

PEAK DISTRICT NATIONAL PARK AUTHORITY: LOCAL DEVELOPMENT FRAMEWORK

**CORE STRATEGY
LEGAL SELF ASSESSMENT**

January 2011

Stage one: Inception

Introduction

You should aim to build up the evidence in the tool. This can be done by anticipating the submission requirements and ensuring that the correct procedures are carried out as the development plan document is prepared. The components of the required statements will be progressively put in place as plan preparation proceeds.

Where the 'Possible evidence' column refers to a document that will not be complete until a later stage (for example, the sustainability appraisal report), documents that will contribute to that report are relevant at the earlier stages. This way, the submitted report provides the evidence at submission, with an audit trail back to its source.

In terms of legal compliance, the main issues for the inception stage are in relation to:

- pre-planning for community engagement
- planning the sustainability appraisal (including consultation with the statutory environment consultation bodies)
- ensuring that the plan rests on a credible evidence base, including meeting the Act's requirement for keeping matters affecting the development of the area under review.

Regulation 24 notes that a statement setting out which bodies and people the council invited to make representations under Regulation 25 is one of the proposed submission documents. In this tool, the term 'consultation statement' is used to describe this statement.

Stage 1: Inception (including Help Shape the Future)

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
1. Is the DPD identified in the adopted local development scheme and have you recorded the timetable for its production?	The Act, section 15(2) and section 19(1)	PPS12 paragraphs 4.50; 4.53 - 4.58	Milestones are set out in PPS12 (box after paragraph 4.55).	i. The adopted local development scheme at the time of: <ul style="list-style-type: none"> • commencement of the development plan document • the published development plan document • the submitted development plan document ii. The relevant annual monitoring report (if changes need to be explained)	The Local Development Scheme (LDS) 2005 identified the Core Strategy as the first document to be prepared. The LDS First Revision 2007, Second Revision (adopted January 2010), and Third Revision (adopted December 2010) all reflect progress on preparation of the Core Strategy. www.peakdistrict.gov.uk/localdevelopmentschemeV5.pdf Annual Monitoring Reports have described changes to the timetable: AMR 2007-8: paras 3.2.2 & 3.2.4 – 3.2.7: www.peakdistrict.gov.uk/ldf-amr-2008.pdf AMR 2008-9: para 3.2.1: www.peakdistrict.gov.uk/ldfamr2008-09.pdf AMR 2009-10: para 3.2.1: www.peakdistrict.gov.uk/ldfamr2009-10.pdf
2. Have you considered how community engagement will be programmed into the preparation of the DPD?	The Act, section 19(3) Regulation 25	PPS12 paragraphs 4.19 - 4.29	Unless the SCI has been amended, you may need to set out any changes to community engagement as a result of changes in legislation.	i. The statement of community involvement ii. The project plan for the development plan document	The Statement of Community Involvement adopted in 2006 is the basis for community engagement on the LDF. www.peakdistrict.gov.uk/sci.pdf The Statement of Consultation summarises the methods of consultation carried out. www.peakdistrict.gov.uk/ldf-a005_statement_of_consultation.pdf
3. Have you considered the	Regulation 25	PPS12 paragraphs	Regulation 2 defines the	i. The statement of community	The Statement of Community Involvement Appendix 1 includes a guide to the types of stakeholders to be

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
appropriate bodies you should consult?		4.25 - 4.26 Plan Making Manual – Consultee list	general and specific consultation bodies	involvement ii. Reports and decisions setting out the approach to be taken to specific and general consultation bodies iii. Consultation statement	consulted on the LDF. Statement of Consultation Appendix 1 lists the wide range of consultees invited to comment on ‘Help Shape the Future’.
4. Is baseline information being collected and evidence being gathered to keep the matters which affect the development of the area under review?	The Act, section13	PPS12 paragraphs 4.36 – 4.47		i. Documents dealing with collection of baseline information ii. Relevant technical studies iii. The annual monitoring report	SA scoping document in 2005 began to consider baseline information. Issues and Options in 2007 scoped baseline evidence in a series of topic papers that led to a more comprehensive look at evidence collection alongside District councils. Annual Monitoring Reports keep under review all indicators affecting development in the National Park and monitor the application of and challenges to current adopted policy.
5. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act, section19(5)	PPS12 paragraphs 4.50; 4.39 - 4.43 Strategic Environmental Assessment Guide chapter 5		i. Sustainability report scoping document ii. Sustainability appraisal report	Alongside evidence for DPD, the SA Scoping document was updated in 2008 reflecting the updated evidence base. This Sustainability Appraisal 2 nd Scoping Report describes baseline characteristics, trends and key issues. http://www.peakdistrict.gov.uk/draft-scoping-report-with-consultation-responses.pdf http://www.peakdistrict.gov.uk/draft-scoping-report-appendices.pdf Sustainability Appraisal Report paras 2.11-2.16 explain what baseline data was used and how it was collected; data relating to each SA objective is presented in chapters 4-16.

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
					www.peakdistrict.gov.uk/ldf-a003-sustainabilityappraisal.pdf
<p>6. Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the SA report?</p>	<p>Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633</p>	<p>PPS12 paragraph 4.40 SEA Guide chapter 3</p>	<p>The SEA consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2.</p>	<p>Copies of the consultation letters sent to the bodies</p>	<p>Letters were sent to environmental consultation bodies inviting comment on the Sustainability Appraisal Scoping Report. Responses are recorded in the Sustainability Appraisal Report Appendix A. www.peakdistrict.gov.uk/ldf-sustainabilityappraisalappendices.pdf</p>

Stage two: Plan preparation - frontloading phase

Introduction

The council is required to invite specific and general consultation bodies to make representations about the content of the development plan document. The New Regulation 25 section in the Plan Making Manual observes that the requirements of the regulations may be fulfilled by other activities of the council and its partners. You should review all the legal requirements set out in this, as well as the following phase, to satisfy yourself that they are properly addressing all the matters they should.

Information assembled during this phase contributes to:

- showing that the procedures have been complied with
- developing alternatives and options and appraising them through sustainability appraisal and against evidence.

The council should record actions taken during this phase as they will be needed to show that the plan meets the legal requirements. They will also show that a realistic and reasonable approach has been taken to plan preparation.

You can refer to the following sections of the Plan Making Manual:

- Preparation of development plan documents
- Core strategy: managing its development
- Sustainability Appraisals: challenge questions
- Developing the evidence base

Stage 2: Plan preparation - frontloading phase (Issues and Options and Refined Options)

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>1. Have you notified the specific consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents?</p>	<p>Regulation 25(1) and (2)(a)</p>	<p>PPS12 paragraphs 4.24 – 4.29</p>	<p>Specific consultation bodies are defined in Regulation 2. If any bodies are omitted, you should give a clear justification for doing so, including reference to the SCI.</p>	<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies have been omitted from consultation 	<p>Statement of Consultation Appendices 3 and 6 list all those consulted at Issues & Options and Refined Options stages.</p> <p>Reg 25 consultation letter was sent to specific consultation bodies (same letter to all consultees). Copies of consultation letters are available on request.</p> <p>Notes of LSPs workshop July 2007 available on request.</p> <p>See summary of correspondence from GOEM at Soundness Self-Assessment Appendix.</p> <p>Consultation replies from specific consultation bodies are included within the summary of main points in Statement of Consultation Appendices 5 and 7.</p>
<p>2. Have you notified the general consultation bodies that you consider have an interest in the subject of the DPD and invited them to make representations about its contents?</p>	<p>Regulation 25(1) and (2)(b)</p>	<p>PPS12 paragraphs 4.24 – 4.29</p>	<p>General consultation bodies are defined in Regulation 2. You should be able to give a clear justification for your selection of the bodies, including reference to the statement of</p>	<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any 	<p>Statement of Consultation Appendices 3 and 6 list all those consulted at Issues & Options and Refined Options stages. Those consulted were based on types of stakeholders described in Statement of Community Involvement Appendix 1.</p> <p>Reg 25 consultation letter was sent to general consultation bodies (same letter to all consultees). Copies of consultation letters are available on request.</p> <p>Consultation replies from general consultation bodies are included within the summary of main points in the Statement of Consultation Appendices 5 and 7.</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
			community involvement.	bodies were or were not included	
3. Are you inviting representations from people resident or carrying out business in your area about the content of the DPD?	Regulation 25(3)	PPS12 paragraphs 4.24 – 4.29		<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these persons iii. Record of discussions iv. Copies of representations made 	<p>Statement of Consultation sections 2, 3, 4, 5 and 6 describe methods used to engage residents and businesses in consultations. At the early stages this was in conjunction with work on the National Park Management Plan review. Contact with stakeholders and residents included newsletters, village meetings, questionnaires and Parish Councils' Conference.</p> <p>Invitations / reports of public meetings and workshops are available on request.</p> <p>Statement of Consultation Appendices 5 and 7 summarise key issues raised in Issues & Options and Refined Options consultations.</p>
4. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 25	PPS12 paragraphs 4.4; 4.27 – 4.29; 4.45	PPS12 paragraph 4.29 gives examples of relevant delivery agencies.	<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these people iii. Record of discussions 	<p>Statement of Consultation Appendices 3 and 6 list all those consulted at Issues & Options and Refined Options stages, many of whom will be responsible for delivery.</p> <p>Copies of consultation letters are available on request.</p> <p>Groups of stakeholders met to discuss issues and options: Land Managers Forum, Parishes Forum and Minerals Forum, and a LSP workshop was held, as described in the Statement of Consultation section 4.</p> <p>Delivery bodies including STW, UU, Environment Agency, Mobile Operators Assoc, RDAs, LSPs, Highways, Minerals & Waste and Housing authorities responded to the 2007 Issues & Options consultation.</p>
5. Are you taking into account representations made?	Regulation 25(5)	PPS12 paragraphs 4.19 - 4.29; 4.37	Evidence from participation is part of the justification.	<ul style="list-style-type: none"> i. Consultation statement ii. Any reports on the selection of alternatives and 	<p>Statement of Consultation Appendices 5 and 7 summarise key issues raised in Issues & Options and Refined Options consultations, and how these were addressed in selecting Preferred Approaches.</p> <p>The Refined Options document responded by adding</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
				options for the development plan document	<p>new options suggested by consultees in responses to Issues & Options consultation and workshop events.</p> <p>www.peakdistrict.gov.uk/ldf-refinedoptionsconsultation.pdf</p> <p>Input from SA and SEA aided the selection of alternatives (see SA report Appendix D).</p> <p>www.peakdistrict.gov.uk/ldf-a003-sustainabilityappraisal.pdf</p>
6. Does the consultation contribute to the development and sustainability appraisal of alternatives?	<p>The Act section 19(5)</p> <p>Regulations 12 & 13 of the Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633.</p>	<p>PPS12 paragraphs 4.39 - 4.43</p> <p>SEA Guide chapter 3</p>		<p>i. Consultation statement</p> <p>ii. Any reports on the selection of alternatives and options for the development plan document</p> <p>iii. Sustainability appraisal report</p>	<p>Statement of Consultation Appendices 5 and 7 summarise key issues raised in Issues & Options and Refined Options consultations, and how these were addressed in selecting Preferred Approaches.</p> <p>A report on 2 March 2010 provided PRTT with responses to the Preferred Approaches consultation.</p> <p>The Refined Options document includes Sustainability Appraisal summaries for all the options offered in consultation.</p> <p>Sustainability Appraisal Report Appendix D contains the assessment of Refined Options.</p>
<p>7. Is the participation:</p> <ul style="list-style-type: none"> • following the principles set out in your statement of community involvement • integrating involvement with the sustainable 	<p>The Act, section 19(3)</p> <p>Regulation 25</p>	<p>PPS12 paragraphs 4.19 - 4.26; 4.42</p>		<p>i. Consultation Statement</p> <p>ii. The statement of community involvement</p> <p>iii. The relevant sustainable community strategies</p>	<p>Statement of Consultation sections 4, 5 and 6 describe the process followed and improvements made at each stage.</p> <p>The Statement of Community Involvement is the basis for the consultation process.</p> <p>GOEM confirms that the NPMP can be regarded as the proxy SCS for the National Park (letter 25 April 2007). See summary of correspondence from GOEM at Soundness Self-Assessment Appendix.</p> <p>www.peakdistrict.gov.uk/npmp.pdf</p> <p>The previous 'Help Shape the Future' consultation was undertaken jointly on the LDF and NPMP. There is a</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
<p>community strategy</p> <ul style="list-style-type: none"> • proportionate to the scale of issues involved in the DPD? 					<p>clear thread between the NPMP and core themes in the CS.</p> <p>Delivery Plan Appendix C outlines the ways in which the spatial plan contributes to LSP priorities set out in Sustainable Community Strategies.</p> <p>www.peakdistrict.gov.uk/ldf-a002-deliveryplan.pdf</p>
<p>8. Are you keeping a record of:</p> <ul style="list-style-type: none"> • the individuals or bodies invited to make representations • how this was done • the main issues raised? 	Regulation 24	PPS12 paragraphs 4.24 – 4.29	<p>You will need to submit a statement of representations under Regulation 30(1)(d): see Submission stage below.</p> <p>Regulation 49 deals with the availability of documents and the time of their removal.</p>	<ul style="list-style-type: none"> i. Consultation statement ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence iv. Technical reports on the engagement process 	<p>Statement of Consultation Appendices 3 and 6 list all those consulted at Issues & Options and Refined Options stages. Copies of responses are retained. Sections 4, 5 and 6 of the Statement of Consultation describe the methods of consultation; Appendices 5 and 7 summarise key issues raised in Issues & Options and Refined Options consultations.</p> <p>Issues viewed by the Authority as the key contentious issues from RO stage were discussed by planning policy team, other specialist officers, management team and lead representative members to give a steer to officers drafting the Preferred Approaches document. The outcome of this process was presented to PRTT on 4 June 2009.</p> <p>A report to the Authority on 3 Oct 2008 (prior to RO stage) outlined the project and consultation plan, including a summary of findings from the spatial strategy workshop at Losehill Hall on 5 September, for consideration as part of the members workshop on 24 Oct 2008.</p> <p>Notes of PRTT & Authority meetings available on request.</p>
<p>7. Are you developing a framework for monitoring the effects of the</p>	<p>The Act, section 35</p> <p>Regulation 48</p>	PPS12 paragraphs 4.39 – 4.43 and 4.47		<ul style="list-style-type: none"> i. Sustainability appraisal report ii. The annual monitoring report 	<p>The Sustainability Appraisal Scoping Report and subsequent SA reports consider baseline data and monitoring.</p> <p>Annual Monitoring Reports monitor changes to indicators and the effects of policies (previous</p>

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Evidence provided
development plan document?	Regulation 17 of the Environmental Assessment of Plans and Programmes Regulations 2004 No.1363	SEA Guide chapter 5 ODPM monitoring guide		iii. Reports or documents setting out the appraisal and monitoring framework	Structure and Local Plans). The Delivery Plan section 4 and Appendix F describes the new monitoring framework.
8. Have you arranged to send copies of documents used in consultation to the Government Office and Planning Inspectorate?	Not statutory, but will assist in identifying issues leading towards a sound development plan document.	Plan Making Manual - New Regulation 25		Copies of correspondence with the Government Office and Planning Inspectorate	Government Office for the East Midlands and PINS were sent copies of all consultation documents at Issues and Options and Refined Options stages. See summary of correspondence from GOEM at Soundness Self-Assessment Appendix.

Stage three: Plan preparation - formulation phase

Introduction

This stage has many legal matters, for process and content, to address. The council should be beginning to formulate the preferred strategy for the core strategy (or whichever vehicle the council chooses to address Regulation 25 requirements). To do this, the council should use the information gathered and previous collaborative work with stakeholders.

For other types of development plan document, the term 'preferred strategy' refers to the preferred site allocations or policies. Paragraphs 4.26 and 4.38 of PPS12 make it clear that explicit consideration of alternatives is a key part of the plan making process. They also state that for significant development plan documents it is usually appropriate to involve the community in considering them. Paragraph 4.5 of PPS12 notes that it is essential that the core strategy makes clear spatial choices about where development should go in broad terms.

You should evaluate the reasonable alternatives identified in 'stage two: frontloading phase – plan preparation' phase against the:

- completed body of information from evidence gathering
- results of sustainability appraisal
- findings from community participation.

This may be written up as a preferred strategy report. The results of participation on the preferred strategy and an accompanying sustainability report will enable the council to gauge the community's response and receive additional evidence about the options. The council can then decide whether, and how, the preferred strategy and policies should be changed for publishing the finished development plan document.

Alternatives developed from the evidence and engagement during the frontloading stage need to be appraised to decide on the preferred strategy. Participation will also need to be carried out on it.

We stress that these matters need to be considered, and dealt with, in good time, and not left until publication. Supporting documents will assist in providing evidence that decisions on alternatives and strategy are soundly based. These documents will, in due course, become part of the proposed submission documents in stage four.

The council should tell all parties that this is the main participation opportunity on the emerging plan. The publication stage will not be a participation or consultation process. Instead, the publication stage is a formal opportunity for anyone to communicate their dissatisfaction with an aspect of the development plan document's soundness. This is carried out with representations made to the inspector for consideration at examination. The more effectively this message is put across, the lower the chance of late changes being brought forward following publication.

Please refer to the following sections in the Plan Making Manual:

- 9. Core strategy: managing its development
- 9. Sustainability appraisal
- Considering alternatives

Stage three: Plan preparation - formulation phase (Preferred Approaches 2009)

Activity	Legal requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
1. Are you preparing reasonable alternatives for evaluation during the preparation of the development plan document?	Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	PPS12 paragraph 4.38 SEA Guide chapter 5	The SA report and supporting documents relevant to preparation of the DPD are part of the proposed submission documents (see Regulation 24).	Documents supporting decisions on alternatives and any preferred strategy	The Preferred Approaches document describes how alternative options from the Issue & Options and Refined Options documents were selected or discarded. www.peakdistrict.gov.uk/core-strategy-preferred-approach.pdf See also results of SA and SEA into Preferred Approaches, in appendix E to SA Report.
2. Have you assessed alternatives against: <ul style="list-style-type: none">• consistency with national policy• general conformity with the RSS?	The Act, section 19(2) and section 24	PPS12 paragraphs 4.30 – 33	General conformity with the regional spatial strategy is tested formally later but you need to consider it during preparation of the DPD.	i. Supporting documents ii. Correspondence with Government Offices and regional planning body	The Preferred Approaches document assessed all alternative options to consider consistency with national policy and conformity with RSS. See summary of correspondence from GOEM at Soundness Self-Assessment Appendix.
3. Are you having regard to adjoining regional spatial strategies?	The Act, section 19(2) Regulation 15(1)(g)			i. Supporting documents ii. Correspondence with the relevant bodies	The assessment of options included consideration of adjoining RSS through the East Midlands RSS. In addition, we consulted adjoining Regional Assemblies and Development Agencies at all stages, and we commented on other RSS as they emerged to ensure a 2-way dialogue. Statement of Consultation Appendices 5 and 7 summarise key issues raised in Issues & Options and Refined Options consultations.

Activity	Legal requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<p>4. Are you having regard to:</p> <ul style="list-style-type: none"> • the sustainable community strategy of the authority or other authorities whose area comprises part of the area of the council • any other local development documents adopted by the council? 	<p>The Act, section19(2)</p>	<p>PPS12 paragraphs 1.6; 4.22 – 4; 23; 4.34 - 4.35</p>		<ul style="list-style-type: none"> i. Supporting documents ii. The Sustainable Community Strategies iii. Relevant local development documents iv. Correspondence with the local strategic partners 	<p>Preferred Approaches document paras 1.18 – 1.22 and 1.26 - 1.28 refer to the NPMP and adjoining Sustainable Community Strategies. The National Park Authority respects their aspirations and seeks to address them whilst conserving and enhancing the National Park. Community Strategy strategic priorities by LA are shown on annotated maps included in the Preferred Approaches document in Appendix at section 16.</p> <p>LSPs were specifically engaged at this stage; we sought support from them for the emerging spatial strategy.</p> <p>Copies of consultation letters are available on request.</p>
<p>5. Do you have regard to other matters and strategies relating to:</p> <ul style="list-style-type: none"> • resources • the regional development agencies' regional economic strategy • the local transport plan and transport facilities and 	<p>The Act, section19(2)</p> <p>Regulation 15</p>		<p>As well as the matters & strategies listed in the Act and Regulations there are likely to be other matters identified in planning policy statements, regional and local strategies that you will need to have regard to in preparing the</p>	<ul style="list-style-type: none"> i. Supporting documents ii. Correspondence with the relevant bodies and the Government Office 	<p>The Regional Economic Strategy, Local Transport Plans, Waste Strategies etc are all considered in the preparation and assessment of options and Preferred Approaches. References to strategies and other evidence are included in chapters 6-13.</p> <p>Appendix 8 in the Statement of Consultation summarises the main points raised in responses and how these were used in the later stages of preparation.</p>

Activity	Legal requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
services <ul style="list-style-type: none"> • waste strategies • hazardous substances and accidents? 			DPD.		
6. Are you having regard to the need to include policies on mitigating and adapting to climate change?		Annex to PPS1 on climate change	This is expected to be an amendment to section 19(2) of the Act.	Supporting documents	<p>Preferred Approaches document chapter 9: 'Climate change and sustainable building' has been developed from discussion and consultation at all stages.</p> <p>Statement of Consultation Appendix 8 summarises a number of points on climate change raised in responses, and how these were used in the later stages of preparation.</p>
7. Have you undertaken the necessary sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	The Act, section 19(5) Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	PPS12 paragraphs 4.38 – 4.43 SEA Guide chapter 5	Regulation 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures.	i. Reports on the sustainability of alternatives ii. Record of work undertaken on sustainability appraisal iii. Supporting documents	The Sustainability Appraisal Report paras 2.30-2.37 describe the assessment of the selected options and alternatives. The findings of SA at each stage have been taken on board during the development of the next iteration.
8. Are you setting out clear reasons for any preferences between alternatives?	Regulation 13(1)	PPS12 paragraphs 4.36 – 4.38	This will include Information from the sustainability appraisal.	i. Any reports setting out alternatives and choices considered ii. Supporting documents	The Preferred Approaches document includes paragraphs for each issue explaining why options have been chosen or discarded. Paras 1.38 – 1.39 describe how Sustainability Appraisal of options influenced these decisions.

Activity	Legal requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<p>9. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal?</p> <p>10. Are you keeping a record?</p>	<p>Regulations 24, 25(5) and 30(1)(d)(iv)</p> <p>Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>PPS12 paragraphs 4.19 – 4.29</p>	<p>Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive.</p>	<p>i. Correspondence from those making representations</p> <p>ii. Any reports on issues raised</p> <p>iii. Consultation statement</p> <p>iv. Sustainability appraisal report</p>	<p>The Statement of Consultation Appendix 8 summarises the main points raised in responses, and how these were used in the later stages of preparation.</p> <p>The Habitats Regulations Assessment Report sets out the findings of the Appropriate Assessment.</p> <p>www.peakdistrict.gov.uk/ldf-a004-habitatsassessmentappraisal.pdf</p> <p>The Sustainability Appraisal Report paras 2.30-2.37 describe the assessment of selected options against sustainability objectives.</p>
<p>11. Where sites are to be identified or areas for the application of policy in the DPD, are you preparing sufficient illustrative material to:</p> <ul style="list-style-type: none"> • enable you to amend the currently adopted proposals map • inform the community about the location of proposals? 	<p>Regulations 9 and 14</p>	<p>PPS12 paragraphs 4.6 - 4.7; 8.1 -8.3</p>	<p>1. Regulation 2 defines the terms 'submission' & 'adopted' proposals map.</p> <p>2. A map showing changes to the adopted proposals map is part of the proposed submission documents defined in Regulation 24.</p>	<p>i. The adopted proposals map</p> <p>ii. Any reports on proposals to amend the proposals map</p> <p>iii. Illustrative material that shows how the proposals map will be amended or replaced</p>	<p>The draft Key Diagram is at section 6 of the Preferred Approaches document.</p> <p>The Local Plan map was adopted in March 2001.</p> <p>www.peakdistrict.gov.uk/proposals-map-txt.htm</p>

Activity	Legal requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
12. Are the participation arrangements compliant with the statement of community involvement?	The Act, section 19(3) Regulation 25	PPS12 paragraphs 4.19 - 4.29	You should make sure the arrangements remain in line with legislative changes affecting community engagement.	i. The statement of community involvement ii. Consultation statement	The consultation process has been undertaken in line with Part 1 of the Statement of Community Involvement and the amended Regulations. The Statement of Consultation section 7 sets out the process followed and improvements made from previous stages.
13. Have you remained in close contact with the Government Office and discussed any emerging issues that might affect the soundness of the development plan document?		Plan Making Manual - New Regulation 25		i. Copies of correspondence with the Government Office ii. Copies of the relevant documents	We have maintained correspondence with GOEM, PINS and PAS. We have taken advantage of a PAS diagnostic visit and follow-up report, a PAS critical friend report, and PINS pre-submission soundness check.

Stage 4: Publication

Introduction

The 2008 Local Development Framework Regulations change the procedure for submission of development plan documents. They bring the period for formal representations forward, which now take place **before** the development plan document is submitted for examination.

When moving towards publication stage, the council should consider the results of participation on the preferred strategy and sustainability appraisal report and decide whether to make any change to the preferred strategy. In the event that changes are required, the council will need to choose either to:

- do so and progress directly to publication
- OR
- produce and consult on a revised preferred strategy.

The latter may be appropriate where the changes to the development plan document bring in changed policy or proposals not previously covered in community participation and the sustainability appraisal. It avoids having to treat publication as if it were a consultation, which it is not. It also provides insurance in relation to compliance with the Strategic Environmental Assessment Regulations. Legally, during any participation on a revised preferred strategy, you should:

- comply with the requirements of the statement of community involvement
- update the sustainability appraisal report.

The council should then produce the development plan document in the form in which it will be published. This includes removing of material dealing with the evaluation of alternatives and the finalisation of the text. The council should be fully happy that it wishes to adopt the development plan document in this form, and that it considers it to be sound and fit for examination.

You should make it clear that publication of a development plan document is not public participation, nor a consultation. The six weeks publication period is the opportunity for those dissatisfied (or satisfied) with the development plan document to make formal representations to the inspector about its soundness.

The possibility of change under certain circumstances (which should be exceptional) is allowed for in the new procedures, and is described in 'stage five: Submission'.

Please refer to the following sections of the Plan Making Manual:

- Publication and submission of a development plan document
- Sustainability appraisal
- Considering alternatives

Stage 4: Publication (Pre-Submission consultation)

Activity	Legal requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
1. Have you prepared the sustainability appraisal report?	The Act, section 19(5) Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	PPS12 paragraphs 4.38 – 4.43 SEA Guide chapter 5		Sustainability appraisal report	The Sustainability Appraisal Report was made available for consultation.
2. Have you made clear where and within what period representations must be made?	Regulation 28(2) and (3)		The period must be at not less than 6 weeks from when you give notice under Regulation 27(e) (see below).	i. Report or record of decisions ii. The statement of community involvement	Representations could be made within a 6-week period from 15 September to 5pm on 26 October 2010. The Statement of Representations Procedure was attached to letters or emails sent to all consultees. The press advert also included the dates of the consultation period. www.peakdistrict.gov.uk/ldf-procedure-statement.pdf Part 1 of the Statement of Community Involvement sets out the basis for the consultation process.
3. Have you made copies of the following available for inspection: <ul style="list-style-type: none">• the proposed submission documents?• the statement of the	Regulation 27(a)		Regulation 24 gives definitions.	i. Copies of the relevant statements ii. Report on where and when made available	Copies of all the proposed submission documents and the Statement of Representations Procedure were placed at deposit locations and libraries listed in the Statement of Community Involvement from 14 September 2010.

Activity	Legal requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
representations procedure?					
<p>4. Have you published on your website the following:</p> <ul style="list-style-type: none"> • the proposed submission documents? • the statement of the representations procedure? • statement and details of where & when documents can be inspected? 	Regulation 27(b)		Regulations 2 and 24 give definitions.	Record of publication	<p>From 8am on 15 September 2010 the following documents were available on the Authority's website:</p> <ul style="list-style-type: none"> Core Strategy Sustainability Appraisal Habitats Regulations Assessment Delivery Plan Statement of Consultation Statement of Representations Procedure
<p>5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 25(1):</p> <ul style="list-style-type: none"> • a copy of each of the proposed submission documents 	Regulation 27(c)		Regulations 2 and 24 give definitions.	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>In order to give Parish Councils advance notice of the forthcoming consultation, letters or emails advising of the dates of the consultation period were sent on 1 September 2010.</p> <p>Letters were sent by post on 9 September or by email on 14 September 2010 to specific consultation bodies, accompanied by electronic links or copies of the proposed submission documents and the Statement of Representations Procedure.</p> <p>Follow-up letters or emails were sent to all consultees on 16 September 2010 to clarify that representations can be made in respect of the Delivery Plan as well as the Core Strategy Development Plan Document.</p> <p>Copies of consultation letters are available on request.</p>

Activity	Legal requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> the statement of the representations procedure? 					
<p>6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 25(1):</p> <ul style="list-style-type: none"> the statement of the representations procedure? where and when the documents can be inspected? 	Regulation 27(d)		Regulations 2 and 24 give definitions.	<ul style="list-style-type: none"> Copies of correspondence Record of sending 	<p>Letters were sent by post on 9 September or by email on 14 September 2010 to general consultation bodies, together with the Statement of Representations Procedure and details of when and where documents could be inspected. Electronic links to the proposed submission documents were included.</p> <p>Follow-up letters or emails were sent to all consultees on 16 September 2010 to clarify that representations can be made in respect of the Delivery Plan as well as the Core Strategy Development Plan Document.</p> <p>Copies of consultation letters are available on request.</p>
<p>7. Have you given notice by local advertisement setting out:</p> <ul style="list-style-type: none"> the statement of the representations procedure where and when the 	Regulation 27(e)		Regulation 24 gives definitions.	<ul style="list-style-type: none"> Copy of advertisement Where and when placed 	<p>Notices were placed in local newspapers:</p> <ul style="list-style-type: none"> Leek Post & Times Macclesfield Express Glossop Chronicle Oldham Chronicle Derbyshire Times Ashbourne News Telegraph Sheffield Telegraph Matlock Mercury and

Activity	Legal requirement	Guidance reference	Additional Notes	Possible evidence	Evidence provided
documents can be inspected?					<p>Peak Advertiser in the week ending 17 September 2010. Notices included dates of the consultation period, where and how documents could be viewed, and how representations could be made.</p> <p>A press release was issued on 17 September 2010 to highlight the consultation.</p> <p>Copy of press advert/press release available on request.</p>
8. Have you requested the opinion of the regional planning body on the general conformity of the DPD with the regional spatial strategy (or spatial development strategy)?	<p>The Act, section 24</p> <p>Regulation 29</p>	PPS12 paragraph 4.21	The period is six weeks from when you make copies available for inspection under Regulation 27(a).	Copies of correspondence	<p>In submitting the Core Strategy the Authority has acted in a manner that is compatible with the Secretary of State's decision at the time of publication (pre-submission consultation), removing reliance on (and most references to) the East Midlands Regional Plan. Following legal challenge, the continued relevance of the adopted Regional Plan has now been confirmed by the court. Conformity with the Regional Plan was requested from East Midlands Councils by email on 10 December 2010 (response received 17 January 2011).</p>

Stage five: Submission

Introduction

At the submission stage, the council should receive and collate the representations made at publication stage. Reporting these representations to elected members is not mandatory. However, there may be requirements deriving from other legislation, Standing Orders or council procedures that must be considered.

However, if they are reported, they should report the facts of the representations made, not the results of a consultation process by the council. They should not treat it as a consultation or consider whether to make changes to try to answer representations.

The section called Changing your plan after publication in the Plan Making Manual distinguishes between 'focused changes', 'extensive changes' and 'minor changes'. You should be guided by the manual and its accompanying changes diagram in making decisions on how far to go back in the procedures, or to supplement existing work.

You should ensure you are in legal compliance with the statement of community involvement, the Habitats Directive and the Strategic Environmental Assessment Directive in any additional work. Any formal publication of additional or changed matters would need to allow at least a six-week period for representations to be made.

There are many possible combinations of approaches that could be taken to changes. You should be satisfied that you remain fully compliant with the legal requirements when any changes are made (and any consequential effects on the development plan document as a whole). All decisions and new steps taken should be fully documented and reflected in the 'evidence provided' column.

The PINS guide identifies seven key questions that inspectors will use in relation to legal compliance. These have been incorporated into the tool and are identified by **shading** in the left-hand 'Question' column.

Apart from notification of the examination, this tool does not deal with the legal requirements that need to be followed after submission. You should refer to the PINS guidance for further advice.

Please refer to the following sections of the Plan Making Manual:

- Publication and submission of a development plan document
- Changing your plan after publication
- Examination of a development plan document

Stage five: Submission to Secretary of State

Question	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>1. Are you ready to submit the DPD?</p> <p>2. Are there any major issues revealed by the representations on publication?</p> <p>3. Are all the relevant documents in place?</p>	<p>The Act, section 20(2)(b)</p> <p>The Act, section 20(1)</p> <p>Regulation 30(1)</p>		<p>If you are not ready to submit, you may need to do more work on the DPD or consider withdrawing & republishing a revised version.</p> <p>Regulation 30(1) sets out the documents which must be submitted in addition to the DPD.</p>	<p>i. Report on issues resulting from Regulation 28 representations</p> <p>ii. Resolution to carry out more work on part of the DPD or to withdraw plan</p> <p>iii. The development plan document</p> <p>iv. The documents prescribed at Regulation 30(1)</p>	<p>The Representations Statement has been prepared. No major issues were raised which indicated a need to do more work on the CS or withdraw / republish.</p> <p>www.peakdistrict.gov.uk/ldf-corestrategy-statementofrepresentations.pdf</p> <p>The Core Strategy, Sustainability Appraisal, Statement of Community Involvement, Statement of Consultation, Statement of Representations and copies of representations on the Pre-Submission document are all complete.</p>
<p>4. Has the DPD been prepared in accordance with the local development scheme?</p> <p>5. Does the DPD's listing and description in the local development scheme match the document?</p> <p>6. Have the timescales set</p>	<p>The Act, section 19(1)</p>	<p>PPS12 paragraph 4.50; 4.53 – 4.55</p>	<p>The Act section 15(2) & Regulation 8 note the matters specified in the local development scheme.</p> <p>The box on LDSs in PPS12 after paragraph 4.55 sets out milestones.</p>	<p>i. The local development scheme</p> <p>ii. Explanation of any changes from the milestones set out in the local development scheme</p> <p>iii. Relevant annual monitoring reports</p> <p>iv. Correspondence with the Government</p>	<p>Commentary on the process in relation to milestones in the Local Development Scheme 2nd revision 2010 is included within the Statement of Consultation sections 4 to 7, particularly paras 3.13, 5.1 and 7.10.</p> <p>The Authority delayed the pre-Submission consultation and Submission by 3 months because of the need to address uncertainties following government revocation of the RSS.</p> <p>PINS advised us to revise the LDS to record the latest position. The National Park Authority approved the LDS Third Revision on 17 December 2010.</p> <p>www.peakdistrict.gov.uk/localdevelopmentschemev5.pdf</p>

Question	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
out in the local development scheme been met?				Office on the LDS	
7. Has the development plan document had regard to any sustainable community strategy for its area (like a county and district)?	The Act, section 19(2)	PPS12 paragraph 4.34 – 4.35; 4.50		<ul style="list-style-type: none"> i. The sustainable community strategy(ies) ii. Reference to sections of the development plan document showing how regard has been had to them 	<p>GOEM has confirmed that the National Park Management Plan can be regarded as a proxy Sustainable Community Strategy for the National Park for the purposes of meeting PPS12, subject to testing through the LDF process.</p> <p>Paras 3.21 -3.23 of the Core Strategy explain how it takes account of the aspirations in Sustainable Community Strategies for constituent and adjoining areas. Detailed analysis is laid out in Appendix C of the Delivery Plan.</p>
<p>8. Is the DPD in compliance with the statement of community involvement (where one exists)?</p> <p>9. Has the council carried out consultation as described in the statement of community involvement?</p>	<p>The Act, section 19(3)</p> <p>Regulation 32(1)(c)</p>	PPS12 paragraph 4.50; box after paragraph 4.26	Before the statement of community involvement is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).	<ul style="list-style-type: none"> i. The statement of community involvement ii. The Regulation 32(1)(c) statement 	<p>The Statement of Consultation shows how the requirements set out in the Statement of Community Involvement have been met.</p> <p>The list of specific and general consultation bodies at Appendix 1 in the Statement of Community Involvement was updated to take account of changes to Regulations. Throughout its preparation, the list of consultees has been revised to ensure that interested bodies have been involved.</p>

Question	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
10. Has the DPD been subject to sustainability appraisal? 11. Has the council provided a final report of the findings of the appraisal?	The Act, section 19(5) Regulation 32(1)(a)	PPS12 paragraph 4.39 – 4.43; 4.50 SEA Practical Guide, chapter 5		Sustainability appraisal report	The Core Strategy has been subject to sustainability appraisal. The Sustainability Appraisal Report has been published and made available with other submission documents.
12. Is the DPD to be submitted consistent with national policy?	The Act, section 20(2) and Schedule 8	PPS12 paragraphs 4.30 – 33; 4.50	You need to be sure changes made up to the time of submission are compliant with the requirements.	<ul style="list-style-type: none"> i. Correspondence with Government Offices ii. Representations from Government Offices 	The Authority considers the Submission Core Strategy to be consistent with national policy. There are some areas where an innovative approach has been proposed in order to pursue national policy in a way that is clearly driven by National Park purposes and which requires a different, unique emphasis on conservation and enhancement of landscape, wildlife and cultural heritage. Examples include the focus on locally-needed affordable housing, a partial approach to mineral safeguarding, and a sensitive but challenging approach to climate change issues.
13. Does the DPD contain any policies or proposals that are not in general conformity with the regional spatial strategy? 14. If yes, is	The Act, section 24(1)(a); 24(2) and 24(4) Regulation 29	PPS12 paragraphs 4.30 – 33; 4.50		<ul style="list-style-type: none"> i. Correspondence with or representations from the regional planning body ii. Confirmation of conformity from the regional planning body 	<p>The National Park spans 4 regions. For spatial planning purposes the entire National Park is included within East Midlands region. The Core Strategy was drawn up during a period when Regional Spatial Strategy was in place for the East Midlands. It contains policies that are not only consistent with national policy, but that were widely supported by the evidence and public examination (and its conclusions) for the East Midlands Regional Plan (2009).</p> <p>The Regional Plan was revoked by the Secretary of State for Communities and Local Government in July</p>

Question	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>there local justification? 15. Has the council got confirmation from the regional planning body about the general conformity of the plan with the regional spatial strategy?</p>					<p>2010, but following legal challenge, the continued relevance of the adopted Regional Plan has now been confirmed by the court.</p> <p>In submitting the Core Strategy the National Park Authority has acted in a manner that is compatible with the Secretary of State's decision, removing reliance on (and most references to) the East Midlands Regional Plan.</p> <p>Conformity with the Regional Plan was requested from East Midlands Councils (EMC) by email on 10 December 2010. Their response (received on 17 January 2011) indicates that EMC consider the Core Strategy to be in general conformity with the East Midlands Regional Plan, with specific reference to several areas of RSS policy.</p>
<p>16. Does the DPD comply with the 2004 regulations (as amended)? 17. Specifically, has the council published the prescribed documents, and made them available at their principal offices and their website? 18. Has the council placed local advertisements</p>	<p>The Act, section 20(2), 20(3) and 20(5)(b)</p> <p>Regulations 13(1), 13(2), 13(5) and 30(1)</p>	<p>PPS12 paragraphs 4.36; 4.50</p>	<p>Requirements relating to publication of the prescribed documents are listed later in this table.</p>	<ul style="list-style-type: none"> i. The documents prescribed at Regulation 30(1) ii. Relevant annual monitoring reports iii. Records of the actions undertaken (see below) 	<p>In accordance with the Statement of Community Involvement, all the submission documents are available at the Authority's main office (from 10 January 2011), at Deposit locations, and on the Authority's website at www.peakdistrict.gov.uk/ldf. Annual Monitoring Reports, evidence studies and other background material is available on the website.</p> <p>Notices were placed in local newspapers:</p> <ul style="list-style-type: none"> Leek Post & Times Macclesfield Express Glossop Chronicle Oldham Chronicle Derbyshire Times Ashbourne News Telegraph Sheffield Telegraph Matlock Mercury and Peak Advertiser

Question	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>?</p> <p>19. Has the council notified the DPD bodies?</p> <p>20. Does the DPD contain a list of superseded saved policies?</p>					<p>in the week ending 24 December 2010. Notices included where and how documents could be viewed and dates of Pre Hearing Meeting and Examination Hearings.</p> <p>Copy of press advert available on request.</p> <p>Notification letters were sent to all consultees by post or email on 6 and 10 January 2011.</p> <p>Copies of consultation letters are available on request.</p> <p>A list of superseded and saved policies in Submission document Appendix 1.</p>
<p>21. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted proposals map?</p> <p>22. If yes, have you prepared a submission proposals map?</p>	Regulations 13(4) 14 and 30(1)(b)	PPS12 paragraphs 4.6 - 4.7; 8.1 -8.3		<p>i. Submission proposals map</p> <p>ii. Brief statement if a submission proposals map is not required</p>	<p>There is no Ordnance Survey-based Proposals Map to accompany the Core Strategy. A key diagram is included within the Submission Core Strategy document at section 6.</p> <p>The only major strategic policy change that affects information shown on the Local Plan Proposals Map is the removal of Recreation Zones. Other information shown on the map eg flood zones and Natural Zone is still relevant, although boundaries will be revised in a proposals map which will be produced alongside the subsequent Development Management Policies document.</p>
23. If the DPD is not a core strategy, is it in conformity with the core strategy?	Regulation 13(6)			<p>i. The core strategy</p> <p>ii. Documents or reports demonstrating conformity</p>	n / a
24. Have you prepared a	The Act, section 20(3)		This will bring forward material	i. Consultation statement	The Statement of Consultation fulfils the requirements of Reg 30(1)(d).

Question	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>statement setting out:</p> <ul style="list-style-type: none"> • which bodies and persons were invited to make representations under Regulation 25 • how they were invited • a summary of the main issues raised • how the representations have been taken into account? 	<p>Regulation 30(1)(d)</p>		<p>from the Consultation statement (see Stage 2 above).</p>	<p>ii. The Statement as required in Regulation 30(1)(d)</p>	
<p>25. Have you prepared a statement giving:</p> <ul style="list-style-type: none"> • the number of representations made under Regulation 28(2) • a summary of the main issues raised <p>OR</p> <ul style="list-style-type: none"> • that no 	<p>The Act, section 20(3)</p> <p>Regulation 30(1)(e)</p>			<p>The Statement as required in Regulation 30(1)(e)</p>	<p>A Representations Statement has been prepared which gives the number of representations to the pre-Submission consultation, and a summary of the main issues raised.</p>

Question	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
representations were made?					
26. Have you collected together all the representations made under Regulation 28?	The Act, section 20(3) Regulation 30(1)(f)			Copies of the representations	Full copies of all representations on the Pre-Submission document have been submitted to the Inspector and are available to view at the National Park Office and other deposit locations.
27. Have you assembled the relevant supporting documents?	The Act, section 20(3) Regulation 30(1)(g)			All necessary evidence and records of decisions relevant to the development plan document	A full evidence document library has been submitted to the Inspector in hard copy and electronic form, with a further set available to the public to view, and on the website. www.peakdistrict.gov.uk/ldf-final-evidence-library.xls
28. Has your council approved the DPD for submission?	The Act, section 20		The full council has to approve the DPD for submission (requirements are set out in Local Authorities Functions Regulations).	Report and resolution of the council	The National Park Authority resolved to approve the final Core Strategy for consultation on 28 May 2010. Delegated authority was given to the Head of the Planning Service to make minor changes to the document in consultation with the Chair of the Authority and the Chair of Planning Committee. Copy of report and minute available on request.
29. Have you sent the Secretary of State (the Planning Inspectorate) a paper copy of the following: <ul style="list-style-type: none">the DPD?	The Act, section 20(1) and 20(3) Regulations 30(1) and 30(2)(a)		Regulation 49 deals with the availability of documents and the time of their removal.	Record of sending	Paper copies of all the Submission documents and evidence documents were sent via the Programme Officer to the appointed Inspector (as agreed with the Inspector).

Question	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> • submission proposals map (unless there are no site allocation policies)? • documents prescribed in Regulation 30(1)? 					
<p>30. Have you sent the Secretary of State (the Planning Inspectorate) an electronic copy of the:</p> <ul style="list-style-type: none"> • DPD? • submission proposals map (unless there are no site allocation policies)? • documents prescribed in Regulation 30(1)? 	<p>The Act, section 20(1) and 20(3)</p> <p>Regulations 30(1) and 30(2)(b)</p>		<p>Electronic copies of some of the representations and supporting documents may not be practicable.</p> <p>Regulation 49 deals with the availability of documents and the time of their removal.</p>	<ul style="list-style-type: none"> i. Record of sending ii. Reasons why documents cannot be sent electronically 	<p>Electronic copies of all the Submission documents were sent to PINS on CD by Special Delivery on 16 December 2010, guaranteed to arrive by 9.30am on Submission day 17 December. PINS confirmed receipt.</p>
<p>31. Have you made the following available at the</p>	<p>Regulation 30(3)(a)</p>		<p>You should do this as soon as reasonably practicable after</p>	<p>Record of where and when made available</p>	<p>All the Submission documents have been made available at deposit locations listed in the Statement of Community Involvement from January 2011.</p>

Question	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<p>same places where the proposed submission documents were to be seen:</p> <ul style="list-style-type: none"> • the DPD? • documents prescribed in Regulation 30(1)? 			<p>submitting to the Secretary of State.</p>		
<p>32. On your website, have you published the:</p> <ul style="list-style-type: none"> • DPD • submission proposals map • sustainability appraisal report • Regulation 30(1)(d) statement • Regulation 30(1)(e) statement • supporting documents (where practicable) 	<p>Regulation 30(3)(b)</p>		<p>You should do this as soon as reasonably practicable after submitting to the Secretary of State.</p>	<p>Record of publication</p>	<p>All required Submission documents have been available on the Authority's website at www.peakdistrict.gov.uk from 17 December 2010.</p>

Question	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> • representations made under Regulation 28 (where practicable) • statement as to where and when the DPD and the documents are available? 					
<p>33. For each specific consultation body invited to make representations under Regulation 25(1), have you sent the:</p> <ul style="list-style-type: none"> • DPD • submission proposals map • sustainability appraisal report • adopted statement of community involvement 	Regulation 30(3)(c)		You should do this as soon as reasonably practicable after submitting to the Secretary of State.	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Emails or letters were sent on 6 January 2011 to all specific consultation bodies.</p> <p>Copies of consultation letters are available on request.</p>

Question	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
<ul style="list-style-type: none"> • Regulation 30(1)(d) statement • Regulation 30(1)(e) statement • supporting documents you consider relevant to each body • statement as to where and when the DPD and the documents are available? 					
<p>34. For each general consultation body invited to make representations under Regulation 25(1), have you sent:</p> <ul style="list-style-type: none"> • notification that the documents prescribed in Regulation 30(1) are available for 	Regulation 30(3)(d)		You should do this as soon as reasonably practicable after submitting to the Secretary of State.	<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending 	<p>Emails or letters were sent on 6 January and 10 January 2011 to all other consultees, notifying them about submission and giving them details of where and when the submission documents can be inspected.</p> <p>Copies of consultation letters are available on request.</p>

Question	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
inspection <ul style="list-style-type: none"> • where and when they can be inspected? 					
35. Have you given notice by local advertisement setting out: <ul style="list-style-type: none"> • the title of the DPD? • the subject and area covered by the DPD? • notification that the documents prescribed in Regulation 30(1) are available for inspection • where and when they can be inspected? 	Regulation 30(3)(e)		You should do this as soon as reasonably practicable after submitting to the Secretary of State.	i. Copy of advertisement ii. Where and when placed	Notices were placed in local newspapers: Leek Post & Times Macclesfield Express Glossop Chronicle Oldham Chronicle Derbyshire Times Ashbourne News Telegraph Sheffield Telegraph Matlock Mercury and Peak Advertiser in the week ending 24 December 2010. Notices included where and how documents could be viewed and dates of Pre Hearing Meeting and Examination Hearings. Copy of press advert available on request.
36. Have you given notice to persons who have requested to be notified	Regulation 30(3)(f)		You should do this as soon as reasonably practicable after submitting to	i. Copies of correspondence ii. Record of sending	No requests to be notified that Submission has taken place were received.

Question	Legal requirement	Guidance reference	Additional notes	Possible evidence	Evidence provided
that submission has taken place?			the Secretary of State.		
<p>37. If an examination is being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> • published the time and place of the examination and the name of the person appointed to carry out the examination on your website • notified those who made representations on the published DPD which have not been withdrawn of these details • advertised these details? 	<p>The Act, section 20</p> <p>Regulation 34</p>			<ol style="list-style-type: none"> i. Record of publication of information ii. Record of sending iii. Copies of correspondence iv. Copy of advertisement 	<p>The time and place of the Pre-Hearing Meeting, the Examination Hearings, and the name of the appointed Inspector, were published on the Authority's website on 17 December 2010. These details were included in the letters sent to all consultees advising them of Submission.</p> <p>Press adverts giving notice of Submission included information on the time and place of Pre-Hearing Meeting and Examination Hearings.</p>