



Core Strategy Focused Review

SUBMISSION DOCUMENT

Self Assessment
Legal Compliance

March 2012



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' is used to describe this statement.

Stage 1: Inception

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
1. Is the development plan document identified in the adopted local development scheme and have you recorded the timetable for its production?	The Act section 15(2); section 19(1)	PPS12 paragraphs 4.50; 4.53-4.58	Milestones are set out in PPS12 (box after paragraph 4.55).	i. The adopted local development scheme at the time of: <ul style="list-style-type: none"> • commencement of the development plan document • the published development plan document • the submitted development plan document ii. The relevant annual monitoring report (if changes need to be explained)	The need for the preparation of a review document has been agreed as part of the suspension process for the SAAP which was included in the LDS. This was reported as part of the 2011 AMR process (p16)
2. Have you considered how community engagement will be programmed into the preparation of the development plan document?	1. The Act section 19(3) 2. Regulation 25	PPS12 paragraphs 4.19-4.29	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.	i. The statement of community involvement ii. The project plan for the development plan document	Yes. Community engagement carefully considered, to build on existing SAAP consultations. Core Strategy Focused Review made available to the existing data base and subject to 2 x six

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					week periods of consultation
3. Have you considered the appropriate bodies you should consult?	Regulation 25	1. PPS12 paragraphs 4.25 -4.26 2. Plan Making Manual – Consultee list	Regulation 2 defines the general and specific consultation bodies	i. The statement of community involvement ii. Reports and decisions setting out the approach to be taken to specific and general consultation bodies iii. Consultation statement	Yes. Set out in LDF Consultation Database.
4. 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	PPS12 paragraphs 4.36 – 4.47		i. Documents dealing with collection of baseline information ii. Relevant technical studies iii. The annual monitoring report	Yes, through: AMR ; ELR/SHLAA ; Evidence Base.
5. Is baseline information being collected and evidence being gathered to set the framework for the	The Act section19(5)	1. PPS12 paragraphs 4.50; 4.39-4.43 2. Strategic		i. Sustainability report scoping document ii. Sustainability appraisal report	Yes. Sustainability Appraisal Work; The Adopted Core Strategy, with the

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
sustainability appraisal?		Environmental Assessment Guide, chapter five			'Settlement Hierarchy' and 'broad locations', requiring Stowmarket to be developed has been reassessed. Evidence Base, includes the SFRA and other environmental work.
6. 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	Yes. Scoping Report (2008/9) + Habitats Assessment.

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>	<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies have been omitted from consultation 	<p>Yes. Letters sent out to all specific consultation bodies / agencies / organisation / individuals on LDF Consultation Database. Including explanation of SAAP process and the need for focussed change review of the Core Strategy</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>	<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies were or were not included 	<p>Yes. Letters sent out to all specific consultation bodies / agencies / organisation / individuals on LDF Consultation Database. Including explanation of SAAP process and the need for focussed change review of the Core Strategy</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
3. Are you inviting representations from people resident or carrying out business in your area about the content of the development plan document?	Regulation 25(3)	PPS12 paragraphs 4.24 – 4.29		<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these persons iii. Record of discussions iv. Copies of representations made 	<p>Yes.</p> <p>Letters sent out to all specific consultation bodies / agencies / organisation / individuals on LDF Consultation Database.</p>
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 ii. Copies of documents consulting these people iii. Record of discussions 	<p>Yes.</p> <p>Agencies; Developers; Service Providers;</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 ii. Any reports on the selection of alternatives and options for the development plan document 	<p>Yes.</p> <p>All representations recorded and responded to, and were reported to Council Members via Committees. All representations and responses have been made available via the Council's Website and Committee Reports.</p>
6. Does the consultation contribute to the	1. The Act section19(5)	1. PPS12 paragraphs		<ul style="list-style-type: none"> i. Consultation statement 	<p>N/A</p> <p>SAAP Issues & Options</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
development and sustainability appraisal of alternatives?	2. Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	4.39-4.43 2. SEA Guide, chapter three		ii. Any reports on the selection of alternatives and options for the development plan document iii. Sustainability appraisal report	(Dec 2008 + April 2009) conformed with the Broad Locations identified in the adopted Core Strategy.
7. Is the participation: • 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 ii. The statement of community involvement iii. The relevant sustainable community strategies	Yes. The Council has produced documentation and advertised the CSFR in the expected manner.
8. Are you keeping a record of: • the individuals or bodies invited to make representations	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	i. Consultation statement ii. Reports by the council on the consultation iii. Copies of representations and	Yes. An up-to-date LDF Consultation Database is being maintained. This has involved both electronic and hard

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> • How this was done • The main issues raised? 			<p>below.</p> <p>Regulation 49 deals with the availability of documents and the time of their removal</p>	<p>relevant correspondence</p> <p>iv. Technical reports on the engagement process</p>	<p>copies, with the consultation list available via Lime House.</p> <p>Committee Reports.</p>
<p>9. Are you developing a framework for monitoring the effects of the development plan document?</p>	<p>1. The Act section 35</p> <p>2. Regulation 48 Reg 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363</p>	<p>1. PPS12 paragraphs 4.39 – 4.43 and 4.47</p> <p>2. SEA Guide, Chapter five</p> <p>3. Office of the Deputy Prime Minister monitoring guide</p>		<p>i. Sustainability appraisal report</p> <p>ii. The annual monitoring report</p> <p>iii. Reports or documents setting out the appraisal and monitoring framework</p>	<p>Yes.</p> <p>Set out in AMR, and;</p> <p>Number of homes being created;</p> <p>Transport Policies (Bridge/ Busses);</p> <p>Air Quality.</p>
<p>10. Have you arranged to send copies of documents used in consultation to the Government Office and Planning Inspectorate?</p>	<p>Not statutory, but will assist in identifying issues leading towards a sound development plan document</p>	<p>Plan Making Manual - New Regulation 25</p>		<p>Copies of correspondence with the Government Office and Planning Inspectorate</p>	<p>Yes. PINs only.</p> <p>As part of the statutory consultation process.</p>

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
<p>14. Are you preparing reasonable alternatives for evaluation during the preparation of the development plan document?</p>	<p>Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633</p>	<p>1. PPS12 paragraph 4.38 2. SEA Guide, Chapter five</p>	<p>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)</p>	<p>Documents supporting decisions on alternatives and any preferred strategy</p>	<p>Yes. Alternatives considered previously Reasonable alternatives have been assessed following the adopted Core Strategy DPD (Sept 2008). The CSFR deals with matters relating to conformity between documents and to facilitate delivery of sustainable development whose evaluation of alternatives is dealt with under separate cover; i.e. the Stowmarket Area Action Plan. SAAP</p>
<p>12. Have you assessed alternatives against:</p> <ul style="list-style-type: none"> • consistency with national policy • general conformity with the regional spatial strategy? 	<p>The Act section 19(2), section 24</p>	<p>PPS12 4.30 – 33</p>	<p>General conformity with the regional spatial strategy is tested formally later but you need to consider it during preparation of the development plan document</p>	<p>i. Supporting documents ii. Correspondence with Government Offices and regional planning body (or Mayor of London)</p>	<p>As above.</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<p>13. Are you having regard to:</p> <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? 	<p>1. The Act section19(2) 2. Regulation 15(1)(g)</p>			<p>i. Supporting documents ii. Correspondence with the relevant bodies</p>	<p>Yes - Not applicable. The focused change document is a mechanism to enable conformity between LDF documents and the uplift in homes and employment for the town of Stowmarket.</p>
<p>14. Are you having regard to:</p> <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? 	<p>The Act section19(2)</p>	<p>PPS12 paragraphs 1.6; 4.22 - 4. 23; 4.34 - 4. 35</p>		<p>i. Supporting documents ii. The Sustainable community strategies iii. Relevant local development documents iv. Correspondence with the local strategic partners</p>	<p>Yes. The Council's sustainable community strategy, the "Heart of Suffolk", and the Council's adopted Core Strategy (2008) have been carefully considered in the preparation of the SAAP. The CSFR is a mechanism to deliver both.</p>
<p>15. Do you have regard to other matters and strategies relating</p>	<p>1. The Act section19(2)</p>		<p>As well as the matters and strategies listed in</p>	<p>i. Supporting documents ii. Correspondence with the relevant bodies</p>	<p>Yes. This has been undertaken through the</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<p>to:</p> <ul style="list-style-type: none"> • resources • the regional development agencies' regional economic strategy • the local transport plan and transport facilities and services • waste strategies • hazardous substances and accidents? 	2. Regulation 15		the Act and Regulations there are likely to be other matters identified in planning policy statements, regional and local strategies that you will need to have regard to in preparing the development plan document.	and the Government Office	direct consultation procedures, and through separate correspondence.
16. 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	Climate change has been considered during the progress of the SAAP. Policies are set out in the Core Strategy and in National Guidance.
17. Have you undertaken the necessary sustainability appraisal of alternatives, including consultation on the sustainability	<ol style="list-style-type: none"> 1. The Act section 19(5) 2. Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 	<ol style="list-style-type: none"> 1. PPS12 paragraphs 4.38 – 4.43 2. 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"> i. Reports on the sustainability of alternatives ii. Record of work undertaken on sustainability appraisal iii. Supporting documents 	<p>Yes.</p> <p>The appropriate SA work and assessment of alternative sites has been undertaken in conjunction with specialist's consultants.</p>

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
appraisal report?	2004 No 1633				
18. 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.	<ul style="list-style-type: none"> i. Any reports setting out alternatives and choices considered ii. Supporting documents 	N/A The SAR work has focussed on the effect of making the changes which are the subject of the review.
19. Have you taken into account any representations made on the content of the development plan document and the sustainability appraisal? 20. Are you keeping a record?	<ul style="list-style-type: none"> 1. Regulations 24, 25(5) and 30(1)(d)(iv) 2. 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	<ul style="list-style-type: none"> i. Correspondence from those making representations ii. Any reports on issues raised iii. Consultation statement iv. sustainability appraisal report 	Yes. All representations recorded and responded to, and were reported to Council Members via Committees. All representations and responses have been made available via the Council's Website and Committee Reports.
21. Where sites are to be identified or areas for the application of policy in the development plan document, are you preparing sufficient illustrative	Regulations 9 and 14	PPS12 paragraphs 4.6 - 4.7; 8.1-8.3	<ul style="list-style-type: none"> 1. Regulation 2 defines the terms 'submission' and 'adopted' proposals map. 2. A map showing changes to the adopted 	<ul style="list-style-type: none"> i. The adopted proposals map ii. Any reports on proposals to amend the proposals map iii. Illustrative material that shows how the proposals map will be 	Yes. CSFR changes are predominantly adjustments to tables. Map work is set out within the SAAP document, as recommended by PINS. This includes a

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
material to: <ul style="list-style-type: none"> • enable you to amend the currently adopted proposals map • inform the community about the location of proposals? 			proposals map is part of the proposed submission documents defined in Regulation 24.	amended or replaced	Proposals Map, locational maps, and detailed development briefs.
22. Are the participation arrangements compliant with the statement of community involvement?	1. The Act, section 19(3) 2. Regulation 25	PPS12 paragraphs 4.19-4.29	You should make sure the arrangements remain in line with legislative changes affecting community engagement.	i. The statement of community involvement ii. Consultation statement	Yes.
23. 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?		Plan Making Manual - New Regulation 25		i. Copies of correspondence with the Government Office ii. Copies of the relevant documents	Yes. We are dealing with the residual concerns posed by Go-East that is now defunct.

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. SA work (including appendices) available on the Council's website.
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.
1. 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, all available on CD and via Web; Hard Copies Deposit Points; CDs; Documents also available on request.
1. Have you published on your website the	Regulation 27(b)		Regulations 2 and 24 give definitions	Record of publication	Yes. This is all set out on

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
<p>following:</p> <ul style="list-style-type: none"> • the proposed submission documents? • the statement of the representations procedure? • statement and details of where and when documents can be inspected? 					<p>the Mid Suffolk's website.</p>
<p>5. Have you sent to each of the specific consultation bodies 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? 	<p>Regulation 27(c)</p>		<p>Regulations 2 and 24 give definitions</p>	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes. This was undertaken at the appropriate stage, and to the appropriate requirements.</p>
<p>6. Have you sent to each of the general consultation bodies invited to make representations</p>	<p>Regulation 27(d)</p>		<p>Regulations 2 and 24 give definitions</p>	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes. This was undertaken at the appropriate stage, and to the appropriate requirements.</p>

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Evidence provided
<p>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? 					
<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>This was undertaken at the appropriate stage, and to the appropriate requirements, including local newspapers, (Bury Free Press and East Anglian Times).</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>	<ul style="list-style-type: none"> 1. The Act section 24 2. 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>There are no regional authorities to offer an opinion at this stage, however “conformity” acknowledged throughout the process.</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>26 Are you ready to submit the DPD?</p> <p>26 Are there any major issues revealed by the representations on publication?</p> <p>26 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.</p> <p>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>Yes.</p> <p>The Core Strategy Focused Review and associated documents are ready to be submitted to the PINs.</p> <p>No Specific issues have been raised which are not capable of being addressed at a CSFR or SAAP hearing.</p> <p>All of the relevant documents have been prepared and are available from the Council's CSFR page on Mid Suffolk's website.</p>
<p>26 Has the development plan document been prepared in accordance with the local development scheme?</p> <p>26 Does the development plan document's listing and description in the local development scheme match the</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>Yes.</p> <p>The CSFR has been prepared in accordance with the LDS as amended by AMR and the 'real time LDS' approach.</p> <p>Yes.</p> <p>The document's listing and description match that in the LDS scheme and in</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>document?</p> <p>26 Have the timescales set out in the local development scheme been met?</p>				<p>iv. Correspondence with the Government Office on the local development scheme</p>	<p>the documentation agreed at the start of the SAAP suspension.</p> <p>Yes. As set out in the suspension correspondence.</p>
<p>26 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(ies)</p> <p>ii. Reference to sections of the development plan document showing how regard has been had to them</p>	<p>Yes.</p> <p>The Council’s sustainable community strategy, the “Heart of Suffolk” has been carefully considered in the preparation of the SAAP and the CSFR maintains its commitment to the delivery of jobs and new homes.</p> <p>The Council has made an effort to achieve balanced development proposed, which safeguards community health by providing access to the countryside and other active forms of recreation as part of its desire to ensure that Stowmarket and its surrounding villages remain</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					prosperous.
<p>26 Is the development plan document in compliance with the statement of community involvement (where one exists)?</p> <p>26 Has the council carried out consultation as described in the statement of community involvement?</p>	<p>1. The Act s19(3)</p> <p>2. Regulation 32(1)(c)</p>	<p>PPS12 paragraph 4.50; box after paragraph 4.26</p>	<p>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).</p>	<p>i. The statement of community involvement</p> <p>ii. The Regulation 32(1)(c) statement</p>	<p>Yes.</p> <p>The SAAP has been carried out in accordance with the Council's SCI, and in many instances has gone beyond these requirements.</p>
<p>26 Has the development plan document been subject to sustainability appraisal?</p> <p>26 Has the council provided a final report of the findings of the appraisal?</p>	<p>1. The Act section19(5)</p> <p>2. Regulation 32(1)(a)</p>	<p>1. PPS12 paragraph 4.39 – 4.43; 4.50</p> <p>2. SEA Practical Guide, chapter five</p>		<p>Sustainability appraisal report</p>	<p>Yes.</p> <p>The CSFR has been subject to Sustainability Appraisal, which is available from the Council's website.</p>
<p>26 Is the development plan document to be submitted consistent with national policy?</p>	<p>The Act section20(2) and Schedule 8</p>	<p>PPS12 paragraphs 4.30 – 33; 4.50</p>	<p>You need to be sure changes made up to the time of submission are compliant with the requirements</p>	<p>i. Correspondence with Government Offices</p> <p>ii. Representations from Government Offices</p>	<p>Yes.</p> <p>It is felt the document is consistent with national policy.</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>26 Does the development plan document contain any policies or proposals that are not in general conformity with the regional spatial strategy?</p> <p>26 If yes, is there local justification?</p> <p>26 Has the council got confirmation from the regional planning body about the general conformity of the plan with the regional spatial strategy?</p>	<p>1. The Act s 24(1)(a); 24(2) and 24(4)</p> <p>2. Regulation 29</p>	<p>PPS12 paragraphs 4.30 – 33; 4.50</p>	<p>In London the requirement is for general conformity with the spatial development strategy (The London Plan)</p>	<p>i. Correspondence with or representations from the regional planning body, or Mayor of London</p> <p>ii. Confirmation of conformity from the regional planning body, or Mayor</p>	<p>No.</p> <p>The SAAP does not contain any policies or proposals that do not conform to the RSS.</p> <p>The Council has worked closely with GO-East and PINS on this subject.</p> <p>There is no regional planning body at this stage</p>
<p>26 Does the development plan document comply with the 2004 regulations (as amended)?</p> <p>26 Specifically, has the council published the prescribed documents, and made them available at their principal</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>	<p>PPS12 paragraphs 4.36; 4.50</p>	<p>Requirements relating to publication of the prescribed documents are listed later in this table.</p>	<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>Yes.</p> <p>Yes.</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>offices and their website?</p> <p>26 Has the council placed local advertisements?</p> <p>26 Has the council notified the development plan document bodies?</p> <p>26 Does the development plan document contain a list of superseded saved policies?</p>					<p>Yes.</p> <p>Yes.</p> <p>Yes.</p>
<p>26 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>26 If yes, have you prepared a submission proposals map?</p>	<p>Regulations 13(4) 14 and 30(1)(b)</p>	<p>PPS12 paragraphs 4.6 - 4.7; 8.1-8.3</p>		<p>i. Submission proposals map</p> <p>ii. Brief statement if a submission proposals map is not required</p>	<p>No</p>
<p>26 If the development plan document is not a core strategy, is it in conformity with the</p>	<p>Regulation 13(6)</p>			<p>i. The core strategy</p> <p>ii. Documents or reports demonstrating</p>	<p>Conformity between documents is the central aim of the CSFR</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
core strategy?				conformity	
<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 • How the representations have been taken into account? 	<p>The Act section 20(3) Regulation 30(1)(d)</p>		<p>This will bring forward material from the Consultation statement (see Stage 2 above)</p>	<ul style="list-style-type: none"> i. Consultation statement ii. The Statement as required in Regulation 30(1)(d) 	<p>Yes. During the course of the consultation / publication stages of the CSFR every representation and Council response was recorded, taken before Council Members at the appropriate Committee, and made available on the web. These are set out in the documents supporting the submission. FRA 3</p>
<p>25. Have you prepared a statement giving:</p> <ul style="list-style-type: none"> • the number of representations made under Regulation 28(2) • a summary of the main issues raised <p>OR</p> <ul style="list-style-type: none"> • that no representations were made? 	<p>The Act section 20(3) Regulation 30(1)(e)</p>			<p>The Statement as required in Regulation 30(1)(e)</p>	<p>Yes. During the course of the consultation / publication stages of the CSFR every representation and Council response was recorded, taken before Council Members at the appropriate Committee, and made available on the web. These are set out in the documents supporting the submission. FRA4</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
26 Have you collected together all the representations made under Regulation 28?	The Act section 20(3) Regulation 30(1)(f)			Copies of the representations	Yes.
27 Have you assembled the relevant supporting documents?	1. The Act section 20(3) 2. Regulation 30(1)(g)			All necessary evidence and records of decisions relevant to the development plan document	Yes. These have / are made available at / on the appropriate deposit points, and via the Council's website .
28 Has your council approved the development plan document for submission?	The Act section 20		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	Yes. The decision has been made by the Executive to allow dispatch of the document to achieve the deadlines involved and agreed by the Inspectorate. Ratification at Full Council will be minuted and made available to the Inspectorate prior to the resumption of the SAAP and the CSFR hearing.
29 Have you sent the Secretary of State (the Planning Inspectorate) a paper copy of the following:	1. The Act s20(1) and 20(3) 2. Regulations 30(1) and		Regulation 49 deals with the availability of documents and the time of their removal.	Record of sending	

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<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)? 	30(2)(a)				<p>Yes.</p> <p>N/A</p>
<p>30 Have you sent the Secretary of State (the Planning Inspectorate) an electronic copy of the:</p> <ul style="list-style-type: none"> development plan document? submission proposals map (unless there are no site allocation policies)? documents prescribed in Regulation 30(1)? 	<ol style="list-style-type: none"> The Act s20(1) and 20(3) Regulations 30(1) and 30(2)(b) 		<p>Electronic copies of some of the representations and supporting documents may not be practicable.</p> <p>Regulation 49 deals with the availability of documents and the time of their removal.</p>	<ol style="list-style-type: none"> Record of sending Reasons why documents cannot be sent electronically 	<p>Yes.</p> <p>A full set of the documentation was also sent to the SoS / PINS on CD on 14th March 2012</p> <p>Maps N/A</p> <p>Yes</p>
<p>31. Have you made the following available at the same places where the proposed</p>	Regulation 30(3)(a)		<p>You should do this as soon as reasonably practicable after submitting to the</p>	<p>Record of where and when made available</p>	<p>Yes.</p> <p>Hard copies / CDs have been made available at the appropriate deposit</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>submission documents were to be seen:</p> <ul style="list-style-type: none"> • The development plan document? • The documents prescribed in Regulation 30(1)? 			Secretary of State		points.
<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 	Regulation 30(3)(b)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	Record of publication	Yes. There is a dedicated webpage.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>where and when the development plan document and the documents are available?</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 	<p>Regulation 30(3)(c)</p>		<p>You should do this as soon as reasonably practicable after submitting to the Secretary of State</p>	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes. A letter and CD containing all the submitted documentation has been sent to all of the specific statutory consultees.</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>where and when the development plan document and the documents are available?</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 inspection 2. where and when they can be inspected? 	<p>Regulation 30(3)(d)</p>		<p>You should do this as soon as reasonably practicable after submitting to the Secretary of State</p>	<ol style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes. Letters regarding the submission stage where sent to general consultation bodies and individuals on the Councils' LDF Consultation Database. This highlighted the current stage in the process, the involvement of the Programme Officer, and where the documents could be viewed, either at the Council's website or at the designated deposit points.</p>
<p>35 Have you given notice by local advertisement setting out:</p> <ul style="list-style-type: none"> • the title of the development plan document? • the subject and area 	<p>Regulation 30(3)(e)</p>		<p>You should do this as soon as reasonably practicable after submitting to the Secretary of State</p>	<ol style="list-style-type: none"> i. Copy of advertisement ii. Where and when placed 	<p>Yes. Adverts were included in a District wide newspaper, the East Anglian Daily Times, Dates to be advised. Coverage was also featured within other local newspapers.</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>covered by the development plan document?</p> <ul style="list-style-type: none"> notification that the documents prescribed in Regulation 30(1) are available for inspection where and when they can be inspected? 					
<p>36 Have you given notice to persons who have requested to be notified that submission has taken place?</p>	<p>Regulation 30(3)(f)</p>		<p>You should do this as soon as reasonably practicable after submitting to the Secretary of State</p>	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Yes. Letters regarding the submission stage where sent to general consultation bodies and individuals on the Councils' LDF Consultation Database.</p>
<p>37 If an examination is being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> published the time and place of the examination and the name of the person appointed to carry out the examination 	<ul style="list-style-type: none"> 1. The Act section 20 2. Regulation 34 			<ul style="list-style-type: none"> i. Record of publication of information ii. Record of sending iii. Copies of correspondence iv. Copy of advertisement 	<p>These will be undertaken as and when necessary, as soon as a date for the Examination is set.</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>on your website</p> <ul style="list-style-type: none">• notified those who have made representations on the published development plan document which have not been withdrawn of these details• advertised these details?					