

LICHFIELD DISTRICT COUNCIL

Local Plan Allocations

PAS Legal Compliance Self-Assessment Checklist March 2018

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Local Plan Legal Compliance Checklist

Stage one: The beginning

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
1. Is the DPD identified in the adopted LDS? Have you recorded the timetable for its production?	The Act section 15(2) and section 19(1)	NPPF para 153		The Local Plan Allocations document is identified in the Local Development Scheme. The timetable for its production has been revised a number of times and revised Local Development Schemes have been produced to reflect this. The Authority Monitoring Report (AMR) in Section 2 records progress in preparation of DPDs.
2. How will community engagement be programmed into the preparation of the DPD?	The Act section 19(3) Regulation 18	NPPF paras 150, 155 and 157	If the SCI is up-to-date, use that. If not set out any changes to community engagement as a result of changes in legislation.	The Statement of Community Involvement that underpins the process of consultation used during the preparation of the Local Plan Allocations document was updated and adopted in 2016.
3. Have you considered the appropriate bodies you should consult?	Regulation 18	NPPF paras 4.25 -4.26	Regulation 2 defines the general and specific consultation bodies. The possible evidence may duplicate each other. Only use what you need to.	The Consultation Statements outlines our approach to consulting the specific and general consultation bodies during the production of the plan. A Local Plan consultation database (Objective) was kept up to date to ensure all interested parties were notified of the progress of the Plan.
4. How you will co-operate with other local planning authorities, including counties, and prescribed bodies, to identify and address any issues or strategic priorities that will have a	The Act section 33A(1)(a) and (b), section 33A(3)(d) (e) & (4) The Act Section 20(5)(c)	NPPF paras 178 to 181 (which comprise the guidance referred to in the Act section 33A(7)) Under NPPF	Section 33A(4) defines a "strategic matter". Under section 33A(6) the required engagement includes considering joint approaches to the plan making activities (including the	The Duty to Cooperate Statement sets out how the Council's approached the requirement to identify and then act upon cross boundary issues. At each consultation stage, consultation documents including the supporting Sustainability Appraisal and Habitat Regulation Assessment have been published and Duty to Cooperate bodies have been notified.

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significant impact on at least two planning areas?	Regulation 4	<p>Para 182, to be 'Effective' a plan should be based on effective joint working on cross-boundary strategic priorities.</p> <p>Strategic priorities are listed at NPPF Para 156</p>	<p>preparatory activities) and considering whether to agree joint local development documents under section 28.</p> <p>The bodies prescribed by section 33A(1)(c) are set out at Regulation 4(1).</p>	
5. How you will co-operate with any local enterprise partnerships (LEP) or local nature partnerships (LNP) to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?	<p>The Act section 33A(1)(c) and section 33A(9), section 33A(3)(d) and (e)</p> <p>The Act section 20(5)(c).</p> <p>Regulation 4</p>	NPPF paras 178 to 181	<p>Section 33A(4) defines a "strategic matter". Strategic priorities are listed at NPPF Para 156.</p> <p>Regulation 4(2) prescribes LEPs and LNPs for the purposes of section 33A(9).</p> <p>Under section 33A(6) the required engagement includes consulting on joint approaches to relevant activities.</p>	From the start of the process co-operation has taken place with the Stoke on Trent and Staffordshire LEP and Greater Birmingham and Solihull LEP. Further details are set out in the Duty to Cooperate Statement.
6. Is baseline information being	The Act section 13	NPPF paras 158 - 177		The evidence gathering has been a continual process. Key pieces of evidence prepared before and during the

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collected and evidence being gathered to keep the matters which affect the development of the area under review?				preparation of the plan include: <ul style="list-style-type: none"> • Authority Monitoring Report; • Sustainability Statement; • Habitats Regulation Assessment; • Urban Capacity Assessment; • Gypsy & Traveller methodology paper; • Lichfield Centres Report; • Open Space Assessment; • Infrastructure Delivery Plan; and • National Forest background paper.
7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section19(5)	NPPF paras 165 and 167 Strategic Environmental Assessment Guide, chapter 5		The Sustainability Appraisal Scoping Report established the initial sustainability appraisal framework and was provided to the SEA statutory bodies for consultation.
8. Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal report?	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	NPPF paras 165 and 167 SEA Guide chapter 3	The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2).	Consultation versions of the Sustainability Appraisal Scoping Report were sent to the three SEA consultation bodies: The Environment Agency, Natural England and Historic England for a period of five weeks. The comments received informed the final scope of the appraisal undertaken.

Stage two: Plan preparation

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
1. Have you notified: <ul style="list-style-type: none"> • the specific consultation bodies? • the general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents? 	Regulation 18(1) and (2)(a) (b)	NPPF paras 159 – 173	Specific and general consultation bodies are defined in Regulation 2.	<p>The Consultation Statement sets out how the consultation with specific consultation bodies and general consultation bodies that have an interest in the Local Plan Allocations took place.</p> <p>Representations received in response to the Regulation 18 and both Regulation 19 consultations have been recorded on the Council's e-consultation database (Objective).</p>
2. Are you inviting representations from people resident or carrying out business in your area about the content of the DPD?	Regulation 18(1) and (2)(c)	NPPF paras 159 – 173		<p>Organisations and individuals on the Council's e-consultation database (Objective) have been consulted at Regulation 18 and Regulation 19 stages.</p> <p>The Consultation Statement provides further details of who has been consulted and how they were invited to participate in the plan making process.</p>
3. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 18	NPPF para 155	NPPF paras 160-171 4.29 give examples of relevant bodies which should be consulted.	Key stakeholders were consulted at each stage of the Local Plan Allocations process. Letters and emails for each consultation event were sent out along with a press release.

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
4. Are you taking into account representations made?	Regulation 18(3)	NPPF para 155	Evidence from participation is part of the justification. Show how you have taken representations into account.	The Consultation Statement details how the representations received contributed to the development of the Local Plan Allocations document.
5. Does the consultation contribute to the development and sustainability appraisal of alternatives?	The Act section 19(5) Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 165 – 168 SEA Guide, chapter 3		The Sustainability Appraisal Report which accompanies the Local Plan Allocations details the options and alternatives considered.
6. Is the participation: <ul style="list-style-type: none"> • following the principles set out in your SCI? • integrating involvement with the sustainable community strategy? 	The Act section 19(3)	NPPF para 155		<p>The approach taken towards participation has followed the principles and process of the adopted Statement of Community Involvement. Lichfield District Council considers the level of participation to be proportionate to the scale of issues involved.</p> <p>The Consultation Statement sets out a summary of the representations received at each of the key stages of participation,</p>

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
<ul style="list-style-type: none"> proportionate to the scale of issues involved in the DPD? 				
<p>7. Are you keeping a record of:</p> <ul style="list-style-type: none"> the individuals or bodies invited to make representations? how this was done? the main issues raised? 	<p>The Act section 20(3)</p> <p>Regulation 17</p>	<p>NPPF paras 158 - 171</p>	<p>You will need to submit a statement of representations under Regulation 22 (1) (c): see Submission stage below.</p> <p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>Lichfield District Council has developed a consultation database, which has grown significantly through successive consultation events by including those who have made comments. Everyone on the consultation database were notified at each stage of the plan making process.</p> <p>The Consultation Statement outlines the representations received to the Local Plan Allocations and how these were addressed at each stage. Furthermore, representations are recorded on the Council's e-consultation system (objective) database.</p>
<p>8. Are you inviting representations on issues that would have significant impacts on both your areas from another local planning authority? Or county issues from an affected county council that is not a planning authority? Or significant cross-</p>	<p>The Act section 33A(1)(a) (b) and (c), section 33A(3)(d) & (e)</p> <p>section 33A(4)</p> <p>section 33A(9)</p> <p>The Act section 20</p>	<p>NPPF paras 178 to 181</p>	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</p>	<p>Throughout the Local Plan Allocations process, cooperation has taken place with other local planning authorities, including Staffordshire County Council. Further details are set out in the Duty to Cooperate Statement and the Consultation Statement.</p>

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
boundary issues and strategic priorities of a body prescribed under Section 33A(1)(c)?	(5)(c)			
9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership (LEP) or a local nature partnership (LNP)?	<p>The Act section 33A(1)(c) and Section 33A(9).</p> <p>The Act section 20(5) (c).</p> <p>Regulation 4</p>	<p>NPPF paras 178 to 181</p>	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</p>	<p>From the start of the process co-operation has taken place with the Stoke on Trent and Staffordshire LEP and Greater Birmingham and Solihull LEP. Further details are set out in the Duty to Cooperate Statement.</p>
10. Are you developing a framework for monitoring the effects of the DPD?	<p>The Act section 35</p> <p>Regulation 34</p> <p>Regulation 17 of The Environmental Assessment of Plans and Programmes Regulations</p>	<p>NPPF paras 165 - 1687</p> <p>SEA Guide, Chapter 5</p>	<p>It is a matter for each council to decide what to include in their monitoring reports while ensuring they are prepared in accordance with relevant UK and EU legislation” Chief Planning Officer letter 30 March 2011 withdrawing</p>	<p>Monitoring indicators are set out in Appendix A of the adopted Local Plan Strategy. It was not necessary to repeat them in the Local Plan Allocations document.</p> <p>The Authority Monitoring Report is published every year and is a principal tool in the monitoring process. The AMR highlights the performance and implementation of current policies and will monitor future policies once adopted.</p>

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
	2004 No1363		ODPM guidance.	

Stage three: Plan preparation – writing the plan

Activity	Statutory requirement	Guidance reference	Additional notes	LDC Response
1. Are you preparing reasonable alternatives for evaluation during the preparation of the DPD?	Regulation 12 (2) of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	NPPF paras 152 - 182 SEA Guide, Chapter 5	The sustainability appraisal report and supporting documents relevant to the preparation of the DPD are part of the proposed submission documents (see Regulation 17).	The Sustainability Appraisal Report shows the range of alternative options produced and underpin the Council's consideration of the relative merits and weaknesses of each option.
2. Have you assessed alternatives against: <ul style="list-style-type: none"> • consistency with national policy? • general conformity with the regional spatial strategy where still in force? 	The Act section 19 (2), section 24	NPPF para 151	For London boroughs and local authorities where regional strategies are still in force general conformity is tested formally later but you need to consider it during preparation of the DPD.	The Regional Spatial Strategy was revoked in 2013. The Soundness Self- Assessment Checklist provides an assessment of the National Planning Policy Framework.
3. Are you having regard to (where relevant): <ul style="list-style-type: none"> • adjoining regional spatial 	The Act sections 19 (2) and 24 (1) and (4)		Where the regional strategy has been revoked you should record that fact.	Not applicable as there is no Regional Spatial Strategy in force. The Local Plan Allocations is not considered to have consequences for strategies in adjoining regions.

Activity	Statutory requirement	Guidance reference	Additional notes	LDC Response
strategies? <ul style="list-style-type: none"> • the spatial development strategy for London? • Planning Policy for Wales? • the National Planning Framework for Scotland? 	Regulation 10 and 21			
4. Are you co-operating with other local planning authorities including counties, to address significant cross boundary issues? Have you discussed doing joint local development documents?	The Act section 33A(2)(a) Section 33A(6)(a)(b) Section 20(5)(c)	NPPF paras 181 and 185	.	The Duty to Cooperate Statement explains how cross-boundary issues at all levels have been identified and responded to in preparing the plan. Lichfield District forms part of the Greater Birmingham Housing Market Area and Lichfield is engaging with its neighbours under the Duty to Cooperate to meet the needs within the Housing Market Area.
5. Are you cooperating with a person prescribed for the purposes of	The Act section 33A(2)(a), section	NPPF paras 181 and 182	The bodies prescribed by The Act section 33A(1)(c) are set out at Regulation 4	The Duty to Cooperate Statement explains how cross-boundary issues at all levels have been identified and responded to in preparing the plan.

Activity	Statutory requirement	Guidance reference	Additional notes	LDC Response
Regulation 33A(1)(c) to address significant cross boundary issues including preparing joint approaches?	33A(6)(a) The Act section 20 (5) (c) Regulation 4		(1).	
6. Are you cooperating with having regard to the activities of the LEP and LNP?	The Act section 33A(2)(b) and section 33A(9). Regulation 4 (2)	NPPF para 181 and 182		From the start of the process cooperation has taken place with the Stoke on Trent and Staffordshire LEP and Greater Birmingham and Solihull LEP. Further details are set out in the Duty to Cooperate Statement.
7. Are you having regard to: <ul style="list-style-type: none">• your sustainable community strategy or of other authorities whose area comprises part of the area of the council?• any other local development documents adopted by the council?	The Act section 19(2)			The Local Plan Strategy adopted in February 2015 sets out the strategic policies for the District in accordance with the sustainable community strategy. It contains the development strategy, including identifying the settlement hierarchy, allocating Strategic Development Areas and detailing topic specific policies. Lichfield District has a number of Neighbourhood Plans which have been made, as well as Neighbourhood Plan at an advanced staged. The Local Plan Allocations document builds upon the foundations of the Local Plan Strategy.

Activity	Statutory requirement	Guidance reference	Additional notes	LDC Response
<p>8. Do you have regard to other matters and relevant strategies relating to:</p> <ul style="list-style-type: none"> • resources • the local/regional economy • the local transport plan and transport facilities and services • waste strategies • hazardous substances 	<p>The Act section19(2)</p> <p>Regulation 10</p>		<p>As well as the matters and strategies listed in the Act and Regulations there are likely to be other matters identified in planning policy statements, regional and local strategies that you will need to have regard to in preparing the DPD.</p>	<p>The Local Plan Allocations takes account of all the main factors that relate to its delivery, and has been informed by a range of evidence relating to the local economy, transport and waste matters.</p>
<p>9. Are you having regard to the need to include policies on mitigating and adapting to climate change?</p>	<p>The Act section19(1A)</p>	<p>NPPF paras 93 -108</p>		<p>This matter is addressed in the adopted Local Plan Strategy Policy SC1.</p>
<p>10. Have you undertaken the sustainability appraisal of alternatives,</p>	<p>The Act section19(5)</p> <p>Regulation 12 and 13 of The</p>	<p>NPPF para 182</p> <p>SEA Guide,</p>	<p>Regulation13 of The Environmental Assessment of Plans and Programmes</p>	<p>The Sustainability Appraisal Report considers the alternatives. This report was consulted upon in parallel with the Regulation 19 Local Plan Allocations document. .</p>

Activity	Statutory requirement	Guidance reference	Additional notes	LDC Response
including consultation on the sustainability appraisal report?	Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	Chapter 5	Regulations 2004 No 1633 sets out the consultation procedures.	
11. Are you setting out reasons for any preferences between alternatives?	Regulation 8(2)	NPPF para 182	This will include Information from the sustainability appraisal.	The tables in the Sustainability Appraisal report clearly outline the key elements and strengths and weaknesses of each option
12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal? Are you keeping a record?	Regulations 17, 18(3) and 22 (1) (c) (iv) Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 150, 155, 157 and 159-171	Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive.	The Consultation Statement provides an overview of the representations received and explains how these were taken into account, including any specific changes as a result. All representations received in response to the Regulation 18 and Regulation 19 consultations are recorded on the Council's e-consultation database (Objective).
13. Where sites are to be identified or areas for the application of policy in the DPD, are you preparing sufficient	Regulations 5 (1)(b) and 9	NPPF para 157	Regulation 2 defines the terms 'submission' and 'adopted' proposals map.	The Local Plan Allocations document is to be accompanied by an updated Policies Map. The Statement of Community Involvement sets out the Council's approach to consulting the community on the Local Plan Allocations document. Letters and emails

Activity	Statutory requirement	Guidance reference	Additional notes	LDC Response
<p>illustrative material to:</p> <ul style="list-style-type: none"> • enable you to amend the currently adopted policies map? • inform the community about the location of proposals? 			<p>A map showing changes to the adopted policies map is part of the proposed submission documents defined in Regulation 17.</p>	<p>for each consultation event were set out to everyone on the Council's consultation database along with a press release.</p> <p>The Consultation Statement sets out how consultation and community involvement took place for each event together a summary of responses received.</p>
<p>14. Are the participation arrangements compliant with the SCI?</p>	<p>The Act, section 19(3)</p> <p>Regulation 18</p>	<p>NPPF paras 150 and 155</p>		<p>The Statement of Community Involvement sets out the Council's approach to consulting with the community on the Local Plan Allocations document, which has been fully met as demonstrated in the Consultation Statement.</p>

Stage four: Publication

Activity	Statutory requirement	Guidance reference	Additional notes	LDC Response
1. Have you prepared the sustainability appraisal report?	<p>The Act section 19(5)</p> <p>Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF paras 165 - 168</p> <p>SEA Guide Chapter 5</p>		A Sustainability Appraisal Report was prepared in parallel with the Local Plan Allocations document.
2. Have you made clear where and within what period representations must be made?	Regulation 17, 19, 20 and 35		The period must not be less than 6 weeks from when you publish under Regulations 19 and 35 (see below).	<p>The consultation period for the initial Regulation 19 consultation ran from 20nd March 2017 until 12th May 2017, allowing over six weeks for representations to be made. The Regulation 19 Focused Changes consultation took place between 8th January 2018 and 19th February 2018.</p> <p>The details of the period for seeking representations was published on Lichfield District Council's website, a press release was set to local newspapers and emails or letters were sent out to all specific and general consultation bodies.</p>
3. Have you made copies of the following available for inspection: <ul style="list-style-type: none"> • the proposed submission 	Regulation 19(a)		Regulation 17 gives definitions.	<p>All consultation material was made available to view at Lichfield library and Burtwood library as well as at the District Council Offices.</p> <p>Copies of the documents were also available to view online on the Council's website and on the Council's e-</p>

Activity	Statutory requirement	Guidance reference	Additional notes	LDC Response
<p>documents?</p> <ul style="list-style-type: none"> the statement of the representations procedure? 				<p>consultation system (objective) database.</p> <p>The representation procedure was clearly stated on the Council's website, in the local press notice and on the representation forms, emails and letters sent to consultees.</p>
<p>4. Have you published on your website:</p> <ul style="list-style-type: none"> the proposed submission documents? the statement of the representations procedure? statement and details of where and when documents can be inspected? 	Regulations 19 and 35		Regulations 2 and 17 give definitions.	<p>The proposed submission documents, supporting documents, evidence base reports and details of the representations procedure were published on the website for the duration of the consultation period.</p> <p>The website encourage people to make representations via the e-consultation portal or through a representation form.</p>
<p>5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> A copy of each 	Regulation 19(b)		Regulations 2 and 17 give definitions.	Emails or letters were sent to specific consultation bodies with links to the Council website and e-consultation portal where the documents could be viewed or downloaded and the guidance note which contained the representation procedure notice.

Activity	Statutory requirement	Guidance reference	Additional notes	LDC Response
<p>of the proposed submission documents</p> <ul style="list-style-type: none"> The statement of the representations procedure? 				
<p>6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> the statement of the representations procedure? where and when the documents can be inspected? 	Regulation 19(b)		Regulations 2 and 17 give definitions.	Emails or letters were sent to general consultation bodies with links to the Council website and e-consultation portal where the documents could be viewed or downloaded and the guidance note which contained the representation procedure notice.
<p>7. Have you requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general</p>	<p>The Act section 24</p> <p>Regulation 21</p>		The request must be made on the day you publish the documents under Regulation 19(a) and a response must be made within six weeks	Not applicable in Lichfield District.

Activity	Statutory requirement	Guidance reference	Additional notes	LDC Response
conformity of the DPD spatial development strategy?			from the request (Regulation 21).	

Stage five: Submission

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
1. Has the DPD been prepared in accordance with the LDS? Does the DPD's listing and description in the LDS match the document? Have the timescales set out in the LDS been met?	The Act section 19(1)		The Act section 15(2) sets out the matters specified in the LDS. As at January 2013, no further matters are prescribed in the Regulations.	The Local Plan Allocations has been prepared in accordance with the timetable set out in the Local Development Scheme. The listing and description of the Local Plan Allocations is in accordance with the Local Development Scheme.
2. Has the DPD had regard to any sustainable community strategy for its area (like a county and district)?	The Act section 19(2)	NPPF para 182		This is primarily addressed in the adopted Local Plan Strategy at paragraphs 1.11, 1.12 and 1.13
3. Is the DPD in compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?	The Act section 19(3) Regulation 22(1)(c)		Before the SCI is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).	The Local Plan Allocations complies with the adopted Statement of Community Involvement. This sets out the Council's approach to consulting with the community on planning matters. The Consultation Statement sets out how consultation and community involvement took place for each consultation event together with a summary of responses received.
4. Have you identified	The Act	NPPF paras	Under NPPF para	The Duty to Cooperate Statement explains how cross-

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
<p>and addressed any issues which are likely to have a significant impact on at least two planning areas. In doing so, have you co-operated with other local planning authorities, county councils where they are not a planning authority, LEPs, LNPs and the prescribed bodies in identifying and addressing any strategic cross-boundary issues</p> <p>If you have not agreed on the approach is there a justification?</p>	<p>section 33A(1) and section 20(5)</p>	<p>181 and 182</p>	<p>182, the plan should be based on effective joint working on cross-boundary strategic priorities to be found 'Effective'.</p>	<p>boundary issues at all levels have been identified and responded to in preparing the plan.</p>
<p>5. Has the DPD been subject to sustainability appraisal?</p> <p>Has the council provided a final report of the findings of the</p>	<p>The Act section 19(5)</p> <p>Regulation 22(1)(a)</p>	<p>NPPF para 165</p> <p>SEA Practical Guide, chapter 5</p>		<p>A Sustainability Appraisal report accompanied the Local Plan Allocations Publication document. Following the consultation on the Publication document and responses received the SA has been updated.</p>

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
appraisal?				
6. Is the DPD to be submitted consistent with national policy?	The Act section 19(2) and Schedule 8	NPPF para 151		The Local Plan Allocations is consistent with national policy set out in the National Planning Policy Framework as detailed through the Soundness Self Assessment checklist.
7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists? If yes, is there local justification? If the LPA is a London borough or a mayoral development corporation has it requested an opinion from the Mayor of London on the general conformity of the plan with the spatial development strategy?	The Act section 24(1)(a) and 24(4) Regulation 21	NPPF para 218 footnote 41	In London the requirement is for general conformity with the spatial development strategy (The London Plan).	The Regional Spatial Strategy was revoked in 2013 and therefore there is no need to be in general conformity.
8. Has the council	The Act	NPPF para	Requirements	The Council published the prescribed documents and

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<p>published the prescribed documents, and made them available at their principal offices and their website?</p> <p>Has the council notified the relevant statutory and non-statutory bodies, and all persons invited to make representations on the plan?</p> <p>Does the DPD contain a list of superseded saved policies?</p>	<p>section 20(2), 20(3) and 20(5)(b)</p> <p>Regulations 8 and 19</p>	<p>182</p>	<p>relating to publication of the prescribed documents are listed later in this table.</p>	<p>made them available at their principal office, as well as Lichfield and Burntwood library and on the Council's website.</p> <p>A letter has been sent to notify all of the relevant statutory and non-statutory bodies together with all those who made representation of the Local Plan Allocations Publication document.</p> <p>The Local Plan Allocations document builds upon the adopted Local Plan Strategy and contains a list of Deleted Policies from the Saved Local Plan.</p>
<p>9. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map?</p> <p>If yes, have you</p>	<p>Regulations 5(1) (b), 9 (1), 17 & 22(1)</p>			<p>The Policies Map associated with the Local Plan Allocations documents has been provided at the Submission stage.</p>

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
prepared a submission policies map?				
10. Is the DPD consistent with any other adopted DPDs for the area? If the DPD is intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?	Regulation 8(3) and (4) Regulation 8(5)		Development Plan is defined in Section 38 of the Act.	<p>The adopted Local Plan Strategy sets out the strategic policies for the District. It contains the development strategy, including identifying the settlement hierarchy, allocating Strategic Development Areas and detailing topic specific policies.</p> <p>The Local Plan Allocations document builds upon the foundations of the Local Plan Strategy and it should be read in conjunction with the Local Plan Strategy.</p>
11. Have you prepared a statement setting out: <ul style="list-style-type: none"> • Which bodies and persons were invited to make representations under Regulation 18? • How they were invited? • A summary of the main issues 	The Act section 20 (3) Regulation 22(1)(c)		This will bring forward material from the Consultation statement (see Stage 2 above).	The Consultation Statement sets out how representations were sought for soundness and legal compliance, who was consulted, how they were engaged and a summary of the main issues raised together with how they were addressed.

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
<p>raised?</p> <ul style="list-style-type: none"> How the representations have been taken into account? 				
<p>12. Have you prepared a statement giving:</p> <ul style="list-style-type: none"> the number of representations made under Regulation 22? a summary of the main issues raised? <p>OR</p> <ul style="list-style-type: none"> that no representations were made? 	<p>The Act section 20(3)</p> <p>Regulation 22(1)(c)</p>			<p>The Consultation Statement sets out how representations were sought for soundness and legal compliance, who was consulted, how they were engaged, the number of representations received and a summary of the main issues together with how they are addressed.</p>
<p>13. Have you collected together all the representations made under Regulation 28?</p>	<p>The Act section 20(3)</p> <p>Regulation 22(1)(e)</p>			<p>Copies of the representations have been submitted.</p>
<p>14. Have you assembled the relevant supporting documents?</p>	<p>The Act section 20(3)</p> <p>Regulation</p>			<p>The relevant supporting documents are set out in the Examination Library.</p>

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
	22(1)(g)			
15. Has your council approved the DPD for submission?			Check the LPA's constitution/standing orders for the authorisation process appropriate for the type of DPD.	Approval was granted to proceed to submit the Local Plan Allocations document at a meeting of the Full Council on 19 th December 2017.
16. Have you sent the Secretary of State (the Planning Inspectorate) both a paper copy and an email of the following: <ul style="list-style-type: none"> • the DPD? • the submission policies map (unless there are no site allocation policies)? • the documents prescribed in Regulation 22(1)? 	The Act section 20(1) and 20(3) Regulations 22(1) and 22(2)		Regulation 35 deals with the availability of documents and the time of their removal. Electronic copies of some of the representations and supporting documents may not be practicable. Regulation 35 deals with the availability of documents and the time of their removal.	The Secretary of State has been sent the relevant documents in paper copy and electronically.
17. Have you made the following available at the same places where the proposed submission	Regulation 22(3)		You should do this as soon as reasonably practicable after submission.	Relevant documentation has been made available for inspection at the District Council House as well as Council's website.

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
<p>documents were to be seen:</p> <ul style="list-style-type: none"> • The DPD? • The documents prescribed in Regulation 22(1)? 				
<p>18. On your website, have you published the:</p> <ul style="list-style-type: none"> • DPD? • submission policies map? • sustainability appraisal report? • Regulation 22(1)(c) statement? • supporting documents (where practicable) ? • representations made under Regulation 20 (where practicable) ? • statement as to where and 	<p>Regulation 22(3) and 35(1)(b)</p>		<p>You should do this as soon as reasonably practicable after submission.</p>	<p>Relevant document is available electronically through the Council's website.</p>

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
when the DPD and the documents are available?				
<p>19. For each general consultation body invited to make representations under Regulation 18(1), have you sent:</p> <ul style="list-style-type: none"> • notification that the documents prescribed in Regulation 22(3)(a)(i)-(iii) are available for inspection • where and when they can be inspected? 	Regulation 22(3)(b)		You should do this as soon as reasonably practicable after submitting to the Secretary of State.	The Notice of Submission and a letter raising awareness of Submission was sent to general consultation bodies in hard copy or through an electronic notification through the consultation portal.
20. Have you given notice to persons who have requested to be notified that submission has taken place?	Regulation 22(3)(c)		You should do this as soon as reasonably practicable after submitting to the Secretary of State.	The Notice of Submission and a letter raising awareness of Submission was sent to general consultation bodies in hard copy or through an electronic notification through the consultation portal.
21. If an examination is being held, at least six weeks	The Act section 20			This requirement will be completed by the Programme Officer at least 6 weeks before the opening of the

Activity	Legal requirement	Guidance reference	Additional notes	LDC Response
<p>before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> • published the time and place of the examination and the name of the person appointed to carry out the examination on your website? • notified those who have made representations on the published DPD which have not been withdrawn of these details? 	<p>Regulations 24 and 35</p>			<p>examination.</p>