

Neighbourhood Planning

Pre-Submission Check Sheet



November 2019

Pre-Submission and Publicity - Regulation 14: The following checklist has been produced to assist you in meeting the requirements of the Neighbourhood Planning Regulations.

Ongoing discussions are encouraged between yourselves and the District Council before finalising and publicising the consultation document. This enables the District Council to offer advice not only on the correct requirements at this stage, but also to provide informal advice on the content and conformity of the Plan ahead of providing our formal consultation response at Regulation 14 stage.

Requirement	Check
Pre-Submission version sign-off for consultation by responsible body for the emerging Plan, supporting documentation and evidence base (Town/Parish Council) (letter or meeting minutes).	
Asked officers for a statutory consultee contact list, and created own local list of consultees. Advertise the emerging plan within your Neighbourhood Area and to those with an interest in the area (statutory and organisations/ landowners) in a way to ensure that all residents, businesses or people that work or have an interest in the area are aware of the proposals.	
Set a clear consultation period of at least 6 weeks.	
Made clear where a paper copy of the plan can be seen, & electronic copy can be obtained i.e downloaded Neighbourhood Plan / parish Council web site. Supporting evidence including background information used to justify the emerging plan should also be made available for comment.	
Made clear how people can make comments and the period within which comments may be made.	
Formally invited/consulted with any statutory body whose interest may be affected by proposals in your emerging plan; i.e. specific invitation setting out the consultation period and copy / link to the emerging Neighbourhood Plan consultation document and supporting evidence. Please note within the notice and Plan, in order to comply with privacy legislation, it must be made clear that representations received cannot be treated as confidential and will be available for public inspection as part of the process. This may include the name and organisation making the representation. Other personal information including contact details will not be published but will need to be made available for the length of the NP process to third parties such as the District Council*. Officers can assist with appropriate wording and privacy statement.	
Sent a copy of the consultation documents to the local authority planning team / nominated officer. (Microsoft Word version and paper copy)	
Included any Strategic Environmental Assessment and Habitats Regulations Assessment scoping report and NNDC decision statement in the wider consultation material. (Microsoft Word version and paper copy)	

Published document and supporting evidence on Neighbourhood Plan / Parish Council web site and advised how to comment and where to obtain a copy.	
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It is good practice and expected to ensure the pre submission documents and evidence used to inform the plan remains publically available and easily accessible, such as on the Neighbourhood Plan web site. All consultation documents should be submitted in Microsoft Word format.

*The Parish Council will need to maintain a full list and contact details of all consultees engaged with before and during this consultation stage. This list and contact details needs to be made available to the Council at the submission stage (Regulation 15). This is important as the Council has a statutory duty to undertake a further consultation on the submitted Plan. In doing this we will need to contact all those who were previously notified or who commented, to ensure that they are notified about submission, examination etc.