

# Neighbourhood Development Plan Checklist 1 (NDP1)

The following checklist has been produced to assist you with the requirements of the Neighbourhood Planning Regulations.

## Pre-submission and publicity (Regulation 14)

Ongoing discussions are encouraged between yourselves and your named support officer to ensure that your plan meets all the requirements as you progress. However, there is a specific requirement for you to consult the Neighbourhood Planning team on your draft plan.

Before you submit your final Neighbourhood Development Plan to the Neighbourhood Planning team you must undertake a consultation on your draft plan.

Evidence will be required that you have:

Advertised the proposals in your Neighbourhood Development Plan within the Neighbourhood Area to ensure that all residents, businesses or people that work in the area are aware of them	<input type="checkbox"/>
Made clear where a copy of the plan could be seen	<input type="checkbox"/>
Made clear how people can make comments on your plan	<input type="checkbox"/>
Set a consultation period of at least 6 weeks	<input type="checkbox"/>
Highlighted the closing date for comments to be received	<input type="checkbox"/>
Consulted with any relative statutory bodies whose interests may be affected by proposals within your plan (see guidance note on statutory consultees)	<input type="checkbox"/>
Sent a draft copy of the plan to the Neighbourhood Planning team	<input type="checkbox"/>
Sent draft copies of any Strategic Environmental Assessment and Habitats Regulations Assessment to the Neighbourhood Planning team	<input type="checkbox"/>