

# APS Notification Template

## An Annual Position Statement (APS)

Is a document setting out the 5 year housing land supply position on 1st April each year, prepared by the local planning authority in consultation with developers and others who have an impact on delivery. The local planning authority needs to advise the Planning Inspectorate of their intention to produce an APS by 1st April each year followed by submission of the APS to the Planning Inspectorate by the 31st July.

## Is the APS process for you?

There are a number of questions you will need to ask yourselves and risks which need to be considered. The questions in this guide will help determine if the APS process is for you.

<b>A: Is your plan considered 'recently adopted'?</b>	
You will need to be sure that the plan is considered 'recently adopted' inline with the NPPF. You will need to demonstrate on the notification template when the plan was adopted and till when it is considered recently adopted.	
A1: Was the plan adopted prior to 1 May 2019?	<input type="checkbox"/> Yes. The plan is not considered as being recently adopted and you should not apply.  <input type="checkbox"/> No. You can think about applying. Go to QA2
A2: Was the plan adopted between 1 May and 31 October 2019?	<input type="checkbox"/> Yes. The Plan will be considered recently adopted until 31st Oct 2020.  <input type="checkbox"/> No. Go to A3.
A3: Was the plan adopted between 1 November 2019 and 30 April 2020?	<input type="checkbox"/> Yes. The Plan will be considered recently adopted until 31st Oct 2020.  <input type="checkbox"/> No. If you answered No to A2 and A3 the plan is not considered as being recently adopted and you should not apply.

## B: Stakeholder Engagement

The APS process requires stakeholder engagement to be carried out and the PPG gives guidance on this.

Think about how you intend to undertake the engagement process to inform the preparation of the statement.

B1: Are you confident this can be completed prior to the 31st July 2020?

Yes.

No. Then you should not apply.

## C: Transparency, FOIs and Webpages

The APS including any draft version, the version submitted to PINS, the Inspectors Report and the finalised version can all be subject to FOI and should be made publicly available on your website.

C1: Do you understand you will need to make all the stages of the APS process and documents available on your webpages?

Yes.

No. Then you should not apply.

C2: Do you understand the APS prior to the Inspectors report and after will be subject to FOI and you will need to make it publicly available?

Yes.

No. Then you should not apply.

C3: Do you understand that the Inspectors Report will be subject to FOI and you will need to make it publicly available?

Yes.

No. Then you should not apply.

## D: What the Planning Inspectorate will do

The Planning Inspectorate will carry out a 2 stage assessment:

Stage 1: The Planning Inspector will answer the following questions

- Is it a recently adopted plan Y/N
- Is it renewing a previous APS Y/N
- Has satisfactory stakeholder engagement been carried out Y/N

D1: Are you confident they will be able to answer these questions?

Yes.

No. Then you should not apply.

<p>Stage 2 :The Planning Inspector will answer the following questions</p> <ul style="list-style-type: none"><li>• Is the evidence submitted sufficient to demonstrate a 5 year supply of deliverable housing sites (with the appropriate buffer), using 1st April 2020 as the base date. Y/N</li><li>• Are the sites identified in the assessment are 'deliverable' within the next five years, in line with the definition in Annex 2 of the Framework. Y/N</li></ul> <p>D2: Do you understand that the Inspector can adjust the deliverable supply within the next five years or remove sites from the supply assessment?</p>	<p><input type="checkbox"/> Yes.</p> <p><input type="checkbox"/> No. Then you should not apply.</p>
<p>D3: Do you understand there is a risk that the Planning Inspectorate may determine there is not a five year supply of deliverable sites?</p>	<p><input type="checkbox"/> Yes.</p> <p><input type="checkbox"/> No. Then you should not apply.</p>

## Annual Position Statement Template - Notifying the Planning Inspectorate

The following APS Template can be used to notify the Planning Inspectorate of the intention to submit an APS and should be submitted before the 1st April 2020.

<b>Annual Position Statement Template - Notifying the Planning Inspectorate</b>	
Name of Authority/Authorities	
Name of main contact	
Email address of main contact	
Name of secondary contact	
Email address of secondary contact	
<b>A: Previous Annual position Statement</b>	
A1: Are you renewing a confirmed land supply following a previous annual position statement?	<input type="checkbox"/> Yes. Go to Section C.  <input type="checkbox"/> No. Go to Section B.
A2: Link to previous APS	Link to previous APS
A3: Did the previous APS confirm a 5yr land supply?	Y/N
A4: What 5yr land supply position was confirmed?	XXyrs
A:5 Link to Inspectors APS report	Link to Inspectors APS report
<b>B: Recently adopted plan</b>	
B1: Title of recently adopted plan	
B2: Date of adoption	
B3: Was the plan adopted prior to 1 May 2019?	<input type="checkbox"/> Yes. The plan is not considered as being recently adopted and you should not apply.  <input type="checkbox"/> No. Go to QB4
B4: Was the plan adopted between 1 May and 31 October 2019?	<input type="checkbox"/> Yes. The Plan will be considered recently adopted until 31st Oct 2020.

	<input type="checkbox"/> No. Go to QB5
B5: Was the plan adopted between 1 November 2019 and 30 April 2020?	<input type="checkbox"/> Yes. The Plan will be considered recently adopted until 31st Oct 2020.  <input type="checkbox"/> No. If you answered No to B4 and B5 the plan is not considered as being recently adopted and you should not apply.
What is the authority's Housing Delivery Test 2019 result?	%
<b>Notification</b>	
<p>The Planning Inspectorate have a dedicated mailbox for local planning authorities to send their Notification Templates and APSs to:</p> <p>The maximum file size per email is 15MB. Content greater than this should either be separated, or submitted to that address via WeTransfer or Drop Box.</p>	<a href="mailto:AnnualPositionStatements@planninginspectorate.gov.uk">AnnualPositionStatements@planninginspectorate.gov.uk</a> .