

Manchester Local Plan (Publication Draft)

Guidance Notes

1.0 Starting point

- The City Council is publishing a plan it considers to be sound.
- This is the plan which is intended to be submitted to the Secretary of State for examination, following the Regulation 19 consultation
- The starting point for the Inspector is that the plan is legally compliant and sound
- The purpose of your representation is to identify where you think this is not the case
- The Inspector will not consider representations which are not linked to soundness or compliance
- Names and addresses (email or postal) must be provided
- Anonymous representations will not be considered by the Inspector

2.0 Your representation

- Whilst the local authorities will read all of the representations, the Inspector will decide which ones raise matters that she/he wishes to investigate further
- The Inspector needs to understand very clearly which part of the plan your representation refers to, what your concerns are and how you think these can be addressed
- Where appropriate, reference should be made to relevant parts of the National Planning Policy Framework (“NPPF”) (paragraph numbers) and associated Planning Practice Guidance (“PPG”) (eg ID: 18a-001-

20190723) with an explanation of why you think the policy in question is consistent or inconsistent with it.

- Reference should also be made to specific parts of evidence prepared by the local authorities (with specific page and paragraph numbers).
- There is no need to quote extensive parts of the NPPF, PPG or evidence documents.

3.0 What makes a Local Plan ‘legally compliant’

- The Plan must have followed the timetable set out in the Local Development Scheme which can be found here [Local Development Scheme \(LDS\) | Manchester City Council](#)
- Must include a Sustainability Appraisal and habitats regulations assessment. These documents can be found here: www.manchester.gov.uk/localplan
- The consultations must have been carried out as in the Statement of Community Involvement (SCI), which can be found here [Statement Of Community Involvement | Manchester City Council](#)
- Complies with relevant laws

4.0 What makes a local plan sound?

- 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 areas 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
- Consistent with national policy – enabling the delivery of sustainable development in accordance with the policies in the Framework

5.0 Making a submission

If you wish to make comments seeking a modification to the plan or part of a plan you should set out:

- In what way you consider the plan or part of the plan is legally non-compliant or unsound.
- Your comments 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 comments and your suggested modification to the plan, i.e. suggested revised wording.
- You should not assume that you will have a further opportunity to make submissions. After this stage, any further submissions may only be made if invited by the Inspector, based on the matters, issues and questions she or he identifies.
- Where many share a common view consider making a single submission which represents that view, rather a large number of separate submissions repeating the same points. In such cases the group should indicate how many people it is representing and how the comments have been authorised

6.0 We also need to know how you want your comments dealt with during the examination

Written and oral comments carry the same weight and will be given equal consideration in the examination process.

- Are you content to rely on your written comments
- Do you wish to take part in hearing session(s) - only people who are seeking a change to the plan have a right to be heard at the hearing session(s), if they so request.

- Indicate if you wish to be kept informed about the progress of the Local Plan including when it has been submitted for Examination, when the Inspector's report is published and when the local plan is adopted.

7.0 Supporting you to make an effective representation

There is a range of support available on our website

www.manchester.gov.uk/localplan to help to navigate all of the information relating to this plan:

- The Plan.
- Evidence base – to support the plan as a whole, thematic policies and strategic allocations.
- Supporting documents – Topic Papers on specific policy areas which bring the evidence together and outlines how it has informed the policies in the plan.
- Interactive map – An interactive site for people to engage with different aspects of the plan.
- Online Portal - links to contextual information as well as the evidence base and supporting information <https://manchester-consult.objective.co.uk/kse>
- Downloadable form and guidance – supporting people who don't want to make a digital response.
- Frequently Asked Questions – To help people to make the most informed response possible.
- If you have any questions about the consultation, for example how to use the Objective portal, please email the Planning Strategy team at planningstrategy@manchester.gov.uk and write '**Local Plan Help**' in the subject box.

8.0 Completing a representation through Objective

- We have made it easier to make comments via the online portal <https://manchester-consult.objective.co.uk/kse>.
- It is no longer necessary to register in order to make comments.

- If you have any difficulty using the portal, please email planningstrategy@manchester.gov.uk and put ‘**Local Plan Help**’ in the subject line.

9.0 Using the response form to submit comments

- Part A, Question 1 asks for your personal details and, where relevant, the details of the organisation you are representing. Please supply an email address if you have one as it will allow us to contact you electronically which is our preferred method. You only need to complete this section once.
- On the response form Part B, Question 2 on the form asks you to specify which section of the Local Plan your comments relate to, for example, paragraph number, policy number, policies map or other. **Please note you will need to complete Part B for each representation you make i.e. for each section or policy you wish to comment on.**
- Link representations to policy, guidance and evidence.
- Please give details of why you consider this part of the Local Plan is not legally compliant, is unsound or fails to comply with the duty to co-operate. Please be as precise as possible.
- Let the Inspector know how you want them to change the plan, for example any wording changes you consider necessary to make the plan sound.

10.0 Completing a representation via email or post

Some people would prefer to make a response via email or post.

This will be treated in the same way as those representations made through the portal or on our template form.

However, you should still follow the basic principles:

- In what way you consider the plan or part of the plan is legally non-compliant or unsound.
- Your comments should be supported by evidence wherever possible.

- It will be helpful if you also say precisely how you think the plan should be modified.

Only representations received by the Manchester City Council Post Room by **28 September 2026** will be valid. If you are posting your response, please make sure that you leave enough time for your response to be received before the consultation end (11.59, 28 September 2026). Responses received after the 28 September 2026 will not be considered by the Inspector.

Please note that all representations including names and addresses will be submitted to the Secretary of State electronically.

11.0 Further information

You can find the National Planning Policy Framework here [National Planning Policy Framework 2021- GOV.UK](#) and planning practice guidance here [Planning practice guidance - GOV.UK](#).

You can find information on our evidence and the steps we have taken to be legally compliant on our website here www.manchester.gov.uk/localplan.

12.0 What happens after the consultation?

- All responses are looked at
- Valid representations are sent along with the Plan and supporting documents to the Secretary of State
- Secretary of State will appoint an Inspector to carry out an independent examination
- The inspectors will look at national policy along with the representations to decide whether the plan is sound
- Inspector will write a report with their findings
- The inspectors may make recommendations to amend the plan
- The Council will consider the report and any recommendations
- If the plan is found sound the Council will adopt it.