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## Pre-submission consultation

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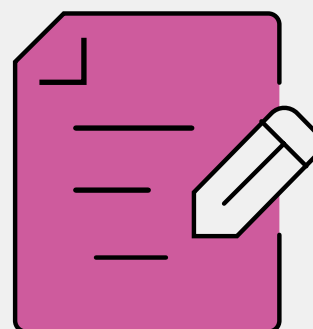
By the time you have a draft Neighbourhood Plan, your policies and proposals should have been subject to a wide range of consultation and community engagement. However, before you can formally submit your plan to us, you need to carry out a minimum six-week consultation. This stage is called the pre-submission consultation and publicity (Regulation 14 Neighbourhood Planning (General) Regulations 2012 (as amended)).

## What do you need to submit?

This stage requires you to publicise your draft plan in a way that brings it to the attention of people who live, work or carry on businesses in your neighbourhood area.

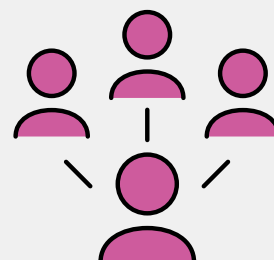
You will need to:

- Give details of where and when the draft plan can be viewed.
- Explain how to make representations on the plan and the deadline for responses (not less than six weeks from the date the plan is first publicised).
- Consult relevant bodies that may be affected by the plan.
- Submit a copy of the proposals for your draft neighbourhood plan to Wiltshire Council (at the beginning of the six-week consultation period).



## Who do you need to consult?

You must consult any consultation body referred to in Paragraph 1 of Schedule 1 of the Neighbourhood Planning Regulations<sup>1</sup> whose interests the qualifying body considers may be affected by your proposals for a neighbourhood plan.



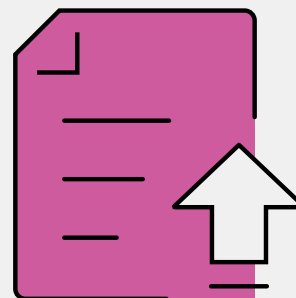
<sup>1</sup> [www.legislation.gov.uk/ukxi/2012/637/schedule/1/made](http://www.legislation.gov.uk/ukxi/2012/637/schedule/1/made)

You should invite any neighbouring parish councils and other interested parties, such as local businesses, local landowners and local interest groups, to comment on the draft plan.

You should also send us ([neighbourhoodplanning@wiltshire.gov.uk](mailto:neighbourhoodplanning@wiltshire.gov.uk)) an electronic copy of your proposals for a neighbourhood plan. We will consult internal sections of the council on your behalf, collate their responses and provide one formal response to your draft plan.

## How do you publicise the draft plan and make it available?

Publicity should be undertaken in a manner that is likely to bring your draft plan to the attention of people who live, work or carry on a business in the neighbourhood area. We recommend that you publish your draft plan on your website. You can also put hard copies in public buildings like libraries, council offices and in local shops, businesses, doctors' surgeries and pubs. If you want to limit the amount of paper copies produced, you could summarise your draft plan in a leaflet and/or on display boards.



You will need to tell people how they can view your draft plan, how they can make comments and what the deadline is. The pre-submission consultation can be promoted through community and parish magazines, the town or parish council website and by placing information on public noticeboards around the village or town.

You might want to organise face-to-face consultation events for the local community so they can speak to members of the steering group and the town or parish council about your draft plan. Alternatively, you could set up a display stand at an existing community event and invite people to comment that way.

To demonstrate that all groups in the community have been sufficiently engaged, such as those without internet access, more target methods may be needed.

Other ways to publicise your draft plan include issuing a press release for the local paper or sending letters to targeted community groups, businesses and local organisations.

Remember to keep a clear record of who was consulted and how they were consulted. Any comments received by the end of the consultation period must be considered conscientiously.

# What do you do during and after the consultation period?

Whilst the six-week pre-submission consultation is being carried out, you can start drafting the supporting documents for when you formally submit your plan to us. You will need to provide a Basic Conditions Statement and a Consultation Statement.

Advice on **Writing a Basic Conditions Statement** and **Writing a Consultation Statement** is included within our suite of Neighbourhood Planning guidance notes and toolkits.

Once the consultation period has ended, you will need to collate the responses received and make any necessary amendments to your draft plan. A planning judgement needs to be taken. You should allow sufficient time in your timetable to fully consider and address the feedback received. Any amendments to your draft plan will need to be agreed by the qualifying body. If any policies in your draft plan change significantly at this stage, you may need to repeat the Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA) Screening.

## Other top tips

We recommend that you clearly label your draft plan as the "Pre-Submission Regulation 14 Version". This will make it very clear to the statutory consultees what they are being consulted on.

It is important that town/parish council and neighbourhood plan websites are up to date with all the latest information and documents.

You must ensure that the latest guidance is followed when processing and recording data from the pre-submission consultation as part of the General Data Protection Regulation (GDPR). Your privacy notice should set out how the data will be used and stored.

