



Neighbourhood Planning Plan Proposal Submission Checklist

This guidance note provides you with a checklist to help when formally submitting the draft plan proposal to Cornwall Council to comply with Regulation 15 of the Neighbourhood Planning Regulations 2012 (amended). There are certain documents you are required to submit with the draft plan proposal, and this will depend on the planning policies covered in your draft Neighbourhood Plan. The documents are listed in the table below.

We have provided a checklist for you to use in Appendix 1, setting out the relevant organisations you need to consult at the Pre-Submission stage (Regulation 14) of the Neighbourhood Planning process. You need to make sure you have consulted these organisations before the final draft is submitted to Cornwall Council.

The Qualifying Body will need to submit the following documents (preferably via e-mail) to Cornwall Council when formally submitting the draft plan proposal

Please
Tick
✓

1) A map and statement which identifies the Neighbourhood area	
2) A Consultation Statement	
➤ 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	
3) The proposed Neighbourhood Development Plan	
4) A Basic Conditions Statement, showing how the plan	
➤ 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	



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Information Classification: CONTROLLED



5) Strategic Environment Assessment Screening Report and Decision Notice (issued by Cornwall Council)	
6) Evidence Base Document	
7) Supporting Documents (if required)	
➤ Design Guide	
➤ Local Landscape Character Assessment	
➤ Strategic Environment Assessment	
➤ Habitat Regulations Assessment	
➤ Local List document	

When you are ready to formally submit the draft plan proposal and supporting documents to Cornwall Council, please send electronic copies of all the relevant documents to the e-mail address below. We will accept web links to the evidence base documents. You can contact the Neighbourhood Planning Team if you have any queries about the submission of your neighbourhood plan documents by e-mail neighbourhoodplanning@cornwall.gov.uk



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Appendix 1 – Regulation 14 Statutory Consultation

Below is a checklist for you to use setting out the relevant organisations that are required to be consulted at the Pre-Submission Consultation Stage.

Please
Tick
✓

Cornwall Council Neighbourhood Planning Team	
Adjoining Parishes (surrounding your parish boundary)	
Homes England (replaced Homes and Communities Agency)	
Regulator of Social Housing	
Natural England	
Environment Agency	
Historic England	
Network Rail	
Highways Agency	
Marine Management Organisation	
Three	
O2 and Vodafone	
EE Mobile	
OFCOM	
Royal Cornwall Hospital Trust	
Kernow Clinical Commissioning Group	
Healthwatch Cornwall	
National Grid	
Western Power Distribution	
EDF Energy	
Wales and West Utilities	
British Gas	



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South West Water	
Cornwall Area of Outstanding Natural Beauty Unit	
Tamar Valley Area of Outstanding Natural Beauty Unit	
National Trust	
Community and Voluntary Groups whose activities benefit all or part of the Neighbourhood area.	
Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area	
Bodies which represents the interests of different religious groups in the neighbourhood area	
Bodies which represent the interests of persons carrying out business in the neighbourhood area	
Bodies which represent the interests of disabled persons in the neighbourhood area	