

# London Borough of Tower Hamlets Legal Compliance Checklist (February 2018)

*The checklist provided by the Planning Advisory Service has been used as a template for the legal compliance self-assessment for the Tower Hamlets Local Plan. A separate checklist looks at soundness. The documents referred to by the council in this checklist have been submitted to the Secretary of State for the Ministry of Housing, Communities and Local Government along with the submission version of the Local Plan and can be viewed on the London Borough of Tower Hamlet's website at [www.towerhamlets.gov.uk/localplan](http://www.towerhamlets.gov.uk/localplan).*

## 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.

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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 - paragraph 153		<ul style="list-style-type: none"> <li>i. The adopted LDS at the time of commencement, publication and submission of the DPD.</li> <li>ii. The relevant authority monitoring report (if changes need to be explained).</li> </ul>	Local Development Scheme (February 2018).
2. How will community engagement be programmed into the preparation of the DPD?	The act - section 19(3) and Regulation 18	NPPF - paragraphs 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.	<ul style="list-style-type: none"> <li>i. The SCI.</li> <li>ii. The project plan for the DPD.</li> </ul>	Statement of Community Involvement (SCI) Refresh (2017).
3. Have you considered the appropriate bodies you should consult?	Regulation 18	NPPF - paragraphs 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>	<ul style="list-style-type: none"> <li>i. The SCI</li> <li>ii. Reports and decisions setting out the approach to specific and general consultation bodies</li> <li>iii. Consultation statement</li> </ul>	<p>Statement of Community Involvement Refresh (2017).</p> <p>Cabinet decisions can be viewed on the Council's website.</p> <p>Regulation 22 Statement (February</p>

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
					2018).
4. How you will co-operate with other local planning authorities, including counties, and prescribed bodies, to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?	<p>The act - section 33A(1)(a) and (b), section 33A(3)(d) (e) &amp; (4)</p> <p>The act - section 20(5)(c)</p> <p>Regulation 4</p>	<p>NPPF - paragraphs 178 to 181 (which comprise the guidance referred to in the act - section 33A(7))</p> <p>Under NPPF paragraph 182, to be 'effective' a plan should be based on effective joint working on cross-boundary strategic priorities.</p> <p>Strategic priorities are listed at NPPF - paragraph 156</p>	<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 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>i. Reports and decisions setting out the approach to be taken</p> <p>ii. Consultation statement</p>	<p>Duty to Cooperate Statement (February 2018).</p> <p>Cabinet decisions can be viewed on the Council's website.</p> <p>Regulation 22 Statement (February 2018).</p>
5. How you will co-operate with any local enterprise partnerships (LEP) or local nature partnerships (LNP) to identify and address any issues or strategic priorities that will have	<p>The act - section 33A(1)(c) and section 33A(9), section 33A(3)(d) and (e)</p> <p>The act - section</p>	<p>NPPF - paragraphs 178 to 181</p>	<p>Section 33A(4) defines a "strategic matter".</p> <p>Strategic priorities are listed at NPPF Para 156.</p> <p>Regulation 4(2) prescribes LEPs and LNPs for the purposes</p>	<p>i. Reports and decisions setting out the approach to be taken.</p> <p>ii. Consultation statement</p>	<p>Tower Hamlets Biodiversity Steering Group – Local Biodiversity Action Plan referenced in Regulation 19 Local Plan.</p> <p>Member of London</p>

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a significant impact on at least two planning areas?	20(5)(c).  Regulation 4		of section 33A(9).  Under section 33A(6) the required engagement includes consulting on joint approaches to relevant activities.		Enterprise Partnership as part of the GLA group.  Regulation 22 Statement (February 2018).  Duty to Cooperate Statement (February 2018).  Cabinet decisions can be viewed on the Council's website.
6. Is baseline information being collected and evidence being gathered to keep the matters which affect the development of the area under review?	The act - section13	NPPF - paragraphs 158 – 177.		i. Documents dealing with collection of baseline information  ii. Relevant technical studies  iii. The annual monitoring report	Evidence base published on Council's website.  Annual Monitoring Report (2016).
7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The act - section19(5)	NPPF - paragraphs 165 and 167  Strategic Environmental Assessment Guide - chapter 5		i. Sustainability report scoping document  ii. Sustainability appraisal report	Integrated Impact Assessment (2017).

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
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 - paragraphs 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	Integrated Impact Assessment (2017).  Regulation 22 Statement (February 2018).

## 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.

## 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"> <li>• the specific consultation</li> </ul>	Regulation 18(1) and (2)(a) (b)	NPPF - paragraphs 159 –	Specific and general consultation bodies are	i. Consultation statement ii. Copies of documents	SCI Refresh (2017). Regulation 22

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>bodies?</p> <ul style="list-style-type: none"> <li>the general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents?</li> </ul>		173	defined in regulation 2.	<ul style="list-style-type: none"> <li>consulting these bodies</li> <li>iii. Record of discussions</li> <li>iv. Copies of representations made</li> <li>v. A brief statement setting out the reasons why any bodies have been omitted from or included in consultation</li> </ul>	<p>Statement (February 2018).</p> <p>Duty to Cooperate Statement (February 2018).</p> <p>Local Plan database.</p> <p>Copies of the representations made available on the Council's website at each stage.</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 - paragraphs 159 – 173		<ul style="list-style-type: none"> <li>i. Consultation statement</li> <li>ii. Copies of documents consulting these persons</li> <li>iii. Record of discussions</li> <li>iv. Copies of representations made</li> </ul>	<p>SCI Refresh (2017).</p> <p>Regulation 22 Statement (February 2018).</p> <p>Local Plan database.</p> <p>Copies of the representations made available on the Council's website at each stage.</p>
3. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 18	NPPF - paragraph 155	NPPF paras 160-171 4.29 give examples of relevant bodies which should be consulted.	<ul style="list-style-type: none"> <li>i. Consultation statement</li> <li>ii. Copies of documents consulting these people</li> <li>iii. Record of discussions</li> </ul>	<p>Duty to Cooperate Statement (February 2018).</p> <p>Regulation 22 Statement (February 2018).</p> <p>Infrastructure Delivery Plan (IDP)</p>

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
					(2017).
4. Are you taking into account representations made?	Regulation 18(3)	NPPF - paragraph 155	Evidence from participation is part of the justification. Show how you have taken representations into account.	<ul style="list-style-type: none"> <li>i. Consultation statement</li> <li>ii. Any reports on the selection of alternatives and options for the DPD</li> </ul>	<ul style="list-style-type: none"> <li>Regulation 22 Statement (February 2018).</li> <li>Integrated Impact Assessment (2017).</li> </ul>
5. Does the consultation contribute to the development and sustainability appraisal of alternatives?	<p>The Act section 19(5)</p> <p>Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF - paragraphs 165 – 168</p> <p>SEA Guide - chapter 3</p>		<ul style="list-style-type: none"> <li>i. Consultation statement</li> <li>ii. Any reports on the selection of alternatives and options for the DPD</li> <li>iii. Sustainability appraisal report</li> </ul>	Integrated Impact Assessment (2017).
<p>6. Is the participation:</p> <ul style="list-style-type: none"> <li>• following the principles set out in your SCI?</li> <li>• integrating involvement with the sustainable community strategy?</li> <li>• proportionate to the scale of issues involved in the DPD?</li> </ul>	The act - section 19(3)	NPPF - paragraph 155		<ul style="list-style-type: none"> <li>i. Consultation Statement</li> <li>ii. The SCI</li> <li>iii. The relevant sustainable community strategies</li> </ul>	<ul style="list-style-type: none"> <li>Regulation 22 Statement (February 2018).</li> <li>SCI Refresh (2017).</li> <li>Tower Hamlets Partnership Community Plan (2015).</li> </ul>

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>7. Are you keeping a record of:</p> <ul style="list-style-type: none"> <li>the individuals or bodies invited to make representations?</li> <li>how this was done?</li> <li>the main issues raised?</li> </ul>	<p>The act - section 20(3)</p> <p>Regulation 17</p>	<p>NPPF – paragraphs 158 - 171</p>	<p>You will need to submit a statement of representations under regulation 22 (1) (c): see submission stage below.</p> <p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>i. Consultation statement</p> <p>ii. Reports by the council on the consultation</p> <p>iii. Copies of representations and relevant correspondence</p> <p>iv. Technical reports on the engagement process</p>	<p>Regulation 22 Statement (February 2018).</p> <p>Cabinet decisions can be viewed on the Council's website.</p> <p>Copies of the representations made available on the Council's website at each stage.</p>
<p>8. Are you inviting representations on issues that would have significant impacts on both your areas from another local planning authority? Or county issues from an affected county council that is not a planning authority? Or significant cross-boundary issues and strategic priorities of a body prescribed under section 33A(1)(c)?</p>	<p>The act - section 33A(1)(a) (b) and (c), section 33A(3)(d) &amp; (e) section 33A(4) section 33A(9)</p> <p>The act - section 20 (5)(c)</p>	<p>NPPF - paragraphs 178 to 181</p>	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</p>	<p>i. Consultation statement</p> <p>ii. Reports by the council on the consultation</p> <p>iii. Copies of representations and relevant correspondence</p> <p>iv. Technical reports on the engagement process</p>	<p>Duty to Cooperate Statement (February 2018).</p> <p>Regulation 22 Statement (February 2018).</p> <p>Cabinet decisions can be viewed on the Council's website.</p> <p>Copies of the representations made available on the Council's website at each stage.</p>
<p>9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership</p>	<p>The act - section 33A(1)(c) and Section 33A(9).</p>	<p>NPPF – paragraphs 178 to 181</p>	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-</p>	<p>i. Consultation statement</p> <p>ii. Reports by the council on the consultation</p> <p>iii. Copies of</p>	<p>Tower Hamlets Biodiversity Steering Group – Local Biodiversity Action Plan referenced in</p>

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(LEP) or a local nature partnership (LNP)?	<p>The act - section 20(5) (c).</p> <p>Regulation 4</p>		<p>boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</p>	<p>representations and relevant correspondence</p> <p>iv. Technical reports on the engagement process</p>	<p>Regulation 19 Local Plan.</p> <p>Member of London Enterprise Partnership as part of the GLA group.</p> <p>Regulation 22 Statement (February 2018).</p> <p>Duty to Cooperate Statement (February 2018).</p> <p>Cabinet decisions can be viewed on the Council's website.</p>
10. Are you developing a framework for monitoring the effects of the DPD?	<p>The act - section 35</p> <p>Regulation 34</p> <p>Regulation 17 of the Environmental Assessment of Plans and Programmes Regulations</p>	<p>NPPF – paragraphs 165 - 1687</p> <p>SEA Guide - chapter 5</p>	<p>It is a matter for each council to decide what to include in their monitoring reports while ensuring they are prepared in accordance with relevant UK and EU legislation - chief planning officer letter 30 March 2011 withdrawing ODPM guidance.</p>	<p>i. Sustainability appraisal report</p> <p>ii. The authority monitoring report</p> <p>iii. Reports or documents setting out the appraisal and monitoring framework</p>	<p>Integrated Impact Assessment (2017).</p> <p>Annual Monitoring Report (2016).</p>

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
	2004 No1363				

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## 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.

Paragraph 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 finalised Local Plan.

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 soundness of the Local Plan 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.

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## 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 - paragraphs 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	Integrated Impact Assessment (2017).
2. Have you assessed alternatives against: <ul style="list-style-type: none"> <li>consistency with national policy?</li> <li>general conformity with the regional spatial strategy where still in force?</li> </ul>	The act - section 19 (2), section 24	NPPF - paragraph 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)	Integrated Impact Assessment (2017). Duty to Cooperate Statement (February 2018).
3. Are you having regard to (where relevant): <ul style="list-style-type: none"> <li>adjoining regional spatial strategies?</li> <li>the spatial</li> </ul>	The act - sections 19 (2) and 24 (1) and (4)		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	Integrated Impact Assessment (2017). Duty to Cooperate Statement (February 2018).

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>development strategy for London?</p> <ul style="list-style-type: none"> <li>• Planning Policy for Wales?</li> <li>• the National Planning Framework for Scotland?</li> </ul>	Regulation 10 and 21			<p>appropriate)</p> <p>iii. CLG notice of revocation of the regional strategy</p>	
<p>4. Are you co-operating with other local planning authorities including counties, to address significant cross boundary issues?</p> <p>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>	NPPF - paragraphs 181 and 185	.	<p>i. Supporting documents</p> <p>ii. Correspondence with LPA/County Council</p>	Duty to Cooperate Statement (February 2018).
<p>5. Are you cooperating with a person prescribed for the purposes of regulation 33A(1)(c) to address significant cross boundary issues including preparing joint approaches?</p>	<p>The act - section 33A(2)(a), section 33A(6)(a)</p> <p>The act - section 20 (5) (c)</p> <p>Regulation 4</p>	NPPF - paragraphs 181 and 182	The bodies prescribed by the act section 33A(1)(c) are set out at regulation 4 (1).	<p>i. Supporting documents</p> <p>ii. Correspondence with prescribed bodies</p>	Duty to Cooperate Statement (February 2018).
<p>6. Are you cooperating with having regard to the activities of the LEP and</p>	The act - section 33A(2)(b) and	NPPF - paragraphs 181		<p>i. Supporting documents</p> <p>ii. Correspondence with</p>	Tower Hamlets Biodiversity Steering Group – Local

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
LNP?	section 33A(9). Regulation 4 (2)	and 182		LEP/LNP	Biodiversity Action Plan referenced in Regulation 19 Local Plan.  Member of London Enterprise Partnership as part of the GLA group.  Regulation 22 Statement (February 2018).  Duty to Cooperate Statement (February 2018).
7. Are you having regard to: <ul style="list-style-type: none"> <li>your sustainable community strategy or of other authorities whose area comprises part of the area of the council?</li> <li>any other local development documents adopted by the council?</li> </ul>	The act - section19(2)			i. Supporting documents ii. The sustainable community strategies iii. Relevant local development documents iv. Correspondence with the local strategic partners	Tower Hamlets Community Plan (2015).  Tower Hamlets Core Strategy (2010) and Managing Development Document (2013).
8. Do you have regard to other matters and relevant strategies relating to:	The act - section19(2)		As well as the matters and strategies listed in the act and regulations	i. Supporting documents ii. Correspondence with the relevant bodies	Duty to Cooperate Statement (February 2018).

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> <li>resources</li> <li>the local/regional economy</li> <li>the local transport plan and transport facilities and services</li> <li>waste strategies</li> <li>hazardous substances</li> </ul>	Regulation 10		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.		Integrated Impact Assessment (2017). Infrastructure Delivery Plan (2017). Evidence base documents available on Council's website.
9. Are you having regard to the need to include policies on mitigating and adapting to climate change?	The act - section19(1A)	NPPF- paragraphs 93 - 108		Supporting documents	Integrated Impact Assessment (2017).
10. Have you undertaken the sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	The act - section19(5) Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF - paragraph 182  SEA Guide - chapter 5	Regulation13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures.	i. Reports on the sustainability of alternatives ii. Record of work undertaken on sustainability appraisal iii. Supporting documents	Integrated Impact Assessment (2017).
11. Are you setting out reasons for any preferences between alternatives?	Regulation 8(2)	NPPF - paragraph 182	This will include Information from the sustainability appraisal.	i. Any reports setting out alternatives and choices considered	Integrated Impact Assessment (2017).

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
				ii. Supporting documents	
12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal?  Are you keeping a record?	Regulations 17, 18(3) and 22 (1) (c) (iv)  Regulation 13(4) of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF - paragraphs 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 iv. Sustainability appraisal report	Integrated Impact Assessment (2017).  Representations published online at the relevant stage.  Regulation 22 Statement (February 2018).
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"> <li>• enable you to amend the currently adopted policies map?</li> <li>• inform the community about the location of proposals?</li> </ul>	Regulations 5 (1)(b) and 9	NPPF - paragraph 157	Regulation 2 defines the terms 'submission' and 'adopted' proposals map.  A map showing changes to the adopted policies map is part of the proposed submission documents defined in regulation 17.	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	Regulation 19 Policies Map (2017) and proposed changes (minor modifications) .
14. Are the participation arrangements compliant with the SCI?	The act - section 19(3)	NPPF - paragraphs 150 and 155		i. The SCI ii. Consultation statement	SCI Refresh (2017).  Regulation 22 Statement (February 2018).

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
	Regulation 18				

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## 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; and
- 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'.

## Stage four: Publication

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
1. Have you prepared the sustainability appraisal report?	The act - section 19(5)	NPPF - paragraphs 165 - 168		Sustainability appraisal report	Integrated Impact Assessment (2017).

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
	Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	SEA Guide Chapter 5			
2. Have you made clear where and within what period representations must be made?	Regulations 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).	<ul style="list-style-type: none"> <li>i. Report or record of decisions</li> <li>ii. The statement of community interest</li> </ul>	Cabinet decisions are published on the Council's website. SCI Refresh (2017). Regulation 22 Statement (February 2018).
3. Have you made copies of the following available for inspection: <ul style="list-style-type: none"> <li>• the proposed submission documents?</li> <li>• the statement of the representations procedure?</li> </ul>	Regulation 19(a)		Regulation 17 gives definitions.	<ul style="list-style-type: none"> <li>i. Copies of the relevant statements</li> <li>ii. Report on where and when made available</li> <li>iii. Record of where and when made available</li> </ul>	SCI Refresh (2017). Regulation 22 Statement (February 2018).
4. Have you published on your website:	Regulations 19 and 35		Regulations 2 and 17 give definitions.	Record of publication	Regulation 22 Statement (February

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Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> <li>• the proposed submission documents?</li> <li>• the statement of the representations procedure?</li> <li>• statement and details of where and when documents can be inspected?</li> </ul>					2018). SCI Refresh (2017).
<p>5. Have you sent to each of the specific consultation bodies invited to make representations under regulation 18(1):</p> <ul style="list-style-type: none"> <li>• A copy of each of the proposed submission documents</li> <li>• The statement of the representations procedure?</li> </ul>	Regulation 19(b)		Regulations 2 and 17 give definitions.	<ul style="list-style-type: none"> <li>i. Copies of correspondence</li> <li>ii. Record of sending</li> </ul>	Regulation 22 Statement (February 2018). SCI Refresh (2017).
<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"> <li>• the statement of the representations</li> </ul>	Regulation 19(b)		Regulations 2 and 17 give definitions.	<ul style="list-style-type: none"> <li>i. Copies of correspondence</li> <li>ii. Record of sending</li> </ul>	Regulation 22 Statement (February 2018). SCI Refresh (2017).

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procedure? <ul style="list-style-type: none"> <li>• where and when the documents can be inspected?</li> </ul>					
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	Regulation 22 Statement (February 2018).  Duty to Cooperate Statement (February 2018).

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## 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.	<ul style="list-style-type: none"> <li>i. The LDS</li> <li>ii. Explanation of any changes from the milestones set out in the LDS</li> <li>iii. Relevant authority monitoring</li> </ul>	Local Development Scheme (2018).

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
				reports	
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 - paragraph 182		<ul style="list-style-type: none"> <li>i. The sustainable community strategy</li> <li>ii. Reference to sections of the DPD showing how regard has been had to them</li> </ul>	Tower Hamlets Community Plan (2015).
3. Is the DPD in compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?	<p>The act - section 19(3)</p> <p>Regulation 22(1)(c)</p>		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).	<ul style="list-style-type: none"> <li>i. The SCI</li> <li>ii. The regulation 22(1)(c) statement</li> </ul>	<p>SCI Refresh (2017).</p> <p>Regulation 22 Statement (February 2018).</p>
4. Have you identified and addressed any issues which are likely to have a significant impact on at least two planning areas.	The act - section 33A(1) and section 20(5)	NPPF- paragraphs 181 and 182	Under NPPF para 182, the plan should be based on effective joint working on cross-boundary strategic	Statement identifying any strategic cross-boundary issues or	<p>Duty to Cooperate Statement (February 2018).</p> <p>Regulation 22</p>

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<p>In doing so, have you co-operated with other local planning authorities, county councils where they are not a planning authority, LEPs, LNPs and the prescribed bodies in identifying and addressing any strategic cross-boundary issues</p> <p>If you have not agreed on the approach is there a justification?</p>			<p>priorities to be found 'Effective'.</p>	<p>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>Statement (February 2018).</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>	<p>The act - section 19(5)</p> <p>Regulation 22(1)(a)</p>	<p>NPPF - paragraph 165</p> <p>SEA Practical Guide - chapter 5</p>		<p>Sustainability appraisal report</p>	<p>Integrated Impact Assessment (2017).</p>
<p>6. Is the DPD to be submitted consistent with</p>	<p>The act - section</p>	<p>NPPF - paragraph</p>		<p>i. Correspondenc</p>	<p>Integrated Impact Assessment</p>

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
national policy?	19(2) and schedule 8	151		e with PINS? ii. PAS Soundness self-assessment checklist	(2017). PAS Soundness self-assessment checklist (February 2018).
7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists?  If yes, is there local justification?  If the LPA is a London borough or a mayoral development corporation has it requested an opinion from the Mayor of London on the general conformity of the plan with the spatial development strategy?	The act - section 24(1)(a) and 24(4)  Regulation 21	NPPF - paragraph 218 footnote 41	In London the requirement is for general conformity with the spatial development strategy (the London Plan).	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	Regulation 22 Statement (February 2018). Duty to Cooperate Statement (February 2018).

## London Borough of Tower Hamlets Legal Compliance Checklist (February 2018)

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>8. Has the council published the prescribed documents, and made them available at their principal offices and their website?</p> <p>Has the council notified the relevant statutory and non-statutory bodies, and all persons invited to make representations on the plan?</p> <p>Does the DPD contain a list of superseded saved policies?</p>	<p>The act - section 20(2), 20(3) and 20(5)(b)</p> <p>Regulations 8 and 19</p>	<p>NPPF - paragraph 182</p>	<p>Requirements relating to publication of the prescribed documents are listed later in this table.</p>	<ul style="list-style-type: none"> <li>i. The documents prescribed at Regulation 22(1)</li> <li>ii. Relevant authority monitoring reports</li> <li>iii. Records of the actions undertaken (see below)</li> </ul>	<p>Regulation 22 Statement (February 2018).</p> <p>Duty to Cooperate Statement (February 2018).</p> <p>SCI Refresh (2017).</p> <p>Council's website.</p> <p>Regulation 22 Statement (February 2018).</p> <p>Annual Monitoring Report (2016).</p>
<p>9. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map?</p> <p>If yes, have you prepared</p>	<p>Regulations 5(1) (b), 9 (1), 17 &amp; 22(1)</p>			<ul style="list-style-type: none"> <li>i. Submission policies map</li> <li>ii. Brief statement if a submission policies map is not required</li> </ul>	<p>Submission policies map.</p> <p>Proposed changes listed in minor modifications table.</p>

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a submission policies map?					
10. Is the DPD consistent with any other adopted DPDs for the area? If the DPD is intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?	Regulation 8(3) and (4)  Regulation 8(5)		Development plan is defined in section 38 of the act.	i. The core strategy  ii. Documents or reports demonstrating conformity	Regulation 19 Local Plan Appendix 2: Links to the Core Strategy and Managing Development Document.
11. Have you prepared a statement setting out: <ul style="list-style-type: none"> <li>• which bodies and persons were invited to make representations under regulation 18?</li> <li>• how they were invited?</li> <li>• a summary of the main issues raised?</li> <li>• how the representations have been taken into account?</li> </ul>	The act -section 20 (3)  Regulation 22(1)(c)		This will bring forward material from the consultation statement (see stage 2 above).	i. Consultation statement  ii. The Statement as required in Regulation 22(1)(c)	Regulation 22 Statement (February 2018).

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<p>12. Have you prepared a statement giving:</p> <ul style="list-style-type: none"> <li>• the number of representations made under Regulation 22?</li> <li>• a summary of the main issues raised?</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• that no representations were made?</li> </ul>	<p>The act - section 20(3)</p> <p>Regulation 22(1)(c)</p>			<p>The Statement as required in Regulation 22(1)(c)</p>	<p>Regulation 22 Statement (February 2018).</p>
<p>13. Have you collected together all the representations made under regulation 28?</p>	<p>The act - section 20(3)</p> <p>Regulation 22(1)(e)</p>			<p>Copies of the representations</p>	<p>Regulation 22 Statement (February 2018).</p>
<p>14. Have you assembled the relevant supporting documents?</p>	<p>The act - section 20(3)</p> <p>Regulation 22(1)(g)</p>			<p>All necessary evidence and records of decisions relevant to the DPD</p>	<p>Regulation 22 Statement (February 2018) and supporting documents submitted to PINs on 28<sup>th</sup> February</p>

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Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
					2018.
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	Full Council approval 21 <sup>st</sup> February 2018.
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"> <li>• the DPD?</li> <li>• the submission policies map (unless there are no site allocation policies)?</li> <li>• the documents prescribed in regulation 22(1)?</li> </ul>	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	To be completed 28 <sup>th</sup> February 2018.
17. Have you made the following available at the same places where the	Regulation 22(3)		You should do this as soon as reasonably practicable	Record of where and when made	To be completed 28 <sup>th</sup> February

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<p>proposed submission documents were to be seen:</p> <ul style="list-style-type: none"> <li>• the DPD?</li> <li>• the documents prescribed in regulation 22(1)?</li> </ul>			after submission.	available	2018.
<p>18. On your website, have you published the:</p> <ul style="list-style-type: none"> <li>• DPD?</li> <li>• submission policies map?</li> <li>• sustainability appraisal report?</li> <li>• regulation 22(1)(c) statement?</li> <li>• supporting documents (where practicable) ?</li> <li>• representations made under Regulation 20 (where practicable) ?</li> </ul>	Regulations 22(3) and 35(1)(b)		You should do this as soon as reasonably practicable after submission.	Record of publication	To be completed 28 <sup>th</sup> February 2018.

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<ul style="list-style-type: none"> <li>statement as to where and when the DPD and the documents are available?</li> </ul>					
<p>19. For each general consultation body invited to make representations under regulation 18(1), have you sent:</p> <ul style="list-style-type: none"> <li>notification that the documents prescribed in regulation 22(3)(a)(i)-(iii) are available for inspection</li> <li>where and when they can be inspected?</li> </ul>	Regulation 22(3)(b)		You should do this as soon as reasonably practicable after submitting to the secretary of state.	<ul style="list-style-type: none"> <li>i. Copies of correspondence</li> <li>ii. Record of sending</li> </ul>	To be completed 28 <sup>th</sup> February 2018.
<p>20. Have you given notice to persons who have requested to be notified that submission has taken place?</p>	Regulation 22(3)(c)		You should do this as soon as reasonably practicable after submitting to the secretary of state.	<ul style="list-style-type: none"> <li>i. Copies of correspondence</li> <li>ii. Record of sending</li> </ul>	To be completed 28 <sup>th</sup> February 2018.
<p>21. If an examination is being held, at least six weeks</p>	The act - section 20			<ul style="list-style-type: none"> <li>i. Record of publication of</li> </ul>	To completed by the programme

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<p>before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> <li>• published the time and place of the examination and the name of the person appointed to carry out the examination on your website?</li> <li>• notified those who have made representations on the published DPD which have not been withdrawn of these details?</li> </ul>	<p>Regulations 24 and 35</p>			<p>information</p> <ul style="list-style-type: none"> <li>ii. Record of sending</li> <li>iii. Copies of correspondence</li> <li>iv. Copy of advertisement</li> </ul>	<p>officer once date of examination has been confirmed.</p>