**Local Place Plan - Information Notice Template**

**Introduction**

A copy of your proposed Local Place Plan (LPP) and an information notice must be sent to each councillor for your LPP area, even if you have previously engaged with those councillors earlier in the process. This needs to be done prior to formally submitting your Local Place Plan to the Council. Where the LPP area covers more than one ward or extends into another local authority area, those councillors must also be sent the proposed LPP and the information notice.

Details of Moray Council councillors and ward boundaries can be found at [Councillor Contacts](https://moray.cmis.uk.com/moray/CouncilandGovernance/Councillors/tabid/63/ScreenMode/Ward/Default.aspx) and [Ward boundaries](Ward%20boundaries)

Copies of LPP and information notice must also be sent to the community council/s any part of whose area is within or adjoins your LPP area and this includes adjoining local authorities community councils as relevant.

Details of community councils in Moray and boundaries can be found at [Community Council Information](http://www.moray.gov.uk/moray_standard/page_45710.html)

Circular 1/2022 Local Place Plans sets out the content of the Information Notice to accompany your proposed LPP including a requirement to give no less than 28 days for councillors and community councils to respond.

To support community groups the Council has developed template letters to issue to councillors and community councils which contain all the relevant information identified in the Circular. The templates are intended to be customised to reflect your LPP.

Should you require help to identify the councillors and community councils for your LPP area please email [localplaceplans@moray.gov.uk](mailto:localplaceplans@moray.gov.uk)

Dear Councillor [Add surname]

**Local Place Plan Information Notice**

[Add the name of your community body here]has prepared a proposed Local Place Plan (LPP) for [add the name of your Local Place Plan area] which sits within your Ward. It is a requirement of the Local Place Plans Regulations 2021 to send each Councillor for our LPP area an Information Notice.

This Information Notice sets out a brief description of the content and purpose of the LPP, how and to who any representations on the content of the proposed LPP should be made and the deadline for responding.

The proposed LPP is [available to view at (add web address if online)] / [attached (if you are attaching a PDF]

The proposed LPP covers the area of [add the name and a general description of the LPP area].

The purpose of our proposed LPP is to [add why you have prepared the plan, including the main aim of the plan. For example, to identify community, needs, areas for development and aspirations, attracting funding]

The key proposals contained with the LPP include [provide a summary of key proposals]

If you have comments on our proposed LPP [please email them to insert email address or amend to reflect your preferred means of receiving comments]. The deadline for comments is [add a deadline for responses no less than 28-days from date of email].

Please get in touch if you have any questions.

Kind regards

Dear Community Council Secretary [customise depending on contact details]

**Local Place Plan Information Notice**

[Add the name of your community body here]has prepared a proposed Local Place Plan (LPP) for [add the name of your Local Place Plan area] which sits within or adjoins the [insert name of community council] boundary. It is a requirement of the Local Place Plans Regulations 2021 to send the community council/s for our LPP area an Information Notice.

This Information Notice sets out a brief description of the content and purpose of the LPP, how and to who any representations on the content of the proposed LPP should be made and the deadline for responding.

The proposed LPP is [available to view at (add web address if online)] / [attached (if you are attaching a PDF]

The proposed LPP covers the area of [add the name and a general description of the LPP area].

The purpose of our proposed LPP is to [add why you have prepared the plan, including the main aim of the plan. For example, to identify community, needs, areas for development and aspirations, attracting funding]

The key proposals contained with the LPP include [provide a summary of key proposals]

If you have comments on our proposed LPP, [please email them to insert email address or amend to reflect your preferred means of receiving comments]. The deadline for comments is [add a deadline for responses no less than 28-days from date of email].

Please get in touch if you have any questions.

Kind regards