

# Guidance Notes for Completing the Representation Form

Publication Cannock Local Plan 2018 to 2040



**Please read this guidance note before completing the representation form in order for your representation to be duly accepted.**

The Cannock Chase Local Plan 2018 to 2040; Publication Plan [‘the Plan’], policy map and associated evidence have been published by Cannock Chase Council (the Local Planning Authority [LPA]) for examination by a Planning Inspector. As part of the Examination a Schedule of Main Modifications to the Plan has been created which requires consultation. The Planning and Compulsory Purchase Act 2004, as amended, states that the purpose of the examination is to consider whether the plan complies with the legal requirements, the duty to cooperate and is sound. The Inspector will consider all duly made representations on the proposed main modifications to the Plan that are made within the consultation period 20<sup>th</sup> October 2025 - 5pm 1<sup>st</sup> December 2025.

To ensure an effective and fair examination, it is important that the Inspector, and all other participants in the examination process, know who has made representations on the Plan. Therefore, for transparency it is necessary to include your name and contact details. Anonymous comments will not be accepted.

Representations should only relate to the **main modifications**. This consultation is **not** an opportunity to repeat or raise further representations about the Published Plan or to seek further changes to the Plan.

**Legal Compliance:** If you are seeking to make representations on the **way** in which the Council prepared the Local Plan 2018 - 2040, it is likely your comments will relate to a matter of legal compliance.

**Soundness:** If it is the **actual content** on which you wish to make a comment or object, it is likely that your representation will relate to ‘soundness’, based on the tests of soundness: positively prepared; justified; effective and consistent with national policy.

## **Legal Compliance**

You should consider the following before making a representation on **legal compliance**:

- The Plan should be included in the LPA’s current Local Development Scheme [LDS] and the key stages set out in the LDS should have been followed. The LDS is effectively a programme of work prepared by the LPA, setting out the plans it proposes to produce. It sets out the key stages in the production of any plans which the LPA proposes to bring forward for examination.
- The process of community involvement for the plan in questions should be in general accordance with the LPA’s Statement of Community Involvement [SCI]. The SCI sets out the LPA’s strategy for involving the community in the preparation and revision of plans.
- The LPA is required to provide a Sustainability Appraisal [SA] report when it publishes a plan and this identifies the process by which the SA has been carried out, and the baseline information used to inform the process and the outcomes of that process. An SA is a tool for

assessing the extent to which the plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives.

- The plan should comply with other relevant requirements of the Planning and Compulsory Purchase Act 2004 [PCPA] and the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended [the Regulations].

### **Soundness**

The tests of soundness are set out in the National Planning Policy Framework [NPPF]. **Plans are sound if they are:**

- **Positively prepared** - providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
- **Justified** - an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- **Effective** - deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- **Consistent with national policy** - enabling the delivery of sustainable development in accordance with the policies in this Framework and other statements of national planning policy, where relevant. **(for the purposes of this examination the relevant NPPF is September 2023).**

### **General Advice:**

Representations should relate only to the **Main Modifications**. This consultation is not an opportunity to repeat or raise further representations about the published Plan or to seek further changes to the Plan.

Representations on any of the Main Modifications should make clear in what way it is not legally compliant or sound having regard to the information above. Representations should be supported by evidence wherever possible, and it will be helpful if you also say precisely what changes should be made.

Representations should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested change, as there will not normally be a subsequent opportunity to make further submissions.

Where groups or individuals share a common view on the Plan and associated evidence, it would be very helpful if they would make a single representation which represents that view, rather than a large number of separate representations repeating the same points. In such cases, the group should indicate how many people it is representing and how the representation has been authorised.

Comments that are considered to be discriminatory, offensive or defamatory or reveal sensitive personal information will not be accepted.

In line with the examination process **only representations on the Schedule of Main Modifications and supporting documents should be made** and not the Local Plan as a whole. Any comments made during previous Local Plan consultations have already been considered by the Inspectors and should not be resubmitted.

Comments which do not comply with the guidance will be rejected and you will be notified. If there is sufficient time left in the 6 weeks consultation period you will be offered the opportunity to resubmit.

**All representations must be received at the email or postal address below:**

Email: [planningpolicy@cannockchasedc.gov.uk](mailto:planningpolicy@cannockchasedc.gov.uk)

Post: **Planning Policy**  
**Cannock Chase Council**  
**Beecroft Road**  
**Cannock**  
**WS11 1BG**

Please ensure that representations are received no later than 5pm 1<sup>st</sup> December 2025. Late representations **cannot** be accepted.

The Council has also prepared a schedule of 'Additional Modifications' to the Plan. These are minor changes to the Local Plan 2018 - 2040 to deal with factual updates and clarifications, or address typographical, grammatical and presentational issues that do not affect soundness or legal compliance of the document. These 'Additional Modifications' are **not** subject to consideration by the Inspector. However, they are available to view, for information on the Council's website at: <https://www.cannockchasedc.gov.uk/residents/planning-and-building-control/planning-policy/planning-policy-news>

### **Privacy Notice**

Cannock Chase Council's privacy notice can be found at: [Data Protection - Privacy Notices | Cannock Chase District Council](#) Please see the specific privacy notice for Planning Policy.

Representations received will be sent to the Planning Inspector. The Planning Inspectorate privacy notice is here: [Customer Privacy Notice - GOV.UK](#)

It is very important that you read and consider these notices carefully before you make a representation as they explain how your personal information will be used and stored.