**LPP Information Notice**

**Draft <NAME OF PLAN> Local Place Plan**

**Emails to local Councillors and adjoining Community Councils**

Sent on [INSERT DATE]

**DRAFT EMAIL 1 - COUNCILLORS**

**Information Notice: proposed <NAME OF PLAN> Local Place Plan for comment**

Dear Councillors,

I am contacting you on behalf of <name of community body>. We have been working on a Local Place Plan for our Community Council area, involving community engagement over the last few months.

We have now prepared a draft Local Place Plan. It has just been published online for public consultation at <LINK TO PLAN or ATTACH> until [INSERT DATE]. Please do share that link around your local networks in the local area, and encourage people to take a look and respond.

We are legally required to send each local authority Councillor for our Community Council area the following information, to comply with Section 4 of the [Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021](https://www.legislation.gov.uk/ssi/2021/353/contents/made):

**1. Proposed Local Place Plan**

Please see the attached plan, which can also be downloaded from <link to plan or Attach to email>.

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

The Plan covers the <name of CC area> Community Council area, which stretches from <describe area>. A map of the Community Council area can be seen near the start of the Plan.

The primary purpose of the Plan is to provide an up-to-date statement of current issues we face and our aspirations for the next <number of years to be added> years, to help public bodies, landowners, businesses and funders consider how they can best support positive change in the area.

There are X strategic objectives/priorities/actions <edit appropriately to reflect content of plan>.

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

* If you have comments on the attached proposed Local Place Plan, please email them to me **or** complete the anonymous form on the consultation website <LINK if available>
* The deadline for comments is **[insert date – minimum 28 days from issuing]**.
* If you are need more time to respond, please let me know.

The above information comprises the ‘information notice’ to which the Regulations refer.

We are sending similar information notices to our adjoining (active) Community Councils in <council areas>, as required by the Regulations.

Please let me know if you have any queries.

Regards,

CHAIR/SECRETARY OF GROUP OR CC

*COUNCILLOR EMAIL ADDRESSES*

List email addresses

**DRAFT EMAIL 2 – ADJOINING COMMUNITY COUNCILS**

**Information Notice: proposed <name of plan> Local Place Plan for comment**

Dear Fellow Community Councillors,

I am contacting you on behalf of <name> Community Council, which shares a boundary with your Community Council or Community Trust. We have been working on a Local Place Plan for our Community Council area, involving community engagement over the last few months.

We have now prepared a draft Local Place Plan. It has just been published online for public consultation at <LINK TO PLAN or ATTACH> until [INSERT DATE]. If you have contacts who might be interested, please do share that link with them.

We are legally required to send each adjoining Community Council the following information, to comply with Section 4 of the [Town and Country Planning (Local Place Plans) (Scotland) Regulations 2021](https://www.legislation.gov.uk/ssi/2021/353/contents/made):

**1. Proposed Local Place Plan**

Please see the attached plan, which can also be downloaded from LINK TO PLAN or ATTACH>.

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

The Plan covers the <name of CC area> Community Council area, which stretches from <describe area>. A map of the Community Council area can be seen near the start of the Plan.

The primary purpose of the Plan is to provide an up-to-date statement of current issues we face and our aspirations for the next <number of years to be added> years, to help public bodies, landowners, businesses and funders consider how they can best support positive change in the area.

There are X strategic objectives/priorities/actions <edit appropriately to reflect content of plan>.

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

* If you have comments on the attached proposed Local Place Plan, please email them to me or complete the anonymous form on the consultation website <LINK if available>
* The deadline for comments is **[insert date]**.
* If you are need more time to respond, please let me know.

The above information comprises the ‘information notice’ to which the Regulations refer.

Please let me know if you have any queries.

Regards,

CHAIR/SECRETARY OF GROUP OR CC

*C.C. EMAIL ADDRESSES*

*These are taken from local authority webpages, so no GDPR/privacy concerns about recipients seeing each other’s email addresses.*

List email addresses