



Wigan Borough Local Plan Route Mapper Toolkit Part 3: Local Plan Process Requirements Checklist

Author: Strategic Planning
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1. Introduction

- 1.1 The Route Mapper Toolkit Part 3: Local Plan Process Requirements Checklist has been developed by the Planning Advisory Service. The purpose of the toolkit overall is to help local planning authorities ensure they have done everything needed to get their Local Plan adopted. Part 2 of the toolkit deals with the process requirements for plan preparation set out in legislation and the NPPF associated with reviewing policies and updating local plan policies.

2. Using the toolkit

- 2.1 The table below sets out key plan making process questions that we need to consider in undertaking the stages of reviewing policies and updating our local plan policies. The rows marked:
- 'L' set out legal requirements included in legislation relevant for that stage of plan making; and
 - 'PM' highlight project management reminders arising from these requirements.
- 2.2 For each requirement the table also highlights, where relevant, the supporting documents in which this information is typically recorded.
- 2.3 For each of the requirements listed we have indicated whether we have met the requirement with a Yes or No, answering each question relevant to that plan stage with a 'Yes' before moving to the next stage of updating our plan. You have used the 'comments' section in the table to confirm the title and date of relevant documents and include hyperlinks to where they are published on our website as applicable.
- 2.4 Questions 50-71 relate to the Submission stage and therefore will be answered in an updated version of this toolkit which will be published on submission of the Plan to the Planning Inspectorate.
- 2.5 The following abbreviations are used in the table:
- P&CA - [Planning and Compulsory Purchase Act 2004 \(as amended\)](#)
 - T&CP - [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#)
- 2.6 The table does not make any reference to specific national planning policy guidance, case law or Ministerial Statements on the basis that this is not static and the degree to which it is relevant will vary depending upon particular circumstances.

- 2.7 Any reference to specific legislation includes any amendments to those instruments that are in force at the time of publication.
- 2.8 Legislation relevant to England, including amendment regulations, can be accessed online at www.legislation.gov.uk.
- 2.9 There is no requirement to publish or submit this table, but we have included it within our supporting documents to help answer any questions related to the plan process.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage A: Navigating the process of reviewing local plan policies				
1.	L	Have you consistently kept under review the matters which are likely to affect the development of your area and the planning of its development?	P&CPA Section 13 T&CP Regulation 34	Y	• Authority Monitoring Report • Baseline technical data	We regular prepare and updated our Authority Monitoring Report which is available on our website. The Local Plan is informed by a robust and up-to-date evidence base. We consulted on Issues and Opportunities at the beginning of Local Plan process. We amended our proposed policy content between Options and Preferences and the Initial Draft Local Plan (IDL P), with a list of policies not being taken forward included in an appendix to the IDLP. The reasoning for why we have the polices we have it set out in our 7 Topic Paper, each aligned

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						to a policy chapter in the Local Plan.
2.	L	Have you prepared to undertake a review of your local plan policies and complete the review within 5 years of the date of adoption of the current local plan? (also see guidance within Part 1 of the Route Mapper and the 'Local Plan Review Assessment' within Part 1 of the Toolkit)	T&CP Regulation 10A NPPF para 34	Y	Local Development Scheme	We are preparing the Local Plan alongside the Places for Everyone Plan which was adopted in March 2024, so we are well within the 5 years for review. Policy UP1 in the Proposed Local Plan commits us to an early update of the Local Plan, at least in relation to meeting identified housing needs and growth requirements, such as to prepare a plan to a suitably advanced stage by March 2029, to provide a plan-led position looking forward 15 years for adoption, at least to 2044. This commitment is also included in the Local Development Scheme 2026.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
3.	L	Have you prepared to review your Statement of Community Involvement and complete the review within 5 years of the date of adoption of the current Statement of Community Involvement?	P&CPA Section 17(8), 18 and 19(3) T&CP Regulation 10A	Y	- Local Development Scheme - Statement of Community Involvement	The latest Statement of Community Involvement (SCI) was published in September 2023. We have kept the SCI under review at each stage but only minor contextual changes are needed at present. A full review will be undertaken in 2026/27 primarily on the development management content and the minor contextual changes on the plan-making side will be made as part of that review.
4.	PM	Have you checked your scheme of delegation and engaged with the relevant person(s) who will make decisions on the outcome of any review(s) of the Local Plan policies and the Statement of Community Involvement?	The Council's scheme of delegation	Y	The Council's scheme of delegation	Our Assistant Director (AD) Planning and Regeneration meets with our Portfolio Holder (Lead Councillor) and the Leader on a monthly basis, including on Local Plan matters. We also have an internal Local Plan Board that is chaired by the Leader and has our Portfolio Holder and the Portfolio Holder for Housing on it,

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						as well as AD's and Service Managers from across the council, including legal services. In accordance with the Council's scheme of delegation, the Local Plan will need to be endorsed by Cabinet for consultation and Council for Submission – meetings scheduled for September and November. The review of the SCI needs to be approved by the Portfolio Holder.
5.	L	Have you prepared a report for the relevant person(s) deciding on the review of the local plan policies that takes into account the matters that are likely to affect the development of your area and the planning of its development to enable them to make a decision on whether:	T&CP Regulation 10A NPPF para 34	Y	- Published report and decision 5 year plan review assessment (See Part 1 of this toolkit) - Baseline technical data	Our Senior Management Team and Informal Leadership supported the preparation of a new Wigan Borough Local Plan in August 2021 and December 2021 respectively. This was on the basis that the remaining policies in both the Local Plan Core Strategy (2013) and Unitary Development Plan (2006) needed to be updated.

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		1. the policies do not need updating (publishing the reasons for this decision); and / or 2. that one or more strategic policies do need updating (moving to Stage B to update your Local Development Scheme to set out the timetable for this revision)?				

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage B: Scoping and preparing for your local plan update				
6.	L	Where an update of the Statement of Community Involvement is required have you prepared, consulted and adopted a revised Statement in accordance with the procedures set out in Part 2 of the P&CPA? Have you ensured that the Statement is up to date and reflects who the relevant consultation bodies are - for all stages of the plan making process - and what actions will be undertaken to involve the community in any updates to the local plan policies?	P&CPA Part 2 T&CP Regulation 18 NPPF Para 16	Y	Statement of Community Involvement	The Statement of Community Involvement has been prepared in accordance with Part 2 of the P&CP Act.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
7.	PM	Have you prepared a report for the relevant person(s) who will make a decision on the outcome of the review of the Statement of Community Involvement including where relevant details and justification of proposed changes? This should also consider the any practicalities of making documents available for inspection at the submission stage.	P&CPA Section 18 T&CP Regulation 10A	Y	- Published report and decision - Statement of Community Involvement	A report was prepared for our Portfolio Holder to inform his decision on the review of the Statement of Community Involvement.
8.	PM	Have you identified the proposed scope of the update of the local plan by setting out the principal policy areas that will be considered?		Y	- Published report and decision on review of local plan policies - Baseline technical data	The seven themes of the Local Plan were identified at the Regulation 18 stage through consultation on both the Issues and Opportunities and Options and Preferences.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
9.	PM	Have you drafted a project plan to manage and timetable the development and update of the local plan?		Y	- Local Development Scheme - Authority Monitoring Report	We have managed the preparation of the Local Plan using a Project Plan in MS Excel. This has been kept up to date by the team with fortnightly meetings to review and update.
10.	L	Have you prepared a new Local Development Scheme which identifies the local plan update document(s) and the Sustainability Appraisal and timescales for their production?	P&CPA Section 15(2) and Section 19(1)	Y	- Local Development Scheme - Authority Monitoring Report	The timescales for Local Plan preparation has been updated periodically in both the Local Development Scheme and the Authority Monitoring Report.
11.	L	Does your Statement of Community Involvement and project plan identify the legally prescribed bodies you will engage with under the duty to cooperate? This should also include each Local Nature Partnership in the area.	P&CPA Section 20 and Section 33A T&CP Regulation 4, amended by SI 2012 No.2613 Regulation 2	Y	- Statement of Community Involvement - Duty to Cooperate Statement(s) of Common Ground	Paragraph 4.2 in the SCI states that “at appropriate times during the preparation of a plan, we will involve: Duty to co-operate prescribed bodies - these include neighbouring councils and other prescribed bodies as set out in law, many of whom are also specific consultation bodies. The Local Nature Partnership is part

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						of the GMCA (Greater Manchester Natural Capital Group) and have been engaged.
12.	L	Have you identified the “strategic matters” that will be included in the updated local plan and which have / would have a significant impact on your area and at least one other planning area and on which you are required to engage constructively, actively and on an ongoing basis?	P&CPA Section 20 and Section 33A	Y	- Published report and decision on review of local plan policies 5 year plan review assessment (See Part 1 of this toolkit) - Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements	We identified and consulted on the “strategic matters” for the Local Plan as part of the Duty to Cooperate (DtC) process in March 2024. We asked each DtC Body whether they agreed with our strategic issues and which ones they thought applied to them. This is set out in our DtC Statement of Compliance and has been worked up through our DtC Statement of Common Ground.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
13.	L	In addition to the legally prescribed bodies does your Statement of Community Involvement and project plan identify any additional bodies / person(s) who you will engage with on strategic cross-boundary matters and who will be party to your Statement(s) of Common Ground?	NPPF para 27 and para 35	Y	• Statement of Community Involvement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements	We have also engaged with infrastructure providers, namely United Utilities, Electricity North West and National Gas in order to establish whether any additional cross-boundary strategic infrastructure is required.
14.	PM	Have you designed a template to record the progress made with the above bodies / person(s). This should document where effective co-operation is and is not happening throughout the plan making process, and the outcomes from engagement. This will also be required as evidence to	P&CPA Section 20 and Section 33A NPPF para 28 and para 36	Y	• Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Template documents	Yes, templates have been created recording cooperation and progress with each duty to cooperate body. These set out the nature of the collaboration, the date, the main points or strategic issues, and the conclusions and next steps.

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		demonstrate that you have met the Duty to Cooperate.				
15.	PM	In line with your Local Development Scheme and project plan have you timetabled relevant meetings / briefings with the authorities senior management team and elected Members (including any relevant Cabinet / Committee) to ensure that there is support for the development of the local plan update and that any necessary permissions for publication are obtained?		Y	Any relevant local authority reports and decisions	Our Assistant Director (AD) Planning and Regeneration meets with our Portfolio Holder (Lead Councillor) and the Leader on a monthly basis, including on Local Plan matters. We also have an internal Local Plan Board that is chaired by the Leader and has our Portfolio Holder and the Portfolio Holder for Housing on it, as well as AD's and Service Managers from across the council, including legal services. The board generally meets quarterly providing scrutiny and direction for the Local Plan. In addition, our Senior Management Team, Informal Leadership, Portfolio Holder and Leader have been briefed at relevant times, to ensure they have the right information before

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						them and to get their guidance and approval to proceed.
16.	L	Have you prepared a Scoping Report for the development of your Sustainability Appraisal to inform the update of your plan policies? Have you included a proposed framework for testing local plan update options and alternatives using the baseline information and an identified set of sustainability objectives? Have you incorporated the requirements of the Strategic Environmental Assessment?	P&CPA Section 19 and Section 39 The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) The European Directive 2001/42/EC NPPF Para 33	Y	- Local Development Scheme - Sustainability Appraisal Scoping document - Sustainability Appraisal report	An Integrated Assessment (IA) Scoping Report was prepared and published in October 2023. This includes a proposed framework for testing local plan update options and alternatives using baseline information and an identified set of sustainability objectives and incorporates the requirements of the Strategic Environmental Assessment.
17.	L	Have you consulted the statutory environmental consultation bodies, and other interested parties, on	The Environmental Assessment of Plans and	Y	Statement of Community Involvement	Statutory consultation on the IA Scoping Report was undertaken with prescribed bodies (Natural England, Historic England,

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		the scope and level of detail of the environmental information to be included in the Sustainability Appraisal report?	Programmes Regulations 2004 (as amended)		• Sustainability Appraisal report scoping document • Sustainability Appraisal report • Copies of the consultation letters sent to, and any responses from, the bodies	Environment Agency) from 24 May – 29 June 2023.
		Stage C: Developing the update to your local plan				
18.	L	Have you collected in a presentable format the relevant baseline information that will inform and evidence an update to your plan? This may include evidence	P&CPA Section 13 and Section 20	Y	• Baseline technical data	The Local Plan is supported by a robust and up to date evidence base. This is summarised in Section 3 of the Publication Plan and is all available on our website.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		commissioned by third parties.			• Commissioned reports and studies • Authority Monitoring Report	
19.	L	Have you undertaken early engagement with stakeholders to help develop spatial options, particularly on strategic cross-boundary matters? Have you ensured that you are keeping a continual log of engagement for your Duty to Cooperate Statement of Common Ground?	P&CPA Section 20 and Section 33A NPPF para 28 and para 36	Y	• Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements	We have undertaken engagement with stakeholders from an early stage of plan preparation, including on Issues and Opportunities and Options and Preferences at the Regulation 18 Stage. This is set out in our Consultation Log. A continual log of engagement has been prepared and updated accordingly to inform our DtC SoCG, as set out in our DtC Statement of Compliance.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
20.	L	Have you drafted policies / policy options and alternatives based on evidence and engagement? Do the options serve a clear purpose, have they been prepared positively and written in a clear and unambiguous manner?	NPPF para 15 to 35	Y	• First draft plan • Sustainability Appraisal report • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements	Informed by our engagement on issues and opportunities, we prepared and consulted on Options and Preferences in late 2023, which included proposed policy content and alternative options. Alongside an evolving evidence base and targeted consultation with key stakeholders, this informed the preparation of, and consultation on, our Initial Draft Local Plan in April 2025. The options served a clear purpose, were prepared positively and were written in a clear and unambiguous manner.
21.	L	Have you taken account of the NPPF requirements for plan content and the Government's planning policy for traveller sites? At the time of publication this was included in the	NPPF Planning policy for traveller sites, MHCLG December 2024	Y	• Evidence based documents • First draft plan	The Local Plan has been informed by the Greater Manchester Gypsy and Travellers Accommodation Assessment (2024) and the Wigan Borough Housing Needs Assessment which assess the need for traveller sites in line with

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		December 2024 MHCLG Planning policy for traveller sites . This policy must be taken into account in the preparation of development plans.			• Consultation statement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements	the latest national policy. We have policies on gypsy and traveller accommodation and travelling showpeople accommodation in our Homes chapter.
22.	L	Have you considered plan production processes set out within the NPPF, including: • Plan making provisions set out in section 3 – para 15-38 (paras 15-37 in NPPF 2023) • Considering transport issues at the earliest stages of plan production – para 109 (para 108 in NPPF 2023)	NPPF	Y	• Evidence based documents • First draft plan • Consultation statement • Duty to Cooperate Statement(s) of Common Ground / Duty to	How the council has considered plan production processes set out within the NPPF is set out in the PAS Toolkit Part 2, as follows: • Rows 6-13 in relation to plan making provisions set out in NPPF Section 3. • Row 57 in relation to considering transport issues at the earliest stages of plan production.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		- Aligning strategies and investments – para 111 (para 110d in NPPF 2023) - Considering changes in the demand for land – para 127 (para 126 in NPPF 2023) - Discussing the strategic location of housing growth and any proposed changes to Green Belt boundaries with neighbouring authorities – para 147 (para 146 in NPPF 2023) - Applying a sequential, risk-based approach to the location of development to avoid flood risk to people and property – para 172 (para 167 in NPPF 2023)			Cooperate Statements	- Row 59 in relation to aligning strategies and investments - Row 76 in relation to considering changes in the demand for land. - Row 85 in relation to discussing the strategic location of housing growth and any proposed changes to Green Belt boundaries with neighbouring authorities - Row 91 in relation to applying a sequential, risk-based approach to the location of development to avoid flood risk to people and property. - Row 95 in relation to allocating land with the least environmental value.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Allocating land with the least environmental value – para 188				
23.	L	Have you developed a clear and robust framework that will allow you to consistently monitor the implementation and impact of the policies in the plan and to enable a review to be triggered where necessary?	P&CPA Section 13 and Section 35 T&CP Regulation 34 The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) NPPF Para 32, 34, 79, 127	Y	- Sustainability Appraisal - Authority Monitoring Report - Reports or documents setting out the appraisal and monitoring framework	A monitoring framework is included in Chapter 13 of the Publication Plan that aligns with monitoring content in the Integrated Assessment (Sustainability Appraisal) and our existing monitoring content and the Places for Everyone Plan monitoring as applicable.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
24.	L	Have you undertaken a Habitats Regulations Screening Assessment to determine whether the update to the local plan is likely to have a significant effect on a European site or a European offshore site (either alone or in combination with other plans or projects)?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Y	• Habitats Regulations Assessment screening report • Habitats Regulations Assessment	HRA Screening and Appropriate Assessment have been undertaken, dated August 2025.
25.	L	Have you consulted the relevant “nature conservation body” on your Habitats Regulations Screening Assessment and had regard to their representations? Have you also consulted, if considered appropriate, other relevant organisations?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Y	• Habitats Regulations Assessment screening report • Habitats Regulations Assessment • Statement of Community Involvement	The Habitats Regulations Assessment has been undertaken on the Council's behalf by the Greater Manchester Ecology Unit. Natural England were consulted on the draft HRA in September 2025. Feedback was received in October 2025 and January 2026 and the HRA has been updated accordingly by GMEU.

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					• Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements	
26.	L	Did the Habitats Regulations Assessment screening assessment determine that the plan is likely to have a significant effect on a European site or a European offshore site? If so you <u>must</u> undertake an appropriate assessment of the implications of the plan (as part of your Habitats Regulatory Assessment (HRA)) for the Plan's policies and site(s) within the context of the European site's conservation objectives.	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Y	• Habitats Regulations Assessment screening report • Habitats Regulations Assessment • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements	Yes, and yes, we have. HRA Screening and Appropriate Assessment have been undertaken and published in August 2026.

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27.		Have you carried out an Equalities Impact Assessment?	Equality Act 2010	Y	• Equalities Impact Assessment	An Equalities Impact Assessment has been undertaken as part of our integrated assessment. A separate Equality and Diversity and Progress with Unity Impact Assessment has also been undertaken and will be published alongside the reports for Cabinet and Council.
28.		Have you considered combining the Sustainability Appraisal, Equalities Impact Assessment and potentially Habitats Regulations Assessment as part of an Integrated Impact Assessment that is developed and updated alongside the plan in order to inform its options? This may not be appropriate in all instances.	Equality Act 2010	Y	• Habitats Regulations Assessment screening report • Habitats Regulations Assessment • Equalities Impact Assessment	We have combined our Sustainability Appraisal, Equalities Impact Assessment and Health Impact Assessment into our Integrated Assessment (IA), that was initially subject to scoping and then has been developed to inform each iteration of the Local Plan. Our Habitats Regulations Assessment was undertaken separately as it wouldn't easily have fitted into the IA process.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
29.	L	Have you assessed the draft plan / policy options against relevant soundness and quality measures?	NPPF Para 36 to 37	Y	• Draft plan / policy options • Duty to Cooperate Statement(s) of Common Ground • Local Plan Form and Content Checklist (see Part 2 of this Toolkit) • Local Plan Soundness and Quality Assessment (see Part 4 of this Toolkit)	This is considered and demonstrated through Toolkit Parts 2 and 4.
30.	L	Are there any policies applying to sites or areas by reference to an Ordnance	T&CP Regulations 5(1) (b), 9 (1), 17 & 22(1)	Y	• Submission policies map • Brief statement if a	A Policies Map has been prepared and consulted upon at Initial Draft Plan stage (Reg 18) and at Publication stage (Reg 19).

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		Survey map or to amend an adopted policies map? If yes, have you prepared a submission policies map?			submission policies map is not required	
31.	L	Is the local plan update consistent with any other adopted Local Plan Documents for the area?	T&CP Regulation 8(3) and (4)	Y	Local Plan and relevant background papers	The Local Plan is consistent with the Places for Everyone Plan (2024) and policies within the three adopted Neighbourhood Plans in the borough.
32.	L	Is the local plan update intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?	T&CP Regulation 8(5)	Y	Local Plan	The Local Plan will supersede remaining policies in both the Replacement Wigan UDP (2006), the Local Plan Core Strategy (2013) and some Neighbourhood Plan policies. This is set out in Appendix 4 of the Plan.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
33.	L	Is the local plan update (if a London Borough or Mayoral DC) in general conformity with the spatial development strategy?	P&CPA section 24	N/A	- Letter from Mayor of London/ Mayoral Development Corporate - Local Plan and relevant background papers	Not applicable.
		Stage D: Consulting and engaging on the update to your local plan				
34.	PM	Have you obtained the relevant authority permissions to publish the first draft / options for public consultation?		Y	Any relevant authority reports to Cabinet / Committee	Consultation on Options and Preferences was approved by the Portfolio Holder Planning, Environmental Services and Transport on 3 October 2023. Consultation on the Initial Draft Local Plan as approved by the council's Cabinet on 8 April 2025. The Publication and Submission Version of the Local Plan was

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						subject to approval by Cabinet and Council
35.	L	Have you notified the following bodies or persons that you are preparing a local plan update and invited them to make representations on what the plan should contain? • The specific consultation bodies that may have an interest; • The general consultation bodies that the authority consider appropriate; • Residents or other persons carrying on business in the area as considered appropriate; and • Any other stakeholders that you have engaged with in earlier stages on strategic matters and who will be party to your Duty to	P&CPA Section 20 and Section 33A T&CP Regulation 18 NPPF Para 16, 24-28, and 36	Y	• Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Consultation Statement • Copies of consultation notifications • Records of discussion	We undertook a consultation on the Issues and Opportunities for the Local Plan from 17 October – 11 December 2022. This was primarily a public facing consultation with an online questionnaire and engagement sessions directly with the public in 16 town centres and local centres across the borough. We did, however, email a wider range of stakeholders at the outset, including Duty to Cooperate bodies on 24 October, on the “subject and scope of a new Wigan Local Plan”. As a belt and braces approach, and to ensure we had met the legal duty, we followed up the Issues and Opportunities consultation with an invitation to

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		Cooperate Statement(s) of Common Ground and are relevant parties pursuant to your duty to cooperate				raise issues for the Local Plan in May 2023. We emailed a wide range of stakeholders, including Duty to Cooperate bodies on 10 May, on the “Wigan Local Plan Review”, which included “inviting you to raise any issues with us that you think we need to know in preparing the Local Plan”.
36.	L	Have you made sure that the consultation and invitation to make representations: • Follows the principles set out in your adopted Statement of Community Involvement; • Integrates any involvement with the Duty to Cooperate Statement(s) of Common Ground; and • Is proportionate to the scale of issues involved in the local plan update.	P&CPA Section 19(3) NPPF Para 28 and 36	Y	• Statement of Community Involvement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Consultation Statement	See the Consultation Log, our Consultation Reports, our DtC Statement of Compliance and our DtC Statement of Common Ground that are published on our website. We are content that we have followed the principles set in our Statement of Community Involvement, have integrated any involvement with the DtC Statement(s) of Common Ground and it has been proportionate to the scale of issues involved in the local plan update.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
37.	L	Have you prepared a draft of your Consultation Statement (a “proposed submission document”) that includes a record of: • The individuals or bodies invited to make representations; • How this was done; • The main issues raised; and • In preparation of Stage E (and to be completed in Stage E as outline below) how the main issues have been addressed in the local plan update.	P&CPA Section 19 T&CP Regulations 17, 18, 19 and 22 NPPF Para 16, 24-28, and 36	Y	• Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Consultation Statement	See Consultation Reports prepared for the following stages: • Options and Preferences • Initial Draft Local Plan The Consultation Report for the Initial Draft Local Plan provides our response to all of the issues raised and states how main issues have been addressed in the Local Plan.
38.	L PM	Have you consulted on the following emerging documents alongside your first draft plan so that they can be reviewed against representations and policy	P&CPA Section 19 and Section 39 The Environmental Assessment	Y	• Sustainability Appraisal (and any drafts) • Habitats Regulations Assessment	We consulted on the Interim Integrated Assessment alongside the Initial Draft Local Plan. We consulted on the Final Integrated Assessment alongside the Publication and Submission version of the Local Plan.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		options and alternatives as they are developed? • Sustainability Appraisal; and • Habitats Regulations Screening Assessment (or Habitats Regulations Assessment if one has been developed at this stage)	of Plans and Programmes Regulations 2004 (as amended) The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 2001/42/EC The European Directive 92/43/EEC NPPF Para 33		screening report • Habitats Regulations Assessment • Statement of Community Involvement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Consultation Statement	We consulted Natural England on the Habitats Regulation Assessment.

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		Stage E: Developing the submission version of the local plan update				
39.	PM	Taking account of the consultation have you considered whether there is a need for further evidence and / or evidence to be updated to support the policy options set out in your plan?	P&CPA Section 13 and Section 20	Y	• Consultation statement • Baseline technical data • Commissioned reports and studies	We commissioned additional retail evidence in direct response to representations on the thresholds for impact assessments set in proposed policy TC1 in the Initial Draft Local Plan, which has informed revised thresholds.
40.	PM	Have you considered whether further consultation and engagement is required depending on the nature and significance of any proposed changes to the preferred strategy following consultation and / or further evidence? Where further consultation and engagement is required prior to submission this	P&CPA Section 13 and Section 20	Y	• Consultation statement • Baseline technical data • Commissioned reports and studies • Sustainability Appraisal	We have considered whether further consultation and engagement is required prior to the Regulation 19 stage but there have been three full consultation stages at Regulation 18 and the extent of change from the Initial Draft Local Plan and the Publication and Submission version does not warrant further consultation at Regulation 18.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		should be undertaken, recorded and reported in line with the requirements set out above. This includes updating and consulting where necessary on any corresponding amendments to the Sustainability Appraisal and Habitats Regulations Assessment.			(and any drafts) • Habitats Regulations Assessment screening report • Habitats Regulations Assessment • Statement of Community Involvement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements	
41.	L	Have you prepared the Sustainability Appraisal report	P&CPA Section19(5)	Y	• Sustainability Appraisal	The Integrated Assessment has been prepared throughout the

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		on any revised draft of the local plan update? Is it clear how the sustainability appraisal has influenced the plan?	Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633			plan's preparation and has informed each stage, as set out in the IA.
42.	L	Have you prepared an Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 2001/42/EC The European Directive 92/43/EEC	Y	- Habitats Regulations Assessment screening report - Habitats Regulations Assessment	Appropriate Assessment undertaken, dated August 2026. Natural England feedback received, and Appropriate Assessment amended accordingly.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			NPPF Para 33			
43.	L	Have you updated your Equalities Impact Assessment?	Equality Act 2010	Y	• Equalities Impact Assessment	An Equalities Impact Assessment has been undertaken as part of our integrated assessment. A separate Equality and Diversity and Progress with Unity Impact Assessment has also been undertaken and will be published alongside the reports for Cabinet and Council.
44.	L	Have you taken account of all of the representations received from all person(s) in response to the consultation(s) in Stage D? Have you recorded how the main issues have/will be addressed in your draft consultation statement?	T&CPA Regulation 17, 18 and 22	Y	• Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Consultation Statement • Local Plan	Yes, we have. This is set out in our Consultation Report for the Initial Draft Local Plan.

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
					• Relevant correspondence	
45.	PM	Have you considered whether or not you intend to confirm the housing land supply through the independent examination process? If so, have you clearly stated this within your Regulation 19 Submission local plan update and have you ensured that you will engage appropriately with developers and others with an interest in housing delivery on the housing land supply?	NPPF para 78 T&CPA Regulation 17, 18 and 22	Y	• Local Plan • Relevant correspondence	A housing trajectory is set out in the supporting text under Policy H1, as is a summary of the housing land supply, which is set out in depth in our Strategic Housing Land Availability Assessment (SHLAA) and summarised further in our Homes Topic Paper. In addition to the consultation on the Local Plan at Regulation 18 and at Regulation 19, which has including developers and others with an interest in housing delivery, production of the SHLAA 2025 has involved extensive engagement with developers and others with an interest in the housing land supply. Further information can be found in the Homes Topic Paper and Local

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						Plan Review Consultation log Part 6.
46.	PM	Does your local plan update include a trajectory illustrating the expected rate of housing delivery over the plan period? Will your local plan update provide for a 5 year supply of deliverable housing sites (incorporating the appropriate buffer) on adoption against the housing requirement (which is informed by a local housing need assessment conducted using the standard method as a starting point)?	NPPF paras 11 and 78	Y	Local Plan	A housing trajectory is set out in the supporting text under Policy H1. Our SHLAA 2025 demonstrates a 5 year supply of suitable and deliverable housing sites against the housing requirement set in the adopted Places for Everyone Plan. Policy UP1 commits to an early plan update so that the plan is at a sufficiently advanced stage in March 2029 when the protection from higher housing figures from the Places for Everyone Plan will end.
		Stage F: Independent examination and adoption				
47.	PM	Have you obtained the relevant authority permissions		Y	Any relevant authority	Yes, we have obtained the relevant authority permissions to

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		to publish the submission version of the local plan update? You may want to consider including approval to submit this to the Secretary of State (Planning Inspectorate)			reports to Cabinet / Committee	publish the Publication and Submission version of the Local Plan, which was obtained from Council on X having been reported previously to Cabinet on Y who Z. This included approval to submit the Publication and Submission version to the Secretary of State (Planning Inspectorate)
48.	L	Have you made clear where and within what period representations must be made?	T&CP Regulations 17, 19, 20 and 35		Report or record of decisions	This has been made clear in the Statement of Representations Procedure, on the council website, in notifications sent to stakeholders and other publicity channels.
49.	L	Have you published on your website and made copies of the following available for inspection: the proposed submission documents	T&CPA Regulations 19 and 35 See PINS <u>Model represent-</u>		Statements and record of where and when documents were made available	The proposed submission documents, the statement of the representations procedure and the statement and details of where and when documents can be inspected were published on our website on XX, and remained

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		- the statement of the representations procedure - statement and details of where and when documents can be inspected Have you checked you have met all other requirements of your Statement of Community Involvement?	ation form for Local Plans		Consultation Statement	there for the duration of the consultation, and were made available for inspection in YY, as set out in our Consultation Log. We have met all of the requirements of our Statement of Community Involvement.
50.	L	Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1): - A copy of each of the proposed submission documents; and - the statement of the representations procedure	T&CP Regulation 19(b)		- Consultation Statement - Evidence of notifications (email)	

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
51.	L	Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1): - the statement of the representations procedure; and - where and when the documents can be inspected	T&CP Regulation 19(b)		- Consultation Statement - Evidence of notifications (email)	
52.	L	Have you, on the day of publication, requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the local plan update with the spatial development strategy?	P&CPA Section 24 T&CP Regulation 21		Copy of letter	Not applicable

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Getting ready for submission to PINS				
53.	PM	Get ready for submission and examination, this might mean starting the process of appointing a programme officer, securing rooms for a potential hearing and other practical arrangements. Refer to guidance from the Planning Inspectorate.	See Local Plans: guidance and information from the Planning Inspectorate and PINS Procedure Guide for Local Plan Examinations 2024			
54.	PM	Have you obtained the relevant authority permissions to submit the plan to the Secretary of State via the Planning Inspectorate (PINS)			Any relevant authority reports to Cabinet / Committee	

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
55.	L	Have you collated all of the representations made to the publication draft plan update?	P&CPA Section 20(3) T&CP Regulation 22(1)(d)			
56.	PM	Does each representation made have a unique ID and contact details? PINs require that these are provided in an electronic database enabling the full text of each representation to be accessed easily in both policy and paragraph number order and representor order. The database should also clearly identify those who have made a request to be heard by the Inspector under section 20(6) of the PCPA	See PINS Procedure Guide for Local Plan Examinations 2024			
57.	L	Have you assembled the relevant supporting documents (documents	P&CPA Section 20(3)		Submission documents /	

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		relevant to the preparation of your plan which normally includes or comprises the evidence base)?	T&CP Regulation 22 (1)(e)		Examination library	
58.	PM	Do all of the documents that you will submit to the inspectorate have a unique reference listed in an 'Examination Library'?			• Submission documents / Examination library	
59.	L/ PM	You may need to consider whether you need to redact certain personal details from representations for the website and inspection purposes. However, those who have made representations should be able to contact one another and documents should be provided without details redacted. See the guidance from the Planning Inspectorate.	General Data Protection Regulation 2018 See PINS Procedure Guide for Local Plan Examinations 2024			

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
60	L	Have you prepared a statement setting out: • Which bodies and persons were invited to make representations under Regulation 18 • How they were invited • A summary of the main issues raised • How the representations have been taken into account	P&CPA Section 20 (3) T&CP Regulation 22(1)(c)		• Consultation statement	
61.	L	Have you prepared a statement giving: • the number of representations made under Regulation 20 • a summary of the main issues raised OR	P&CPA Section 20(3) T&CP Regulation 22(1)(c)		• Consultation Statement • The Statement as required in Regulation 22(1)(c) – this can be included in the	

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stating that no representations were made			Consultation statement	
62	PM	Consider what documents need printing to ensure that hard copies are available where necessary for inspection and for the examination library.	See PINS Procedure Guide for Local Plan Examinations 2024			
		Submission to PINS				
63.	L	Have you sent the Secretary of State (the Planning Inspectorate) a hard copy and electronic version of: - a copy of the local plan update - and (if prepared) policies map Have you sent the Secretary of State (the Planning	P&CPA Section 20(1) and 20(3) T&CP Regulations 22 See PINS Procedure Guide for Local Plan Examinations 2024			

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Inspectorate) an electronic version of: • the Final ‘consultation statement’ supplemented by or incorporating the documents consultation required under Regulation 22(1) • The Sustainability Appraisal • Copies of representations • ‘Supporting documents’ Guidance from PINS also highlights other material necessary for the examination which includes: • An Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an				

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Appropriate Assessment is not required and confirmation from Natural England that they concur; • The LPA's current Local Development Scheme; • In London, confirmation that the Mayor has indicated general conformity with the London Plan (note however that the Inspector is entitled to take his/her own view on conformity). • It is also helpful if the LPA provide an Equalities Impact Assessment				
64.		As soon as practical after submission, on your website, have you published:	T&CP Regulation 22(3) and 35(1)			

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		- The documents submitted to PINS (identified above) including representations made under Regulation 20 (where practicable) taking into account GDPR requirements? - Statement as to where and when these documents are available for inspections (again this should be in line with any requirements in your Statement of Community Involvement)?	See Local Plan Examination webpages – Advice for Local Plan Authorities (PINS)			
65.	L	For each general consultation body invited to make representations under Regulation 18(1), have they been sent:	T&CP Regulation 22(3)(b)		Copies of correspondence	

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		- notification that the documents submitted to PINS are available for inspection - details of where and when they can be inspected				
66.	L	Have you given notice to persons who have requested to be notified that submission has taken place?	T&CP Regulation 22(3)(c)		Copies of correspondence	
67.	L	If examination hearings are being held, at least six weeks before its opening has the Programme Officer: published the time and place of the examination and the name of the person appointed to carry out the examination on your website?	P&CPA Section 20 T&CP Regulations 24 and 35 See Guidance for Programme Officers: Local Plan		Website	

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		notified those who have made representations on the published DPD which have not been withdrawn of these details?	Examinations (PINS)			
68.	L	Have you asked the Inspector to recommend 'main modifications' (changes that materially affect the policies) to make a submitted local plan update sound and legally compliant? These modifications should be published for consultation.	See Section 6 of the PINS Procedure Guide for Local Plan Examinations 2024 P&CPA Section 20 (7C)		Schedule of proposed main modifications	
69.	L	Depending on the scope of the modifications, have you considered whether there is a need to undertake further Sustainability Appraisal, Habitats Regulations Assessment, and Equalities	The Environmental Assessment of Plans and Programmes Regulations		- Sustainability Appraisal (and any drafts) - Equalities Impact Assessment	

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Impact Assessment on the modifications.	2004 (as amended) The European Directive 2001/42/EC The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC Equality Act 2010		Habitats Regulations Assessment screening report	
70.	L	If the plan update is sound, have you formally adopted the plan update in a full	T&CP Regulations 26 and 35 and (3) of the		Any relevant authority reports to	

No.	Ref	Key questions	Legislation /policy source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		meeting of the local planning authority?	Local Authorities (Functions and Responsibilities) (England) Regulations 2000).		Cabinet / Committee	
71.	L	On adopting a Local Plan update, have you made publicly available a copy of the plan, an Adoption Statement and Sustainability Appraisal?	T&CPA Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.		Adoption Statement	