

## Local Place Plan - Information Notice Template

### Introduction

This document contains two templates, which have the same legal content, but are worded slightly differently to suit the respective intended recipients: the relevant Local Authority Councillors and Community Councils.

### How to use this template

Taking each template in turn, copy and paste the contents into your respective email or letter accompanying your proposed Local Place Plan, when you are ready to send it to the relevant councillors and community councils for your area.

Replace the text prompts with information relating to your Local Place Plan and set a response deadline that ensures that councillors and community councils are given no less than 28-days in which to respond with feedback on your proposed Local Place Plan.

Note, the following templates assume that the proposed Local Place Plan and feedback sheet have been published online to be accessed by the councillors and community councils. If your community group is using a different method to carry out its statutory consultation, e.g. by having its proposed Local Place Plan online, but sending out hard copy response forms or requesting feedback via email, please edit the templates accordingly.

### How to find the councillor and community council details for your Local Place Plan area

The Highland Council's [list and map of wards](#) can help you identify the councillors for your Local Place Plan area and their contact details (see also web address below).

The Council's [community council boundary maps](#) can help you identify the community councils any part of whose area is within, or adjoins, your Local Place Plan area, and the list of [community council email contacts](#) will help you find their contact details (see also web addresses below).

Should you require advice on the Scottish Government requirements for Local Place Plan information notices, or help to identify the councillors and community councils for your Local Place Plan area, or help with using this template, please contact the Development Plans Team on: [lpp@highland.gov.uk](mailto:lpp@highland.gov.uk)

### Web addresses

Council wards:

[www.highland.gov.uk/info/695/council\\_information\\_performance\\_and\\_statistics/504/council\\_wards](http://www.highland.gov.uk/info/695/council_information_performance_and_statistics/504/council_wards)

Community Council boundary maps:

[https://www.highland.gov.uk/downloads/download/472/community\\_councils\\_-\\_boundary\\_maps](https://www.highland.gov.uk/downloads/download/472/community_councils_-_boundary_maps)

Community Council email contacts:

[www.highland.gov.uk/communitycouncilcontacts](http://www.highland.gov.uk/communitycouncilcontacts)

Dear Ward [add the Ward number(s) that your Local Place Plan area is in] Councillors

I am contacting you on behalf of [add the name of your community body here]. Our local community has prepared a proposed Local Place Plan for [add the name of your Local Place Plan area here].

We are legally required to send each local authority Councillor for our Local Place Plan area (which lies in [fill in the appropriate Ward number(s) and Ward name(s)]) the information below, to comply with Section 4 of the Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021. This email constitutes the 'Information Notice' to local Councillors required by those Regulations.

### **1. Proposed Local Place Plan**

The proposed Local Place Plan is [available at (add web address if your proposed Local Place Plan has been published online)] / [attached (if you are attaching a PDF of your proposed Local Place Plan to your email to the Councillors)].

The feedback form is [available at (add web address if your feedback form has been published online)] / [attached (if you are attaching a copy of your feedback form to your email to the Councillors)].

### **2. Brief description of the content and purpose of the proposed Local Place Plan**

The proposed Local Place Plan covers the area of [add the name and description of your group's Local Place Plan area].

The proposed Local Place Plan contains proposals for [add a broad description of the types of proposals contained in your group's Local Place Plan].

The purpose of our proposed Local Place Plan is to [add why you have prepared a Local Place Plan, including the main aim or purpose of the plan, i.e., to identify community strengths, needs, areas for development and aspirations, in order to attract and guide funding and/or in order to influence the new Highland LDP].

### **3. Information as to how and to whom any representations on the content of the proposed Local Place Plan should be made and the date by which they should be made**

If you have comments on our proposed Local Place Plan, please email them to us or submit them via the feedback form [amend this sentence according to how your group wishes to receive comments].

The deadline for comments is [add a deadline for responses that allows responders no less than 28-days in which to submit feedback].

We are sending similar Information Notices to [(add reference to active Community Council(s) for the Local Place Plan area, if it has not been prepared by the Community Council(s)) and] our adjoining, active Community Councils as required by the Local Place Plan Regulations.

Please let us know if you have any queries.

Kind regards

Dear Community Councils

I am contacting you on behalf of [add the name of your community body here]. Our local community has prepared a proposed Local Place Plan for [add the name of your Local Place Plan area here].

We are legally required to send each Community Council whose area is wholly or partly within our Local Place Plan area, or adjoins it, the information below. This is in order to comply with Section 4 of the Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021. This email constitutes the 'Information Notice' to local Community Councils required by those Regulations.

This Information Notice is therefore being sent to the following Community Councils: [add the names of all the relevant Community Councils].

### **1. Proposed Local Place Plan**

The proposed Local Place Plan is [available at (add web address if your proposed Local Place Plan has been published online)] / [attached (if you are attaching a PDF of your proposed Local Place Plan to your email to the Community Councils)].

The feedback form is [available at (add web address if your feedback form has been published online)] / [attached (if you are attaching a copy of your feedback form to your email to the Community Councils)].

### **2. Brief description of the content and purpose of the proposed Local Place Plan**

The proposed Local Place Plan covers the area of [add the name and description of your group's Local Place Plan area].

The proposed Local Place Plan contains proposals for [add a broad description of the types of proposals contained in your group's Local Place Plan].

The purpose of our proposed Local Place Plan is to [add why you have prepared a Local Place Plan, including the main aim or purpose of the plan, i.e., to identify community strengths, needs, areas for development and aspirations, in order to attract and guide funding and/or in order to influence the new Highland LDP].

### **3. Information as to how and to whom any representations on the content of the proposed Local Place Plan should be made and the date by which they should be made**

If you have comments on our proposed Local Place Plan, please email them to us or submit them via the feedback form [amend this sentence according to how your group wishes to receive comments].

The deadline for comments is [add a deadline for responses that allows responders no less than 28-days in which to submit feedback].

Please let us know if you have any queries.

Kind regards