

GUIDANCE NOTE FOR 'FOCUSED CHANGES'

A. INFORMATION REQUIRED WHEN MAKING A REPRESENTATION

1. Personal details:

Representations are only valid if your name and address are supplied.

- Please give the full name and address of the person making the representation.
- If you are representing an organisation please state the full name of the organisation.
- If you are an agent representing a client please provide your job title, organisation and address, as well as the name, address and organisation of the person you are representing.
- Where there are groups who share a common view, it would be very helpful for that group to send a single representation, rather than for a large number of individuals to send in separate representations which repeat the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised.
- Please write legibly and provide a contact telephone number in case we need to seek clarification
- Please provide an email address if you have one.

2. Subject of representation:

Please state which of the 3 focused changes you are commenting upon:

- Policy LU4 (community/leisure facilities)
- Policy SMW1 (site-specific policy for St Mary's Works)
- Chapter 6 (Implementation and Monitoring) - please specify which changes in particular you are commenting upon in this chapter.

3. Soundness

- Do you consider that the proposed changes address the issues of soundness? Which of the three tests of soundness does your representation relate to (see definition of soundness below)?

4. Representation at the oral part of the public examination

- Do you wish to participate in the oral part of the examination? If yes, please state your reasons.

5. Signature

- Please sign and date your response.

B. GUIDANCE ON SOUNDNESS

At the issues and options stage in summer 2006 and the preferred options stage in winter 2007/ 2008 we asked for comments about the content of the plan. These comments were taken into consideration and helped us produce the submission document. The focus of the regulation 27 consultation stage is not about the plan's content but whether it is legally compliant and sound.

The 3 focused changes all relate to issues of soundness. The following notes explain the definitions of 'soundness' in terms of the planning regulations.

Soundness

To be sound a development plan document (DPD) should be:

- ***justified.***

This means that the DPD should be founded on a robust and credible evidence base involving:

- evidence of participation of the local community and others having a stake in the area
- research/fact finding: the choices made in the plan are backed up by facts.

The DPD should also provide the most appropriate strategy when considered against reasonable alternatives. These alternatives should be realistic and subject to sustainability appraisal. The DPD should show how the policies and proposals help to ensure that the social, environmental, economic and resource use objectives of sustainability will be achieved.

- ***effective.***

This means the DPD should be deliverable, embracing:

- sound infrastructure delivery planning
- having no regulatory or national planning barriers to delivery
- delivery partners who are signed up to it
- coherence with the strategies of neighbouring authorities.

The DPD should also be flexible and able to be monitored.

The DPD should indicate who is to be responsible for making sure that the policies and proposals happen and when they will happen.

The plan should be flexible to deal with changing circumstances, which may involve minor changes to respond to the outcome of the monitoring process or more significant changes to respond to problems such as lack of funding for major infrastructure proposals. Although it is important that policies are flexible, the DPD should make clear that major changes may require a formal review including public consultation.

Any measures which the LPA has included to make sure that targets are met should be clearly linked to an annual monitoring report. This report must be produced each year by all local authorities and will show whether the DPD needs amendment.

- ***consistent with national policy.***

The DPD should be consistent with national policy. Where there is a departure, LPAs must provide clear and convincing reasoning to justify their approach. Conversely, you may feel the LPA should include a policy or policies which would depart from national or regional policy to some degree in order to meet a clearly identified and fully justified local need, but they have not done so. In this instance it will be important for you to say in your representations what the local circumstances are that justify a different policy approach to that in national or regional policy and support your assertion with evidence.

C. SUBMITTING YOUR REPRESENTATION

- Representations must be received between Wednesday 27th May and Wednesday 24th June (by 5pm).
- Representations received after 5pm on 24th June will not be considered.
- Representations cannot be treated as confidential.
- Submitting a representation does not guarantee you the right to appear at the independent examination.
- Representations made at the issues and options and preferred options stages will not be carried forward.
- All previous representations made at the Regulation 27 stage will still apply.

Responses should be returned to the address below:

Planning Policy and Projects

Norwich City Council

City Hall

Norwich

NR2 1NH

Or emailed to: ldf@norwich.gov.uk

If you require further information please contact the planning policy and projects team on 01603 212529.