



# Local Place Plans

Information Notice Template and Supporting  
Statement Template

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# 1 – Introduction

This document contains two different sets of templates. The first is designed to assist with the Notification process required as part of Section 4 of the Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021, which relates to the notification of Councillors and Community Councils about the prepared Local Place Plan (LLP). Two variations are included to suit the notification of the different intended recipients. The Supporting Statement Template will form part of an LLP submission and includes sections for completion relating to different relevant Planning Policies/regulations which the LLP has taken due regard of.

## 2 – How to use the templates

### Information Notice Templates

Taking each template in turn, copy and paste the contents into your respective email or letter accompanying your proposed Local Place Plan, when you are ready to send it to the relevant councillors and community councils for your area.

Replace the text prompts with information relating to your Local Place Plan and set a response deadline that ensures that councillors and community councils are given no less than 28-days in which to respond with feedback on your proposed Local Place Plan.

Note, the templates assume that the proposed Local Place Plan and any feedback sheets have been published online. If your community group is using a different method to carry out its consultation, e.g. by having its proposed Local Place Plan online, but sending out hard copy forms or requesting feedback via email, please edit the templates accordingly.

### Supporting Statement Template

Using the template, copy and paste the contents into a supporting submission document which will accompany your Local Place Plan submission, when you are ready to send it into Orkney Islands Council.

Complete each of the sections with as much information as possible, if information relevant to the section is included within the Local Place Plan, this can either be copied and pasted or the relevant section and page number noted within the template.

## 3 – Useful webpages and contacts

Should you require advice on the requirements for Local Place Plan notices or help with using these templates, please contact the Development and Marine Planning Team at: [devplan@orkney.gov.uk](mailto:devplan@orkney.gov.uk) or 01856 873535 ext 2517.

Community Councils: <https://www.orkney.gov.uk/your-council/community-councils/>

Councillors: <https://www.orkney.gov.uk/your-council/councillors/councillors/>

## 4 – Notification Template – To Councillors

Dear Ward [add the Ward number(s) that your Local Place Plan area is in] Councillors

I am contacting you on behalf of [add the name of your community body here]. Our local community has prepared a proposed Local Place Plan for [add the name of your Local Place Plan area here].

We are legally required to send each local authority Councillor for our Local Place Plan area (which lies in [fill in the appropriate Ward number(s) and Ward name(s)]) the information below, to comply with Section 4 of the Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021. This email constitutes the 'Information Notice' to local Councillors required by those Regulations.

### 1. Proposed Local Place Plan

The proposed Local Place Plan is [available at (add web address if your proposed Local Place Plan has been published online)] / [attached (if you are attaching a PDF of your proposed Local Place Plan to your email to the Councillors)].

The feedback form is [available at (add web address if your feedback form has been published online)] / [attached (if you are attaching a copy of your feedback form to your email to the Councillors)].

### 2. Brief description of the content and purpose of the proposed Local Place Plan

The proposed Local Place Plan covers the area of [add the name and description of your group's Local Place Plan area].

The proposed Local Place Plan contains proposals for [add a broad description of the types of proposals contained in your group's Local Place Plan].

The purpose of our proposed Local Place Plan is to [add why you have prepared a Local Place Plan, including the main aim or purpose of the plan, i.e. to identify community strengths, needs, areas for development and aspirations, in order to attract and guide funding and/or in order to influence the new LDP].

### 3. Information as to how and to whom any representations on the content of the proposed Local Place Plan should be made and the date by which they should be made

If you have comments on our proposed Local Place Plan, please email them to us or submit them via the feedback form [amend this sentence according to how your group wishes to receive comments].

The deadline for comments is [add a deadline for responses that allows responders no less than 28-days in which to submit feedback].

We are sending similar Information Notices to [(add reference to active Community Council(s) for the Local Place Plan area, if it has not been prepared by the Community

Council(s)) and] our adjoining, active Community Councils as required by the Local Place Plan Regulations.

Please let us know if you have any queries.

Kind regards

# 5 – Notification Template – To Community Councils

Dear Community Councils

I am contacting you on behalf of [add the name of your community body here]. Our local community has prepared a proposed Local Place Plan for [add the name of your Local Place Plan area here].

We are legally required to send each Community Council whose area is wholly or partly within our Local Place Plan area, or adjoins it, the information below. This is in order to comply with Section 4 of the Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021. This email constitutes the 'Information Notice' to local Community Councils required by those Regulations.

This Information Notice is therefore being sent to the following Community Councils: [add the names of all the relevant Community Councils].

## 1. Proposed Local Place Plan

The proposed Local Place Plan is [available at (add web address if your proposed Local Place Plan has been published online)] / [attached (if you are attaching a PDF of your proposed Local Place Plan to your email to the Community Councils)].

The feedback form is [available at (add web address if your feedback form has been published online)] / [attached (if you are attaching a copy of your feedback form to your email to the Community Councils)].

## 2. Brief description of the content and purpose of the proposed Local Place Plan

The proposed Local Place Plan covers the area of [add the name and description of your group's Local Place Plan area].

The proposed Local Place Plan contains proposals for [add a broad description of the types of proposals contained in your group's Local Place Plan].

The purpose of our proposed Local Place Plan is to [add why you have prepared a Local Place Plan, including the main aim or purpose of the plan, i.e. to identify community strengths, needs, areas for development and aspirations, in order to attract and guide funding and/or in order to influence the new LDP].

## 3. Information as to how and to whom any representations on the content of the proposed Local Place Plan should be made and the date by which they should be made

If you have comments on our proposed Local Place Plan, please email them to us or submit them via the feedback form [amend this sentence according to how your group wishes to receive comments].

The deadline for comments is [add a deadline for responses that allows responders no less than 28-days in which to submit feedback].

Please let us know if you have any queries.

Kind regards

## 6 – Supporting Statement Template

<b>Contents</b>	<b>Page Number</b>
<b>Item</b>	
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2 - Contact details	
3 - Regard given to the Local Development Plan	
4 - Regard given to the National Planning Framework	
5 - Regard given to the Locality Plan	
6 - Reasons for amendments being sought to the Local Development Plan	
7 - Community support for the Local Place Plan	
8 - Evidence of compliance with Regulation 4	
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### **1 – Introduction**

### **2 - Contact details**

### **3 - Regard given to the Local Development Plan**

### **4 - Regard given to the National Planning Framework**

### **5 - Regard given to the Locality Plan**

### **6 - Reasons for amendments being sought to the Local Development Plan**



**7 - Community support for the Local Place Plan**

**8 - Evidence of compliance with Regulation 4**

**Appendix**