

Neighbourhood Planning Advice Notes

Regulation 14 Consultation

1. What is 'Regulation 14'?

- 1.1 Regulation 14 of the [Neighbourhood planning regulations](#) require the draft neighbourhood plan proposal to be the subject of a pre-submission consultation before it is submitted to the local authority for independent examination. The consultation should last at least 6 weeks. The qualifying body (in Northumberland this would be the Parish Council) will need to approve the consultation draft of the plan and ensure that the Regulation 14 consultation takes place.
- 1.2 Pre-submission consultation requirements include publicising the draft plan to people who live, work or run businesses in the area. The publicity must include details of the proposed neighbourhood plan, where and when it may be viewed, and how to make comments on the plan and by what date.
- 1.3 Certain statutory bodies must be consulted, including the county council, the Environment Agency, Natural England and Historic England. **Please email the Neighbourhood Planning Team to request the contact details of the statutory consultees.**
- 1.4 It is also advisable to consult any local business or community organisations, such as chambers of commerce, civic societies and local trusts.
- 1.5 Many people will not want to read through the whole document, so it is useful to produce a simple leaflet or display boards that set out the main aims and the focus of the policies in the plan. Drop-in events may be a useful means of allowing people to ask questions or discuss the plan on a one-to-one basis. The draft plan and supporting documents should be uploaded to the neighbourhood plan website. Printed copies should be made available at

convenient locations, such as libraries, community centres, council offices and other key public buildings. Copies should be available to send to people who can't access a digital or displayed copy.

2. Considering representations and modifications

- 2.1 Any comments received by the end of the consultation period must be considered conscientiously by the qualifying body. All representations need to be considered, but it is legitimate for the neighbourhood plan body to take a different view. Indeed, different representations may demonstrate opposing views. A planning judgement needs to be taken.
- 2.2 A decision will need to be made over whether or not to amend the neighbourhood plan in response to each representation. The decisions on whether or not to amend the plan, and the reasoning behind them, should be recorded, as this information will need to be incorporated into the consultation statement.
- 2.3 The Regulations require that a 'consultation statement' is prepared and submitted with a neighbourhood plan when the plan is sent to the County Council. The consultation statement must:
 - contain details of the persons and bodies who were consulted about the proposed neighbourhood development plan;
 - explain how they were consulted;
 - summarise the main issues and concerns raised by the persons consulted; and
 - describe how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.
- 2.4 The qualifying body will need to agree the modifications and approve the resulting draft of the plan for submission to the local planning authority.