

The 2013 checklist provided by the Planning Advisory Service, which is based on Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012, has been used to support the Richmond Local Plan Examination in Public. A separate soundness self-assessment checklist has been completed, which should be used alongside the Legal Compliance Checklist.

Glossary:

"Act" means the Planning and Compulsory Purchase Act 2004 (as amended)

"NPPF" means the National Planning Policy Framework published March 2012

"Regulations" means the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012

LDS means Local Development Scheme

SCI means Statement of Community Involvement

DPD means Development Plan Document

Stage one: The early stages

Where the 'possible evidence' column refers to a document that will not be complete until a later stage (for example, the sustainability appraisal report), documents that will contribute to that report are relevant at the earlier stages. This way, the submitted report provides the evidence at submission, with an audit trail back to its source.

In terms of legal compliance, the main issues for the early stage are in relation to:

- planning for community engagement
- planning the sustainability appraisal (including consultation with the statutory environment consultation bodies)
- identifying significant cross boundary and inter-authority issues
- ensuring that the plan rests on a credible evidence base, including meeting the Act's requirement for keeping matters affecting the development of the area under review.

Regulation 17 notes that a statement setting out which bodies and people the council invited to make representations under Regulation 18 is one of the proposed submission documents. In this tool, the term 'consultation statement' is used to describe this statement.

Section 33A of the Act (introduced by the Localism Act 2011) introduces a duty to cooperate as a mechanism to ensure that local planning authorities and other bodies engage with each other on issues which are likely to have a significant effect on more than one planning area. This pervades every stage of the plan preparation. A plan may be found unsound if a council cannot show that it has taken reasonable steps to comply with the duty.

Stage one: The beginning

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
1. Is the DPD identified in the adopted LDS? Have you recorded the timetable for its production?	The Act section 15(2) and section 19(1)	NPPF para 153		i. The adopted LDS at the time of commencement, publication and submission of the DPD ii. The relevant authority monitoring report (if changes need to be explained)	Yes, the Plan is prepared in line with the Local Development Scheme . The LDS was updated in January 2017 to ensure it reflects the correct timetable for publication and submission of the Local Plan.
2. How will community engagement be programmed into the preparation of the DPD?	The Act section 19(3) Regulation 18	NPPF paras 150, 155 and 157	If the SCI is up-to-date, use that. If not set out any changes to community engagement as a result of changes in legislation.	i. The SCI ii. The project plan for the DPD	<p>Public consultation is carried out in line with the Council's Statement of Community Involvement (SCI):</p> <ul style="list-style-type: none"> • Statement of Community Involvement (adopted 2006) • Addendum to the Statement of Community Involvement (2009) • Addendum to the Statement of Community Involvement (2015) <p>The SCI also sets out the different consultation methods that can be used in the preparation of a DPD.</p>

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3. Have you considered the appropriate bodies you should consult?	Regulation 18	NPPF paras 4.25 -4.26	<p>Regulation 2 defines the general and specific consultation bodies.</p> <p>The possible evidence may duplicate each other. Only use what you need to.</p>	i. The SCI ii. Reports and decisions setting out the approach to specific and general consultation bodies iii. Consultation statement	<p>Yes, the general consultation bodies are considered in the SCI (see links above). In addition, the Council has built up an extensive database of groups and individuals that are consulted on a regular basis on local plan making activities.</p> <p>The consultation bodies are also considered in the Statement of Consultation Part I (January 2017); this includes comments and analysis of responses of the early informal consultation and Regulation 18 consultation.</p>
4. How you will co-operate with other local planning authorities, including counties, and prescribed bodies, to identify and address any issues or strategic	The Act section 33A(1)(a) and (b), section 33A(3)(d) (e) & (4) The Act Section 20(5)(c) Regulation 4	NPPF paras 178 to 181 (which comprise the guidance referred to in the Act section 33A(7)) Under NPPF Para 182, to be 'Effective' a plan should be based on effective joint working on cross-	<p>Section 33A(4) defines a "strategic matter".</p> <p>Under section 33A(6) the required engagement includes considering joint approaches to the plan making activities (including the preparatory activities) and</p>	i. Reports and decisions setting out the approach to be taken ii. Consultation statement	<p>Richmond Council's Cabinet at its meeting on 2 July 2015 agreed the review of the existing policies contained within the Core Strategy (2009) and Development Management Plan (2011). This report also considered the consultation requirements of the Local Plan.</p> <p>The Council carried out an early (non-statutory)</p>

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priorities that will have a significant impact on at least two planning areas?		<p>boundary strategic priorities.</p> <p>Strategic priorities are listed at NPPF Para 156</p>	<p>considering whether to agree joint local development documents under section 28.</p> <p>The bodies prescribed by section 33A(1)(c) are set out at Regulation 4(1).</p>		<p>consultation on the scope and rationale for review of existing planning policies. This provided the opportunity for early engagement with Duty to Co-operate bodies and specific Duty to Co-operate meetings were held with all the relevant prescribed bodies, except Natural England, who confirmed that due to time and resource constraints they would deal with the Council through written correspondence.</p> <p>During the Regulation 18 consultation, the Council dealt with Duty to Co-operate matters via individual and bespoke emails on a one to one basis with each of the prescribed bodies considered of relevance to the Local Plan.</p> <p>Further information can be found in the Statement of Consultation Part I (January 2017) and in the Duty to Co-operate Statement (January</p>

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
					2017).
5. How you will co-operate with any local enterprise partnerships (LEP) or local nature partnerships (LNP) to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?	The Act section 33A(1)(c) and section 33A(9), section 33A(3)(d) and (e) The Act section 20(5)(c). Regulation 4	NPPF paras 178 to 181	Section 33A(4) defines a "strategic matter". Strategic priorities are listed at NPPF Para 156. Regulation 4(2) prescribes LEPs and LNPs for the purposes of section 33A(9). Under section 33A(6) the required engagement includes consulting on joint approaches to relevant activities.	i. Reports and decisions setting out the approach to be taken. ii. Consultation statement	The GLA confirmed at a Duty to Co-operate meeting early 2016 that the Local Nature Partnership no longer exists in London. In addition, the GLA confirmed at the same meeting that the Council would need to contact the London Enterprise Panel (the Local Enterprise Partnership for London) separately; however, no response was received.
6. Is baseline information being collected and evidence being gathered to keep the matters which affect the development of the area under	The Act section 13	NPPF paras 158 - 177		i. Documents dealing with collection of baseline information ii. Relevant technical studies iii. The annual monitoring report	The Council developed a robust and credible evidence base, and various studies and research was commissioned specifically to support the Local Plan Review. The evidence is available on the Council's Local Plan research website .

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review?					
7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section19(5)	NPPF paras 165 and 167 Strategic Environmental Assessment Guide, chapter 5		i. Sustainability report scoping document ii. Sustainability appraisal report	<p>Yes, in 2015, the Council reviewed the Sustainability Appraisal (SA) Scoping Report (incorporating Strategic Environmental Assessment requirements), and consultation on the draft report took place alongside the early non-statutory consultation on the scope of the review of the existing policies.</p> <p>The SA Scoping Report sets out the relevant baseline information and data in relation to the social, environmental and economic issues of the area, and the report identified the key sustainability issues for the borough, which led to the development of the SA framework and objectives to test the performance of the Plan against.</p> <p>The Regulation 18 consultation was accompanied by the Sustainability Appraisal of the Pre-Publication Local Plan</p>

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					(2016).
8. Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal report?	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	NPPF paras 165 and 167 SEA Guide chapter 3	The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2).	Copies of the consultation letters sent to and any responses from the bodies	Yes. Consultation on the draft revised Sustainability Appraisal Scoping Report (incorporating the requirements of SEA) took place from 4 February until 8 February 2016 (5 weeks), and Natural England, Historic England and the Environment Agency were consulted. In addition, the draft Scoping Report was made available alongside the consultation on the scope and review of the existing policies. The responses received on the draft Scoping Report have been taken into account and where relevant incorporated into the final version of the Scoping Report .

Stage two: Plan preparation - frontloading phase

Information assembled during this phase contributes to:

- showing that the procedures have been complied with
- demonstrating cooperation with statutory cooperation bodies
- developing alternatives and options and appraising them through sustainability appraisal and against evidence.

The council should record actions taken during this phase as they will be needed to show that the plan meets the legal requirements. They will also show that a realistic and reasonable approach has been taken to plan preparation.

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Stage two: Plan preparation

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
1. Have you notified: <ul style="list-style-type: none"> the specific consultation bodies? the general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents? 	Regulation 18(1) and (2)(a) (b)	NPPF paras 159 – 173	Specific and general consultation bodies are defined in Regulation 2.	i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies have been omitted from or included in consultation	<p>Yes, the specific and general consultation bodies were consulted on the Regulation 18 Pre-Publication version over a 6 week period from 8 July until 19 August 2016.</p> <p>The Council considered all responses received on the Pre-Publication Local Plan consultation and the appendices. The analysis is set out in the Summary of main issues raised during public consultation on the Pre-Publication Local Plan, December 2016, which includes a summary of all responses received and the Council's response.</p>
2. Are you inviting representations from people resident or carrying out business in your area about the content of the DPD?	Regulation 18(1) and (2)(c)	NPPF paras 159 – 173		i. Consultation statement ii. Copies of documents consulting these persons iii. Record of discussions iv. Copies of representations made	The Council has built up an extensive database of groups and individuals (approximately 1,700 contacts) that are consulted on a regular basis on local plan making activities. This includes residents as well as businesses in the borough, including residents' and amenity associations as well as business associations and groups. Also

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					see the Statement of Consultation Part I (January 2017).
3. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 18	NPPF para 155	NPPF paras 160-171 4.29 give examples of relevant bodies which should be consulted.	i. Consultation statement ii. Copies of documents consulting these people iii. Record of discussions	Yes. The Council has engaged with stakeholders responsible for delivery throughout the preparation of the Local Plan as well as part of the update of the Infrastructure Delivery Plan (2017). Also see the Statement of Consultation Part I (January 2017).
4. Are you taking into account representations made?	Regulation 18(3)	NPPF para 155	Evidence from participation is part of the justification. Show how you have taken representations into account.	i. Consultation statement ii. Any reports on the selection of alternatives and options for the DPD	Yes, the Local Plan Statement of Consultation Part I (January 2017) sets out how we took representations from the Regulation 18 consultation into account. Also see the Local Plan Sustainability Appraisal report that accompanied the Regulation 18 consultation and the responses received .
5. Does the consultation contribute to the development and sustainability appraisal of	The Act section19(5) Regulations 12 and 13 of The	NPPF paras 165 – 168 SEA Guide, chapter 3		i. Consultation statement ii. Any reports on the selection of alternatives and options for the DPD	Yes. The Sustainability Appraisal (incorporating the requirements of SEA) which was carried out to support the Regulation 18 consultation considered the options and alternatives.

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alternatives?	Environmental Assessment of Plans and Programmes Regulations 2004 No 1633			iii. Sustainability appraisal report	<p>The findings of the SA process concluded that the draft Local Plan, both its policies and its site allocations, are well designed to deliver sustainable development. In addition, it identified that the Local Plan objectives are very supportive of the delivery of the Sustainability Appraisal objectives, and the policies in the draft Local Plan aim to provide for the necessary growth of the borough within its environmental, social and economic capacity and constraints.</p> <p>Also see the Local Plan Statement of Consultation Part I (January 2017).</p>
6. Is the participation: <ul style="list-style-type: none"> • following the principles set out in your SCI? • integrating involvement with the sustainable community strategy? • proportionate to the scale of issues involved in the DPD? 	The Act section19(3)	NPPF para 155		i. Consultation Statement ii. The SCI iii. The relevant sustainable community strategies	<p>Yes, the principles set out in the Statement of Community Involvement have been followed. See the following</p> <ul style="list-style-type: none"> • Statement of Community Involvement (adopted 2006) • Addendum to the Statement of Community Involvement (2009) • Addendum to the Statement of Community Involvement (2015)

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					<p>Section 2.1 of the Local Plan sets out the strategic context, including the Borough's Community Plan 2016 – 2020, which sets out The Richmond Partnership's vision for the borough and describes how the Council and its partners will engage and involve the local community.</p> <p>Participation and consultation has been proportionate to the scale of issues involved in the Local Plan.</p> <p>Also see the Local Plan Statement of Consultation Part I (January 2017).</p>
<p>7. Are you keeping a record of:</p> <ul style="list-style-type: none"> • the individuals or bodies invited to make representations ? • how this was done? • the main issues raised? 	<p>The Act section20(3) Regulation 17</p>	<p>NPPF paras 158 - 171</p>	<p>You will need to submit a statement of representations under Regulation 22 (1) (c): see Submission stage below. Regulation 35 deals with the availability of documents and</p>	<p>i. Consultation statement ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence iv. Technical reports on the engagement process</p>	<p>Yes, the Council keeps copies of all the representations and relevant correspondence made during the consultation of the Local Plan.</p> <p>The Council considered all responses received on the Pre-Publication Local Plan consultation and the appendices. The analysis is set out in the Summary of main issues raised during public consultation on the Pre-Publication Local</p>

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			the time of their removal.		Plan, December 2016 , which includes a summary of all responses received and the Council's response.
8. Are you inviting representations on issues that would have significant impacts on both your areas from another local planning authority? Or county issues from an affected county council that is not a planning authority? Or significant cross-boundary issues and strategic priorities of a body prescribed under Section 33A(1)(c)?	The Act section 33A(1)(a) (b) and (c), section 33A(3)(d) & (e) section 33A(4) section 33A(9) The Act section 20 (5)(c)	NPPF paras 178 to 181	Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation. Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.	i. Consultation statement ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence iv. Technical reports on the engagement process	Yes. Following early engagement with Duty to Co-operate bodies in early 2016, during the Regulation 18 consultation in the summer 2016, the Council dealt with Duty to Co-operate matters via individual and bespoke emails on a one to one basis with each of the prescribed bodies considered of relevance to the Local Plan. Further information can be found in the Statement of Consultation Part I (January 2017) and in the Duty to Co-operate Statement (January 2017).
9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership (LEP) or a local nature	The Act section 33A(1)(c) and Section 33A(9). The Act section 20(5)	NPPF paras 178 to 181	Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan	i. Consultation statement ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence	The GLA confirmed at a Duty to Co-operate meeting early 2016 that the Local Nature Partnership no longer exists in London. In addition, the GLA confirmed at the same meeting that the Council would need to contact

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partnership (LNP)?	(c). Regulation 4		preparation. Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.	iv. Technical reports on the engagement process	the London Enterprise Panel separately; however, no response was received.
10. Are you developing a framework for monitoring the effects of the DPD?	The Act section 35 Regulation 34 Regulation 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363	NPPF paras 165 - 1687 SEA Guide, Chapter 5	It is a matter for each council to decide what to include in their monitoring reports while ensuring they are prepared in accordance with relevant UK and EU legislation” Chief Planning Officer letter 30 March 2011 withdrawing ODPM guidance.	i. Sustainability appraisal report ii. The authority monitoring report iii. Reports or documents setting out the appraisal and monitoring framework	Section 13 of the Plan sets out the implementation and delivery of the Plan. This is supported by an updated Infrastructure Delivery Plan (2017). In addition, the Local Plan is supported by a Monitoring Framework (May 2017), which has been informed and includes significant effects indicators that form part of the Sustainability Appraisal process. Key aspects of monitoring continue to be undertaken on an annual basis and are reported as part of the Authority's Monitoring Reports .

Stage three: Plan preparation - formulation phase

This stage has many legal matters, for process and content, to address. The council should be beginning to formulate the preferred strategy for the local plan or supplementary planning document with which the council chooses to address Regulation 18 requirements, using the information gathered and previous collaborative work with stakeholders.

Para 182 of the NPPF makes it clear that explicit consideration of alternatives is a key part of the plan making process.

You should evaluate the reasonable alternatives identified in 'stage two: frontloading phase – plan preparation' phase against the:

- completed body of information from evidence gathering
- results of sustainability appraisal
- findings from community participation
- findings from engagement with statutory cooperation bodies.

This may be written up as a preferred strategy report. The results of participation on the preferred strategy and an accompanying sustainability report will enable the council to gauge the community's response and receive additional evidence about the options. The council can then decide whether, and how, the preferred strategy and policies should be changed for publishing the finished DPD.

Alternatives developed from the evidence and engagement during the frontloading stage need to be appraised to decide on the preferred strategy. Participation will also need to be carried out on it.

These matters need to be considered, and dealt with, in good time, and not left until publication. Supporting documents will assist in providing evidence that decisions on alternatives and strategy are soundly based. These documents will, in due course, become part of the proposed submission documents in stage four.

The council should tell all parties that this is the main participation opportunity on the emerging plan.. The publication stage is a formal opportunity for anyone to comment on an aspect of the DPD's soundness, and to propose a change to the plan accordingly. The more effectively this message is put across, the lower the chance of late changes being brought forward following publication.

Stage three: Plan preparation – writing the plan

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
1. Are you preparing reasonable alternatives for evaluation during the preparation of the DPD?	Regulation 12 (2) of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	NPPF paras 152 - 182 SEA Guide, Chapter 5	The sustainability appraisal report and supporting documents relevant to the preparation of the DPD are part of the proposed submission documents (see Regulation 17).	Documents supporting decisions on alternatives and any preferred strategy	<p>Yes. The Sustainability Appraisal (incorporating the requirements of SEA), which was carried out to support the Regulation 18 consultation, considered the options and alternatives.</p> <p>The findings of the initial SA process concluded that the draft Local Plan, both its policies and its site allocations, are well designed to deliver sustainable development.</p> <p>This report and consultation responses received were then used to inform the Regulation 19 Publication version of the Plan.</p> <p>The final report on the Sustainability Appraisal of the Publication Local Plan (2017) sets out how the SA process has influenced the choice of the strategy and content of policies in terms of what difference the SA process has made.</p> <p>Also see the Local Plan Statement of Consultation Part I (January 2017) and the Statement of Consultation Part II (May 2017).</p>

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
2. Have you assessed alternatives against: <ul style="list-style-type: none">• consistency with national policy?• general conformity with the regional spatial strategy where still in force?	The Act section19 (2), section 24	NPPF para 151	For London boroughs and local authorities where regional strategies are still in force general conformity is tested formally later but you need to consider it during preparation of the DPD.	i. Supporting documents ii. Correspondence with Mayor of London (London Boroughs and Mayoral Development Corporations only)	<p>The Council considers that there is no conflict with the NPPF. A Policy Background Paper was produced and updated at each stage which included assessments against national and regional guidance. Whilst objectively assessed needs cannot be met in relation to housing and employment (also see the Soundness Self-Assessment Checklist (May 2017)), paragraph 14 makes clear that needs should not be met if:</p> <ul style="list-style-type: none"> - any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole; or - specific policies in this Framework indicate development should be restricted. <p>The Council also considers that the Plan is in 'general conformity' with the Mayor of London's London Plan. A Duty to Co-</p>

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					<p>operate meeting and bespoke correspondence has taken place with the Greater London Authority (GLA) and Transport for London (TfL).</p> <p>TfL has objected to policy LP 45 and the proposed maximum parking standards. This was raised as part of the Mayor of London's response (which was received after the closing deadline for the Regulation 19 consultation and is therefore being treated as a 'late' response). Whilst the Council acknowledges that the parking standards for vehicles as set out in Appendix 3 of the Local Plan differ from the London Plan, the Council considers its parking standards to be in 'general conformity' with the London Plan as local evidence and justification has been set out in the Parking Standards Research (2016), in line with the criteria set out in paragraph 39 of the NPPF for setting local parking standards.</p>

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					<p>The GLA has been invited to make representations throughout the preparation of this Plan. However, it was not until the late response was received by the Mayor of London on the Regulation 19 consultation that they raised 'non-conformity' issues in relation to St Mary's University (Site Allocation SA 8) as they consider that due to the majority of the site being designated Metropolitan Open Land (MOL), it is not appropriate to allocate the site for development. The proposal site SA 8 has only undergone very limited changes and updates since the Regulation 18 consultation, where the Mayor did not raise specific issues relating to this site. Policy SA 8 acknowledges that this is a very constrained site (77% of the campus is designated as MOL). The Council is currently producing in co-operation with the University a Masterplan SPD for the estate in the borough. A consultation on ideas and options for development that take account of MOL constraints</p>

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					takes place until 22 May 2017. This includes considering increased densities on land not designated as MOL and reducing the size of built facilities and floorspace to the absolute minimum necessary to ensure efficiency. Whilst the aim is to maximise development opportunities on non-MOL land, the SPD will also consider the potential need for 'very special circumstances'. Therefore, the Council believes that SA 8 is in 'general conformity' with the London Plan. There are no development proposals for the site, and ideas and options are being considered in terms of how the St Mary's University estate could be developed, which will inform the development of the SPD later in 2017.
3. Are you having regard to (where relevant): <ul style="list-style-type: none"> • adjoining regional spatial strategies? • the spatial 	The Act sections 19 (2) and 24 (1) and (4) Regulation 10 and 21		Where the regional strategy has been revoked you should record that fact.	i. Supporting documents ii. Correspondence with the Mayor of London, relevant Welsh or Scottish regional planning bodies (as	Yes. The Local Plan is considered to be in 'general conformity' with the London Plan (also see above). The GLA have been invited to make representations throughout the preparation of this Plan and specific Duty to Co-operate engagement activities have

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<p>development strategy for London?</p> <ul style="list-style-type: none"> • Planning Policy for Wales? • the National Planning Framework for Scotland? 				<p>appropriate)</p> <p>iii. CLG notice of revocation of the regional strategy</p>	<p>taken place.</p> <p>In addition, it is considered to be consistent with national policy as set out in the NPPF.</p> <p>See also the Policy Background Paper which included assessment against national and regional guidance.</p>
<p>4. Are you co-operating with other local planning authorities including counties, to address significant cross boundary issues? Have you discussed doing joint local development documents?</p>	<p>The Act section 33A(2)(a)</p> <p>Section 33A(6)(a)(b)</p> <p>Section 20(5) (c)</p>	<p>NPPF paras 181 and 185</p>	.	<p>i. Supporting documents</p> <p>ii. Correspondence with LPA/County Council</p>	<p>Yes. The borough has consulted and co-operated with neighbouring local planning authorities at all stages of the Local Plan's preparation.</p> <p>The GLA also shares responsibility for strategic planning in London.</p> <p>Further information can be found in the Statement of Consultation Part I (January 2017) and the Statement of Consultation Part II (May 2017). Also see the Duty to Co-operate Statement (January 2017).</p>
<p>5. Are you cooperating with a person prescribed for the purposes</p>	<p>The Act section 33A(2)(a), section</p>	<p>NPPF paras 181 and 182</p>	<p>The bodies prescribed by The Act section 33A(1)(c) are set out at</p>	<p>i. Supporting documents</p> <p>ii. Correspondence with prescribed</p>	<p>See the Duty to Co-operate Statement (January 2017).</p> <p>Also see the Statement of Consultation Part I (January</p>

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of Regulation 33A(1)(c) to address significant cross boundary issues including preparing joint approaches?	33A(6)(a) The Act section 20 (5) (c) Regulation 4		Regulation 4 (1).	bodies	2017) and the Statement of Consultation Part II (May 2017).
6. Are you cooperating with having regard to the activities of the LEP and LNP?	The Act section 33A(2)(b) and section 33A(9). Regulation 4 (2)	NPPF para 181 and 182		i. Supporting documents ii. Correspondence with LEP/LNP	The GLA confirmed at a Duty to Co-operate meeting early 2016 that the Local Nature Partnership no longer exists in London. In addition, the GLA confirmed at the same meeting that the Council would need to contact the London Enterprise Panel separately; however, no response was received.
7. Are you having regard to: <ul style="list-style-type: none">• your sustainable community strategy or of other authorities whose area comprises part of the area of the council?	The Act section 19(2)			i. Supporting documents ii. The sustainable community strategies iii. Relevant local development documents iv. Correspondence with the local strategic partners	Section 2.1 of the Local Plan sets out the strategic context, including the Borough's Community Plan 2016 – 2020 , which sets out The Richmond Partnership's vision for the borough and describes how the Council and its partners will engage and involve the local community. As this Local Plan will supersede the existing Core Strategy and

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<ul style="list-style-type: none"> any other local development documents adopted by the council? 					<p>Development Management Plan, the only other DPDs are the Twickenham Area Action Plan and the West London Waste Plan, both of which will not be affected by the Local Plan.</p> <p>See the Duty to Co-operate Statement (January 2017) as well as the Statement of Consultation Part I (January 2017) and the Statement of Consultation Part II (May 2017) in relation to correspondence with local strategic partners.</p>
<p>8. Do you have regard to other matters and relevant strategies relating to:</p> <ul style="list-style-type: none"> resources the local/regional economy the local transport plan and transport facilities and services waste strategies 	The Act section19(2) Regulation 10		<p>As well as the matters and strategies listed in the Act and Regulations there are likely to be other matters identified in planning policy statements, regional and local strategies that you will need to have regard to in preparing the DPD.</p>	<p>i. Supporting documents ii. Correspondence with the relevant bodies</p>	<p>The employment and transport policies of the Local Plan have regard to the economy and transport facilities and services. Details of correspondence with Transport for London can be found in the Duty to Co-operate Statement (January 2017) as well as the Statement of Consultation Part I (January 2017) and the Statement of Consultation Part II (May 2017) in relation to correspondence with local strategic partners. The Local Plan also takes into account the Local Implementation Plan for Transport; also see the</p>

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
• hazardous substances					Infrastructure Delivery Plan (2017) . The Council has already developed and adopted in conjunction with the other West London Boroughs the West London Waste Plan (2015).
9. Are you having regard to the need to include policies on mitigating and adapting to climate change?	The Act section19(1A)	NPPF paras 93 - 108		Supporting documents	Yes. The Local Plan contains various policies relating to climate change mitigation and climate change adaptation. LP 20 focuses on climate change adaptation and LP 21 on flood risk, sustainable drainage and flood defences. Policy LP 22 on sustainable design and construction seeks to ensure that new development minimises energy use and requires use of decentralised energy, low and zero carbon technologies to minimise carbon dioxide emission reductions where possible. Policy LP 23 seeks to protect the borough's water resources and supplies whilst policy LP 24 seeks sustainable waste management practices in all developments.
10. Have you undertaken the	The Act section19(5)	NPPF para 182	Regulation13 of The Environmental	i. Reports on the sustainability of	Yes. The Sustainability Appraisal (incorporating the requirements

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	SEA Guide, Chapter 5	Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures.	i. alternatives ii. Record of work undertaken on sustainability appraisal iii. Supporting documents	of SEA), which was carried out to support the Regulation 18 consultation, considered the options and alternatives. The final report on the Sustainability Appraisal of the Publication Local Plan (2017) sets out how the SA process has influenced the choice of the strategy and content of policies in terms of what difference the SA process has made. See the Statement of Consultation Part I (January 2017) and the Statement of Consultation Part II (May 2017) in relation to consultation responses.
11. Are you setting out reasons for any preferences between alternatives?	Regulation 8(2)	NPPF para 182	This will include Information from the sustainability appraisal.	i. Any reports setting out alternatives and choices considered ii. Supporting documents	Yes. See the Sustainability Appraisal reports (links above).
12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal?	Regulations 17, 18(3) and 22 (1) (c) (iv) Regulation 13(4) of The Environmental	NPPF paras 150, 155, 157 and 159-171	Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive.	i. Correspondence from those making representations ii. Reports on issues raised iii. Consultation statement	Yes. See the Statement of Consultation Part I (January 2017) and the Statement of Consultation Part II (May 2017) in relation to consultation responses. These contain all the representations received during the Scoping, Regulation 18 and

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
Are you keeping a record?	Assessment of Plans and Programmes Regulations 2004 No 1633			iv. Sustainability appraisal report	<p>Regulation 19 consultations, including summaries of main issues raised.</p> <p>Also see the Sustainability Appraisal reports (links above).</p>
13. Where sites are to be identified or areas for the application of policy in the DPD, are you preparing sufficient illustrative material to:	<ul style="list-style-type: none"> • enable you to amend the currently adopted policies map? • inform the community about the location of proposals? 	Regulations 5 (1)(b) and 9	<p>NPPF para 157</p> <p>Regulation 2 defines the terms 'submission' and 'adopted' proposals map.</p> <p>A map showing changes to the adopted policies map is part of the proposed submission documents defined in Regulation 17.</p>	<ol style="list-style-type: none"> i. Adopted policies map ii. Any reports on proposals to amend the policies map iii. Illustrative material that shows how the policies map will be amended or replaced 	<p>Yes. The Publication version of the Plan is accompanied by a Proposals Map Changes document.</p> <p>In addition, the Local Plan sets out all the allocated land as well as other designations, which will be incorporated into the final version of the Proposals Map upon adoption of the Plan.</p>
14. Are the participation arrangements compliant with the SCI?	The Act, section 19(3) Regulation 18	NPPF paras 150 and 155		<ol style="list-style-type: none"> i. The SCI ii. Consultation statement 	<p>Yes. Public consultation was carried out in line with the Council's Statement of Community Involvement (SCI):</p> <ul style="list-style-type: none"> • Statement of Community Involvement (adopted 2006) • Addendum to the Statement

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
					<p><u>of Community Involvement</u> (2009)</p> <ul style="list-style-type: none"> • <u>Addendum to the Statement of Community Involvement</u> (2015). <p>See the <u>Statement of Consultation Part I</u> (January 2017) and the <u>Statement of Consultation Part II</u> (May 2017).</p>

Stage four: Publication

Under Regulation 20, the period for formal representations takes place **before** the DPD is submitted for examination in accordance with a timetable set out in the statement of the representations procedure which is made available at the council's office and published on its website.

When moving towards publication stage, the council should consider the results of participation on the preferred strategy and sustainability appraisal report and decide whether to make any change to the preferred strategy. In the event that changes are required, the council will need to choose either to:

- do so and progress directly to publication

OR

- produce and consult on a revised preferred strategy.

The latter may be appropriate where the changes to the DPD bring in changed policy or proposals not previously covered in community participation and the sustainability appraisal. It avoids having to treat publication as if it were a consultation, which it is not. It also provides insurance in relation to compliance with the Strategic Environmental Assessment Regulations. Legally, during any participation on a revised preferred strategy, you should:

- comply with the requirements of the SCI
- update the sustainability appraisal report.

The council should then produce the DPD in the form in which it will be published. This includes removing material dealing with the evaluation of alternatives and the finalisation of the text. The council should be happy to adopt the DPD in this form, and satisfied that it is sound and fit for examination.

The six weeks publication period is the opportunity for those dissatisfied (or satisfied) with the DPD to make formal representations to the inspector about its soundness. Only people proposing a change to the plan can expect to be heard at examination.

The possibility of change under certain circumstances (which should be exceptional) is allowed for in the new procedures, and is described in 'stage five: submission'.

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Stage four: Publication



Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
1. Have you prepared the sustainability appraisal report?	The Act section19(5) Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 165 - 168 SEA Guide Chapter 5		Sustainability appraisal report	Yes. See the final report on the Sustainability Appraisal of the Publication Local Plan (2017), which was publicly consulted on earlier in 2017.
2. Have you made clear where and within what period representations must be made?	Regulation 17, 19, 20 and 35		The period must not be less than 6 weeks from when you publish under Regulations 19 and 35 (see below).	i. Report or record of decisions ii. The statement of community interest	Yes. These were made clear by the consultation letters and email notifications, on the Council's website, the public notice and within materials in the main libraries. See the Statement of Consultation Part II (May 2017) for further information.
3. Have you made copies of the following available for inspection: <ul style="list-style-type: none">• the proposed submission documents?• the	Regulation 19(a)		Regulation 17 gives definitions.	i. Copies of the relevant statements ii. Report on where and when made available iii. Record of where and when made available	Yes. All consultation materials were made available for inspection at the Civic Centre in Twickenham as well as within the Borough's main libraries. In addition, the Council published guidance notes for respondents, which provided further information about how legal and procedural compliance,

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
statement of the representations procedure?					<p>“soundness”, and “Duty to Cooperate” is assessed. In addition, a representation form was made available to assist respondents in commenting on the Regulation 19 consultation.</p> <p>See the Statement of Consultation Part II (May 2017) for further information.</p>
4. Have you published on your website: <ul style="list-style-type: none"> • the proposed submission documents? • the statement of the representations procedure? • statement and details of where and when documents can be inspected? 	Regulations 19 and 35		Regulations 2 and 17 give definitions.	Record of publication	<p>Yes. All the proposed submission documents (referred to as ‘Publication’) including information as to where documents can be inspected was published on the Council’s website.</p>
5. Have you sent	Regulation 19(b)		Regulations 2 and	i. Copies of	The statement of

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>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 • The statement of the representations procedure? 			17 give definitions.	correspondence ii. Record of sending	<p>representations procedure was contained within the Public Notice that appeared in the Richmond and Twickenham Times on 6 January 2017. The consultation letter/email also contained information as to where and when documents can be inspected.</p> <p>Also see the Statement of Consultation Part II (May 2017) for further information.</p>
<p>6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> • the statement of 	Regulation 19(b)		Regulations 2 and 17 give definitions.	i. Copies of correspondence ii. Record of sending	<p>The statement of representations procedure was contained within the Public Notice that appeared in the Richmond and Twickenham Times on 6 January 2017. The consultation letter/email also contained information as to where and when documents can be inspected.</p> <p>Also see the Statement of</p>

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>the representations procedure?</p> <ul style="list-style-type: none"> • where and when the documents can be inspected? 					Consultation Part II (May 2017) for further information.
7. Have you requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the DPD spatial development strategy?	The Act section 24 Regulation 21		The request must be made on the day you publish the documents under Regulation 19(a) and a response must be made within six weeks from the request (Regulation 21).	Copies of correspondence	Yes. The Council has requested in writing, on 3 January 2017, (via letter and email) the opinion of the Mayor of London as to the general conformity of the Local Plan with the London Plan (i.e. the spatial development strategy). The Mayor's response was received after six weeks from the date of publication of the documents (i.e. the Mayor responded on 22 February, and the six week deadline was 15 February 2017).

Stage five: Submission

At the submission stage, the council should receive and collate any representations made at publication stage. You don't have to report these representations to councillors but there may be requirements deriving from other legislation, Standing Orders or council procedures that must be considered. Or you might just think it is a good idea to report on it anyway.

If they are reported it should be on the facts of the representations made, not the results of a consultation process by the council. They should not be treated as a consultation or an opportunity to make changes or answer representations. NB: under the 2012 Regulations there is no longer any requirement to give notice by local advertisement.

You should ensure you are in legal compliance with the SCI, the Habitats Directive and the Strategic Environmental Assessment Directive in any additional work. Any formal publication of additional or changed matters would need to allow at least a six-week period for representations to be made.

There are different approaches that could be taken to changes. You should be satisfied that you remain fully compliant with the legal requirements if any changes are made (and any consequential effects on the DPD as a whole).

Apart from notification of the examination, this tool does not deal with the legal requirements that need to be followed after submission.

Stage five: Submission

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
1. Has the DPD been prepared in accordance with the LDS? Does the DPD's listing and description in the LDS match the document? Have the timescales set out in the LDS been met?	The Act section 19(1)		The Act section 15(2) sets out the matters specified in the LDS. As at January 2013, no further matters are prescribed in the Regulations.	i. The LDS ii. Explanation of any changes from the milestones set out in the LDS iii. Relevant authority monitoring reports	Yes, the Plan has been prepared in line with the Local Development Scheme . The LDS was updated in January 2017 to ensure it reflects the correct timetable for publication and submission of the Local Plan.

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
2. Has the DPD had regard to any sustainable community strategy for its area (like a county and district)?	The Act section 19(2)	NPPF para 182		i. The sustainable community strategy(ies) ii. Reference to sections of the DPD showing how regard has been had to them	Yes. Section 2.1 of the Local Plan sets out the strategic context, including the Borough's Community Plan 2016 – 2020 , which sets out The Richmond Partnership's vision for the borough and describes how the Council and its partners will engage and involve the local community.
3. Is the DPD in compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?	The Act section 19(3) Regulation 22(1)(c)		Before the SCI is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).	i. The SCI ii. The Regulation 22(1)(c) statement	Yes. Public consultation has been carried out in line with the Council's Statement of Community Involvement (SCI): <ul style="list-style-type: none">• Statement of Community Involvement (adopted 2006)• Addendum to the Statement of Community Involvement (2009)• Addendum to the Statement of Community Involvement (2015)
4. Have you identified	The Act	NPPF paras	Under NPPF para	Statement identifying	Yes. The borough has

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>and addressed any issues which are likely to have a significant impact on at least two planning areas. In doing so, have you co-operated with other local planning authorities, county councils where they are not a planning authority, LEPs, LNPs and the prescribed bodies in identifying and addressing any strategic cross-boundary issues</p> <p>If you have not agreed on the approach is there a justification?</p>	section 33A(1) and section 20(5)	181 and 182	182, the plan should be based on effective joint working on cross-boundary strategic priorities to be found 'Effective'.	<p>any strategic cross-boundary issues or impacts on county matters addressed in the document and explaining the approach taken to co-operate with the relevant bodies.</p> <p>Supporting correspondence and reports e.g. Memorandum of Understanding, shared and agreed evidence</p>	<p>consulted and co-operated with neighbouring local planning authorities at all stages of the Local Plan's preparation.</p> <p>Further information can be found in the Duty to Co-operate Statement (January 2017) and in the updated Duty to Co-operate Statement (May 2017) as well as in the Statement of Consultation Part I (January 2017) and the Statement of Consultation Part II (May 2017).</p>
<p>5. Has the DPD been subject to sustainability appraisal?</p> <p>Has the council provided a final report of the findings of the appraisal?</p>	The Act section 19(5) Regulation 22(1)(a)	NPPF para 165 SEA Practical Guide, chapter 5		Sustainability appraisal report	<p>Yes. The Sustainability Appraisal (incorporating the requirements of SEA), which was carried out to support the Regulation 18 consultation, considered the options and alternatives.</p> <p>The final report on the Sustainability Appraisal of the Publication Local</p>

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
					<p>Plan (2017) sets out how the SA process has influenced the choice of the strategy and content of policies in terms of what difference the SA process has made.</p>
6. Is the DPD to be submitted consistent with national policy?	The Act section 19(2) and Schedule 8	NPPF para 151		<ul style="list-style-type: none"> i. Correspondence with PINS? ii. PAS Soundness self assessment checklist 	<p>Yes. The Local Plan is considered to be consistent with national policy as set out in the NPPF. Also see the completed Soundness Self-Assessment Checklist (May 2017) prepared for submission of the Local Plan to the Secretary of State.</p>
7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists? If yes, is there local justification? If the LPA is a London borough or a mayoral development	The Act section 24(1)(a) and 24(4) Regulation 21	NPPF para 218 footnote 41	In London the requirement is for general conformity with the spatial development strategy (The London Plan).	<ul style="list-style-type: none"> i. Correspondence with or representations from Mayor of London (where appropriate) ii. Confirmation of (where appropriate) conformity from the Mayor or that no Regional Strategy is in place 	<p>The Council has requested in writing the opinion of the Mayor of London as to the general conformity of the Local Plan with the London Plan. The Mayor's response was received after six weeks from the date of publication of the documents.</p>

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
corporation has it requested an opinion from the Mayor of London on the general conformity of the plan with the spatial development strategy?					The Council considers that there are no 'general conformity' issues with the London Plan. See the Soundness Self-Assessment Checklist (May 2017)), which outlines the two areas where local justification has been provided. Also see the table under Stage 3, Point 2 above for further details.
8. Has the council published the prescribed documents, and made them available at their principal offices and their website? Has the council notified the relevant statutory and non-statutory bodies, and all persons invited to make representations on the plan? Does the DPD contain a list of superseded	The Act section 20(2), 20(3) and 20(5)(b) Regulations 8 and 19	NPPF para 182	Requirements relating to publication of the prescribed documents are listed later in this table.	i. The documents prescribed at Regulation 22(1) ii. Relevant authority monitoring reports iii. Records of the actions undertaken (see below)	Yes. The prescribed documents have been made available for inspection at the Civic Centre in Twickenham as well as within the Borough's main libraries. In addition, the Council published guidance notes for respondents, which provided further information about how legal and procedural compliance, "soundness", and "Duty to Cooperate" is assessed. In addition,

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
saved policies?					<p>a representation form was made available to assist respondents in commenting on the Regulation 19 consultation.</p> <p>See the Statement of Consultation Part II (May 2017) for further information.</p> <p>Appendix 2 of the Local Plan sets out the list of policies to be Superseded.</p>
9. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map? If yes, have you prepared a submission policies map?	Regulations 5(1) (b), 9 (1), 17 & 22(1)			<ul style="list-style-type: none"> i. Submission policies map ii. Brief statement if a submission policies map is not required 	<p>Yes. The Publication version of the Plan is accompanied by a Proposals Map Changes document. In addition, the Local Plan sets out all the allocated land as well as other designations, which will be incorporated into the final version of the Proposals Map upon adoption of the Plan.</p>
10. Is the DPD consistent with any other adopted DPDs for the area? If the DPD is	Regulation 8(3) and (4)		Development Plan is defined in Section 38 of the Act.	<ul style="list-style-type: none"> i. The core strategy ii. Documents or reports demonstrating 	As this Local Plan will supersede the existing Core Strategy and Development

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?	Regulation 8(5)			conformity	<p>Management Plan, the only other DPDs are the Twickenham Area Action Plan and the West London Waste Plan, both of which will not be affected by the Local Plan.</p> <p>Appendix 2 of the Local Plan sets out the list of policies to be superseded.</p>
<p>11. Have you prepared a statement setting out:</p> <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>The Act section 20 (3)</p> <p>Regulation 22(1)(c)</p>		<p>This will bring forward material from the Consultation statement (see Stage 2 above).</p>	<p>i. Consultation statement</p> <p>ii. The Statement as required in Regulation 22(1)(c)</p>	<p>Yes. See the Statement of Consultation Part I (January 2017) and the Statement of Consultation Part II (May 2017). These statements set out which bodies and persons were invited to make representations during the Scoping / Regulation 18 / Regulation 19 consultation stages, how they were invited, summaries of the main issues raised and how the representations have been taken into account in the</p>

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
					preparation of the Local Plan.
12. 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? OR <ul style="list-style-type: none">• that no representations were made?	The Act section 20(3) Regulation 22(1)(c)			The Statement as required in Regulation 22(1)(c)	Yes. See the Statement of Consultation Part II (May 2017).
13. Have you collected together all the representations made under Regulation 28?	The Act section 20(3) Regulation 22(1)(e)			Copies of the representations	Yes. See the Statement of Consultation Part II (May 2017).
14. Have you assembled the relevant supporting documents?	The Act section 20(3) Regulation 22(1)(g)			All necessary evidence and records of decisions relevant to the DPD	Yes. A list of relevant supporting documents as well as a CD for the Planning Inspectorate containing all the submission and other evidence base documents have been prepared. Supporting documents are also available to view on the

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
					Council's website.
15. Has your council approved the DPD for submission?			Check the LPA's constitution/standing orders for the authorisation process appropriate for the type of DPD.	Report and resolution of the appropriate council body	Yes. The Council's Cabinet resolved at its meeting on 13 December 2016 to consult on the Regulation 19 version of the Plan and to submit the Local Plan to the Planning Inspectorate. The agenda, reports and minutes of the meeting area available on the Council's website .
16. Have you sent the Secretary of State (the Planning Inspectorate) both a paper copy and an email of the following: <ul style="list-style-type: none"> • the DPD? • the submission policies map (unless there are no site allocation policies)? • the documents prescribed in Regulation 22(1)? 	The Act section 20(1) and 20(3) Regulations 22(1) and 22(2)		Regulation 35 deals with the availability of documents and the time of their removal. Electronic copies of some of the representations and supporting documents may not be practicable. Regulation 35 deals with the availability of documents and the time of their removal.	i. Record of sending ii. Reasons why documents cannot be sent electronically	Yes. On 3 January 2017 the Council sent hard copies of the Publication Local Plan and the Proposals Map Changes document to PINS. Further copies will be sent at submission to comply with Regulations 22(1) and 22(2).
17. Have you made the following available at	Regulation		You should do this as soon as	Record of where and	Yes. A copy of the Plan and the relevant

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>the same places where the proposed submission documents were to be seen:</p> <ul style="list-style-type: none"> • The DPD? • The documents prescribed in Regulation 22(1)? 	22(3)		reasonably practicable after submission.	when made available	supporting documents will be made available for inspection at the Civic Centre in Twickenham as well as within the Borough's main libraries.
<p>18. On your website, have you published the:</p> <ul style="list-style-type: none"> • DPD? • submission policies map? • sustainability appraisal report? • Regulation 22(1)(c) statement? • supporting documents (where practicable) ? • representations made under Regulation 20 (where practicable) ? • statement as to where and when 	Regulation 22(3) and 35(1)(b)		You should do this as soon as reasonably practicable after submission.	Record of publication	Yes. The Council has set up a new 'Local Plan Submission' webpage, which contains all the relevant submission documents and other supporting / background information.

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
the DPD and the documents are available?					
19. For each general consultation body invited to make representations under Regulation 18(1), have you sent: <ul style="list-style-type: none"> • notification that the documents prescribed in Regulation 22(3)(a)(i)-(iii) are available for inspection • where and when they can be inspected? 	Regulation 22(3)(b)		You should do this as soon as reasonably practicable after submitting to the Secretary of State.	i. Copies of correspondence ii. Record of sending	Yes. The Council will as soon as reasonably practicable notify the relevant consultation bodies of the submission of the Local Plan to the Secretary of State.
20. Have you given notice to persons who have requested to be notified that submission has taken place?	Regulation 22(3)(c)		You should do this as soon as reasonably practicable after submitting to the Secretary of State.	i. Copies of correspondence ii. Record of sending	Yes. The Council will as soon as reasonably practicable notify those who have previously requested to be notified of the submission of the Local Plan to the Secretary of State.
21. If an examination is being held, at least six weeks before its opening has the	The Act section 20			i. Record of publication of information ii. Record of sending	Examination hearing session dates have not yet been confirmed. The Council will ensure that

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>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? 	Regulations 24 and 35			<ul style="list-style-type: none"> iii. Copies of correspondence iv. Copy of advertisement 	the Programme Officer carries out the duties and requirements under Regulations 24 and 35.