

Guidance for Making Representations on the Proposed Submission Blaby Local Plan

1. Purpose

This guidance note is to help you make a formal representation on the Proposed Submission Blaby Local Plan (Draft Local Plan). **All representations must be received before 12 noon Monday 24 August 2026.**

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.

These notes should be read alongside the 'Statement of Representations Procedure and Availability of Documents'. This explains the time period within which representations should be made, how to make representations and where the Local Plan and associated are available to view or download.

2. Introduction

2.1. The Pre-Submission Local Plan has been published by the Blaby District Council in order for 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 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 period set by the Local Planning Authority (LPA).

2.2. 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 LPA will therefore ensure that the names of those making representations can be made available (including publication on the LPA's website) and taken into account by the Inspector. Therefore, any representations submitted cannot be anonymous or 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
- Soundness.

3. Legal Compliance and Duty to Co-operate

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

- The plan should be included in the LPA'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 the 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 LDS should be on the LPA's website and available at its main offices. The Council's LDS was updated in April 2026.
- The process of community involvement for the plan in question should be in general accordance with the LPA's Statement of Community Involvement (SCI). The SCI sets out the LPA's strategy for involving the community in the preparation and revision of plans and the consideration of planning applications.
- The LPA 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].

4. Soundness

4.1. The tests of soundness are set out in paragraph 36 of the National Planning Policy Framework (NPPF). 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.

4.2. 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?
- Is the issue with which you are concerned already covered by another policy in this plan?
- 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?

5. General advice

5.1. If you wish to make a representation seeking a modification to a plan or part of a 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 in paragraph 3.1 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.

5.2 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.

5.3. 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 than a large number of separate representations repeating the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised.

5.4. 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.

6. How to make a Representation

6.1 All comments must be submitted in writing.

6.2 The easiest and quickest method is to use the online form on the [Council's Regulation 19 consultation web page](#). This will ensure your representations are accurately recorded for submission to the Planning Inspector.

6.3 If you are unable to use the online form, you can request a word version of the representation form. 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. Completed representation forms should be returned by:

- email: planning.policy@blaby.gov.uk or
- post: Development Strategy, Blaby District Council, Council Offices, Desford Road, Narborough LE19 2EP

6.4 Documents can be made available in an alternative format or translated on request.

6.5 If you have any further questions or are having difficulties using the Online Form please contact us at planning.policy@blaby.gov.uk or call 0116 275 0555 during normal office hours and one of the team can assist you.