

Publication Bury Local Plan

Guidance Note for Making Representations

1. Purpose

- 1.1. This guidance note is to help you make a formal representation on the Bury Local Plan: Publication Plan. All representations must be received by **23:59 on 11 September 2026**.
- 1.2. 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.
- 1.3. Before completing your representation(s), please ensure you read the following guidance notes.

2. Introduction

- 2.1. The Publication Bury Local Plan has been published by Bury Council in order for representations to be made on it before it is submitted for Examination by a Planning Inspector.
- 2.2. The Planning and Compulsory Purchase Act 2004 [PCPA] states that the purpose of the Examination is to consider whether the plan complies with the relevant legal requirements and is sound. The Inspector will consider all representations on the plan that are made within the representations period, commencing on **17 July and ending at 23:59 on 11 September 2026**.
- 2.3. 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 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.

- 2.4. Representations on the Publication Bury Local Plan must focus on the following (which are explained further detail below):
- Legal Compliance; and
 - Soundness.
- 2.5. We have produced an online form and a downloadable form which we would encourage respondents to use. The form consists of two parts – Part A for your personal details and Part B for any comments you would like to make. Please complete a separate Part B sheet for each set of comments you would like to make.

3. Part A – Personal / Agent Details (Questions 1 and 2)

- 3.1. In order for us to consider your comments as part of the formal planning process, we need to be able to contact you - just your name and an email address is enough. Please note that all comments will be held by Bury Council and processed in accordance with our privacy notice, which is available to view on our website at [Strategic Planning and Economic Development privacy notice - Bury Council](#).

4. Part B – Comments

Which part of the Local Plan does the representation relate to (Question 3)

- 4.1. When making any comment, please specify which section of the Publication Bury Local Plan your comment is in response to, for example, paragraph number, policy number, map number or other. 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.

Legal Compliance and Soundness (Questions 4, 5 and 6)

- 4.2. If you have any comments on the Local Plan's legal compliance or soundness, please use this section to make any comments.

Legal Compliance

- 4.3. 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 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 LDS should be on the LPA's website and available at its main offices.

- 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 Local Planning Authority (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].

Soundness

4.4. The tests of soundness are set out in 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 and other statements of national policy, where relevant.
- 4.5. 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?

General Advice

- 4.6. 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 set out in the NPPF and referenced 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.
- 4.7. 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 they identify.
- 4.8. 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.

Participation in Examination Hearing Sessions (Questions 7 and 8)

- 4.9. The examination process is likely to include public hearings. 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). If you would like to appear and speak at the hearings, please state this and explain in the space provided why you consider it is necessary that you participate.

- 4.10. 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. The Inspector(s) will determine the most appropriate procedure to adopt to hear those who wish to participate at this stage.
- 4.11. Please note that while this will provide an initial indication of your wish to participate in hearing session(s), you may be asked at a later point to confirm your request to participate.

Further notifications (Question 9)

- 4.12. In addition, the representation form asks you to confirm whether you wish to participate in the Examination in Public and whether you wish to be notified of any of the following:
- Submission of the Bury Local Plan for independent examination.
 - Publication of the Inspector's Report on the Examination of the Bury Local Plan.
 - The Adoption of the Bury Local Plan
- 4.13. Please tick the relevant box(s) should you wish to be notified of these further stages.

5. How to submit your representations

- 5.1. All comments on the Bury Local Plan and / or its supporting documents must be received by **23:59 on 11 September 2026**. All duly made representations that Bury Council receives during this consultation period will be submitted to and considered by the independent Planning Inspector(s) appointed for the examination.
- 5.2. Please submit all comments:
- Via email to: planning.policy@bury.gov.uk
 - By post to: Strategic Planning and Infrastructure
Place Directorate
3 Knowsley Place
Duke Street
Bury
BL9 0EJ
- 5.3. If you have any further questions or are having difficulties submitting your representation please contact us at planning.policy@bury.gov.uk or call 0161 253 5550 during normal office hours and one of the team can assist you.