



Hinckley & Bosworth
Borough Council

Guidance note – A guide to Regulation 15 Submission to the LPA – March 2025

Introduction

Following the Regulation 14 pre-submission consultation, and after any changes have been made to the plan by the qualifying body as a result of that consultation, the neighbourhood plan group should be preparing to submit the plan to the Local Planning Authority (LPA) under Regulation 15. The neighbourhood planning body will need to agree what modifications are needed following their Regulation 14 Pre-Submission consultation, and approve the final draft of the plan ready for submission to the LPA. Once submitted and accepted by the LPA the plan will progress to Regulation 16 submission consultation, and ultimately will be submitted for examination. Therefore it is vital that the neighbourhood planning body are satisfied that the plan (and supporting documents) they are submitting to the council are in their final form.

In order to accept submission at Regulation 15 the neighbourhood plan submission must include a variety of documents. If any of these documents are missing or do not cover the necessary requirements, the LPA may not be able to accept the submission.

This guide will go through each of the required documents, and a checklist is included at the end of this document that neighbourhood plan groups can use just before submission to make sure all the required documents are there.

Required Documents

A map of the neighbourhood area

Neighbourhood plan groups need to include a map which identifies the area to which the plan relates. This should show the designated neighbourhood area in its entirety. However, most of the time the map of the area will be included within the neighbourhood plan document itself, so you won't need to provide a separate document, unless a larger version is required to see the intricacies of the boundary. It is a good idea to also include in the plan itself a paragraph stating whether the designated boundary follows a parish boundary exactly, and if not, why not, for example if it is a cross-boundary plan, it includes part of another parish or it's a joint parish plan.

Consultation Statement

The focus of the consultation statement should be on the 6-week Regulation 14 consultation. However, it should also include a summary of any previous community engagement and consultation that has been undertaken, i.e. any non-statutory, voluntary consultation events like drop-ins, community questionnaires etc. The statement should include an explanation of how

people were consulted, a summary of the main outcomes of such engagement and how this informed the content of the plan. If the plan was amended as a result of Regulation 14 comments, this would be the opportunity to show what those changes were. This helps to demonstrate that there has been a rigorous programme of community and stakeholder engagement throughout the process, and that the plan has evolved as a result.

The submission version of the neighbourhood plan

This is the final version of the plan that the Qualifying Body are happy to be sent to public consultation, examination and ultimately referendum (subject to examiner recommended modifications, if any). The plan should be in its final form, i.e. no gaps, no 'tracked changes', no edits to be made. The plan should be in an electronic and accessible format (see details below). The LPA can also make hard copies available for Regulation 16 Consultation.

Strategic Environmental Assessment (SEA) Screening or full Environmental Report

The SEA is essential for informing and influencing the Neighbourhood Plans development process. An SEA process helps both avoid and mitigate potential negative effects on the environment, and identify the 'win-win' opportunities available to the Neighbourhood Plan through policy enhancements and requirements for development. The SEA may also make recommendations for the plan, which will need to be addressed in the submission version of the plan.

Therefore, it is critical that either the SEA Screening or the full SEA Environmental Report (whichever was required) is included in the submission to the LPA. This is a legal requirement (please see separate guidance document on SEA's).

Basic Conditions Statement

The Basic Conditions Statement is a crucial piece of the submitted suite of documents. It is a statement outlining how the plan has met the requirements and basic conditions. It should outline:

- How the plan has regards to national policy
- How the plan contributes to sustainable development
- How the plan is in general conformity with the Hinckley and Bosworth Local Plan;
- That the plan is not breaching and is compatible with EU obligations

A local planning authority has to be satisfied that a basic condition statement has been submitted but the LPA is not required, at this stage, to consider whether the draft plan or order meets the basic conditions. It is only after the independent examination has taken place and after the examiner's report has been received that the local planning authority comes to its formal view on whether the draft neighbourhood plan or Order meets the basic conditions.

Minutes of PC meeting where plan signed off

This is a copy of the minutes of the Parish Council meeting where it was agreed by the Parish Council that the neighbourhood plan should be submitted for Regulation 15, and proceed to the Regulation 16 Submission Consultation. This is so the LPA can see that the Parish Council has had final say and sign off as the Qualifying Body and that they are happy for the plan to

proceed. This should also be accompanied by a letter from the Parish Council Chair, as explained below.

Letter from PC Chair stating their intention of submission

As above, this confirmation should be in writing (via email or letter) to accompany the minutes of the Parish Council meeting, and should come from the Parish Council Chair, confirming that the plan has been signed off by the council to proceed, and state what documents are included in submission (the checklist below may help with this).

Checklist for Submission

Please see below a checklist of all of the documents a Qualifying Body must submit to the Borough Council at Regulation 15 Submission:

Required document	Tick
A map showing the area which your plan will cover, i.e. the designated 'Neighbourhood Area'	
Consultation Statement	
The submission version of the neighbourhood plan	
SEA Screening and/or Full Environmental Report	
Basic Conditions Statement	
Minutes of the PC meeting where the plan was signed off	
Letter from the PC Chair	

Other things to note

As per the Accessibility Act, all documents published on public bodies websites must comply with the Website Accessibility Directive (2018). More information on this [here](#).

The Borough Council has to comply with this directive, which means that all documents published on the website available for download must be accessible to customers who may have a disability. These disabilities can include (but not limited to): hearing impairment/deaf, visual impairment/blind, mobility issues, dexterity issue (for example difficulty using their hands), cognitive disability (for example: dyslexia or autism).

Consequently it is responsibility of the **author** to create an accessible document, and therefore any neighbourhood plan documents submitted to the council to be published on the HBBC website must be made accessible by the Neighbourhood Plan Group/Qualifying Body. **If they are not to an accessible standard it is likely that they will not be accepted and will be returned.**

It would be preferable that anything additional to the documents in the above checklist (i.e. evidence base documents and supporting studies) should be hosted on the Parish Council

website, as usually there are a large number of them. This will avoid duplication across websites if they are already published documents. The LPA will then link to the Parish Council website from the HBBC website. Examples of this can be found on our 'made' neighbourhood plan pages.

Prior to formal submission we would advise that the neighbourhood group sends the documents in the above checklist to Planning Policy; they can do an initial check that the documents are to an accessible standard by running them through the Adobe Pro software. The LPA can then advise if any further work is required.

Email address for all enquiries: neighbourhood.plans@hinckley-bosworth.gov.uk