



Knowsley Council

Knowsley Local Plan: Core Strategy

Legal Compliance Self-Assessment

Core Strategy Submission Document

July 2013

1) **INTRODUCTION**

- 1.1 This self assessment is based on the template published by the Planning Advisory Service (PAS) in May 2013. It demonstrates how the Knowsley Local Plan: Core Strategy has been prepared in a manner which satisfies the legal requirements in the **Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012** and other relevant legislation.
- 1.2 A separate document (the Knowsley Local Plan: Core Strategy Soundness Self Assessment - July 2013) sets out how the Plan meets the soundness tests and other national policy requirements set out in the National Planning Policy Framework.
- 1.3 In this document the following abbreviations have been used:
- **"Plan"** means the **Knowsley Local Plan: Core Strategy**
 - **"Act"** means the **Planning and Compulsory Purchase Act 2004 (as amended)**
 - **"NPPF"** means the **National Planning Policy Framework** published March 2012
 - **"Regulations"** means the **Town and Country Planning (Local Planning) (England) Regulations 2012**
 - **LDS** means **Local Development Scheme**
 - **SCI** means **Statement of Community Involvement**
 - **DPD** means **Development Plan Document**
 - **PAS** means **Planning Advisory Service**
- 1.4 The Plan has been prepared in a changing legislative context. At the start of the process in 2008 the key legislation which existed included the Planning and Compulsory Act 2004, which was supported by regulations which were published in 2004 and subsequently revised in 2008. This original legislation required the Local Development Framework (as it was then called) for each local authority to include a Core Strategy setting out the overall spatial framework for the area. Further detail such as site allocations had in most cases to be set out in other DPDs.
- 1.5 Supporting guidance (e.g. in Planning Policy Statement 12 "Local Spatial Planning" and its supporting best practice guidance) set out broad requirements to guide the preparation of Plans. The Act required that amongst other things the Plan must broadly comply with the Regional Spatial Strategy. The Council's SCI committed the Council to undertake a number of stages in preparing the Plan including: "Evidence Gathering"; "Issues and Options"; "Preferred Options" and subsequent stages
- 1.6 The Localism Act 2011 introduced important changes including:
- the legislative powers for the Secretary of State to revoke the Regional Spatial Strategies (which have subsequently been implemented as the North West RSS was formally revoked by the Government in May 2013);

- a new duty to cooperate with neighbouring local authorities and other public bodies when addressing strategic planning matters within the Plan; and
 - new powers for local communities to prepare neighbourhood plans
- 1.7 As a result of the Localism Act, the 2012 Regulations and simplification of the supporting guidance there is now more flexibility in how Councils can structure and go about preparing their Local Plans. Although the Council can now if it wishes prepare its Local Plan as a single document it has chosen to continue preparing its Core Strategy. This is to ensure the strategic policies of the Plan can be adopted as quickly as possible. The Council has ensured at all stages that the preparation of the Core Strategy has responded to this changing legislative framework.
- 1.8 The legal compliance self assessment is set out in the table in Appendix A. This is arranged according to the various stages that are set out in the PAS template. These are:
- Stage 1 – the beginning
 - Stage 2 - plan preparation - frontloading phase
 - Stage 3 - plan preparation - formulation phase
 - Stage 4 - publication
 - Stage 5 – submission
- 1.9 These stages do not exactly reflect the stages which have been undertaken by the Council in preparing the Plan. This is due to the changes in the legislative and policy context which have occurred as the Plan has been prepared. Most of the stages in preparing the Plan have pre-dated the current Regulations and the current version of the PAS template. Appendix A explains (at the start of its sections on each of stages 1 to 5) how each of these stages relates to the stages which were actually undertaken in preparing the Plan.
- 1.10 In addition the Council has complied with legislation relating to Sustainability Appraisal/Strategic Environmental Assessment and Habitats Regulation Assessment in preparing the Plan. In many cases the evidence provided (in the right hand column of the table in Appendix A) has been prepared over several stages. For example, the sustainability appraisal report has been prepared over several stages so as to inform the Plan as it has developed.
- 1.11 The table demonstrates how the Council has from the early stages of preparing the Plan complied with all legal requirements including those related to:
- planning for community engagement;
 - planning the sustainability appraisal (including consultation with the statutory environmental consultation bodies);
 - addressing significant cross boundary and inter-authority issues; and
 - ensuring that the Plan is informed by a credible evidence base, including meeting the Act's requirement for keeping matters affecting the development of the area under review.

- 1.12 Regulation 22 requires that a statement setting out which bodies and people the Council invited to make representations at previous stages be submitted with the Plan. In the table below the term '**Statement of Previous of Consultation**' is used to describe this statement.
- 1.13 Section 33A of the Act (introduced by the Localism Act 2011) introduced a duty to cooperate as a mechanism to ensure that local planning authorities and other bodies engage with each other on issues which are likely to have a significant effect on more than one planning area. This pervades every stage of the Plan preparation. A Plan may be found unsound if a Council cannot show that it has taken reasonable steps to comply with the duty. The Council has prepared a separate statement¹ setting out how it has met this duty from the start of the Plan preparation process.
- 1.14 Appendix A sets out in detail how the Council has complied with all the legal requirements in preparing the Plan. The table acts as a "sign post" and refers extensively to other supporting documents where more detailed information is available. These include:
- the Local Plan: Core Strategy (referred to hereafter as "**the Plan**");
 - the numerous evidence base, Technical Reports and other supporting documents which have been prepared to support the Plan;
 - documents associated with the statutory sustainability and Habitats Regulation Assessment and other appraisals which have informed the preparation of the Plan; and
 - documents associated with the stakeholder engagement process which have informed the preparation of the Plan.
- 1.15 Where specific documents are referred to the Core Strategy examination library references are given (e.g.SD01, TR05, EB17 etc).

¹ Knowsley Local Plan – Duty to Cooperate Statement (SD14)

Appendix A – Legal Compliance Self Assessment (July 2013)

STAGE ONE: THE BEGINNING

Stage 1 broadly relates to the early stages undertaken by the Council in 2008. This stage included the preparation of evidence, initial stakeholder workshops and the preparation of the initial scoping report for the Sustainability Appraisal process.

Activity	Legal requirement	Guidance reference	Possible evidence and notes	EVIDENCE PROVIDED
1. Is the DPD identified in the adopted LDS? Have you recorded the timetable for its production?	The Act section 15(2) and section 19(1)	NPPF para 153	<ul style="list-style-type: none"> i. The adopted LDS at the time of commencement, publication and submission of the DPD ii. The relevant authority monitoring report (if changes need to be explained) 	The Plan was identified in the Knowsley Local Development Scheme (LDS) 2005. Revisions to the timescales for preparation of the Plan have been included in subsequent revisions to the LDS in 2007, 2009, 2012 and 2013 (PP10-14). Progress in preparing the Plan has been reported in the Council's monitoring reports which have been published each year since 2005 (PP17-23).
2. How will community engagement be programmed into the preparation of the DPD?	The Act section 19(3) Regulation 18	NPPF paras 150, 155 and 157	<ul style="list-style-type: none"> i. The SCI ii. The project plan for the DPD <p>If the SCI is up-to-date, use that. If not set out any changes to community engagement as a result of changes in legislation.</p>	The Plan has been prepared in compliance with the Council's adopted Statement of Community Involvement (2007) (PP15). This sets out a number of consultation methods to be undertaken at the various stages of the preparation of the Plan.
3. Have you	Regulation 18	NPPF paras 4.25 -	<ul style="list-style-type: none"> i. The SCI 	The Statement of Community

Activity	Legal requirement	Guidance reference	Possible evidence and notes	EVIDENCE PROVIDED
considered the appropriate bodies you should consult?		4.26	ii. Reports and decisions setting out the approach to specific and general consultation bodies iii. Consultation statement Regulation 2 defines the general and specific consultation bodies. The possible evidence may duplicate each other. Only use what you need to.	Involvement (2007) (PP15) set out in Appendix 1 an initial list of “specific” and “general” consultation bodies as referred to in the Regulations. This list has been regularly monitored and refined as the Plan has been developed in accordance with the changing legislative context. Further details of the bodies which have been consulted are set out in the Council’s Statement of Previous Consultation (SD03) and in the Reports of Consultation at Issues and Options (SD05) and Preferred Options stages (SD04).
4. How you will co-operate with other local planning authorities, including counties, and prescribed bodies, to identify and address any issues or strategic priorities	The Act section 33A(1)(a) and (b), section 33A(3)(d) (e) & (4) The Act Section 20(5)(c) Regulation 4	NPPF paras 178 to 181 (which comprise the guidance referred to in the Act section 33A(7)) Under NPPF Para 182, to be 'Effective' a plan should be	i. Reports and decisions setting out the approach to be taken ii. Consultation statement Section 33A(4) defines a "strategic matter". Under section 33A(6) the required engagement includes	This matter is addressed in the Council’s Duty to Cooperate Statement (SD14).

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<p>that will have a significant impact on at least two planning areas?</p>		<p>based on effective joint working on cross-boundary strategic priorities. Strategic priorities are listed at NPPF Para 156</p>	<p>considering joint approaches to the plan making activities (including the preparatory activities) and considering whether to agree joint local development documents under section 28. The bodies prescribed by section 33A(1)(c) are set out at Regulation 4(1).</p>	
<p>5. How you will co-operate with any local enterprise partnerships (LEP) or local nature partnerships (LNP) to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?</p>	<p>The Act section 33A(1)(c) and section 33A(9), section 33A(3)(d) and (e) The Act section 20(5) (c). Regulation 4</p>	<p>NPPF paras 178 to 181</p>	<p>i. Reports and decisions setting out the approach to be taken. ii. Consultation statement Section 33A(4) defines a "strategic matter". Strategic priorities are listed at NPPF Para 156. Regulation 4(2) prescribes LEPs and LNPs for the purposes of section 33A(9). Under section 33A(6) the required engagement includes consulting on joint approaches to relevant activities.</p>	<p>This matter is addressed in the Council's Duty to Cooperate Statement (SD14).</p>

Activity	Legal requirement	Guidance reference	Possible evidence and notes	EVIDENCE PROVIDED
6. 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	NPPF paras 158 – 177	<ul style="list-style-type: none"> i. Documents dealing with collection of baseline information ii. Relevant technical studies iii. The annual monitoring report 	The Council's Monitoring Reports (the most recent of which was published in 2012) set out for each year key information concerning the social, economic and environmental conditions in Knowsley (PP17-23). Further information for specific topics is set out in other documents listed in the Council's Examination Library.
7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section19(5)	NPPF paras 165 and 167 Strategic Environmental Assessment Guide, chapter 5	<ul style="list-style-type: none"> i. Sustainability report scoping document ii. Sustainability appraisal report 	An initial assessment of the key sustainability baseline information was set out in the Core Strategy Sustainability Appraisal Scoping Report (SD10b) (Knowsley Council, 2009). Details of how this information has informed the subsequent sustainability appraisal process are set out in the Sustainability Appraisal Reports prepared at Issues and Options (SD10, SD10a), Preferred Options (SD09, SD09a) and Publication (SD07, SD07a) stages and the Sustainability Appraisal of

Activity	Legal requirement	Guidance reference	Possible evidence and notes	EVIDENCE PROVIDED
				the Alternative Green Belt Locations (SD08, SD08a).
8. 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 sustainability appraisal report?	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	NPPF paras 165 and 167 SEA Guide chapter 3	Copies of the consultation letters sent to and any responses from the bodies The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2).	The statutory bodies were consulted on the sustainability appraisal scoping report. Their comments were taken into account at later stages of the SA process (see paragraph 2.4.4 of the final Sustainability Appraisal Report) (SD07).

STAGE TWO: PLAN PREPARATION - FRONTLOADING PHASE

This phase broadly relates to the Issues and Options stage of the Plan (on which the Council consulted between November 2009 and January 2010) and the earlier preparation of the Issues and options Paper. The evidence presented below demonstrates how the Council complied with the relevant procedures for this stage and developed alternatives and options and appraised these through sustainability appraisal and against evidence.

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
1. Have you notified: <ul style="list-style-type: none"> • the specific consultation bodies? • the general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents? 	Regulation 18(1) and (2)(a)(b)	NPPF paras 159 – 173	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 or included in consultation Specific and general consultation bodies are defined in Regulation 2.	All the specific and general consultation bodies were consulted in accordance with the then extant regulations on the Issues and Options Paper (2009) (CS06). Further details of how this was done and the responses are set out in the Core Strategy: Issues and Options Paper – Report of Consultation (SD05). Copies of consultation letters/e-mails and responses can be made available if necessary.
2. Are you inviting representations from people resident or carrying out business in your area about the content of the DPD?	Regulation 18(1) and (2)(c)	NPPF paras 159 – 173	i. Consultation statement ii. Copies of documents consulting these persons iii. Record of discussions iv. Copies of representations made	A comprehensive public and business engagement exercise was undertaken at Issues and Options stage. Further details of how this was done (including the publicity materials used) and the responses are set out in

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				<p>the Core Strategy: Issues and Options Paper – Report of Consultation (SD05).</p> <p>The consultation methods included amongst others a leaflet drop to households.</p>
3. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 18	NPPF para 155	<ul style="list-style-type: none"> i. Consultation statement ii. Copies of documents consulting these people iii. Record of discussions <p>NPPF paras 160-171 4.29 give examples of relevant bodies which should be consulted.</p>	<p>The bodies consulted at Issues and options stage included a number who have a major role in the delivery of the Plan. These included private sector developers, Registered Social Landlords, statutory undertakers and other agencies, Merseytravel and others. Further details are in the Core Strategy: Issues and Options Paper – Report of Consultation (SD05).</p>
4. Are you taking into account representations made?	Regulation 18(3)	NPPF para 155	<ul style="list-style-type: none"> i. Consultation statement ii. Any reports on the selection of alternatives and options for the DPD <p>Evidence from participation is part of the justification. Show how you have taken</p>	<p>The feedback from consultation at the Issues and Options stage was reported to Knowsley Cabinet on 21 April 2010.</p> <p>The Council took account of representations received in</p>

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			representations into account.	progressing to the next stage (the Preferred Options). Chapter 4 of the Preferred Options Report (June 2011) (CS04) sets out how the Council took account of the feedback from Issues and Options alongside other factors such as the developing evidence base in developing its preferred spatial strategy. The Preferred Options Report was approved by the Council Cabinet on 8 June 2011.
5. Does the consultation contribute to the development and sustainability appraisal of alternatives?	The Act section 19(5) Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 165 – 168 SEA Guide, chapter 3	<ul style="list-style-type: none"> i. Consultation statement ii. Any reports on the selection of alternatives and options for the DPD iii. Sustainability appraisal report 	The consultation at Issues and Options stage also included consultation on an initial sustainability appraisal report (SD10). The findings of this element of the consultation are also detailed in the Issues and Options Report of Consultation. Chapter 4 of the subsequent Preferred Options Report (June 2011) (CS04) details how the sustainability appraisal informed the development of the spatial

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
				strategy at that stage.
<p>6. Is the participation:</p> <ul style="list-style-type: none"> • following the principles set out in your SCI? • integrating involvement with the sustainable community strategy? • proportionate to the scale of issues involved in the DPD? 	The Act section19(3)	NPPF para 155	<ul style="list-style-type: none"> i. Consultation Statement ii. The SCI iii. The relevant sustainable community strategies 	<p>The means by which the consultation was undertaken at the Issues and Options stage exceeded the requirements of the Statement of Community Involvement (PP15). See the “Core Strategy: Issues and Options Paper – Report of Consultation” (SD05) for further details.</p> <p>The consultation was not integrated with involvement in the Sustainable Community Strategy (SCS) as the SCS had only recently been finalised in 2008 (PG31a). The Core Strategy has taken into account the content of the SCS at all stages including a subsequent review of the SCS (known as the “Strategy for Knowsley: A Borough of Choice”) (PG31) in 2013.</p>
7. Are you keeping a record of:	The Act section20(3) Regulation 17	NPPF paras 158 - 171	<ul style="list-style-type: none"> i. Consultation statement ii. Reports by the council on 	Full details of the individuals and bodies who were invited

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<ul style="list-style-type: none"> • the individuals or bodies invited to make representations? • how this was done? • the main issues raised? 			<p>the consultation</p> <p>iii. Copies of representations and relevant correspondence</p> <p>iv. Technical reports on the engagement process</p> <p>You will need to submit a statement of representations under Regulation 22(1)(c): see Submission stage below.</p> <p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>to comment and the issues raised are set out in the "Core Strategy: Issues and Options Paper – Report of Consultation" (SD05).</p>
<p>8. Are you inviting representations on issues that would have significant impacts on both your areas from another local planning authority? Or county issues from an affected county council that is not a planning authority? Or significant cross-boundary issues and strategic priorities of a body prescribed</p>	<p>The Act section 33A(1)(a) (b) and (c), section 33A(3)(d) & (e) section 33A(4) section 33A(9) The Act section 20 (5)(c)</p>	<p>NPPF paras 178 to 181</p>	<p>i. Consultation statement</p> <p>ii. Reports by the council on the consultation</p> <p>iii. Copies of representations and relevant correspondence</p> <p>iv. Technical reports on the engagement process</p> <p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to</p>	<p>At Issues and options stage the Council invited comments on a number of issues which would have significant impact on neighbouring local authority areas as well as on Knowsley. Most fundamentally, the Issues and Options Paper set out three strategic options (options A, B and C) for meeting Knowsley's future development needs. Of these, option A "Urban Concentration" and option B "Focused Urban</p>

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under Section 33A (1) (c)?			engage constructively, actively and on an ongoing basis.	<p>Regeneration" required a portion of Knowsley's needs for housing and employment development to be met in neighbouring districts. Option C "Sustainable Urban Extensions" proposed accommodating all of Knowsley's future development needs over the Plan period in Knowsley but required that a significant release of Green Belt must take place in the Borough to achieve this.</p> <p>Consultation on these issues included with neighbouring local authorities and with other public bodies.</p> <p>Throughout the preparation of the Plan the Council has cooperated in a number of ways with neighbouring authorities and other public bodies in tackling strategic issues facing the Liverpool City Region – see the “Duty to Cooperate” Statement for</p>

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership (LEP) or a local nature partnership (LNP)?	The Act section 33A (1) (c) and Section 33A (9). The Act section 20(5) (c). Regulation 4	NPPF paras 178 to 181	<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>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33 (2) requires you to engage constructively, actively and on an ongoing basis.</p>	<p>further details (SD14).</p> <p>The Local Enterprise Partnership and the Local Nature Partnership for the Liverpool City Region did not exist when the Council consulted on the Issues and Options Paper in 2009. However, as set out above in relation to point 8 the Council did consult at that stage with neighbouring authorities and public bodies on strategic issues facing the Borough which also impacted upon neighbouring authority areas. The Council has subsequently sought to cooperate in other ways with these bodies in tackling strategic issues facing the Liverpool City Region – see the “Duty to Cooperate” Statement for further details (SD14).</p>
10. Are you developing a framework for monitoring the effects of the DPD?	The Act section 35 Regulation 34 Regulation 17 of The Environmental Assessment of Plans	NPPF paras 165 - 1687 SEA Guide, Chapter 5	<ul style="list-style-type: none"> i. Sustainability appraisal report ii. The authority monitoring report 	The Council’s draft monitoring framework was first set out for public consultation at the subsequent Preferred

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
	and Programmes Regulations 2004 No1363		<p>iii. Reports or documents setting out the appraisal and monitoring framework</p> <p>It is a matter for each council to decide what to include in their monitoring reports while ensuring they are prepared in accordance with relevant UK and EU legislation” Chief Planning Officer letter 30 March 2011 withdrawing ODPM guidance.</p>	<p>Options stage (in Appendix A of the Core Strategy: Preferred Options Report June 2011) (SD04). The Council’s monitoring reports prior to 2011 did not include the emerging Local Plan monitoring indicators as these were considered to be at too early a stage. They did however contain information about progress on what were then Core Output Indicators set by Government.</p>

STAGE THREE: PLAN PREPARATION - FORMULATION PHASE

This stage broadly relates to the consultation on the Preferred Options Report in June/September 2011 and the earlier work in preparing the preferred options. During this stage Council formulated the preferred strategy for the Plan. Together with the earlier Issues and Options stage (broadly relating to stage 2 above) this stage met the requirements of Regulation 18.

Para 182 of the NPPF requires the Council to explicitly consider alternatives as a key part of the plan making process. To comply with this requirement the Council evaluated the reasonable alternatives including those identified at the earlier Issues and Options stage (see stage 2 above) against the:

- completed body of information from evidence gathering;
- results of sustainability appraisal;
- findings from community participation; and
- findings from engagement with statutory cooperation bodies.

Key evidence includes the Knowsley Core Strategy: Preferred Options Report (2011); the Reports of Consultation on both the Issues and Options and Preferred Options Reports and the sustainability reports which related to these stages. These enabled the Council to gauge the community's response and consider additional evidence about the options. This stage enabled the Council to decide whether, and how, the preferred strategy and policies should be changed in the subsequent Publication stage (see stage 4 below). Alternatives developed from the evidence and engagement during the earlier stages were appraised to decide on the preferred strategy.

As the Issues and Options and Preferred Options stages were the main participation opportunities concerning the emerging plan the Council undertook extensive community engagement exercises further details of which (including the feedback from the consultation) is set out in the Issues and Options and Preferred Options Reports of Consultation (SD04, SD05) and the Accounting for Preferred Options consultation (SD17) documents.

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
1. Are you preparing reasonable alternatives for evaluation during	Regulation 12 (2) of The Environmental Assessment of Plans and Programmes	NPPF paras 152 - 182 SEA Guide, Chapter	Documents supporting decisions on alternatives and any preferred strategy The sustainability appraisal	The Core Strategy Preferred Options Report (June 2011) (CS04) set out the Council's preferred spatial strategy, 27

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
the preparation of the DPD?	Regulations 2004 No. 1633	5	report and supporting documents relevant to the preparation of the DPD are part of the proposed submission documents (see Regulation 17).	preferred policies together with alternative policy options with reasons as to why these were not favoured. Chapter 4 of the Preferred Options Report explains how the underlying strategy of the Plan was developed from the previous Issues and Options stage. The sustainability of the alternative options was assessed in the Interim Sustainability Appraisal - Core Strategy Preferred Options Report (June 2011) (SD09, SD09a).
<p>2. Have you assessed alternatives against:</p> <ul style="list-style-type: none"> • consistency with national policy? • general conformity with the regional spatial strategy where still in force? 	The Act section 19(2), section 24	NPPF para 151	<ul style="list-style-type: none"> i. Supporting documents ii. Correspondence with Mayor of London (London Boroughs and Mayoral Development Corporations only) 	The Preferred Options Report (June 2011) (CS04) included an "alternative options" box as part of its supporting text for each of the preferred policies. This included a commentary which assessed why the realistic alternative approaches (where these existed) had been discarded. This included where relevant a commentary on the ability of the alternative approaches

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
				to meet the development needs of the Borough which were at that time set out in the Regional Spatial Strategy and about the level of compliance with national policy.
<p>3. Are you having regard to (where relevant):</p> <ul style="list-style-type: none"> • adjoining regional spatial strategies? • the spatial development strategy for London? • Planning Policy for Wales? • the National Planning Framework for Scotland? 	The Act sections 19 (2) and 24 (1) and (4) Regulation 10 and 21		<p>i. Supporting documents</p> <p>ii. Correspondence with the Mayor of London, relevant Welsh or Scottish regional planning bodies (as appropriate)</p> <p>iii. CLG notice of revocation of the regional strategy</p> <p>Where the regional strategy has been revoked you should record that fact.</p>	None of these documents are directly relevant to Knowsley. As part of the Habitats Regulation Assessment (SD11) (undertaken at the later publication stage) the impact of the Plan on internationally designated nature conservation sites e.g. through increased recreational pressure or water abstraction, in Wales has been assessed.
4. Are you co-operating with other local planning authorities including counties, to address	The Act section 33A(2)(a) Section 33A(6)(a)(b) Section 20(5) (c)	NPPF paras 181 and 185	<p>i. Supporting documents</p> <p>ii. Correspondence with LPA/County Council</p>	The Merseyside and Halton Joint Waste Local Plan (PP04) (which is expected to be adopted in 2013) addresses waste

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<p>significant cross boundary issues? Have you discussed doing joint local development documents?</p>				<p>management issues across the Liverpool City Region. Further details of this and evidence of other means of co-operation which have been undertaken with other local planning authorities are set out in the Duty To Cooperate Statement (SD14).</p>
<p>5. Are you cooperating with a person prescribed for the purposes of Regulation 33A (1) (c) to address significant cross boundary issues including preparing joint approaches?</p>	<p>The Act section 33A(2)(a), section 33A(6)(a) The Act section 20 (5) (c) Regulation 4</p>	<p>NPPF paras 181 and 182</p>	<p>i. Supporting documents ii. Correspondence with prescribed bodies The bodies prescribed by The Act section 33A(1)(c) are set out at Regulation 4 (1).</p>	<p>Evidence on this matter is set out in the Duty To Cooperate Statement (SD14).</p>
<p>6. Are you cooperating with having regard to the activities of the LEP and LNP?</p>	<p>The Act section 33A (2) (b) and section 33A (9). Regulation 4 (2)</p>	<p>NPPF para 181 and 182</p>	<p>i. Supporting documents ii. Correspondence with LEP/LNP</p>	<p>As above</p>
<p>7. Are you having regard to:</p> <ul style="list-style-type: none"> • your sustainable community strategy or of 	<p>The Act section 19(2)</p>		<p>i. Supporting documents ii. The sustainable community strategies iii. Relevant local development</p>	<p>The Preferred Options Report (June 2011) (CS04) explained how the emerging strategy took account of the Knowsley Sustainable</p>

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
<p>other authorities whose area comprises part of the area of the council?</p> <ul style="list-style-type: none"> • any other local development documents adopted by the council? 			<p>documents</p> <p>iv. Correspondence with the local strategic partners</p>	<p>Community Strategy 2008 (PG31a). Specific detail is set out in chapters 1, 3, 4 and 5 of the Preferred Options Report.</p> <p>The Preferred Options Report (in preferred option CS26) explained the close relationship between the emerging Plan and the Merseyside and Halton Joint Waste Local Plan (PP04) which was at a similar stage of preparation at that point.</p>
<p>8. Do you have regard to other matters and relevant strategies relating to:</p> <ul style="list-style-type: none"> • resources • the local/regional economy • the local transport plan and transport facilities and services • waste strategies 	<p>The Act section19(2) Regulation 10</p>		<p>i. Supporting documents</p> <p>ii. Correspondence with the relevant bodies</p> <p>As well as the matters and 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 DPD.</p>	<p>Key policy documents and studies at the regional, City Regional and local levels are referred to where relevant in the Preferred Options Report (CS04).</p> <p>In terms of the specific matters now listed in Regulation 10, there are numerous references to the Local Transport Plan for Merseyside (PG23, PG23a) and related transport</p>

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<ul style="list-style-type: none"> hazardous substances 				<p>proposals particularly in chapters 1, 2 and 5 of the Preferred Options Report. Preferred policy CS7 related to transport issues.</p> <p>Issues related to hazardous installations (see regulation 10 (1) (b) and (c)) are covered by policy ENV4 of the current Unitary Development Plan (PP01) which is proposed to be saved beyond adoption of the Core Strategy. This is made clear in Appendix D (CS04) of the Preferred Options Report.</p>
9. Are you having regard to the need to include policies on mitigating and adapting to climate change?	The Act section 19(1A)	NPPF paras 93 -108	Supporting documents	This is covered in several places in the Preferred Options Report (CS04) including in preferred policy options CS22, CS23 and CS24.
10. Have you undertaken the sustainability appraisal of alternatives,	The Act section 19(5) Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes	NPPF para 182 SEA Guide, Chapter 5	<ul style="list-style-type: none"> Reports on the sustainability of alternatives Record of work undertaken on sustainability appraisal 	Consultation was undertaken on interim sustainability appraisal reports (SD09, SD10) at both Issues and Options and Preferred

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
including consultation on the sustainability appraisal report?	Regulations 2004 No 1633		iii. Supporting documents Regulation 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures.	Options stages and the findings used to inform subsequent stages. This process is set out in the subsequent Accounting for Assessments (SD16) document.
11. Are you setting out reasons for any preferences between alternatives?	Regulation 8(2)	NPPF para 182	i. Any reports setting out alternatives and choices considered ii. Supporting documents This will include Information from the sustainability appraisal.	Preferences between the preferred policy options were set out in the Preferred Options Report (CS04) for example in chapter 4 and in the supporting text to each of preferred policy options CS1 to CS27.
12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal? Are you keeping a record?	Regulations 17, 18(3) and 22 (1) (c) (iv) Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 150, 155, 157 and 159-171	i. Correspondence from those making representations ii. Reports on issues raised iii. Consultation statement iv. Sustainability appraisal report Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive.	The broad findings of the consultation at Issues and Options stage and how this has been taken into account are set out in chapter 4 of the Preferred Options Report (CS04).
13. Where sites are to be identified or areas for the	Regulations 5 (1)(b) and 9	NPPF para 157	i. Adopted policies map ii. Any reports on proposals to amend the policies map	No changes are proposed to the adopted Policies Map in the Core Strategy. However

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
<p>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 policies map? • inform the community about the location of proposals? 			<p>iii. Illustrative material that shows how the policies map will be amended or replaced</p> <p>Regulation 2 defines the terms 'submission' and 'adopted' proposals map.</p> <p>A map showing changes to the adopted policies map is part of the proposed submission documents defined in Regulation 17.</p>	<p>the Preferred Options Report shows broad areas eg of proposed Principal Regeneration Areas and areas proposed for release from the Green Belt on its Key Diagram on page 54. Slightly more detailed information is shown on township maps in chapter 6 of the Preferred Options Report. These were included in consultation materials including a leaflet (CS05) which was posted to residents at Preferred Options stage.</p>
<p>14. Are the participation arrangements compliant with the SCI?</p>	<p>The Act, section 19(3) Regulation 18</p>	<p>NPPF paras 150 and 155</p>	<p>i. The SCI ii. Consultation statement</p>	<p>The participation arrangements at Preferred Options stage exceeded the requirements of the SCI (PP15). Further details of how this consultation was undertaken and its findings are set out in the Core Strategy Preferred Options Report – Report of Consultation (SD04).</p>

STAGE FOUR: PUBLICATION

The Plan and its supporting documents were published for formal comments under Regulation 20 between 8 November and 21 December 2012. Details of this publication period are set out in the statement of the representations procedure (a copy of which is in Appendix C of the Statement of Previous of Consultation (SD01)). When moving towards publication stage, the Council considered the results of participation on the Preferred Options Report, sustainability appraisal and other supporting materials. This process enabled it to consider the need for any changes to the preferred strategy. Details of this process are set out in the Accounting for Preferred Options Consultation (SD17) and Accounting for Assessments (SD16) documents. These documents set out clearly where the Council has made changes to the strategy in response to consultation responses and the sustainability and other appraisals.

It was not considered necessary to consult on a revised Preferred Options Report. This was because although the policies were refined (and a new policy SD1 added) these changes did not alter the fundamental approach of the Plan. The version of the Plan which was published in November 2012 was substantially the same as that which has subsequently been submitted to the Secretary of State with the exception of minor changes which are set out in a separate schedule (CS02). The guidance published with the Plan advised that representations made at this stage should be in the form of formal representations about the soundness or legal compliance of the Plan.

Activity	Statutory requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
1. Have you prepared the sustainability appraisal report?	The Act section19(5) Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	NPPF paras 165 - 168 SEA Guide Chapter 5	Sustainability appraisal report	The sustainability appraisal (SD07) for the Publication stage was published in November 2012. This included a Strategic Environmental Assessment as required by the 2004 Regulations and guidance. A separate Sustainability Appraisal of broad locations

Activity	Statutory requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
				for removal from the Green Belt (SD08) has also been prepared.
2. Have you made clear where and within what period representations must be made?	Regulation 17, 19, 20 and 35		i. Report or record of decisions ii. The statement of community interest The period must not be less than 6 weeks from when you publish under Regulations 19 and 35 (see below).	The Statement of Representations Procedure, representation form and guidance notes (SD20) made it clear how stakeholders could view the relevant material, and how and by when they could make comments.
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 representations procedure? 	Regulation 19(a)		i. Copies of the relevant statements ii. Report on where and when made available iii. Record of where and when made available Regulation 17 gives definitions.	The proposed submission documents and the statement of representation procedure were all made available for inspection between 8 November and 21 December 2012 in accordance with the requirements of the Council's Statement of Community Involvement (PP15). The Council's Regulation 22 Statement of Previous Consultation (SD01) gives further details.
4. Have you published on your website:	Regulations 19 and 35		Record of publication	The proposed submission document, statement of

Activity	Statutory requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
<ul style="list-style-type: none"> • the proposed submission documents? • the statement of the representations procedure? • statement and details of where and when documents can be inspected? 			Regulations 2 and 17 give definitions.	representations procedure and details of where the documents could be inspected were published on the Council website for the duration of the publication period between 8 November and 21 December 2012.
<p>5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> • A copy of each of the proposed submission documents • The statement of the representations procedure? 	Regulation 19(b)		<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending Regulations 2 and 17 give definitions. 	E-mails and/or letters were sent to all of the specific consultation bodies who were invited to make representations at the earlier stages (except where these had changed due to new bodies being formed or contact details changing). The consultation letters and e-mails included the statement of representations procedure.
<p>6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> • the statement of the representations 	Regulation 19(b)		<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending Regulations 2 and 17 give definitions. 	E-mails and/or letters were sent to all of the general consultation bodies who were invited to make representations at the earlier stages (except where these had changed due to

Activity	Statutory requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
procedure? <ul style="list-style-type: none"> • where and when the documents can be inspected? 				new bodies being formed or contact details changing). The consultation letters and e-mails included the statement of representations procedure.
7. Have you requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the DPD spatial development strategy?	The Act section 24 Regulation 21		Copies of correspondence The request must be made on the day you publish the documents under Regulation 19(a) and a response must be made within six weeks from the request (Regulation 21).	Not applicable to Knowsley

STAGE FIVE: SUBMISSION

At the submission stage, the Council collated representations made at publication stage and also published the **Statement of Previous Consultation** (SD01). Minor editorial amendments were made to the Plan which were included in a schedule of changes (CS02). None of these were significant enough to warrant a re-publication of the Plan. A number of revisions were also made to some of the supporting documents for the Plan. These included new Position statements concerning housing and employment development and revisions to previous Technical Reports.

The Plan and its supporting documents were submitted to the Planning Inspectorate for examination in accordance with the 2012 Regulations in July 2013.

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
1. Has the DPD been prepared in accordance with the LDS? Does the DPD's listing and description in the LDS match the document? Have the timescales set out in the LDS been met?	The Act section 19(1)		<ul style="list-style-type: none"> i. The LDS ii. Explanation of any changes from the milestones set out in the LDS iii. Relevant authority monitoring reports <p>The Act section 15(2) sets out the matters specified in the LDS. As at January 2013, no further matters are prescribed in the Regulations.</p>	The Plan was identified in the Knowsley Local Development Scheme (LDS) 2005. Revisions to the timescales for preparation of the Plan have been included in subsequent revisions to the LDS in 2007, 2009, 2012 and 2013 (PP10-14). Progress in preparing the Plan has been reported in the Council's monitoring reports which have been published each year since 2005 (PP17-23).
2. Has the DPD had regard to any sustainable community strategy for	The Act section 19(2)	NPPF para 182	<ul style="list-style-type: none"> i. The sustainable community strategy(ies) ii. Reference to sections of 	The Knowsley Sustainable Community Strategy 2008 was refreshed via the "Strategy for

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
its area (like a county and district)?			the DPD showing how regard has been had to them	Knowsley: The Borough of Choice" in 2013 (PG31).The Plan has paid regard to these documents for example in its introduction and vision and objectives.
3. Is the DPD in compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?	The Act section 19(3) Regulation 22(1)(c)		i. The SCI ii. The Regulation 22(1)(c) statement Before the SCI 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).	The Statement of Community Involvement (PP15) sets out (in chapter 7) the methods that will be used to engage and consult stakeholders in preparing the Plan. Some of the methods are identified as being compulsory whereas others are discretionary. The SCI splits the Plan preparation into evidence gathering, issues and options, preferred options and subsequent steps. The preparation of the Plan has complied with all these steps. The 2012 Regulations have simplified the requirements. For example they refer to the need for just one round of pre-publication consultation (under what is now Regulation 18). The Plan preparation has complied with these

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
<p>4. Have you identified and addressed any issues which are likely to have a significant impact on at least two planning areas. In doing so, have you co-operated with other local planning authorities, county councils where they are not a planning authority, LEPs, LNPs and the prescribed bodies in identifying and addressing any strategic cross-boundary issues</p> <p>If you have not agreed on the approach is there a justification?</p>	<p>The Act section 33A(1) and section 20(5)</p>	<p>NPPF paras 181 and 182</p>	<p>Statement identifying any strategic cross-boundary issues or impacts on county matters addressed in the document and explaining the approach taken to co-operate with the relevant bodies. Supporting correspondence and reports e.g. Memorandum of Understanding, shared and agreed evidence</p> <p>Under NPPF para 182, the plan should be based on effective joint working on cross-boundary strategic priorities to be found 'Effective'.</p>	<p>Regulations.</p> <p>Evidence on this matter is set out in the Duty to Cooperate Statement (SD14).</p>
<p>5. Has the DPD been subject to sustainability appraisal?</p> <p>Has the council provided a final report of the findings of the appraisal?</p>	<p>The Act section 19(5) Regulation 22(1)(a)</p>	<p>NPPF para 165 SEA Practical Guide, chapter 5</p>	<p>Sustainability appraisal report</p>	<p>The sustainability appraisal (SD07, SD07a) for the Publication stage was published in November 2012. This included a Strategic Environmental Assessment as required by the 2004 Regulations and guidance.</p>

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
				<p>A separate Sustainability Appraisal of broad locations for removal from the Green Belt (SD08, SD08a) has also been prepared.</p> <p>Whilst the Plan has been subject to some minor changes at submission stage none of these are significant enough to warrant a further sustainability appraisal.</p>
6. Is the DPD to be submitted consistent with national policy?	The Act section 19(2) and Schedule 8	NPPF para 151	<ul style="list-style-type: none"> i. Correspondence with PINS? ii. PAS Soundness self assessment checklist 	Section 19 (2) of the Act requires the Plan to have regard to national policies. This requirement has been met. Further details are set out in the Council's soundness self assessment (SD18).
7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists? If yes, is there local justification? If the LPA is a London	The Act section 24(1)(a) and 24(4) Regulation 21	NPPF para 218 footnote 41	<ul style="list-style-type: none"> i. Correspondence with or representations from Mayor of London (where appropriate) ii. Confirmation of (where appropriate) conformity from the Mayor or that no Regional Strategy is in place 	The revocation of the Regional Spatial Strategy for the North West has been confirmed by parliamentary order which came into force in May 2013.

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
borough or a mayoral development corporation has it requested an opinion from the Mayor of London on the general conformity of the plan with the spatial development strategy?				
<p>8. Has the council published the prescribed documents, and made them available at their principal offices and their website?</p> <p>Has the council notified the relevant statutory and non-statutory bodies, and all persons invited to make representations on the plan? Does the DPD contain a list of superseded saved policies?</p>	The Act section 20(2), 20(3) and 20(5)(b) Regulations 8 and 19	NPPF para 182	<p>i. The documents prescribed at Regulation 22(1)</p> <p>ii. Relevant authority monitoring reports</p> <p>iii. Records of the actions undertaken (see below)</p> <p>Requirements relating to publication of the prescribed documents are listed later in this table.</p>	<p>The Council has complied with these requirements by making the documents prescribed by Regulation 22 available as required. It has also notified relevant bodies as required by Regulation 22(3).</p> <p>The Plan will supersede a number of saved policies in the Knowsley Replacement Unitary Development Plan 2006 (PP01). Appendix C of the Plan identifies which UDP policies will be replaced and which will continue to be saved after the adoption of the Plan.</p>
9. Are there any policies applying to sites or areas by reference to	Regulations 5(1) (b), 9 (1), 17 & 22(1)		<p>i. Submission policies map</p> <p>ii. Brief statement if a submission policies map</p>	No changes are proposed to the adopted Policies Map in the Core Strategy.

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
<p>an Ordnance Survey map or to amend an adopted policies map?</p> <p>If yes, have you prepared a submission policies map?</p>			is not required	
<p>10. Is the DPD consistent with any other adopted DPDs for the area? If the DPD is intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?</p>	<p>Regulation 8(3) and (4) Regulation 8(5)</p>		<p>i. The core strategy ii. Documents or reports demonstrating conformity</p> <p>Development Plan is defined in Section 38 of the Act.</p>	<p>The Plan is consistent with the Merseyside and Halton Joint Waste Local Plan (PP04). This Plan covers waste management issues across the 6 authorities of Merseyside and Halton. At the time of writing the Merseyside and Halton Joint Waste Local Plan (PP04) is awaiting adoption by the 6 authorities following the publication of the Inspectors Report (PP04a). Further detail is set out in policy CS26 "Waste Management" of the Plan.</p> <p>No other DPDs have been adopted in the Plan area.</p> <p>The Plan will replace some but not all of the existing "saved"</p>

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
				policies in the Knowsley Replacement Unitary Development Plan 2006 (PP01). Appendix C of the Plan explains which UDP policies will be replaced and which will continue to be "saved" when the Plan is adopted.
<p>11. Have you prepared a statement setting out:</p> <ul style="list-style-type: none"> • Which bodies and persons were invited to make representations under Regulation 18? • How they were invited? • A summary of the main issues raised? • How the representations have been taken into account? 	<p>The Act section 20 (3) Regulation 22(1)(c)</p>		<p>i. Consultation statement ii. The Statement as required in Regulation 22(1)(c)</p> <p>This will bring forward material from the Consultation statement (see Stage 2 above).</p>	<p>The Council has prepared a Statement of Consultation (SD01) covering all the requirements of the Act and Regulation 22(1)(c)</p>
<p>12. Have you prepared a statement giving:</p> <ul style="list-style-type: none"> • the number of representations made under 	<p>The Act section 20(3) Regulation 22(1)(c)</p>		<p>The Statement as required in Regulation 22(1)(c)</p>	<p>As above</p>

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
Regulation 22? <ul style="list-style-type: none"> • a summary of the main issues raised? OR <ul style="list-style-type: none"> • that no representations were made? 				
13. Have you collected together all the representations made under Regulation 20?	The Act section 20(3) Regulation 22(1)(e)		Copies of the representations	Copies of the representations have been collected within a separate Report of Representations Made (SD02).
14. Have you assembled the relevant supporting documents?	The Act section 20(3) Regulation 22(1)(g)		All necessary evidence and records of decisions relevant to the DPD	Copies of all the relevant supporting documents have been assembled (see list appended to the submission letter.)
15. Has your council approved the DPD for submission?	The Act section 20		Report and resolution of the appropriate council body Check the LPA's constitution/standing orders for the authorisation process appropriate for the type of DPD.	The full Council at its meeting on 19 September 2012 (CR01, CR01a) granted approval for the Plan to be published and submitted to the Secretary of State. The Plan forms a part of the Council's "policy framework" as defined in the constitution. This means that approval by the full Council was required for this stage. Following the publication period a formal approval to

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
				<p>submit the Plan and make changes was granted by the Council's Deputy Chief Executive in consultation with the Cabinet Member for Regeneration, Economy and Skills in July 2013.</p> <p>Copies of all relevant Council and Cabinet reports are available from the examination library.</p>
<p>16. Have you sent the Secretary of State (the Planning Inspectorate) both a paper copy and an email of the following:</p> <ul style="list-style-type: none"> • the DPD? • the submission policies map (unless there are no site allocation policies)? • the documents prescribed in Regulation 22(1)? 	<p>The Act section 20(1) and 20(3) Regulations 22(1) and 22(2)</p>		<p>i. Record of sending</p> <p>ii. Reasons why documents cannot be sent electronically</p> <p>Regulation 35 deals with the availability of documents and the time of their removal. Electronic copies of some of the representations and supporting documents may not be practicable. Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>Copies of these documents (where required) are being submitted to the Secretary of State.</p>
<p>17. Have you made the</p>	<p>Regulation 22(3)</p>		<p>Record of where and when</p>	<p>Copies of these documents are</p>

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
following available at the same places where the proposed submission documents were to be seen: <ul style="list-style-type: none"> • The DPD? • The documents prescribed in Regulation 22(1)? 			made available You should do this as soon as reasonably practicable after submission.	being made available as required by Regulation 22(1).
18. On your website, have you published the: <ul style="list-style-type: none"> • DPD? • submission policies map? • sustainability appraisal report? • Regulation 22(1)(c) statement? • supporting documents (where practicable)? • representations made under Regulation 20 (where practicable)? • statement as to where and when the DPD and the documents are available? 	Regulation 22(3) and 35(1)(b)		Record of publication You should do this as soon as reasonably practicable after submission.	Copies of these documents are being made available as required by Regulation 22(1) (c)

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
<p>19. For each general consultation body invited to make representations under Regulation 18(1), have you sent:</p> <ul style="list-style-type: none"> • notification that the documents prescribed in Regulation 22(3)(a)(i)-(iii) are available for inspection • where and when they can be inspected? 	Regulation 22(3)(b)		<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending <p>You should do this as soon as reasonably practicable after submitting to the Secretary of State.</p>	The Council intends to notify these bodies as required by this Regulation. This will be shortly after submission of the Plan which we expect to take place on 19 July 2013.
<p>20. Have you given notice to persons who have requested to be notified that submission has taken place?</p>	Regulation 22(3)(c)		<ul style="list-style-type: none"> i. Copies of correspondence ii. Record of sending <p>You should do this as soon as reasonably practicable after submitting to the Secretary of State.</p>	The Council intends to give notice as required by this Regulation. This will be shortly after submission of the Plan which we expect to take place on 19 July 2013.
<p>21. 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 	The Act section 20 Regulations 24 and 35		<ul style="list-style-type: none"> i. Record of publication of information ii. Record of sending iii. Copies of correspondence iv. Copy of advertisement 	This will be undertaken at the appropriate time.

Activity	Legal requirement	Guidance reference	Possible evidence	EVIDENCE PROVIDED
<p>appointed to carry out the examination on your website?</p> <ul style="list-style-type: none"> • notified those who have made representations on the published DPD which have not been withdrawn of these details? 				

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