



**PAS Legal Compliance Self Assessment
Core Strategy Submission
July 2010**

Stage one: Inception

Introduction

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

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

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

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

Regulation 24 notes that a statement setting out which bodies and people the council invited to make representations under Regulation 25 is one of the proposed submission documents. In this tool, the term 'Consultation Statement (Jan 2010)' is used to describe this statement.

Stage 1: Inception

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>1. Is the development plan document identified in the adopted local development scheme and have you recorded the timetable for its production?</p>	<p>The Act section 15(2); section 19(1)</p>	<p>PPS12 paragraphs 4.50; 4.53-4.58</p>	<p>Milestones are set out in PPS12 (box after paragraph 4.55).</p>	<p>i. The adopted local development scheme at the time of:</p> <ul style="list-style-type: none"> • commencement of the development plan document • the published development plan document • the submitted development plan document <p>ii. The relevant annual monitoring report (if changes need to be explained)</p>	<p>Yes.</p> <p>The production of the Core Strategy, and the various milestones towards its production, are documented in the Councils adopted Local Development Scheme. (Adopted 2008). However it should be noted that the Core Strategy submission has been delayed by approximately 6 months from the timetable set out in the LDS.</p> <p>It has also been documented in the version of the LDS previously produced by the Council in 2006.</p> <p>The various iterations of the Core Strategy which have been published and consulted upon are also available. These have been submitted to the Inspector for information. These include the Initial Issues and Options, (2004), A superseded version of the Preferred Options (2006), a revised version of the Preferred Options (2008) the Core Strategy draft for Submission (2010) and the Core Strategy Draft for Submission (2010).</p> <p>Any changes to the production of the document are set out within the AMRs produced by the Council on an annual basis. The most recent version (2008/2009) of the AMR has been submitted to PINS.</p> <p>The timetable for production is recorded in the Annual Monitoring Report 2009.</p>
<p>2. Have you considered how community engagement will be programmed into the preparation of the development plan document?</p>	<p>1. The Act section 19(3) 2. Regulation 25</p>	<p>PPS12 paragraphs 4.19-4.29</p>	<p>Unless the statement of community involvement has been amended, you may need to set out any changes to community engagement as a result of changes in legislation.</p>	<p>i. The statement of community involvement</p> <p>ii. The project plan for the development plan document</p>	<p>Yes.</p> <p>The Council's Statement of Community Involvement (adopted 2006) sets out how the Council engages with the local community.</p> <p>The process of the production of the Core Strategy has also included regular periods of public consultation. These are the Issues and Options Consultation (2004); the first Preferred Options (2006); The revised Preferred Options (2009) and the Core Strategy Draft for Submission (2010). In addition a separate consultation was carried out on an Options draft of the Allocations DPD.</p> <p>The results from each consultation event were considered in the drafting of the next iteration of the document. Summaries of the responses of each consultation event are provided in the Regulation 30(d) Core Strategy Submission Statement of Consultation (January 2010).</p>
<p>3. Have you considered the appropriate bodies you should consult?</p>	<p>Regulation 25</p>	<p>1. PPS12 paragraphs 4.25 -4.26 2. Plan Making Manual – Consultee list</p>	<p>Regulation 2 defines the general and specific consultation bodies</p>	<p>i. The statement of community involvement</p> <p>ii. Reports and decisions setting out the approach to be taken to specific and general consultation bodies</p> <p>iii. Consultation</p>	<p>Yes.</p> <p>The Council's adopted SCI contains a full list of the bodies which the Council considered necessary to consult.</p> <p>The Council keep a database of consultees who have been notified at each stage of each consultation. This database includes the specific consultees and general consultees, such as amenity groups and key stakeholders as well as individuals, and others who have asked to be kept involved in the process.</p> <p>The Core Strategy Submission Consultation Statement (Jan 2010) (January 2010) summarises the extent of the public consultation up to Submission in accordance with Regulation 30(d).</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
				Statement (Jan 2010)	
<ul style="list-style-type: none"> Is baseline information being collected and evidence being gathered to keep the matters which affect the development of the area under review? 	The section13 Act,	PPS12 paragraphs 4.36 – 4.47		<ul style="list-style-type: none"> i. Documents dealing with collection of baseline information ii. Relevant technical studies iii. The annual monitoring report 	<p>Yes.</p> <p>The Council has published an Annual Monitoring Report, annually since 2005.</p> <p>The Council has commissioned/collected a large amount of baseline data to ensure that the Core Strategy is based upon an up-to-date and robust evidence base. These are all available on the Council's website and have been submitted to PINS.</p> <p>A full range of the supporting evidence base documents are available on the Council's website by following the link below</p> <p>http://www.sevenoaks.gov.uk/environment/planning/planning_policy/local_development_framework_ldf/evidence_base_and_and_background_studies/default.asp</p> <p>Part 3 of the Core Strategy Submission Sustainability Appraisal sets out further detail of the baseline picture for the District.</p>
<ul style="list-style-type: none"> Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal? 	The section19(5) Act	<ol style="list-style-type: none"> 1. PPS12 paragraphs 4.50; 4.39-4.43 2. Strategic Environmental Assessment Guide, chapter five 		<ul style="list-style-type: none"> i. Sustainability report scoping document ii. Sustainability appraisal report 	<p>In 2004 a Sustainability Appraisal (SA) scoping report was published which included a process for appraising the LDF.</p> <p>An updated scoping report produced in 2008 resulted in the collection of a considerable amount baseline data, proportionate to the document being produced.</p> <p>On the advice of the consultants, a Sustainability Appraisal update reports were produced and published at each stage of the Core Strategy production. This included the process of reviewing and updating the data.</p>
<ul style="list-style-type: none"> Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal report? 	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	PPS12 paragraph 4.40 SEA Guide Ch 3	The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2)	Copies of the consultation letters sent to the bodies	<p>Yes</p> <p>Each of the statutory environmental consultation bodies were consulted on the scope of the core strategy as part of the 2008 LDF Sustainability Appraisal Scoping Report. Section 6 of the Scoping Report sets out the process undertaken by the Council, which is included within the Core Strategy Examination Documents List and is available via the link below.</p> <p>http://www.sevenoaks.gov.uk/documents/sevenoaks_updated_scoping_report_final_1.0_1.pdf</p>

Stage two: Plan preparation - frontloading phase

Introduction

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

Information assembled during this phase contributes to:

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

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

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

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

Stage 2: Plan preparation - frontloading phase

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>1. Have you notified the specific consultation bodies that have an interest in the subject of the development plan document and invited them to make representations about its contents?</p>	<p>Regulation 25(1) and (2)(a)</p>	<p>PPS12 paragraphs 4.24 – 4.29</p>	<p>Specific consultation bodies are defined in Regulation 2. If any bodies are omitted, you should give a clear justification for doing so, including reference to the SCI.</p>	<p>i. Consultation Statement (Jan 2010) ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies have been omitted from consultation</p>	<p>Yes. Letters were sent to each of the specific consultation bodies at each state of the formulation of the document. The list of those bodies consulted is included at Appendix A of the Core Strategy Submission Consultation Statement (Jan 2010), which has been submitted to PINS. Copies of all responses, at each stage of the documents have been kept, and are available for inspection. A summary of these Representations and an officers response to the comments are included in the Statement of Consultation submitted to PINS.</p>
<p>2. Have you notified the general consultation bodies that you consider have an interest in the subject of the development plan document and invited them to make representations about its contents?</p>	<p>Regulation 25(1) and (2)(b)</p>	<p>PPS12 paragraphs 4.24 – 4.29</p>	<p>General consultation bodies are defined in Regulation 2. You should be able to give a clear justification for your selection of the bodies, including reference to the statement of community involvement.</p>	<p>i. Consultation Statement (Jan 2010) ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies were or were not included</p>	<p>Yes. Letters were sent to each of the general consultation bodies at each stage of the formulation of the document. The full list of those consulted throughout the formulation of the Core Strategy (individuals as well as organisations) is included in Appendix A to the Core Strategy Draft for Submission Consultation Statement (Jan 2010), which has been submitted to PINS. Copies of all responses, at each stage of the documents have been kept, and are available for inspection. A summary of these Representations and an officers response to the comments are included in the Statement of Consultation submitted to PINS.</p>
<p>3. Are you inviting representations from people resident or carrying out business in your area about the content of the development plan document?</p>	<p>Regulation 25(3)</p>	<p>PPS12 paragraphs 4.24 – 4.29</p>		<p>i. Consultation Statement (Jan 2010) ii. Copies of documents consulting these persons iii. Record of discussions iv. Copies of</p>	<p>Yes. The Core Strategy Draft for Submission Consultation Statement (Jan 2010) sets out the process the Council used to engage the public throughout the process. This included a number of public meetings, exhibitions, workshops and mail outs and publication in the Council's quarterly magazine for residents. The full list of those consulted throughout the formulation of the Core Strategy is included in Appendix A to the Core Strategy Draft for Submission Consultation Statement (Jan 2010) and has been submitted to PINS.</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
				representations made	Copies of all responses, at each stage of the documents have been kept, and are available for inspection. These have been included in the Consultation Statement (Jan 2010) submitted to PINS.
4. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 25	PPS12 paragraphs 4.4; 4.27 – 4.29; 4.45	PPS12 paragraph 4.29 gives examples of relevant delivery agencies	<ul style="list-style-type: none"> i. Consultation Statement (Jan 2010) ii. Copies of documents consulting these people iii. Record of discussions 	<p>Yes,</p> <p>We engaged with the stakeholders who are responsible for the delivery of the strategy.</p> <p>The full list of those stakeholders consulted throughout the formulation of the Core Strategy is included in Appendix A to the Core Strategy Draft for Submission Consultation Statement (Jan 2010) and has been submitted to PINS. The consultation statement also includes records of all public meetings held throughout the production of the Core Strategy.</p> <p>Copies of all responses, at each stage of the documents have been kept, and are available for inspection. These have been included in the Consultation Statement (Jan 2010) submitted to PINS.</p> <p>The Council's Infrastructure Topic Paper also includes details of engagement on infrastructure issues, which can be accessed via the link below.</p> <p>http://www.sevenoaks.gov.uk/documents/11_infrastructure_topic_paper.pdf</p> <p>Several further technical studies included engagement with key stakeholders, these include the SHLAA, the SHMA and the Open Spaces Study . All of which can be accessed via the evidence base page of the Council's website.</p> <p>http://www.sevenoaks.gov.uk/environment/planning/planning_policy/local_development_framework_ldf/evidence_base_and_and_background_studies/default.asp</p>
5. Are you taking into account representations made?	Regulation 25(5)	PPS12 paragraphs 4.19-4.29; 4.37	Evidence from participation is part of the justification	<ul style="list-style-type: none"> i. Consultation Statement (Jan 2010) ii. Any reports on the selection of alternatives and options for the development plan document 	<p>Yes,</p> <p>The Council has taken all representations into account.</p> <p>Core Strategy Draft for Submission Consultation Statement (Jan 2010) summarises the comments made at each state of the documents formulation and how these comments have been taken into account</p> <p>Copies of all responses, at each stage of the documents have been kept, and are available for inspection.</p> <p>Representations made on the submitted version of the Core Strategy are included in the Schedule of Representations and have been submitted to PINS.</p>
6. Does the consultation contribute to the development and sustainability appraisal of alternatives?	<ul style="list-style-type: none"> 1. The Act section 19(5) 2. Regulations 12 and 13 of The Environmental Assessment of Plans and 	<ul style="list-style-type: none"> 1. PPS12 paragraphs 4.39-4.43 2. SEA Guide, chapter three 		<ul style="list-style-type: none"> i. Consultation Statement (Jan 2010) ii. Any reports on the selection of alternatives and options for the 	<p>Yes, the Sustainability Appraisal reports include the refining of the alternatives that were raised during the consultation of the various iterations of the Core Strategy documents.</p> <p>The Council's Topic Papers submitted to PINS includes a summary of the alternative options considered, and explained why the options which were taken forward were so.</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
	Programmes Regulations 2004 No 1633.			development plan document iii. Sustainability appraisal report	
7. Is the participation: <ul style="list-style-type: none"> following the principles set out in your statement of community involvement integrating involvement with the sustainable community strategy proportionate to the scale of issues involved in the development plan document? 	1. The Act s.19(3) 2. Regulation 25	PPS12 paragraphs 4.19 – 4.26; 4.42		i. Consultation Statement (Jan 2010) ii. The statement of community involvement iii. The relevant sustainable community strategies	Yes, the Core Strategy Draft for Submission Consultation Statement (Jan 2010) shows the extent of the public consultation, and that it was carried out in accordance with the principles set out in our SCI. In the preparation of the Core Strategy, the Council has ensured that the key spatial objectives for the District are in harmony with the Sevenoaks Sustainable Community Action Plan (SSCAP) 2007-2010 and the subsequent 2010-2013 updated version of the Plan. The early stages of the Core Strategy consultation were combined with Community Strategy consultation as detailed in the consultation statement. Section 8 of the current SSCAP sets out the relationship between the LDF and Community Strategy in some detail.
8. Are you keeping a record of: <ul style="list-style-type: none"> the individuals or bodies invited to make representations How this was done The main issues raised? 	Regulation 24	PPS12 paragraphs 4.24 – 4.29	You will need to submit a statement of representations under Regulation 30(1)(d): see Submission stage below. Regulation 49 deals with the availability of documents and the time of their removal	i. Consultation Statement (Jan 2010) ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence iv. Technical reports on the engagement process	The Core Strategy Draft for Submission Consultation Statement (Jan 2010) provides a summary of the main issues raised at each stage of the Core Strategy's formulation. Copies of all responses, at each stage of the documents have been kept, and are available for inspection. These have been included in the various "Schedule of Representations" submitted to PINS. The paper copies of the all responses received at each stage of consultation have been kept by the Council, and are available for inspection as required. Hard copies of all the representations received on the draft submission have been sent to PINS and available to view in all the Council's libraries.
9. Are you developing a framework for monitoring the effects of the development plan document?	1. The Act section 35 2. Regulation 48 Reg 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363	1. PPS12 paragraphs 4.39 – 4.43 and 4.47 2. SEA Guide, Chapter five 3. Office of the Deputy Prime Minister monitoring guide		i. Sustainability appraisal report ii. The annual monitoring report iii. Reports or documents setting out the appraisal and monitoring framework	Yes. We have prepared monitoring indicators alongside the Core Strategy Draft for Submission. Each section of the Core Strategy Draft for Submission details how the delivery of the document will be monitored and implemented. Monitoring indicators will be reported in our Annual Monitoring Reports.
Have you arranged to send copies of documents used in consultation to the Government Office and Planning Inspectorate?	Not statutory, but will assist in identifying issues leading towards a sound development plan document	Plan Making Manual - New Regulation 25		Copies of correspondence with the Government Office and Planning Inspectorate	Copies of each iteration of the Core Strategy document produced have been submitted to GOSE for comment. PINS have been sent copies of each iteration of the document as part of the Submission package.

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided

Stage three: Plan preparation - formulation phase

Introduction

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

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

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

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

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

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

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

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

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

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

Stage three: Plan preparation - formulation phase

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
1. Are you preparing reasonable alternatives for evaluation during the preparation of the development plan document?	Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	1. PPS12 paragraph 4.38 2. SEA Guide, Chapter five	The sustainability appraisal report and supporting documents relevant to the preparation of the development plan document are part of the proposed submission documents (see Regulation 24)	Documents supporting decisions on alternatives and any preferred strategy	Yes. The Sustainability Appraisal Reports prepared at each stage of the Core Strategy production have assessed various alternatives. The Core Strategy Issues and Options (2006), and superseded Preferred Options (2006) consider various alternatives for policy areas and places. The revised Preferred Options (2008) draws on these alternatives, setting out a spatial vision for the District and refines alternative options for most places and policy areas, having regard to the Sustainability Appraisal, Community Strategy and previous consultations.
2. Have you assessed alternatives against: <ul style="list-style-type: none"> consistency with national policy general conformity with the regional spatial strategy? 	The Act section19(2), section 24	PPS12 4.30 – 33	General conformity with the regional spatial strategy is tested formally later but you need to consider it during preparation of the development plan document	i. Supporting documents ii. Correspondence with Government Offices and regional planning body (or Mayor of London)	Yes. The Sustainability Appraisal Reports prepared at each stage of the Core Strategy production have assessed various alternatives taking into consideration national and Regional guidance. The Core Strategy Issues and Options (2006), and superseded Preferred Options (2006) also considered alternatives for policy areas and places based on this guidance.
3. Are you having regard to: <ul style="list-style-type: none"> adjoining regional spatial strategies, the spatial development strategy for London, or Welsh Spatial Plan (as appropriate) the National Planning Framework for Scotland? 	1. The Act section19(2) 2. Regulation 15(1)(g)			i. Supporting documents ii. Correspondence with the relevant bodies	There are a number of cross cutting boundary issues due to the relationship of Sevenoaks District to London. In particular the importance of commuting to London is shown in the Population and Social Profile and the importance of commuting by rail notably from Sevenoaks station is highlighted in the Transport Study. The GLA were consulted as general consultee throughout the production of the various stages of the Core Strategy
4. Are you having regard to: <ul style="list-style-type: none"> the sustainable community strategy of the authority or other authorities whose area comprises part of the area of the council any other local development documents adopted by the council? 	The Act section19(2)	PPS12 paragraphs 1.6; 4.22 - 4. 23; 4.34 - 4. 35		i. Supporting documents ii. The Sustainable community strategies iii. Relevant local development documents iv. Correspondence with the local strategic partners	In the preparation of the Core Strategy, the Council has ensured that the key spatial objectives for the District are in harmony with the Sevenoaks Sustainable Community Action Plan (SSCAP) 2007-2010 and the subsequent 2010-2013 updated version of the Plan. Appendix 3 of the Core Strategy shows how the Core Strategy implements relevant parts of the Council's Community Plan. The current SSCAP sets out the relationship between the LDF and Community Strategy and identifies which parts of the strategy will be implemented through the LDF
5. Do you have regard to other matters and strategies relating to: <ul style="list-style-type: none"> resources the regional development agencies' regional 	1. The Act section19(2) 2. Regulation 15		As well as the matters and strategies listed in the Act and	i. Supporting documents ii. Correspondence with the	The Core Strategy Draft for Submission has had regard to, amongst others, the following economic and Transport strategies;

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<p>economic strategy</p> <ul style="list-style-type: none"> the local transport plan and transport facilities and services waste strategies hazardous substances and accidents? 			Regulations there are likely to be other matters identified in planning policy statements, regional and local strategies that you will need to have regard to in preparing the development plan document.	relevant bodies and the Government Office	<p>The Regional Economic Development Strategy for the South East of England (2006); West Kent Area Investment Framework and Action Plan 2006-2009; West Kent Investment Strategy and Action Plan (Draft) 2010-2015 Draft 'Growth Without Gridlock' An Integrated Transport Strategy for Kent 2009 The Draft Sevenoaks District Strategy for Transport 2010</p> <p>Full details of strategies considered are detailed further in the topic papers submitted to PINS.</p>
6. Are you having regard to the need to include policies on mitigating and adapting to climate change?		Annex to PPS1 on climate change	This is expected to be an amendment to section 19(2) of the Act.	Supporting documents	<p>Yes.</p> <p>Policies on mitigating and adapting to climate change have been included in the Core Strategy since the Preferred Options version (2008).</p> <p>Policy SP2 (Sustainable Development - Sustainable Construction and Low Carbon Energy Generation) is included within the submission draft. Supporting evidence for the inclusion of the policy is included in the Climate Change and Sustainable Development Topic Paper submitted to PINS</p>
7. Have you undertaken the necessary sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	<ol style="list-style-type: none"> The Act section 19(5) Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 	<ol style="list-style-type: none"> PPS12 paragraphs 4.38 – 4.43 SEA Guide, Chapter five 	Regulation 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures	<ol style="list-style-type: none"> Reports on the sustainability of alternatives Record of work undertaken on sustainability appraisal Supporting documents 	<p>Yes.</p> <p>Sustainability Appraisal scoping Report was produced in 2004 and the early stage of production on the LDF. A subsequent sustainability Appraisal (2008) has been carried along with specific versions on each draft of the Core Strategy as it has progressed.</p> <p>An additional Sustainability appraisal has been completed on the Council's decision to include Fort Halstead as a strategic allocation.</p>
8. Are you setting out clear reasons for any preferences between alternatives?	Regulation 13(1)	PPS12 paragraphs 4.36 – 4.38	This will include Information from the sustainability appraisal.	<ol style="list-style-type: none"> Any reports setting out alternatives and choices considered Supporting documents 	<p>Appendix 3 to the Core Strategy Preferred Options document (2008) sets out the basis for rejecting other strategies..</p> <p>The topic papers submitted to PINS also detail the basis for including the chosen strategies and the reason for disregarding other options.</p>
<p>9. Have you taken into account any representations made on the content of the development plan document and the sustainability appraisal?</p> <p>Are you keeping a record?</p>	<ol style="list-style-type: none"> Regulations 24, 25(5) and 30(1)(d)(iv) Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 	PPS12 paragraphs 4.19 – 4.29	Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive	<ol style="list-style-type: none"> Correspondence from those making representations Any reports on issues raised Consultation Statement (Jan 2010) sustainability appraisal 	<p>Yes.</p> <p>Refer to the Core Strategy Draft for Submission Consultation Statement (Jan 2010) includes representation summaries and an Officer's response for each stage of consultation on the Core Strategy.</p> <p>The Consultation Statement (Jan 2010) sets out the community involvement up to the Core Strategy Draft for Submission.</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
				report	
<p>10. Where sites are to be identified or areas for the application of policy in the development plan document, are you preparing sufficient illustrative material to:</p> <ul style="list-style-type: none"> enable you to amend the currently adopted proposals map inform the community about the location of proposals? 	Regulations 9 and 14	PPS12 paragraphs 4.6 - 4.7; 8.1-8.3	<ol style="list-style-type: none"> Regulation 2 defines the terms 'submission' and 'adopted' proposals map. A map showing changes to the adopted proposals map is part of the proposed submission documents defined in Regulation 24. 	<ol style="list-style-type: none"> The adopted proposals map Any reports on proposals to amend the proposals map Illustrative material that shows how the proposals map will be amended or replaced 	<p>Yes.</p> <p>Chapter 4 of the Submitted Core Strategy shows the extents of the major town centres boundaries, the area proposed to be allocated as reserve housing land .</p> <p>Appendix 2 of the Core Strategy Submission also details on plans policy areas subject to deletion.</p> <p>Specific Allocations and amendments to the proposal map will be considered through the allocations DPD stage of the LDF.</p>
<p>11. Are the participation arrangements compliant with the statement of community involvement?</p>	<ol style="list-style-type: none"> The Act, section 19(3) Regulation 25 	PPS12 paragraphs 4.19-4.29	You should make sure the arrangements remain in line with legislative changes affecting community engagement.	<ol style="list-style-type: none"> The statement of community involvement Consultation Statement (Jan 2010) 	<p>Yes.</p> <p>The Consultation Statement (Jan 2010) sets out the community involvement conducted up to the Core Strategy Draft for Submission and is included within the submission..</p>
<p>12. Have you remained in close contact with the Government Office and discussed any emerging issues that might affect the soundness of the development plan document?</p>		Plan Making Manual - New Regulation 25		<ol style="list-style-type: none"> Copies of correspondence with the Government Office Copies of the relevant documents 	<p>Yes</p> <p>GOSE consulted on all stages of production of the Core Strategy, with responses summarised within the Consultation Statement (Jan 2010).</p> <p>It should be noted that GOSE comments on the submission document was received after the close of consultation.</p>

Stage 4: Publication

Introduction

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

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

- do so and progress directly to publication

OR

- produce and consult on a revised preferred strategy.

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

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

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

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

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

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

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

Stage 4: Publication

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
1. Have you prepared the sustainability appraisal report?	1. The Act section 19(5) 2. Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	1. PPS12 paragraphs 4.38 – 4.43 2. SEA Guide Chapter five		Sustainability appraisal report	Yes. See Pre Core Strategy Draft for Submission Sustainability Appraisal prepared by Scott Wilson (Nov 2009)
2. Have you made clear where and within what period representations must be made?	Regulation 28(2) and (3)		The period must be at not less than 6 weeks from when you give notice under Regulation 27(e) (see below)	i. Report or record of decisions ii. The statement of community interest	Yes It was made clear that the period of representations was 6 weeks (in accordance with the SCI) and was carried out between 11 February and 25 March 2010. Details of the consultations were published via: The Council's Website. Letters sent to stakeholders (9 February 2010) Local Press Notice (11 February 2010) Copies of the relevant letters and notice are included as an appendix to this assessment.
3. Have you made copies of the following available for inspection: • the proposed submission documents? • the statement of the representations procedure?	Regulation 27(a)		Regulation 24 gives definitions	i. Copies of the relevant statements ii. Report on where and when made available iii. Record of where and when made available	Yes. It was made clear that the period of representations was 6 weeks (in accordance with the SCI) and was carried out between 11 February and 25 March 2010 and that documents were available to view via: <ul style="list-style-type: none">• The Council's Website• The Council's Online Portal• All Local Libraries• At the Council's Offices Copies of the relevant letters and notice are included as an appendix to this assessment.
4. Have you published on your website the following: • the proposed submission documents? • the statement of the representations procedure? • statement and details of where and when documents can be inspected?	Regulation 27(b)		Regulations 2 and 24 give definitions	Record of publication	Yes, The Core Strategy submission documents are available; <ul style="list-style-type: none">• on the Council's website;• In the local Libraries;• At the Council Offices. As detailed by the following link below http://www.sevenoaks.gov.uk/environment/planning/planning_policy/local_development_framework_ldf/3632.asp
5. Have you sent to each of the specific consultation bodies	Regulation 27(c)		Regulations 2 and 24 give	i. Copies of corresponden	Yes,

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
<p>invited to make representations under Regulation 25(1):</p> <ul style="list-style-type: none"> A copy of each of the proposed submission documents The statement of the representations procedure? 			definitions	<ul style="list-style-type: none"> ce of ii. Record of sending 	<p>a letter was sent to all of the specific consultation bodies inviting them to make representations. The letter specified the consultation dates and where hard copies of all documents could be found (sent 9 February 2010).</p> <p>Detailed guidance in the form of a response proforma was available alongside the Core Strategy Draft for Submission for respondents use, including detail on the representation procedure.</p> <p>A copy of the proforma is included as an appendix to this assessment.</p>
<p>6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 25(1):</p> <ul style="list-style-type: none"> the statement of the representations procedure? where and when the documents can be inspected? 	Regulation 27(d)		Regulations 2 and 24 give definitions	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes,</p> <p>A letter was sent to all of the general consultation bodies inviting them to make representations. The letter specified the consultation dates and where hard copies of all documents could be found (sent 9 February 2010).</p> <p>Detailed guidance in the form of a response proforma was available alongside the Core Strategy Draft for Submission for respondents use, including detail on the representation procedure.</p> <p>Copies of the relevant letters and proforma are included as an appendix to this assessment.</p>
<p>7. Have you given notice by local advertisement setting out:</p> <p>8. the statement of the representations procedure</p> <ul style="list-style-type: none"> where and when the documents can be inspected? 	Regulation 27(e)		Regulation 24 gives definitions	<ul style="list-style-type: none"> i. Copy of advertisement ii. Where and when placed 	<p>Yes.</p> <p>A press notice was published in the Sevenoaks Chronicle local newspaper and on the Council's Website. The press notice inviting parties to make representations and specified the consultation dates and where hard copies of all documents could be viewed.</p> <p>A copy of the advert is included as an appendix to this assessment.</p>
<p>8. Have you requested the opinion of the regional planning body (or the Mayor in London) on the general conformity of the development plan document with the regional spatial strategy (or spatial development strategy)?</p>	<ol style="list-style-type: none"> The Act section 24 Regulation 29 	PPS12 paragraph 4.21	The period is six weeks from when you make copies available for inspection under Regulation 27(a)	Copies of correspondence	<p>Yes</p> <p>A the South East England Partnership Board were consulted on the document and confirmed general conformity as detailed in the schedule of representations.</p>

Stage five: Submission

Introduction

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

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

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

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

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

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

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

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

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

Stage five: Submission

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>1.Are you ready to submit the DPD?</p> <p>2. Are there any major issues revealed by the representations on publication?</p> <p>3.Are all the relevant documents in place?</p>	<p>1. The Act section 20(2)(b)</p> <p>2. The Act section 20(1)</p> <p>3. Regulation 30(1)</p>		<p>If you are not ready to submit, you may need to do more work on the development plan document or consider withdrawing and republishing a revised version. Regulation 30(1) sets out the documents which must be submitted in addition to the development plan document.</p>	<p>i. Report on issues resulting from Regulation 28 representations</p> <p>ii. Resolution to carry out more work on part of the development plan document or to withdraw plan</p> <p>iii. The development plan document</p> <p>iv. The documents prescribed at Regulation 30(1)</p>	<p>1. Yes the Plan has been submitted</p> <p>2. A number of representations have been received which are summarised in the Regulation 30 (1) (e) Statement. The Council does not consider that these representations raise issues that should lead to the Core strategy being found unsound.</p> <p>3. Yes. All the documents prescribed under Regulation 30(1) have been produced and submitted.</p>
<p>4 Has the development plan document been prepared in accordance with the local development scheme?</p> <p>5 Does the development plan document's listing and description in the local development scheme match the document?</p> <p>6 Have the timescales set out in the local development scheme been met?</p>	<p>The Act, section 19(1)</p>	<p>PPS12 paragraph 4.50; 4.53 – 4.55</p>	<p>The Act section 15(2) and Regulation 8 note the matters specified in the local development scheme</p> <p>The box on local development schemes in PPS12 after paragraph 4.55 sets out milestones</p>	<p>i. The local development scheme</p> <p>ii. Explanation of any changes from the milestones set out in the local development scheme</p> <p>iii. Relevant annual monitoring reports</p> <p>iv. Correspondence with the Government Office on the local development scheme</p>	<p>4. Yes. The Core Strategy is prepared, listed and described in line with the Local Development Scheme (adopted 2008).</p> <p>5. The dates in the LDS are broadly in line with the timescale for preparation of the Core Strategy albeit there has been approximately 6 months delay in submitting the document.</p> <p>6. The Core Strategy has been subject to a 6 month delay to that previously described in the LDS (adopted 2008).</p>
<p>7. Has the development plan document had regard to any sustainable community strategy for its area (like a county and district)?</p>	<p>The Act section 19(2)</p>	<p>PPS12 paragraph 4.34 – 4.35; 4.50</p>		<p>i. The sustainable community strategy(is)</p> <p>ii. Reference to sections of the development</p>	<p>Yes</p> <p>The Core Strategy has been prepared in accordance with the Sevenoaks Community Plan and remains in accordance with the newly published Sevenoaks Sustainable Community Action Plan 2010-2013.</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
				plan document showing how regard has been had to them	
8. Is the development plan document in compliance with the statement of community involvement (where one exists)? 9. Has the council carried out consultation as described in the statement of community involvement?	1. The Act s19(3) 2. Regulation 32(1)(c)	PPS12 paragraph 4.50; box after paragraph 4.26	Before the statement of community involvement is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).	i. The statement of community involvement ii. The Regulation 32(1)(c) statement	8. Yes. The Core Strategy is in compliance with the Statement of Community Involvement (2006) 9. Yes. Consultation was carried out in accordance with the Statement of Community Involvement (2008).
10. Has the development plan document been subject to sustainability appraisal? 11. Has the council provided a final report of the findings of the appraisal?	1. The Act section19(5) 2. Regulation 32(1)(a)	1. PPS12 paragraph 4.39 – 4.43; 4.50 2. SEA Practical Guide, chapter five		Sustainability appraisal report	10. Yes. The Core Strategy has been appraised subject to a Sustainability Appraisal. 11. Yes. A report of the Sustainability Appraisal has been undertaken and is included as part of the evidence base.
12 Is the development plan document to be submitted consistent with national policy?	The Act section20(2) and Schedule 8	PPS12 paragraphs 4.30 – 33; 4.50	You need to be sure changes made up to the time of submission are compliant with the requirements	i. Correspondence with Government Offices ii. Representations from Government Offices	Yes. The Core Strategy is considered to be consistent with national policy.
13. Does the development plan document contain any policies or proposals that are not in general conformity with the regional spatial strategy? 14.If yes, is there local justification? 15. Has the council got confirmation from the regional planning body about the general conformity of the plan with the regional spatial strategy?	1. The Act s 24(1)(a); 24(2) and 24(4) 2. Regulation 29	PPS12 paragraphs 4.30 – 33; 4.50	In London the requirement is for general conformity with the spatial development strategy (The London Plan)	i. Correspondence with or representations from the regional planning body, or Mayor of London ii. Confirmation of conformity from the regional planning body,	13. No 14. N/A 15. Yes

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
				or Mayor	
<p>16. Does the development plan document comply with the 2004 regulations (as amended)?</p> <p>17. Specifically, has the council published the prescribed documents, and made them available at their principal offices and their website?</p> <p>18. Has the council placed local advertisements?</p> <p>19. Has the council notified the development plan document bodies?</p> <p>20. Does the development plan document contain a list of superseded saved policies?</p>	<p>1. The Act section 20(2), 20(3) and 20(5)(b)</p> <p>2. Regulations 13(1), 13(2), 13(5) and 30(1)</p>	PPS12 paragraphs 4.36; 4.50	Requirements relating to publication of the prescribed documents are listed later in this table.	<p>i. The documents prescribed at Regulation 30(1)</p> <p>ii. Relevant annual monitoring reports</p> <p>iii. Records of the actions undertaken (see below)</p>	<p>16. Yes. The Core Strategy is in compliance with the regulations to date.</p> <p>17. Yes. The Council has made the prescribed documents available on their website.</p> <p>18. The local advertisement advising Submission was published on 3 June 2010.</p> <p>19. Relevant DPD bodies have been notified of submission.</p> <p>20. The Core Strategy contains a list of superseded saved Local Plan policies at Appendix 2 of the Core Strategy.</p>
<p>21. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted proposals map?</p> <p>22. If yes, have you prepared a submission proposals map?</p>	Regulations 13(4) 14 and 30(1)(b)	PPS12 paragraphs 4.6 - 4.7; 8.1-8.3		<p>i. Submission proposals map</p> <p>ii. Brief statement if a submission proposals map is not required</p>	<p>21. Yes. A map highlighting Town Centre boundaries and a site to be Reserved for future housing needs based on ordnance survey maps are included in part 4 of the Core Strategy. These maps along with the proposed deletions in Appendix 2 are considered to be amendments to the Proposals Map. This is consistent with PINS "Learning from Experience" (2009) document about amendments to Proposals Maps</p> <p>22. The maps formally allocating the boundaries will be included with the Allocations DPD</p>
23. If the development plan document is not a core strategy, is it in conformity with the core strategy?	Regulation 13(6)			<p>i. The core strategy</p> <p>ii. Documents or reports demonstrating conformity</p>	N/A
<p>24. 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 25 How they were invited A summary of the main issues raised 	The Act section 20(3) Regulation 30(1)(d)		This will bring forward material from the Consultation Statement (Jan 2010) (see Stage 2 above)	<p>i. Consultation Statement (Jan 2010)</p> <p>ii. The Statement as required in Regulation 30(1)(d)</p>	Yes. A Consultation Statement (Jan 2010) has been prepared in line with Regulation 25 up to the Core Strategy Draft for Submission. This includes which bodies and persons were invited to make representations; how they were invited; a summary of the main issues raised and how the representations were taken into account.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> How the representations have been taken into account? 					
25. Have you prepared a statement giving: <ul style="list-style-type: none"> the number of representations made under Regulation 28(2) a summary of the main issues raised OR <ul style="list-style-type: none"> that no representations were made? 	The Act section20(3) Regulation 30(1)(e)			The Statement as required in Regulation 30(1)(e)	A Consultation Statement (Jan 2010) was prepared in line with Regulation 28(2). It includes the number of representations made under Regulation 28(2) and a summary of the main issues raised. A hardcopy of this Consultation Statement (Jan 2010) was submitted to the Inspector and published on the website.
26 Have you collected together all the representations made under Regulation28?	The Act section20(3) Regulation 30(1)(f)			Copies of the representations	Yes. A schedule of representations received and Officers "response to the representations" has submitted to PINS and published on the Council's website.
27 Have you assembled the relevant supporting documents?	1. The Act section20(3) 2. Regulation 30(1)(g)			All necessary evidence and records of decisions relevant to the development plan document	Yes. We have assembled the following documents: Core Strategy Draft for Submission Sustainability Appraisal (SA) Statement of Community Involvement (SCI) Consultation Statement (Jan 2010) Schedule of representations Schedule of Proposed Minor Amendments Soundness Self Assessment Evidence base documents Background papers Background documents and evidence base documents as submitted to PINS, are available online, at the District's libraries and at the Council's Offices.
28 Has your council approved the development plan document for submission?	The Act section20		The full council has to approve the development plan document for submission (requirements are set out in Local Authorities Functions Regulations)	Report and resolution of the council	The Core Strategy was approved for submission by a full meeting of the Council's elected members on 5 January 2010.
29 Have you sent the Secretary of State (the Planning Inspectorate) a paper copy of the following: <ul style="list-style-type: none"> the development plan document? the submission proposals map (unless there are no site allocation policies)? the documents prescribed in Regulation 30(1)? 	1. The Act s20(1) and 20(3) 2. Regulations 30(1) and 30(2)(a)		Regulation 49 deals with the availability of documents and the time of their removal.	Record of sending	Yes sent 3 June 2010
30 Have you sent the Secretary of State (the Planning Inspectorate) an electronic copy of the: <ul style="list-style-type: none"> development plan document? 	1. The Act s20(1) and 20(3) 2. Regulations 30(1) and		Electronic copies of some of the representations and supporting	i. Record of sending ii. Reasons why documents	Yes sent 3 June 2010

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> • submission proposals map (unless there are no site allocation policies)? • documents prescribed in Regulation 30(1)? 	30(2)(b)		documents may not be practicable. Regulation 49 deals with the availability of documents and the time of their removal.	cannot be sent electronically	
<p>31. Have you made the following available at the same places where the proposed submission documents were to be seen:</p> <ul style="list-style-type: none"> • The development plan document? • The documents prescribed in Regulation 30(1)? 	Regulation 30(3)(a)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	Record of where and when made available	<p>Yes.</p> <p>A copy of the press notice is included as an appendix to this assessment</p>
<p>32 On your website, have you published the:</p> <ul style="list-style-type: none"> • development plan document • submission proposals map • sustainability appraisal report • Regulation 30(1)(d) statement • Regulation 30(1)(e) statement • supporting documents (where practicable) • representations made under Regulation 28 (where practicable) • statement as to where and when the development plan document and the documents are available? 	Regulation 30(3)(b)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	Record of publication	<p>Yes.</p> <p>The documents can be found via the examination page of the Council's website via the following link</p> <p>http://www.sevenoaks.gov.uk/environment/planning/planning_policy/local_development_framework_ldf/4196.asp</p>
<p>33 For each specific consultation body invited to make representations under Regulation 25(1), have you sent the:</p> <ul style="list-style-type: none"> • development plan document • submission proposals map • sustainability appraisal report • adopted statement of community involvement • Regulation 30(1)(d) statement • Regulation 30(1)(e) statement • supporting documents you consider relevant to each body • statement as to where and when the development plan document and the documents are available? 	Regulation 30(3)(c)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes.</p> <p>A copy of the relevant letter is included as an appendix to this assessment</p>
<p>34 For each general consultation body invited to make representations under Regulation 25(1), have you sent:</p> <ol style="list-style-type: none"> 1. notification that the documents prescribed in Regulation 30(1) are available for 	Regulation 30(3)(d)		You should do this as soon as reasonably practicable after submitting to the	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes.</p> <p>A copy of the relevant letter is included as an appendix to this assessment</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
inspection 2. where and when they can be inspected?			Secretary of State		
35 Have you given notice by local advertisement setting out: <ul style="list-style-type: none"> • the title of the development plan document? • the subject and area covered by the development plan document? • notification that the documents prescribed in Regulation 30(1) are available for inspection • where and when they can be inspected? 	Regulation 30(3)(e)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	i. Copy of advertisement ii. Where and when placed	Yes. Press Notice published 10 June 2010 informed of submission and how to access all documents via the Council's website. A copy of the press notice is included as an appendix to this assessment
36 Have you given notice to persons who have requested to be notified that submission has taken place?	Regulation 30(3)(f)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	i. Copies of correspondence ii. Record of sending	Yes. All those requested to be included on the LDF mailing list have been informed of submission and how to access all documents via the Council's website. Hard Copy documents not sent.
37 If an examination is being held, at least six weeks before its opening has the Programme Officer: <ul style="list-style-type: none"> • published the time and place of the examination and the name of the person appointed to carry out the examination on your website • notified those who have made representations on the published development plan document which have not been withdrawn of these details • advertised these details? 	1. The Act section 20 2. Regulation 34			i. Record of publication of information ii. Record of sending iii. Copies of correspondence iv. Copy of advertisement	This will be undertaken once agreed with PINS and at least 6 weeks prior to the opening of the hearings.