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# **Pre-Submission Check Sheet (NPC 1)**

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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 Pre Submission Check Sheet

(NPC1)

July 2017

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

## Pre Submission and Publicity - Regulation 14

Ongoing discussions are encouraged between yourselves and the Council before finalising and publicising the consultation document. This will enable the Council to advise not only on the correct requirements but informally on the content and conformity prior to requesting formal comments on the emerging plan at regulation 14 stage.

## Pre Submission Check Sheet

Requirement	Check
Pre submission version sign-off for consultation by responsible body (Town/Parish Council). (letter or meeting minutes).	
Advertised the emerging plan within your Neighbourhood Area in a way to ensure that all residents, businesses or people that work or have an interest in the area are aware of the proposals.	
Set a clear consultation period of at least 6 weeks.	
Made clear where a hard copy of the plan can be seen, & electronic copy downloaded from.	
Made clear how people can make comments and the period allowed.	
Formally invited/consulted with any statutory body whose interest may be affected by proposals in your emerging plan; i.e. specific invitation setting out the consultation period and copy/ link to the emerging Neighbourhood Plan consultation document and supporting evidence - NNDC can supply a list of statutory consultees.	
Sent a copy of the consultation document to the local authority planning team / nominated officer. (Microsoft Word version and hard copy)	
Sent draft copies of any Strategic Environmental Assessment and Habitats Regulations Assessment to the local authority planning team / nominated officer. (Microsoft Word version and hard copy)	
Published document and supporting evidence on Neighbourhood Plan / Parish Council web site and advised how to comment and where to obtain a copy.	
<i>It is good practice and expected to ensure the pre 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 <b>and</b> pdf versions.</i>	