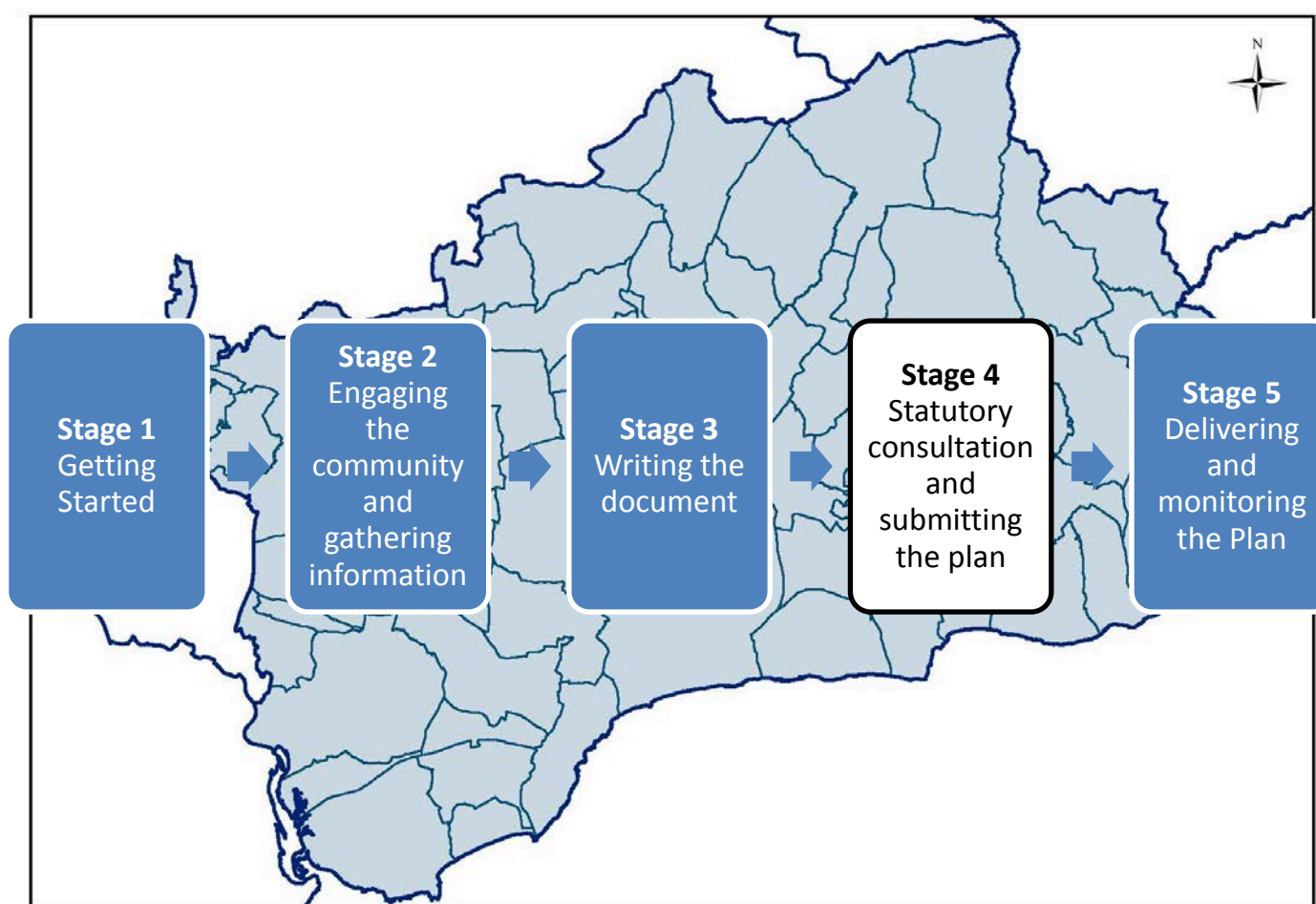
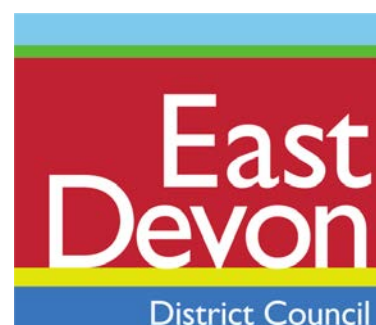


# Neighbourhood Planning Guidance

## *Submitting the Plan*

June 2015



## Submission of the Plan to East Devon District Council

Once you have completed your six-week pre-submission consultation, and you, as the qualifying body, are satisfied that the Plan needs no further amendment or improvement, it may be submitted to the District Council.

### Important!

Although the process is not yet complete, submitting your Plan to the District Council can feel like the end of your role in its production as you hand over responsibility for the final stages.

We would like you to remain involved- after all it is a plan for your community- so please keep in touch with us. We will need to discuss the representations received in response to our formal consultation, appointment of an Examiner, the Examiner's report and the arrangements for a referendum.

### What do we need to submit?

The Regulations require you to submit the documents in the table below. We cannot accept the Plan without all of them, but we will be happy to discuss any concerns you may have and can provide examples and templates to help you. Our preferred format is that you submit a complete set of paper documents and an electronic copy (usually on a CD or data stick as the documents may be too large to email). We will upload all of the documentation onto our website; it is also recommended that you upload it onto your Parish website too.

Formal Requirement- you MUST submit these	What would usually be submitted
A Map or Statement identifying the Neighbourhood Area	A map showing the boundary of your neighbourhood area, clearly stating the extent of the area. It may be useful to state whether this covers a whole parish, part of a parish, part/all of several parishes or a different area. It is also useful to state who the qualifying body is (especially where a neighbourhood area covers several parishes)
The Neighbourhood Plan	This is the Neighbourhood Plan itself, along with any appendices. All appendices should be clearly marked with a description of what they cover.
Consultation Statement	This is the document which explains how the community has been consulted and how their views were taken into account in producing the plan.  It is also useful to provide copies of comments received in response to the 6 week pre-submission consultation and a list of who you consulted.
Basic Conditions Statement	This is the document which explains how the

Formal Requirement- you MUST submit these	What would usually be submitted
	plan satisfies the legal requirements as prescribed in the legislation. We have produced guidance and templates for producing this which can be found <a href="#">here</a> .
<p>Any other supporting documentation including:</p> <ul style="list-style-type: none"> <li>• A screening opinion provided by the Local Authority advising that your Plan will not have a significant impact on the environment or a European site; or</li> <li>• A Strategic Environmental Assessment if your plan required one; and/or</li> <li>• A Habitats Regulations Assessment if your Plan required one.</li> </ul>	

### How should we prepare?

- If you haven't done so already, please **come and speak to us** before you formally submit the Plan. Once your Plan has been formally submitted you cannot make any further amendments so it's very important that all potential issues have been ironed out. We can provide you with feedback as to whether we consider your Plan to have met the 'basic conditions'.
- **Consider having a 'health check' of your plan.** A 'health check' is a service whereby an independent qualified planner will undertake a check on your Plan and advise whether it is likely to meet the basic conditions and if not, why. This is essentially an 'examination light' which will provide you with a view on your plan prior to submission so you can make any necessary changes. The Neighbourhood Planning Independent Examiners Referral service offers the health check at a current rate of £350 +VAT per day. Alternatively, if you do not feel it is necessary or you do not feel you can justify the cost then you may want to ask us to carry out a similar check which we can provide free of charge.

### What happens next?

Once the Plan has been submitted we will carry out checks to make sure that the right documentation has been included and we are satisfied that it can proceed to formal consultation.

We will then consult on the Plan for 6 weeks. We will write to or email the consultation bodies and other interested parties as well as advertising the consultation in the local press (through press releases), on our website, in local libraries and on noticeboards. We will also ask you to advertise the consultation (on the Parish website and in the parish magazine, for example). The comments we receive will be collated, placed on our website and copied to you as the qualifying body for information.

We will then consult with you to choose a suitable Examiner. Once we have appointed the Examiner we will send him/her copies of all of your documents and the representations we have received in response to our consultation. The Examiner will consider this information, and may ask for more details or decide to hold a hearing so issues can be explored in person. Once he/she is satisfied, a report will be produced and sent to us. We will copy the report to

you and upload it onto our website. It might be necessary to make further changes to the Neighbourhood Plan depending on the examiner's recommendations. We can decide on several courses of action, from declining to consider the Plan through to accepting the Plan without modifications, and we will publish our decision and our reasons.

Hopefully the Plan will be recommended to proceed to referendum!

If you would like any further help with submitting your Plan please contact:

Planning Policy Team  
East Devon District Council  
Knowle  
Sidmouth  
Devon  
EX10 8HL

01395 571736

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[crodway@eastdevon.gov.uk](mailto:crodway@eastdevon.gov.uk)