

Local Place Plan Validation and Registration Process

What is a Local Place Plan?

A Local Place Plan (LPP) sets out proposals by a community body for the development and use of land. LPPs aim to improve people's engagement and involvement in the planning system.

The Planning (Scotland) Act 2019 requires that the planning authority (SBC Planning Department) must invite local communities to prepare LPPs and publish a date by which LPPs are to be prepared, in order to be taken into account in the preparation of the next Local Development Plan (LDP). A date will be published on the SBC website in due course. Community bodies can prepare a LPP for their area at any time, including in advance of the formal invitation to do so.

The purpose of this document is to set out the approach taken by Scottish Borders Council, specifically in relation to the submission, validation and registration stages of the process.

Submission and Validation of a Local Place Plan

It is encouraged that the community body contacts the planning authority to arrange a pre-submission discussion, prior to submitting the LPP for validation. This will provide an opportunity to highlight anything that could be missing.

Once your LPP has been finalised, it can be submitted to the planning authority for validation and registration. Plans should be submitted electronically to localplan@scotborders.gov.uk. The planning authority will aim to review LPPs within 20 working days.

The legislative requirements for the preparation, submission and registration of LPPs are set out in:

- [The Town and Country Planning \(Scotland\) Act 1997 as amended by the Planning \(Scotland\) Act 2019](#)
- [The Town and Country Planning \(Local Place Plans\) \(Scotland\) Regulations 2021](#)

These requirements are explained in Scottish Government's [Planning Circular 1/2022: Local Place Plans](#) and provides further guidance on the legislative requirements.

The planning authority will assess all submitted LPPs and check whether they meet the minimum legal requirements. The community body will then be notified if the LPP can be validated or not. If the LPP has been successfully validated, it will be added to the public register of LPPs.

If the information provided at submission is incomplete, then the LPP cannot be registered. The planning authority will provide the community body with reasons for reaching this view, so that where possible, the LPP can be amended re-submitted.

The Registration Submission Checklist outlines what information should be provided alongside a proposed LPP, for it to be validated and added to the LPP register.

LPP Register

As set out in legislation, it is the responsibility of the planning authority to hold a public register of LPPs.

The register will contain a copy of all validated LPPs, as well as the information submitted with those LPPs and a map showing the land to which the registered LPPs relate to.

The register is available to view at:

- SBC Council HQ, Newtown St Boswells (during normal working hours)
- Online via the SBC website

How SBC will use registered LPPs

As set out above, in order for LPPs to be taken into account in the preparation of the next Local Development Plan, the planning authority is inviting community bodies to prepare LPPs with an indicative deadline of Spring 2025.

This date is set in advance of the estimated timescale for the finalisation of the Evidence Report and Gate Check process. It is anticipated that LPPs will be prepared, validated and registered in time to inform the Evidence Report. However, LPPs can be submitted for validation at any time, and the planning authority must take all registered LPPs into account when preparing and amending the LDP.

Community bodies may wish to consider whether the proposals contained within their LPP may reasonably form part of representations on individual planning applications.

Proposals contained within LPPs are not assessed for their planning merit or deliverability at the point of registration. This will occur later when the LDP is being produced and LPPs are taken into consideration. It should be noted that registration of a LPP does not guarantee delivery of proposals put forward in the LPP.

Removal of a LPP from the register

Registered LPPs will only be removed from the register if:

- The community body that prepared the LPP requests that it is removed from the register, or
- The community body that prepared the LPP submits a subsequent LPP which the community body states is to replace or supersede the current registered LPP

Registration Submission Checklist	
Confirmation of the community body's status	
<ul style="list-style-type: none"> Statement identifying the community body that has prepared the Local Place Plan (LPP) Copy of the written constitution (if applicable) 	
Contact details	
<ul style="list-style-type: none"> Contact details for the community body 	
Statement of your proposals as to the development or use of land	
<ul style="list-style-type: none"> Statement of the community body's proposals as to the development or use of land within the LPP area 	
Map showing proposals for development or use of land	
<ul style="list-style-type: none"> A map that shows the land to which the LPP relates Map(s) which identify the location of any land or building(s) referred to in the Statement or where the LPP identifies any land or building(s) that the community body considers to be of particular significance to the local area 	
Evidence of compliance with Section 4 of the Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021	
<p>A copy of the following should be submitted:</p> <ul style="list-style-type: none"> List of the Councillors contacted and when List of community councils contacted and when* A copy of the proposed LPP A copy of the Information Notice (sent to Councillors and Community Councils) 	
Explanation of how, whilst preparing the LPP, the community body has taken into consideration other relevant plans	
<p>A statement explaining how the community body has had regard to:</p> <ul style="list-style-type: none"> The National Planning Framework The Local Development Plan Locality Plans which cover the LPP area (if applicable) 	
Reasons for amending the Local Development Plan (LDP)	
<ul style="list-style-type: none"> A statement outlining if, how and why the LDP should be amended as a result of the final LPP. The statement should be based on the considerations that the community body made in preparing its LPP. 	
Evidence of community support	
<p>A statement setting out:</p> <ul style="list-style-type: none"> The community body's view of the level and nature of support for the LPP Evidence that supports this view, including a description or timeline of engagement activities and evidence gathering undertaken as part of the LPP process Description of governance and decision-making procedure applied 	
Copies of additional documents	
<ul style="list-style-type: none"> A copy of/hyperlink to any document referred to with the LPP. This excludes documents which are prepared or published by SBC. 	

*If your LPP area shares a border with England, please consider notifying the relevant English Parish Councils