Tandridge District Council
Statement of Community Involvement 2020
(Adopted September 2020)
Tandridge District Council:
Statement of Community Involvement 2020

Temporary changes to publicity of planning policy documents and planning applications during COVID-19 crisis

This Statement of Community Involvement (SCI) has been prepared during the COVID-19 pandemic, and the way that public consultation exercises are carried out need to be carefully considered to ensure health impacts are avoided while continuing to engage people in a meaningful way. The government has stated that planning processes, including the assessment of planning applications, plan making and neighbourhood planning, should continue as far as is practicably possible.

Due to the current pandemic, we are temporarily unable to fulfil some of the commitments set out in legislation and this Statement of Community Involvement. The changes outlined below follow national advice and guidelines.

Planning policy
At the time of writing and as set out in our current Local Development Scheme (LDS), the next scheduled consultation would be the Regulation 19, Main Modifications consultation on the emerging Local Plan. However, we have yet to receive feedback from the Planning Inspector who is examining the Local Plan and it is not anticipated that this will take place before the end of 2020. When consultation does take place we would need to reflect on any pandemic sanctions in place at the time and on reflection of those aspects below.

Availability of our documents
We will always make our consultation documents available on the Council website and may be able to provide a hard copy of the document by post if someone does not have internet access. As many libraries and offices are currently closed, we are unable to provide hard copies for public viewing at these locations. The restriction applies to consultations on Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs), Neighbourhood Development Plans (NDPs) and the Community Infrastructure Levy (CIL), as well as any other planning policy documents, where relevant.

How to respond to a consultation
Anyone can respond to any consultation online, using the online consultation portal ‘Objective’, or by e-mail to localplan@tandridge.gov.uk. We do not actively encourage responses by post, but where this is the preferred method, responses should be sent to the Council Offices.

Some Royal Mail services are taking longer, and any posted responses should be sent to us as early as possible to ensure they are received before the consultation closes and can be considered.

Meetings, workshops and focus groups
We value your views as we develop our planning policies, but we are not currently
holding any face-to-face meetings, workshops, focus groups or exhibitions. Where meetings are necessary, for example for the purposes of Duty to Cooperate or engagement with statutory consultees, these will be done online using virtual conferencing systems.

Changes to publicity for planning applications
We are still considering planning applications and the government has issued guidance\(^1\) and legislative measures\(^2\) to ensure this process continues during the pandemic. This has informed our approach to dealing with planning applications.

Site notices have been displayed throughout the pandemic to meet statutory requirements for notification. Neighbourhood and other consultation letters have also been sent as required.

In response to government advice, the Council has initially suspended all site visits. However, we recognise site visits are an essential part of the planning application and enforcement process and we will keep this under close review and seek to reinstate all site visits when it is possible to do so. In the meantime, they will be considered on a case-by-case basis and relevant risk assessment will need to be undertaken to ensure the health and safety of our staff and the community.

Applications for planning permission are still being made, with the majority of the process taking place online via the planning portal, e-mail and our online systems. This will remain the preferred approach.

Planning appeals, Public inquiries and Development Plan Examination
The Planning Inspectorate continues to operate during the pandemic and has issued guidance\(^3\) regarding site visits, enquiries and examinations. As such, we will continue to progress all elements of planning.

Neighbourhood planning
The preparation of Neighbourhood Plans is managed by the community through Parish Councils and neighbourhood planning groups, who will determine the best way to adjust their plan making in response to the pandemic.

Officers can advise how plan making can continue and the government has also issued guidance\(^4\) which supersedes any relevant aspects of current guidance on neighbourhood planning until further notice.

All neighbourhood planning referendums are postponed until May 2021, in line with recently published legislation\(^5\).

---

Contents

Temporary changes to publicity of planning policy documents and planning applications during COVID-19 crisis .................................................................................................................................................. 2
Planning policy .......................................................................................................................................................................................... 2
Availability of our documents ..................................................................................................................................................................... 2
How to respond to a consultation ......................................................................................................................................................... 2
Meetings, workshops and focus groups .................................................................................................................................................. 2
Changes to publicity for planning applications ........................................................................................................................................ 3
Planning appeals, Public inquiries and Development Plan Examination .................................................................................................. 3
Neighbourhood planning ...................................................................................................................................................................... 3
1.0 Introduction .................................................................................................................................................................................. 6
What is the Statement of Community Involvement (SCI)? ......................................................................................................................... 6
What is the Development Management Charter? ........................................................................................................................................ 7
What is the Planning Protocol? .............................................................................................................................................................. 7
Figure 1: Document hierarchy ................................................................................................................................................................. 9
What is the Council’s commitment for consultation? .................................................................................................................................. 10
What we will consult on? ........................................................................................................................................................................ 10
Planning for the future: White paper (August 2020) .................................................................................................................................... 10
2.0 Planning processes overview .............................................................................................................................................................. 12
Plan making .......................................................................................................................................................................................... 12
Neighbourhood Planning ................................................................................................................................................................... 13
Other documents ................................................................................................................................................................................ 14
Development management ................................................................................................................................................................... 16
3.0 Consultation and plan making ............................................................................................................................................................ 17
Plan making: When will we consult? ...................................................................................................................................................... 17
Development Plan Documents .............................................................................................................................................................. 17
Development plan stages and consultation ................................................................................................................................................. 18
Supplementary Planning Documents ...................................................................................................................................................... 22
Supplementary planning document stages and consultation .................................................................................................................. 23
Plan making: Who will we consult? ...................................................................................................................................................... 24
Plan making: How will we consult? ...................................................................................................................................................... 27
What we must do ................................................................................................................................................................................ 27
What we may do ................................................................................................................................................................................ 28
1.0 Introduction

1.1 The purpose of the planning system is to manage the use and development of land and buildings. National planning policy seeks to strike a sustainable balance between allowing development to support the economy and provide for homes, jobs, shops and transport while conserving heritage and the environment. Planning shapes the places where people live, work and visit, so it is right anyone should be able to take an active part in the planning process.

1.2 This Statement of Community Involvement (SCI) sets out how and when we, as the Local Planning Authority (LPA), will engage and consult with local communities, local businesses and other interested parties on planning matters.

1.3 As set out in the Planning and Compulsory Purchase Act 2004\(^6\), we must prepare a Statement of Community Involvement and review it every five years\(^7\).

1.4 Our last Statement of Community Involvement was adopted in September 2015 and has provided a framework for planning consultation. This version ensures we remain in accordance with legislative requirements and better reflects:

- New communication tools available to us, where they exist.
- An increased focus on electronic engagement.
- Changes to policy and regulations.

What is the Statement of Community Involvement (SCI)?

1.5 This Statement of Community Involvement sets out how the community, businesses and other organisations can engage in the planning system and have their say on relevant matters. The Tandridge District Statement of Community Involvement 2020 explains how and when we will engage and consult on the production of Development Plan Documents (DPDs), including the Local Plan, Supplementary Planning Documents (SPDs), Neighbourhood Plans and when dealing with planning applications.

1.6 Certain requirements for consultation and engagement on plan making and planning applications are set out in legislation and provide the baseline for our approach. This Statement of Community Involvement is also reflective of government guidance on how consultations should be run by government departments\(^8\). The guiding principles are: that consultations should engage people in a meaningful way, be appropriate in length and timing, use clear and understandable language and use appropriate methods of consultation.

---


\(^7\) [https://www.gov.uk/guidance/plan-making](https://www.gov.uk/guidance/plan-making) (Paragraph: 071 Reference ID: 61-071-20190315)

1.7 In accordance with its role and purpose, our Statement of Community Involvement focuses on the specific legislative requirements of consultation and the fundamental stages needed to be in compliance. It may be necessary to go over and above the requirements in some instances and the best approach to be taken will vary on a case by case basis to best reflect the nature and subject of what is being consulted on.

1.8 This Statement of Community Involvement should be read alongside other relevant documents relevant to the steps we will take to notify the community and our stakeholders of planning matters. This includes our Development Management Charter which focuses on steps we will take when dealing with planning applications and our Planning Protocol. Matter specific documents, such as the approaches to enforcement may also be prepared where needed and may be relevant. Figure 1 and the below further details the role and remit of these documents.

What is the Development Management Charter?

1.9 There are two sides to the planning function, strategic and operational. Plan-making is considered to be the strategic function and development management the operational.

1.10 Development management is an integral part of the planning process; it puts the Development Plan (e.g. Local Plan) and Surrey Waste and Minerals Plan, into action. It is the process that deals with planning applications, planning enforcement and the assessment of schemes which are seeking to be built within our district. It is also the aspect of planning which arguably impacts most significantly on our communities and often generates great public interest.

1.11 While it is not a requirement for planning authorities, we have prepared a Development Management Charter to focus on and further detail steps we will take when dealing with planning applications. The Statement of Community Involvement identifies the approach we will take in response to what is mandatory when consulting. The Development Management Charter goes a step further, setting out ways in which we wish to engage and communicate with interested parties in helping interested parties understand how we will consult on planning applications. It includes information that is over and above that which is set out at Section 5 of this Statement.

What is the Planning Protocol?

1.12 The Planning Protocol is a planning service specific document with predominant relevance to the corporate operations of our authority. Again, like the development management charter, it is not a mandatory document but something we think assists us in ensuring the governance of our planning functions remain transparent and effective.

1.13 While the Protocol does not cover the detailed logistics of planning consultation, it will set out guidance for officers, elected members, key stakeholders and the
community on the roles of all parties involved in the planning process, the functions of planning committees and service delivery.
Figure 1: Document hierarchy

Statutory (Primary)

- National legislation & regulations

Statutory (Local)

- Statement of Community Involvement
  - Development Management Charter
  - Planning Protocol

Non-statutory (Local)

Non-statutory (Matter Specific)

- Including: Local Enforcement Plan, Scheme specific engagement strategies (i.e. South Godstone Engagement Plan)
What is the Council’s commitment for consultation?

1.14 We are committed to involving communities and other stakeholders in the planning process, at the appropriate stage. To ensure this we will:

- Engage in a timely and appropriate way with stakeholders, ensuring they are invited to engage with planning policy and development management.
- Use a variety of methods to inform and engage communities in the planning process, recognising people with different needs and interests require different approaches.
- Continue to explore new and innovative ways to engage with a wider range of people, especially focusing on electronic communication.
- Avoid using jargon and communicate in the clearest and simplest way possible.
- Ensure public involvement is appropriate to the scale and nature of the planning issue being addressed, in line with the resources available.
- Make sure participants and staff are treated with respect, ensuring their safety and wellbeing by taking account of safeguarding frameworks, confidentiality and general data protection regulations.
- Regularly review the suitability and effectiveness of our methods of engagement and make changes where necessary.

1.15 We make all duly made comments received during a consultation are made public, both as part of the planning application and planning policy consultation processes. Further information regarding the treatment of comments is set out later in this document.

What we will consult on?

1.16 We consult on a range of issues and policies across all services, but the Statement of Community Involvement relates only to consultations undertaken as part of the planning process, including:

- The Local Plan and other Development Plan Documents.
- Supplementary Planning Documents.
- Neighbourhood Plans.
- Planning applications and appeals.

Planning for the future: White paper (August 2020)

1.17 On 6 August 2020, the government published a planning White Paper for consultation that includes a number of proposals for the planning system and what the government are seeking to do in order to speed up the planning process and deliver their housing agenda.

1.18 The white paper sets out a number of radical reforms for the planning system as a whole including changes to the consultation and engagement process for
development plans and applications. If implemented, there will need to be significant changes to primary and secondary legislation as well as national policy. At this time there is no fixed timetable for these changes, or any indication of how long this might take.

1.19 This Statement of Community Involvement has been prepared against existing legislative requirements which remain in place until such time as they are replaced.
2.0 Planning processes overview

2.1 Consultation plays a key role in three areas of the planning system:

- Plan making (planning policy/strategy).
- Development management (planning applications and appeals).
- Neighbourhood planning.

Plan making

2.2 Plan making sets out how an area will develop over time, providing a guide for future development which can respond to changes like demographics, the economy and the environment.

2.3 Every Local Planning Authority prepares Development Plan Documents. In many cases this takes the form of a Local Plan. The National Planning Policy Framework (NPPF)\(^9\) states UK planning should contribute to the achievement of sustainable development and to achieve this, the planning process should be guided by a forward looking, positively prepared, Local Plan.

2.4 Local Plans may be supported by other planning documents, such as Area Action Plans (AAP), Neighbourhood Plans and Supplementary Planning Documents, which together provide a framework against which planning decisions can be made.

*Development Plan Documents (DPD's)*

2.5 Development Plan Documents are used when making planning decisions, setting out key strategic policies on a range of subjects. They often include site allocations and detailed policies against which a planning application will be assessed to ensure it complies with both local and national standards.

2.6 The legislative stages of preparing Development Plan Documents are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 and are made up of several statutory stages, including formal consultation. We may decide to undertake additional consultations at other stages where appropriate. The standard consultation period for a Development Plan Document is six weeks, but this may be extended where it is felt necessary and beneficial to do so. Further information on these stages are set out in Section 3.

2.7 We have a duty to consider all formal comments duly\(^{10}\) submitted during


\(^{10}\) Comments which are made in accordance with the requirements set out for each consultation. This includes being received by the Council within the stipulated time frame and those which are submitted with relevant details. Comments submitted anonymously will not be considered to by duly made.
consultation periods.

Supplementary Planning Documents (SPDs)

2.8 Supplementary Planning Documents are produced to support policies and proposals contained within the Local Plan. They provide additional information to guide the implementation of a policy, but do not form part of the development plan.

2.9 The approach to community involvement for a Supplementary Planning Document depends very much on the nature of the document being produced. Supplementary Planning Documents cover a range of subjects and can:

- Be site specific.
- Provide guidance on matters of design.
- Cover a specific theme such as shop fronts, climate change or trees and landscaping.

2.10 Consultation requirements on Supplementary Planning Documents are not as extensive as those for Development Plan Documents. There is only one formal stage of consultation, normally on the draft version, which should be at least four weeks. Any comments submitted during consultation must be duly made. Further information on these stages are set out in Section 3.

Neighbourhood Planning

2.11 Neighbourhood Planning was introduced under the Localism Act 2011 and enables local communities to prepare NDPs, also known as Neighbourhood Plans and to create Neighbourhood Development Orders (NDO) which effectively grants planning permission within a designated Neighbourhood Area.

2.12 A Neighbourhood Plan enables communities to set general planning policies for development and land use within their defined Neighbourhood Area. The level of detail in the plan is set by the local community and the qualifying body, usually a parish or town council, who will prepare it.

2.13 Neighbourhood Plans are produced with our support. Once made (adopted) by us, Neighbourhood Plans become part of the development plan for the area and sit alongside other adopted Development Plan Documents. The consultation requirements for Neighbourhood Plans, are not the same as for other Development Plan Document’s. They have their own requirements for consultation and what needs to be complied with.

2.14 In most cases, parish councils prepare the Neighbourhood Plan. National regulations guide consultation for Neighbourhood Plans and must be adhered to by those preparing plans. Further information regarding the
stages of consultation when preparing Neighbourhood Plans, is set out at Section 4.

2.15 We carry out consultation on Neighbourhood Plans at the designation stage and once it has been submitted to us following at least one formal consultation undertaken by the qualifying Neighbourhood Plan body\textsuperscript{11}. We are also responsible for carrying out the referendum and for its adoption. The Referendum asks the community affected by the policies of the Neighbourhood Plan, whether they support its adoption.

2.16 Neighbourhood Plans must be in general conformity with the strategic policies in the most up to date Local Plan, the NPPF and Planning Practice Guidance (PPG).

Other documents

2.17 Plan making and policy preparation is a complex process and while Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans provide the main framework for the development of an area, a great deal of evidence, technical assessment and preparatory work is gathered to inform their content. Some of this preparatory work is guided by legislation and in specific cases, includes consultation requirements.

Local Development Scheme (LDS)

2.18 The Planning and Compulsory Purchase Act (2004) requires each planning authority to produce a Local Development Scheme which clarifies the Development Plan Documents being, or soon to be, prepared by us and by when. The Local Development Scheme not only helps us to plan workloads but is also a point of reference for the community and other interested parties who wish to know when they can get involved.

2.19 We will publish the Local Development Scheme on our website each time it is updated. There is no requirement to consult on publication of a Local Development Scheme.

Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

2.20 Section 19 of the Planning and Compulsory Purchase Act 2004\textsuperscript{12} requires a local planning authority to carry out a Sustainability Appraisal (SA) of each of the proposals in a plan, during its preparation. The Sustainability Appraisal assesses the environmental, social and economic effects of implementing policies set out within a plan and or the effects of not having these policies.

\textsuperscript{11} There are two types of ‘qualifying body’ that can prepare a Neighbourhood Plan, Parish and town councils, and Neighbourhood Forums
\textsuperscript{12} Section 19 of the Planning and Compulsory Purchase Act 2004
2.21 Sustainability Appraisals include the requirements of the Environmental Assessment of Plans and Programmes Regulations 2004\(^\text{13}\). Development Plan Documents must be subject to a Sustainability Assessment and in most cases a Strategic Environmental Assessment (SEA). It is common practice to incorporate an Strategic Environmental Assessment into the Sustainability Appraisal, where appropriate.

2.22 The Strategic Environmental Assessment only considers the environmental implications of policies and proposals of a plan and is required in limited situations where a SA is not needed, such as where either neighbourhood plans, or Supplementary Planning Documents could have significant environmental effects.

2.23 The SA/SEA process is an integral part of plan preparation. Its outputs are consulted upon at each stage of consultation and alongside the document to which the SA/SEA relates.

2.24 In the case of Neighbourhood Plans, it is not always necessary to undertake a Sustainability Appraisal and the required environmental statement normally addresses the environmental, social and economic effects of the plan. A screening is required on the Neighbourhood Plan to determine whether a Strategic Environmental Assessment is to be undertaken.

**Habitat Regulations Assessment (HRA)**

2.25 A Habitat Regulations Assessment is required under the Conservation of Habitats and Species Regulations 2010 (the Habitats Regulations). This assessment looks at the likely significant effects the development plan has on the nature conservation interests of European-protected areas relevant to the district. The assessment also seeks to establish if the plan will have any adverse effects on the ecological integrity of these European sites.

2.26 The Habitat Regulations Assessment is an essential part of Local Plan preparation and will be consulted upon at the appropriate stage alongside the corresponding document.

**Community Infrastructure Levy (CIL)**

2.27 The CIL Regulations allow local authorities to set a charge that allows them to raise funds from most types of new development in their area. The money paid by developers is used to fund the provision, improvement, replacement, operation or maintenance of infrastructure needed because of the development. This may include schools, transport schemes, health facilities, open space and sports facilities. We have an adopted CIL charging schedule which sets out the charges for different types of development and have been collecting CIL payments from liable development since the charging schedule came into effect.

\(^{13}\) Environmental Assessment of Plans and Programmes Regulations 2004
2.28 The process for producing a CIL charging schedule is set out in legislation. The setting of charges is based on development viability which means the consultation tends to be more technical in nature and often attracts detailed comments from developers regarding build costs etc. Further information regarding CIL consultation is set out in section 3.

Development management

2.29 Most development is managed through planning applications. We receive approximately 2,000 applications a year which range from home extensions, works to trees and other minor applications to large scale proposals including new housing, employment, retail and other development. The policies of the most up to date development plan, alongside national policy, are the most important consideration in determining planning applications.

2.30 We are committed to publicising and/or consulting on all planning applications and welcome comments on development proposals. Residents, landowners and other parties should be aware of proposed developments that may affect them, their business, property or interests and should be informed how and when they can submit their views on proposals. We have a duty to consider and determine all valid planning applications received.

2.31 Section 5 sets out further information on the required consultation steps we will take when consulting on development management matters and our Development Management Charter and Planning Protocol should be read alongside this document.
3.0 Consultation and plan making

3.1 This section of the Statement of Community Involvement set outs who we will consult, when and how when preparing our Development Plan Documents (including the Local Plan) and Supplementary Planning Documents.

3.2 The minimum requirement for consultation and engagement are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. The scale and extent of consultation will vary depending on the subject of the planning document. For example, consultation on a plan for a specific location i.e. a town centre, is likely to be more targeted to the area affected than a district wide Local Plan which will be of interest to numerous parties across the council area and, in some cases, beyond.

Plan making: When will we consult?

3.3 The section below identifies the key stages of plan preparation and the minimum legal requirements (as stated within the Regulations) for consultation of Development Plan Documents and Supplementary Planning Documents.

Development Plan Documents

3.4 There are a number of stages in the evolution of a development plan. Each stage is subject to different legal requirements with two main stages where formal consultation is mandatory. The table below sets this out in more detail, including when we will undertake formal consultation:
## Development plan stages and consultation

<table>
<thead>
<tr>
<th>Stage</th>
<th>What is this stage?</th>
<th>Consultation and notification steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence Gathering</td>
<td>At this stage the council gathers information on social, environmental and economic factors which the plan will need to address. National policy will also inform this stage in terms of what evidence and technical information is needed to underpin and shape the content of a development plan.</td>
<td>Engagement at this stage is targeted and informal and determined by who and what the Council feel will be of benefit to the process.</td>
</tr>
<tr>
<td>Preparation stage (Regulation 18): formal public consultation</td>
<td>The preparation stage of consultation (Regulation 18) is the first stage of formal consultation required by legislation. It is also usually the most extensive stage of consultation and seeks views from the public, statutory bodies and other interested parties, for a minimum of 6 weeks, on what the plan should contain. There is no government guidance on what a preparation stage (Regulation 18) consultation document must include or what form it should take. As such, it could form an early draft of the issues and options to be considered, or it may be a full draft of the plan being prepared. We may also feel it is necessary to carry out more than one consultation at the Regulation 18 stage and collate all findings from each consultation to inform the plan being prepared. We will determine this on a case-by-case basis.</td>
<td>We will email all parties on the local plan database to notify them of the consultation and provide details on how they can comment. Copies of documents subject to consultation will be made available on our website and in hard copy at the Council Offices and in each library in the district. We will use social media to further publicise consultation, before and during the formal period. Following the end of the consultation and once comments are analysed, a Statement of Consultation is prepared and published. It sets out who, how and the steps we took to consult, provides a summary of comments received and any actions we will take in response to the comments.</td>
</tr>
</tbody>
</table>
| Publication/Pre-Submission (Regulation 19 and 20): formal | We will email all parties on the local plan database to notify them of the consultation and provide details on how they can comment. Copies of documents subject to consultation will be made available on our website and in hard copy at the Council Offices and in each library in the district.

We will use social media to further publicise consultation, before and during the formal period. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The publication stage plan, also known as pre-submission, sets out the content, strategy and policies which we feel the Planning Inspectorate should examine.</strong></td>
<td>We will review the comments before submitting to the Planning Inspectorate to ensure there is no need to return to an earlier stage of consultation. Anonymous comments cannot be considered.</td>
</tr>
<tr>
<td>The consultation on the Regulation 19, publication stage is less broad, that the previous formal stage and we will be seeking comments only on the “soundness” and legal compliance.</td>
<td></td>
</tr>
<tr>
<td>We will make copies of documents subject to consultation available on our website and in hard copy at the Council Offices and in each library in the district. We will use social media to further publicise the submission of the development plan.</td>
<td></td>
</tr>
<tr>
<td><strong>At this stage, we will submit the plan and all associated documents, to the Planning Inspector for examination. An Independent Inspector is then appointed, on behalf of the Secretary of state, to examine the soundness of the plan.</strong></td>
<td></td>
</tr>
<tr>
<td>All comments received during the formal Regulation 19 consultation period will be collated and provided to the Planning Inspector for their consideration.</td>
<td>All submitted documentation will be published on our website, including a Statement of Consultation covering all previous stages of consultation. This will set out how we have complied with our Statement of Community Involvement, who and how people have been asked to comment and a summary of the feedback received and how this was dealt with.</td>
</tr>
<tr>
<td>We will email all parties on the local plan database to advise them that the document has been submitted and where the documents can be viewed. A hard copy of the main examination documents will be able to view at the Council Offices. We will use social media to further publicise the submission of the development plan.</td>
<td></td>
</tr>
</tbody>
</table>
**Examination: Regulation 24**

The Planning Inspectorate will notify us of the date for the Examination in Public (EIP), to examine the plan’s ‘soundness’ and ‘legal compliance’.

The Plan is examined by the Inspector to ensure it is ‘sound’ as per the NPPF (Paragraph 35) and the appropriate legal and procedural requirements have been met.

Public hearing sessions will be carried out, led by the Inspector, and it is for the appointed Planning Inspector’s to determine who is invited to take part and/or appear in the examination process.

During the examination process, inspector led consultations may take place and the Inspector will advise who they wish to consult with, timescales and what information we should publish on our website. All responses to inspector led consultations will be sent directly to the Inspector, via the Programme Officer.

Any person who has duly made a representation on the pre-submission consultation (Regulation 19/20) will be notified of the date, time, place and name of the Inspector at least six weeks before the start of the hearing via email.

We will use social media and create an online examination library to further assist those interested in the examination process and to provide key details about the hearing sessions and Inspectors questions.

**Possible main modifications (Regulation 19): formal consultation**

Following examination, further consultation on the plan may be necessary to address any main modifications which have arisen through the examination process. If this happens, consultation will accord with Regulation 19 as set out above and the methods of consultation relevant to it.

The one difference is the main modifications consultation will only seek views on the proposed main modifications to the plan which will be set out in an accompanying schedule and which have not previously been consulted upon. All comments will be considered by the Planning Inspector.

As part of the examination process, the Inspector reserves the right to recommend alterations to the plan, as submitted, which may be necessary to secure its soundness and compliance.

We will email all parties on the local plan database to notify them of the consultation and provide details on how they can comment.

Copies of documents subject to consultation will be made available on our website and in hard copy at the Council Offices and in each library in the district.

We will use social media to further publicise consultation, before and during the formal period.
<table>
<thead>
<tr>
<th>Adoption: Regulation 26</th>
<th>When the appointed Planning Inspector has issued a decision the plan is sound, we must decide whether to adopt the plan. No formal consultation is required at this stage and the decision to adopt must be made by both the Planning Policy Committee and full Council.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If it is decided to adopt the plan a statutory notice of adoption will sent to those on the local plan database and those who requested to be notified of progress.</td>
</tr>
<tr>
<td></td>
<td>We will publish the documents on our website and ensure hard copies of the main plan documents are available at the council offices and libraries across the district.</td>
</tr>
</tbody>
</table>
Supplementary Planning Documents

3.5 We will produce Supplementary Planning Documents to add further detail to the policies in the Development Plan where necessary and of benefit.

3.6 Supplementary Planning Documents can be area or topic based and can be a material consideration in planning decisions where the Supplementary Planning Document applies.

3.7 Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the requirements for preparing an Supplementary Planning Document. The following table highlights the statutory stages we will follow in preparing and adopting Supplementary Planning Documents, and when consultation will take place:
Supplementary planning document stages and consultation

<table>
<thead>
<tr>
<th>Stage</th>
<th>What is this stage?</th>
<th>Consultation and notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence gathering</td>
<td>At this stage the council gathers information on social, environmental and economic factors which the plan will need to address. National policy will also inform this stage in terms of what evidence and technical information is needed to underpin and shape the content of a development plan.</td>
<td>This stage may involve informal consultation with stakeholders and interested parties who are appropriate to the subject matter of the Supplementary Planning Document. How we engage will be determined on a case-by-case basis.</td>
</tr>
<tr>
<td>Public participation (Regulation 12); formal consultation</td>
<td>This stage gives interested parties the opportunity to comment on the full draft Supplementary Planning Document. This is the only formal consultation stage where comments are invited on the draft Supplementary Planning Document.</td>
<td>Copies of the Supplementary Planning Document will be made available on our website, at the Council Offices, libraries in the district and any other defined places deemed appropriate for at least four weeks. We will also invite representations from those individuals and bodies considered appropriate having regard to the lists of specific and general consultation bodies. Following the end of the consultation and once comments are analysed, a Statement of Consultation is prepared and published. It sets out who, how and the steps we took to consult, provides a summary of comments received and any actions we will take in response to the comments.</td>
</tr>
<tr>
<td>Adoption (Regulation 14)</td>
<td>Representations received will be considered and when we are satisfied with the content and form of the document, it will be presented to the Planning Policy Committee for adoption. Once adopted, an Supplementary Planning Document can be a formal material consideration in determining planning applications.</td>
<td>Adoption of the Supplementary Planning Document will be published in accordance with the regulations. We will publish the Supplementary Planning Document and adoption statement online and also email those who have advised that they wish to be kept informed of the Supplementary Planning Document progress.</td>
</tr>
</tbody>
</table>
Plan making: Who will we consult?

3.8 Depending on the type of planning policy document being prepared, a number of specific consultation bodies\textsuperscript{14} must be invited to make representations, as well as general consultation bodies who are discretionary but vitally important to the process:

Specific consultation bodies

| The Coal Authority                          |
| The Environment Agency                     |
| The Historic Buildings and Monuments Commission for England (Historic England) |
| The Marine Management Organisation         |
| Natural England                            |
| Network Rail Infrastructure Limited        |
| Surrey County Council: Highways Authority  |
| Adjoining planning authorities (including necessary county councils and adjoining parish councils) |
| Relevant telecommunications companies       |
| The Primary Care Trust / Clinical Commissioning Groups |
| Relevant utility companies (including gas, electricity and water) |
| Homes England (formerly The Homes and Communities Agency) |
| Highways England (formerly the Highways Agency) |

General consultation bodies\textsuperscript{15}

| 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 |
| Bodies which represent the interests of persons carrying on business in the local planning authority’s area, such as voluntary organisations and those that live and do business in the area. |

3.9 The above lists are not exhaustive, and we are committed to involving a wide range of individuals and organisations. Any interested party can make comment during consultation and/or request to be added to our database. It is common practice to consult with anyone who has made representation at an

\textsuperscript{14} Paragraph 2 - The Town and Country Planning (Local Planning) (England) Regulations 2012

\textsuperscript{15} While general consultation bodies are specified in regulation, the Council can decide which organisations it is appropriate to consult dependent on the nature of the documents being consulted upon.
earlier stage of consultation to ensure parties remain informed and involved as the document progresses, unless they have specified that they do not want any further contact.

3.10 We have an extensive database of individuals, businesses, consultancies, landowners and other bodies who will be consulted as a key part of our engagement. We'll use our database to notify consultees by e-mail in the first instance or by letter if an e-mail address has not been provided. Occasionally, people will be asked if they wish to remain on the list, not only to ensure our database remains current, but also to comply with our obligations under the General Data Protection Regulations 2018 (GDPR).

3.11 To adapt to the changing needs of our communities and stakeholders and to encourage responses, we have an online consultation portal called ‘Objective’. ‘Objective’ is a widely used online consultation system for councils across the UK and allows anyone, including people we must consult with and members of the public, to create an account, register for notifications and submit their responses to open consultations.

Hard to reach groups

3.12 We realise some sections of the community aren’t always aware they have the opportunity to give their thoughts on through our consultations. We are taking specific measures to engage certain groups as follows:

<table>
<thead>
<tr>
<th>Hard to reach groups</th>
<th>Steps we can take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethnic minority groups</td>
<td>The Black Minority and Ethnic (BAME) group is often under represented in the planning process. It is important the Statement of Community Involvement meets the needs of these groups, as set out in the Race Relations (amendments) Act 2000.  Information on the availability of alternative formats and/or languages of the documents being consulted on, can be obtained from the Council.</td>
</tr>
<tr>
<td>Young people</td>
<td>We will engage young people, where considered appropriate, through local schools or organisations which represent younger people, including youth groups such as the Scouts Council and Guide Association.</td>
</tr>
</tbody>
</table>
Elderly people

Elderly people are often perceived as ‘hard to reach’ because of difficulties they face accessing information. Elderly people can feel isolated and excluded from the community around them, so organisations which represent older people such as Age UK will be informed at all plan preparation stages. We may also consider providing additional hard copies of documents at key meeting points, such as the Westway Centre.

Transient populations

There are a number of Gypsy and Traveller sites within the district and it is important those residents on the sites and those who seek transit accommodation in the district are involved in the Local Plan process. To involve this group as much as possible, existing contacts and representative organisations (e.g. the Gypsy Council, Friends and Families of Travellers and The Showmen’s Guild) will be contacted, where possible.

Commuters

Commuters spend much of their time between districts due to work and may be affected by plans for business or homes, so should equally be engaged. Appropriate measures will be put in place to try and engage with this group.

People with disabilities

People with disabilities are often under-represented in the planning process. It is important the Statement of Community Involvement meets the requirements of these groups and is in accordance with the Disability Discrimination Act (DDA) 1995, as amended. All consultation documents will be made ‘accessible’ online. This means the documents can be read aloud by home computers and translated using electronic braille readers.

Duty to cooperate

3.13 Section 110 of the Localism Act 2011 makes a number of amendments to the Planning and Compulsory Purchase Act 2004, which places a legal duty on local planning authorities to co-operate as effectively as possible with one another, county councils and other prescribed bodies when working on a ‘strategic matter’. Paragraph 33A of the Planning and Compulsory Purchase Act (as amended) gives examples, including:

- The preparation of development plan documents.
- The preparation of other local development documents.
- Any activities that can help achieve the above two points.

3.14 The extent to which we are required to consult and engage with neighboring authorities and statutory stakeholders under the ‘duty’ can range depending on the strategic matter being addressed.
Plan making: How will we consult?

3.15 Plan making regularly affects a broad range of residents, groups, organisations and demographics. A key aim of any plan related consultation should ensure those who give their thoughts and the comments received represent the widest possible cross-section of the community and our stakeholders. We will use publicity and other methods to let everyone who wants to have their say know about our consultations.

What we must do

3.16 Complying with our statutory duties, as set out by planning regulations, is vital to achieving a sound plan. That’s why we will ensure these minimum requirements are met and they will form the basis of every formal plan related consultation we undertake.

Direct notification and mailout

3.17 Consultation is recognised as our opportunity to inform the community and stakeholders that a formal consultation on a planning policy document is taking place. One key way we raise awareness of a consultation is to contact all those listed on the Local Plan database and directly notify them about how and where people can get involved. This will primarily be done by e-mail (our preferred method) and where interested parties haven’t provided us with an e-mail address, we’ll send a letter by post.

3.18 For the purposes of compliance with GDPR, we will hold the personal details of those who have submitted comments and/or asked to be notified of plan making activities, until such time as a the most recent development plan, has been adopted. This is currently Our Local Plan:2033, which is undergoing examination.

3.19 At this time, all parties will be asked if they wish to remain on our database. If they don’t, or if no response is received, they will be removed from the database and mailing list. Anyone can ask to be added to the Local Plan database at any time, or do this themselves by creating an online account on our consultation portal, Objective (http://consult.tandridge.gov.uk/portal).

3.20 Given the nature of plan making, we must be able to attribute all comments to a named individual. By submitting comments in response to a consultation, individuals are consenting to having their name and comments recorded and to being added to the consultation database. The online portal can be accessed by the account holder at any time, where they can amend their details, contact preferences, submit comments or delete their account.

3.21 All main documents being consulted upon and any associated legal papers will be published on our website and made available to view in hard copies at the Council Offices and in all libraries in the district during the consultation period.
Hard copies of the documents associated with the consultation can also be purchased from us and will be charged at the cost price, a charge for postage will also be payable where applicable. Requests to purchase copies can be made directly to our Customer Services team (customerservices@tandridge.gov.uk), who can advise on the cost of different documents and arrange a convenient time for documents to be printed, posted and/or collected.

What we may do

3.22 As well as using our database to alert people to our consultations and to promote greater participation, we will, wherever possible and where beneficial, use alternative methods of contact to raise awareness of consultations including, but not limited to:

<table>
<thead>
<tr>
<th>Email alert system/Local Plan Newsletter</th>
<th>Stakeholders identified on our database are provided with the latest information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social media</td>
<td>Twitter, Facebook and other forms of social media used to publicise consultations and advise people how they can have their say.</td>
</tr>
<tr>
<td>Council magazine</td>
<td>Use our magazine, with district-wide circulation, to inform all households and business about consultations.</td>
</tr>
<tr>
<td>Local media</td>
<td>Issue press releases to the local media, as appropriate, throughout the plan preparation process and at key preparation stages. These are also issued to local community newsletter editors.</td>
</tr>
<tr>
<td>The e-business - newsletter</td>
<td>Notifying the business community of consultations.</td>
</tr>
<tr>
<td>Leaflets/postcards/posters</td>
<td>Leaflets and posters could be made available at the Council Offices, libraries, parish councils, leisure centres as well anywhere used or visited by people who either live and/or work in the district.</td>
</tr>
<tr>
<td>Workshops</td>
<td>The exact format and those invited would depend on the issues to be discussed. Workshops could involve the use of plans and other visual aids. Careful consideration would be given to venues, timing and participants to ensure events are as effective as possible.</td>
</tr>
<tr>
<td>Town and parish councils</td>
<td>Town and parish councils have an important part to play during the process. Their role in the local</td>
</tr>
</tbody>
</table>
community and their knowledge on local matters can be of benefit. We will look at ways to facilitate and enable the Parish Councils of the district, as statutory consultees, to help raise awareness of plan preparation and consultations.

Supporting documents could also be sent to the parish councils, such as leaflets and posters, to support local community engagement.

| Exhibitions | Public displays, for residents, either manned or unmanned, could raise awareness and help provide more information. Existing community events could be used as venues for such exhibitions. Other appropriate venues may include high street locations within the district’s town and villages, parish halls and libraries. |
| Advertiser | In local newspapers and magazines, on notice boards and at railway stations. |

Plan making: How will we deal with responses?

3.23 Plan making, and policy preparation requires balancing several factors while applying planning judgement. All consultation, alongside national policy requirements, evidence gathering and the Sustainability Appraisal process, will need to be considered together to inform all planning policy documents.

3.24 The comments received through consultation and how we consider them, is a key part of the plan making process and will be a factor in determining the soundness of the document at Examination. As such, following each consultation, we will collate the responses, consider the comments and prepare a Statement of Consultation.

3.25 We can only accept comments in response to a consultation where they meet the criteria for that consultation, including comments:

- Received in written format (preferably electronically, or via the consultation portal).
- With a name and contact address (preferably e-mail) included. Anonymous comments will not be accepted.
- Which are legible and clearly written. If the content and/or name of the respondent cannot be easily understood, we cannot be confident the comments will be considered accurately or attributed to a named individual.
- Received by us (either by post or electronically) within the consultation period.

3.26 We understand that some may wish to submit standard templates/letters and petitions in response to a consultation. Any petitions and template letters
received must include a main contact against whom the response will be attributed. Nevertheless, neither of these formats are our preferred way of having comments submitted due to the fact that while the number of responses to a consultation can demonstrate the strength of feeling on a matter, a relevant planning matter only needs to be made once to be considered. Where petitions and standard templates are received they will be processed and considered accordingly.

3.27 For petitions, a note of the number of signatures associated will be recorded but it will only usually be the lead contact that will receive any further notifications relating to relevant plan making matters. If a signatory to the petition adds a name and contact details, we will add them to the Local Plan database to ensure they remain updated.

3.28 We will seek to ensure those wishing to submit their comments understand this must be done in writing and by using our ‘Objective’ system in the first instance. E-mail or handwritten responses can also be submitted where the internet is not available or appropriate. Officers will not record the comments, or the views of individuals presented to them verbally, unless it arises from discussions in a formal workshop environment or in instances where the individual is prevented from being able to write themselves, whether through disability or illiteracy. In these instances, a family member or friend can write and submit comments on their behalf.

3.29 Any consultation responses considered to be offensive and/or in breach of the Equalities Act 2010 will be disregarded and not accepted as a valid response.

3.30 All comments and representations received relating to planning policy consultations are public documents and cannot be kept confidential. In accordance with GDPR, we will not publish personal details other than a name and/or unique reference number. Comments relating to Development Plan Documents, which are subject to examination, will be sent in their unredacted state to the appointed Planning Inspector at the point of examination as part of the standard process, but we will not share full/unredacted responses beyond this.

3.31 All valid comments received will be analysed following the closure of a consultation and will be published online via our consultation portal, Objective. Comments will be made available following the closing of a consultation and when we have considered all comments submitted.

Plan making: Other documents
Community Infrastructure Levy (CIL): Development Plan Document

3.32 The CIL is a charge allowing local authorities to raise funds from development in their area to fund necessary infrastructure. The CIL is a set charge applied to planning approvals for certain types of development. Our CIL Charging Schedule is subject to regular review and can be found at:
The Community Infrastructure Levy (Amendment) (England) (No2) Regulations 2019, sets out the procedure charging authorities must follow before adopting or changing a Charging Schedule. This process was changed from the earlier 2010 legislation, which required two stages of formal consultation. Section 16 of the regulations now requires one formal stage of consultation at the published charging schedule stage and following the gathering of evidence, informal collaboration and engagement with key stakeholders and other authorities.

In accordance with the regulations, we will publish and seek representations on the published draft charging schedule, taking into consideration any comments made, before submitting it for examination. Once the Inspector’s examination is complete, the Inspector will publish their recommendations and subject to having regard to the Inspector’s report, we will seek to approve the Charging Schedule.

Charging authorities can consult more than once where they consider it to be appropriate.

South Godstone Garden Community Area Action Plan (AAP): Development Plan Document

We are currently undergoing examination on our Local Plan: 2033. The Plan includes an allocation for a Garden Community of 4,000 homes and associated infrastructure at South Godstone. The delivery and design of the Garden Community will be guided by an Area Action Plan (AAP) which will sit alongside the Local Plan.

While most Development Plan Documents, such as the Local Plan, usually cover a wider administrative area, the AAP, also a Development Plan Document, will only address the geographical location of the Garden Community at South Godstone. Given the scale of the proposed development, it is important to recognise the need for focused consultation when preparing the AAP and the significance of community engagement for the existing residents of South Godstone.

As such, we will prepare an engagement strategy, specific to the Garden Community AAP, at the appropriate time, to help keep residents and any other interested parties informed about how and when we will consult on the preparation of the document. The engagement strategy would sit alongside this Statement of Community Involvement or subsequent update but would seek to provide a fuller account of the steps we intend to take during the preparation of the AAP.
4.0 Consultation and Neighbourhood Planning

4.1 Neighbourhood Planning was introduced under The Localism Act 2011 and enables local communities to prepare Neighbourhood Development Plans, also known as Neighbourhood Plans and to create Neighbourhood Development Orders (NDO). A Neighbourhood Plan enables communities to set general local planning policies for development and land use within their defined Neighbourhood Area. The level of detail in the plan is set by the local community and policies must be in general conformity with the current Local Plan. A NDO effectively grants planning permission within a designated Neighbourhood Area.

4.2 Several Neighbourhood Plans are in progress with two having been made (adopted) in respect of areas within the district and we continue to work with communities interested in designating a Neighbourhood Area or preparing a plan.

4.3 In most cases, Parish Councils, or their Neighbourhood Planning Groups (forums), are the qualifying body which prepares the Neighbourhood Plan with input from their community. Support is provided by us to ensure all Neighbourhood Plans generally conform with the strategic policies of the most up to date development plan and have regard to national policies, as well as relevant legislation.

4.4 For the most up to date information on Neighbourhood Planning please visit our website.


4.5 In the early stages of plan preparation, the neighbourhood planning group responsible for preparing the plan will decide the approach to community engagement and consultation. This Statement of Community Involvement, focuses on our role as the local authority and our statutory duties for consultation on neighbourhood plans at the legally defined stages.

Neighbourhood planning: When and how do we consult?

Application for Neighbourhood Area Designation (Regulations 5, 6 and 7)

4.6 At this initial stage, the parish council will apply to us to designate a specific geographic area for the Neighbourhood Plan, this is usually the full extent of a parish. Where it is not, the Council must consult for a minimum of six weeks to ensure people who live, work or carry on business in the area have the chance to comment on the designation. We will either approve or refuse the Neighbourhood Area and publish the outcome, as required under the legislation.
4.7 To ensure these requirements are met, in addition to publishing on our website, we will advertise the proposed designation and the decision in a local newspaper covering the relevant area.

Plan preparation (scoping and evidence gathering)

4.8 The Neighbourhood Planning Group will carry out the plan preparation, which is a community led stage with no statutory requirement for consultation to be carried out by us and we will not prescribe who is consulted or how. We can make recommendations to the group, if requested. It is anticipated this stage will usually begin by scoping community opinion, understanding aspirations and gathering evidence.

4.9 This stage also usually involves informal consultations, such as surveys and exhibitions, with a range of relevant stakeholders and interested parties. This allows as many people as possible impacted by the plan to engage early in the process.

Pre-submission consultation and publicity (Regulation 14)

4.10 This is a formal stage of consultation and is the responsibility of the qualifying body preparing the plan to publicise the draft neighbourhood plan for at least six weeks and invite comments.

4.11 The same applies when it is proposed to modify an existing “made” plan. The qualifying body should consult anyone who may be affected by the draft plan, in a way which brings the draft document to the attention of people who live, work or carry on business in the neighbourhood area. They must also send a copy to the Local Planning Authority. In addition, the consultation bodies referred to in paragraph 1 of Schedule 1 of the Neighbourhood Planning regulations 2012 (as amended) and set out below, must also be consulted if it is considered their interests will be affected by the neighbourhood plan:

<table>
<thead>
<tr>
<th>Consultation body</th>
</tr>
</thead>
<tbody>
<tr>
<td>A local planning authority, county council or parish council, any part of whose</td>
</tr>
<tr>
<td>areas is in or adjoins the area of the local planning authority</td>
</tr>
<tr>
<td>The Coal Authority</td>
</tr>
<tr>
<td>Homes England (Formerly, The Homes and Communities Agency)</td>
</tr>
<tr>
<td>Natural England</td>
</tr>
<tr>
<td>The Environment Agency</td>
</tr>
<tr>
<td>Historic England</td>
</tr>
<tr>
<td>Network Rail Infrastructure Limited</td>
</tr>
<tr>
<td>Highways England</td>
</tr>
<tr>
<td>The Marine Management Organisation</td>
</tr>
<tr>
<td>Telecommunications providers relevant to the neighbourhood area</td>
</tr>
<tr>
<td>A Clinical Commissioning Group relevant to any part of the neighbourhood area</td>
</tr>
<tr>
<td>The NHS Commissioning Board relevant to any part of the neighbourhood area</td>
</tr>
</tbody>
</table>
area

<table>
<thead>
<tr>
<th>Utility providers (gas, electric and water/sewerage) relevant to the Neighbourhood area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary bodies, some or all of whose activities benefit all or any part of the neighbourhood area</td>
</tr>
<tr>
<td>Bodies which represent the interest of different racial, ethnic or national groups in the neighbourhood area</td>
</tr>
<tr>
<td>Bodies which represent the interest of different religious groups in the neighbourhood area</td>
</tr>
<tr>
<td>Bodies which represent the interests of persons carrying on business in the neighbourhood area</td>
</tr>
<tr>
<td>Bodies which represent the interests of disabled persons in the neighbourhood area</td>
</tr>
</tbody>
</table>

4.12 It’s important for Neighbourhood Planning bodies to engage their communities and consult appropriately, to demonstrate through their Consultation Statement they have complied with legal requirements. This is particularly important for the smooth running of the later stages, particularly our involvement at Regulation 15 and 16 stages. We will only be able to progress the plan when we are satisfied the document is legally compliant and can withstand any challenge on consultation by the examiner.

4.13 Neighbourhood Planning groups should ensure they comply with GDPR requirements so essential contact details of those consulted can be passed to us for use at formal Regulation 16 stage. We’ll use that information to verify consultation responses have been sought and considered and that those who have expressed an interest, or commented at the formative stages can be kept informed as the document passes to examination.

Plan submission to the Council and publicity (Regulation 15 & 16)

4.14 This stage is led by the Council. When a neighbourhood plan is submitted to us, the submission must also include:

- A map or statement identifying the Plan area.
- A Consultation Statement, giving details of who has been consulted and how and how this has influenced the evolution of the document.
- The proposed Neighbourhood Plan.
- A Basic Conditions Statement.
- An Environmental Report, or a statement of why one is not required.
- Any other associated documents.

4.15 Once these documents have been received, we must, as a minimum, publicise the proposed neighbourhood plan and associated documents on our website, in a way which is likely to bring the proposal to the attention of people who live, work or carry on business in the neighbourhood area. We must also notify any consultation bodies referred to in the submitted Consultation Statement, including those bodies specified under Paragraph 1 of Schedule 1 of the Neighbourhood Planning (General) Regulations 2012 as amended (see
above). At this point, the details of those consulted by the neighbourhood plan group, will be needed so that they can be notified. This publicity period will run for a minimum of six weeks and will invite representations to be considered by an independent Examiner.

Examination Stage (regulations 17 & 18)

4.16 All properly submitted neighbourhood plans undergo an independent examination to determine whether the plans meet the legal requirements and accord with national and local policy (the “Basic Conditions”).

4.17 An examiner will be appointed by the Council with the agreement of the body submitting the plan. Representations made at Regulation 16 stage will be submitted to the examiner. The examiner will be a person with a good understanding of the planning system. They will conduct the examination in accordance with general principles of fairness and transparency. As part of this they will require information about the examination to be made available on our website.

4.18 The examination will usually take the form of written representations, unless the examiner considers it necessary to hold a public hearing. If a public hearing is held the examiner will invite participants to attend. When the examination is complete, the examiner will make one of the three following recommendations:

1. The plan should proceed to the referendum stage as submitted.
2. Proposed modifications to the plan to be made by the Council to meet the Basic Conditions, after which the plan may proceed to referendum.
3. The Plan does not proceed to referendum.

Referendum (guided by the Neighbourhood Planning (Referendums) Regulations 2012 as amended)

4.19 If we are satisfied the Neighbourhood Plan meets the legal requirements, with or without modification as recommended by the examiner, we will publish our decision on our website along with details of where the decision statement and examiner’s report can be inspected, in line with Regulation 18 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

4.20 We will arrange a referendum as soon as is practically possible in line with the prescribed time periods and other requirements set out in the Neighbourhood Planning (Referendums) Regulations 2012 (as amended). The Neighbourhood Plan must be considered favourably by over 50% of those who vote for us to consider it for adoption.

4.21 Should the threshold be reached, the plan will proceed to the Planning Policy Committee to be made (adopted).

4.22 Once a plan is made it will be publicised on our website in line with Regulations

---

16 The Regulations have been amended, e.g. in 2013 and 2014
19 and 20 of the Neighbourhood Planning (General) Regulations 2012 (as amended), together with details of where the plan can be inspected. We will also notify the body which produced the plan, together with any person who has asked to be kept informed of the progress of the plan.
5.0 Development Management

5.1 Certain types of development require planning permission including building, engineering, mining and certain changes to the use of a building or a piece of land. It is the role of our Development Management team to deal with planning applications and we receive around 2,000 applications a year varying in their nature from modest extensions to existing dwellings to works to trees as well as major development schemes. Development management is the delivery mechanism for our Development Plan and the planning policies that guide development across the district.

5.2 The Council are required to publicise and consult on all planning applications and welcomes comments on development proposals. Local residents, landowners and other interested parties should be made aware of proposed developments that may affect their interests and should know how to express their views on applications. The Council has a duty to consider all valid planning applications it receives, regardless of whether they follow adopted policies. The Council provides several ways to find out about applications in an area, for example, via its web site and emailed alerts.

5.3 This section of the Statement of Community Involvement explains the process for determining a planning application and when, how and who will be consulted.

5.4 The Government, through the Town and Countryside Planning (Development Management Procedure) (England) Order 2015 sets out mandatory standards for notifying the public on planning applications and publicising applications depending on the nature and scale of the proposal.

5.5 The table below sets out the stages of a planning application and the steps which must be taken to provide the community and interested parties with an opportunity to put forward their views or concerns and when, how and who will be consulted.

5.6 This SCI should be read in conjunction with the Council’s most up to date Development Management Charter (DMC) and Planning Protocol which provide more detail on our Development Management service, the consultation processes it will follow and what it will seek to deliver for its users.
### Planning application process

<table>
<thead>
<tr>
<th>Application Stage</th>
<th>Process and Requirements</th>
<th>Consultation Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Application</td>
<td>Meeting between applicant and officers to discuss early concept proposals, identify possible issues and highlight any additional consultation the applicant may need to undertake with stakeholders such as Surrey County Council etc. For some schemes (smaller scale and householder) advice will be given in writing without a meeting. Case officer will write up any discussions and may formally respond to the applicant dependent on the nature and scale of the application being discussed.</td>
<td>No formal requirements. Local ward members will be notified of pre-application requests for major development in their area or complex proposals likely to raise strategic local issues regarding the site or its surroundings. In such cases the applicant will be requested to contact local elected representatives prior to the pre-app meeting. Demonstrating early, proactive engagement with the community is one of the criteria against which a planning application may be determined under statutory guidance (NPPF 2019, para 128).</td>
</tr>
<tr>
<td>Receipt and validation</td>
<td>• Check compliance with relevant national and local validation requirements. • Check all relevant information and appropriate fee has been provided. • Formally register the application and set a validation date against which subsequent deadlines will be assessed.</td>
<td>The application will be available to view on our website once it has been validated.</td>
</tr>
<tr>
<td>Consultation (included for amended plans)</td>
<td>The statutory requirement for publicising planning application is only for either, a site notice; or a letter. Consult in line with current regulations currently for a minimum of 24 calendar days (to cover postal delays). If the scheme is amended, and we consider that those amendments raise new issues which could lead to further comment, we will seek to reconsult for a further 14 days. Where there are no adjoining properties, site notices, in</td>
<td>We will notify stakeholders and the community in accordance with the regulations by: • Publishing the application details on our website and how to comment. • Letter/email to the owners/occupiers of properties adjoining the application site advising of application and the period in which to submit comments, and/or; • Site notice placed on or near sites subject to</td>
</tr>
</tbody>
</table>
proximity to the site, will be put up. applications for development\textsuperscript{17}, and/or;
- Publishing a notice in the local press for
certain types of development.
- A weekly list of all new applications
received and validated is posted
on the website.

Statutory and other bodies relevant to the proposal
shall be consulted, including any neighbourhood
planning groups where a plan has been adopted or
is being prepared.

Duty to Cooperate bodies/neighbouring authorities
will be consulted on major strategic applications on
applications for development close to the site.

| Assessment and analysis. | The planning case officer will normally visit the site. All material considerations will be taken into account in assessing the application, including (but not limited to):
- Comments received, relevant local and national planning policies and guidance.
- Comments received considered.
- Planning report, including the officer recommendation prepared.

The length of time that the Council has to determine a planning application depends upon its type and scale and is set out within the Regulations. As standard this is:
- 8 weeks from the validation date for minor and other applications |
| No requirement |

\textsuperscript{17} Site notices are issued and placed in accordance with legislative requirements. Further information on site notices is clarified through the Development Management Charter.
We will make every effort to meet these timeframes.
Definitions of minor and major developments are set out later in this section and in the glossary.

| Making a decision. | There are two ways in which applications can be determined:  1. By officers under delegated powers; or,  2. By members of the planning committee.  
In both cases, the level of consultation undertaken will be the same and will be based upon the recommendations of the case officer who prepares a report which sets out the reasoning, along with a summary and consideration of comments and consultation responses.
If an application is considered by the Planning Committee, elected members of the committee have the authority to overturn the officer’s recommendation where they believe there is a reasoned planning justification for doing so. |
|---|---|
| Post decision. | If the applicant disagrees with our decision, they have the opportunity to make an appeal to the Secretary of State.  
• There is no right of appeal for third parties. This means that if planning permission is granted a member of the public cannot take the application to an appeal. |
| | If reported to Planning Committee this will be presented to them at the appropriate meeting and discussed and determined by the committee.  
Committee meetings are broadcast on the Council’s website.  
If determined by delegated decision, this will be reviewed and signed off by a senior member of the development management team with delegated responsibility for decision making.  
In both instances, once a decision has been issued, a decision notice will be sent to the applicant and/or agent to inform them of the decision.  
• All planning decisions are published on Planning Online and available on the Council’s website.  
No formal requirements but those who have been notified of the original application and Parish Councils are advised of the Appeal. |
Development Management: when will we consult?

Pre-application advice

5.7 Although this is not mandatory or a legal requirement, early engagement is promoted and strongly encouraged in the NPPF. We are keen to encourage early engagement with the aim of discussion and, where possible, resolving issues prior to the submission of a planning application.

5.8 Early discussion between applicants, the Local Planning Authority, local elected representatives and the community about the design and style of emerging schemes is important for clarifying expectations and reconciling local and commercial interests. Applicants should work closely with those affected by their proposals to evolve designs that take account of the views of the community. Applications that can demonstrate early, proactive and effective engagement with the community will usually be benefitted by such engagement and may be looked upon more favourably than those that cannot as set out in statutory guidance (NPPF 2019, 128). This is particularly beneficial in the cases of major or complex applications and we would expect the findings of any early engagement with the community and stakeholders, to be made available to us as the earliest opportunity e.g. if a pre-application meeting or advice is requested of the Council.

5.9 We strongly recommend that applicants seek pre-application advice from us prior to making a planning application. It means that applicants:
- avoid costly mistakes and save time;
- understand our policies and specialist areas that apply to the development;
- identify potential problems early on and find solutions; and,
- get advice above how to improve a scheme.

5.10 Pre-application advice requests are not subject to formal consultation and are therefore not advertised.

5.11 The LPA operates a paid pre-application advice service which is explained fully on the website:

https://www.tandridge.gov.uk/Planning-and-building/Planning-applications-and-enforcement/Need-advice-before-you-make-an-application

5.12 To ensure transparency and joined up thinking, we will notify elected Ward Members where pre-application advice requests have been received for major developments within their area or complex proposals likely to raise strategic local issues regarding the site or its surroundings. This will enable them to understand at an early stage the scale and nature of the proposed development and identify local issues which may inform the planning process.

Planning Applications
5.13 An applicant must submit an application describing the proposed development and provide the required supporting plans and information. Applicants may choose to appoint a planning consultant, or agent, to do this on their behalf. Once all submission criteria have been met and the correct information received, we then consider the proposal against local planning policies, national policy and other material considerations.

5.14 More information on what should be submitted as part of a planning application and the policies and plans which should be considered are available on the Council's website:


- [www.tandridge.gov.uk/Planning-and-building/Planning-strategies-and-policies](http://www.tandridge.gov.uk/Planning-and-building/Planning-strategies-and-policies)

5.15 Upon receipt of a validated planning application the local planning authority will undertake a period of formal consultation in accordance with the requirements of the Town and Countryside Planning (Development Management Procedure) (England) Order 2015. This will normally last for a period of 24 calendar days unless there is justification for an extension where a longer period for comment may be allowed.

Minor and Major Applications

5.16 For clarity the we will consider applications in the following way:

<table>
<thead>
<tr>
<th>Minor</th>
<th>Major</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 1-9 dwellings (unless floorspace exceeds 1000m²/ under half a hectare)</td>
<td>- 10+ dwellings / over half a hectare / building(s) exceeds 1000m²</td>
<td>- Householder applications</td>
</tr>
<tr>
<td>- Office / light industrial - up to 999 m²/ under 1 hectare</td>
<td>- Office / light industrial - 1000+ m²/ 1+ hectare</td>
<td>- Change of use (no operational development)</td>
</tr>
<tr>
<td>- General industrial - up to 999 m²/ under 1 Hectare</td>
<td>- General industrial - 1000+ m²/ 1+ hectare</td>
<td>- Adverts</td>
</tr>
<tr>
<td>- Retail - up to 999 m²/ under 1 hectare</td>
<td>- Retail - 1000+ m²/ 1+ hectare</td>
<td>- Listed building extensions / alterations</td>
</tr>
<tr>
<td>- Gypsy/traveller site - 0-9 pitches</td>
<td>- Gypsy/traveller site - 10+ pitches</td>
<td>- Listed building demolition</td>
</tr>
<tr>
<td></td>
<td>- Site area exceeds 1 hectare</td>
<td>- Application for relevant demolition of an unlisted building within a Conservation Area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Certificates of Lawfulness (191 and 192)</td>
</tr>
</tbody>
</table>
Amended Plans

5.17 Following submission of a planning application, negotiations can take place between planning officers and developers, and their agents, in order to seek amendments to a submitted scheme. Depending upon the comments received amendments to an application may also be required.

5.18 To reflect this and to ensure full and thorough consultation, for minor amendments (small changes to design or individual houses or where the result is a smaller building) no re-notification of neighbours is undertaken. Where an amendment is more significant; such as the re-siting of a road within a residential development or relocating buildings closer to neighbouring properties then a neighbour re-notification may be undertaken this is normally 14 days but can vary dependent on the scale of the application and amendments. Re-consultation may also be conducted if material additional information is received.

5.19 Where an application has been ‘dormant’ for a period of time, it may be appropriate to undertake reconsultation, including where new information has been provided. The scope and nature of that reconsultation will depend on the circumstances of the case and include the Parish Council and Ward Members as appropriate.

Development management: who will we consult?

5.20 In determining who we will consult on planning applications, there is a clear distinction between statutory and non-statutory consultees. Regulations about statutory consultation set out what bodies constitute a statutory consultee required as part of a planning application. The Planning Practice Guidance provides details of this.

5.21 In accordance with the Order, consultations will be undertaken, as required, with statutory authorities such as Surrey County Council Highways, the Environment Agency, the Lead Local Flood Authority and Historic England. Consultation will also be carried out with any other non-statutory bodies and organisations whose advice would assist in determining an application, for example in relation to nature conservation and historic buildings.

5.22 Parish councils are a democratically elected tier of local government, close to and accountable to their electors. We encourage them to express their views on
planning applications and in line with their representative role, it is expected they will comment on applications reflecting the views of the wider community. Parish councils will be advised of applications received in their area.

5.23 Notifying neighbours of planning applications in their area by letter is the principal method of consultation on most planning applications. We will write to advise the occupiers of properties identified as immediately adjoining the site in the application. Where a proposed development would be visible from a street, we will also consult properties that are directly opposite the site in question. Where there are no adjoining properties to consult, or where there is land adjoining the application site for which there is no addressable property and the owner is not known, we will erect our own site notice detailing application details including: reference number, contact details and a summary of the proposal. This approach meets our statutory requirements and we will also send the applicant or their agent a site notice, which they are encouraged to display. However, this is not part of the statutory consultation and failure to display it will not affect the processing of the application.

5.24 Where the proposed development affects a listed building, conservation area, public right of way, tree(s) covered by a Tree Preservation Order or is a ‘major’ application, the statutory requirements include the display of a site notice and/or advertisement of an application in a local newspaper. Applications seeking ‘permission in principle’ are subject to the same requirements. We will comply with this requirement in accordance with the relevant Orders.

5.25 There is no statutory requirement to consult on the following types of applications.
- certificates of lawfulness of proposed use or development;
- certificates of lawfulness of existing use or development;
- internal alterations only to a Grade II listed building;
- advertisements;
- approval of details pursuant to conditions;
- non-material amendments (NMAs).

**Development management: how will we consult you?**

5.26 We are able to use a range of mechanisms to notify the community about planning applications and these are set out below. Dependent on the application, it may not be necessary to employ all of these methods and we will consider this on a case-by-case basis and on reflection of the requirements of legislation:

<table>
<thead>
<tr>
<th>Notification method</th>
<th>Statutory?</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email alerts</td>
<td>No</td>
<td>You can subscribe to receive email alerts about new planning applications in your area</td>
</tr>
<tr>
<td>Site notices</td>
<td>Yes*</td>
<td>Notices are displayed in a public place at or near the</td>
</tr>
</tbody>
</table>
application site. They contain:
- the application reference, site address and applicant details;
- details of the proposal;
- the reason for the notice;
- where plans can be viewed; and,
- how you can comment on the application.

One or more notices may be displayed depending on the size and location of the proposed development. The notice is usually displayed for a minimum of 21 days.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Yes*</th>
</tr>
</thead>
</table>
| We will notify all the neighbouring properties that directly adjoin the application site for all major, minor and other applications.

A wider area of notification may be identified if an application is of significant scale and/or of particular local interest (ie for some major applications).

<table>
<thead>
<tr>
<th>Website</th>
<th>Yes*</th>
</tr>
</thead>
</table>
| The Council's website contains details of all applications including copies of all associated documents and drawings.

Searches can be carried out using a number of criteria, progress of an application can be tracked and comments submitted online.

<table>
<thead>
<tr>
<th>Weekly list of applications</th>
<th>No</th>
</tr>
</thead>
</table>
| A copy of the list of applications we have received in a particular week is published on the website.

<table>
<thead>
<tr>
<th>Press notice</th>
<th>Yes*</th>
</tr>
</thead>
</table>
| A notice is placed every 2 weeks in a local newspaper for the following types of applications:
- major applications;
- listed building consent;
- developments affecting the character or appearance of a conservation area;
- applications accompanied by an Environmental Impact Assessment (EIA); and,
- departures from the development plan.

*The statutory requirement for planning applications is only for either a site notice or letter. Applications in or near to conservation areas and those that affect listed buildings have to be publicised in the local press and by displaying a site notice at or near the application site.
Inspection of applications

5.27 All valid applications can be viewed on our website. It is possible to search for applications registered as valid between specific dates. Planning applications are also available for inspection (online only) at the Council Offices during normal working hours. Opportunities to expand and develop the search facilities on our website will be explored and implemented if resources are available to do so.

5.28 Parish Councils are also advised of all applications for planning permission in their area. Some parishes make their own arrangement to display copies of applications at the local library, in other cases at the parish office or other locally available property. You should contact your parish council clerk for further information. Details of parish councils can be found on our website.

www.tandridge.gov.uk/Your-council/Councillors-and-committees/Parish-or-village-councils

What happens to your views and comments?

5.29 Comments in response to an application may be made by anyone, regardless of whether they have received a letter and been individually consulted. Comments can support, object to, or provide general comments on a proposal, although we can only consider material planning considerations in arriving at a decision.

5.30 Material planning considerations are only those matters that can be considered within planning law in assessing and determining a planning application. They must relate to planning or land use matters and relevant considerations can be seen in the policies of the current Local Plan. For example, issues regarding traffic, wildlife, historic interests are all material considerations.

5.31 Comments which relate to ‘non-material’ considerations cannot be taken into account and include issues such as the loss of property value, boundary and other legal disputes between neighbours, potential problems associated with construction work, competition between businesses and structural and fire precaution issues. Where such aspects are not planning matters there are often other regulations and processes in place which are responsible for addressing them, including Party Wall legislation and Building Regulations.

5.32 Respondents are encouraged to submit their comments at the earliest opportunity following the commencement of a planning application consultation and all relevant comments received within the defined consultation period will be fully considered when arriving at a decision.

5.33 There will usually be a variety of other material considerations to which we must adhere and all planning applications must be determined on a balanced view of the information before the case officer, including legislation, local and national policy.
5.34 Any support, objections and comments will be noted in the planning case officer’s report, along with how they have been considered in the decision.

5.35 All comments received on planning applications will be published on our website for inspection, subject to data protection rules which mean personal data such as signatures, telephone numbers and e-mail addresses will be removed before publication. The name and address of the respondent will still be viewable.

5.36 Where we consider the content of a letter is potentially libelous or defamatory, contains abusive, obscene or racist language or contains information that should not be distributed, we reserve the right to remove the offending information before publication, with or without the consent of the author. We will keep an unaltered copy of the letter on the planning file which would be available for inspection, although not by published means. Those commenting on planning applications should ensure they are satisfied the content of their letters would not open them to legal challenge.

5.37 We will not acknowledge or respond to any comments received in relation to applications and we will not enter into correspondence on the details or merits of proposals. Any comments received in relation to a planning application will be addressed in the report written by the case officer prior to the determination of the application and will be available to view publicly once the decision is issued.

Development management: other matters and information

Planning Enforcement

5.38 Planning is central to managing development to ensure a high-quality environment and facilitating a better pattern of land use. An effective planning enforcement service is an important means of achieving these goals and maintaining the integrity of the planning system.

5.39 While there are no direct consultation requirements associated with a live enforcement matter, consultation would be required on any retrospective planning applications that arise as a result of enforcement action. For example, where we have determined that development has occurred in the absence of a necessary planning permission, it will usually be necessary for permission to still be sought to establish if the development can remain, or whether further action needs to be taken. This is known as a retrospective planning application. In these cases, all consultation will take place through the planning application or appeals process, as set out in this document.

5.40 The Council published its Local Enforcement Plan 2019. This explains how we will investigate alleged cases of unauthorised development, the basis on which our decisions are made, and our approach to pro-active monitoring.

5.41 The majority of the Council’s planning enforcement investigations are opened following information given to us by our residents. The best way to report a
breach is by filling out a form on our [website](https://tdcws01.tandridge.gov.uk/TDCWebAppsPublic/taBranded/135). We do not accept anonymous allegations but will ensure that the identity of any complainant will be safeguarded.

5.42 We will update complainants of the progress of all enforcement investigations at key stages of the process, in accordance with the most up to date versions of the Development Management Charter and Local Enforcement Policy, both of which will provide more information on this. These stages could include advising complainants if the decision is taken to take no further action, if a retrospective application is received and of the service of an enforcement notice, court proceedings or receipt of an appeal.

5.43 We will tell complainants when and why each enforcement investigation is closed.

Planning Appeals

5.43 If an application for planning permission is refused by the local planning authority, or it is granted with conditions, an appeal can be made to the Secretary of State against the refusal or the conditions attached. There is also a right of appeal if an application is not determined within a specific time. Appeals are examined by an independent Planning Inspector. The Council will advise neighbours who have previously been notified and Parish Councils when appeals are submitted. Further advice on the appeal process is available at:

[http://www.planningportal.gov.uk/planning/planninginspectorate](http://www.planningportal.gov.uk/planning/planninginspectorate)

Planning performance agreement (PPA)

5.44 Large scale or more complex development proposals may warrant the use of a formal collaborative agreement known as a PPA. PPAs are a project management tool which sets out a project plan and programme, agreed between us and the applicant, setting out the expectations of each party. It provides opportunities for joint working, bringing together other parties such as statutory consultees, as well as providing opportunity to identify how and what communities should be engaged. We are looking into producing and adopting a formal process for entering into this type of agreement with applicants.

External advice

5.45 It is advised that for the purposes of development management, this SCI should be read in conjunction with the Council’s Development Management Charter and Planning Protocol which provides greater detail on our development management service and the steps we are taking to ensure good service delivery.

5.46 Applicants or those thinking of submitting a planning application can also access
from the Planning Portal which is an online planning, appeals and building regulations resource for England and Wales and also provides advice and services for the public and professionals:

www.planningportal.co.uk.

5.47 Additionally, Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. This service encourages people to become involved in the planning system:

www.rtpi.org.uk/planning-aid.

5.48 As we have identified in earlier sections, central government sets the regulatory framework for the planning process through legislation and formal guidance particularly the National Planning Policy Framework and accompanying Planning Practice Guidance. It can seem complex and there are different organisational responsibilities depending on how local government is structured. The government has therefore produced a Plain English Guide\(^\text{19}\) to the Planning System to explain it. A glossary to this document is also provided at the end of this document.

6.0 Review of this Statement of Community Involvement

6.1 This Statement of Community Involvement will be reviewed at least every five years as required by legislation. Should it be necessary, our Statement of Community Involvement may need to be reviewed in advance of the five-year period should the government implement their proposed planning reforms through amended primary and secondary legislation and an updated National Planning Policy Framework.

6.2 In the meantime, we’ll continue to supplement the engagement methods set out within this Statement of Community Involvement, where appropriate, to reflect best practice in community engagement, to engage better with stakeholders and to address any specific problems or concerns which may emerge. We will engage as effectively as possible with all relevant stakeholders.
Glossary

**Conditions**

Planning applications can be granted permission with conditions. This means development is allowed only if the conditions are met. Conditions may require the submission of additional detailed information or that works occur in a certain way and can set out the timescales for certain activities to be undertaken.

**Development Plan Documents**

The term used in the Planning Regulations under the planning system to describe the statutory documents that contain land use planning policies and development proposals against which planning applications will be considered. They can include adopted local plans and made neighbourhood plans.

**Examination in Public/Independent Examination**

All Development Plan Documents will be subject to independent examination by an inspector appointed by the Secretary of State, to test the ‘soundness’ of the document (this involves a legal compliance check, and an assessment of whether the plan is justified, effective and consistent with national policy).

**Local Plan**

The term used by government in current national policy to describe the key planning policy document for a local authority area. It should set out the key policies and proposals for meeting the economic, environmental and social aims for the future of the area, where this impacts the development and use of land.

**Material Consideration**

A factor taken into account when determining a planning application.

**National Planning Policy Framework**

The government’s national planning policies.

**Neighbourhood Development Plan/Neighbourhood Plan**

Neighbourhood planning groups and forums can develop planning policies for the development and use of land in a neighbourhood. These plans must conform to national policies and the most up to date Local Plan. Once adopted they become part of the statutory planning policies for the area.

**Planning Application**
Most types of development need planning permission from the Local Planning Authority. To apply for permission, a developer must submit a planning application to the Local Planning Authority, who will make a decision. The planning application is a form which sets out information about the proposed development. It is accompanied by maps, plans and supporting technical information describing the development.

**Planning Permission**

Developers must request permission from the Local Planning Authority to carry out development by submitting a planning application which will then be approved or refused.

**Qualifying Body**

Unlike Development Plan Documents such as Local Plans, Neighbourhood Plans are not prepared by the local planning authority. There are two types of ‘qualifying body’ that can prepare a Neighbourhood Plan:

- **Parish and town councils:** In areas where a parish or town council exists, these are the only bodies that can prepare a Neighbourhood Plan. A Neighbourhood Plan produced by a parish or town council does not have to cover the whole area of the parish or town. A Neighbourhood Plan can cover just part of a parish or town if preferred. Alternatively, a Neighbourhood Plan can extend across parish boundaries.

- **Neighbourhood forums:** Where a parish or town council does not exist, community members, including those with business interests in the area, can come together to create a neighbourhood forum. Only one neighbourhood forum is allowed to exist for each neighbourhood to be covered by a Neighbourhood Plan. Specific rules determine whether a neighbourhood forum has been correctly set up. For example, a neighbourhood forum must have at least 21 members and even if it is based on an existing community group, it must be open to new members. You should check with your local planning authority what these rules are to make sure everything is in order.

**Regulations**

In this context relates to the national planning regulations to which all local planning authorities must adhere in preparing plans.

**Soundness**

Once a Development Plan Document has been produced, the Local Planning Authority must submit it for independent examination where the soundness of the document is tested. The test considers whether it is positively prepared, justified, effective and consistent with national policy.

**Stakeholders**
People, groups and organisations which may be affected by planning. This includes the general public, developers, Councillors and any other interested party.

**Statutory Consultees**

Organisations and bodies, defined by statute, who must be consulted on relevant planning applications and as part of the production of relevant planning policy documents.

**Strategic Environmental Assessment**

Required by European legislation, as assessment of the environmental effects of policies and proposals within the Local Plan.

**Supplementary Planning Document**

Policy documents which provide policy guidance to supplement policies and proposals contained within Development Plan Documents. They are capable of being a material consideration in planning decisions but are not part of the development plan.

**Sustainability Appraisal**

An appraisal of the potential impacts of policies from an environmental, economic and social perspective. This will inform us of the potential implications of different alternatives under consideration. SEA and SA may be undertaken as an Integrated Appraisal.