



Pre-examination checklist for local plans prepared under the Planning and Compulsory Purchase Act 2004

Introduction

The Planning Inspectorate's Procedure Guide for Local Plan Examinations was updated on 23 September 2025 to introduce this pre-examination checklist for local planning authorities to complete for local plans prepared under the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012.

The examination checklist now forms part of the Service Level Agreement between the Planning Inspectorate and local planning authorities for all plans published under regulation 19.

Purpose of the pre-examination checklist

The purpose of the checklist is to help local planning authorities ensure their plan is "ready for examination" as referred to in section 20 of the 2004 Act. Ready for examination means:

- All of the necessary practical arrangements are in place.
- Essential evidence and other documents are ready for submission.
- The rationale for the plan content is clear.

Local planning authorities may find it helpful to refer to the checklist during the preparation of plans, and Inspectors holding local plan advisory meetings with local planning authorities will offer to discuss the examination checklist.

Before submission

The local planning authority should complete the checklist after considering all representations made under regulation 20 and finalising the documents it intends to submit under regulation 22 (see further information below under "Completing the pre-examination checklist").

The completed checklist should then be sent to the Planning Inspectorate (Plans.admin@planninginspectorate.gov.uk) before the plan is submitted. The local planning authority should await a written response before submitting their plan under regulation 22.

Planning Inspectorate's response to the checklist

The Planning Inspectorate will aim to provide a written response to the local planning authority within 10 working days of receiving the pre-examination checklist. The written response will either confirm that the plan is ready for examination, or set out specific actions that the Planning Inspectorate recommends the authority takes before submission.

Submission of the plan for examination

If the Planning Inspectorate's written response to the completed checklist is that the plan is ready for examination, the local planning authority should submit it promptly.

If the Planning Inspectorate's response recommends specific actions before submission, they should be addressed by the local planning authority as appropriate. Once the actions have been taken, and the authority is satisfied that the plan is ready for examination, it should submit the plan and other documents.

The submission documents should include the checklist the authority had completed before submission, the Planning Inspectorate's written response, and a letter explaining how any actions specified in that response have been addressed.

Appointment of the examining Inspector

Following submission of the plan and other documents under regulation 22, an Inspector will be appointed to examine the plan in accordance with the timescales set out in the Service Level Agreement.

Publication of the checklist and correspondence

The checklist that the authority had completed before submission, the Planning Inspectorate's written response, and the authority's letter explaining how the specified actions had been addressed will be published on the examination website along with the plan and all other submission documents.

Completing the pre-examination checklist

This checklist is relevant to full local plans as described in the NPPF and associated planning policy guidance, prepared under the Planning and Compulsory Purchase Act 2004 and 2012 Regulations.

Tailored checklists will be made available for other types of development plan document made under the 2004 Act such as area action plans, partial updates to local plans, “part 2” plans, or minerals and waste plans.

The local planning authority is requested to answer all of the following questions by ticking the box next to either “yes” or “no” for each.

Where requested, a hyperlink to the relevant document(s) should be provided along with reference number(s)¹ and specific pages / paragraph numbers in the document where appropriate.

If the answer to any question is **RED** capitalised (rather than **blue**), a brief explanation (maximum 250 words) should be provided beneath the yes / no answer (using a box as provided as an example under question 1.1).

Where relevant, the explanation for any **RED** capitalised answers should be a summary of, and refer to, the reasoned justification in the Plan or part of the supporting evidence.

It is important to note that **RED** capitalised answers do not necessarily mean that the Planning Inspectorate will recommend that the local planning authority takes further actions before submitting the plan for examination; that will depend on the number and nature of such answers and the explanations provided for them.

¹ Each proposed submission and supporting document (Regulation 22) should have a unique reference number agreed with the Programme Officer in accordance with PINS guidance <https://www.gov.uk/guidance/local-plan-examination-webpages-advice-for-local-planning-authorities>

1. Practical arrangements for the examination

Programme officer

1.1 Is a suitably experienced Programme Officer, who meets the requirements set out in PINS guidance², in post?

Yes	✓	NO		PO Details	Annette.f@btinternet.com
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The Council has reached agreement with Annette Feeney, who accepted the role on 22/12. The necessary paperwork is now being completed.

1.2 Does the Programme Officer have sufficient time available for a period of at least one year to input effectively to the examination?

Yes	✓	NO	
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Examination website

1.3 Will an examination website, that complies with PINS guidance³, be operational shortly after the plan has been submitted for examination?

Yes	✓	NO		Weblink	Once the Council receives confirmation that it can submit the Plan for Examination, an Examination website will be made available via the Castle Point Plan page: https://www.castlepoint.gov.uk/castle-point-plan
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Venue for hearings

1.4 Will the Council be able to ensure that a suitable venue, that complies with PINS guidance⁴, is available for the examination hearings?

Yes	✓	NO	
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Video conferencing facilities

² <https://www.gov.uk/government/publications/guidance-for-programme-officers-local-plan-examinations/guidance-for-programme-officers-local-plan-examinations#rolekey-tasks-at-each-stage-of-the-examination>

³ <https://www.gov.uk/guidance/local-plan-examination-webpages-advice-for-local-planning-authorities>

⁴ <https://www.gov.uk/government/publications/guidance-for-programme-officers-local-plan-examinations/guidance-for-programme-officers-local-plan-examinations#rolekey-tasks-at-each-stage-of-the-examination>

1.5 Will the Council be able to provide video conferencing facilities (such as Microsoft Teams) to facilitate virtual hearing sessions or virtual input to physical hearing sessions should these be necessary?

Yes	✓	NO	
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LPA staff and resourcing

1.6 Will the Council have sufficient staff and resources, including any consultancy or specialist support used in the preparation of the plan and evidence, available for a period of at least one year to input effectively to the examination?

Yes	✓	NO	
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2. Legal requirements

Local development scheme

2.1 Was the plan prepared in accordance with the Council's local development scheme as required by section 19(1) of the 2004 Act?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	The December 2025 LDS is available here: local-development-scheme-july-2025-pdf	Pages 8 and 9

Public consultation

2.2 In preparing the plan did the Council comply with their statement of community involvement as required by section 19(3) of the 2004 Act?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	The Statement of Community Involvement is also available at: 2020 Statement of Community Involvement CastlePoint	Full document
	Compliance at Regulation 19 - see Statement of Consultation: https://www.castlepoint.gov.uk/documents/d/guest/reg-22-consultation-report	Pages 7 – 15

	Compliance at Regulation 18 – see Issues and Options Consultation Statement: issues-and-options-consultation-statement-july-2025-pdf	Pages 5 – 8
	Compliance at Regulation 18 – See Initial Issues Engagement Report: initial-engagement-outcomes-report-2023	Pages 4 – 7
	Compliance at Regulation 18 – See Initial Issues Engagement Report Addendum: addendum-to-initial-engagement-outcome-march-2024	Pages 3 - 5

The duty to cooperate

2.3 Has the Council completed a Duty to Cooperate Statement and signed statements of common ground with all other relevant LPAs and prescribed bodies intended to demonstrate that it engaged constructively, actively and on an on-going basis in relation to strategic matters as required by the duty to cooperate under section 33A of the 2004 Act?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	Statements of Common Ground: See the Duty to Cooperate section of: https://www.castlepoint.gov.uk/general-evidence-documents DTC statement: https://www.castlepoint.gov.uk/documents/d/guest/dtc-statement-december-2025-final-1	Full documents

2.4 Does the Duty to Cooperate Statement identify:

- a. The strategic matters⁵ that needed to be addressed during the preparation of the plan?

Yes	✓	NO	
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⁵ A “strategic matter” is (a) sustainable development or use of land that has or would have a significant impact in at least two planning areas, including (in particular) sustainable development or use of land for or in connection with infrastructure that is strategic and has or would have a significant impact on at least two planning areas, and (b) sustainable development or use of land in a two-tier area if the development or use is a county matter or would have a significant impact on a county matter [section 33A(4) of the 2004 Act].

Doc ref	Doc hyperlink	Relevant page(s)
	DTC Statement: https://www.castlepoint.gov.uk/documents/d/guest/dtc-statement-december-2025-final-1	Pages 11 - 23

- b. The LPAs and other prescribed bodies that were engaged with in relation to each strategic matter?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	<p>This is shown in the DTC statement, link as above.</p> <p>In addition to the DTC, further information is available in the Statement of Consultation: https://www.castlepoint.gov.uk/documents/d/guest/reg-22-consultation-report</p> <p>A searchable list of all representations will be made available closer to the point of submission.</p>	Pages 11 - 23

- c. Specific activities that were undertaken in liaison with all of the relevant LPAs and prescribed bodies from the start of the preparation of the plan (initial regulation 18 consultation) up until the date on which it was submitted for examination?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	<p>This is shown in the DTC statement, link as above.</p> <p>Work commenced with a thorough programme of engagement with prescribed bodies and other service providers as detailed in the Initial Issues Engagement Report: initial-engagement-outcomes-report-2023</p>	<p>Pages 4 – 10 and 11-23</p> <p>Pages 9-11 and 122-296</p>

- d. The main areas of agreement in relation to each strategic matter?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	<p>See the DTC statement link as above.</p> <p>Areas of agreement are additionally indicated through the Statements of Common Ground in the Duty to Cooperate section of: https://www.castlepoint.gov.uk/general-evidence-documents</p>	Pages 11-23

2.5 Are there any significant outstanding issues where agreement has not been reached in relation to any strategic matter?

YES	✓	No	
<p>Unmet Housing Need - none of the boroughs in the wider South Essex Housing Market area are able to assist Castle Point in relation to meeting unmet housing need. Castle Point is a small and highly constrained borough, with 53% Green Belt and 45% of the borough lying within Flood Zone 3. Using Footnote 7 exemptions, which include Green Belt and Flooding, the Council has therefore sought to progress a Plan which contains a constrained housing target as National Policy recognises there are circumstances in which Standard Method will not be met. The Council believes its approach can be justified, in line with the relevant sections of PPG.</p> <p>A large strategic allocation at North West Thundersley is unable to come forward due to objections from the highways authority. The highway implications of housing growth being proposed by neighbouring boroughs close to the Castle Point boundary are a consideration, in addition to various internal constraints which are outlined through the Council's evidence base.</p> <p>Paragraph 36 of the 2024 NPPF, Soundness Test A refers to unmet need from elsewhere being met only "where it is practical to do so".</p>			

2.6 Are there are any relevant LPAs or prescribed bodies with whom duty to cooperate statements of common ground that have not yet been agreed and signed?

YES	✓	No	
<p>At the time of submitting the checklist, four are outstanding, two of which have been agreed but are going through the relevant LPA signoff processes (Thurrock and Basildon). The SoCG with Natural England is close to be agreed. See the Duty to Cooperate section of: https://www.castlepoint.gov.uk/general-evidence-documents</p>			

Due to the Christmas break, comments are still awaited from Essex County Council in its capacity as Highways Authority. This SoCG will be agreed and in place prior to submission.

General conformity with the London Plan

2.7 If relevant⁶, has the Mayor of London made a representation (under section 24(5) of the 2004 Act or regulation 20 or regulation 21) advising that the submitted plan is in general conformity with the London Plan?

N/A

Sustainability appraisal

2.8 Was the plan informed throughout its preparation by a sustainability appraisal?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	SA website links: https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-appendices-july-2025-pdf https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-annexes-july-2025-pdf https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-non-technical-summary-july-2025-pdf	Full documents

2.9 Does the sustainability appraisal report include the following information as may reasonably be required, taking account of (a) current knowledge and methods of assessment; (b) the contents and level of detail in the plan; (c) the stage of the plan in the decision-making process; and (d) the extent to which certain matters are more appropriately assessed at different levels in that process in order to avoid duplication of the assessment⁷?

- a. An outline of the contents and main objectives of the plan, and of its relationship with other relevant plans and programmes?

Yes	✓	NO	
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⁶ If the LPA is a London Borough or a Mayoral development corporation.

⁷ SEA Regulation 12(3).

Doc ref	Doc hyperlink	Relevant page(s)
	The main SA Report sets out the approach to the SA: https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf	Pages 49 – 51
	The main SA Report sets out the framework for assessing policies: https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf	Pages 52 – 76
	The main SA report sets out the framework for assessing sites options: https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf	Pages 77 – 103
	The main SA Report sets out the stage of the plan making process reached, and the approach subsequently taken to the SA at this time: https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf	Pages 18 – 39

- b. The relevant aspects of the current state of the environment and the likely evolution thereof without implementation of the plan?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	The Baseline is summarised in the Main SA Report - https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf	pages 26 – 39
	The detailed Baseline report is set out in Annex B to the SA Report: https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-annexes-july-2025-pdf	Pages 1050 - 1226

- c. The environmental characteristics of areas likely to be significantly affected?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
		pages 26 – 39

	<p>The Baseline is summarised in the Main SA Report - https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf</p> <p>The detailed Baseline report is set out in Annex B to the SA Report: https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-annexes-july-2025-pdf</p>	<p>Pages 1050 - 1226</p>
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- d. Any existing environmental problems which are relevant to the plan including, in particular, those relating to any areas of a particular environmental importance, such as a European site (within the meaning of regulation 8 of the Conservation of Habitats and Species Regulations 2017)?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	<p>As above for the SA (see response to Q2c)</p> <p>The Habitat Regulations Assessment is at: https://www.castlepoint.gov.uk/documents/d/guest/habitats-regulations-assessment-hra-july-2025-pdf</p> <p>The Natural Environment section of General Evidence Documents - Castle Point Borough Council contains other documents of relevance, including the LNRS and Local Wildlife Site Review</p> <p>Castle Point is also one of the authorities using the Essex Recreational Disturbance Avoidance and Mitigation Strategy (RAMS) SPD Recreational Disturbance Avoidance and Mitigation Strategy - Castle Point Borough Council</p>	<p>Full document, but see summary page 10 -15 for overview</p> <p>Full documents</p> <p>Full document, but see intro at pages 1 – 7 for overview</p>

- e. The environmental protection objectives, established at international, Community or national level, which are relevant to the plan and the way those objectives and any environmental considerations have been taken into account during its preparation?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
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	See response to Q2d. Also see Housing Capacity Topic Paper - housing-capacity-topic-paper-august-2025-pdf	Pages 22 - 60
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- f. The likely significant effects on the environment, including short, medium and long-term effects, permanent and temporary effects, positive and negative effects, and secondary, cumulative and synergistic effects, on issues such as (a) biodiversity; (b) population; (c) human health; (d) fauna; (e) flora; (f) soil; (g) water; (h) air; (i) climatic factors; (j) material assets; (k) cultural heritage, including architectural and archaeological heritage; (l) landscape; and (m) the inter-relationship between the issues referred to in sub-paragraphs (a) to (l)?

Yes	✓	NO	
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Doc ref	See the main SA report: https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf	Relevant page(s) Pages 706 - 770
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- g. The measures envisaged to prevent, reduce and as fully as possible offset any significant adverse effects on the environment of implementing the plan?

Yes	✓	NO	
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Doc ref	Doc hyperlink See the main SA report: https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf	Relevant page(s) Pages 702-705
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- h. An outline of the reasons for selecting the alternatives dealt with, and a description of how the assessment was undertaken including any difficulties (such as technical deficiencies or lack of know-how) encountered in compiling the required information?

Yes	✓	NO	
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Doc ref	Doc hyperlink See the main SA report: https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf	Relevant page(s) Page 104, 105, 107, 118, 126, 152 for
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		strategic policies Page 644 for sites.
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- i. A description of the measures envisaged concerning monitoring in accordance with SEA regulation 17.

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	See the main SA report: https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf	Page 772
	See CP Plan: castle-point-plan-regulation-19-consultation-july-2025	Page 189 - 193

- j. A non-technical summary of the information referred to above?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-non-technical-summary-july-2025-pdf	Full document

2.10 Does the sustainability appraisal report also include relevant, adequate and proportionate information relating to social and economic issues (in addition to the environmental information required by the SEA regulations referred to in the questions above)⁸?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	The Baseline is summarised in the Main SA Report - https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf	pages 26 – 39
	The detailed Baseline report is set out in Annex B to the SA Report:	

⁸ NPPF 33 and PPG ID:11-001-20190722.

	https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-annexes-july-2025-pdf	Pages 1050 - 1226
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2.11 Does the sustainability appraisal report identify and appraise reasonable alternatives that take account of the objectives and geographical scope of the plan⁹ including relating to:

a. The spatial strategy?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	Section 4.3 of the main SA report addresses the spatial strategy https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf	Page 106 - 155

b. If applicable, changes to Green Belt boundaries?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf	Pages 683 - 700

c. The plan's housing requirement?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	https://www.castlepoint.gov.uk/documents/d/guest/sustainability-appraisal-sa-main-report-july-2025-pdf	Pages 126- 146

⁹ SEA Regulation 12(2) and PPG ID:11-018-20140306. The subjects listed (a) to (c) are not specified in legislation or national policy, but experience indicates that it may be necessary to identify and appraise reasonable alternatives in relation to them (as well as other elements of the plan as appropriate).

2.12 Was the appraisal of the reasonable alternatives carried out using the same methodology and level of detail as the appraisal of the policies and proposals in the plan¹⁰?

Yes	✓		NO	
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Habitat regulations assessment

2.13 Has the Council carried out a habitat regulations assessment of the Plan under regulation 105 of the Conservation of Habitats and Species Regulations 2017 (as amended) which considers the likely significant effects of all the development proposed in the Plan (in combination with other relevant plans and projects) on relevant habitat sites¹¹ in the plan area and elsewhere?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	https://www.castlepoint.gov.uk/documents/d/guest/habitats-regulations-assessment-hra-july-2025-pdf	Full document, but see summary page 10 -15 for overview

2.14 If **NO**, has the Council published a habitat regulations screening report that demonstrates that the development proposed in the plan (in combination with other relevant plans and projects) will not be likely to have any significant effects on relevant habitat sites in the plan area or elsewhere (without taking into account any mitigation measures¹²)?

Yes		NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	N/A	

Climate change

¹⁰ [Calverton PC v Nottingham CC \[2015\] EWHC 1078 \(Admin\)](#).

¹¹ Any site which would be included within the definition at regulation 8 of the Conservation of Habitats and Species Regulations 2017 for the purpose of those regulations, including candidate Special Areas of Conservation, Sites of Community Importance, Special Areas of Conservation, Special Protection Areas and any relevant Marine Sites.

¹² PPG ID: 65-005 to 007-20190722.

2.15 Does the plan include policies designed to secure that the development and use of land in the planning authority's area contributes to the mitigation of, and adaptation to, climate change as required by section 19(1A) of the 2004 Act?

Yes	✓	NO		Plan page(s)	castlepoint.gov.uk/documents/d/guest/castle-point-plan-regulation-19-consultation-july-2025 The Sustainable Development section at Pages 170-187. The most relevant policies are SD4 and SD5 (pps 179-180) although the theme of mitigating and adapting to climate change via sustainable development is embedded throughout the Plan.
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Strategic priorities

2.16 Does the plan identify the Council's strategic priorities for the development and use of land in the area as required by section 19(1B) of the 2004 Act?

Yes	✓	NO		Plan page(s)	castle-point-plan-regulation-19-consultation-july-2025 The vision and objectives and strategic priorities are set out from pages 17 to 31 of the Plan
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Superseded policies in the adopted development plan

2.17 Does the plan identify all of the policies in the adopted development plan that are intended to be superseded by policies in the plan and state that fact as required by regulation 8(5)?

Yes		NO		Plan page(s)	castle-point-plan-regulation-19-consultation-july-2025
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					consultation-july-2025 Para 1.4 of the Castle Point Plan (link above) states that the Plan will replace the 1998 Plan. A list of superseded policies is within Appendix B – pages 200-202
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Regulation 22 consultation statement

2.18 Has the LPA prepared a consultation statement setting out:

- a. who was invited to make representations on the plan at Regulation 18 consultation stage, how those representations were invited, a summary of the main issues raised, and how the representations were taken into account?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	https://www.castlepoint.gov.uk/documents/d/quest/reg-22-consultation-report See also, Issues and Options Consultation Statement: issues-and-options-consultation-statement-july-2025-pdf Initial Issues Engagement Report: initial-engagement-outcomes-report-2023 Initial Issues Engagement Report Addendum: addendum-to-initial-engagement-outcome-march-2024	Pages 8 - 12 Pages 1-8 and page 205 Pages 4-10 and page 121 Whole document

- b. the number of representations made under Regulation 20 and a summary of the main issues raised in those representations?

Yes	✓	NO	
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Doc ref	Doc hyperlink https://www.castlepoint.gov.uk/documents/d/guest/reg-22-consultation-report - paragraph 5.11	Relevant page(s) Page 16
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2.19 Does the consultation statement comprehensively and succinctly summarise all of the main issues raised in representations made under Regulation 20 and set out the Council's response to each following the approach set out in the PINS Procedure Guide and PAS guidance¹³?

Yes	✓	NO	
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Doc ref	Doc hyperlink https://www.castlepoint.gov.uk/documents/d/guest/reg-22-consultation-report	Relevant page(s) Pages 110-116 Pages 144-163 Pages 178-191 Pages 245-255
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Representations

2.20 Are all of representations made under Regulation 20 formatted and referenced ready to be posted on the examination website in accordance with PINS guidance¹⁴?

Yes	✓	NO	
The schedule will be uploaded to the Council's website prior to submission.			

2.21 Will all of the representations made under Regulation 20 be readily accessible on the examination website, with each representor's full set of comments available in one downloadable document, and will those documents be ordered alphabetically by representor name?

Yes	✓	NO	
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Supporting documents

¹³ [Local Plan Reg 22 Consultation Statement | Local Government Association](#)

¹⁴ <https://www.gov.uk/guidance/local-plan-examination-webpages-advice-for-local-planning-authorities>

2.22 Has the LPA prepared all of the supporting documents which it considers are relevant to the preparation of the plan¹⁵ (ie all of the evidence that is necessary to justify the plan)?

Yes	✓	NO	
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3. Plan content and evidence

Strategic policies

3.1 Does the plan explicitly identify strategic policies to address the strategic priorities for the development and use of land in the area?

Yes	✓	NO		Plan page(s)	
This is shown at pages 19-33 of https://www.castlepoint.gov.uk/documents/d/guest/castle-point-plan-regulation-19-consultation-july-2025					

Plan period

3.2 Do the strategic policies in the plan look ahead over a minimum 15 year period from adoption¹⁶?

Yes	✓	NO		Plan page(s)	Pages 19-33 The Castle Point Plan has a 17 year lifespan
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Housing requirement

3.3 Does the plan include a minimum housing requirement figure that meets or exceeds local housing need calculated using the standard method in national planning practice guidance?

Yes		NO	✓	Plan page(s)	
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¹⁵ Regulation 22(1)(e).

¹⁶ For the purposes of considering this question, it should be assumed that the plan will be adopted no earlier than one year after the date on which it is submitted for examination, and that the 15 year period starts on the 1 April following the date of adoption.

3.4 If **NO**:

- a. Is the plan supported by evidence intended to show that the application of policies in the NPPF that protect areas or assets of particular importance provides a strong reason for restricting the overall scale, type or distribution of development in the plan area; or any adverse impacts of meeting local housing need in full would significantly and demonstrably outweigh the benefits when assessed against policies in the NPPF taken as a whole?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	<p>See: General Evidence Documents - Castle Point Borough Council The Council has prepared various documents which set out its arguments which identify the significant constraints which affect the borough, and therefore confirm that evidence exists which, in line with the PPG, can support a constrained housing target. These include:</p> <p>Housing Topic Paper https://www.castlepoint.gov.uk/documents/d/guest/housing-topic-paper-july-2025-pdf</p> <p>Housing Capacity Topic Paper https://www.castlepoint.gov.uk/documents/d/guest/housing-capacity-topic-paper-august-2025-pdf</p> <p>Information on Market Absorption rates https://www.castlepoint.gov.uk/documents/d/guest/market-absorption-rates-castle-point-housing-delivery-technical-note</p> <p>Density and Capacity study https://www.castlepoint.gov.uk/documents/d/guest/density-and-capacity-study-july-2025</p> <p>Information will also be made available on the website which condenses the policy arguments together. However, various sections of the PPG clarify that once local housing need has been assessed, authorities should make an assessment of the amount of housing which can be provided. This must be justified by evidence on land availability, constraints and other relevant matters.</p>	Full documents

- b. If applicable¹⁷, has the Council reviewed Green Belt boundaries and does that review provide clear evidence that altering the boundaries to meet needs in full would fundamentally undermine the purposes (taken together) of the remaining Green Belt when considered across the area of the plan?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	<p><u>General Evidence Documents - Castle Point Borough Council</u> The Green Belt section outlines the Council's old and new July 2025 Green Belt review.</p> <p>The Housing and Housing Capacity Topic Papers also provide information on this: <u>https://www.castlepoint.gov.uk/documents/d/guest/housing-topic-paper-july-2025-pdf</u> <u>https://www.castlepoint.gov.uk/documents/d/guest/housing-capacity-topic-paper-august-2025-pdf</u></p> <p>The summary notes of key national policy and legal arguments (to be published) provide further information on this, and other relevant matters which support the approach of a constrained housing target</p>	Full documents

Housing land supply

3.5 Does the plan identify a sufficient supply and mix of sites (to ensure that the minimum housing requirement can be met) comprising:

- a. Specific, deliverable sites for five years following the intended date of adoption¹⁸?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	<p>Within the Castle Point Plan: <u>https://www.castlepoint.gov.uk/documents/d/guest/castle-point-plan-regulation-19-consultation-july-2025</u></p>	

¹⁷ This requirement would apply to plans being examined in the context of NPPF December 2024 or February 2025 that include areas of Green Belt.

¹⁸ For the purposes of considering this question, it should be assumed that the plan will be adopted no earlier than one year after the date on which it is submitted for examination, and that the five year period starts on the 1 April following the date of adoption.

	<p>Delivery over time based on the SLAA and Housing Topic Paper is set out in policy SP3 – page 25</p> <p>Specific site allocations are set out in policies:</p> <p>C1 – page 33 C4 – page 40 C9 – page 49 C10 – page 51 B3 – page 57 B5 – page 59 B6 – page 60 B7 – page 61 B8 – page 62 Had1 – page 67 Had3 – page 72 Had4 – page 73 Thun2 – page 76 Thun3 – page 78</p>	
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- b. Specific, developable sites or broad locations for growth for the subsequent years 6-10 and, where possible, for years 11-15 (following adoption)?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	As above	

3.6 Is the plan supported by up-to-date evidence in accordance with national planning guidance¹⁹ intended to demonstrate that each site that makes up the land supply identified in the plan meets the NPPF definitions of “deliverable” and “developable”, along with a trajectory for each site?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	<p>Strategic Land Availability Assessment</p> <ul style="list-style-type: none"> • strategic-land-availability-assessment-slaa-including-urban-capacity-study-methodology-report-january-2023-pdf • strategic-land-availability-assessment-slaa-overview-report-july-2025-pdf • strategic-land-availability-assessment-slaa-site-assessments-canvey-island-july-2025-pdf 	Approach in Methodology Report

¹⁹ PPG ID:68.

	<ul style="list-style-type: none"> castlepoint.gov.uk/documents/d/guest/strategic-land-availability-assessments-slaa-site-assessments-benfleet-hadleigh-thundersley-and-daws-heath-july-2025-pdf <p>Housing Topic Paper - housing-topic-paper-july-2025-pdf</p>	
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Affordable housing

3.7 Is the plan supported by up-to-date evidence²⁰ prepared in accordance with national planning policy guidance relating to affordable housing need?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	<p>A local housing needs assessment was completed in 2023: https://www.castlepoint.gov.uk/documents/d/guest/local-housing-needs-assessment-2023-pdf</p> <p>This was updated in 2025 following publication of the NPPF Dec 2024: https://www.castlepoint.gov.uk/documents/d/guest/local-housing-needs-assessment-update-june-2025-pdf</p>	

Gypsies and Travellers

3.8 Is the plan supported by up-to-date²¹ evidence to establish the accommodation needs of gypsies and travellers and travelling showpeople in accordance with PPTS policy A?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	https://www.castlepoint.gov.uk/documents/d/guest/gypsy-and-traveller-accommodation-assessment-qtaa-november-2024-pdf	Full document

²⁰ For the purpose of this question, the assessment of need must have been undertaken or updated no more than two years before the submission date of the plan (PINS Procedure Guide 1.19).

²¹ For the purpose of this question, the assessment of need must have been undertaken or updated no more than two years before the submission date of the plan (PINS Procedure Guide 1.19).

3.9 Does the plan include pitch targets for gypsies and travellers and plot targets for travelling showpeople consistent with the up-to-date evidence in accordance with PPTS policy B?

Yes	✓	NO		Plan page(s)	Page 93
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3.10 Does the plan identify a supply of:

- a. Specific, deliverable sites for pitches and plots for five years following the intended date of adoption²²?

Yes	✓	NO		Plan page(s)	Page 93
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- b. Specific developable sites, or broad locations, for years 6 to 10 and, where possible, for years 11 to 15?²³

Yes	✓	NO		Plan page(s)	Page 93
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3.11 Is the plan supported by up-to-date evidence in accordance with national planning guidance²⁴ intended to demonstrate that each site that makes up the land supply for pitches and plots identified in the plan meets the NPPF definitions of “deliverable” and “developable”, along with a trajectory for each site?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	As above	

Economic development

3.12 Is the plan supported by up-to-date²⁵ evidence that quantifies the need for additional floorspace for industrial and storage/distribution uses over a minimum 15 year period from adoption?

Yes	✓	NO	
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²² For the purposes of considering this question, it should be assumed that the plan will be adopted no earlier than one year after the date on which it is submitted for examination, and that the five year period starts on the 1 April following the date of adoption.

²³ For the purpose of this question, and to be consistent with the approach to general housing land supply, the deliverable sites for pitches and plots should be for the five years following the intended date of adoption, as should years 6 to 10 and 11 to 15.

²⁴ PPG ID:68.

²⁵ For the purpose of this question, the assessment of need must have been undertaken or updated no more than two years before the submission date of the plan (PINS Procedure Guide 1.19).

Doc ref	Doc hyperlink https://www.castlepoint.gov.uk/documents/d/guest/employment-topic-paper-july-2025-pdf	Relevant page(s)
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3.13 Does the plan identify sufficient land to meet the identified need for additional industrial and storage/distribution floorspace over a minimum 15 years from adoption?

Yes	✓	NO		Plan page(s)	
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3.14 Is the plan supported by up-to-date²⁶ evidence that quantifies the need for additional floorspace for office, retail, and leisure uses looking at least 10 years ahead²⁷?

Yes	✓	NO	
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Doc ref	Doc hyperlink The Employment Options Topic Paper https://www.castlepoint.gov.uk/documents/d/guest/employment-topic-paper-july-2025-pdf sets out that Castle Point does not need to make any additional allocations for Employment land. Demand is covered through existing permissions.	Relevant page(s) Page 23
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3.15 Does the plan identify land with sufficient capacity to meet the identified need for office, retail and leisure uses for at least ten years ahead²⁸?

Yes	✓	NO		Plan page(s)	
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Site selection methodology

3.16 Is the plan supported by an explanation of how the allocations (for housing, economic development and other uses as relevant) were chosen and other potentially reasonable alternative sites not chosen?

Yes	✓	NO	
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²⁶ For the purpose of this question, the assessment of need must have been undertaken or updated no more than two years before the submission date of the plan (PINS Procedure Guide 1.19).

²⁷ For the purpose of this question, “at least ten years ahead” should be from the intended date of adoption.

²⁸ For the purpose of this question, “at least ten years ahead” should be from the intended date of adoption.

Doc ref	Doc hyperlink	Relevant page(s)
	<p>The Development Options Technical paper development-options-technical-paper-2024-pdf</p> <p>Economic Sites Review https://www.castlepoint.gov.uk/documents/d/guest/economic-sites-review-2024</p> <p>The Council's SHLAA is set out within the Housing and Accommodation section of General Evidence Documents - Castle Point Borough Council</p>	Full documents

Viability

3.17 Is the plan supported by an up to date viability assessment carried out in accordance with national planning practice guidance?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	https://www.castlepoint.gov.uk/documents/d/guest/viability-study-report-july-2025-pdf	Full document

Green Belt

3.18 Does the plan include any changes to the established Green Belt boundaries in the adopted development plan (additions and/or deletions, irrespective of size)?

YES	✓	No	
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3.19 If **YES**:

- Has every change to the Green Belt (additions and/or deletions, irrespective of size) been clearly identified in the plan and/or another submitted document?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)

	<p>See policies map - Castle Point Plan Regulation 19 Draft Policies Map - July 2025.pdf</p> <p>See Green Belt Review – MAGB17 at page 36 of the Green Belt Assessment Appendices: castle-point-green-belt-assessment-appendices-july-2025-pdf</p>	Full document
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- b. Is the plan supported by a review of the Green Belt (including Grey Belt) that includes an assessment against the Green Belt purposes set out in the NPPF?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	<p>Green Belt Assessment July 2025:</p> <ul style="list-style-type: none"> • castle-point-green-belt-assessment-july-2025-pdf • castlepoint.gov.uk/documents/d/guest/castle-point-green-belt-assessment-appendices-july-2025-pdf 	

- c. Is the plan supported by evidence setting out the exceptional circumstances for each change to the Green Belt made in the plan (additions and/or deletions, irrespective of size)?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	<p>The Council is setting a constrained housing target. In respect of Green Belt matters, Section 6 of the Housing Topic Paper condenses some of these arguments: https://www.castlepoint.gov.uk/documents/d/guest/housing-topic-paper-july-2025-pdf</p> <p>These matters are detailed more fully in the Housing Capacity Topic Paper: housing-capacity-topic-paper-august-2025-pdf</p>	Pages 9-11

- d. Does the submitted policies map show the revised Green Belt boundaries?

Yes	✓	NO	
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Flood risk

3.20 Is the plan supported by a level 1 strategic flood risk assessment based on up to date evidence?

Yes	✓	NO	
The SFRA documents and appendices are listed in the Climate Change and Flood Risk section of: https://www.castlepoint.gov.uk/general-evidence-documents			

3.21 Does the plan allocate any sites for housing or economic development that are within areas at risk of flooding (flood zones 2 or 3, or at risk of surface water flooding or flooding from other sources)?

YES	✓	No	
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If **YES**, is the plan supported by:

a. Level 2 flood risk assessment based on up to date evidence?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	<p>Level 2 SFRA: https://www.castlepoint.gov.uk/documents/d/quest/level-2-strategic-flood-risk-assessment-sfra-july-2025-pdf</p> <p>SFRA Site Proformas: https://www.castlepoint.gov.uk/documents/d/quest/level-2-strategic-flood-risk-assessment-sfra-site-proformas</p> <p>*The Level 2 SFRA for the broad locations has been reviewed by the EA who are happy with its content. It is still awaiting sign off from the Lead Local Flood Authority (ECC). This is expected before submission.</p>	Full documents

b. Up to date evidence that the sequential test has been applied?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	A spreadsheet entitled Castle Point Site Assessment Database floodrisk is available to download from the evidence base page. This shows a ranked assessment of each site	

	considered. General Evidence Documents - Castle Point Borough Council	
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c. Up to date evidence that the exception test has been applied (if applicable)?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	As above	Full documents

Transport

3.22 Is the plan supported by up to date evidence assessing the individual and cumulative impacts of the development proposed in the plan on highway safety and the road network?

Yes	✓	NO	
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Infrastructure

3.23 Is the plan supported by up-to-date, adequate evidence about the new or improved infrastructure required to facilitate the development proposed in the plan?

Yes	✓	NO	
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Biodiversity

3.24 Is the plan supported by up-to-date, adequate evidence assessing the impacts of the development proposed in the plan on biodiversity?

Yes	✓	NO	
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Landscape

3.25 Is the plan supported by up-to-date, adequate evidence assessing the impacts of the development proposed in the plan on the landscape?

Yes	✓		NO	
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Historic environment

3.26 Is the plan supported by up-to-date, adequate evidence assessing the impacts of the development proposed in the plan on the historic environment?

Yes	✓	NO	
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Other soundness issues

3.27 Are there any other soundness issues raised in representations made under regulation 20 that could potentially require a significant amount of work to address during the examination?

YES		No	✓
The Council does not believe this to be the case.			

End of pre-examination checklist