

WANDSWORTH

Legal Compliance Self-Assessment Checklist

Local Plan Submission Version
April 2025



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						
	L	Have you consistently kept under review the matters which are likely to affect the development of your area and the planning of its development?	P&CPA Section 13 <i>(Survey of area)</i> T&CP Regulation 34 <i>(Authority Monitoring Reports)</i>	Y	<ul style="list-style-type: none"> ● Authority Monitoring Report ● Baseline technical data 	The Council produces a series of Authority Monitoring Reports based on activity in the borough. They are published on the Council’s website here . In addition, the Council has an Information and Monitoring team who carry out a range of exercises related to the borough’s statistical needs and reporting duties to other bodies, including the GLA. The Policy team ensures that evidence required to formulate and justify policy is up to date. The evidence base for the emerging plan is published on the Council’s website here .
	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 <i>(Review of Local Development Documents)</i> NPPF para 33 <i>(Policies in local plans and spatial development strategies should be reviewed to assess whether they need</i>	Y	<ul style="list-style-type: none"> ● Local Development Scheme 	The current plan was adopted in 2023 and covers the plan period to 2038. Wandsworth Council have committed to complete a review of the Local Plan policies at least every 5 years (see policy LP61). The Council has identified a need to review a selection of policies. This Partial Review of the Local Plan

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			<i>updating at least once every five years, and should then be updated as necessary)</i>			seeks to update six policies (LP23, LP24, LP28, LP29, LP30 and LP31). Once adopted, these six policies will replace their counterparts as adopted in the 2023 Local Plan.
	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 (<i>Statement of Community Involvement</i>) and 19(3) (<i>Authority must comply with SCI</i>) T&CP Regulation 10A (<i>Review of Local Development Documents</i>)	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Statement of Community Involvement 	The current Statement of Community Involvement was adopted in January 2025. The previous Statement of Community Involvement was adopted in February 2019. The Council will continue to review its Statement of Community Involvement at least every five years.
	PM	Have you checked your scheme of delegation and engaged with the relevant person(s) who will make decisions on the outcome of any review(s) of the Local Plan policies and the Statement of Community Involvement?	The Council’s scheme of delegation	Y	<ul style="list-style-type: none"> ● The Council’s scheme of delegation 	The Director of Place has delegated authority to make some decisions over the Local Plan process, otherwise, the main decision body is via the Executive and the Transport Overview and Scrutiny Committee

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	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 <i>(Review of Local Development Documents)</i></p> <p>NPPF para 33 <i>(Policies in local plans and spatial development strategies should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary)</i></p>	Y	<ul style="list-style-type: none"> ● Published report and decision ● 5 year plan review assessment (See Part 1 of this toolkit) ● Baseline technical data 	<p>In September 2023, The Transport Overview and Scrutiny Committee approved the Council’s Report (23-300) on the Local Plan Partial Review. This report set out details on the context for the Partial Review, process and scope. This allowed the review to progress to the Regulation 18 consultation.</p>
		<p>Stage B: Scoping and preparing for your policies update</p>				

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>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>	<p>P&CPA Part 2 (<i>Local development; section 18, Statement of Community Involvement</i>)</p> <p>T&CP Regulation 18 (<i>Preparation of a local plan; refers to consultation bodies in paras 1 and 2</i>)</p> <p>NPPF Para 16 (<i>Plan-making</i>)</p>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement 	<p>A revised Statement of Community Involvement was published in January 2025, following a period of public consultation between September and November 2024. It replaces a document adopted in 2019. In producing, consulting and adopting the 2025 version of the Statement of Community Involvement, the Council has had regard to all regulatory requirements and representations received.</p>
	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>P&CPA Section 18 (<i>Statement of Community Involvement</i>)</p> <p>T&CP Regulation 10A (<i>Review of Local Development Documents</i>)</p>	Y	<ul style="list-style-type: none"> ● Published report and decision ● Statement of Community Involvement 	<p>A revised Statement of Community Involvement was published in January 2025, following a period of public consultation between September and November 2024. Paper 18-316 delegated publication of the final version. The revised Statement of Community Involvement, and any changes proposed, was considered by the decision maker prior to publication. The revised SCI covers all stages of the Local Plan process.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	PM	Have you identified the proposed scope of the update of the local plan by setting out the principal policy areas that will be considered?		Y	<ul style="list-style-type: none"> ● Published report and decision on review of local plan policies ● Baseline technical data 	<p>In September 2023, The Transport Overview and Scrutiny Committee approved the Council’s Report (23-300) on the Local Plan Partial Review. This report set out details on the context for the Partial Review, process and scope. This allowed the review to progress to the Regulation 18 consultation.</p> <p>In November 2024, the Transport Overview and Scrutiny Committee approved the Council’s report (24-320) on the Regulation 19 stage of the Local Plan Partial Review. This report set out the context and scope of the Partial Review and also the outcomes of Regulation 18 engagement and the evidence base development. It set out the proposals for policy amendments and the next steps for the partial review.</p>
	PM	Have you drafted a project plan to manage and timetable the development and update of the local plan policies?		Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Authority Monitoring Report 	<p>The first Local Development Scheme was produced in 2007 and was revised in 2010, 2012, 2014, 2015,2017, 2019 and 2022. The Local Development Scheme was</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						updated in 2023 to take account of the Partial Review of the Local Plan, with subsequent updates published in January 2025 and March 2025 (the current version).
	L	Have you prepared a new Local Development Scheme which identifies the local plan policies update document(s) and the Sustainability Appraisal and timescales for their production?	P&CPA Section 15(2) <i>(Local development scheme)</i> Section 19(1) <i>(DPDs must be prepared in accordance with LDS)</i>	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Authority Monitoring Report 	The first Local Development Scheme was produced in 2007 and was revised in 2010, 2012, 2014, 2015,2017, 2019 and 2022. The Local Development Scheme was updated in 2023 to take account of the Partial Review of the Local Plan, with a subsequent updates published in January 2025 and March 2025 (the current version).
	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 <i>(Duty to cooperate in relation to planning of sustainable development)</i> T&CP Regulation 4 <i>(Duty to cooperate)</i>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground 	The Statement of Community Involvement lists relevant consultees.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	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 Section 33A <i>(Duty to cooperate in relation to planning of sustainable development)</i>	Y	<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 	Strategic matters are defined in the NPPF at paragraph 20. The Partial Review relates to affordable housing which is a strategic matter. This has formed the basis for the Duty to Cooperate meetings that have been held throughout the plan making process. Each meeting with relevant duty-to-cooperate bodies has expanded upon the strategic matter of affordable housing to cover issues as they impact upon that specific relationship, to ensure their relevance. The extent and details of meetings held to date were set out in the Duty to Co-operate Statement issued at the Regulation 19 stage. This will be updated and superseded by a Duty to Co-operate Statement at the point of submission. A Consultation Statement was also prepared following the conclusion of the Regulation 18 stage, and this can be found on the Council’s website here . Likewise, this will be updated and superseded by a new Consultation Statement at the point of submission.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	In addition to the legally prescribed bodies does your Statement of Community Involvement and project plan identify any additional bodies / person(s) who you will engage with on strategic cross-boundary matters and who will be party to your Statement(s) of common ground?	NPPF para 27 and para 35 (<i>cooperating; soundness</i>)	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The Statement of Community Involvement lists relevant consultees, including general consultation bodies.</p> <p>The Duty to Cooperate Statement issued at the Regulation 19 stage set out the process of making Statements of Common Ground and who these statements will likely be prepared for. Statements will be prepared, as required, covering issues between the Council and its neighbouring authorities, the GLA and TfL. Others will be prepared as and when they are required. The latest versions of the Duty to Cooperate Statement and Statements of Common Ground will be published at the point of submitted.</p>
	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 (<i>Duty to cooperate in relation to planning of sustainable development</i>)</p> <p>NPPF para 27 and para 35 (<i>cooperating; soundness</i>)</p>	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Template documents 	The Council keeps a record of all of the minutes of meetings held with prescribed bodies, which are written in a standard format.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	PM	<p>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?</p>		Y	<ul style="list-style-type: none"> Any relevant local authority reports and decisions 	<p>Prior to the Regulation 19 Consultation stage, a report was considered by the Transport Overview and Scrutiny Committee to approve the content of the Regulation 19 stage and also to delegate authority beyond Regulation 19, including to submit the plan, undertake examination and agree further modifications (Paper 24-320).</p> <p>These considerations were made in respect of the LDS, which was subsequently amended. Regular Local Plan steering groups and workshops were held throughout the preparation of the Plan including with Councillors and Senior Officers.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>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>P&CPA Section 19 (<i>Preparation of local development documents</i>) and Section 39 (<i>Sustainable development</i>)</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>NPPF Para 32 (<i>Sustainable Appraisal</i>)</p>	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Sustainability Appraisal Scoping document ● Sustainability Appraisal report 	<p>The Partial Review considers only six local plan policies. Meanwhile, the Council has produced a new Sustainability Appraisal as part of the Partial Review in line with regulations. This was published for the Regulation 18 consultation, and an updated version was published to accompany the Regulation 19 consultation. The Appraisal includes objectives, and incorporates the requirements of the SEA.</p>
	L	<p>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?</p>	<p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Sustainability Appraisal report scoping document ● Sustainability Appraisal report ● Copies of the consultation letters sent to, and any 	<p>The Sustainability Appraisal was consulted on at Regulation 18 with key stakeholders, including the Environment Agency, Natural England, and Historic England. The updated SA was then subject to further consultation at the Regulation 19 stage.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
					responses from, the bodies	
		Stage C: Developing the update to your local plan policies				
	L	Have you collected in a presentable format the relevant baseline information that will inform and evidence an update to your plan? This may include evidence commissioned by third parties.	P&CPA Section 13 (<i>Survey of area</i>) and Section 20 (<i>Independent examination</i>)	Y	<ul style="list-style-type: none"> ● Baseline technical data ● Commissioned reports and studies ● Authority Monitoring Report 	<p>Information on the Local Plan Partial Review is held in a single place on the website. Data collected by the Council, some which goes into the GLA, has a dedicated page, Local Plan monitoring. Surveys on retail, employment and housing are collected here and there is a link to the London Development Database held by the GLA.</p> <p>All relevant supporting information for each stage of the plan is included on the Council’s website, including historic information relevant for that stage. This has been updated so all current</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						information is associated with the current stage.
	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 <i>(Duty to cooperate in relation to planning of sustainable development)</i></p> <p>NPPF para 27 and para 35 <i>(cooperating; soundness)</i></p>	Y	<ul style="list-style-type: none"> ● Duty to Cooperate statements ● Statement(s) of Common Ground / ● Statements of Consultation 	The Council has engaged with stakeholders since the start of the Local Plan Partial Review. Details of the engagement are contained within the Statement(s) of Consultation for each stage of the Plan. The Council has used a matrix to record Duty to Cooperate meetings and progress and set out the outcomes in a Duty to Cooperate Statement issued at the Regulation 19 stage. All DtC meetings have minutes produced that are agreed with all parties. The latest versions of the Statement of Consultation and Duty to Cooperate Statement will be published at the point of submission.
	L	Have you drafted policies / policy options and alternatives based on evidence and engagement? Do the options serve a clear purpose, have they been prepared positively and written in a clear manner and unambiguous?	<p>NPPF para 15 to 34 <i>(Plan-making: the plan-making framework; maintaining effective cooperation; strategic policies; non-strategic)</i></p>	Y	<ul style="list-style-type: none"> ● First draft plan ● Sustainability Appraisal report ● Duty to Cooperate Statement(s) of Common Ground / 	The Council published a statement at the Regulation 18 stage which invited representations on issues relating to affordable housing and other housing delivery.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			<p><i>policies; preparing and reviewing plans)</i></p>		<p>Duty to Cooperate Statements</p>	<p>The Council has prepared evidence and considered representations received at the Regulation 18 stage to draft informed policies.</p> <p>The Council subsequently published its draft policies at the Publication Stage (Regulation 19) The six reviewed policies have been carefully prepared so they are robust and sound, and the consultation advice to those who wish to get involved focuses on the different tests of soundness.</p> <p>The Regulation 19 consultation was accompanied by a Consultation Statement detailing the Council’s response to each of the comments made at the previous stage (alongside the Duty to Co-operate Statement).</p> <p>The latest versions of the Consultation Statement and Duty to Co-operate Statement will be published at the point of submission.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	Have you taken account of the NPPF requirements for plan content and the Government’s planning policy for traveller sites? At the time of publication this was included in the August 2015 DCLG Planning Policy for traveller sites. This policy must be taken into account in the preparation of development plans.	NPPF Planning policy for traveller sites, DCLG August 2015	Y	<ul style="list-style-type: none"> ● Evidence based documents ● First draft plan ● Consultation statement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The Partial Review does not have any implications for policy on traveller sites.</p> <p>The need for traveller sites is part of the evidence base for the full adopted plan, and is included on the Council’s website. The evidence post dates the NPPF advice, and was updated in 2022 alongside the newest version of the plan.</p>
	L	Have you considered plan production processes set out within the NPPF, including: <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 	NPPF	Y	<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 Partial Review of the Local Plan proposes to update six policies only and so it should be noted that the scope of the review is extremely limited and significant parts of the NPPF are therefore not relevant.</p> <p>The Local Plan and its evidence base reflect these processes which were considered from the beginning of the process right through each stage of consultation. The Duty to Co-operate Statement and Statement(s) of Consultation provide evidence of effective engagement.</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"> Allocating land with the least environmental value – para 175 				
	L	<p>Have you developed a clear and robust framework that will allow you to consistently monitor the implementation and impact of the policies in the plan and to enable a review to be triggered where necessary?</p>	<p>P&CPA Section 13 (Survey of area)and Section 35 (<i>Authorities monitoring reports</i>)</p> <p>T&CPA Regulation 34 (<i>Authorities monitoring reports</i>)</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>NPPF Para 31, 33, 76, 122 (<i>relevant, up-to-date, proportionate; reviews and updates; monitoring housing supply; reviews of land and land availability</i>)</p>	Y	<ul style="list-style-type: none"> Sustainability Appraisal Authority Monitoring Report Reports or documents setting out the appraisal and monitoring framework 	<p>The Partial Review of the Local Plan proposes to update six policies only and so it should be noted that the scope of the review is extremely limited.</p> <p>The key documents for the monitoring and management of the plan are the sustainability appraisal, the Authority Monitoring Report and the adopted Monitoring Framework.</p> <p>The Sustainability Appraisal deals with each draft policy of the plan, tested against a framework of objectives established at the beginning of the plan making process and updated at each stage. It assesses the impacts of each</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<p>policy and allows modifications to be made where necessary.</p> <p>The Authority Monitoring Report collects data relevant to the plan’s policies relating to housing, employment and retail trends, and is used to ensure the policies are performing. The AMR is held within the Local Plan monitoring section of the Council’s website.</p> <p>Policy LP61 of the adopted Plan relates directly to monitoring the plan and sets out how this will be achieved.</p> <p>The adopted monitoring framework sets out how the AMR is to monitor the proposed publication version Local Plan.</p> <p>In addition to the Council’s own data collection, the Greater London Authority also requires data to be collected for strategic purposes.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	Have you undertaken a Habitats Regulations Screening Assessment to determine whether the update to the local plan is likely to have a significant effect on a European site or a European offshore site (either alone or in combination with other plans or projects)?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	A Habitats Regulations Assessment was undertaken at both the Regulation 18 stage , and the Regulation 19 Stage . Natural England have been consulted as statutory consultees.
	L	Have you consulted the relevant “nature conservation body” on your Habitats Regulations Screening Assessment and had regard to their representations? Have you also consulted, if considered appropriate, other relevant organisations?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	Natural England have been consulted on the HRAs prepared and their advice and comments were incorporated into the Assessments where relevant. Natural England have also been included in the Council’s Duty to Cooperate meetings. The HRA is made available during consultation periods as a supporting document, and is available to view and download. Environmental matters are raised with other DtC consultees and stakeholders and these are documented through the various meetings and consultation reports.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>Did the Habitats Regulations Assessment screening assessment determine that the plan is likely to have a significant effect on a European site or a European offshore site?</p> <p>If so you <u>must</u> undertake an appropriate assessment of the implications of the plan (as part of your Habitats Regulatory Assessment (HRA)) for the Plan’s policies and site(s) within the context of the European site’s conservation objectives.</p>	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The screening assessment of the Local Plan Partial Review did not identify any likely significant effects or impacts on the integrity of any European Site. This was confirmed as an acceptable outcome by Natural England.</p>
		<p>Have you carried out an Equalities Impact Assessment?</p>	<p>Equality Act 2010</p>	Y	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	<p>An Equality Impact and Needs Analysis was carried out at Regulation 18, and repeated at Regulation 19.</p>
		<p>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</p>	<p>Equality Act 2010</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	<p>The three documents were prepared separately.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		options? This may not be appropriate in all instances.			<ul style="list-style-type: none"> ● Equalities Impact Assessment 	
	L	Have you assessed the draft plan / policy options against relevant soundness and quality measures?	NPPF Para 35 to 36 (<i>soundness</i>)	Y	<ul style="list-style-type: none"> ● 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) 	The requirement for soundness is a key part of the planning process, and the Council has prepared the plan with this in mind. The Regulation 19 consultation was designed to specifically capture representations concerning the soundness of the proposed policies. Consultation with statutory bodies and others has also been carried in the context of having to produce a sound plan. The Council has had regard to the other elements of the PAS Toolkit which tests content and soundness of the partially reviewed policies.
	L	Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map? If yes, have you prepared a submission policies map?	T&CPA Regulations 5(1) (b), 9 (1), 17 & 22(1) (<i>Relating to the updating of the Policies Map, and its status</i>)	N	<ul style="list-style-type: none"> ● Submission policies map ● Brief statement if a submission policies map is not required 	The Partial Review of the Local Plan proposed to update six policies only and so it should be noted that the scope of the review is extremely limited. The policies reviewed are not spatial or otherwise linked to any OS maps or adopted policies maps.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<p>An interactive version of the Policies Map from the 2023 adopted local plan is available online.</p>
L		<p>Is the local plan policies update consistent with any other adopted Local Plan Documents for the area?</p>	<p>T&CPA Regulation 8(3) and (4) <i>(Form and content of local plans and SPDs)</i></p>	Y	<ul style="list-style-type: none"> Local Plan and relevant background papers 	<p>The Partial Review of the Local Plan proposed to update six policies only and so it should be noted that the scope of the review is extremely limited. When adopted, the six reviewed policies will replace the corresponding policies of the adopted Local Plan.</p> <p>The rest of the adopted Local Plan will remain in place.</p>
L		<p>Is the local plan policies update intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?</p>	<p>T&CPA Regulation 8(5) <i>(Form and content of local plans and SPDs)</i></p>	Y	<ul style="list-style-type: none"> Local Plan 	<p>The Partial Review of the Local Plan proposed to update six policies only and so it should be noted that the scope of the review is extremely limited. When adopted, the six reviewed policies will supersede their counterparts in the 2023 adopted plan.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						The rest of the adopted Local Plan will remain in place.
	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 <i>(Conformity with regional strategy)</i>	N – outstanding matter.	<ul style="list-style-type: none"> ● Letter from Mayor of London/ Mayoral Development Corporate ● Local Plan and relevant background papers 	The GLA are a key stakeholder in the production of the Plan. Duty to Co-operate meetings have been held with the GLA during the Regulation 18 and subsequent periods and a consistent flow of open dialogue has been maintained. The Council envisages further ongoing collaboration with the GLA beyond the submission of the plan, in light of representations received, and to subsequently look to agree a Statement of Common Ground between the parties.
		Stage D: Consulting and engaging on the policies update				
	PM	Have you obtained the relevant authority permissions to publish the first draft / options for public consultation?		Y	<ul style="list-style-type: none"> ● Any relevant authority reports to Cabinet / Committee 	Each iteration of the plan has secured the relevant authority from the Executive and Transport Overview and Scrutiny Committee, and the Committee has been informed of progress through relevant mechanisms. Regulation 18 (23-300) Regulation 19 (24-320)

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	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; • 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 	<p>P&CPA Section 20 (<i>Independent examination</i>) and Section 33A (<i>Duty to cooperate in relation to planning of sustainable development</i>)</p> <p>T&CP Regulation 18 (<i>Preparation of a Local Plan</i>)</p> <p>NPPF Para 16, 24-27, and 35 (<i>plan-making; maintaining effective cooperation; soundness</i>)</p>	Y	<ul style="list-style-type: none"> • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Consultation Statement • Copies of consultation notifications • Records of discussion 	<p>The Council maintains a Local Plan database with all bodies and other persons identified. Details of the consultation are contained within the Consultation Statements produced at each stage.</p> <p>Details of specific engagement undertaken with bodies prescribed under the Duty to Co-operate are set out in the Duty to Co-operate Statements produced at each stage.</p> <p>The latest version of the Consultation Statement and Duty to Co-operate Statements will be published at the point of submission.</p>
	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 (<i>Preparation of local development documents</i>)</p> <p>NPPF Para 27 and 35 (<i>Statements of common ground; soundness</i>)</p>	Y	<ul style="list-style-type: none"> • Statement of Community Involvement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Consultation Statement 	<p>The consultation covers a partial review of a Local Plan and it is appropriate to ensure the widest possible consultation.</p> <p>The consultation has been guided by the content of the Council’s Statement of Community Involvement and has fulfilled the requirements of the Duty to Co-</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<p>operate through programming effective and ongoing dialogue with prescribed bodies, including meetings with neighbouring authorities and significant statutory consultees and undertakers (e.g. GLA, Natural England, Environment Agency etc).</p> <p>After each consultation stage undertaken to date, a Consultation Statement and Duty to Co-operate Statement has been prepared.</p> <p>The latest version of the Consultation Statement and Duty to Co-operate Statement will be published at the point of submission.</p>
	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 	<p>P&CPA Section 19 (<i>Preparation of local development documents</i>)</p> <p>T&CPA Regulation 17, 18, 19 and 22 (<i>Preparation, publication, submission of local plan / local plan documents</i>)</p>	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement 	<p>After each consultation stage undertaken to date, a Consultation Statement and Duty to Co-operate Statement has been prepared.</p> <p>The latest version of the Consultation Statement and Duty to Co-operate Statement will be published at the point of submission.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<p>the main issues have been addressed in the local plan policies update.</p>	<p>NPPF Para 16, 24-27, and 35 <i>(plan-making; maintaining effective cooperation; soundness)</i></p>			<p>These documents address all of the regulatory requirements listed.</p>
	L / PM	<p>Have you consulted on the following emerging documents alongside your first draft plan so that they can be reviewed against representations and policy options and alternatives as they are developed?</p> <ul style="list-style-type: none"> ● Sustainability Appraisal; and ● Habitats Regulations Screening Assessment (or Habitats Regulations Assessment if one has been developed at this stage) 	<p>P&CPA Section 19 <i>(Preparation of local development documents)</i> and Section 39 <i>(Sustainable development)</i></p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 2001/42/EC</p>	Y	<ul style="list-style-type: none"> ● 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 ● Consultation Statement 	<p>As discussed above, the Sustainability Appraisal and Habitats Screening Assessment have been updated and published at each formal consultation stage of the Local Plan.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			The European Directive 92/43/EEC NPPF Para 32 <i>(Sustainability appraisal)</i>			
		Stage E: Developing the submission version of the policies update				
	PM	Taking account of the consultation have you considered whether there is a need for further evidence and / or evidence to be updated to support the policy options set out in your plan?	P&CPA Section 13 <i>(Survey of area)</i> and Section 20 <i>(Independent examination)</i>	Y	<ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies 	Evidence has been prepared throughout the plan making process, and data will continue to be gathered into the future and will need to be considered at Examination. The main evidence which has informed the Local Plan Partial Review are a Housing Needs Assessment and Whole Plan Viability Assessment, which are analysed further, alongside wider evidence, in a Housing Background Paper. Following receipt of representations at the Regulation 19 stage, further updates to this evidence base have been planned to ensure the evidence base is as

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						clear and comprehensive as possible.
	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>P&CPA Section 13 (<i>Survey of area</i>) and Section 20 (<i>Independent examination</i>)</p>	Y	<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 	<p>No further consultation is currently considered necessary, other than that which the Inspector may direct to address any subsequent modifications proposed to the Local Plan.</p> <p>The Council is committed to ongoing and effective engagement with key stakeholders and will continue this engagement with a view to agreeing Statements of Common Ground with these stakeholders prior to the examination of the Local Plan.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	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 Section 19(5) <i>(Preparation of LDDs, sustainability appraisal)</i></p> <p>Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	Y	<ul style="list-style-type: none"> ● Sustainability Appraisal 	The Sustainability Appraisal has been revised for each version of the Local Plan. The proposed policies are clearly justified against reasonable alternatives.
	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?	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>The European Directive 92/43/EEC</p> <p>NPPF Para 32 <i>(Sustainability appraisal)</i></p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	The Habitats Screening Assessment has been revised for each version of the Local Plan which included the conclusion that Appropriate Assessment is not required.
	L	Have you updated your Equalities Impact Assessment?	Equality Act 2010	Y	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	An Equality Impact and Needs Assessment has been prepared and revised for each version of the Local Plan.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	Have you taken account of all of the representations received from all person(s) in response to the consultation(s) in Stage D? Have you recorded how the main issues have/will be addressed in your draft consultation statement?	T&CPA Regulation 17, 18 and 22 <i>(Preparation, publication, submission of local plan / local plan documents)</i>	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement ● Local Plan ● Relevant correspondence 	A Consultation Statement covering all representations received to the Regulation 18 and Regulation 19 consultations, and which includes the main issues raised through these consultations and a Council response to all representations, has been prepared. The latest version of this Consultation Statement will be published at the point of submission.
	PM	Have you considered whether or not you intend to confirm the housing land supply through the independent examination process? If so, have you clearly stated this within your Regulation 19 Submission local plan policies update and have you ensured that you will engage appropriately with developers and others with an interest in housing delivery on the housing land supply?	NPPF para 75 <i>(housing five year supply)</i> T&CPA Regulation 17, 18 and 22 <i>(Preparation, publication, submission of local plan / local plan documents)</i>	Y	<ul style="list-style-type: none"> ● Local Plan ● Relevant correspondence 	The Local Plan Partial Review does not address housing land supply.
	PM	Does your local plan policies update include a trajectory illustrating the expected rate of housing delivery over the plan period? Will your local plan policies update provide for a 5 year supply of deliverable housing sites (incorporating the appropriate buffer) on	NPPF paras 11, 74 and 75 <i>(sustainable development; maintaining supply and delivery)</i>	Y	<ul style="list-style-type: none"> ● Local Plan 	The Borough’s housing land supply is set out within Policy SDS1 of the adopted Local Plan, the HELAA and the Council’s AMR. There’s no requirement to confirm this through the Examination process for the local plan partial review as it

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		adoption against the housing requirement (which is informed by a local housing need assessment conducted using the standard method as a starting point)?				does not relate to the six policies included in the review.
		Stage F: Independent examination and adoption				
	PM	Have you obtained the relevant authority permissions to publish the submission version of the local plan policies update? You may want to consider including approval to submit this to the Secretary of State (Planning Inspectorate)		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	Authority to submit the Regulation 19 version of the Local Plan (24-320) was given in November 2024.
	L	Have you made clear where and within what period representations must be made?	T&CPA Regulation 17, 19, 20 and 35 <i>(Preparation, publication, submission of local plan / local plan documents; availability of documents)</i>	Y	<ul style="list-style-type: none"> Report or record of decisions 	The Regulation 19 consultation period ran between 13 th January 2025 and 24 th February 2025. A Statement of Representations Procedure was published alongside the consultation which made the period and methods clear.
	L	Have you published on your website and made copies of the following available for inspection: <ul style="list-style-type: none"> the proposed submission documents the statement of the representations procedure 	T&CPA Regulations 19 and 35 <i>(Submission of local plan / local plan documents; availability of documents)</i>	Y	<ul style="list-style-type: none"> Statements and record of where and when documents were made available Consultation Statement 	All of these documents were published online as part of the Regulation 19 consultation . A Statement of Representations Procedure was published alongside the consultation which made the

	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"> 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>				<p>period and methods clear. A letter or email was sent to the consultees contained on the Local Plan database notifying them of the details of the consultation including the relevant documentation. Notifications were also sent via Brightside online, residents associations, social media and the Council’s website. Copies of the document were made available in the Town Hall and in libraries throughout the borough.</p> <p>Further information on the methods used to promote and manage the consultation are set out in the Consultation Statement.</p>
	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) <i>(Publication of a local plan)</i>	Y	<ul style="list-style-type: none"> Consultation Statement Evidence of notifications (email) 	<p>A letter or email was sent to the consultees contained on the Local Plan database (including the specific consultation bodies) notifying them of the details of the consultation including the relevant documentation. Notifications were also sent via Brightside online, residents associations, social media and the Council’s website. Copies of the document were made available</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<p>in the Town Hall and in libraries throughout the borough.</p> <p>Further information on the methods used to promote and manage the consultation are set out in the Consultation Statement.</p>
	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) (<i>Publication of a local plan</i>)	Y	<ul style="list-style-type: none"> Consultation Statement Evidence of notifications (email) 	<p>A letter or email was sent to the consultees contained on the Local Plan database (including general consultation bodies) notifying them of the details of the consultation including the relevant documentation. Notifications were also sent via Brightside online, residents associations, social media and the Council’s website. Copies of the document were made available in the Town Hall and in libraries throughout the borough.</p> <p>Further information on the methods used to promote and manage the consultation are set out in the Consultation Statement.</p>
	L	Have you, on the day of publication, requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general	P&CPA Section 24 (<i>Conformity with regional strategy</i>)	Y	<ul style="list-style-type: none"> Copy of letter 	An email was sent to the GLA on at the commencement of the Regulation 19 consultation, seeking an opinion as to whether the

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		conformity of the local plan update with the spatial development strategy?	T&CPA Regulation 21 <i>(Conformity with London Plan)</i>			Regulation 19 version of the Wandsworth Local Plan Partial Review is in conformity with the London Plan under section 24 (4)(a) of the Planning and Compulsory Purchase Act 2004.
Getting ready for submission to PINS						
	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	Y		The Council has appointed a Programme Officer (Banks Solutions) to undertake this role on behalf of the Council and has agreed a Service Level Agreement with the Planning Inspectorate. Further logistical arrangements will be made in due course.
	PM	Have you obtained the relevant authority permissions to submit the plan to the Secretary of State via the Planning Inspectorate (PINS)		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	Authority to consult upon Regulation 19 (24-320) was given in November 2024 and included authority to submit the Local Plan to the Secretary of State. The Head of Spatial Planning has Delegated Authority to submit the Local Plan to the Secretary of State to be examined by PINS.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	Have you collated all of the representations made to the publication draft plan policies update?	P&CPA Section 20(3) <i>(Independent examination)</i> T&CPA Regulation 22(1)(e) <i>(Submission of documents)</i>	Y		Yes, all representations made at the Regulation 19 consultation stage have been included as an appendix to the Consultation Statement.
	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	Y		All representations made at the Regulation 19 consultation stage, have been included as an appendix to the Consultation Statement, alongside a unique ID. Contact details are available for each representor.
	L	Have you assembled the relevant supporting documents (documents relevant to the preparation of your plan which normally includes or comprises the evidence base)?	P&CPA Section 20(3) <i>(Independent examination)</i> T&CPA Regulation 22(1)(g)	Y	● Submission documents / Examination library	A submission library for the Local Plan has been prepared. This will be published at the point of submission.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			<i>(Submission of documents)</i>			
	PM	Do all of the documents that you will submit to the inspectorate have a unique reference listed in an 'Examination Library'?		Y	<ul style="list-style-type: none"> Submission documents / Examination library 	All submission documents will have a unique reference. This will be published in an index at the point of submission.
	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	Y		Any necessary redaction of representations has been carried out prior to publication.
	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) <i>(Independent examination)</i> T&CPA Regulation 22(1)(c) <i>(Submission of documents)</i>	Y	<ul style="list-style-type: none"> Consultation statement 	A Consultation Statement setting out this information has been prepared and will be published at the point of submission.
	L	Have you prepared a statement giving: <ul style="list-style-type: none"> the number of representations made under Regulation 22 a summary of the main issues raised 	P&CPA Section 20(3) <i>(Independent examination)</i>	Y	<ul style="list-style-type: none"> Consultation Statement The Statement as required in 	A Consultation Statement setting out this information has been prepared and will be published at the point of submission.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		OR <ul style="list-style-type: none"> Stating that no representations were made 	T&CPA Regulation 22(1)(c) <i>(Submission of documents)</i>		Regulation 22(1)(c) – this can be included in the Consultation statement	
	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	Y		This will be addressed at the relevant point in the process.
		Submission to PINS				
	L	Have you sent the Secretary of State (the Planning Inspectorate) a hard copy and electronic version of: <ul style="list-style-type: none"> a copy of the local plan policies update and (if prepared) policies map Have you sent the Secretary of State (the Planning Inspectorate) an electronic version of: <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&CPA Section 20(1) and 20(3) <i>(Independent examination)</i> T&CPA Regulations 22 <i>(Submission of documents)</i> See PINS Procedure Guide for Local Plan Examinations 2021	Y		This will have been completed at the Submission stage.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<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 				
		<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? 	<p>T&CPA Regulation 22(3) <i>(Submission of documents)</i> and 35(1)(b) <i>(Availability of documents)</i></p>			<p>This will have been completed at the Submission stage.</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"> 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)? 				
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) <i>(Independent examination)</i>		<ul style="list-style-type: none"> Copies of correspondence 	This will have been completed at the Submission stage.
L		Have you given notice to persons who have requested to be notified that submission has taken place?	T&CPA Regulation 22(3)(c) <i>(Independent examination)</i>		<ul style="list-style-type: none"> Copies of correspondence 	This will be completed at the appropriate stage of the process.
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? 	<p>P&CPA Section 20 <i>(Independent examination)</i></p> <p>T&CPA Regulations 24 <i>(Independent examination)</i> and 35</p>		<ul style="list-style-type: none"> Website 	This will be completed at the appropriate stage of the process.

	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"> notified those who have made representations on the published DPD which have not been withdrawn of these details? 	<i>(Availability of documents)</i>			
	L	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.	See Section 6 of the PINS Procedure Guide for Local Plan Examinations 2021 P&CPA Section 20 (7C) <i>(Independent examination)</i>		<ul style="list-style-type: none"> Schedule of proposed main modifications 	This request has been included in the cover letter accompanying the Local Plan for submission.
	L	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.	The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) The European Directive 2001/42/EC The Conservation of Habitats and Species Regulations 2017 (as amended)		<ul style="list-style-type: none"> Sustainability Appraisal (and any drafts) Equalities Impact Assessment Habitats Regulations Assessment screening report 	This will be completed at the appropriate stage of the process.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			The European Directive 92/43/EEC Equality Act 2010			
	L	If the plan policies update is sound, have you formally adopted the plan policies update in a full meeting of the local planning authority?	T&CPA Regulation 4(1) and (3) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000).		<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	This will be completed at the appropriate stage of the process.
	L	On adopting a Local Plan policies update, have you made publicly available a copy of the plan, an Adoption Statement and Sustainability Appraisal?	T&CPA Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.		<ul style="list-style-type: none"> Adoption Statement 	This will be completed at the appropriate stage of the process.