

National Infrastructure Planning  
Temple Quay House  
2 The Square  
Bristol, BS1 6PN

Customer Services: 0303 444 5000  
e-mail:  
[bramfordtotwinstead@planninginspectorate.gov.uk](mailto:bramfordtotwinstead@planninginspectorate.gov.uk)

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All Interested Parties and  
Statutory Parties

Your ref:

Our ref: EN020002

Date: 7 August 2023

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Dear Sir or Madam

**Planning Act 2008 (as amended) – Sections 88 and 89**  
**The Infrastructure Planning (Examination Procedure) Rules 2010 – Rules 4, 6, 9**  
**and 13**

**Application by National Grid Electricity Transmission plc for an Order granting**  
**Development Consent for the Bramford to Twinstead Reinforcement**

**Notice of appointment of Examining Authority, invitation to the Preliminary**  
**Meeting, notification of Hearings and Procedural Decisions**

I am writing to you following my appointment by the Secretary of State as the lead member of the Examining Authority (ExA) to carry out an Examination of the above application. I am Andrew Mahon, and the other members of the ExA are Julie de-Courcey, John McEvoy and Jason Rowlands. A copy of the appointment notice can be viewed [here](#).

We would like to thank those who submitted Relevant Representations. These were of great assistance as we considered how to examine this application.

**Invitation to the Preliminary Meeting**

This letter is a formal invitation to the Preliminary Meeting to discuss our proposed Examination procedure. It includes several important, supporting annexes.

Date	Start times	Venue and joining details
<b>Tuesday 12 September 2023</b>	Virtual Room opens from: <b>9.30am.</b> Virtual Arrangements Conference from: <b>9.45am.</b> Seating available at venue from: <b>9.30am.</b> Preliminary Meeting starts: <b>10.00am.</b>	You may attend the venue at the <b>Sir Bobby Robson Suite, Ipswich Town Football Club, Portman Road, Ipswich IP1 2DA.</b> (Public transport and local parking available, subject to availability and cost may vary)

		<p><b>or join virtually online using Microsoft Teams.</b></p> <p>Full instructions on how to join online or by telephone will be provided in advance to those who pre-register.</p>
<p><b>NOTE:</b> we expect the Preliminary Meeting to be completed before <b>1.00pm</b> on <b>Tuesday 12 September 2023</b>. However, you are encouraged to keep the whole day free in case the meeting overruns or there is a technical problem that requires the meeting to be adjourned and resumed later in the day.</p>		
<p><b>IMPORTANT:</b> if you intend to participate in the Preliminary Meeting, you must register by Tuesday 22 August 2023 and provide all the requested information, as set out in <b>Annex A</b> to this letter.</p> <p>If you do not wish to participate but would like simply to observe the Preliminary Meeting, then you do not need to register. You can:</p> <ul style="list-style-type: none"> <li>• attend the venue as an observer;</li> <li>• watch a livestream of the event online (a link will be made available on the project webpage<sup>1</sup> shortly before the event is scheduled to begin); or</li> <li>• watch the video recording that will be published on the project webpage shortly after the event has finished.</li> </ul>		

## Agenda for the Preliminary Meeting

The agenda for the meeting is at **Annex A** to this letter. This has been set following our Initial Assessment of Principal Issues arising from our reading of the application documents and the Relevant Representations that we have received. The Initial Assessment of Principal Issues is set out in **Annex C** to this letter.

## Purpose of the Preliminary Meeting

The Preliminary Meeting is held to allow us to hear your views about how the application should be examined. At this stage, we will be looking solely at procedure. The Preliminary Meeting is not an opportunity for you to give your views about what you do or do not like about the application. We can only consider opinions and evidence on the merits or disadvantages of the application once the Examination starts, which will be after the Preliminary Meeting has closed.

The ExA will therefore limit the scope of the Preliminary Meeting to consideration of how the application will be examined. For further information, see **Annex B** to this letter and the Planning Inspectorate's Advice Note 8.3<sup>2</sup>, *Influencing how an application is Examined: the Preliminary Meeting*.

Nevertheless, over its full course of up to six months, our Examination will take into account Relevant Representations, Written Representations, responses to our Written Questions, and any oral representations made at the meetings and hearings. In addition, we will take account of the application documents, Local Impact Reports,

<sup>1</sup> [Bramford to Twinstead | National Infrastructure Planning \(planninginspectorate.gov.uk\)](https://www.planninginspectorate.gov.uk/bramford-to-twinstead-national-infrastructure-planning/)

<sup>2</sup> [Advice Note 8.3 – Influencing how an application is Examined: the Preliminary Meeting | National Infrastructure Planning \(planninginspectorate.gov.uk\)](https://www.planninginspectorate.gov.uk/advice-note-8.3-influencing-how-an-application-is-examined-the-preliminary-meeting/)

policy and legal considerations, our observations at site inspections and any other matters we consider to be important and relevant. All of these will be considered when we make a recommendation to the Secretary of State for Energy Security and Net Zero, who will make the final decision in this case.

Please note that you are not required to attend the Preliminary Meeting in order to participate in the Examination. If you are an Interested Party, you will still be able to make a Written Representation and comment on the Written Representations made by other Interested Parties. You will also be able to participate in any hearings that are arranged. Further information is given in the Planning Inspectorate's Advice Note 8.4<sup>3</sup>, *The Examination*.

Should you no longer wish to be an Interested Party and do not wish to be involved in the Examination process, please notify the Case Team of this in writing, using the contact details at the top of this letter.

### **Requests to participate in the Preliminary Meeting**

If you wish to participate at the Preliminary Meeting, you must notify the ExA in writing on or before **Tuesday 22 August 2023** via the '[Make a Submission](#)' tab on the project webpage. **Annex H** to this letter provides further information about using the 'Make a Submission' tab. Your request must include the following information:

- Your name and unique reference number (found at the top your letter or email from the Planning Inspectorate).
- Your email address (if available) and contact telephone number.
- The name and unique reference number of any person or organisation that you are representing (if applicable).
- Confirmation of whether you wish to participate virtually or in-person.
- The agenda item on which you wish to speak and a summary list of the points you intend to make.

Please contact the Case Team using the contact details at the top of this letter if you require any support to attend the Preliminary Meeting.

We strongly encourage groups of individuals who have similar views on the procedure to choose one representative to speak for the group.

### **Written submissions about how the application should be examined**

The examination of an application for a Development Consent Order under the Planning Act 2008 is principally a written process. Representations made in writing carry equal weight to oral representations at all stages of the process.

We would now welcome written submissions from recipients of this letter about how the application should be examined, including if you:

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<sup>3</sup> [Advice Note 8.4: The Examination | National Infrastructure Planning \(planninginspectorate.gov.uk\)](#)

- consider changes should be made to the draft Examination Timetable set out at **Annex D** to this letter; or
- wish to comment about the arrangements for future Examination hearings.

Any written submission must be made using the '[Make a Submission](#)' tab on the project webpage on or before **Procedural Deadline A** (Tuesday 22 August 2023) (see **Annex D** to this letter).

## **Format of Examination events – Preliminary Meeting and hearings**

The Examination of the application will principally be a written process (see Advice Note 8.4<sup>4</sup>: *The Examination*), supplemented where necessary by various types of hearings (see Advice Note 8.5<sup>5</sup>: *Hearings and site inspections* and Advice Note 8.6<sup>6</sup>: *Virtual Examination events*).

We anticipate that most hearings for this Examination will be blended, meaning that you can choose either to participate in-person at the venue or through virtual attendance online. We will provide formal notification and the format of each hearing to be held during the Examination at least 21 days in advance of it taking place.

As such, this letter provides formal notification that the Preliminary Meeting will be a blended event and that Open Floor Hearing 1, Open Floor Hearing 2, and Issue Specific Hearing 1 referred to in **Annex E** to this letter will also be blended events.

## **After the Preliminary Meeting**

After the Preliminary Meeting, we will send you a letter setting out the finalised Examination Timetable (the 'Rule 8 letter'). A recording of the Preliminary Meeting will be published on the project webpage<sup>7</sup> alongside a note of the meeting.

## **Notification of initial hearings**

Registered Interested Parties have the right to request an Open Floor Hearing and those persons affected by any request for Compulsory Acquisition or Temporary Possession of their land or rights may request a Compulsory Acquisition Hearing. The DCO Examination process under the Planning Act 2008 is primarily a written one, and any other Issue Specific Hearings will be held at the discretion of the ExA and only if we feel that consideration of oral representations is needed to ensure that an issue is adequately examined.

Our initial suggestions for holding hearings are set out in the draft Examination Timetable at **Annex D**.

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<sup>4</sup> [Advice Note 8.4: The Examination | National Infrastructure Planning \(planninginspectorate.gov.uk\)](#)

<sup>5</sup> [Advice Note 8.5: The Examination: hearings and site inspections | National Infrastructure Planning \(planninginspectorate.gov.uk\)](#)

<sup>6</sup> [Advice Note 8.6: Virtual examination events | National Infrastructure Planning \(planninginspectorate.gov.uk\)](#)

<sup>7</sup> [Bramford to Twinstead | National Infrastructure Planning \(planninginspectorate.gov.uk\)](#)

In the interests of expediency and facilitating early exploration of the issues, we have made a Procedural Decision to hold initial hearings and this letter provides you with formal notification. Please carefully check the venue and time of the Hearing you wish to attend, as we will be using two locations at various times for the convenience of Interested Parties. These hearings are:

- Open Floor Hearing 1 (OFH1) at the Sir Bobby Robson Suite, Portman Road, Ipswich IP1 2DA at 2.00pm on Tuesday 12 September 2023 (blended event).
- Open Floor Hearing 2 (OFH2) at the Stoke by Nayland Resort, Keepers Lane, Leavenheath, Colchester CO6 4PZ at 6.30pm on Wednesday 13 September 2023 (blended event).
- Issue Specific Hearing 1 (ISH1) on the scope and details of the Proposed Development, including construction activities, and the principles of the Applicant's draft Development Consent Order (dDCO) at the Stoke by Nayland Resort, Keepers Lane, Leavenheath, Colchester CO6 4PZ at 10.00am on Thursday 14 September 2023 (blended event).

Important information about these hearings and the procedure that will be followed is set out in **Annex E** to this letter. This includes the details that you will need to provide with any request to be heard at a hearing.

### **Other Procedural Decisions made by the Examining Authority**

We have made some further Procedural Decisions, and these are set out in detail at **Annex F** to this letter. They are summarised as follows:

- Request for Statements of Common Ground and Status of Statements of Common Ground.
- Advance notice of the deadline for submission of Local Impact Reports.
- Invitation to submit suggested locations for Site Inspections.
- Request for submission of comments on Relevant Representations.
- Acceptance of an Additional Submission into the Examination.
- Request for updated Navigation Document.
- Request for updates to National Policy Statement schedules of compliance.
- Format for amended versions of draft Development Consent Order and Book of Reference.
- Request for planning obligations and commercial agreements tracking lists.
- Deadline for Statutory Parties to notify of their wish to be considered as an Interested Party.
- Applicant's outstanding queries in relation to s51 advice received following acceptance of the application.

### **Managing Examination correspondence**

Given the number of letters the Planning Inspectorate needs to send to Interested Parties during an Examination, we aim to communicate with people by email. Electronic communication is greener and more cost effective for the taxpayer.

If you have received a letter but are able to receive communications by email, please inform the Case Team using the contact details at the top of this letter as soon as possible.

As the Examination process makes substantial use of electronic documents, it will be useful for you to become familiar with the project webpage<sup>8</sup>.

A '[Make a Submission](#)' tab is available on the website. This provides a portal for parties to make written submissions at relevant deadlines during the Examination. Further information about the 'Make a Submission' portal is provided at **Annex H** to this letter.

There is also a function on the right-hand side of the project webpage called 'E-mail updates'. You can use this to register to receive automatic e-mail updates at key stages during the Examination.

### **Your status in the Examination**

You have received this letter because you fall within one of the groups described in the FAQ document, *What is my status in the Examination?*<sup>9</sup>

If your reference number begins with 'BTTR-200', 'BTTR-0', 'BTTR-AFP', 'BTTR-S57' 'BTTR-APP' you are in Group A. If your reference number begins with 'BTTR-SP' you are in Group B. If your reference number begins with 'BTTR-OP' you are in Group C. The meaning and purpose of these groups are explained in the FAQ document. If, having read this, you are still unsure about your status, please contact the Case Team using the details at the top of this letter.

### **Deadlines**

Please note that all deadlines in the draft Examination Timetable and as referred to in this letter are at 23:59 on the deadline day.

### **Award of costs**

All parties will normally be expected to meet their own costs. Costs can be awarded against a party who has acted unreasonably and has caused the party applying for the award of costs to incur unnecessary or wasted expense during the Examination. You should be aware of the relevant guidance, *Awards of costs: examinations of applications for development consent orders*<sup>10</sup>.

### **Management of information**

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<sup>8</sup> [Bramford to Twinstead | National Infrastructure Planning \(planninginspectorate.gov.uk\)](#)

<sup>9</sup> <https://infrastructure.planninginspectorate.gov.uk/application-process/frequently-asked-questions/status-in-examination-faq/>

<sup>10</sup> <https://www.gov.uk/government/publications/awards-of-costs-examinations-of-applications-for-development-consent-orders>

The Planning Inspectorate has a commitment to transparency, and all submissions accepted by the Examining Authority and a record of any advice provided by the Planning Inspectorate are published on the project webpage<sup>11</sup> of the Planning Inspectorate's website.

Please note that in the interest of facilitating an effective and fair Examination, we may consider it necessary to publish some personal information. To find out how we handle your personal information, please view our [Privacy Notice](#).

We look forward to working with all parties in the Examination of this application.

Yours faithfully,

*Andrew Mahon*

**Lead Member of the Examining Authority**

#### **Annexes**

- A Agenda for the Preliminary Meeting
- B Introduction to the Preliminary Meeting
- C Initial Assessment of Principal Issues
- D Draft Examination Timetable
- E Notification of initial hearings
- F Other Procedural Decisions made by the Examining Authority
- G Availability of Examination documents
- H Information about the 'Make a Submission' tab

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<sup>11</sup> [Bramford to Twinstead | National Infrastructure Planning \(planninginspectorate.gov.uk\)](#)

## Annex A

**If you intend to participate in the Preliminary Meeting, you must register by Tuesday 22 August 2023 and provide the information requested (see below).**

If you do not wish to participate but would like simply to observe the Preliminary Meeting, then you do not need to register. You can:

1. attend the venue as an observer;
2. watch a livestream of the event online (a link will be made available on the project webpage<sup>1</sup> shortly before the event is scheduled to begin); or
3. watch the video recording that will be published on the project webpage shortly after the event has finished.

### Agenda for the Preliminary Meeting

**Date:** Tuesday 12 September 2023

**Arrangements Conference:** 09.45am (for online participants only)

**Meeting start time:** 10.00am

**Venue:** Blended event held at the Sir Bobby Robson Suite, Ipswich Town Football Club, Portman Road, Ipswich IP1 2DA and by virtual means using Microsoft Teams.

(Train and bus services run close to the venue. Public car parks are available nearby, subject to availability: costs vary.)

Full instructions on how to join online or by phone will be provided in advance to those who have pre-registered.

**Attendees:** Invited parties who have pre-registered.

Agenda for the Preliminary Meeting	
9.30am	Seating available at the venue from 9.30am.
9.30am	Virtual room opens from 09.30am for those participating virtually. Join between 09.30am and 09.45am to enter the virtual lobby. From here you will be admitted to the Arrangements Conference by the Case Team, greeted and given further instructions.
9.45am	<b>Arrangements Conference for virtual participants</b> An Arrangements Conference hosted by the Case Team will commence at 9.45am for those participating virtually. This will cover the housekeeping arrangements for the Preliminary Meeting and answer any questions about how to take part.

<sup>1</sup> [Bramford to Twinstead | National Infrastructure Planning \(planninginspectorate.gov.uk\)](https://www.planninginspectorate.gov.uk/)



<b>10.00am</b>	<b>Preliminary Meeting</b>
<b>Item 1</b>	The Preliminary Meeting will open formally at <b>10.00am</b> . The Examining Authority's welcome and introductions.
<b>Item 2</b>	The Examining Authority's remarks about the Examination process – <b>Annex B</b> of this letter.
<b>Item 3</b>	Initial Assessment of Principal Issues – <b>Annex C</b> of this letter.
<b>Item 4</b>	Draft Examination Timetable – <b>Annex D</b> of this letter.
<b>Item 5</b>	Hearings and Accompanied Site Inspections – <b>Annex E</b> of this letter.
<b>Item 6</b>	Procedural Decisions – <b>Annex F</b> of this letter.
<b>Item 7</b>	Any other matters: <ul style="list-style-type: none"> <li>• Annex G of the Rule 6 letter.</li> <li>• Annex H of the Rule 6 letter.</li> <li>• The Rule 9 letter (PD-001) and response [AS-005].</li> </ul>
<b>Close of the Preliminary Meeting.</b>	

Please be available from the start and throughout the meeting. If you are participating using Microsoft Teams, please join the virtual lobby promptly using the instructions that will be sent to you. The event will start at 10.00am irrespective of any late arrivals, for whom access may not be possible. It may take some time to admit participants from the virtual lobby, your prompt arrival and patience whilst you are waiting is appreciated.

The agenda for the Preliminary Meeting is subject to change at the discretion of the Examining Authority (ExA), although in making changes the ExA will be mindful of the need to provide opportunities for fair involvement to all invited parties.

Any request to participate in the Preliminary Meeting must include the following information:

- Your name and unique reference number (you can find this at the top of your letter or email from the Planning Inspectorate).
- Your email address (if you have one) and contact telephone number.
- Where applicable, the name and unique reference number of any person or organisation that you are representing.
- Confirmation of whether you wish to participate virtually or in person.
- The agenda item on which you wish to speak and a summary list of the points you intend to make.
- Any special requirements you may have (e.g., disabled access or hearing loop).

Please ensure that you read the Planning Inspectorate's [Privacy Notice](#) before attending the Preliminary Meeting.



## **Annex B**

### **Introduction to the Preliminary Meeting**

#### **Background**

The Preliminary Meeting (PM) will be a blended event with some participants attending in person and some taking part virtually online using Microsoft Teams.

The Examining Authority (ExA) is conscious of videoconferencing fatigue and will aim to keep the proceedings focussed and as efficient as possible. This annex provides advance information that would usually be included in the ExA's introductory remarks. Please read it carefully. The ExA will only present a summary of the key points set out here to maximise the time available for participants to speak.

#### **The Examining Authority and the Case Team**

The members of the ExA will introduce themselves at the start of the PM. The ExA will be supported by the Planning Inspectorate's Case Team. During the Arrangements Conference, a member of the Case Team will welcome and admit participants from the virtual lobby, and will be available to answer questions by email before and after the PM. The contact email address is:

[bramfordtotwinstead@planninginspectorate.gov.uk](mailto:bramfordtotwinstead@planninginspectorate.gov.uk).

#### **The purpose of the Preliminary Meeting**

The PM is being held to discuss the arrangements for the Examination of the application for a Development Consent Order (DCO) for the Bramford to Twinstead Reinforcement, which is a Nationally Significant Infrastructure Project (NSIP), and which will generally be referred to in the PM and Examination as the 'Proposed Development'. The application has been made by National Grid Electricity Transmission plc (NGET), who will be referred to as 'the Applicant'.

You will find information about the application and, in due course, documents produced for the Examination on the project webpage of the National Infrastructure Planning website (the 'project webpage'<sup>2</sup>). The project webpage has links to the Examination Timetable, Relevant Representations, Examination documents and Examination procedure.

You are encouraged to look at the project webpage if you haven't already done so, because it will be used to communicate with you and to provide access to documents throughout the Examination.

The main purpose of the PM is to discuss the arrangements for the Examination of the application. It focuses on the process, and it will not be looking at the substance of the proposals: questions, discussions and representations about the merits or disadvantages of the Proposed Development are for the Examination itself, and this will not begin until after the close of the PM.

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<sup>2</sup> [Bramford to Twinstead | National Infrastructure Planning \(planninginspectorate.gov.uk\)](https://www.planninginspectorate.gov.uk/bramford-to-twinstead/)

The PM will be your opportunity to influence the process that the ExA intends to follow. The agenda for the PM is attached to this Rule 6 letter at Annex A. It is important to have the letter and the agenda in front of you and to refer to them during the course of the PM. You may wish to print them in advance of the PM for reference.

### **Government guidance and policy**

The application is a NSIP under the Planning Act 2008 (PA2008) as a consequence of sections 14(1)(b), s16(1)(a), 16(2) and 16(3) of the PA2008. It includes the construction of a new overhead electricity transmission connection in England. The designated Overarching National Policy Statement for Energy (EN-1) and the National Policy Statement for Electricity Networks Infrastructure (EN-5) apply to this Examination and to decision-making relating to this application.

The ExA will consider the Proposed Development in accordance with the National Policy Statements and any other applicable policy or considerations the ExA deems to be important and relevant. The PA2008 makes it clear that, in making a decision, the relevant Secretary of State (SoS), *'must decide the application in accordance with any relevant NPS'* (s104(3)), subject to certain provisos. Essentially, the provisos are that the application must not breach legal or treaty obligations, and that any adverse impact of the Proposed Development would not outweigh its benefits.

The SoS is entitled to disregard any representations that relate to the merits of the designated National Policy Statement (NPS). In practice, this means that the ExA will not spend time examining representations that challenge policy set out in NPSs, or the validity of NPSs themselves. The focus will be on the merits or disadvantages of the Proposed Development, tested to the appropriate extent using the tests set out in relevant designated NPSs that are in force.

Other important and relevant planning policies that the ExA may consider include policies in the relevant local authorities' development plans. However, if these conflict with policy in a NPS, then the NPS will take precedence.

In summary, the PM will establish the procedures and timetable for the Examination of the Proposed Development. It will set a framework for the ExA to later establish and report on a recommendation that will enable the SoS to consider and decide the application. In doing so, the ExA will have regard to:

- the positions and representations of all Interested Parties (IPs);
- any Local Impact Reports (LIR) prepared and provided by relevant local authorities;
- other prescribed matters; and
- any other matters that appear to be both important and relevant to the SoS's decision.

### **Preliminary Meeting invitees**

The Applicant is invited to the PM and is generally given the opportunity to reply to any representations made, either orally at the time or in writing following the closure of the meeting.

Everyone who makes a valid Relevant Representation is registered as an Interested Party (IP) and is invited to the PM. All IPs are entitled to involvement in the Examination.

Each person or organisation with an interest in land or rights that are affected by a Compulsory Acquisition request in this application is an Affected Person (AP) and is invited to the PM. In addition to a general entitlement to involvement in the Examination, APs have a right to be heard in relation to any objection about the effects of Compulsory Acquisition on their interests in land, and a right to be notified of any Compulsory Acquisition Hearing. All APs are IPs, whether or not they have made a valid Relevant Representation.

Certain bodies are Statutory Parties and are also invited to the PM. Statutory Parties can elect to become IPs without having made a valid Relevant Representation by notifying the ExA in writing.

The ExA has the power to involve people who are not IPs in the Examination as though they are IPs, including by inviting them to the PM. However, this is only done in exceptional circumstances, for example if it was clear that the application would materially affect a person who was not automatically an IP or eligible to elect to become an IP and who had been unable to take the necessary action to register as an IP.

### **Conduct of the Preliminary Meeting**

The ExA estimates that the PM will take no more than half a day to complete.

In recognition of the fatigue associated with on-screen communication, the ExA will provide breaks during the PM as appropriate. Participants may have to make allowances and be patient if there are delays associated with technology.

A digital recording of the PM will be made available on the project webpage as soon as practicable following its close. The recording allows any member of the public who is interested in the application and the Examination to find out what was discussed at the PM. The making and publication of these recordings are a means by which the ExA meets the legal requirement to hold the PM (and any other hearings) in public. Because of this, anyone speaking at the PM will be asked to introduce themselves each time they speak, to ensure that someone listening to the recording after the event is clear who was speaking. A written note of the PM will be produced and published as soon as practicable following the close of the PM.

As the recordings are retained and published, they form a public record that can contain personal information to which the UK General Data Protection Regulation (UK GDPR) applies. Participants must do their best to avoid providing any information which should otherwise be kept private and confidential, such as health conditions, protected status characteristics, or an address. If there is a need to refer to such information, it should be provided to the ExA in written form. Although this will also be published, personal and private content can be redacted or removed before it is made publicly available. Any person who is unclear on this point should

ask the Case Team for guidance before they participate and thereby place personal and private information into the public domain.

The Planning Inspectorate's practice is to publish the recordings and retain them for a period of five years from the SoS's decision on the DCO application. If you actively participate in the PM, it is important that you understand that you will be recorded and that the recording will be made available in the public domain. Please see the Planning Inspectorate's [Privacy Notice](#) for more information about how your data is handled.

If you are participating virtually and prefer not to have your image recorded, you can switch off your camera at any point.

Following the ExA's introductions, each participant who has been registered to speak will be asked to introduce themselves, including any organisations or groups that they represent. The ExA will then conduct the meeting in accordance with the agenda.

### **The Examination process**

The Examination of NSIPs follows a different process from that, for example, of a Public Inquiry into a planning appeal following the refusal of planning permission. The main differences are that the Examination of NSIPs is primarily a written process and hearings take an inquisitorial approach as opposed to an adversarial one.

This means that the ExA will probe, test and assess the evidence primarily using written questions. While some hearings may be held to provide supplementary evidence and clarification, questions to the Applicant or to witnesses will be from the ExA. The ExA will not generally allow questioning or cross-examination of witnesses by other parties.

In terms of opportunities to provide evidence in writing, the draft Examination Timetable makes provision for the following written processes:

- Local authorities can submit LIRs if they wish. Whilst these are voluntary, the PA2008 stipulates that if they are provided, they must be considered by the SoS in reaching a decision. Consequently, LIRs are a very important method for local authorities to communicate issues of concern to the ExA and the SoS, and to keep their residents informed.
- IPs can make Written Representations (WRs) and comment on WRs made by other parties.
- IPs can respond to the ExA's written questions (ExQs) and comment on responses to these written questions provided by others.
- IPs may be asked to contribute to the making of Statements of Common Ground (SoCG) if it appears that there are matters on which they and the Applicant agree, and if it would be useful for this to be clarified. SoCGs can be most usefully extended to catalogue matters that are not agreed or are outstanding.

The draft Examination Timetable includes a series of numbered deadlines for receipt of written submissions. Timely submissions received by the relevant deadline that

address its purpose will be accepted. **Documents received after the relevant deadline are only accepted at the discretion of the ExA. They may not be accepted to ensure fairness to all parties.** Circumstances where documents are submitted late without good reason, causing inconvenience or delay to other parties can amount to unreasonable behaviour.

These written processes will be the principal means used by the ExA to gather information, evidence and views about the application. However, the Examination will only be effective if all parties resolve to give timely, full, frank, clear and evidenced answers to every question that is relevant to their interests and to engage fully with any other related processes such as the completion of WRs and SoCGs.

There is no merit in withholding or delaying information, or in failing to co-operate, and should it occur, any unreasonable behaviour that caused another party to incur wasted expenditure could lead to an award of costs against the offending party. (See [\*Awards of costs: examinations of applications for development consent orders.\*](#))

The ExA has discretion to make amendments to the Examination Timetable for the wider benefit of the Examination. If possible, events will be arranged for times when all relevant parties are available, but the ExA is under a duty to complete the Examination by the end of the six-month period beginning with the day after the close of the PM. This requirement is set by legislation, and while the ExA will try to rearrange event dates to accommodate all relevant parties, in practice there will be limited scope to alter dates set out in the draft Examination Timetable.

The statutory time limit for the Examination means that where there are matters that still need to be discussed and agreed between the Applicant and IPs, it will be very helpful to the ExA if these could be progressed as early as possible.

## **Hearings**

The draft Examination Timetable includes provision for hearings, at which the ExA takes oral evidence from parties.

Any registered IP may request an Open Floor Hearing (OFH) to make oral representations about the application if they believe this to be preferable to relying on their Written Representation, though both carry equal weight. Oral submissions should be based on representations previously made in writing, but they should not simply repeat matters covered in the written submission. Rather, they should focus on specific detail and explanation to help inform the ExA. There should be no new or unexpected material in oral representations. The ExA may ask questions of a speaker following their representation. A written summary note with any supporting evidence or references will be requested of each speaker following the hearing.

As with all Examination events, OFHs are subject to the powers of control of the ExA, as set out in the PA2008 and supporting legislation. Participants must register in advance by the deadline shown in the Examination Timetable and in accordance with the instructions. The ExA will set a time limit for each speaker, usually five minutes, and speakers with common points are asked to come together to nominate a spokesperson or representative speakers to cover specific topics, so as to avoid

repetition. The ExA only needs to hear a point once, and repetition can be unhelpful. Speakers representing public authorities, community and membership organisations or multiple IPs may be provided with an additional time allowance in recognition of their representative role.

The Applicant's draft DCO provides for the Compulsory Acquisition of land and rights, and the Temporary Possession of land. Affected Persons (i.e., those whose land or rights over land are affected) have a right to request and be heard at a Compulsory Acquisition Hearing (CAH). If one or more APs request to be heard, then a CAH must be held. Provisional dates for CAHs are included in the draft Examination Timetable along with deadlines by which requests to be heard must be submitted.

In addition, the ExA has the discretion to hold Issue Specific Hearings (ISHs) if it would aid the Examination and there is a specific reason this would be more helpful than reliance on written evidence only. The lack of an ISH on one or more topics does not suggest that that topic is less important than others which are subject to a hearing. Rather, it is an indication that the ExA is satisfied that the issues can be fully considered through written submissions and responses to its written questions, and that each party has had a fair opportunity to put its case.

The draft Examination Timetable includes dates reserved for ISHs, and - subject to the above - IPs may make suggestions for topics to be discussed at an ISH in their written or oral representations to the PM.

It may be necessary for the ExA to hold more than one ISH on the draft DCO. This is normal practice, and they are held on a without-prejudice basis. Parties can suggest modifications and amendments to the draft DCO provided by the Applicant with the application, without prejudicing their overall position on the application. Holding such hearings does not imply that the ExA has reached any judgements on the merits of the application. Whatever its ultimate recommendation, the ExA must make sure that the draft DCO is fit for purpose if the SoS decides to grant consent, as any consent will be subject to the Requirements (i.e., 'conditions') set out in the DCO.

At hearings, it will not normally be necessary for parties to make long and detailed submissions that require (for example) PowerPoint presentations. Any supporting illustration, detail or information can be provided following the event alongside the requested written summary. This must be received by the relevant deadline set out in the Examination Timetable.

### **Unaccompanied and Accompanied Site Inspections**

The ExA undertook Unaccompanied Site Inspections (USI) during the week commencing 10 July 2023. The notes of these visits can be found in the Examination Library [EV1-001]. As a result of these visits, the ExA has established a good understanding of the site of the Proposed Development and its surroundings, but it will be reviewing whether further Site Inspections may be required throughout the Examination.



The ExA may or may not wish to hold an Accompanied Site Inspection (ASI). The draft Examination Timetable at Annex D to this letter makes provision for one to be held, should it be necessary. At Deadline 1, the ExA invites suggestions for sites or locations to be visited. Before submitting suggestions, IPs should first read the USI notes [EV1-001]. The ExA is unlikely to need to revisit sites already seen without very good reason for doing so. Please note that it is not possible to make oral representations at an ASI.

## **Annex C**

### **Initial Assessment of Principal Issues**

This is the Examining Authority's (ExA) Initial Assessment of Principal Issues required under section 88(1) of the Planning Act 2008 (PA2008). It has been prepared following the ExA's reading of:

- the application documents;
- the Relevant Representations received in respect of the application; and
- its consideration of any other important and relevant matters.

This initial assessment has guided the ExA in forming a provisional view as to how the application is to be examined. It is not a comprehensive or exclusive list of the issues that will be subject to examination and inevitably some issues will overlap or interrelate. The ExA will have regard to all important and relevant matters during the Examination and when it writes its recommendation to the Secretary of State for Energy Security and Net Zero following the conclusion of the Examination. The ExA takes into account the predicted effects from the construction and operational phases of the Proposed Development, and, where relevant, to cumulative effects (inter-project and intra-project).

The issues are listed alphabetically, and the list does not imply any order of prioritisation or importance. The policy and consenting requirements and documents associated with the PA2008 are an integral part of the Examination and are therefore not listed as main issues.

It should also be noted that:

- whilst the effects of the proposal on, and proposed adaptation to, climate change are not listed as Principal Issues; and
- whilst the effects of the proposal in relation to human rights and equalities duties are not listed as Principal Issues,

these will be subject to continuous testing in respect of all issues to which they apply, throughout the Examination.

Any observations on the ExA's Initial Assessment of Principal Issues can be made at the Preliminary Meeting (agenda item 3). Since the Preliminary Meeting is a procedural meeting, no discussion of the merits of the Proposed Development in relation to the issues will be permitted.

## Initial Assessment of Principal Issues

### 1. Air Quality and Emissions

To consider (amongst other things):

- construction dust control;
- carbon dioxide equivalent (CO<sub>2</sub>e) (carbon dioxide and sulphur hexafluoride) and monitoring.

### 2. Approach to the EIA and the ES

To consider (amongst other things):

- the documents that comprise the ES, and any relevance to the EIA of those that do not;
- the approach taken to the EIA in relation to cumulative effects;
- the approach taken to the EIA in relation to the proposed limits of deviation, worst-case effects, and the Rochdale envelope.

### 3. Biodiversity, Ecology and Nature Conservation

To consider (amongst other things):

- the effect of the construction and operation of the Proposed Development on designated sites and habitats of nature conservation importance, including hedgerows, ancient woodland and veteran trees;
- permanent and temporary effects on species of nature conservation importance, including protected species licensing;
- the adequacy of proposed mitigation and monitoring measures, and how they could be secured;
- The Habitats Regulations Assessment;
- Biodiversity Net Gain and the future management and control of created habitats.

### 4. Compulsory Acquisition, Temporary Possession and Other Land or Rights Considerations

To consider (amongst other things):

- whether the full extent of the land, rights and powers that are sought are required;
- whether a compelling case in the public interest has been established;
- whether adequate funding for compensation (including any blight) is likely to be available to carry out the Compulsory Acquisition within the statutory period;
- whether all reasonable alternatives to Compulsory Acquisition and Temporary Possession have been explored;
- the accuracy of the Book of Reference;
- whether the purposes stated for Compulsory Acquisition are legitimate and sufficient to justify any interference with the human rights of those affected;
- the acquisition of any statutory undertakers' land or rights over such land and the detriment that may be caused to the carrying on of the undertaking in question, including whether the tests of s127(2), (3), (5) and (6) and s138(4) of the PA2008 are satisfied;
- the adequacy of Protective Provisions in the dDCO;
- whether the proposals meet the requirements of the PA2008 in all other respects.

## **5. Construction**

To consider the effects of construction activities including, amongst other things:

- construction phasing and timetable, including linkages to strategic and local highway management;
- proposed temporary construction compounds;
- construction site and compound lighting proposals;
- construction working hours;
- works that could take place outside the construction working hours;
- ground conditions, land stability and mechanisms for reporting unexpected land contamination found during construction;
- suitability of ground conditions for trenchless installation;
- the health and safety aspects of the proposed approach to pylon demolition;
- adequacy of the Code of Construction Practice and construction management plans, and how these would be secured;
- restoration of land following the effects of temporary construction works or activities.

## **6. Draft Development Consent Order (dDCO)**

To consider (amongst other things):

- relevant definitions;
- the appropriateness of the articles, Requirements and Schedules of the draft DCO;
- application and modification of legislative provisions;
- Protective Provisions.

## **7. Good Design**

To consider (amongst other things):

- site and route selection and alternatives, including the application of the Holford and Horlock Rules;
- how the Proposed Development would meet good design tests, both generally and more specifically at the existing and proposed substations and the cable sealing end compounds.

## **8. Historic Environment**

To consider (amongst other things):

- the effect of the Proposed Development on the significance of heritage assets, including the special architectural or historic interest of listed buildings and their settings and the character and appearance of conservation areas;
- the adequacy of the archaeological Written Scheme of Investigation and how it would be secured.

## **9. Human Health**

To consider (amongst other things) the direct and indirect effects of the Proposed Development on human health and well-being, including from Electromagnetic Fields (EMFs).

## **10. Landscape and Views**

To consider (amongst other things):

- the temporary and permanent effects of the Proposed Development on landscape character and quality;

- the temporary and permanent effects of the Proposed Development on views;
- the representativeness of the viewpoints and photomontages;
- the viewpoint analyses and photomontages and their relationship to the proposed limits of deviation;
- assumptions used in the LVIA in relation to limits of deviation and Order Limit boundary vegetation;
- mounding and landscape planting mitigation proposals, including timing, management and maintenance;
- hedgerow and woodland reinstatement planting proposals, including timing, management and maintenance;
- rationale for additional enhancement proposals and mechanisms for securing them.

### **11. Land Use and Soil**

To consider (amongst other things):

- the effect of the Proposed Development on agricultural land and farming, including agri-environmental schemes;
- Agricultural Land Classification and the effect on soil resources;
- the adequacy of soil management measures and how they would be secured;
- approaches to micro-siting;
- the effect of the Proposed Development on tourist and other local businesses.

### **12. Noise and Vibration**

To consider (amongst other things):

- the effects of noise and vibration from the construction and operation of the Proposed Development, including construction traffic;
- the adequacy of proposed noise and vibration mitigation measures and how these would be secured.

### **13. The Water Environment**

To consider (amongst other things):

- compliance with the Water Framework Directive;
- proposals for surface water drainage, management of site drainage, the adequacy of proposed measures and how they would be secured;
- the effect of the Proposed Development on water resources including quality;
- the effect on main rivers, ordinary watercourses and drainage systems, including temporary bridging proposals;
- dewatering, abstraction and discharge proposals and the associated licensing;
- effects on flood risk;
- the resilience of the development to flood risk.

### **14. Transport and Traffic**

To consider (amongst other things):

- the effects of the Proposed Development on the operation of the strategic and local road network;
- the effects of the Proposed Development on local access arrangements;
- the effects of the Proposed Development on highway safety;
- the effects of construction traffic on local amenity and safety;
- the effects of the Proposed Development on public rights of way, including bridleways;

- the effects of the Proposed Development on public transport;
- the effects of the Proposed Development on emergency services vehicles;
- the effects of the Proposed Development on railway services;
- the effects of the Proposed Development on navigation of rivers;
- adequacy of proposals to manage public rights of way and construction traffic, including routing and speed limits, and how these would be secured.

## Annex D

### Draft Examination Timetable

The Examining Authority (ExA) is under a duty to complete the Examination of the application by the end of the period of six months beginning with the day after the close of the Preliminary Meeting.

The Examination of the application primarily takes the form of the consideration of written submissions. The ExA will also consider any oral representations made at hearings.

Item	Matters	Date
1.	<p><b>Procedural Deadline A</b></p> <p><b>For receipt by the Examining Authority (ExA) of:</b></p> <ul style="list-style-type: none"> <li>• Written submissions on the Examination procedure, including any submissions about the draft Examination Timetable and the use of virtual methods.</li> <li>• Requests to be heard orally at the Preliminary Meeting, including which agenda items you wish to speak on and the matters you will address.</li> <li>• Requests to participate in Open Floor Hearing 1 on Tuesday 12 September 2023 (see Annex E of this letter).</li> <li>• Requests to participate in Open Floor Hearing 2 on Wednesday 13 September 2023 (see Annex E of this letter).</li> <li>• Requests to participate in Issue Specific Hearing 1 on Thursday 14 September 2023 (see Annex E of this letter).</li> <li>• Suggested locations for ExA site inspections, including the reason for nomination, issues to be observed there and whether the locations require access to private land. (Please read PD3 in Annex F of the Rule 6 letter first.)</li> </ul>	22 August 2023
2.	<b>Preliminary Meeting</b>	12 September 2023 10.00am
3.	<b>Open Floor Hearing 1 (OFH1)</b>	12 September 2023 2.00pm
4.	<b>Open Floor Hearing 2 (OFH2)</b>	13 September 2023 6.30pm
5.	<b>Issue Specific Hearing 1 (ISH1)</b> on the scope and details of the Proposed Development, including construction activities, and the principles of the Applicant's draft Development Consent Order (dDCO).	14 September 2023 10.00am
6.	<b>Issue by the ExA of:</b>	As soon as possible after the close of the

	<ul style="list-style-type: none"> <li>• the Examination Timetable.</li> </ul>	Preliminary Meeting
7.	<p><b>Deadline 1</b></p> <p><b>For receipt by the ExA of:</b></p> <ul style="list-style-type: none"> <li>• Written summaries of oral submissions to the Hearings.</li> <li>• Any post-Hearing submissions or other documents requested by the ExA at the Hearings.</li> <li>• Any specific responses to points raised in oral submissions to the Hearings.</li> <li>• Comments on Relevant Representations (see PD4 in Annex F of the Rule 6 letter).</li> <li>• Local Impact Reports (LIRs) from local authorities (see PD2 in Annex F of the Rule 6 letter).</li> <li>• Comments on Additional Submissions accepted at the discretion of the ExA (see PD5 in Annex F of the Rule 6 letter).</li> <li>• Notification by Statutory Parties of their wish to be considered as an Interested Party by the ExA.</li> <li>• Fully reasoned requests by any Interested Parties unable to attend OFH1 or OFH2 to participate in a further Open Floor Hearing.</li> <li>• Requests by Affected Persons to participate in a Compulsory Acquisition Hearing (CAH).</li> <li>• Requests by Interested Parties to attend an Accompanied Site Inspection (ASI) (if held).</li> <li>• Applicant's suggested draft itinerary for an ASI (see PD3 in Annex F of the Rule 6 letter).</li> <li>• Additional and any updated Statements of Common Ground (SoCG) (see PD1 in Annex F of the Rule 6 letter).</li> <li>• Applicant's Status of Statements of Common Ground (see PD1 in Annex F of the Rule 6 letter).</li> <li>• Applicant's updated Navigation Document (if required) in clean and tracked versions (see PD6 in Annex F of the Rule 6 letter).</li> <li>• Applicant's updated Book of Reference (BoR) and Schedule of Changes to the BoR (if required) in clean and tracked versions.</li> <li>• Initial draft s106 Agreement(s) (if a requirement emerges).</li> <li>• Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010.</li> </ul>	25 September 2023
8.	<p><b>Deadline 2</b></p> <p><b>For receipt by the ExA of:</b></p> <ul style="list-style-type: none"> <li>• Written Representations.</li> <li>• A short summary of any Written Representation that exceeds 1500 words.</li> <li>• Comments on LIRs.</li> </ul>	11 October 2023



	<ul style="list-style-type: none"> <li>• Comments on the Applicant's draft itinerary for an ASI.</li> <li>• Responses to comments on Relevant Representations.</li> <li>• Comments on any other submissions received at Deadline 1.</li> <li>• Applicant's updated Navigation Document in clean and tracked versions.</li> <li>• An updated dDCO from the Applicant in clean and tracked versions.</li> <li>• Applicant's Schedule of Changes to the dDCO.</li> <li>• Applicant's updated CA Schedule in clean and tracked versions.</li> <li>• Applicant's updated BoR and Schedule of Changes to the BoR (if required) in clean and tracked versions.</li> <li>• Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010.</li> </ul>	
9.	<p><b>Publication of:</b> The ExA's First Written Questions (ExQ1).</p>	13 October 2023
10.	<p><b>Deadline 3</b> <b>For receipt by the ExA of:</b></p> <ul style="list-style-type: none"> <li>• Comments on Written Representations.</li> <li>• Responses to comments on LIRs.</li> <li>• Comments on any other submissions received at Deadline 2.</li> <li>• Responses to ExQ1.</li> <li>• Applicant's updated Navigation Document in clean and tracked versions.</li> <li>• Applicant's updated draft DCO in clean and tracked versions.</li> <li>• Applicant's consolidated schedule of changes to the draft DCO.</li> <li>• Applicant's updated Explanatory Memorandum in clean and tracked versions.</li> <li>• Applicant's updated BoR and Schedule of Changes to the BoR and tracked versions (if required).</li> <li>• Applicant's updated CA Schedule in clean and tracked versions.</li> <li>• Progressed SoCGs.</li> <li>• Applicant's progressed Status of Statements of Common Ground.</li> <li>• Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010.</li> </ul>	27 October 2023
11.	<p><b>ASI and Hearings</b> <b>Dates reserved for ASIs and hearings</b> (hearings to be</p>	w/c 6 November 2023

	<p>blended or virtual, to be confirmed):</p> <ul style="list-style-type: none"> <li>• Further ISHs (if required).</li> <li>• CAH (if required).</li> <li>• Further OFHs (if required).</li> <li>• ASIs (if required).</li> </ul>	
12.	<p><b>Deadline 4</b></p> <p><b>For receipt by the ExA of:</b></p> <ul style="list-style-type: none"> <li>• Written summaries of oral submissions to the Hearings.</li> <li>• Any post-Hearing submissions or other documents requested by the ExA at the Hearings.</li> <li>• Any specific responses to points raised in oral submissions to the Hearings.</li> <li>• Comments on responses to ExQ1.</li> <li>• Comments on submissions received at Deadline 3.</li> <li>• Applicant's updated Navigation Document in clean and tracked versions.</li> <li>• Applicant's updated draft DCO in clean and tracked versions.</li> <li>• Applicant's consolidated schedule of changes to the draft DCO.</li> <li>• Applicant's updated Explanatory Memorandum in clean and tracked versions.</li> <li>• Applicant's updated BoR and Schedule of Changes to the BoR and tracked versions (if required).</li> <li>• Applicant's updated CA Schedule in clean and tracked versions.</li> <li>• Progressed SoCGs.</li> <li>• Applicant's progressed Status of Statements of Common Ground.</li> <li>• Progressed s106 agreement(s) (if a requirement emerges).</li> <li>• Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010.</li> </ul>	16 November 2023
13.	<p><b>Deadline 5</b></p> <p><b>For receipt by the ExA of:</b></p> <ul style="list-style-type: none"> <li>• Comments on other submissions received at Deadline 4.</li> <li>• Applicant's updated, standalone assessment of compliance with the relevant NPSs (based on Appendices A and B of the Planning Statement), if required.</li> <li>• Applicant's updated Navigation Document in clean and tracked versions.</li> <li>• Applicant's updated draft DCO in clean and tracked versions.</li> <li>• Applicant's consolidated schedule of changes to the</li> </ul>	1 December 2023

	<p>draft DCO.</p> <ul style="list-style-type: none"> <li>• Applicant's updated Explanatory Memorandum in clean and tracked versions.</li> <li>• Applicant's updated BoR and Schedule of Changes to the BoR and tracked versions (if required).</li> <li>• Applicant's updated CA Schedule in clean and tracked versions.</li> <li>• Applicant's final agreed Protective Provisions with all relevant statutory undertakers.</li> <li>• Progressed SoCGs.</li> <li>• Applicant's Status of Statements of Common Ground.</li> <li>• Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010.</li> </ul>	
14.	<p><b>Dates reserved for any further Hearings or ASIs that may be required</b> (hearings to be blended or virtual, to be confirmed):</p> <ul style="list-style-type: none"> <li>• ISHs (if required).</li> <li>• CAHs (if required).</li> <li>• OFHs (if required).</li> <li>• ASIs (if required).</li> </ul>	w/c 11 December 2023
15.	<p><b>Deadline 6</b></p> <p><b>For receipt by the ExA of:</b></p> <ul style="list-style-type: none"> <li>• Written summaries of oral submissions to the Hearings (if held).</li> <li>• Any post-Hearing submissions or other documents requested by the ExA at the Hearings (if held).</li> <li>• Any specific responses to points raised in oral submissions to the Hearings (if held).</li> <li>• Comments on the Applicant's updated draft DCO.</li> <li>• Comments on other submissions received at Deadline 5.</li> <li>• Applicant's updated Navigation Document in clean and tracked versions.</li> <li>• Applicant's updated dDCO in clean and tracked versions.</li> <li>• Applicant's updated Schedule of Changes to the dDCO.</li> <li>• Applicant's updated CA Schedule in clean and tracked versions.</li> <li>• Applicant's updated BoR and Schedule of Changes to the BoR and tracked versions (if required).</li> <li>• Applicant's updated NPS tracker in clean and tracked versions (if required).</li> <li>• Progressed SoCGs.</li> <li>• Applicant's progressed Status of Statements of Common Ground.</li> <li>• Any further information requested by the ExA under</li> </ul>	20 December 2023

	Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010.	
16.	<b>Publication of:</b> ExA's Further Written Questions (ExQ2) (if required).	22 December 2023
17.	<b>Deadline 7</b> <b>For receipt by the ExA of:</b> <ul style="list-style-type: none"> <li>• Responses to ExQ2 (if required).</li> <li>• Comments on submissions received at Deadline 6.</li> <li>• Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010.</li> </ul>	15 January 2024
18.	<b>Publication by the ExA of:</b> <ul style="list-style-type: none"> <li>• Report on the Implications for European Sites (RIES) and any associated questions.</li> <li>• The ExA's commentary on, or proposed schedule of changes to, the draft DCO (if required).</li> </ul>	19 January 2024
19.	<b>Deadline 8</b> <b>For receipt by the ExA of:</b> <ul style="list-style-type: none"> <li>• Comments on the RIES and responses to any associated questions (if issued).</li> <li>• Responses to the ExA's commentary on, or proposed schedule of changes to, the draft DCO (if issued).</li> <li>• Comments on responses to ExQ2 (if required).</li> <li>• Comments on any other submissions received at Deadline 7.</li> <li>• Applicant's updated, standalone assessment of compliance with the relevant NPSs (based on Appendices A and B of the Planning Statement).</li> <li>• Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010.</li> </ul>	9 February 2024
20.	<b>Deadline 9</b> <b>For receipt by the ExA of:</b> <ul style="list-style-type: none"> <li>• Comments on submissions received at Deadline 8.</li> <li>• Applicant's final Navigation Document, in clean and tracked versions.</li> <li>• Applicant's final draft DCO in clean and tracked versions.</li> <li>• Applicant's final draft DCO in the SI template with a SI template validation report.</li> <li>• Applicant's final consolidated schedule of changes to the draft DCO.</li> <li>• Applicant's final amended Explanatory</li> </ul>	23 February 2024

	<p>Memorandum.</p> <ul style="list-style-type: none"> <li>• Applicant's final CA Schedule in clean and tracked versions.</li> <li>• Applicant's final BoR and Schedule of Changes to the BoR in clean and tracked versions.</li> <li>• Final, updated Statement of Reasons in clean and tracked versions.</li> <li>• Applicant's final, standalone assessment of compliance with the relevant NPSs (based on Appendices A and B of the Planning Statement).</li> <li>• Applicant's final list of planning obligations and commercial side agreements (if a requirement for any emerges).</li> <li>• Final, signed SoCGs, to include any matters not agreed.</li> <li>• Applicant's final Status of Statements of Common Ground, with a section on any matters not agreed.</li> <li>• Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010.</li> </ul>	
21.	<p><b>Deadline 10</b></p> <p><b>For receipt by the ExA of:</b></p> <ul style="list-style-type: none"> <li>• Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010.</li> </ul>	11 March 2024
22.	<p><b>Close of Examination</b></p> <p>The ExA is under a duty to complete the Examination of the application by the end of the period of six months. Once the Examination closes, no further submissions can be accepted.</p> <p>Please note that the ExA may close the Examination before the end of the six-month period if it is satisfied that all relevant matters have been addressed and discussed.</p>	12 March 2024

### Submission times for deadlines

The time for submission of documents at any deadline in the timetable is 11.59pm on the relevant deadline date, unless instructed otherwise by the ExA.

### Publication dates

All information received will be published on the [project webpage](#) as soon as practicable after the deadlines for submissions.

### Report on the Implications for European Sites (RIES)

As the applicant has provided a Habitats Regulations Assessment (HRA) Report with the application, the ExA may decide to issue a RIES during the Examination. The RIES is a factual account of the information and evidence provided to the ExA on HRA matters during the Examination up to the date of the publication of the RIES, for the purposes of enabling the Secretary of State, as competent authority, to undertake an HRA. It is not the ExA's opinion on HRA matters.

Comments on the RIES will be invited by the ExA and any received will be taken into account as part of the ExA's recommendation to the Secretary of State. The ExA may also raise questions in the RIES to confirm or clarify matters that remain outstanding.

The Secretary of State may rely on the consultation on the RIES to meet the obligations under Regulation 63(3) of The Habitats Regulations 2017.

## Annex E

### Notification of initial hearings

Three early hearings are to be held at two different locations and at different times – please carefully check the time and venue of the Hearing you wish to attend.

The Examining Authority (ExA) gives notice of the following hearings:

Date	Hearing	Start time	Venue and joining details
12 September 2023	Open Floor Hearing 1 (OFH1)	<b>Seating available at venue from:</b> 1.30pm <b>Virtual room opens from:</b> 1.30pm <b>Virtual Arrangements Conference from:</b> 1.45pm <b>Hearing starts:</b> 2.00pm	<b>Blended event held at the Sir Bobby Robson Suite, Ipswich Town Football Club, Portman Road, Ipswich IP1 2DA.</b> (Train and bus services run close to the venue. Public car parks are available nearby, subject to availability: costs vary). <b>And by virtual means using Microsoft Teams</b> Full instructions on how to join online or by telephone will be provided in advance to those who have pre-registered.
13 September 2023	Open Floor Hearing 2 (OFH2)	<b>Seating available at venue from:</b> 6.00pm <b>Virtual room opens from:</b> 6.00pm <b>Virtual Arrangements Conference from:</b> 6.15pm <b>Hearing starts:</b> 6.30pm	<b>Blended event held at the Stoke by Nayland Resort, Keepers Lane, Leavenheath, Colchester, Essex, CO6 4PZ.</b> (Free, on-site day parking.) <b>And by virtual means using Microsoft Teams</b> Full instructions on how to join online or by telephone will be provided in advance to those who have pre-registered.
14 September 2023	Issue Specific Hearing 1 (ISH1) on the scope and details of the Proposed	<b>Seating available at venue from:</b> 9.30am <b>Virtual room opens</b>	<b>Blended event held at the Stoke by Nayland Resort, Keepers Lane, Leavenheath, Colchester, Essex,</b>

	Development, including construction activities, and the principles of the Applicant's draft Development Consent Order (dDCO).	<b>from:</b> 9.30am <b>Virtual Arrangements Conference from:</b> 9.45am <b>Hearing starts:</b> 10.00am	<b>CO6 4PZ.</b> (Free, on-site day parking.) <b>And by virtual means using Microsoft Teams</b> Full instructions on how to join online or by telephone will be provided in advance to those who have pre-registered.
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**NOTE:** If any of the above hearings are no longer required, notification will be published as soon as practicable on the project webpage, providing reasonable notice to Interested Parties of the decision to cancel.

**You must register by Tuesday 22 August 2023 if you intend to participate in a hearing and provide all requested information (see below).**

If you simply wish to observe a hearing, you do not need to register as you will be able to:

1. attend the physical event to observe the proceedings;
2. watch a livestream of the event (a link to the livestream will be made available on the [project webpage](#) shortly before the event is scheduled to begin); or
3. watch the recording of the event which will be published on the [project webpage](#) shortly after the event has finished.

Any request to participate in a hearing must include the following information:

- Your name and unique reference number (found at the top of any letter or email from the Planning Inspectorate).
- Your email address (if available) and contact telephone number.
- The name and unique reference number of any person or organisation that you are representing (if applicable).
- Confirmation of the hearing(s) you wish to participate in, the agenda item(s) on which you wish to speak and brief details of the topic(s) that you would like to raise.
- The [Examination Library](#) reference number (with paragraph or page number where appropriate) of any documents you wish to refer to.
- Confirmation of whether you will participate virtually or in-person.
- Any special requirements you may have (for example, disabled access or hearing loop).

It is important that notifications from Interested Parties to participate in hearings are submitted separately from any other written submission. Please select the appropriate 'Deadline' and 'Submission Item' under the '[Make a Submission](#)' tab on the project webpage and ensure the submission is titled appropriately to allow us to quickly identify which event the notification relates to. **Annex H** of this letter provides further information about the 'Make a Submission' tab. Please contact the Case



Team using the contact details at the top of this letter if you require any support to attend a hearing.

### **Hearing agendas**

The ExA generally aims to publish a detailed draft agenda for Issue Specific Hearings and Compulsory Acquisition Hearings on the [project webpage](#) at least five working days in advance of the date of the hearing. However, the actual agenda on the day of each hearing may be subject to change at the discretion of the ExA.

Agendas may not be published for Open Floor Hearings.

### **Procedure at hearings**

The Examination will principally be a written process (see the Planning Inspectorate's [Advice Note 8.4: The Examination](#)), supplemented where necessary by various types of hearings. Please refer to the Advice Note 8.5: Hearings and site inspections and [Advice Note 8.6: Virtual Examination events](#) as these provide important information about hearing procedures.

The procedure to be followed at hearings is set out in Rule 14 of The Infrastructure Planning (Examination Procedure) Rules 2010. The ExA is responsible for the oral questioning of a person giving evidence and the process affords very limited scope to allow cross-questioning between parties.

Seating will be available at the venue at least 30 minutes prior to the start of each hearing to enable a prompt start. The hearing will finish as soon as the ExA deems that all those present have had their say and all matters have been covered. Depending on the numbers wishing to speak at the hearing, it may be necessary for the ExA to limit the time allocated to each speaker: it will generally impose a maximum limit of five minutes at an Open Floor Hearing.

### **Hearing livestream and recording**

A link to a livestream for each hearing will be made available on the [project webpage](#) shortly before any hearing is due to open. The livestream is available to anybody who wishes to observe a hearing in real time.

All hearings are recorded, and the recordings will be made available on the [project webpage](#) as soon as practicable after the close of the hearing. The recordings allow any member of the public who is interested in the application and the Examination to find out what has been discussed.

## **Annex F**

### **Other Procedural Decisions made by the Examining Authority**

The Examining Authority (ExA) has made the following Procedural Decisions under section 89(3) of the PA2008.

#### **PD1. Statements of Common Ground (SoCG) and Status of Statements of Common Ground**

The aim of a SoCG is to agree factual information and to inform the ExA and all other parties by identifying where there is agreement and where the differences lie at an early stage in the Examination process. It can provide a focus and save time by identifying matters that are not in dispute or need not be the subject of further evidence. It can also usefully note where and why there may be disagreement about the interpretation and relevance of the information. Where disagreement exists, SoCGs should be as specific and detailed as possible about the matters in dispute.

The ExA notes the submission of some preliminary SoCGs between the Applicant and certain Interested Parties with the application, and the Applicant's notice of intent to submit further SoCGs early in the Examination. These are welcomed by the ExA, who would be further assisted by early progress towards their completion and signing. The draft Examination Timetable at **Annex D** to this letter establishes deadlines for this process.

The ExA requests clarification from the Applicant about its intentions in relation to possible SoCGs with Essex Police and the other emergency services, noting the Relevant Representation made by Essex Police [RR-033].

The ExA also requests a statement from the Applicant in relation to its intentions in relation to SoCGs with the relevant Parish Councils, including proposals for a framework for ongoing discussions with them if SoCGs are not proposed.

The SoCGs should address the Articles and Requirements in the draft Development Consent Order where relevant. Any Interested Party suggesting rewording of an Article or Requirement should provide the form of words being sought.

The content of SoCGs will help inform the ExA's decisions about matters to be covered in any Issue Specific Hearings and enable the ExA and the Applicant to give notice of such hearings at least 21 days in advance of them taking place.

#### Status of Statements of Common Ground

The ExA also acknowledges the submission of a preliminary Status of Statements of Common Ground document with the application and notes the Applicant's intention to keep this updated throughout the Examination. This is also welcome.

The draft Examination Timetable at **Annex D** to this letter includes deadlines for an updated version of this document to be submitted. This will only be necessary where one or more of the draft SoCG have been updated since the previous submission.

The document should provide an overview of the position of each SoCG at the relevant deadline, for example noting where discussions are ongoing and where a final, signed SoCG has been submitted. It would also assist the ExA to have summaries of commonality in respect of the principal topics in the Examination where discussions are ongoing between the Applicant and more than one SoCG party.

As the Examination progresses and the SoCGs get closer to completion and signing, they typically become longer and more complex, and the ExA would find it helpful for the Status of Statements of Common Ground document to be presented in an easily accessible, tabular, colour-coded format wherever possible.

## **PD2. Local Impact Reports**

A Local Impact Report (LIR) is a report in writing giving details of the likely impact of a Proposed Development on a local authority's area (or any part of that area). For more information about the importance and content of LIRs, see the Planning Inspectorate's [Advice Note One: Local Impact Reports](#).

The ExA requests LIRs from the host local authorities and would welcome LIRs from any other relevant local authorities (as defined in section 56A of the Planning Act 2008) who may wish to submit one. All LIRs should be submitted into the Examination by no later than **Deadline 1** (25 September 2023) on the draft Examination Timetable to maximise the time available to follow up the matters raised.

## **PD3. Site Inspections**

The ExA has undertaken Unaccompanied Site Inspections (USIs), and summary notes can be found in the Examination Library [EV-001]. Further unaccompanied inspections of publicly accessible locations may be carried out before or during the Examination. A summary note of any visit will be published in the Examination Library.

In addition to this, the draft Examination Timetable at **Annex D** of this letter includes dates reserved for Accompanied Site Inspections (ASI), if required. The ExA's starting position is that ASIs will be held only when it is necessary to inspect a site in the company of an Interested Party, for example when access to private land is required. The ExA may also find it appropriate to arrange access to specific sites such that they could be inspected as part of an Unaccompanied Site Inspection on an 'access required' basis.

Following on from the USIs already completed, Interested Parties may wish to suggest further locations or features that should be inspected by the ExA. It is unlikely that the ExA would wish to revisit a location that has already been included in its USIs. Any nominations must be received by **Procedural Deadline A**, Tuesday 22 August 2023. You must indicate the reason for the nomination and the matters to be observed. You should also indicate whether access to private land would be required and, if so, provide contact details for access. It would be helpful if nominations could be sent separately from any other written submission.

Interested Parties should be aware that ASIs are not an opportunity to make any representations to the ExA about the Proposed Development, though participants may be invited by the ExA to indicate factual matters such as the locations of relevant features or sites.

The Applicant is requested to prepare a draft itinerary for a potential ASI, which should be submitted by **Deadline 1**, Monday 25 September 2023. This should focus on private land to which access is required, taking account of:

- locations referred to in the Relevant Representations;
- any other locations at which the Applicant has predicted likely significant environmental effects; and
- locations suggested by Interested Parties submitted by Procedural Deadline A (that have not already been visited on the USIs).

Interested Parties are invited to submit any comments on the Applicant's draft itinerary by **Deadline 2**, Friday 10 October 2023.

The ExA will then determine if an ASI would be required, and a final itinerary would be published at least five working days before the date.

#### **PD4. Comments on Relevant Representations**

The Applicant and other Interested Parties are invited to provide any comments on the Relevant Representations by **Deadline 1** in the draft Examination Timetable (25 September 2023). The Relevant Representations can be found in the [Examination Library](#).

Comments on Relevant Representations should:

- specify the names of the party that made the Relevant Representation and the relevant Examination Library reference, to demonstrate that all Relevant Representations have been responded to; and
- where a detailed or tabular Relevant Representation has been submitted, present a response in a comparable manner to ensure that all points are responded to in similar terms.

#### **PD5. Additional Submissions**

The ExA has exercised its discretion and made a Procedural Decision to accept an Additional Submission from the Applicant that was submitted prior to its appointment:

- [AS-001] Outline Written Scheme of Investigation.

Since appointment, the ExA can confirm that it has also exercised its discretion to accept three further Additional Submissions into the Examination:

- [AS-002] a letter dated 14 July 2023 from the UK Health Security Agency;
- [AS-003] a letter dated 6 July 2023 from the Canal and River Trust; and
- [AS-004] an email dated 5 July from the Applicant querying four elements of the s51 advice received at acceptance of the application.

The ExA also draws your attention to a Rule 9 request for further information that it issued to the Applicant on 24 July 2023 [PD-001] and the Applicant's response received on 2 August 2023 [AS-005].

Comments on these are invited at **Deadline 1** in the draft Examination Timetable (25 September 2023).

#### **PD6. Updated Navigation Document**

The Applicant is requested to provide an updated Navigation Document [APP-004] listing the most up to date documents in the Examination at each deadline. This should be in tabular format and include a column that states whether each document is new or an update, and if it is to form part of the Environmental Statement. Examination Library references should be added as soon as available. A final version must be submitted by **Deadline 9**.

When documents are updated, as is standard in Examinations, the ExA requests that two copies are provided – a 'clean' copy and a 'track-changed' version, showing alterations from the previous iteration. This helps assist the ExA and Interested Parties keep track of changes from deadline to deadline.

#### **PD7. National Policy Statement schedules of compliance**

The ExA notes the inclusion of Appendices A and B of the submitted Planning Statement [APP-160] that signpost compliance with National Policy Statements (NPS) EN-1 and EN-5 respectively. The ExA requests that the schedule is updated regularly during the Examination to record any changes or additions to the Applicant's position on NPS compliance demonstrated by submissions during the Examination.

The draft Examination Timetable specifies the deadlines at which updates are sought as a stand-alone document and requests a final version at **Deadline 8**.

#### **PD8. Submission of draft Development Consent Orders (dDCO) and Book of Reference (BoR) by the Applicant**

Where the Applicant submits an amended dDCO at any deadline, the submission is to be made in the following form:

- a) a new version number identifying that the submitted dDCO is an amended version;
- b) a document showing the amended dDCO without any mark-up (the 'clean version');
- c) a document showing the amended dDCO with tracked changes marking up all amendments since the last version number; and
- d) a consolidated schedule of changes listing all changes to the dDCO since the application version, noting when (including the version number) and for what purpose each change was introduced.

Amended dDCOs submitted by the Applicant at **Deadline 6** and **Deadline 9** must be accompanied by:

- a) versions submitted in Microsoft Word. The version submitted at **Deadline 9** must have been validated against the Statutory Instrument template; and
- b) an amended Explanatory Memorandum.

When the Applicant submits an amended BoR at any deadline, the submission is to be made in the following form:

- a) a new version number identifying that the submitted BoR is an amended version;
- b) a document showing the amended BoR without any mark-up (the 'clean version');
- c) a document showing the amended BoR with tracked changes marking up all amendments since the last version number; and
- d) a consolidated table of changes listing all changes to the BoR since the application version, when (including the version number) and for what purpose each change was introduced.

### **PD9. Planning obligations and commercial side agreements tracking list**

The ExA notes from the submitted Planning Statement [APP-160] that the Applicant is not expecting any necessity for planning obligations. Nevertheless, the draft Examination Timetable makes provision for the submission of draft s106 agreements and a list of relevant commercial side agreements in case this situation changes, and a need should arise.

The ExA requests the Applicant to submit a tracking list that indexes any of the following documents that it has produced or intends to produce at the relevant deadlines:

- a) any planning obligations under the Town & Country Planning Act 1990 (as amended), or other legislative provisions relevant to planning, to identify: the legislative head of power for the obligation; its subject matter(s) and why it is necessary; whether the obligation would be unilateral, bilateral or multi-lateral; the involved Interested Parties or other persons; and whether the conclusion of such an agreement is considered likely to remove the need for any provisions in the draft DCO, to remove the need for one or more Statements of Common Ground or lead to the withdrawal of one or more Relevant or Written Representations; and
- b) any commercial side agreements or contracts proposed between the Applicant and Interested Parties or other persons, identifying: the subject matter(s) and their purpose; the involved Interested Parties or other persons; and whether the conclusion of such an agreement is considered likely to remove the need for one or more Statements of Common Ground or lead to the withdrawal of one or more Relevant or Written Representations.

If the Applicant wishes the ExA to give weight to any commercial side agreements, evidence that these have been concluded, together with a list of the matters provided for and subscribed to by all signatories to each agreement must be provided at **Deadline 9**.

If the Applicant wishes the ExA to give weight to any planning obligations, signed copies must be provided at **Deadline 9**, together with a summary statement identifying how each obligation addresses the tests in Regulation 122(2) of the Community Infrastructure Levy Regulations 2010 and paragraph 57 of the National Planning Policy Framework.

**PD10. Deadline for notification by Statutory Parties of their wish to be considered as an Interested Party by the ExA**

To facilitate a timely start to the Examination, the ExA has made a Procedural Decision that Statutory Parties must decide if they wish to be considered an Interested Party and notify the Planning Inspectorate by **Deadline 1** in the draft Examination Timetable, 25 September 2023.

**PD11. Applicant's outstanding queries in relation to s51 advice**

The ExA has noted the Applicant's four outstanding queries in relation to the s51 advice it received following acceptance of the application for Examination [AS-004]. It has made the decision to deal with these as necessary in the Examination, once it has commenced, so no action on these matters is required at this stage.

## Annex G

### Availability of Examination documents

The application documents and Relevant Representations are available on the [project webpage](#). All further documents submitted during the Examination will also be published under the [Documents tab](#) of the project webpage.

### The Examination Library

For ease of navigation, please refer to the [Examination Library](#) (EL), which is accessible from a link at the top of the documents page. The EL is updated throughout the Examination.

The EL records and provides a hyperlink to:

- each application document;
- each representation made to the Examination; and
- each Procedural Decision made by the Examining Authority.

Each document is given a unique reference which will be fixed for the duration of the Examination. ***Please quote the unique reference number from the Examination Library when referring to any Examination Documents in any future submissions that you make.***

### Electronic deposit locations

Documents can be viewed electronically, free of charge, at the electronic deposit locations listed in the table below. Please note that you will need to bring a form of identification and register as a library member in order to use a computer at these locations.

Local authority	Venue/ address	Opening hours	Printing costs
Essex County Council	Sible Hedingham Library 169 Swan Street Sible Hedingham CO9 3PX	Monday: 09:00 – 17:00 Tuesday: 09:00 – 17:30 Wednesday: 09:00 – 17:00 Thursday: 09:00 – 17:00 Friday: 09:00 – 17:00 Saturday: 09:00 – 17:00 Sunday: 10:00 – 16:00	Black and white (per A4 side) - 20p Black and white (per A3 side*) - 60p Colour (per A4 side) - £1.45 Colour (per A3 side*) - £2.35



<p>Essex County Council</p>	<p>Hadleigh Library 29 High Street Hadleigh IP7 5AG</p>	<p>Monday: Closed</p> <p>Tuesday: 09:00 – 17:00</p> <p>Wednesday: 09:00 – 17:00</p> <p>Thursday: 09:00 – 18:00</p> <p>Friday: 09:00 – 17:00</p> <p>Saturday: 09:30 – 17:00</p> <p>Sunday: 10:00 – 16:00</p>	<p>Black and white (per A4 side) - 20p</p> <p>Black and white (per A3 side*) - 60p</p> <p>Colour (per A4 side) - £1.45</p> <p>Colour (per A3 side*) - £2.35</p>
<p>Suffolk County Council</p>	<p>Sudbury Library Market Hill Sudbury CO10 2EN</p>	<p>Monday: 09:00 – 17:00</p> <p>Tuesday: 09:00 – 19:30</p> <p>Wednesday: 09:00 – 17:00</p> <p>Thursday: 09:00 – 17:00</p> <p>Friday: 09:00 – 17:00</p> <p>Saturday: 09:00 – 17:00</p> <p>Sunday: 10:00 – 16:00</p>	<p>A4 black and white single-sided - 20p</p> <p>A4 black and white double-sided - 30p</p> <p>A4 colour single- sided - 50p</p> <p>A4 colour double- sided - 80p</p> <p>A3 black and white single-sided - 30p</p> <p>A3 black and white double-sided - 50p</p> <p>A3 colour single- sided - £1</p> <p>A3 colour double- sided - £1.60</p>

## Annex H

### Information about the 'Make a Submission' tab

The '[Make a Submission](#)' tab is available on the [project webpage](#).

You will need to enter your unique reference number ('Your ref' found at the top your postcard or email from the Planning Inspectorate) beginning 'BTTR-200', 'BTTR-0', 'BTTR-AFP', 'BTTR-S57', 'BTTR-APP', 'BTTR-SP' or 'BTTR-OP'. If you are making a submission on behalf of another person or organisation, and do not have your own unique reference number, then you should enter the unique reference number of the person or organisation you are representing. If you are not a registered Interested Party, the acceptance of your submission is at the discretion of the Examining Authority.

Submissions will be published on the [project webpage](#) as soon as practicable following the relevant Deadline. For further information about the publication of submissions, please see the Planning Inspectorate's [Privacy Notice](#).

You will be able to submit a document (upload file), make a text representation or both. It is possible to upload multiple files for each individual submission item. Electronic attachments should be clearly labelled with the subject title and must not exceed 50MB.

Submissions **must not include hyperlinks** to documents or evidence hosted on a third-party website (e.g., technical reports, media articles etc). All submissions must be made in a format that can be viewed in full on the National Infrastructure Planning website. Any submissions that exceed 1500 words should also be accompanied by a summary that does not exceed 10% of the original text. See the Planning Inspectorate's [Advice Note 8.4: The Examination](#) for further information about making written submissions.

You should select the relevant deadline for your submission and then, on the next webpage, select the appropriate submission item as described in the Examination Timetable at **Annex D** to this letter. Please ensure you make a separate submission for each submission item and **do not duplicate your submission**. If you consider that your submission does not fit the description of any of the submission items, please select 'Other' from the list of Submission items and ensure that it is titled appropriately.

If you experience any issues when using the '[Make a Submission](#)' tab, please contact the Case Team using the contact details at the top of this letter.