

OSP012 – Submission Local Plan Process Requirements Checklist (June 2026)

The Local Plan submitted for examination will comprise the Pre-Submission (Regulation 19) Consultation Document and the Focused Consultation Additional Sites (Regulation 19) Document.

The revised [National Planning Policy Framework \(NPPF\) \(December 2024\)](#) provides transitional arrangements for Councils that are well advanced with plan preparation under the previous or legacy system. The Local Plan Review complies with these transitional arrangements meaning it will be examined under the December 2023 NPPF.

This checklist considers how the Council has met process requirements for plan preparation as set out in planning legislation and the December 2023 [National Planning Policy Framework](#). It is based on the [Planning Advisory Service Local Plan Toolkit](#) and has been updated for submission.

The table below sets out key plan making process questions considered. The rows marked:

- ‘L’ set out legal requirements included in legislation relevant for that stage of plan making; and
- ‘PM’ highlight project management reminders arising from these requirements.

For each requirement the table highlights in the ‘comments’ column, where relevant, the supporting documents in which this information is recorded. Where appropriate, an indication is given on whether the requirement is met with a *Yes* or *No*.

The following abbreviations in the table are used:

AS – Additional Sites
 CPB – Chelmsford Policy Board
 EqIA – Equality Impact Assessment
 HIA – Health Impact Assessment
 HRA – Habitats Regulations Assessment
 I&O – Issues and Options
 IIA – Integrated Impact Assessment
 LDS – Local Development Scheme
 NPPF – National Planning Policy Framework

P&CPA - [Planning and Compulsory Purchase Act 2004 \(as amended\)](#)

PO – Preferred Options

PS – Pre-Submission

T&CP - [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#)

SA – Sustainability Appraisal

SCI – Statement of Community Involvement

SEA – Strategic Environmental Assessment

The table does not make any reference to specific national planning policy guidance, case law or Ministerial Statements on the basis that this is not static.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage A: Navigating the process of reviewing Local Plan policies				
1.	L	Have you consistently kept under review the matters which are likely to affect the development of your area and the planning of its development?	P&CPA T&CP	Yes	• Authority Monitoring Report • Baseline technical data	Annual Monitoring Reports (AMR) are published each year to measure performance of our planning policies: Monitoring development (chelmsford.gov.uk) The Local Plan Review evidence base is available via Local Plan Review. This has been updated as the Local Plan Review has progressed.
2.	L	Have you prepared to undertake a review of your local plan policies and complete the review within 5 years of the date of adoption of the current local plan?	T&CP NPPF	Yes	• Local Development Scheme	The current adopted Local Plan was adopted in May 2020. The Council commenced work on the Local Plan Review in late 2021 followed by consultation on the I&O Consultation Document under Regulation 18 in 2022. An updated Local Development Scheme was approved by Cabinet in November 2021 to support the review. This was updated in November 2023 chelmsford-local-development-scheme-2023-2028.pdf and again in October

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						2025 chelmsford-local-development-scheme-2025-2028.pdf
3.	L	Have you prepared to review your Statement of Community Involvement and complete the review within 5 years of the date of adoption of the current Statement of Community Involvement?	P&CPA T&CP	Yes	- Local Development Scheme - Statement of Community Involvement	The SCI was approved in September 2020: Cabinet (September 2020) (chelmsford.gov.uk) and was used to inform the I&O, PO and PS stages of consultation. The SCI was reviewed in 2025 (in line with requirements to have an up to date SCI every 5 years) and approved by Cabinet (November 2025) to inform the Focused Consultation (Regulation 19) Additional Sites which ran from 20 November 2025 to 8 January 2026. An updated Local Development Scheme was approved by Cabinet in November 2021 to support the review. This was updated in November 2023 chelmsford-local-development-scheme-2023-2028.pdf and again in October 2025 chelmsford-local-development-scheme-2025-2028.pdf

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4.	PM	Have you checked your scheme of delegation and engaged with the relevant person(s) who will make decisions on the outcome of any review(s) of the Local Plan policies and the Statement of Community Involvement?	Council scheme of delegation	Yes	The Council's scheme of delegation	Chelmsford Policy Board (CPB) is responsible for reviewing existing council policies, developing new ones and making policy recommendations to Cabinet and Council. This includes monitoring the existing Local Plan (adopted 2020) and considering the preparation of the review of the adopted plan, including supporting documents and consultation materials. See here for more detail on the responsibilities of CPB: Chelmsford Policy Board Cabinet is responsible for considering consultation feedback and approving/adopting all Council policy documents and masterplans, and making decisions on Local Plan progress. Full Council will approve the Local Plan to be submitted for Independent Examination and Adoption. Further information on responsibilities: Cabinet (chelmsford.gov.uk) and Full Council (chelmsford.gov.uk). The Director of Sustainable Communities has delegated authority to make procedural decisions regarding the progression of the Local Plan Review.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
5.	L	Have you prepared a report for the relevant person(s) deciding on the review of the local plan policies that takes into account the matters that are likely to affect the development of your area and the planning of its development to enable them to make a decision on whether the policies do / do not need updating?	T&CP NPPF	Yes	- Published report and decision 5 year plan review assessment (See Part 1 of this toolkit) - Baseline technical data	An updated Local Development Scheme was approved by Cabinet in November 2021 to support the review. This was updated in November 2023 chelmsford-local-development-scheme-2023-2028.pdf and again in October 2025 chelmsford-local-development-scheme-2025-2028.pdf Chelmsford Policy Board (May 2022) provided an update on the next steps and timetable for the review of the Local Plan. Chelmsford Policy Board (July 2022) approved the I&O Consultation Document (Regulation 18). More information is available in Topic Papers and Toolkits 1 (Local Plan Review Assessment) and 2 (Local Plan Form and Contents Checklist) available at: Local Plan Review. The Local Plan Review evidence base is available via Local Plan Review. This has been updated as the Local Plan Review has progressed.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage B: Scoping and preparing for your policies update				
6.	L	Where an update of the Statement of Community Involvement is required have you prepared, consulted and adopted a revised Statement in accordance with the procedures set out in Part 2 of the P&CPA? Have you ensured that the Statement is up to date and reflects who the relevant consultation bodies are - for all stages of the plan making process - and what actions will be undertaken to involve the community in any	P&CPA T&CP NPPF	Yes	Statement of Community Involvement	The SCI was approved in September 2020: Cabinet (September 2020) and was used to inform the I&O, PO and PS stages of consultation. The SCI was reviewed in 2025 (in line with requirements to have an up to date SCI every 5 years) and approved by Cabinet (November 2025) to inform the Focused Consultation Additional Sites (Regulation 19) Document.

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		updates to the local plan policies?				
7.	PM	Have you prepared a report for the relevant person(s) who will make a decision on the outcome of the review of the Statement of Community Involvement including where relevant details and justification of proposed changes? This should also consider the any practicalities of making documents available for inspection at the submission stage.	P&CPA T&CP		- Published report and decision - Statement of Community Involvement	Chelmsford Policy Board meeting (July 2020) approved a draft revised SCI for public consultation. Cabinet (September 2020) considered the feedback on the revised SCI and adopted the document. This covered the I&O, PO and PS stages of Local Plan consultation. Chelmsford Policy Board (4 September 2025) approved a draft revised SCI for public consultation. Cabinet (November 2025) considered the feedback on the revised SCI and adopted the updated document. This covered the AS stage of Local Plan consultation.

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8.	PM	Have you identified the proposed scope of the update of the local plan by setting out the principal policy areas that will be considered?		Yes	- Published report and decision on review of local plan policies - Baseline technical data	Chelmsford Policy Board report – July 2022 – Item 6 sets out the review of the adopted Local Plan Issues and Options Document: chelmsford-policy-board-14722-agenda-pack.pdf More information is available in Topic Papers and Toolkits 1 (Local Plan Review Assessment) and 2 (Local Plan Form and Contents Checklist) available at: Local Plan Review. The Local Plan Review evidence base is available via Local Plan Review. This has been updated as the Local Plan Review has progressed.
9.	PM	Have you drafted a project plan to manage and timetable the development and update of the local plan policies?		Yes	- Local Development Scheme - Authority Monitoring Report	An updated Local Development Scheme was approved by Cabinet in November 2021 to support the review. This was updated in November 2023 chelmsford-local-development-scheme-2023-2028.pdf and again in October 2025 chelmsford-local-development-scheme-2025-2028.pdf Authority Monitoring Reports (AMR) consider implementation of the LDS: Monitoring development (chelmsford.gov.uk)

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
10.	L	Have you prepared a new Local Development Scheme which identifies the local plan policies update document(s) and the Sustainability Appraisal and timescales for their production?	P&CPA	Yes	- Local Development Scheme - Authority Monitoring Report	An updated Local Development Scheme was approved by Cabinet in November 2021 to support the review. This was updated in November 2023 chelmsford-local-development-scheme-2023-2028.pdf and again in October 2025 chelmsford-local-development-scheme-2025-2028.pdf Authority Monitoring Reports (AMR) consider implementation of the LDS: Monitoring development (chelmsford.gov.uk) The Sustainability Appraisal is an integral part of the Local Plan process, and has been prepared alongside the Local Plan, as part of the Integrated Impact Assessment available via Local Plan Review.
11.	L	Does your Statement of Community Involvement and project plan identify the legally prescribed bodies you will engage with under the duty to cooperate? This should also include each Local	P&CPA T&CP	Yes	- Statement of Community Involvement - Duty to Co-operate Statement(s) of Common Ground	The SCI (September 2020) and SCI (November 2025) include detailed lists of consultees including specific and DTC consultation bodies. The South East Local Enterprise Partnership (closed in March 2024) and Essex Local Nature Partnership (launched March 2023) have been consulted – see the Regulation 22 Consultation Statement available via Local Plan Review.

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		Enterprise Partnership and each Local Nature Partnership in the area.				Duty to Co-operate Strategy has been updated and consulted upon in late 2021, the Council's Cabinet approved it in January 2022: duty-to-co-operate-strategy-january-2022.pdf (chelmsford.gov.uk) Signed Statements of Common Ground are available via Local Plan Review
12.	L	Have you identified the "strategic matters" that will be included in the updated local plan policies and which have / would have a significant impact on your area and at least one other planning area and on which you are required to engage constructively, actively and on an ongoing basis?	P&CPA	Yes	- Published report and decision on review of local plan policies 5 year plan review assessment (See Part 1 of this toolkit) - Duty to Co-operate Statement(s) of Common Ground / Duty to Co-operate Statements	Chelmsford Policy Board report – July 2022 – Item 6 sets out the review of the adopted Local Plan I&O Document: chelmsford-policy-board-14722-agenda-pack.pdf The Council's Duty to Co-operate Strategy was updated and consulted upon in late 2021 and the Cabinet approved it in January 2022: duty-to-co-operate-strategy-january-2022.pdf (chelmsford.gov.uk). This identifies strategic matters which have been used alongside those in the December 2023 NPPF as a starting point for Duty to Co-operate discussions. More information is contained in the Statement of Cooperation, Topic Papers and Statements of

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						Common Ground available via Local Plan Review
13.	L	In addition to the legally prescribed bodies does your Statement of Community Involvement and project plan identify any additional bodies / person(s) who you will engage with on strategic cross-boundary matters and who will be party to your Statement(s) of common ground?	NPPF	Yes	- Statement of Community Involvement - Duty to Co-operate Statement(s) of Common Ground / Duty to Co-operate Statements	The SCI (September 2020) and SCI (November 2025) include detailed lists of consultees including general consultation bodies. Appendix 1 of the Duty to Co-operate Strategy identifies additional bodies that may be engaged: duty-to-co-operate-strategy-january-2022.pdf (chelmsford.gov.uk) The Council has fulfilled its Duty to Co-operate obligations. More information is contained in the Statement of Cooperation, Topic Papers and Statements of Common Ground available via Local Plan Review
14.	PM	Have you designed a template to record the progress made with the above bodies / person(s). This should document where effective co-operation	P&CPA NPPF	Yes	Duty to Co-operate Statement(s) of Common Ground / Duty to Co-operate Statements	The Council has fulfilled its Duty to Co-operate obligations. Information is contained in Duty to Co-operate Position Statements issued alongside the PO, PS and AS consultations, the Statement of Cooperation, Topic Papers and Statements of Common Ground available via Local Plan Review

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		is and is not happening throughout the plan making process, and the outcomes from engagement. This will also be required as evidence to demonstrate that you have met the Duty to Cooperate.			• Template documents	The Council keeps a DTC meetings/engagement log which is summarised in the Statement of Cooperation. DTC activities are also summarised in the Authority Monitoring Reports (AMR): Monitoring development (chelmsford.gov.uk)
15.	PM	In line with your Local Development Scheme and project plan have you timetabled relevant meetings / briefings with the authorities senior management team and elected Members to ensure that there is support for the development of the local plan policies update and that any necessary permissions for		Yes	• Any relevant local authority reports and decisions	Regular updates are made to relevant meetings. Chelmsford Policy Board reports include: • May 2022 Update on the review of Adopted Chelmsford Local Plan • July 2022 Issues and Options Consultation • November 2023 Updated LDS • March 2024 Preferred Options Consultation • February 2025 Pre-Submission Consultation • October 2025 Updated LDS • November 2025 Additional Sites Consultation Cabinet Reports/Member briefings include: • January 2022 Approval of DTC Strategy • November 2023 Approval of LDS

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		publication are obtained?				- October 2025 Approval of LDS - November 2025 Approval of SCI Agenda and papers for the Chelmsford Policy Board and Cabinet meetings are available via: Main committees (chelmsford.gov.uk)
16.	L	Have you prepared a Scoping Report for the development of your Sustainability Appraisal to inform the update of your plan policies? Have you included a proposed framework for testing local plan policies update options and alternatives using the baseline information and an identified set of sustainability objectives? Have you incorporated the requirements of the Strategic	P&CPA The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) The European Directive 2001/42/EC NPPF	Yes	- Local Development Scheme - Sustainability Appraisal Scoping document - Sustainability Appraisal report	The Integrated Impact Assessment (IIA) assesses SA, SEA, HRA, HIA and EqlA impacts in one assessment. The IIA Scoping Report 2022 – Consultation April to May 2022 – Item 6 of CPB July 2022 provides a summary of the IIA scoping report, the full report is also available at Appendix 3 to the report: chelmsford-policy-board-14722-agenda-pack.pdf. The scoping report includes identification of key sustainability issues and development of the IIA Framework with SA objectives. The Issues and Options IIA includes a schedule of scoping report consultation responses and actions. All IIA reports are available via Local Plan Review

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		Environmental Assessment?				
17.	L	Have you consulted the statutory environment consultation bodies, and other interested parties, on the scope and level of detail of the environmental information to be included in the Sustainability Appraisal report?	The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)	Yes	• Statement of Community Involvement • Sustainability Appraisal report scoping document • Sustainability Appraisal report • Copies of the consultation letters sent to, and any responses from, the bodies	Consultation on the IIA Scoping Report 2022 was carried out in April to May 2022. Statutory bodies comprising the Environment Agency, Natural England and Historic England and a range of other national and local organisations were consulted. Item 6 of CPB July 2022 provides a summary of the IIA scoping report, the full report is available at Appendix 3 to the report: chelmsford-policy-board-14722-agenda-pack.pdf IIA reports have been produced and published for consultation alongside the plan at each stage. IIA documents including consultation feedback reports are available at Local Plan Review

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage C: Developing the update to your local plan policies				
18.	L	Have you collected in a presentable format the relevant baseline information that will inform and evidence an update to your plan? This may include evidence commissioned by third parties.	P&CPA	Yes	• Baseline technical data • Commissioned reports and studies • Authority Monitoring Report	The Council has commissioned and prepared a range of new and updated evidence base reports to help inform the Local Plan. These are available via Local Plan Review. The latest AMR is available at: Monitoring development (chelmsford.gov.uk)
19.	L	Have you undertaken early engagement with stakeholders to help develop spatial options, particularly on strategic cross-boundary matters? Have you ensured that you are keeping a continual log of engagement for your	P&CPA NPPF	Yes	• Duty to Co-operate Statement(s) of Common Ground / Duty to Co-operate Statements	The Council has engaged with stakeholders since the beginning of starting work on the Local Plan review. The main issues and high level council response to the comments received to statutory consultation stages are set out in the Council's Regulation 22 Consultation Statement. This also includes detail of numbers of comments received and how the consultations were undertaken. The Council has undertaken ongoing Duty to Co-operate engagement with Duty to Co-operate

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		Duty to Cooperate Statement of Common Ground?				bodies including neighbouring authorities to discuss cross-boundary matters. More information is set out in Statement of Cooperation, Topic Papers and Statements of Common Ground available via Local Plan Review. The Council keeps a DTC meetings/engagement log which is summarised in the Statement of Cooperation. DTC activities are also summarised in the Authority Monitoring Reports (AMR): Monitoring development (chelmsford.gov.uk) Cross boundary evidence base documents have also been produced.
20.	L	Have you drafted policies / policy options and alternatives based on evidence and engagement? Do the options serve a clear purpose, have they been prepared positively and written	NPPF	Yes	• First draft plan • Sustainability Appraisal report • Duty to Co-operate Statement(s) of Common Ground / Duty to Co-operate Statements	The initial Issues and Options Consultation Document explored different spatial strategy approaches and locations for growth. These are assessed in the Issues and Options IIA. The Issues and Options Consultation Document was informed by monitoring of the adopted Local Plan, new council strategies and policies and requirements from changing national policy and guidance. The document also described the Local Plan evidence base including emerging

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		in a clear manner and unambiguous?				evidence being prepared to help inform the Preferred Options Local Plan. The Preferred Options Local Plan contains updated and new policies informed by a number of considerations including evidence gathering, responses to the Issues and Options consultation and DTC engagement. The Preferred Options Local Plan also contains details of policy alternatives considered. Policies are assessed in the PO IIA and the Topic Papers summarise the approach to the PO plan and alternatives considered. The main issues and high level council response to the comments received at the Regulation 18 statutory consultation stages are set out in the Regulation 22 Consultation Statement. IIA Feedback Reports have also been published following each statutory consultation stage. These provide a record of the responses provided on the IIA Report. This Regulation 22 Consultation Statement also includes a summary of main issues raised at

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						Regulation 19 consultations and a high level Council response. The Council has prepared a Schedule of Additional Modifications to address some of the comments received to the Pre-Submission Local Plan and Focused Consultation Additional Sites (Regulation 19) consultations in 2025/26. The Council has sought to clearly present and test policy options throughout the Local Plan review preparation process. All documents are available at Local Plan Review. More information is provided in the Statement of Cooperation, Topic Papers and Statements of Common Ground available via Local Plan Review.
21.	L	Have you taken account of the NPPF requirements for plan content and the Government's planning policy for traveller sites?	NPPF Planning policy for traveller sites, DCLG August 2015	Yes	• Evidence based documents • First draft plan • Consultation statement • Duty to Co-operate	As a transitional Local Plan, the Local Plan will be examined under the December 2023 NPPF. The I&O Consultation Document and PO Local Plan considered the latest national planning policy and guidance including national planning policy for traveller sites (updated in December

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					Statement(s) of Common Ground / Duty to Co-operate Statements	2023) and plan content requirements in the NPPF published in December 2023. The December 2024 NPPF was also used to inform the PO Local Plan, PS Local Plan and AS Focused Consultation where relevant such as in relation to housing delivery. Further information is set out in Topic Papers and the Local Plan Form and Contents Checklist (Toolkit 2) available at: Local Plan Review New and updated evidence base produced to support the Local Plan also take account of national planning policy and guidance requirements. Evidence base documents are available at Local Plan Review
22.	L	Have you considered plan production processes set out within the NPPF.	NPPF	Yes	• Evidence based documents • First draft plan • Consultation statement • Duty to Co-operate Statement(s) of	As a transitional Local Plan, in accordance with the 2024 NPPF, it will be examined under the December 2023 NPPF. The Local Plan has been prepared with close regard to the requirements set out in the December 2023 NPPF. This includes considering transport issues from the earliest

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					Common Ground / Duty to Co-operate Statements	stages of plan-making and development proposals (para 108) as evidenced in the Issues and Options Consultation Document and Transport Impact Appraisal of Spatial Approaches December 2023. This appraisal documents the results, and findings of the traffic impact appraisal of three selected spatial approaches, identified following the Issues and Options consultation. The Local Plan has also applied a sequential, risk-based approach to the location of development in accordance with para 167. The Local Plan is supported by Level 1 and Level 2 Strategic Flood Risk Assessments, and relevant sites have been subject to Sequential and Exception Testing. All reports can be viewed at Local Plan Review.
23.	L	Have you developed a clear and robust framework that will allow you to consistently monitor the implementation and impact of the	P&CPA T&CPA The Environmental Assessment	Yes	• Sustainability Appraisal • Authority Monitoring Report • Reports or documents	The Local Plan includes a plan monitoring framework to ensure that it is effective in delivering its objectives. This will be done through the monitoring of key indicators on an annual basis which will be published through the Authority's Monitoring Report (AMR). The Council will monitor appeal decisions from the

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		policies in the plan and to enable a review to be triggered where necessary?	of Plans and Programmes Regulations 2004 (as amended)		setting out the appraisal and monitoring framework	Planning Inspectorate and use these to monitor the effectiveness of Local Plan policies in accordance with the relevant triggers for action. The IIA will shape the monitoring framework in the Local Plan, which will be monitored through the AMR. Relevant reports are available at: Local Plan Review
24.	L	Have you undertaken a Habitats Regulations Screening Assessment to determine whether the update to the local plan is likely to have a significant effect on a European site or a European offshore site (either alone or in combination with other plans or projects)?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Yes	- Habitats Regulations Assessment screening report - Habitats Regulations Assessment	The IIA prepared for the Regulation 18 and 19 consultation stages incorporate the HRA reports. The Regulation 19 stage HRA report does not constitute a formal 'HRA screening' or Appropriate Assessment as the plan is still in development and so any screening or appropriate assessment conclusions would be premature; however, the principles of HRA have been applied to the PO, PS and AS stages to (a) provide an initial assessment of the likely HRA conclusions, were the plan adopted as currently drafted and (b) identify additional data requirements and/or additional measures that may be required to ensure that the Submission Draft Plan (Regulation 22) has no adverse effects on any European sites.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						A screening assessment of the nine European sites has been undertaken for those aspects where effect pathways are present (in combination water quality, air quality and visitor pressure effects, and effects on species away from the sites), taking into account specific and cross-cutting policy-based mitigation and avoidance measures that have been incorporated into the Plan. These appropriate assessments have concluded that (as currently drafted) the Pre-Submission draft Local Plan will have no adverse effects on the integrity of any European sites, alone or in combination. It will be necessary to review any changes that are made to the Pre-Submission draft Local Plan as it proceeds through the Examination in order to ensure that these HRA conclusions remain applicable, and the HRA will also be reviewed and updated as the Local Plan and its evidence base is finalised.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
25.	L	Have you consulted the relevant “nature conservation body” on your Habitats Regulations Screening Assessment and had regard to their representations? Have you also consulted, if considered appropriate, other relevant organisations?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Yes	• Habitats Regulations Assessment screening report • Habitats Regulations Assessment • Statement of Community Involvement • Duty to Co-operate Statement(s) of Common Ground / Duty to Co-operate Statements	Natural England, Historic England and The Environment Agency have been consulted on each iteration of the IIA (which incorporates the Habitats Regulations Assessment) and their advice and comments have been incorporated into the assessments where relevant. More information is contained within the IIA Feedback Reports and Issues and Options IIA available at Local Plan Review. More information is contained within the Statement of Compliance and Statements of Common Ground with the environment bodies available at Local Plan Review.

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26.	L	Did the Habitats Regulations Assessment screening assessment determine that the plan is likely to have a significant effect on a European site or a European offshore site? If so you <u>must</u> undertake an appropriate assessment of the implications of the plan (as part of your Habitats Regulatory Assessment (HRA)) for the Plan's policies and site(s) within the context of the European site's conservation objectives.	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Yes	- Habitats Regulations Assessment screening report - Habitats Regulations Assessment - Duty to Co-operate Statement(s) of Common Ground / Duty to Co-operate Statements	The IIA prepared for the Regulation 18 and 19 consultation stages incorporate the HRA reports. The Regulation 19 stage HRA report does not constitute a formal 'HRA screening' or Appropriate Assessment as the plan is still in development and so any screening or appropriate assessment conclusions would be premature; however, the principles of HRA have been applied to the PO plan, PS plan and Additional Sites Focused Consultation to (a) provide an initial assessment of the likely HRA conclusions, were the plan adopted as currently drafted and (b) identify additional data requirements and/or additional measures that may be required to ensure that the Submission Draft Plan (Regulation 22) has no adverse effects on any European sites. A screening assessment of the nine European sites has been undertaken for those aspects where effect pathways are present (in combination water quality, air quality and visitor pressure effects, and effects on species away from the sites), taking into account specific and cross-cutting policy-based mitigation and avoidance measures that have been

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						incorporated into the Plan. These appropriate assessments have concluded that (as currently drafted) the Pre-Submission draft Local Plan will have no adverse effects on the integrity of any European sites, alone or in combination. It will be necessary to review any changes that are made to the Pre-Submission draft Local Plan as it proceeds through the Examination in order to ensure that these HRA conclusions remain applicable, and the HRA will also be reviewed and updated as the Local Plan and its evidence base is finalised. See reports at: Local Plan Review (chelmsford.gov.uk)
27.		Have you carried out an Equalities Impact Assessment?	Equality Act 2010	Yes	Equalities Impact Assessment	This is incorporated within the IIA document available at: Local Plan Review
28.		Have you considered combining the Sustainability Appraisal, Equalities Impact Assessment	Equality Act 2010	Yes	Habitats Regulations Assessment screening report	An IIA is being developed and updated alongside the plan review. The IIA incorporates: - Sustainability Appraisal (SA) - Strategic Environmental Assessment (SEA) - Habitats Regulations Assessment (HRA)

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		and potentially Habitats Regulations Assessment as part of an Integrated Impact Assessment that is developed and updated alongside the plan in order to inform its options? This may not be appropriate in all instances.			- Habitats Regulations Assessment - Equalities Impact Assessment	- Health Impact Assessment (HIA), and - Equality Impact Assessment (EqIA). IIA documents are available at: Local Plan Review. The IIA has been an iterative process used to assess the emerging plan and other reasonable alternatives against a range of social, environmental, economic, health and equality indicators.
29.	L	Have you assessed the draft plan / policy options against relevant soundness and quality measures?	NPPF	Yes	- Draft plan / policy options - Duty to Co-operate Statement(s) of Common Ground - Local Plan Form and Content Checklist (see Part 2 of this Toolkit) - Local Plan Soundness and	Soundness is a key plan-making requirement which has informed the preparation of the Local Plan Review throughout the process. More information is contained within the Local Plan Form and Contents Checklist (Toolkit 2) which tests the content and soundness of plan policies and topic papers available at: Local Plan Review. The Regulation 19 consultations sought comments on whether the PS and AS documents were sound.

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					Quality Assessment (see Part 4 of this Toolkit)	
30.	L	Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map? If yes, have you prepared a submission policies map?	T&CPA	Yes	- Submission policies map - Brief statement if a submission policies map is not required	A draft Policies Map has been produced and consulted on at PO, PS and AS consultation stages and are available at: Local Plan Review. Policy Map Position Statements were produced to support the PS and AS consultations setting out the proposed changes to the adopted Chelmsford Local Plan Policies Map. A Schedule of Adopted Policy Map Changes has been produced for submission. Documents are available at Local Plan Review.
31.	L	Is the local plan policies update consistent with any other adopted Local Plan Documents for the area?	T&CPA	Yes	Local Plan and relevant background papers	The Local Plan Review considers the adopted Essex Minerals Local Plan, Essex and Southend-on-Sea Waste Local Plan and South East (Inshore) Marine Plan. This is described in the I&O, PO and PS Local Plan consultation documents available at: Local Plan Review .

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
32.	L	Is the local plan policies update intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?	T&CPA	Yes	Local Plan	Once adopted the Local Plan will supersede the Adopted Local Plan 2020. Appendix A of the PO and PS Local Plans set out the schedule of superseded documents and policies - available at: Local Plan Review . Amendments following consultation on the Additional Sites Document are set out in the Schedule of Additional Modifications.
33.	L	Is the local plan policies update (if a London Borough or Mayoral DC) in general conformity with the spatial development strategy?	P&CPA	No	- Letter from Mayor of London/ Mayoral Development Corporate - Local Plan and relevant background papers	N/A

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage D: Consulting and engaging on the policies update				
34.	PM	Have you obtained the relevant authority permissions to publish the first draft / options for public consultation?		Yes	Any relevant authority reports to Cabinet / Committee	Each version of the Local Plan has been approved for consultation in line with the Council's scheme of delegation. Chelmsford Policy Board held in March 2024, item 5 presents the PO Local Plan and IIA to the Board for approval to publish for public consultation: Chelmsford Policy Board (March 2024)

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
35.	L	Have you notified the following bodies or persons that you are preparing a local plan policies update and invited them to make representations on what the plan should contain? • The specific consultation bodies that may have an interest; • The general consultation bodies that the authority consider appropriate; • Residents or other persons carrying on business in the area as considered appropriate; and • Any other stakeholders that	P&CPA T&CP NPPF	Yes	• Duty to Co-operate Statement(s) of Common Ground / Duty to Co-operate Statements • Consultation Statement • Copies of consultation notifications • Records of discussion	A wide range of specific and general bodies, businesses and other stakeholders, developers/agents, infrastructure providers and residents were notified and invited to make representations at each stage of consultation in line with Planning Regulations and the Council's adopted SCI. Information on how these groups were consulted and engaged is contained within the consultation Feedback Reports and You Said We Did Feedback Reports following the I&O, PO, PS and AS stages. The Regulation 22 Consultation Statement brings these together in one document. Reports are available at: Local Plan Review. Chelmsford Policy Board consider the outputs of statutory consultations and approve consultation feedback reports. The PO Local Plan Feedback Report was considered by Chelmsford Policy Board in September 2024. The PO You Said We Did Feedback Report was then considered by Chelmsford Policy Board on 16 January 2025.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		you have engaged with in earlier stages on strategic matters and who will be party to your Duty to Cooperate Statement(s) of Common Ground and are relevant parties pursuant to your duty to cooperate				The Regulation 22 Consultation Statement brings all the consultation feedback into one document - available at: Local Plan Review .
36.	L	Have you made sure that the consultation and invitation to make representations: - Follows the principles set out in your adopted Statement of Community Involvement; - Integrates any involvement with the Duty to Cooperate	P&CPA NPPF	Yes	- Statement of Community Involvement - Duty to Co-operate Statement(s) of Common Ground / Duty to Co-operate Statements - Consultation Statement	All consultations have met and exceeded the requirements of plan-making regulations and the Council's SCI and been proportionate to the scale of issues. Consultations have also fulfilled obligations under the Duty to Co-operate including presentations and meetings with DTC bodies during formal consultation periods. Consultation Plans were agreed by Chelmsford Policy Board for each stage of consultation. The PO consultation plan was considered by Chelmsford Policy Board in March 2024.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Statement(s) of Common Ground; and Is proportionate to the scale of issues involved in the local plan policies update.				DTC Position Statements were published alongside the PO, PS and AS consultations. More information is contained in the Statement of Compliance. Consultation Feedback Reports were produced following each formal stage of consultation. The Regulation 22 Consultation Statement brings these altogether in one document. All documents are available at: Local Plan Review.
37.	L	Have you prepared a draft of your Consultation Statement (a “proposed submission document”) that includes a record of: - The individuals or bodies invited to make representations; - How this was done;	P&CPA T&CPA NPPF	Yes	- Duty to Co-operate Statement(s) of Common Ground / Duty to Co-operate Statements - Consultation Statement	Consultation Feedback Reports were produced following each formal stage of consultation including a I&O Feedback Report, I&O You Said We Did Feedback Report, PO Feedback Report and PO You Said We Did Feedback Report. These detail the consultation process including who was consulted and how and the main issues raised in the comments. The You Said We Did Feedback Reports also set out how comments have informed the next iteration of the Local Plan. The Regulation 22 Consultation Statement brings all the feedback reports together in one

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		• The main issues raised; and • In preparation of Stage E (and to be completed in Stage E as outline below) how the main issues have been addressed in the local plan policies update.				document. All documents are available at: Local Plan Review .
38.	L / PM	Have you consulted on the following emerging documents alongside your first draft plan so that they can be reviewed against representations and policy options and alternatives as they are developed? • Sustainability Appraisal; and • Habitats Regulations Screening Assessment (or	P&CPA The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) The Conservation of Habitats and Species	Yes	• Sustainability Appraisal (and any drafts) • Habitats Regulations Assessment screening report • Habitats Regulations Assessment • Statement of Community Involvement • Duty to Co-operate	The Council is undertaking an IIA which incorporates Sustainability Appraisal and Habitats Regulations Assessment. All IIA documents are available at: Local Plan Review . This includes the Scoping IIA, I&O IIA and PO IIA which all been published for consultation.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Habitats Regulations Assessment if one has been developed at this stage)	Regulations 2017 (as amended) The European Directive 2001/42/EC The European Directive 92/43/EEC NPPF		Statement(s) of Common Ground / Duty to Co-operate Statements • Consultation Statement	
		Stage E: Developing the submission version of the policies update				
39.	PM	Taking account of the consultation have you considered whether there is a need for further evidence and / or evidence to be updated to support the	P&CPA Section 13 and Section 20	Yes	• Consultation statement • Baseline technical data • Commissioned reports and studies	A number of additional studies and updates to the evidence base have been undertaken to inform the Local Plan (comprising the Pre-Submission Local Plan and Additional Sites Document). This includes an updated Infrastructure Delivery Plan, updated Local Plan Viability Assessment, updated Strategic Housing

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		policy options set out in your plan?				Needs Assessment, new Archaeology Assessment, new Open Space Study and new Air Quality Assessment. The published evidence base is available on the Council's website: Local Plan Review . The PO You Said We Did Feedback Report also describes how more recently completed evidence base documents were produced and used to inform the PS Local Plan – available at Local Plan Review .
40.	PM	Have you considered whether further consultation and engagement is required depending on the nature and significance of any proposed changes to the preferred strategy following consultation and / or further evidence?	P&CPA Section 13 and Section 20	Yes	• Consultation statement • Baseline technical data • Commissioned reports and studies • Sustainability Appraisal (and any drafts) • Habitats Regulations Assessment screening report	The level of consultation and engagement carried out on the Local Plan up to and include the PS stage is considered appropriate. However, following the conclusion of the PS consultation, several significant events outside the Council's control have taken place resulting in a further focused (Regulation 19) consultation on additional site allocations for inclusion within the PS Local Plan to ensure that sufficient land is identified. The AS consultation was approved by Committee on Chelmsford Policy Board on November 2025 and ran from late 2025-early 2026 alongside consultation on the AS IIA

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Where further consultation and engagement is required prior to submission this should be undertaken, recorded and reported in line with the requirements set out above. This includes updating and consulting where necessary on any corresponding amendments to the Sustainability Appraisal and Habitats Regulations Assessment.			• Habitats Regulations Assessment • Statement of Community Involvement • Duty to Co-operate Statement(s) of Common Ground / Duty to Co-operate Statements	Addendum. The AS stage of consultation met and exceeded the requirements of plan-making regulations and the Council's SCI. The AS Feedback Report was considered by Chelmsford Policy Board on 19 March 2026. The AS You Said We Did Feedback Report provides a high-level Council response to the AS comments and was considered by Chelmsford Policy Board in May 2026. The Council has produced a Schedule of Additional Modifications to address some of the comments received to the PS and AS (Regulation 19) consultations. This is available on the Council's website: Local Plan Review. The Council do not consider that any further stages of public consultation are currently needed before submission of the plan for examination. The Council has continued to actively engage with key stakeholders throughout the plan making process and has agreed a number of

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						Statements of Common Ground available on the Council's website: Local Plan Review .
41.	L	Have you prepared the Sustainability Appraisal report on any revised draft of the local plan policies update? Is it clear how the sustainability appraisal has influenced the plan?	P&CPA Section19(5) Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	Yes	Sustainability Appraisal	An IIA incorporating an SA and an SEA was produced to assess the PS Local Plan and AS Focused Consultation Document. The IIA has been an iterative process which have been used to test and inform the plan. The Council considers that the local plan policies are clearly justified against reasonable alternatives. Details are provided in each version of the IIA available on the Council's website: Local Plan Review
42.	L	Have you prepared an Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate	The Conservation of Habitats and Species Regulations 2017 (as amended)	Yes	- Habitats Regulations Assessment screening report - Habitats Regulations Assessment	Habitats Regulations Assessments were undertaken for the PS Local Plan and AS Focused Consultation Document. These form part of the IIA. The IIA prepared for the Regulation 18 and 19 consultation stages incorporate the HRA reports. The Regulation 19 stage HRA report does not constitute a formal 'HRA screening' or

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Assessment is not required and confirmation from Natural England that they concur?	The European Directive 2001/42/EC The European Directive 92/43/EEC NPPF Para 32			Appropriate Assessment as the plan is still in development and so any screening or appropriate assessment conclusions would be premature; however, the principles of HRA have been applied to the PO plan, PS plan and Additional Sites Focused Consultation to (a) provide an initial assessment of the likely HRA conclusions, were the plan adopted as currently drafted and (b) identify additional data requirements and/or additional measures that may be required to ensure that the Submission Draft Plan (Regulation 22) has no adverse effects on any European sites. A screening assessment of the nine European sites has been undertaken for those aspects where effect pathways are present (in combination water quality, air quality and visitor pressure effects, and effects on species away from the sites), taking into account specific and cross-cutting policy-based mitigation and avoidance measures that have been incorporated into the Plan. These appropriate assessments have concluded that (as currently drafted) the Pre-Submission draft Local Plan will

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						have no adverse effects on the integrity of any European sites, alone or in combination. It will be necessary to review any changes that are made to the Pre-Submission draft Local Plan as it proceeds through the Examination in order to ensure that these HRA conclusions remain applicable, and the HRA will also be reviewed and updated as the Local Plan and its evidence base is finalised. Details are provided in each version of the IIA available on the Council's website: Local Plan Review
43.	L	Have you updated your Equalities Impact Assessment?	Equality Act 2010	Yes	Equalities Impact Assessment	The Equalities Impact Assessment for the PS Local Plan and updated for the AS Focused Consultation Document are included within their Integrated Impact Assessments available on the Council's website: Local Plan Review
44.	L	Have you taken account of all of the representations	T&CPA Regulation 17, 18 and 22	Yes	Duty to Co-operate Statement(s) of	Consultation Feedback Reports were produced following each formal stage of consultation including a PS Feedback Report, PS You Said

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		received from all person(s) in response to the consultation(s) in Stage D? Have you recorded how the main issues have/will be addressed in your draft consultation statement?			Common Ground / Duty to Co-operate Statements • Consultation Statement • Local Plan • Relevant correspondence	We Did Feedback Report, AS Feedback Report and AS You Said We Did Feedback Report. These detail the consultation process including who was consulted and how and the main issues raised in the comments. The You Said We Did Feedback Reports also set out any plan changes proposed to address some of the comments as listed in the Schedule of Additional Modifications. This is available on the Council's website: Local Plan Review. More information is contained within the Statement of Cooperation, Statements of Common Grounds and Topic Papers available at: Local Plan Review.
45.	PM	Have you considered whether or not you intend to confirm the housing land supply through the independent examination process? If so, have you clearly stated this within your Regulation 19	NPPF para 75 T&CPA Regulation 17, 18 and 22	Yes	• Local Plan • Relevant correspondence	The housing land supply will be confirmed through the Local Plan examination process. The Submission Housing Topic Paper outlines how the housing land supply will be confirmed through the examination process. This paper has been updated throughout the process and is available at Local Plan Review.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Submission local plan policies update and have you ensured that you will engage appropriately with developers and others with an interest in housing delivery on the housing land supply?				
46.	PM	Does your local plan policies update include a trajectory illustrating the expected rate of housing delivery over the plan period? Will your local plan policies update provide for a 5 year supply of deliverable housing sites (incorporating the appropriate buffer) on adoption against the housing requirement (which is informed by a local housing need	NPPF paras 11, 74 and 75	Yes	Local Plan	Both of the Regulation 19 consultation documents include a trajectory. The submitted plan (comprising the PS and AS document) provides a 5-year supply of specific deliverable sites (incorporating the appropriate buffer) on adoption against the housing requirement. This information is combined and updated incorporating the appropriate buffer in the Submission Housing Topic Paper available at Local Plan Review

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		assessment conducted using the standard method as a starting point)?				
		Stage F: Independent examination and adoption				
55.	PM	Have you obtained the relevant authority permissions to publish the submission version of the local plan policies update? You may want to consider including approval to submit this to the Secretary of State (Planning Inspectorate)		Yes	Any relevant authority reports to Cabinet / Committee	Chelmsford Policy Boards approved the PS consultation in January 2025 and the AS consultation in November 2025 which together comprise the Local Plan to be submitted for examination. The PS and AS You Said We Did Feedback Reports provide a high-level Council response to the PS and AS comments and was considered by Chelmsford Policy Board in May 2026. In line with the Council's constitution, separate committee meetings will approve submission of the Local Plan.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
56.	L	Have you made clear where and within what period representations must be made?	T&CPA Regulation 17, 19, 20 and 35	Yes	Report or record of decisions	Information on who was consulted, how and when is set out in the Regulation 22 Consultation Statement are available at: Local Plan Review .
57.	L	Have you published on your website and made copies of the following available for inspection: - the proposed submission documents - the statement of the representations procedure - statement and details of where and when documents can be inspected Have you checked you have met all other requirements of your Statement of Community Involvement?	T&CPA Regulations 19 and 35	Yes	- Statements and record of where and when documents were made available - Consultation Statement	Information on who was consulted, how and when is set out in the Regulation 22 Consultation Statement are available at: Local Plan Review .

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
58.	L	Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1): • A copy of each of the proposed submission documents; and • the statement of the representations procedure	T&CPA Regulation 19(b)	Yes	• Consultation Statement • Evidence of notifications (email)	Information on who was consulted, how and when is set out in the Regulation 22 Consultation Statement are available at: Local Plan Review .
59.	L	Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1): • the statement of the representations procedure; and	T&CPA Regulation 19(b)	Yes	• Consultation Statement • Evidence of notifications (email)	Information on who was consulted, how and when is set out in the Regulation 22 Consultation Statement are available at: Local Plan Review .

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		where and when the documents can be inspected				
60.	L	Have you, on the day of publication, requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the local plan update with the spatial development strategy?	P&CPA Section 24 T&CPA Regulation 21	No	Copy of letter	N/A
		Getting ready for submission to PINS				
61.	PM	Get ready for submission and examination, this might mean starting the process of appointing a programme officer, securing rooms for a potential hearing and	See PINS Procedure Guide for Local Plan Examinations 2021	Yes		A Programme Officer is appointed, and meeting rooms have been provisionally booked. Officers are liaising with the Programme Officer and the Council's Facilities Management Team regards IT and other practical arrangements for hearings.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		other practical arrangements. Refer to guidance from the Planning Inspectorate.				
62.	PM	Have you obtained the relevant authority permissions to submit the plan to the Secretary of State via the Planning Inspectorate (PINS)		Yes	Any relevant authority reports to Cabinet / Committee	Committee approvals to submit the Local Plan took place on: Chelmsford Policy Board 18 May 2026 Cabinet 21 May 2026 Full Council 2 June 2026
63.	L	Have you collated all of the representations made to the publication draft plan policies update?	P&CPA Section 20(3) T&CPA Regulation 22(1)(e)	Yes		Representations made to both Regulation 19 stages are published on our consultation portal at Consultation Home - Keystone. Schedules of representations have been produced for submission. The Regulation 22 Consultation Statement also sets out the number of representations received, a summary of the main issues and a high level council response - available at Local Plan Review.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
64.	PM	Does each representation made have a unique ID and contact details? PINs require that these are provided in an electronic database enabling the full text of each representation to be accessed easily in both policy and paragraph number order and representor order. The database should also clearly identify those who have made a request to be heard by the Inspector under section 20(6) of the PCPA	See PINS Procedure Guide for Local Plan Examinations 2021	Yes		All responses will be provided to PINs in an electronic database (Excel) as a searchable database by policy, paragraph number and representation order. Each representation is made as a unique ID and clearly identifies who has made a request to be heard by the Inspector under section 20(6) of the PCPA.
65.	L	Have you assembled the relevant supporting documents (documents relevant to the	P&CPA Section 20(3)	Yes	Submission documents / Examination library	An Examination Library for the Local Plan has been prepared, available via www.chelmsford.gov.uk/lp-evidence

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		preparation of your plan which normally includes or comprises the evidence base)?	T&CPA Regulation 22(1)(g)			
66.	PM	Do all of the documents that you will submit to the inspectorate have a unique reference listed in an 'Examination Library'?		Yes	Submission documents / Examination library	All submission documents have a unique reference. This has been published in a List of Background Evidence Base Documents and is available in the Examination Library, available via Local Plan Review
67.	L/ PM	You may need to consider whether you need to redact certain personal details from representations for the website and inspection purposes. However, those who have made representations should be able to contact one another and documents should be provided without details redacted. See the	General Data Protection Regulation 2018 See PINS Procedure Guide for Local Plan Examinations 2021	Yes		All representations are duly made, without the need to publish sensitive information. Contact information for all parties will be sent to the Programme Officer and Inspector separately for the purposes of contacting interested parties as part of the Examination process.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		guidance from the Planning Inspectorate.				
68.	L	Have you prepared a statement setting out: • Which bodies and persons were invited to make representations under Regulation 18 • How they were invited • A summary of the main issues raised • How the representations have been taken into account	P&CPA Section 20 (3) T&CPA Regulation 22(1)(c)	Yes	• Consultation statement	The Regulation 22 Consultation Statement available at Local Plan Review sets out who and how the Council consulted the public and key stakeholders in preparing the Local Plan in accordance with Regulations 18 and 19 of the plan making Regulations 2012. It also details the main issues in the comments and how they have been considered.
69.	L	Have you prepared a statement giving: • the number of representations	P&CPA Section 20(3)	Yes	• Consultation Statement • The Statement as required in Regulation	The Regulation 22 Consultation Statement available at Local Plan Review sets out the numbers of comments and the main issues raised.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		made under Regulation 22 • a summary of the main issues raised OR • Stating that no representations were made	T&CPA Regulation 22(1)(c)		22(1)(c) – this can be included in the Consultation statement	
70.	PM	Consider what documents need printing to ensure that hard copies are available where necessary for inspection and for the examination library.	See PINS Procedure Guide for Local Plan Examinations 2021			The Council has submitted its Pre-Examination Checklist and received a response from PINS. Both documents are available at Local Plan Review The PINS procedure Guide will be further considered at the appropriate stages.
		Submission to PINS				
71.	L	Have you sent the Secretary of State (the Planning Inspectorate) a hard copy and electronic version of:	P&CPA Section 20(1) and 20(3)			Electronic copies of the Chelmsford Local Plan, Draft Policies Map and all Submission Documents listed in the Statement of Fact were submitted electronically to the Planning Inspectorate on 5 June 2026.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		- a copy of the local plan policies update - and (if prepared) policies map Have you sent the Secretary of State (the Planning Inspectorate) an electronic version of: - the Final 'consultation statement' supplemented by or incorporating the documents consultation required under Regulation 22(1) - The Sustainability Appraisal - Copies of representations	T&CPA Regulations 22 See PINS Procedure Guide for Local Plan Examinations 2021			Hard copies of necessary documents were sent to the Programme Officer to provide to the appointed Inspector/s following submission.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		• ‘Supporting documents’ Guidance from PINS also highlights other material necessary for the examination which includes: • An Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur;				

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		• The LPA's current Local Development Scheme; • In London, confirmation that the Mayor has indicated general conformity with the London Plan (note however that the Inspector is entitled to take his/her own view on conformity). • It is also helpful if the LPA provide an Equalities Impact Assessment				
72.		As soon as practical after submission, on	T&CPA Regulation 22(3) and 35(1)(b)			All relevant documents are published on the Local Plan Examination Web page: www.chelmsford.gov.uk/lp-examination

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		your website, have you published: • The documents submitted to PINS (identified above) including representations made under Regulation 20 (where practicable) taking into account GDPR requirements? • Statement as to where and when these documents are available for inspections (again this should be in line with any requirements in your Statement				

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		of Community Involvement)?				
73.	L	For each general consultation body invited to make representations under Regulation 18(1), have they been sent: - notification that the documents submitted to PINS are available for inspection - details of where and when they can be inspected	T&CPA Regulation 22(3)(b)		Copies of correspondence	All relevant parties have been notified of the documents submitted and where and when they are available for inspection. Notifications include a weblink or paper copy of the Statement of Fact, available at www.chelmsford.gov.uk/lp-evidence
74.	L	Have you given notice to persons who have requested to be notified that submission has taken place?	T&CPA Regulation 22(3)(c)		Copies of correspondence	All relevant parties have been notified that Submission has taken place.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
75.	L	If examination hearings are being held, at least six weeks before its opening has the Programme Officer: - published the time and place of the examination and the name of the person appointed to carry out the examination on your website? - notified those who have made representations on the published DPD which have not been withdrawn of these details?	P&CPA Section 20 T&CPA Regulations 24 and 35		Website	To follow.
76.	L	Have you asked the Inspector to recommend 'main	See Section 6 of the PINS Procedure		Schedule of proposed main modifications	To follow.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		modifications' (changes that materially affect the policies) to make a submitted local plan policies update sound and legally compliant? These modifications should be published for consultation.	Guide for Local Plan Examinations 2021 P&CPA Section 20 (7C)			Committee approvals to submit the Local Plan include a recommendation to request that the Inspector make recommendations to the Council for any main modifications to the Local Plan considered necessary in order to enable the Plan to be found sound: • Chelmsford Policy Board 18 May 2026 • Cabinet 21 May 2026 • Full Council 2 June 2026
77.	L	Depending on the scope of the modifications, have you considered whether there is a need to undertake further Sustainability Appraisal, Habitats Regulations Assessment, and Equalities Impact Assessment on the modifications.	The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) The European Directive 2001/42/EC The Conservation		• Sustainability Appraisal (and any drafts) • Equalities Impact Assessment • Habitats Regulations Assessment screening report	To follow.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC Equality Act 2010			
78.	L	If the plan policies update is sound, have you formally adopted the plan policies update in a full meeting of the local planning authority?	T&CPA Regulation 4(1) and (3) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000).		Any relevant authority reports to Cabinet / Committee	To follow.

	Ref	Key questions	Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
79.	L	On adopting a Local Plan policies update, have you made publicly available a copy of the plan, an Adoption Statement and Sustainability Appraisal?	T&CPA Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.		Adoption Statement	To follow.