

## **Redbridge Local Plan Legal Compliance Checklist**

(February 2017)

### **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.

Redbridge Local Plan  
**Stage one: The beginning**

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
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		Yes. The Local Plan is identified in the revised (2017) Local Development Scheme. An updated version was published in February 2017 and is available on the Council's website. .
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.	The Consultation Statement (February 2017) sets out what consultation was undertaken during each stage of plan preparation. Consultation was carried out in line with the Council's adopted SCI (2006) and to reflect changes in Local Plan Regulations. The Consultation Statement shows how issues raised during each stage of consultation have informed the next version of the Plan.
3. Have you considered the appropriate bodies you should consult?	Regulation 18	NPPF paras 4.25 - 4.26	Regulation 2 defines the general and specific consultation bodies.  The possible evidence may duplicate each other. Only use what you need to.	Yes. The Consultation Statement (2017) lists the appropriate bodies the Council consulted during the plan preparation process.
4. How you will co-operate with other local planning authorities, including	The Act section 33A(1)(a) and (b), section	NPPF paras 178 to 181 (which comprise the guidance	Section 33A(4) defines a "strategic	The Duty to Cooperate Statement (2017) outlines cross-boundary cooperation with neighbouring

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
<p>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>	<p>33A(3)(d) (e) &amp; (4)</p> <p>The Act Section 20(5)(c)</p> <p>Regulation 4</p>	<p>referred to in the Act section 33A(7))</p> <p>Under NPPF Para 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 Para 156</p>	<p>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>authorities, as well as the Greater London Authority, and the prescribed public bodies on shared strategic planning issues. Redbridge cooperated with Havering and Barking &amp; Dagenham on the production of the Outer North East London Strategic Housing Market Assessment.</p>
<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 a significant impact on at least two planning areas?</p>	<p>The Act section 33A(1)(c) and section 33A(9), section 33A(3)(d) and (e)</p> <p>The Act section 20(5) (c).</p> <p>Regulation 4</p>	<p>NPPF paras 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 of section 33A(9).</p>	<p>London Enterprise Panel and the Local Nature Partnership are part of GLA and have been consulted in preparation of the Local Plan.</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
			Under section 33A(6) the required engagement includes consulting on joint approaches to relevant activities.	
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 paras 158 - 177		<p>Yes. Various baseline documents and technical studies on different policy issues such as housing, employment, open space and green belt, have been gathered throughout the plan making process. Findings of which have helped inform the Plan's policies. The list of evidence base is available to view on the Council's website.</p> <p>These are available to view here: <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></p>
7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section19(5)	<p>NPPF paras 165 and 167</p> <p>Strategic Environmental Assessment Guide, chapter 5</p>		Yes, the Council prepared a Scoping Report which sets the baseline information for the borough collected on environmental, economic and social issues. The Scoping Report also sets the framework for the Sustainability Appraisal.
8. Have you consulted the statutory environment consultation bodies for five weeks on the scope	Regulations 9 and 13 of The Environmental Assessment of	NPPF paras 165 and 167	The Strategic Environmental Assessment consultation bodies	Yes. In line with SA/SEA Regulations, the Council consulted the statutory consultees for five weeks on the scope and level of detail contained

<b>Activity</b>	<b>Legal requirement</b>	<b>Guidance reference</b>	<b>Additional notes</b>	<b>Possible evidence</b>
and level of detail of the environmental information to be included in the sustainability appraisal report?	Plans and Programmes Regulations 2004 No 1633.	SEA Guide chapter 3	are also amongst the 'specific consultation bodies' which are defined in Regulation 2).	within the SA.

**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
1. Have you notified: <ul style="list-style-type: none"> <li>• the specific consultation bodies?</li> <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>	Regulation 18(1) and (2)(a) (b)	NPPF paras 159 – 173	Specific and general consultation bodies are defined in Regulation 2.	Yes, the specific and general consultation bodies were consulted for at least 6 weeks. Copies of representations made by these bodies can be found on our website.  See Local Plan Consultation Statement (2017) which is also available on our website for further details: <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a>
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		Yes, representations were invited from residents and businesses in the borough. The Council holds and maintains a Local Plan Consultee Database which includes details of all those who have expressed an interest in the Redbridge Local Plan. At each stage of consultation, all

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
				<p>those on this database were notified and invited to make representations on the Plan.</p> <p>Details of how the Council consulted all relevant bodies at each stage of consultation, a summary of the issues raised in representations is set out in the Consultation Statement (2017).</p>
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.	Yes, the Council has engaged with all relevant stakeholders responsible for delivery of the Local Plan. This includes ongoing dialogue with internal and external partners such as education, the Redbridge Clinical Commissioning Group, TfL and the Education Funding Agency. Details of which are set out in the Infrastructure Delivery Plan (2017) and the Duty to Cooperate Statement (2017). Outcomes of discussions and how they have informed the development of the Strategy are set out in the Duty to Cooperate Statement (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.	Yes, representations from each stage of consultation have been considered and have informed the next iteration of the Plan. The Consultation Statement (2017) shows how the Council has considered the representations at

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
				<p>each stage of consultation.</p> <p>The Sustainability Appraisal explains the reasonable alternatives process and shows how the Plan's preferred option has been reached.</p>
<p>5. Does the consultation contribute to the development and sustainability appraisal of alternatives?</p>	<p>The Act section19(5)</p> <p>Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF paras 165 – 168</p> <p>SEA Guide, chapter 3</p>		<p>Yes. The Preferred Options Report Extension in 2014 specifically invited representations on four spatial options which the Council considered could accommodate the borough's growth over the plan period. These were subjected to a sustainability appraisal.</p>
<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>	<p>The Act section19(3)</p>	<p>NPPF para 155</p>		<p>Each stage of consultation was carried out in line with the Council's adopted Statement of Community Involvement (2006). The Local Plan has also been produced to deliver the priorities set out within the Council's Corporate Strategy 2014-2018.</p> <p>The Plan includes a vision and set of objectives that address the local challenges facing the borough. These include meeting housing need and delivering all forms of housing including affordable</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
				<p>housing, facilitating economic growth, providing the necessary supporting social and community infrastructure, protecting open space, promoting sustainable transport and creating healthy communities.</p> <p>The Consultation Statement (2017) outlines the early and continuous engagement that has been carried out to inform the Local Plan.</p>
<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 paras 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>The Council maintains a consultation database of individuals, councils, agencies, developers, and other interested parties who are contacted (typically by email) when a consultation is held, and when any report or summary emanating from that consultation has been prepared. A full list of consultees invited to comment on the plan (is contained within the Consultation Statement.</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</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</p>	<p>NPPF paras 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)</p>	<p>The Council consulted and held a series of meetings with planning officers from neighbouring planning authorities and also with the Greater London Authority to discuss Local Plan cross boundary issues in line with the duty to cooperate.</p> <p>The Duty to Cooperate Statement</p>

Activity	Legal requirement	Guidance reference	Additional notes	Possible evidence
significant cross-boundary issues and strategic priorities of a body prescribed under Section 33A(1)(c)?	20 (5)(c)		requires you to engage constructively, actively and on an ongoing basis.	(2017) is available here: <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a>
9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership (LEP) or a local nature partnership (LNP)?	The Act section 33A(1)(c) and Section 33A(9).  The Act section 20(5) (c).  Regulation 4	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.	London Enterprise Panel and the Local Nature Partnership are part of GLA and have been consulted in preparation of the Local Plan.
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.	Yes. Section 7 (LP41) of the Redbridge Local Plan Submission Draft sets out our approach to delivery and monitoring of the Local Plan.  A principal tool in the monitoring process will be the Redbridge Authority Monitoring Report.



### **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
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).	Yes. The Sustainability Appraisal Report outlines the stages of preparation of the document, and includes an appraisal of the alternatives that were considered.  The Sustainability Appraisal is available on the Council's website: <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a>
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 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.	Yes. The Local Plan is considered to be in general conformity with the Mayor of London's London Plan and is consistent with national policy in the National Planning Policy Framework (NPPF). GLA have been invited to make representations throughout the preparation of this plan.
3. Are you having regard to (where relevant): <ul style="list-style-type: none"> <li>• adjoining regional spatial strategies?</li> <li>• the spatial development strategy for London?</li> </ul>	The Act sections 19 (2) and 24 (1) and (4)  Regulation 10		Where the regional strategy has been revoked you should record that fact.	Yes. The Local Plan is considered to be in general conformity with the Mayor of London's London Plan and is consistent with national policy in the National Planning Policy Framework (NPPF). GLA have

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
	and 21			been invited to make representations throughout the preparation of this plan.
<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 paras 181 and 185	.	<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>See Local Plan Consultation Statement (2017) and the Duty to Co-operate statements (2017) which can be accessed from our website:  <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></p> <p>A joint Strategic Housing Market Assessment (SHMA) identifying the functional housing market area and establishing the objectively assessed need for housing has been prepared with LB Barking &amp; Dagenham and Havering.</p> <p>In order to plan for the management of waste within the East London region an East London Waste Plan has been prepared.</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
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?	The Act section 33A(2)(a), section 33A(6)(a)  The Act section 20 (5) (c)  Regulation 4	NPPF paras 181 and 182	The bodies prescribed by The Act section 33A(1)(c) are set out at Regulation 4 (1).	Yes, please see Local Plan Consultation Statement and Duty to Co-operate statements which can be accessed from our website: <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a>
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		Yes. London Enterprise Panel and the Local Nature Partnership are part of GLA and have been consulted in preparation of the Local Plan.
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 section 19(2)			Yes, we have had regard to the Council's Corporate Strategy throughout the preparation of the Local Plan.
8. Do you have regard to other matters and relevant strategies relating to: <ul style="list-style-type: none"> <li>• resources</li> <li>• the local/regional economy</li> </ul>	The Act section 19(2)  Regulation 10		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	We have consulted all relevant bodies at each stage of the preparation of the Local Plan including TfL, the GLA, and the CCG. This allowed them to make relevant input in relation to their strategies and other

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
<ul style="list-style-type: none"> <li>the local transport plan and transport facilities and services</li> <li>waste strategies</li> <li>hazardous substances</li> </ul>			will need to have regard to in preparing the DPD.	<p>matters of interest.</p> <p>See the Council's Statement of Consultation (2017) and Infrastructure Delivery Plan (2017).</p>
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		<p>Yes. The Local Plan sets out how the Council will tackle climate change through promoting higher environmental standards. It encourages all developments to meet the highest feasible environmental standards that are financially viable and requires all developments to take measures to minimise the effects of, and adapt to, climate change (policies LP19 and 20.</p> <p>It also promotes sustainable transport (policy LP22), flood prevention measures (LP21) and reducing air pollution (policy LP24). All of these policies have been subject to sustainability appraisal.</p>
10. Have you undertaken the sustainability appraisal of alternatives, including consultation on the sustainability appraisal	The Act section19(5)  Regulation 12 and 13 of The	NPPF para 182  SEA Guide, Chapter 5	Regulation13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the	<p>Yes. See the Sustainability Appraisal Report.</p> <p><a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></p>

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
report?	Environmental Assessment of Plans and Programmes Regulations 2004 No 1633		consultation procedures.	
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.	Yes. See the Sustainability Appraisal Report. <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a>
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 paras 150, 155, 157 and 159-171	Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive.	Yes. Representations received throughout the consultation of the Local Plan and the sustainability appraisal preparation have been considered and summaries of the main issues included within the Consultation Statement (2017).
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</li> </ul>	Regulations 5 (1)(b) and 9	NPPF para 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.	Yes. A Policies Map has been published together with the proposed submission version of the Local Plan. The Schedule sets out changes to the adopted policies map and is available on our website:  <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a>

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
about the location of proposals?				
14. Are the participation arrangements compliant with the SCI?	The Act, section 19(3)  Regulation 18	NPPF paras 150 and 155		Yes. The consultation exercises, plus other informal consultation, meet the requirements of Regulation 18 of the Town and Country Planning (Local Development) (England) Regulations 2012 and the Council's Statement of Community Involvement (adopted 2006).

## **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'.

Redbridge Local Plan  
**Stage four: Publication**

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
<p>1. Have you prepared the sustainability appraisal report?</p>	<p>The Act section 19(5)</p> <p>Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>NPPF paras 165 - 168</p> <p>SEA Guide Chapter 5</p>		<p>Yes. See the Sustainability Appraisal Report which was prepared and consulted along the Local Plan.</p> <p>The Sustainability Appraisal Report is available on the Council's Local Plan website: <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></p>
<p>2. Have you made clear where and within what period representations must be made?</p>	<p>Regulation 17, 19, 20 and 35</p>		<p>The period must not be less than 6 weeks from when you publish under Regulations 19 and 35 (see below).</p>	<p>Yes. These were made clear by the statement of the representations procedure, consultation leaflet and the consultation e-mail.</p> <p>The statement of the representations procedure is available on our website: <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></p>
<p>3. Have you made copies of the following available for inspection:</p> <ul style="list-style-type: none"> <li>• the proposed submission documents?</li> <li>• the statement of the representations procedure?</li> </ul>	<p>Regulation 19(a)</p>		<p>Regulation 17 gives definitions.</p>	<p>Yes. All material under consultation was made available to the public for inspection at Redbridge Town Hall, and all other libraries in Redbridge. Consultation Statement submitted alongside the Local Plan details the consultation process undertaken.</p> <p>The Consultation Statement and</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
				<p>the statement of the representations procedure are available on our website:</p> <p><a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></p>
<p>4. Have you published on your website:</p> <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>	Regulations 19 and 35		Regulations 2 and 17 give definitions.	<p>Yes. All the proposed submission documents and the statement of the representations procedure which details where and when documents can be inspected are published on the Council's website:</p> <p><a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></p>
<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.	<p>Yes. The statement of the representations procedure was sent to each of the specific consultation bodies invited to make representations.</p> <p>The Consultation Statement and the statement of the representations procedure are available on our website:</p> <p><a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></p>
<p>6. Have you sent to each of the general consultation bodies invited to make representations under</p>	Regulation 19(b)		Regulations 2 and 17 give definitions.	<p>Yes. The Council notified all the relevant statutory and non-statutory bodies, and all persons invited to make representations</p>

Activity	Statutory requirement	Guidance reference	Additional notes	Possible evidence
<p>Regulation 18(1):</p> <ul style="list-style-type: none"> <li>• the statement of the representations procedure?</li> <li>• where and when the documents can be inspected?</li> </ul>				<p>on the plan.</p>
<p>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?</p>	<p>The Act section 24 Regulation 21</p>		<p>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).</p>	<p>Yes. The Council has in writing formally requested the opinion of the Mayor of London as to the general conformity of the Local Plan with the spatial development strategy.</p>

Redbridge Local Plan  
**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
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.	An updated LDS was approved and by the Council in February 2016. The listing and description of the Local Plan is in accordance with the LDS. The timescales for the production of the Local Plan are also identified in the LDS.
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		Yes. The Local Plan has had regard to the Redbridge Corporate Strategy 2014-2018 and delivers the priorities set out within it.
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).	The Local Plan is in compliance with the published SCI (2006) and the updated Local Plan Regulations 2012. All consultations were carried out in accordance with the requirements set out in the SCI.  The SCI is available on the Council's: <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a>
4. Have you identified and addressed any issues which are likely to have a	The Act section 33A(1) and section	NPPF paras 181 and 182	Under NPPF para 182, the plan should be based on effective joint working on	Statement identifying any Yes. The borough has consulted and co-operated with neighbouring

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<p>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>	20(5)		cross-boundary strategic priorities to be found 'Effective'.	<p>local planning authorities at all stages of the Local Plan's preparation.</p> <p>See Local Plan Consultation Statement (2017) and the Duty to Co-operate statements (2017) which can be accessed from our website:  <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></p> <p>A joint Strategic Housing Market Assessment (SHMA) identifying the functional housing market area and establishing the objectively assessed need for housing has been prepared with LB Barking &amp; Dagenham and Havering.</p> <p>In order to plan for the management of waste within the East London region an East London Waste Plan has been prepared.</p>
<p>5. Has the DPD been subject to sustainability appraisal? 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 para 165</p> <p>SEA Practical Guide, chapter 5</p>		<p>Yes. The Plan has been subject to sustainability appraisal and the final full report is available on the Council's website:  <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></p>
<p>6. Is the DPD to be submitted consistent with national policy?</p>	<p>The Act section 19(2) and Schedule 8</p>	<p>NPPF para 151</p>		<p>Yes. The Local Plan is considered to be consistent with national policy in the</p>

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				National Planning Policy Framework.
<p>7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists?</p> <p>If yes, is there local justification?</p> <p>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?</p>	<p>The Act section 24(1)(a) and 24(4)</p> <p>Regulation 21</p>	<p>NPPF para 218 footnote 41</p>	<p>In London the requirement is for general conformity with the spatial development strategy (The London Plan).</p>	<p>Yes. The Council has written to formally request the opinion of the Mayor of London regarding the general conformity of the Local Plan. The Mayor has formally stated that whilst he supports many aspects of the plan; he does not agree that “exceptional circumstances” exist to allow the release of Green Belt land for housing.</p>
<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>The Act section 20(2), 20(3) and 20(5)(b)</p> <p>Regulations 8 and 19</p>	<p>NPPF para 182</p>	<p>Requirements relating to publication of the prescribed documents are listed later in this table.</p>	<p>Yes. The prescribed documents have been made available at Redbridge Town Hall and on the Council’s website:</p> <p><a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></p> <p>Yes. The Council notified all the relevant statutory and non-statutory bodies, and all persons invited to make representations on the plan. The Plan does not contain any superseded saved</p>

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Does the DPD contain a list of superseded saved policies?				policies.
<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 a submission policies map?</p>	Regulations 5(1) (b), 9 (1), 17 & 22(1)			<p>Yes. The Schedule of Modifications to the Policies Map has been published together with the proposed submission version of the Local Plan. The Schedule sets out changes to the adopted policies map and is available on our website:</p> <p><a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></p>
<p>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?</p>	<p>Regulation 8(3) and (4)</p> <p>Regulation 8(5)</p>		Development Plan is defined in Section 38 of the Act.	<p>Yes. The Local Plan supersedes the adopted Core Strategy and Borough Wide Primary Policies development plan documents (2008), the Development Opportunity Sites and Development Sites with Housing Capacity (2008) and the Area Action Plans for Ilford, the Crossrail Corridor and Gants Hill.</p>
<p>11. Have you prepared a statement setting out:</p> <ul style="list-style-type: none"> <li>Which bodies and persons were invited to make representations under Regulation 18?</li> </ul>	<p>The Act section 20 (3)</p> <p>Regulation 22(1)(c)</p>		This will bring forward material from the Consultation statement (see Stage 2 above).	<p>Yes. The Consultation Statement sets out which bodies and persons were invited to make representations, how they were invited, a summary of the issues raised and how the representations have been</p>

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<ul style="list-style-type: none"> <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>				<p>taken into account when preparing the Local Plan.</p> <p>The Consultation Statement is available on our website:  <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></p>
<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>Yes. The Consultation Statement specifies the number of representations received under Regulation 20 in line with Regulation 22(1)(c) and provides a summary of the main issues received.</p> <p>The Consultation Statement is available on our website:  <a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a></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>Yes. The Consultation Statement, which is available on the Council's website, includes the summaries of the representations made under Regulation 19.</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>Yes. A referenced examination library has been prepared which contains all the relevant supporting documents.</p>
<p>15. Has your council approved the DPD for</p>			<p>Check the LPA's constitution/standing</p>	<p>Yes. The Council resolved to submit the Local Plan to the</p>

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submission?			orders for the authorisation process appropriate for the type of DPD.	Planning Inspectorate at Full Council on 21 <sup>st</sup> July 2016.
<p>16. Have you sent the Secretary of State (the Planning Inspectorate) both a paper copy and an email of the following:</p> <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>	<p>The Act section 20(1) and 20(3)</p> <p>Regulations 22(1) and 22(2)</p>		<p>Regulation 35 deals with the availability of documents and the time of their removal.</p> <p>Electronic copies of some of the representations and supporting documents may not be practicable.</p> <p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>Yes. A letter was sent to the Planning Inspectorate on 3<sup>rd</sup> March 2017 with a paper copy of the Local Plan and all supporting documents including those prescribed by Regulation 22.</p> <p>Electronic copies were also sent on a CD.</p>
<p>17. Have you made the following available at the same places where the 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>	Regulation 22(3)		You should do this as soon as reasonably practicable after submission.	A copy of the Local Plan and all supporting documents including those prescribed by Regulation 22 will be made available in Redbridge Town Hall for inspection.
<p>18. On your website, have you published the:</p> <ul style="list-style-type: none"> <li>• DPD?</li> <li>• submission policies map?</li> </ul>	Regulation 22(3) and 35(1)(b)		You should do this as soon as reasonably practicable after submission.	Yes. The proposed submission Local Plan and other documents for submission have been published on the Council's Local Plan website:

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<ul style="list-style-type: none"> <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> <li>statement as to where and when the DPD and the documents are available?</li> </ul>				<a href="http://www.redbridge.gov.uk/localplan">www.redbridge.gov.uk/localplan</a>
<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.	<p>Yes. The Council notified the relevant consultation bodies and all persons invited to make representations on the proposed submission Local Plan.</p> <p>Notification was also given on where and when documentation can be inspected.</p>
<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.	All consultees who requested to be notified that submission has taken place have been notified.
<p>21. If an examination is being</p>	The Act section 20			To be arranged.

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<p>held, at least six weeks 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>	Regulations 24 and 35			