

TOOLKIT PART 3: LOCAL PLAN PROCESS REQUIREMENTS CHECKLIST

Why you should use this part of the toolkit

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

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

How to use this part of the toolkit

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

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

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

For each of the requirements listed indicate whether you have met the requirement with a *Yes* or *No*. You should ensure you can answer each question relevant to that plan stage with a 'Yes' before moving to the next stage of updating your plan. You can use the 'comments' section in the table to confirm the title and date of relevant documents and include hyperlinks to where they are published on your website (or file paths for documents not yet published).

The following abbreviations in the table are used:

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

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

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

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

How to use the results of this part of the toolkit

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

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage A: Navigating the process of reviewing Local Plan policies				
1.	L	Have you consistently kept under review the matters which are likely to affect the development of your area and the planning of its development?	P&CPA Section 13 T&CP Regulation 34	Yes	<ul style="list-style-type: none"> ● Authority Monitoring Report ● Baseline technical data 	<ul style="list-style-type: none"> ● Complete Set of BCKLWN AMR's: https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/354/authority_monitoring_reports_amr ● HDT Action Plans, 5 Year Housing Land Supply, and Housing Trajectory Schedules: https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/753/housing_delivery_test_hdt_action_plan
2.	L	Have you prepared to undertake a review of your local plan policies and complete the review within 5 years of the date of adoption of the current local plan? (also see guidance within Part 1 of the Route Mapper and the 'Local Plan Review Assessment' within Part 1 of the Toolkit)	T&CP Regulation 10A NPPF para 33	Yes	<ul style="list-style-type: none"> ● Local Development Scheme 	<ul style="list-style-type: none"> ● Policy DM2A Early review of Local Plan: https://www.west-norfolk.gov.uk/info/20220/site_allocations_and_development_management_policies_plan/514/adopted_plan ● SADMP Inspector's Report: https://www.west-norfolk.gov.uk/info/20220/site

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						allocations and development management policies plan/367/examination <ul style="list-style-type: none"> • LDS: https://www.west-norfolk.gov.uk/info/20214/emerging_local_plan_review/500/local_development_scheme
3.	L	Have you prepared to review your Statement of Community Involvement and complete the review within 5 years of the date of adoption of the current Statement of Community Involvement?	P&CPA Section 18 and 19(3) T&CP Regulation 10A	Yes	<ul style="list-style-type: none"> • Local Development Scheme • Statement of Community Involvement 	<ul style="list-style-type: none"> • LDS (2021 updated): https://www.west-norfolk.gov.uk/info/20214/emerging_local_plan_review/500/local_development_scheme • SCI (adopted 2017): https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/550/statement_of_community_involvement_sci
4.	PM	Have you checked your scheme of delegation and engaged with the relevant person(s) who will make decisions on the outcome of any review(s) of the Local Plan policies and the Statement of Community Involvement?	The Council's scheme of delegation	Yes	<ul style="list-style-type: none"> • The Council's scheme of delegation 	The requirement to update the Local Plan is set out within the adopted Local Plan (SADMP 2016) as policy DM2A: Early review of the Local Plan. This was a main

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<p>modification as part of the examination process and the BCKLWN agreed to this:</p> <ul style="list-style-type: none"> ● Policy DM2A Early review of Local Plan: https://www.west-norfolk.gov.uk/info/20220/site_allocations_and_development_management_policies_plan/514/adopted_plan ● SADMP Inspector’s Report: https://www.west-norfolk.gov.uk/info/20220/site_allocations_and_development_management_policies_plan/367/examination <p>Preparation of the Local Plan review has been through and agreed by the Local Plan Task Group (Members & Officers working group): https://democracy.west-norfolk.gov.uk/ieListMeetings.aspx?CId=409&Year=0. The plan-making process included continuous engagement with Members through the Local Plan Task Group, since October 2016.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						The published Plan was approved for consultation and submission by the Council on 8 July 2021.
5.	L	<p>Have you prepared a report for the relevant person(s) deciding on the review of the local plan policies that takes into account the matters that are likely to affect the development of your area and the planning of its development to enable them to make a decision on whether:</p> <ol style="list-style-type: none"> 1. the policies do not need updating (publishing the reasons for this decision); and / or 2. that one or more strategic policies do need updating (moving to Stage B to update your Local Development Scheme to set out the timetable for this revision)? 	<p>T&CP Regulation 10A</p> <p>NPPF para 33</p>	Yes	<ul style="list-style-type: none"> ● Published report and decision ● 5 year plan review assessment (See Part 1 of this toolkit) ● Baseline technical data 	<ul style="list-style-type: none"> ● Please see the answer to Q4 for the SADMP policy and SADMP Inspectors Report, which set the scene for the Local Plan Review. ● Part 1 of this PAS Route Mapper has also been completed

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage B: Scoping and preparing for your policies update				
6.	L	Where an update of the Statement of Community Involvement is required have you prepared, consulted and adopted a revised Statement in accordance with the procedures set out in Part 2 of the P&CPA? Have you ensured that the Statement is up to date and reflects who the relevant consultation bodies are - for all stages of the plan making process - and what actions will be undertaken to involve the community in any updates to the local plan policies?	P&CPA Part 2 T&CP Regulation 18 NPPF Para 16	Yes	<ul style="list-style-type: none"> Statement of Community Involvement 	<p>The SCI was prepared, consulted upon, and adopted in 2017. This was following the adoption of the CS 2011 and the SADMP 2016. And was with the aim of forming a key part of the Local Plan review process:</p> <ul style="list-style-type: none"> SCI (adopted 2017): https://www.west-norfolk.gov.uk/info/20079/plan-ning_policy_and_local_plan/550/statement_of_community_invo-vement_sci
7.	PM	<p>Have you prepared a report for the relevant person(s) who will make a decision on the outcome of the review of the Statement of Community Involvement including where relevant details and justification of proposed changes?</p> <p>This should also consider the any practicalities of making documents available for inspection at the submission stage.</p>	P&CPA Section 18 T&CP Regulation 10A	Yes	<ul style="list-style-type: none"> Published report and decision Statement of Community Involvement 	Please see Q6. That link provides an overview of the process and that the SCI (2017) was reported to Cabinet and Full Council for agreement.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
8.	PM	Have you identified the proposed scope of the update of the local plan by setting out the principal policy areas that will be considered?		Yes	<ul style="list-style-type: none"> ● Published report and decision on review of local plan policies ● Baseline technical data 	<p>Full review:</p> <ul style="list-style-type: none"> ● Policy DM2A Early review of Local Plan: https://www.west-norfolk.gov.uk/info/20220/site_allocations_and_development_management_policies_plan/514/adopted_plan ● SADMP Inspector's Report: https://www.west-norfolk.gov.uk/info/20220/site_allocations_and_development_management_policies_plan/367/examination ● Local Plan Task Group: https://democracy.west-norfolk.gov.uk/ieListMeetings.aspx?Cid=409&Year=0
9.	PM	Have you drafted a project plan to manage and timetable the development and update of the local plan policies?		Yes	<ul style="list-style-type: none"> ● Local Development Scheme ● Authority Monitoring Report 	<ul style="list-style-type: none"> ● LDS: https://www.west-norfolk.gov.uk/info/20214/emer ging_local_plan_review/500/local_development_scheme ● Complete Set of BCKLWN AMR's: https://www.west-norfolk.gov.uk/info/20079/plan

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						ning policy and local plan/354/authority monitoring reports amr
10.	L	Have you prepared a new Local Development Scheme which identifies the local plan policies update document(s) and the Sustainability Appraisal and timescales for their production?	P&CPA Section 15(2) and Section 19(1)	Yes	<ul style="list-style-type: none"> Local Development Scheme Authority Monitoring Report 	<ul style="list-style-type: none"> LDS: https://www.west-norfolk.gov.uk/info/20214/emerging-local-plan-review/500/local-development-scheme
11.	L	Does your Statement of Community Involvement and project plan identify the legally prescribed bodies you will engage with under the duty to cooperate? This should also include each Local Enterprise Partnership and each Local Nature Partnership in the area.	P&CPA Section 20 and Section 33A T&CP Regulation 4	Yes	<ul style="list-style-type: none"> Statement of Community Involvement Duty to Cooperate Statement(s) of Common Ground 	<ul style="list-style-type: none"> SCI (adopted 2017): https://www.west-norfolk.gov.uk/info/20079/planning-policy-and-local-plan/550/statement-of-community-involvement-sci Norfolk Strategic Planning Framework: SCI (updated May 2021): https://www.norfolk.gov.uk/wh-at-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/norfolk-strategic-planning-member-forum Duty to Cooperate Statement (May 2021): https://www.west-norfolk.gov.uk/info/20214/emerging-local-plan-review/500/local-development-scheme

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						norfolk.gov.uk/info/20216/local_plan_review_2016 -_2036/882/proposed_pre-submission local plan review documents
12.	L	Have you identified the “strategic matters” that will be included in the updated local plan policies and which have / would have a significant impact on your area and at least one other planning area and on which you are required to engage constructively, actively and on an ongoing basis?	P&CPA Section 20 and Section 33A	Yes	<ul style="list-style-type: none"> ● Published report and decision on review of local plan policies ● 5 year plan review assessment (See Part 1 of this toolkit) ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>Full review:</p> <ul style="list-style-type: none"> ● Policy DM2A Early review of Local Plan: https://www.west-norfolk.gov.uk/info/20220/site_allocations_and_development_management_policies_plan/514/adopted_plan ● SADMP Inspector’s Report: https://www.west-norfolk.gov.uk/info/20220/site_allocations_and_development_management_policies_plan/367/examination ● Local Plan Task Group: https://democracy.west-norfolk.gov.uk/ieListMeetings.aspx?Cid=409&Year=0

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
13.	L	In addition to the legally prescribed bodies does your Statement of Community Involvement and project plan identify any additional bodies / person(s) who you will engage with on strategic cross-boundary matters and who will be party to your Statement(s) of common ground?	NPPF para 27 and para 35	Yes	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<ul style="list-style-type: none"> ● Norfolk Strategic Planning Framework: SCI (adopted 2017): https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/550/statement_of_community_involvement_sci ● Duty to Cooperate Statement (May 2021): https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/882/proposed_pre-submission_local_plan_review_documents
14.	PM	Have you designed a template to record the progress made with the above bodies / person(s). This should document where effective co-operation is and is not happening throughout the plan making process, and the outcomes from engagement. This will also be required as evidence to demonstrate that you have met the Duty to Cooperate.	<p>P&CPA Section 20 and Section 33A</p> <p>NPPF para 27 and para 35</p>	Yes	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Template documents 	<ul style="list-style-type: none"> ● Norfolk Strategic Planning Framework: SCI (adopted 2017): https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/550/statement_of_community_involvement_sci ● Duty to Cooperate Statement (May 2021): https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/882/proposed_pre-submission_local_plan_review_documents

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						submission local plan review documents
15.	PM	In line with your Local Development Scheme and project plan have you timetabled relevant meetings / briefings with the authorities senior management team and elected Members (including any relevant Cabinet / Committee) to ensure that there is support for the development of the local plan policies update and that any necessary permissions for publication are obtained?		Yes	<ul style="list-style-type: none"> Any relevant local authority reports and decisions 	<ul style="list-style-type: none"> LDS: https://www.west-norfolk.gov.uk/info/20214/emerging_local_plan_review/500/local_development_scheme Local Plan Task Group: https://democracy.west-norfolk.gov.uk/ieListMeetings.aspx?Cid=409&Year=0 Cabinet, Full Council: https://democracy.west-norfolk.gov.uk/ieDocHome.aspx?bcr=1

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
16.	L	Have you prepared a Scoping Report for the development of your Sustainability Appraisal to inform the update of your plan policies? Have you included a proposed framework for testing local plan policies update options and alternatives using the baseline information and an identified set of sustainability objectives? Have you incorporated the requirements of the Strategic Environmental Assessment?	<p>P&CPA Section 19 and Section 39</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>NPPF Para 32</p>		<ul style="list-style-type: none"> ● Local Development Scheme ● Sustainability Appraisal Scoping document ● Sustainability Appraisal report 	<p>The Scoping Report and Draft SA including SEA was published alongside the 2019 version of the Local Plan review: https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/709/draft_local_plan_review_consultation</p> <p>Both have since been updated to support the pre-submission consultation version of the Local Plan Review (supporting documents web page): https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/882/proposed_pre-submission_local_plan_review_documents</p>
17.	L	Have you consulted the statutory environment consultation bodies, and other interested parties, on the scope and level of detail of the environmental information to be included in the Sustainability Appraisal report?	The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)	Yes	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Sustainability Appraisal report scoping document ● Sustainability Appraisal report 	Please see Q16 (above) for links to the reports and details of who has been consulted, as well as a link to the 2019 Draft Local Plan review consultation.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
					<ul style="list-style-type: none"> • Copies of the consultation letters sent to, and any responses from, the bodies 	
		Stage C: Developing the update to your local plan policies				
18.	L	Have you collected in a presentable format the relevant baseline information that will inform and evidence an update to your plan? This may include evidence commissioned by third parties.	P&CPA Section 13 and Section 20	Yes	<ul style="list-style-type: none"> • Baseline technical data • Commissioned reports and studies • Authority Monitoring Report 	All of the supporting documents can be viewed via the link below, this includes the SA(SEA) scoping and final report, AMR's, Housing Need Assessment, Viability Assessment, Older Person and Specialist Care Study, Custom and Self Build Study etc...: https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/882/proposed_pre-submission_local_plan_review_documents

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
19.	L	<p>Have you undertaken early engagement with stakeholders to help develop spatial options, particularly on strategic cross-boundary matters?</p> <p>Have you ensured that you are keeping a continual log of engagement for your Duty to Cooperate Statement of Common Ground?</p>	<p>P&CPA Section 20 and Section 33A</p> <p>NPPF para 27 and para 35</p>	Yes	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<ul style="list-style-type: none"> ● Duty to Cooperate document (May 2021): https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/882/proposed_pre-submission_local_plan_review_documents ● Norfolk Strategic Planning Framework: SCI (adopted 2017): https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/550/statement_of_community_involvement_sci
20.	L	<p>Have you drafted policies / policy options and alternatives based on evidence and engagement? Do the options serve a clear purpose, have they been prepared positively and written in a clear manner and unambiguous?</p>	NPPF para 15 to 34	Yes	<ul style="list-style-type: none"> ● First draft plan ● Sustainability Appraisal report ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The Scoping Report and Draft SA including SEA was published alongside the 2019 version of the Local Plan review: https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/709/draft_local_plan_review_consultation</p> <p>These have evolved since and this can be seen through the activities of the Local Plan Task Group:</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						https://democracy.west-norfolk.gov.uk/ieListMeetings.aspx?CId=409&Year=0 Which has led to the formulation of the Pre-Submission consultation version of the Local Plan Review: https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/902/local_plan_review_2016_to_2036
21.	L	Have you taken account of the NPPF requirements for plan content and the Government's planning policy for traveller sites? At the time of publication this was included in the August 2015 DCLG Planning Policy for traveller sites. This policy must be taken into account in the preparation of development plans.	NPPF Planning policy for traveller sites, DCLG August 2015	Yes	<ul style="list-style-type: none"> ● Evidence based documents ● First draft plan ● Consultation statement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	At the start of the Local Plan review process a study was carried out in collaboration with Cambridgeshire and Peterborough Local Planning Authorities, this covers the full plan period from 2016 to 2036. This has been the basis for the housing policy on G&T's with the pre-submission consultation version of the Local Plan review: https://www.west-norfolk.gov.uk/info/20185/planning_policy_research/523/gypsy_and_traveller_accommodation_assessment

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						An update to the GTAA was commissioned in 2021, but at the time of preparing the Local Plan Review for submission (February/ March 2022), that work had not been finalised. The updated study, when complete (as other emerging studies) could be published after submission of the Plan.
22.	L	<p>Have you considered plan production processes set out within the NPPF, including:</p> <ul style="list-style-type: none"> • Plan making provisions set out in section 3 – para 15-37 • Considering transport issues at the earliest stages of plan production – para 104 • Aligning strategies and investments – para 106 • Considering changes in the demand for land – para 122 • Discussing the strategic location of housing growth and any proposed changes to Green Belt boundaries with neighbouring authorities – para 141 • Applying a sequential, risk-based approach to the location of development to avoid flood risk to people and property – para 161 • Allocating land with the least environmental value – para 175 	NPPF	Yes	<ul style="list-style-type: none"> • Evidence based documents • First draft plan • Consultation statement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The plan-making process has been undertaken throughout (since October 2016) in a fully transparent manner. The process has been coordinated throughout by the Local Plan Task Group:</p> <p>https://democracy.west-norfolk.gov.uk/ieListMeetings.aspx?CId=409&Year=0</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
23.	L	Have you developed a clear and robust framework that will allow you to consistently monitor the implementation and impact of the policies in the plan and to enable a review to be triggered where necessary?	P&CPA Section 13 and Section 35 T&CPA Regulation 34 The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) NPPF Para 31, 33, 76, 122	Yes	<ul style="list-style-type: none"> ● Sustainability Appraisal ● Authority Monitoring Report ● Reports or documents setting out the appraisal and monitoring framework 	The Local Plan review will be monitored in similar way to current Local Plan and this can be seen through the full set of BCKLWN AMR's (note this is also detailed within the Plan itself): https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/354/authority_monitoring_reports_amr
24.	L	Have you undertaken a Habitats Regulations Screening Assessment to determine whether the update to the local plan is likely to have a significant effect on a European site or a European offshore site (either alone or in combination with other plans or projects)?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Yes	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	A full HRA has been carried out of the Local Plan Review by consultants Foot Print Ecology and can be viewed (with other supporting Review documents) via the link below: https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/882/proposed_pre-submission_local_plan_review_documents

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
25.	L	Have you consulted the relevant “nature conservation body” on your Habitats Regulations Screening Assessment and had regard to their representations? Have you also consulted, if considered appropriate, other relevant organisations?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Yes	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	Please see Q24, above.
26.	L	Did the Habitats Regulations Assessment screening assessment determine that the plan is likely to have a significant effect on a European site or a European offshore site? If so you <u>must</u> undertake an appropriate assessment of the implications of the plan (as part of your Habitats Regulatory Assessment (HRA)) for the Plan’s policies and site(s) within the context of the European site’s conservation objectives.	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC		<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	Please see Q24, above.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
27.		Have you carried out an Equalities Impact Assessment?	<i>Equality Act 2010</i>	Yes	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	A Pre-Screening Equality Impact Assessment was undertaken shortly before the Local Plan Review was approved by the Council for Regulation 19 consultation and submission. This was reported to Cabinet on 15 June 2021 (p61-62): https://democracy.west-norfolk.gov.uk/documents/g4856/Public%20reports%20pack%2015th-Jun-2021%2015.00%20Cabinet.pdf?T=10
28.		Have you considered combining the Sustainability Appraisal, Equalities Impact Assessment and potentially Habitats Regulations Assessment as part of an Integrated Impact Assessment that is developed and updated alongside the plan in order to inform its options? This may not be appropriate in all instances.	<i>Equality Act 2010</i>	No	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Equalities Impact Assessment 	Whilst the documents have not been combined as such, they have been considered in the round and informed the policy decisions which have been taken and therefore the version of the Local Plan review which will be published for consultation. It is important to note that these studies/ assessments are each required under different legislation, so in the interests of clarity and probity it is considered preferable to publish each separately.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
29.	L	Have you assessed the draft plan / policy options against relevant soundness and quality measures?	NPPF Para 35 to 36	Yes	<ul style="list-style-type: none"> ● Draft plan / policy options ● Duty to Cooperate Statement(s) of Common Ground ● Local Plan Form and Content Checklist (see Part 2 of this Toolkit) ● Local Plan Soundness and Quality Assessment (see Part 4 of this Toolkit) 	<ul style="list-style-type: none"> ● The SA (Including SEA) has assessed the policy options: https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/882/proposed_pre-submission_local_plan_review_documents ● Part 2 & 4 of this assessment tool kit have also been completed [completed PAS toolkits parts 1-4 to be published and submitted alongside Local Plan Review]
30.	L	Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map? If yes, have you prepared a submission policies map?	T&CPA Regulations 5(1) (b), 9 (1), 17 & 22(1)	Yes	<ul style="list-style-type: none"> ● Submission policies map ● Brief statement if a submission policies map is not required 	<p>Various maps (including draft update to the adopted policies map) are included as part of the Local Plan Review:</p> <ul style="list-style-type: none"> ● Policies Map (Appendix F) and insets: https://west-norfolk-consult.objective.co.uk/kse/event/36371 [insets included within body text of Plan document] ● Key Diagram (Appendix G): https://west-norfolk-consult.objective.co.uk/kse/event

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						nt/36371/section/s1625822757913#s1625822757913 <ul style="list-style-type: none"> An online interactive planning policy map: https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/902/local_plan_review_2016_to_2036
31.	L	Is the local plan policies update consistent with any other adopted Local Plan Documents for the area?	T&CPA Regulation 8(3) and (4)	Yes	<ul style="list-style-type: none"> Local Plan and relevant background papers 	<ul style="list-style-type: none"> The Local Plan review will replace the existing Local Plan, which currently comprises the Core Strategy (2011) and the Site Allocations and Development Management Policies Plan (2016) The relationship between Neighbourhood Plans and The Local Plan review has been considered and this can be seen throughout the Local Plan review. This includes NP which have been made and are emerging The relationship between the Norfolk County Council and the Borough Council has been

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						considered through the Norfolk Strategic Planning Framework and the Duty to Cooperate documents. As there is a two-tier system in play here. NCC is responsible for the Minerals & Waste Plan for the area, which are prepared as entirely separate development plan documents to the Local Plan Review.
32.	L	Is the local plan policies update intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?	T&CPA Regulation 8(5)	Yes	<ul style="list-style-type: none"> Local Plan 	<p>The Local Plan Review will entirely replace the 2011 Core Strategy and 2016 SADMP.</p> <p>Local Plan Review Appendix D lists the polices which will no longer form part of the Local Plan for King’s Lynn and West Norfolk and Review policies that replace these: https://west-norfolk-consult.objective.co.uk/kse/event/36371/section/s1625822757910#s1625822757910</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
33.	L	Is the local plan policies update (if a London Borough or Mayoral DC) in general conformity with the spatial development strategy?	P&CPA section 24	N/A	<ul style="list-style-type: none"> ● Letter from Mayor of London/ Mayoral Development Corporate ● Local Plan and relevant background papers 	N/A
Stage D: Consulting and engaging on the policies update						
34.	PM	Have you obtained the relevant authority permissions to publish the first draft / options for public consultation?		Yes	<ul style="list-style-type: none"> ● Any relevant authority reports to Cabinet / Committee 	The Draft Local Plan review was agreed by the Local Plan Task Group and published for a period of 8 weeks allowing consultation to take place: https://west-norfolk.objective.co.uk/portal/lpr2019/lpr2019
35.	L	<p>Have you notified the following bodies or persons that you are preparing a local plan policies update and invited them to make representations on what the plan should contain?</p> <ul style="list-style-type: none"> ● The specific consultation bodies that may have an interest; ● The general consultation bodies that the authority consider appropriate; 	<p>P&CPA Section 20 and Section 33A</p> <p>T&CP Regulation 18</p> <p>NPPF Para 16, 24-27, and 35</p>	Yes	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement 	<p>See answer to Q34 (above). In addition, the link below is to the supporting documents for the Local Plan review which includes:</p> <ul style="list-style-type: none"> ● Duty to Cooperate document ● Statement of Community Involvement

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> ● Residents or other persons carrying on business in the area as considered appropriate; and ● Any other stakeholders that you have engaged with in earlier stages on strategic matters and who will be party to your Duty to Cooperate Statement(s) of Common Ground and are relevant parties pursuant to your duty to cooperate 			<ul style="list-style-type: none"> ● Copies of consultation notifications ● Records of discussion 	<ul style="list-style-type: none"> ● Norfolk Strategic Planning Framework ● Housing & Economic Land Availability Assessment & Update ● Sustainability Appraisal Scoping Report and Sustainability Appraisal (including Strategic Environmental Assessment) ● Viability Study ● HRA ● Call for Sites and Policy Suggestions Consultation (2016) <p>https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/882/proposed_pre-submission_local_plan_review_documents</p> <p>The Consultation Statement (Regulation 22) will be published and submitted alongside Local Plan Review and this toolkit.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
36.	L	<p>Have you made sure that the consultation and invitation to make representations:</p> <ul style="list-style-type: none"> ● Follows the principles set out in your adopted Statement of Community Involvement; ● Integrates any involvement with the Duty to Cooperate Statement(s) of Common Ground; and ● Is proportionate to the scale of issues involved in the local plan policies update. 	<p>P&CPA Section 19</p> <p>NPPF Para 27 and 35</p>	Yes	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement 	See answer to Q35 (above)
37.	L	<p>Have you prepared a draft of your Consultation Statement (a “proposed submission document”) that includes a record of:</p> <ul style="list-style-type: none"> ● The individuals or bodies invited to make representations; ● How this was done; ● The main issues raised; and ● In preparation of Stage E (and to be completed in Stage E as outline below) how the main issues have been addressed in the local plan policies update. 	<p>P&CPA Section 19</p> <p>T&CPA Regulation 17, 18, 19 and 22</p> <p>NPPF Para 16, 24-27, and 35</p>	Yes	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement 	See answer to Q35 (above)
38.	L / PM	<p>Have you consulted on the following emerging documents alongside your first draft plan so that they can be reviewed against representations and</p>	<p>P&CPA Section 19 and Section 39</p>	Yes	<ul style="list-style-type: none"> ● Sustainability Appraisal (and any drafts) 	<p>The Draft Local Plan Review was consulted upon in 2019 for an 8-week period. This was supported by a number of documents, including:</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<p>policy options and alternatives as they are developed?</p> <ul style="list-style-type: none"> ● Sustainability Appraisal; and ● Habitats Regulations Screening Assessment (or Habitats Regulations Assessment if one has been developed at this stage) 	<p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>The European Directive 92/43/EEC</p> <p>NPPF Para 32</p>		<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement 	<ul style="list-style-type: none"> ● Draft Sustainability Scoping Report ● Draft Sustainability Appraisal (including Strategic Environmental Assessment) ● HELAA <p>https://west-norfolk.objective.co.uk/portal/lpr2019/lpr2019</p> <p>The Sustainability Appraisal and Scoping Report were updated following the 1st draft Local Plan Review Consultation (2019). The updated (final) documents were published in 2020:</p> <p>https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/882/proposed_pre-submission_local_plan_review_documents</p> <p>A complete set of supporting documents to the Pre-submission consultation version is referenced in the answer to Q35.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage E: Developing the submission version of the policies update				
39.	PM	Taking account of the consultation have you considered whether there is a need for further evidence and / or evidence to be updated to support the policy options set out in your plan?	P&CPA Section 13 and Section 20	Yes	<ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies 	<p>The following documents have been updated or published since the 2019 consultation on the Draft Local Plan review took place:</p> <ul style="list-style-type: none"> ● SFRA Level 1 & 2 ● HRA ● SA scoping report ● SA (Inc. SEA) ● Viability Study ● HELAA ● HDT AP ● Housing Trajectory ● Statement of Consultation ● Duty to Cooperate ● NSPFW and supporting studies <p>https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/882/proposed_pre-submission_local_plan_review_documents</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
40.	PM	<p>Have you considered whether further consultation and engagement is required depending on the nature and significance of any proposed changes to the preferred strategy following consultation and / or further evidence?</p> <p>Where further consultation and engagement is required prior to submission this should be undertaken, recorded and reported in line with the requirements set out above. This includes updating and consulting where necessary on any corresponding amendments to the Sustainability Appraisal and Habitats Regulations Assessment.</p>	P&CPA Section 13 and Section 20	Yes	<ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies ● Sustainability Appraisal (and any drafts) ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	The level of engagement in terms of consultation, updating key supporting documents and ongoing duty to cooperate activities is considered to be more than sufficient to fulfil the requirements of both the Regulations and Statement of Community Involvement. This is also illustrated through the documents listed in the answer to Q39.
41.	L	Have you prepared the Sustainability Appraisal report on any revised draft of the local plan policies update? Is it clear how the sustainability appraisal has influenced the plan?	<p>P&CPA Section19(5)</p> <p>Regulation 12 of the Environmental Assessment of Plans and</p>	Yes	<ul style="list-style-type: none"> ● Sustainability Appraisal 	Please see the draft SA scoping report and Appraisal and the updated SA scoping report and Appraisal: https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/882/proposed_pre-

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			Programmes Regulations 2004 No 1633			submission local plan review documents
42.	L	Have you prepared an Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 2001/42/EC The European Directive 92/43/EEC NPPF Para 32	Yes	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	The HRA has been carried out by Foot Print Ecology on behalf of the BCKLWN and forms a key supporting document to the Local Plan Review: https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/882/proposed_pre-submission_local_plan_review_documents
43.	L	Have you updated your Equalities Impact Assessment?	Equality Act 2010	Yes	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	The final EIA accompanies the Cabinet report on the Local Plan Review (15 June 2021, p61-62) : https://democracy.west-norfolk.gov.uk/documents/g4856/Public%20reports%20pack%2015th-Jun-2021%2015.00%20Cabinet.pdf?T=10
44.	L	Have you taken account of all of the representations received from all person(s) in response to the consultation(s) in Stage D? Have	T&CPA Regulation 17, 18 and 22	Yes	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / 	All of the comments received at the draft consultation stage have been fully considered:

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		you recorded how the main issues have/will be addressed in your draft consultation statement?			Duty to Cooperate Statements <ul style="list-style-type: none"> ● Consultation Statement ● Local Plan ● Relevant correspondence 	<ul style="list-style-type: none"> ● Consultation: https://west-norfolk.objective.co.uk/portal/lpr2019/lpr2019?tab=info ● Local Plan Task Group Papers: https://democracy.west-norfolk.gov.uk/ieListDocuments.aspx?Cid=409&Mid=4319&Ver=4 ● Duty to Cooperate Statement: https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/882/proposed_pre-submission_local_plan_review_documents ● The Consultation Statement (Regulation 22) will be published and submitted alongside Local Plan Review and this toolkit.
45.	PM	Have you considered whether or not you intend to confirm the housing land supply through the independent examination process? If so, have you clearly stated this within your Regulation 19 Submission local plan policies update and have	NPPF para 75 T&CPA Regulation 17, 18 and 22	Yes	<ul style="list-style-type: none"> ● Local Plan ● Relevant correspondence 	The BCKLWN is not seeking to confirm the five-year land supply through the examination. However, the Borough Council's latest five year land supply positions will be

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		you ensured that you will engage appropriately with developers and others with an interest in housing delivery on the housing land supply?				presented to the Local Plan Review examination as/ when these become available.
46.	PM	<p>Does your local plan policies update include a trajectory illustrating the expected rate of housing delivery over the plan period?</p> <p>Will your local plan policies update provide for a 5 year supply of deliverable housing sites (incorporating the appropriate buffer) on adoption against the housing requirement (which is informed by a local housing need assessment conducted using the standard method as a starting point)?</p>	NPPF paras 11, 74 and 75	Yes	<ul style="list-style-type: none"> Local Plan 	<p>The following in published as part of the Local Plan Review suite of evidence documents:</p> <ul style="list-style-type: none"> Housing Delivery Test Action Plan Hosing Delivery test Action Updates Housing Trajectories and Full Schedule Local Housing Need Calculation 5 Year Housing Land Supply Position Housing Need Assessment <p>https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/753/housing_delivery_test_hdt_action_plan</p> <p>https://www.west-norfolk.gov.uk/downloads/download/969/housing_needs_assessment_2020</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage F: Independent examination and adoption				
47.	PM	<p>Have you obtained the relevant authority permissions to publish the submission version of the local plan policies update?</p> <p>You may want to consider including approval to submit this to the Secretary of State (Planning Inspectorate)</p>		Yes	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	<p>The Local Plan Review was approved for publication, Regulation 19 consultation and submission to the Secretary of State by the Council on 8 July 2021: https://democracy.west-norfolk.gov.uk/ieListDocuments.aspx?Cid=151&Mid=4863&Ver=4</p> <p>The submission covering letter includes authority for the Planning Inspector to propose updates (Main Modifications) to the Plan.</p>
48.	L	Have you made clear where and within what period representations must be made?	T&CPA Regulation 17, 19, 20 and 35	Yes	<ul style="list-style-type: none"> Report or record of decisions 	<p>Details of the consultation period when representations must be made (Regulations 19-20) are set out on the Local Plan Review web page: https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/902/local_plan_review_2016_to_2036</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
49.	L	<p>Have you published on your website and made copies of the following available for inspection:</p> <ul style="list-style-type: none"> • the proposed submission documents • the statement of the representations procedure • statement and details of where and when documents can be inspected <p>Have you checked you have met all other requirements of your Statement of Community Involvement?</p>	T&CPA Regulations 19 and 35	Yes	<ul style="list-style-type: none"> • Statements and record of where and when documents were made available • Consultation Statement 	<p>See answer to Q48, above.</p> <p>The Consultation Statement (Regulation 22) will be published and submitted alongside Local Plan Review and this toolkit.</p>
50.	L	<p>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 of the proposed submission documents; and • the statement of the representations procedure 	T&CPA Regulation 19(b)	Yes	<ul style="list-style-type: none"> • Consultation Statement • Evidence of notifications (email) 	See answers to Q48 and Q49, above.
51.	L	<p>Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> • the statement of the representations procedure; and • where and when the documents can be inspected 	T&CPA Regulation 19(b)	Yes	<ul style="list-style-type: none"> • Consultation Statement • Evidence of notifications (email) 	See answers to Q48 and Q49, above.
52.	L	Have you, on the day of publication, requested the opinion of the Mayor of London (if a London	P&CPA Section 24	N/A	<ul style="list-style-type: none"> • Copy of letter 	N/A

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Borough or Mayoral DC) on the general conformity of the local plan update with the spatial development strategy?	T&CPA Regulation 21			
Getting ready for submission to PINS						
53.	PM	Get ready for submission and examination, this might mean starting the process of appointing a programme officer, securing rooms for a potential hearing and other practical arrangements. Refer to guidance from the Planning Inspectorate.	See PINS Procedure Guide for Local Plan Examinations 2021	No		<p>The Programme Officer was appointed in November 2021. She has advised upon the requirements within the latest PINS guidance and the tasks necessary to prepare the Plan for submission.</p> <p>The necessary processes (including completion of this toolkit; preparation of examination library etc) are ongoing and will be completed in advance of submission.</p>
54.	PM	Have you obtained the relevant authority permissions to submit the plan to the Secretary of State via the Planning Inspectorate (PINS)		Yes	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	<p>The Local Plan Review was approved for publication, Regulation 19 consultation and submission to the Secretary of State by the Council on 8 July 2021: https://democracy.west-norfolk.gov.uk/ieListDocuments.aspx?CId=151&MId=4863&Ver=4</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
55.	L	Have you collated all of the representations made to the publication draft plan policies update?	P&CPA Section 20(3) T&CPA Regulation 22(1)(e)	Yes		Regulation 19 representations have been processed, redacted (in line with the Data Protection Act) and published online: https://west-norfolk-consult.objective.co.uk/kse/event/36371/peoplesubmissions/section/ Representations have also been summarised and collated into spreadsheets, both in respondent order and Local Plan Review order. These will be submitted alongside the Plan.
56.	PM	Does each representation made have a unique ID and contact details? PINs require that these are provided in an electronic database enabling the full text of each representation to be accessed easily in both policy and paragraph number order and representor order. The database should also clearly identify those who have made a request to be heard by the Inspector under section 20(6) of the PCPA	See PINS Procedure Guide for Local Plan Examinations 2021	Yes		See answer to Q55, above. The spreadsheets also include contact details for each respondent.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
57.	L	Have you assembled the relevant supporting documents (documents relevant to the preparation of your plan which normally includes or comprises the evidence base)?	P&CPA Section 20(3) T&CPA Regulation 22(1)(g)	No	• Submission documents / Examination library	See answer to Q53, above.
58.	PM	Do all of the documents that you will submit to the inspectorate have a unique reference listed in an 'Examination Library'?		No	• Submission documents / Examination library	See answer to Q53, above.
59.	L/ PM	You may need to consider whether you need to redact certain personal details from representations for the website and inspection purposes. However, those who have made representations should be able to contact one another and documents should be provided without details redacted. See the guidance from the Planning Inspectorate.	General Data Protection Regulation 2018 See PINS Procedure Guide for Local Plan Examinations 2021	Yes		See answer to Q55, above.
60.	L	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 raised • How the representations have been taken into account 	P&CPA Section 20 (3) T&CPA Regulation 22(1)(c)	Yes	• Consultation statement	Regulation 22 Statement to be published and submitted alongside Local Plan Review.
61.	L	Have you prepared a statement giving: <ul style="list-style-type: none"> • the number of representations made under Regulation 22 	P&CPA Section 20(3)	Yes	• Consultation Statement	See answer to Q61, above.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> a summary of the main issues raised OR Stating that no representations were made 	T&CPA Regulation 22(1)(c)		<ul style="list-style-type: none"> The Statement as required in Regulation 22(1)(c) – this can be included in the Consultation statement 	
62.	PM	Consider what documents need printing to ensure that hard copies are available where necessary for inspection and for the examination library.	See PINS Procedure Guide for Local Plan Examinations 2021	Yes		Advice has been sought from the Programme Officer re current arrangements for printing documents. Printing will be undertaken as/ when necessary in accordance with current Regulations and guidance in the Statement of Community Involvement.
Submission to PINS						
63.	L	<p>Have you sent the Secretary of State (the Planning Inspectorate) a hard copy and electronic version of:</p> <ul style="list-style-type: none"> a copy of the local plan policies update and (if prepared) policies map <p>Have you sent the Secretary of State (the Planning Inspectorate) an electronic version of:</p>	<p>P&CPA Section 20(1) and 20(3)</p> <p>T&CPA Regulations 22</p> <p>See PINS Procedure Guide for Local Plan Examinations 2021</p>	No		<p>A hard copy of the Local Plan Review was sent to the Programme Officer (on behalf of the Planning Inspectorate).</p> <p>Other documents will be submitted electronically within the suite of submission documents.</p>

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

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
64.		<p>As soon as practical after submission, on your website, have you published:</p> <ul style="list-style-type: none"> • The documents submitted to PINS (identified above) including representations made under Regulation 20 (where practicable) taking into account GDPR requirements? • Statement as to where and when these documents are available for inspections (again this should be in line with any requirements in your Statement of Community Involvement)? 	T&CPA Regulation 22(3) and 35(1)(b)	No		<p>A new dedicated web page will be set up for the Local Plan Review examination, in advance of submission. This will be accessed from the Planning Policy and Local Plans landing page: https://www.west-norfolk.gov.uk/homepage/19/planning_policy_and_local_plan.</p> <p>Once the Plan is submitted, relevant documents and/ or links will be uploaded to the new examination web page.</p>
65.	L	<p>For each general consultation body invited to make representations under Regulation 18(1), have they been sent:</p> <ul style="list-style-type: none"> • notification that the documents submitted to PINS are available for inspection • details of where and when they can be inspected 	T&CPA Regulation 22(3)(b)	Yes	<ul style="list-style-type: none"> • Copies of correspondence 	The letter of consultation (dated 27 July 2021), sent to all relevant consultees in advance of the start of the Regulation 19 consultation (2 August 2021) includes notification of the Borough Council's intention to submit the Plan to the Secretary of State, after the consultation.
66.	L	Have you given notice to persons who have requested to be notified that submission has taken place?	T&CPA Regulation 22(3)(c)	Yes	<ul style="list-style-type: none"> • Copies of correspondence 	See answer to Q65, above.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
67.	L	<p>If examination hearings are being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> 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>P&CPA Section 20</p> <p>T&CPA Regulations 24 and 35</p>	N/A	<ul style="list-style-type: none"> Website 	See answer to Q64, above
68.	L	<p>Have you asked the Inspector to recommend 'main modifications' (changes that materially affect the policies) to make a submitted local plan policies update sound and legally compliant? These modifications should be published for consultation.</p>	<p>See Section 6 of the PINS Procedure Guide for Local Plan Examinations 2021</p> <p>P&CPA Section 20 (7C)</p>	N/A	<ul style="list-style-type: none"> Schedule of proposed main modifications 	Schedule of Main Modifications will be published for consultation after examination hearings (anticipated autumn 2022).
69.	L	<p>Depending on the scope of the modifications, have you considered whether there is a need to undertake further Sustainability Appraisal, Habitats Regulations Assessment, and Equalities Impact Assessment on the modifications.</p>	<p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The European Directive 2001/42/EC</p>	N/A	<ul style="list-style-type: none"> Sustainability Appraisal (and any drafts) Equalities Impact Assessment Habitats Regulations Assessment screening report 	Main Modifications will be developed post-submission. Depending on the nature of these a determination will need to be made as to whether the supporting assessments (Sustainability Appraisal; HRA etc) require updating.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p> <p>Equality Act 2010</p>			
70.	L	If the plan policies update is sound, have you formally adopted the plan policies update in a full meeting of the local planning authority?	T&CPA Regulation 4(1) and (3) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000).	N/A	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	The Plan will be presented for adoption (incorporating Inspector's findings) following publication of the Inspector's Report (anticipated spring 2023).
71.	L	On adopting a Local Plan policies update, have you made publicly available a copy of the plan, an Adoption Statement and Sustainability Appraisal?	T&CPA Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.	N/A	<ul style="list-style-type: none"> Adoption Statement 	The Local Plan Review and relevant supporting documents will be published as soon as practically possible after adoption (anticipated spring 2023).