# PAS LOCAL PLAN ROUTE MAPPER TOOLKIT PART 2: LOCAL PLAN FORM & CONTENT CHECKLIST

**Why you should use this part of the toolkit**

The following table sets out a checklist of the key requirements for the content and form of local plans as set out in the National Planning Policy Framework (NPPF). Guidance to supplement the NPPF is set out within [National Planning Practice Guidance](https://www.gov.uk/guidance/plan-making), which is regularly updated by the Government. You should review relevant sections of the National Planning Practice Guidance and consider any implications for your policies. You should also be mindful of Written Ministerial Statements which form material considerations in plan-making.

This part of the Toolkit will assist by informing all plan making stages, including any visioning and scoping exercises seeking to ascertain what the plan should cover. It should be applied before consultation or publication of a local plan update. This will help to ensure that you have considered all of the key plan-making requirements in preparing your plan in accordance with the NPPF.

This part of the toolkit deals only with the local plan content requirements specified in the NPPF. Toolkit Part 1 provides more detail on carrying out a review of the need to update policies within your plan. Toolkit Part 3 sets out the process requirements for local plan preparation as set out in legislation and the NPPF. Soundness and Plan Quality issues are dealt with in Toolkit Part 4.

**How to use this part of the toolkit**

You can use column C in the table to record the results of your assessment against the checklist for the following plan making stages:

**Local Plan Review:** The toolkit can be used to inform the decision on whether or not your local plan policies need to be updated. In this case:

* Ask yourself whether the development plan for your area (which may comprise more than one development plan document or include a spatial development strategy and/or neighbourhood plans) still meets current NPPF requirements.
* Identify which policy and document addresses the requirement in column C or identify why it is not relevant.

If your plan was adopted under the NPPF 2012 you might find the following quick reference colour codes helpful to identify new or revised NPPF requirements since the adoption of your plan:

**Key:**

|  |
| --- |
| New plan-making requirement of the NPPF 2019 and/or NPPF 2021 not contained within the previous 2012 version |
| Revised plan-making requirement of the NPPF, containing some changes from the 2012 version |
| Requirement of the NPPF which has not changed from the 2012 version in relation to plan-making |

**Scoping your policies update:** The checklist can also be used to determine the scope of your local plan policies update and ensure that content requirements are addressed. You can work through each section of the table to determine:

* whether the provision is relevant to your local plan policies update/ planning context of your local authority area(s); and then
* consider whether your local plan policies update will need to address these content requirements or identify whether they are contained in other documents that form the development plan in your area.

**Assessing your draft policies update:** The checklist can also be used to ensure that your emerging draft policies update is adequately addressing content requirements of national planning policy. You can work through each section of the table to determine:

* whether the provision is relevant to your local plan policies update/planning context of your local authority area(s); and then
* if it is, whether your draft local plan policies update addresses these content requirements (or identify whether they are contained in other documents that form part of the development plan in your area).

**How to use the results of this part of the toolkit**

This checklist is to help you review your policies and/or develop an update to these where required. There is no requirement to publish or submit this table to the Planning Inspectorate. However, you may find it (or some elements) helpful to assist you in demonstrating how the policies update does/does not accord with the NPPF.

|  | **A. NPPF Requirement** | **B. NPPF Paragraph Reference** | **C. Record your assessment results** |
| --- | --- | --- | --- |
|  | *General Requirements* | |  |
|  | Include any relevant material that is set out in a government policy statement(s) for the area for example a national policy statement(s) for major infrastructure and written ministerial statements. | NPPF Para 5, 6 |  |
|  | Contribute to the achievement of sustainable development and the UN Sustainable Development Goals. | NPPF Para 7, 8, 9, 16 |  |
|  | Apply the presumption in favour of sustainable development. | NPPF Para 11 |  |
|  | Provide a positive vision for the future; a framework for addressing housing needs and other economic, social and environmental priorities. | NPPF Para 15 |  |
|  | Plans should be:  Aspirational and deliverable  Contain clear and unambiguous policies  Accessible through the use of digital tools  Serve a clear purpose avoiding duplication | NPPF Para 16 |  |
|  | *Plan Content* | |  |
|  | Include strategic policies to address priorities for the development and use of land. They should set out an overall strategy for the pattern, scale and design quality of places. | NPPF Para 17, 20 |  |
|  | Outline which policies are ‘strategic’ policies | NPPF Para 21 |  |
|  | Strategic policies should look ahead over a minimum 15-year period from adoption. Where larger scale developments are proposed that form part of the strategy for the area, policies should be set within a vision which looks further ahead (at least 30 years). | NPPF Para 22, having regard to the transitional provisions at NPPF para 221 |  |
|  | Indicate broad locations for development on a key diagram, and land use designations and allocations on a policies map. | NPPF Para 23 |  |
|  | Strategic policies should provide a clear strategy for bringing sufficient land forward, and at a sufficient rate, to address objectively assessed needs over the plan period. | NPPF Para 23 |  |
|  | Include non-strategic policies to set out more detailed policies for specific areas. | NPPF Para 18, 28 |  |
|  | Set out contributions expected from development, and demonstrate that expected contributions will not undermine the deliverability of the Plan. | NPPF Para 34, 58 |  |
|  | Local Plans and development strategies are examined to assess if they have been positively prepared, justified, effective and consistent with national policy. | NPPF Para 35 |  |
|  | *Housing* | |  |
|  | Be informed by a local housing need assessment, conducted using the standard method in national planning guidance as a starting point. Any housing needs which cannot be met within neighbouring areas should also be taken into account when establishing the amount of housing to be planned for within the plan. | NPPF Para 61 |  |
|  | Identify the size, type and tenure of housing needed for different groups. | NPPF Para 62 |  |
|  | Where a need for affordable housing is identified, specify the type of affordable housing required. | NPPF Para 63 |  |
|  | Expect at least 10% of the total number of homes to be available for affordable home ownership, unless this would exceed the level of affordable housing required in the area, or significantly prejudice the ability to meet the identified affordable housing needs of specific groups. A minimum of 25% of all affordable homes should be First Homes, subject to the transitional requirements set out in the Planning Practice Guidance. | NPPF Para 65 |  |
|  | Set out a housing requirement for designated neighbourhood areas which reflects the overall strategy for the pattern and scale of development and any relevant allocations. | NPPF Para 66 |  |
|  | Identify a supply of specific, deliverable sites for years one to five of the plan period, and specific, developable sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15 of the plan. | NPPF Para 68 |  |
|  | Identify land to accommodate at least 10% of the housing requirement on sites no larger than one hectare; unless it can be demonstrated that there are strong reasons why the 10% target cannot be achieved. | NPPF Para 69 |  |
|  | Support the development of entry level exception sites, suitable for first time buyers, unless the need for such homes is already being met within the authority’s area. | NPPF Para 72 |  |
|  | Support the supply of homes through utilising masterplans, design guides and codes where appropriate to support larger scale developments. | NPPF Para 73 |  |
|  | Include a trajectory illustrating the expected rate of housing delivery over the plan period**,** and requiring a buffer of 10% where the local planning authority wishes to demonstrate a five year supply of deliverable sites through an annual position statement or recently adopted plan. | NPPF Para 74 |  |
|  | Be responsive to local circumstances and support rural housing developments that reflect local needs. | NPPF Para 78 |  |
|  | Identify opportunities for villages to grow and thrive, especially where this will support local services. | NPPF Para 79 |  |
|  | Avoid the development of isolated homes in the countryside unless specific circumstances are consistent with those set out in the NPPF. | NPPF Para 80 |  |
|  | *Economy* | |  |
|  | Create conditions in which businesses can invest, expand and adapt. | NPPF Para 81 |  |
|  | Set out a clear economic vision and strategy which positively and proactively encourages sustainable economic growth, having regard to Local Industrial Strategies and other local policies for economic development and regeneration. | NPPF Para 82 |  |
|  | Set criteria, or identify strategic sites, for local and inward investment to match the strategy and to meet anticipated needs over the plan period. | NPPF Para 82 |  |
|  | Seek to address potential barriers to investment, such as inadequate infrastructure, services or housing, or a poor environment. | NPPF Para 82 |  |
|  | Be flexible enough to accommodate needs not anticipated in the plan, allow for new and flexible working practices (such as live-work accommodation), and to enable a rapid response to changes in economic circumstances. | NPPF Para 82 |  |
|  | Recognise and address the specific locational requirements of different sectors. This includes making provision for clusters or networks of knowledge and data-driven, creative or high technology industries; and for storage and distribution operations at a variety of scales and in suitably accessible locations. | NPPF Para 83 |  |
|  | Enable the sustainable growth and expansion of all types of business in rural areas, both through conversion of existing buildings and well-designed new buildings. | NPPF Para 84 |  |
|  | Enable the development and diversification of agricultural and other land-based rural businesses. | NPPF Para 84 |  |
|  | Enable sustainable rural tourism and leisure developments which respect the character of the countryside. | NPPF Para 84 |  |
|  | Enable the retention and development of accessible local services and community facilities, such as local shops, meeting places, sports venues, open space, cultural buildings, public houses and places of worship. | NPPF Para 84 |  |
|  | Recognise that sites to meet local business and community needs in rural areas may have to be found adjacent to or beyond existing settlements, and in locations that are not well served by public transport. | NPPF Para 85 |  |
|  | *Town centres* | |  |
|  | Define a network and hierarchy of town centres and promote their long-term vitality and viability. | NPPF Para 86 |  |
|  | Define the extent of town centres and primary shopping areas, and make clear the range of uses permitted in such locations. | NPPF Para 86 |  |
|  | Retain and enhance existing markets and, where appropriate, re-introduce or create new ones. | NPPF Para 86 |  |
|  | Allocate a range of suitable sites in town centres to meet the scale and type of development likely to be needed, looking at least ten years ahead. | NPPF Para 86 |  |
|  | Where suitable and viable town centre sites are not available for main town centre uses, allocate appropriate edge of centre sites that are well connected to the town centre. | NPPF Para 86 |  |
|  | Recognise that residential development often plays an important role in ensuring the vitality of centres and encourage residential development on appropriate sites. | NPPF Para 86 |  |
|  | *Healthy and safe communities* | |  |
|  | Achieve healthy, inclusive and safe places which promote social interaction, are safe and accessible, and enable and support healthy lifestyles. | NPPF Para 92 |  |
|  | Plan positively for the provision and use of shared spaces, community facilities (such as local shops, meeting places, sports venues, open space, cultural buildings, public houses and places of worship) and other local services to enhance the sustainability of communities and residential environments. | NPPF Para 93 |  |
|  | Take into account and support the delivery of local strategies to improve health, social and cultural well-being for all sections of the community. | NPPF Para 93 |  |
|  | Guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the community’s ability to meet its day-to-day needs. | NPPF Para 93 |  |
|  | Ensure that established shops, facilities and services are able to develop and modernise, and are retained for the benefit of the community. | NPPF Para 93 |  |
|  | Ensure an integrated approach to considering the location of housing, economic uses and community facilities and services. | NPPF Para 93 |  |
|  | Consider the social, economic and environmental benefits of estate regeneration. | NPPF Para 94 |  |
|  | Plan positively to meet school place requirements and to encourage development which will widen choice in education. | NPPF Para 95 |  |
|  | Work proactively and positively with promoters, delivery partners and statutory bodies to plan for public service infrastructure. | NPPF Para 96 |  |
|  | Promote public safety and take into account wider security and defence requirements. | NPPF Para 97 |  |
|  | Provide open space, sports and recreational facilities which meets the needs of the local area. Consider how they can deliver wider benefits for nature and support efforts to address climate change. | NPPF Para 98 |  |
|  | Protect and enhance public rights of way and access. | NPPF Para 100 |  |
|  | *Transport* | |  |
|  | Should actively manage patterns of growth in support of objectives in Para 104. Significant development should be focused on locations which are/can be made sustainable. Opportunities to maximise sustainable transport solutions will vary between urban and rural areas - this should be taken into account in plan-making. | NPPF Para 105 |  |
|  | Support an appropriate mix of uses across an area, and within larger scale sites, to minimise the number and length of journeys needed for employment, shopping, leisure, education and other activities. | NPPF Para 106 |  |
|  | Identify and protect, where there is robust evidence, sites and routes which could be critical in developing infrastructure to widen transport choice and realise opportunities for large scale development. | NPPF Para 106 |  |
|  | Provide for attractive and well-designed walking and cycling networks with supporting facilities such as secure cycle parking (drawing on Local Cycling and Walking Infrastructure Plans). | NPPF Para 106 |  |
|  | Provide for any large-scale transport facilities that need to be located in the area and the infrastructure and wider development required to support their operation, expansion and contribution to the wider economy. | NPPF Para 106 |  |
|  | Recognise the importance of maintaining a national network of general aviation airfields. | NPPF Para 106 |  |
|  | Provide adequate overnight lorry parking facilities, taking into account any local shortages. | NPPF Para 109 |  |
|  | In assessing sites that may be allocated for development in plans, it should be ensured that: appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location; safe and suitable access to the site can be achieved for all users, the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance including the National Design Guide and the National Model Design Code; and any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree. | NPPF Para 110 |  |
|  | Development should only be prevented on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe. | NPPF Para 111 |  |
|  | *Communications* | |  |
|  | Support the expansion of electronic communications networks, including next generation mobile technology (such as 5G) and full fibre broadband connections, setting out how high-quality digital infrastructure is expected to be delivered and upgraded over time. | NPPF Para 114 |  |
|  | *Making effective use of land* | |  |
|  | Promote an effective use of land in meeting the need for homes and other uses, while safeguarding and improving the environment and ensuring safe and healthy living conditions. | NPPF Para 119 |  |
|  | Set out a clear strategy for accommodating objectively assessed needs, in a way that makes as much use as possible of previously-developed or ‘brownfield’ land. | NPPF Para 119 |  |
|  | Encourage multiple benefits from both urban and rural land, including through mixed use schemes and taking opportunities to achieve net environmental gains. | NPPF Para 120 |  |
|  | Recognise that some undeveloped land can perform many functions, such as for wildlife, recreation, flood risk mitigation, cooling/shading, carbon storage or food production. | NPPF Para 120 |  |
|  | Give substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs, and support appropriate opportunities to remediate despoiled, degraded, derelict, contaminated or unstable land. | NPPF Para 120 |  |
|  | Promote and support the development of under-utilised land and buildings. | NPPF Para 120 |  |
|  | Support opportunities to use the airspace above existing residential and commercial premises for new homes. | NPPF Para 120 |  |
|  | Reflect changes in the demand for land. | NPPF Para 122 |  |
|  | Support development that makes efficient use of land, taking into account the need for different types of housing and other forms of development, local market conditions, the availability and capacity of infrastructure and services, the character and setting of the area, and the importance of securing well-designed, attractive and healthy places. | NPPF Para 124 |  |
|  | Avoid homes being built at low densities where there is an existing or anticipated shortage of identified housing needs, and where appropriate include the use of minimum density standards. Area-based character assessments, design guides, design codes and masterplans are appropriate tools to use to help to ensure land is used efficiently while also creating beautiful and sustainable places. | NPPF Para 125 |  |
|  | *Design* | |  |
|  | Set out a clear design vision and provide maximum clarity about design expectations through the preparation of design codes or guides consistent with the National Design Guide and National Model Design Code, and which reflect local character and design preferences. Design codes and guides can either form part of a plan or be supplementary planning documents. | NPPF Para 127, 128 & 129 |  |
|  | Ensure that developments will function well and add to the overall quality of the area, are visually attractive as a result of good architecture, layout and appropriate and effective landscaping, are sympathetic to local character and history, including the surrounding built environment and landscape setting, establish or maintain a strong sense of place, optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development, and create places that are safe, accessible and inclusive. | NPPF Para 130 |  |
|  | Ensure new streets are tree-lined, that opportunities are taken to incorporate trees elsewhere in developments, that appropriate measures are in place to secure the long-term maintenance of newly-planted trees, and that existing trees are retained wherever possible. | NPPF Para 131 |  |
|  | *Green Belt* | |  |
|  | Ensure proposals for new Green Belts demonstrate why development management policies would not be adequate, any major changes in circumstances to warrant the creation of a new Green Belt, the consequences for sustainable development, the need for Green Belt to support adjoining areas, and how new Green Belt would meet other objectives of the Framework. | NPPF Para 139 |  |
|  | Establish the need for any changes to Green Belt boundaries, having regard to their intended permanence in the long term, so they can endure beyond the plan period. Even when exceptional circumstances are demonstrated strategically to take land out of the Green Belt, it is still necessary to demonstrate that exceptional circumstances exist at the site level. | NPPF Para 140 |  |
|  | Give first consideration to land which has been previously-developed and/or is well-served by public transport, including increasing density within town and cities centres. Set out the ways in which the impact of removing land from the Green Belt can be offset through compensatory improvements to the environmental quality and accessibility of remaining Green Belt land. | NPPF Para 141 & 142 |  |
|  | Where Green Belt boundaries are being defined, they should be clearly outlined and be consistent with the plan’s strategy for meeting identified requirements for sustainable development. | NPPF Para 143 |  |
|  | *Climate change, flooding and coastal change* | |  |
|  | Take a proactive approach to mitigating and adapting to climate change, taking into account the long-term implications for flood risk, coastal change, water supply, biodiversity and landscapes, and the risk of overheating from rising temperature. | NPPF Para 153 |  |
|  | Support appropriate measures to ensure the future resilience of communities and infrastructure to climate change impacts. | NPPF Para 153 |  |
|  | Increase the use and supply of renewable and low carbon energy and heat by providing a positive strategy for energy from these sources, identifying suitable areas for renewable and low carbon energy sources, and identifying opportunities for development to draw its energy supply from decentralised, renewable or low carbon energy supply systems and for co-locating potential heat customers and suppliers. | NPPF Para 155 |  |
|  | Manage flood risk from all sources and apply a sequential, risk based approach to the location of development. | NPPF Para 160 & 161 |  |
|  | Steer new development to those areas with the lowest risk of flooding from any source. If this is not possible, the exception test may have to be applied, informed by the potential vulnerability of the site and of the development proposed. Where this is the case, sites needs to demonstrate that the development would provide wider sustainability benefits outweighing the flood risk and that the development would be safe for its lifetime without increasing flood risk elsewhere (and where possible will reduce flood risk overall). | NPPF Para 162, 163, 164 and NPPF Annex 3 |  |
|  | Avoid inappropriate development in vulnerable areas and not exacerbating the impacts of physical changes to the coast. | NPPF Para 171 |  |
|  | *Natural environment* | |  |
|  | Contribute to and enhance the natural and local environment by protecting and enhancing valued landscapes, sites of biodiversity or geological value and soils, recognising the intrinsic character and beauty of the countryside, and the wider benefits from natural capital and ecosystem services. | NPPF Para 174 |  |
|  | Plans should: distinguish between the hierarchy of international, national and locally designated sites, take a strategic approach to maintaining and enhancing networks of habitats and green infrastructure, and plan for the enhancement of natural capital at a catchment or landscape scale across local authority boundaries. | NPPF Para 175 |  |
|  | Great weight should be given to National Parks, the Broads and the Areas of Outstanding Natural Beauty. The scale and extent of development within these designated  areas should be limited. Development within their setting should be sensitively located and designed to avoid or minimise adverse impacts on the designated areas. | NPPF Para 176 |  |
|  | Conserve the special character and importance of Heritage Coast areas. | NPPF Para 178 |  |
|  | Identify, map and safeguard components of local wildlife-rich habitats and wider ecological networks, promote the conservation, restoration and enhancement of priority habitats, ecological networks and the protection and recovery of priority species, and identify and pursue opportunities for securing measurable net gains for biodiversity. | NPPF Para 179 |  |
|  | Ensure that a site is suitable for its proposed use taking account of ground conditions, any risks arising from land instability and contamination, and the likely effects of pollution on health, living conditions and the natural environment. | NPPF Para 183 & 185 |  |
|  | Sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and Clean Air Zones, and the cumulative impacts from individual sites in local areas. | NPPF Para 186 |  |
|  | Ensure that new development can be integrated effectively with existing businesses and community facilities. | NPPF Para 187 |  |
|  | *Historic Environment* | |  |
|  | Set out a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. | NPPF Para 190 |  |
|  | *Minerals* | |  |
|  | Provide for the extraction of mineral resources of local and national importance. | NPPF Para 210 |  |
|  | Take account of the contribution that substitute or secondary and recycled materials and minerals waste would make to the supply of materials, before considering extraction of primary materials. | NPPF Para 210 |  |
|  | Safeguard mineral resources by defining Mineral Safeguarding Areas and Mineral Consultation Areas. | NPPF Para 210 |  |
|  | Encourage the prior extraction of minerals, where practical and environmentally feasible, if it is necessary for non-mineral development to take place. | NPPF Para 210 |  |
|  | Safeguard existing, planned and potential sites for: the bulk transport, handling and processing of minerals, the manufacture of concrete and concrete products and the handling, processing and distribution of substitute, recycled and secondary aggregate material. | NPPF Para 210 |  |
|  | Set out criteria or requirements to ensure that permitted and proposed operations do not have unacceptable adverse impacts on the natural and historic environment or human health | NPPF Para 210 |  |
|  | Recognise that some noisy short-term activities, which may otherwise be regarded as unacceptable, are unavoidable to facilitate minerals extraction | NPPF Para 210 |  |
|  | Ensure that worked land is reclaimed at the earliest opportunity, taking account of aviation safety, and that high-quality restoration and aftercare of mineral sites takes place. | NPPF Para 210 |  |