



Stoke-on-Trent Local Plan 2020-2040

Regulation 19 Representation Form Guidance

This Guidance Note has been prepared to assist you in making a representation to the Stoke-on-Trent Local Plan Regulation 19 consultation.

This note has been produced based on the Model Guidance Note prepared by the Planning Inspectorate for Local Plan examination:

<https://www.gov.uk/government/publications/model-representation-form-for-local-plans/model-representation-letter-for-local-plans>

Please ensure all representations are submitted to Stoke-on-Trent City Council by 11:59pm on Monday 14 September 2026.

Please Note: Only representations received within the consultation period have a statutory right to be considered by the Inspector at the future Local Plan Examination.

Where can I inspect the Stoke-on-Trent Local Plan and supporting documents?

The Stoke-on-Trent Publication (Regulation 19) Local Plan and supporting documents – the Integrated Sustainability Appraisal and Habitats Regulations Assessment – will be available to view in person at the Civic Centre, Glebe Street, ST4 1HH, and local libraries. Details of the libraries and opening times can be found at www.stoke.gov.uk/libraries.

The Stoke-on-Trent Publication (Regulation 19) Local Plan and supporting documents, alongside all evidence base documents, can be found online at www.stoke.gov.uk/localplan.

When completing the form please:

- Complete both Part A and Part B of the representation form. You will need to complete a new Part B form for each representation you wish to make.
- Clearly indicate which policy or part of the Local Plan, or supporting document, your representation relates to.
- Specify whether you would like to participate in Local Plan examination hearing sessions.

- Return your representation form via email to localplan@stoke.gov.uk or post it to Planning Policy Team, Stoke-on-Trent City Council, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH. You can also submit your representation using the online consultation portal, which can be seen here: https://www.stoke.gov.uk/info/20005/planning_and_building/761/planning_consultations.

Introduction

Before the council can adopt a Local Plan, it must first publish a final draft version and invite representations (comments) on it. The Local Plan must then be submitted to the Secretary of State for Housing, Communities and Local Government with supporting documents and all representations received on the final draft.

The Secretary of State will appoint an independent Planning Inspector(s) to conduct an Examination in Public. The Inspector's role is to consider whether the Local Plan is 'sound' and 'legally compliant', in accordance with the Planning and Compulsory Purchase Act 2004 (as amended) [PCPA]. In doing this, the Inspector(s) will consider any representations received on the final draft and hold a public hearing where the main matters, issues and questions raised in the representations can be discussed in person.

Following the examination, the Inspector(s) will publish a report setting out whether the Local Plan is sound or unsound. If found to be sound, the council can adopt the Local Plan. Once adopted, the Local Plan will replace the existing local development framework, the Stoke-on-Trent and Newcastle-under-Lyme Core Spatial Strategy 2009.

This consultation will require submissions to specifically focus on the following issues:

Is the Local Plan legally compliant?

The test of legal compliance considers whether the Local Plan complies with the relevant legislation and regulations in the way it has been prepared, and in its content. The Inspector(s) will first check that the Local Plan meets the requirements of the PCPA and the Regulations set out within the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) [TCPA], before moving onto the tests of soundness.

In order to be legally compliant, the Local Plan must:

- Be prepared in accordance with the council's published Local Development Scheme – the Local Plan timetable.
- Be prepared in accordance with the council's published Statement of Community Involvement.
- Be supported by a published Sustainability Appraisal.
- Comply with other relevant requirements set out within the PCPA and TCPA.

Is the Local Plan sound?

The four tests of soundness are set out in the National Planning Policy Framework (NPPF). Local 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 authorities 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 the NPPF and other statements of national policy, where relevant.

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

- Is the issue with which you are concerned already covered specifically by national planning policy?
- Is the issue with which you are concerned already covered by another policy in the Local Plan?
- If the policy is not covered elsewhere, in what way is the plan unsound without the policy?
- If the Local Plan is unsound without the policy, what should the policy say?

General advice for making your representation

If you wish to make a representation seeking a modification to the Local Plan, or part of the Local Plan, you should set out clearly in what way you it is legally non-compliant or unsound, having regard as appropriate to the soundness criteria set out in the NPPF and referenced above. Your representation should be supported by evidence, wherever possible. It will be helpful if you also say precisely how you think the Local Plan should be modified.

You should not assume that you will have a further opportunity to make submissions. Any further submissions after the Local Plan has been submitted for examination may only be made if invited by the Inspector(s), based on the matters and issues they identify.

Where groups or individuals share a common view on the Local Plan, it would be very helpful to the Inspector(s) 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.

Please consider carefully how you would like your representation to be dealt with in the examination: whether you are content to rely on your written representation, or whether you wish to take part in hearing session(s). Only representors who are seeking a change to the Local Plan have a right to be heard at the hearing session(s) if they so request. In considering this, please note that written and oral representations carry the same weight and will be given equal consideration in the examination process.

Sharing your personal information

To ensure an effective and fair examination, it is important that the Inspector(s) and all other participants in the examination process are able to know who has made representations on the plan. The council will therefore ensure that the names of those making representations can be made available (including publication on the council's website) and taken into account by the Inspector(s).

For more information on how your data is processed, please read the Privacy Notice here:

https://www.stoke.gov.uk/directory_record/333428/planning_policy/category/388/planning_and_building

What happens next?

All representations received will be recorded and considered and the representations will be submitted to the Inspector(s). In addition, all comments will be recorded and collated within the Statement of Representations. We may use artificial intelligence (AI) to collate and summarise the representations. If AI is used to summarise or collate the representations, we will put a disclaimer making it clear that we have used AI.