

## **East Herts District Plan 2011-2033**

### **Legal Compliance Checklist**

This checklist has been prepared for the East Herts District Plan 2011-2033 (EHDP), and the accompanying Policies Map. Its purpose is for the Council to satisfy itself that the plan is legally compliant for submission to the Secretary of State for Examination in Public by an independent planning inspector.

This concludes that the East Herts District Plan complies with relevant legislation set out in the checklist.

This checklist follows the template table prepared for the Planning Advisory Service (PAS) by SNR Denton. The checklist requirements are presented in *italic* and checklist evidence in plain.

#### **Glossary:**

"Act" means the **Planning and Compulsory Purchase Act 2004 (as amended)**

"NPPF" means the **National Planning Policy Framework** published March 2012

"Regulations" means the **Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012**

**LDS** means **Local Development Scheme**

**SCI** means **Statement of Community Involvement**

**DPD** means **Development Plan Document**

## **Stage One: The early stages**

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

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

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

Regulation 17 notes that a statement setting out which bodies and people the council invited to make representations under Regulation 18 is one of the proposed submission documents. In this tool, the term 'consultation statement' is used to describe this statement.

Section 33A of the Act (introduced by the Localism Act 2011) introduces a duty to cooperate as a mechanism to ensure that local planning authorities and other bodies engage with each other on issues which are likely to have a significant effect on more than one planning area. This pervades every stage of the plan preparation. A plan may be found unsound if a council cannot show that it has taken reasonable steps to comply with the duty.

### Stage One: The beginning

<b>Activity</b>	<b>Legal Requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
1. <i>Is the DPD identified in the adopted LDS? Have you recorded the timetable for its production?</i>	<i>The Act section 15(2) and section 19(1)</i>	<i>NPPF para 153</i>		<p>The East Herts District Plan (EHDP) was included in the East Herts LDS in May 2012. The LDS was then revised in August, 2012, 2013 and again in 2016. The latest LDS (Ref: SUB/011) was approved by Executive on 7<sup>th</sup> June 2016.</p> <p>Annual/Authority Monitoring Reports (AMR) (Ref: IDM/006) have been produced annually from the start of the plan period. This report monitors the progress of the District Plan timeline set out in the LDS. The latest AMR is the 2015/16 version.</p>
2. <i>How will community engagement be programmed into the preparation of the DPD?</i>	<i>The Act section 19 (3)  Regulation 18</i>	<i>NPPF paras 150, 155 and 157</i>	<i>If the SCI is up-to date, use that. If not set out any changes to community engagement as a result of changes in legislation.</i>	<p>The SCI (Ref: SUB/010) was adopted in October, 2013 and has been used to guide public consultation on the EHDP.</p> <p>The Regulation 22 Consultation Statement Report (Ref: SUB/009) provides further information on the consultation processes undertaken during plan preparation.</p>
3. <i>Have you considered the appropriate bodies you should consult?</i>	<i>Regulation 18</i>	<i>NPPF paras 4.25-4.26</i>	<i>Regulation 2 defines the general and specific consultation</i>	<p>The SCI (Ref: SUB/010) has been used to guide public consultation on the EHDP.</p>

<b>Activity</b>	<b>Legal Requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
			<p>bodies.</p> <p><i>The possible evidence may duplicate each other. Only use what you need to.</i></p>	<p>Our consultation database has been regularly updated to ensure the specific and general consultation bodies have been consulted.</p> <p>The Regulation 22 Consultation Statement (Ref: SUB/009) provides a comprehensive list of the specific and general bodies consulted during plan preparation, in accordance with Regulation 18 and 19. Local residents and businesses were also consulted, via various methods, which are detailed in this statement.</p>
<p>4. <i>How will you co-operate with other local planning authorities, including counties, and prescribed bodies, to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?</i></p>	<p><i>The Act section 33A(1)(a) and (b), section 33A(3)(d) e) &amp; (4)</i></p> <p><i>The Act Section 20(5)(c)</i></p> <p><i>Regulation 4</i></p>	<p><i>NPPF paras 178 to 181 (which comprise the guidance referred to in the Act section 33A(7))</i></p> <p><i>Under NPPF Para 182, to be 'Effective' a plan should be based on</i></p>	<p><i>Section 33A(4) defines a "strategic matter".</i></p> <p><i>Under section 33A(6) the required engagement includes considering joint approaches to the plan making activities (including the preparatory activities) and considering whether to agree joint</i></p>	<p>Neighbouring authorities, the County Councils and other relevant stakeholders have been involved in ongoing discussions with East Herts Council (EHC) throughout plan preparation and have been consulted under Regulation 18 and 19. The Council intends to sign MOUs/Statements of Common Ground with all neighbouring authorities and Hertfordshire County Council. An MOU with Essex County Council may also be prepared if required. EHC, the County Councils and the neighbouring authorities in</p>

<b>Activity</b>	<b>Legal Requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
		<p><i>effective joint working on cross-boundary strategic priorities.</i></p> <p><i>Strategic priorities are listed at NPPF Para 156</i></p>	<p><i>local development documents under section 28.</i></p> <p><i>The bodies prescribed by section 33A(1)(c) are set out at Regulation 4(1).</i></p>	<p>the East Herts/West Essex housing market area (HMA) sit on the Co-operation for Sustainable Development Board which discusses cross border strategic issues.</p> <p>Joint working has informed a number of the site allocations proposed in the Plan e.g. The Gilston Area, East of Stevenage and East of Welwyn Garden City.</p> <p>Joint evidence studies have been produced. The outcome of independent work has been shared across borders, with input being sought from relevant stakeholders.</p> <p>The Duty to Co-operate Compliance Statement (Ref: SOC/001) demonstrates that the requirements of the duty have been met and highlights how the Council has co-operated with LPAs and other bodies.</p>
<p>5. <i>How you will co-operate with any local enterprise partnerships (LEP) or local nature partnerships (LNP) to identify and address</i></p>	<p><i>The Act section 33A(1)(c) and section 33A(9), section 33A(3)(d) and (e)</i></p>	<p><i>NPPF paras 178 to 181</i></p>	<p><i>Section 33A(4) defines a "strategic matter".</i></p> <p><i>Strategic priorities are listed at NPPF Para</i></p>	<p>The Council continues to work in partnership with the Hertfordshire LEP. In particular, discussions have taken place with regards to facilitating development within the Gilston Area. The LEP has provided significant</p>

<b>Activity</b>	<b>Legal Requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
<i>any issues or strategic priorities that will have a significant impact on at least two planning areas?</i>	<i>The Act section 20(5)(c).  Regulation 4</i>		<i>156.  Regulation 4(2) prescribes LEPs and LNPs for the purposes of section 33A(9).  Under section 33A(6) the required engagement includes consulting on joint approaches to relevant activities.</i>	<p>funding in order to help deliver the Little Hadham Bypass by 2019. Further discussions will be held over the coming months in order to consider how the LEP could help to deliver other critical infrastructure schemes identified in the Council's IDP (Ref: IDM/001).</p> <p>The Council continues to work with the organisations that make up the LNP and is currently preparing a Statement of Accordance with the LNP guiding principles which will be signed prior to examination. Engagement has taken place through the Hertfordshire Infrastructure and Planning Partnership.</p> <p>The Duty to Co-operate Compliance Statement (Ref: SUB/011) demonstrates that the requirements of the duty have been met and highlights how the Council has co-operated with the LEP and LNP. The Council intends to sign MOUs with the LEP and LNP in the near future.</p>
<i>6. Is baseline information being collected and evidence being</i>	<i>The Act section13</i>	<i>NPPF paras 158 - 177</i>		Baseline information is being collected on an annual basis through the AMR (Ref: IDM/006).

<b>Activity</b>	<b>Legal Requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
<i>gathered to keep the matters which affect the development of the area under review?</i>				The Council has assembled a variety of baseline information in the form of the evidence base. This evidence base has evolved through plan preparation to ensure up-to-date information is being used. All the technical studies that make up the evidence base are available to view in the Evidence Library on the Council's website.
<i>7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?</i>	<i>The Act section19(5)</i>	<i>NPPF paras 165 and 167  Strategic Environmental Assessment Guide, chapter 5</i>		Information and evidence has been collected to set the framework for the sustainability appraisal (SA). An SA scoping report (Ref: SUB/007) was completed in 2010.  An SA (Ref: SUB/004) has been prepared to support the EHDP. This document has informed the strategic options selected and has assessed the likely impacts of the Plan.  Section 25 of the SA highlights that the Council has produced a Monitoring Framework as part of the EHDP. This framework will monitor the effectiveness of the policies. Data is collected annually, this will be reported in the AMR (Ref: IDM/006).

<b>Activity</b>	<b>Legal Requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
8. <i>Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal report?</i>	<i>Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.</i>	<i>NPPF paras 165 and 167  SEA Guide chapter 3</i>	<i>The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2).</i>	<i>Statutory Consultation of the environmental consultation bodies was carried out at SA scoping stage in 2010. Responses were received from these bodies and these were used to inform the SA (Ref: SUB/004).</i>

**Stage two: Plan preparation – frontloading phase**

Information assembled during this phase contributes to:

- showing that the procedures have been complied with
- demonstrating cooperation with statutory cooperation bodies
- developing alternatives and options and appraising them through sustainability appraisal and against evidence.

The council should record actions taken during this phase as they will be needed to show that the plan meets the legal requirements. They will also show that a realistic and reasonable approach has been taken to plan preparation

## Stage Two: Plan preparation

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<p>1. Have you notified:</p> <ul style="list-style-type: none"> <li>• The specific consultation bodies?</li> <li>• The general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents?</li> </ul>	<p>Regulation 18(1) and (2)(a) (b)</p>	<p>NPPF paras 159 – 173</p>	<p>Specific and general consultation bodies are defined in Regulation 2.</p>	<p>The Regulation 22 Consultation Statement (Ref: SUB/009) lists the specific and general consultation bodies and provides a record of communications with these bodies.</p> <p>Specific and general consultation bodies were notified of the consultations via letter or email. Copies of these letters/emails can be provided.</p> <p>The consultation materials for the Regulation 18 and 19 Consultation can be viewed as appendices to the Regulation 22 Consultation Statement. All representations received can also be accessed online via the consultation portal.</p> <p>The Marine Management Organisation was omitted from the specific consultation bodies as East Herts does not adjoin any marine environments.</p>
<p>2. Are you inviting representations from people resident or</p>	<p>Regulation 18(1) and (2)(c)</p>	<p>NPPF paras 159 – 173</p>		<p>Representations from East Herts residents and businesses have been invited at all stages of the plan-</p>

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
<i>carrying out business in your area about the content of the DPD?</i>				<p>making process. The Regulation 22 Consultation statement (Ref: SUB/009) provides a full record of the consultation undertaken at Regulation 18 and 19.</p> <p>The Council consulted and raised public awareness through various methods including; letters, emails, social network updates, advertisements in local media, leaflet drops, posters and the Council's Link magazine. Copies of these documents can be provided.</p> <p>The Council's consultation database contains over 3,000 individuals, organisations and businesses. All representations received can be viewed online via the consultation portal.</p>
3. <i>Are you engaging with stakeholders responsible for delivery of the strategy?</i>	<i>Regulation 18</i>	<i>NPPF para 155</i>	<i>NPPF paras 160- 171 4.29 give examples of relevant bodies which should be consulted.</i>	The Council continues to be involved in ongoing discussions with infrastructure providers, developers and other stakeholders, these bodies have been consulted through the Regulation 18 and 19 consultation processes. Copies of the consultation letter/email can be provided.

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
				The IDP (Ref: IDM/001) has been produced through co-operation with infrastructure providers and other relevant stakeholders. This document identifies schemes that are required in order to support proposed growth.
4. Are you taking into account representations made?	Regulation 18(3)	NPPF para 155	<i>Evidence from participation is part of the justification. Show how you have taken representations into account.</i>	<p>Representations received during the Regulation 18 Consultation were taken into account and any appropriate amendments made to the Plan prior to Regulation 19 publication. An interim Consultation Statement was prepared following the Regulation 18 Consultation, in advance of the Regulation 19 Consultation. Related to this the Council produced comprehensive Issue Reports, in which Officer Responses were provided to the relevant planning issues raised through the Consultation.</p> <p>The Council has considered the representations received during the Regulation 19 consultation. The schedule of Proposed Changes that accompanies the EHDP has been informed by the responses.</p> <p>The Regulation 22 Consultation</p>

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
				Statement (Ref: SUB/009) provides further details on the consultations carried out at Regulation 18 and 19 stages.
5. <i>Does the consultation contribute to the development and sustainability appraisal of alternatives?</i>	<i>The Act section 19(5) Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</i>	<i>NPPF paras 165 – 168 SEA Guide, chapter 3</i>		<p>The Regulation 22 Consultation Statement (Ref: SUB/009) provides further details on the consultations carried out at Regulation 18 and 19 stages.</p> <p>Representations received through consultation have been taken into account alongside information provided by the evidence base. Alternatives and new policy suggestions have been considered as part of the consultation process.</p> <p>The SA (Ref: SUB/004) identifies, describes and evaluates the reasonable alternatives. In addition, the Council has produced Settlement Appraisals (Ref: SSS/002-010) which considered alternative sites and also the representations made through Regulation 18 consultation.</p>
6. <i>Is the participation:</i> <ul style="list-style-type: none"> <li>• <i>following the principles set out in your SCI?</i></li> <li>• <i>integrating involvement</i></li> </ul>	<i>The Act section 19(3)</i>	<i>NPPF para 155</i>		Participation has followed the principles set out in the East Herts SCI (Ref: SUB/010).

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
<p><i>with the sustainable community strategy?</i></p> <ul style="list-style-type: none"> <li>• <i>proportionate to the scale of issues involved in the DPD?</i></li> </ul>				<p>The EHDP has been prepared in line with the objectives of the Sustainable Community Strategy for East Herts 2009 to 2024.</p> <p>Participation has been vast and extensive throughout plan preparation. The Council has attempted to involve as many people as possible in the development of the EHDP, through wide publicising of the document. The Regulation 22 Consultation Statement (Ref: SUB/009) provides further information on participation in the consultation processes.</p>
<p>7. <i>Are you keeping a record of:</i></p> <ul style="list-style-type: none"> <li>• <i>the individuals or bodies invited to make representations?</i></li> <li>• <i>how this was done?</i></li> <li>• <i>the main issues raised?</i></li> </ul>	<p><i>The Act section 20(3)</i></p> <p><i>Regulation 17</i></p>	<p><i>NPPF paras 158 -171</i></p>	<p><i>You will need to submit a statement of representations under Regulation 22 (1) (c): see Submission stage below.</i></p> <p><i>Regulation 35 deals with the availability of documents and the time of their removal.</i></p>	<p>The Regulation 22 Consultation Statement (Ref: SUB/009) contains a record of the individuals/bodies invited to make representations. The Council consulted individuals/bodies via email and letter correspondence.</p> <p>The Consultation database has a full list of all the individuals who were invited to make representations.</p> <p>The main issues raised through the consultations are summarised in the Regulation 22 Consultation</p>

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
				Statement.
<p>8. Are you inviting representations on issues that would have significant impacts on both your areas from another local planning authority? Or county issues from an affected county council that is not a planning authority? Or significant cross-boundary issues and strategic priorities of a body prescribed under Section 33A(1)(c)?</p>	<p>The Act section 33A(1)(a) (b) and (c), section 33A(3)(d) &amp; (e) section 33A(4) section 33A(9)</p> <p>The Act section 20 (5)(c)</p>	<p>NPPF paras 178 to 181</p>	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</p>	<p>The Regulation 22 Consultation Statement (Ref: SUB/009) contains a record of individuals/bodies invited to make representations. This list includes neighbouring authorities and county councils.</p> <p>The Co-operation for Sustainable Development Board was established in 2014 as a mechanism for discussing cross boundary issues with neighbouring authorities in the East Herts/West Essex HMA and beyond.</p> <p>The Duty to Co-operate Compliance Statement (Ref: SOC/001) provides details on how the Council has worked with neighbouring authorities, county councils and other Duty to Co-operate bodies.</p>
<p>9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership (LEP) or a local nature partnership (LNP)?</p>	<p>The Act section 33A(1)(c) and Section 33A(9). The Act section 20(5) (c). Regulation 4</p>	<p>NPPF paras 178 to 181</p>	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p>	<p>The Regulation 22 Consultation Statement (Ref: SUB/009) contains a record of individuals/bodies invited to make representations. This list includes the Hertfordshire LEP and the organisations comprising the Hertfordshire LNP.</p> <p>The Duty to Co-Operate Compliance</p>

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
			<i>Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</i>	Statement (Ref: SUB/001) provides details on how the Council has worked with the LEP and LNP and other Duty to Co-operate bodies.
<i>10. Are you developing a framework for monitoring the effects of the DPD?</i>	<i>The Act section 35  Regulation 34  Regulation 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363</i>	<i>NPPF paras 165 - 1687  SEA Guide, Chapter 5</i>	<i>It is a matter for each council to decide what to include in their monitoring reports while ensuring they are prepared in accordance with relevant UK and EU legislation” Chief Planning Officer letter 30 March 2011 withdrawing ODPM guidance.</i>	<p>The AMR (Ref: IDM/006), published annually, will be the principal tool used to monitor the effectiveness of the District Plan policies.</p> <p>In addition the Council has produced a monitoring framework which is set out in Appendix C of the EHDP. The performance of the EHDP policies will be assessed against the series of indicators in this framework.</p> <p>Section 25 of the SA (Ref: SUB/004) outlines the Council’s future approach to Monitoring.</p>

### **Stage three: Plan preparation- formulation phase**

This stage has many legal matters, for process and content, to address. The council should be beginning to formulate the preferred strategy for the local plan or supplementary planning document with which the council chooses to address Regulation 18 requirements, using the information gathered and previous collaborative work with stakeholders.

Para 182 of the NPPF makes it clear that explicit consideration of alternatives is a key part of the plan making process.

You should evaluate the reasonable alternatives identified in 'stage two: frontloading phase – plan preparation' phase against the:

- completed body of information from evidence gathering
- results of sustainability appraisal
- findings from community participation
- findings from engagement with statutory cooperation bodies.

This may be written up as a preferred strategy report. The results of participation on the preferred strategy and an accompanying sustainability report will enable the council to gauge the community's response and receive additional evidence about the options. The council can then decide whether, and how, the preferred strategy and policies should be changed for publishing the finished DPD.

Alternatives developed from the evidence and engagement during the frontloading stage need to be appraised to decide on the preferred strategy. Participation will also need to be carried out on it.

These matters need to be considered, and dealt with, in good time, and not left until publication. Supporting documents will assist in providing evidence that decisions on alternatives and strategy are soundly based. These documents will, in due course, become part of the proposed submission documents in stage four.

**The council should tell all parties that this is the main participation opportunity on the emerging plan.** The publication stage is a formal opportunity for anyone to comment on an aspect of the DPD's soundness, and to propose a change to the plan

accordingly. The more effectively this message is put across, the lower the chance of late changes being brought forward following publication.

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

<b>Activity</b>	<b>Statutory requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
<p>1. Are you preparing reasonable alternatives for evaluation during the preparation of the DPD?</p>	<p>Regulation 12 (2) of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633</p>	<p>NPPF paras 152 - 182 SEA Guide, Chapter 5</p>	<p>The sustainability appraisal report and supporting documents relevant to the preparation of the DPD are part of the proposed submission documents (see Regulation 17).</p>	<p>The Supporting Document (Ref: SSS/001) informed the Council's chosen approach and highlighted the reasonable alternatives at the Preferred Options Stage of the EHDP.</p> <p>The SA (Ref: SUB/004) at Part 1 identifies, describes and evaluates the reasonable alternatives considered throughout the Plan preparation stages.</p>
<p>2. Have you assessed alternatives against:</p> <ul style="list-style-type: none"> <li>• Consistency with national policy?</li> <li>• general conformity with the regional spatial strategy where still in force?</li> </ul>	<p>The Act section 19 (2), section 24</p>	<p>NPPF para 151</p>	<p>For London boroughs and local authorities where regional strategies are still in force general conformity is tested formally later but you need to consider it during preparation of the DPD.</p>	<p>The SA (Ref: SUB/004) assessed the alternatives and their consistency with national policy.</p> <p>The RSS has been revoked.</p>
<p>3. Are you having regard to (where relevant):</p> <ul style="list-style-type: none"> <li>• adjoining regional spatial strategies?</li> <li>• the spatial development strategy for London?</li> <li>• Planning Policy for</li> </ul>	<p>The Act sections 19 (2) and 24 (1) and (4)</p> <p>Regulation 10</p>		<p>Where the regional strategy has been revoked you should record that fact.</p>	<p>The RSS has been revoked.</p>

<p><i>Wales?</i></p> <ul style="list-style-type: none"> <li><i>the National Planning Framework for Scotland?</i></li> </ul>	<p><i>and 21</i></p>			
<p>4. <i>Are you co-operating with other local planning authorities including counties, to address significant cross boundary issues? Have you discussed doing joint local development documents?</i></p>	<p><i>The Act section 33A(2)(a)</i></p> <p><i>Section 33A(6)(a)(b)</i></p> <p><i>Section 20(5)(c)</i></p>	<p><i>NPPF paras 181 and 185</i></p>		<p>The Duty to Co-operate Compliance Statement (Ref: SOC/001) details how the Council has co-operated with other LPAs and the County Councils with regards to cross boundary issues. EHC, the County Councils and the neighbouring authorities in the East Herts/West Essex HMA sit on the Co-operation for Sustainable Development Board which discusses cross border strategic issues.</p> <p>Joint working has informed a number of the site allocations proposed in the Plan e.g. The Gilston Area, East of Stevenage and East of Welwyn Garden City. In addition, joint evidence studies have been produced in conjunction with neighbouring authorities and the county councils.</p> <p>A joint Supplementary Planning Document (SPD) is anticipated for the site allocation East of Welwyn Garden City. Joint governance arrangements are also being considered for the Harlow and Gilston Garden Town (which includes the Gilston Area).</p>

<p>5. Are you cooperating with a person prescribed for the purposes of Regulation 33A(1)(c) to address significant cross boundary issues including preparing joint approaches?</p>	<p>The Act section 33A(2)(a), section 33A(6)(a)</p> <p>The Act section 20 (5) (c)</p> <p>Regulation 4</p>	<p>NPPF paras 181 and 182</p>	<p>The bodies prescribed by The Act section 33A(1)(c) are set out at Regulation 4 (1).</p>	<p>The Duty to Co-operate Compliance Statement (Ref: SOC/001) details how the Council has co-operated with the prescribed bodies to address significant cross boundary issues. The Council intends to sign MOUs with all neighbouring authorities and other specific Consultation bodies.</p>
<p>6. Are you cooperating with having regard to the activities of the LEP and LNP?</p>	<p>The Act section 33A(2)(b) and section 33A(9). Regulation 4 (2)</p>	<p>NPPF para 181 and 182</p>		<p>The Duty to Co-operate Compliance Statement (Ref: SOC/001) details how the Council has co-operated with the Hertfordshire LEP and Hertfordshire LNP.</p> <p>The Council continues to work in partnership with the Hertfordshire LEP. In particular, discussions have taken place with regards to facilitating development within the Gilston Area. The LEP has provided significant funding in order to help deliver the Little Hadham Bypass by 2019. Further discussions will be held over the coming months in order to consider how the LEP could help to deliver other critical infrastructure schemes identified in the Council's IDP.</p> <p>The Council continues to work with</p>

				<p>the organisations that make up the LNP and is currently preparing a Statement of Accordance with the LNP guiding principles which will be signed prior to examination.</p> <p>Engagement has taken place through the Hertfordshire Infrastructure and Planning Partnership.</p>
<p>7. Are you having regard to:</p> <ul style="list-style-type: none"> <li>• your sustainable community strategy or of other authorities whose area comprises part of the area of the council?</li> <li>• any other local development documents adopted by the council?</li> </ul>	<p><i>The Act section19(2)</i></p>			<p>The EHDP has been prepared in line with the objectives of the Sustainable Community Strategy for East Herts 2009 to 2024.</p>
<p>8. Do you have regard to other matters and relevant strategies relating to:</p> <ul style="list-style-type: none"> <li>• resources</li> <li>• the local/regional economy</li> <li>• the local transport plan and transport facilities and services</li> </ul>	<p><i>The Act section19(2)</i></p> <p><i>Regulation 10</i></p>		<p><i>As well as the matters and strategies listed in the Act and Regulations there are likely to be other matters identified in planning policy statements, regional and local strategies that you will need to have</i></p>	<p>These matters and relevant strategies have been considered throughout plan preparation. The Duty to Co-operate Compliance statement highlights communication between the Council and relevant bodies in relation to these matters.</p> <p>The London Stansted Cambridge Corridor (LSCC) Vision is referenced in Chapter 2 of the EHDP (P.20). The</p>

<ul style="list-style-type: none"> <li>• <i>waste strategies</i></li> <li>• <i>hazardous substances</i></li> </ul>			<p><i>regard to in preparing the DPD.</i></p>	<p>principles of this strategic economic vision have guided development of the EHDP.</p> <p>The Plan has taken account of the Minerals and Waste Local Plans for Hertfordshire prepared by Hertfordshire County Council.</p> <p>The transport schemes identified by the Plan and the IDP (Ref: IDM/001) have been informed by the Local Transport Plan, the Hertfordshire Transport Vision 2050 and further discussions with Hertfordshire County Council and Essex County Council as Highways Authorities.</p>
<p>9. <i>Are you having regard to the need to include policies on mitigating and adapting to climate change?</i></p>	<p><i>The Act section19(1A)</i></p>	<p><i>NPPF paras 93 -108</i></p>		<p>Policies relating to Climate Change are set out in Chapter 22 of the EHDP (P.278-282). The Strategic Objectives and the Vision set out in Chapter 2 (P.17-19) include references to mitigating the effects of climate change.</p> <p>The SA (Ref: SUB/004) at section 12 assesses the impact of the EHDP on climate change.</p> <p>The Strategic Flood Risk Assessment (Ref: ENV/002) includes measures for mitigating the effects of climate</p>

				change.
10. Have you undertaken the sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	<p>The Act section 19(5)</p> <p>Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF para 182</p> <p>SEA Guide, Chapter 5</p>	<p>Regulation 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures.</p>	<p>A full SA (Ref: SUB/004) has been prepared to support the EHDP. This document has informed the strategic options selected and has assessed the likely impacts of the Plan.</p> <p>Consultation on the SA has been carried out alongside the EHDP consultations.</p>
11. Are you setting out reasons for any preferences between alternatives?	<p>Regulation 8(2)</p>	<p>NPPF para 182</p>	<p>This will include Information from the sustainability appraisal.</p>	<p>The SA (Ref: SUB/004) in Part 1 outlines the whole process the Council have undertaken through plan preparation. The document explains why the preferred approach has been chosen and assesses the reasonable alternatives.</p> <p>The Supporting Document (Ref: SSS/001) informed the decisions made at the Preferred Options Stage.</p> <p>The Council has produced Settlement Appraisals (Ref: SSS/002-010) which explain how the Council has arrived at its chosen approach for each settlement/site in the EHDP. In addition, the Development Strategy Topic Paper (Ref: TPA/001) provides</p>

				further details on how the allocated sites have been identified.
<p>12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal? Are you keeping a record?</p>	<p>Regulations 17, 18(3) and 22 (1) (c) (iv)</p> <p>Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF paras 150, 155, 157 and 159-171</p>	<p>Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive.</p>	<p>Representations received during the Regulation 18 Consultation were taken into account and any appropriate amendments made to the Plan prior to Regulation 19 publication. An interim Consultation Statement was prepared following the Regulation 18 Consultation, in advance of the Regulation 19 Consultation. Related to this the Council produced comprehensive Issue Reports, in which Officer Responses were provided to the relevant planning issues raised through the Consultation.</p> <p>The Council has considered the representations received during the Regulation 19 consultation. The schedule of Proposed Changes that accompanies the EHDP has been informed by the responses.</p> <p>The Regulation 22 Consultation Statement (Ref: SUB/009) provides further details on the consultations carried out at Regulation 18 and 19 stages. A summary of representations received to the Regulation 19 Consultation is included in this</p>

				Statement.
<p>13. Where sites are to be identified or areas for the application of policy in the DPD, are you preparing sufficient illustrative material to:</p> <ul style="list-style-type: none"> <li>• enable you to amend the currently adopted policies map?</li> <li>• inform the community about the location of proposals?</li> </ul>	<p>Regulations 5 (1)(b) and 9</p>	<p>NPPF para 157</p>	<p>Regulation 2 defines the terms 'submission' and 'adopted' proposals map.</p> <p>A map showing changes to the adopted policies map is part of the proposed submission documents defined in Regulation 17.</p>	<p>Policies Maps (Ref: SUB/003), have been produced and published alongside the EHDP. These are included in the submission package in accordance with Regulation 22.</p> <p>Within the EHDP written document there are key diagrams for each settlement that show the site allocations proposed. There are also site location maps which show a more detailed outline of the proposed sites.</p> <p>The Key Diagram at Appendix A of the EHDP (P.306) outlines all of the site allocations across the District.</p>
<p>14. Are the participation arrangements compliant with the SCI?</p>	<p>The Act, section 19(3)</p> <p>Regulation 18</p>	<p>NPPF paras 150 and 155</p>		<p>The Regulation 22 Consultation Statement (Ref: SUB/009) demonstrates that public participation has been carried out in line with the East Herts SCI (Ref: SUB/010).</p>

## Stage four: Publication

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

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

- do so and progress directly to publication

OR

- produce and consult on a revised preferred strategy.

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

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

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

The six weeks publication period is the opportunity for those dissatisfied (or satisfied) with the DPD to make formal representations to the inspector about its soundness. Only people proposing a change to the plan can expect to be heard at examination.

The possibility of change under certain circumstances (which should be exceptional) is allowed for in the new procedures, and is described in 'stage five: submission'.

<b>Activity</b>	<b>Statutory requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
1. <i>Have you prepared the sustainability appraisal report?</i>	<i>The Act section 19(5)</i>  <i>Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</i>	<i>NPPF paras 165 - 168</i>  <i>SEA Guide Chapter 5</i>		A full SA (Ref: SUB/004) has been prepared to support the EHDP. This document has informed the strategic options selected and has assessed the likely impacts of the Plan.
2. <i>Have you made clear where and within what period representations must be made?</i>	<i>Regulation 17, 19, 20 and 35</i>		<i>The period must not be less than 6 weeks from when you publish under Regulations 19 and 35 (see below).</i>	<p>Consultation at Regulation 18 was carried out for 12 weeks and at Regulation 19 consultation ran for the statutory 6 weeks.</p> <p>At all stages of consultation the documents were published on the Council's website and made available to view at the Council's offices and local libraries, as well as being publicised through various other means. The timescale for responses and the procedure for submitting responses were made clear on all relevant publications.</p> <p>Further details can be viewed as part of the Regulation 22 Consultation</p>

				Statement (Ref: SUB/009).
<p>3. <i>Have you made copies of the following available for inspection:</i></p> <ul style="list-style-type: none"> <li>• <i>the proposed submission documents?</i></li> <li>• <i>the statement of the representations procedure?</i></li> </ul>	<i>Regulation 19(a)</i>		<i>Regulation 17 gives definitions.</i>	<p>At all stages of consultation the proposed submission documents were published on the Council's website and made available to view at the Council's offices and local libraries, as well as being publicised through various other means.</p> <p>A statement of representations procedure was produced and was made available alongside the proposed submission documents.</p> <p>Further details can be viewed as part of the Regulation 22 Consultation Statement (Ref: SUB/009).</p>
<p>4. <i>Have you published on your website:</i></p> <ul style="list-style-type: none"> <li>• <i>the proposed submission documents?</i></li> <li>• <i>the statement of the representations procedure?</i></li> <li>• <i>statement and details of where and when documents can be inspected?</i></li> </ul>	<i>Regulations 19 and 35</i>		<i>Regulations 2 and 17 give definitions.</i>	<p>At all stages of consultation the Council published the proposed submission documents, a statement of the representations procedure and a statement of availability on the website.</p> <p>Further details can be viewed as part of the Regulation 22 Consultation Statement (Ref: SUB/009).</p>
<p>5. <i>Have you sent to each of the specific consultation bodies</i></p>	<i>Regulation 19(b)</i>		<i>Regulations 2 and 17 give definitions.</i>	<p>The Council sent a copy of the proposed submission documents and a statement of the representations</p>

<p><i>invited to make representations under Regulation 18(1):</i></p> <ul style="list-style-type: none"> <li>• <i>A copy of each of the proposed submission documents</i></li> <li>• <i>The statement of the representations procedure?</i></li> </ul>				<p>procedure to the specific consultation bodies under Regulation 18.</p> <p>Further details can be viewed as part of the Regulation 22 Consultation Statement (Ref: SUB/009).</p>
<p>6. <i>Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</i></p> <ul style="list-style-type: none"> <li>• <i>the statement of the representations procedure?</i></li> <li>• <i>where and when the documents can be inspected?</i></li> </ul>	<p><i>Regulation 19(b)</i></p>		<p><i>Regulations 2 and 17 give definitions.</i></p>	<p>A statement of the representations procedure and statement of availability were sent to the general consultation bodies as part of their consultation letter under Regulation 18.</p> <p>Further details can be viewed as part of the Regulation 22 Consultation Statement (Ref: SUB/009).</p>
<p>7. <i>Have you requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the DPD spatial development strategy?</i></p>	<p><i>The Act section 24</i></p> <p><i>Regulation 21</i></p>		<p><i>The request must be made on the day you publish the documents under Regulation 19(a) and a response must be made within six weeks from the request (Regulation</i></p>	<p>N/A</p>

			21).	
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**Stage five: Submission**

At the submission stage, the council should receive and collate any representations made at publication stage. You don't have to report these representations to councillors but there may be requirements deriving from other legislation, Standing Orders or council procedures that must be considered. Or you might just think it is a good idea to report on it anyway.

If they are reported it should be on the facts of the representations made, not the results of a consultation process by the council. They should not be treated as a consultation or an opportunity to make changes or answer representations. NB: under the 2012 Regulations there is no longer any requirement to give notice by local advertisement.

You should ensure you are in legal compliance with the SCI, the Habitats Directive and the Strategic Environmental Assessment Directive in any additional work. Any formal publication of additional or changed matters would need to allow at least a six-week period for representations to be made.

There are different approaches that could be taken to changes. You should be satisfied that you remain fully compliant with the legal requirements if any changes are made (and any consequential effects on the DPD as a whole).

Apart from notification of the examination, this tool does not deal with the legal requirements that need to be followed after submission.

### Stage five: Submission

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
1. <i>Has the DPD been prepared in accordance with the LDS? Does the DPD's listing and description in the LDS match the document? Have the timescales set out in the LDS been met?</i>	<i>The Act section 19(1)</i>		<i>The Act section 15(2) sets out the matters specified in the LDS. As at January 2013, no further matters are prescribed in the Regulations.</i>	<p>The EHDP 2011-2033 was included in the East Herts LDS in May 2012. The LDS was then revised in August, 2012, 2013 and again in 2016. The latest LDS (Ref: SUB/011) was approved by Executive on 7<sup>th</sup> June 2016. The EHDP accords with the listing and description in the most recent LDS.</p> <p>Annual/Authority Monitoring Reports (AMR) (Ref: IDM/006) have been produced annually from the start of the plan period. This report monitors the progress of the District Plan timeline set out in the LDS. The latest AMR is the 2015/16 version.</p>
2. <i>Has the DPD had regard to any sustainable community strategy for its area (like a county and district)?</i>	<i>The Act section 19(2)</i>	<i>NPPF para 182</i>		The EHDP has been prepared in line with the objectives of the Sustainable Community Strategy for East Herts 2009 to 2024.
3. <i>Is the DPD in compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?</i>	<i>The Act section 19(3)</i>  <i>Regulation 22(1)(c)</i>		<i>Before the SCI is formally amended to take into account the changes in the regulations, you may need to set out how</i>	The EHDP is compliant with the East Herts SCI (Ref: SUB/010). The SCI was adopted in October, 2013 and the Regulation 22 Consultation statement (Ref: SUB/009) demonstrates that public participation

			<i>the community engagement that you carried out met the regulations (as amended).</i>	has been carried out in line with the SCI.
<p>4. <i>Have you identified and addressed any issues which are likely to have a significant impact on at least two planning areas. In doing so, have you co-operated with other local planning authorities, county councils where they are not a planning authority, LEPs, LNPs and the prescribed bodies in identifying and addressing any strategic cross-boundary issues. If you have not agreed on the approach is there a justification?</i></p>	<p><i>The Act section 33A(1) and section 20(5)</i></p>	<p><i>NPPF paras 181 and 182</i></p>	<p><i>Under NPPF para 182, the plan should be based on effective joint working on cross-boundary strategic priorities to be found 'Effective'.</i></p>	<p>The identification and management of cross boundary issues has been integral to the production of the EHDP. Housing, Employment, Green Belt and Transport are areas where particular cross boundary issues have been recognised. Topic papers have been produced for these subject matters which highlight the evidence that has been gathered to tackle these issues.</p> <p>Although EHC is meeting its Objectively Assessed Housing Need within its administrative boundary, it is recognised that a number of the allocated sites (The Gilston Area, East of Stevenage, East of Welwyn Garden City) adjoin neighbouring authorities. Therefore a collaborative working approach has been adopted with regards to these sites.</p> <p>Joint evidence studies have been produced. The outcome of independent work has been shared across borders, with input being</p>

				<p>sought from relevant stakeholders.</p> <p>The Duty to Co-operate Compliance Statement (Ref: SOC/001) demonstrates how the Council has worked with neighbouring authorities, County Councils, Hertfordshire LEP, Hertfordshire LNP and other Duty to Co-operate bodies. The Council has been involved in ongoing discussions and intends to sign MOUs with a number of Duty to Co-operate bodies. EHC, the County Councils and the neighbouring authorities in the East Herts/West Essex HMA sit on the Co-operation for Sustainable Development Board which discusses cross border strategic issues.</p>
<p>5. <i>Has the DPD been subject to sustainability appraisal? Has the council provided a final report of the findings of the appraisal?</i></p>	<p><i>The Act section 19(5)</i></p> <p><i>Regulation 22(1)(a)</i></p>	<p><i>NPPF para 165</i></p> <p><i>SEA Practical Guide, chapter 5</i></p>		<p>A full SA (Ref: SUB/004) has been prepared to support the EHDP. This document has informed the strategic options selected and has assessed the likely impacts of the Plan.</p>
<p>6. <i>Is the DPD to be submitted consistent with national policy?</i></p>	<p><i>The Act section 19(2) and Schedule 8</i></p>	<p><i>NPPF para 151</i></p>		<p>The PAS soundness self-assessment checklist (Ref: SOC/002) provides evidence to confirm consistency with national policy.</p>
<p>7. <i>Does the DPD contain any policies or proposals that are not</i></p>	<p><i>The Act section 24(1)(a) and 24(4)</i></p>	<p><i>NPPF para 218 footnote 41</i></p>	<p><i>In London the requirement is for general conformity</i></p>	<p>The RSS has been revoked.</p>

<p><i>in general conformity with the regional strategy where it still exists? If yes, is there local justification?</i></p> <p><i>If the LPA is a London borough or a mayoral development corporation has it requested an opinion from the Mayor of London on the general conformity of the plan with the spatial development strategy?</i></p>	<p><i>Regulation 21</i></p>		<p><i>with the spatial development strategy (The London Plan).</i></p>	
<p><i>8. Has the council published the prescribed documents, and made them available at their principal offices and their website?</i></p> <p><i>Has the council notified the relevant statutory and non-statutory bodies, and all persons invited to make representations on the plan?</i></p> <p><i>Does the DPD contain</i></p>	<p><i>The Act section 20(2), 20(3) and 20(5)(b)</i></p> <p><i>Regulations 8 and 19</i></p>	<p><i>NPPF para 182</i></p>	<p><i>Requirements relating to publication of the prescribed documents are listed later in this table.</i></p>	<p>The Council has made all the submission documents available at the same locations as applied to at Regulation 18 and 19 consultations.</p> <p>The Council has notified the relevant statutory and general consultation bodies, as well as other consultees.</p> <p>Paragraph 1.1.1 of the EHDP (P.8) states that “once adopted the policies in the District Plan will replace the policies in the Local Plan 2007.”</p>

<p><i>a list of superseded saved policies?</i></p>				
<p>9. <i>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?</i></p>	<p><i>Regulations 5(1) (b), 9 (1), 17 &amp; 22(1)</i></p>			<p>Policies Maps (Ref: SUB/003), have been produced and published alongside the EHDP. These are included in the submission package in accordance with Regulation 22.</p>
<p>10. <i>Is the DPD consistent with any other adopted DPDs for the area? If the DPD is intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?</i></p>	<p><i>Regulation 8(3) and (4)</i></p> <p><i>Regulation 8(5)</i></p>		<p><i>Development Plan is defined in Section 38 of the Act.</i></p>	<p>Paragraph 1.1.1 of the EHDP (P.8) states that “once adopted the policies in the District Plan will replace the policies in the Local Plan 2007.”</p>
<p>11. <i>Have you prepared a statement setting out:</i></p> <ul style="list-style-type: none"> <li>• <i>Which bodies and persons were invited to make representations under Regulation 18?</i></li> <li>• <i>How they were invited?</i></li> <li>• <i>A summary of the main issues raised?</i></li> <li>• <i>How the</i></li> </ul>	<p><i>The Act section 20 (3)</i></p> <p><i>Regulation 22(1)(c)</i></p>		<p><i>This will bring forward material from the Consultation statement (see Stage 2 above).</i></p>	<p>A Regulation 22 Consultation Statement (Ref: SUB/009) has been produced and contains details of the Regulation 18 Consultation process. As part of this the Council has produced comprehensive Issue Reports, in which Officer Responses have been provided to the relevant planning matters raised through the Consultation.</p>

<i>representations have been taken into account?</i>				
<p>12. Have you prepared a statement giving:</p> <ul style="list-style-type: none"> <li>• the number of representations made under Regulation 22?</li> <li>• a summary of the main issues raised?</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• that no representations were made?</li> </ul>	<p><i>The Act section 20(3)</i></p> <p><i>Regulation 22(1)(c)</i></p>			<p>A Regulation 22 Consultation Statement (Ref: SUB/009) has been produced and contains details of the Regulation 19 Consultation process. A summary of the main issues can be viewed as appendices to this document.</p>
<p>13. Have you collected together all the representations made under Regulation 28?</p>	<p><i>The Act section 20(3)</i></p> <p><i>Regulation 22(1)(e)</i></p>			<p>Copies of the representations are available in hard copy format at the Council offices and are available to view electronically via our consultation portal:  <a href="http://consult.eastherts.gov.uk/portal/">http://consult.eastherts.gov.uk/portal/</a></p>
<p>14. Have you assembled the relevant supporting documents?</p>	<p><i>The Act section 20(3)</i></p> <p><i>Regulation 22(1)(g)</i></p>			<p>Relevant supporting documents have been assembled in the evidence library which is available in hard copy from the Council Offices and in electronic form via the Council's website.</p> <p>Submission documents have also been assembled and are available in</p>

				hard copy from the Council Offices and in electronic form via the Council's website.
15. Has your council approved the DPD for submission?			<i>Check the LPA's constitution/standing orders for the authorisation process appropriate for the type of DPD.</i>	Submission of the EHDP and its associated documents were approved by the Council's Executive on the 21 <sup>st</sup> March 2017, and by the Council on the 29 <sup>th</sup> March 2017.
16. Have you sent the Secretary of State (the Planning Inspectorate) both a paper copy and an email of the following: <ul style="list-style-type: none"> <li>• the DPD?</li> <li>• the submission policies map (unless there are no site allocation policies)?</li> <li>• the documents prescribed in Regulation 22(1)?</li> </ul>	<i>The Act section 20(1) and 20(3)  Regulations 22(1) and 22(2)</i>		<i>Regulation 35 deals with the availability of documents and the time of their removal. Electronic copies of some of the representations and supporting documents may not be practicable. Regulation 35 deals with the availability of documents and the time of their removal.</i>	Paper copies and electronic copies of the submission documents and the prescribed documents were submitted to the Secretary of State on the 31 <sup>st</sup> March 2017.
17. Have you made the following available at the same places where the proposed submission documents were to be seen:	<i>Regulation 22(3)</i>		<i>You should do this as soon as reasonably practicable after submission.</i>	The submission documents and the prescribed documents are available on the Councils website and are available in hard copy format from the Council's offices and local libraries.

<ul style="list-style-type: none"> <li>• <i>The DPD?</i></li> <li>• <i>The documents prescribed in Regulation 22(1)?</i></li> </ul>				
<p>18. <i>On your website, have you published the:</i></p> <ul style="list-style-type: none"> <li>• <i>DPD?</i></li> <li>• <i>submission policies map</i></li> <li>• <i>sustainability appraisal report?</i></li> <li>• <i>Regulation 22(1)(c) statement?</i></li> <li>• <i>supporting documents (where practicable) ?</i></li> <li>• <i>representations made under Regulation 20 (where practicable) ?</i></li> <li>• <i>statement as to where and when the DPD and the documents are available?</i></li> </ul>	<p><i>Regulation 22(3) and 35(1)(b)</i></p>		<p><i>You should do this as soon as reasonably practicable after submission.</i></p>	<p>These documents are available on the Councils website.</p>
<p>19. <i>For each general consultation body invited to make representations under Regulation 18(1), have you sent:</i></p> <ul style="list-style-type: none"> <li>• <i>notification that the documents prescribed</i></li> </ul>	<p><i>Regulation 22(3)(b)</i></p>		<p><i>You should do this as soon as reasonably practicable after submitting to the Secretary of State.</i></p>	<p>Prescribed notices will be emailed or posted to the relevant consultation bodies that were invited to make representation under Regulation 18.</p>

<p><i>in Regulation 22(3)(a)(i)-(iii) are available for inspection</i></p> <ul style="list-style-type: none"> <li><i>where and when they can be inspected?</i></li> </ul>				
<p>20. <i>Have you given notice to persons who have requested to be notified that submission has taken place?</i></p>	<p><i>Regulation 22(3)(c)</i></p>		<p><i>You should do this as soon as reasonably practicable after submitting to the Secretary of State.</i></p>	<p>The prescribed notices will be sent by the Council under the supervision of the EiP Programme Officer.</p>
<p>21. <i>If an examination is being held, at least six weeks before it's the opening has the Programme Officer:</i></p> <ul style="list-style-type: none"> <li><i>published the time and place of the examination and the name of the person appointed to carry out the examination on your website?</i></li> <li><i>notified those who have made representations on the published DPD which have not been withdrawn of these details?</i></li> </ul>	<p><i>The Act section 20</i></p> <p><i>Regulations 24 and 35</i></p>			<p>The EiP programme officer will oversee appropriate notices and advertisements in line with Regulations.</p>