

Submission checklist

When submitting the plan to West Berkshire Council you will need to ensure that your submission documents comprise of the following:

1	Map / statement identifying the area to which the plan relates.	
2	The consultation statement – containing details of those consulted, how they were consulted, summary of the main issues and concerns raised and how these have been considered, and where relevant, in the neighbourhood plan	
3	The neighbourhood plan	
4	Basic Conditions Statement – setting out how the neighbourhood plan meets the Basic Conditions.	
5	Strategic Environmental Assessment and / or Habitat Regulations Assessment (if required)	
6	Other supporting documents including evidence base documents (setting out the evidence base for your neighbourhood plan) and a design guide, if the steering group have agreed to develop the document for the parish	