further engagement is planned other than notification of submission to the Secretary of State (see also section F).</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		corresponding amendments to the Sustainability Appraisal and Habitats Regulations Assessment.			<ul style="list-style-type: none"> ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	
	L	Have you prepared the Sustainability Appraisal report on any revised draft of the local plan policies update? Is it clear how the sustainability appraisal has influenced the plan?	<p>P&CPA Section 19(5) <i>(Preparation of LDDs, sustainability appraisal)</i></p> <p>Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	Y	<ul style="list-style-type: none"> ● Sustainability Appraisal 	The Sustainability Appraisal has been revised for each version of the Plan.
	L	Have you prepared an Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur?	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 2001/42/EC</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	The HRA has been revised for each version of the Plan which included the conclusion that Appropriate Assessment is not required..

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			The European Directive 92/43/EEC NPPF Para 32 <i>(Sustainability appraisal)</i>			
	L	Have you updated your Equalities Impact Assessment?	Equality Act 2010	Y	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	The Equality Impact and Needs Analysis has been revised for each version of the Plan.
	L	Have you taken account of all of the representations received from all person(s) in response to the consultation(s) in Stage D? Have you recorded how the main issues have/will be addressed in your draft consultation statement?	T&CPA Regulation 17, 18 and 22 <i>(Preparation, publication, submission of local plan / local plan documents)</i>	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement ● Local Plan ● Relevant correspondence 	The Consultation Statement has been revised for each version of the Plan.
	PM	Have you considered whether or not you intend to confirm the housing land supply through the independent examination process? If so, have you clearly stated this within your Regulation 19 Submission local plan policies update and have you ensured that you will engage appropriately with developers and others with an interest in housing delivery on the housing land supply?	NPPF para 75 <i>(housing five year supply)</i> T&CPA Regulation 17, 18 and 22 <i>(Preparation, publication, submission of local plan / local plan documents)</i>	Y	<ul style="list-style-type: none"> ● Local Plan ● Relevant correspondence 	The housing land supply and anticipated trajectory seems to be set out within Policy SDS1 of the Local Plan, and there’s no stated intention to confirm this through the Examination process as the Council can demonstrate an existing five-year supply and evidence can

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						be provided that this has also been the position in previous years for the adopted Local Plan..
	PM	<p>Does your local plan policies update include a trajectory illustrating the expected rate of housing delivery over the plan period?</p> <p>Will your local plan policies update provide for a 5 year supply of deliverable housing sites (incorporating the appropriate buffer) on adoption against the housing requirement (which is informed by a local housing need assessment conducted using the standard method as a starting point)?</p>	NPPF paras 11, 74 and 75 (<i>sustainable development; maintaining supply and delivery</i>)	Y	<ul style="list-style-type: none"> Local Plan 	The housing land supply is set out within Policy SDS1 of the Local Plan, the HELAA and the Councils AMR. There's no intention to confirm this through the Examination process.
		Stage F: Independent examination and adoption				
	PM	<p>Have you obtained the relevant authority permissions to publish the submission version of the local plan policies update?</p> <p>You may want to consider including approval to submit this to the Secretary of State (Planning Inspectorate)</p>		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	<p>Authority to consult upon Regulation 19 (21-309) was given in November 2021 and includes authority to submit to the Secretary of State.</p> <p>The Assistant Director for Environment and Community Services has Delegated Authority to submit the Local Plan to the</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						Secretary of State to be examined by PINS.
	L	Have you made clear where and within what period representations must be made?	T&CPA Regulation 17, 19, 20 and 35 <i>(Preparation, publication, submission of local plan / local plan documents; availability of documents)</i>	Y	<ul style="list-style-type: none"> ● Report or record of decisions 	The Regulation 19 consultation period started in January 2022 and will run to February 28. This allowed additional time for some evidence to be added to the website during the first week of consultation and still allow for six full weeks (the consultation is set for seven weeks). An administrative error required a further period of three weeks consultation after the Regulation 19 period closed. This ended on April 19, 2022.
	L	<p>Have you published on your website and made copies of the following available for inspection:</p> <ul style="list-style-type: none"> ● the proposed submission documents ● the statement of the representations procedure ● statement and details of where and when documents can be inspected <p>Have you checked you have met all other requirements of your Statement of Community Involvement?</p>	T&CPA Regulations 19 and 35 <i>(Submission of local plan / local plan documents; availability of documents)</i>	Y	<ul style="list-style-type: none"> ● Statements and record of where and when documents were made available ● Consultation Statement 	Regulation 19 consultation . A letter or email was sent to the consultees contained on the Local Plan database notifying them of the details of the consultation including the relevant documentation. Notifications were also sent via the Council’s residents’ magazine, social media and the Council’s website.. Copies of the document were made available in the Town Hall and in libraries throughout the borough.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>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; and ● the statement of the representations procedure 	T&CPA Regulation 19(b) <i>(Publication of a local plan)</i>	Y	<ul style="list-style-type: none"> ● Consultation Statement ● Evidence of notifications (email) 	<p>A letter or email was sent to the consultees contained on the Local Plan database notifying them of the details of the consultation including the relevant documentation. Notifications were also sent via the Council’s residents’ magazine, social media and the Council’s website.. Copies of the document were made available in the Town Hall and in libraries throughout the borough.</p>
	L	<p>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; and ● where and when the documents can be inspected 	T&CPA Regulation 19(b) <i>(Publication of a local plan)</i>	Y	<ul style="list-style-type: none"> ● Consultation Statement ● Evidence of notifications (email) 	<p>A letter or email was sent to the consultees contained on the Local Plan database notifying them of the details of the consultation including the relevant documentation. Notifications were also sent via the Council’s residents’ magazine, social media and the Council’s website.. Copies of the document were made available in the Town Hall and in libraries throughout the borough</p>
	L	<p>Have you, on the day of publication, requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the local plan update with the spatial development strategy?</p>	<p>P&CPA Section 24 <i>(Conformity with regional strategy)</i></p> <p>T&CPA Regulation 21</p>	Y	<ul style="list-style-type: none"> ● Copy of letter 	<p>An email was sent to the GLA on February 2, 2022, seeking an opinion as to whether the Regulation 19 version of the Wandsworth Local Plan is in conformity with the London Plan</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			<i>(Conformity with London Plan)</i>			under section 24 (4)(a) of the Planning and Compulsory Purchase Act 2004. This was after the first day of publication, and was followed up at a Duty to Cooperate meeting on February 14. The Mayor of London responded as part of his representation to the Reg 19 consultation.
		Getting ready for submission to PINS				
	PM	Get ready for submission and examination, this might mean starting the process of appointing a programme officer, securing rooms for a potential hearing and other practical arrangements. Refer to guidance from the Planning Inspectorate.	See PINS Procedure Guide for Local Plan Examinations 2021	Y		This process of preparation was commenced prior to the proposed submission date. The Inspectorate has been contacted and an SLA signed. A Programme Officer has been appointed (Charlotte Glancy, Banks Solutions).
	PM	Have you obtained the relevant authority permissions to submit the plan to the Secretary of State via the Planning Inspectorate (PINS)		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	<p>Authority to consult upon Regulation 19 (21-309) was given in November 2021 and includes authority to submit to the Secretary of State.</p> <p>The Assistant Director for Environment and Community Services has Delegated Authority to submit the Local Plan to the</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						Secretary of State to be examined by PINS.
	L	Have you collated all of the representations made to the publication draft plan policies update?	P&CPA Section 20(3) <i>(Independent examination)</i> T&CPA Regulation 22(1)(e) <i>(Submission of documents)</i>	Y		This will be submitted to PINS as part of the submission stage.
	PM	Does each representation made have a unique ID and contact details? PINs require that these are provided in an electronic database enabling the full text of each representation to be accessed easily in both policy and paragraph number order and representor order. The database should also clearly identify those who have made a request to be heard by the Inspector under section 20(6) of the PCPA	See PINS Procedure Guide for Local Plan Examinations 2021	Y		This will be submitted to PINS as part of the submission stage.
	L	Have you assembled the relevant supporting documents (documents relevant to the preparation of your plan which normally includes or comprises the evidence base)?	P&CPA Section 20(3) <i>(Independent examination)</i>	Y	● Submission documents / Examination library	This will be submitted to PINS as part of the submission stage.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			T&CPA Regulation 22(1)(g) <i>(Submission of documents)</i>			
	PM	Do all of the documents that you will submit to the inspectorate have a unique reference listed in an ‘Examination Library’?		Y	● Submission documents / Examination library	This will be submitted to PINS as part of the submission stage.
	L/ PM	You may need to consider whether you need to redact certain personal details from representations for the website and inspection purposes. However, those who have made representations should be able to contact one another and documents should be provided without details redacted. See the guidance from the Planning Inspectorate.	General Data Protection Regulation 2018 See PINS Procedure Guide for Local Plan Examinations 2021	Y		Redaction will be made as required for making publicly available via the Council’s website.
	L	Have you prepared a statement setting out: <ul style="list-style-type: none"> ● Which bodies and persons were invited to make representations under Regulation 18 ● How they were invited ● A summary of the main issues raised ● How the representations have been taken into account 	P&CPA Section 20 (3) <i>(Independent examination)</i> T&CPA Regulation 22(1)(c) <i>(Submission of documents)</i>	Y	● Consultation statement	This will be submitted to PINS as part of the submission stage.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>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 OR Stating that no representations were made 	<p>P&CPA Section 20(3) <i>(Independent examination)</i></p> <p>T&CPA Regulation 22(1)(c) <i>(Submission of documents)</i></p>	Y	<ul style="list-style-type: none"> Consultation Statement The Statement as required in Regulation 22(1)(c) – this can be included in the Consultation statement 	This will be submitted to PINS as part of the submission stage.
	PM	Consider what documents need printing to ensure that hard copies are available where necessary for inspection and for the examination library.	See PINS Procedure Guide for Local Plan Examinations 2021	Y		This will be submitted to PINS as part of the submission stage.
Submission to PINS						
	L	<p>Have you sent the Secretary of State (the Planning Inspectorate) a hard copy and electronic version of:</p> <ul style="list-style-type: none"> a copy of the local plan policies update and (if prepared) policies map <p>Have you sent the Secretary of State (the Planning Inspectorate) an electronic version of:</p> <ul style="list-style-type: none"> the Final ‘consultation statement’ supplemented by or incorporating the documents consultation required under Regulation 22(1) 	<p>P&CPA Section 20(1) and 20(3) <i>(Independent examination)</i></p> <p>T&CPA Regulations 22 <i>(Submission of documents)</i></p> <p>See PINS Procedure Guide for Local Plan Examinations 2021</p>	Y		The Service Level Agreement states that electronic copies of all documents are to be provided. Hardcopies shall be made available upon request.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> ● The Sustainability Appraisal ● Copies of representations ● ‘Supporting documents’ <p>Guidance from PINS also highlights other material necessary for the examination which includes:</p> <ul style="list-style-type: none"> ● An Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur; ● The LPA’s current Local Development Scheme; ● In London, confirmation that the Mayor has indicated general conformity with the London Plan (note however that the Inspector is entitled to take his/her own view on conformity). ● It is also helpful if the LPA provide an Equalities Impact Assessment 				
		As soon as practical after submission, on your website, have you published:	T&CPA Regulation 22(3) <i>(Submission of documents)</i> and 35(1)(b)			In progress

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> The documents submitted to PINS (identified above) including representations made under Regulation 20 (where practicable) taking into account GDPR requirements? Statement as to where and when these documents are available for inspections (again this should be in line with any requirements in your Statement of Community Involvement)? 	<i>(Availability of documents)</i>			
	L	<p>For each general consultation body invited to make representations under Regulation 18(1), have they been sent:</p> <ul style="list-style-type: none"> notification that the documents submitted to PINS are available for inspection details of where and when they can be inspected 	T&CPA Regulation 22(3)(b) <i>(Independent examination)</i>		<ul style="list-style-type: none"> Copies of correspondence 	In progress
	L	Have you given notice to persons who have requested to be notified that submission has taken place?	T&CPA Regulation 22(3)(c) <i>(Independent examination)</i>		<ul style="list-style-type: none"> Copies of correspondence 	In progress
	L	If examination hearings are being held, at least six weeks before its opening has the Programme Officer:	P&CPA Section 20 <i>(Independent examination)</i>		<ul style="list-style-type: none"> Website 	Not yet applicable

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<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? 	T&CPA Regulations 24 (<i>Independent examination</i>) and 35 (<i>Availability of documents</i>)			
	L	Have you asked the Inspector to recommend ‘main modifications’ (changes that materially affect the policies) to make a submitted local plan policies update sound and legally compliant? These modifications should be published for consultation.	See Section 6 of the PINS Procedure Guide for Local Plan Examinations 2021 P&CPA Section 20 (7C) (<i>Independent examination</i>)		<ul style="list-style-type: none"> Schedule of proposed main modifications 	Not yet applicable
	L	Depending on the scope of the modifications, have you considered whether there is a need to undertake further Sustainability Appraisal, Habitats Regulations Assessment, and Equalities Impact Assessment on the modifications.	The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) The European Directive 2001/42/EC The Conservation of Habitats and Species		<ul style="list-style-type: none"> Sustainability Appraisal (and any drafts) Equalities Impact Assessment Habitats Regulations Assessment screening report 	Not yet applicable

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			Regulations 2017 (as amended) The European Directive 92/43/EEC Equality Act 2010			
	L	If the plan policies update is sound, have you formally adopted the plan policies update in a full meeting of the local planning authority?	T&CPA Regulation 4(1) and (3) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000).		<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	Not yet applicable
	L	On adopting a Local Plan policies update, have you made publicly available a copy of the plan, an Adoption Statement and Sustainability Appraisal?	T&CPA Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.		<ul style="list-style-type: none"> Adoption Statement 	Not yet applicable

For more information write to:
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