

## Wiltshire Council's guide to making comments on the Wiltshire Housing Site Allocations Plan Pre-Submission Document

If you have a comment to make about the Wiltshire Housing Site Allocations Plan ('the Plan'), it is important that we hear from you. To those not familiar with the planning system the representations form can appear complicated and technical in places, so we have prepared this guide to provide an additional explanation of the layout and terms used.

If you are not able to use the form but would like to comment, you can write to the council at the following address, setting out your comments in a letter or email – **Spatial Planning, Economic Development and Planning, Wiltshire Council, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN**; email [spatialplanningpolicy@wiltshire.gov.uk](mailto:spatialplanningpolicy@wiltshire.gov.uk)

It is important to note that your comments will still be sent to the Planning Inspector for consideration. You can also contact the staff in the spatial planning team, who will be more than happy to help, on **01225 713223**.

### Part A - Personal details

Please fill out as many parts of this section of the form as you can. We need this information to ensure that we can keep you informed about the next stages in the Plan's preparation. When the Plan is examined, the government-appointed Inspector may also wish to ask you for more information relating to your comments, or invite you to attend hearing sessions - where you will be given the opportunity to put your views to the Inspector and contribute to the discussion on the issues that you have raised.

### Part B – Your representations

#### 'To which part of the document does your representation relate?'

It is important that both we and the Planning Inspector can fully take into consideration your comments on the Wiltshire Housing Site Allocations Plan. For this reason it would be very helpful to us if you could, as a minimum, provide details of the part of the document you are commenting on, such as the page or paragraph number for example.

#### 'Do you consider the Wiltshire Housing Site Allocations Plan is: (i) Legally compliant'

The form asks if you consider the Plan to be legally compliant. To be legally compliant the Wiltshire Housing Site Allocations Plan has to be prepared in accordance within the Duty to Cooperate and legal and procedural requirements set out by government in legislation and the Town and Country Planning (Local Planning) (England) Regulations 2012. If the Plan has not been prepared in line with the regulations, then the council will have to withdraw the Plan and carry out some additional work to ensure the regulations have been met.

You should consider the following before making a representation on legal compliance:

- The Plan in question should be within the current Local Development Scheme (LDS) and the key stages should have been followed. The LDS is effectively a programme of work prepared by the Local Planning Authority (LPA) setting out the local development documents it proposes to produce over a three year period. For the latest LDS please go to:

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/localdevelopmentscheme.htm>

- The process of community involvement for the Plan in question should be in general accordance with the LPA's Statement of Community Involvement (SCI). To access the latest SCI please go to:

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/statementofcommunityinvolvement.htm>

- The Plan should comply with the Town and County Planning (Local Development) (England) Regulations 2012. On publication, the LPA must publish the documents prescribed in the regulations, and make them available at their principal offices and their website. The LPA must also place local advertisements and notify the statutory bodies (as set out in the regulations) and any persons who have requested to be notified.
- The LPA is required to provide a Sustainability Appraisal Report when they publish a Plan.
- To access the prescribed documents and the Sustainability Appraisal Report please go to: <http://wiltshire.gov.uk/wiltshgsiteallocationsplan>

**‘Do you consider the Wiltshire Housing Site Allocations Plan is: (ii) sound’**

The form also asks whether you consider the document to be ‘sound’ on four key points. These key points are from the National Planning Policy Framework (NPPF; 2012):

### Examining Local Plans

182. The Local Plan will be examined by an independent inspector whose role is to assess whether the plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements, and whether it is sound. A local planning authority should submit a plan for examination which it considers is “sound” – namely that it is:

- **Positively prepared** – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;
- **Justified** – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
- **Effective** – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
- **Consistent with national policy** – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

*Figure 1.1: NPPF (2012), page 43*

The complete NPPF can be found on the Department of Communities and Local Government website (<https://www.gov.uk/government/organisations/department-for-communities-and-local-government>).

### Your comments

It is important that the council and the Planning Inspector fully understand your comments, particularly where you think changes need to be made to make the Plan ‘sound’. If you feel that the Plan has not been prepared in line with regulations, or is not sound (as discussed above), then you can use the first box to explain why and the second box to set out what you think needs to be changed to make the Plan ‘sound’ or meet the planning regulations. You can also use this part of the form if you want to support the Plan.