

Appendix 5: Typical Schedule of LDP Process from Submission to issuing of the Inspector's Final Report

Typical schedule of LDP process from Submission to issuing of the Inspectors' Final Report (source PINS Local Development Plan Examination Procedure Guidance (August 2015)).

Week	Key Actions
1+ onwards	<ul style="list-style-type: none"> • LPA submits LDP and supporting documents to the Welsh Government and the Planning Inspectorate. • Provided a PO is in place and all documents have been submitted, the Inspectorate will proceed to appointment of the Inspector. The Inspectorate will carry out an initial scoping of the LDP (procedure and content) which will be passed to the appointed Inspector.
2+ onwards	<ul style="list-style-type: none"> • Inspector will commence early appraisal of the LDP and make contact with the PO. Inspector will confirm the Pre-Hearing Meeting (PHM) date through the PO and provisional hearing start date. LPA advertise the PHM, giving at least 4 weeks' notice. • Inspector will look for any fundamental or cumulative flaws in the LDP and write to the authority in the first instance where there are major concerns. If an exploratory meeting is required the Inspector will advise the LPA through the PO (Note: an exploratory meeting is likely to lead to a consequent delay in the examination timetable). • Inspector will start giving consideration to the structure of hearings, allocate participants to hearing sessions and decide what additional material is needed from participants. • LPA may be asked to respond to questions on specific issues highlighted by the Inspector. However, papers should not be put forward if not asked for by Inspector. • PO sends initial letter to representors.
7	<ul style="list-style-type: none"> • Inspector will aim to finalise the programme for the hearing sessions and the draft list of matters and issues for the hearings in advance of the PHM. • PO circulates Inspector's Guidance Notes to representors and confirms attendance at the hearings. • LPA to advertise the start date of the hearing sessions at least 6 weeks in advance.
8	<p>PRE-HEARING MEETING (PHM)</p> <ul style="list-style-type: none"> • Aim to have PHM 8 weeks after submission (6 weeks before hearing sessions start). • The merits of the LDP will not be discussed at the PHM but the Inspector may invite comments from the participants on the draft matters and issues identified for the examination.
9+ onwards	<ul style="list-style-type: none"> • PO should circulate the notes of the PHM, along with the programme for the hearing sessions and final list of matters and issues for the hearings as soon as practicable after the PHM. □

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	<ul style="list-style-type: none"> • LPA & participants will start work on providing any written statements requested by Inspector. The Inspector takes charge of process of what may be submitted. The date for submission of responses to the Inspector will usually be the same for all parties. The aim will be to inform Inspector not create counter arguments. • The Inspector may make provision for the submission of rebuttal statements if he/she considers they would be helpful. • The LPA and other participants in the examination have around 4 weeks to produce their statements for the hearing session.
12	<ul style="list-style-type: none"> • Responses and statements from LPA and participants due. • PO circulates written statements from the LPA and other participants well before the hearings commence, so that all parties are fully aware of the evidence/points being made.
13	<ul style="list-style-type: none"> • PO circulates final detailed agendas for the discussions at each of the hearing sessions to the relevant participants.
14+ onwards	<ul style="list-style-type: none"> • The hearing sessions form an important part of the examination process; all participants should attend on the relevant day. • It is likely that action points will be agreed after each session. The LPA commences work on 'Matters Arising Changes' it proposes to make to the plan, including Sustainability Appraisal. • Inspector will announce the report delivery date at the last hearing session (taking into account the time required for the internal quality assurance process).
19+ onwards	<p>REPORTING</p> <ul style="list-style-type: none"> • After the hearings have concluded and the Inspector is reporting, no further representations/papers will be necessary unless specifically requested by the Inspector (the examination remains open throughout the reporting period). • Consultation on any 'Matters Arising Changes' are carried out by the LPA and responses forwarded to the Inspector. • If the Inspector considers that additional changes are needed to the plan which require consultation/SA, he/she will ask the LPA to undertake the relevant work.
38	<ul style="list-style-type: none"> • The report will be subject to an internal Quality Assurance process in the Inspectorate before dispatch. This process takes around 2 weeks.
40	<p>FACT CHECK DISPATCH</p> <ul style="list-style-type: none"> • LPA has 2 weeks to carry out the fact check.
42	<ul style="list-style-type: none"> • Inspector will respond to the fact check matters and comments raised by the LPA.
43	<p>FINAL REPORT</p> <ul style="list-style-type: none"> • Final report will be dispatched.