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# **Submission Check Sheet (NPC2)**

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Neighbourhood Planning  
Guidance

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July 2017

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**North Norfolk District Council  
Planning Policy Team**

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**All documents can be made available in  
Braille, audio, large print or in other languages.  
Please contact 01263 516318 to discuss your requirements.**



# Neighbourhood Planning Submission Check Sheet

(NPC2)

July 2017

The following checklist has been produced to assist you with the requirements of the Neighbourhood Planning Regulations:

## Submission of your proposed Neighbourhood Plan - Regulation 15

Ongoing discussions are encouraged between yourselves and the Council before finalising the proposed plan and formally submitting it in order to ensure that the emerging proposed plan is meeting all the requirements and the correct procedures are being followed as you progress. Any comment received at pre submission stage should be considered and where necessary, the proposed Neighbourhood Plan amended. The comments received should be consolidated into a schedule which summarises the comment, who made it and how it has been taken into consideration along with a brief report describing how the plan has been modified in relation to the issues raised and made available for viewing. This then forms part of the Consultation Statement detailed below.

In addition there are specific requirements and documentation required at submission stage which must be adhered to.

Requirement	Check
<b>Sign off for submission by the responsible body (Town/Parish Council) provided to Local Planning Authority.</b> (letter/meeting minutes).	
<b>A map showing</b> the area which your proposed plan will cover – Your designated Neighbourhood Plan Area	
<b>The proposed Neighbourhood Plan - hard copy and in Microsoft WORD format.</b>	
<b>A Consultation Statement.</b> The focus of this statement should be the 6 week statutory consultation and detail how this consultation has been taken into account and informed the proposed plan. It is about demonstrating that those producing the plan have considered and addressed the issues raised during the consultation, and that it has been done in a transparent way.  It should include a summary of previous consultations that informed the content of the plan and detail how these issues were considered. Note that although consultation may highlight an issue it is the evidence that underpins an approach and that substantiates it.	
The consultation Statement should contain: <ul style="list-style-type: none"> <li>• Details of the people and organisations consulted at each stage of consultation;</li> <li>• Details of how they were consulted;</li> </ul>	

<ul style="list-style-type: none"> <li>• Summaries of the main issues and concerns raised at each stage;</li> <li>• Details of how the issues have been considered and where relevant addressed in your proposed plan - it is recommended that a summary schedule of comments is produced which covers who what and how taken into account for each policy.</li> </ul>	
<p><b>A Basic Conditions and other legal requirements statement.</b> This needs to include details in order demonstrate how the proposed Neighbourhood Plan meets each of the basic conditions and confirms that the plan meets the legal requirements.</p>	
<ul style="list-style-type: none"> <li>• The Basic Conditions Statement should contain details of how the proposed plan: <ul style="list-style-type: none"> <li>○ Has regard to national policy;</li> <li>○ Contributes to achieving sustainable development (the council recommend that a sustainability appraisal is undertaken not only to inform the preparation of the Neighbourhood Plan but to substantiate this statement);</li> <li>○ Is in general conformity with the strategic policies contained in the suite of documents that comprise the North Norfolk Local Plan and the emerging Single Local Plan;</li> <li>○ Is compatible with EU obligations and human rights requirements.</li> </ul> </li> </ul> <p>The statement needs to confirm that the proposed plan meets other legal requirement such as:</p> <ul style="list-style-type: none"> <li>• The proposed plan is being submitted by the qualifying body (as defined in the ACT); ( i.e ratified by the Parish Council)</li> <li>• The proposed plan states the period for which it is to have effect;</li> <li>• Confirm that the policies do not relate to “excluded development”</li> <li>• Confirm that the proposed plan does not relate to more than one Neighbourhood Area;</li> <li>• Confirm that there are no other Neighbourhood Plans in place within the Neighbourhood Plan Area.</li> </ul>	
<p><b>Any relevant supporting information</b> - evidence base.</p> <p>It is recommended that the submission include supporting material such as:</p> <ul style="list-style-type: none"> <li>• The application and designation of the Neighbourhood Area;</li> <li>• Confirmation from the Parish Council as the qualifying body that they have authorised the submission and;</li> <li>• Any evidence which supports and informs the proposed plan and Basic Conditions Statement.</li> </ul>	
<p><i>It is good practice and expected to ensure the submission documents and evidence used to inform the plan remains publically available and easily accessible, such as on the Neighbourhood Plan web site. All documents should be submitted in Microsoft Word and pdf versions.</i></p>	