



Proposed Submission Draft Harborough Local Plan

Representations Guidance Note

This guidance note is to help you make a formal representation on the Proposed Submission Draft Harborough Local Plan (Draft Local Plan). All representations must be received before 09:00 on Tuesday 6 May 2025.

Any representations received after this date will not be considered. Only representations received within this period have a statutory right to be considered by the Inspector at the examination.

Before completing your representation/s, please ensure you read the following guidance notes.

Introduction

The Draft Local Plan has been published by Harborough District Council to allow representations to be made on it before it is submitted for examination by a Planning Inspector. The Planning and Compulsory Purchase Act 2004, as amended, (PCPA) states that the purpose of the examination is to consider whether the submitted plan complies with the relevant legal requirements, including the duty to co-operate, and is sound. The Inspector will consider all representations on the plan that are made within the consultation period (9am on Monday 10 March to 9am Tuesday 6 May 2025).

To ensure an effective and fair examination, it is important that the Inspector and all other participants in the examination process are able to know who has made representations on the plan. The Council will ensure that the names of those making representations are made available (including publication on the Council's website) and considered by the Inspector. Therefore, any representations submitted cannot be treated in confidence. The Council will publish names and representations on its website, but this will not include personal information such as telephone numbers, email or private addresses.

Comments considered unlawful or discriminatory will be inadmissible and will not be accepted. We would ask that you avoid the use of such comments when making your representations.

Representations on the Draft Local Plan must focus on the following (which are explained further detail below):

- Legal Compliance and Duty to Co-operate: and
- Soundness.

Legal Compliance and Duty to Co-operate

You should consider the following before making a representation on legal compliance:

- The plan should be included in the Council's current Local Development Scheme (LDS) and the key stages set out in the LDS should have been followed. The LDS is effectively a programme of work prepared by a Local Planning Authority (LPA), setting out the plans it proposes to produce. It will set out the key stages in the production of any plans which the LPA proposes to bring forward for examination. If the plan is not in the current LDS, it should not have been published for representations. The Council's [LDS](#) was updated in March 2025.
- The process of community involvement for the plan in question should be in general accordance with the Council's [Statement of Community Involvement](#) (SCI). The SCI sets out the Council's strategy for involving the community in the preparation and revision of plans and the consideration of planning applications.
- The Council is required to provide a [Sustainability Appraisal \(SA\)](#) report when it publishes a plan. This should identify the process by which SA has been carried out, and the baseline information used to inform the process and the outcomes of that process. SA is a tool for assessing the extent to which the plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives.
- The plan should comply with all other relevant requirements of the PCPA and the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended (the Regulations).

You should consider the following before making a representation on compliance with the duty to co-operate:

- Section 33A of the PCPA requires the Council to engage constructively, actively and on an ongoing basis with neighbouring authorities and certain other bodies over strategic matters during the preparation of the plan. The Council will be expected to provide evidence of how they have complied with the duty (see [Duty to Cooperate Compliance Statement](#)).
- Non-compliance with the duty to co-operate cannot be rectified after the submission of the plan. Therefore, the Inspector has no power to recommend modifications in this regard. Where the duty has not been complied with, the Inspector cannot recommend adoption of the plan.

Soundness

The tests of soundness are set out in paragraph 35 of the National Planning Policy Framework (NPPF) December 2023. 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. Please note that this plan has been prepared and will be examined under the NPPF’s transitional arrangements and the December 2023 NPPF.

If you think the content of the 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? If so, it does not need to be included.
- Is the issue with which you are concerned already covered by another policy in this plan? There is no need for repetition.
- If the policy is not covered elsewhere, in what way is the plan unsound without the policy?
- If the plan is unsound without the policy, what should the policy say?

Submission of representations

You can comment on the consultation documents in the following ways:

Online Consultation Portal

The best way to submit representations is through our [dedicated online Consultation Portal](#) where you can:

- Read the consultation documents
- Make your comments via the specially designed representation form
- Sign up for email alerts about future consultations

This is our preferred means of receiving comments as it ensures that your comments are recorded accurately and are processed quickly.

It also allows you to edit comments before submitting them, save a draft and return to your form later, and to upload any supporting material. Please save your comments as you complete the form using the 'Save as Draft' button at the bottom of the form as the system will timeout after 30 minutes.

You can view, download, and comment on the consultation via the online [Consultation Portal](#): If you have not already registered, registration is simple using the easy to follow steps in the [Help Guide](#). The guide provides information on the Consultation Portal, including what to do if you have forgotten your password and how to make your comments. If you have any further questions or are having difficulties using the Consultation Portal please contact us at planningpolicy@harborough.gov.uk or call 01858 821160 during normal office hours and one of the team can assist you. Please note you will need to add your comments through the representation form for each paragraph, policy, map, table, figure or appendix that you wish to comment on.

By email or in writing:

A Word version of the Representation Form is available at www.harborough.gov.uk/representation-form or a copy can be requested by contacting the Strategic Planning Team by telephone on 01858 821160.

We will only be accepting responses made using the Local Plan representation form as this will ensure that comments are related to the matters relevant to the subsequent Independent Examination by a Planning Inspector. Part A of the form should be completed with your contact details. Specific comments on the consultation documents should be made in Part B. If you wish to submit a representation on more than one issue in the Local Plan, please complete Part B of the representation form for each issue.

Where possible, please email your completed Word representation forms to localplan@harborough.gov.uk. Alternatively, please send your representation form/s to Strategic Planning, Harborough District Council, The Symington Building, Adam & Eve Street, Market Harborough, LE16 7AG.

We will then record your comments on the Consultation Portal, to make sure they are dealt with alongside the online comments.

The use of the Local Plan representation form ensures that comments are related to the matters relevant to the subsequent Independent Examination by a Planning Inspector. If you wish to submit a representation on more than one issue in the Draft Local Plan, please complete Part B of the representation form for each issue.

If you have difficulties making representations by e-mail or post due to a disability, please call 01858 821160. Documents can be made available in alternative format including large print,

audio and other languages. Please call 01858 821160 or email planningpolicy@harborough.gov.uk.

General advice

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

You should provide succinctly all the evidence and supporting information necessary to support your representation and your suggested modification. You should not assume that you will have a further opportunity to make submissions. Any further submissions after the plan has been submitted for examination may only be made if invited by the Inspector, based on the matters and issues he or she identifies.

Where groups or individuals share a common view on the plan, it would be very helpful if they would make a single representation which represents that view, rather 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 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.

Please note a separate representation should be submitted for each paragraph, policy, map, table, figure or appendix that you wish to comment on.