

Content and Format of Proofs and Appendices

Content

Proofs of evidence **should**:

- focus on the main issues identified, in particular on areas of disagreement;
- be proportionate to the number and complexity of issues and matters that the witness is addressing;
- be prepared with a clear structure that identifies and addresses the main issues within the witness's field of knowledge and avoids repetition;
- be concise, precise, relevant and contain facts and expert opinion deriving from witnesses' own professional expertise and experience, and/or local knowledge;
- focus on what is really necessary to make the case and avoid including unnecessary material, or duplicating material in other documents or another witness's evidence;
- where case law is cited in the proof, include the full Court report/transcript reference and cross refer to a copy of the report/ transcript which should be included as a core document.
- where data is referred to, include that data, and outline any relevant assessment methodology and the assumptions used to support the arguments (unless this material has been previously agreed and is included as part of the statement of common ground).

Proofs **should not**:

- duplicate information already included in other Inquiry material, such as site description, planning history and the relevant planning policy;
- recite the text of policies referred to elsewhere: the proofs need only identify the relevant policy numbers, with extracts being provided as core documents. Only policies which are needed to understand the argument being put forward and are fundamental to an appraisal of the proposals' merits need be referred to.

Format of the proofs and appendices:

- proofs to be no longer than 3000 words if possible. Where proofs are longer than 1500 words, summaries are to be submitted.

- all documents should be submitted digitally. Hard copies should be provided as and when requested.
- front covers to proofs/ statements and appendices should be clearly titled, with the name and qualifications of the witness on the cover.
- pages and paragraphs should be numbered.
- all appendices should be compiled separately from proofs/ statements. Digital versions of appendices should be submitted as separate documents.
- appendices should be indexed and paginated.

All proofs/statements, appendices and other documents should be available for members of the public to view on the Local Planning Authority's website.