



## **Local Plan Legal Compliance Self-Assessment Checklist**

# **Chichester District Council**

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Local Plan: Key Policies DPD Checklist for Local Plan Examination



## 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.



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### Stage one: The beginning

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
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		<p>i. Yes, A revised LDS was approved by the Council on 20 May 2014. It replaces the previous versions published in July 2013, July 2012, and 2009. <a href="http://www.chichester.gov.uk/index.cfm?articleid=5088">http://www.chichester.gov.uk/index.cfm?articleid=5088</a></p> <p>ii. Please see progress and reasons for changing the LDS in the AMR 2011 – 2012 <a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a></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.	<p>i. The community engagement has been programmed into the preparation of the DPD through the SCI January 2013 <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a> This replaced the previous version published in November 2009.</p> <p>ii Please also see the LDS <a href="http://www.chichester.gov.uk/index.cfm?articleid=5088">http://www.chichester.gov.uk/index.cfm?articleid=5088</a></p>
3. Have you considered the appropriate bodies you should consult?	Regulation 18	NPPF paras 4.25 -4.26	Regulation 2 defines the general and specific consultation bodies.	<p>i.Yes, Please see the SCI January 2013 <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a></p> <p>ii.Consultation statement Regulation 18 <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a></p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
			<p>The possible evidence may duplicate each other. Only use what you need to.</p>	
<p>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?</p>	<p>The Act section 33A(1)(a) and (b), section 33A(3)(d) (e) &amp; (4)</p> <p>The Act Section 20(5)(c)</p> <p>Regulation 4</p>	<p>NPPF paras 178 to 181 (which comprise the guidance referred to in the Act section 33A(7))</p> <p>Under NPPF Para 182, to be 'Effective' a plan should be based on effective joint working on cross-boundary strategic priorities.</p> <p>Strategic priorities are</p>	<p>Section 33A(4) defines a "strategic matter".</p> <p>Under section 33A(6) the required engagement includes considering joint approaches to the plan making activities (including the preparatory activities) and considering whether to agree joint local development documents under</p>	<p>i. The information on how Chichester has and will continue to meet the duty to cooperate is recorded in the Duty to Cooperate Statement 2013  <a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a></p> <p>ii. Strategic priorities that will have a significant impact on at least two areas are addressed within the Coastal West Sussex and Greater Brighton Local Strategic Statement (Oct 2013)  <a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a></p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
		listed at NPPF Para 156	section 28. The bodies prescribed by section 33A(1)(c) are set out at Regulation 4(1).	
5. How you will co-operate with any local enterprise partnerships (LEP) or local nature partnerships (LNP) to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?	The Act section 33A(1)(c) and section 33A(9), section 33A(3)(d) and (e)  The Act section 20(5)(c).  Regulation 4	NPPF paras 178 to 181	Section 33A(4) defines a "strategic matter". Strategic priorities are listed at NPPF Para 156.  Regulation 4(2) prescribes LEPs and LNPs for the purposes of section 33A(9).  Under section 33A(6) the required engagement includes consulting on joint approaches to	i. These matters are set out in the Duty to Cooperate Statement 2013, <a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a> and the ii. Coastal West Sussex and Greater Brighton Local Strategic Statement (Oct 2013) <a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a> and also the iii. CWS GVA Delivery & Investment Framework Final Report March 2013 <a href="http://www.coastalwestsussex.org.uk/wp-content/uploads/2013/07/Coastal-West-Sussex-Strategic-Investment-Framework-GVA-Final-Report.pdf">http://www.coastalwestsussex.org.uk/wp-content/uploads/2013/07/Coastal-West-Sussex-Strategic-Investment-Framework-GVA-Final-Report.pdf</a> and iv. CWS Parsons Brinkerhoff Final Developing an Employment and Infrastructure Strategy February 2012 <a href="http://www.coastalwestsussex.org.uk/wp-">http://www.coastalwestsussex.org.uk/wp-</a>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
			relevant activities.	<a href="content/uploads/2012/04/consolidated-strategy-and-appendix-1-2.pdf">content/uploads/2012/04/consolidated-strategy-and-appendix-1-2.pdf</a>
6. Is baseline information being collected and evidence being gathered to keep the matters which affect the development of the area under review?	The Act section13	NPPF paras 158 - 177		i. Yes, Please find the list of evidence based studies below <a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a>  and the ii. The annual monitoring reports <a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a>
7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section19(5)	NPPF paras 165 and 167  Strategic Environmental Assessment Guide, chapter 5		i. Yes, Please find the Sustainability scoping report and  ii. Sustainability appraisal report <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>
8. Have you	Regulations 9	NPPF paras 165	The Strategic	Yes,



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
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?	and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	and 167  SEA Guide chapter 3	Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2).	Please find the Sustainability scoping report and  iii. Sustainability appraisal report <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>





## **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.



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## Stage two: Plan preparation

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<p>1. Have you notified:</p> <ul style="list-style-type: none"> <li>• the specific consultation bodies?</li> <li>• the general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents?</li> </ul>	<p>Regulation 18(1) and (2)(a) (b)</p>	<p>NPPF paras 159 – 173</p>	<p>Specific and general consultation bodies are defined in Regulation 2.</p>	<p>i. Yes, please see the Statement of Consultation (Regulation 18) <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a></p> <p>ii. Please see the SCI January 2013 <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a></p> <p>ii. Copies of documents consulting these bodies</p> <p>FoSGO  <a href="http://www.chichester.gov.uk/index.cfm?articleid=22185Consultationportal">http://www.chichester.gov.uk/index.cfm?articleid=22185Consultationportal</a>  <a href="http://chichester-consult.limehouse.co.uk/portal/cs/growth_options">http://chichester-consult.limehouse.co.uk/portal/cs/growth_options</a></p> <p>Housing Numbers and Locations consultation  <a href="http://www.chichester.gov.uk/index.cfm?articleid=22185Consultationportal">http://www.chichester.gov.uk/index.cfm?articleid=22185Consultationportal</a>  <a href="http://chichester-consult.limehouse.co.uk/portal/cs/housing_numbers_and_locations">http://chichester-consult.limehouse.co.uk/portal/cs/housing_numbers_and_locations</a></p> <p>Parish Housing Numbers Consultation  <a href="http://www.chichester.gov.uk/index.cfm?articleid=22185DraftLocalPlanKeyPolicies-PreferredApproach">http://www.chichester.gov.uk/index.cfm?articleid=22185DraftLocalPlanKeyPolicies – Preferred Approach</a>  <a href="http://www.chichester.gov.uk/index.cfm?articleid=22185Consultationportal">http://www.chichester.gov.uk/index.cfm?articleid=22185Consultationportal</a></p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
				<p>http://chichester-consult.limehouse.co.uk/portal/local_plan/lp_pref_approach</p> <p>iii. Copies of representations made  <a href="http://www.chichester.gov.uk/index.cfm?articleid=22185">http://www.chichester.gov.uk/index.cfm?articleid=22185</a> Consultation portal  <a href="http://chichester-consult.limehouse.co.uk/portal/">http://chichester-consult.limehouse.co.uk/portal/</a></p> <p>iv. A brief statement setting out the reasons why any bodies have been omitted from or included in consultation            N/A</p>
<p>2. Are you inviting representations from people resident or carrying out business in your area about the content of the DPD?</p>	<p>Regulation 18(1) and (2)(c)</p>	<p>NPPF paras 159 – 173</p>		<p>i. Yes, Please see the Consultation statement (Regulation 18)  <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a></p> <p>ii. Copies of documents consulting these persons  <a href="http://www.chichester.gov.uk/index.cfm?articleid=22185">http://www.chichester.gov.uk/index.cfm?articleid=22185</a> Consultation portal  <a href="http://chichester-consult.limehouse.co.uk/portal/">http://chichester-consult.limehouse.co.uk/portal/</a></p> <p>iii. Copies of representations made            Consultation portal  <a href="http://chichester-consult.limehouse.co.uk/portal/">http://chichester-consult.limehouse.co.uk/portal/</a></p>
<p>3. Are you engaging with stakeholders responsible for delivery of the</p>	<p>Regulation 18</p>	<p>NPPF para 155</p>	<p>NPPF paras 160-171 4.29 give examples of relevant</p>	<p>i. Yes, Please see the Consultation statement (Regulation 18)  <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a></p>



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strategy?			bodies which should be consulted.	ii. Copies of documents consulting these people Formal consultation stages and designation of Neighbourhood plans can be found on the Chichester District Council Website <a href="http://www.chichester.gov.uk/neighbourhoodplan">http://www.chichester.gov.uk/neighbourhoodplan</a> iii. Infrastructure Delivery Plan <a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a>
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.	i. Yes, Please see the Consultation statement (Regulation 18) <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a> ii. Any reports on the selection of alternatives and options for the DPD FoSGO <a href="http://www.chichester.gov.uk/index.cfm?articleid=22185Consultationportal">http://www.chichester.gov.uk/index.cfm?articleid=22185Consultationportal</a> <a href="http://chichester-consult.limehouse.co.uk/portal/">http://chichester-consult.limehouse.co.uk/portal/</a> Housing Numbers and Locations consultation <a href="http://www.chichester.gov.uk/index.cfm?articleid=22185Consultationportal">http://www.chichester.gov.uk/index.cfm?articleid=22185Consultationportal</a> <a href="http://chichester-consult.limehouse.co.uk/portal/">http://chichester-consult.limehouse.co.uk/portal/</a>
5. Does the consultation contribute to the development and sustainability appraisal of	The Act section19(5)  Regulations 12 and 13 of The	NPPF paras 165 – 168  SEA Guide,		i. Yes, Please see the Consultation statement (Regulation 18) <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a> and ii. Reports on the selection of alternatives and options FoSGO



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
alternatives?	Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	chapter 3		<a href="http://chichester-consult.limehouse.co.uk/portal/cs/growth">http://chichester-consult.limehouse.co.uk/portal/cs/growth</a> and the Housing numbers and Locations consultation <a href="http://chichester-consult.limehouse.co.uk/portal/cs/housing numbers and locations">http://chichester-consult.limehouse.co.uk/portal/cs/housing numbers and locations</a> iii. Sustainability appraisal report <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>
6. Is the participation: <ul style="list-style-type: none"> <li>• following the principles set out in your SCI?</li> <li>• integrating involvement with the sustainable community strategy?</li> <li>• proportionate to the scale of issues involved in the DPD?</li> </ul>	The Act section19(3)	NPPF para 155		i. Yes, Please see the Consultation Statement (Regulation 18) <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a> and ii. The SCI <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a> and iii. The Chichester Sustainability Community Strategy 2009-2026 “Chichester District: A Very Special Place” <a href="http://www.chichester.gov.uk/communityandliving">http://www.chichester.gov.uk/communityandliving</a>
7. Are you keeping a record of: <ul style="list-style-type: none"> <li>• the individuals or bodies invited to make</li> </ul>	The Act section20(3)  Regulation 17	NPPF paras 158 - 171	You will need to submit a statement of representations under	i. Yes, Please see the Consultation statement <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a> and ii. Copies of representations and relevant correspondence



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<p>representations ?</p> <ul style="list-style-type: none"> <li>• how this was done?</li> <li>• the main issues raised?</li> </ul>			<p>Regulation 22 (1) (c): see Submission stage below.</p> <p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>Consultation portal</p> <p><a href="http://chichester-consult.limehouse.co.uk/portal/">http://chichester-consult.limehouse.co.uk/portal/</a></p>
<p>8. Are you inviting representations on issues that would have significant impacts on both your areas from another local planning authority? Or county issues from an affected county council that is not a planning authority? Or significant cross-boundary issues and strategic priorities of a body</p>	<p>The Act section 33A(1)(a) (b) and (c), section 33A(3)(d) &amp; (e) section 33A(4) section 33A(9)</p> <p>The Act section 20 (5)(c)</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>	<p>i. Yes, please see the Consultation statement <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a> and Duty to Cooperate Statement 2013 <a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a></p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
prescribed under Section 33A(1)(c)?				
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>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>	<p>i. Yes, Please see the Consultation statement <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a> and Duty to Cooperate Statement 2013 <a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a></p>
10. Are you developing a framework for monitoring the effects of the DPD?	<p>The Act section 35</p> <p>Regulation 34</p> <p>Regulation 17 of The</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</p>	<p>i. Yes, Please see the Sustainability appraisal report <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a> and</p> <p>ii. The authority monitoring report <a href="http://www.chichester.gov.uk/studies">http://www.chichester.gov.uk/studies</a></p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
	Environmental Assessment of Plans and Programmes Regulations 2004 No1363		are prepared in accordance with relevant UK and EU legislation” Chief Planning Officer letter 30 March 2011 withdrawing ODPM guidance.	





### **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.



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### Stage three: Plan preparation – writing the plan

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
<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>Yes, Please see FoSGO  <a href="http://chichester-consult.limehouse.co.uk/portal/cs/growth">http://chichester-consult.limehouse.co.uk/portal/cs/growth</a>             Housing Numbers and Locations consultation  <a href="http://chichester-consult.limehouse.co.uk/portal/cs/housing_numbers_and_locations">http://chichester-consult.limehouse.co.uk/portal/cs/housing_numbers_and_locations</a>             Parish Housing Numbers Consultation  <a href="http://www.chichester.gov.uk/index.cfm?articleid=22185">http://www.chichester.gov.uk/index.cfm?articleid=22185</a>             Local Plan: Key Policies – Preferred Approach  <a href="http://www.chichester.gov.uk/index.cfm?articleid=22185">http://www.chichester.gov.uk/index.cfm?articleid=22185</a>             Further consultation on Local Plan: Key Policies Preferred Approach  <a href="http://www.chichester.gov.uk/index.cfm?articleid=22185">http://www.chichester.gov.uk/index.cfm?articleid=22185</a>             Revised draft Sustainability Appraisals            Revised draft Habitats Regulations Assessment  <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a></p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
<p>2. Have you assessed alternatives against:</p> <ul style="list-style-type: none"> <li>• consistency with national policy?</li> <li>• general conformity with the regional spatial strategy where still in force?</li> </ul>	<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>Yes, the Plan has been drafted to comply with the NPPF</p>
<p>3. Are you having regard to (where relevant):</p> <ul style="list-style-type: none"> <li>• adjoining regional spatial strategies?</li> <li>• the spatial development</li> </ul>	<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>	<p>i. Please note CLG notice of revocation of the regional strategy This is no longer applicable as the South East Plan has been revoked</p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
strategy for London? <ul style="list-style-type: none"> <li>• Planning Policy for Wales?</li> <li>• the National Planning Framework for Scotland?</li> </ul>				
4. Are you co-operating with other local planning authorities including counties, to address significant cross boundary issues? Have you discussed doing joint local development documents?	The Act section 33A(2)(a)  Section 33A(6)(a)(b)  Section 20(5)(c)	NPPF paras 181 and 185	.	i. Yes, Please see the Duty to Cooperate Statement 2013 <a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a>  and ii. Correspondence with LPA/County Council The Plan was originally to be a joint plan with the South Downs National Park Authority, but because of differences in timetables, the plan is no longer a joint plan. (hard copies can be provided of reports)
5. Are you cooperating with a	The Act section	NPPF paras 181	The bodies prescribed by	i. Yes, Please see the Duty to Cooperate Statement 2013



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
<p>person prescribed for the purposes of Regulation 33A(1)(c) to address significant cross boundary issues including preparing joint approaches?</p>	<p>33A(2)(a), section 33A(6)(a)</p> <p>The Act section 20 (5) (c)</p> <p>Regulation 4</p>	<p>and 182</p>	<p>The Act section 33A(1)(c) are set out at Regulation 4 (1).</p>	<p><a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a></p> <p>and</p> <p>Coastal West Sussex and Greater Brighton Local Strategic Statement (Oct 2013)</p> <p><a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a></p>
<p>6. Are you cooperating with having regard to the activities of the LEP and LNP?</p>	<p>The Act section 33A(2)(b) and section 33A(9). Regulation 4 (2)</p>	<p>NPPF para 181 and 182</p>		<p>i. Yes, Please see</p> <p>ii. Correspondence with LEP/LNP Duty to Cooperate Statement 2013 <a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a></p> <p>Coastal West Sussex and Greater Brighton Local Strategic Statement (Oct 2013) <a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a></p>
<p>7. Are you having regard to:</p> <ul style="list-style-type: none"> <li>• your sustainable community</li> </ul>	<p>The Act section 19(2)</p>			<p>i. Yes, Please see the sustainable community strategy <a href="http://www.chichester.gov.uk/communityandliving">www.chichester.gov.uk/communityandliving</a> SCS “Chichester – A Very Special Place”</p> <p>ii. And the Duty to Cooperate Statement 2013</p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
<p>strategy or of other authorities whose area comprises part of the area of the council?</p> <ul style="list-style-type: none"> <li>any other local development documents adopted by the council?</li> </ul>				<p><a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a></p>
<p>8. Do you have regard to other matters and relevant strategies relating to:</p> <ul style="list-style-type: none"> <li>resources</li> <li>the local/regional economy</li> <li>the local transport plan and transport facilities and services</li> </ul>	<p>The Act section19(2)</p> <p>Regulation 10</p>		<p>As well as the matters and strategies listed in the Act and Regulations there are likely to be other matters identified in planning policy statements, regional and local</p>	<p>i. Yes, Please see supporting documents  <a href="http://www.chichester.gov.uk/studiesand">http://www.chichester.gov.uk/studiesand</a>            The West Sussex Transport Plan (2011-2026)(LTP3)  <a href="http://www.westsussex.gov.uk/your_council/plans_projects_reports_and/plans/west_sussex_transport_plan/west_sussex_transport_plan1.aspx">http://www.westsussex.gov.uk/your_council/plans_projects_reports_and/plans/west_sussex_transport_plan/west_sussex_transport_plan1.aspx</a>            and            The West Sussex Waste Local Plan  <a href="https://www.westsussex.gov.uk/your_council/strategies_policies_and_public/policies/minerals_and_waste_policy/waste_local_plan.aspx">https://www.westsussex.gov.uk/your_council/strategies_policies_and_public/policies/minerals_and_waste_policy/waste_local_plan.aspx</a></p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
<ul style="list-style-type: none"> <li>• waste strategies</li> <li>• hazardous substances</li> </ul>			strategies that you will need to have regard to in preparing the DPD.	
9. Are you having regard to the need to include policies on mitigating and adapting to climate change?	The Act section19(1A)	NPPF paras 93 - 108		Yes, Please see: Local Plan: Key Policies, policies 40: Carbon Reduction policy; Policy 41 Off-site Renewable Energy; Policy 42: Flood Risk Supporting documents: Code for Sustainable Homes Building for Life Standards BREEAM National Planning Policy Framework (2012) Beachy Head to Selsey Bill Shoreline Management Plan (2006) Marine and Coastal Access Act 2009 Marine Regulations and Licensing North Solent Shoreline Management Plan (2010) Strategic Flood Risk Assessment (2008) UK Marine Policy Statement (2011)
10. Have you undertaken the sustainability appraisal of	The Act section19(5)  Regulation 12	NPPF para 182  SEA	Regulation13 of The Environmental Assessment	i. Yes, Please see the Sustainability Appraisal <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
alternatives, including consultation on the sustainability appraisal report?	and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	Guide, Chapter 5	of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures.	
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. Yes, Please see the Sustainability Appraisal <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>
12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal? Are you keeping a record?	Regulations 17, 18(3) and 22 (1) (c) (iv)  Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 150, 155, 157 and 159-171	Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive.	i. Yes. Please see Sustainability appraisal report <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>





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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
<p>13. Where sites are to be identified or areas for the application of policy in the DPD, are you preparing sufficient illustrative material to:</p> <ul style="list-style-type: none"> <li>• enable you to amend the currently adopted policies map?</li> <li>• inform the community about the location of proposals?</li> </ul>	<p>Regulations 5 (1)(b) and 9</p>	<p>NPPF para 157</p>	<p>Regulation 2 defines the terms 'submission' and 'adopted' proposals map.</p> <p>A map showing changes to the adopted policies map is part of the proposed submission documents defined in Regulation 17.</p>	<p>Yes, Please see draft policies map  <a href="http://mydistrict.chichester.gov.uk/?tab=maps&amp;MapSource=Chichester/localplan">http://mydistrict.chichester.gov.uk/?tab=maps&amp;MapSource=Chichester/localplan</a></p>
<p>14. Are the participation arrangements compliant with the SCI?</p>	<p>The Act, section 19(3)            Regulation 18</p>	<p>NPPF paras 150 and 155</p>		<p>i. Yes, Please see the SCI  <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>            and            ii. Consultation statement  <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a></p>



#### **Stage four: Publication**

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

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

- do so and progress directly to publication

OR

- produce and consult on a revised preferred strategy.

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

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

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

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'.



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### Stage four: Publication

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
1. Have you prepared the sustainability appraisal report?	The Act section 19(5)  Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 165 - 168  SEA Guide Chapter 5		Yes, Please see the Sustainability appraisal report <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>
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).	Yes, Please see i. The Statement of Community Involvement <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>  and ii. The Local Development Scheme <a href="http://www.chichester.gov.uk/index.cfm?articleid=5088">http://www.chichester.gov.uk/index.cfm?articleid=5088</a>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
<p>3. Have you made copies of the following available for inspection:</p> <ul style="list-style-type: none"> <li>• the proposed submission documents?</li> <li>• the statement of the representations procedure?</li> </ul>	<p>Regulation 19(a)</p>		<p>Regulation 17 gives definitions.</p>	<p>Yes, The information is published on the Council's website.</p> <ul style="list-style-type: none"> <li>i. Report on where and when made available</li> <li>ii. Record of where and when made available</li> </ul> <p><a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a></p>
<p>4. Have you published on your website:</p> <ul style="list-style-type: none"> <li>• the proposed submission documents?</li> <li>• the statement of the representations procedure?</li> <li>• statement and details of where</li> </ul>	<p>Regulations 19 and 35</p>		<p>Regulations 2 and 17 give definitions.</p>	<p>Yes, Record of publication</p> <p><a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a></p>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
and when documents can be inspected?				
5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1): <ul style="list-style-type: none"> <li>• A copy of each of the proposed submission documents</li> <li>• The statement of the representations procedure?</li> </ul>	Regulation 19(b)		Regulations 2 and 17 give definitions.	Yes, <ol style="list-style-type: none"> <li>i. Copies of correspondence (can be provided in hard copy)</li> <li>ii. Record of sending (can be provided in hard copy)</li> </ol> <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>
6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1): <ul style="list-style-type: none"> <li>• the statement of</li> </ul>	Regulation 19(b)		Regulations 2 and 17 give definitions.	Yes, <ol style="list-style-type: none"> <li>i. Copies of correspondence (can be provided in hard copy)</li> <li>ii. Record of sending (can be provided in hard copy)</li> </ol> <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>



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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
<p>the representations procedure?</p> <ul style="list-style-type: none"> <li>• where and when the documents can be inspected?</li> </ul>				
<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>		<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).</p>	<p>No, Because this is not applicable</p>



## 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
1. Has the DPD been prepared in accordance with the LDS? Does the DPD's listing and description in the LDS match the document?	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	Yes, Please see the LDS <a href="http://www.chichester.gov.uk/index.cfm?articleid=5088">http://www.chichester.gov.uk/index.cfm?articleid=5088</a>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
Have the timescales set out in the LDS been met?			Regulations.	Yes, Please see the AMR for changes authority monitoring reports <a href="http://www.chichester.gov.uk/studies">http://www.chichester.gov.uk/studies</a>
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		i. Yes, Please see the sustainable community strategy <a href="http://www.chichester.gov.uk/communityandliving">www.chichester.gov.uk/communityandliving</a> SCS “Chichester – A Very Special Place” ii. The Vision and Objectives is drawn directly from the sustainable community strategy and thus provides the basis for the whole plan.
3. Is the DPD in compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?	The Act section 19(3)  Regulation 22(1)(c)		Before the SCI is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met	Yes, Please see the SCI <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a> and i. The Regulation 22(1)(c) statement





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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
			the regulations (as amended).	<a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>
<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, LEAs, LNAs and the prescribed bodies in identifying and addressing any strategic cross-boundary issues</p> <p>If you have not agreed on the approach is there a justification?</p>	<p>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>Yes,</p> <p>Please see the Duty to Cooperate Statement 2013</p> <p><a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a></p> <p>and</p> <p>Coastal West Sussex and Greater Brighton Local Strategic Statement (Oct 2013)</p> <p><a href="http://www.chichester.gov.uk/studies">www.chichester.gov.uk/studies</a></p>
<p>5. Has the DPD been subject to sustainability appraisal? Has the council provided a final report of the findings of the appraisal?</p>	<p>The Act section 19(5)</p> <p>Regulation 22(1)(a)</p>	<p>NPPF para 165</p> <p>SEA Practical Guide, chapter 5</p>		<p>Yes, Please see the Sustainability Appraisal report</p> <p><a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a></p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<p>6. Is the DPD to be submitted consistent with national policy?</p>	<p>The Act section 19(2) and Schedule 8</p>	<p>NPPF para 151</p>		<p>i. Yes, The DPD was drafted to be in compliance with the NPPF and its guidance.</p> <p>Please see completed</p> <p>ii. PAS Soundness self assessment checklist will be published on the councils website</p>
<p>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 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</p>	<p>The Act section 24(1)(a) and 24(4)  Regulation 21</p>	<p>NPPF para 218 footnote 41</p>	<p>In London the requirement is for general conformity with the spatial development strategy (The London Plan).</p>	<p>The South East Plan has been revoked so this is not applicable.</p> <p>Chichester is not a London Borough or a mayoral corporation, so this is not applicable.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
the spatial development strategy?				
<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 saved policies?</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>Yes, The documents prescribed at Regulation 22(1) are published in the Notice of Submission.</p> <p>Will be published on the website and sent to all on the consultation database.</p> <p>The Local Plan: Key Policies 2014 -2029 replaces all the policies of the 1999 Chichester District Local Plan.</p>
<p>9. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map?</p> <p>If yes, have you prepared</p>	<p>Regulations 5(1) (b), 9 (1), 17 &amp; 22(1)</p>			<p>Yes, Please see Submission Policies Map <a href="http://mydistrict.chichester.gov.uk/?tab=maps&amp;MapSource=C%20hichester/localplan">http://mydistrict.chichester.gov.uk/?tab=maps&amp;MapSource=C hichester/localplan</a></p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
a submission policies map?				
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?	Regulation 8(3) and (4)  Regulation 8(5)		Development Plan is defined in Section 38 of the Act.	i. The core strategy The Local Plan:Key Policies will be, in effect, the Core Strategy once it is adopted. It will replace all of the 1999 Local Plan.
11. Have you prepared a statement setting out: <ul style="list-style-type: none"> <li>• Which bodies and persons were invited to make representations under Regulation 18?</li> <li>• How they were invited?</li> <li>• A summary of the main issues raised?</li> <li>• How the representations have been taken into account?</li> </ul>	The Act section 20 (3)  Regulation 22(1)(c)		This will bring forward material from the Consultation statement (see Stage 2 above).	Yes, Please see the Statement of Consultation Regulation 22 (May 2014). <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>
12. Have you prepared a statement giving:	The Act section 20(3)			Yes, Please see the Statement of



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<ul style="list-style-type: none"> <li>• the number of representations made under Regulation 22?</li> <li>• a summary of the main issues raised?</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• that no representations were made?</li> </ul>	Regulation 22(1)(c)			Consultation Regulation 22 (May 2014). <a href="http://www.chichester.gov.uk/newlocalplan">www.chichester.gov.uk/newlocalplan</a>
13. Have you collected together all the representations made under Regulation 28?	The Act section 20(3)  Regulation 22(1)(e)			Not applicable
14. Have you assembled the relevant supporting documents?	The Act section 20(3)  Regulation 22(1)(g)			Yes, All documents are available for viewing on the website and in hard copy as specified in the Notice of Submission.
15. Has your council approved the DPD for submission?	The Act section 20		Check the LPA's constitution/standing orders for the authorisation process appropriate for the type of DPD.	Yes, Please see Council Report and Minutes - 24 April 2014 <a href="http://www.chichester.gov.uk/index.cfm?articleid=23523">http://www.chichester.gov.uk/index.cfm?articleid=23523</a>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<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"> <li>• the DPD?</li> <li>• the submission policies map (unless there are no site allocation policies)?</li> <li>• the documents prescribed in Regulation 22(1)?</li> </ul>	<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.</p> <p>Electronic copies of some of the representations and supporting documents may not be practicable.</p> <p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>Yes,</p> <p>All required documents have been sent in paper form and electronically (at the request of the Planning Inspectorate).</p>
<p>17. Have you made the following available at the same places where the proposed submission documents were to be seen:</p> <ul style="list-style-type: none"> <li>• The DPD?</li> <li>• The documents prescribed in Regulation 22(1)?</li> </ul>	<p>Regulation 22(3)</p>		<p>You should do this as soon as reasonably practicable after submission.</p>	<p>Yes,</p> <p>Documents have been made available as set out in the Notice of submission.</p>
<p>18. On your website, have</p>	<p>Regulation 22(3)</p>		<p>You should do this as soon</p>	<p>The documents have been</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<p>you published the:</p> <ul style="list-style-type: none"> <li>• DPD?</li> <li>• submission policies map?</li> <li>• sustainability appraisal report?</li> <li>• Regulation 22(1)(c) statement?</li> <li>• supporting documents (where practicable) ?</li> <li>• representations made under Regulation 20 (where practicable) ?</li> <li>• statement as to where and when the DPD and the documents are available?</li> </ul>	<p>and 35(1)(b)</p>		<p>as reasonably practicable after submission.</p>	<p>placed on the Council's website on the day of submission.</p>
<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"> <li>• notification that the documents prescribed in Regulation</li> </ul>	<p>Regulation 22(3)(b)</p>		<p>You should do this as soon as reasonably practicable after submitting to the Secretary of State.</p>	<p>Copies of e-mails/letter sent are available.</p>



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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<p>22(3)(a)(i)-(iii) are available for inspection</p> <ul style="list-style-type: none"> <li>• where and when they can be inspected?</li> </ul>				
<p>20. Have you given notice to persons who have requested to be notified that submission has taken place?</p>	<p>Regulation 22(3)(c)</p>		<p>You should do this as soon as reasonably practicable after submitting to the Secretary of State.</p>	<p>Copies of e-mails/letter sent are available.</p>
<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"> <li>• published the time and place of the examination and the name of the person appointed to carry out the examination on your website?</li> <li>• notified those who have made representations on the published DPD which have not been withdrawn of these details?</li> </ul>	<p>The Act section 20</p> <p>Regulations 24 and 35</p>			<p>Chris Banks Solutions have been appointed as Programme Officer.</p>





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