**Local Place Plan Validation and Registration Checklist**

The LPP is to be submitted to Moray Council with information setting out how you have complied with legislative requirements. The notice below sets out the information required for a LPP to be accepted and considered valid for registration by the Council. The notice is to be completed by the community body who have prepared the LPP and submitted with the LPP to the Council. Please note that the information will be made available to the public when the LPP is placed on the Council’s LPP register.

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| **Scottish Government 2021 Regulations/Circular 2022** | **Requirement** | **Community Body Response** |
| Regulation 3 of the Town and Country Planning (Local Place Plans) Scotland Regulations 2021 (hereafter referred to as ‘the 2021 Regulations’)  Circular 1/2022 Local Place Plans para. 40 | The LPP is to identify the community body it has been prepared by. | This can be a simple statement or note on the LPP. |
| Regulation 5 of the 2021 Regulations  Circular 1/2022 Local Place Plans para.17 | Regulation 5(1)(a) of the 2021 Regulations require a copy of the written constitution of the community body that is submitting the LPP.  (Note: Community Council’s do not have to submit information confirming their status). | Example:  A copy of the written constitution of (*insert community body name*) is provided as a separate document. |
| Regulation 3 of the 2021 Regulations  Circular 1/2022 Local Place Plans para. 65 | Contact details (the address including any email address that you wish correspondence to be sent to). | Name of individual acting on behalf of the Community Body  Postal Address  Email Address |
| Regulation 3 of the 2021 Regulations  Circular 1/2022 Local Place Plans, para.41-45 | Contain a map that shows the land to which the LPP relates. This must be sufficiently detailed to enable the boundaries of the LPP area to be identified. | Example:  A map showing the LPP area is provided on page x of LPP. |
| Regulation 3 of the 2021 Regulations  Circular 1/2022 Local Place Plans, para.18-21, 41-45 | A statement of your proposals for the development or use of land or buildings within the LPP area, and/or land or buildings the community body considers to be of particular significance to the area.  A map(s) identifying the location of proposals for a specific area of land or a building(s). | Example:  Proposals and associated additional maps for land and/or buildings are set out in Section *x* on pages *x-x* of the LPP.  (Note: Maps must be detailed enough to clearly identify the location of the proposal(s). Additional photographs, sketches or drawings may be helpful in illustrating proposals and their location). |
| Regulations 4 of the 2021 Regulations  Circular 1/2022 paras.49-58, 66-67, 74-76 | Prior to submission to the Council, the LPP and information notice has been sent to each Councillor for the LPP area, and a Community Council any part of whose area is within or adjoins the LPP area. A minimum of 28 days is required for representations to be made. Evidence is to be submitted to comply with the 2021 Regulations.  (Note: The Council has provided an information notice template for Ward Councillors and Community Councils [**here**](http://www.moray.gov.uk/downloads/file161000.docx) which prescribes the information to be included as per the Regulations and Circular.) | Example:  The draft LPP was emailed to the following Ward *(insert Ward name and number)* Councillors on *(insert date): (list Councillors)*  The draft LPP was emailed to the following Community Council’s within or adjoining the LPP area on *(insert date): (list Community Councils)*  A copy of the Information Notices sent to the above Ward Councillors and Community Councils is included in Appendix *(insert Appendix number).* Those emails constitute the Information Notices required to comply with Section 4 of the Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021. |
| Regulation 5 of the 2021 Regulations  Circular 1/2022 paras.25-31, 68-69 | An explanation of how you have had ‘regard to’ the National Planning Framework 4 (NPF4), Local Development Plan (LDP), and the Locality Plan. If there is no Locality Plan for the LPP area, then this should be the Local Outcome Improvement Plan (LOIP).  Please note that the Cairngorms National Park Authority (CNPA) operates within part of the Moray Local Authority boundary. The boundary can be viewed [**here**](http://www.moray.gov.uk/moray_standard/page_119743.html) If the LPP area covers more than one planning authority then it will be helpful to show the boundary on a map.  A copy of any document referred to in the LPP is to be provided. A hyperlink in the LPP will suffice where documents are available online. If these are not available online, then a copy of the document is to be submitted with the LPP to the Council. | Example:  The LPP has had regard to the following Plans:   * National Planning Framework 4 (NPF4); * Moray Local Development Plan 2020 (LDP2020); and, * *(Insert Name)* Locality Plan or Moray Local Outcome Improvement Plan (LOIP).   The LPP vision, proposals and actions support the policy aims and agendas of the statutory development plan and Locality Plan, specifically *(list policy areas and proposals that the LPP supports).*  The LPP also takes account of:   * *(List other plans and provide a brief explanation as to how these have been taken into account in the preparation of the LPP)* |
| Regulation 5 of the 2021 Regulations  Circular 1/2022 Local Place Plans para.32-35, 70 | A statement setting out if, why and how the LPP differs from the NPF4, LDP and Locality Plan and the proposed LDP amendments. Scottish Government Circular 1-2022 ‘Local Place Plans’, paragraph 32-22 sets out that reasoning for the proposed amendments must be set out clearly in a statement/section within the LPP. | Example:  The LPP sets out proposed amendments to the LDP and the reasons in Section *x (pages x-x) for* consideration by Moray Council in the preparation of its next LDP.  Or,  The LPP supports the policy aims of NPF4, the LDP and Locality Plan and does not propose any amendments to the next LDP. |
| Regulation 5 of the 2021 Regulations  Circular 1/2022 Local Place Plans 71-73 | A statement setting out your view of the level and nature of support for the LPP including how you have reached that view. This is to include a description of any consultation undertaken in the preparation of the LPP.  (Note: The Council has provided an Engagement Template (hyperlink) to help plan and record engagement undertaken when preparing the LPP, and how the views of the community have been taken into consideration). | Example:  For information on the community engagement process used to develop the LPP please refer to Section *(insert number)* and Appendix *(insert number).* This also includes a summary of the representations received and the community body’s response to these to demonstrate how the community body have reached their views/conclusions in the final LPP.  The *(insert name of community body)* is satisfied that the LPP provides an accurate and evidence-based view of the local community’s views. |