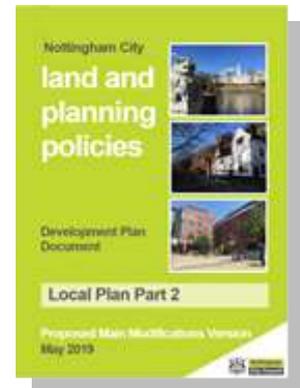


Making responses on the Proposed Main Modifications to the Nottingham City Land and Planning Policies Document – Guidance Notes

This guidance note is designed to be read alongside the [Response Form](#) so that your responses are made in the correct way.

An independent Planning Inspector has been appointed to examine the Plan to make sure that it is '**legally compliant**' and '**sound**' after which it will be adopted by the Council.

Following the Examination Hearing Sessions, formal representations on the proposed Main Modifications are invited from the public and interested parties. A number of changes are proposed to the previous 'Revised Publication Version' of the Local Plan in order to make the Plan sound. These changes cover Site Allocations and Development Management Policies with additions shown in [blue underline](#) and deletions in [red strikethrough](#) in [Schedule of Proposed Main Modifications to the Nottingham City Land and Planning Policies Document \(May 2019\)](#). This consultation is focusing on these changes and comments made in response to the previous 'Revised Publication Version' consultation need not be repeated. In addition, changes to the Policies Map are shown in the [Schedule of Changes to the Policies Map of the Nottingham City Land and Planning Policies Document, May 2019](#).



Additional Modifications are minor changes, [not subject](#) to consultation and will be made by the Council on adoption. These are shown for information only as [grey underline](#) and deletions in [grey strikethrough](#) in the [Proposed Main Modifications Tracked Changes Version of the Nottingham City Land and Planning Policies Document, May 2019](#).

A list of supporting documents, which accompany the Proposed Main Modifications can be found at www.nottinghamcity.gov.uk/mainmodifications.

Generally, if your responses are about the way in which the Local Plan Part 2 has been prepared then these are likely to relate to whether it is '**legally compliant**'. If your responses are about the content of the Local Plan Part 2 and the approach it adopts then these likely relate to whether it is '**sound**'.

After the consultation period has closed all the representations received on the Proposed Main Modifications will be forwarded to the Inspector for her consideration together with a report from the City Council summarising the main issues raised and providing a brief response to those issues.

How to respond

Deadline

The consultation period will run for 6 weeks. Your responses need to be received by the Council by **5.00pm on Friday 28th June 2019**. Comments received after that may not be considered.

Where to make responses.

There are two ways to respond:

- **Online:** Please fill in the response form which can be found at: www.nottinghamcity.gov.uk/mainmodifications and email it to; localplan@nottinghamcity.gov.uk.
- **Paper:** The Council is encouraging electronic responses for ease of processing, however, should you need to submit comments in writing, these can be [downloaded](#) from the above web site and sent to:

Nottingham City Council
 LH BOX 52
 Planning Policy and Research Team
 Loxley House, Station Street
 Nottingham, NG2 3NG

If you need any help in submitting your response(s) or further information please contact the Planning Policy Team by telephoning 0115 876 4594 or emailing localplan@nottinghamcity.gov.uk.

Part A - Contact Details and Future Notifications

<p>Q1 Are you responding as?</p> <p><input type="radio"/> Individual</p> <p><input type="radio"/> Landowner/Developer</p> <p><input type="radio"/> Organisation</p> <p><input type="radio"/> Other _____</p>

Please tick as appropriate.

<p>Q2 If you have commented before on the Local Plan and have your consultee ID number (this will have been provided on your consultation letter) please provide it.</p>

If you know your consultee ID that we have issued you with, please use it here as it will help us to match your comments up to the contact details we already hold. You can contact us if you do not have your consultee ID to obtain it.

<p>Q3 Your Details</p>

This section needs to be completed so that we are able to contact you regarding your responses in the future. This could include clarifying something with you. If you do not fill this section in your comments **will not** be registered or considered as part of the process.

If you are sending us responses on a number of different parts of the Plan you need only fill in 'Part A - Contact Details and Future Notifications' once as long as you ensure all your responses are submitted together (whether by post or electronically). Each response (Part B) must be on a separate form.

<p>Q4 Agent's Details (if relevant)</p>
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This question only needs to be answered if someone is sending us responses on your behalf. This could be someone you have paid to make responses (such as a Planning Consultant) or a family member or friend. While we will deal with your agent on a day to day basis the responses are classed as your own.

<p>Q5 Do you wish to be notified of any of the following?</p> <p><input type="radio"/> Publication of the recommendations of the Inspector?</p>
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Adoption of the Local Plan Part 2?

Please tick each yes box if you wish to be kept informed of the progress of the Plan.

Part B – Your Response

A separate Part B form is needed **for every response** submitted.

In order that consideration is given to each response, you are requested to ensure each response relates clearly to a proposed Main Modification reference number where appropriate. The questions are designed to ensure the Planning Inspector has all the information needed.

Q6 If you know the Proposed Change reference number provided in the [Proposed Main Modifications Tracked Changes Version of the Nottingham City Land or Schedule of Changes to the Policies Map of the Nottingham City LAPP](#) , please provide it and move to Q7.

To ensure that your comments are correctly matched up, please provide the appropriate reference number. The reference numbers can be found in the '[Proposed Main Modifications to the Nottingham City LAPP](#) or [Schedule of Changes to the Policies Map of the Nottingham City LAPP](#) (please see www.nottinghamcity.gov.uk/mainmodifications).

What does your response relate to?

You need to record whether your response relates to (a) a main modification, (b) a policy map, (c) a supporting document. There is also a catch all question (d) if your response does not fit within any of these options.

a) Does your response relate to a Main Modification?

If your response relates to a Proposed Main Modification, please provide details on the form (including the reference number).

b) Does your response relate to a Policy Map?

If your responses relates to a Policy Map, please provide details on the form (including the reference number).

c) Does your response relate to a supporting document?

If your response relates to a supporting document, please specific and give your reasons in question 9 and 10.

d) Does your response relate to another issue?

Finally, if your response does not relate to any of the previous options (a-c), then please select this option and give details later on the form. This option may be applicable for example, if your response relates to an item from the evidence base or other key documents. However, in most cases your response should be made in the previous options as these cover all the key issues you are likely to want to respond on. Once you have stated what your response relates to, you need to identify why you consider the document does not meet the legal requirements set out in planning regulations.

The Planning Regulations set out the tests that need to be met before the Council can adopt the Plan. A Plan must be both ‘sound’ and ‘legally compliant’. Questions 7 and 8 relate to these tests.

Q7 Do you consider the Local Plan Part 2 to be legally compliant?

You need to decide whether you consider the Plan to be legally compliant and tick the appropriate response. You can expand on your answers later on the form including how you would like to change the Plan in Q9 and Q10.

A Plan is considered **legal** when it complies with the various regulations that govern how it should be prepared. Key issues the Inspector will look at include:

- Whether it is in the [Local Development Scheme](#);
- Whether community consultation was carried out in accordance with the [Statement of Community Involvement](#);
- Whether the requirements of the relevant [Regulations](#) have been followed;
- Whether the appropriate notifications have been made;
- Whether a [Sustainability Appraisal](#) assessing social, environmental and economic factors has been completed and made public;
- Whether the document has regard to the [Sustainable Community Strategy](#) for the areas it covers;
- Whether the requirements of the [Duty to Cooperate](#) have been met.

If you do not think we have complied with a legal requirement for all or part of the document please use the response form to tell us what we have not done or done incorrectly and how we can make changes to overcome your concerns.

Q8 Do you consider the Local Plan Part 2 to be ‘sound’?

This question relates to the ‘soundness’ and forms the second part of the tests that we need to meet in order to be able to adopt the Local Plan Part 2. When testing the soundness of the Plan the Inspector is required to consider a number of different factors. These are whether the Local Plan Part 2 is ‘**positively prepared**’, ‘**justified**’, ‘**effective**’ and ‘**consistent with national policy**’ and are known as the ‘**tests of soundness**’. Subsequent questions on the form ask you to state whether you think the Plan complies with these requirements. You can select any number that you consider apply.

Positively prepared	This means that we have objectively assessed the need for homes, jobs, services and infrastructure and these will be delivered where sustainable.
Justified	This means that the Plan is based upon a robust and credible evidence base. If you think that the evidence does not support the choices made in the document or there are realistic alternatives then your response relates to whether it is justified.
Effective	This means that the Plan will deliver what it sets out to. If you think that what the Plan proposes to do will not actually happen as the required infrastructure can not be provided, the groups who will deliver elements of it have not signed up to it or the Plan does not join up with the strategies of neighbouring authorities then your comments relate to whether the document is effective or not.
Consistent with national policy	This means that the Plan accords with the National Planning Policy Framework or includes clear and convincing reasons for doing something different. If you think that the Plan conflicts with an element

	of national policy such as the National Planning Policy Framework then your response relates to whether it is consistent with national policy. Conversely you may think that the Plan should depart from national policy due to an identified and justified local need.
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You need to tick either 'Yes' (you think the Plan is **sound**) or 'No' (you think the Plan is **unsound**). You can expand on your answers and say how you would like to change the Plan later on the form in order to make it sound.

Q9 Please explain why you 'support' or 'do not support' the Proposed Main Modification, Changes to the Policies Map, or other Supporting Documents (i.e. why you think the Plan is/is not legally compliant/sound). Try and be as precise as possible.

This question allows you to explain why you think the Main Modifications are or are not **legally compliant** and/or **sound**. If you need more space you can attach extra sheets. Please make sure these are firmly attached and that we are able to clearly see to which proposed Main Modification and question you are responding.

Q10 Please set out what change(s) you consider necessary to make the Proposed Main Modifications, changes to the Policies Map or other Supporting Documents legally compliant or sound, having regard to the reasons you identified in Q9. You will need to say why this change will make the Proposed Main Modifications legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any Policy or text. Try and be as precise as possible.

This question allows you to set out what changes you think need to be made to the proposed Main Modifications to make it **legally compliant** and/or **sound**. This could include changes to wording, further evidence work or a different approach. Please note your response should be as brief and as precise as possible and should cover everything necessary to support/justify the response. There will not be an opportunity to make additional responses later. If you need more space you can attach extra sheets. Please make sure these are firmly attached and that we are able to clearly see which proposed Main Modification reference number and question you are responding to.

Check List:

- Submit your form by email to localplan@nottinghamcity.gov.uk;
- The deadline for responses is **5.00pm on Friday 28th June 2019**;
- If objecting, be clear about why the Local Plan Part 2 is not **legally compliant** or **sound**;
- Be clear about which Proposed Main Modification you are responding to using reference numbers/paragraph numbers where appropriate and ideally the Proposed Main Modification reference number;
- Try to support your response(s) with evidence;
- Be clear about any changes you want to see;
- Leave enough time to make sure your response(s) are received by the deadline;
- Briefly and precisely cover all information and evidence to support or justify your response(s);
- Groups of individuals with similar responses may submit a joint response which will be given the same weight as multiple responses.
- Ensure you have read our Privacy Statement on the response form.