

How to submit your neighbourhood plan proposal to your local planning authority

Putting the pieces together



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1. Introduction

This resource will focus on how to submit your neighbourhood plan to your local planning authority. It will explain:

- the documents you need to submit with your neighbourhood plan
- how to prepare for submission

If you are new to neighbourhood planning you are encouraged to read the [Locality Roadmap](#) which explains the process of preparing a neighbourhood plan. It will provide useful context to this resource which focuses on the 'how'.

2. What documents do you need to submit?

Your neighbourhood plan proposal must include the following when it is submitted to your local planning authority:

- a **map, or statement**, which identifies the area to which the proposed neighbourhood plan relates. This is a map showing the extent of your neighbourhood area designated by the local planning authority
- a **consultation statement**. Your consultation statement must include the following:
 - details of who was consulted on the proposed neighbourhood plan (including [consultation bodies](#))
 - an explanation of how they were consulted
 - a summary of the main issues and concerns raised through consultation
 - a description of how these issues were considered, and where relevant, addressed in the proposed neighbourhood development plan.

The consultation statement is your opportunity to explain and demonstrate how engagement with the community and others has shaped the development of the plan. Further information and guidance is provided in [How to write a consultation statement](#).

- **the final version of your proposed neighbourhood plan**
- a **statement** explaining how the proposed neighbourhood plan meets the requirements – the basic conditions and other tests – set out in the legislation. Further information is provided in [How to write a basic conditions statement](#).
- in order for the public and the independent examiner to know whether the plan is likely to have **significant environmental effects** you must submit one of the following:



- a [screening opinion](#) confirming that the plan proposal is unlikely to have significant environmental effects; or
- an environmental report prepared in accordance with the [Environmental Assessment of Plans and Programmes Regulations 2004](#)

It is recommended that this information is also included as an appendix to the [basic conditions statement](#).

3. How to prepare for submission

This section offers advice on what you need to think about before submitting your neighbourhood plan proposal to your local planning authority.

- **Discuss your plan proposal with your local planning authority.** It should be able to advise on whether it considers that your neighbourhood plan meets the basic conditions. Your authority should be able to provide comments on any outstanding issues or concerns that you may wish to address.
- **Consider having a ‘health check’ of your plan.** A ‘health check’ involves a suitably qualified independent third person assessing whether they consider your draft plan meets the basic conditions and recommending changes if they think it does not. This enables you to consider amending your plan prior to submission. [The Neighbourhood Planning Independent Examiners Referral Service](#) offers health checks to groups as part of the [Government’s technical support programme](#) or as a paid for service. Alternatively you may want to ask an officer at your local planning authority or a [planning consultant](#).
- Ensure that the neighbourhood plan you are submitting is **the final version**. You cannot make changes to your plan once it has been submitted unless you withdraw it. If after you have submitted your plan you want to make a view known to the examiner or submit evidence for the examiner to consider, then you will need to [submit a written representation](#) to your local planning authority.
- **Consider re-consulting on your plan** for a further six weeks if the changes you make in response to the representations received during the pre-submission publicity and consultation period fundamentally alter the plan.
- Make sure that you have **produced the plan in accordance with the relevant legislation** and that you have carried out all of the required processes.

4. Conclusions

There are clear legal requirements that you need to comply with when submitting your neighbourhood plan to your local planning authority. You must ensure that you submit the required documents; that these documents contain the necessary information; and that you have prepared your neighbourhood plan in line with the statutory requirements and processes.



Once submitted to your local planning authority, and following the six week publicity period, your plan will be examined by an independent examiner. Government planning guidance provides information on the [independent examination](#).

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