

# Neighbourhood Planning Plan Proposal Submission Checklist

This guidance note provides you with a checklist to help you when formally submitting the draft plan proposal to Cornwall Council, once you have completed the Pre-submission consultation and amended the draft plan proposal. It sets out what supporting documents will need to accompany the draft plan proposal.

The Qualifying Body will need to submit the following documents (preferably via email) to Cornwall Council when formally submitting their draft plan proposal.

Please  
Tick  
✓

<b>1) A map and statement which identifies the Neighbourhood area</b>	
<b>2) A Consultation Statement</b>	
➤ Contains details of the persons and bodies who were consulted (see Appendix 1 for full list of statutory consultees)	
➤ How they were consulted	
➤ Summarises the main issues and concerns raised	
➤ Describes how these issues and concerns have been considered	
<b>3) The proposed Neighbourhood Development Plan</b>	
<b>4) A Basic Conditions Statement, showing how the plan</b>	
➤ Has appropriate regard to national policy and guidance issued by the Secretary of State	
➤ Contribute to the achievement of sustainable development e.g social, economic and environmental	
➤ Is in general conformity with the emerging Cornwall Local Plan	
➤ Does not breach and is compatible with EU Obligations and the Human Rights Act 1998	
➤ The prescribed conditions have been met and complied in relation to the Neighbourhood Development Plan	
<b>5) Habitat Regulations Assessment</b> (if required)	
<b>6) Strategic Environment Assessment</b> (if required)	
➤ or statement that HRA and SEA are not required (Cornwall Council's screening opinion)	

# Neighbourhood Planning Plan Proposal Submission Checklist

When you are ready to formally submit the draft plan proposal and associated documents to Cornwall Council, please send all documents to the e-mail address below. You can contact the Neighbourhood Planning Team if you have any queries about the checklist by e-mail [neighbourhoodplanning@cornwall.gov.uk](mailto:neighbourhoodplanning@cornwall.gov.uk)

# Neighbourhood Planning Plan Proposal Submission Checklist

## Appendix 1 - Regulation 14 Statutory Consultees

Please  
Tick  
✓

<b>Cornwall Council Neighbourhood Planning Team</b>	
<b>Adjoining Parishes</b>	
<b>Home and Communities Agency</b>	
<b>Natural England</b>	
<b>Environment Agency</b>	
<b>Historic England</b>	
<b>Network Rail</b>	
<b>Highways Agency</b>	
<b>Marine Management Organisation</b>	
<b>Three</b>	
<b>O2 and Vodafone</b>	
<b>EE Mobile</b>	
<b>OFCOM</b>	
<b>Royal Cornwall Hospital Trust</b>	
<b>Peninsula Community Trust</b>	
<b>Kernow Clinical Commissioning Group</b>	
<b>Healthwatch Cornwall</b>	
<b>National Grid</b>	
<b>Western Power Distribution</b>	
<b>EDF Energy</b>	
<b>Wales and West Utilities</b>	
<b>British Gas</b>	
<b>South West Water</b>	