

Broads Local Plan Publication Local Plan. October to November. Consultation Plan

Introduction

The Publication Local Plan is set to publish for public consultation between 4 October to 15 November 2017. The consultation period covers 6 weeks.

Documents to be consulted on

- The Publication version of the Local Plan
- The Sustainability Appraisal
- The Habitats Regulation Assessment
- The various pieces of evidence and the topic papers are also available for comment.

Advanced notice of the consultation has been given

- We emailed and wrote to Parish Councils on 4 May 2017 and then on 10 July 2017.

Advertising the consultation.

- Email or letter to all on our contact database.
- Press advert.
- Press release to go out at the start of the consultation period as well as early November to act as a reminder.

Versions of the Local Plan

- Hard copies at libraries and Council offices. Some documents on DVDs.
- Summary leaflet. This will include one line description of the thrust of the policy and ask for comments. There will be a link to the main document so people can read the detail of the policy if they wish.
- Copies of the documents will be available on line.

Drop in sessions

- Posters to go on Parish notice boards to advertise drop in sessions.
- Advertised through the press release and press advert.
- Three drop in sessions – on a Saturday am/pm and weekday evening. One in the north, central area and south of the Broads.
- Venues likely to be Potter Heigham, Loddon and Oulton. Dates and times TBC.

Comments received at this stage of the Local Plan process.

For this stage of the Local Plan, we are introducing a form and related guidance. The comments need to relate to the soundness of the Local Plan and use the tests of soundness accordingly. Please see Appendix A for the form and Appendix B for the Guidance.

Appendix A –Representation Form

Broads Authority Local Plan

Publication version (October 2017)

Representation Form

| For Office Use Only |
|----------------------------|
| Consultee ID: |
| Received: |
| Processed: |

Please use this form to make any representations on the Broads Authority Local Plan: Publication version. Completed forms should be returned by email to planningpolicy@broads-authority.gov.uk or by post to: Planning Policy Officer, Broads Authority, Yare House, 62-64 Thorpe Road, Norwich NR1 1RY.

The documents being consulted on, together with a guidance note on making a representation on the Plan, may be found here: www.broads-authority.gov.uk/planning/consultations

This public consultation starts on **xxx** and will last 6 weeks **until xxx** Only representations received within this period have a statutory right to be considered by the Inspector at the subsequent examination. Responses received after the closing date may not be considered.

Paper copies of this form are available from the Broads Authority's offices in Norwich and at the drop-in events taking place across the Broads. All details are available on our website (see above).

Please note:

- **Separate forms should be completed for each comment made.**
- All respondents **must** provide their personal details.
- Representations should be on the basis of the **soundness** or **legal compliance** of the Plan. (Please see guidance note for more details.)
- It is recommended that groups who share a common view submit a **single form rather than multiple copies** and provide a list of each person supporting the representation.
- By completing this form you agree to your details being shared. Your name, address and comments (but not your other personal details) will be made available for public viewing. **These representations cannot be treated as confidential.**

Please expand the boxes as necessary, or attach additional sheets. Clearly mark any additional sheets with your name and the part of the document the representation relates to.

| 1. | Your contact details | Agent Details (if applicable) |
|----------------------|----------------------|-------------------------------|
| Name | | |
| Organisation / Group | (if applicable) | |
| Address line 1 | | |
| Address line 2 | | |
| Town / City | | |
| County | | |
| Postcode | | |
| Telephone number | | |
| E-mail address | | |

2. Group Representations

If your representation is on behalf of a group, how many people support it?

Is a list of each person in your group that supports the representation attached with this form - including name, postal address, email or telephone number and signature?

Yes No

3. To which part of the Plan does your representation relate?

| | |
|---------------------|--|
| Paragraph number | |
| Policy number | |
| Map reference | |
| Appendix | |
| Supporting Document | |

4. Do you consider that this part of the Plan meets the legal and procedural requirements? (see guidance note for assistance with this question)

Yes No

5. Do you consider this part of the Plan has met the tests of soundness? *(see guidance note for assistance with this question)*

Yes ☐

No ☐

6. Do you consider this part of the Plan to be unsound because it is not:

Positively prepared

☐

Justified

☐

Effective

☐

Consistent with national policy

☐

7. Please give details of why you consider this part of the Plan is not legally compliant or sound. If you wish to support the legal compliance or soundness of the Plan please also use this box to set out your comments.

(Please continue on a separate sheet / expand box if necessary)

8. Have you raised this issue during previous consultations on the Local Plan?

Yes ☐

No ☐

If you have answered 'No', please explain why this has not been raised before:

(Please continue on a separate sheet / expand box if necessary)

9. Please set out what change(s) you consider necessary to make the Plan legally compliant or sound. You will need to say why this change will make the Plan legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording for any policy or text and cover all the evidence and supporting information necessary to support/justify the representation.

(Please continue on a separate sheet / expand box if necessary)

10. If your representation is seeking a change, do you consider it necessary to participate in the public examination? (Please note that the Planning Inspector will make the final decision on who will be invited to attend individual sessions at the public examination, although all members of the public may observe the proceedings)

Yes

☐

No

☐

11. If you wish to participate in the public examination, please outline why you consider it to be necessary?

(Please continue on a separate sheet / expand box if necessary)

12. Please tick this box

☐

if you would like to be notified of the following:

- Submission of the Local Plan to the Secretary of State for Public Examination;
- The publication of the recommendations of any person appointed to carry out an the Examination of the Local Plan (the Inspector's Report); and
- The adoption of the Local Plan.

Please sign and date this form:

Signature:

Date:

The closing date for responses is xxx

Appendix B – Guidance Note to Accompany Representation Form

Broads Authority Local Plan Publication version (October 2017)

GUIDANCE NOTE

This note is to help you make a formal representation on the Broads Authority Local Plan: Publication version. All representations to this plan must be submitted by **xxx**. A representation form is available on our website (see below).

The Broads Authority wishes to submit the **Broads Authority Local Plan: Publication version** to the Secretary of State for Communities and Local Government for public examination under Section 20 of the Planning and Compulsory Purchase Act 2004. Before we do this, we must get public views on the legal compliance and ‘soundness’ of the Plan. This is an important stage of consultation, as it is the final opportunity for you to comment on the Plan.

We will take account of all representations made on the Publication Plan, and consider appropriate amendments to make sure it is legally compliant and sound. We will then submit the Plan to the Secretary of State early next year. The Public Examination will be held in Norwich, at a date to be agreed by the Planning Inspectorate. At the examination, an independent Inspector will assess whether the Plan complies with the law and is sound.

Where to view the Publication documents

The Broads Local Plan: Publication version, together with supporting documents and a representation form, may be viewed on our website here: www.broads-authority.gov.uk/planning/consultations

Paper copies of the Publication Plan and accompanying proposals map are available to view at selected Council Offices and libraries in the Broads. We are also holding drop-in events, where you can talk to our Planning Officers about the Plan. Details are also on our website.

How to complete the representation form

Questions 1 and 2

Personal information provided as part of a representation **cannot** be treated as confidential, as the Authority is required to make representations available for inspection during the Public Examination. We will also need to use this information to formally notify you regarding the Examination in Public. Data will be processed and held in accordance with the Data Protection Act 1998.

Question 3

You will need to complete a separate form for each comment you are making, stating which part of the Plan your representation relates to.

Question 4

If your representation relates to how the Authority has **prepared** the Local Plan, it is likely to relate to **legal compliance**. The Plan must:

- comply with Section 20 of the Planning and Compulsory Purchase Act 2004 and other related legislation;
- be in accordance with the Authority's Local Development Scheme and Statement of Community Involvement;
- comply with the Town and Country Planning (Local Planning) (England) Regulations 2012, national planning policy and the Duty to Co-operate.

The Inspector will check that the Local Plan has been prepared in accordance with the legal and procedural requirements. Please consider the following before making a representation on these requirements:

Local Development Scheme (LDS)

The LDS is a programme of work prepared by the Authority for the production of its Local Plan. The programme should be in the current LDS and key stages should have been followed. Our LDS may be viewed here <http://www.broads-authority.gov.uk/planning/planning-policies/development/future-local-plan>

Statement of Community Involvement (SCI)

The process of community involvement for the Local Plan should be in general accordance with the SCI. Our SCI may be viewed here <http://www.broads-authority.gov.uk/planning/planning-policies/development>

Town and Country Planning (Local Planning) (England) Regulations 2012

The Regulations require that the local planning authority should publish the documents prescribed in the Regulations, and make them available at their principal offices and on their website. It also sets out who the Authority should consult on the preparation of the Plan and when. To view the Regulations, visit: <http://www.legislation.gov.uk/ukxi/2012/767/contents/made>

Sustainability Appraisal (SA) Report

The Authority is required to publish a SA Report when it publishes a Plan. It also prepares an Appropriate Assessment (Habitats Regulations Assessment). Our SA and AA may be viewed here: www.broads-authority.gov.uk/planning/consultations

Duty to Cooperate

The Authority is required to fulfil the Duty to Co-operate in preparing the Plan as required by Section 110 of the Localism Act 2011 and Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Its purpose is to ensure that plans consider planning issues that cross administrative boundaries and issues of concern to agencies with a wider geographical responsibility. The Duty To Cooperate Statement may be found here: www.broads-authority.gov.uk/planning/consultations

Questions 5 and 6

If your representation is on the **content** of the Local Plan, it is likely to relate to its soundness. To be considered **sound**, the Plan must be positively prepared, justified, effective and consistent with national policy as defined in National Planning Policy Framework (NPPF) paragraph 182 (see below).

Positively Prepared

- The Plan should seek to meet objectively assessed development and infrastructure requirements and be consistent with achieving sustainable development.

Justified

- The Plan should be founded on a robust and credible evidence base involving: evidence of participation of the local community and others having an interest in the area; and evidence that the choices made in the Plan are backed up by facts.
- The Plan should provide the most appropriate strategy when considered against reasonable alternatives.
- The Plan should show how its policies and proposals help to ensure that the social, environmental, economic and resource objectives of sustainability will be achieved.

Effective

- The Plan should be deliverable, embracing sound infrastructure delivery planning; having no regulatory or national planning barriers to delivery; delivery partners who are signed up to it; and coherence with the strategies of neighbouring authorities.
- The Plan should be flexible and able to be monitored, and indicate who is to be responsible for making sure that the policies and proposals happen and when.
- The Plan should be flexible to deal with changing circumstances, such as changes in economic circumstances. It should also make clear that major changes may require a formal review of the Plan in the future.

Consistent with national policy

- The Plan should promote sustainable development in accordance national policy.

Question 7

Please state why you consider the Local Plan is either unsound or not legally compliant. Refer to legal and procedural requirements and/or the tests of soundness, as set out above.

Question 9

Please set out what change(s) you consider necessary to make the Plan legally compliant or sound. Your representations should be supported by evidence showing why the Plan should be changed, and why this change will make the Plan legally compliant or sound. It will be helpful to put forward suggested revised wording for any policy or text.

Questions 10 and 11

These questions ask if you wish to be heard by the Inspector at the Public Examination, and to give your reasons why. Please note that the Inspector will make the final decision on who will be invited to participate in individual sessions at the Public Examination.

All representations, whether supporting and opposing the Plan, will be submitted to and examined by the Inspector. If you submit a representation, you are not obliged to attend the Public Examination.

Only people who have made representations in objection to the Local Plan are allowed to speak in the Examination, but are not obliged to do so. This process allows objectors to either rely on their written representation, or to expand on their concerns for the specific issues the Inspector wants to discuss.

Members of the public are able to attend the hearing sessions to observe proceedings, but are not allowed to speak.

More information

If you have any questions about this process, or about the Broads Local Plan, please call Natalie Beal, Planning Policy Officer on 01603 610734 or email our Planning Team at planningpolicy@broads-authority.gov.uk.