



# **Woking Borough Council**

**Submission of the Woking Site Allocations Development Plan Document (DPD)**

**Self-assessment of Tests of Soundness**

**Self-assessment of Legal and Procedural Requirements**

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**Produced by the Planning Policy Team**

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## **SECTION 1: SELF-ASSESSMENT OF TESTS OF SOUNDNESS**

This self-assessment provides evidence on how the draft Woking Borough Site Allocations Development Plan Document (DPD) has met the tests of soundness and has been prepared in accordance with legal and procedural requirements. Section 20 of the Planning and Compulsory Purchase Act 2004 (as amended) (the Act) prescribes amongst other things that the local planning authority must submit every development plan document to the Secretary of State for Independent Examination, but the authority must not submit such a document unless they have complied with all relevant requirements contained in Regulations and they think the document is ready for Independent Examination. Paragraph 35 of the National Planning Policy Framework (NPPF) clarifies this by highlighting that local plans and spatial development strategies are examined to assess whether they have been prepared in accordance with legal and procedural requirements, and whether they are sound. The Council believes that it has met all the relevant requirements in preparing the Site Allocations DPD, and is satisfied that the DPD is ready to be submitted.

The NPPF defines what a sound plan is. Plans are sound if they are:

1. **Positively Prepared:** providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs, and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
2. **Justified:** an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
3. **Effective:** deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been with rather than deferred, as evidenced by the Statement of Common Ground;
4. **Consistent with national policy:** enabling the delivery of sustainable development in accordance with policies in the National Planning Policy Framework.

Paragraph 36 of the NPPF stresses that the tests of soundness will be applied to non-strategic policies in a proportionate way, taking into account the extent to which they are consistent with the relevant strategic policies for the area.

Woking Borough Council has an up to date Core Strategy that was adopted in October 2012 and in accordance with paragraph 33 of the NPPF was reviewed in October 2018. The Core Strategy therefore provides an up to date strategic planning policy context for the preparation of the Site Allocations DPD. Section 15 of the Planning and Compulsory Purchase Act (2004) (as amended) requires the Council to prepare a Local Development Scheme (LDS) specifying amongst other things the development plan documents it wishes to prepare and the timetable for preparing the documents. The Council has an approved LDS (October 2018). The LDS commits the Council to prepare a Site Allocations DPD with a clear purpose to identify and allocate sites for development, including housing, employment and infrastructure to cover the period up to 2027, in accordance with the requirements, vision and spatial strategy set out in the Core Strategy. It also requires the Site Allocation DPD to safeguard land to meet future developments beyond the Core Strategy between 2027 and 2040. The Core Strategy reiterates the purpose of the Site Allocations DPD in policies CS1 (Woking Spatial Strategy), CS6 (Green Belt) and CS10 (Housing provision and distribution).

Paragraph 20 of the NPPF advises on matters to be addressed by strategic policies. This includes setting out the overall strategy for the pattern, scale and quality of development and making provision for housing, employment, retail, leisure, infrastructure, community facilities and

conservation and enhancement of the natural, built and historic environment. These matters have been already addressed in the Core Strategy as strategic policies, and as such, this self-assessment should be seen in the context of the main purpose of the Site Allocations DPD.

Section 19 of the Act deals with the preparation of local development documents. It highlights the legal and procedural requirements to be taken into account when preparing local development documents. These include:

- the document must be prepared in accordance with the local development scheme;
- must have regard to national policies and advice contained in guidance issued by the Secretary of State;
- must have regard to the Regional Spatial Strategy, in this case the Saved Policy NRM6 of the South East Plan;
- must comply with the Statement of Community Involvement;
- must carry out an appraisal of the sustainability of the proposals in each document and prepare a report of the findings of the appraisal.

This self-assessment has been carried out using the Planning Advisory Service well-established soundness toolkit and the legal compliance check list. References have been made to a number of core evidence base studies used to inform the preparation of the Site Allocations DPD. Where relevant, links to the documents are provided.

The following table sets out the requirements associated with the tests of soundness and the evidence to demonstrate that the Council has met them where relevant. The examples provided in the Table are not the full list of evidence but examples to demonstrate how the requirements have been met. The Submission Documents referred to in the assessment can be accessed at: <https://www.woking2027.info/allocations/sadpdsub>.

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
<p><b>Positively Prepared:</b> the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.</p>		
<p><i>Vision and Objectives</i></p> <p>Has the LPA clearly identified what the issues are that the DPD is seeking to address? Have priorities been set so that it is clear what the DPD is seeking to achieve?</p> <p>Does the DPD contain clear vision(s) and objectives which are specific to the place? Is there a direct relationship between the identified issues, the vision(s) and the objectives?</p> <p>Is it clear how the policies will meet the objectives? Are there any obvious gaps in the policies, having regard to the objectives of the DPD?</p> <p>Have reasonable alternatives to the quantum of development and overall spatial strategy been considered?</p> <p>Are the policies internally consistent?</p> <p>Are there realistic timescales related to the objectives?</p> <p>Does the DPD explain how its key policy objectives will be achieved?</p>	<ul style="list-style-type: none"> <li>• Sections of the DPD and other documents which set out (where applicable) the vision, strategic objectives, key outcomes expected, spatial portrait and issues to be addressed.</li> <li>• Relevant sections of the DPD which explain how policies derive from the objectives and are designed to meet them.</li> <li>• The strategic objectives of the DPD, and the commentary in the DPD of how they derive from the spatial portrait and vision, and how the objectives are consistent with one another.</li> <li>• Sections of the DPD which address delivery, the means of delivery and the timescales for key developments through evidenced infrastructure delivery planning.</li> <li>• Confirmation from the relevant agencies that they support the objectives and the identified means of delivery.</li> <li>• Information in the local development scheme, or provided separately, about the scope and content (actual and intended) of each DPD showing how they combine to provide a coherent policy structure.</li> </ul>	<p>The Core Strategy sets out a clear vision (page 27), objectives (page 28) and spatial strategy (Policy CS1) for the Borough. It also sets out the quantum of development to be provided and the broad spatial distribution of the development (Policy CS1). The Core Strategy can be accessed here: <a href="https://www.woking2027.info/developmentplan/corestrategy/adoptedcorestrategy">https://www.woking2027.info/developmentplan/corestrategy/adoptedcorestrategy</a>.</p> <p>The Core Strategy prescribes the purpose of the Site Allocations DPD. See Policy CS1 of the Core Strategy.</p> <p>The Site Allocations DPD has a clear and specified purpose to identify land to enable the delivery of the Core Strategy. This is set out in page 4 of the DPD. The Site Allocations DPD can be accessed by this link: <a href="https://www.woking2027.info/allocations">https://www.woking2027.info/allocations</a>.</p> <p>The purpose of the Site Allocations DPD and the timetable for preparing it are also set out in the Local Development Scheme (LDS). The LDS can be accessed by: <a href="https://www.woking2027.info/lids">https://www.woking2027.info/lids</a>.</p>
<p><i>The presumption in favour of sustainable development (NPPF paras 6-7)</i></p> <p>Plans and decisions need to take local circumstances into account, so that they respond to the different opportunities for achieving sustainable development in different areas.</p>	<ul style="list-style-type: none"> <li>• An evidence base which establishes the development needs of the plan area (see Justified below) and includes a flexible approach to delivery (see ‘Section 3 Effective’, below).</li> <li>• An audit trail showing how and why the quantum of development, preferred overall</li> </ul>	<p>The Core Strategy contains a specific policy on the presumption in favour of sustainable development (Policy CS25). The Policy is in general conformity with the requirements of paragraph 11 of the NPPF.</p> <p>The Core Strategy sets out the housing and other development requirements over the plan period (Policy CS1). This has already been agreed by the</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
<p>Local Plans should meet objectively assessed needs, with sufficient flexibility to adapt to rapid change, unless:</p> <p>—any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole; or</p> <p>—specific policies in this Framework indicate development should be restricted.</p>	<p>strategy and plan area distribution of development were arrived at.</p> <ul style="list-style-type: none"> <li>• Evidence of responding to opportunities for achieving sustainable development in different areas (for example, the marine area)</li> </ul>	<p>Secretary of State before the adoption of the Core Strategy. The Inspector’s report for the Core Strategy Examination can be accessed by: <a href="https://www.woking2027.info/developmentplan/corestrategy/pinsreport">https://www.woking2027.info/developmentplan/corestrategy/pinsreport</a>. Appendix 1 of the Core Strategy is the list of evidence base studies used to inform the preparation of the Core Strategy.</p> <p>The Site Allocation DPD identifies sufficient land to enable the delivery of the development requirements of the Core Strategy over the entire plan period. It also safeguards land to meet future developments needs beyond the plan period. The Site Allocations DPD is informed by evidence base studies such as the Green Belt boundary review (<a href="https://www.woking2027.info/ldfresearch/greenbeltreview">https://www.woking2027.info/ldfresearch/greenbeltreview</a>), the Strategic Housing Land Availability Assessment (<a href="https://www.woking2027.info/ldfresearch/shlaa">https://www.woking2027.info/ldfresearch/shlaa</a>), and Transport Assessment (<a href="https://www.woking2027.info/ldfresearch">https://www.woking2027.info/ldfresearch</a>). A full list of the evidence base studies used to inform the DPD is in Appendix 1 of the DPD.</p>
<p>Policies in Local Plans should follow the approach of the presumption in favour of sustainable development so that it is clear that development which is sustainable can be approved without delay. All plans should be based upon and reflect the presumption in favour of sustainable development, with clear policies that will guide how the presumption should be applied locally.</p>	<ul style="list-style-type: none"> <li>• A policy or policies which reflect the principles of the presumption in favour of sustainable development (see <a href="http://www.planningportal.gov.uk">model policy at www.planningportal.gov.uk</a>)</li> </ul>	<p>Policy CS25 (presumption in favour of sustainable development) of the Core Strategy reflects national policy. The Site Allocations DPD has been positively prepared and is in general conformity with the Core Strategy.</p>
<p><i>Objectively assessed needs</i></p> <p>The economic, social and environmental needs of the authority area addressed and</p>	<ul style="list-style-type: none"> <li>• Background evidence papers demonstrating requirements based on population forecasts,</li> </ul>	<p>The objectively assessed needs of the Borough have already been agreed in the Core Strategy (Policy CS1 of the Core Strategy). The Site Allocations DPD</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
<p>clearly presented in a fashion which makes effective use of land and specifically promotes mixed use development, and take account of cross-boundary and strategic issues.</p>	<p>employment projections and community needs.</p> <ul style="list-style-type: none"> <li>• Technical papers demonstrating how the aspirations and objectives of the DPD are related to the evidence, and how these are to be met, including from consultation and associated with the Duty to Co-operate.</li> </ul>	<p>identifies sufficient land to enable the delivery of these needs. This has been informed by evidence base studies such as the Strategic Housing Market Assessment (SHMA) (<a href="https://www.woking2027.info/ldfresearch/shma">https://www.woking2027.info/ldfresearch/shma</a>), Strategic Housing Land Availability Assessment (SHLAA) (<a href="https://www.woking2027.info/ldfresearch/shlaa">https://www.woking2027.info/ldfresearch/shlaa</a>), Employment Land Review (ELR) (<a href="https://www.woking2027.info/ldfresearch/empres">https://www.woking2027.info/ldfresearch/empres</a>), and Employment Topic Paper (<a href="https://www.woking2027.info/ldfresearch/emptopic.pdf">https://www.woking2027.info/ldfresearch/emptopic.pdf</a>).</p>
<p><b>NPPF Principles: Delivering sustainable development</b></p>		
<p><b>1. Building a strong, competitive economy (paras 80-82)</b></p>		
<p>Set out a clear economic vision and strategy for the area which positively and proactively encourages sustainable economic growth ,</p>	<ul style="list-style-type: none"> <li>• Articulation of a clear economic vision and strategy for the plan area linked to the Economic Strategy, LEP Strategy and marine policy documents where appropriate.</li> </ul>	<p>The Economic vision is set out in the Core strategy (see the vision of the Core Strategy and Policies CS1 and CS15 of the Core Strategy). The Site Allocations DPD identifies sufficient land to enable the delivery of the economic vision for the borough. Examples of proposals to help achieve the economic vision includes UA3, UA10 and UA12. Also see pages 20 – 23 of the Site Allocations DPD.</p>
<p>Recognise and seek to address potential barriers to investment, including poor environment or any lack of infrastructure, services or housing</p>	<ul style="list-style-type: none"> <li>• A criteria-based policy which meets identified needs and is positive and flexible in planning for specialist sectors, regeneration, infrastructure provision, environmental enhancement.</li> <li>• An up-to-date assessment of the deliverability of allocated employment sites, to meet local needs, (taking into account that LPAs should</li> </ul>	<p>The Site Allocations DPD safeguards land for infrastructure necessary to support development and improve environmental quality. Examples of such policies include Policies UA7, UA14, GB6, GB9 and GB12 – 18. The Site Allocations DPD is informed by an Infrastructure Delivery Plan to ensure that development is supported by necessary infrastructure. The IDP can be accessed by:</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
	avoid the long term protection of sites allocated for employment use where there is no reasonable prospect of an allocated site being used for that purpose)	<a href="https://www.woking2027.info/ldfresearch/infrastructure/idp2018">https://www.woking2027.info/ldfresearch/infrastructure/idp2018</a> .
<b>2. Ensuring the vitality of town centres (paras 85-90)</b>		
Policies should be positive, promote competitive town centre environments, and set out policies for the management and growth of centres over the plan period	<ul style="list-style-type: none"> <li>The Plan and its policies may include such matters as: definition of networks and hierarchies; defining town centres; encouragement of residential development on appropriate sites; allocation of appropriate edge of centre sites where suitable and viable town centre sites are not available; consideration of retail and leisure proposals which cannot be accommodated in or adjacent to town centres.</li> </ul>	Policy CS1 (Spatial strategy for Woking) directs most new development to previously developed land in the town, district and local centres, which offers the best access to a range of services and facilities (Also see Policies CS2, CS3, CS4 of the Core Strategy). The sites that are allocated in the Site Allocations DPD reflects the spatial strategy of the Core Strategy. Relatively, majority of the allocated sites are in the town centre.
Allocate a range of suitable sites to meet the scale and type of retail, leisure, commercial, office, tourism, cultural, community services and residential development needed in town centres	<ul style="list-style-type: none"> <li>An assessment of the need to expand (the) town centre(s), considering the needs of town centre uses.</li> <li>Primary and secondary shopping frontages identified and allocated.</li> </ul>	The Site Allocations DPD allocates specific deliverable sites for the delivery of offices, community facilities, leisure/green infrastructure and housing.
<b>3. Supporting a prosperous rural economy (para 83 - 84)</b>		
Support sustainable economic growth in rural areas. Planning strategies should promote a strong rural economy by taking a positive approach to new development.	<ul style="list-style-type: none"> <li>Where relevant include a policy or policies which support the sustainable growth of rural businesses; promote the development and diversification of agricultural businesses; support sustainable rural tourism and leisure developments, and support local services and facilities.</li> </ul>	Not applicable

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
<p><b>4. Promoting sustainable transport (paras 102-107)</b></p> <p>Facilitate sustainable development whilst contributing to wider sustainability and health objectives.</p> <p>Balance the transport system in favour of sustainable transport modes and give people a real choice about how they travel whilst recognising that different policies will be required in different communities and opportunities to maximise sustainable transport solutions will vary from urban to rural areas.</p> <p>Encourage solutions which support reductions in greenhouse gas emissions and congestion ) including supporting a pattern of development which, where reasonable to do so, facilitates the use of sustainable modes of transport.</p> <p>Local authorities should work with neighbouring authorities and transport providers to develop strategies for the provision of viable infrastructure necessary to support sustainable development.</p> <p>Opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure. )</p> <p>Ensure that developments which generate significant movement are located where the need to travel will be minimised and the use of sustainable transport modes can be maximised</p>	<ul style="list-style-type: none"> <li>• Joint working with adjoining authorities, transport providers and Government Agencies on infrastructure provision in order to support sustainable economic growth.</li> <li>• Policies encouraging development which facilitates the use of sustainable modes of transport and a range of transport choices where appropriate. .</li> <li>• A spatial strategy and policy which seeks to reduce the need to travel through balancing housing and employment provision.</li> <li>• Policy for major developments which promotes a mix of uses and access to key facilities by sustainable transport modes.</li> <li>• If local (car parking) standards have been prepared, are they justified and necessary?</li> <li>• Identification and protection of sites and routes where infrastructure could be developed to widen transport choice linked to the Local Transport Plan.</li> </ul>	<p>The Council has worked with Surrey Council to carry out a number of Transport Assessments to assess the transport implications of the DPD. The studies can be accessed by:  <a href="https://www.woking2027.info/ldfresearch/strategicransportassessmentaddendum">https://www.woking2027.info/ldfresearch/strategicransportassessmentaddendum</a>,  <a href="https://www.woking2027.info/ldfresearch/wtcassesment">https://www.woking2027.info/ldfresearch/wtcassesment</a>,  <a href="https://www.woking2027.info/ldfresearch/wtcmodeireport">https://www.woking2027.info/ldfresearch/wtcmodeireport</a>.</p> <p>The Council has also worked with Surrey County Council to identify appropriate measures of mitigation to address the transport impacts. They can be accessed by:  <a href="https://www.woking2027.info/ldfresearch/A320feasibilitystudy">https://www.woking2027.info/ldfresearch/A320feasibilitystudy</a>,  <a href="https://www.woking2027.info/ldfresearch/sccpotmit">https://www.woking2027.info/ldfresearch/sccpotmit</a>.</p> <p>The Council is working with Network Rail to facilitate significant rail improvements to the rail network The Site Allocations DPD safeguards land to enable the rail infrastructure to be delivered (Policy UA7 of the DPD).</p> <p>The Council has been awarded £95M towards the provision of significant transport infrastructure including the replacement of the Victoria Arch bridge, which will also facilitate the delivery of significant rail infrastructure.</p>



Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
<p>Plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or people.</p> <p>Policies should aim for a balance of land uses so that people can be encouraged to minimize journey lengths for employment, shopping, leisure, education and other activities.</p> <p>For larger scale residential developments in particular, planning policies should promote a mix of uses in order to provide opportunities to undertake day-to-day activities including work on site. Where practical, particularly within large-scale developments, key facilities such as primary schools and local shops should be located within walking distance of most properties.</p> <p>The setting of car parking standards including provision for town centres.</p> <p>Local planning authorities should identify and protect, where there is robust evidence, sites and routes which could be critical in developing infrastructure to widen transport choice.</p>		
<p><b>5. Supporting high quality communications infrastructure (paras 112-116)</b></p>		
<p>Support the expansion of the electronic communications networks, including telecommunications' masts and high speed broadband.</p> <p>Local planning authorities should not impose a ban on new telecommunications development in certain areas, impose blanket Article 4 directions over a wide area or a wide range of telecommunications development or insist on</p>	<ul style="list-style-type: none"> <li>• Policy supporting the expansion of electronic communications networks, including telecommunications and high speed broadband, noting the caveats in paras 112 - 116</li> </ul>	<p>The Council already has an adopted policy on communications infrastructure. See Policy DM22 (communication infrastructure) of the Development Management Policies DPD. The Development Management Policies DPD can be accessed by: <a href="https://www.woking2027.info/developmentplan/management">https://www.woking2027.info/developmentplan/management</a>.</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
minimum distances between new telecommunications development and existing development.		
<b>6. Delivering a wide choice of high quality housing (paras 59-76)</b>		
Identify and maintain a rolling supply of specific deliverable sites sufficient to provide five years' worth of housing against their housing requirements; this should include an additional buffer of 5% or 20% (moved forward from later in the plan period) to ensure choice and competition in the market for land. 20% buffer applies where there has been persistent under delivery of housing(59 – 76)	<ul style="list-style-type: none"> <li>• Identification of: <ul style="list-style-type: none"> <li>a) five years or more supply of specific deliverable sites; plus the buffer as appropriate</li> </ul> </li> <li>• Where this element of housing supply includes windfall sites, inclusion of 'compelling evidence' to justify their inclusion</li> <li>• A SHLAA</li> </ul>	<p>The Council has published a Five Years Housing Land Supply position statement. This can be accessed by: <a href="https://www.woking2027.info/ldfresearch/hlsp">https://www.woking2027.info/ldfresearch/hlsp</a>. The Council has identified 9.2 years supply of housing land.</p> <p>The Council has an up to date SHLAA which assesses the capacity of the urban area to accommodate future development. It identifies deliverable and developable land for housing. The SHLAA can be accessed by: <a href="https://www.woking2027.info/ldfresearch/shlaa">https://www.woking2027.info/ldfresearch/shlaa</a>.</p> <p>The Council has also undertaken a Green Belt boundary review to identify land that can be released for housing development and to meet future development needs without undermining the overall purpose and integrity of the Green Belt. The Green Belt boundary review can be accessed by: <a href="https://www.woking2027.info/ldfresearch/greenbeltreview">https://www.woking2027.info/ldfresearch/greenbeltreview</a>.</p> <p>The above studies have informed the preparation of the Site Allocations DPD.</p>
Identify a supply of developable sites or broad locations for years 6-10 and, where possible, years 11-15 (59 - 76).	<ul style="list-style-type: none"> <li>• Identification of a supply of developable sites or broad locations for: a) years 6-10; b) years 11-15</li> </ul>	<p>The Council has an up to date SHLAA which identifies the supply of land for years 6 - 10 and years 11 – 15. The SHLAA can be accessed by: <a href="https://www.woking2027.info/ldfresearch/shlaa">https://www.woking2027.info/ldfresearch/shlaa</a>.</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
<p>Illustrate the expected rate of housing delivery through a trajectory; and set out a housing implementation strategy describing how a five year supply will be maintained. (59 - 76)</p>	<ul style="list-style-type: none"> <li>• A housing trajectory</li> <li>• Monitoring of completions and permissions (59 - 76)</li> <li>• Updated and managed SHLAA. (59 - 76)</li> </ul>	<p>The Council has an adopted housing requirement. This is equivalent to an annual average of 292 dwellings. The Core Strategy and the SHLAA includes housing trajectories on the expectation of housing delivery over time. The Council publishes an Annual Monitoring Report by 31 December of each year. It provides evidence that the Council is broadly delivering its housing requirement. The Five Year Housing Land Supply Position Statement also includes a statement on housing delivery since the adoption of the Core Strategy. The AMR can be accessed by this link:  <a href="https://www.woking2027.info/developmentplan/corestrategy/annualmonitoringreport/amr2018">https://www.woking2027.info/developmentplan/corestrategy/annualmonitoringreport/amr2018</a>.</p>
<p>Set out the authority's approach to housing density to reflect local circumstances (59 - 76).</p>	<ul style="list-style-type: none"> <li>• Policy on the density of development.</li> </ul>	
<p>Plan for a mix of housing based on current and future demographic and market trends, and needs of different groups (59 – 76) and caters for housing demand and the scale of housing supply to meet this demand.</p>	<ul style="list-style-type: none"> <li>• Policy on planning for a mix of housing (including self-build, and housing for older people</li> <li>• SHMA</li> <li>• Identification of the size, type, tenure and range of housing) required in particular locations, reflecting local demand.</li> <li>• Evidence for housing provision based on up to date, objectively assessed needs.</li> <li>• Policy on affordable housing and consideration for the need for on-site provision or if off-site provision or financial contributions are sought, where these can be justified and to what extent do they contribute to the objective of creating mixed and balanced communities.</li> </ul>	<p>Policies CS11 (Housing mix) and CS12 (Affordable Housing) sets out the nature and type of housing that will be sought from development proposals. The Council has carried out a Strategic Housing Market Assessment (SHMA) to determine the nature of housing need in the area. The SHMA has been used in inform the Core Strategy. The Site Allocations DPD allocates land for the provision of housing including Affordable Housing. The SHMA can be accessed by:  <a href="https://www.woking2027.info/ldfresearch/shma">https://www.woking2027.info/ldfresearch/shma</a>.</p> <p>The DPD also allocates land to meet the accommodation needs of the elderly and Travellers.</p>
<p>In rural areas be responsive to local circumstances and plan housing development</p>	<ul style="list-style-type: none"> <li>• Consideration of allowing some market housing to facilitate the provision of significant</li> </ul>	<p>There are no specific policies in the Core Strategy for development in rural areas. Consequently, the Site</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
<p>to reflect local needs, particularly for affordable housing, including through rural exception sites where appropriate.</p> <p>In rural areas housing should be located where it will enhance or maintain the vitality of rural communities.</p>	<p>additional affordable housing to meet local needs.</p> <ul style="list-style-type: none"> <li>• Consideration of the case for resisting inappropriate development of residential gardens.</li> <li>• Examples of special circumstances to allow new isolated homes .</li> </ul>	<p>Allocations DPD does not allocate land for development in rural area. It is important to highlight that there are robust policies to protect the Green Belt and the countryside. See Policy CS6 of the Core Strategy.</p> <p>Land is also being released from the Green Belt to meet future housing and development needs.</p>
<p><b>7. Requiring good design (paras 124-132)</b></p>		
<p>Develop robust and comprehensive policies that set out the quality of development that will be expected for the area .</p>	<ul style="list-style-type: none"> <li>• Inclusion of policy or policies which seek to increase the quality of development through the principles set out at paras 124 - 132 and approaches in paras 124 - 132, linked to the vision for the area and specific local issues</li> </ul>	<p>Policy CS21 (Design) of the Core Strategy sets out the Council’s policy on design. There is also an SPD on design to ensure that development is of high quality design. The Council has undertaken a character study (<a href="https://www.woking2027.info/ldfresearch/charcstu">https://www.woking2027.info/ldfresearch/charcstu</a>) to ensure that development does not detract from the overall character of the distinct areas of the borough whilst not stifling creativity and innovation. The Design SPD can be assessed by: <a href="https://www.woking2027.info/supplementary/desig nspd">https://www.woking2027.info/supplementary/desig nspd</a>.</p> <p>The Proposals in the Site Allocations DPD includes key requirements to ensure that development is of high quality and policy compliant.</p>
<p><b>8. Promoting healthy communities (paras 91-101)</b></p>		
<p>Policies should aim to design places which: promote community interaction, including through mixed-use development; are safe and accessible environments; and are accessible developments.</p>	<ul style="list-style-type: none"> <li>• Inclusion of a policy or policies on inclusive communities.</li> <li>• Promotion of opportunities for meetings between members of the community who might not otherwise come into contact with each other, including through mixed-use</li> </ul>	<p>The Site Allocations DPD allocates land for community facilities, green infrastructure and mix of housing types. Examples are UA15, UA25, UA31 and GB9.</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
	<p>developments which bring together those who work, live and play in the vicinity; safe and accessible environments where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion; and accessible developments, containing clear and legible pedestrian routes, and high quality public space, which encourage the active and continual use of public areas.</p>	<p>It is important to also highlight that the Core Strategy includes robust policies for the provision of community facilities (CS19) and open space, green infrastructure and sport and recreation (CS17).</p>
<p>Policies should plan positively for the provision and use of shared space, community facilities and other local services .</p>	<ul style="list-style-type: none"> <li>• Inclusion of a policy or policies addressing community facilities and local service.</li> <li>• Positive planning for the provision and integration of community facilities and other local services to enhance the sustainability of communities and residential environments; safeguard against the unnecessary loss of valued facilities and services; ensure that established shops, facilities and services are able to develop and modernize; and ensure that housing is developed in suitable locations which offer a range of community facilities and good access to key services and infrastructure.</li> </ul>	<p>The Site Allocations DPD allocates land for community facilities, green infrastructure and mix of housing types. Examples are UA15, UA25, UA31 and GB9. These will facilitate community interaction.</p> <p>It is important to also highlight that the Core Strategy includes robust policies for the provision of community facilities (CS19) and open space, green infrastructure and sport and recreation (CS17).</p> <p>The Site Allocations DPD also allocates land for SANGs.</p>
<p>Identify specific needs and quantitative or qualitative deficits or surpluses of open space, sports and recreational facilities; and set locally derived standards to provide these .</p>	<ul style="list-style-type: none"> <li>• Identification of specific needs and quantitative or qualitative deficits or surpluses of open space, sports and recreational facilities in the local area.</li> <li>• A policy protecting existing open space, sports and recreational buildings and land from development, with specific exceptions.</li> <li>• Protection and enhancement of rights of way and access.</li> </ul>	<p>The Site Allocations DPD allocates sufficient land for SANGs to cover the entire plan period. See GB12 – GB16. The Council has open space audit which has informed the policies of the Core Strategy. The open space audit can be accessed by: <a href="https://www.woking2027.info/ldfresearch/ppg17">https://www.woking2027.info/ldfresearch/ppg17</a>.</p>
<p>Enable local communities, through local and neighbourhood plans, to identify special</p>	<ul style="list-style-type: none"> <li>• Policy enabling the protection of Local Green Spaces. (Local Green Spaces should only be designated when a plan is prepared or</li> </ul>	<p>The Core Strategy offers in-principle support for Neighbourhood Plans and the Council encourages communities to prepare Neighbourhood Plans.</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
protection green areas of particular importance to them – ‘Local Green Space’.	reviewed, and be capable of enduring beyond the end of the plan period. . Policy for managing development within a local green space should be consistent with policy for Green Belts.	There are three adopted Neighbourhood Plans and another three in the pipeline.
<b>9. Protecting Green Belt land (paras 133-142)</b>		
<p>Local planning authorities should plan positively to enhance the beneficial use of the Green Belt, such as looking for opportunities to provide access; to provide opportunities for outdoor sport and recreation; to retain and enhance landscapes, visual amenity and biodiversity; or to improve damaged and derelict land.</p> <p>Local planning authorities with Green Belts in their area should establish Green Belt boundaries in their Local Plans which set the framework for Green Belt and settlement policy.</p> <p>When drawing up or reviewing Green Belt boundaries local planning authorities should take account of the need to promote sustainable patterns of development.</p> <p>Boundaries should be set using ‘physical features likely to be permanent’ amongst other things</p>	<ul style="list-style-type: none"> <li>• Where Green Belt policies are included, these should reflect the need to: <ul style="list-style-type: none"> <li>○ Enhance the beneficial use of the Green Belt.)</li> <li>○ Accord with criteria on boundary setting, and the need for clarity on the status of safeguarded land.</li> <li>○ Specify that inappropriate development should not be approved except in very special circumstances.</li> <li>○ Specify the exceptions to inappropriate development</li> <li>○ Identify where very special circumstances might apply to renewable energy development.</li> </ul> </li> </ul>	<p>Policy CS6 (Green Belt) of the Core Strategy sets out the Council’s policy for the protection of the Green Belt. The DPD allocates land in the Green Belt to meet housing need between 2022 and 2027. It also safeguards land to meet future development needs beyond the Core Strategy period to ensure the enduring permanence of the Green Belt boundary. See Proposals GB1 – GB11 of the DPD. The DPD allocates land for SANGs to enhance access to the remaining Green Belt.</p>
<b>10. Meeting the challenge of climate change, flooding and coastal change (paras 149-154)</b>		
Adopt proactive strategies to mitigate and adapt to climate change taking full account of	<ul style="list-style-type: none"> <li>• Planning of new development in locations and ways which reduce greenhouse gas emissions.</li> </ul>	<p>Policy CS22 (sustainable construction) (as amended by Government policy) of the Core Strategy sets out clear standards for sustainable construction. This</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
<p>flood risk, coastal change and water supply and demand considerations.</p>	<ul style="list-style-type: none"> <li>• Support for energy efficiency improvements to existing building.</li> <li>• Local requirements for a building's sustainability which are consistent with the Government's zero carbon buildings policy.</li> </ul>	<p>includes water consumption and energy standards, design and construction and electric charging points. It also encourages development to connect to existing CHP networks. The Council has put in the necessary investment to set up the CHP networks, which development could connect to. Policy CS23 (renewable and low carbon energy generation) of the Core Strategy encourages the development of renewable energy at the right locations.</p> <p>The Site Allocations DPD allocates land for the installation of a new CHP station. See Proposal UA14 of the Site Allocations DPD. Subject to technical feasibility, a number of the proposals in the Site Allocations DPD requires development to connect to CHP network. For example, see UA4, UA6 and UA11 of the Site Allocations DPD.</p>
<p>Help increase the use and supply of renewable and low carbon energy through a strategy, policies maximising renewable and low carbon energy, and identification of key energy sources.</p>	<ul style="list-style-type: none"> <li>• A strategy and policies to promote and maximise energy from renewable and low carbon sources,</li> <li>• Identification of suitable areas for renewable and low carbon energy sources, and supporting infrastructure, where this would help secure the development of such sources.</li> <li>• Identification of where development can draw its energy supply from decentralised, renewable or low carbon supply systems and for co-locating potential heat customers and suppliers.</li> </ul>	<p>Policy CS22 (sustainable construction) (as amended by Government policy) of the Core Strategy sets out clear standards for sustainable construction. This includes water consumption and energy standards, design and construction and electric charging points. It also encourages development to connect to existing CHP networks. The Council has put in the necessary investment to set up the CHP networks, which development could connect to. Policy CS23 (renewable and low carbon energy generation) of the Core Strategy encourages the development of renewable energy at the right locations.</p> <p>The Site Allocations DPD allocates land for the installation of a new CHP station. See Proposal UA14 of the Site Allocations DPD. Subject to technical feasibility, a number of the proposals in the Site Allocations DPD requires development to connect to</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
		CHP network. For example, see UA4, UA6 and UA11 of the Site Allocations DPD.
Minimise vulnerability to climate change and manage the risk of flooding	<ul style="list-style-type: none"> <li>Account taken of the impacts of climate change.</li> <li>Allocate, and where necessary re-locate, development away from flood risk areas through a sequential test, based on a SFRA.</li> <li>Policies to manage risk, from a range of impacts, through suitable adaptation measures</li> </ul>	Policy CS9 (flooding and water management) provides robust policy context for managing the risk of flooding across the Borough. The Council has published a Flood Risk Assessment to inform planning decisions and the Site Allocations DPD. This can be accessed by: <a href="https://www.woking2027.info/ldfresearch/sfra">https://www.woking2027.info/ldfresearch/sfra</a> . The Core Strategy and the Site Allocations DPD are both informed by a Sequential Test. This can be provided on request. The proposals of the Site Allocations DPD includes key requirements to manage the risk of flooding and to make sure that development does not exacerbate flood risk elsewhere.
Take account of marine planning	<ul style="list-style-type: none"> <li>Ensure early and close co-operation on relevant economic, social and environmental policies with the Marine Management Organisation</li> <li>Review the aims and objectives of the Marine Policy Statement, including local potential for marine-related economic development</li> <li>Integrate as appropriate marine policy objectives into emerging policy</li> <li>Support of integrated coastal management (ICM) in coastal areas in line with the requirements of the MPS</li> </ul>	Not applicable
Manage risk from coastal change	<ul style="list-style-type: none"> <li>Identification of where the coast is likely to experience physical changes and identify Coastal Change Management Areas, and clarity on what development will be allowed in such areas.</li> </ul>	Not applicable.



Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
	<ul style="list-style-type: none"> <li>Provision for development and infrastructure that needs to be re-located from such areas, based on SMPs and Marine Plans, where appropriate.</li> </ul>	
<b>11. Conserving and enhancing the natural environment (paras 170-173)</b>		
Protect valued landscapes	<ul style="list-style-type: none"> <li>A strategy and policy or policies to create, protect, enhance and manage networks of biodiversity and green infrastructure.</li> <li>Policy which seeks to minimise the loss of higher quality agricultural land and give great weight to protecting the landscape and scenic beauty of National Parks, the Broads and AONBs.</li> </ul>	<p>Policies CS7 (Biodiversity and nature conservation) CS8 (Thames Basin Heaths Special Protection Areas) CS17 (open space, green infrastructure, sport and recreation), CS24 (Woking's landscape and townscape) of the Core Strategy, policies DM1 (Green infrastructure, DM2 (Trees) of the Development Management Policies DPD all provides strong policy context for conserving and enhancing biodiversity and green infrastructure across the Borough. In accordance with these policies the relevant Proposals of the Site Allocations DPD includes key requirements to conserve biodiversity and provide adequate green infrastructure. Examples include GB1, GB2, GB7 and GB10.</p> <p>GB9 of the Site Allocations DPD is allocated for the provision of green infrastructure.</p> <p>A Green Belt boundary review has been undertaken to make sure that any land that is released from the Green Belt for development does not unduly undermine its purposes and integrity.</p>
Prevent unacceptable risks from pollution and land instability	<ul style="list-style-type: none"> <li>Policy which seeks development which is appropriate for its location having regard to the effects of pollution on health, the natural environment or general amenity.</li> </ul>	<p>Policies DM5 (environmental pollution), DM6 (air and water quality), DM7 (noise and light pollution) DM8 (land contamination) of the DM Policies DPD provides robust policy context for managing most forms of pollution. The proposals of the Site Allocations DPD include key requirements for</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
		managing pollution and contamination. Examples are UA5, UA6, GB7 and GB10.
<p>Planning policies should minimise impacts on biodiversity and geodiversity</p> <p>Planning policies should plan for biodiversity at a landscape-scale across local authority boundaries</p>	<ul style="list-style-type: none"> <li>• Identification and mapping of local ecological networks and geological conservation interests.</li> <li>• Policies to promote the preservation, restoration and re-creation of priority habitats, ecological networks and the recovery of priority species</li> </ul>	<p>Policies CS7 (Biodiversity and nature conservation) CS8 (Thames Basin Heaths Special Protection Areas) CS17 (open space, green infrastructure, sport and recreation), CS24 (Woking’s landscape and townscape) of the Core Strategy, policies DM1 (Green infrastructure, DM2 (Trees) of the Development Management Policies DPD all provide strong policy context for conserving and enhancing biodiversity and green infrastructure across the Borough. In accordance with these policies the relevant Proposals of the Site Allocations DPD include key requirements to conserve biodiversity and provide adequate green infrastructure. Examples include GB1, GB2, GB7 and GB10.</p>
<p><b>12. Conserving and enhancing the historic environment (paras 184-188)</b></p>		
<p>Include a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk</p>	<ul style="list-style-type: none"> <li>• A strategy for the historic environment based on a clear understanding of the cultural assets in the plan area, including assets most at risk.</li> <li>• A map/register of historic assets</li> <li>• A policy or policies which promote new development that will make a positive contribution to character and distinctiveness.</li> </ul>	<p>Policy CS20 (Heritage and conservation) and CS24 (Woking’s landscape and townscape) of the Core Strategy provide robust policy context for conserving the historic assets of the area. The Heritage of Woking Study provides an understanding of the Borough’s heritage assets. They have informed the preparation of the Site Allocations DPD. The Heritage of Woking Study can be accessed by: <a href="https://www.woking2027.info/supplementary/heritageofwoking">https://www.woking2027.info/supplementary/heritageofwoking</a>.</p> <p>The proposals in the Site Allocations DPD include key requirements to make sure that development</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
		enhances the heritage assets of the area. Examples are GB10 and GB11 and GB17.
<b>13. Facilitating the sustainable use of minerals (paras 203-206)</b>		
<p>It is important that there is a sufficient supply of material to provide the infrastructure, buildings, energy and goods that the country needs. However, since minerals are a finite natural resource, and can only be worked where they are found, it is important to make best use of them to secure their long-term conservation</p> <p>Minerals planning authorities should plan for a steady and adequate supply of industrial materials</p>	<p>Account taken of the matters raised in relation to paragraphs 203 - 206 , including matters in relation to land in national / international designations; landbanks; the defining of Minerals Safeguarding Areas; wider matters relating to safeguarding; approaches if non-mineral development is necessary within Minerals Safeguarding Areas; the setting of environmental criteria; development of noise limits; reclamation of land; plan for a steady and adequate supply of aggregates. This could include evidence of co-operation with neighbouring and more distant authorities.</p>	<p>The Council has worked with Surrey County Council and the operator to make sure that the existing and future operations at Coal Yard/Aggregates Yard adjacent to the railway line are protected. See Proposal UA34 of the Site Allocations DPD.</p>
<p><b>Justified:</b> <i>The plan should be an appropriate strategy, taking into account reasonable alternatives, based on proportionate evidence.</i></p> <p>To be 'justified' a DPD needs to be:</p> <ul style="list-style-type: none"> <li>• Founded on a robust and credible evidence base involving: research / fact finding demonstrating how the choices made in the plan are backed up by facts; and evidence of participation of the local community and others having a stake in the area.</li> <li>• An appropriate strategy when considered against reasonable alternatives.</li> </ul>		
<p><i>Participation</i></p> <p>Has the consultation process allowed for effective engagement of all interested parties?</p>	<p>The consultation statement. This should set out what consultation was undertaken, when, with whom and how it has influenced the plan. The statement should show that efforts have been made to consult hard to reach groups, key stakeholders etc. Reference SCI</p>	<p>The Council has published a Consultation Statement and a Duty to Cooperate Statement to provide evidence on the extent of engagement undertaken to inform the preparation of the Site Allocations DPD. Both documents are part of the Submission Documents to the Secretary of State. All the various consultations have been done in accordance with the SCI.</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
<p><i>Research / fact finding</i></p> <p>Is the plan justified by a sound and credible evidence base? What are the sources of evidence? How up to date, and how convincing is it?</p> <p>What assumptions were made in preparing the DPD? Were they reasonable and justified?</p>	<ul style="list-style-type: none"> <li>• The studies, reports and technical papers that provide the evidence for the policies set out in the DPD, the date of preparation and who they were produced by.</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Sections of the DPD (at various stages of development) and SA Report which illustrate how evidence supports the strategy, policies and proposals, including key assumptions.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• A very brief statement of how the main findings of consultation support the policies, with reference to: reports to the council on the issues raised during participation, covering both the front-loading and formulation phases; and any other information on community views and preferences.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• For each policy (or group of policies dealing with the same issue), a very brief statement of the evidence documents relied upon and how they support the policy (where this is not already clear in the reasoned justification in the DPD).</li> </ul>	<p>The Site Allocations DPD is informed by a various number of evidence base studies. The full list of the evidence base studies is set out in Appendix 1 of the Site Allocations DPD. Examples include the SHLAA, Green Belt boundary review and various Transport Assessments.</p>
<p><i>Alternatives</i></p> <p>Can it be shown that the LPA's chosen approach is the most appropriate given the reasonable alternatives? Have the reasonable alternatives been considered and is there a clear audit trail showing how and why the preferred approach was arrived at? Where a balance had to be struck in taking decisions between competing alternatives, is it clear how and why the decisions were taken?</p>	<ul style="list-style-type: none"> <li>• Reports and consultation documents produced in the early stages setting out how alternatives were developed and evaluated, and the reasons for selecting the preferred strategy, and reasons for rejecting the alternatives. This should include options covering not just the spatial strategy, but also the quantum of development, strategic policies and development management policies.</li> </ul>	<p>The Site Allocations DPD is informed by a comprehensive Sustainability Appraisal (SA) report. The SA provides evidence to demonstrate that the DPD is an appropriate and sustainable strategy for the area taking into account other reasonable alternatives. The SA appraised all reasonable alternatives and has informed the selection of preferred alternatives for the DPD. The SA can be accessed by:</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
<p>Does the sustainability appraisal show how the different options perform and is it clear that sustainability considerations informed the content of the DPD from the start?</p>	<ul style="list-style-type: none"> <li>• An audit trail of how the evidence base, consultation and SA have influenced the plan.</li> <li>• Sections of the SA Report showing the assessment of options and alternatives.</li> <li>• Reports on how decisions on the inclusion of policy were made.</li> <li>• Sections of the consultation document demonstrating how options were developed and appraised.</li> <li>• Any other documentation showing how alternatives were developed and evaluated, including a report on how sustainability appraisal has influenced the choice of strategy and the content of policies.</li> </ul>	<p><a href="https://www.woking2027.info/allocations/siteallocationsdpdsustainabilityappraisalmainreport">https://www.woking2027.info/allocations/siteallocationsdpdsustainabilityappraisalmainreport</a>.</p> <p>The Green Belt boundary review has also helped in selecting sites that can be released from the Green Belt without undermining its overall purpose and integrity. The Green Belt boundary review assessed alternative parcels of land against a number of criteria, including the purposes of the Green Belt to determine the choice of land that could be released from the Green Belt.</p> <p>The transport assessments assessed alternative scenarios for development to determine the preferred locations for development.</p> <p>The Sequential Test and the Flood Risk Assessment are useful information in the assessment of alternatives.</p>
<p><b>Effective:</b> <i>the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities and as evidenced by the statement of common ground.</i></p> <p>To be 'effective' a DPD needs to:</p> <ul style="list-style-type: none"> <li>• Be deliverable over the plan period</li> <li>• Effective joint working on cross boundary strategic matters</li> <li>• Have no regulatory or national planning barriers to its delivery</li> <li>• Have delivery partners who are signed up to it</li> <li>• Be coherent with the strategies of neighbouring authorities</li> <li>• Demonstrate how the Duty to Co-operate has been fulfilled</li> <li>• Be flexible</li> <li>• Be able to be monitored</li> </ul>		
<p><b>Deliverable and Coherent</b></p> <ul style="list-style-type: none"> <li>• Is it clear how the policies will meet the Plan's vision and objectives? Are there any</li> </ul>	<ul style="list-style-type: none"> <li>• Sections of the DPD which address delivery, the means of delivery and the timescales for key developments and initiatives.</li> </ul>	<p>The DPD identifies sufficient range of sites to deliver the Core Strategy in accordance with its purpose. The Site Allocations DPD is in general conformity with the Core Strategy and therefore there are no</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
<p>obvious gaps in the policies, having regard to the objectives of the DPD?</p> <ul style="list-style-type: none"> <li>• Are the policies internally consistent?</li> <li>• Are there realistic timescales related to the objectives?</li> <li>• Does the DPD explain how its key policy objectives will be achieved?</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation from the relevant agencies that they support the objectives and the identified means of delivery, such as evidence that the plans and programmes of other bodies have been taken into account (e.g. Water Resources Management Plans and Marine Plans).</li> <li>• Information in the local development scheme, or provided separately, about the scope and content (actual and intended) of each DPD showing how they combine to provide a coherent policy structure.</li> <li>• Section in the DPD that shows the linkages between the objectives and the corresponding policies, and consistency between policies (such as through a matrix).</li> </ul>	<p>policy constraints for the development of the allocated sites identified in the DPD. The sites are mainly drawn from SHLAA and other evidence, and are proven to be deliverable during the plan period. Each proposal in the DPD has a delivery arrangement. The sites are promoted by developers, agents and landowners and all have the realistic prospect of coming forward during the plan period.</p> <p>The Core Strategy is informed by a viability assessment. The viability assessment can be accessed by: <a href="https://www.woking2027.info/ldfresearch/eva">https://www.woking2027.info/ldfresearch/eva</a>. It demonstrates that sites can come forward for development and achieve positive viability.</p> <p>The Council has adopted the community infrastructure levy. The CIL Charge has been set at a level not to undermine development viability. The CIL viability assessment can be accessed by: <a href="https://www.woking2027.info/infrastructure/cilviabilitystudy">https://www.woking2027.info/infrastructure/cilviabilitystudy</a>.</p> <p>The CIL Charging Schedule can be accessed by: <a href="https://www.woking2027.info/infrastructure/httpwwwoking2027infoinfrastructurechargingschedule">https://www.woking2027.info/infrastructure/httpwwwoking2027infoinfrastructurechargingschedule</a>.</p> <p>The need for development has been justified in the Core Strategy and by various studies such as the SHMA.</p>
<p><i>Infrastructure Delivery</i></p> <ul style="list-style-type: none"> <li>• Have the infrastructure implications of the policies clearly been identified?</li> <li>• Are the delivery mechanisms and timescales for implementation of the policies clearly identified?</li> </ul>	<ul style="list-style-type: none"> <li>• A section or sections of the DPD where infrastructure needs are identified and the proposed solutions put forward.</li> <li>• A schedule setting out responsibilities for delivery, mechanisms and timescales, and related to a CIL schedule where appropriate.</li> </ul>	<p>The Site Allocations DPD is informed by an up to date Infrastructure Delivery Plan. The IDP can be accessed by: <a href="https://www.woking2027.info/ldfresearch/infrastructure">https://www.woking2027.info/ldfresearch/infrastructure</a>. Where relevant, land has been safeguarded to enable the delivery of infrastructure. See UA7 of the</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
<ul style="list-style-type: none"> <li>Is it clear who is going to deliver the required infrastructure and does the timing of the provision complement the timescale of the policies?</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation from infrastructure providers that they support the solutions proposed and the identified means and timescales for their delivery, or a plan for resolving issues.</li> <li>Demonstrable plan-wide viability, particularly in relation to the delivery of affordable housing and the role of a CIL schedule.</li> </ul>	<p>Site Allocations DPD. The Council has just been awarded £95M HIF funding towards significant transport infrastructure to support housing growth at the town centre.</p>
<p><i>Co-ordinated Planning</i></p> <p>Does the DPD reflect the concept of spatial planning? Does it go beyond traditional land use planning by bringing together and integrating policies for the development and use of land with other policies and programmes from a variety of agencies / organisations that influence the nature of places and how they function?</p>	<ul style="list-style-type: none"> <li>Sections of the DPD that reflect the plans or strategies of the local authority and other bodies</li> <li>Policies which seek to pull together different policy objectives</li> <li>Expressions of support/representations from bodies responsible for other strategies affecting the area</li> </ul>	<p>The Site Allocations DPD has a clear purpose defined in the LDS, in the Core Strategy and in the Site Allocations DPD itself. It has been prepared to allocate land to enable the delivery of the Core Strategy. Consequently, it identifies sufficient land to achieve this objective.</p>
<p><i>Flexibility</i></p> <ul style="list-style-type: none"> <li>Is the DPD flexible enough to respond to a variety of, or unexpected changes in, circumstances?</li> <li>Does the DPD include the remedial actions that will be taken if the policies need adjustment?</li> </ul>	<ul style="list-style-type: none"> <li>Sections of the DPD setting out the assumptions of the plan and identifying the circumstances when policies might need to be reviewed.</li> <li>Sections of the annual monitoring report and sustainability appraisal report describing how the council will monitor: <ul style="list-style-type: none"> <li>a. the effectiveness of policies and what evidence is being collected to undertake this</li> <li>b. changes affecting the baseline information and any information on trends on which the DPD is based</li> </ul> </li> <li>Risk analysis of the strategy and policies to demonstrate robustness and how the plan could cope with changing circumstances</li> </ul>	<p>The Site Allocations DPD builds in sufficient cushion to compensate for the non-implementation of some sites at the time that they are needed to come forward. The DPD has an inbuilt mechanism for monitoring. The Core Strategy has an inbuilt mechanism for monitoring and review. There is a statutory requirement to review the local plan every five years.</p> <p>Anticipated capacities of the various sites are indicative without being unnecessarily prescriptive.</p>

Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
	<ul style="list-style-type: none"> <li>Sections within the DPD dealing with possible change areas and how they would be dealt with, including mechanisms for the rate of development to be increased or slowed and how that would impact on other aspects of the strategy and on infrastructure provision</li> <li>Sections of the DPD identifying the key indicators of success of the strategy, and the remedial actions which will be taken if adjustment is required.</li> </ul>	
<p><i>Co-operation</i></p> <ul style="list-style-type: none"> <li>Is there sufficient evidence to demonstrate that the Duty to Co-operate has been undertaken appropriately for the plan being examined?</li> <li>Is it clear who is intended to implement each part of the DPD? Where the actions required are outside the direct control of the LPA, is there evidence that there is the necessary commitment from the relevant organisation to the implementation of the policies?</li> </ul>	<ul style="list-style-type: none"> <li>A succinct Duty to Co-operate Statement which flows from the strategic issues that have been addressed jointly. A 'tick box' approach or a collection of correspondence is not sufficient, and it needs to be shown (where appropriate) if joint plan-making arrangements have been considered, what decisions were reached and why.</li> <li>The Duty to Co-operate Statement could highlight: the sharing of ideas, evidence and pooling of resources; the practical policy outcomes of co-operation; how decisions were reached and why; and evidence of having effectively co-operated to plan for issues which need other organisations to deliver on, common objectives for elements of strategy and policy; a memorandum of understanding; aligned or joint core strategies and liaison with other consultees as appropriate.</li> </ul>	<p>The Council has submitted a Duty to Cooperate Statement, a Consultation Statement and a Regulation 17 Statement as part of the Submissions Documents to demonstrate the extent of consultation undertaken in preparing the Site Allocations DPD.</p> <p>The various consultations have been carried out in accordance with the Council's Statement of Community Involvement. The Statement of Community Involvement can be accessed by: <a href="https://www.woking2027.info/community">https://www.woking2027.info/community</a>.</p>
<p><i>Monitoring</i></p> <ul style="list-style-type: none"> <li>Does the DPD contain targets, and milestones which relate to the delivery of the</li> </ul>	<ul style="list-style-type: none"> <li>Sections of the DPD setting out indicators, targets and milestones</li> </ul>	<p>The Site Allocations DPD includes a section on implementation and monitoring. See page 325 of the Site Allocations DPD.</p>



Soundness Test and Key Requirements	Possible Evidence	Evidence Provided
<p>policies, (including housing trajectories where the DPD contains housing allocations)?</p> <ul style="list-style-type: none"> <li>• Is it clear how targets are to be measured (by when, how and by whom) and are these linked to the production of the annual monitoring report?</li> <li>• Is it clear how the significant effects identified in the sustainability appraisal report will be taken forward in the ongoing monitoring of the implementation of the plan, through the annual monitoring report?</li> </ul>	<ul style="list-style-type: none"> <li>• Sections of the current annual monitoring report which report on indicators, targets, milestones and trajectories</li> <li>• Reference to any other reports or technical documents which contain information on the delivery of policies</li> <li>• Sections of the current annual monitoring report and the sustainability appraisal report setting out the framework for monitoring, including monitoring the effects of the DPD against the sustainability appraisal</li> </ul>	
<p><b>Consistent with national policy:</b> <i>the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.</i>  The DPD should not contradict or ignore national policy. Where there is a departure, there must be clear and convincing reasoning to justify the approach taken.</p>		
<ul style="list-style-type: none"> <li>• Does the DPD contain any policies or proposals which are not consistent with national policy and, if so, is there local justification?</li> <li>• Does the DPD contain policies that do not add anything to existing national guidance? If so, why have these been included?</li> </ul>	<ul style="list-style-type: none"> <li>• Sections of the DPD which explain where and how national policy has been elaborated upon and the reasons.</li> <li>• Studies forming evidence for the DPD or, where appropriate, other information which provides the rationale for departing from national policy.</li> <li>• Evidence provided from the sustainability appraisal (including reference to the sustainability report) and/or from the results of community involvement.</li> <li>• Where appropriate, evidence of consistency with national marine policy as articulated in the UK Marine Policy Statement</li> <li>• Reports or copies of correspondence as to how representations have been considered and dealt with.</li> </ul>	<p>The Site Allocations DPD has been prepared to be in general conformity with the Core Strategy and national policy. For example, in accordance with paragraph 139 of the NPPF, the DPD safeguards land to meet future development need beyond the plan period to ensure the enduring permanence of the Green Belt boundary. Examples are GB4 and GB5. The DPD does not contain policies that are inconsistent with national policy.</p>

## **Planning policy for traveller sites**

Planning Policy for Traveller Sites was published in August 2015. The Planning Policy for Traveller Sites should be read in conjunction with the National Planning Policy Framework, including the implementation policies of that document.

The government's aim in relation to planning for traveller sites is:

'To ensure fair and equal treatment for travellers, in a way that facilitates the traditional and nomadic life of travellers whilst respecting the interests of the settled community'.

To achieve this aim, the Government's aims in respect of traveller sites are:

- That local planning authorities (LPAs) make their own assessment of need for the purposes of planning;
- That LPAs work collaboratively, develop fair and effective strategies to meet need through the identification of land for sites;
- Plan for sites over a reasonable timescale;
- Plan-making and decision taking should protect green belt land from inappropriate development;
- Promote more private traveller site provision whilst recognising that there will always be those travellers who cannot provide their own sites;
- Aim to reduce the number of unauthorised developments and encampments and make enforcement more effective;
- To ensure that their local plans include fair, realistic and inclusive policies;
- Include fair, realistic and inclusive policies;
- Increase the number of traveller sites in appropriate locations with planning permission, to address under provision and maintain an appropriate level of supply;
- Reduce tensions between settled and traveller communities in plan-making and decision-taking;
- Enable provision of suitable accommodation from which travellers can access education, health, welfare and employment infrastructure; and
- Have due regard to protection of local amenity and local environment.

The Core Strategy has a clear policy for meeting Traveller accommodation needs. Policy CS14 (Gypsies, Travellers and Travelling Showpeople) of the Core Strategy delegates responsibility to the Site Allocations DPD to allocate land to enable the delivery of Traveller accommodation. It also requests the Council to undertake a survey to identify the scale of need across the Borough during the plan period. The Council has carried out the TAA to identify the need and the Site Allocations DPD allocates specific sites to enable the need to be met.

Policy Expectations	Possible Evidence	Evidence Provided
<b>Policy A: Using evidence to plan positively and manage development (para 7)</b>		
Early and effective community engagement with both settled and traveller communities.	<ul style="list-style-type: none"> <li>• Early and effective engagement undertaken, including discussing travellers' accommodation needs with travellers themselves, their representative bodies and local support groups.</li> </ul>	The Core Strategy has a clear policy on Gypsies and Travellers. Policy CS14 (Gypsies, Travellers and Travelling Showpeople) sets out the requirements for meeting the accommodation needs of Gypsies and Travellers. Early engagement with Traveller communities was an essential element in developing the policy. Travellers' representatives were also involved in the assessment of Traveller accommodation needs.
Co-operate with travellers, their representative bodies and local support groups, other local authorities and relevant interest groups to prepare and maintain an up-to-date understanding of likely permanent and transit accommodation needs of their areas.	<ul style="list-style-type: none"> <li>• Demonstration of a clear understanding of the needs of the traveller community over the lifespan of your development plan.</li> <li>• Collaborative working with neighbouring local planning authorities.</li> <li>• A robust evidence base to establish accommodation needs to inform the preparation of your local plan and make planning decisions.</li> </ul>	The Council has undertaken a Traveller Accommodation Needs Assessment to gain understanding of the nature of need and to inform the Site Allocations DPD. The TAA can be accessed by: <a href="https://www.woking2027.info/ldfresearch/taa/taa2013">https://www.woking2027.info/ldfresearch/taa/taa2013</a> . The TAA provides a robust evidence base to justify the need for Traveller accommodation.
<b>Policy B: Planning for traveller sites (paras 8-13)</b>		
Set pitch targets for gypsies and travellers and plot targets for travelling showpeople which	<ul style="list-style-type: none"> <li>• Identification, and annual update, of a supply of specific, deliverable sites sufficient</li> </ul>	The TAA identifies a need for 19 pitches up to 2027. No need for Travelling Showpeople was

Policy Expectations	Possible Evidence	Evidence Provided
<p>address the likely permanent and transit site accommodation needs of travellers in your area, working collaboratively with neighbouring LPAs.</p> <p>Set criteria to guide land supply allocations where there is identified need.</p> <p>Ensure that traveller sites are sustainable economically, socially and environmentally.</p>	<p>to provide 5 years' worth of sites against locally set target. Identification of a supply of specific, developable sites or broad locations for growth for years 6-10, and, where possible, for years 11-15.</p> <ul style="list-style-type: none"> <li>• An assessment of the need for traveller sites, and where an unmet need has been demonstrated a supply of specific, deliverable sites been identified.</li> <li>• Policy which takes into account criteria a-h of para 11</li> </ul>	<p>identified. The DPD allocates a site as transit site. The Five Year Housing Land Supply Position Statement includes an assessment of the supply of land to meet the accommodation needs of Travellers. This can be accessed by: <a href="https://www.woking2027.info/ldfresearch/hlsps">https://www.woking2027.info/ldfresearch/hlsps</a>.</p> <p>The Site Allocations DPD allocates specific deliverable sites to meet the accommodation needs of Travellers over the plan period. See GB2 and GB10 and SA1 of the Site Allocations DPD.</p>
<p><b>Policy C: Sites in rural areas and the countryside (para 14)</b></p>		
<p>When assessing the suitability of sites in rural or semi-rural settings LPAs should ensure that the scale of such sites do not dominate the nearest settled community.</p>		<p>Not applicable</p>
<p><b>Policy D: Rural exception sites (para 15)</b></p>		
<p>If there is a lack of affordable land to meet local traveller needs, LPAs in rural areas, where viable and practical, should consider allocating and releasing sites solely for affordable travellers' sites.</p>	<ul style="list-style-type: none"> <li>• If a rural exception site policy is used, and if so clarity that such sites shall be used for affordable traveller sites in perpetuity.</li> </ul>	<p>Not applicable</p>
<p><b>Policy E: Traveller sites in Green Belt (paras 16-17)</b></p>		

Policy Expectations	Possible Evidence	Evidence Provided
<p>Traveller sites (both permanent and temporary) in the Green Belt are inappropriate development.</p> <p>Exceptional limited alteration to the defined Green Belt boundary (which might be to accommodate a site inset within the Green Belt) to meet a specific, identified need for a traveller site ... should be done only through the plan-making process.</p>	<ul style="list-style-type: none"> <li>Green Belt boundary revisions made in response to a specific identified need for a traveller site, undertaken through the plan making process.</li> </ul>	<p>The Site Allocations DPD allocates land in the Green Belt to meet Travellers accommodation needs. This is informed by a Green Belt boundary review to make sure that the release of the sites for development does not unduly undermines the overall purpose and integrity of the Green Belt.</p>
<p><b>Policy F: Mixed planning use traveller sites (paras 18-20)</b></p>		
<p>Local planning authorities should consider, wherever possible, including traveller sites suitable for mixed residential and business uses, having regard to the safety and amenity of the occupants and neighbouring residents.</p>	<ul style="list-style-type: none"> <li>Consideration of the need for sites for mixed residential and business use (having regard to safety and amenity of the occupants and neighbouring residents), or separate sites in close proximity to one another.</li> <li>N.B. Mixed use should not be permitted on rural exception sites</li> </ul>	<p>GB10 and GB2 includes the provision of Traveller pitches to be planned as integral part of conventional housing provision.</p>
<p><b>Policy G: Major development projects (para 21)</b></p>		
<p>Local planning authorities should work with the planning applicant and the affected traveller community to identify a site or sites suitable for relocation of the community if a major development proposal requires the permanent or temporary relocation of a traveller site.</p>	<ul style="list-style-type: none"> <li>Where a major development proposal requires the permanent or temporary relocation of a traveller site, the identification of a site or sites suitable for relocation of the community.</li> </ul>	<p>The only example is Ten Acre Farm where the site originally had an authorised use for three pitches for a single family. The site has planning permission for a Gymnastics Club. The loss of the three pitches is being met at various sites identified in the Site Allocations DPD – GB10 and GB2.</p>

**Conclusion**

Based on the above, the Council is satisfied that the tests of soundness have been met in preparing the Site Allocations DPD and consequently, the DPD is ready to be submitted to the Secretary of State for Examination in accordance with Section 20 of the Planning and Compulsory Purchase Act (as amended).

## **SECTION 2: SELF-ASSESSMENT OF LEGAL AND PROCEDURAL REQUIREMENTS**

Section 19 of the Planning and Compulsory Purchase Act 2004 (as amended) deals with the preparation of local development documents. It highlights the legal and procedural requirements to be taken into account when preparing local development documents.

The DPD:

- must be prepared in accordance with the local development scheme;
- must have regard to national policies and advice contained in guidance issued by the Secretary of State;
- must have regard to the Regional Spatial Strategy, in this case the Saved Policy NRM6 of the South East Plan,
- must have community involvement as an integral part of the process and must comply with the Statement of Community Involvement;
- must carry out an appraisal of the sustainability of the proposals in each document and prepare a report of the findings of the appraisal.

This self-assessment has been carried out using the relevant parts of the Planning Advisory Service well established legal compliance checklist. Reference has been made to a number of evidence base studies used to inform the preparation of the Site Allocations DPD. Where relevant, links to the documents are provided. A number of the documents are submitted to the Secretary of State as Submission Documents. All the Submission Documents can be accessed at: [www.woking2027.info/allocations/sadpds](http://www.woking2027.info/allocations/sadpds).

The following table sets out the requirements associated with the legal and procedural requirements and the evidence to demonstrate that the Council has met them where relevant.

## Stage one: The Beginning

Activity	Legal requirement	Additional notes	Possible evidence
1. Is the DPD identified in the adopted LDS? Have you recorded the timetable for its production?	The Act section 15(2) and section 19(1)		<p>The Council has an adopted Local Development Scheme. The Site Allocations DPD has been identified in the LDS as one of the local development documents that the Council wishes to prepare. The LDS sets out the overall purpose of the DPD.</p> <p>The LDS sets out the timetable for the preparation of the Site Allocations DPD. The LDS can be accessed by: <a href="https://www.woking2027.info/lids">https://www.woking2027.info/lids</a>. The DPD has been prepared in accordance with the timescales set out in the LDS.</p>
2. How will community engagement be programmed into the preparation of the DPD?	The Act section 19(3)	If the SCI is up-to-date, use that. If not set out any changes to community engagement as a result of changes in legislation.	<p>A number of the consultations undertaken during the preparation of the Site Allocations DPD are prescribed by Regulations, in particular, Regulations 18 and 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The timescales for the consultations are prescribed in the LDS. The Council has an up to date Statement of Community Involvement. The consultations have been undertaken in accordance with the SCI and the LDS. A Consultation Statement has been submitted as part of the Submission Documents setting out how the Council has engaged residents and all other stakeholders during the preparation of the Site Allocations DPD. A copy of the SCI can be accessed by: <a href="https://www.woking2027.info/community">https://www.woking2027.info/community</a>.</p> <p>During each consultation period, there was a Consultation Plan of activities to engage the community to respond. An example of the Consultation Plan is in the Consultation Statement. See pages 37 – 39.</p>
3. Have you considered the appropriate bodies you should consult?		Regulation 2 defines the general and specific consultation bodies.	The Council has established a consultation database comprising of the appropriate bodies and individuals who have agreed to be consulted on the DPD and other planning policy documents. The Council has published a Regulation 17 Statement. This also meets the



Activity	Legal requirement	Additional notes	Possible evidence
		<p>The possible evidence may duplicate each other. Only use what you need to.</p>	<p>requirements of Regulation 22. The Statement includes the list of bodies invited to make representations. The Regulation 17 Statement is one of the Submission Documents submitted to the Secretary of State.</p> <p>A Duty to Cooperate Statement has been published as part of the Submission Documents setting out how the prescribed bodies have been engaged in preparing the DPD.</p> <p>The Council has published a Consultation Statement setting out the extent of engagement the Council has undertaken during the preparation of the DPD.</p>
<p>4. How you will co-operate with other local planning authorities, including counties, and prescribed bodies, to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?</p>	<p>The Act section 33A(1)(a) and (b), section 33A(3)(d) (e) &amp; (4)</p> <p>The Act Section 20(5)(c)</p> <p>Regulation 4</p>	<p>Section 33A(4) defines a "strategic matter".</p> <p>Under section 33A(6) the required engagement includes considering joint approaches to the plan making activities (including the preparatory activities) and considering whether to agree joint local development documents under section 28.</p> <p>The bodies prescribed by section 33A(1)(c) are set out at Regulation 4(1).</p>	<p>A Duty to Cooperate Statement has been prepared setting out how the prescribed bodies, including neighbouring local authorities have been engaged throughout the DPD preparation process. The Duty to Cooperate Statement is part of the Submission Documents.</p>

Activity	Legal requirement	Additional notes	Possible evidence
<p>5. How you will co-operate with any local enterprise partnerships (LEP) or local nature partnerships (LNP) to identify and address any issues or strategic priorities that will have a significant impact on at least two planning areas?</p>	<p>The Act section 33A(1)(c) and section 33A(9), section 33A(3)(d) and (e)</p> <p>The Act section 20(5)(c).</p> <p>Regulation 4</p>	<p>Section 33A(4) defines a "strategic matter".</p> <p>Strategic priorities are listed at NPPF Para 156.</p> <p>Regulation 4(2) prescribes LEPs and LNPs for the purposes of section 33A(9).</p> <p>Under section 33A(6) the required engagement includes consulting on joint approaches to relevant activities.</p>	<p>The Duty to Cooperate Statement sets out how the local LEP (Enterprise M3 LEP) has been engaged in preparing the DPD. The Duty to Cooperate Statement is part of the Submission Documents.</p>
<p>6. Is baseline information being collected and evidence being gathered to keep the matters which affect the development of the area under review?</p>	<p>The Act section 13</p>		<p>The Sustainability Appraisal Scoping Report includes baseline information gathered and used to appraise alternative sites. This can be accessed by: <a href="https://www.woking2027.info/allocations/allocation">https://www.woking2027.info/allocations/allocation</a>.</p> <p>Appendix 1 of the Site Allocations DPD is a list of the relevant evidence base studies gathered and used to inform the DPD. The Site Allocations DPD can be accessed by: <a href="https://www.woking2027.info/allocations">https://www.woking2027.info/allocations</a>.</p>
<p>7. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?</p>	<p>The Act section 19(5)</p>		<p>The Sustainability Appraisal Scoping Report includes baseline information used to appraise alternative sites. This can be accessed by: <a href="https://www.woking2027.info/allocations/allocation">https://www.woking2027.info/allocations/allocation</a>.</p>

Activity	Legal requirement	Additional notes	Possible evidence
<p>8. Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal report?</p>	<p>Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.</p>	<p>The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation bodies' which are defined in Regulation 2).</p>	<p>All the statutory consultees including the Environment Agency and Natural England and the key stakeholders have been consulted on the scope of the DPD. See the Regulation 17 Statement and Scoping Report for evidence of how they were consulted, the representations made and how the representations were taken into account. The Council has published a Regulation 17 Statement as part of the Submission Documents. The Council has also published a Duty to Cooperate Statement setting out how the prescribed bodies have been involved in the preparation of the DPD.</p>

**Stage two: Plan preparation - frontloading phase**

Information assembled during this stage contributes to:

- showing that the procedures have been complied with;
- demonstrating cooperation with statutory cooperation bodies; and
- developing alternatives and options.

## Stage two: Plan preparation

Activity	Legal requirement	Additional notes	Possible evidence
<p>1. Have you notified:</p> <ul style="list-style-type: none"> <li>• the specific consultation bodies?</li> <li>• the general consultation bodies that have an interest in the subject of the DPD and invited them to make representations about its contents?</li> </ul>	<p>Regulation 18(1) and (2)(a) (b)</p>	<p>Specific and general consultation bodies are defined in Regulation 2.</p>	<p>The Council notified the specific consultation bodies including the statutory consultees and key stakeholders of its intention to prepare the DPD. The list of bodies invited, how they were invited, their comments and how the comments have been taken into account are set out in the Regulation 17 Statement, which is submitted as part of the Submission Documents.</p> <p>The Consultation Statement also sets out how the Council has involved the community in preparing the DPD.</p>
<p>2. Are you inviting representations from people resident or carrying out business in your area about the content of the DPD?</p>	<p>Regulation 18(1) and (2)(c)</p>		<p>The Council invited representations from the key stakeholders including business interests. The Council notified the specific consultation bodies and key stakeholders of its intention to prepare the DPD. The list of bodies invited, how they were invited, their comments and how the comments were taken into account are set out in the Regulation 17 Statement, which is submitted as part of the Submission Documents. The Consultation Statement also sets out how the Council has involved the community in preparing the DPD.</p>
<p>3. Are you engaging with stakeholders responsible for delivery of the strategy?</p>	<p>Regulation 18</p>		<p>The Council notified the specific consultation bodies and key stakeholders, including delivery agents such as the County Council, developers and infrastructure providers of its intention to prepare the DPD. The list of bodies invited, how they were</p>

Activity	Legal requirement	Additional notes	Possible evidence
			invited, their comments and how the comments were taken into account are set out in the Regulation 17 Statement, which is submitted as part of the Submission Documents. The Consultation Statement also sets out how the Council has involved the community in preparing the DPD. The Council has published an Infrastructure Delivery Plan with the involvement of infrastructure providers.
4. Are you taking into account representations made?	Regulation 18(3)	Evidence from participation is part of the justification. Show how you have taken representations into account.	The list of bodies invited, how they were invited, their comments and how the comments were taken into account are set out in the Regulation 17 Statement, which is submitted as part of the Submission Documents. The Consultation Statement also sets out how the Council has involved the community in preparing the DPD and how the representations have been taken into account.
5. Does the consultation contribute to the development and sustainability appraisal of alternatives?	The Act section19(5)  Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633		The SA has been informed by the various consultations. The Regulation 17 Statement and the Consultation Statement sets out how the various consultations have informed the SA as it evolved.
6. Is the participation: <ul style="list-style-type: none"> <li>• following the principles set out in your SCI?</li> </ul>	The Act section19(3)		The Council has an approved Statement of Community Involvement. The various Consultations were carried out in accordance with the SCI. The Statement of Community Involvement can be accessed by:

Activity	Legal requirement	Additional notes	Possible evidence
<ul style="list-style-type: none"> <li>integrating involvement with the sustainable community strategy?</li> <li>proportionate to the scale of issues involved in the DPD?</li> </ul>			<a href="https://www.woking2027.info/community">https://www.woking2027.info/community</a> . The SCI is part of the Submission Documents.
<p>7. Are you keeping a record of:</p> <ul style="list-style-type: none"> <li>the individuals or bodies invited to make representations?</li> <li>how this was done?</li> <li>the main issues raised?</li> </ul>	The Act section 20(3)	<p>You will need to submit a statement of representations under Regulation 22 (1) (c): see Submission stage below.</p> <p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>The Council has kept a record of bodies and individuals invited to make representations, how they were invited to make representations and how their representations have been taken into account to inform the DPD. See Regulation 17 Statement the Consultation Statement and the Duty to Cooperate Statement. These documents are part of the Submission Documents.</p>
<p>8. Are you inviting representations on issues that would have significant impacts on both your areas from another local planning authority? Or county issues from an affected county council that is not a</p>	<p>The Act section 33A(1)(a) (b) and (c), section 33A(3)(d) &amp; (e) section 33A(4) section 33A(9)</p> <p>The Act section 20 (5)(c)</p>	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.</p> <p>Section 33A(2) requires you to engage</p>	<p>All the prescribed bodies including neighbouring authorities, the County Council and the LEP have been engaged throughout the key stages of the process. The engagement has been a combination of informal and formal methods. They were invited to make representations. The list of the bodies invited to make representations, how they were invited and how their representations were taken into account are set out in the Duty to Cooperate Statement, the Consultation Statement and the</p>

Activity	Legal requirement	Additional notes	Possible evidence
<p>planning authority? Or significant cross-boundary issues and strategic priorities of a body prescribed under Section 33A(1)(c)?</p>		<p>constructively, actively and on an ongoing basis.</p>	<p>Regulation 17 Statement. The Documents are part of the Submission Documents.</p>
<p>9. Are you inviting representations on cross-boundary issues and strategic priorities from a local enterprise partnership (LEP) or a local nature partnership (LNP)?</p>	<p>The Act section 33A(1)(c) and Section 33A(9).  The Act section 20(5) (c).  Regulation 4</p>	<p>Section 33A(3)(d) and (e) requires cooperation on significant cross-boundary issues before and during plan preparation.  Section 33A(2) requires you to engage constructively, actively and on an ongoing basis.</p>	<p>All the prescribed bodies including neighbouring authorities, the County Council the LEP and the Local Nature Partnership were invited to make representations. The list of the bodies invited to make representations, how they were invited and how their representations were taken into account are set out in the Duty to Cooperate Statement, Consultation Statement and the Regulation 17 Statement. The Documents are part of the Submission Documents.</p>
<p>10. Are you developing a framework for monitoring the effects of the DPD?</p>	<p>The Act section 35  Regulation 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363</p>	<p>It is a matter for each council to decide what to include in their monitoring reports while ensuring they are prepared in accordance with relevant UK and EU legislation” Chief Planning Officer letter 30 March 2011</p>	<p>Both the Core Strategy and the Site Allocations DPD have inbuilt mechanism for monitoring the delivery of the DPDs. The Core Strategy has robust set of indicators for monitoring housing, employment retail and all the other policy outcomes. See Appendix 5 and Section 6 of Core Strategy and pages 325 – 331 of the Site Allocations DPD.</p>



Activity	Legal requirement	Additional notes	Possible evidence
		withdrawing ODPM guidance.	

### Stage three: Plan preparation – formulation phase

Activity	Statutory requirement	Additional notes	Possible evidence
<p>1. Are you preparing reasonable alternatives for evaluation during the preparation of the DPD?</p>	<p>Regulation 12 (2) of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633</p>	<p>The sustainability appraisal report and supporting documents relevant to the preparation of the DPD are part of the proposed submission documents (see Regulation 17).</p>	<p>The Strategic Housing Land Availability Assessment (SHLAA) and the Green Belt boundary review provides clear evidence of alternative sites identified for appraisal. The Council has published a Sustainability Appraisal Report. The SA appraised alternative options and recommended the most sustainable options to be allocated in the DPD. It also sets out why sites were recommended for rejection. The SA is part of the Submission Documents. The Council has also carried out a Green Belt boundary review and transport assessments to test various options to inform the preferred options. These evidence base studies are part of the Core evidence based documents compiled for the purposes of the Examination. The Green Belt boundary review report can be accessed by:  <a href="https://www.woking2027.info/ldfresearch/greenbeltreview">https://www.woking2027.info/ldfresearch/greenbeltreview</a>.                      The Transport Assessments were also used to assess the impacts of different options. The Transport Assessments can be accessed by:  <a href="https://www.woking2027.info/ldfresearch/strategictransportassessmentaddendum">https://www.woking2027.info/ldfresearch/strategictransportassessmentaddendum</a>.  <a href="https://www.woking2027.info/ldfresearch/stagb">https://www.woking2027.info/ldfresearch/stagb</a>.</p>
<p>2. Have you assessed alternatives against:</p> <ul style="list-style-type: none"> <li>• consistency with national policy?</li> </ul>	<p>The Act section 19 (2), section 24</p>	<p>For London boroughs and local authorities where regional strategies are still in force general</p>	<p>Alternatives were assessed against relevant criteria as set out in the various evidence base studies. See the SA Report and the Green Belt boundary review report. It is important to note that the testing of options underpinning the preparation of the Core</p>

Activity	Statutory requirement	Additional notes	Possible evidence
<ul style="list-style-type: none"> <li>• general conformity with the regional spatial strategy where still in force?</li> </ul>		conformity is tested formally later but you need to consider it during preparation of the DPD.	Strategy assessed options against national policy and the saved policy of the Regional Plan.
<p>3. Are you having regard to (where relevant):</p> <ul style="list-style-type: none"> <li>• adjoining regional spatial strategies?</li> <li>• the spatial development strategy for London?</li> <li>• Planning Policy for Wales?</li> <li>• the National Planning Framework for Scotland?</li> </ul>	The Act sections 19 (2) and 24 (1) and (4)	Where the regional strategy has been revoked you should record that fact.	The DPD has been prepared to be in general conformity with the NPPF and the Saved Policy of the South East Plan. For example, the DPD allocates sufficient SANG land to mitigate and/or avoid harm to the Thames Basin Heaths Special Protection Areas in accordance with Policy NRM6 of the South East Plan. The DPD also safeguard land to ensure the enduring permanence of the Green Belt boundary in accordance with paragraph 139 of the NPPF.
<p>4. Are you co-operating with other local planning authorities including counties, to address significant</p>	The Act section 33A(2)(a)  Section 33A(6)(a)(b)		The Council has been cooperating with neighbouring authorities and the County Council in preparing the DPD. The Council has submitted a Duty to Cooperate Statement and a Consultation Statement setting out how it has cooperated with all the prescribed bodies. The Council has signed a Memorandum of Understanding and a Statement of Common Ground with

Activity	Statutory requirement	Additional notes	Possible evidence
<p>cross boundary issues?</p> <p>Have you discussed doing joint local development documents?</p>	<p>Section 20(5) (c)</p>		<p>Guildford and Waverley Borough Councils who form part of the West Surrey Housing Market area. It has also signed a Statement of Common Ground with Runnymede Borough Council and Surrey County Council on waste. These are Appendices to the Duty to Cooperate Statement. See Appendices 3a – 3d of the Duty to Cooperate Statement.</p>
<p>5. Are you cooperating with a person prescribed for the purposes of Regulation 33A(1)(c) to address significant cross boundary issues including preparing joint approaches?</p>	<p>The Act section 33A(2)(a), section 33A(6)(a)</p> <p>The Act section 20 (5) (c)</p> <p>Regulation 4</p>	<p>The bodies prescribed by The Act section 33A(1)(c) are set out at Regulation 4 (1).</p>	<p>The Council has been cooperating with neighbouring authorities the County Council and the other prescribed bodies. The Council has submitted a Duty to Cooperate Statement and a Consultation Statement setting out how it has cooperated with all the prescribed bodies. The Council has signed a Memorandum of Understanding and a Statement of Common Ground with Guildford and Waverley Borough Councils who form part of the West Surrey Housing Market area. It has also signed a Statement of Common Ground with Runnymede Borough Council and Surrey County Council on waste. The Statements of Common Ground are Appendices to the Duty to Cooperate Statement. See Appendices 3a – 3d of the Duty to Cooperate Statement. The Duty to Cooperate Statement is part of the Submission Documents.</p>
<p>6. Are you cooperating with having regard to the activities of the LEP and LNP?</p>	<p>The Act section 33A(2)(b) and section 33A(9). Regulation 4 (2)</p>		<p>The Council has published a Duty to Cooperate Statement setting out how it has engaged with the LEP and the Local Nature Partnership. The Duty to Cooperate Statement is part of the Submission Documents.</p>

Activity	Statutory requirement	Additional notes	Possible evidence
<p>7. Are you having regard to:</p> <ul style="list-style-type: none"> <li>• your sustainable community strategy or of other authorities whose area comprises part of the area of the council?</li> <li>• any other local development documents adopted by the council?</li> </ul>	<p>The Act section19(2)</p>		<p>The DPD has a specified purpose to identify sites to enable the delivery of the Core Strategy. Consequently, it has been prepared to be in general conformity with the Core Strategy. See Policy CS1 of the Core Strategy and page 4 of the Site Allocations DPD.</p>
<p>8. Do you have regard to other matters and relevant strategies relating to:</p> <ul style="list-style-type: none"> <li>• resources</li> <li>• the local/regional economy</li> <li>• the local transport plan and transport facilities and services</li> <li>• waste strategies</li> </ul>	<p>The Act section19(2)</p>	<p>As well as the matters and strategies listed in the Act and Regulations there are likely to be other matters identified in planning policy statements, regional and local strategies that you will need to have regard to in preparing the DPD.</p>	<p>The DPD allocates sufficient land to enable the delivery of the economic strategy of the Core Strategy. It also safeguards land for transport proposals that are identified in the transport strategy for the area. Example is Proposal UA7 of the DPD. The delivery of the transport proposals will help achieve some of the objectives of the Local Transport Plan.</p>

Activity	Statutory requirement	Additional notes	Possible evidence
<ul style="list-style-type: none"> <li>hazardous substances</li> </ul>			
<p>9. Are you having regard to the need to include policies on mitigating and adapting to climate change?</p>	<p>The Act section19(1A)</p>		<p>Policies to help adapt to climate change are addressed in the Core Strategy. See policy CS22 of the Core Strategy. The DPD also allocates land for the provision of a new CHP plant. See Proposal UA14 of the DPD. The proposals of the DPD include key requirements that will help promote sustainable development and help development adapt to climate change. For example the requirements for the storage of recyclable materials, provision of green infrastructure and meeting sustainable drainage systems requirements.</p>
<p>10. Have you undertaken the sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?</p>	<p>The Act section19(5)  Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>Regulation13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures.</p>	<p>The Council has published a SA Report of the DPD. The SA Report was published for consultation during both Regulations 18 and 19 consultations and representations received have been taken into account. The SA Report is part of the Submission Documents. The SA Report can be accessed by this link: <a href="https://www.woking2027.info/allocations/siteallocationsdpdsustainabilityappraisalmainreport">https://www.woking2027.info/allocations/siteallocationsdpdsustainabilityappraisalmainreport</a>.</p>
<p>11. Are you setting out reasons for any preferences between alternatives?</p>		<p>This will include Information from the sustainability appraisal.</p>	<p>The SA Report and the Green Belt boundary review report are clear about how alternative sites have been assessed and how sites have been selected or rejected with reasons. The Green Belt boundary review can be accessed by: <a href="https://www.woking2027.info/ldfresearch/greenbeltreview">https://www.woking2027.info/ldfresearch/greenbeltreview</a>.</p>

Activity	Statutory requirement	Additional notes	Possible evidence
<p>12. Have you taken into account any representations made on the content of the DPD and the sustainability appraisal? Are you keeping a record?</p>	<p>Regulations 17, 18(3) and 22 (1) (c) (iv)</p> <p>Regulation 13(4) of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	<p>Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive.</p>	<p>The Consultation Statement, the Duty to Cooperate Statement and the Regulation 17 Statement include analysis of representations and how they have been taken into account. The documents are part of the Submission Documents.</p>
<p>13. Where sites are to be identified or areas for the application of policy in the DPD, are you preparing sufficient illustrative material to:</p> <ul style="list-style-type: none"> <li>• enable you to amend the currently adopted policies map?</li> <li>• inform the community about the location of proposals?</li> </ul>		<p>Regulation 2 defines the terms ‘submission’ and ‘adopted’ proposals map.</p> <p>A map showing changes to the adopted policies map is part of the proposed submission documents defined in Regulation 17.</p>	<p>The Council has published an amended Proposals Map and Insets Map to provide spatial illustration of the proposals in the DPD. Each proposal of the DPD has a Location Plan and an aerial photo of the site. The Proposals Map can be accessed by: <a href="https://www.woking2027.info/res/uploads/Proposals%20Map%20-%20October%202018.pdf">https://www.woking2027.info/res/uploads/Proposals%20Map%20-%20October%202018.pdf</a>.</p>
<p>14. Are the participation arrangements</p>	<p>The Act, section 19(3)</p>		<p>The Regulations 18 and 19 consultations have been undertaken in accordance with the SCI. The SCI can be accessed by :</p>

Activity	Statutory requirement	Additional notes	Possible evidence
compliant with the SCI?	Regulation 18		<a href="https://www.woking2027.info/community">https://www.woking2027.info/community</a> . The Council has submitted a Consultation Statement as part of the Submission Documents to demonstrate how it has engaged the local community and all stakeholders in preparing the DPD. It provides evidence that the various consultations have been done in accordance with the SCI.



## Stage four: Publication

Activity	Statutory requirement	Additional notes	Possible evidence
1. Have you prepared the sustainability appraisal report?	The Act section19(5)  Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633		The Council has prepared and published a Sustainability Appraisal Report for the publication version of the DPD. This can be accessed by: <a href="https://www.woking2027.info/allocations/siteallocationsdpdsustainabilityappraisalmainreport">https://www.woking2027.info/allocations/siteallocationsdpdsustainabilityappraisalmainreport</a> .
2. Have you made clear where and within what period representations must be made?	Regulation 17, 19, 20 and 35	The period must not be less than 6 weeks from when you publish under Regulations 19 and 35 (see below).	A Statement of Representations Procedure was published setting out the period of the Regulation 19 consultation and where the DPD and supporting documents are deposited. See pages 1 and 2 of the Site Allocations DPD. The information was published on the website and in local newspapers. The Consultation Statement sets out in detail how, when, what and where of the consultation relating to the publication version of the DPD. The Consultation Statement is part of the Submission Documents.
3. Have you made copies of the following available for inspection: <ul style="list-style-type: none"><li>the proposed submission documents?</li></ul>	Regulation 19(a)	Regulation 17 gives definitions.	The DPD and the supporting documents were deposited at the Civic Offices and at all the local libraries for inspection. The documents were put on the website. Leaflets were distributed directing people to where the documents can be accessed. The Statement of Representations Procedure was published in the local newspaper as a Public Notice and on the website. The DPD can be accessed by: <a href="https://www.woking2027.info/allocations">https://www.woking2027.info/allocations</a> .

Activity	Statutory requirement	Additional notes	Possible evidence
<ul style="list-style-type: none"> <li>the statement of the representations procedure?</li> </ul>			
<p>4. Have you published on your website:</p> <ul style="list-style-type: none"> <li>the proposed submission documents?</li> <li>the statement of the representations procedure?</li> <li>statement and details of where and when documents can be inspected?</li> </ul>	Regulation 35	Regulations 2 and 17 give definitions.	The DPD, the supporting documents and the Statement of the Representations Procedure were published on the website and can be accessed by: <a href="https://www.woking2027.info/allocations">https://www.woking2027.info/allocations</a> .
<p>5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> <li>A copy of each of the proposed submission documents</li> </ul>	Regulation 19(b)	Regulations 2 and 17 give definitions.	The prescribed bodies were sent direct letters with links to the Publication version of the DPD and the Statement of Representations Procedure. The statutory consultees were in addition sent paper copies of the DPD and the supporting documents. Details are set out in the Consultation Statement and the Duty to Cooperate Statement.

Activity	Statutory requirement	Additional notes	Possible evidence
<ul style="list-style-type: none"> <li>The statement of the representations procedure?</li> </ul>			
<p>6. Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> <li>the statement of the representations procedure?</li> <li>where and when the documents can be inspected?</li> </ul>	Regulation 19(b)	Regulations 2 and 17 give definitions.	Direct mails were sent to over 3,000 individuals and organisation who are on the Council consultation database with a copy of the Statement of Representations Procedure. Emails were sent to people who had indicated that as preference. The Statement of Representations Procedure was put on the website and published in the local newspapers as a Public Notice. There were various consultation events to publicise the consultation and encourage people to respond. Details are set out in the Consultation Statement.
<p>7. Have you requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the DPD spatial development strategy?</p>	The Act section 24	The request must be made on the day you publish the documents under Regulation 19(a) and a response must be made within six weeks from the request (Regulation 21).	Not applicable.

### Stage five: Submission

Activity	Statutory requirement	Additional notes	Possible evidence
1. Has the DPD been prepared in accordance with the LDS? Does the DPD's listing and description in the LDS match the document? Have the timescales set out in the LDS been met?	The Act section 19(1)	The Act section 15(2) sets out the matters specified in the LDS.  As at January 2013, no further matters are prescribed in the Regulations.	The DPD has been prepared in accordance with the LDS. The LDS sets out the list of DPDs that the Council wishes to prepare, including the Site Allocations DPD. The LDS also sets out the overall purpose of the DPD. The DPD meets this objective. The LDS sets out the timescales for the key stages of preparing the DPD. The DPD has been prepared in accordance with the timescale set out in the current LDS. The LDS can be accessed at: <a href="https://www.woking2027.info/lids">https://www.woking2027.info/lids</a> .
2. Has the DPD had regard to any sustainable community strategy for its area (like a county and district)?	The Act section 19(2)		The Core Strategy was prepared having regard to the sustainable community strategy. The DPD has been prepared to be in general conformity with the Core Strategy.
3. Is the DPD in compliance with the SCI (where one exists)? Has the council carried out consultation as described in the SCI?	The Act section 19(3)	Before the SCI is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met	The Council has carried out Regulations 18 and 19 consultations and a bespoke consultation on the possibility of substituting the safeguarded sites in the Regulation 18 version of the DPD with the land east of Martyrs Lane. All the various consultations were carried out in accordance with the SCI. A Consultation Statement has been submitted to demonstrate that the consultations that were undertaken gave due regard

Activity	Statutory requirement	Additional notes	Possible evidence
		the regulations (as amended).	to the SCI. The Council has also published as part of the Submission Documents a Regulation 17 Statement and a Duty to Cooperate Statement.
<p>4. Have you identified and addressed any issues which are likely to have a significant impact on at least two planning areas. In doing so, have you co-operated with other local planning authorities, county councils where they are not a planning authority, LEPs, LNPs and the prescribed bodies in identifying and addressing any strategic cross-boundary issues</p> <p>If you have not agreed on the approach is there a justification?</p>	<p>The Act section 33A(1) and section 20(5)</p>	<p>Under NPPF para 182, the plan should be based on effective joint working on cross-boundary strategic priorities to be found 'Effective'.</p>	<p>The Council has published a Duty to Cooperate Statement setting out how it has engaged with the prescribed bodies to address cross boundary issues. The Duty to Cooperate Statement is part of the Submission Documents.</p>

Activity	Statutory requirement	Additional notes	Possible evidence
<p>5. Has the DPD been subject to sustainability appraisal? Has the council provided a final report of the findings of the appraisal?</p>	<p>The Act section 19(5)</p>		<p>The Council has published and submitted a Sustainability Appraisal Report. This can be accessed by: <a href="https://www.woking2027.info/allocations/siteallocationsdpdsustainabilityappraisalmainreport">https://www.woking2027.info/allocations/siteallocationsdpdsustainabilityappraisalmainreport</a>.</p>
<p>6. Is the DPD to be submitted consistent with national policy?</p>	<p>The Act section 19(2) and Schedule 8</p>		<p>The Council has published a self-assessment of the tests of soundness to demonstrate how the DPD has been prepared to be in general conformity with national policy. This is submitted as part of the Submission Documents and available in Section 1 above.</p>
<p>7. Does the DPD contain any policies or proposals that are not in general conformity with the regional strategy where it still exists? If yes, is there local justification?</p>	<p>The Act section 24(1)(a) and 24(4)</p>	<p>In London the requirement is for general conformity with the spatial development strategy (The London Plan).</p>	<p>No, the DPD does not contain any policies that are not in general conformity with the regional plan. The South East Plan has been revoked except the Saved Policy NRM6. The DPD allocates sufficient SANG land in accordance with this policy.</p>

Activity	Statutory requirement	Additional notes	Possible evidence
<p>If the LPA is a London borough or a mayoral development corporation has it requested an opinion from the Mayor of London on the general conformity of the plan with the spatial development strategy?</p>			
<p>8. Has the council published the prescribed documents, and made them available at their principal offices and their website?</p> <p>Has the council notified the relevant statutory and non-statutory bodies, and</p>	<p>The Act section 20(2), 20(3) and 20(5)(b)</p> <p>Regulation 19</p>	<p>Requirements relating to publication of the prescribed documents are listed later in this table.</p>	<p>The Council has notified the prescribed bodies, statutory consultees, key stakeholders and everyone on the consultation database of the submission of the DPD and the Submission Documents to the Secretary of State. The Submission Documents are published on the website and are deposited at the Civic Offices and the libraries across the Borough for inspection.</p>

Activity	Statutory requirement	Additional notes	Possible evidence
<p>all persons invited to make representations on the plan?</p> <p>Does the DPD contain a list of superseded saved policies?</p>			
<p>9. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map?</p> <p>If yes, have you prepared a submission policies map?</p>			<p>The DPD is a Site Allocations DPD and contains Maps and Location Plans. A Proposals Map and Insets Map have been published and submitted as part of the Submission Documents. The Proposals Map can be accessed by: <a href="https://www.woking2027.info/res/uploads/Proposals%20Map%20-%20October%202018.pdf">https://www.woking2027.info/res/uploads/Proposals%20Map%20-%20October%202018.pdf</a>.</p>
<p>10. Is the DPD consistent with any other adopted DPDs for the area? If the DPD is intended to</p>		<p>Development Plan is defined in Section 38 of the Act.</p>	<p>The DPD has a clear purpose to identify sites to enable the delivery of the Core Strategy. Consequently, it has been prepared to be in general conformity with the Core Strategy.</p>



Activity	Statutory requirement	Additional notes	Possible evidence
<p>supersede any adopted development plan policies, does it state that fact and identify the superseded policies?</p>			
<p>11. Have you prepared a statement setting out:</p> <ul style="list-style-type: none"> <li>• Which bodies and persons were invited to make representations under Regulation 18?</li> <li>• How they were invited?</li> <li>• A summary of the main issues raised?</li> <li>• How the representations have been taken into account?</li> </ul>	<p>The Act section 20 (3)  Regulation 22(1)(c)</p>	<p>This will bring forward material from the Consultation statement (see Stage 2 above).</p>	<p>A Consultation Statement has been prepared as part of the Submission Documents.  A Regulation 17 Statement has been prepared as part of the Submission Documents. Both documents sets out bodies invited to make representations, how they were invited, a summary of the representations and how they have been taken into account. In addition, the Council has published a Duty to Cooperate Statement as part of the Submission Documents.</p>

Activity	Statutory requirement	Additional notes	Possible evidence
<p>12. Have you prepared a statement giving:</p> <ul style="list-style-type: none"> <li>• the number of representations made under Regulation 22?</li> <li>• a summary of the main issues raised?</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• that no representations were made?</li> </ul>	<p>The Act section 20(3)</p> <p>Regulation 22(1)(c)</p>		<p>A Consultation Statement has been prepared as part of the Submission Documents.</p> <p>A Regulation 17 Statement has been prepared as part of the Submission Documents. Both documents sets out the number of representations made (for example, see page 21 – 23 of the Consultation Statement), the bodies invited to make representations, how they were invited, a summary of the representations and how they have been taken into account. In addition, the Council has published a Duty to Cooperate Statement as part of the Submission Documents.</p>
<p>13. Have you collected together all the representations made under Regulation?</p>	<p>The Act section 20(3)</p> <p>Regulation 22(1)(e)</p>		<p>All the representations that were received have been published on the Council’s website. This can be accessed by: <a href="https://www.woking2027.info/allocations">https://www.woking2027.info/allocations</a>. Paper copies are available for inspection.</p>
<p>14. Have you assembled the relevant supporting documents?</p>	<p>The Act section 20(3)</p> <p>Regulation 22(1)(g)</p>		<p>All the Submission Documents are published on the website and deposited at the deposit venues at the Civic Offices and the local libraries (excluding the original, redacted representations which are available at the Civic Offices only, due to the volume of documentation).</p>

Activity	Statutory requirement	Additional notes	Possible evidence
<p>15. Has your council approved the DPD for submission?</p>		<p>Check the LPA's constitution/standing orders for the authorisation process appropriate for the type of DPD.</p>	<p>The Council approved the DPD for submission to the Secretary of State at its meeting on 25 July 2019. The Committee Report with the Council's resolve is on the Council's website (<a href="http://www.woking.gov.uk">www.woking.gov.uk</a>).</p>
<p>16. Have you sent the Secretary of State (the Planning Inspectorate) both a paper copy and an email of the following:</p> <ul style="list-style-type: none"> <li>• the DPD?</li> <li>• the submission policies map (unless there are no site allocation policies)?</li> <li>• the documents prescribed in Regulation 22(1)?</li> </ul>	<p>The Act section 20(1) and 20(3)</p> <p>Regulations 22(1) and 22(2)</p>	<p>Regulation 35 deals with the availability of documents and the time of their removal.</p> <p>Electronic copies of some of the representations and supporting documents may not be practicable.</p> <p>Regulation 35 deals with the availability of documents and the time of their removal.</p>	<p>An electronic and paper copies of the DPD, its supporting documents and other Submission Documents have been sent to the Secretary of State in accordance with Regulation 22. The Council has liaised with PINS to clarify how they would want the documents to be sent.</p>

Activity	Statutory requirement	Additional notes	Possible evidence
<p>17. Have you made the following available at the same places where the proposed submission documents were to be seen:</p> <ul style="list-style-type: none"> <li>• The DPD?</li> <li>• The documents prescribed in Regulation 22(1)?</li> </ul>	Regulation 22(3)	You should do this as soon as reasonably practicable after submission.	The DPD and all the other Submission Documents have been deposited at the Civic Offices and the Local libraries for inspection (excluding the original, redacted representations which, due to volume of documentation, are available for inspection at Civic Offices only). The documents are also published on the Council's website. The prescribed bodies and the general consultation bodies and individuals have been notified of the submission of the DPD and the other Submission Documents to the Secretary of State.
<p>18. On your website, have you published the:</p> <ul style="list-style-type: none"> <li>• DPD?</li> <li>• submission policies map?</li> <li>• sustainability appraisal report?</li> <li>• Regulation 22(1)(c) statement?</li> <li>• supporting documents</li> </ul>	Regulation 22(3) and 35(1)(b)	You should do this as soon as reasonably practicable after submission.	The DPD, the Proposals Map, the Insets Map, the SA Report, the Regulation 17 (Regulation 22) Statement and the other Submission Documents are published on the website here: <a href="https://www.woking2027.info/allocations/sadpdsb">https://www.woking2027.info/allocations/sadpdsb</a> .

Activity	Statutory requirement	Additional notes	Possible evidence
<p>(where practicable) ?</p> <ul style="list-style-type: none"> <li>representations made under Regulation 20 (where practicable) ?</li> <li>statement as to where and when the DPD and the documents are available?</li> </ul>			
<p>19. For each general consultation body invited to make representations under Regulation 18(1), have you sent:</p> <ul style="list-style-type: none"> <li>notification that the documents prescribed in Regulation 22(3)(a)(i)-(iii) are available for inspection</li> </ul>	Regulation 22(3)(b)	You should do this as soon as reasonably practicable after submitting to the Secretary of State.	A letter has been sent to notify each general consultation body that the DPD and its supporting documents have been submitted to the Secretary of State and to direct them to where the documents can be inspected.

Activity	Statutory requirement	Additional notes	Possible evidence
<ul style="list-style-type: none"> <li>• where and when they can be inspected?</li> </ul>			
<p>20. Have you given notice to persons who have requested to be notified that submission has taken place?</p>	Regulation 22(3)(c)	You should do this as soon as reasonably practicable after submitting to the Secretary of State.	A notice has been sent to notify everyone who has requested to be notified that the DPD and the other Submission Documents have been sent to the Secretary of State for Examination.
<p>21. If an examination is being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> <li>• published the time and place of the examination and the name of the person appointed to carry out the examination on your website?</li> <li>• notified those who have made representations on the published DPD</li> </ul>	<p>The Act section 20</p> <p>Regulations 24 and 35</p>		<p>The Programme Officer will in due course publish the date, time and place of the Examination and the person appointed to conduct the Examination. The Programme Officer will also notify those who have made representations which have not been withdrawn of the above details. The letter will be published on the website when it is sent.</p>

Activity	Statutory requirement	Additional notes	Possible evidence
which have not been withdrawn of these details?			

**Conclusion**

The Council is satisfied that the Site Allocations DPD has been prepared in accordance with the relevant legal and procedural requirements.