



Christchurch and East Dorset Councils
delivering services together

Statement of Community Involvement 2016

Prepared by Christchurch Borough Council and East Dorset District Council



Adopted July 2016

www.dorsetforyou.com



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1 Introduction

i) What is the Statement of Community Involvement

1.1 The main purpose of this Statement of Community Involvement (SCI) is to set out how the community, businesses, developers, landowners and other organisations can **engage** with the planning system with regard to planning policy and planning applications, for the combined areas of Christchurch Borough Council and East Dorset District Council. The SCI was adopted by East Dorset District Council on 11 July 2016 and by Christchurch Borough Council on 12 July 2016.

1.2 For the purposes of this SCI, “engagement” includes the activities of:-

- **Informing** - to provide the community with information and to gain information, to enable the Councils and the community to understand the issues, potential solutions or options and outcomes
- **Consulting** - to seek the views of the community and listen to and consider their views, and feedback the results
- **Involving** - to work with the community throughout the process to ensure that concerns and aspirations are understood and taken into consideration
- **Collaborating** - to work with the community in partnership in all stages from identifying issues, developing planning options and delivering outcomes
- **Empowering** - to enable the community to take actions and influence decisions

1.3 When adopted, this document will replace the Statement of Community Involvement adopted by Christchurch Borough Council and East Dorset District Council in 2006. Legislative changes no longer require the SCI to be independently examined or submitted to the Secretary of State.

ii) Scope of this SCI

1.4 This document includes:-

- some guiding principles for engagement on all Christchurch Borough Council and East Dorset District Council consultations (not just planning) and possible methods of consultation;
- an explanation of the relationship of the SCI with other plans;
- requirements regarding the “Duty to Cooperate” as introduced by the Localism Act 2011, and explanation of how we intend to fulfil this requirement;
- who will be consulted on the Local Plan and other planning policy documents that Christchurch and East Dorset Councils prepare (e.g. Supplementary Planning Documents and the Community Infrastructure Charging Schedule (CIL), and how this will happen; and
- how you can engage with the planning policy process and development management (planning applications) process.

2 Our General Principles for Engagement and Consultation

2.1 Christchurch and East Dorset Councils have the following agreed protocol for all consultations (adopted May 2012 and reviewed but unchanged in 2014). The protocol was developed by the Research Board, comprising officers from both Councils.

1. “We will undertake consultation based on the principles of openness, transparency, trust, integrity, and mutual respect for all participants, irrespective of their age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
2. The methods we use to undertake consultation will be selected on the basis of their effectiveness to provide the information required, costs, timescales, and the resources we have available.
3. We will make the findings of any consultation we undertake available to consultees, and where appropriate, the wider community.
4. We aim to use easy-to-understand language when consulting.
5. We will endeavour to make it easier for people who may have difficulty in participating in consultation.
6. We will ensure that people with views of each side of any debate are given equal opportunity to engage in consultation.
7. Where appropriate or where the law requires it, we will maintain the confidentiality of consultees’ individual responses.
8. We may use external agents to undertake consultation on our behalf.
9. We will design consultation with clear aims and objectives, and will share these with consultees if requested to do so.”

3 Possible Methods of Community Involvement

3.1 There are a number of ways we can consult and engage the community. Appendix 1 sets out a list of possible methods. The list is not exhaustive; there may indeed be other ways we might engage. The type of methods used will be tailored to the needs of the community, the subject or nature of the document, and the resources available. We will endeavour to use methods that enable all sections of the community to be informed and to have the opportunity to contribute to the plans identified in section 6 below. These methods will vary according to the scope and nature of each individual document; and to ensure the most effective consultation and engagement is used.

4 Relationship to the Corporate Plan

4.1 The SCI and the Local Plan are prepared in the context of the Christchurch and East Dorset Partnership Corporate Plan. The Corporate Plan 2016-2020 (<https://www.dorsetforyou.com/362527>) requires us to:

- focus on collaboration and partnership in the delivery of services; and
- deliver services more efficiently.

5 Duty To Cooperate

5.1 The “duty to cooperate” was introduced by the Localism Act 2011 (section 110) and is reflected in the National Planning Policy Framework (paras 178-181).

5.2 The duty to cooperate is a requirement to work collaboratively on strategic matters of cross boundary significance. This applies to local planning authorities and bodies prescribed by the Act in relation to development plan documents, other local development documents, marine plans and activities which support these so far as relating to a strategic matter.

5.3 The Localism Act defines strategic matters as the sustainable use of land or development that would have a significant impact on at least two planning areas (including infrastructure), and county matters (or would have a significant impact upon county matters). Paragraph 156 of the National Planning Policy Framework states that strategic matters relate to:

- homes and jobs needed in the area;
- provision of retail, leisure and other commercial development;
- provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);
- provision of health, security, community and cultural infrastructure and other local facilities; and
- climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape.

5.4 For the purposes of the duty to cooperate, the relevant local authorities for Christchurch and East Dorset Councils are:

- Bournemouth Borough Council
- North Dorset District Council
- Borough of Poole
- Purbeck District Council
- West Dorset District Council
- Dorset County Council
- Weymouth and Portland Borough Council
- New Forest District Council
- New Forest National Park Authority
- Hampshire County Council
- Wiltshire Council

5.5 Other public bodies, in addition to local planning authorities, are subject to the duty to cooperate by being prescribed in The Town and Country Planning (Local Planning) (England) Regulations 2012 (<http://www.legislation.gov.uk/uksi/2012/767/regulation/4/made>)⁽¹⁾ (and are updated by the National Planning Practice Guidance - see <http://planningguidance.planningportal.gov.uk/blog/guidance/duty-to-cooperate>)

5.6 The relevant prescribed bodies for Christchurch and East Dorset Councils are:

- The Environment Agency
- The Historic Buildings and Monuments Commission for England (known as Historic England)
- Natural England
- The Civil Aviation Authority
- The Homes and Communities Agency
- NHS Dorset Clinical Commissioning Group (CCG)
- NHS England⁽²⁾
- Office of Road and Rail⁽³⁾
- Dorset Highways - Dorset County Council
- The Marine Management Organisation

5.7 In addition, although the following bodies are not themselves subject to the duty to cooperate; we are required under the duty, to cooperate with them in our local plan making:

- The Dorset Local Enterprise Partnership
- The Dorset Local Nature Partnership

5.8 In developing the Councils' planning policies and plans, the Councils have worked, and will continue to work, with the Duty to Cooperate bodies identified above. We will:-

- identify those issues that will require to be considered jointly with neighbouring local authorities and other public and private bodies and actively engage with them; and
- produce appropriate reports setting out how we have undertaken our duty to cooperate for each of the plans and planning policy documents we produce, and how this has influenced our decisions, plans and policies.

1 as amended by The National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Saving Provisions) Order 2013 (<http://www.legislation.gov.uk/uksi/2013/235/made>)

2 Formerly the NHS Commissioning Board (prior to 1 April 2013)

3 with effect from 1 April 2015 the Office of Rail Regulation changed its name to the Office of Rail and Road to reflect new responsibilities for monitoring the efficiency and performance of England's strategic road network

6 Planning Policy Documents

National Policy Context

6.1 The Government sets out national planning policy in the National Planning Policy Framework (NPPF)⁽⁴⁾

- <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

6.2 The NPPF requires that local planning authorities produce a local plan which must be consistent with the principles and policies of the National Planning Policy Framework. The local plan is part of the statutory “Development Plan” which sets out the overall planning strategy for the area and sets out policies to guide the location scale and type of development. Applications for planning permission must be considered against Development Plan policies. Planning decisions must be taken in accordance with the Development Plan⁽⁵⁾ unless material considerations indicate otherwise⁽⁶⁾. A material consideration⁽⁷⁾ is a matter that should be taken into account in deciding a planning application or an appeal against a planning decision.

6.3 The Local Plan is a key statutory planning policy document for any area. Separate additional Development Plan Documents include those regarding Minerals and Waste, which are prepared by County Councils or Unitary Authorities.

6.4 Local Authorities can also produce Supplementary Planning Documents which provide additional guidance on the implementation of policies in the local plan. These are non-statutory documents that do not form part of the Development Plan but will be a material consideration in determining planning applications. (Prior to the NPPF and the revised Planning Regulations 2012, similarly there were Supplementary Planning Guidance documents – SPG, some of which remain in use).

6.5 In preparing their planning policies, local planning authorities are required to carry out early and meaningful collaboration with neighbourhoods, local organisations and businesses and to proactively engage with a wide section of the community.

6.6 The Localism Act 2011 introduced the provision for communities to prepare their own Neighbourhood Plans. These plans can set planning policy to guide future development in the local area. They may focus on a single issue or a range of issues depending on what the local community want it to cover. However they must be in conformity with national policy and Local Plans that have been adopted by the Council.

Development Plan Documents for Christchurch & East Dorset

6.7 The development plan for Christchurch and East Dorset currently comprises:

4 Department for Communities and Local Government, March 2012

5 Sec 38 (1) Planning and Compulsory Purchase Act

6 Section 38(6) of the Planning and Compulsory Purchase Act 2004

7 For explanation of what constitutes a material consideration see

<http://www.planningportal.gov.uk/general/faq/faqapplyprocess#Whatarematerialconsiderations>

1. The National Planning Policy Framework.
2. The Christchurch and East Dorset Local Plan Part 1 (Core Strategy), adopted in April 2014.
3. Remaining saved policies from The Borough of Christchurch Local Plan, adopted in 2001.
4. Remaining saved policies from the East Dorset Local Plan, adopted in 2002.
5. Bournemouth, Dorset and Poole Minerals Strategy, adopted in 2014
6. Bournemouth, Dorset and Poole Waste Local Plan, adopted in 2006
7. Remaining saved policies from the Dorset Minerals and Waste Local Plan, adopted in 1999

Christchurch and East Dorset Planning Policy Documents that we will Consult On

6.8 This section describes the plans we will produce and consult on. Sections 8 and 9 below set out in more detail how and at what stage consultation will take place with regard to the Local Plan, and SPDs.

6.9 National Planning Guidance requires local authorities to produce a Local Development Scheme setting out the timetable for preparation of their local plans. We are currently updating the Christchurch and East Dorset Joint Local Development Scheme to reflect our current plan preparation timetable. The updated LDS will replace the now outdated 2014 LDS on our [dorsetforyou](http://dorsetforyou.com) webpages.

(1) The Christchurch and East Dorset Local Plan

6.10 Whilst current national guidance refers to the Local Plan as a single document; prior to the publication of NPPF in 2012 (and the revised Regulations⁽⁸⁾) local plans or “local development frameworks” (LDFs), as they were then called, constituted a suite of Development Plan Documents (DPDs) including a Core Strategy setting out the strategic policies and strategic site allocations, separate DPDs for Development Management policies, and Area Action Plans for specific areas within the Local Plan area. Developed in that context, the current Christchurch and East Dorset Local Plan constitutes the Local Plan Part 1 (Core Strategy) plus some policies that have been “saved” from the former Local Plans pending further review. These saved policies in effect, are carried forward into the Local Plan Part 1 (Core Strategy) and remain part of the statutory development plan. A list of policies that have been saved from these superseded plans is set out in appendices 3 and 4 of the Local Plan Part 1 (Core Strategy).

6.11 In due course we will develop and review the Core Strategy; and a Dorset-wide Gypsy and Traveller Sites Joint DPD is also progressing. This work will be subject to consultation at all key stages as set out in section 8 of this SCI.

i) The Christchurch and East Dorset Local Plan Part 1 - Core Strategy

6.12 The Christchurch and East Dorset Local Plan Part 1 - Core Strategy (<https://www.dorsetforyou.com/348323>) was completed and adopted in April 2014. It sets out the overall strategy for land use in the Borough and District and allocates land for strategic

8 Town and Country Planning (Local Planning) (England) Regulations 2012

proposals. It includes strategic policies on housing, employment, retail, transport and the natural environment. This plan replaces the majority of policies in the former East Dorset Local Plan 2002 and the Borough of Christchurch Local Plan 2001, and was subject to public consultation at all key stages.

ii) The Dorset Gypsy and Traveller Sites Joint Development Plan Document

6.13 The Dorset Gypsy and Traveller Sites Joint Development Plan Document (<https://www.dorsetforyou.com/travellerpitches>) will identify transit and residential sites for Gypsies and Travelling Communities (including Travelling Showpeople) and will include development management policies for their development. A first stage of consultation on possible sites was held at the end of 2011. A further consultation on additional sites was held in September-October 2014.

(2) Supplementary Planning Documents

6.14 The Christchurch and East Dorset Housing and Affordable Housing Supplementary Planning Document (SPD) was adopted in April 2014. <http://www.dorsetforyou.gov.uk/410537>

6.15 The revised Dorset Heathlands Planning Framework SPD was subject to consultation in January 2015 with adoption anticipated in 2016. <https://www.dorsetforyou.com/387392>

6.16 Other SPDs may come forward in the future and would be subject to consultation.

6.17 All the old Supplementary Planning Guidance documents that were prepared prior to the NPPF will need to be reviewed as part of the future Local Plan work.

(3) Minerals and Waste Planning

6.18 The Minerals and Waste Planning Policy team at Dorset County Council undertakes the preparation of minerals and waste development plan documents for the county of Dorset, including Bournemouth and Poole. Consultation and public participation on minerals and waste planning policy documents are subject to the provisions of Dorset County Council's SCI, which was revised and adopted in April 2013. <https://www.dorsetforyou.com/407283>

(4) Community Infrastructure Levy (CIL)

6.19 The Community Infrastructure Levy (CIL) is a new levy which local authorities can choose to use as a charge on new developments in their area. The money raised can be used to support development by funding infrastructure which is needed and wanted by the council and by the local community.

6.20 Christchurch Borough Council and East Dorset District Council are working together to prepare their Community Infrastructure Levy Charging Schedules (<https://www.dorsetforyou.com/407160>). The process is well advanced with adoption anticipated in 2016. The Councils have consulted and will continue to consult, in accordance with the Community Infrastructure Levy Regulations 2010 [as amended by the Community Infrastructure Levy (Amendment) Regulations 2015]; see link below.

- <http://www.legislation.gov.uk/ukxi/2015/836/contents/made>

(5) Sustainability Appraisal and Strategic Environmental Assessment

6.21 Sustainability Appraisal (SA) is a process designed to help planning authorities contribute to the aim of achieving sustainable development in preparing plans and policies. The Planning and Compulsory Purchase Act 2004 requires local authorities to undertake SA of documents making up their Local Plan. A SA report will therefore be produced and consulted upon alongside each Local Plan document that the Council publishes. The process of SA fully incorporates the requirements of Strategic Environmental Assessment (SEA) in relation to plans and programmes, as required under the European SEA Directive (2001/42/EC) and the Environmental Assessment of Plans and Programmes Regulations 2004.

(6) Neighbourhood Plans

6.22 Although these are prepared by the community not the local authority, local authorities have a role in publicising information and decisions and assessing consultation responses. There are currently no neighbourhood plans under preparation in Christchurch Borough and East Dorset District.

6.23 The Neighbourhood Planning (General) Regulations 2012 set out the minimum requirements for consultation and publicity at key stages with those living or working in the neighbourhood area or with those who may have an interest in or are likely to be affected by the proposals. Neighbourhood Plans are subject to independent Examination and a local referendum.

6.24 It is for the Neighbourhood Planning body to decide who to consult given the scope and nature of the proposals they are developing. Neighbourhood plans do not need to comply with this SCI although it may help inform their consultation process. Should any plans come forward, for our role, we will:

- provide advice and assistance to a designated neighbourhood forum in the preparation of a neighbourhood plan, subject to the availability of resources;
- make the appropriate checks to ensure that a submitted neighbourhood plan meets basic conditions and legal requirements;
- make arrangements for the independent examination of a neighbourhood plan; and
- subject to the results of a neighbourhood plan referendum, adopt the plan.

7 Who We Will Consult on the Local Plan and Other Planning Policy Documents

7.1 Anyone interested in the planning policy of the area should have the opportunity to engage actively in the preparation of our planning policy documents. The Town and Country Planning (Local Planning) (England) Regulations 2012 specify (Regulation 18) that we must consult:

i. Specific Consultation Bodies:-

- The Environment Agency
- The Historic Buildings and Monuments Commission for England (Historic England)
- The Marine Management Organisation

- Natural England
 - Network Rail Infrastructure Limited
 - Highways England (formerly the Highways Agency)
 - Adjoining Local Planning Authorities (and County Councils)
 - Parish Councils and local policing bodies within or adjoining the local planning authority area
 - Relevant Telecommunications Companies
 - The Clinical Commissioning Group (supersedes the Primary Care Trust)
 - Relevant utility companies
 - The Homes and Communities Agency
- ii. **General Consultation Bodies** as the local planning authority consider appropriate including⁽⁹⁾:
- voluntary bodies some or all of whose activities benefit any part of the local planning authority's area:
 - bodies which represent the interests of different racial, ethical or national groups in the local planning authority's area:
 - bodies which represent the interests of different religious groups in the local planning authority's area;
 - bodies which represent the interests of disabled persons in the local planning authority's area ; and
 - bodies which represent the interests of persons carrying on business in the local planning authority's area.
- iii. **Residents or Other Persons** carrying on business in the local planning authority area from which the local planning authority consider it appropriate to invite representations.
- iv. **Duty to Cooperate Bodies** (see section 5)

7.2 We hold a comprehensive database (the Planning Policy Consultation Database) which includes all the specified and Duty to Cooperate bodies; general consultation bodies; and organisations and other individuals who have expressed an interest in being informed of or involved with the plan process.

7.3 If you would like to be added to (or removed from) the database please email us at PlanningPolicy@christchurchandeastdorset.gov.uk or phone 01202 795175.

7.4 The particular General Consultation Bodies that the Planning Authorities will consult with may be dependent on the subject matter of the document and if the organisation/person has expressed an interest in the subject. Certain groups and organisations have specialist knowledge or technical expertise with regard to particular subject areas. We will use our knowledge of the local groups and organisations to select those which are most appropriate.

9 The Cranborne Chase AONB Partnership is considered to be a "general consultation body" and is included on the planning policy consultation data base.

7.5 In recognition of Government Guidance and Best Practice (Business Improvement Districts, March 2015), we will follow the agreed protocol with the Ferndown and Uddens Business Improvement District, which sets out how and when the BID and East Dorset District Council (though its partnership with Christchurch Borough Council) and Dorset County Council will engage with each other on planning matters.

7.6 It is recognised that some sectors of the community may be more difficult to engage in the planning process. Examples of these “hard to reach” groups include disabled people, young people and Gypsies and Travellers. The Councils will actively seek to engage with these groups in order to ensure they can make a contribution to planning the future of Christchurch and East Dorset.

8 Main Stages of Local Plan Production and What We Will Do

Table 8.1

| Stage | What we will do (minimum) |
|--|--|
| Early Preparation, evidence gathering and Scoping (Regulation 18) | <p>Consult all on the Christchurch and East Dorset Councils’ planning policy database on the scope of the Plan (regulation 18); identifying matters which may need particular attention in a new Plan</p> <p>Gather relevant social, economic and environmental information to inform the local plan and provide evidence</p> <p>Engage in discussions and any necessary joint studies with neighbouring authorities</p> |
| Production of draft plan | Prepare a draft Plan based on evidence and views collected |
| Formal Consultation on draft plan (No Regulation. There is considerable flexibility for local authorities in how they carry out the initial stages of plan preparation, provided they comply with Regulation 18 [see above] and regulations for later stages -see stages below). (10) | <p>Publish the consultation document with supporting information and background studies on the dorsetforyou website</p> <p>Give details of the consultation and how to comment in a press release and on the dorsetforyou website</p> <p>Notify all those on the Christchurch and East Dorset Councils’ planning policy database (by email where possible)</p> |

10 (National Planning Policy Guidance paragraph 003 ID:12-003-20140306)

| Stage | What we will do (minimum) |
|---|---|
| | <p>Use some of the following methods: meetings, exhibitions, workshops, focus groups, or area forums to present and discuss the draft plan; and articles in relevant publications and information on “social media”.</p> <p>Provide a minimum period of 6 weeks for comments to be made on the draft Plan</p> <p>Publish a summary of the representations received (and the Councils' response to those comments) on the dorsetforyou website. Make available (if requested) full responses.</p> |
| Production of plan for submission to Secretary of State | <p>Take into consideration all comments received on the draft Plan in preparing the Plan for submission</p> |
| Publication of Plan for Submission to the Secretary of State (Regulation 19) | <p>Publish the Plan with supporting information and background studies on the dorsetforyou website</p> <p>Give details of the consultation and how to comment in a press release and on the dorsetforyou website</p> <p>Notify all those who commented on the draft Plan that a revised Plan has been published and where the relevant documents can be inspected</p> <p>Make relevant documents available for public inspection at Christchurch and East Dorset Councils' main offices and on the dorsetforyou website.</p> <p>Use some of the following methods to present the plan and receive views: meetings, exhibitions, workshops, focus groups, or area forums; and articles in relevant publications and information on “social media”.</p> |

| Stage | What we will do (minimum) |
|--|--|
| | <p>Provide a minimum period of six weeks for representations to be made on the Plan</p> <p>Publish a summary of the representations received on the dorsetforyou website.</p> |
| <p>Submission to Secretary of State (Regulation 22)</p> | <p>Submit for public Examination the Submission Plan, all supporting documents including the sustainability appraisal and all representations received on the submission documents</p> <p>Make all documents available for public inspection at Christchurch and East Dorset Councils' main offices and on the dorsetforyou website.</p> <p>Give notice to all those on the Councils' planning policy consultation data base and others who requested to be notified of the submission of the local plan to the Secretary of State, that it has been submitted</p> |
| <p>Examination by independent inspector (Regulation 24)</p> | <p>Those making representations on the Plan will be invited by the Local Plan Inspector to respond to questions on matters identified</p> <p>If required, Hearing sessions will be held during the Examination on matters decided by the Inspector</p> <p>Those indicating they wish to appear at a Hearing session will be given the opportunity to register their interest with the inspector.</p> <p>Notify all on the database of the planned examination</p> |

| Stage | What we will do (minimum) |
|--|--|
| | <p>Appoint a programme officer, - an independent official who provides administrative support to the Inspector and assists people wishing to be involved in the examination</p> <p>(Note: the organisation and content of the Examination is a matter for the appointed Inspector)</p> |
| <p>Formal Adoption by Christchurch and East Dorset Councils (Regulation 26)</p> | <p>Publish the Inspectors Report and any Modifications to the plan required for Soundness</p> <p>Publish the adoption statement, adopted local plan, and sustainability appraisal; and make available on the dorsetforyou website and at main Christchurch and East Dorset Council offices.</p> <p>Send copy of the adoption statement to any person asking to be notified of the adoption of the local plan</p> |
| <p>Monitoring (Regulation 34)</p> | <p>Publish the Authorities' Monitoring Report, and regularly update it, to show how we are implementing the Local Plan policies and delivering the proposals.</p> <p>Make the Authorities' Monitoring Report available on the dorsetforyou website and Christchurch and East Dorset Councils' main offices.</p> |

9 Main Stages Of Supplementary Planning Document (SPD) Production and What We Will Do

Table 9.1

| Stage | What we will do |
|---|---|
| Awareness raising and evidence gathering (No Regulation) | Gather relevant background information and evidence Engage in selective discussions and targeted consultation as appropriate |
| Production of draft document (No Regulation) | Prepare a draft document based on evidence and views collected |
| Formal Consultation on draft plan - 4 weeks minimum (Regulation 12) | Publish the consultation document with supporting information on the dorsetforyou website Contact all relevant bodies on the Christchurch and East Dorset Councils' planning policy database (<i>by email where possible</i>) to inform of the draft publication and opportunity to comment Give details of the consultation and how to comment in a news release and on the dorsetforyou website Provide a minimum period of four weeks for comments to be made on the draft SPD document Write to all those specifically requesting postal notification of publication of a specific SPD Make all documents available for public inspection at Christchurch and East Dorset Councils' main offices Use some of the following methods to present the plan and to receive views: meetings, exhibitions, workshops, focus groups, or area forums; and articles in relevant publications and social media. Publish a summary of the comments received on the website. Make available (if requested) full responses made. |
| Adoption by Christchurch and East Dorset Councils (Regulations 12 and 14) | Prepare revised SPD with summary of comments received & how comments have been addressed Report to relevant committees on final draft document for adoption and consultation statement [and Strategic Environmental Assessment (SEA) where required]. Publication on dorsetforyou of adopted SPD, Adoption Statement and Consultation Statement |

| Stage | What we will do |
|-------|---|
| | Send a copy of the adoption statement to any person who has asked to be notified of the adoption of the SPD |

10 Planning Applications

10.1 The table below summarises **how we will consult and make information available on planning applications and how you can respond to planning applications**. The statutory development management consultees are listed in Appendix 2.

Table 10.1

| Type of Application | Method of Consultation | Location | Period of Notification |
|----------------------------------|--|---|---|
| All Planning Applications | Provision of Weekly List of New Applications | Christchurch & East Dorset office registers www.dorsetforyou.com Parish / Town Councils Local libraries – in an electronic form. | Weekly |
| | Application Details | Electronic copies of plans and application forms available for viewing at Council offices; and can be viewed on line at dorsetforyou. Hard copies of plans available at the Council offices by prior arrangement. | Available throughout the duration of the application |
| | Site Notice | On or near the development site | Period of 21 days |
| | Statutory Consultees | | Statutory consultees have a period of up to 21 days to respond to consultations on planning applications. On occasions consultation for amended plans will be for less than 21 days depending on the context of the amendment. Amendments may be consulted on, at the |

| Type of Application | Method of Consultation | Location | Period of Notification |
|---------------------|---|--|---|
| | | | Officers discretion, for 7, 10, 14 or 21 days. Statutory consultees are listed in Appendix 2 and are consulted on planning applications where appropriate. |
| | Neighbour Notification Letter | To landowners or occupiers adjoining the site. | Period of 21 days (but by arrangement representations after the time period may be accepted). On occasions consultation for amended plans will be for less than 21 days depending on the context of the amendment. Amendments may be consulted on, at the Officers discretion, for 7, 10, 14 or 21 days |
| | Consult Ferndown and Uddens Business Improvement District (BID) | Certain applications as specified in the Ferndown and Uddens BID Protocol Agreement with the Local Planning Authorities. | Period of 21 days (but by arrangement representations after the time period may be accepted). On occasions consultation for amended plans will be for less than 21 days depending on the context of the amendment. Amendments may be consulted on, at the Officers discretion, for 7, 10, 14 or 21 days |
| | Facility to track progress of applications / make comments | www.dorsetforyou.com | Available throughout the duration of the application |
| | Newspaper Advertisements for: | A local newspaper circulating in the area. | Period of 21 days from the publication of the notice |

| Type of Application | Method of Consultation | Location | Period of Notification |
|---------------------------------------|--|----------|---|
| | <p>a) Major development of 10 or more dwellings</p> <p>b) Residential development of over half a hectare where the number of units is not known</p> <p>c) New floorspace of any type of 1000sq metres or more, or development in excess of a hectare</p> <p>d) Proposals that are a 'departure' from the development plan</p> <p>e) Proposals that affect a public Right of Way, a Listed Building or the character or appearance of a Conservation Area.</p> <p>f) Applications accompanied by an environmental statement</p> | | |
| Significant Major Applications | <p>In addition to a site notice, a newspaper advertisement and letters of consultation, the applicant will be encouraged to enter into pre-application publicity.</p> <p>Pre – Application Discussions:</p> <p>Applicants are encouraged to explain proposals to the local community with a view to building a consensus before any formal submission. The Councils will stand to one side whilst this consultation takes place.</p> | | To be agreed between developer and Local Planning Authority |

| Type of Application | Method of Consultation | Location | Period of Notification |
|--|--|--|---|
| | Involvement Techniques Promoted to Developers: Local Exhibitions & Additional Literature Urban Design Forum e.g. Commission for Architecture and the Built Environment (CABE) facilitated event | | |
| Applications within Minerals and Waste Safeguarding Areas | The Minerals and/or Waste Planning Authority will be consulted on applications on land within Minerals or Waste Safeguarding Areas (This is additional to measures appropriate to all applications) | Land within Minerals or Waste Safeguarding Areas | Period of 21 days (but by arrangement representations after the time period may be accepted). On occasions consultation for amended plans will be for less than 21 days depending on the context of the amendment. Amendments may be consulted on, at the Officers discretion, for 7, 10, 14 or 21 days |
| (i) Applications to make a Tree Preservation Order | (i) The publicity for a Tree Preservation Order (TPO) is when the Order is made itself. The landowner and adjacent owners are notified and representations will be considered at that time. | (i) Written representations considered at the time. | (i) 28 days |
| (ii) undertake works to protected (TPO) trees | (ii) Applications for works to a protected tree(s). | (ii) Letters to tree owners or residents of the property where the application is made by a third party. | (ii) Period of 14 days (but by arrangement representations after the time period may be accepted) |

| Type of Application | Method of Consultation | Location | Period of Notification |
|---|---|---|--|
| (iii) carry out works to trees within a Conservation Area. | (iii) Applications for work to unprotected trees in Conservation Areas are subject to publicity, and the Council has 6 weeks to consider an application for works to such a tree. Normally the Council will consult Parish and Town Councils and in reaching a decision, and may consider protecting the tree with a TPO if it provides public amenity. | (iii) Letters to tree owners or residents of the property where the application is made by a third party. | (iii) Period of 21 days (but by arrangement representations after the time period may be accepted) |
| Certificates of Lawful Use (proposed development) | Applications are decided on the facts of the case. | As applications are determined on matters of fact (based on legislation) no consultation will take place. | |
| Certificates of Lawful Use (existing development) | Applications are decided on the facts of the case, and adjacent owners may be notified as well as the local Town or Parish Council at the Case Officer's discretion. A site notice will be displayed. | Notification of adjacent land owners, Parish & Town Councils (At the Case Officer's discretion) | |
| Advertisement Consent | | Treated in the same way as normal planning applications | |

10.2 In addition, the Christchurch and East Dorset partnership has published a Development Management Charter which sets out the standard of service a stakeholder can expect to receive when using the Councils' Development Management service; and provides further details on certain development management matters, including enforcement. The Development Management Charter (which is not part of this SCI consultation) is available on the dorsetforyou website on both the Christchurch Borough Council and East Dorset District Council planning pages using the following links:

- <https://www.dorsetforyou.com/planning/christchurch/planning-application-advice>
- <https://www.dorsetforyou.com/planning/east-dorset/planning-application-advice>

Pre-Application Advice

10.3 Both Councils consider Pre-Application meetings and discussions to be vitally important for both the applicant and the Council. Pre-Application discussions can help to identify potential issues of concern early on, and can improve the design and layout of the scheme, helping to overcome any points of objection prior to the submission of an application. We do make a charge for pre-application advice.

10.4 For significant major applications, applicants are encouraged to explain proposals to the local community with a view to building consensus before formal submission of a planning application.

The Role of Parish and Town Councils in Development Management

10.5 Whilst the Parish and Town Councils are statutory consultees in their own right, they also provide an important link in the consultation process. All Parish and Town Councils are consulted over applications in their area, as well as significant or controversial sites which neighbour them. Their comments often reflect local knowledge and local concerns about the proposal, which may not be already known to the Council

Minerals and Waste Applications

10.6 Dorset County Council, as minerals and waste planning authority, determines mineral and waste planning applications and has its own Statement of Community Involvement which will explain arrangements for participation on minerals and waste planning matters.

Planning Appeals

10.7 Applicants have the right to appeal against refusal or non-determination of a planning application. There are no third party rights of appeal. If an appeal is received, the Councils will advise all those who made representations and advise them how to make their views known. The Councils will forward responses already submitted (in response to the application) to the Planning Inspectorate and erect site notices to publicise an inquiry if one is to be held.

Appendix 1 Potential Methods Of Community Consultation and Involvement

Potential methods of community consultation and involvement include:

Table A1.1

| | Method | Advantages | Disadvantages | minimum requirement (√) |
|----|--|--|--|-------------------------|
| 1. | Documents can be made available at Christchurch and East Dorset Councils' main offices and other appropriate places (e.g. libraries) in the Borough and District during consultation periods | Cost effective, potentially accessible to most | In reality probably reaches limited audience | √ |
| 2. | Correspondence with Statutory Bodies | Meets our statutory obligations | | √ |
| 3. | Publish on the dorsetforyou website | Cost effective and user friendly for most people | Unavailable to those without internet access so disadvantages some groups | √ |
| 4 | Local media(e.g. radio, newspapers, other publications | Potential to reach large numbers of people | | |
| 5. | Social Media (e.g. Facebook, Twitter etc.) | Potentially effective way of engaging some hard to reach groups (e.g. young people). May be difficulty in accepting formal representations through social media. | Can exclude some groups e.g. elderly. May be difficulty in accepting formal representations through social media. | |
| 6 | Leaflet Distribution | Can be effective if well written and targeted | Potentially expensive in terms of printing and distribution costs | |

| | Method | Advantages | Disadvantages | minimum requirement (✓) |
|-----|---|--|---|--|
| 7. | Public exhibition/display | Good for communicating information if locations and times are carefully selected | Can be resource intensive | |
| 8. | Written/e-mail correspondence | Enables effective formal notification to those on planning policy consultation data base | | ✓ (at key stages for consultation data base) |
| 9 | Statutory notices (in local press) | No longer a local plan requirement but still requirement for CIL draft charging schedule | Expensive | |
| 10. | One to one meetings with selected stakeholders/organisations, and special interest groups | Can be useful way of involving key groups on specific issues; | Resource intensive | |
| 11 | Focus Groups/Workshops | Can provide useful feedback if appropriate participants are selected | Potentially resource intensive | |
| 12 | Area Forums | <p>Open way for people to be included in the debate on policy issues</p> <p>Can be particularly useful when discussing</p> | <p>Resource intensive</p> <p>Some members of the community are more comfortable than others with this type of</p> | |

| | Method | Advantages | Disadvantages | minimum requirement (✓) |
|----|--|--|---|-------------------------|
| | | topics which fall wholly within a local area | forum for expressing views. | |
| 13 | Attendance/participation at appropriate East Dorset District Council or Christchurch Borough Council Committee meetings in accordance with that Council's own constitution (in each case Part 4, Procedural Rule 10). https://www.dorsetforyou.com/constitution | An opportunity to see proposals presented, to hear the members' debate; and to input directly into that process. | A formal and time restricted opportunity to speak which some people find difficult. | |

Appendix 2 Development Management Statutory Consultees

Development Management Statutory Consultees

The following organisations are statutory consultees with regard to certain planning applications in Christchurch and East Dorset (as defined generally in the National Planning Policy Guidance [paragraph 030 Ref ID 15-030-20140612](http://planningguidance.communities.gov.uk/blog/guidance/consultation-and-pre-decision-matters/table-2-statutory-consultees-on-applications-for-planning-permission-and-heritage-applications/)):

<http://planningguidance.communities.gov.uk/blog/guidance/consultation-and-pre-decision-matters/table-2-statutory-consultees-on-applications-for-planning-permission-and-heritage-applications/>).

| Statutory Consultees |
|---|
| Adjoining landowners |
| Canal and River Trust |
| Control of major-accident hazards competent authority (COMAH) |
| County Planning Authorities: |
| Dorset County Council |
| Wiltshire Council |
| Hampshire County Council |
| Crown Estates Commissioners |
| Department of Energy and Climate Change |
| Environment Agency |
| Forestry Commission |
| The Garden Trust (formerly the Garden History Society) |
| Health and Safety Executive |
| Highways Authority – Dorset County Council |
| Highways England |
| Historic England |
| Local Highway Authority – Dorset County Council |
| Local Planning Authorities: |
| Christchurch Borough Council |
| East Dorset District Council |

Bournemouth Borough Council

Poole Borough Council

North Dorset District Council

Purbeck District council

New Forest District Council

New Forest National Park Authority

Wiltshire

National Park Authorities – New Forest National Park Authority

Natural England

Parish Councils:

Christchurch:

Burton Parish Council

Hurn Parish Council

East Dorset:

Alderholt Parish Council

Colehill Parish Council

Corfe Mullen Parish Council

Cranborne & Edmondsham Parish Council

Ferndown Town Council

Gussage All Saints Parish Council

Hinton Parva Parish Council

Holt Parish Council

Knowlton Parish Council

Pamphill and Shapwick Parish Council

Sixpenny Handley with Pentridge Parish Council

St Leonards and St Ives Parish Council

Sturminster Marshall Parish Council

| |
|--|
| Vale of Allen Parish Council |
| Verwood Town Council |
| West Moors Parish Council |
| West Parley Parish Council |
| Wimborne Minster Town Council |
| Rail Infrastructure Managers – Network Rail |
| Rail Network Operators – South West Trains |
| Sport England |
| Theatres Trust |
| Water and Sewerage Undertakers: |
| Wessex Water |
| Bournemouth and West Hants Water plc |

In addition to those in Table 2, there are also other organisations specified in the National Planning Policy Guidance (NPPG) that we are required to consult on certain planning applications:

Aviation Safeguarding Officer (Bournemouth Airport)⁽¹¹⁾

For Heritage related applications⁽¹²⁾:

Ancient Monuments Society

Council for British Archaeology

The Georgian Group

The Society for the Protection of Ancient Buildings

The Victorian Society

Twentieth Century Society

11 (NPPG [Paragraph: 020 Reference ID: 15-020-20140306](http://planningguidance.communities.gov.uk/blog/guidance/consultation-and-pre-decision-matters/consultation-and-safeguarding-directions/) <http://planningguidance.communities.gov.uk/blog/guidance/consultation-and-pre-decision-matters/consultation-and-safeguarding-directions/>)

12 NPPG: [Paragraph: 050 Reference ID: 18a-050-20140306](http://planningguidance.communities.gov.uk/blog/guidance/conserving-and-enhancing-the-historic-environment/consultation-and-notification-requirements-for-heritage-related-applications/) <http://planningguidance.communities.gov.uk/blog/guidance/conserving-and-enhancing-the-historic-environment/consultation-and-notification-requirements-for-heritage-related-applications/>)

Appendix 3 Glossary

Glossary of Terms

Adoption Statement

A formal statement required by the Town and Country Planning (Local Planning) (England) Regulations 2012(Regulation 17 & 26), that sets out: the date the local plan or supplementary planning document was adopted; any modifications made to the plan; and how aggrieved persons may contest the plan.

Advertisement Consent

Planning permission required to place an advertisement bigger than 0.3 square metres (or any size if illuminated) on the front of, or outside, your property (be it a house or business premises).

Authority's Monitoring report (AMR)

A report required to be published by local planning authorities providing information that shows progress with Local Plan preparation, reports any activity relating to the duty to cooperate and shows how the implementation of policies in the Local Plan is progressing. [Town and Country Planning (Local Planning) (England) Regulations 2012(Regulation 34)].

Certificate of Lawful Use

You can apply for a certificate of lawful use from the local planning authority, which provides proof that the existing or proposed use of land is lawful in planning terms i.e. does not need planning permission.

Christchurch and East Dorset Partnership

Whilst Christchurch Borough and East Dorset District Councils are separate local Councils; in order to meet the two Councils' objectives and deliver services efficiently and effectively, Christchurch Borough Council and East Dorset District Council are working in partnership and have a shared Chief Executive and staff structure.

Community Infrastructure Levy (CIL)

This is a local levy which local authorities can choose to apply to most new developments in their area in order to secure financial contributions towards funding for essential local or sub-regional infrastructure. It is aimed at providing top-up funding for the infrastructure necessary to mitigate the effects of housing and economic growth, for example roads, public transport, schools, health facilities, flood defences or sports facilities.

Community Infrastructure Levy (CIL) Charging Schedule

This schedule forms part of the CIL (above) and sets out the CIL charges that will be made, per square metre of development, for different types of use.

Conservation Area

Areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Consultation Statement

A statement in respect of a planning document, setting out who the planning authority consulted; a summary of main issues raised; and how those issues have been addressed.

Core Strategy

For Christchurch and East Dorset, this plan forms part of the Local Plan (Part 1). It sets out the long-term spatial vision for the local planning authorities' area and the strategic policies and proposals to deliver that vision. Broad locations for development are set out in a key diagram.

Corporate Plan

The Christchurch and East Dorset Corporate Plan (2012-2016) sets out the shared objectives and aims of the two councils for delivering their services, with regard to community, economy, environment, housing and performance.

Development Management Statutory Consultees

These are organisations that planning law requires the local planning authority to consult with regard to certain types of planning applications.

Development Plan Documents (DPD)

Development Plan Documents are prepared by local planning authorities and outline the key development goals of the Local Plan. Development Plan Documents include the core strategy and site-specific allocations of land. There will also be an adopted proposals map which illustrates the spatial extent of policies that must be prepared and maintained to accompany all DPDs. All DPDs must be subject to rigorous procedures of community involvement, consultation and independent examination, and be adopted after receipt of the inspector's binding report. Once adopted, development control decisions must be made in accordance with them unless material considerations indicate otherwise. DPDs form an essential part of the Local Plan.

Development Plan

This constitutes, as a whole, all the Development Plan Documents (DPDs) (see above) that have been adopted or approved for an area (in this case Christchurch and East Dorset).

Dorsetforyou

A single website for all the Dorset Councils, providing on-line information on all the Dorset Councils services.

Dorset Strategic Partnership

The Dorset strategic partnership brings partners together from across the public, private, community and voluntary sectors, across Dorset, to deliver a shared vision of a “living, thriving Dorset where everyone has a part to play in creating a better quality of life” (see also the Sustainable Community Strategy below)

Dorset Sustainable Community Strategy

The Local Government Act 2000 placed a duty on local authorities to prepare a Community Strategy in partnership with the community. The Dorset Sustainable Community Strategy was approved by the Dorset Strategic Partnership Board in 2010 and sets out a vision for the period 2010-2020.

Duty to Co-operate

A provision of the Localism Act 2011 that places a duty on local authorities and bodies prescribed by the Act to cooperate with each other on strategic matters of cross boundary significance, when preparing their local plans.

Duty to Co-operate Bodies

These are the organisations identified or “prescribed” by the Localism Act 2011 and set out in the Town and Country Planning (Local Planning) (England) Regulations 2012, as amended by the National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Saving Provisions) Order 2013.

Enforcement

This is discretionary action taken by the local planning authority where there has been a breach of planning control resulting in demonstrable harm.

Focus Group

A small group (usually 6-12 people) brought together to discuss a particular topic, to share and develop ideas and offer views and opinions.

General Consultation Body

Bodies broadly defined by the Town and Country Planning (Local Planning) (England) Regulations 2012, Part 1 regulation 2. When preparing a local plan, a local planning authority is required by the regulations (regulation 18) to consult such general consultation bodies as the local planning authority considers appropriate.

Hearing

Planning hearings are an effective way of enabling people to present their planning views to an inspector (appointed by the Secretary of State) in person. They also allow the inspector to examine important issues in depth by asking questions of the parties (the organisations and people involved). Hearings are usually completed in one day or less.

Inspector's Report

The report of the Secretary of State (in practice the Planning Inspectorate) appointed inspector on his/her conclusions on the local plan following public examination, most fundamentally whether the plan should be adopted or not. The report makes recommendations on modifications necessary to make the plan sound and legally compliant.

Local Development Framework

Prior to the NPPF 2012 and the Town and Country Planning (Local Planning) (England) Regulations 2012, “local plans” were called Local Development Frameworks and constituted a suite of Development Plan Documents (DPDs) including: a Core Strategy setting out the strategic policies and strategic site allocations, separate DPDs for Development Management policies, and Area Action Plans for specific areas within the Local Plan area.

Local Development Scheme

The local planning authority's time-scaled programme (which is reviewed as required) for the preparation of Local Development Documents.

Local Enterprise Partnership (LEP)

Local Enterprise Partnerships replaced the eight Regional Development Agencies outside Greater London in England and were implemented from April 2012. Partnerships between local authorities and businesses, they were established with the purpose to create or improve the conditions for economic growth. Christchurch and East Dorset are covered by the South East Dorset LEP.

Local Nature Partnership

Local Nature Partnerships (LNPs), designated by the Secretary of State, are partnerships of a broad range of local organisations, businesses and people created to protect and improve the natural environment. The Dorset LNP brings together a wide range of partners in public, private and voluntary sectors across Bournemouth, Dorset and Poole.

Local Plan

The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act.

Local Planning Authority

The public authority whose duty it is to carry out specific planning functions for a particular area.

Localism Act 2011

Legislation that brought about a number of reforms to the planning system which included the abolition of regional strategies; the introduction of the duty to cooperate; and neighbourhood planning.

National Planning Policy Framework (NPPF)

Published in 2012, sets out the Government's planning policies for England and how these are expected to be applied. It states that the purpose of the planning system is to contribute to the achievement of sustainable development.

National Planning Policy Guidance (NPPG)

Supporting guidance to accompany the National Planning Policy Framework (NPPF)

Neighbourhood Plan

A plan prepared by a Parish/Town Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).

Planning Policy Consultation Database

Held by the Planning Policy Team of Christchurch and East Dorset Councils, this data base is a list of all our consultees for planning policy consultations. It includes "specific consultation bodies", "general consultation bodies" and duty to cooperate bodies, required by the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended by the National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Saving Provisions) Order 2013); and anyone who has requested to be notified about planning policy documents.

Public Examination

Led by a Secretary of State appointed inspector, this is a hearing aimed at obtaining clarification on remaining issues that are fundamental to the soundness and/or legal compliance of a Local Plan submitted to the Secretary of State for adoption. Anyone who makes representations seeking to change a published Local Plan must, if they request, be given the opportunity of attending a hearing (section 20(6) of the Planning and Compulsory Purchase Act 2004). The examination is based on the Inspector's definition of matters and issues. The Inspector will inquire into and lead a discussion with the LPA and the invited participants on the issues identified in advance. A local plan examination may extend for several days, and may be spread over several weeks.

Saved Policies

Policies within old style local plans and unitary development plans, which are saved for a time, pending their replacement through production of Local Development Documents.

Significant Major Application (as per table 10.1 of the SCI)

These are applications that are considered to have an impact which is wider than the immediate vicinity of the site.

Site Notice

A notice displayed at or as close as possible to a site/property to advertise the fact that planning permission has been submitted to the council. It will give the address of the site and indicate how you can view the application and make comments on it.

Specific Consultation Bodies

Organisations that are specified in the Town and Country Planning (Local Planning) (England) Regulations 2012 (Regulation 2). Local planning authorities are required to notify each of these specified bodies and invite comments on their plan preparation (regulation 18).

Statement of Community Involvement (SCI)

Local planning authorities are required by the Planning and Compulsory Purchase Act 2004 (section 18) to produce an SCI; a statement which explains how the local planning authority will engage local communities and other interested parties in producing their local plan and determining planning applications.

Strategic Environmental Assessment

A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.

Supplementary Planning Document (SPD)

Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

Supplementary Planning Guidance (SPG)

These preceded the introduction of Supplementary Planning Documents (see above) and fundamentally served the same role i.e. they can cover a range of issues, both thematic and site specific and provide further detail of policies and proposals in a development plan. Intended to be replaced by Supplementary Planning Documents.

Sustainability Appraisal

An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with the principles of sustainable development.

Town and Country Planning (Local Planning) (England) Regulations 2012

These regulations [as amended by the National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Saving Provisions) Order 2013] set out the procedure to be followed by local planning authorities in relation to the preparation

of local plans and supplementary planning documents, including with regard to consultation requirements. It expands the requirements of Part 2 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).

Tree Preservation Order (TPO)

An order made by a local planning authority in respect of trees or woodlands; used to prohibit the cutting down, uprooting, topping, lopping, wilful damage, or wilful destruction of trees without the LPA's consent.

Weekly Lists

Lists published by the local planning authorities each week showing applications registered each week and decisions made on planning applications for each week.