



The Carlisle District Local Plan
2015-2030

Proposed Main
Modifications Consultation
(March 2016)

Representation Form
Guidance Note



Images courtesy of Andrew Paterson, D&H Photographers and Jason Friend

GUIDANCE NOTE

Please read this guidance note if you intend to make a Representation in response to the consultation on the Proposed Main Modifications to the Carlisle District Local Plan 2015-2030.

The Carlisle District Local Plan 2015-2030 was submitted to the Secretary of State in June 2015. The appointed Planning Inspector subsequently examined whether the Plan is 'sound', legally compliant and has been produced in accordance with national planning policy and the relevant legislation.

Following consideration of representations received in response to the Proposed Submission 'Regulation 19' consultation and through the examination process including the hearing sessions held on the 1st – 3rd December 2015 and 19th and 20th January 2016, the need for a number of changes to the Plan have been identified.

These changes are set out in the Schedule of Proposed Main Modifications which constitutes the focal point of the current consultation. The schedule details changes considered to constitute Main Modifications. These are changes that are necessary to make the Plan sound. Public consultation on these changes is required as they cover soundness issues. Sustainability Appraisal and Habitats Regulations Appraisal has been carried out on these proposed changes, in order to assess whether they would alter any of the conclusions previously reached, or introduce any new impacts or effects. The conclusions of these processes are also subject to consultation.

The submitted Carlisle District Local Plan 2015-2030 and the Schedule of Main Modifications are available to view on the website: <http://www.carlisle.gov.uk/planning-policy>

The period for making representations runs for 6 weeks from Monday 14th March until Monday 25th April 17.00. There are no guarantees that any representations received after this deadline can be accepted or considered by the Inspector.

This is a formal stage of consultation as part of the examination. It is therefore very important that representations relate only to the legal compliance and/or soundness of the Proposed Main Modifications and are made within the 6 week representations period in order to be considered. Representations relating to other parts of the Plan will not be considered.

The Schedule of Proposed Main Modifications to the Carlisle District Local Plan 2015-2030

From 14th March the Proposed Schedule of Main Modifications to the Carlisle District Local Plan 2015-2030 will be available to view and download from the Council's website at <http://www.carlisle.gov.uk/planning-policy>. A reference copy of the Schedule, alongside other consultation documents including the Sustainability Appraisal and Habitats Regulation Assessment Addendums, are also available during normal office hours at the Civic Centre¹, Rickergate, Carlisle, CA3 8QG and at all local libraries².

All Policy numbers, paragraph numbers, and figure numbers in the Schedule of Main Modifications are taken from the Carlisle District Local Plan Proposed Submission Draft [As Submitted] in June 2015. The proposed Main Modifications are listed in the order they appear in the Plan, available to be viewed here - http://www.carlisle.gov.uk/Portals/24/Documents/Local_Plan/Proposed%20Submission%20Draft/SD%20001%20-%20Carlisle%20District%20Local%20Plan%20Proposed%20Submission%20Draft%202015-2030.pdf?timestamp=1447769114631

The Consultation Representation Form:

Representations should be made using the Proposed Main Modifications Consultation Representation Form provided. Two versions of the form can be downloaded from the Council website at <http://www.carlisle.gov.uk/planning-policy>. One version is set up as an electronic form which can be populated online and submitted via email. The other version has been set up in a format which can be printed out and filled in by hand.

The Consultation Representation Form provides the opportunity for you to either object or support the proposed changes to the Plan. It asks you to provide the Main Modification Reference (which is clearly stated in the first column of the Schedule of Proposed Main Modifications and which begins with an 'MM' prefix) that you are making your representation on and whether you consider it to be 'legally compliant' and 'sound'. Specific guidance on what these terms mean is provided below.

It will assist the Inspector if you are able to bear in mind the purpose of the examination when you are completing the form, and relate your comment on the Proposed Main Modification(s) to these points whenever possible. The purpose of the examination is to enable the inspector to decide whether the Plan is 'sound'. For a Plan to be sound, it must be:

¹ Open Mon - Thurs 09:00 until 17:00 and Fri 09:00 until 16:00

² Library opening times available from <http://www.cumbria.gov.uk/libraries/locations/libraryLocations.asp>

- **Legally compliant** – this means that the Plan meets the legal requirements under Section 20 (5) (a) of the 2004 Act (as amended by the Localism Act 2011) and the Town and Country Planning (Local Planning) (England) Regulations 2012.
- **Positively prepared** – This means that the Plan should seek to meet objectively assessed needs and infrastructure requirements where it is reasonable to do so and where this is consistent with achieving sustainable development.
- **Justified** – This means that the Plan should be the most appropriate strategy, considered against reasonable alternatives.
- **Effective** – This means that the Plan should be deliverable based on effective joint working on cross boundary priorities.
- **Consistent with national policy** – This means that the Plan should enable the delivery of sustainable development in accordance with the National Planning Policy Framework and Planning Policy for Traveller Sites.

Please note you should cover all the information, evidence and supporting information necessary to support your representation and any suggested change(s). After the close of consultation, further submissions will only be accepted at the request of the Inspector.

All comments that relate to a Main Modification and which are received within the consultation period will be considered by the appointed Planning Inspector as part of the examination of the Plan. The Inspector may wish to contact you to discuss your comments and concerns, prior to concluding the formal examination into the Plan.

Data Protection:

The information collected will be processed in accordance with the Data Protection Act 1998. Information from the response forms will be stored on a computer database used solely in connection with the Local Plan. Representations will be available to view on the Carlisle City Council website, although address and contact details will not be included. However, as copies of representations must be made available for public inspection, they cannot be treated as confidential and will be available for inspection in full.

Completing the form:

Please clearly identify the particular change you are commenting on (i.e reference each comment with the appropriate 'MM' number in the 'Schedule of Main Modifications').

If you are objecting to, or seeking a change to, a Main Modification, please be clear about the way in which the Main Modification does not comply with the law or fails the four tests of soundness set out above.

Please complete a separate form for each Main Modification you are commenting on.

Please do not repeat any comments made at the previous stage of consultation as these have already been considered by the Inspector.

Comments that do *not* relate to a proposed change will not be accepted and will not be considered by the Inspector.

Where to return your form:

- Via email: lpc@carlisle.gov.uk
- In writing:

**Investment and Policy
Carlisle City Council
Civic Centre
Carlisle
Cumbria
CA3 8QG**

Further Information:

For further information or to discuss any aspect of the consultation please contact the Investment and Policy Team on 01228 817569.