

# Bringing the Plan into Force

## Pre-Submission Consultation

The Neighbourhood Planning regulations require the proposed plan to be the subject of a 6-week consultation before it is submitted to the local authority for independent examination. The requirement includes the following:

- publicise the plan in a manner which brings it to the attention of people who live, work or run businesses in the neighbourhood area. This should include details of the proposed Neighbourhood Plan, details of where and when it may be viewed, details on how to make comments on the plan and the date by which comments must be received (at least 6 weeks from the date on which it is first publicised).
- consult statutory consultation bodies whose interests may be affected by the plan. The local council should be able to advise on this, but it includes the county council (if applicable), the Environment Agency, Natural England and English Heritage.
- send a copy of the proposed plan to the local authority.

It is also advisable to consult any neighbouring local, town or parish councils, significant landowners, local businesses and local community organisations, such as chambers of commerce, civic societies and local trusts.



Any comments received should be considered and, where necessary, the proposed Neighbourhood Plan should be amended.

A brief report should be produced, summarising comments received and describing if and how the plan has been modified in response to the issues raised.

Possible options for fulfilling the above requirements include:

- putting the plan on the Neighbourhood Plan website if there is one

- asking the local authority to publish it on their website
- placing copies of the plan in key public buildings, such as libraries, community centres or council offices
- placing copies of the plan in important local businesses, such as shopping centres or supermarkets

Many people will not want to read through the whole document, so it may be useful to produce a simple leaflet or display boards that set out the main aims and main focus of policies in the plan.