



# The Planning Inspectorate

## DPD with hearing session lasting up to 8 days (where no PHM held)

Week	Key Actions
1	<ul style="list-style-type: none"> <li>LPA submits DPD to the Secretary of State (in practice to the Planning Inspectorate) including a full and complete evidence base and regulation 30(1)(d) and 30(1)(e) statements.</li> <li>It is very important that the Programme Officer (PO) is in place by submission given there is no post submission consultation stage.</li> </ul>
2	<ul style="list-style-type: none"> <li>The Inspectorate will proceed to appointment of the Inspector (which will be dependent on PO being in place). The Inspectorate will carry out an initial scoping of the DPD (procedure and content) then pass to the Inspector.</li> </ul>
3 - 4	<ul style="list-style-type: none"> <li>Inspector will commence early appraisal of the DPD and make contact with the PO.</li> <li>Inspector will look for any fundamental or cumulative flaws in the DPD and write to the authority in the first instance where there are major concerns. If an exploratory meeting is required the Inspector will advise the LPA through the PO (note: an exploratory meeting is likely to lead to a consequent delay in the examination timetable).</li> <li>Inspector will give consideration to the structure of hearings, allocate participants to hearing sessions and decide what additional material is needed from participants. Date for submission of responses to the Inspector will usually be the same for all parties – process is to inform Inspector not create counter arguments and rebuttals.</li> <li>LPA may be asked to provide papers on specific issues highlighted by the Inspector. However, papers should not be put forward if not asked for by Inspector (e.g. if LPA wishes to produce topic papers, these should be part of the evidence base submitted with the DPD).</li> <li>Inspector takes charge of process of what may be submitted. Date for submission of responses to the Inspector will usually be the same for all parties – process is to inform Inspector not create counter arguments and rebuttals.</li> <li>Inspector will confirm the hearing start date <b>LPA to ensure start of the hearing sessions is advertised i.e. at least 6 weeks in advance of commencing – regulation 34(2).</b></li> </ul>
Week 5	<ul style="list-style-type: none"> <li>PO sends initial letter to participants, programme for hearing sessions incl matters/issues and circulates Inspector's Guidance Notes</li> <li>LPA &amp; participants will start work on providing any</li> </ul>

	<p>material requested by Inspector LPA prepares answer to any matters and issues raised by the Inspector in the early correspondence.</p> <ul style="list-style-type: none"> <li>• The LPA and other participants in the examination have around 2-3 weeks to produce their statements for the hearing session.</li> </ul>
End week 7	<ul style="list-style-type: none"> <li>• Responses and statements from LPA and participants due.</li> <li>• PO clarifies and confirms attendance at the hearings</li> </ul>
Week 8	<ul style="list-style-type: none"> <li>• PO circulates the statements - important that the statements from the LPA and other participants should be available before the hearings commence, so that everyone (including the Inspector) is fully aware of the evidence/points being made. PO needs to circulate the LPA's statements and those of the other participants.</li> <li>• PO circulates final detailed agendas for the discussions at each of the hearing sessions to the relevant participants.</li> <li>• Final programme for the hearing sessions and Matters/Agenda for the hearings</li> </ul>
10+ onwards  Hearings	<ul style="list-style-type: none"> <li>• HEARING SESSIONS COMMENCE.</li> <li>• The hearing sessions form an important part of the examination process; all participants should attend on the relevant day.</li> <li>• Inspector will announce the report delivery date at the last hearing session (taking into account the time required for the internal quality assurance (QA) process).</li> </ul>
13 + onwards Reporting	<ul style="list-style-type: none"> <li>• After the hearings have concluded and the Inspector is reporting, no further representations/papers will be necessary unless specifically requested by the Inspector (the examination remains open throughout the reporting period).</li> </ul>
Week 18	<ul style="list-style-type: none"> <li>• The report will be subject to an internal QA process in the Inspectorate before dispatch. This process takes around 3 weeks.</li> </ul>
End Week 20 Fact check dispatch	<ul style="list-style-type: none"> <li>• LPA has 2 weeks to carry out the fact check.</li> </ul>
Week 22 Comments from LPA	<ul style="list-style-type: none"> <li>• Inspector will respond to the fact check matters raised by the LPA.</li> </ul>
Week 23 Final Report	<ul style="list-style-type: none"> <li>• Final report will be dispatched.</li> </ul>

\* Please note that Examinations where there are more than 8 hearing days are likely to be more complex and a PHM may be necessary, with the involvement of more participants.