



PAS Legal Compliance Self Assessment

for the Submission Core Strategy
Development Plan Document

March 2010

Stage one: Inception

Introduction

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

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

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

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

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

Stage 1: Inception

Activity	Legal Requirement	Guidance Reference	Additional Notes	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).	<p>Yes.</p> <ul style="list-style-type: none"> The production of the Core Strategy, and the various milestones towards its production, is documented in the Council's adopted Local Development Scheme. (Adopted March 2010). It has also been documented in the versions of the LDS previously produced by the Council, namely those produced in May 2005, July 2006, May 2007 and March 2009. These have been submitted to PINS. The various iterations of the Core Strategy which have been published and consulted upon are also available. These have been submitted to the Inspector for information. These include the Initial Issues and Options, (2005) the Interim Issues and Options (2008), the consultation on the Places and on the Strategic Sites (2009), Towards Preferred Options, the draft Submission Core Strategy and the Submission Core Strategy. Any changes to the production of the document are set out within the AMRs produced by the Council on an annual basis. All copies of the AMRs have been submitted to PINS. The timetable for production is recorded in the Annual Monitoring Report 2009.
2. Have you considered how community engagement will be programmed into the preparation of the development plan document?	<ol style="list-style-type: none"> The Act section 19(3) 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	<p>Yes, the Council's Statement of Community Involvement (2007) sets out how the Council engages with the local community.</p> <p>The process of the production of the Core Strategy has also included six separate periods of public consultation, as well as the final 'consultation' which considered the soundness of the document. This are, the Issues and Options Consultation (11/5); Interim Issues and Options (4/08); North Kensington</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Evidence provided
			legislation.	<p>Area Action Plan (4/08) Towards Preferred Options (10/08); “Places” and “Strategic Sites” (6/09); Draft Core Strategy (10/09)</p> <p>The results from each consultation event were considered in the drafting of the next iteration of the document. Summaries of the responses of each consultation event are provided in the Proposed Submission Core Strategy Consultation Report (October 2009).</p> <p>The relevant LDS also indicate the periods set aside for the relevant public consultation events.</p>
3. Have you considered the appropriate bodies you should consult?	Regulation 25	<ol style="list-style-type: none"> 1. PPS12 paragraphs 4.25 -4.26 2. Plan Making Manual – Consultee list 	Regulation 2 defines the general and specific consultation bodies	<p>Yes.</p> <ul style="list-style-type: none"> • The Council’s adopted SCI contains a full list of the bodies which the Council considered necessary to consult. • The Council keep a database of consultees who have been notified at each stage of each stage of the consultation. This database includes the specific consultees and general consultees, such as amenity groups and key stakeholders as well as individuals, and others who have asked to been kept involved in the process. • The full list has been submitted to PINS (List of Consultees 4.3.10), and the list of organisations consulted included within the Proposed Submission Core Strategy Consultation Report (October 2009). • Regular newsletters have been circulated in order to canvass support for consultation. Hardcopies of these are included. • The Proposed Submission Core Strategy Consultation Report (October 2009) summarises the extent of the public consultation up to Proposed Submission. • A Regulation 28(2) consultation report setting out the consultation on the Proposed Submission Core Strategy

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				(March 2010) is included and will be posted online after Submission..
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		<p>Yes,</p> <ul style="list-style-type: none"> The Council has published an Annual Monitoring Report, annually since 2005. The Council are updating the monitoring indicators proposed as part of the development of the Core Strategy. The baseline information is presented in Chapter 2 (Issues and Patterns) of the Proposed Submission Core Strategy and Submission Core Strategy. The baseline figures are also identified in Vol. I, II and III of the Sustainable Appraisal The Council has commissioned/collected a large amount of baseline data to ensure that the Core Strategy is based upon an up-to-date and robust evidence base. These are all available on the Council's website and have been submitted to PINS in a paper format. <p>These documents include:</p> <ul style="list-style-type: none"> The Employment Land and Premises Study (2007), with an update in 2009. The Retail and Leisure Needs Study (2008) Royal Borough of Kensington and Chelsea, Strategic Housing Market Assessment (SHMA) Main Report November 2009, Fordham Research
5. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section19(5)	<ol style="list-style-type: none"> PPS12 paragraphs 4.50; 4.39-4.43 Strategic Environmental Assessment Guide, 		<p>In 2005 a SA scoping report was published which included the collection of a considerable amount baseline data, proportionate to the document being produced.</p> <p>On the advice of the consultants, a Sustainability Appraisal update report was produced and published in 2009. This included a reviewing and updating of the data.</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Evidence provided
		chapter five		
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)	<p>Yes, each of the statutory environmental consultation bodies were consulted on the scope of the core strategy. Evidence includes:</p> <ul style="list-style-type: none"> • Volume 1 of the Council's scoping report (2005) sets out the scoping that has been carried out at the beginning of the SA process. • Copies of the responses received from the SA consultation bodies on the initial scoping have been submitted to PINS. These include responses from English Nature (now Natural England), English Heritage, Countryside Agency (as was), and the Environmental Agency. These are all the "specific consultation bodies" for SA. • The copy of the Key Decision Report to approve the SA scoping report (August 2005) has also been submitted. Appendix B of this KD report sets out all the comments received from the consultees.

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	Evidence provided
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?	Regulation 25(1) and (2)(a)	PPS12 paragraphs 4.24 – 4.29	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.	Yes. <ul style="list-style-type: none"> Letters were sent to each of the specific consultation bodies at each state of the formulation of the document. The list of those bodies consulted is included in the Appendix A to the “Proposed Submission Core Strategy Consultation Report.” The full list of all organisations and individuals who have been consulted has been submitted to PINS (List of Consultees 4.3.10). Copies of all responses, at each stage of the documents have been kept, and are available for inspection. These have been included in the various “Schedule of Representations” submitted to PINS.
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?	Regulation 25(1) and (2)(b)	PPS12 paragraphs 4.24 – 4.29	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.	Yes. <ul style="list-style-type: none"> Letters were sent to each of the general consultation bodies (we considered appropriate to consult given the location of the Royal Borough), at each stage of the formulation of the document. The full list of those consulted throughout the formulation of the Core Strategy (individuals as well as organisations) is included in Appendix A to the Proposed Submission Core Strategy Consultation Report (as included in Stage 1). The full list of all organisations and individuals who have been consulted has been submitted to PINS (List of Consultees 4.3.10). Copies of all responses, at each stage of the documents have been kept, and are available for inspection. These have been included in the various

Activity	Legal Requirement	Guidance Reference	Additional Notes	Evidence provided
				<p>“Schedule of Representations” submitted to PINS.</p> <ul style="list-style-type: none"> The “Proposed Submission Core Strategy Consultation Report.” also sets out the process the Council used to engage the public throughout the process. This included a number of workshops, newsletters and mail outs.
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		<p>Yes.</p> <ul style="list-style-type: none"> The Proposed Submission Core Strategy Consultation Report sets out the process the Council used to engage the public throughout the process. This included a number of workshops, newsletters and mail out. The process also included a high profile launch with celebrity speaker, and the use of “consultation champions” to get people (both residents and those working in the Borough) involved. Copies of the 13 newsletters published have been submitted to PINS, and included in Stage 1. The full list of those consulted throughout the formulation of the Core Strategy (individuals as well as organisations) is included in Appendix A to the “Proposed Submission Core Strategy Consultation Report.” The full list of all organisations and individuals who have been consulted has been submitted to PINS (List of Consultees 4.3.10). Copies of all responses, at each stage of the documents have been kept, and are available for inspection. These have been included in the various “Schedule of Representations” submitted to PINS.
4. Are you engaging with stakeholders responsible for delivery of the	Regulation 25	PPS12 paragraphs 4.4; 4.27 – 4.29;	PPS12 paragraph 4.29 gives examples of relevant delivery	<p>Yes,</p> <ul style="list-style-type: none"> We engaged with the stakeholders who are responsible for the delivery of the strategy.

Activity	Legal Requirement	Guidance Reference	Additional Notes	Evidence provided
strategy?		4.45	agencies	<ul style="list-style-type: none"> The full list of those consulted throughout the formulation of the Core Strategy is included in Appendix A to the “Proposed Submission Core Strategy Consultation Report”. These included major landowners, utility providers and other key stakeholders. Copies of all responses, at each stage of the documents have been kept, and are available for inspection. These have been included in the various “Schedule of Representations” submitted to PINS. In addition we have been in regular contact with the Kensington and Chelsea Partnership (KCP), seeking their views and comments. Liaison reports have been submitted to PINS. We have also received statements of common ground from the National Grid and Sainsbury’s, two of the key stakeholders responsible for the implementation of the vision for the Kensal Gasworks Strategic Site. These statements of common ground have been submitted to PINS. Regular meetings have been held with Crossrail and the organisations responsible for the Crossrail scheme. This has been carried out at the highest political level including with the Mayor of London, the Minister of State for Transport and the Department of Transport. A statement of common ground has been received from Crossrail, and has been submitted to PINS.
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	<p>Yes, the Council has taken all representations into account.</p> <ul style="list-style-type: none"> “Proposed Submission Core Strategy Consultation Report” summarises the comments made at each state of the documents formulation.

Activity	Legal Requirement	Guidance Reference	Additional Notes	Evidence provided
				<ul style="list-style-type: none"> More detail on how these comments have been taken into account form the content of the Policy formulation report and policy formulation Matrix. These include the elimination of various alternatives as the favoured policy is reached and were assessed against the Sustainability Appraisal (SA) Reports. Copies of all responses, at each stage of the documents have been kept, and are available for inspection. These have been included in the various “Schedule of Representations” submitted to PINS. Detailed officer comments made on the comments received from the Draft Core Strategy (July 2009) the Submission Draft of the Core Strategy (October 2009) consultations have also been included in the various “Schedule of Representations” submitted to PINS.
6. Does the consultation contribute to the development and sustainability appraisal of alternatives?	<ol style="list-style-type: none"> The Act section19(5) Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633. 	<ol style="list-style-type: none"> PPS12 paragraphs 4.39-4.43 SEA Guide, chapter three 		<ul style="list-style-type: none"> Yes, the Sustainability Appraisal reports include the refining of the alternatives that were raised during the consultation of the various iterations of the Core Strategy documents. The decision as to which option taken forward outlined in the Policy formulation report and policy formulation Matrix. Where relevant this includes reference to the SA process. The Towards Preferred Options document also includes a summary of the alternative options considered, and explained why the options which were taken forward we so.
7. Is the participation: <ul style="list-style-type: none"> following the principles set out in your statement of community involvement 	<ol style="list-style-type: none"> The Act s.19(3) Regulation 25 	PPS12 paragraphs 4.19 – 4.26; 4.42		<p>SCI</p> <p>Yes, the “Proposed Submission Core Strategy Consultation Report” shows the extent of the public consultation, and that it was carried out in accordance with the principles set out in our SCI.</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Evidence provided
<ul style="list-style-type: none"> integrating involvement with the sustainable community strategy proportionate to the scale of issues involved in the development plan document? 				<p>Community Strategy</p> <p>In the preparation of the Core Strategy, the Council has ensured that the key spatial objectives for the Borough are in harmony with the Sustainable Community Strategy.</p> <p>Section 3, Chapter 44 sets out the relationship between the Core Strategy and Community Strategy in some detail.</p> <p>Participation proportionate</p> <p>The “Proposed Submission Core Strategy Consultation Report” sets out nature of the consultation. This is considered to be extensive, but proportionate and the consultation included discussion with adjoining boroughs, particularly the London Borough of Hammersmith and Fulham.</p>
<p>8. Are you keeping a record of:</p> <ul style="list-style-type: none"> the individuals or bodies invited to make representations How this was done The main issues raised? 	Regulation 24	PPS12 paragraphs 4.24 – 4.29	<p>You will need to submit a statement of representations under Regulation 30(1)(d): see Submission stage below.</p> <p>Regulation 49 deals with the availability of documents and the time of their removal</p>	<ul style="list-style-type: none"> The Proposed Submission Core Strategy Consultation Report provides a summary of the main issues raised at each stage of the Core Strategy’s formulation. Copies of all responses, at each stage of the documents have been kept, and are available for inspection. These have been included in the various “Schedule of Representations” submitted to PINS. The paper copies of the all responses received at each stage of consultation have been kept by the Council, and are available for inspection as required. Hard copies of all the representations received on the draft submission have been sent to PINS and available in all the Council’s libraries.

Activity	Legal Requirement	Guidance Reference	Additional Notes	Evidence provided
9. Are you developing a framework for monitoring the effects of the development plan document?	1. The Act section 35 2. Regulation 48 Reg 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363	1. PPS12 paragraphs 4.39 – 4.43 and 4.47 2. SEA Guide, Chapter five 3. Office of the Deputy Prime Minister monitoring guide		<ul style="list-style-type: none"> • Yes. We have prepared monitoring indicators alongside the Submission Core Strategy. • Chapter 38 of the Submission Core Strategy sets out the detail of how the delivery of the document will be monitored. • Our monitoring indicators will continue to be reported in our Annual Monitoring Reports.
10. Have you arranged to send copies of documents used in consultation to the Government Office and Planning Inspectorate?	Not statutory, but will assist in identifying issues leading towards a sound development plan document	Plan Making Manual - New Regulation 25		<p>Copies of each iteration of the Core Strategy document produced have been submitted to PINS.</p> <p>Copies of all newsletters have also been submitted, as well as all appropriate reports. Hardcopies of these are included in Stage 1.</p> <p>GOL were also sent copies, for comment, of each iteration of the document.</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	Evidence provided
1. Are you preparing reasonable alternatives for evaluation during the preparation of the development plan document?	Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	1. PPS12 paragraph 4.38 2. SEA Guide, Chapter five	The sustainability appraisal report and supporting documents relevant to the preparation of the development plan document are part of the proposed submission documents (see Regulation 24)	Yes. <ul style="list-style-type: none"> The Interim Sustainability Appraisal Report (Nov 2005) and Sustainability Appraisal Update Report (July 2009) assess various alternatives. The Core Strategy Issues and Options (Nov 2005), Core Strategy Interim Issues and Options (Feb 2008) and NKAAP Issues and Options (Feb 2008) consider various alternatives for policy areas and places. The CS&NKP Towards Preferred Options (July 2008) draws on these alternatives, setting out two alternatives for a spatial vision for the borough. The TPO also further refines alternative options for most places and policy areas, having regard to the Sustainability Appraisal, Community Strategy and previous consultation. The alternatives identified during the stages of the Core Strategy are recorded in the Policy Formulation Matrix (Nov 2009) with justification for selecting or not selecting alternatives in the Policy Formulation Report, Nov 2009.
2. Have you assessed alternatives against: <ul style="list-style-type: none"> consistency with national policy general conformity with the regional spatial strategy? 	The Act section19(2), section 24	PPS12 4.30 – 33	General conformity with the regional spatial strategy is tested formally later but you need to consider it during preparation of the development plan document	Yes. <ul style="list-style-type: none"> Refer to 1 above, which sets out where alternatives have been published. Refer to the Sustainability Appraisal Vol. I (Scoping Report) and Vol. III (Context Review), September 2005. The Interim Sustainability Appraisal Report, Nov 2005, and Sustainability Appraisal Update Report, July 2009 assess various alternatives.

Activity	Statutory Requirement	Guidance reference	Additional Notes	Evidence provided
<p>3. 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)</p> <p>2. Regulation 15(1)(g)</p>			<p>Yes.</p> <ul style="list-style-type: none"> Refer to 2 above. The CS&NKP Towards Preferred Options (July 2008) summarises the national and regional policy requirements in the Background and Evidence. Refer to Evidence Base, available in Chapter 43 of the Proposed Submission Core Strategy (Oct 2009), for a detailed list of national, regional and local documents used to inform the Core Strategy. Consideration of national and regional policy requirements are considered in the Policy Formulation Report, (Nov 2009). Refer to representations by the GLA on the a) Towards Preferred Options, b) Places & Strategic Sites, c) Draft Core Strategy for the Royal Borough and d) Proposed Submission Core Strategy. Refer to RBKC letter to the GLA at Stage 4.
<p>4. Are you have 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>Yes.</p> <ul style="list-style-type: none"> The CS&NKP Towards Preferred Options (July 2008) summarises the requirements of the Community Strategy which were used to inform each of the Indicative Policy Directions. The requirements of the Community Strategy are also summarised in the Policy Formulation Report, (Nov 2009). The link between the Core Strategy and Community Strategy was discussed at the Local Development Framework Advisory Group on the 30 June 2008. The Core Strategy sets the core policy for the borough and all subsequent LDDs and existing SPDs reflect the policy in the proposed Core Strategy.

Activity	Statutory Requirement	Guidance reference	Additional Notes	Evidence provided
				<ul style="list-style-type: none"> The relationship between the Core Strategy and Community Strategy is also set out in Chapter 44 of the Proposed Submission Core Strategy (Oct 2009).
5. Do you have regard to other matters and strategies relating to: <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? 	1. The Act section 19(2) 2. Regulation 15		As well as the matters and strategies listed in the Act and Regulations there are likely to be other matters identified in planning policy statements, regional and local strategies that you will need to have regard to in preparing the development plan document.	Yes. <ul style="list-style-type: none"> Refer to the Sustainability Appraisal Vol. I (Scoping Report) and Vol. III (Context Review), September 2005. The CS&NKP Towards Preferred Options (July 2008) and all subsequent stages of the Core Strategy, clearly sets out the supporting evidence, with references and quotes, especially in terms of studies, masterplans and other RBKC documents, such as the Housing Strategy, Waste Strategy, Air Quality Strategy, Climate Change Strategy, and London wide strategies where applicable. Many of these documents are contained in the Evidence Base. Refer to Evidence Base, available in Chapter 43 of the Proposed Submission Core Strategy (Oct 2009), for detailed list of national, regional and local documents used to inform the Core Strategy. Refer to GLA correspondence submitted to PINS.
6. Are you having regard to the need to include policies on mitigating and adapting to climate change?		Annex to PPS1 on climate change	This is expected to be an amendment to section 19(2) of the Act.	Yes. <ul style="list-style-type: none"> Policies on mitigating and adapting to climate change have been included in the Core Strategy since the Issues and Options, Nov 2005. (Titled "Securing our Children's Future" in the Interim Issues and Options (Feb 2008), but renamed "Respecting Environmental Limits" thereafter to improve clarity).
7. Have you undertaken the necessary sustainability appraisal of alternatives, including	1. The Act section 19(5) 2. Regulation 12 and 13 of The	1. PPS12 paragraphs 4.38 – 4.43 2. SEA Guide,	Regulation 13 of The Environmental Assessment of Plans and Programmes	Yes. <ul style="list-style-type: none"> Refer to the Sustainability Appraisal Vol. I (Scoping Report)

Activity	Statutory Requirement	Guidance reference	Additional Notes	Evidence provided
consultation on the sustainability appraisal report?	Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	Chapter five	Regulations 2004 No 1633 sets out the consultation procedures	<ul style="list-style-type: none"> Refer to 1 and 2 above. The Interim Sustainability Appraisal Report (Nov 2005) was published for consultation with the Core Strategy Issues and Options (Nov 2005). The Sustainability Appraisal Update Report (July 2009) was published with the Draft Core Strategy (July 2009).
8. Are you setting out clear reasons for any preferences between alternatives?	Regulation 13(1)	PPS12 paragraphs 4.36 – 4.38	This will include Information from the sustainability appraisal.	<p>Yes.</p> <ul style="list-style-type: none"> The CS&NKP Towards Preferred Options (July 2008) explicitly sets out the Preferred Policy Approach having regard background evidence, the Community Strategy, Sustainability Appraisal and the findings from previous stakeholder engagement. The alternatives identified during the stages of the Core Strategy are recorded in the Policy Formulation Matrix (Nov 2009) with justification for selecting or not selecting alternatives in the Policy Formulation Report, Nov 2009.
<p>9. Have you taken into account any representations made on the content of the development plan document and the sustainability appraisal?</p> <p>Are you keeping a record?</p>	<ol style="list-style-type: none"> Regulations 24, 25(5) and 30(1)(d)(iv) Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 	PPS12 paragraphs 4.19 – 4.29	Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive	<p>Yes.</p> <ul style="list-style-type: none"> Refer to the Schedule of representations and Officer's response published following each stage of consultation on the Core Strategy. Refer to the Consultation Report (Oct 2009) sets out the community involvement conducted up to the Proposed Submission Core Strategy. The Regulation 28(2) Consultation Report on the Proposed Submission consultation is included and will be posted online. Summary of representations and officers' response / recommendations reported to the Local Development Framework Advisory Group following each stage of

Activity	Statutory Requirement	Guidance reference	Additional Notes	Evidence provided
				<p>consultation.</p> <ul style="list-style-type: none"> The Interim Sustainability Appraisal Report (Nov 2005) was published for consultation with the Core Strategy Issues and Options (Nov 2005). The Sustainability Appraisal Update Report (July 2009) was published with the Draft Core Strategy (July 2009). RBKC have also kept a database of all representations received, which are submitted to the Inspector.
<p>10. Where sites are to be identified or areas for the application of policy in the development plan document, are you preparing sufficient illustrative material to:</p> <ul style="list-style-type: none"> enable you to amend the currently adopted proposals map inform the community about the location of proposals? 	Regulations 9 and 14	PPS12 paragraphs 4.6 - 4.7; 8.1-8.3	<ol style="list-style-type: none"> Regulation 2 defines the terms 'submission' and 'adopted' proposals map. A map showing changes to the adopted proposals map is part of the proposed submission documents defined in Regulation 24. 	<p>Yes.</p> <ul style="list-style-type: none"> Chapter 43 of the Draft Core Strategy (July 2009) shows the Proposals Map, including proposed changes. Chapter 28 of the Proposed Submission Core Strategy (Oct 2009) shows the Proposals Map, including proposed changes and Chapter 42 contains the Proposed Town Centre boundary changes on an Ordnance Survey base.
11. Are the participation arrangements compliant with the statement of community involvement?	<ol style="list-style-type: none"> The Act, section 19(3) Regulation 25 	PPS12 paragraphs 4.19-4.29	You should make sure the arrangements remain in line with legislative changes affecting community engagement.	<p>Yes.</p> <ul style="list-style-type: none"> Statement of Community Involvement (Oct 2007). The Consultation Report (Oct 2009) sets out the community involvement conducted up to the Proposed Submission Core Strategy. The Regulation 28(2) Consultation Report on the Proposed Submission consultation is included and will be posted online after Submission.

Activity	Statutory Requirement	Guidance reference	Additional Notes	Evidence provided
12. Have you remained in close contact with the Government Office and discussed any emerging issues that might affect the soundness of the development plan document?		Plan Making Manual - New Regulation 25		<p>Yes.</p> <ul style="list-style-type: none"> • Refer to copies of the letters sent to Government Office for London (GOL), informing them of each consultation and requesting comment. • Refer to representations by GOL on the a) Towards Preferred Options, b) Places & Strategic Sites, c) Draft Core Strategy for the Royal Borough and d) Proposed Submission Core Strategy. • Refer to RBKC Letter and documentation in response to issues raised by GOL, March 2010. • Refer to paper on windfall sites as part of supporting documentation recommended by GOL.

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	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		Yes. See Sustainability Appraisal of the Proposed Submission Core Strategy for the RBKC October 2009
2. Have you made clear where and within what period representations must be made?	Regulation 28(2) and (3)		The period must be at not less than 6 weeks from when you give notice under Regulation 27(e) (see below)	Yes; we make it clear that the period of representations is 6 weeks (in accordance with the SCI). Details of this is given in: <ul style="list-style-type: none"> • The Royal Borough of Kensington and Chelsea Cabinet report (24 Sept 2009) sets out details of the Publication. • The Council's Website. • Letters sent to stakeholders. • Page 2 of the Proposed Submission Core Strategy (Oct 2009) • Guide to Making Representations (Oct 2009)
3. Have you made copies of the following available for inspection: <ul style="list-style-type: none"> • the proposed submission documents? • the statement of the representations procedure? 	Regulation 27(a)		Regulation 24 gives definitions	<ul style="list-style-type: none"> • Yes, the Core Strategy is available on the Council's consultation portal website, libraries and planning reception. • Yes, the Pro-forma Questionnaire (Oct 2009) sets out the representations procedure • Guide to Making Representations (Oct 2009)

Activity	Statutory Requirement	Guidance Reference	Additional notes	Evidence provided
<p>4. Have you published on your website the 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? 	Regulation 27(b)		Regulations 2 and 24 give definitions	<ul style="list-style-type: none"> Yes, the Core Strategy is available on the Council's website. Yes, the Core Strategy is available on the Council's consultation portal website Yes, the Pro-forma Questionnaire (Oct 2009) sets out the representations procedure Guide to Making Representations (Oct 2009)
<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? 	Regulation 27(c)		Regulations 2 and 24 give definitions	<p>Yes, a letter was sent to all of the specific consultation bodies inviting them to make representations.</p> <p>Detailed guidance to making representations was also available alongside the Submission Core Strategy, Sustainability Appraisal and Non-Technical Summary. In addition, the letter specified the consultation dates and where hard copies of all documents could be found.</p>
<p>6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 25(1):</p> <ul style="list-style-type: none"> the statement of the representations procedure? where and when the 	Regulation 27(d)		Regulations 2 and 24 give definitions	<p>A copy of the letter sent to all the general consultation bodies is attached. It specifies the consultation period and invited general consultation bodies to make their comments on the Council's consultation portal website, where a copy of the Guide to Making Representations was available.</p>

Activity	Statutory Requirement	Guidance Reference	Additional notes	Evidence provided
documents can be inspected?				
<p>7. Have you given notice by local advertisement setting out:</p> <ul style="list-style-type: none"> the statement of the representations procedure where and when the documents can be inspected? 	Regulation 27(e)		Regulation 24 gives definitions	Yes, a copy of the notice is available in hard copy. It was placed in the local newspaper and included an explanation of the representation procedure and also information on when and where the documents could be inspected.
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)?	<ol style="list-style-type: none"> The Act section 24 Regulation 29 	PPS12 paragraph 4.21	The period is six weeks from when you make copies available for inspection under Regulation 27(a)	Yes, the same letter sent to the other specific consultation bodies was sent to the GLA. A copy of the correspondence with the GLA, including documents demonstrating further evidence, is available in hard copy. A reply from the Mayor should be available at Submission.

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	Evidence provided
<p>1. Are you ready to submit the DPD?</p> <p>2. Are there any major issues revealed by the representations on publication?</p> <p>3. Are all the relevant documents in place?</p>	<p>1. The Act section 20(2)(b)</p> <p>2. The Act section 20(1)</p> <p>3. Regulation 30(1)</p>		<p>If you are not ready to submit, you may need to do more work on the development plan document or consider withdrawing and republishing a revised version.</p> <p>Regulation 30(1) sets out the documents which must be submitted in addition to the development plan document.</p>	<p>1. Yes</p> <p>2. No major issues have arisen as a result of Publication Stage. A summary of issues raised are included as part of the Proposed Submission Consultation report. The Council has also submitted a schedule of proposed amendments for consideration by the Inspector.</p> <p>3. Yes</p>
<p>4. Has the development plan document been prepared in accordance with the local development scheme?</p> <p>5. Does the development plan document's listing and description in the local development scheme match the document?</p> <p>6. Have the timescales set out in the local development scheme been met?</p>	The Act, section 19(1)	PPS12 paragraph 4.50; 4.53 – 4.55	<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>4. Yes. The Core Strategy is prepared, listed and described in line with Priority One of in the Local Development Scheme (adopted March 2010).</p> <p>5. The dates in the LDS match up with the timescale for preparation of the Core Strategy.</p> <p>6. Yes, the timescales have been met. Please see the Local Development Scheme (adopted March 2010)</p>
7. Has the development plan document had regard to any sustainable	The Act section 19(2)	PPS12 paragraph 4.34 – 4.35; 4.50		Yes. The Core Strategy has been prepared with due regard to "The Royal Borough of Kensington and Chelsea Community Strategy 2008 – 2018: The Future of

Question	Statutory Requirement	Guidance Reference	Additional Notes	Evidence provided
community strategy for its area (like a county and district)?				Our Community ". This is detailed further in Chapter 44 of the Submission Core Strategy.
8. Is the development plan document in compliance with the statement of community involvement (where one exists)? 9. Has the council carried out consultation as described in the statement of community involvement?	1. The Act s19(3) 2. Regulation 32(1)(c)	PPS12 paragraph 4.50; box after paragraph 4.26	Before the statement of community involvement is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).	8. Yes. The Core Strategy is in compliance with the Statement of Community Involvement (December 2007) 9. Yes. Consultation was carried out in accordance with the Statement of Community Involvement (December 2007). See pages 6-12 of the SCI for further information.
10. Has the development plan document been subject to sustainability appraisal? 11. Has the council provided a final report of the findings of the appraisal?	1. The Act section19(5) 2. Regulation 32(1)(a)	1. PPS12 paragraph 4.39 – 4.43; 4.50 2. SEA Practical Guide, chapter five		10. Yes. The Core Strategy has been appraised subject to a Sustainability Appraisal . 11. Yes. A report of the Sustainability Appraisal has been undertaken and is included as part of the evidence base.
12. Is the development plan document to be submitted consistent with national policy?	The Act section20(2) and Schedule 8	PPS12 paragraphs 4.30 – 33; 4.50	You need to be sure changes made up to the time of submission are compliant with the requirements	Yes. The Core Strategy is considered to be consistent with national policy. Refer to Stage 3, Question 12 above. Refer to GOL comments dated 10 December 2009 recommending that the housing targets be rolled forward until 2028. This is now part of our recommendations to the Inspector and is consistent with national policy.
13. Does the development plan document contain any	1. The Act s 24(1)(a);	PPS12 paragraphs 4.30	In London the requirement is for	13. Representations from the Mayor of London identified four matters that raised general conformity issues with

Question	Statutory Requirement	Guidance Reference	Additional Notes	Evidence provided
<p>policies or proposals that are not in general conformity with the regional spatial strategy?</p> <p>14. If yes, is there local justification?</p> <p>15. Has the council got confirmation from the regional planning body about the general conformity of the plan with the regional spatial strategy?</p>	<p>24(2) and 24(4)</p> <p>2. Regulation 29</p>	<p>– 33; 4.50</p>	<p>general conformity with the spatial development strategy (The London Plan)</p>	<p>the Core Strategy. These related to Policy CH1 where the evidence suggests significant need with regard to affordable housing delivery and as a result the bringing forward of the affordable housing target in the draft consultation replacement London Plan; the fact that RBKC had not produced a specific open space strategy; the fact that the Earl's Court ward should not be made an exception to Policy CF1 and the fact that specific sites have not been identified in the Borough for tall buildings. The Mayor also submitted representations on a number of matters that did not relate to general conformity. RBKC met with the GLA in January 2010 and discussed amendments and further supporting information to meet the Mayor's concerns. As a result a further letter with attachments was sent to the Mayor dated 8 March 2010, which is included in Stage 4 above. A reply from the Mayor should be available at Submission.</p> <p>14. N/a</p> <p>15. A reply from the Mayor should be available at Submission.</p>
<p>16. Does the development plan document comply with the 2004 regulations (as amended)?</p> <p>17. Specifically, has the council published the prescribed documents, and made them available at their principal offices and their website?</p> <p>18. Has the council placed</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>16. Yes. The Core Strategy is in compliance with the regulations to date. Further steps will be undertaken once the Core Strategy has been submitted.</p> <p>17. Yes. The Council has made the prescribed documents available on their website and will ensure that all documents are available shortly after submission.</p> <p>18. A hardcopy of the local advertisement advising of Submission is included.</p>

Question	Statutory Requirement	Guidance Reference	Additional Notes	Evidence provided
<p>local advertisements?</p> <p>19. Has the council notified the development plan document bodies?</p> <p>20. Does the development plan document contain a list of superseded saved policies?</p>				<p>19. Relevant DPD bodies are being notified shortly after the date of submission.</p> <p>20. The Core Strategy contains a list of superseded saved UDP policies at Chapter 41 of the Core Strategy.</p>
<p>21. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted proposals map?</p> <p>22. If yes, have you prepared a submission proposals map?</p>	Regulations 13(4) 14 and 30(1)(b)	PPS12 paragraphs 4.6 - 4.7; 8.1-8.3		<p>21. Yes. A map highlighting the amendments and additions to the UDP Proposals Map is at Chapter 28 of the Core Strategy. Proposed Town Centre Boundary changes on an Ordnance Survey base are at Chapter 42.</p> <p>22. The Proposals Map submitted shows the additions and alterations the existing Proposals Map.</p> <p>Following adoption, a full map detailing all information (ie the symbols contained within the existing adopted UDP Proposals Map and new symbols contained within the Core Strategy) will be produced.</p>
23. If the development plan document is not a core strategy, is it in conformity with the core strategy?	Regulation 13(6)			N/A
<p>24. Have you prepared a statement setting out:</p> <ul style="list-style-type: none"> Which bodies and persons were invited to make representations under Regulation 25 How they were invited A summary of the main 	The Act section20(3) Regulation 30(1)(d)		This will bring forward material from the Consultation statement (see Stage 2 above)	Yes. A consultation report has been prepared in line with Regulation 25 up to the Proposed Submission Core Strategy Publication in October 2009. This includes which bodies and persons were invited to make representations; how they were invited; a summary of the main issues raised and how the representations were taken into account.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Evidence provided
<p>issues raised</p> <ul style="list-style-type: none"> How the representations have been taken into account? 				
<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 section20(3) Regulation 30(1)(e)</p>			<p>A consultation report has been prepared in line with Regulation 28(2). It includes the number of representations made under Regulation 28(2) and a summary of the main issues raised. A hardcopy of this consultation report is submitted to the Inspector, included at Stage 1 and will be published on the website shortly after Submission.</p>
<p>26. Have you collected together all the representations made under Regulation28?</p>	<p>The Act section20(3) Regulation 30(1)(f)</p>			<p>Yes. Please see the schedule containing all the representations received and Officers' response to the representations, a hard copy of which has submitted to the Inspector. Also hard copies of all representations have been submitted to PINS.</p>
<p>27. Have you assembled the relevant supporting documents?</p>	<p>1. The Act section20(3) 2. Regulation 30(1)(g)</p>			<p>Yes. We have assembled the following documents:</p> <ul style="list-style-type: none"> Submission Core Strategy Sustainability Appraisal (SA) Proposals map changes (within the Core Strategy) Statement of Community Involvement (SCI) Consultation Statement (Reg 25) Consultation Statement (Reg 28) Schedule of proposed submission representations and officers' response Schedule of Proposed Amendments

Question	Statutory Requirement	Guidance Reference	Additional Notes	Evidence provided
				<ul style="list-style-type: none"> • Soundness Self Assessment • Evidence base documents • Background papers <p>Background documents and evidence base documents as submitted to PINS, will be available online at the Borough libraries and a hard copy at Planning Reception at the Town Hall shortly after Submission.</p>
28. Has your council approved the development plan document for submission?	The Act section20		The full council has to approve the development plan document for submission (requirements are set out in Local Authorities Functions Regulations)	The Core Strategy was approved for submission by a full meeting of the Council's elected members on 3 rd March 2010. See Section 6(v) , Appendix A , Report Addendum and the Minutes . (minutes likely to be online by the end of March. Hardcopies therefore not supplied)
29. Have you sent the Secretary of State (the Planning Inspectorate) a paper copy of the following: <ul style="list-style-type: none"> • the development plan document? • the submission proposals map (unless there are no site allocation policies)? • the documents prescribed in Regulation 30(1)? 	1. The Act s20(1) and 20(3) 2. Regulations 30(1) and 30(2)(a)		Regulation 49 deals with the availability of documents and the time of their removal.	Yes.
30. Have you sent the Secretary of State (the Planning Inspectorate) an	1. The Act s20(1) and 20(3)		Electronic copies of some of the representations and	Yes

Question	Statutory Requirement	Guidance Reference	Additional Notes	Evidence provided
<p>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)? 	2. Regulations 30(1) and 30(2)(b)		<p>supporting documents may not be practicable.</p> <p>Regulation 49 deals with the availability of documents and the time of their removal.</p>	
<p>31. Have you made the following available at the same places where the proposed submission documents were to be seen:</p> <ul style="list-style-type: none"> The development plan document? The documents prescribed in Regulation 30(1)? 	Regulation 30(3)(a)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	This will be undertaken after submission to PINS
<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) 	Regulation 30(3)(b)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	This will be undertaken after submission to PINS

Question	Statutory Requirement	Guidance Reference	Additional Notes	Evidence provided
<p>statement</p> <ul style="list-style-type: none"> • supporting documents (where practicable) • representations made under Regulation 28 (where practicable) • statement as to where and when the development plan document and the documents are available? 				
<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 	Regulation 30(3)(c)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	This will be undertaken after submission to PINS

Question	Statutory Requirement	Guidance Reference	Additional Notes	Evidence provided
<ul style="list-style-type: none"> statement as to where and when the development plan document and the documents are available? 				
<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"> notification that the documents prescribed in Regulation 30(1) are available for inspection where and when they can be inspected? 	Regulation 30(3)(d)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	This will be undertaken after submission to PINS
<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 covered by the development plan document? notification that the documents prescribed in Regulation 30(1) are available for inspection where and when they can be inspected? 	Regulation 30(3)(e)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	This will be undertaken after submission to PINS

Question	Statutory Requirement	Guidance Reference	Additional Notes	Evidence provided
36. Have you given notice to persons who have requested to be notified that submission has taken place?	Regulation 30(3)(f)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	This will be undertaken after submission to PINS
<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 on your website notified those who have made representations on the published development plan document which have not been withdrawn of these details advertised these details? 	<ol style="list-style-type: none"> The Act section 20 Regulation 34 			This will be undertaken after submission to PINS