

Task	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12	Wk13	Wk14	Wk15	Wk16	Wk17	Wk18	Wk19	Wk20	Wk21	Wk22
Collect local evidence from parish councils/ businesses/residents regarding the impact of loss of commercial premises to housing	Green	Green	Green	Green																		
Gather additional evidence on the impact (i.e. survey of shop fronts/concentration of business uses)	Green	Green	Green	Green																		
Consider if a direction is appropriate and whether immediate or non immediate					Green																	
Mapping of proposed area or premises				Green	Green	Green																
Draft recommendation						Green	Green															
Draft Art 4 direction						Green	Green	Green														
Formal confirmation to make art 4 direction									Red													
Agree art 4 direction with legal services									Red													
prepare notice of immediate or non immediate direction						Blue	Blue	Blue	Blue													
advertise in local press										Blue												
display site notice										Blue	Blue	Blue	Blue	Blue	Blue							
serve notice on every individual owner of land to which the art 4 direction relates										Blue												
Notify Secretary of State										Blue												
Period for representations										Blue	Blue	Blue	Blue									
Consider representations and determine whether to confirm the direction														Blue								
Amend art 4 direction if needed														Blue	Blue							
Confirm direction																Red						
advertise in local press																	Green					
display site notice																	Green	Green	Green	Green	Green	Green
serve notice on every individual owner of land to which the art 4 direction relates																	Green					