



LDF soundness self-assessment toolkit: part two

Planning Advisory Service

February 2006

Part Two: Demonstrating the DPD is sound

The self-assessment statement

Introduction

- 1 The purpose of the this part of the toolkit is to enable the planning authority to satisfy itself that it has and demonstrate as much by submitting a self-assessment statement alongside the submitted DPD.
- 2 The idea of self-assessment is referred to in Paragraph 12 of the introduction to the PINS guide, which says “Local authorities may find it useful to carry out an objective self assessment process having regard to the tests in PPS 12 to satisfy themselves that they have produced what they consider to be a sound development plan document. Where they do this, the assessment can be used as part of the evidence.” The toolkit takes this suggestion forward in the form of templates for the preparation of the self-assessment statement.



- 3 The PINS guide sets out how the Inspector will manage the examination to make the assessment as to whether the DPD is sound. In particular, Section 1.4 sets out key questions and evidence requirements which aim to provide a framework for the assessment. Authorities will be expected to organise their evidence at the examination to explicitly address these key questions, so logically the self-assessment should also do so.
- 4 In addition to soundness the examination has to consider whether the authority has complied with statutory requirements. While some statutory requirements are covered in the first five soundness tests, many are not. Proof that the requirements have been met will therefore need to be included in the self-assessment statement.
- 5 To seek to provide all the information needed in a conventional narrative form would run the risk of making the self-assessment statement cumbersome, repetitive of other documents, and difficult to use. It would also be impractical to offer a user-friendly model for a narrative statement because the necessary content will vary so much between DPDs and different types of DPDs. Accordingly a template format is used, so that the statement will consist essentially of a series of references to the other documents which provide the necessary evidence.
- 6 The statement consists of three parts -
 - a cover sheet relating the self-assessment clearly to the DPD
 - a template covering all the statutory requirements, into which the authority will input references to the evidence provided to show that each such requirement has been met
 - a template following the key questions in the PINS guide, into which the authority will input references to the specific evidence which it considers demonstrates that the question has been satisfactorily answered.

The statutory requirements template

- 7 The PINS guide does not specify an approach to how the Inspector will assess whether the preparation of the DPD has complied with statutory requirements. Since a checklist of questions concerning statutory requirements is provided as part of the guidance in Part One of this toolkit, it is logical to use the identical questions in this template. It therefore lists all the questions and the statutory requirements to which they relate, but instead of columns for guidance references and notes it contains a column setting out possible evidence which could be used.
- 8 The final column of the template is the critical one. This is where the authority will insert a reference or references to the

evidence actually provided. In the case of larger documents, wherever possible the reference should be to a particular section or passage which provides the evidence. Exceptionally there may be no document(s) which can be referred to as answering a particular question. In such cases, it will be necessary to provide a brief statement explaining why it is considered the requirement is met.

- 9 It is recommended that the authority should establish a separate file into which each report, advertisement, letter, statutory notice, or other document relied on will be filed at the same time as the corresponding entry is made in the template. This file will thereby progressively bring together in one place all the proof that the statutory requirements have been met.
- 10 Where reference is made in the “possible evidence” column to a document which will be submitted with the DPD, suitable evidence in the early stages might be drafts or early versions of the documents, or reports which make a contribution to the submitted document. As submission approaches, the authority will wish to review the references used in earlier entries to see whether they be replaced by references to the finalised documents.
- 11 Entries in the template in italics refer to matters which are non-statutory but expected of authorities (eg supply of documents at the time of submission to Government Offices), or where compliance may not be specifically tested in isolation from the consideration of soundness.
- 12 Where the “possible evidence “ column refers to a specific document or report (eg “The SA report”) the evidence might include reports to cabinet etc and any resolutions made by them. Documents can include electronic communications, provided they are retained, available to the examination, and recorded as evidence. For clarification of terms used in this template see the glossary below.

The soundness template

- 13 This template follows exactly the way the tests of soundness and key questions are set out in the PINs guide, so that both the authority and the Inspector will be able to relate the information provided directly to the structure there. Like the statutory requirements template, this contains a column setting out possible evidence to use in answering each question, followed by a further column in which the user will set out the evidence actually put forward.
- 14 It will be for the authority to decide which documents prepared as part of DPD preparation, technical reports and other supporting documents are referred to as evidence. The PINS guide provides some examples in relation to different types of DPD, but they are not repeated in the template, as the intention is to provide a generic structure for the self-assessment which will be appropriate for all types of DPD. Where several sources of evidence are identified in the “possible evidence” column, the authority need only refer to those which are sufficient to provide the answer.

- 15 It will be noted that the “possible evidence” column includes sources of evidence in addition to those referred to in the PINS guide, particularly evidence from the documents produced at the stages of plan preparation. The results of community engagement are also referred to, since they amount to significant evidence which should shape the preferred strategy of the DPD.
- 16 References in the “possible evidence” column to representations will normally be those from the participation on the preferred options (Regulation 26) stage, but may include responses made in correspondence by the community or stakeholders during community involvement undertaken throughout the plan-making process. References to “documents used in community involvement” include consultation letters, publicity material and consultation documents used during the preparation of the DPD. For clarification of other terms used in this template see the glossary below.
- 17 It is suggested that wherever possible the evidence provided should be references to the DPD itself, documents prepared as part of DPD preparation (eg the SA report and the Consultation statement), reports to cabinet or committee (as the case may be), technical studies or other supporting documents. In the case of larger documents such as the sustainability report, preferred options report, surveys and studies, the aim should be to assist the Inspector by referring to the specific section or passage of the document which provides the information. To further assist access to the relevant documents, the “evidence provided” column could include hyperlinks to take the reader directly to the appropriate document and passage within it. In the event that no document is considered to adequately answer a key question, it will be necessary to provide a brief statement which sets out the answer.
- 18 It is essential that the evidence referred to in relation to the procedural and conformity tests should be consistent with that provided in the statutory requirements template.

Terms used in the templates

- 19 Some of the documents required as part of DPD preparation have lengthy names which do not assist in concise explanation of what evidence may be used, and others are referred to differently in different guidance (eg both PPS 12 and “Creating LDFs” use the term “Statement of compliance” for the document indicating how community involvement has complied with the SCI, whereas the PINS guide uses the term “consultation statement”). Definitions are given in the glossary to the PINS guide (pages 9 to 11). The templates use consistent terminology for other required and supporting documentation as follows -

Consultation Statement	The statement of compliance with the SCI (or Regulations alone if there is no SCI). PPS12 states that this should include how the authority has addressed the main issues raised in representations made
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	under Regulation 26 and received under Regulation 27. It is recommended that this statement explicitly includes those matters required under Regulation 28 (submission) for reporting on the Regulation 25 consultations and on the Regulation 26 / 27 participation. If it does not, separate statements will need to be made to meet these requirements.
Pre-Submission Proposals Documents	These are the documents required to be published at the preferred options stage. Regulation 24 defines the pre-submission proposals documents as the authority's proposals for the DPD and such supporting documents as in the opinion of the authority are relevant to those proposals. Regulation 26 requires certain actions (publicity, advertisement etc.) to be undertaken so that representations can be made on the proposals. PPS12 makes clear that the authority should provide sufficient information to ensure people can understand the implications of their preferred options.
Pre-Submission Proposals Matters	These are the information required to be published at the preferred options stage. Regulation 24 defines the proposals matters as the proposed title of the DPD, the proposed subject matter and area of the DPD; the period within which representations can be made; where representations should be made to, and a statement that any representations may be accompanied by a request to be notified of the submission of the DPD to the Secretary of State for examination, and of adoption. Regulation 26 requires certain actions (publicity, advertisement etc.) to be undertaken so that representations can be made on the proposals for the DPD.
Preferred Options Report	Many authorities will wish to prepare a report on the preferred options setting out its suggested policy directions together with relevant issues, proposals and alternative approaches. Creating LDFs refers to this as the "preferred options document". It may be one of the main supporting documents prepared for the preferred options participation. As Creating LDFs explains, it will need to be accompanied by the formal sustainability appraisal report which considers the likely significant effects of the preferred options and other options considered.

Implications for how documents are drafted

- 20 Authorities will find it helpful if the DPD itself, documents prepared as part of DPD preparation (eg the preferred options report, the SA report and the consultation statement) and other main evidence documents are framed so as to address explicitly the relevant key questions in section 1.4 of the guidance. This may include appropriate text to show that eg national policy and good practice guidance have been followed, and decisions have been taken transparently on the information available to the authority. In particular, it will assist if conclusions are presented in ways which can be readily referred to in

the self-assessment statement and proofs of evidence.

Building up the templates

- 21 Statutory requirements have to be complied with and evidence will be produced throughout the process of preparing a DPD. Therefore the logical way to prepare the self-assessment statement is to build it up progressively, recording relevant information at each of the stages of DPD preparation. This will provide three benefits -
- the user will be able to confirm at the time that they have done what is needful
 - the evidence needed to demonstrate compliance with statutory procedures can be assembled when it is readily to hand
 - it will spread the work of producing the statement over the preparation process, rather than presenting a large task to be carried out at the same time as work in preparation for submission
- 22 It is anticipated that the two templates will be used in electronic form, and revisited from time to time at each stage of the DPD process. Then, as submission approaches, the authority will need to review the templates for completeness, and update any references to early versions of documents, before finalising the self-assessment statement as a whole for submission alongside the submitted DPD.

Title of development plan document	North Plymstock Area Action Plan		
Local authority preparing the DPD	PLYMOUTH CITY COUNCIL		
Submission date	31st July 2006		
		Telephone	Email
Inspector	Mr Douglas Machin		

Contact at the authority	Peter Ford		peter.ford@plymouth.gov.uk
Programme Officer	Christine Self		ac.self@ntlworld.com

Template 1: Statutory requirements

Stage 1: Pre-production

Activity	Statutory Requirement	Possible evidence	Hyper link to Evidence provided
Is the DPD identified in the LPA's adopted LDS?	The Act s19(1)	(Depending on any transitional arrangements) the adopted LDS at the time of - <ul style="list-style-type: none"> • commencement of the DPD • participation on the preferred options • current adopted DPD 	http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldflocaldevelopmentsheme.htm

<p>Have you recorded the commencement of the DPD?</p>		<p>Report or other document confirming when work began</p>	<p>Delegation reports dated 16th February 2005 4th March 2006 Cabinet Report dated 14th December 2004</p>
<p>Have any details set out in the LDS such as the role, rationale or scope of the DPD been met?</p>		<p>Reference to relevant section of the current LDS</p>	<p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldflocaldevelopmentscheme.htm</p>
<p>Is baseline information being collected and evidence being gathered to set the framework for the SA?</p>	<p>The Act s19(5)</p>	<p>SA scoping document Other document dealing with collection of baseline information SA Report</p>	<p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfsustainabilityappraisals.htm</p>
<p>Have you consulted the four statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the SA Report?</p>	<p>Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 specify the consultation procedures for plans requiring SEA.</p>	<p>Copies of the consultation letters sent to the bodies</p>	<p>Consultation letters sent to statutory list A including environment agencies. Refer to scoping</p>

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Stage 2: Issues and options (Regulation 25 consultation)

Activity	Statutory Requirement	Possible evidence	Shortcut to Evidence provided
Have the “specific consultation bodies” been consulted – or are there any of these bodies which, because of the nature of this DPD, do not need to be consulted at this stage?	Regulation 25(1)(a) [Specific Consultation Bodies are defined in Regulation 1]	Consultation statement Copies of documents consulting these bodies A brief statement setting out the reasons why any bodies have been omitted from consultation at this stage	Evidence in Regulation statements http://www.plymouth.gov.uk/homepage/environmentalplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm
Have the “general consultation bodies” been	Regulation 25(1)(b) [General Consultation Bodies are	Copies of documents consulting these bodies Consultation statement Relevant sections of the SCI	Evidence in Regulation statements http://www.plymouth.gov.uk/homepage/environmentalplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm

<p>identified and consulted - and are those bodies consulted consistent with the approach set out in the adopted SCI?</p>	<p>defined in Regulation 1]</p>		<p>ndplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>
<p>Does the consultation contribute to the development and sustainability appraisal of the options?</p>	<p>The Act s19(5)</p>	<p>Reports prepared by the authority during the development of the DPD A statement as to how the way the consultation was framed so as to encourage consultees to identify particular issues and options within them SA report</p>	<p>Evidence in Regulation statements http://www.plymouth.gov.uk/homepage/environmentalplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>
<p>Are you keeping a record of the bodies being consulted; how they</p>	<p>Regulation 28(1)(c)</p>	<p>Report by the authority on the Regulation 25 consultation Consultation statement</p>	<p>Evidence in Regulation statements http://www.plymouth.gov.uk/homepage/environmentalplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>

are being consulted, and the main issues they have raised?			ans/ldfnorthplymstockaap/northplymstocksubmitted.htm
Are you developing a framework for monitoring the effects of the DPD?		The AMR Report or document setting out the appraisal and monitoring framework	Shortcut to AMR http://www.plymouth.gov.uk/homepage/environmentalndplanning/planning/planningpolicy/ldf/ldfannualmonitoringreport.htm
Have you arranged to send to the GO copies of documents used in consultation ?	Not statutory, but will assist the later stages where the Secretary of State has a statutory role	Copies of the letter to the GO enclosing copies of the documents sent to consultation bodies	Copy of documents plus evidence base hand delivered to GOSW.

Stage 3: Preferred options (Regulation 26 participation)

Activity	Statutory Requirement	Possible evidence	Shortcut to Evidence provided
Is the DPD being prepared in	The Act	Adopted LDS at the time of participation on the	Shortcut to LDS's http://www.plymouth.gov.uk/home

<p>accordance with the LDS?</p>	<p>s19(1)</p>	<p>preferred options Adopted LDS at time of submission</p>	<p>page/environmentandplanning/planning/policy/ldf/ldflocaldevelopmentsscheme.htm</p>
<p>Have you assessed the preferred options against -</p> <ul style="list-style-type: none"> • consistency with national policy? • general conformity with the RSS? • conformity with the core strategy DPD or old policy (unless the DPD will supersede the old policy)? 	<p>The Act s19(2), s24 and Schedule 8 Regulation 13(6)</p>	<p>Preferred options report Pre-submission proposals documents Reports of the Regulation 25 consultations</p>	<p>Shortcut to preferred Option AAP http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/policy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstockpreferredoptions.htm</p> <p>Shortcut to Core strategy DPD http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/policy/ldf/ldfcorestrategy.htm</p> <p>Shortcut to Regulation statements http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/policy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>
<p>Are you having regard to -</p> <ul style="list-style-type: none"> • adjoining RSSs, the SDS or Welsh Spatial Plan (as appropriate where either of these adjoin the plan area)? • the National Planning Framework for 	<p>The Act s19(2) Regulation 15(1)(g)</p>	<p>Preferred options report Pre-submission proposals documents Correspondence with the relevant bodies Reports on the Regulation 25 consultations</p>	<p>Shortcut to preferred Option AAP http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/policy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstockpreferredoptions.htm</p> <p>Shortcut to Regulation statements http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/policy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>

Scotland?			ionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm
<p>Are you having regard to -</p> <ul style="list-style-type: none"> the community strategy of the authority or other authorities whose area comprises part of the area of the LPA? any other LDD adopted by the authority? 	PCPA 2004 s.19(2)	<p>The community strategies</p> <p>Reports on the Regulation 25 consultations</p> <p>Preferred options report</p> <p>Pre-submission proposals documents</p>	<p>Shortcut to community strategy http://www.plymouth.gov.uk/homepage/communityandliving/plymouth2020/lspcurrentdocuments/lspcitystrategy.htm</p> <p>Shortcut to preferred Option AAP http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstockpreferredoptions.htm</p> <p>Shortcut to Regulation statements http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>

Activity	Statutory Requirement	Possible evidence	Evidence provided
<p>Are you having regard to the other matters and strategies relating to -</p> <ul style="list-style-type: none"> resources regional development strategy 	The Act s19(2) Regulation 15	<p>Preferred options report</p> <p>Pre-submission proposals</p>	<p>Shortcut to preferred option AAP http://www.plymouth.gov.uk/po_plymstock_web_v</p>

<ul style="list-style-type: none"> • infrastructure provision and any transport plan • utilities infrastructure • integration of transport and land use policies • waste strategies • hazardous substances and accidents • climate change • air quality strategy 		<p>documents</p> <p>Correspondence with the relevant bodies and the GO.</p> <p>Reports on the Regulation 25 consultations.</p>	<p>ersion.pdf</p> <p>Shortcut to Regulation statements http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstockssubmitted.htm</p>
<p>Have you undertaken the necessary sustainability appraisal of alternatives in arriving at the preferred options?</p>	<p>The Act s19(5)</p>	<p>SA report</p> <p>Documents supporting the SA</p>	<p>Shortcut to SA http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfsustainabilityappraisals.htm</p>
<p>Have you prepared the Sustainability Report?</p>	<p>The Act s19(5)</p>	<p>SA report</p>	<p>Shortcut to SA http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfsustainabilityappraisals.htm</p>
<p>Have you set out clear reasons for the preferred options and a précis of the alternatives and why they were rejected</p>	<p>Regulation 13(1)</p>	<p>Preferred options report</p> <p>SA report</p>	<p>Shortcut to SA http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfsustainabilityappraisals.htm</p>

			<p>Shortcut to Preferred options AAP</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstockpreferredoptions.htm</p>
<p>Are you ready to seek participation on the preferred options and consult on the sustainability report?</p>	<p>Regulation 26</p>	<p>Preferred options report</p> <p>SA report</p>	<p>Shortcut to SA</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfsustainabilityappraisals.htm</p> <p>Shortcut to Preferred options AAP</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstockpreferredoptions.htm</p>

Activity	Statutory Requirement	Possible evidence	Evidence provided
Have you prepared	Non-statutory,	Reports on the housing trajectory	Shortcut to AMR

<p>a housing trajectory (where relevant to the DPD being prepared)?</p>	<p>although Regulation 48 requires information on net additional dwellings to be given in the AMR</p>	<p>Preferred options report The AMR</p>	<p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfannua/monitoringreport.htm</p>
<p>Where sites are to be identified or areas for the application of policy, are you preparing sufficient illustrative material to -</p> <ul style="list-style-type: none"> • enable you to amend the currently adopted proposals map? and • inform the community about the location of proposals? 	<p>Regulation 9</p>	<p>The adopted Proposals Map Reports on proposals to amend the Proposals Map Illustrative material that shows how the Proposals Map will be amended or replaced</p>	<p>Shortcut to AAP inc. maps as no, adopted proposals map</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaa/actionplans/ldfnorthplymstockp/ockaap/northplymstockpreferredoptions.htm</p>
<p>Have you made copies of the “pre-submission proposals documents” and a statement of the “proposals matters” available for inspection?</p>	<p>Regulation 26(a). Regulation 27 allows anyone to make representations and specifies a period of six weeks. The LPA must consider all</p>	<p>The preferred options report Pre-submission proposals documents Pre-submission proposals matters</p>	<p>Shortcut to Preferred Options APP and Pre-submission documents</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaa/actionplans/ldfnorthplymstockp/ockaap/northplymstockpreferredoptions.htm</p>

	representations received (see Regulation 27(3)).		preferredoptions.htm
Have you published the pre-submission proposals documents (preferred options report) , proposals matters and a statement that the documents are available for inspection (at specified places and times) on the website?	Regulation 26(b) Regulation 24 gives definitions and Regulation 27 facilitates representations (see above)	Preferred options report Pre-submission proposals matters Copy of the statement that documents are available for inspection	Shortcut to Preferred Options APP and Pre-submission documents http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstockpreferredoptions.htm

Activity	Statutory Requirement	Possible evidence	Shortcuts to Evidence provided
Have you sent to the “DPD bodies” (ie all those you consulted at the Regulation 25 stage)- <ul style="list-style-type: none"> • the proposals for the DPD? • supporting documents that are relevant to the body? • notice of proposals matters? • a statement that the documents are available for inspection (at specified 	Regulation 26 (c) Regulation 24 gives definitions and Regulation 27 facilitates representations (see	Copies of correspondence Records of sending the relevant documents to the DPD bodies	Shortcut to AAP and associated documents and regulation statements http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm

places and times)?	above)		
Have you advertised in a local paper giving notice of the proposals matters and where and when the pre-submission proposals documents can be inspected?	Regulation 26(d) Regulation 24 gives definitions and Regulation 27 facilitates representations (see above)	Copy of advertisement(s)	Shortcut to regulation statements http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstockssubmitted.htm
Do the participation arrangements comply with the SCI?	The Act s19(3)	The SCI Report of proposed participation arrangements Consultation statement	Shortcut to SCI http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfstatementofcommunity.htm Shortcut to regulation statements http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstockssubmitted.htm
Have you sent the Government Office and the Planning Inspectorate copies of the proposals for the DPD and	Not statutory, but will assist the later stages where	Preferred options report Copy of statement of the proposals matters	Shortcut to Preferred Options and associated documents http://www.plymouth.gov.uk

supporting documents?	the Secretary of State and the Inspector have statutory roles.	Copy of the statement that documents are available for inspection	uk/homepage/environmentandplanning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstockpreferredoptions.htm Shortcut to GOSW letter http://www.plymouth.gov.uk/letter_to_gosw_submitting_lds2.pdf
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Activity	Statutory Requirement	Possible evidence	Shortcuts to Evidence provided
Are you keeping a record of the number of representations made and the issues raised?	Regulation 28(1)(d)	Report on the representations made under Regulation 27 at the Regulation 26 participation. Reports on the participation showing issues raised and summaries / statistical information of the responses, including alternatives raised. Copies of the responses Consultation statement	Shortcut to regulation statements http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm

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Stage 4: Submission

Activity	Statutory Requirement	Possible evidence	Evidence provided
Have you prepared the DPD in accordance with the LDS?	The Act s19(1) and s20(5) Regulation 9	Adopted LDS at the time of participation on the preferred options Adopted LDS at time of submission	Shortcut to LDS's http://www.plymouth.gov.uk/plymouth_lds_adopted_july_2005.pdf http://www.plymouth.gov.uk/plymouth_lds_revised_dec_2005_v2.pdf
Have you prepared the DPD in compliance with the SCI and the Regulations (or the minimum requirements set out in Regulations where no SCI is yet adopted?)	The Act s19(3) and s20(5) Regulation 28(1)	Consultation statement	Shortcut to regulation statements http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planninpolicy/Ldf/Ldfareaactionplans/Ldfnorthplymstockaap/northplymstocksubmitted.htm
Have you undertaken Sustainability Appraisal and prepared an SA Report?	The Act s19(5) and 20(5) Regulation 28(1)	SA report	Shortcut to SA report http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planninpolicy/Ldf/Ldfsustainabilityappraisals/sasubmitted.htm
Have you considered representations made on the preferred options?	Regulation 27(3)	Report on the representations made under Regulation 27 at the Regulation 26 participation.	Shortcut to regulation statements http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planninpolicy/Ldf/Ldfareaactionplans/Ldfnorthplymstockaap/northplymstocksubmitted.htm

		Consultation statement	
Are you likely to be in general conformity with the RSS [or SDS in London]?	The Act s24 Regulation 30	Correspondence with the RPB or Mayor of London Representations from the RPB or Mayor of London on the preferred options.	Acknowledgement email dated 28 th November 2006 from Jane Macey at South West Regional Assembly.
Is the DPD to be submitted consistent with national policy and in conformity with the core strategy DPD or old policy (unless the DPD will supersede the old policy)?	The Act s19(2) and Schedule 8 Regulation 13(6)	Preferred options report Correspondence with GOs Representations from GOs on the preferred options Adopted LDS Brief statement by the authority showing how conformity within the LDF has been achieved	Shortcut to Preferred Options AAP http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planninpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstockpreferredoptions.htm Shortcut to GOSW letter http://www.plymouth.gov.uk/letter_to_gosw_submitting_lds2.pdf Shortcut to LDS http://www.plymouth.gov.uk/plymouth_lds_adopted_july_2005.pdf

Activity	Statutory Requirement	Possible evidence	Evidence provided
Have you had sufficient regard to	The Act s19(2) Regulation	Preferred options report SA report Report on the representations made under Regulation 27 at the	Shortcut to Preferred options report and Regulation statement http://www.plymouth.gov.uk/home

<p>all those matters required by the Act, including in respect of any changes made since the preparation of the preferred options?</p>	<p>15</p>	<p>Regulation 26 participation</p>	<p>page/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p> <p>Shortcut to SA report</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfsustainabilityappraisals/sasubmitted.htm</p>
<p>Have you prepared a housing trajectory (where relevant to the DPD being prepared)?</p>	<p>Non-statutory, although Regulation 48 requires information on net additional dwellings to be given in the AMR</p>	<p>Reports on the housing trajectory. Preferred options report Current AMR</p>	<p>Shortcut to core strategy with housing trajectory</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfcorestrategy/corestrategysubmitted.htm</p>
<p>Are there any policies applying to sites or areas by reference to an</p>	<p>Regulations 6, 9, 13(4) and 14</p>	<p>Submission proposals map Preferred options report Brief statement by the authority if a submission proposals map is not required</p>	<p>Shortcut to preferred options document</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfnorthplymstockaap/northplymstockpreferredoptions.htm</p>

<p>Ordnance Survey map or to amend an adopted proposals map? If so, have you prepared a submission proposals map?</p>			
<p>Have you identified all policies that are to be superseded by a policy or policies in the DPD?</p>	<p>Regulation 13(5)</p>	<p>Preferred options report</p>	<p>Shortcut to preferred options document http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstockpreferredoptions.htm</p>
<p>Are you ready for submission? Have you a good evidence base to support your DPD, and does it contain</p>	<p>The Act s20(5)(b) Regulation 13(1) and 13(2) Regulation 28(1)</p>	<p>Preferred options report SA Report Reports providing the evidence base</p>	<p>Shortcut to Preferred options report http://www.plymouth.gov.uk/homepage/environmentandhplymstockaap/northplymstockpreferredoptions.htm Shortcut to SA http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfsustainabilityappraisals.htm</p>

sufficient reasoned justification ?			Shortcut to evidence base http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/ldfbackgroundreports.htm
Have you got all your supporting documents ready?	Regulation 28(1)(e)	Preferred options report SA Report Consultation statement Reports on the Regulation 25 consultation and the representations made under Regulation 27 at the Regulation 26 participation	Shortcut to Preferred options http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap.htm Shortcut to SA http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/ldfsustainabilityappraisals.htm Shortcut regulation statements http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm

Activity	Statutory Requirement	Possible evidence	Shortcuts to Evidence provided
Have you - • summarised the issues	Regulation 28(1)	Consultation statement Report on the Regulation 25 consultation	Shortcut to regulation statements

<p>raised in the consultation on issues and options</p> <ul style="list-style-type: none"> • prepared the statement on the consultation, the issues and how they have been addressed? 			<p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>
<p>Have you -</p> <ul style="list-style-type: none"> • summarised the issues raised in representations on participation on the preferred options • prepared a statement on the representations and how the issues have been addressed? 	<p>Regulation 28(1)</p>	<p>Consultation statement</p> <p>Report on the representations made under Regulation 27 at the Regulation 26 participation</p>	<p>Shortcut to summary report http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstockpreferredoptions.htm</p> <p>Shortcut to reg 28 statement http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>

<p>Have you considered how the plan will be implemented and set out how it is to be monitored?</p>	<p>The Act s20(5)(b) and s.35 Regulation 48</p>	<p>Preferred options report SA Report Current AMR</p>	<p>Shortcut to Preferred options http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap.htm Shortcut to SA http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfsustainabilityappraisals.htm shortcut to AMR http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfannualmonitoringreport.htm</p>
<p>Do you have evidence that the DPD can deal with changing circumstances?</p>	<p>The Act s20(5)(b)</p>	<p>Preferred options report SA Report Current AMR</p>	<p>Shortcut to Preferred options http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap.htm Shortcut to SA http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfsustainabilityappraisals.htm</p>

			<p>shortcut to AMR</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfannualmonitoringreport.htm</p>
<p>Has your authority approved the DPD for submission?</p>	<p>Regulation 2 of the Local Authorities Functions Regulations</p>	<p>Report and Resolution of the authority</p>	<p>http://www.plymouth.gov.uk/modgov?modgovlink=http%3A%2F%2Fwww.plymouth.gov.uk%2FmgInternet%2FieSearchResults2.asp%3FSS%3DNorth%2BPlymstock%2B%26C1%3D254%26SD%3D01%252F01%252F2006%26ED%3D21%252F03%252F2007%26DT%3D3%26WI%3D0%26IID%3D0%26IT%3D0%26IS%3D%26CA%3Dfalse%26SB%3Dtrue</p>
<p>Have you sent the Secretary of State copies of the following:</p> <ul style="list-style-type: none"> • the DPD? • the submission proposals 	<p>The Act s20(1) Regulation 13(4)</p>	<p>Record of sending</p>	<p>Copies of documents sent to Secretary of State on 21st August 2006.</p>

map (unless there are no site allocation policies)?			
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Activity	Statutory Requirement	Possible evidence	Evidence provided
Have you sent the Secretary of State copies of the following : <ul style="list-style-type: none"> • SA Report (as amended after consultation / participation) • SCI (if adopted) • statement on Regulation 25 consultation • statement on representations made under Regulation 27 at the Regulation 26 participation 	The Act s20(3) Regulation 28(1) and (2)	Record of sending	Copies of documents sent to Secretary of State on 21 st August 2006.
Have you sent the Secretary of State copies of the supporting documents?	The Act s20(3) Regulation 28(1) and (2)	Record of sending	Evidence base sent to Secretary of State on 21 st August 2006.
Have you made copies of the following available for inspection - <ul style="list-style-type: none"> • the DPD? • the SA report? • the statement on Regulation 25 consultation? 	Regulation 28 (3)	Report on where and when made available Record of where and when made available	Shortcut to regulation statements, DPD matter and Statement of availability http://www.plymouth.gov.uk/homepage/envir

<ul style="list-style-type: none"> • supporting documents? • a statement of the “DPD matters”? 			onmentandplanning/planning/policy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm
<p>Have you published on your website the following -</p> <ul style="list-style-type: none"> • the DPD Documents? • the DPD matters? • where and when documents can be inspected? 	Regulation 28(3)	Record of publication	<p>Shortcut to webpage</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/policy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>

Activity	Statutory Requirement	Possible evidence	Evidence provided
<p>Have you sent to the bodies consulted under Regulation 25 the following -</p> <ul style="list-style-type: none"> the DPD? the SA report? the statement on Regulation 25 consultation? supporting documents relevant to the body? notice of the “DPD matters”? where and when documents can be inspected? 	Regulation 28(3)	<p>Copies of correspondence</p> <p>Record of sending</p>	<p>Shortcut to regulation statement</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/policy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>
<p>Have you advertised in a local paper covering the whole of your area the following?</p>	Regulation 28(3)	Copy of advertisement	Shortcut to regulation statement

<ul style="list-style-type: none"> - the DPD matters - where and when documents can be inspected 			http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm
<p>Have you requested the opinion of the RBP (or the Mayor in London) on the general conformity of the DPD with the RSS (or SDS)?</p>	<p>PCPA 2004 s.24 Regulation 30</p>	<p>Copies of correspondence</p>	<p>Email received from South West Regional Assembly on 28th November from Jane Macey.</p>

Stage 5: Post-submission

Activity	Statutory Requirement	Possible evidence	Evidence provided
<p>If you receive representations which do not seek to add or amend a site allocation policy, have you -</p> <ul style="list-style-type: none"> • made a copy available at the places wherever the pre-submission proposals documents were placed? • published them on your website? 	<p>Regulation 31(2)(a) and (b) Regulation 31(3) Regulation 31(4)</p>	<p>Record of where and when made available Record of publication</p>	<p>Shortcut to regulation statement http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>
<p>If you receive representations which do not seek to add or amend a site allocation policy, have you sent copies to the Secretary of State of -</p>	<p>Regulation 31(2)(c) Regulation</p>	<p>Record of sending Copies of</p>	<p>Shortcut to Copies of statements, summaries and</p>

<ul style="list-style-type: none"> • a statement of the total number of representations made? • copies of the representations? • a summary of the main issues raised in the representations? • or (if it applies) a statement that no representation has been made? 	<p>31(3) Regulation 31(4)</p>	<p>statements, summaries and representations</p>	<p>representations http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>
<p>If you receive a representation that seeks to add or amend a site allocation policy, have you made available at the places wherever the pre-submission proposals documents were placed -</p> <ul style="list-style-type: none"> • a copy? • a statement of the period within which further representations must be made and the address to which they must be sent? 	<p>Regulation 32(2)(a)</p>	<p>Record of where and when made available Copies of statements and representations</p>	<p>Notice put in Herald on 6th November 2006. Documents made available in Housing Offices, Council Buildings and Libraries. Link to Site Allocation representations: http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>

Activity	Statutory Requirement	Possible evidence	Evidence provided
<p>If you receive a representation that seeks to add or amend a site allocation policy, have you made available on your website -</p> <ul style="list-style-type: none"> • a copy? • a statement of the period within which further representations must be made and the address to which they must be sent? • a statement of where and when it can be inspected? 	<p>Regulation 32(2)(b)</p>	<p>Record of publication</p> <p>Copies of statements and representations</p>	<p>Link to webpage with this information</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/policy/ldf/ldfareactionplans/ldfnorthplymstoc/kaap/northplymstoc/ksubmitted.htm</p>
<p>If you receive a representation that seeks to add or amend a site allocation policy, have you sent to the bodies consulted under Regulation 25 -</p> <ul style="list-style-type: none"> • the address of the site to which the representation relates? • notice of the period within which further representations must be made and the address to which they must be sent? • a statement of where and when it can be inspected? 	<p>Regulation 32(2)(c)</p>	<p>Record of sending</p> <p>Copies of statements and notices</p> <p>Copies of correspondence</p>	<p>Notice put in Herald on 6th November 2006. Documents made available in Housing Offices, Council Buildings and Libraries.</p> <p>Link to Site Allocation representations: http://www.plymouth.gov.uk/homepage</p>

			e/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm

Activity	Statutory Requirement	Possible evidence	Evidence provided
<p>If you have received a representation on a site allocation representation, have you sent copies to the Secretary of State of a statement of the number of representations made?</p> <ul style="list-style-type: none"> • copies of the representations? • a summary of the main issues raised in the representations? • or (if it applies) a statement that no representation has been made? 	Regulation 33	<p>Record of sending</p> <p>Copies of statements and representations</p>	<p>Notice put in Herald on 6th November 2006. Documents made available in Housing Offices, Council Buildings and Libraries.</p>
<p>If an examination is being held, at least six weeks before its opening has the Programme Officer -</p> <ul style="list-style-type: none"> • published the time and place of the examination and the name of the person appointed to carry out the examination on your website? 	Regulation 34	<p>Record of publication of information</p> <p>Record of sending</p>	<p>Examination being held on 28th March 2007 in the Council House, Plymouth City Council. Mr Douglas Machin has been appointed to conduct the</p>

<ul style="list-style-type: none"> • notified those who have made representations on the DPD which have not been withdrawn of these details? • advertised these details in a local paper circulating in the whole area of the local planning authority? 		<p>Copies of correspondence</p> <p>Copy of advertisement</p>	<p>Independent Examination.</p> <p>Link to website:</p> <p>www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf.htm</p> <p>Copy of advertisement place in Herald stating that the examination process is being held.</p>
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Template 2: Soundness

Test 1- The DPD has been prepared in accordance with the Local Development Scheme

Key question	Possible evidence	Evidence provided
<p>Is the DPD identified in the authority's LDS?</p>	<p>The adopted LDS at the time consultation was undertaken on the preferred options (Regulation 26).</p> <p>The current adopted LDS</p>	<p>Shortcut to relevant LDS's</p> <p>http://www.plymouth.gov.uk/plymouth_lds_adopted_july_2005.pdf</p> <p>http://www.plymouth.gov.uk/plymouth_lds_revised_dec_2005_v2.pdf</p>
<p>Have the details set out in the LDS such as the role, rationale or scope of the DPD been met?</p>	<p>The section of the current adopted LDS containing the profile given for the DPD</p>	<p>Shortcut to relevant LDS'</p> <p>http://www.plymouth.gov.uk/plymouth_lds_adopted_july_2005.pdf</p>

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Test 2 – The DPD has been prepared in compliance with the Statement of Community Involvement (SCI), or with the minimum requirements set out in the regulations where no SCI exists

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

Test 3 – The plan and its policies have been subjected to Sustainability Appraisal

Key Question	Possible Evidence	Evidence provided
Has Sustainability Appraisal (SA) been carried out in relation to the particular DPD in question?	<p>The SA report prepared for the preferred options participation (Regulation 26) identifying the process carried out for SA, the baseline information used and the outcomes of the process</p> <p>The SA report as amended after the Regulation 26 participation and submitted with the DPD. Depending on the extent of change, this may take the form of an annex to the SA</p>	<p>Shortcut to SA reports</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/ldfsustainabilityappraisals.htm</p>

	report prepared for Regulation 26 or more extensive supplementary material or rewriting. A brief statement of the main changes made	
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Test 4 – It is a spatial plan which is consistent with national planning policy and in general conformity with the RSS for the region or the Spatial Development Strategy if in London, and it has properly had regard to any other relevant plans, policies and strategies relating to the area or adjoining areas

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

Key Question	Possible Evidence	Evidence provided
<p>Does the DPD reflect the guidance on spatial planning which is set out in national planning policy?</p>	<p>The evidence will depend on the type and nature of the DPD, but may include sections of the DPD, SA report, consultation statement and technical papers (which may be identified under Test 7) which demonstrate that -</p> <ul style="list-style-type: none"> • The DPD contains a vision for development and change of the area; • The DPD delivers social, economic and environmental objectives related to (but not confined to) the use of land • The preparation process has been participative, integrated with other strategies, including the community strategy, responsive to change and deliverable. 	<p>Refer to PCC Core Strategy</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfcorestrategy/corestrategysubmitted.htm</p>

Test 4

Key Question	Possible Evidence	Evidence provided
<p>Has adequate account been taken of the relationship between the proposals in the DPD and other requirements, such as those of utility companies and agencies providing services in the area including their future plans or strategy and any requirements for land and premises, which should be prepared in parallel?</p>	<p>Sections of the DPD identifying other strategies and their relationship to delivery of the strategy in the DPD. Evidence for Test 8 will also be relevant.</p> <p>Representations from bodies responsible for other strategies affecting the area.</p> <p>Reports or copies of correspondence as to how the representations have been considered and dealt with. These should either make clear the issues raised in the representation or include a copy of the substance of the representation.</p>	<p>Link to North Plymstock Area Action Plan from website:</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p> <p>Refer to North Plymstock Area Action Plan (including minerals) Evidence Base; Section 3</p>
<p>Is it clear how the DPD relates to other plans and strategies such as local transport plans, which will influence the delivery of policies and proposals within the plan?</p>	<p>Sections of the DPD identifying other strategies and their relationship to delivery of the strategy in the DPD. Evidence for Test 8 will also be relevant.</p> <p>Representations from bodies responsible for other strategies</p>	<p>LTP 2 2006-2011 (chapter 12)</p> <p>Shortcut to LTP2 http://www.plymouth.gov.uk/homepage/tra</p>

	<p>affecting the area.</p> <p>Reports or copies of correspondence as to how the representations have been considered and dealt with.</p>	<p>nsportandstreets/tran sportplanning.htm</p>
<p>In two tier areas, does the DPD integrate effectively with plans prepared by the county council/district council?</p>	<p>Sections of the DPD that reflect the plans or strategies of the county council / district council as relevant.</p> <p>Representations from the relevant council.</p> <p>Reports or copies of correspondence as to how the representations have been considered and dealt with.</p>	<p>Shortcut to South Hams District Council, Sherford AAP Submission Stage, June 2006</p> <p>http://www.southhams.gov.uk/index/sherford/sp-forward_planning-sherford_area_action_plan.htm</p>

Test 4

(b) it is consistent with national planning policy

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

	involvement Representations from GOs on preferred options or the submitted DPD Reports or copies of correspondence as to how GO representations have been considered and dealt with	
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(c) The plan is in general conformity with Regional Spatial Strategy or, where relevant, the Spatial Development Strategy in London.

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

Test 5 – It has had regard to the authority’s community strategy.

Key Question	Possible Evidence	Evidence provided
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<p>Does the DPD have regard to the Community Strategy, by setting out policies and proposals which deliver key components of that strategy so that they are consistent with or in general conformity with higher level planning policy and relate to the use and development of land?</p>	<p>Sections of the DPD which set out how the objectives of the community strategy relate to the plan and how key components of the community strategy relating to development and the use of land will be delivered</p> <p>Sections of the community strategy (in two tier areas the community strategies of both relevant authorities)</p> <p>Representations from the Local Strategic Partnership where they have prepared the community strategy</p> <p>Reports or copies of correspondence as to how the LSP's representations have been considered and dealt with</p>	<p>Link to website for North Plymstock Site Allocations:</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>
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Test 6 – The strategies / policies / allocations in the plan are coherent and consistent within and between Development Plan Documents prepared by the authority and by neighbouring authorities, where cross-boundary issues are relevant.

Key Question	Possible Evidence	Evidence provided
<p>Do the policies clearly relate to the objectives in the submitted DPD or a related DPD (e.g. the Core Strategy)</p>	<p>Sections of the DPD and documents used in community involvement which show how the policies in the DPD relate to the objectives.</p> <p>If the DPD is not a core strategy DPD, sections of the DPD which show how the DPD conforms</p>	<p>Copies of document published on website and sent to consultee authorities and on display in council offices, libraries and housing offices.</p> <p>Website link to Core Strategy – refer to Area Visions part of document.</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfcorestrategy/corestrategysubmitted.htm</p>

	with the core strategy	
Are the policy objectives within the DPD themselves consistent?	<p>Sections of the DPD, documents used in community involvement, and technical papers which demonstrate that the objectives are consistent</p> <p>A brief statement explaining how the authority considers its objectives are consistent</p>	<p>Evidence base submitted to GOSW and PINS. Link to evidence base:</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfbackgroundreports.htm</p>

Test 6

Key Question	Possible Evidence	Evidence provided
Is it clear how the DPD relates to other plans in the authority's Local Development Framework and to other relevant plans prepared by neighbouring authorities?	<p>The adopted LDS, showing how the LDDs in the LDF relate together</p> <p>LDSs of neighbouring authorities and if necessary commentary on how the DPD is consistent with them</p> <p>Sections of the DPD setting out its purpose, depending on the type of DPD</p> <p>Sections of the DPD and documents used in community involvement which show how the DPD relates to other DPDs and to the DPDs of neighbouring authorities</p> <p>Joint studies, reports and technical papers conducted by or for the authority and neighbouring authorities (in two tier areas, may include joint</p>	<p>Link to LDS</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldflocaldevelopmentscHEME.htm</p> <p>Link to South Hams LDS</p> <p>http://www.southhams.gov.uk/index/residents_index/ksp_development_and_planning/ksp-</p>

	<p>county / district work)</p> <p>Representations from neighbouring authorities</p> <p>Reports or copies of correspondence as to how the representations have been considered and dealt with</p>	<p>development and planning-forward/sp-forward planning-local development framework/sp-development and planning-forward lds.htm</p> <p>Link to South Hams Sherford AAP http://www.southhams.gov.uk/index/sherford/sp-forward planning-sherford area action plan.htm</p> <p>Link to evidence base http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/policy/ldf/ldfbackgroundreports.htm</p> <p>Link to core boarder Issues and Options document http://www.plymouth.gov.uk/homepage/en</p>
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		http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/ldfcorestrategy/csissuesandoptions.htm
<p>Where there are overlaps, are these consistent / complementary?</p>	<p>Sections of the DPD and documents used in community involvement which explain overlaps with other DPDs and/or make clear how the later policies will supersede the earlier</p> <p>Representations on the consistency of policies</p> <p>Reports or copies of correspondence as to how the representations have been considered and dealt with</p>	<p>Cross Border Hearing took place on 13th February involving a joint session with South Hams District Council.</p> <p>Link to website:</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap.htm</p>
<p>Are there any obvious gaps in the coverage of the DPD having regard to its purpose and the relevant requirements set out in national planning policy statements?</p>	<p>Representations referring to plan coverage</p> <p>Representations from GOs</p> <p>Reports or copies of correspondence as to how the representations have</p>	<p>Link to North Plymstock AAP and representations</p> <p>http://www.plymouth</p>

	<p>been considered and dealt with</p>	<p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap.htm</p>
<p>Is it clear how cross boundary issues are addressed?</p>	<p>Sections of the DPD and documents used in community involvement which explain cross boundary issues</p> <p>Representations from neighbouring authorities</p> <p>Representations referring to issues which cross the authority's boundary</p> <p>Reports or copies of correspondence as to how representations on cross boundary issues have been considered and dealt with</p>	<p>Link to website on cross border issues</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap.htm</p> <p>Link to South Hams District Council website on cross border issues:</p> <p>http://www.southhams.gov.uk/sherford</p>

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Test 7 – The strategies / policies / allocations represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base.

Key Question	Possible Evidence	Evidence provided
<p>Is it clear that the local planning authority considered all reasonable options and alternatives in preparing the DPD?</p>	<p>Sections of the consultation statement showing how the community was involved in considering issues, alternatives and options</p> <p>Documents used in community involvement (during Regulation 25 consultations) to encourage the community (including stakeholder interests) to identify the issues and options they wished to see considered</p> <p>The report produced at the end of the issues and options stage setting out the issues and options raised</p> <p>Sections of the preferred options report explaining -</p> <ul style="list-style-type: none"> • how alternative strategies were developed and evaluated, and • why alternatives and options were rejected in favour of the preferred options <p>Sections of the SA report showing the options and alternatives and</p>	<p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap.htm</p> <p>Link to North Plymstock Issues and Options</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap.htm</p>

	<p>explaining how they were objectively assessed.</p> <p>Any other documentation showing how alternatives were developed and evaluated</p>	<p>/northplymstockiss.uesandoptions.htm</p> <p>Link to Consultation Statement, Regulation 25, Statement of Availability and Preferred Options report</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>
<p>Are the assumptions in the DPD set out clearly and are they supported by evidence?</p>	<p>Sections of the DPD setting out the assumptions</p> <p>Sections of the SA report setting out the assumptions</p> <p>A brief statement for each assumption as to how the evidence led to the assumption</p> <p>Reference to national or regional</p>	<p>Shortcut to DPD</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap</p>

	<p>policy, correspondence from bodies consulted or technical papers that provide the basis for assumptions</p>	<p>/northplymstocksubmitted.htm Shortcut to evidence base http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfbackgroundreports.htm Shortcut to SA http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfsustainabilityappraisals.htm</p>
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Test 7

Key Question	Possible Evidence	Evidence provided
<p>Does the evidence clearly support the policies in the DPD?</p>	<p>Sections of the DPD which show how the policies or proposals derive from the evidence. Sections of the pre-submission proposals documents Sections of the preferred options report Sections of the SA report which set out its main</p>	<p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northpl</p>

	<p>conclusions in relation to the policies in the DPD</p> <p>Sections of the consultation statement OR a brief statement of how the main findings of consultation support the policies, with reference to -</p> <ul style="list-style-type: none"> • the statements on the issues raised during the Regulation 25 consultation • the issues raised at the Regulation 26 participation, and how they have been addressed, • Any other information on community views and preferences <p>The studies, reports and technical papers, which provide the evidence for the policies set out in the DPD.</p> <p>OR for each policy (or group of policies dealing with the same issue) a brief statement of the evidence documents relied upon and how they support the policy (where this is not already clear in the reasoned justification in the DPD)</p> <p>Note: the PINS Guide, at Paragraph 1.4.12, provides examples of the types of documents that would constitute supporting evidence. The particular documents will depend on the type and nature of the DPD.</p>	<p>ymstockissuesandoptions.htm</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>
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Key Question	Possible Evidence	Evidence provided
<p>Is the evidence robust and credible - ie has it been prepared in accordance with national policy and good practice guidance?</p>	<p>Sections of the SA report which set out the methodology followed and how it conforms with the SA guidance</p> <p>For each other main source of evidence, either -</p> <p>Sections of the relevant evidence documents which show how their production has followed national policy and/or good practice guidance,</p> <p>OR a brief statement as to how evidence accords with national policy and/or good practice guidance</p> <p>Representations on the process of plan preparation or any methodologies used, including any representations made by GOs, the RPB or Mayor of London</p> <p>Reports or copies of correspondence as to how representations on plan preparation have been considered and dealt with</p>	<p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>
<p>Where a balance has been struck in taking decisions between competing alternatives - is it clear how these decisions have been taken?</p>	<p>Sections of the preferred options report explaining -</p> <ul style="list-style-type: none"> • how alternative strategies were developed and evaluated, and • why alternatives and options were rejected in favour of the preferred options 	<p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>

	<p>Sections of the SA report showing the options and alternatives and explaining how they were objectively assessed</p> <p>Reports prepared during the plan preparation process (including after the preferred options participation) contributing to the decisions made on the inclusion of policies in the DPD</p> <p>Sections of the consultation statement explaining how the main findings of consultation support the decisions,</p> <p>OR a brief statement of the influence upon decisions of -</p> <ul style="list-style-type: none"> • the issues raised during the Regulation 25 consultation • the issues raised at the Regulation 26 participation, and how they have been addressed <p>Any other documentation showing how alternatives were developed and evaluated</p> <p>A brief statement and any other supporting documentation of the way decisions have been taken</p>	<p>cksubmitted.htm</p>
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Test 8 – There are clear mechanisms for implementation and monitoring.

Key Question	Possible Evidence	Shortcut to Evidence provided
<p>Does the DPD contain targets and milestones which relate to the delivery of the policies, including housing trajectories where the DPD contains housing allocations?</p>	<p>Sections of the DPD setting out indicators, targets and milestones</p> <p>Sections of the current AMR which report on indicators, targets, milestones and trajectories</p> <p>Reference to any other reports or technical documents which contain information on the delivery of policies</p>	<p>Shortcut to AAP</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p> <p>Refer to PCC PPS 3 Compliance paper.</p>
<p>Is it clear how these are to be measured and are these linked to the production of the Annual Monitoring Report?</p>	<p>Sections of the DPD setting out indicators, targets and milestones</p> <p>Sections of the current AMR and the SA report setting out the framework for monitoring, including monitoring the effects of the DPD against the sustainability appraisal</p> <p>Reference to any other reports or technical documents which contain information on the collection or measurement of indicators</p>	<p>Shortcut to AAP</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>
<p>Are the delivery mechanisms and timescale for implementation</p>	<p>Sections of the DPD setting out delivery mechanisms and</p>	<p>Shortcut to AAP</p>

<p>for the policies clearly identified?</p>	<p>timescale</p> <p>Brief statements on how other stakeholders intend to support the delivery of the policies, with any supporting correspondence or reports by the authority or the relevant stakeholder</p> <p>Representations from stakeholders on delivery mechanisms and timescale</p> <p>Reports or copies of correspondence as to how representations on delivery and implementation have been considered and dealt with</p>	<p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldf/northplymstockaap/northplymstocksubmitted.htm</p>
<p>Is it clear who is intended to implement each policy? Where the actions required to implement policy are outside the direct control of the LPA is there evidence that there is the necessary commitment from the relevant organisation to implementation of the policies?</p>	<p>Sections of the DPD setting out responsibilities for delivery</p> <p>Correspondence showing how other stakeholders intend to support the delivery of the policies</p> <p>Reports by the authority or the relevant stakeholder</p> <p>Representations from stakeholders on implementation</p> <p>Reports or copies of correspondence as to how representations on delivery and implementation have been considered and dealt with</p>	<p>Shortcut to AAP</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldf/northplymstockaap/northplymstocksubmitted.htm</p>

Test 8

Key Question	Possible Evidence	Shortcut to Evidence provided
<p>Do the processes for measuring the success of the DPD accord with national guidance?</p>	<p>Sections of the DPD, the current AMR and any supporting technical documents that national guidance has been followed</p> <p>Representations by the GO</p> <p>Reports or copies of correspondence as to how the representations have been considered and dealt with</p>	<p>Shortcut to AAP http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p> <p>Shortcut to AMR http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfannualmonitoringreport.htm</p>
<p>Does the DPD explain how its key policy objectives will be achieved?</p>	<p>Sections of the DPD</p> <p>Other supporting material, for example, commitments in the Community Strategy to support the strategy in the DPD</p>	<p>Shortcut to AAP http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p>

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Test 9 – It is reasonably flexible to enable it to deal with changing circumstances.

Key Question	Possible Evidence	Shortcut to Evidence provided
<p>Is the DPD flexible enough to respond to a variety of, or unexpected changes in, circumstances?</p>	<p>Sections of the DPD setting out the assumptions of the plan (see Test 7) and identifying the circumstances when policies might need to be reviewed</p> <p>Sections of the AMR and SA report describing how the authority will monitor -</p> <ul style="list-style-type: none"> • the effectiveness of policies and what evidence is being collected to undertake this • changes affecting the baseline information and any information on trends on which the DPD is based. <p>Statements or correspondence from stakeholders which commit to providing information to be used in monitoring the progress of the policies and changes in the baseline</p> <p>Risk analysis of the strategy and policies to demonstrate robustness and how the plan could cope with changing circumstances, or what would</p>	<p>Shortcut to AAP http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareaactionplans/ldfnorthplymstockaap/northplymstocksubmitted.htm</p> <p>Shortcut to AMR http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfannualmonitoringre</p>

	<p>trigger a review of the DPD</p> <p><u>Note:</u> Paragraph 1.4.14 of the PINS Guide gives some examples</p>	<p>port.htm</p> <p>Shortcut to SA http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfsustainabilityappraisals.htm</p>
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Test 9

Key Question	Possible Evidence	Evidence provided
<p>Are Development Control Policies written in a generic form to enable them to provide a robust and consistent framework for considering planning applications?</p>	<p>Representations from GOs or others on the form of the Development Control policies</p> <p>Reports or copies of correspondence as to how representations on the form of development control policies have been considered and dealt with</p>	<p>Link to cross border issues from website:</p> <p>http://www.plymouth.gov.uk/homepage/environmentandplanning/planning/planningpolicy/ldf/ldfareactionplans/ldfnorthplymstockaap.htm</p>