

Examination Library Document Reference – A12

## TOOLKIT PART 3: LOCAL PLAN PROCESS REQUIREMENTS CHECKLIST

### Why you should use this part of the toolkit

The aim of this part of the toolkit is to assist you in ensuring that the relevant process requirements of specific legislation and policy have been met to enable you to proceed towards adoption of a local plan policies update.

The part of the Toolkit deals only with the process requirements for plan preparation set out in legislation and the NPPF associated with reviewing policies and updating local plan policies. Toolkit Part 1 provides more detail on carrying out a local plan policy review assessment. Toolkit Part 2 highlights the content that should be included in the local plan policies update as prescribed in the NPPF. Soundness and quality issues are dealt with in Toolkit Part 4.

### How to use this part of the toolkit

The table below sets out key plan making process questions that you must consider when undertaking the stages of reviewing policies and updating your local plan policies. The rows marked:

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

For each requirement the table also highlights, where relevant, the supporting documents in which this information is typically recorded.

For each of the requirements listed indicate whether you have met the requirement with a *Yes* or *No*. You should ensure you can answer each question relevant to that plan stage with a 'Yes' before moving to the next stage of updating your plan. You can use the 'comments' section in

the table to confirm the title and date of relevant documents and include hyperlinks to where they are published on your website (or file paths for documents not yet published).

The following abbreviations in the table are used:

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

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

The table does not make any reference to specific national planning policy guidance, case law or Ministerial Statements on the basis that this is not static and the degree to which it is relevant will vary depending upon particular circumstances. There is case law relevant to most plan making authorities; for example at the time of publication, when undertaking a screening assessment for a Habitats Regulation Assessment, of particular relevance is the '[People Over Wind judgement](#)' (Court of Justice of the European Union, 12 April 2018), the '[Dutch Nitrogen](#)' case (Court of Justice of the European Union, 7 November 2018) and other recent relevant Court of Justice judgements. Therefore, when developing your local plan update, you need to work with your legal team to ensure that you are familiar with relevant case law and Ministerial Statements and take account of these as and when appropriate.

You should also be aware that any reference to specific legislation includes any amendments to those instruments that are in force at the time of publication. Legislation relevant to England, including amendment regulations, can be accessed online at [www.legislation.gov.uk](http://www.legislation.gov.uk). It is important that you check for any future amendments that may be brought into force following publication of this toolkit.

## How to use the results of this part of the toolkit

You can use the results of this tool throughout the plan making process to ensure that requirements are met. There is no requirement to publish or submit this table to the Planning Inspectorate as part of the independent examination, but you may find it (or some elements) helpful to include with your supporting documents or to help you answer any questions from the Planning Inspector related to plan process.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance <i>[Examination Library Document Reference Numbers provided as [EL --]]</i>
		<b>Stage A: Navigating the process of reviewing Local Plan policies</b>				
1.	L	Have you consistently kept under review the matters which are likely to affect the development of your area and the planning of its development?	P&CPA Section 13 <i>(Survey of area)</i>  T&CP Regulation 34 <i>(Authorities' monitoring Reports)</i>	Y	<ul style="list-style-type: none"> <li>● Authority Monitoring Report</li> <li>● Baseline technical data</li> </ul>	<p>The Council has a dedicated Planning Monitoring Officer in its Planning Policy Team. This post ensures that the Council produces an Annual Monitoring Report (AMR) (these are published on the Council's website with the 2021-22 AMR [EL K1] available <a href="#">here</a>), and that the evidence required to formulate and justify policy is up-to-date.</p> <p>The Plan is informed by a number of scoping documents and iterative versions of the Sustainability Appraisal and Habitat Regulation Assessment and wider evidence commissioned by the Council. A detailed examination library accompanies the submission.</p>
2.	L	Have you prepared to undertake a review of your local plan policies and complete the review within 5 years of the date of adoption of the current local plan?	T&CP Regulation 10A <i>(Review of Local Development Documents)</i>  NPPF para 33	Y	<ul style="list-style-type: none"> <li>● Local Development Scheme</li> </ul>	<p>The Council's <a href="#">Core Strategy</a> (CS) [EL J1] was adopted in 2008 and its <a href="#">Site Allocations Development Plan Document (DPD)</a> (SADP) [EL J2] was adopted in 2011. Policy HO9 of the CS was revised in 2012 to align with</p>

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		(also see guidance within Part 1 of the Route Mapper and the 'Local Plan Review Assessment' within Part 1 of the Toolkit)	<i>(Policies in local plans and spatial development strategies should be reviewed to assess whether they need updating at least once every 5 years, and should then be updated as necessary)</i>			<p>the National Planning Policy Framework 2012.</p> <p>These documents, together with the Proposals Map (2008), any Made Neighbourhood Plans, the Norfolk County Minerals and Waste Local Plan <b>[EL J3]</b> and the Broads Local Plan for those parts of the District that lie within the Norfolk Broads, comprise the Development Plan for the area.</p> <p>The review commenced in Aug 2015 following a Cabinet decision in July 2015. The intention being to adopt the new single Local Plan covering the period 2016-2036. The proposed plan (and Policies Map) will replace the CS, SADP and the Proposals Map and is scheduled to be examined in 2023.</p> <p>The Local Development Scheme (LDS) has been updated during the plan review process. Version 3 was published Jan 2023. The LDS <b>[EL A10]</b> can be viewed <a href="#">here</a> under Local Plan Procedural Documents and in the Examination Library.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
3.	L	Have you prepared to review your Statement of Community Involvement and complete the review within 5 years of the date of adoption of the current Statement of Community Involvement?	P&CPA Section 18 and 19(3) ( <i>Statement of Community Involvement</i> )  T&CP Regulation 10A ( <i>Review of local development documents</i> )	Y	<ul style="list-style-type: none"> <li>Local Development Scheme</li> <li>Statement of Community Involvement</li> </ul>	<p>The current Statement of Community Involvement (SCI) [EL A9] was adopted in 2016.</p> <p>The Council is satisfied that the SCI remains up-to-date and fit for purpose. At each consultation stage the Council’s Planning Policy and Built Heritage Working Party (PPBHWP) has reviewed and signed off a detailed communication strategy; this can be found in the submitted Consultation Statement. (May 2023) [EL A5].</p>
4.	PM	Have you checked your scheme of delegation and engaged with the relevant person(s) who will make decisions on the outcome of any review(s) of the Local Plan policies and the Statement of Community Involvement?	The Council’s scheme of delegation	Y	<ul style="list-style-type: none"> <li>The Council’s scheme of delegation</li> </ul>	The Director of Place and Climate Change has delegated authority to make some decisions over the Local Plan process, otherwise, the main decision body is via the PPBHWP which makes recommendations to Cabinet for decision.
5.	L	Have you prepared a report for the relevant person(s) deciding on the review of the local plan policies that takes into account the matters	T&CP Regulation 10A ( <i>Review of Local Development Documents</i> )	Y	<ul style="list-style-type: none"> <li>Published report and decision</li> </ul>	Following publication of the 2012 NPPF the Council considered the extent to which its adopted policies

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		<p>that are likely to affect the development of your area and the planning of its development to enable them to make a decision on whether:</p> <ol style="list-style-type: none"> <li>1. the policies do not need updating (publishing the reasons for this decision); and / or</li> <li>2. that one or more strategic policies do need updating (moving to Stage B to update your Local Development Scheme to set out the timetable for this revision)?</li> </ol>	<p>NPPF para 33 <i>(Policies in local plans and spatial development strategies should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary)</i></p>		<ul style="list-style-type: none"> <li>● 5 year plan review assessment (See Part 1 of this toolkit)</li> <li>● Baseline technical data</li> </ul>	<p>(CS &amp; SADP) were aligned with these national policies and made a small number of policy adjustments via an informal process of Council resolution rather than via formal plan review. (Flexibility was introduced in relation to the inclusion of market housing on rural ‘exception’ schemes, revised affordable housing thresholds on smaller sites, and a more permissive approach to the re-use of rural buildings as dwellings. With this flexibility, and measures such as the Council’s Housing Incentive Scheme the adopted policies continued to provide an effective basis for day-to-day decision making for the majority of planning applications.)</p> <p>The Council subsequently resolved that it would commence formal plan review in May 2015 with the intention of producing a revised Local Plan (combined Core Strategy and Site Allocations DPD) covering the period 2016-2036.</p> <p>Following recommendation by the PPBHWP, Cabinet approved the LDS</p>

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						<p>on 6 July 2015. This identified the programme for the full review of the adopted plan. Cabinet also approved at that time the publication of the Regulation 18 Notice (describing the intended scope of the new Local Plan) and the statement of how the authority would involve others in the planning process (the SCI) to be published on 17 Aug 2015 for an eight-week consultation period.</p> <p>The LDS has been updated throughout the plan making process: LDS Version 1 published Aug 2015 [EL B22]; Timetable Update May 2018 [EL B21]; LDS Version 2 published May 2020 [EL B20]; Timetable Update Dec 2021 [EL B19] &amp; LDS Version 3 published Jan 2023 [EL A10].</p>
		<p><b>Stage B: Scoping and preparing for your policies update</b></p>				

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
6.	L	Where an update of the Statement of Community Involvement is required have you prepared, consulted and adopted a revised Statement in accordance with the procedures set out in Part 2 of the P&CPA? Have you ensured that the Statement is up to date and reflects who the relevant consultation bodies are - for all stages of the plan making process - and what actions will be undertaken to involve the community in any updates to the local plan policies?	P&CPA Part 2 <i>(Local development; section 18, Statement of Community Involvement)</i>  T&CP Regulation 18 <i>(Preparation of a local plan; refers to consultation bodies in paras 1 and 2)</i>  NPPF Para 16 <i>(Plan making – Plans should...)</i>	Y	<ul style="list-style-type: none"> <li>● Statement of Community Involvement</li> </ul>	A revised <a href="#">SCI</a> (previous SCI published 2006) was published in Jan 2016 [EL A9] at the start of the Local Plan review process. This followed public consultation (17 Aug - 9 Oct 2015) and Cabinet approval of the amended document in Jan 2016.
7.	PM	Have you prepared a report for the relevant person(s) who will make a decision on the outcome of the review of the Statement of Community Involvement including where relevant details and justification of proposed changes?  This should also consider the any practicalities of making documents available for inspection at the submission stage.	P&CPA Section 18 <i>(Statement of Community Involvement)</i>  T&CP Regulation 10A <i>(Review of Local Development Documents)</i>	Y	<ul style="list-style-type: none"> <li>● Published report and decision</li> <li>● Statement of Community Involvement</li> </ul>	6 July 2015, Cabinet approved the publication of the statement of how the authority would involve others in the planning process (the SCI) to be published on 17 Aug 2015 for an eight-week consultation period.  The consultation took place from 17 Aug to 9 Oct 2015. Cabinet approved the amended document in Jan 2016 and the revised SCI was published in Jan 2016 [EL A9].



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						Practicalities of making documents available for inspection at the submission stage were considered.
8.	PM	Have you identified the proposed scope of the update of the local plan by setting out the principal policy areas that will be considered?		Y	<ul style="list-style-type: none"> <li>● Published report and decision on review of local plan policies</li> <li>● Baseline technical data</li> </ul>	The Council consulted on the topics of the Local Plan in Aug 2015. More detail can be found in the First Draft Plan Interim Consultation Statement May 2019 <b>[EL B11]</b> .
9.	PM	Have you drafted a project plan to manage and timetable the development and update of the local plan policies?		Y	<ul style="list-style-type: none"> <li>● Local Development Scheme</li> <li>● Authority Monitoring Report</li> </ul>	<p>The LDS has been updated throughout the plan making process: LDS Version 1 published Aug 2015 <b>[EL B22]</b>; Timetable Update May 2018 <b>[EL B21]</b>; LDS Version 2 published May 2020 <b>[EL B20]</b>; Timetable Update Dec 2021 <b>[EL B19]</b> &amp; LDS Version 3 published Jan 2023 <b>[EL A10]</b>.</p> <p>An internal project plan has been used to manage workload and inform the project.</p>

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10.	L	Have you prepared a new Local Development Scheme which identifies the local plan policies update document(s) and the Sustainability Appraisal and timescales for their production?	P&CPA Section 15(2) ( <i>Local development scheme</i> ) and Section 19(1) ( <i>DPDs must be prepared in accordance with LDS</i> )	Y	<ul style="list-style-type: none"> <li>Local Development Scheme</li> <li>Authority Monitoring Report</li> </ul>	<p>The LDS identifies the documents to be updated, including the Sustainability Appraisal.</p> <p>The LDS has been updated throughout the plan making process: LDS Version 1 published Aug 2015 [EL B22]; Timetable Update May 2018 [EL B21]; LDS Version 2 published May 2020 [EL B20]; Timetable Update Dec 2021 [EL B19] &amp; LDS Version 3 published Jan 2023 [EL A10].</p>
11.	L	Does your Statement of Community Involvement and project plan identify the <a href="#">legally prescribed bodies</a> you will engage with under the duty to cooperate? This should also include <a href="#">each Local Enterprise Partnership</a> and <a href="#">each Local Nature Partnership</a> in the area.	<p>P&amp;CPA Section 20 and Section 33A (<i>Duty to cooperate in relation to planning of sustainable development</i>)</p> <p>T&amp;CP Regulation 4 (<i>Duty to cooperate</i>)</p>	Y	<ul style="list-style-type: none"> <li>Statement of Community Involvement</li> <li>Duty to Cooperate Statement(s) of Common Ground</li> </ul>	The <a href="#">Statement of Community Involvement</a> [EL A9] lists relevant duty to cooperate consultees in Section 2.
12.	L	Have you identified the “strategic matters” that will be included in the updated local plan policies and which have / would have a significant impact on your area and at least one other planning area	P&CPA Section 20 ( <i>Independent Examination</i> ) and Section 33A ( <i>Duty to co-operate</i> )	Y	<ul style="list-style-type: none"> <li>Published report and decision on review of local plan policies</li> </ul>	The Council has worked collaboratively since 2015 on a range of key strategic cross-boundary planning issues through the preparation of the Norfolk

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		and on which you are required to engage constructively, actively and on an ongoing basis?	<i>in relation to planning of sustainable development)</i>		<ul style="list-style-type: none"> <li>● 5 year plan review assessment (See Part 1 of this toolkit)</li> <li>● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> </ul>	<p>Strategic Planning Framework (NSPF, May 2021) [EL A8.1], which sets out 31 Formal Agreements within a Statement of Common Ground. The document groups the strategic issues regarding:</p> <ul style="list-style-type: none"> <li>● Economic issues, including specific reference to the Norfolk Coast;</li> <li>● Housing issues, including capacity and distribution, delivering housing growth and types of homes, such as specialist types of accommodation, elderly people;</li> <li>● Health, including the Health Infrastructure Protocol and design through healthy living and well-being.</li> <li>● Climate Change, including the reduction of greenhouse gas emissions and promoting the use of renewable and low carbon energy sources.</li> <li>● Infrastructure and environment issues.</li> </ul>

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						<p>Other cross-boundary strategic matters</p> <ul style="list-style-type: none"> <li>• Delivery of mitigation at European Sites caused by alone and in combination effects through the Norfolk Wide Green Infrastructure and Recreational Impact Avoidance Strategy, GIRAMS Joint preparation with Norfolk authorities and Natural England</li> <li>• Nutrient Neutrality – preparation of a Joint Venture with other Norfolk Authorities</li> <li>• Coastal Management – Coastal Partnership East</li> </ul>
13.	L	In addition to the legally prescribed bodies does your Statement of Community Involvement and project plan identify any additional bodies / person(s) who you will engage with on strategic cross-boundary matters and who will be party to your Statement(s) of common ground?	NPPF para 27 and para 35 <i>(co-operating; soundness)</i>	Y	<ul style="list-style-type: none"> <li>• Statement of Community Involvement</li> <li>• Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> </ul>	<p>The SCI [EL A9] lists the ‘specific’ and ‘general’ consultation bodies and the duty to cooperate stakeholders.</p> <p>The Council is part of the Norfolk Duty to Cooperate Member Forum, which has made a commitment to consider the need for joint or coordinated working on particular topics or evidence.</p>

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						<p>The Forum is comprised a number of general and specific consultees and wider stakeholders the details of which can be found in the Council’s Consultation Statement <b>[EL A5]</b> and in the Council’s Duty to Cooperate Statement <b>[EL A8]</b>.</p> <p>In addition, the Council has engaged with a number of bodies which represent specific cross-boundary topic areas, such as health and coast, e.g., Norfolk and Waveney Integrated Care System, NHS England, Coastal Partnership East and Norfolk Coast Partnership.</p>
14.	PM	Have you designed a template to record the progress made with the above bodies / person(s). This should document where effective co-operation is and is not happening throughout the plan making process, and the outcomes from engagement. This will also be required as evidence to demonstrate that you have met the Duty to Cooperate.	<p>P&amp;CPA Section 20 (<i>Independent Examination</i>) and Section 33A (<i>Duty to co-operate in relation to planning of sustainable development</i>)</p> <p>NPPF para 27 and para 35 (<i>co-operating; soundness</i>)</p>	Y	<ul style="list-style-type: none"> <li>• Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> <li>• Template documents</li> </ul>	<p>The Council has engaged constructively throughout the production of the Local Plan with the above bodies / persons. Further details are provided in the Duty to Cooperate Compliance Statement May 2023 <b>[EL A8]</b> and via any relevant statement of common ground.</p>

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15.	PM	In line with your Local Development Scheme and project plan have you timetabled relevant meetings / briefings with the authorities senior management team and elected Members (including any relevant Cabinet / Committee) to ensure that there is support for the development of the local plan policies update and that any necessary permissions for publication are obtained?		Y	<ul style="list-style-type: none"> <li>Any relevant local authority reports and decisions</li> </ul>	<p>The PPBHWP is made up of twelve cross party councillors. It makes recommendations to Cabinet on matters of planning policy and built heritage. Meetings are held monthly unless otherwise agreed with the Portfolio Holder and the Planning Policy Manager/Team Leader.</p> <p>Senior managers and the portfolio holder for planning are kept further informed through regular informal monthly internal updates.</p> <p>Wider Member briefing sessions were also held at key stages of the plan production process.</p>
16.	L	Have you prepared a Scoping Report for the development of your Sustainability Appraisal to inform the update of your plan policies? Have you included a proposed framework for testing local plan policies update options and alternatives using the baseline information and an identified set of sustainability objectives? Have you incorporated the requirements of the Strategic Environmental Assessment?	<p>P&amp;CPA Section 19 (<i>Preparation of local development documents</i>) and Section 39 (<i>Sustainable development</i>)</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p>	Y	<ul style="list-style-type: none"> <li>Local Development Scheme</li> <li>Sustainability Appraisal Scoping document</li> <li>Sustainability Appraisal report</li> </ul>	<p>The Council consulted on a Draft Sustainability Appraisal Scoping Report [EL B13] between Monday 10 October 2016 and Monday 21 November 2016. The Draft document was then reviewed to take account of consultation responses and key baseline data updates. The report was also updated to reflect the publication of the revised National Planning Policy</p>

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			<p>The European Directive 2001/42/EC</p> <p>NPPF Para 32 (Sustainability Appraisal)</p>			<p>Framework (2019) and to take account of other key relevant plans, programmes and environmental objectives. The Interim <a href="#">Sustainability Appraisal Scoping Report 2019</a> [EL B8] reflects these changes.</p> <p>The schedule of comments and how the Council has taken these into consideration in finalising the Sustainability Framework can be found in Appendix H of the <a href="#">Interim Consultation Statement 2019</a> [EL B11] published to support the First Draft Plan (Part 1) [EL B5] consultation.</p> <p>The appraisals include objectives and incorporate the requirements of the SEA.</p>
17.	L	Have you consulted the statutory environment consultation bodies, and other interested parties, on the scope and level of detail of the environmental information to be included in the Sustainability Appraisal report?	The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)	Y	<ul style="list-style-type: none"> <li>● Statement of Community Involvement</li> <li>● Sustainability Appraisal report scoping document</li> <li>● Sustainability Appraisal report</li> </ul>	Yes. See Q. 16 above.

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					<ul style="list-style-type: none"> <li>• Copies of the consultation letters sent to, and any responses from, the bodies</li> </ul>	
		<b>Stage C: Developing the update to your local plan policies</b>				
18.	L	Have you collected in a presentable format the relevant baseline information that will inform and evidence an update to your plan? This may include evidence commissioned by third parties.	P&CPA Section 13 ( <i>Survey of area</i> ) and Section 20 ( <i>Independent examination</i> )	Y	<ul style="list-style-type: none"> <li>• Baseline technical data</li> <li>• Commissioned reports and studies</li> <li>• Authority Monitoring Report</li> </ul>	Baseline and supporting evidence are published in the Document Library. The Local Plan is submitted with a further comprehensive Examination Library [EL A14].
19.	L	<p>Have you undertaken early engagement with stakeholders to help develop spatial options, particularly on strategic cross-boundary matters?</p> <p>Have you ensured that you are keeping a continual log of engagement for your Duty to Cooperate Statement of Common Ground?</p>	<p>P&amp;CPA Section 20 (<i>Independent Examination</i>) and Section 33A (<i>Duty to co-operate in relation to planning of sustainable development</i>)</p> <p>NPPF para 27 and para 35 (<i>co-operating; soundness</i>)</p>	Y	<ul style="list-style-type: none"> <li>• Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> </ul>	<p>Details of engagement are contained within the Consultation Statements for each stage of the process.</p> <p>The Council has worked collaboratively and continuously since 2015 (at the start of the Plan review) on a range of key strategic cross-boundary planning issues through the preparation of the Norfolk Strategic Planning Framework.</p>



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						The NSF duty to cooperate framework identifies the 31 agreed cross boundary approaches. Further details can be found in the duty to Cooperate Compliance Statement [EL A8].
20.	L	Have you drafted policies / policy options and alternatives based on evidence and engagement? Do the options serve a clear purpose, have they been prepared positively and written in a clear manner and unambiguous?	NPPF para 15 to 34	Y	<ul style="list-style-type: none"> <li>• First draft plan</li> <li>• Sustainability Appraisal report</li> <li>• Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> </ul>	<p>As part of the preparation of the First Draft Local Plan [EL B5] the Council considered a number of alternative approaches in relation to both the Policies of the Plan and the site allocations. The Council's approach to the site selection process is explained in more detail in Background Paper 6 - <u>Development Sites Selection Methodology Jan 2022 [EL C6]</u>. In respect of alternative policy approaches the Council published and consulted on an <u>Alternatives Considered</u> May 2019 document [EL B5] alongside consulting on the First Draft Local Plan (7 May – 19 June 2019).</p> <p>The Council has undertaken plan preparation in an iterative manner. Consulting first on the subjects of the Local Plan, then on the Draft</p>

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						Plan and finally on the proposed Submission Plan. Further rounds of engagement have included those on the scoping reports for the SA and HRA.
21.	L	Have you taken account of the NPPF requirements for plan content and the Government's planning policy for traveller sites? At the time of publication this was included in the August 2015 DCLG Planning Policy for traveller sites. This policy must be taken into account in the preparation of development plans.	NPPF  Planning policy for traveller sites, DCLG August 2015	Y	<ul style="list-style-type: none"> <li>● Evidence based documents</li> <li>● First draft plan</li> <li>● Consultation statement</li> <li>● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> </ul>	The Norfolk Caravans and Houseboats Accommodation Needs Assessment (ANA) including for Gypsies, Travellers and Travelling Show People October 2017 [EL E3] is part of the <a href="#">evidence base</a> . Account has been taken of these needs.
22.	L	Have you considered plan production processes set out within the NPPF, including: <ul style="list-style-type: none"> <li>● Plan making provisions set out in section 3 – para 15-37</li> <li>● Considering transport issues at the earliest stages of plan production – para 104</li> <li>● Aligning strategies and investments – para 106</li> <li>● Considering changes in the demand for land – para 122</li> <li>● Discussing the strategic location of housing growth and any proposed changes to Green</li> </ul>	NPPF	Y	<ul style="list-style-type: none"> <li>● Evidence based documents</li> <li>● First draft plan</li> <li>● Consultation statement</li> <li>● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> </ul>	The Plan and its evidence base reflect these processes which were considered from the beginning of the plan preparation and through each stage of consultation. The Plan is prepared with the objective of delivering sustainable development for North Norfolk in a positive and clear manner. The Plan sets out the strategic and non-strategic policies. The strategic policies are identified in Background Paper 12 – Strategic

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		<p>Belt boundaries with neighbouring authorities – para 141</p> <ul style="list-style-type: none"> <li>• Applying a sequential, risk-based approach to the location of development to avoid flood risk to people and property – para 161</li> <li>• Allocating land with the least environmental value – para 175</li> </ul>				<p>Policies Identification (February 2023) [EL C12].</p> <p>These policies cover housing and employment growth, infrastructure provision, flood risk mitigation and adaptation to climate change, conservation and enhancement to the built and historic environment, including landscape and green infrastructure and the approach to community development.</p> <p>Effective ongoing cooperation has been undertaken through the NSF and other relevant partnerships such as the Marine Management Organisation.</p> <p>The Plan is underpinned by a comprehensive evidence base.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance <i>[Examination Library Document Reference Numbers provided as [EL --]]</i>
23.	L	Have you developed a clear and robust framework that will allow you to consistently monitor the implementation and impact of the policies in the plan and to enable a review to be triggered where necessary?	<p>P&amp;CPA Section 13 (<i>Survey of area</i>) and Section 35 (<i>Authorities monitoring reports</i>)</p> <p>T&amp;CPA Regulation 34 (<i>Authorities monitoring reports</i>)</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>NPPF Para 31, 33, 76, 122 (<i>relevant, up-to-date, proportionate; reviews and updates; monitoring housing supply; reviews of land and land availability</i>)</p>	Y	<ul style="list-style-type: none"> <li>● Sustainability Appraisal</li> <li>● Authority Monitoring Report</li> <li>● Reports or documents setting out the appraisal and monitoring framework</li> </ul>	<p>The key documents are the Sustainability Appraisal (SA) [EL A3], the Annual Monitoring Report (AMR) [EL K1] and the proposed Monitoring Framework (Chapter 24 of the emerging Local Plan [EL A1]).</p> <p>To enable to Council to assess whether the Local Plan is performing effectively and that its objectives are being met an Annual Monitoring Report will be produced based on a set of key indicators aligned to the Plan’s aims and objectives.</p> <p>The key indicators are not considered exhaustive, and the AMR will also be used to monitor trend data over time and as a trigger to either initiate a review of the Local Plan or to introduce additional guidance on how to implement a policy if required.</p> <p>As the Government introduces new changes to the planning system the Council will also adapt its monitoring framework to see how such changes affect its policies.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance <i>[Examination Library Document Reference Numbers provided as [EL --]]</i>
24.	L	Have you undertaken a Habitats Regulations Screening Assessment to determine whether the update to the local plan is likely to have a significant effect on a European site or a European offshore site (either alone or in combination with other plans or projects)?	The Conservation of Habitats and Species Regulations 2017 (as amended)  The European Directive 92/43/EEC	Y	<ul style="list-style-type: none"> <li>● Habitats Regulations Assessment screening report</li> <li>● Habitats Regulations Assessment</li> </ul>	A Habitats Regulations Assessment (HRA) Draft Scoping Report 2017 [EL B12] was undertaken to help the development of the future HRAs. An Interim HRA 2019 [EL B9] report followed the scoping report. A further HRA Dec 2021 [EL A4] for the proposed submission version of the Local Plan was published Jan 2022 and this built upon the previous HRA work.
25.	L	Have you consulted the relevant “nature conservation body” on your Habitats Regulations Screening Assessment and had regard to their representations? Have you also consulted, if considered appropriate, other relevant organisations?	The Conservation of Habitats and Species Regulations 2017 (as amended)  The European Directive 92/43/EEC	Y	<ul style="list-style-type: none"> <li>● Habitats Regulations Assessment screening report</li> <li>● Habitats Regulations Assessment</li> <li>● Statement of Community Involvement</li> <li>● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> </ul>	Natural England has been consulted throughout the plan making process. Its advice has been incorporated.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance <i>[Examination Library Document Reference Numbers provided as [EL --]]</i>
26.	L	<p>Did the Habitats Regulations Assessment screening assessment determine that the plan is likely to have a significant effect on a European site or a European offshore site?</p> <p>If so you <u>must</u> undertake an appropriate assessment of the implications of the plan (as part of your Habitats Regulatory Assessment (HRA)) for the Plan’s policies and site(s) within the context of the European site’s conservation objectives.</p>	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>	Y	<ul style="list-style-type: none"> <li>● Habitats Regulations Assessment screening report</li> <li>● Habitats Regulations Assessment</li> <li>● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> </ul>	<p>Screening identified likely significant effects for a range of European sites, in relation to urban effects, recreation and hydrological issues. These were taken to appropriate assessment. Following appropriate assessment, it is concluded that the North Norfolk Local Plan, proposed submission version <b>[EL A1]</b>, is in conformity with the Habitats Regulations, and at a plan level a conclusion of no adverse effects, alone or in-combination, on European site integrity can be drawn.</p> <p>The HRA <b>[EL A4]</b> provides recommendations for particular checks at project level HRA and continued progression of strategic mitigation for recreation through the Norfolk Green Infrastructure and Recreation Avoidance and Mitigation Strategy (GIRAMS) <b>[EL G9]</b>.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance <i>[Examination Library Document Reference Numbers provided as [EL --]]</i>
27.		Have you carried out an Equalities Impact Assessment?	Equality Act 2010	Y	<ul style="list-style-type: none"> <li>• Equalities Impact Assessment</li> </ul>	<p>An Equalities Impact Assessment (EqIA) was undertaken and published at the first stage of the Local Plan preparation (the Regulation 18 Notification February 2016) [EL B16]. At each stage of the Local Plan’s preparation, community engagement and consultation has been undertaken. The feedback and comments received at each stage have informed the following stage of the Local Plan’s production. All stages have been undertaken in accordance with the Council’s <a href="#">Statement of Community Involvement</a> [EL A9]. The Local Plan’s accompanying <a href="#">Consultation Statement</a> [EL B1] sets out how North Norfolk District Council has involved the community and various bodies in the preparation of the Local Plan, including how the Council has complied with Regulation 18 of the Town and Country Planning (Local Development) (England) 2012 Regulations and how it has undertaken engagement in</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
						accordance with the 2012 Regulations.  A further EqIA (July 2022) [EL E7] reviews the Council's Regulation 19 stage of Local Plan preparation.
28.		Have you considered combining the Sustainability Appraisal, Equalities Impact Assessment and potentially Habitats Regulations Assessment as part of an Integrated Impact Assessment that is developed and updated alongside the plan in order to inform its options? This may not be appropriate in all instances.	Equality Act 2010	Y	<ul style="list-style-type: none"> <li>● Habitats Regulations Assessment screening report</li> <li>● Habitats Regulations Assessment</li> <li>● Equalities Impact Assessment</li> </ul>	These documents have been prepared separately.
29.	L	Have you assessed the draft plan / policy options against relevant soundness and quality measures?	NPPF Para 35 to 36 ( <i>soundness</i> )	Y	<ul style="list-style-type: none"> <li>● Draft plan / policy options</li> <li>● Duty to Cooperate Statement(s) of Common Ground</li> <li>● Local Plan Form and Content Checklist (see Part 2 of this Toolkit)</li> <li>● Local Plan Soundness and Quality Assessment (see Part 4 of this Toolkit)</li> </ul>	The Council has prepared and assessed the Plan against these measures. Consultation has been undertaken with statutory bodies and others in the context of having to produce a sound plan. See Part 4 of this toolkit.



	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
30.	L	Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map? If yes, have you prepared a submission policies map?	T&CPA Regulations 5(1) (b), 9 (1), 17 & 22(1) <i>(Relating to the updating of the Policies Map, and its status)</i>	Y	<ul style="list-style-type: none"> <li>• Submission policies map</li> <li>• Brief statement if a submission policies map is not required</li> </ul>	The Plan is accompanied by an interactive Policies Map [EL A2] which illustrates the areas where proposed Local Plan policies apply: <a href="http://www.north-norfolk.gov.uk/policiesmap">www.north-norfolk.gov.uk/policiesmap</a>
31.	L	Is the local plan policies update consistent with any other adopted Local Plan Documents for the area?	T&CPA Regulation 8(3) and (4) <i>(Form and content of local plans and SPDs)</i>	Y	<ul style="list-style-type: none"> <li>• Local Plan and relevant background papers</li> </ul>	The proposed plan will replace the CS, SADP and the Proposals Map.
32.	L	Is the local plan policies update intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?	T&CPA Regulation 8(5)	Y	<ul style="list-style-type: none"> <li>• Local Plan</li> </ul>	The proposed plan will replace the CS, SADP and the Proposals Map.
33.	L	Is the local plan policies update (if a London Borough or Mayoral DC) in general conformity with the spatial development strategy?	P&CPA section 24	N/A	<ul style="list-style-type: none"> <li>• Letter from Mayor of London/ Mayoral Development Corporate</li> <li>• Local Plan and relevant background papers</li> </ul>	N/A
<b>Stage D: Consulting and engaging on the policies update</b>						

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
34.	PM	Have you obtained the relevant authority permissions to publish the first draft / options for public consultation?		Y	<ul style="list-style-type: none"> <li>Any relevant authority reports to Cabinet / Committee</li> </ul>	Each iteration of the Plan has been approved by Cabinet and the Council has been informed of progress through relevant mechanisms including reports to Full Council.
35.	L	<p>Have you notified the following bodies or persons that you are preparing a local plan policies update and invited them to make representations on what the plan should contain?</p> <ul style="list-style-type: none"> <li>The specific consultation bodies that may have an interest;</li> <li>The general consultation bodies that the authority consider appropriate;</li> <li>Residents or other persons carrying on business in the area as considered appropriate; and</li> <li>Any other stakeholders that you have engaged with in earlier stages on strategic matters and who will be party to your Duty to Cooperate Statement(s) of Common Ground and are relevant parties pursuant to your duty to cooperate</li> </ul>	<p>P&amp;CPA Section 20 (<i>Independent examination</i>) and Section 33A (<i>Duty to cooperate in relation to planning of sustainable development</i>)</p> <p>T&amp;CP Regulation 18 (<i>Preparation of a Local Plan</i>)</p> <p>NPPF Para 16, 24-27, and 35 (<i>Plan-making; maintaining effective cooperation; soundness</i>)</p>	Y	<ul style="list-style-type: none"> <li>Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> <li>Consultation Statement</li> <li>Copies of consultation notifications</li> <li>Records of discussion</li> </ul>	All stages have been undertaken in accordance with the Council's <a href="#">Statement of Community Involvement [EL A9]</a> . The Local Plan's accompanying <a href="#">Consultation Statement [EL B1]</a> sets out how North Norfolk District Council has involved the community and various bodies in the preparation of the Local Plan, including how the Council has complied with Regulation 18 of the Town and Country Planning (Local Development) (England) 2012 Regulations and how it has undertaken engagement in accordance with the 2012 Regulations.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
36.	L	<p>Have you made sure that the consultation and invitation to make representations:</p> <ul style="list-style-type: none"> <li>• Follows the principles set out in your adopted Statement of Community Involvement;</li> <li>• Integrates any involvement with the Duty to Cooperate Statement(s) of Common Ground; and</li> <li>• Is proportionate to the scale of issues involved in the local plan policies update.</li> </ul>	<p>P&amp;CPA Section 19 (Preparation of local development documents) NPPF Para 27 and 35</p>	Y	<ul style="list-style-type: none"> <li>• Statement of Community Involvement</li> <li>• Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> <li>• Consultation Statement</li> </ul>	<p>The Council has undertaken a whole plan review and therefore the consultations have been far reaching and proportionate to the scale of issues involved.</p> <p>All stages have been undertaken in accordance with the Council's <a href="#">Statement of Community Involvement [EL A9]</a>. The Local Plan's accompanying <a href="#">Consultation Statement [EL B1]</a> sets out how North Norfolk District Council has involved the community and various bodies in the preparation of the Local Plan, including how the Council has complied with Regulation 18 of the Town and Country Planning (Local Development) (England) 2012 Regulations and how it has undertaken engagement in accordance with the 2012 Regulations.</p> <p>Effective engagement through the Duty to Cooperate has been undertaken via the NSF since 2015 and is documented in the Duty to</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
						Cooperate Compliance Statement [EL A8].
37.	L	<p>Have you prepared a draft of your Consultation Statement (a “proposed submission document”) that includes a record of:</p> <ul style="list-style-type: none"> <li>• The individuals or bodies invited to make representations;</li> <li>• How this was done;</li> <li>• The main issues raised; and</li> <li>• In preparation of Stage E (and to be completed in Stage E as outline below) how the main issues have been addressed in the local plan policies update.</li> </ul>	<p>P&amp;CPA Section 19 <i>(Preparation of local development documents)</i></p> <p>T&amp;CPA Regulation 17, 18, 19 and 22 <i>(Preparation, publication, submission of local plan / local plan documents)</i></p> <p>NPPF Para 16, 24-27, and 35 <i>(plan-making; maintaining effective cooperation; soundness)</i></p>	Y	<ul style="list-style-type: none"> <li>• Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> <li>• Consultation Statement</li> </ul>	<p>A <a href="#">Consultation Statement [EL B1]</a> was published at Regulation 19 stage to accompany the publication version of the Local Plan. Extensive engagement was undertaken with stakeholders during the earlier stages of production. The details of which are included in the earlier published First Draft Local Plan (Part1) <a href="#">Interim Consultation Statement [EL B11]</a> which accompanied the Regulation 18 consultation undertaken in the Spring of 2019.</p> <p>An updated Consultation Statement [EL A5] has been prepared to support the submission of the Local Plan.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
38.	L / PM	<p>Have you consulted on the following emerging documents alongside your first draft plan so that they can be reviewed against representations and policy options and alternatives as they are developed?</p> <ul style="list-style-type: none"> <li>● Sustainability Appraisal; and</li> <li>● Habitats Regulations Screening Assessment (or Habitats Regulations Assessment if one has been developed at this stage)</li> </ul>	<p>P&amp;CPA Section 19 (<i>Preparation of local development documents</i>) and Section 39 (<i>Sustainable development</i>)</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>The European Directive 92/43/EEC</p> <p>NPPF Para 32 (<i>Sustainability appraisal</i>)</p>	Y	<ul style="list-style-type: none"> <li>● Sustainability Appraisal (and any drafts)</li> <li>● Habitats Regulations Assessment screening report</li> <li>● Habitats Regulations Assessment</li> <li>● Statement of Community Involvement</li> <li>● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> <li>● Consultation Statement</li> </ul>	<p>These documents were consulted on and updated when necessary, during the plan review process. The Consultation Statements provide further details.</p>
		<b>Stage E: Developing the submission version of the policies update</b>				

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
39.	PM	Taking account of the consultation have you considered whether there is a need for further evidence and / or evidence to be updated to support the policy options set out in your plan?	P&CPA Section 13 ( <i>Survey of area</i> ) and Section 20 ( <i>Independent examination</i> )	Y	<ul style="list-style-type: none"> <li>● Consultation statement</li> <li>● Baseline technical data</li> <li>● Commissioned reports and studies</li> </ul>	Evidence has been prepared throughout the plan making process and continues to evolve as the Council moves towards submission.
40.	PM	<p>Have you considered whether further consultation and engagement is required depending on the nature and significance of any proposed changes to the preferred strategy following consultation and / or further evidence?</p> <p>Where further consultation and engagement is required prior to submission this should be undertaken, recorded and reported in line with the requirements set out above. This includes updating and consulting where necessary on any corresponding amendments to the Sustainability Appraisal and Habitats Regulations Assessment.</p>	P&CPA Section 13 ( <i>Survey of area</i> ) and Section 20 ( <i>Independent examination</i> )	Y	<ul style="list-style-type: none"> <li>● Consultation statement</li> <li>● Baseline technical data</li> <li>● Commissioned reports and studies</li> <li>● Sustainability Appraisal (and any drafts)</li> <li>● Habitats Regulations Assessment screening report</li> <li>● Habitats Regulations Assessment</li> <li>● Statement of Community Involvement</li> <li>● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> </ul>	The consultation responses to the Regulation 19 Local Plan indicate that many issues presented at earlier stages have been resolved. Where disagreements remain, these will be considered at Examination. No further engagement is planned.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
41.	L	Have you prepared the Sustainability Appraisal report on any revised draft of the local plan policies update? Is it clear how the sustainability appraisal has influenced the plan?	P&CPA Section19(5) <i>(Preparation of LDDs, sustainability appraisal)</i>  Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	Y	<ul style="list-style-type: none"> <li>● Sustainability Appraisal</li> </ul>	The Sustainability Appraisal has been revised for each version of the Plan.
42.	L	Have you prepared an Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur?	The Conservation of Habitats and Species Regulations 2017 (as amended)  The European Directive 2001/42/EC  The European Directive 92/43/EEC  NPPF Para 32 <i>(Sustainability appraisal)</i>	Y	<ul style="list-style-type: none"> <li>● Habitats Regulations Assessment screening report</li> <li>● Habitats Regulations Assessment</li> </ul>	A Habitats Regulations Assessment (HRA) Draft Scoping Report 2017 [EL B12] was undertaken to help the development of the future HRAs. An Interim HRA 2019 [EL B19] report followed the scoping report. A further HRA for the proposed submission version of the Local Plan was published Jan 2022 [EL A4] and this built upon the previous HRA work.
43.	L	Have you updated your Equalities Impact Assessment?	Equality Act 2010	Y	<ul style="list-style-type: none"> <li>● Equalities Impact Assessment</li> </ul>	An EqIA was undertaken and published at the first stage of the

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
						Local Plan preparation (the Regulation 18 Notification) [EL B16].  A further EqIA (July 2022) [EL A7] reviews the Council’s Regulation 19 stage of Local Plan preparation.
44.	L	Have you taken account of all of the representations received from all person(s) in response to the consultation(s) in Stage D? Have you recorded how the main issues have/will be addressed in your draft consultation statement?	T&CPA Regulation 17, 18 and 22 <i>(Preparation, publication, submission of local plan / local plan documents)</i>	Y	<ul style="list-style-type: none"> <li>● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements</li> <li>● Consultation Statement</li> <li>● Local Plan</li> <li>● Relevant correspondence</li> </ul>	The Council has taken account of all representations received. The Consultation Statement [EL A5] records how the main issues have been addressed.
45.	PM	Have you considered whether or not you intend to confirm the housing land supply through the independent examination process? If so, have you clearly stated this within your Regulation 19 Submission local plan policies update and have you ensured that you will engage appropriately with developers and others with an interest in housing delivery on the housing land supply?	NPPF para 75 <i>(housing five year supply)</i>  T&CPA Regulation 17, 18 and 22 <i>(Preparation, publication, submission of local plan / local plan documents)</i>	Y	<ul style="list-style-type: none"> <li>● Local Plan</li> <li>● Relevant correspondence</li> </ul>	The Council is not seeking to confirm, through the examination of this plan, a 5 year supply of deliverable housing sites under paragraph 74 of the NPPF
46.	PM	Does your local plan policies update include a trajectory illustrating the expected rate of housing delivery over the plan period?	NPPF paras 11, 74 and 75 <i>(sustainable development;</i>	Y	<ul style="list-style-type: none"> <li>● Local Plan</li> </ul>	A Housing Trajectory has been prepared for the Plan, which sets out the total housing delivery that is



	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
		<p>Will your local plan policies update provide for a 5 year supply of deliverable housing sites (incorporating the appropriate buffer) on adoption against the housing requirement (which is informed by a local housing need assessment conducted using the standard method as a starting point)?</p>	<p><i>maintaining supply and delivery)</i></p>			<p>made up of commitments, allocations and windfalls, taking account of a range of factors in relation to future delivery rates. The housing trajectory is set out in the Council’s Annual Monitoring Report, the most recent report being 2021-2022 [EL K1] and Five Year Housing Land Supply Statement, most recent report being 2020 [EL K6].</p> <p>Delivery rates on the site allocations and in relation to commitments and future windfall have been tested.</p> <p>The Housing Trajectory and the HELAA [EL D13] demonstrate that the Local Plan policies update will provide for a 5 year supply of specific deliverable sites on adoption; and that beyond this 5 year period sites are developable for the remainder of the Plan period to 2036. A 5% delivery buffer has been included within the trajectory to deal with any under-delivery. The Council expects delivery rates to be variable over the Plan period, with the two largest identified sites at North Walsham and Fakenham</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
						likely to fully deliver beyond the Plan period.
		<b>Stage F: Independent examination and adoption</b>				
47.	PM	<p>Have you obtained the relevant authority permissions to publish the submission version of the local plan policies update?</p> <p>You may want to consider including approval to submit this to the Secretary of State (Planning Inspectorate)</p>		Y	<ul style="list-style-type: none"> <li>Any relevant authority reports to Cabinet / Committee</li> </ul>	<p>Authority was granted by Cabinet on 29 November 2021 to publish the submission version of the Local Plan [EL A1]. Cabinet resolved that, subject to PPBHP endorsement of Plan content in December 2021, it agreed the Communications &amp; Engagement Plan as the basis for conducting Regulation 19 public consultation on the Draft Local Plan and supporting documents.</p> <p>Full Council resolved on 1 March 2023 to submit the Local Plan to the Secretary of State for examination.</p>
48.	L	Have you made clear where and within what period representations must be made?	<p>T&amp;CPA Regulation 17, 19, 20 and 35 (Preparation, publication, submission of local plan / local plan documents; availability of documents)</p>	Y	<ul style="list-style-type: none"> <li>Report or record of decisions</li> </ul>	<p>An email was sent to each of the general and statutory consultees stating that - <i>the proposed submission documents, and all supporting documents, will be available via <a href="http://www.north-norfolk.gov.uk/localplanconsultatio">www.north-norfolk.gov.uk/localplanconsultatio</a></i></p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
						<p><a href="#">n</a> from Monday 17 January 2022. Paper copies will be available to view over the consultation period at public libraries in the District, and during normal office opening hours at NNDC Main Offices, Holt Road, Cromer, and Fakenham Connect, Oak Street, Fakenham -</p> <p>The emails also included the full statutory notice (Statement of Representations Procedure) [EL B2] information.</p>
49.	L	<p>Have you published on your website and made copies of the following available for inspection:</p> <ul style="list-style-type: none"> <li>● the proposed submission documents</li> <li>● the statement of the representations procedure</li> <li>● statement and details of where and when documents can be inspected</li> </ul> <p>Have you checked you have met all other requirements of your Statement of Community Involvement?</p>	T&CPA Regulations 19 and 35 ( <i>Submission of local plan / local plan documents; availability of documents</i> )	Y	<ul style="list-style-type: none"> <li>● Statements and record of where and when documents were made available</li> <li>● Consultation Statement</li> </ul>	The Council has a dedicated Local Plan webpage and document library which has been kept up to date throughout the production of the Plan. Specific examination web pages will be live at time of submission and will hold all submission and supporting documents.
50.	L	Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):	T&CPA Regulation 19(b) ( <i>Publication of a local plan</i> )	Y	<ul style="list-style-type: none"> <li>● Consultation Statement</li> </ul>	Yes, see question 48 above. Further details are provided in the Consultation Statement [EL A5].

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
		<ul style="list-style-type: none"> <li>• A copy of each of the proposed submission documents; and</li> <li>• the statement of the representations procedure</li> </ul>			<ul style="list-style-type: none"> <li>• Evidence of notifications (email)</li> </ul>	
51.	L	<p>Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> <li>• the statement of the representations procedure; and</li> <li>• where and when the documents can be inspected</li> </ul>	T&CPA Regulation 19(b) <i>(Publication of a local plan)</i>	Y	<ul style="list-style-type: none"> <li>• Consultation Statement</li> <li>• Evidence of notifications (email)</li> </ul>	Yes, see question 48 above. Further details are provided in the Consultation Statement [EL A5].
52.	L	Have you, on the day of publication, requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the local plan update with the spatial development strategy?	P&CPA Section 24  T&CPA Regulation 21	N/A	<ul style="list-style-type: none"> <li>• Copy of letter</li> </ul>	N/A
<b>Getting ready for submission to PINS</b>						
53.	PM	Get ready for submission and examination, this might mean starting the process of appointing a programme officer, securing rooms for a potential hearing and other practical arrangements. Refer to guidance from the Planning Inspectorate.	See <a href="#">PINS Procedure Guide for Local Plan Examinations 2021</a>	Y		A Programme Officer has been appointed (18/04/23) and the Council has entered into a service level agreement (20/03/23) with the Planning Inspectorate (PINS) setting out the steps each party will take to help deliver an efficient examination and reporting process.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance <i>[Examination Library Document Reference Numbers provided as [EL --]]</i>
54.	PM	Have you obtained the relevant authority permissions to submit the plan to the Secretary of State via the Planning Inspectorate (PINS)		Y	<ul style="list-style-type: none"> <li>Any relevant authority reports to Cabinet / Committee</li> </ul>	Full Council resolved on 1 March 2023 to submit the Local Plan to the Secretary of State for examination.
55.	L	Have you collated all of the representations made to the publication draft plan policies update?	<p>P&amp;CPA Section 20(3) <i>(Independent examination)</i></p> <p>T&amp;CPA Regulation 22(1)(e) <i>(Submission of documents)</i></p>	Y		Full representations are available on the Council's consultation Portal <a href="https://northnorfolk-consult.objective.co.uk/kse/">https://northnorfolk-consult.objective.co.uk/kse/</a> and are transcribed into Schedules 1 and 2 [EL A5.8 & A5.9].
56.	PM	<p>Does each representation made have a unique ID and contact details?</p> <p>PINs require that these are provided in an electronic database enabling the full text of each representation to be accessed easily in both policy and paragraph number order and representor order. The database should also clearly identify those who have made a request to be heard by the Inspector under section 20(6) of the PCPA</p>	See <a href="#">PINS Procedure Guide for Local Plan Examinations 2021</a>	Y		All representations have a unique ID and contact details. The representations have been collated in electronic format in both policy and paragraph number order and representor number order and those who have requested to be heard by the Inspector are clearly able to be identified.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
57.	L	Have you assembled the relevant supporting documents (documents relevant to the preparation of your plan which normally includes or comprises the evidence base)?	P&CPA Section 20(3) <i>(Independent examination)</i>  T&CPA Regulation 22(1)(g) <i>(Submission of documents)</i>		<ul style="list-style-type: none"> <li>• Submission documents / Examination library</li> </ul>	The evidence base, in the form of an Examination Library <b>[EL A14]</b> , will be available for submission.
58.	PM	Do all of the documents that you will submit to the inspectorate have a unique reference listed in an 'Examination Library'?		Y	<ul style="list-style-type: none"> <li>• Submission documents / Examination library</li> </ul>	All of the submitted and supporting documents will have a unique reference listed in the Examination Library <b>[EL A14]</b> at time of submission.
59.	L/ PM	You may need to consider whether you need to redact certain personal details from representations for the website and inspection purposes. However, those who have made representations should be able to contact one another and documents should be provided without details redacted. See the guidance from the Planning Inspectorate.	General Data Protection Regulation 2018  See <a href="#">PINS Procedure Guide for Local Plan Examinations 2021</a>	Y		The need to redact information has been considered through the process of receiving representations. The national guidance highlights that to ensure an open and fair examination, it is important that the Inspector and all other participants in the examination process know who has made representations on the plan. Consequently, the Council does not redact the name and/or organisation of whom has

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
						<p>submitted a representation. This information is freely available on our Consultation Portal.</p> <p>We will never share personal address details which would enable representors to contact each other; this is not part of the guidance, is not necessary, and therefore does not have a lawful basis in relation to data protection. Representors agreed to our data protection statement upon submitting representations, and this permits the lawful sharing of personal name and contact details with the Inspector only (through their representative, the Programme Officer).</p>
60.	L	<p>Have you prepared a statement setting out:</p> <ul style="list-style-type: none"> <li>• Which bodies and persons were invited to make representations under Regulation 18</li> <li>• How they were invited</li> <li>• A summary of the main issues raised</li> <li>• How the representations have been taken into account</li> </ul>	<p>P&amp;CPA Section 20 (3) <i>(Independent examination)</i></p> <p>T&amp;CPA Regulation 22(1)(c)</p>	Y	<ul style="list-style-type: none"> <li>• Consultation statement</li> </ul>	<p>See the Council’s Consultation Statements [EL A5, B1 &amp; B11]</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
61.	L	<p>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 OR</li> <li>Stating that no representations were made</li> </ul>	<p>P&amp;CPA Section 20(3) <i>(Independent examination)</i></p> <p>T&amp;CPA Regulation 22(1)(c) <i>(Submission of documents)</i></p>	Y	<ul style="list-style-type: none"> <li>Consultation Statement</li> <li>The Statement as required in Regulation 22(1)(c) – this can be included in the Consultation statement</li> </ul>	All aspects covered in the Consultation Statement [EL A5].
62.	PM	Consider what documents need printing to ensure that hard copies are available where necessary for inspection and for the examination library.	See <a href="#">PINS Procedure Guide for Local Plan Examinations 2021</a>	Y		In progress – relevant submission documents will be made physically available in line with statutory requirements.
<b>Submission to PINS</b>						
63.	L	<p>Have you sent the Secretary of State (the Planning Inspectorate) a hard copy and electronic version of:</p> <ul style="list-style-type: none"> <li>a copy of the local plan policies update</li> <li>and (if prepared) policies map</li> </ul> <p>Have you sent the Secretary of State (the Planning Inspectorate) an electronic version of:</p> <ul style="list-style-type: none"> <li>the Final ‘consultation statement’ supplemented by or incorporating the</li> </ul>	<p>P&amp;CPA Section 20(1) and 20(3) <i>(Independent examination)</i></p> <p>T&amp;CPA Regulations 22 <i>(Submission of documents)</i></p> <p>See <a href="#">PINS Procedure Guide for Local Plan Examinations 2021</a></p>			In progress



	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance <i>[Examination Library Document Reference Numbers provided as [EL --]]</i>
		<p>documents consultation required under Regulation 22(1)</p> <ul style="list-style-type: none"> <li>● The Sustainability Appraisal</li> <li>● Copies of representations</li> <li>● ‘Supporting documents’</li> </ul> <p>Guidance from PINS also highlights other material necessary for the examination which includes:</p> <ul style="list-style-type: none"> <li>● An Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur;</li> <li>● The LPA’s current Local Development Scheme;</li> <li>● In London, confirmation that the Mayor has indicated general conformity with the London Plan (note however that the Inspector is entitled to take his/her own view on conformity).</li> <li>● It is also helpful if the LPA provide an Equalities Impact Assessment</li> </ul>				

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
64.		<p>As soon as practical after submission, on your website, have you published:</p> <ul style="list-style-type: none"> <li>• The documents submitted to PINS (identified above) including representations made under Regulation 20 (where practicable) taking into account GDPR requirements?</li> <li>• Statement as to where and when these documents are available for inspections (again this should be in line with any requirements in your Statement of Community Involvement)?</li> </ul>	T&CPA Regulation 22(3) and 35(1)(b)			In progress
65.	L	<p>For each general consultation body invited to make representations under Regulation 18(1), have they been sent:</p> <ul style="list-style-type: none"> <li>• notification that the documents submitted to PINS are available for inspection</li> <li>• details of where and when they can be inspected</li> </ul>	T&CPA Regulation 22(3)(b) <i>(Independent examination)</i>		<ul style="list-style-type: none"> <li>• Copies of correspondence</li> </ul>	In progress
66.	L	<p>Have you given notice to persons who have requested to be notified that submission has taken place?</p>	T&CPA Regulation 22(3)(c) <i>(Independent examination)</i>		<ul style="list-style-type: none"> <li>• Copies of correspondence</li> </ul>	In progress

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance [Examination Library Document Reference Numbers provided as [EL --]]
67.	L	<p>If examination hearings are being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> <li>published the time and place of the examination and the name of the person appointed to carry out the examination on your website?</li> <li>notified those who have made representations on the published DPD which have not been withdrawn of these details?</li> </ul>	<p>P&amp;CPA Section 20 <i>(Independent examination)</i></p> <p>T&amp;CPA Regulations 24 <i>(Independent examination)</i> and 35 <i>(Availability of documents)</i></p>		<ul style="list-style-type: none"> <li>Website</li> </ul>	Awaiting
68.	L	<p>Have you asked the Inspector to recommend 'main modifications' (changes that materially affect the policies) to make a submitted local plan policies update sound and legally compliant? These modifications should be published for consultation.</p>	<p>See Section 6 of the <a href="#">PINS Procedure Guide for Local Plan Examinations 2021</a></p> <p>P&amp;CPA Section 20 (7C) <i>(Independent examination)</i></p>	Y	<ul style="list-style-type: none"> <li>Schedule of proposed main modifications</li> </ul>	<p>The Council intends to submit the proposed submission version and a schedule of additional modifications [EL A5.11 &amp; A5.12] in response to representations received at Reg 19 for consideration by the Inspector at examination.</p> <p>The expectation is that the final list of main modifications suggested by the Inspector will be consulted on as part of the process.</p>
69.	L	<p>Depending on the scope of the modifications, have you considered whether there is a need to undertake further Sustainability Appraisal,</p>	<p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p>	Y	<ul style="list-style-type: none"> <li>Sustainability Appraisal (and any drafts)</li> </ul>	<p>Depending on the scope of any modifications finalised through examination, any further SA, HRA</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance <i>[Examination Library Document Reference Numbers provided as [EL --]]</i>
		Habitats Regulations Assessment, and Equalities Impact Assessment on the modifications.	The European Directive 2001/42/EC  The Conservation of Habitats and Species Regulations 2017 (as amended)  The European Directive 92/43/EEC  Equality Act 2010		<ul style="list-style-type: none"> <li>• Equalities Impact Assessment</li> <li>• Habitats Regulations Assessment screening report</li> </ul>	and EqIA's may or may not be required.
70.	L	If the plan policies update is sound, have you formally adopted the plan policies update in a full meeting of the local planning authority?	T&CPA Regulation 4(1) and (3) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000).		<ul style="list-style-type: none"> <li>• Any relevant authority reports to Cabinet / Committee</li> </ul>	Not yet applicable
71.	L	On adopting a Local Plan policies update, have you made publicly available a copy of the plan, an Adoption Statement and Sustainability Appraisal?	T&CPA Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.		<ul style="list-style-type: none"> <li>• Adoption Statement</li> </ul>	Not yet applicable

