



The Planning Inspectorate



The Planning Inspectorate
Yr Arolygiaeth Gynllunio

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By email only

Date: 20 April 2020

Dear Mr Gash,

Planning Act 2008 (as amended)

Application by Highways England for an Order Granting Development Consent for the M25 Junction 28 – TR0100129.

Information about a proposed application

We refer to the above application and provide some guidance on pre-submission tasks that should be considered before an application is submitted to the Planning Inspectorate. Please consider the following issues and supply any response or information where required.

We would encourage you to read our Advice Note 6 which can be found on our website and can be accessed by following this link:

<http://infrastructure.planninginspectorate.gov.uk/legislation-and-advice/advice-notes/>

Date of submission

As an accurate date of submission is required for internal resourcing, please let us know as soon as possible if there are any changes to your intention to submit the application to the Planning Inspectorate at the end of May.

Updated shapefile required

As the anticipated submission date is in 6 weeks we are preparing for the acceptance process. It would greatly assist our preparation for reviewing the adequacy of pre-application consultation (including the identification of prescribed consultees) if you could send us an updated GIS shapefile of the red line boundary for the application.

Please send this to us at least 2 to 3 weeks prior to the date of submission, therefore **before 16 May 2020**. The shapefile should comply with the following requirements:

1. It should be a polygon geometry type and consist of one or more polygon features representing the proposed DCO site boundary (including any temporary, permanent and associated development);

2. It should be a single, valid, ESRI Shapefile for the proposed DCO site boundary, provided as a *.zip file using the default WinZip settings (ie no encryption, normal compression etc.);
 - a. The *.zip file must contain one of each of the following files: *.prj, *.dbf, *.shp, *.shx; and
 - b. There must not be any other files within the *.zip file;
3. It should be in the British National Grid (OSGB1936) format;
4. Multiple *.zip files or multiple .shp files within a single zip file are not compatible with the Planning Inspectorate's GIS system. If the proposed DCO site boundary comprises a number of separate discrete polygons, these should all be included within the single shape file contained in the *.zip file.

Electronic list of application documents

Please use the application file index to structure your application, the index is [appendix 2 of Advice Note 6](#)¹.

We would be grateful if you could fill in the form without manipulating any of the fields; in particular, with regard to the first two columns, it is important that you choose only from the options in the drop-down menus and avoid adding additional options. Please provide the form as an MS Excel file rather than a PDF document to enable us to import the information. We would appreciate a draft copy prior to submission so we can verify the columns have been completed correctly. These actions will ensure that we are able to efficiently import your application to our document management system which will speed up your acceptance process.

Advice Note 6 provides further information; including file sizes, document summaries etc. We will accept your application submission either through a file sharing site or by providing a USB.

If you decide to use a file sharing-site please treat your application as submitted once you have notified us that the documents are available. Once we have downloaded the documents, we will consider this to be the submitted application and will not download additional or updated documents. Please send a link and any access code to the case team ensuring that the Inspectorate can access the documents.

The Planning Inspectorate no longer require a hard copy of your application at the point of submission. You may be requested to provide further electronic copies of the entire application or hard copies of particular individual documents at any point throughout the pre-examination and examination processes.

Please ensure that prior to submission, all documents are checked against the index to ensure they are correctly referenced, and the filing system is easily navigable.

Application form

The prescribed application form is available on our website and can be accessed by following this link: <http://infrastructure.planninginspectorate.gov.uk/application-process/submitting-an-application/>

¹ <https://infrastructure.planninginspectorate.gov.uk/legislation-and-advice/advice-notes/>

Fees

Please find attached a separate letter regarding our fees.

Original consultation responses

Please be aware that the Secretary of State can request all responses to the consultation carried out under Part 5 of the Planning Act 2008 as stated in The Infrastructure Planning (Applications: Prescribed Forms and Procedures) Regulations 2009 (as amended).

Given the statutory timescales for the Secretary of State to issue a decision at the acceptance stage (28 days), it is important that the consultation report is clear and that the Secretary of State can quickly identify whether applicants have met all the statutory requirements. If there is any uncertainty about this, the applicant may be asked to provide a copy of all the consultation responses received at the pre-application stage. You should therefore prepare for this eventuality in any event in view of the tight timescale at the acceptance stage. The acceptance stage cannot be suspended or extended pending the submission of the consultation responses.

Further guidance on the preparation of the consultation report can be found in our Advice Note 14 on our website and can be accessed by following this link:
<http://infrastructure.planninginspectorate.gov.uk/legislation-and-advice/advice-notes/>

List of s42(1)(b) local authority contacts

It would be helpful if you could supply us with a list of your main contacts from the relevant local authorities who were consulted during your s42 consultation. This would enable us to engage with them regarding the possible submission date and their role at acceptance stage.

DCO

The Inspectorate requests that the Applicant submits a word version of the DCO alongside the PDF version, together with a SI template validation report for the draft DCO at submission. It would also be of benefit to the Examining Authority if each iteration of the DCO was submitted both in PDF and in Word together with a track changed version in PDF.

After submission

Provided the Applicant agrees, the Planning Inspectorate will publish the application for development consent with all associated documentation on the National Infrastructure pages of the Planning Inspectorate website as soon as practicable after submission. Please can you confirm whether you are happy for the application documents to be published as soon as practicable after submission? There are benefits of doing this early on (instead of the previous approach to publish after acceptance) and it is now common practice across applications although it is a decision entirely for the Applicant.

If you have any further queries, please do not hesitate to contact us.

Yours sincerely

<https://infrastructure.planninginspectorate.gov.uk>

Dee Allen

**Dee Allen
Case Manager**

Encs: National Infrastructure Planning Fees letter

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