**LOCAL PLACE PLAN VALIDATION** 

**LOCAL PLACE PLAN NAME: …………………………………..**

This form provides a useful checklist for the process. It will help us to validate your Local Place Plan on the basis of the requirements set out in the Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021.

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| **STAGE 1: PRE SUBMISSION**  Prior to submitting a Local Place Plan to Argyll and Bute Council, the Community Body should send **copies of the Proposed LPP** and **Information Notice** as required below. | | |
| Evidence of your pre-submission process is required by the Council as part of the validation process as follows:   1. evidence that the proposed LPP and Information Notice was sent to the required groups and people. 2. evidence of what was sent and when e.g. through copies of emails/letters to Councillors/Community Councils. 3. a copy of the Information Notice that was sent. | Councillor(s) in LPP area | Cllr …………………………….  Cllr ……………………………  Cllr……………………………… |
| Community Council(s) in the LPP area | …………………………………..  ………………………………… |
| Community Council(s) adjoining the LPP area |  |
| **INFORMATION NOTICE**  This should include: | Notice undertaken | Yes/No |
| a) a brief description of the content and purpose of the proposed local place plan. | Content and Purpose | Yes/No |
| b) information as to **how** and to **whom** any representations on the content of the proposed local place plan should be made and the **date** by which they should be made. | How, to whom, date | Yes/No |
| Date Notice Issued | Date Issued |  |
| Date representations should be made by | Date representations due |  |
| Days LPP available for representations (not less than 28) | Number of Days |  |

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| **PRE SUBMISSION INFORMATION CHECK** | |
| Valid Pre-submission | Yes/No |

| **STAGE 2: LPP SUBMISSION: VALIDATION NOTES**  The Community Body is required to submit the following information: | | |
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| **COMMUNITY BODY INFORMATION** | | |
| The LPP should be prepared by a COMMUNITY BODY. Information to verify this should be supplied.   * Extant community councils - supply name of community council. * Other community group – Supply a copy of the written constitution of the community body (if the local place plan is submitted by a community body which is a community-controlled body (as defined in [section 19 of the Community Empowerment (Scotland) Act 2015](https://www.legislation.gov.uk/asp/2015/6/section/19))). | Name of community body |  |
| Verification of status supplied | Yes/No/NA |
| Please provide a **single** point of contact. Minimum of a contact name and a valid email. It must be with whom the Council is to correspond and to where. | Contact Details | |
| Name |  |
| Email |  |
| Address |  |
| Tel |  |
| **CONTENT OF LOCAL PLACE PLAN** | | |
| The name of the community body who has prepared the LPP | Yes/No | |
| Map of area indicating the boundary to which the LPP relates which must be sufficiently detailed to allow the boundaries of the LPP to be clearly identified.  A digital boundary would be appreciated eg. .shp, .dwg files. | Yes/No | |
| Statement of the community body’s proposals as to the development or use of land within the local place plan area. | Yes/No | |
| Map(s) identifying community body specific proposals for use **or** development of land or buildings. | Yes/No/NA | |
| Map(s) identifying any land or buildings that the community body considers to be of significance to the local area. | Yes/No/NA | |
| **INFORMATION ACCOMPANYING THE LPP (separate statement/documents)** | | |
| **Statement regarding consideration of other statutory plans.** | **Yes/No** | |
| Local Development Plan: explanation of how the Community Body had regard to the Local Development Plan. | Yes/No | |
| Local Development Plan: reasons why the Community Body considers that the Local Development Plan should be amended. | Yes/No | |
| National Planning Framework 4: explanation of how the Community Body had regard to NPF4. | Yes/No | |
| Locality Plan a separate statement explaining how the Community Body had regard to any extant locality plan.  For Argyll and Bute these include Community Action Plans which can be found [here](https://www.argyll-bute.gov.uk/community-action-planning#:~:text=Community%2Dled%20Action%20Planning%20is,partnership%20with%20residents%20and%20stakeholders.). | Yes/No/NA | |
| **Statement re. support for the LPP**  The Community Body’s view of the **level** and **nature** of support for the local place plan.  The basis on which this view has been reached, including details of representations received (what the support / objection is for and by whom). | **Yes/No** | |
| **Other Documents**  A copy of any document which is **referred** to in the LPP (unless it is published by the planning authority). This can be hyperlink, digital or hard copy (digital preferred). A list of references would be appreciated. | Yes/No | |
| **Guidance notes:**   1. **When producing the LPP, take into consideration the General Data Protection Regulation (GDPR):**   [Data Protection | Argyll and Bute Council (argyll-bute.gov.uk)](https://www.argyll-bute.gov.uk/my-council/data-protection).   1. **When producing the LPP, consider accessibility, where possible documents should be as accessible as possible.**   **The maximum size of documents that can be hosted on the Argyll and Bute Council website is 20mb, anything exceeding this would need to be compressed or divided up.** | | |
| LPP Valid | Yes/No | |