

Local Place Plans

Overview of Local Place Plan Requirements



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What is a Local Place Plan?

Local Place Plans have been introduced as part of The Planning (Scotland) Act 2019 to support communities to have a more direct role in shaping their local area.

The Act states: “A local place plan is a proposal as to the development or use of land. It may also identify land and buildings that the community body considers to be of particular significance to the local area.”

Local Place Plans that meet the legal requirements can be registered with our Council. Once registered, the plans must be considered by our Council when producing a new Local Development Plan (LDP).

How should you define your community?

Before you begin to prepare your Local Place Plan, you will first need to determine the geographic area that makes up your local community.

Examples of appropriate boundaries could include:

- Community Council boundaries
- Towns or villages
- Individual neighbourhoods with settlements

It will be for the community to identify the area to be covered by the Local Place Plan and a map must be included. Our Council can help with mapping if required.

Our Council would encourage early discussion between different community groups within the same area to ensure that a single Local Place Plan is developed. The Local Place Plan for an area should represent the views of the whole community. Should competing plans be submitted for the same area, our Council cannot guarantee that they can be registered.



Who can create a Local Place Plan?

Local Place Plans must be created by a recognised Community Body. This includes Community Councils and community-controlled organisations that are recognised under the [Community Empowerment \(Scotland\) Act](#).

A Community Body requires to have a constitution, an open membership, a majority of membership coming from the community, etc.

Our Council can help advise on whether your organisation meets these requirements.

Local Place Plans cannot be produced in isolation by individuals or other organisations, such as private companies or public sector bodies.

What to do Next?

Should your community be interested in producing a Local Place Plan for your area, help is available to you from our Council and its partners. Upon completing and submitting an [Expression of Interest Form](#), a Local Place Team will be assigned to meet with you and can help with questions you might have.



The Legal requirements

The format and content of each Local Place Plan should be tailored to the needs of each community. There will however be a need for specific information so that the legal requirements for registration are met.

Section	Description	How can this help meet the legal requirements?
Introduction	Explain who you are and why you are producing a Local Place Plan	<p>Produced by a community body</p> <p><i>The Council can advise on whether your group meets the legal definition. If it does not then advice can be provided on what you would need to do to meet the definition.</i></p> <p><i>The Local Place Plan must include a statement identifying the community body that has prepared the plan. As the plans are likely to involve multiple local partners, you may want to identify this body as the 'lead' organisation and the others as partners.</i></p>
Context/ Description of the area	Sets the scene of the document by describing the appearance and characteristics of the area	<p>Have 'regard to' National Planning Framework (NPF), Local Development Plan (LDP) and the Locality Plan</p> <p>(Your Local Place Team can provide you with these documents)</p> <p><i>We would suggest that to comply with this requirement, you should first identify the plans you must 'have regard to' and then consider how the contents of these plans relate to your area. Upon reviewing these, you can then assess whether any of their content would be problematic for what your community seeks to achieve.</i></p> <p><i>If your community feels strongly that its Local Place Plan should diverge from any of these documents, you should set out clear reasons why you wish to depart from these.</i></p> <p><i>Your Local Place Team can assist you with this.</i></p>

Section	Description	How can this help meet the legal requirements?
Assets, opportunities, needs and challenges	Identifies the needs of your area following discussion in the community	<p>Steps required before the submission of the Local Place Plan – Information Notice and Engagement</p> <p><i>In this section you should outline the engagement activities your community body has carried out. This could be done in the context of how the needs and challenges facing the community were identified through engagement. This may be important when registering the Local Place Plan.</i></p> <p><i>Prior to consulting on a draft Local Place Plan, an Information Notice will need to be sent to councillors and the adjoining community council(s) for the area. This Notice will need to include:</i></p> <ul style="list-style-type: none"> • <i>Copy of Local Place Plan and a brief description of the content and purpose of the proposed Plan. At this stage this may simply be a consultative draft rather than the finalised document;</i> • <i>Information on how and to whom representations on the draft Local Place Plan should be made and any closing date (28 day minimum period).</i> <p><i>Beyond these requirements, there are no specific legal requirements relating to consultation. Different approaches will be appropriate in different communities and the Local Place Team can advise on consultation methods.</i></p>
Community/ Local Place Plan objectives	What your community wishes to achieve in light of the issues identified	<p>Contain a statement of the community body's proposals as to the development or the use of land in the area (to be mapped)</p> <p><i>Your statement could relate to matters that fall within the remit of the planning system such as new buildings, changes of use of land and the appearance of buildings and places. It could also mention where your community considers development should and should not occur, as well as how development affects the wider surroundings. Your Local Place Team can advise you on what falls within locus of planning systems and regulations.</i></p> <p><i>Not all matters that are of concern to your community will fall within the remit of the planning system and Local Place Plans can provide opportunities to capture these too.</i></p> <p><i>This section would also be the good place to describe any existing Community Action Plans or similar that cover your area, and to highlight how your proposed objectives flow from or complement these Plans.</i></p>

Section	Description	How can this help meet the legal requirements?
Action Plan	A list of potential projects, alongside timescales and any commentary on resources. These should be directly related to any objectives identified by the community	<p><i>There are no specific legal requirements that this section relates to.</i></p> <p><i>However, the more information you are able to include in relation to potential projects could make it easier to apply for funding for those projects at a later date.</i></p>
Proposed Policy Changes	Changes to the LDP the community would wish to see in light of the community's objectives	<p>Set out reasons for amending the LDP</p> <p><i>Once you have determined what objectives are important to your community, you will need to reference the most relevant LDP policies and how (if necessary) you would like them to be amended to accommodate these.</i></p> <p><i>You should be clear about the specific changes you would like to see, as well as your reasoning as to why the changes should be made. Highlighting the positive actions you feel the change would make to your community may be a useful starting point. If you have relevant data that supports your argument, this section would be a good opportunity to draw attention to it.</i></p> <p><i>Your Local Place Team can assist you with this.</i></p>
Implement	Describe how the Local Place Plan should be implemented.	<p><i>There are no specific legal requirements that this section relates to.</i></p> <p><i>In this section, you should devise an action plan that outlines how you will achieve the goals set out in your Local Place Plan.</i></p>
Monitor & Review	Outline how the Local Place Plan will be reviewed as well as a timescale for doing this.	<p><i>There are no specific legal requirements that this section relates to.</i></p> <p><i>However, you should be clear on what success would look like for delivery of your Local Place Plan, how you can monitor that and how often you will review the delivery.</i></p>
Map(s)	A map or maps showing the extent of the Local Place Plan area as well as your proposals on the development or use of land in the area	<p>Contain a map that shows land to which the LPP relates</p> <p><i>The map must have sufficient detail as to identify the area that your Local Place Plan relates to. Additionally, if your plan references specific proposals for land or buildings, these will also need to be identified on the map.</i></p> <p><i>Dumfries and Galloway Council can assist your group to create a map of your community.</i></p>

Registration checklist

To ensure that the Local Place Plan registration process proceeds smoothly you will need to provide information from the following checklist. Please note that many of the items listed are also detailed in the suggested structure above. These are included for ease of reference.

Registration Requirement	Yes
Confirmation of the Community Body's Governance <i>(see Introduction above)</i>	✓
Have 'regard to' National Planning Framework, Local Development Plan and Locality Plan <i>(see Context/Description of Area above)</i>	✓
You have sent an Information Notice sent to Councillors and Community Councils <i>(see Assets, opportunities, needs and challenges above)</i>	✓
Statement of your proposals as to the development or use of land <i>(see Community/Local Place Plan objectives above)</i>	✓
Your reasons for amending the Local Development Plan <i>(see Proposed Policy Changes above)</i>	✓
A map that shows land to which the Local Place Plan relates <i>(see Map(s) above)</i>	✓
A map showing proposals for development or use of land <i>(see Community/Local Place Plan objectives and Map(s) above)</i>	✓
Contact details for your organisation	✓
A statement on your view of the level and nature of support for the Local Place Plan	✓
A statement addressing compliance with the legal requirements listed in this table	✓

