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Local Plan - Additional Evidence and Information: Guidance notes

Please read these guidance notes before completing the response form

Introduction

Lancaster City Council has published **additional evidence and information** to support the submitted Local Plan. A six week consultation will now take place **until 5pm Friday 15 February 2019**. Following your consideration of the additional evidence and information you are invited to make representations on the soundness of the plan, its legal compliance and conformity with duty to co-operate requirements.

Representations received after 5pm on Friday 15 February 2019 will not be accepted.

Valid representations will be forwarded for consideration by the Planning Inspector, Richard McCoy. The Inspector will determine whether the Local Plan is sound.

Please note: It is not necessary to re-submit representations made at the formal publication stage (February-May 2018). All representations made at the formal publication have already been sent to the Inspector

The purpose of these guidance notes is to assist you in filling in the representation forms (Part A and Part B) correctly, as this will help the Planning Inspector when considering your views on the additional evidence and information.

If you would like assistance in completing your representation or have any other questions about the Local Plan, please contact:

Email: planningpolicy@lancaster.gov.uk

Tel: 01524 582383

Post: Directorate of Economic Growth and Regeneration, Planning and Housing Policy Team, Lancaster City Council, Lancaster Town Hall, PO Box 4, Lancaster, LA1 1PJ.





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Part A - Personal Details

Please note that it is not possible for anonymous representations to be considered. Representations will be published on the Council's website and submitted to the Inspector. Address and contact details will be removed from published responses, however, your name and any other information you choose to provide in your comments (including any information which allows people to identify you) will be published.

The Council reserves the right not to publish or take into account any representations which it considers offensive or defamatory.

Please supply an email address if you have one as it will allow us to contact you electronically. Everyone who submits a representation will be added to the relevant database (if not already included) so that we can keep you up to date with progress. If you do not wish to be contacted in this way please let us know.

If an agent or consultant has been engaged to act on your behalf please fill in both sets of details in full. Correspondence will be sent to the agent. If you are a landowner with an agent acting on your behalf, please ensure that your agent knows the site name and reference number that your site has been given.

Part B - Representation

Soundness

Soundness is explained in the 2012 National Planning Policy Framework (NPPF) paragraph 182. The Inspector has to be satisfied that the Local Plan is positively prepared, justified, effective and consistent with national policy.

More details and further guidance on what is meant by the term 'soundness' can be found below and at; www.planningportal.gov.uk

Positively prepared

This means that the Local Plan should be prepared based on a strategy that seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.

Justified

The Local Plan should be the most appropriate strategy when considered against reasonable alternatives, based on a proportionate, robust and credible evidence base.

Effective

The Local Plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities, sound infrastructure delivery planning and no regulatory or national planning barriers. It should be flexible to changing circumstances.

Consistent with national policy

The Local Plan should be consistent with national policy. Departure "from national policy" must be clearly justified.

If you think the content part of the Local Plan is not sound because it does not include a policy where it should do, you should go through the following steps before making representations:

- Is the issue with which you are concerned already covered specifically by national planning policy? If so it does not need to be included?
- Is what you are concerned with covered by any other policies in the Local Plan on which you are seeking to make representations or in any other Plan?
- If the policy is not covered, how is the Local Plan unsound without the policy?
- If the Local Plan is unsound without the policy, what should the policy say?

Legal Compliance and Duty to Co-operate

You should consider the following before making a representation on legal compliance:

- The DPD should be included in the current Local Development Scheme (LDS) and the key stages should have been followed.
- The process of community involvement for the DPD in question should be in general accordance with the Statement of Community Involvement (SCI).
- The DPD should comply with the Town and Country Planning (Local Planning)



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(England) Regulations 2012 (the Regulations). On publication, the Local Planning Authority must publish the documents prescribed in the Regulations; making them available on its website and at its principal offices. It must also notify the Local Plan Consultation bodies (as set out in the Regulations) and any persons who have requested to be notified.

- The LPA must provide a Sustainability Appraisal Report. This should identify the process by which it has been carried out, baseline information used to inform the process and the outcomes of that process.

You should consider the following before making a comment on compliance with the Duty to Co-operate:

- The 2011 Localism Act introduced the 'Duty to Co-operate' and amends the Planning and Compulsory Purchase Act 2004. The Local Planning Authority is expected to have fulfilled the requirements set out in Section 110 of the Localism Act, including a requirement for LPAs to engage constructively, actively and on an ongoing basis to maximize the effectiveness of Local Plan preparation in the context of cross boundary matters.

References

Please specify which additional evidence or information you are referring to and which section of the Publication Local Plan your comments relate to, by choosing one of the following;

Part One: Strategic Policies & Land Allocations Development Plan Document (DPD)

Part Two: Development Management Development Plan Document (DPD)

Which part of the DPD are you responding to (please use one form per submission):

Paragraph: for a representation on wording or paragraph content

Policy: for a representation on the wording or inclusion or omission of a policy

Other: for example a map inset number, site reference or the wording or content of tables or appendices

Modifications

It will be helpful if you also say precisely how you think the Local Plan should be modified. Representations should cover succinctly all information, evidence and supporting information necessary to support/justify the representation and suggested modification, as there will not normally be a further opportunity to make submissions based on the original representation made at Publication.

Where there are groups who share a common view on how they wish to see the Local Plan modified, it would be very helpful for that group to send a single representation that represents the view. In such cases, the group should indicate how many people it is representing and how the representation has been authorised.

Examination

Valid representations will be forwarded for consideration by the Planning Inspector, Richard McCoy, at the Public Examination. The Inspector will determine the most appropriate procedure to adopt to hear those who choose to participate at this stage. If you would like to appear and speak at the hearings, please state this and explain in the space provided why you consider it is necessary that you participate. Appearance at the hearings will be at the Inspector's discretion.

Representations can be sent:

- Via the Council's online representation form:
<https://www.surveymonkey.co.uk/r/LocalPlanConsultation>
- By completing a representation form which can be emailed to:
planningpolicy@lancaster.gov.uk
- Or posted to: Directorate of Economic Growth and Regeneration, Planning and Housing Policy Team, Lancaster City Council, Lancaster Town Hall, Dalton Square, PO Box 4, Lancaster, LA1 1PJ.



**Representations received after 5pm
on Friday 15 February 2019
will not be accepted.**



Local Plan Consultation on Additional Evidence and Information Representation Form

The period for making representations closes at 5pm on Friday 15 February 2019.

Please note: It is not necessary to re-submit representations made at the formal publication stage (February-May 2018). All representations made at the formal publication have already been sent to the Inspector.

This form has two parts:
 Part A - Personal Details and Part B - Your comments

Please read the Guidance Notes before completing the representation form

PLEASE USE A SEPARATE FORM FOR EACH POLICY, CHAPTER OR PARAGRAPH YOU WISH TO COMMENT ON.

PART A

1. Personal Details

Title	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Organisation <i>(Where relevant)</i>	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Post Code	<input type="text"/>
E-mail Address	<input type="text"/>
Telephone Number	<input type="text"/>

2. Agent's Details (if applicable)

Title	<input type="text"/>
First Name Last	<input type="text"/>
Name	<input type="text"/>
Organisation	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Post Code	<input type="text"/>
E-mail Address	<input type="text"/>
Telephone Number	<input type="text"/>



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PART B

Please Note: You do not need to return this form if you have completed an online representation form for this consultation. Duplicates will not be considered.

Before completing Part B, please tick the box to show you have read the guidance notes.

PLEASE USE A SEPARATE FORM FOR EACH POLICY, CHAPTER OR PARAGRAPH YOU WISH TO COMMENT ON.

1. Please specify which Development Plan Document your comments relate to.

Strategic Policies & Land Allocation DPD OR	<input type="checkbox"/>
Development Management DPD	<input type="checkbox"/>

2. In light of the additional evidence and information, do you consider the Local Plan to be sound?

Yes No

3. If you answered 'no', please indicate on the ground(s) on which you consider the Local Plan to be unsound:

The DPD is not positively prepared	<input type="checkbox"/>
The DPD is not justified	<input type="checkbox"/>
The DPD is not effective	<input type="checkbox"/>
The DPD is not consistent with national policy	<input type="checkbox"/>

4. In light of the additional evidence and information, do you consider the Local Plan to be legally compliant?

Yes No

5. If you answered 'no', please indicate on the ground(s) on which you consider the Local Plan to not be legally compliant

The DPD is not included in the Council's Local Development Scheme and the key stages have not been followed	<input type="checkbox"/>
The process of community engagement for the DPD is not in general accordance with the Council's Statements of Community involvement	<input type="checkbox"/>
The DPD does not comply with the Town and Country Planning (Local Planning) (England) Regulations 2012	<input type="checkbox"/>
A Sustainability Appraisal Report has not been published and/or its baseline information and conclusions have not been used to inform the DPD	<input type="checkbox"/>
The DPD has not had regard to national planning policy	<input type="checkbox"/>
The Council has not followed the 'Duty to Co-operate' requirements set out in Section 110 of the Localism Act 2011	<input type="checkbox"/>



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6. In light of the additional evidence and information, please set out what modification(s) you consider necessary to resolve your objection and make the Local Plan sound, having regard to the matter(s) you have identified. You will need to say why this modification will make the Local Plan sound. It will be helpful if you could provide your suggested revised wording of any policy or text. Please reference the policy, chapter or paragraph and be as precise as possible.

Continue onto a separate page if required



Examination

If your representation is seeking a modification, do you wish to participate at the oral part of the Examination?

Yes, I wish to participate at the oral examination

No, I do not wish to participate at the oral examination

If you wish to participate at the oral part of the Examination, please outline why you consider this to be necessary. Please note that the Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate at the oral part of the examination.

Continue onto a separate page if required

Representations made may be accompanied by a request to be notified at a specified address of the publication of the recommendations of the planning inspector and/or of the adoption of the Local Plan. Please indicate if you wish to be notified:

If you would like to receive email updates on future Local Plan consultations and other planning policy issues, please join the council's planning policy consultation list by visiting www.lancaster.gov.uk/planning-policy-consultations

Signed:

Dated:

**Thank you for your representation. Please return by 5pm on 15 February 2019.
Late representations will not be accepted.**