

# Neighbourhood Planning Guidance

## **NPG 4 - Evidence**

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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.**



## Table of Contents

<b>1</b>	<b>Purpose</b> .....	<b>1</b>
<b>2</b>	<b>Introduction</b> .....	<b>1</b>
<b>3</b>	<b>Why is evidence important when developing planning policies?</b> .....	<b>3</b>
<b>4</b>	<b>What is proportionate and robust evidence?</b> .....	<b>4</b>
<b>5</b>	<b>Overarching Evidential Matters to Consider</b> .....	<b>5</b>
<b>6</b>	<b>How Do You Use Evidence?</b> .....	<b>7</b>
<b>7</b>	<b>Housing and Sites</b> .....	<b>7</b>
<b>8</b>	<b>Sources of Evidence</b> .....	<b>8</b>

## 1 Purpose

- 1.1 This note provides those undertaking neighbourhood planning with advice around the identification and use of evidence and how it is required to justify and substantiate policy options and approaches.
  - 1.2 NNDC have produced a suite of additional guidance aimed at supporting local communities in North Norfolk who are undertaking neighbourhood planning. These are based around specific check sheets and frequent topics that Parish & Town Councils have sought to include in neighbourhood plans. They are designed to provide background information and guidance on how neighbourhood planning groups can reflect local circumstances and develop policies that are justified and evidence in a positive and realistic way which, if followed, will provide more certainty at the examination stage. These guides can be found on the Council's web site:  
[www.north-norfolk.gov.uk/neighbourhoodplans](http://www.north-norfolk.gov.uk/neighbourhoodplans)
  - 1.3 In addition, those producing neighbourhood plans should refer to the national Planning Practice Guidance which provides the government guidance and parameters around planning.  
<https://www.gov.uk/government/collections/planning-practice-guidance>
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## 2 Introduction

- 2.1 National guidance and good practice dictates that evidence needs to inform what is in a Neighbourhood Plan and that this shapes its development. Building a strong evidence base to support and inform the production of a Neighbourhood Plan is vital to its immediate and long-term success. The evidence can be both quantitative (facts and figures such as census data) as well as qualitative (e.g. opinions given in consultation responses, **as long as they are backed up by facts**) and should be used to support the decisions made and the policies developed for your Neighbourhood Plan.
- 2.2 Evidence, **not opinion**, should be used to inform and justify the development of any options and proposed policies that will be included in the Neighbourhood Plan and be made publically available in a full and transparent way throughout the production of a Plan. Evidence should not be used retrospectively to justify the policies in a selective way, but undertaken upfront to inform plan making. **Planning policies need to be based on a clear planning rational and a proper understanding of the legislative requirements and the place they refer to.**
- 2.3 Evidence should be made available to consultees, presented upfront in a transparent, referenced and verifiable way, ensuring that policy approaches chosen are justified and clearly evidenced. Evidence has to be balanced and look both at detrimental and also those that bring positive impacts. Analysis should demonstrate the scale of any impacts. It is best to **take a long-term view** and show past and recent trends and how this compares to district averages and other similar towns/areas.
- 2.4 At the end of the process of examining a neighbourhood plan the Council, as the local planning authority, has to be able to conclude from the evidence base, as presented, that the policy is necessary and is a proportionate response to a particular local issue of some significance to those living in the neighbourhood area. The examiner's report will help the Council make up its mind **but it is the Council that decides and the group should ensure that all approaches are fully justified.**

- 2.5 It is important to note that neighbourhood plans are not obliged to contain policies addressing all types of development, nor should they repeat or duplicate existing policy approaches in the wider Development Plan. Such repetition is not required as the development plan is taken as a whole in the determination of applications and examination evidence shows that where such duplications remain they are often deleted at this stage. From the outset it should be understood that policies need to be in **general conformity with the Local Plan**, which sets the strategic direction to which neighbourhood planners can add local distinction where relevant and justified to help address a local issue or to bring forward additional growth. **This includes the evidence base**, where proposed approaches should take account of latest and up-to-date evidence and that evidence informing the Local Plan process is likely to be relevant to the consideration of the Basic Conditions against which a neighbourhood plan is tested.

### Planning Practice Guidance

*...Proportionate, robust evidence should support the choices made and the approach taken. The evidence should be drawn upon to explain succinctly the intention and rationale of the policies in the draft neighbourhood plan or the proposals in an Order.... A local planning authority should share relevant evidence, including that gathered to support its own plan-making, with a qualifying body. Further details are set out in [guidance of the type of evidence useful in supporting a local plan<sup>1</sup>](#)...*

Paragraph: 040 Reference ID: 41-040-20160211 revision date 11.02.2016

*...Any neighbourhood plan policies on the size or type of housing required will need to be informed by the evidence prepared to support relevant strategic policies, supplemented where necessary by locally-produced information.*

Paragraph: 103 Reference ID: 41-103-20190509 Revision date 09.05.2019

*A neighbourhood plan can allocate additional sites to those in a local plan (or spatial development strategy) where this is **supported by evidence to demonstrate need above that identified in the local plan or spatial development strategy***

Paragraph: 044 Reference ID: 41-044-20190509 Revision date 09.05.19

*.... evidence informing the local plan process is likely to be relevant to the consideration of the basic conditions against which a neighbourhood plan is tested...*

Paragraph: 009 Reference ID: 41-009-20190509 Revision date 09.05.2019

- 2.6 Officers will assist those neighbourhood planning groups by sharing and signposting to appropriate sources of evidence such as statistical data (e.g. census) and published documents as well as identifying **any evidence gaps in relation to the subjects covered, and establishing any requested housing target**. Those communities reviewing the evidence base to support their neighbourhood plan should contact the Council early on to discuss how best to establish the appropriate approach and available evidence.
- 2.7 Section 8 of this note details many initial sources of information that can be used to understand the underlying / baseline evidence of a neighbourhood plan area and that of the wider District.

<sup>1</sup> <https://www.gov.uk/guidance/plan-making>

### Before you dive in...

- It is important to note that North Norfolk District Council is able to provide a substantial readymade evidence base for your plan and sign post you to other relevant organisations and published studies that may be relevant to a neighbourhood plan area or subjects. A considerable amount of up to date evidence is already published that supports the Core Strategy and the emerging Local Plan. These can be found in the published [Document Library<sup>2</sup>](#)
- Also important is previous research undertaken by other departments in the Council and any emerging evidence that officers may be working on. Early and continual engagement with planning officers is strongly encouraged.
- Base line information on housing, community demographics and other local statistics can be obtained from the settlement profiles produced by officers from the web site.

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## 3 Why is evidence important when developing planning policies?

- 3.1 Evidence is extremely important as it ensures that the choices made in your neighbourhood plan are backed up by facts and that the policies produced are therefore robust and justified as required by planning Law. Opinion and views of the local community and others that have a stake in the future of a neighbourhood plan area e.g. expressed through consultation, demonstrate that the policies in your plan have been informed by the participation of the local community and others with an interest in the area but opinion itself does not provide the justification for policies choices further information can be found on the [Locality web site](#).
- 3.2 You may find that there is **insufficient evidence to support** the community raised issues and concerns. In such cases where the evidence **may not substantiate the views of the community** or it may contradict the views of the community an approach will remain challengeable. There is no substitute for research and fact finding which demonstrates that the choices made in the Plan are backed up and substantiated by up to date and robust background facts.
- 3.3 When a draft neighbourhood plan or Neighbourhood Development Order is consulted on or examined by an independent examiner, a series of tests will be applied including whether or not the content of the plan is justified by the evidence base/background information underlying it. Part of this will include considering the source of the information and how up to date it is. It is essential that the evidence used remains up to date and fit for purpose and accompanies the Plan.
- 3.4 Without evidence to substantiate an approach a neighbourhood plan and or individual policies can be challenged. During examination further evidence can be submitted by those making representations which the examiner is duty-bound to consider. An independent examiner may recommend that policies are deleted if it is not demonstrated and supported by the appropriate evidence provided and the proposed approach is seen as not justified. An examiner may also modify a policy in line with appropriate evidence.
- 3.5 At the end of the day an adopted neighbourhood plan will be used to determine planning applications and it is essential that the correct information is used. A failure to base policy on robust evidence runs a considerable risk that it will be ineffective and the Council will not be able

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<sup>2</sup> <https://www.north-norfolk.gov.uk/documentlibrary>

to rely on it in the longer term as a consideration in the determination of planning proposals. This therefore affects the life and usefulness of a neighbourhood plan.

**Planning Policy Guidance:**

*Proportionate, robust evidence should support the choices made and the approach taken. The evidence should be drawn upon to explain succinctly the intention and rationale of the policies in the draft neighbourhood plan or the proposals in an Order.*

040 Reference ID: 41-040-20160211

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## 4 What is proportionate and robust evidence?

- 4.1 There is no prescribed list of evidence required for neighbourhood plans, what evidence is required should be born out of the intention and rational of the policies and subjects covered in the emerging neighbourhood plan. Some documents must be submitted as part of the basic conditions tests e.g. the Consultation Statement which details how feedback was taken into consideration in the development of the Plan, while other supporting evidence should be made available and published as a supporting evidence base at the time of consultation and submission.
- 4.2 Information should be as up to date as possible, referenced and the source provided and verifiable. Plans by their very nature take time and it might be that during production new, more up to date information is required or becomes available. Similarly, there might be a need to address a new issue or strengthen an area where there is little existing evidence supporting the approach. Generally, the evidence base should be kept under review during the production of the plan and policies adjusted where necessary.
- 4.3 **The evidence base of a neighbourhood plan should contain:**
- Research and fact finding information from recognised published sources such as council tax records, census, national policy and published reference material.
  - Locally generated research such as a housing needs survey, local green space assessment should follow a clear and transparent methodology.
  - Views of the local community – this should include those that have an interest in the future of the area including those that own business or are employed there and used to demonstrate wider local participation in the plan production
- 4.4 Evidence gathering is time consuming and can be costly, but utilising the existing evidence base is one way to reduce costs and the time it will cost to prepare a neighbourhood plan as well as reduce the risks in its production and future non application.
- 4.5 It is important to document your evidence as it evolves. The examining Inspector will be interested in the trail and you ought to review the evidence prior submission (is it up-to-date, or at least the latest available), relevance and completeness in terms of coverage of the parish. A simple evidence spread sheet or can created in Excel and updated in accordance with progress.

## 5 Overarching Evidential Matters to Consider

- 5.1 **The existing Local Plan and existing evidence base:** there should be a full assessment of the current Local Plan and the extent to which the existing policy approach is robust and relevant for the neighbourhood plan area. If the existing Local Plan policies are robust, up-to-date and relevant there may not be a need for a neighbourhood plan policy or a simpler and more focused neighbourhood plan may be appropriate with **specific locally derived evidence** collected to inform the neighbourhood plan approach.
- 5.2 **Locally distinctive evidence:** where a Local Plan will cover the whole district and will have overarching or strategic policies, a neighbourhood plan can focus more on the issues and needs effecting a local community. It will need to collate and consider **locally derived evidence** in order to add 'local distinctiveness' on matters such as design, housing, infrastructure and employment.
- 5.3 **Scope of the neighbourhood plan:** the scope and complexity of the plan will depend on the local factors and the strategic coverage in the Local Plan and the local evidence. The **evidence base** should determine the focus of the neighbourhood plan on land use planning issues. It should be understood at this early stage that there should be no duplication or contradiction of Local Plan policies. Both the Local Plan and neighbourhood plans once adopted form the Local Development Plan and are used in the determination of proposals along with national policy and guidance.
- 5.4 **Delivering growth:** a neighbourhood plan allows for a community to consider how they could add a local dimension to deliver **additional growth to the strategic levels set out in the Local Plan** – Such growth is justified on the grounds of addressing locally **derived needs**. The evidence may highlight that there may be specific housing needs in an area that could be addressed or a particular industry that requires further support through local policies. In areas where there is a desire to bring forward housing related policies, address additional identified local housing requirements and or in areas where the Local planning authority has not set out any strategic housing requirements, the National Planning Policy Framework expects **an indicative figure to be provided by the Local Planning Authority to neighbourhood planning bodies on request**. More information on setting a housing target is contained in the separate housing advice note.
- 5.5 **Professional and technical support:** identify areas where you will need professional support in gathering evidence and analysing the data as well as technical pieces of work that need to be produced. The Policy Team will be able to advise you on what additional technical information is required to support your neighbourhood plan. Assessing the impacts of your proposals on the surrounding environment may require expertise from a number of specialists including ecologists, archaeologists, transport engineers etc.
- 5.6 **Evidence and community aspirations:** having reviewed the existing evidence base you may find that there is **not the evidence to support** the community raised issues and concerns. The evidence may not substantiate the views of the community or it may contradict the views of the community. **If you do not have the evidence to support a particular policy approach, then you should consider removing the policy** otherwise you run the risk of the independent examiner recommending the policy is deleted or modified. If a policy approach remains un justified it runs the risk of not being enforceable in the longer term. If you remove a policy because of a lack of evidence you may wish to explain to the local community in the draft plan or consultation statement, why a particular issue they raised during consultation is not being addressed in the neighbourhood plan. If in any review, there is an evidence gap you may need to commission further evidence. The policy team can advise on the best ways to go about this.
- 5.7 **The need to meet the basic conditions:** all neighbourhood plans must meet the 'basic conditions' set out in planning law. This will be tested through an independent examination. The basic conditions for neighbourhood plans are that they must:

- have regard to national policy;
- contribute to the achievement of sustainable development;
- be in general conformity with the strategic policies in the development plan for the local area; and
- be compatible with EU obligations.

5.8 In assessing these tests the evidence base as presented and made available is a consideration.

5.9 **Taking a consistent approach:** Ideally the evidence collected at the neighbourhood level should benefit the neighbourhood group and the LPA. By taking a structured and consistent approach to evidence gathering at the community level, it can build up a framework of data that can:

- inform strategic policy in a way that district-wide evidence cannot;
- enable like-for-like data to be compared and also ensure consistency of interpretation and terminology used;
- help interpret strategic policy, particularly in development management for a specific proposal.

#### **Key Questions to ask in early days of plan making and before looking to formulate policies:**

- **What are the perceived local issues?**
  - Are the issues identified related to land use planning?
- **Is there an existing, up to date, Local Plan policy that already covers the issue(s)?**
- **What has the local consultation (if any has taken place) said?**
  - Are the views representative?
  - Are local expectations realistic?
  - Can they be substantiated/supported by evidence?
- **What evidence is currently available?**
  - Does existing evidence correlate with the perception or issues identified?
- **Taking into account existing evidence and Local Plan policy**
  - is the issue already addressed through an existing national or local policy?
  - is there a need for a Neighbourhood Plan policy?
- **Gaps in evidence base - is there a need for new or updated evidence to inform options?**
  - How is the new evidence going to be collated?
  - What is the cost?
  - Is the collection necessary and relevant to inform the plan and its objectives?
  - Can the evidence be clearly documented and published?
- If the decision is taken to commission further evidence from consultants the following should be borne in mind:
  - Write a clear brief
  - Identify the main point of contact and who is managing the contract
  - Don't be afraid to ask NNDC policy team for assistance and guidance

#### **Top Tip**

Base line evidence should be incorporated into the plan and additional supporting evidence published in one accessible place.

## 6 How Do You Use Evidence?

- 6.1 Further detailed advice on how to gather and use evidence is summarised below and can be found on the Royal Town Planning Institute, RTPI website here:  
[https://www.rtpi.org.uk/media/1282921/how\\_to\\_gather\\_and\\_use\\_evidence.pdf](https://www.rtpi.org.uk/media/1282921/how_to_gather_and_use_evidence.pdf)
- 6.2 The RTPI advise that evidence should be used to inform the development of your neighbourhood plan and to support your choice of policies. Here are some tips on how to use your evidence base:
- Assess whether the **evidence is relevant** for your neighbourhood plan. Your neighbourhood plan can only include policies that relate to the development and use of land.
  - Ensure each policy in your neighbourhood plan is **supported by evidence**. It is advisable to include a supporting statement for each policy i.e. reason for the policy and the evidence that supports the policy.
  - You should summarise the evidence succinctly and if appropriate provide links to further information or direct the reader to an evidence summary.
  - **Present the evidence clearly** so that the reader understands what the evidence is showing. A range of techniques and methods can be adopted including the use of tables, maps, graphs and diagrams.
  - Ensure you clearly reference the source of your evidence. Wherever evidence is referred to it should be clearly referenced (with hyperlinks where possible) and dated.
  - Have a look at examples of how others use and present evidence.
  - Consider appointing a third party to carry out an evidence review. An independent review of your evidence may reveal evidence gaps or risks such as missing or inadequate evidence prior to submitting your plan to your local planning authority.
  - Remember that your neighbourhood plan is not a static document. You should make use of the best available data at the time you write your plan.
  - Try and ensure the data relates to your neighbourhood area. This can be tricky as some data is only available for a wider area; if this is the case seek the advice of your local planning authority. It may have information at neighbourhood level or be able to advise you on how the data could be interpreted at a more local level.
  - **Do not try and hide evidence**

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## 7 Housing and Sites

- 7.1 It is important that if a neighbourhood plan is considering allocating sites for residential development that there is early engagement with the Policy Team to understand what evidence and information is currently available and to request an appropriate housing target. For example, NNDC have carried out a housing and economic land availability assessment (HELAA), this has been followed by a more detailed and comprehensive site assessment and sustainability appraisal to inform the proposed site allocations in the emerging Local Plan. There is also a detailed Strategic Housing Market Assessment (SHMA) which objectively assessed and evidenced the need for housing (both market and affordable) and provides other evidence to inform emerging Local Plan policies, neighbourhood plans and decision making.
- 7.2 We have produced further, detailed, guidance on the specific issues around housing and in particular sections on how to use appropriate evidence and develop appropriate policy options. The guide can be found in the neighbourhood plan section at  
<https://www.north-norfolk.gov.uk/neighbourhoodplans>

### Before you dive in...

NNDC have assessed a considerable amount of sites in the production of the Local plan. The assessment framework and sustainability appraisal framework are available for neighbourhood planners to utilise in any neighbourhood plan assessment.

**Note:** All potential site options should to be assessed, not just those shortlisted by public or steering group preferences.

## 8 Sources of Evidence

- 8.1 Evidence to underpin policies can be taken from a wide variety of sources, including the Authorities Annual Monitoring Report, planning applications and appeal decisions. National guidance and good practice dictates that evidence needs to inform what is in the plan and shape its development rather than being collected retrospectively.
- 8.2 Wherever possible, assessments can share the same evidence base and be conducted over similar timescales.
- 8.3 papers and relevant published and commissioned evidence documents are available in the [Document Library](#)

### National Planning Policy and Guidance

Evidence	Location / Link
National Planning Policy Framework	<a href="https://www.gov.uk/government/publications/national-planning-policy-framework--2">https://www.gov.uk/government/publications/national-planning-policy-framework--2</a>
Planning practice Guidance - national guidance covering 56 planning categories and the main guidance on neighbourhood planning and plan making	<a href="https://www.gov.uk/government/collections/planning-practice-guidance">https://www.gov.uk/government/collections/planning-practice-guidance</a>
Locality Guidance	<a href="https://neighbourhoodplanning.org">https://neighbourhoodplanning.org</a>
Locality Guidance Toolkits & Guidance	<a href="https://neighbourhoodplanning.org/toolkits-and-guidance">https://neighbourhoodplanning.org/toolkits-and-guidance</a>
RTPI Neighbourhood Planning Guidance	<a href="https://www.rtpi.org.uk/planning-aid/neighbourhood-planning">https://www.rtpi.org.uk/planning-aid/neighbourhood-planning</a>

### Council Documents

- 8.4 The Council has published a substantial readymade evidence base covering a wide variety of matters. This includes that used to support the existing and emerging Local Plan, annual statistics and monitoring reports and web based analysis of relevant statistics. At any one time there may also be ongoing research and emerging studies which officers will be able to inform neighbourhood plan groups.

8.5 Details of all adopted Local Plans, emerging local plan and background papers and relevant published and commissioned evidence documents are available in the [Document Library](#)<sup>3</sup>

8.6 This includes:

Evidence	Location / Link
NNDC Neighbourhood Planning Website	Hosting of parish neighbourhood plans formal documents and NNDC responses to NP consultations. Detailed guidance notes on key areas of plan making such as how to use evidence, essential links, getting started, Housing policies, how to guides and much more. <a href="http://www.north-norfolk.gov.uk/neighbourhoodplans">www.north-norfolk.gov.uk/neighbourhoodplans</a>
First Draft Local Plan Consultation and updated emerging Local Plan	Emerging Local Plan, Alternatives Considered, Sustainability Appraisal, Habitats Regulation Assessment, HRA
Supplementary Planning Guidance, SPDs	Draft Design Guide 2019, Landscape Character Assessment and Landscape Sensitivity Assessment 2019
Adopted Development Plan Documents and SPDs	Core Strategy (2008), Site Allocations (2011) and 2008 Design Guide, 2019 Landscape Character Assessment, Proposals Map
Evidence Base - Design	National Design Guidance issued Oct 2019 <a href="https://www.gov.uk/government/publications/national-design-guide">https://www.gov.uk/government/publications/national-design-guide</a> Existing NNDC Design Guidance SPD, and emerging updated NNDC Design Guidance SPD 2019
Evidence Base - Economy, Tourism & Leisure	Settlement Profiles – statistical review of settlements Housing & Economic Land Availability Assessment Part 2 Economic Impact of Tourism NNDC report – annually Retail and Main Town Centre Study 2016 Indoor leisure Facilities Study 2015 Open Space requirements (expected early 2020) Business Growth and Investment Opportunities 2015. North Norfolk Growth Sites Business Strategy (update of above - expected spring 2020)
Evidence Base – Environment	Landscape Character Assessment SPD and Landscape Sensitivity Assessment SPD. Amenity Green Space study 2019 Norfolk Green Mapping Project, 2018 Strategic Flood Risk Assessment 2017- shows flood extents from all sources including predicted climate change extents. – essential for site allocations. Visitor Impact Assessment of European Sites, 2017 Recreational Avoidance Mitigation Strategy - expected Spring 2020.
Evidence Base - Housing	Strategic Housing Market Assessment - partial update 2019 Strategic Housing Market Assessment 2017 Housing & Economic Land Availability Assessment Part 1
Evidence Base - Infrastructure & Viability	Plan Wide Viability Study interim study (Regulation 18), 2018 Planning in Health (Health Protocol), 2019 Norfolk Strategic Planning Framework, 2018 North Norfolk Power Study, 2019

<sup>3</sup> [www.north-norfolk.gov.uk/documentlibrary](http://www.north-norfolk.gov.uk/documentlibrary)

Monitoring Documents	Annual Monitoring Report Five Year Housing Land Statement (annual)
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In addition:

Evidence	Location / Link
Brownfield Register	<a href="http://www.north-norfolk.gov.uk/brownfieldregister">www.north-norfolk.gov.uk/brownfieldregister</a>
Planning Constraints Online Mapping Tool	<a href="http://www.north-norfolk.gov.uk/tasks/development-management/apply-for-planning-permission">www.north-norfolk.gov.uk/tasks/development-management/apply-for-planning-permission</a>
Find out more about the economy of North Norfolk - web page provides town infographics and links to Norfolk Insight data	<a href="http://www.north-norfolk.gov.uk/tasks/economic-growth/find-out-about-the-economy-of-north-norfolk">www.north-norfolk.gov.uk/tasks/economic-growth/find-out-about-the-economy-of-north-norfolk</a>

## Sources of Statistics

Evidence	Location / Link
NNDC economic profiles	<a href="http://www.north-norfolk.gov.uk/tasks/economic-growth/find-out-about-the-economy-of-north-norfolk">www.north-norfolk.gov.uk/tasks/economic-growth/find-out-about-the-economy-of-north-norfolk</a>
NNDC detailed settlement profiles - found under economy section in the web based document library	<a href="http://www.north-norfolk.gov.uk/documentlibrary">www.north-norfolk.gov.uk/documentlibrary</a>
Nomins - service provided by the Office for National Statistics, ONS, to give you free access to the most detailed and up-to-date UK labour market statistics from official source	<a href="http://www.nomisweb.co.uk">www.nomisweb.co.uk</a>
Norfolk Insight locality-focused information system providing data and analysis for neighbourhoods in Norfolk. Integrate ward and parish information	<a href="http://www.norfolkinsight.org.uk">www.norfolkinsight.org.uk</a>
2011 Census Data Office of National Statistics (ONS)	<a href="http://www.ons.gov.uk/census/2011census/2011censusdata">www.ons.gov.uk/census/2011census/2011censusdata</a>
Second/holiday home data census information	see ONS above
second/holiday data council tax/business rates	please contact planning policy team for the most up to date information

## Other Published Guidance

8.7 **Locality** produce a comprehensive suite of general and topic based guidance specifically aimed at neighbourhood planners. It is highly recommended that these documents are utilised to their full.

Evidence Source	Location / Link
NNDC Neighbourhood plan guides	<a href="http://www.north-norfolk.gov.uk/neighbourhoodplans">www.north-norfolk.gov.uk/neighbourhoodplans</a>
<b>Locality guidance - general</b>	<a href="https://neighbourhoodplanning.org">https://neighbourhoodplanning.org</a>
<b>Locality guidance key guides – (click on resources then guides)</b>	<a href="https://neighbourhoodplanning.org/toolkits-and-guidance">https://neighbourhoodplanning.org/toolkits-and-guidance</a>
Locality Funding	<a href="https://locality.org.uk/services-tools/neighbourhood-planning">https://locality.org.uk/services-tools/neighbourhood-planning</a>
Planning Aid: How to gather and use evidence	<a href="https://www.rtpi.org.uk/how_to_gather_and_use_evidence.pdf">https://www.rtpi.org.uk/how_to_gather_and_use_evidence.pdf</a>

8.8 Locality funding – note if you apply for a grant you need to spend the money within a set time period or return it. It is important therefore that you scope out the required approach and evidence work required so that you are aware where best to spend any monies before applying.

### Other Service Providers and Stakeholders

8.9 Other service providers such as Anglian Water, Natural England, Historic England and Norfolk County Council have a duty to assist in the process.

Evidence Source	Location / Link
NCC (including Highways, Archelogy)	<a href="https://www.norfolk.gov.uk/libraries-local-history-and-archives/archaeology-and-historic-environment/historic-environment-record">https://www.norfolk.gov.uk/libraries-local-history-and-archives/archaeology-and-historic-environment/historic-environment-record</a>
General enquiries re Neighbourhood planning co-ordinator contact Naomi Chamberlin	<a href="mailto:infrastructure@norfolk.gov.uk">infrastructure@norfolk.gov.uk</a>
Anglian Water - Neighbourhood Planning Guide	<a href="https://www.anglianwater.co.uk/about-us/public-affairs/stakeholder-engagement">https://www.anglianwater.co.uk/about-us/public-affairs/stakeholder-engagement</a>
Local Enterprise Partnership - New Anglia	<a href="https://newanglia.co.uk">https://newanglia.co.uk</a>
Natural England	Natural England - GOV.UK
Historic England	<a href="https://historicengland.org.uk/advice/planning/">https://historicengland.org.uk/advice/planning/</a>
Historic England- Neighbourhood planning and the Historic Environment	<a href="https://historicengland.org.uk/advice/planning/improve-your-neighbourhood">https://historicengland.org.uk/advice/planning/improve-your-neighbourhood</a>
North Norfolk AONB and Coastal Partnership	<a href="http://www.norfolkcoastaonb.org.uk/partnership/norfolk-coast-partnership/56">http://www.norfolkcoastaonb.org.uk/partnership/norfolk-coast-partnership/56</a>

Such organisations have many departments covering many areas, Officers will be able to advise on the best person to approach depending on subject matter and the key evidence matters that are required to support an emerging plan.

**Before you dive in: Essential Reading ....**

**Recommended Guides from Locality**

- [Neighbourhood Plans Roadmap: A step by step guide](#)
- [Frequently asked Questions by neighbourhood planners](#)
- [General conformity with strategic local planning policy](#)
- [Keeping It simple](#)
- [The power of neighbourhood planning](#)
- [Neighbourhood Planning glossary](#)
- [Achieving Well Designed Places](#)
- [Testing viability of your Plan](#)
- [Guidance notes for site assessment](#)

**How to guides**

- [How to write terms of reference for neighbourhood plans](#)
- [How to undertake a Housing needs assessment](#)

- [How to consider the environment in neighbourhood plans](#)
- [How to write and conduct social surveys to gather data for your neighbourhood plans](#)
- [How to commission consultants](#)
- [How to write planning policies](#)

**We advise neighbourhood planning groups to check the Locality website for additional guides and updates on a frequent basis: <https://neighbourhoodplanning.org/toolkits-and-guidance>**