

Comments Form Guidance Notes

Core Strategy (Submission) Consultation (Reg. 29)

The Core Strategy Development Plan Document has been published for six weeks consultation from midday Monday 18 June to midday Monday 30 July 2007. We welcome your comments, but please ensure you follow the following guidance notes set out below. To view the document on-line, please visit www.northnorfolk.org/ldf and follow the public consultation links.

To comply with Government guidance, to ensure a cost effective examination and to help us to record your comments accurately, please ensure you adhere to the following requirements before returning the form:

- You have signed and dated the form
- If objecting in question 6) ensure you have specified **ONE** test of soundness in question 7)
- You have completed a separate form for each part of the document you are supporting / objecting to (i.e. for each policy)
- If submitting supporting information such as letters, maps or reports, ensure you enclose an extra paper copy (or CD-Rom) and, if supporting evidence exceeds four A4 pages, a brief summary is included (maximum 500 words) of the main issues you wish to raise.

In order to ensure you submit information in a way that the Inspector can use, please use the enclosed **Submission Document Representation form**. Additional forms can be obtained from the NNDC Council Offices (during office hours) or be sent through the post (requests via contact information below). You may photocopy the form, download additional ones from our website or we can email them to you.

Alternatively you can complete the form on-line through our consultation system. Visit www.northnorfolk.org/ldf and follow the 'Public Consultation' links.

How to complete the form(s)

- **Please use a separate form for each representation.**
- Please identify **clearly** which paragraph, policy or map you are commenting on.
- Please state which Test of Soundness your representation relates to (see following table)
- Please write legibly and provide a contact telephone number in case we need to seek clarification.
- Please complete all sections of the form as outlined in the step by step guide below. If you require additional help please contact the Programme Officer on 01263 516355.

Step-by-step guide to each section of the representation form

1. If you are representing an organisation please state the full name of the organisation. Otherwise leave blank.
2. Please give the full name and address of the person making the representation. (If you are an Agent see (3)). Representations are only valid if your name and address are supplied.
3. If you are an agent representing a client, please complete this section as well as the name and address of the person you are representing (2)



4. Please select the part of the document to which your representation relates. You can comment on any section of the document, however, it is important to be clear about which chapter, paragraph or map you are commenting on. If you are unsure please give as much detail as possible including page number(s).
5. If you raised the same issue(s) at a previous stage of consultation please use this section to let us know by ticking the appropriate box. If you are making a representation for the first time please let us know why you did not submit comments at previous stages.
6. Please indicate in the tick-box whether you believe the document to be 'sound' or 'unsound'. Sound may be considered in this context within its ordinary meaning of 'showing good judgement' and 'able to be trusted' and within the context of fulfilling the expectations of legislation.
7. If you feel that the document is 'unsound' please tick which test of soundness your representation refers to (you should refer to the 'Tests of Soundness' detailed below).
8. Use this section to say what changes are necessary to make the Core Strategy sound, having regard to the test you have identified in 7 above. You need to say why this change will make the Core Strategy sound. Use additional sheets if necessary.
9. The Inspector will consider the majority of representations by way of written representations; however, more complex cases may need to be presented and heard in a public examination or round table discussion. Written representations are treated with equal importance to examination appearances.

Submitting the form

- **In order to be considered by the Inspector, representations must be RECEIVED between midday Monday 18 June and midday Monday 30 July 2007. Representations received before or after these dates will not be considered.**
- Representations cannot be treated as confidential. By filling in the form your comments and name will be published and placed on the District Council's website as soon as possible.
- Submitting a representation does not guarantee you the right to appear at the independent examination.
- Representations made at the 'issues and options' and 'preferred options' stages will not be carried forward.



Forms should be returned to the address below. Please note that this is a FREEPOST second class service so no stamp is required. *NB we recommend that representations posted very close to the consultation end date do not use this service as the service cannot guarantee delivery.*

LDF Programme Officer
FREEPOST RRAY-JSLS-TZTE
North Norfolk District Council, Council Offices, Holt Road, Cromer NR27 9EN

If you require further information or additional forms please contact the Programme Officer:

- Tel: 01263 516355
- Fax: 01263 516309
- Email: ldfprogrammeofficer@north-norfolk.gov.uk
- Web: www.northnorfolk.org/ldf

LOCAL DEVELOPMENT FRAMEWORK

Tests of Soundness - Further Information

The final stage of production of the Core Strategy Development Plan Document (DPD) is an examination held by an independent Planning Inspector. The Planning and Compulsory Purchase Act 2004 states that the purpose of the examination is to consider whether the Core Strategy is 'sound'. This means that those who wish to make a representation seeking a change to the Core Strategy which has been submitted by the Council for independent examination will need to show how the document is unsound and what needs to be done to make it sound.

In order to decide whether the Core Strategy is sound, the Inspector will apply a number of tests to the document. These are explained below.

Please ensure that any representations seeking a change to the Core Strategy is clearly related to one or more of the tests of soundness.

- If you are seeking to make representations on the way in which the Council has prepared the submitted Core Strategy it is likely that your comments or objections should be set out under one of the 'procedural' tests.
- If it is the actual content on which you wish to comment or object you should look at the 'conformity' and the 'coherence, consistency and effectiveness' tests shown below.



PROCEDURAL TESTS

1 It has not been prepared in accordance with the Authority's Local Development Scheme (LDS)

The Local Development Scheme (LDS)* is the Council's programme of work, setting out the Local Development Documents it aims to produce and their key stages of preparation. If the Core Strategy is not in the current LDS it should not have been submitted for examination.

2 It has not been prepared in compliance with the Statement of Community Involvement (SCI)

The Statement of Community Involvement (SCI)* sets out the Council's strategy for involving the community in the preparation and revision of Local Development Documents and the consideration of planning applications. The Council will submit a consultation statement with the Core Strategy to show they have complied with the SCI.

3 The plan and its policies have not been subject to Sustainability Appraisal.

Local Authorities are required to carry out a Sustainability Appraisal* of DPDs which assesses the environmental, social and economic impact of proposed policies.

CONFORMITY TESTS

4 A It is not a spatial plan, or it has not properly had regard to any other relevant plans, policies, strategies relating to the area or to adjoining areas.

B It is inconsistent with National Planning Policy

C It is not in general conformity with the Regional Spatial Strategy.

5 It does not have regard to the Authority's Community Strategy

The Community Strategy is prepared by the Local Strategic Partnership which is representative of a range of interests in the Council's area.

COHERENCE, CONSISTENCY AND EFFECTIVENESS TESTS

6

The strategies / policies / designations in the plan are not coherent and consistent within and between DPDs prepared by the Authority and by neighbouring authorities, where cross boundary issues are relevant.

The Core Strategy should show how the policies and proposals within it relate to other relevant policies and proposals in the Council's area and in neighbouring areas.

7

The strategies / policies / designations fail to represent the most appropriate in all circumstances, having considered the relevant alternatives, and they are not founded on a robust and credible evidence base.

The Core Strategy should show how the policies and proposals help to ensure that the social, environmental, economic and resource use objectives of sustainability will be achieved.

8

There are no clear mechanisms for implementation and monitoring.

The Core Strategy should indicate who is to be responsible for making sure that the policies and proposals happen and when they will happen. Any measures which the Council has included to make sure that targets are met should be clearly linked to an Annual Monitoring Report.

9

The plan is not reasonably flexible to enable it to deal with changing circumstances.

The plan should be flexible to deal with changing circumstances, which may involve minor changes to respond to the outcome of the monitoring process or more significant changes to respond to problems such as lack of funding for major infrastructure proposals.

* The Local Development Scheme, Statement of Community Involvement and Sustainability Appraisals are available to view / download from the Council's LDF website.

www.northnorfolk.org/ldf

Further help and guidance

If you require further help with understanding the tests of soundness or completing your representation form please do not hesitate to contact the programme officer or member of the planning policy team. You can do this by phone, email or by visiting the Council Offices at Cromer during normal office hours.

Programme Officer: (works part-time)

- o Tel: 01263 516355
- o Email: ldfprogrammeofficer@north-norfolk.gov.uk

Planning Policy Team:

- o Tel: 01263 516321
- o Email: Planningpolicy@north-norfolk.gov.uk
- o Fax: 01263 516309
- o North Norfolk District Council, Holt Road, Cromer, NR27 9EN

Further guidance is also available from the Council's LDF website and the links to the Planning Inspectorate - www.northnorfolk.org/ldf

All of the LDF Documents can be made available in Braille, large print or in other languages. Please contact 01263 516321 to discuss your requirements.