

Wandsworth Local Plan Employment and Industry Document

Legal Compliance Checklist

October 2017



Local Plan Legal Compliance Checklist (April 2013)

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

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

Glossary:

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

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

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

LDS means **Local Development Scheme**

SCI means **Statement of Community Involvement**

DPD means **Development Plan Document**

Stage one: The early stages

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

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

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

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	Possible evidence	Evidence provided
1. Is the DPD identified in the adopted LDS? Have you recorded the timetable for its production?	The Act section 15(2) and section 19(1)	NPPF para 153		<ul style="list-style-type: none"> i. The adopted LDS at the time of commencement, publication and submission of the DPD ii. The relevant authority monitoring report (if changes need to be explained) 	<p>Yes. The Plan has been produced in accordance with the milestone dates set in the adopted 2015 LDS. The Council is currently revising the adopted LDS which will be reported to the Council's Community Services Overview and Scrutiny Cttee in November 2017 to take account of a potential allowance for a consultation on modifications and to report an amended timetable for the future full review.</p> <p>The proposed change to the adopted LDS sets a slightly modified adoption date from July 2018 to winter 2018. This is considered to be a minor delay.</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.	<ul style="list-style-type: none"> i. The SCI ii. The project plan for the DPD 	<p>The latest version of the Statement of Community Involvement (SCI) was approved in 2012. It sets out the consultation arrangements for planning.</p> <p>Details on how the Council conducted community engagement as part of the Local Plan review can be found in the Statements of Consultation. The Council can confirm that all stages of public consultation for this Plan have been carried out in line with the adopted SCI.</p>
3. Have you considered the appropriate bodies you should consult?	Regulation 18	NPPF paras 4.25 -4.26	<p>Regulation 2 defines the general and specific consultation bodies.</p> <p>The possible evidence may</p>	<ul style="list-style-type: none"> i. The SCI ii. Reports and decisions setting out the approach to specific and general consultation bodies iii. Consultation 	<p>Yes. The Council has considered and consulted the appropriate bodies throughout the plan-making process.</p> <p>The Council maintains a consultation database which holds details of specific and general consultees, which has been updated throughout the process.</p> <p>In addition, the 2012 Regulations identify those bodies with which local authorities should consult. We have also carried out separate consultation and collaboration with the relevant bodies under Duty to Co-operate.</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
			duplicate each other. Only use what you need to.	statement	
4. How you will co-operate with other local planning authorities, including counties, and prescribed bodies, to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?	The Act section 33A(1)(a) and (b), section 33A(3)(d) (e) & (4) The Act Section 20(5)(c) Regulation 4	NPPF paras 178 to 181 (which comprise the guidance referred to in the Act section 33A(7)) Under NPPF Para 182, to be 'Effective' a plan should be based on effective joint working on cross-boundary strategic priorities. Strategic priorities are listed at NPPF Para 156	Section 33A(4) defines a "strategic matter". 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. The bodies prescribed by section 33A(1)(c) are set out at Regulation 4(1).	i. Reports and decisions setting out the approach to be taken ii. Consultation statement	A Duty to Cooperate Statement, 2017, has been produced which illustrates how the Council has been involved in joint plan making with neighbouring London boroughs, prescribed bodies and other relevant interests (please refer to Duty to Co-operate statement, Oct 2017), throughout the Local Plan review. It highlights the policy outcomes of cooperation, evidence of having effectively cooperated and liaison with consultees, particularly the sharing of evidence for Article 4 Directions, office to residential, and especially the approach to the Central Activity Zone (CAZ). We have also worked closely with the London Borough of Lambeth with regard to proposals in the Nine Elms. Targeted letters and emails were sent to neighbouring authorities and other relevant bodies in accordance with obligations set out in the Localism Act 2011, and specific Duty to Co-operate meetings. This was to ensure that any strategic and cross-boundary issues were raised at the earliest opportunity. In addition, the Council produced three statements of consultation during the preparation of the Plan which set out: the Council's approach to the consultation; a summary of the representations received; and the Council's response to those representations. Consultation was carried out at the preparation stage between December 2015 and January 2016 (Regulation 18 stage) and on policy options between October 2016 and November 2016 and again at the Regulation 19 stage between March 2017 and April 2017.
5. How you	The Act	NPPF paras	Section	i. Reports and	The Council has engaged with the London Enterprise Panel (Local the

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>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>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>178 to 181</p>	<p>33A(4) defines a "strategic matter".</p> <p>Strategic priorities are listed at NPPF Para 156.</p> <p>Regulation 4(2) prescribes LEPs and LNPs for the purposes of section 33A(9).</p> <p>Under section 33A(6) the required engagement includes consulting on joint approaches to relevant activities.</p>	<p>decisions setting out the approach to be taken.</p> <p>ii. Consultation statement</p>	<p>Enterprise Partnership for London) which is chaired by the Mayor and is effectively included in consultation with the GLA. The Council also consulted and made a desktop assessment on the LEP's plans and programmes. The Council has regard for the activities of the LEP and LNP, and this is contained in the DtC statement Oct 2017, however the Council is aware that the LN has not been active throughout the preparation of the Employment and Industry Document.</p>
<p>6. Is baseline information being collected and evidence being gathered to keep the matters which</p>	<p>The Act section 13</p>	<p>NPPF paras 158 - 177</p>		<p>i. Documents dealing with collection of baseline information</p> <p>ii. Relevant technical studies</p> <p>iii. The annual monitoring report</p>	<p>Yes. The Council has updated its monitoring indicators for the LPEID policies details of which can be found in the proposed monitoring framework set out in the evidence base. Examples of indicators include the monitoring of planning permissions securing replacement commercial or employment floorspace in protected areas.</p> <p>The Scoping Report provides the baseline information on the environmental, social and economic characteristics of the plan area including health and equalities characteristics and a review of the relevant plans and programmes. An Integrated Impact Assessment (IIA) has been produced which incorporates the legal requirements of Sustainability Appraisal and Strategic Environmental Assessment. In addition, it also incorporates an Equalities Impact Assessment and a Health Impact Assessment of the policy options.</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
affect the development of the area under review?					The Council continually updates and reviews development monitoring through the Authority's Monitoring Report (AMR) process which includes Borough specific information on, housing delivery (including affordable housing delivery), retail, employment and population.
7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section 19(5)	NPPF paras 165 and 167 Strategic Environmental Assessment Guide, chapter 5		i. Sustainability report scoping document ii. Sustainability appraisal report	Yes. The scoping report, October 2016, updated the base line evidence; this led to updated IAA objectives, which in turn contribute to the monitoring indicators. http://www.wandsworth.gov.uk/downloads/file/12472/integrated_impact_assessment_-_scoping_report_-_october_2016
8. Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	NPPF paras 165 and 167 SEA Guide chapter 3	The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2).	Copies of the consultation letters sent to and any responses from the bodies	Yes. The Council consulted the statutory consultation bodies, inclusive of the Strategic Environmental Assessment (SEA) statutory bodies, as required by the Regulations for the Sustainability Appraisal (SA) Scoping Report, and the subsequent reports produced during the progression of the Employment and Industry Document details this.

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
information to be included in the sustainability appraisal report?					

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	Possible evidence	Evidence provided
<p>1. Have you notified:</p> <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.	<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies have been omitted from or included in consultation 	Yes. The specific and general consultation bodies were consulted according to Regulation 18, as well as the Council's SCI, and invited to make representations as stated in the Statement of Consultation. Consultation was carried out at the preparation stage between December 2015 and January 2016 (Regulation 18 stage).
<p>2. Are you inviting representations from people resident or carrying out business in your area about the content of the DPD?</p>	Regulation 18(1) and (2)(c)	NPPF paras 159 – 173		<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these persons iii. Record of discussions iv. Copies of representations made 	Yes. Residents and those carrying out business in the area were consulted as set out in the consultation statements. Consultation was carried out at the preparation stage between December 2015 and January 2016 (Regulation 18 stage).
<p>3. Are you engaging with stakeholders responsible for delivery of the strategy?</p>	Regulation 18	NPPF para 155	NPPF paras 160-171 4.29 give examples of relevant bodies which should be consulted.	<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these people iii. Record of discussions 	Yes. As stated in the Statement of Consultation. Consultation was carried out at the preparation stage between December 2015 and January 2016 (Regulation 18 stage). The stakeholders responsible for the delivery of the strategy were consulted

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
					throughout the progression of the Employment and Industry Document.
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.	<ul style="list-style-type: none"> i. Consultation statement ii. Any reports on the selection of alternatives and options for the DPD 	Yes. The Statement of Consultation sets out how the Council took into account the representations made during this stage.
5. Does the consultation contribute to the development and sustainability appraisal of alternatives?	<p>The Act section19(5)</p> <p>Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF paras 165 – 168</p> <p>SEA Guide, chapter 3</p>		<ul style="list-style-type: none"> i. Consultation statement ii. Any reports on the selection of alternatives and options for the DPD iii. Sustainability appraisal report 	Whilst this is only a partial review, the consultation, informed the IIA alternative options as set out in the IIA Matrix tables) and contributed towards the development of sustainability appraisal alternative policy options regarding the Employment and Industry Document.
<p>6. Is the participation:</p> <ul style="list-style-type: none"> • following the principles set out in your SCI? • integrating involvement with the sustainable community strategy? • proportionate to the scale of issues involved in the DPD? 	The Act section19(3)	NPPF para 155		<ul style="list-style-type: none"> i. Consultation Statement ii. The SCI iii. The relevant sustainable community strategies 	Yes. The consultation carried out for the statement of consultation for the Reg 18 stage and the policy options stage, aligns with the Council's SCI, the Corporate Business Plan 2017 (which superseded the Sustainable Community Strategy) and was considered proportionate to the scale of the issues involved.
7. Are you keeping a record of:	The Act	NPPF paras 158 -	You will need to submit a	<ul style="list-style-type: none"> i. Consultation statement 	Yes. The Council

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> • the individuals or bodies invited to make representations? • how this was done? • the main issues raised? 	section20(3) Regulation 17	171	statement of representations under Regulation 22 (1) (c): see Submission stage below. Regulation 35 deals with the availability of documents and the time of their removal.	<ul style="list-style-type: none"> ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence iv. Technical reports on the engagement process 	maintains a database of the consultees wishing to be consulted on the Local Plan, and updates it accordingly. The Statements of Consultation appropriate to the different stages of document production set out which individuals and bodies were invited to make representations, the consultation methods used, and the main issues that were raised as part of that consultation.
8. Are you inviting representations on issues that would have significant impacts on both your areas from another local planning authority? Or county issues from an affected county council that is not a planning authority? Or significant cross-boundary issues and strategic priorities of a body prescribed under Section 33A(1)(c)?	The Act section 33A(1)(a) (b) and (c), section 33A(3)(d) & (e) section 33A(4) section 33A(9) The Act section 20 (5)(c)	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.	<ul style="list-style-type: none"> i. Consultation statement ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence iv. Technical reports on the engagement process 	Yes. As stated in the Statement of Consultation 2017, the Council complied with national guidance and invited representations from other local planning authorities. The Duty to Cooperate Statement, 2017 provides further detail on how the Council has been involved in joint plan making with neighbouring London boroughs and the GLA on projects. It highlights the policy outcomes of cooperation, evidence of having effectively cooperated and liaison with consultees.

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership (LEP) or a local nature partnership (LNP)?</p>	<p>The Act section 33A(1)(c) and Section 33A(9).</p> <p>The Act section 20(5) (c).</p> <p>Regulation 4</p>	<p>NPPF paras 178 to 181</p>	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</p>	<ul style="list-style-type: none"> i. Consultation statement ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence iv. Technical reports on the engagement process 	<p>The Council has engaged with the London Enterprise Panel (Local the Enterprise Partnership for London) which is chaired by the Mayor and is effectively included in consultation with the GLA. The Council also consulted and made a desktop assessment on the LEP's plans and programmes. The Council has regard for the activities of the LEP and LNP, and this is contained in the DtC statement Oct 2017, however the Council is aware that the LNP has not been active throughout the preparation of the Employment and Industry Document.</p>
<p>10. Are you developing a framework for monitoring the effects of the DPD?</p>	<p>The Act section 35</p> <p>Regulation 34</p> <p>Regulation 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363</p>	<p>NPPF paras 165 - 1687</p> <p>SEA Guide, Chapter 5</p>	<p>It is a matter for each council to decide what to include in their monitoring reports while ensuring they are prepared in accordance with relevant UK and EU legislation" Chief Planning Officer letter 30 March 2011 withdrawing ODPM guidance.</p>	<ul style="list-style-type: none"> i. Sustainability appraisal report ii. The authority monitoring report iii. Reports or documents setting out the appraisal and monitoring framework 	<p>Yes – The Council has updated its monitoring indicators for the LPEID policies details of which can be found in the proposed monitoring framework set out in the evidence base. A draft monitoring framework for the proposed policies is set out in the IIA, and on-going work on targets and indicators is being progressed and will be finalised once the Plan has been adopted.</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 is a formal opportunity for anyone to comment on an aspect of the DPD's soundness, and to propose a change to the plan accordingly. The more effectively this message is put across, the lower the chance of late changes being brought forward following publication.

Stage three: Plan preparation – writing the plan

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	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>Documents supporting decisions on alternatives and any preferred strategy</p>	<p>Yes-during the preparation stages of the LPEID. The informal options set out 67 questions effectively identifying policy options and allowing for reasonable alternatives to be put forward and evaluated. The 'no plan' option was also included as required by the regulations.</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>i. Supporting documents ii. Correspondence with Mayor of London (London Boroughs and Mayoral Development Corporations only)</p>	<p>Yes. All policies in plan are in general conformity with National Policy, the NPPF and the London Plan. Please see the soundness self assessment document and Duty to Cooperate statement as these documents set out the conformity and consistency with national policy and the London Plan and details correspondence with the GLA</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>3. Are you having regard to (where relevant):</p> <ul style="list-style-type: none"> • adjoining regional spatial strategies ? • the spatial development strategy for London? • Planning Policy for Wales? • the National Planning Framework for Scotland? 	<p>The Act sections 19 (2) and 24 (1) and (4)</p> <p>Regulation 10 and 21</p>		<p>Where the regional strategy has been revoked you should record that fact.</p>	<ul style="list-style-type: none"> i. Supporting documents ii. Correspondence with the Mayor of London, relevant Welsh or Scottish regional planning bodies (as appropriate) iii. CLG notice of revocation of the regional strategy 	<p>Yes. All policies were assessed to ensure conformity with the NPPF and the London Plan. The employment and industry document has been formulated with regard to the NPPF, the National Planning Policy Guidance (NPPG) and the London Plan. Meetings and discussions with the GLA have been held throughout the process in particular regarding new evidence and 'direction of travel'.</p>
<p>4. Are you co-operating with other local planning authorities including counties, to address significant cross boundary issues? Have you discussed</p>	<p>The Act section 33A(2)(a)</p> <p>Section 33A(6)(a)(b)</p> <p>Section 20(5) (c)</p>	<p>NPPF paras 181 and 185</p>	<p>.</p>	<ul style="list-style-type: none"> i. Supporting documents ii. Correspondence with LPA/County Council 	<p>Yes. The Council is cooperating with other local planning authorities and the GLA. The Duty to Cooperate Statement 2017 provides further detail on how the Council has engaged during the preparation of the LPEID with neighbouring London boroughs. It highlights the areas of co-operation and timeframes for each Borough's Local Plan. The Duty to Cooperate meetings had Local Plan production as a standard agenda item and sharing of evidence and good practice was achieved. The GLA also shares responsibility for strategic planning in London.</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
doing joint local development documents?					
5. Are you cooperating with a person prescribed for the purposes of Regulation 33A(1)(c) to address significant cross boundary issues including preparing joint approaches?	The Act section 33A(2)(a), section 33A(6)(a) The Act section 20 (5) (c) Regulation 4	NPPF paras 181 and 182	The bodies prescribed by The Act section 33A(1)(c) are set out at Regulation 4 (1).	i. Supporting documents ii. Correspondence with prescribed bodies	Yes. The Council engaged the bodies set out in Regulation 4. No significant cross boundary issues were identified as part of DtC. This took place at all stages as identified in the Duty to Cooperate statement. The Council has a joint approach to waste planning with the Borough's and Waste Authorities of Hammersmith and Fulham, Kensington and Chelsea, and Lambeth.
6. Are you cooperating with having regard to the activities of the LEP and LNP?	The Act section 33A(2)(b) and section 33A(9). Regulation 4 (2)	NPPF para 181 and 182		i. Supporting documents ii. Correspondence with LEP/LNP	Yes. The Council has engaged with the London Enterprise Panel (Local the Enterprise Partnership for London) which is chaired by the Mayor and is effectively included in consultation with the GLA. The Council also consulted and made a desktop assessment on the LEP's plans and programmes. The Council has regard for the activities of the LEP and LNP, and this is contained in the DtC statement Oct 2017, however the Council is aware that the LNP has not been active throughout the preparation of the Employment and Industry Document
7. Are you having regard to: <ul style="list-style-type: none">your sustainable community strategy or of other authorities whose area comprises	The Act section 19(2)			i. Supporting documents ii. The sustainable community strategies iii. Relevant local development documents iv. Correspondence with the local	As part of the review, the Employment and Industry Document has been updated to reflect the transition from the Council's Sustainable Community Strategy (SCS) to the Corporate Business Plan (CBP), the underlying objectives of which remain broadly similar. The CBP was scoped into the IIA and informed the review of the IIA objectives. The Plan has been produced to be in accordance with the policies of the adopted Local Plan which are not subject to review. The approach set out in the Councils SPGs and LDDs will be complimented by the Local Plan.

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
part of the area of the council? <ul style="list-style-type: none"> any other local development documents adopted by the council? 				strategic partners	
8. Do you have regard to other matters and relevant strategies relating to: <ul style="list-style-type: none"> resources the local/regional economy the local transport plan and transport facilities and services waste strategies hazardous substances 	The Act section19(2) Regulation 10		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.	i. Supporting documents ii. Correspondence with the relevant bodies	Yes. The Employment and Industry Document has regard to a number of matters and relevant strategies. Of particular note are the London Plan and its associated strategies and Supplementary Planning Guidance (SPGs). The Council has also prepared an Integrated Impact Assessment (IAA) which lists relevant plans and programmes. A complete list of the supporting strategies can be found in the Local Plan Examination Library on the Council's website via the following link: http://www.wandsworth.gov.uk/info/1004/planning_policy/2077/local_plan_employment_and_industry_review The HSE representation has laid out the issues and taken into account the gasholder site hazard zones. It states that housing is not compatible with the inner zone, and HSE would advise against it. The middle zone is compatible with housing developments up to 30 units, with the outer zone being appropriate for over 30 dwellings. In terms of work place allocations, the inner zone is appropriate for less than 100 occupants, and less than 3 occupied storeys. The middle zone is compatible with non retail work places (under 5000sqm), while the outer zone is compatible with sheltered workshops for people with disabilities and over 5000sqm. The policy will be reviewed in the future full review of the Local Plan expected to commence in 2018. In order for the Gasholder site (policies map reference number 41) and surrounding sites to be developed for mixed uses including residential the hazardous substances consents on the Calor Gas site and the gasholder itself (both are included in one individual site allocation. The Council is currently working with neighbouring Boroughs of the Western Riverside Waste Authority in updating its evidence on a joint basis to inform the full review of the Local Plan.
9. Are you having regard	The Act section19(NPPF paras		Supporting	The Employment and Industry Local Plan Document is a partial review of the adopted Local Plan. The Document will replace the relevant policies (existing policies

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
to the need to include policies on mitigating and adapting to climate change?	1A)	93 -108		documents	will continue to apply, such as those on flood risk and sustainable design), and site allocations in the adopted plan, but it also fits with the adopted spatial vision and strategic objectives for the borough that are set out in the Core Strategy (2016) and sits alongside the policies, area spatial strategies and site allocations that will be retained in the Core Strategy, DMPD and SSAD. Thus, as it fits within the existing spatial vision and strategic objectives, it has regard for the mitigation and adapting to climate change.
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	i. Reports on the sustainability of alternatives ii. Record of work undertaken on sustainability appraisal iii. Supporting documents	This IIA report, which incorporates the legal requirements for SEA and SA, appraises policy options which have been closely informed by the policy options document, which underwent consultation between 7th October and 4th November 2016. Some of the options were not explicitly suggested in the policy options consultation, though they were implicitly covered. The options were intended to be broad-based and did not go into detail regarding area spatial strategies or, in the main, site allocations. However where site allocations were considered to be significant options, these have been appraised as part of the Policy Options.
11. Are you setting out reasons for any preferences between alternatives?	Regulation 8(2)	NPPF para 182	This will include Information from the sustainability appraisal.	i. Any reports setting out alternatives and choices considered ii. Supporting documents	The IIA matrices have scored predicted outcomes of options against the 20 IIA objectives and identified the option which scores the best against these objectives. The IIA is a key piece of evidence to inform the preferred option.
12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal?	Regulations 17, 18(3) and 22 (1) (c) (iv) Regulation 13(4) of The Environme	NPPF paras 150, 155, 157 and 159-171	Records on the sustainability appraisal should also include recording any	i. Correspondence from those making representations ii. Reports on issues raised	Yes. As stated above and in the three consultation documents – December 2015 and January 2016 (Regulation 18 stage) and on policy options between October 2016 and November 2016 and again at the Regulation 19 stage between March 2017 and April 2017. Each document contains a record which sets out how representations have been taken into account.

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
Are you keeping a record?	ntal Assessment of Plans and Programmes Regulations 2004 No 1633		assessment made under the Habitats Directive.	iii. Consultation statement iv. Sustainability appraisal report	
13. Where sites are to be identified or areas for the application of policy in the DPD, are you preparing sufficient illustrative material to: <ul style="list-style-type: none"> • enable you to amend the currently adopted policies map? • inform the community about the location of proposals? 	Regulations 5 (1)(b) and 9	NPPF para 157	Regulation 2 defines the terms 'submission' and 'adopted' proposals map. A map showing changes to the adopted policies map is part of the proposed submission documents defined in Regulation 17.	i. Adopted policies map ii. Any reports on proposals to amend the policies map iii. Illustrative material that shows how the policies map will be amended or replaced	Yes. A policies map changes document forms part of the submission documents which sets out the proposed changes to the policies map. Maps and diagrams are included in the document as appropriate.
14. Are the participation arrangements compliant with the SCI?	The Act, section 19(3) Regulation 18	NPPF paras 150 and 155		i. The SCI ii. Consultation statement	Yes. The participation arrangements are evident in the three consultation documents – December 2015 and January 2016 (Regulation 18 stage) and on policy options between October 2016 and November 2016 and again at the Regulation 19 stage between March 2017 and April 2017. Each stage is compliant with the SCI and allowed residents and business owners to make representations on the plan.

Stage four: Publication

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

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

- do so and progress directly to publication

OR

- produce and consult on a revised preferred strategy.

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

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

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

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

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

Stage four: Publication

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	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>		Sustainability appraisal report	<p>Yes. Please refer to the Integrated Impact Assessment (IIA) report fulfils the requirement for a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) and also integrates an Equalities Impact Assessment (EIA) and Health Impact Assessment (HIA) and considers Habitats Impact Assessment.</p>
2. Have you made clear where and within what period representations must be made?	Regulation 17, 19, 20 and 35		The period must not be less than 6 weeks from when you publish under Regulations 19 and 35 (see below).	<p>i. Report or record of decisions</p> <p>ii. The statement of community interest</p>	<p>Yes. Details of the consultation period and consultation arrangements were made clear in targeted letters and emails to consultees (Sent 7th of March 2017). As part of the proposed submission stage the Integrated Impact Assessment was consulted upon between 10th March and the 28th April. Details of the consultation period and arrangements were made clear in targeted letters and emails to consultees. Hard copies of the IIA and the Proposed submission LPEID were</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
					also made available for inspection at Balham, Battersea, Putney, Tooting and Wandsworth libraries and made available on request at the Council Offices.
<p>3. Have you made copies of the following available for inspection:</p> <ul style="list-style-type: none"> • the proposed submission documents? • the statement of the representations procedure? 	Regulation 19(a)		Regulation 17 gives definitions.	<ul style="list-style-type: none"> i. Copies of the relevant statements ii. Report on where and when made available iii. Record of where and when made available 	Yes. Hard copies of the Proposed Submission documents and Statement of Representations Procedure were published on the Council's website and made available for inspection at Balham, Battersea, Putney, Tooting and Wandsworth libraries and at the Council Offices.
<p>4. Have you published on your website:</p> <ul style="list-style-type: none"> • the proposed submission documents? • the statement of the representations procedure? • statement and details of where and when documents can be inspected? 	Regulations 19 and 35		Regulations 2 and 17 give definitions.	Record of publication	Yes. All the documents were made available on the Council's website for the consultation period of 10 th March to 28 th April. Evidence of this is contained in the Regulation 19 submission version statement of consultation document.
<p>5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):</p>	Regulation 19(b)		Regulations 2 and 17 give definitions.	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	Yes. According to the Regulations the specified consultation bodies were invited to make representations and were sent the

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> A copy of each of the proposed submission documents The statement of the representations procedure? 					specified documents, as stated in the Reg 18 stage Dec 2015/Jan 2016, and were further invited to make representations at the other stages of consultation between Oct/Nov 2016 and Mar/April 2017.
<p>6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> the statement of the representations procedure? where and when the documents can be inspected? 	Regulation 19(b)		Regulations 2 and 17 give definitions.	<ul style="list-style-type: none"> Copies of correspondence Record of sending 	Yes. According to the Regulations the general consultation bodies were invited to make representations and were sent the specified documents, as stated in the Reg 18 stage, Dec 2015/Jan 2016, and at the other stages of consultation between Oct/Nov 2016 and Mar/April 2017.
<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).	Copies of correspondence	Yes, the council has requested the opinion of the Mayor as part of the proposed submission consultation 2017. The GLA responded with general support and confirmed that the Local Plan, Employment and Industry Document, is in General Conformity in their response to the proposed submission consultation.

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	Possible evidence	Evidence gathered
1. Has the DPD been prepared in accordance with the LDS? Does the DPD's listing and description in the LDS match the document? Have the timescales set out in the LDS been met?	The Act section 19(1)		The Act section 15(2) sets out the matters specified in the LDS. As at January 2013, no further matters are prescribed in the Regulations.	<ul style="list-style-type: none"> i. The LDS ii. Explanation of any changes from the milestones set out in the LDS iii. Relevant authority monitoring reports 	<p>Yes. The Plan has been produced in accordance with the milestone dates set in the adopted 2015 LDS. The Council is currently revising the adopted LDS which will be reported to the Council's Community Services Overview and Scrutiny Cttee in November 2017 to take account of a potential allowance for a consultation on modifications and to report an amended timetable for the future full review.</p> <p>The proposed change to the adopted LDS sets a slightly modified adoption date from July 2018 to winter 2018. This is considered to be a minor delay.</p>
2. Has the DPD had regard to any sustainable community strategy for its area (like a county and district)?	The Act section 19(2)	NPPF para 182		<ul style="list-style-type: none"> i. The sustainable community strategy(ies) ii. Reference to sections of the DPD showing how regard has been had to 	<p>Yes. The council has strategic priorities in the Core Strategy, where the Corporate Business Plan (CBP) and other local strategies have been taken into account. Individual strategies within the CBP are updated when necessary.</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence gathered
<p>3. Is the DPD in compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?</p>	<p>The Act section 19(3) Regulation 22(1)(c)</p>		<p>Before the SCI is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).</p>	<p>them i. The SCI ii. The Regulation 22(1)(c) statement</p>	<p>Yes. The Employment and Industry document is in compliance with the SCI. The Council has carried out the consultation as described in the SCI and in accordance with Regulation 22(1)(c). See the Regulation 19 stage consultation statement for specific details.</p>
<p>4. Have you identified and addressed any issues which are likely to have a significant impact on at least two planning areas. In doing so, have you co-operated with other local planning authorities, county councils where they are not a planning authority, LEPs, LNPs and the prescribed</p>	<p>The Act section 33A(1) and section 20(5)</p>	<p>NPPF paras 181 and 182</p>	<p>Under NPPF para 182, the plan should be based on effective joint working on cross-boundary strategic priorities to be found 'Effective'.</p>	<p>Statement identifying any strategic cross-boundary issues or impacts on county matters addressed in the document and explaining the approach taken to co-operate with the relevant bodies. Supporting correspondence and reports e.g. Memorandum of Understanding, shared and agreed evidence</p>	<p>Yes. The Council has identified key issues which will have a significant impact on two planning areas. The Nine Elms area provides the most significant development opportunity in Central London. It includes part of Vauxhall which lies in the London Borough of Lambeth and has also been identified by the London Plan as part of the VNEB Opportunity Area within the Central Activities Zone (CAZ). The AECOM study also considers the impact on functional economic market area. The findings are based on desk based research. It makes it clear that the nature and scale of provision coming forward is significantly different in the CAZ compared to other office premise in the Borough. (SD) In accordance with the NPPF, the Duty to Cooperate Statement, 2017, has been produced which illustrates how the Council has been involved in joint plan making with neighbouring London boroughs on. It highlights the policy outcomes of cooperation, evidence of having effectively cooperated and liaison with consultees.</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence gathered
bodies in identifying and addressing any strategic cross-boundary issues If you have not agreed on the approach is there a justification?					
5. Has the DPD been subject to sustainability appraisal? Has the council provided a final report of the findings of the appraisal?	The Act section 19(5) Regulation 22(1)(a)	NPPF para 165 SEA Practical Guide, chapter 5		Sustainability appraisal report	The Employment and industry document has been subject to a sustainability appraisal, via an Integrated impact assessment. Integrated Impact Assessment (IIA) report fulfils the requirement for a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) and also includes an Equalities Impact Assessment (EIA) and Health Impact Assessment (HIA).
6. Is the DPD to be submitted consistent with national policy?	The Act section 19(2) and Schedule 8	NPPF para 151		i. Correspondence with PINS? ii. PAS Soundness self assessment checklist	Yes. The Council considers that the Employment and Industry Document is consistent with national policy. The purpose of the Local Plan review was to ensure conformity with new national and regional policy and address any issues identified. The Employment and Industry Document has also been updated to reflect the transition from the Council's SCS to the CBP, the underlying objectives of which remain broadly similar. In addition, the Council has completed the Planning Advisory Service (PAS) Soundness Self Assessment Checklist which is included with the submission documents.
7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists? If yes, is there local	The Act section 24(1)(a) and 24(4) Regulation 21	NPPF para 218 footnote 41	In London the requirement is for general conformity with the spatial development strategy (The London Plan).	i. Correspondence with or representations from Mayor of London (where appropriate) ii. Confirmation of (where appropriate) conformity from the Mayor or that no Regional	No. The Council considers that the policies contained within the DPDs that comprise the Employment and Industry document are in general conformity with the London Plan, 2016. The GLA stated that the Plan was in general conformity with the London Plan in their response to the proposed submission consultation.

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence gathered
<p>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>Strategy is in place</p>	
<p>8. Has the council published the prescribed documents, and made them available at their principal offices and their website?</p> <p>Has the council notified the relevant statutory and non-statutory bodies, and all persons invited to make representations on the plan?</p> <p>Does the DPD contain a list of superseded</p>	<p>The Act section 20(2), 20(3) and 20(5)(b)</p> <p>Regulations 8 and 19</p>	<p>NPPF para 182</p>	<p>Requirements relating to publication of the prescribed documents are listed later in this table.</p>	<p>i. The documents prescribed at Regulation 22(1)</p> <p>ii. Relevant authority monitoring reports</p> <p>iii. Records of the actions undertaken (see below)</p>	<p>Yes. The Council has published the prescribed documents and made them available according to the Regulations and national guidance.</p> <p>The consultation methods employed by the Council and details of the statutory and non-statutory bodies that were invited to make representations are set out in the Statement of Consultation 2017.</p> <p>Yes, the council provides a list of all policies in which document has a relationship with, and or, replaces. See consultation statements for specific details.</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence gathered
saved policies?					
<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>i. Submission policies map</p> <p>ii. Brief statement if a submission policies map is not required</p>	<p>Yes. A Policies Map changes document has been prepared which is one of the submission documents.</p>
<p>10. Is the DPD consistent with any other adopted DPDs for the area? If the DPD is intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?</p>	<p>Regulation 8(3) and (4)</p> <p>Regulation 8(5)</p>		<p>Development Plan is defined in Section 38 of the Act.</p>	<p>i. The core strategy</p> <p>ii. Documents or reports demonstrating conformity</p>	<p>Yes. The Council considers that all DPDs that comprise the Local Plan and were subject to review (Core Strategy, DMPD and SSAD) are in conformity with one another.</p> <p>The LPEID DPD will replace the following employment and industrial land policies, area spatial strategies and site allocations in the existing Local Plan documents, which will be deleted from the relevant documents:</p> <p>Core Strategy:</p> <p>PL6 – Meeting the needs of the local economy</p> <p>PL7 – Land for industry and waste</p> <p>Development Management Policies Document:</p> <p>DMTS14 – Offices</p> <p>DMI1 – Strategic Industrial Locations (SILs) and Locally Significant Industrial Areas (LSIAs)</p> <p>DMI2 – Mixed Use Former Industrial Employment Areas (MUFIEAs)</p> <p>DMI3 – Thames Policy Area</p> <p>DMI4 – Provision of flexible employment floorspace</p> <p>DMI5 – Allocated Sites for waste management facilities</p> <p>DMI6 – Development of waste management facilities on unallocated sites</p> <p>DMI7 – Development criteria for waste sites</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence gathered
					<p>Site Specific Allocations Document, area spatial strategies: Area Spatial Strategy for Land between Armoury Way and the Railway Area Spatial Strategy for Wandle Delta, land north of the Railway</p> <p>Site Specific Allocations Document, site allocations: Causeway Island including land to the east, SW18 Hunts Trucks and Adjoining Gasholder, Armoury Way, SW18 Keltbray Site, Wentworth House and adjacent land at Dormay Street, SW18 Wandsworth Riverside Quarter, Point Pleasant, SW18 3-4 Osiers Road, SW18 9, 11 and 19 Osiers Road, SW18 Linton Fuels site, Osiers Road, SW18 Feather's Wharf, The Causeway, SW18 Land at the Causeway, SW18 Cory Environmental Materials Recycling Facility, Smugglers Way, SW18 Western Riverside Waste Transfer Station, SW18 Homebase, Swandon Way, SW18 B&Q, Smugglers Way, SW18 McDonalds, Swandon Way, SW18 Mercedes Benz and Bemco, Bridgend Road, SW18 Wandsworth Bridge Roundabout, SW18 Wandsworth Bus Garage, Jews Row, SW18 Pier Wharf, SW18</p> <p>These changes are reference on page 15&16 of the Plan.</p>
<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 	<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>i. Consultation statement ii. The Statement as required in Regulation 22(1)(c)</p>	<p>Yes. The Council has considered representations throughout the process in accordance with the Regulations.</p> <p>The Council produced three statements of consultation during the preparation of the Plan which set out: the Council's approach to the consultation; a summary of the representations received; and the Council's response to those representations. Consultation was carried out at the preparation stage between December 2015 and January 2016 (Regulation 18 stage) and on policy options between October 2016 and November 2016 and again at the Regulation 19 stage between March 2017 and April 2017. Each statement can be found in the evidence base.</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence gathered
<p>18?</p> <ul style="list-style-type: none"> • How they were invited? • A summary of the main issues raised? • How the representations have been taken into account? 					
<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 representations were made? 	<p>The Act section 20(3)</p> <p>Regulation 22(1)(c)</p>			<p>The Statement as required in Regulation 22(1)(c)</p>	<p>Yes, the Council produced three statements of consultation during the preparation of the Plan which set out: the Council's approach to the consultation; a summary of the representations received; and the Council's response to those representations. Consultation was carried out at the preparation stage between December 2015 and January 2016 (Regulation 18 stage) and on policy options between October 2016 and November 2016 and again at the Regulation 19 stage between March 2017 and April 2017.</p>
<p>13. Have you collected together all the representations made under Regulation 28?</p>	<p>The Act section 20(3)</p> <p>Regulation 22(1)(e)</p>			<p>Copies of the representations</p>	<p>Yes. The representations have been collected according to the Regulations and are on the Council's website via the following link: http://www.wandsworth.gov.uk/employmentlandreview</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence gathered
14. Have you assembled the relevant supporting documents?	The Act section 20(3) Regulation 22(1)(g)			All necessary evidence and records of decisions relevant to the DPD	Yes. All the relevant supporting documents which comprise the Local Plan evidence base have been assembled on the Council's website. They are available via the following link: http://www.wandsworth.gov.uk/employmentlandreview

<p>15. Has your council approved the DPD for submission?</p>	<p>The Act section 20</p>		<p>Check the LPA's constitution/s standing orders for the authorisation process appropriate for the type of DPD.</p>	<p>Report and resolution of the appropriate council body</p>	<p>Yes. The Local Plan documents were reported to the Community Services Overview Scrutiny Committee on the 19th of September 2017. The Council's Executive Committee, at its meeting on 29th of September, approved the Plan and associated documents for submission.</p> <p><i>Please refer to the Executive Committee Meeting reports and minutes via the following links:</i></p> <ul style="list-style-type: none"> • <i>Executive Agenda (item 6):</i> <p>https://democracy.wandsworth.gov.uk/ieListDocuments.aspx?CId=574&Mid=5284&Ver=4</p> <ul style="list-style-type: none"> • <i>Statement of Decisions:</i> <p>https://democracy.wandsworth.gov.uk/documents/g5316/Decisions%2019th-Sep-2017%2019.30%20Community%20Services%20Overview%20and%20Scrutiny%20Committee.pdf?T=2</p>
<p>16. Have you sent the Secretary of State (the Planning Inspectorate) both a paper copy and an email of the following:</p> <ul style="list-style-type: none"> • the DPD? • the submission policies map (unless there are no site allocation policies)? • the documents prescribed in Regulation 22(1)? 	<p>The Act section 20(1) and 20(3)</p> <p>Regulations 22(1) and 22(2)</p>		<p>Regulation 35 deals with the availability of documents and the time of their removal. Electronic copies of some of the representations and supporting documents may not be practicable. Regulation 35 deals with the availability of documents and the time of their</p>	<p>i. Record of sending</p> <p>ii. Reasons why documents cannot be sent electronically</p>	<p>Yes. On 13 October 2017 the Council sent hard copies of the submission version of the EILP, the Policies Map Changes document to PINS and all other relevant documents.</p>

			removal.		
<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.	Record of where and when made available	<p>Yes. According to the Regulations, the documents have been/will be made available on the Council's website and in the same places as the Proposed Submission stage.</p> <p>http://www.wandsworth.gov.uk/employmentlandreview</p>
<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) statement? • supporting documents (where practicable) ? • representations made under 	Regulation 22(3) and 35(1)(b)		You should do this as soon as reasonably practicable after submission.	Record of publication	<p>Yes. The Council has set up a new 'Employment and Industry Local Plan Submission webpage, which contains all the relevant submission documents and other supporting / background information.</p> <p>http://www.wandsworth.gov.uk/employmentlandreview</p>

<p>Regulation 20 (where practicable) ?</p> <ul style="list-style-type: none"> 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 inspected? 	Regulation 22(3)(b)		<p>You should do this as soon as reasonably practicable after submitting to the Secretary of State.</p>	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes. The Council will as soon as reasonably practicable notify the relevant consultation bodies of the submission of the Plan to the Secretary of State.</p>
<p>20. Have you given notice to persons who have requested to be notified that submission has taken place?</p>	Regulation 22(3)(c)		<p>You should do this as soon as reasonably practicable after submitting to the Secretary</p>	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes. As soon as reasonably practicable after submission, the Council will give notice to those who requested to be notified that the submission has taken place, according to the data held on the Council's Consultation Database.</p>

			of State.		
<p>21. If an examination is being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> • published the time and place of the examination and the name of the person appointed to carry out the examination on your website? • notified those who have made representations on the published DPD which have not been withdrawn of these details? 	<p>The Act section 20</p> <p>Regulations 24 and 35</p>			<ul style="list-style-type: none"> i. Record of publication of information ii. Record of sending iii. Copies of correspondence iv. Copy of advertisement 	<p>The date of the Examination hearing sessions have not yet been agreed, at the time of writing. The Council will ensure that the Programme Officer carries out the duties and requirements under Regulations 24 and 35.</p>