

Pre-Submission Local Plan Process Requirements Checklist (January 2025)

The revised [National Planning Policy Framework \(NPPF\) on 12 December 2024](#) provides transitional arrangements for Councils that are well advanced with plan preparation under the previous system. The content and timetable of the Pre-Submission Local Plan can comply with these transitional arrangements. This means that the Pre-Submission Local Plan would be examined under the December 2023 NPPF.

This document 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 \(PAS\) Local Plan Route Mapper & Toolkits](#) and has been updated following the Preferred Options stage of the plan preparation. This checklist focuses on requirements related to Stage E. Stage F will be undertaken to support future stages of the Local Plan Review process.

The table below sets out key plan making process questions to be considered up to the Pre-Submission stage. 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:

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

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 |
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| | | 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 | <ul style="list-style-type: none"> ● Authority Monitoring Report ● Baseline technical data | Annual Monitoring Reports (AMR) are published each year to measure performance. The most recent AMR uses the Local Plan monitoring framework May 2020: Monitoring development (chelmsford.gov.uk) |
| 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 | <ul style="list-style-type: none"> ● Local Development Scheme | The Local Development Scheme was approved in November 2023: chelmsford-local-development-scheme-2023-2028.pdf |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
|----|-----|---|------------------------------|-----|--|---|
| 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 | <ul style="list-style-type: none"> Local Development Scheme Statement of Community Involvement | <p>The SCI was reviewed and approved in September 2020: Cabinet (September 2020) (chelmsford.gov.uk)</p> <p>The Local Development Scheme was approved in November 2023: chelmsford-local-development-scheme-2023-2028.pdf</p> |
| 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 | <ul style="list-style-type: none"> The Council's scheme of delegation | <p>Chelmsford Policy Board (CPB) is responsible for reviewing existing council policies, development 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</p> <p>The Cabinet are responsible for considering consultation feedback and approve/adopt all Council policy documents, masterplans and make decisions on Local Plan progression. Full Council will approve the Local Plan Submission for Independent Examination and Adoption. Further information on responsibilities: Cabinet (chelmsford.gov.uk) and Full Council (chelmsford.gov.uk).</p> |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| 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 | <ul style="list-style-type: none"> ●Published report and decision ●5 year plan review assessment (See Part 1 of this toolkit) ●Baseline technical data | <p>Chelmsford Policy Board report – May 2022 - Item 7 provided an update on the next steps and timetable for the review of the Local Plan: chelmsford-policy-board-26522-agenda-pack.pdf</p> <p>Chelmsford Policy Board report – November 2023 – Item 5 provided an update on the Local Plan review timetable. The Board also approved a revised Local Development Scheme: item-5-publication-of-revisions-to-the-chelmsford-local-development-scheme.pdf</p> <p>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</p> <p>More information is available in</p> <ol style="list-style-type: none"> 1. Topic papers published for the I&O and PO consultations including on Climate Change, Employment, Health and Wellbeing, Historic Environment, Natural Environment, Housing, Infrastructure and Transport 2. Other supporting documents including Planning Advisory Service (PAS) Toolkits Parts 1 and 2 and the Preferred Options Local Plan Form and Contents Checklist 2024 <p>The above are available at: Local Plan Review (chelmsford.gov.uk) https://www.chelmsford.gov.uk/planning-and-building-</p> |

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| | | | | | | control/planning-policy-and-local-plan/local-plan-review/ |
| | | 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 updates to the local plan policies? | P&CPA T&CP NPPF | Yes | <ul style="list-style-type: none"> Statement of Community Involvement | The SCI was reviewed and approved in September 2020: Cabinet (September 2020) (chelmsford.gov.uk) |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| 7. | PM | <p>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?</p> <p>This should also consider the any practicalities of making documents available for inspection at the submission stage.</p> | P&CPA T&CP | | <ul style="list-style-type: none"> ●Published report and decision ●Statement of Community Involvement | <p>Chelmsford Policy Board report – July 2020 – Item 8 approved a draft revised SCI for public consultation: Chelmsford Policy Board meeting (July 2020)</p> <p>Cabinet – September 2020 – Item 7.2 considered the feedback on the revised SCI and adopted the document: cabinet-8920-agenda-pack.pdf (chelmsford.gov.uk)</p> <p>The SCI was reviewed and approved in September 2020: Cabinet (September 2020) (chelmsford.gov.uk)</p> |
| 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 | <ul style="list-style-type: none"> ●Published report and decision on review of local plan policies ●Baseline technical data | <p>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</p> <p>Planning Advisory Service (PAS) Toolkits Parts 1 and 2 published as part of the I&O consultation: Local Plan Review (chelmsford.gov.uk)</p> |
| 9. | PM | Have you drafted a project plan to manage and timetable | | Yes | <ul style="list-style-type: none"> ●Local Development Scheme | The Local Development Scheme approved November 2023: chelmsford-local-development-scheme-2023-2028.pdf |

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| | | the development and update of the local plan policies? | | | <ul style="list-style-type: none"> ● Authority Monitoring Report | |
| 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 | <ul style="list-style-type: none"> ● Local Development Scheme ● Authority Monitoring Report | The Local Development Scheme approved November 2023: chelmsford-local-development-scheme-2023-2028.pdf |
| 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 Enterprise Partnership and each Local Nature Partnership in the area. | P&CPA T&CP | Yes | <ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground | <p>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)</p> <p>The Heart of Essex Local Enterprise Partnership and Essex Local Nature Partnership were consulted at I&O stage as detailed in Appendix 1 of the I&O Feedback Report: local-plan-review-feedback-issues-and-options.pdf (chelmsford.gov.uk)</p> |
| 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 | P&CPA | Yes | <ul style="list-style-type: none"> ● Published report and decision on review of local plan policies | 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 |

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| | | least one other planning area and on which you are required to engage constructively, actively and on an ongoing basis? | | | <ul style="list-style-type: none"> • 5 year plan review assessment (See Part 1 of this toolkit) • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements | <p>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)</p> <p>Planning Advisory Service (PAS) Toolkits Parts 1 and 2: Local Plan Review (chelmsford.gov.uk)</p> <p>Topic papers produced for the I&O and PO consultations: Local Plan Review (chelmsford.gov.uk) https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-local-plan/local-plan-review/</p> |
| 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 | <ul style="list-style-type: none"> • Statement of Community Involvement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements | Appendix 1 of the DTC strategy identifies additional bodies that may be engaged: duty-to-co-operate-strategy-january-2022.pdf (chelmsford.gov.uk) |

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| 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 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. | P&CPA NPPF | Yes | <ul style="list-style-type: none"> ●Duty to Co-operate Statement(s) of Common Ground / Duty to Co-operate Statements ●Template documents | The Duty to Co-operate position statement and Preferred Options Topic Papers detail engagement undertaken available at: Local Plan Review (chelmsford.gov.uk) . A Duty to Cooperate Compliance Statement will be prepared for the submission stage. |
| 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 publication are obtained? | | Yes | <ul style="list-style-type: none"> ●Any relevant local authority reports and decisions | <p>Regular updates are made to relevant meetings. Chelmsford Policy Board reports include:</p> <ul style="list-style-type: none"> • May 2022 Update on the review of Adopted Chelmsford Local Plan • July 2022 Issues and Options Consultation • February 2023 I&Os Consultation Feedback • November 2023 Publication of revisions to the LDS • March 2024 Preferred Options Consultation <p>Cabinet Reports include:</p> <ul style="list-style-type: none"> • January 2022 Approval of DTC Strategy • November 2023 Publication of revisions to the LDS <p>Agenda and papers for the above are available via: Main committees (chelmsford.gov.uk)</p> |

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| 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 Environmental Assessment? | P&CPA The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) The European Directive 2001/42/EC NPPF | Yes | <ul style="list-style-type: none"> •Local Development Scheme •Sustainability Appraisal Scoping document •Sustainability Appraisal report | <p>The Integrated Impact Assessment (IIA) assesses SA, SEA, HRA, HIA and EqIA impacts in one assessment.</p> <p>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</p> <p>IIA – Issues and Options document: Local Plan Review (chelmsford.gov.uk)</p> |
| 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 | <ul style="list-style-type: none"> •Statement of Community Involvement •Sustainability Appraisal report scoping document •Sustainability Appraisal report •Copies of the consultation | <p>The SCI was reviewed and approved in September 2020: Statement of Community Involvement - Adopted September 2020 (chelmsford.gov.uk)</p> <p>IIA Scoping Report 2022 – The consultation 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</p> |

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| | | | | | letters sent to, and any responses from, the bodies | IIA – Issues and Options Consultation Document: Local Plan Review (chelmsford.gov.uk) IIA I&O Consultation Document Feedback Report: Local Plan Review (chelmsford.gov.uk) |
| | | 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 | <ul style="list-style-type: none"> ●Baseline technical data ●Commissioned reports and studies ●Authority Monitoring Report | The evidence base and topic papers are available online at: Local Plan Review 2022 (chelmsford.gov.uk) and Adopted Local Plan (chelmsford.gov.uk) The latest AMR 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? | P&CPA NPPF | Yes | <ul style="list-style-type: none"> ●Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements | The Duty to Cooperate position statement and Preferred Options Topic Papers detail engagement undertaken and are available at: Local Plan Review (chelmsford.gov.uk) |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | Have you ensured that you are keeping a continual log of engagement for your Duty to Cooperate Statement of Common Ground? | | | | |
| 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 in a clear manner and unambiguous? | NPPF | Yes | <ul style="list-style-type: none"> •First draft plan •Sustainability Appraisal report •Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements | <p>The Preferred Options Local Plan contains updated and new policies informed by a number of considerations including evidence gathering and engagement. The Preferred Options Local Plan contains details of policy alternatives considered. Policies are assessed in the PO IIA. The PO topic papers summarise the approach to the PO plan and alternatives considered. All documents are available at: Local Plan Review (chelmsford.gov.uk)</p> <p>The PO Duty to Cooperate position statement is available at: Local Plan Review (chelmsford.gov.uk)</p> |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| 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 | <ul style="list-style-type: none"> •Evidence based documents •First draft plan •Consultation statement •Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements | <p>The latest national planning policy and guidance has also been used to inform the PO Local Plan including national planning policy for traveller sites (updated in December 2023) and plan content requirements in the NPPF published in December 2023. Where possible, changes to the NPPF affecting plan-making have been reflected in the PO Local Plan including reforms to housing delivery. Other changes will be addressed at the pre-submission plan-making stage following further consideration/ assessment. Further information is set out in the PO topic papers and the PO Local Plan Form and Contents Checklist (March 2024). These are all available at: Local Plan Review (chelmsford.gov.uk)</p> <p>New and updated evidence base produced to support the PO Local Plan consider latest national planning policy and guidance – available at: Local Plan Review (chelmsford.gov.uk)</p> |
| 22. | L | Have you considered plan production processes set out within the NPPF. | NPPF | Yes | <ul style="list-style-type: none"> •Evidence based documents •First draft plan •Consultation statement •Duty to Cooperate Statement(s) of Common | <p>The latest national planning policy and guidance has also been used to inform the PO Local Plan including plan making requirements in the NPPF published in December 2023. Where possible, changes to the NPPF affecting plan-making have been reflected in the PO Local Plan including reforms to housing delivery. Other changes will be addressed at the pre-submission plan-making stage following further consideration/ assessment. Further information is set out in the PO topic papers and the PO Local Plan Form and Contents</p> |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | | | | Ground / Duty to Cooperate Statements | Checklist (March 2024). These are all available at: Local Plan Review (chelmsford.gov.uk) New and updated evidence base produced to support the PO Local Plan considers latest national planning policy and guidance – available at: Local Plan Review (chelmsford.gov.uk) |
| 23. | L | Have you developed a clear and robust framework that will allow you to consistently monitor the implementation and impact of the policies in the plan and to enable a review to be triggered where necessary? | P&CPA T&CPA The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) | Yes | <ul style="list-style-type: none"> ●Sustainability Appraisal ●Authority Monitoring Report ●Reports or documents setting out the appraisal and monitoring framework | The PO Local Plan includes an updated plan monitoring framework. Other relevant documents include the PO IIA and AMRs for the adopted Local Plan. Relevant reports are available at: Local Plan Review (chelmsford.gov.uk) |
| 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 | The Conservation of Habitats and Species Regulations 2017 (as amended) | | <ul style="list-style-type: none"> ●Habitats Regulations Assessment screening report | The I&O IIA and PO IIA include sections addressing HRA. These do 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 Preferred Option Local Plan to ensure that the Pre- |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | a European offshore site (either alone or in combination with other plans or projects)? | The European Directive 92/43/EEC | | <ul style="list-style-type: none"> • Habitats Regulations Assessment | Submission Draft Plan (Regulation 19) has no adverse effects on any European sites. Reports are available at: Local Plan Review (chelmsford.gov.uk) |
| 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? | <p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p> | | <ul style="list-style-type: none"> • Habitats Regulations Assessment screening report • Habitats Regulations Assessment • Statement of Community Involvement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements | Relevant nature consultation bodies were consulted on the I&O IIA and will be consulted on the PO IIA which include sections on addressing HRA. Reports are available at: Local Plan Review (chelmsford.gov.uk) |

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| 26. | L | <p>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?</p> <p>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.</p> | <p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p> | | <ul style="list-style-type: none"> •Habitats Regulations Assessment screening report •Habitats Regulations Assessment •Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements | <p>The I&O IIA and PO IIA include sections addressing HRA. These do 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 Local Plan to ensure that the Pre-Submission Draft Plan (Regulation 19) has no adverse effects on any European sites. Appropriate assessments have been undertaken in the PO IIA for aspects where effect pathways are present, 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 PO Local Plan will have no adverse effects on the integrity of any European sites, alone or in combination. See reports at: Local Plan Review (chelmsford.gov.uk)</p> |
| 27. | | Have you carried out an Equalities Impact Assessment? | Equality Act 2010 | Yes | <ul style="list-style-type: none"> •Equalities Impact Assessment | <p>This is incorporated within the PO IIA document available at: Local Plan Review (chelmsford.gov.uk)</p> |
| 28. | | Have you considered combining the Sustainability Appraisal, Equalities Impact Assessment and potentially | Equality Act 2010 | Yes | <ul style="list-style-type: none"> •Habitats Regulations Assessment | <p>An IIA is being developed and updated alongside the plan review. This incorporates:</p> <ul style="list-style-type: none"> • Sustainability Appraisal (SA) • Strategic Environmental Assessment (SEA) |

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| | | 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. | | | screening report • Habitats Regulations Assessment • Equalities Impact Assessment | • Habitats Regulations Assessment (HRA) • Health Impact Assessment (HIA), and • Equality Impact Assessment (EqIA). IIA documents are available at: Local Plan Review (chelmsford.gov.uk) |
| 29. | L | Have you assessed the draft plan / policy options against relevant soundness and quality measures? | NPPF | Yes | • Draft plan / policy options • Duty to Cooperate Statement(s) of Common Ground • Local Plan Form and Content Checklist (see Part 2 of this Toolkit) • Local Plan Soundness and Quality Assessment (see Part 4 of this Toolkit) | Preferred Options Local Plan Form and Contents Checklist 2024 and PO Options topic papers (Spatial Strategy and Strategic Sites, Climate Change, Employment, Health and Wellbeing, Historic Environment, Natural Environment, Housing, Infrastructure and Transport). All reports available at: Local Plan Review (chelmsford.gov.uk) |

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| 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 | | <ul style="list-style-type: none"> •Submission policies map •Brief statement if a submission policies map is not required | <p>The PO Local Plan includes a draft Policies Map available at: Local Plan Review (chelmsford.gov.uk).</p> <p>A submission policies map will be produced alongside the next plan making stage (Pre-Submission).</p> |
| 31. | L | Is the local plan policies update consistent with any other adopted Local Plan Documents for the area? | T&CPA | Yes | <ul style="list-style-type: none"> •Local Plan and relevant background papers | The PO Local Plan takes into account the adopted Essex Minerals Local Plan, Essex and Southend-on-Sea Waste Local Plan and South East (Inshore) Marine Plan – Section 1 of the PO Local Plan available at: Local Plan Review (chelmsford.gov.uk) . |
| 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 | <ul style="list-style-type: none"> •Local Plan | Appendix A of the Chelmsford Local Plan Review Preferred Options 2024 sets out the schedule of superseded documents and policies. The PO Local Plan is available at: Local Plan Review (chelmsford.gov.uk) |

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| 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 | | <ul style="list-style-type: none"> •Letter from Mayor of London/ Mayoral Development Corporate •Local Plan and relevant background papers | N/A |
| | | 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? | | | <ul style="list-style-type: none"> •Any relevant authority reports to Cabinet / Committee | Chelmsford Policy Board held in March 2024, item 5 presents the Preferred Options 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 |
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| 35. | L | <p>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?</p> <ul style="list-style-type: none"> • 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 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 | <p>P&CPA</p> <p>T&CP</p> <p>NPPF</p> | Yes | <ul style="list-style-type: none"> •Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements •Consultation Statement •Copies of consultation notifications •Records of discussion | <p>The I&O You Said We Did Feedback Report lists the specific and general bodies, businesses and other stakeholders alongside residents who were notified about the PO consultation and invited to make representations – find at: Local Plan Review (chelmsford.gov.uk)</p> <p>Chelmsford Policy Board held in March 2024, item 5 presents a Preferred Options consultation plan. It confirms that specific and general bodies, residents, businesses and other stakeholders on the council's Local Plan consultation database will be notified about the PO consultation and invited to make representations: Chelmsford Policy Board (March 2024).</p> |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| 36. | L | <p>Have you made sure that the consultation and invitation to make representations:</p> <ul style="list-style-type: none"> Follows the principles set out in your adopted Statement of Community Involvement; Integrates any involvement with the Duty to Cooperate Statement(s) of Common Ground; and Is proportionate to the scale of issues involved in the local plan policies update. | <p>P&CPA</p> <p>NPPF</p> | Yes | <ul style="list-style-type: none"> Statement of Community Involvement Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements Consultation Statement | <p>The I&O You Said We Did Feedback Report available at Local Plan Review (chelmsford.gov.uk) details the consultation process which complied with the council's adopted SCI.</p> <p>Chelmsford Policy Board held in March 2024, item 5 presents available at Chelmsford Policy Board (March 2024) includes details about the PO consultation. The same consultation approach will be followed for the PO Local Plan consultation and reported in a feedback report after the consultation.</p> |
| 37. | L | <p>Have you prepared a draft of your Consultation Statement (a "proposed submission document") that includes 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; and | <p>P&CPA</p> <p>T&CPA</p> <p>NPPF</p> | Yes | <ul style="list-style-type: none"> Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements Consultation Statement | <p>The I&O You Said We Did Feedback Report available at Local Plan Review (chelmsford.gov.uk) details the consultation process including who was consulted and how, the main issues raised in the comments and how these have informed the PO Local Plan.</p> |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | <ul style="list-style-type: none"> 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. | | | | |
| 38. | L / PM | <p>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?</p> <ul style="list-style-type: none"> Sustainability Appraisal; and Habitats Regulations Screening Assessment (or Habitats Regulations Assessment if one has been developed at this stage) | <p>P&CPA</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> | Yes | <ul style="list-style-type: none"> Sustainability Appraisal (and any drafts) Habitats Regulations Assessment screening report Habitats Regulations Assessment Statement of Community Involvement Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements | <p>The Council is undertaking an IIA which incorporates Sustainability Appraisal and Habitats Regulations Assessment. All IIA documents prepared to date are available at: Local Plan Review (chelmsford.gov.uk). This includes the Scoping IIA, I&O IIA and PO IIA.</p> |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | | <p>The European Directive 2001/42/EC</p> <p>The European Directive 92/43/EEC</p> <p>NPPF</p> | | <ul style="list-style-type: none"> ● Consultation Statement | |
| | | <p>Stage E: Developing the submission version of the policies update</p> <p>*CURRENT STAGE*</p> | | | | |
| 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 policy options set out in your plan? | P&CPA Section 13 and Section 20 | Yes | <ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies | <p>A feedback report summarising the details of the consultation, the consultation responses and main issues was produced for the Preferred Option consultation. This is available on the website: https://www.chelmsford.gov.uk/media/1jjdyjih/local-plan-preferred-options-feedback-report-october-2024.pdf</p> <p>This document has been updated by the 'You Said We Did Feedback' report which sets out the main issues raised and the Council responses to these. This is published as part of the Chelmsford Policy Board agenda pack available at:</p> |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | | | | | https://www.chelmsford.gov.uk/committee-meetings/chelmsford-policy-board-january-2025/ A number of additional studies and updates to the evidence base has been undertaken to inform the Pre-Submission Local Plan. The published evidence base is available on the Council website: Local Plan Review (chelmsford.gov.uk) . This includes an updated Infrastructure Delivery Plan, updated Strategic Housing Needs Assessment, new Archaeology Assessment, new Open Space Study and new Air Quality Assessment. Chelmsford Policy Board held in September 2024 , item 5 available at: https://www.chelmsford.gov.uk/committee-meetings/chelmsford-policy-board-september-2024/ includes feedback from the Preferred Options consultation. |
| 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 | <ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies ● Sustainability Appraisal (and any drafts) | A consultation statement has been produced outlining the details of the intended Pre-Submission Local Plan consultation. This is published as part of the Chelmsford Policy Board agenda pack to be held on 16 January 2025 and available at: https://www.chelmsford.gov.uk/committee-meetings/chelmsford-policy-board-january-2025/ A number of additional studies and updates to the evidence base has been undertaken to inform the Pre- |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | 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. | | | <ul style="list-style-type: none"> •Habitats Regulations Assessment screening report •Habitats Regulations Assessment •Statement of Community Involvement •Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements | <p>Submission Local Plan. The published evidence base is available on the Council website: Local Plan Review (chelmsford.gov.uk). This includes an updated Infrastructure Delivery Plan, updated Strategic Housing Needs Assessment, new Archaeology Assessment, new Open Space Study and new Air Quality Assessment. An Integrated Impact Assessment (incorporating Sustainability Appraisal, Strategic Environmental Assessment, Habitat Regulations Assessment, Health Impact Assessment and Equality Impact Assessment) has been produced assess the Pre-Submission Local Plan. This is available as part of the agenda pack for the Chelmsford Policy Board on 16 January 2025: https://www.chelmsford.gov.uk/committee-meetings/chelmsford-policy-board-january-2025/</p> <p>The Council has a Statement of Community Involvement (September 2020) which sets out the strategy for involving the community in planning consultations, it is available at: https://www.chelmsford.gov.uk/media/byjfrq2v/statement-of-community-involvement-adopted-september-2020.pdf</p> <p>A Duty to Cooperate Position Statement is available as part of the evidence base on the Council website: Local Plan Review (chelmsford.gov.uk).</p> |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | | | | | Chelmsford Policy Board held in September 2024 , item 5 available at: https://www.chelmsford.gov.uk/committee-meetings/chelmsford-policy-board-september-2024/ includes feedback from the Preferred Options consultation. |
| 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 Integrated Impact Assessment incorporating Sustainability Appraisal and Strategic Environmental Assessment has been produced assess the Pre-Submission Local Plan. This is available as part of the agenda pack for the Chelmsford Policy Board on 16 January 2025: https://www.chelmsford.gov.uk/committee-meetings/chelmsford-policy-board-january-2025/ |
| 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 Assessment is not required and confirmation from Natural England that they concur? | The Conservation of Habitats and Species Regulations 2017 (as amended) | | ●Habitats Regulations Assessment screening report ●Habitats Regulations Assessment | The Habitats Regulations Assessment for the Pre-Submission Local Plan is included within the Integrated Impact Assessment and is available as part of the agenda pack for the Chelmsford Policy Board on 16 January 2025: https://www.chelmsford.gov.uk/committee-meetings/chelmsford-policy-board-january-2025/ As with previous HRA reports it does not constitute a formal 'HRA screening' or 'Appropriate Assessment' as |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | | <p>The European Directive 2001/42/EC</p> <p>The European Directive 92/43/EEC</p> <p>NPPF Para 32</p> | | | 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 Pre-Submission version of the plan to (a) provide an assessment of the likely HRA conclusions, were the plan adopted as 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. |
| 43. | L | Have you updated your Equalities Impact Assessment? | Equality Act 2010 | Yes | <ul style="list-style-type: none"> •Equalities Impact Assessment | <p>The Equalities Impact Assessment for the Pre-Submission Local Plan is included within the Integrated Impact Assessment and is available as part of the agenda pack for the Chelmsford Policy Board on 16 January 2025:</p> <p>https://www.chelmsford.gov.uk/committee-meetings/chelmsford-policy-board-january-2025/</p> |
| 44. | L | Have you taken account of all of the representations 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? | T&CPA Regulation 17, 18 and 22 | Yes | <ul style="list-style-type: none"> •Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements •Consultation Statement •Local Plan | <p>A Duty to Cooperate Position Statement is available as part of the evidence base on the Council website: Local Plan Review (chelmsford.gov.uk).</p> <p>Statements of Common Ground are being agreed with organisations including neighbouring Local Planning Authorities. These will be available on the Council's website via Local Plan Review as they are agreed.</p> |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | | | | <ul style="list-style-type: none"> •Relevant correspondence | <p>The 'You Said We did' Feedback Report has been produced to set out the main issues raised at the Preferred Options stage, the Council's responses to these and how it has informed the Pre-Submission Local Plan. This is published as part of the Chelmsford Policy Board agenda pack to be held on 16 January 2025 and available at: https://www.chelmsford.gov.uk/committee-meetings/chelmsford-policy-board-january-2025/</p> <p>The Pre-Submission Local Plan (committee version) is available as part of the agenda pack for the Chelmsford Policy Board on 16 January 2025: https://www.chelmsford.gov.uk/committee-meetings/chelmsford-policy-board-january-2025/</p> <p>Chelmsford Policy Board held in September 2024 , item 5 available at: https://www.chelmsford.gov.uk/committee-meetings/chelmsford-policy-board-september-2024/ includes feedback from the Preferred Options consultation.</p> |
| 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 | <ul style="list-style-type: none"> •Local Plan •Relevant correspondence | <p>The housing land supply will be confirmed through the Local Plan examination process. The Pre-Submission Housing Topic Paper will outline how the housing land supply will be confirmed through the examination process. This will be published on the Council website alongside the Pre-Submission consultation: Local Plan Review (chelmsford.gov.uk).</p> |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | 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 | <p>Does your local plan policies update include a trajectory illustrating the expected rate of housing delivery over the plan period?</p> <p>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 assessment conducted using the standard method as a starting point)?</p> | NPPF paras 11, 74 and 75 | Yes | <ul style="list-style-type: none"> Local Plan | <p>The Pre-Submission Local Plan (committee version) is available as part of the agenda pack for the Chelmsford Policy Board on 16 January 2025: https://www.chelmsford.gov.uk/committee-meetings/chelmsford-policy-board-january-2025/</p> <p>Strategic Policy S6 makes provision for an increased number of overall new homes of 22,990 equating to 1,210 net new dwellings per annum (dpa). This compares with 19,000 net new homes and 1,000 dpa planned for in the Preferred Options Consultation Document although the site allocation capacity provided around a 20% additional buffer. The increase of the housing requirement to 1,210 dpa accords with the Government's transitional arrangements for use of the new standard method for calculating housing needs set out the revised NPPF (December 2024). In order for Local Plans to use the proposed NPPF transitional arrangements, an emerging local plan minimum housing requirement needs to be at least 80% of the revised</p> |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | | | | | standard method which is 1,454 dpa - i.e. 80% of 1,454 = 1,163 dpa. |
| | | Stage F: Independent examination and adoption *FUTURE STAGE* | | | | |
| 47. | 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) | | | <ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee | |
| 48. | L | Have you made clear where and within what period representations must be made? | T&CPA Regulation 17, 19, 20 and 35 | | <ul style="list-style-type: none"> Report or record of decisions | |
| 49. | L | Have you published on your website and made copies of the following available for inspection: | T&CPA Regulations 19 and 35 | | <ul style="list-style-type: none"> Statements and record of where and when documents | |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | <ul style="list-style-type: none"> the proposed submission documents the statement of the representations procedure statement and details of where and when documents can be inspected <p>Have you checked you have met all other requirements of your Statement of Community Involvement?</p> | | | <p>were made available</p> <ul style="list-style-type: none"> Consultation Statement | |
| 50. | L | <p>Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> A copy of each of the proposed submission documents; and the statement of the representations procedure | T&CPA Regulation 19(b) | | <ul style="list-style-type: none"> Consultation Statement Evidence of notifications (email) | |
| 51. | L | <p>Have you sent to each of the general consultation bodies invited to make</p> | T&CPA Regulation 19(b) | | <ul style="list-style-type: none"> Consultation Statement | |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | <p>representations under Regulation 18(1):</p> <ul style="list-style-type: none"> the statement of the representations procedure; and where and when the documents can be inspected | | | <ul style="list-style-type: none"> Evidence of notifications (email) | |
| 52. | 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>P&CPA Section 24</p> <p>T&CPA Regulation 21</p> | | <ul style="list-style-type: none"> Copy of letter | |
| | | Getting ready for submission to PINS | | | | TO BE COMPLETED AT SUBMISSION PLAN MAKING STAGE |
| 53. | 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 other practical arrangements. Refer | See PINS Procedure Guide for Local Plan Examinations 2021 | | | |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | to guidance from the Planning Inspectorate. | | | | |
| 54. | PM | Have you obtained the relevant authority permissions to submit the plan to the Secretary of State via the Planning Inspectorate (PINS) | | | <ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee | |
| 55. | L | Have you collated all of the representations made to the publication draft plan policies update? | <p>P&CPA Section 20(3)</p> <p>T&CPA Regulation 22(1)(e)</p> | | | |
| 56. | PM | <p>Does each representation made have a unique ID and contact details?</p> <p>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</p> | See PINS Procedure Guide for Local Plan Examinations 2021 | | | |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | a request to be heard by the Inspector under section 20(6) of the PCPA | | | | |
| 57. | L | Have you assembled the relevant supporting documents (documents relevant to the preparation of your plan which normally includes or comprises the evidence base)? | P&CPA Section 20(3) T&CPA Regulation 22(1)(g) | | ●Submission documents / Examination library | |
| 58. | PM | Do all of the documents that you will submit to the inspectorate have a unique reference listed in an 'Examination Library'? | | | ●Submission documents / Examination library | |
| 59. | 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 | General Data Protection Regulation 2018 See PINS Procedure Guide for Local Plan | | | |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | redacted. See the guidance from the Planning Inspectorate. | Examinations 2021 | | | |
| 60. | L | <p>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 18 • How they were invited • A summary of the main issues raised • How the representations have been taken into account | <p>P&CPA Section 20 (3)</p> <p>T&CPA Regulation 22(1)(c)</p> | | <ul style="list-style-type: none"> • Consultation statement | |
| 61. | L | <p>Have you prepared a statement giving:</p> <ul style="list-style-type: none"> • the number of representations made under Regulation 22 • a summary of the main issues raised <p>OR</p> | <p>P&CPA Section 20(3)</p> <p>T&CPA Regulation 22(1)(c)</p> | | <ul style="list-style-type: none"> • Consultation Statement • The Statement as required in Regulation 22(1)(c) – this can be included in the Consultation statement | |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | <ul style="list-style-type: none"> Stating that no representations were made | | | | |
| 62. | 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 | | | |
| | | Submission to PINS | | | | TO BE COMPLETED AT SUBMISSION PLAN MAKING STAGE |
| 63. | L | <p>Have you sent the Secretary of State (the Planning Inspectorate) a hard copy and electronic version of:</p> <ul style="list-style-type: none"> a copy of the local plan policies update and (if prepared) policies map <p>Have you sent the Secretary of State (the Planning Inspectorate) an electronic version of:</p> | <p>P&CPA Section 20(1) and 20(3)</p> <p>T&CPA Regulations 22</p> <p>See PINS Procedure Guide for Local Plan Examinations 2021</p> | | | |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | <ul style="list-style-type: none"> the Final 'consultation statement' supplemented by or incorporating the documents consultation required under Regulation 22(1) The Sustainability Appraisal Copies of representations 'Supporting documents' <p>Guidance from PINS also highlights other material necessary for the examination which includes:</p> <ul style="list-style-type: none"> 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 | | | | |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | <p>confirmation from Natural England that they concur;</p> <ul style="list-style-type: none"> • 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 | | | | |
| 64. | | <p>As soon as practical after submission, on your website, have you published:</p> <ul style="list-style-type: none"> • The documents submitted to PINS (identified above) | T&CPA Regulation 22(3) and 35(1)(b) | | | |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | <p>including representations made under Regulation 20 (where practicable) taking into account GDPR requirements?</p> <ul style="list-style-type: none"> • Statement as to where and when these documents are available for inspections (again this should be in line with any requirements in your Statement of Community Involvement)? | | | | |
| 65. | L | <p>For each general consultation body invited to make representations under Regulation 18(1), have they been sent:</p> <ul style="list-style-type: none"> • notification that the documents submitted to PINS are available for inspection | T&CPA Regulation 22(3)(b) | | <ul style="list-style-type: none"> • Copies of correspondence | |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | <ul style="list-style-type: none"> • details of where and when they can be inspected | | | | |
| 66. | L | Have you given notice to persons who have requested to be notified that submission has taken place? | T&CPA Regulation 22(3)(c) | | <ul style="list-style-type: none"> •Copies of correspondence | |
| 67. | L | <p>If examination hearings are 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 DPD which have not been withdrawn of these details? | <p>P&CPA Section 20</p> <p>T&CPA Regulations 24 and 35</p> | | <ul style="list-style-type: none"> •Website | |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| 68. | L | Have you asked the Inspector to recommend 'main 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. | See Section 6 of the PINS Procedure Guide for Local Plan Examinations 2021 P&CPA Section 20 (7C) | | <ul style="list-style-type: none"> ● Schedule of proposed main modifications | |
| 69. | 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 of Habitats and | | <ul style="list-style-type: none"> ● Sustainability Appraisal (and any drafts) ● Equalities Impact Assessment ● Habitats Regulations Assessment screening report | |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
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| | | | Species Regulations 2017 (as amended) The European Directive 92/43/EEC Equality Act 2010 | | | |
| 70. | 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). | | <ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee | |
| 71. | L | On adopting a Local Plan policies update, have you made publicly available a copy of the plan, an Adoption | T&CPA Regulations 26 and 35 of the Town and Country | | <ul style="list-style-type: none"> Adoption Statement | |

| | Ref | Key questions | Source | Y/N | Examples of documents in which this might be found | Documents demonstrating compliance |
|--|-----|---|---|-----|--|------------------------------------|
| | | Statement and Sustainability Appraisal? | Planning (Local Planning) (England) Regulations 2012. | | | |