Guidance Note for Proposed Submission Stage Representations

Southend New Local Plan

1. Introduction

1.1 The Southend new Local Plan is published for representations to be made prior to submission. The representations will be considered alongside the submitted Local Plan, which will be independently examined by a Planning Inspector. The Planning Inspector will consider whether the Local Plan complies with the legal requirements and is 'sound':

- If you are seeking to make representations on the way in which Southend City Council has prepared the published the Local Plan it is likely that your comments or objections will relate to a matter of legal compliance. (See section 2)
- If it is the actual content on which you wish to comment or object it is likely it will relate to whether the Local Plan is positively prepared, justified, effective or consistent with national policy, i.e. sound. (See section 3)

1.2 Please note that all respondents must complete their personal details as it is not possible for representations to be considered anonymously. The Council will publish the names of respondents to this consultation along with the representations they have made, but will not publish personal information such as telephone numbers, email addresses, or postal addresses. By submitting representations on the Local Plan you confirm that you agree to this.

2. Legal Compliance

2.1 The Inspector will first check that the Local Plan meets the legal requirements under section 20(5)(a) of the Compulsory Purchase Act 2004[1] before moving on to test for soundness.

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

- The Plan in question should be within the current Local Development Scheme (LDS) and the key stages should have been followed. The LDS is effectively a programme of work prepared by the Council, setting out the Local Development Documents it proposes to produce over a 3 year period. It will set out the key stages in the production of any planning policy documents which the LPA propose to bring forward for independent examination. If the Local Plan is not in the current LDS it should not have been published for representations. The LDS is available on the Council's website and available at the main Council offices (Civic Centre) in Southend (during normal opening hours).
- The process of community involvement for the Local Plan should be in general accordance with the Council's Statement of Community Involvement (SCI). The Statement of Community Involvement is a document which sets out the Council's strategy for involving the community in the preparation of planning policy documents and the consideration of planning applications. The SCI is available on the Council's website and available at the main Council offices (Civic Centre) in Southend (during normal opening hours).
- The Local Plan should comply with the Town and Country Planning (Local Planning) (England) Regulations 2012[2]. On publication, the Council must publish the documents

[1] https://www.legislation.gov.uk/ukpga/2004/5

[2] http://www.legislation.gov.uk/uksi/2012/767/contents/made

prescribed in the regulations, and make them available at their principal offices and their website.

- The Council is required to provide a Sustainability Appraisal Report (SA) when they publish a Local Plan. Sustainability Appraisal is a tool for appraising policies to ensure they reflect social, environmental, and economic factors.

3. Soundness

3.1 To be sound a Local Plan should be:

- **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, 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;

- **Consistent with national policy** – enabling the delivery of sustainable development in accordance with the policies in the NPPF and other statement of national planning policy where relevant.

If you think the content of a Local Plan is not sound because it does not include a policy where it should do, you should go through the following steps before making representations:

- Is the issue with which you are concerned already covered specifically by any national planning policy? If so, it does not need to be included.

- Is what you are concerned with covered by any other policies in the Local Plan on which you are seeking to make representations, or in any other Development Plan Document in the Local Policy Framework that is not due to be superseded by the Local Plan upon adoption, particularly the adopted Joint Area Action Plan for London Southend Airport and Environs (2014)? There is no need for repetition between documents.

- Is what you are concerned with adequately covered by planning guidance as set out by a Supplementary Planning Document? Or do you believe a planning policy is necessary?

- If the policy is not covered elsewhere, in what way is the Local Plan unsound without the policy?

- If the Local Plan is unsound without the policy, what should the policy say?

4. General advice

4.1 If you wish to make a representation seeking a change to a Local Plan or part of a Local Plan you should make clear in what way the Local Plan or part of the Local Plan is not sound having

regard to the legal compliance check and the tests set out above. You should try to support your representation with evidence showing why the Local Plan should be changed. It will be helpful if you also outline precisely how you think the Local Plan should be changed. 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 based on the original representation made at publication. After this stage, further submissions will only be possible at the request of the Inspector, based on the matters and issues they identify for examination.

4.2 Where there are groups who share a common view on how they wish to see a Local Plan changed, it would be very helpful for that group to send a single representation which represents the view, rather than for a large number of individuals to send in separate representations which repeat the same points. In such cases the group should indicate how many people it is representing, their names, and how the representation has been authorised.

4.3 Further guidance on the preparation, publication and examination of Local Plan is provided in the National Planning Policy Framework (*the Southend new Local Plan has been prepared in accordance the National Planning Policy Framework (NPPF), December 2024*).

5. How to comment

5.1 Consultees are encouraged to respond to all consultations online via our consultation portal as this is the quickest and most effective method of responding, this can be access at https://localplan.southend.gov.uk/. At Publication stage (the current stage of consultation) comments must be made online or using our prescribed response form, which is available upon request, please email planningpolicy@southend.gov.uk (alternatively you can call to request a form 01702 215000). Forms should be returned to the email address above. Alternatively, you can post completed forms to us at Planning Policy, Department for Environment and Place, Southend-on-Sea City Council, PO Box 6, Civic Centre, Victoria Avenue, Southend on Sea, SS2 6ER

5.2 The Proposed Submission consultation on the Southend new Local Plan will run from **6th November 2026 to 21st December 2026 (closing at 5pm)**.