

Title of development plan document	Minerals Site Specific Strategy DPD		
Local authority(ies) preparing the DPD	Suffolk County Council		
Submission date	AUGust2008		
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Inspector			
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note: relevant guidance on approaches and good practice is available from the [Planning Advisory Service website](#).

template 1: statutory requirements

stage 1: pre-production

Activity	Statutory Requirement	Possible evidence	Evidence provided
Is the DPD identified in the LPA's adopted local development scheme?	The Act s19(1)	(Depending on any transitional arrangements) the adopted LDS at the time of - <ul style="list-style-type: none"> • commencement of the DPD • participation on the preferred options • current adopted DPD 	Minerals Local Plan 1994-2006 (adopted 1999) Minerals DPD identified in Suffolk County Council Minerals and Waste Development Scheme April 2005. Timetable revised by cabinet Nov 2005 and Nov 2006 and latest version approved by GO-East June 07
Have you recorded the commencement of the DPD?		Report or other document confirming when work began	Evidence gathering and plan preparation from January 2005 identified in MWDS 2004
Have any details set out in the LDS such as the role, rationale or scope of the DPD been met?	The Act s19(1)	Reference to relevant section of the current LDS	Minerals DPD consistent with MWDS 2004
Is baseline information being collected and evidence being gathered to set the framework for the SA?	The Act s19(5)	SA scoping document Other document dealing with collection of baseline information	SA Scoping Document consulted on September-October 2005. Data from baseline sources in Scoping Report researched and evaluated to

Activity	Statutory Requirement	Possible evidence	Evidence provided
		SA Report	ensure relevancy and availability December 2005 ongoing
Are you collecting information on the conservation objectives of any European wildlife (Natura 2000) sites?	Conservation (Natural Habitats &c) (Amendment)(England and Wales) Regulations 2006 [forthcoming]	Copies of reports and documents relevant to these sites	Information and data on species featured at all wildlife sites including Natura 2000 sites constantly monitored and catalogued through Suffolk Biological Records Office
Have you consulted the four statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the SA Report?	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 specify the consultation procedures for plans requiring SEA.	Copies of the consultation letters sent to the bodies	Consultation on Environmental information and scoping reports undertaken with four statutory bodies December 2005

stage 2: issues and options (Regulation 25 consultation)

Activity	Statutory Requirement	Possible evidence	Evidence provided
Have the “specific consultation bodies” been consulted – or are there any of these bodies which, because of the nature of this DPD, do not need to be consulted at this stage?	Regulation 25(1)(a) [Specific Consultation Bodies are defined in Regulation 1]	Consultation statement Copies of documents consulting these bodies A brief statement setting out the reasons why any bodies have been omitted from consultation at this stage	All specific consultees consulted in accordance with adopted Statement of Community Involvement directly and lists of additional/supplementary consultees developed in accordance with Statement of Community involvement.
Have the “general consultation bodies” been identified and consulted	Regulation 25(1)(b)	Copies of documents consulting these bodies	General consultation undertaken in line with SCI and developed accordingly to

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Activity	Statutory Requirement	Possible evidence	Evidence provided
- and are those bodies consulted consistent with the approach set out in the adopted SCI?	[General Consultation Bodies are defined in Regulation 1]	Consultation statement Relevant sections of the SCI	encourage responses from “hard to reach groups” etc
Does the consultation contribute to the development and sustainability appraisal of the options?	The Act s19(5)	Reports prepared by the authority during the development of the DPD A statement as to how the consultation was framed so as to encourage consultees to identify particular issues and options within them SA report	Consultation issues on sites includes criteria for assessment aligned to SA. Consultation incorporates reports, web based information, stakeholder meetings, presentations at public meetings, roadshows Web based interactive consultation program introduced to facilitate comments on individual sites.
Are you keeping a record of the bodies being consulted; how they are being consulted, and the main issues they have raised?	Regulation 28(1)(c)	Report by the authority on the Regulation 25 consultation Consultation statement	Consultation processes documented and relevant responses individually logged with SCC response
Are you developing a framework for monitoring the effects of the DPD?	Regulation 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 specifies the requirements for monitoring the significant environmental effects of implementation of plans	The SA report The AMR Report or document setting out the appraisal and monitoring framework	All replies to Consultation documents categorised and assessed and appropriate response comments prepared. Development of web enabled system to facilitate on line response to policy issues and options consultation documents. This will allow analysis of consultation process. Member working Group established to monitor DPD Minerals and Waste Development

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Activity	Statutory Requirement	Possible evidence	Evidence provided
			Scheme timelines monitored annually and revised accordingly. Revised timelines agreed by Cabinet as part of AMR SA report prepared on basis of outcome of consultation and identification of preferred options.
<i>Have you arranged to send to the GO copies of documents used in consultation?</i>	<i>Not statutory, but will assist the later stages where the Secretary of State has a statutory role</i>	<i>Copies of the letter to the GO enclosing copies of the documents sent to consultation bodies</i>	GO-East were sent copies of all consultation documents and open discussion on content, format and credibility have been undertaken during preparation stage of each consultation document

stage 3: preferred options (Regulation 26 participation)

Activity	Statutory Requirement	Possible evidence	Evidence provided
Is the DPD being prepared in accordance with the LDS?	The Act s19(1)	Adopted LDS at the time of participation on the preferred options Adopted LDS at time of submission	DPD consistent with revised MWDS identified in 2005/6 AMR ,agreed by Cabinet November 2006 and subsequently approved by GO-East June 2007
Have you assessed the preferred options against -	The Act s19(2), s24 and Schedule 8	Preferred options report	Preferred options are consistent with

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Activity	Statutory Requirement	Possible evidence	Evidence provided
<ul style="list-style-type: none"> • consistency with national policy? • general conformity with the RSS or SDS for London? • conformity with the core strategy DPD or old policy (unless the DPD will supersede the old policy)? 	Regulation 13(6)	Pre-submission proposals documents Correspondence with GOs and RPBs (or Mayor of London) Reports of the Regulation 25 consultations	policies outlined in Core Policy Submission Plan Key external policy links have been identified
Are you having regard to - <ul style="list-style-type: none"> • adjoining RSSs, the SDS for London or Welsh Spatial Plan (as appropriate where either of these adjoin the plan area)? • the National Planning Framework for Scotland? 	The Act s19(2) Regulation 15(1)(g)	Preferred options report Pre-submission proposals documents Correspondence with the relevant bodies Reports on the Regulation 25 consultations	Adjoining RSSs not relevant. Minerals issues contained entirely within East of England RSS
Are you having regard to - <ul style="list-style-type: none"> • the community strategy of the authority or other authorities whose area comprises part of the area of the LPA? • any other LDD adopted by the authority? 	PCPA 2004 s.19(2)	The community strategies Reports on the Regulation 25 consultations Preferred options report Pre-submission proposals documents	Issues and options consultation has identified relevant issues within the Suffolk Community Strategy and the Local Strategies relevant to the Districts and boroughs. Preferred Options have been prepared to ensure a consistent approach. Preferred options developed from versions 1 and 2 of Site Specific Consultation documents taking account of comments from respondees at various consultation stages.

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Activity	Statutory Requirement	Possible evidence	Evidence provided
<p>Are you having regard to the other matters and strategies relating to -</p> <ul style="list-style-type: none"> • resources? • the RDA's Regional Economic Strategy? • infrastructure provision and any transport plan? • <i>utilities infrastructure?</i> • <i>integration of transport and land use policies?</i> • waste strategies? • hazardous substances and accidents? • <i>climate change?</i> 	<p>The Act s19(2) Regulation 15</p> <p><i>This list includes matters referred to in Annex B of PPS12 additional to the requirements set out in the Act and Regulations</i></p>	<p>Preferred options report</p> <p>Pre-submission proposals documents</p> <p>Correspondence with the relevant bodies and the GO.</p> <p>Reports on the Regulation 25 consultations.</p>	<p>The evidence base identifies a range of local and regional issues. Issues relevant to policies affecting Minerals development sites have been evaluated and identified in the evidence base supporting the preferred options.</p> <p>Advice from GO-East and correspondence from advisory and regulatory bodies assessed</p> <p>Key external policy links have been identified</p>
<p>Have you undertaken the necessary sustainability appraisal of alternatives in arriving at the preferred options?</p>	<p>The Act s19(5)</p>	<p>SA report</p> <p>Documents supporting the SA</p>	<p>Sustainability assessment of Preferred options to undertaken and featured as part of consultation process</p>
<p>Have you prepared the Sustainability Report?</p>	<p>The Act s19(5)</p>	<p>SA report</p>	<p>Sustainable Assessment of Minerals Site Specific DPD completed and consultation undertaken</p>
<p>Have you screened the plan options for likely significant effects on European Wildlife (Natura 2000) sites?</p>	<p>Conservation (Natural Habitats &c) (Amendment) (England and Wales) Regulations 2006</p>	<p>Report on the likely effects of options on these sites</p> <p>Sections of the Preferred Options Report or SA report containing the</p>	<p>Sites-evaluated and appropriate assessment report prepared</p>

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Activity	Statutory Requirement	Possible evidence	Evidence provided
	[forthcoming Regulation 85B]	screening information	
If necessary (see above) have you made an Appropriate Assessment of the plan options in Habitats terms?	Draft Habitats Regulations no 85B Conservation (Natural Habitats &c) (Amendment) (England and Wales) Regulations 2006 [forthcoming Regulation 85B]	Report on the Appropriate Assessment Copies of consultation letters sent to the appropriate nature conservation body	Appropriate Assessment of potential impacts of Minerals Policies on Natura 2000 sites reevaluated and circulated for consultation
Have you set out clear reasons for the preferred options and a précis of the alternatives and why they were rejected?	Regulation 13(1)	Preferred options report Pre-submission proposals documents SA report	Preferred options outline alternative proposed sites and reasons for not including them
Are you ready to seek participation on the preferred options and consult on the sustainability report (including any findings on Appropriate Assessment)?	Regulation 26	Reports requesting authorisation to proceed Preferred options report SA report Report on the appropriate assessment	Consultation on Preferred Options, Sustainability Appraisal , Appropriate assessment report to be undertaken October 2007
<i>Have you prepared a housing trajectory (where relevant to the DPD being prepared)?</i>	<i>Non-statutory, although Regulation 48 requires information on net additional dwellings to be given in the AMR. See PPS12 paras 4.25 and 4.48.</i>	<i>Reports on the housing trajectory Preferred options report The AMR</i>	N/A
Where sites are to be identified or areas for the application of policy defined, are you preparing sufficient illustrative material to -	Regulation 9	The adopted Proposals Map Reports on proposals to amend the Proposals Map	Site Specific Preferred Options Document includes maps showing proposed and selected sites for inclusion as preferred optyi sites to be

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Activity	Statutory Requirement	Possible evidence	Evidence provided
<ul style="list-style-type: none"> enable you to amend the currently adopted proposals map? and inform the community about the location of proposals? 		Illustrative material that shows how the Proposals Map will be amended or replaced	located
Have you made copies of the “pre-submission proposals documents” and a statement of the “proposals matters” available for inspection?	<p>Regulation 26(a).</p> <p>Regulation 27 allows anyone to make representations and specifies a period of six weeks.</p> <p>The LPA must consider all representations received (see Regulation 27(3)).</p>	<p>The preferred options report</p> <p>Pre-submission proposals documents</p> <p>Pre-submission proposals matters</p>	Statement of “Proposals Matters “ prepared and circulated with Core Strategy for consultation
Have you published the pre-submission proposals documents, proposals matters and a statement that the documents are available for inspection (at specified places and times) on the website?	<p>Regulation 26(b)</p> <p>Regulation 24 gives definitions and Regulation 27 facilitates representations (see above)</p>	<p>Preferred options report</p> <p>Pre-submission proposals matters</p> <p>Copy of the statement that documents are available for inspection</p>	Copies of Statement of Proposals Matters and pre-submission proposals documents available for inspection during normal office hours at Endeavour House, Suffolk District/Borough Council’s main offices and libraries.

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Activity	Statutory Requirement	Possible evidence	Evidence provided
<p>Have you sent to the “DPD bodies” (ie all those you consulted at the Regulation 25 stage)-</p> <ul style="list-style-type: none"> • the proposals for the DPD? • supporting documents that are relevant to the body? • notice of proposals matters? • a statement that the documents are available for inspection (at specified places and times)? 	<p>Regulation 26 (c)</p> <p>Regulation 24 gives definitions and Regulation 27 facilitates representations (see above)</p>	<p>Copies of correspondence</p> <p>Records of sending the relevant documents to the DPD bodies</p>	<p>All documents to be circulated with Site specific consultation documents October 2007</p>
<p>Have you advertised in a local paper giving notice of the proposals matters and where and when the pre-submission proposals documents can be inspected?</p>	<p>Regulation 26(d)</p> <p>Regulation 24 gives definitions and Regulation 27 facilitates representations (see above)</p>	<p>Copy of advertisement(s)</p>	<p>Published in EADT 22 August 2007</p>
<p>Do the participation arrangements comply with the SCI?</p>	<p>The Act s19(3)</p>	<p>The SCI</p> <p>Report of proposed participation arrangements</p> <p>Consultation statement</p>	<p>Consultation consistent with SCI except Schools competition to be undertaken for waste issues.</p>
<p><i>Have you sent the Government Office and the Planning Inspectorate copies of the proposals for the DPD and supporting documents?</i></p>	<p><i>Not statutory, but will assist the later stages where the Secretary of State and the Inspector have statutory roles.</i></p>	<p><i>Preferred options report</i></p> <p><i>Copy of statement of the proposals matters</i></p> <p><i>Copy of the statement that documents are available for inspection</i></p>	<p>Yes</p>

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Activity	Statutory Requirement	Possible evidence	Evidence provided
Are you keeping a record of the number of representations made and the issues raised?	Regulation 28(1)(d)	Report on the representations made under Regulation 27 at the Regulation 26 participation. Reports on the participation showing issues raised and summaries / statistical information of the responses, including alternatives raised. Copies of the responses Consultation statement	Copies of all on line and paper consultation responses retained and an individual and policy/issue based response documented as consultation statement

stage 4: submission

Activity	Statutory Requirement	Possible evidence	Evidence provided
Have you prepared the DPD in accordance with the LDS?	The Act s19(1) and s20(5) Regulation 9	Adopted LDS at a specified earlier stage Adopted LDS at time of submission	LDS revised during preparation of DPD and is consistent with timetable at time of submission
Have you prepared the DPD in compliance with the SCI and the Regulations? (or the minimum requirements set out in Regulations where no SCI is yet adopted?)	The Act s19(3) and s20(5) Regulation 28(1)	Consultation statement	Minerals core strategy DPD consistent with SCI
Have you undertaken sustainability appraisal and prepared an SA	The Act s19(5) and 20(5)	SA report	Yes

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Activity	Statutory Requirement	Possible evidence	Evidence provided
Report?	Regulation 28(1)		
Have you amended the screening (and Appropriate Assessment where needed) to take account of any changes since Reg 26 participation?	Draft Habitats Regulations no 85B Conservation (Natural Habitats &c) (Amendment) (England and Wales) Regulations 2006 [forthcoming Regulation 85B]	Report on the Appropriate Assessment and any reissue if necessary	Minor changes from Preferred Options Stage See AA report in Submission DPD and SA
Have you considered representations made on the preferred options?	Regulation 27(3)	Report on the representations made under Regulation 27 at the Regulation 26 participation. Consultation statement	Yes Refer to Regulation 26 report.
Are you likely to be in general conformity with the RSS [or SDS in London]?	The Act s24 Regulation 30	Correspondence with the RPB or Mayor of London Representations from the RPB or Mayor of London on the preferred options.	DPD written to ensure consistent with RSS and confirmation required from EERA
Is the DPD to be submitted consistent with national policy and in conformity with the core strategy DPD or old policy (unless the DPD will supersede the old policy)?	The Act s19(2) and Schedule 8 Regulation 13(6)	Preferred options report Correspondence with GOs Representations from GOs on the preferred options Adopted LDS Brief statement by the authority showing how conformity within the LDF has been achieved	DPD written to ensure consistent with National Policy. Minerals Core Policy DPD will supersede Minerals Local Plan
Have you had sufficient regard to all those matters required by the Act,	The Act s19(2)	Preferred options report	Yes Ref Reg 26 report

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Activity	Statutory Requirement	Possible evidence	Evidence provided
including in respect of any changes made since the preparation of the preferred options?	Regulation 15	SA report Report on the representations made under Regulation 27 at the Regulation 26 participation	
<i>Have you prepared a housing trajectory (where relevant to the DPD being prepared)?</i>	<i>Non-statutory, although Regulation 48 requires information on net additional dwellings to be given in the AMR. See PPS12 paras 4.25 and 4.48.</i>	<i>Reports on the housing trajectory. Preferred options report Current AMR</i>	N/A
Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted proposals map? If so, have you prepared a submission proposals map?	Regulations 6, 9, 13(4) and 14	Submission proposals map Preferred options report Brief statement by the authority if a submission proposals map is not required	Intended that inset maps in Specific Sites Document will be incorporated in Minerals Core Policy proposals map.
Have you identified all policies that are to be superseded by a policy or policies in the DPD?	Regulation 13(5)	Preferred options report	N/A
Are you ready for submission? Have you a good evidence base to support your DPD, and does it contain sufficient reasoned justification?	The Act s20(5)(b) Regulation 13(1) and 13(2) Regulation 28(1)	Preferred options report SA Report Reports providing the evidence base	Yes See Issues and Options DPDs, Preferred options DPD, SA report and evidence Base
Have you got all your supporting documents ready?	Regulation 28(1)(e)	Preferred options report SA Report Consultation statement	Yes Documents All complete

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Activity	Statutory Requirement	Possible evidence	Evidence provided
		Reports on the Regulation 25 consultation and the representations made under Regulation 27 at the Regulation 26 participation	
<p>Have you -</p> <ul style="list-style-type: none"> • summarised the issues raised in the consultation on issues and options? • prepared the statement on the consultation, the issues and how they have been addressed? 	Regulation 28(1)	<p>Consultation statement</p> <p>Report on the Regulation 25 consultation</p>	Yes See Reg 25 report
<p>Have you -</p> <ul style="list-style-type: none"> • summarised the issues raised in representations on participation on the preferred options? • prepared a statement on the representations and how the issues have been addressed? 	Regulation 28(1)	<p>Consultation statement</p> <p>Report on the representations made under Regulation 27 at the Regulation 26 participation</p>	Yes See Reg 26 report
<p>Have you considered how the plan will be implemented and set out how it is to be monitored?</p>	<p>The Act s20(5)(b) and s.35</p> <p>Regulation 48</p>	<p>Preferred options report</p> <p>SA Report</p> <p>Current AMR</p>	<p>Plan to be monitored through Minerals Core Strategy and SA monitoring requirements and Annual Monitoring Report</p>
<p>Do you have evidence that the DPD can deal with changing circumstances?</p>	The Act s20(5)(b)	<p>Preferred options report</p> <p>SA Report</p> <p>Current AMR</p>	<p>Dpd is based on Minerals Core Strategy Policies which allow for canging circumstances. The proposed sites exceed minimum allocation requirements.</p>

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Activity	Statutory Requirement	Possible evidence	Evidence provided
Has your authority approved the DPD for submission?	Regulation 2 of the Local Authorities Functions Regulations	Report and Resolution of the authority	Approved by Council 10th July 2008
Have you sent the Secretary of State copies of the following: <ul style="list-style-type: none"> • the DPD? • the submission proposals map (unless there are no site allocation policies)? 	The Act s20(1) Regulation 13(4)	Record of sending	Sent 31 st July 2008
Have you sent the Secretary of State copies of the following : <ul style="list-style-type: none"> • SA Report (as amended after consultation / participation)? • SCI (if adopted)? • statement on Regulation 25 consultation? • statement on representations made under Regulation 27 at the Regulation 26 participation? 	The Act s20(3) Regulation 28(1) and (2)	Record of sending	Sent 31 st July 2008
Have you sent the Secretary of State copies of the supporting documents?	The Act s20(3) Regulation 28(1) and (2)	Record of sending	Sent 31st July 2008
Have you made copies of the following available for inspection - <ul style="list-style-type: none"> • the DPD? 	Regulation 28 (3)	Report on where and when made available Record of where and when made	From the 1 st August at County, District and Borough Council Buildings and Public Libraries.

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Activity	Statutory Requirement	Possible evidence	Evidence provided
<ul style="list-style-type: none"> • the SA report? • the statement on Regulation 25 consultation? • supporting documents? • a statement of the “DPD matters”? 		available	
<p>Have you published on your website the following -</p> <ul style="list-style-type: none"> • the DPD Documents? • the DPD matters? • details of where and when documents can be inspected? 	Regulation 28(3)	Record of publication	Yes from the 31st July.
<p>Have you sent to the bodies consulted under Regulation 25 the following -</p> <ul style="list-style-type: none"> • the DPD? • the SA report? • the statement on Regulation 25 consultation? • supporting documents relevant to the body? • notice of the “DPD matters”? • details of where and when documents can be inspected? 	Regulation 28(3)	Copies of correspondence Record of sending	Letter sent 31 st July.

Activity	Statutory Requirement	Possible evidence	Evidence provided
<p>Have you advertised in a local paper covering the whole of your area the following?</p> <ul style="list-style-type: none"> the DPD matters? details of where and when documents can be inspected? 	Regulation 28(3)	Copy of advertisement	Published 1 August 2008 in East Anglian Daily Times and Eastern Daily Press. Copies provided.
Have you informed those who asked at Regulation 26 stage to be notified of the submission of the DPD?	Regulation 28(3)	Copies of correspondence	Letters sent 31 st July 2008
Have you requested the opinion of the RBP (or the Mayor in London) on the general conformity of the DPD with the RSS (or SDS)?	PCPA 2004 s.24 Regulation 30	Copies of correspondence	Letter sent 31st July 2008

stage 5: post-submission

Activity	Statutory Requirement	Possible evidence	Evidence provided
<p>If you receive representations which do not seek to add or amend a site allocation policy, have you -</p> <ul style="list-style-type: none"> made a copy available at the places wherever the pre-submission proposals documents were placed? published them on your website? 	Regulation 31(2)(a) and (b) Regulation 31(3) Regulation 31(4)	Record of where and when made available Record of publication	

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Activity	Statutory Requirement	Possible evidence	Evidence provided
<p>If you receive representations which do not seek to add or amend a site allocation policy, have you sent copies to the Secretary of State of -</p> <ul style="list-style-type: none"> • a statement of the total number of representations made? • copies of the representations? • a summary of the main issues raised in the representations? • or (if it applies) a statement that no representation has been made? 	<p>Regulation 31(2)(c) Regulation 31(3) Regulation 31(4)</p>	<p>Record of sending Copies of statements, summaries and representations</p>	
<p>If you receive a representation that seeks to add or amend a site allocation policy, have you made available at the places wherever the pre-submission proposals documents were placed -</p> <ul style="list-style-type: none"> • a copy? • a statement of the period within which further representations must be made and the address to which they must be sent? 	<p>Regulation 32(2)(a)</p>	<p>Record of where and when made available Copies of statements and representations</p>	
<p>If you receive a representation that seeks to add or amend a site allocation policy, have you made available on your website -</p> <ul style="list-style-type: none"> • a copy? 	<p>Regulation 32(2)(b)</p>	<p>Record of publication Copies of statements and representations</p>	

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Activity	Statutory Requirement	Possible evidence	Evidence provided
<ul style="list-style-type: none"> a statement of the period within which further representations must be made and the address to which they must be sent? a statement of where and when it can be inspected? 			
<p>If you receive a representation that seeks to add or amend a site allocation policy, have you sent to the bodies consulted under Regulation 25 -</p> <ul style="list-style-type: none"> the address of the site to which the representation relates? notice of the period within which further representations must be made and the address to which they must be sent? a statement of where and when it can be inspected? 	Regulation 32(2)(c)	Record of sending Copies of statements and notices Copies of correspondence	
<p>If you receive a representation that seeks to add or amend a site allocation policy, have you advertised in a local paper circulating in the whole area of the local planning authority -</p> <ul style="list-style-type: none"> notice of the period within which further representations must be made and the address to which they must be sent? 	Regulation 32(2)(d)	Copy of advertisement	

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Activity	Statutory Requirement	Possible evidence	Evidence provided
<ul style="list-style-type: none"> a statement of where and when it can be inspected? 			
<p>If you have received a representation on a site allocation representation, have you sent to the Secretary of State -</p> <ul style="list-style-type: none"> a copy of a statement of the number of representations made? copies of the representations? a summary of the main issues raised in the representations? or (if it applies) a statement that no representation has been made? 	Regulation 33	Record of sending Copies of statements and representations	
<p>If an examination is being held, at least six weeks before its opening has the Programme Officer -</p> <ul style="list-style-type: none"> published the time and place of the examination and the name of the person appointed to carry out the examination on your website? notified those who have made representations on the DPD which have not been withdrawn of these details? advertised these details in a local paper circulating in the whole area 	Regulation 34	Record of publication of information Record of sending Copies of correspondence Copy of advertisement	

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Activity	Statutory Requirement	Possible evidence	Evidence provided
of the local planning authority?			

template 2: soundness

test 1

The DPD has been prepared in accordance with the Local Development Scheme

Key question	Possible evidence	Evidence provided
Is the DPD identified in the authority's LDS?	The adopted LDS at the time consultation was undertaken on issues and options (Regulation 25). The current adopted LDS	
Have the details set out in the LDS such as the role, rationale or scope of the DPD been met?	The section of the current adopted LDS containing the profile given for the DPD A brief statement of how the details have been met	

test 2

The DPD has been prepared in compliance with the Statement of Community Involvement (SCI), or with the minimum requirements set out in the regulations where no SCI exists

Key question	Possible evidence	Evidence provided

Key question	Possible evidence	Evidence provided
Having regard to the nature of the DPD, have all the relevant consultation / participation procedures set out in the Statement of Community Involvement (SCI) been carried out?	<p>The adopted SCI (s) at the time consultation was carried out under Regulation 25 and participation under Regulation 26.</p> <p>The section of the consultation statement showing how the consultation procedures were carried out and how they relate to the SCI and the Regulations</p>	
If no SCI exists, have the minimum requirements of the Regulations been met?	The section of the consultation statement showing how the consultation procedures were carried out and how they relate to the Regulations	

test 3

The plan and its policies have been subjected to Sustainability Appraisal

Key Question	Possible Evidence	Evidence provided
Has Sustainability Appraisal (SA) been carried out in relation to the particular DPD in question?	<p>The SA report prepared for the preferred options participation (Regulation 26) identifying the process carried out for SA, the baseline information used and the outcomes of the process</p> <p>The SA report as amended after the Regulation 26 participation and submitted with the DPD. Depending on the extent of change, this may take the form of an annex to the SA report prepared for Regulation 26 or more extensive supplementary material or rewriting.</p> <p>A brief statement of the main changes made</p>	

test 4

It is a spatial plan which is consistent with national planning policy and in general conformity with the RSS for the region or the Spatial Development Strategy if in London, and it has properly had regard to any other relevant plans, policies and strategies relating to the area or adjoining areas

(a) it is a spatial plan which has regard to other relevant plans, policies and strategies

Key Question	Possible Evidence	Evidence provided
<p>Does the DPD reflect the guidance on spatial planning which is set out in national planning policy?</p>	<p>The evidence will depend on the type and nature of the DPD, but may include sections of the DPD, SA report, consultation statement and technical papers (which may be identified under Test 7) which demonstrate that -</p> <ul style="list-style-type: none"> • The DPD contains a vision for development and change of the area • the DPD is truly spatial in its concepts and presentation • The DPD delivers social, economic and environmental objectives related to (but not confined to) the use of land • The preparation process has been participative, integrated with other strategies, including the community strategy, responsive to change and deliverable. 	
<p>Has adequate account been taken of the relationship between the proposals in the DPD and other requirements, such as those of utility companies and agencies providing services in the area including their future plans or strategy and any requirements for land and</p>	<p>Sections of the DPD that reflect the plans or strategies of other bodies</p> <p>Representations from bodies responsible for other strategies affecting the area.</p> <p>Reports or copies of correspondence as to how the representations have been considered and dealt with. These should either make clear the issues raised in the representation or include a copy of the substance of the representation.</p>	

Key Question	Possible Evidence	Evidence provided
premises, which should be prepared in parallel?		
Is it clear how the DPD relates to other plans and strategies such as local transport plans which will influence the delivery of policies and proposals within the plan?	<p>Sections of the DPD identifying other strategies and their relationship to delivery of the strategy in the DPD. Evidence for Test 8 will also be relevant.</p> <p>Representations from bodies responsible for other strategies affecting the area.</p> <p>Reports or copies of correspondence as to how the representations have been considered and dealt with</p>	
In two tier areas, does the DPD integrate effectively with plans prepared by the county council/district council?	<p>Sections of the DPD that reflect the plans or strategies of the county council / district council as relevant.</p> <p>Representations from the relevant council. Reports or copies of correspondence as to how the representations have been considered and dealt with</p>	

(b) It is consistent with national planning policy

Key Question	Possible Evidence	Evidence provided
Does the DPD contain any policies or proposals which are not consistent with national planning policy and, if so, is there a local justification?	<p>Sections of the DPD which refer to PPGs and PPSs and justify why any policies are not consistent with national policy</p> <p>Community strategy, local studies forming evidence for the DPD or other information which provide the basis for departing from national planning policy</p> <p>Evidence provided from the sustainability appraisal (including reference to the SA report) and/or from the results of community involvement</p> <p>Representations from GOs on preferred options or the submitted DPD</p>	

Key Question	Possible Evidence	Evidence provided
	Reports or copies of correspondence as to how GO representations have been considered and dealt with	

(c) The plan is in general conformity with Regional Spatial Strategy or, where relevant, the Spatial Development Strategy in London.

Key Question	Possible Evidence	Evidence provided
<p>Does the DPD contain any policies and proposals which are not in general conformity with the RSS, or SDS in London? If so, is there a local justification?</p>	<p>Sections of the DPD which refer to or implement policies in the RSS or SDS</p> <p>Community strategy, local studies forming evidence for the DPD or other information which provide the basis for departing from regional planning policy</p> <p>Evidence provided from the sustainability appraisal (including reference to the SA report) and/or from the results of community involvement</p> <p>Representations from the relevant Regional Planning Body or the Mayor of London</p> <p>Reports or copies of correspondence as to how RPB's / Mayor's representations have been considered and dealt with</p>	

test 5

It has had regard to the authority's community strategy.

Key Question	Possible Evidence	Evidence provided
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Key Question	Possible Evidence	Evidence provided
<p>Does the DPD have regard to the Community Strategy, by setting out policies and proposals which deliver key components of that strategy so that they are consistent with or in general conformity with higher level planning policy and relate to the use and development of land?</p>	<p>Sections of the DPD which set out how the objectives of the community strategy relate to the plan and how key components of the community strategy relating to development and the use of land will be delivered</p> <p>Sections of the community strategy (in two tier areas the community strategies of both relevant authorities)</p> <p>Representations from the Local Strategic Partnership where they have prepared the community strategy</p> <p>Reports or copies of correspondence as to how the LSP's representations have been considered and dealt with</p>	

test 6

The strategies / policies / allocations in the plan are coherent and consistent within and between Development Plan Documents prepared by the authority and by neighbouring authorities, where cross-boundary issues are relevant.

Key Question	Possible Evidence	Evidence provided
<p>Do the policies clearly relate to the objectives in the submitted DPD or a related DPD (e.g. the Core Strategy)?</p>	<p>Sections of the DPD and documents used in community involvement which show how the policies in the DPD relate to the objectives.</p> <p>If the DPD is not a core strategy DPD, sections of the DPD which show how the DPD conforms with the core strategy. In the case of a joint DPD, sections of the DPD which show how it conforms with the core strategies of the participating authorities</p>	
<p>Are the policy objectives within the DPD themselves consistent?</p>	<p>Sections of the DPD, documents used in community involvement, and technical papers which demonstrate that the objectives are consistent</p> <p>A brief statement explaining how the authority considers its objectives are consistent</p>	

Key Question	Possible Evidence	Evidence provided
<p>Is it clear how the DPD relates to other plans in the authority's Local Development Framework and to other relevant plans prepared by neighbouring authorities?</p>	<p>The adopted LDS, showing how the LDDs in the LDF relate together</p> <p>LDSs of neighbouring authorities and if necessary commentary on how the DPD is consistent with them</p> <p>Sections of the DPD setting out its purpose, depending on the type of DPD</p> <p>Sections of the DPD and documents used in community involvement which show how the DPD relates to other DPDs and to the DPDs of neighbouring authorities</p> <p>Joint studies, reports and technical papers conducted by or for the authority and neighbouring authorities (in two tier areas, may include joint county / district work)</p> <p>Key diagram or other relevant presentation material</p> <p>Representations from neighbouring authorities</p> <p>Reports or copies of correspondence as to how the representations have been considered and dealt with</p>	
<p>Where there are overlaps, are these consistent / complementary?</p>	<p>Sections of the DPD and documents used in community involvement which explain overlaps with other DPDs and/or make clear how the later policies will supersede the earlier</p> <p>Representations on the consistency of policies</p> <p>Reports or copies of correspondence as to how the representations have been considered and dealt with</p>	
<p>Are there any obvious gaps in the coverage of the DPD having regard to its purpose and the relevant requirements set out in national planning policy statements?</p>	<p>Representations referring to plan coverage</p> <p>Representations from GOs</p> <p>Reports or copies of correspondence as to how the representations have been considered and dealt with</p>	
<p>Is it clear how cross boundary issues are addressed?</p>	<p>Sections of the DPD and documents used in community involvement which explain cross boundary issues</p> <p>Representations from neighbouring authorities</p>	

Key Question	Possible Evidence	Evidence provided
	Representations referring to issues which cross the authority's boundary Reports or copies of correspondence as to how representations on cross boundary issues have been considered and dealt with	

test 7

The strategies / policies / allocations represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base.

Key Question	Possible Evidence	Evidence provided
Is it clear that the local planning authority considered all reasonable options and alternatives in preparing the DPD?	Sections of the consultation statement showing how the community was involved in considering issues, alternatives and options Documents used in community involvement (during Regulation 25 consultations) to encourage the community (including stakeholder interests) to identify the issues and options they wished to see considered The report produced at the end of the issues and options stage setting out the issues and options raised Sections of the preferred options report explaining - <ul style="list-style-type: none"> • how alternative strategies were developed and evaluated, and • why alternatives and options were rejected in favour of the preferred options Sections of the SA report showing the options and alternatives and explaining how they were objectively assessed. Any other documentation showing how alternatives were developed	

Key Question	Possible Evidence	Evidence provided
	and evaluated	
<p>Are the assumptions in the DPD set out clearly and are they supported by evidence?</p>	<p>Sections of the DPD setting out the assumptions</p> <p>Sections of the SA report setting out the assumptions</p> <p>A brief statement for each assumption as to how the evidence led to the assumption</p> <p>Reference to national or regional policy, correspondence from bodies consulted or technical papers that provide the basis for assumptions</p>	
<p>Does the evidence clearly support the policies in the DPD?</p>	<p>Sections of the DPD which show how the evidence points towards the selected strategy, policies or proposals</p> <p>Sections of the pre-submission proposals documents</p> <p>Sections of the preferred options report</p> <p>Sections of the SA report which set out its main conclusions in relation to the policies in the DPD</p> <p>Sections of the consultation statement OR a brief statement of how the main findings of consultation support the policies, with reference to -</p> <ul style="list-style-type: none"> • the statements on the issues raised during the Regulation 25 consultation • the issues raised at the Regulation 26 participation, and how they have been addressed, • Any other information on community views and preferences <p>The studies, reports and technical papers, which provide the evidence for the policies set out in the DPD.</p> <p>OR for each policy (or group of policies dealing with the same issue) a brief statement of the evidence documents relied upon and how they support the policy (where this is not already clear in the reasoned</p>	

Key Question	Possible Evidence	Evidence provided
	justification in the DPD) <i>Note: the PINS Guide, at Paragraph 1.4.12, provides examples of the types of documents that would constitute supporting evidence. The particular documents will depend on the type and nature of the DPD.</i>	
Is the evidence robust and credible - ie has it been prepared in accordance with national policy and good practice guidance?	Sections of the SA report which set out the methodology followed and how it conforms with the SA guidance For each other main source of evidence, either - Sections of the relevant evidence documents which show how their production has followed national policy and/or good practice guidance, OR a brief statement as to how evidence accords with national policy and/or good practice guidance Representations on the process of plan preparation or any methodologies used, including any representations made by GOs, the RPB or Mayor of London Reports or copies of correspondence as to how representations on plan preparation have been considered and dealt with In relation to matters on which there is no national policy or good practice guidance, sections of relevant evidence documents which show that the data relied upon is robust and sufficiently comprehensive for valid conclusions to be drawn from it, and that the data have been rigorously analysed in drawing conclusions.	
Where a balance has been struck in taking decisions between competing alternatives - is it clear how these decisions have been taken?	Sections of the preferred options report explaining - <ul style="list-style-type: none"> • how alternatives were developed and evaluated, and • why alternatives were rejected in favour of the preferred options Sections of the SA report showing the options and alternatives and	

Key Question	Possible Evidence	Evidence provided
	<p>explaining how they were objectively assessed</p> <p>Reports prepared during the plan preparation process (including after the preferred options participation) contributing to the decisions made on the inclusion of policies in the DPD</p> <p>Sections of the consultation statement explaining how the main findings of consultation support the decisions,</p> <p>OR a brief statement of the influence upon decisions of -</p> <ul style="list-style-type: none"> • the issues raised during the Regulation 25 consultation • the issues raised at the Regulation 26 participation, and how they have been addressed <p>Any other documentation showing how alternatives were developed and evaluated</p> <p>A brief statement and any other supporting documentation of the way decisions have been taken</p>	

test 8

There are clear mechanisms for implementation and monitoring.

Key Question	Possible Evidence	Evidence provided
<p>Does the DPD contain targets and milestones which relate to the delivery of the policies, including housing trajectories where the DPD contains housing allocations?</p>	<p>Sections of the DPD setting out indicators, targets and milestones</p> <p>Sections of the current AMR which report on indicators, targets, milestones and trajectories</p> <p>Reference to any other reports or technical documents which contain information on the delivery of policies</p>	

Local Development Framework soundness self-assessment statement (template version 2.0)

Key Question	Possible Evidence	Evidence provided
<p>Is it clear how these are to be measured and are these linked to the production of the Annual Monitoring Report?</p>	<p>Sections of the DPD setting out indicators, targets and milestones</p> <p>Sections of the current AMR and the SA report setting out the framework for monitoring, including monitoring the effects of the DPD against the sustainability appraisal</p> <p>Reference to any other reports or technical documents which contain information on the collection or measurement of indicators</p>	
<p>Are the delivery mechanisms and timescale for implementation for the policies clearly identified?</p>	<p>Sections of the DPD setting out delivery mechanisms and timescale</p> <p>Brief statements on how other stakeholders intend to support the delivery of the policies, with any supporting correspondence or reports by the authority or the relevant stakeholder</p> <p>Representations from stakeholders on delivery mechanisms and timescale</p> <p>Reports or copies of correspondence as to how representations on delivery and implementation have been considered and dealt with</p>	
<p>Is it clear who is intended to implement each policy? Where the actions required to implement policy are outside the direct control of the LPA is there evidence that there is the necessary commitment from the relevant organisation to implementation of the policies?</p>	<p>Sections of the DPD setting out responsibilities for delivery</p> <p>Correspondence showing how other stakeholders intend to support the delivery of the policies</p> <p>Reports by the authority or the relevant stakeholder</p> <p>Representations from stakeholders on implementation</p> <p>Reports or copies of correspondence as to how representations on delivery and implementation have been considered and dealt with</p>	
<p>Do the processes for measuring the success of the DPD accord with national guidance?</p>	<p>Sections of the DPD, the current AMR and any supporting technical documents that national guidance has been followed</p> <p>Representations by the GO</p> <p>Reports or copies of correspondence as to how the representations have been considered and dealt with</p>	

Key Question	Possible Evidence	Evidence provided
Does the DPD explain how its key policy objectives will be achieved?	Sections of the DPD Other supporting material, for example, commitments in the Community Strategy or action plans derived from it, or the Local Area Agreement, which will support the delivery of the strategy in the DPD	

test 9

It is reasonably flexible to enable it to deal with changing circumstances.

Key Question	Possible Evidence	Evidence provided
Is the DPD flexible enough to respond to a variety of, or unexpected changes in, circumstances?	Sections of the DPD setting out the assumptions of the plan (see Test 7) and identifying the circumstances when policies might need to be reviewed Sections of the AMR and SA report describing how the authority will monitor - <ul style="list-style-type: none"> • the effectiveness of policies and what evidence is being collected to undertake this • changes affecting the baseline information and any information on trends on which the DPD is based. Statements or correspondence from stakeholders which commit to providing information to be used in monitoring the progress of the policies and changes in the baseline Risk analysis of the strategy and policies to demonstrate robustness and how the plan could cope with changing circumstances, or what would trigger a review of the DPD <i>Note: Paragraph 1.4.14 of the PINS Guide gives some examples</i>	

Key Question	Possible Evidence	Evidence provided
<p>Are Development Control Policies written in a generic form to enable them to provide a robust and consistent framework for considering planning applications?</p>	<p>Representations from GOs or others on the form of the Development Control policies</p> <p>Reports or copies of correspondence as to how representations on the form of development control policies have been considered and dealt with</p>	