

**HAMBLETON DISTRICT COUNCIL**

**Report To:** Cabinet  
16 July 2013

**Subject: STATEMENT OF COMMUNITY INVOLVEMENT IN PLANNING**

All Wards  
Portfolio Holder for Housing, Planning and Waste Management: Councillor B Phillips

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**1.0 PURPOSE AND BACKGROUND:**

- 1.1 The attachments at Annex A to this report comprise a new "Statement of Community Involvement in Planning" (SCI). They have been prepared to update the existing SCI which was adopted in March 2006 and is now out of date due to changes in plan making procedures and development management.
- 1.2 The SCI informs the Hambleton Local Plan and sets out how and when the local community and other interested parties will be consulted and involved in the preparation of Planning Policy documents and how and when they are consulted upon planning applications.
- 1.3 The aim of the SCI is to help ensure community ownership and involve people at every stage of plan making, but especially in the early stages when ideas or proposals are being developed.

**2.0 ISSUES**

- 2.1 The existing SCI was out of date in relation to the Council's corporate priorities. The new SCI provides linkages with:-
  - The Customer Services Strategy;
  - The Customer Charter;
  - The new Equality and Diversity Policy;
  - The Council's News Page; and
  - The Council Parish Update Newsletters.
- 2.2 The new SCI also better reflects both the style and content of new corporate communication methods and priorities.
- 2.3 The existing SCI was out of date in relation to National Planning Policy and key legislative changes following the Localism Act. The revisions:
  - Refer to plan making and the Local Plan, which has replaced the LDF process;
  - Refer to the National Planning Policy Framework;

- Add information on Neighbourhood Planning and states the Council's support, and
- Include the Community Infrastructure Levy.

2.4 In relation to Development Management, the new SCI also reflects recent legislative changes to what needs planning permission and prior notification/approval. The revisions set out the changes requiring public consultation and what that consultation is.

2.5 Crucially the revised SCI is now much stronger and clearer is in respect of the consultation with the community that developers and applicants need to undertake prior to submission of planning applications. Key changes include:-

- Wind farms added to the list;
- Developers need to be clear and up-front with the community;
- If there is no opportunity for changing a particular part of a proposal, this needs to be made clear and reasons provided;
- Failure to seek the Council's input at an appropriate early stage will be taken into consideration when assessing the meaningfulness of the exercise undertaken;
- Failure to consult may reduce the weight the Council gives to the Consultation Statement and be material to the determination of the application;
- The Consultation Statement should include:-
  - Evidence of use of open questions, flexible plans and a range of genuinely different options and choices, including alternative sites.
  - Explanation of how public comments influenced the design of the proposals.
  - Evidence of how developers have provided feedback to the Town and Parish Councils, community groups and ward members following their responses.
  - Explanation of what changes have been made as a result of all community comments.
  - Where suggestions have not influenced the proposed development the developer should state why these suggestions have not led to a change
- Examples of unsatisfactory consultation are listed including where developers offer very limited options, use leading questions, or fail to provide sufficient information and alternatives so that the public can form their own opinions about the key planning issues.

2.6 The SCI now also embraces the possible use of social media in planning policy consultations to help improve the way we communicate and to help us reach more sections of the community.

### **3.0 DECISION SOUGHT**

3.1 Cabinet to approve a revised SCI for use in Planning Policy and Development Management.

### **4.0 LINK TO COUNCIL PRIORITIES:**

4.1 The SCI links directly with our Council Plan's aims of putting customers first and providing services that meet their needs, and encouraging residents to become more involved in making decisions..

4.2 The SCI sets out our public consultation methods in planning which are designed to not just meet the statutory minimum but to strengthen community involvement in planning over time and to improve overall representation and involvement in planning across all sections of the community.

4.3 In line with Council's commitment to providing value for money, this time the SCI is less prescriptive, rather it explains the types of methods of consultation that will be used and when, but allows solutions to be more tailored to the individual project, community and budget.

### **5.0 RISK ASSESSMENT:**

5.1 There are no significant risks associated with this report.

5.2 The key risk is in not approving the recommendation are firstly that our consultation practices would be out of date, particularly in plan making, and this could have a negative impact upon corporate priorities to improve communication and engagement.

5.3 Secondly, in Development Management there is an urgent need to introduce to clearer and stronger requirements for developers undertaking pre application community consultation. Recent developer consultation exercises have often been lacking and this leads to community frustration as well as inadequate consideration of community views in development proposals.

### **6.0 FINANCIAL IMPLICATIONS AND EFFICIENCIES:**

6.1 The SCI commits the Council to undertaking consultation exercises and providing information. However all of these commitments reflect the current levels of commitments and therefore no significant new resource implications are identified, except possibly in the development of use of social media. However the SCI commits the Council to considering using social media only and the issue of it would be in line with Council wide development.

6.2 The SCI promotes the combination of consultation processes Council wide in order to make communication easier for communities and doing this should ensure financial efficiencies.

6.3 The strengthening of the requirements for developer led pre application consultation should lead to more efficient working once an application is received.

### **7.0 LEGAL IMPLICATIONS:**

7.1 The Council is required to have a Statement of Community Involvement. There is no longer a need for public consultation prior to the Council adopting this document, nor a need for independent examination (as with the previous version).

**8.0 RECOMMENDATION:**

- 8.1 It is recommended that Council approves the attached SCI for use in Planning Policy and Development Management with immediate effect.

MICK JEWITT

**Annex A** Introduction to the Statement of Community Involvement, Statement of Community Involvement in Planning Applications, and Statement of Community Involvement in Planning Policy.

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# Planning in Hambleton

# Getting Involved in Shaping Our Future

# Statement of Community Involvement

# Introduction to the Statement of Community Involvement

SCI Leaflet 1 of 3

July 2013

## What is a Statement of Community Involvement?

This Statement of Community Involvement (SCI) sets out how and when you can influence new planning policy documents and the ways in which you can comment on planning

applications, as well as other forms of consent such as those for listed buildings or telecommunications proposals.

This leaflet describes our overall approach to community engagement and involvement in the planning process. It applies to that part of Hambleton District which is outside of the North Yorkshire Moors National Park.

There are two further information leaflets with more detail on the following topics:

### **Leaflet 2 Getting involved with planning applications**

If your interest is in how to get involved in planning applications that have been submitted to the Council you need to read [Leaflet 2](#).

### **Leaflet 3 Influencing the Local Plan and Planning Policy**

If your interest is in how to get involved with the making or changing of the Local Plan and planning policies you need to read [Leaflet 3](#).

### **Hambleton's Community Involvement Strategy**

There are close linkages between the Local Plan and the Community Plan and our Statement of Community Involvement (SCI) has been informed by the principles contained in the [Hambleton Community Plan](#).

Hambleton is a place where everyone can get involved in decisions that affect them and people have the opportunity to influence the delivery of local services.

All our planning consultations conform to the [Customer Services Strategy](#) and [Customer Charter](#).



## Our approach to Community Involvement in Planning

We want our planning to be a true reflection of local views and to involve you throughout the planning process. We will do this in various ways. The methods used will depend on the type of application or stage of preparation of each document, the nature of the proposal or issue and your interest. Some topics will be of limited concern, and some issues will affect only certain places, so consultation needs to reflect this.

When we involve you in preparing or amending planning policies or consult you on planning applications or other forms of consent we will apply the following guiding principles:

### Communicate clearly

- Keep the process simple by writing in plain English and explain any planning terms that we need to use, and
- Explain clearly what we are consulting you on, and the reasons why we want to involve you and receive your comments.

### Make it easy for you to get involved

- Explain when and where you can provide your views.
- Make it clear what you need to do (and when) to make your views known.
- Hold public events as close as possible to where those most affected live.
- Make our public events as accessible as possible for all groups, taking into account the time and possible costs of attending.
- Hold out of office hours meetings where possible.
- Make use of existing town and parish groups, bodies and societies and community involvement networks.
- Group together consultations on several planning topics as far as possible and consultation events being held about other Council Services.
- Be inclusive wherever possible by providing information in an accessible format and giving clear advice on how the planning system works where this is requested.
- Make special efforts to encourage involvement from groups that have traditionally not been involved in the planning process.
- Share information with you on [the Council's website](#).
- Make consultation draft Local

Plan documents available for Hambleton residents, parish councils and community groups within the district. Charges will apply for colour printed copies and for some background papers. Please see our website for further information on [Document Prices](#).

- Encourage individuals and groups with little experience in the planning process and limited finances to use [Planning Aid England](#).

#### **Consider ideas and comments fairly**

- Give the opportunity for community groups and the wider public to put forward their own ideas, and
- Ensure that there is an open and transparent process for considering and responding to these ideas and concerns.

#### **Make sure your involvement is meaningful and effective**

- Involve you at all stages of plan making.
- Only ask for your views when there is an opportunity to shape or alter the content of a document or plan.
- Explain what things can or cannot be changed and why.
- Allow enough time for involvement.
- Only ask for your views on realistic options.
- Listen to your views early in the planning process.

- Explain what we can and cannot take into account, and
- Make sure you have enough time and notice of all opportunities to get involved.

#### **Learn from our mistakes**

- Review the effectiveness of our efforts to involve you and where necessary, alter these methods to make improvements,
- Be consistent, even-handed and fair in dealing with consultees, and
- Co-ordinate consultation.

#### **Share information and provide feedback**

- Planning documents and background studies will be made readily available to the public, in paper form and on the Council's website.
- Consider all comments received and provide feedback on how these have been considered.
- Ensure that comments made are reported to Councillors to allow them to make informed decisions on planning documents.
- Strive to meet our targets for the preparation of the Local Plan, and also Government targets for the determination of planning applications within statutory timeframes wherever possible.
- Make your comments publicly available, and
- Keep you informed about progress and outcomes.

## Make information available to you at:-

Our offices in Northallerton

Hambleton District Council  
Civic Centre  
Stone Cross  
Northallerton  
North Yorkshire  
DL6 2UU  
Opening hours  
8.45am - 5.15pm Mon-Thu  
8.45am - 4.45pm Friday

[Map showing Civic Centre Location](#)

Local Libraries

You can find your local libraries by [clicking here](#)

Our Local Offices in Stokesley and Easingwold

Hambleton District Council  
Town Close  
Stokesley  
TS9 5DH

Opening hours  
Mon - Thu 8.45am - 5.15pm  
Fri 8.45am - 4.45pm

[Map Showing Stokesley Office Location](#)

Hambleton District Council  
Police Station  
Church Hill  
Easingwold  
YO61 3JX

Opening hours  
Mon - Thu 8.45am - 5.15pm  
Fri 8.45am - 4.45pm

[Map Showing Easingwold Office Location](#)

## Why involve you in planning?

We want everyone to have the chance to have their say on new plan making documents, and on planning applications, wherever it is relevant.

We have developed a database of individuals, groups and stakeholders who we regularly contact on planning matters (that are of interest to them) and we will continue to involve individuals, groups and organisations in the preparation of our new planning documents so that everyone has the chance to shape the future of the District. This database is reviewed and updated on a continuous basis. You can ask to be added to the database by telephoning 01609 779977 or 01845 1211 555 or email

[planning.policy@hambleton.gov.uk](mailto:planning.policy@hambleton.gov.uk).

Government regulations require us to ensure that certain groups are consulted at key stages in the preparation of Local Plan documents, for example the Environment Agency, English Heritage, Natural England and Highways Agency. The list of consultees is provided at the end of Leaflet 3.

We are committed to doing everything reasonably possible to make our community involvement inclusive. This means that we aim to give everyone in Hambleton an opportunity to be involved in the decisions that we take. [The Council's Equality and Diversity Policy](#) explains our approach to inclusion.

Recognising the distinct characteristics of Hambleton our Strategy seeks to specifically address:

- Connecting with a dispersed rural population.



- Making best use of and strengthening the role of the market towns as key meeting points, accessible to most of the population.
- Reaching the relatively small numbers of black and minority ethnic residents; and
- Reaching the socially excluded, young people, the elderly, travellers and armed forces personnel.



- We can make documents available in alternative formats on request. This can include large print, Braille and alternative languages. For assistance with this, please contact [Customer Services online](#) or [planning.policy@hambleton.gov.uk](mailto:planning.policy@hambleton.gov.uk) or call 01609 779977 or 0845 1211 555.

## How will you involve me?

Our approach is to develop understanding of different consultation techniques over time and to learn from what works – and what is not effective. We envisage a variety of methods will be

relevant and consultation methods are evolving in the digital age.

Whilst almost all the documents are made available electronically, the challenge remains in how the information can be disseminated effectively to attract a wider audience.

We think that it is important to make public consultation arrangements as extensive as possible to make sure the public can get their voice heard. However, it is not always possible or appropriate to undertake consultations using all methods. We will however endeavor to make consultation arrangements as appropriate to the nature of the proposal and the stages it involves.

Leaflet 2 explains in more detail how we contact you about planning applications and Leaflet 3 sets out the methods we use for the Local Plan and planning policies. The methods include:-

- **Letters and e-mails to groups and individuals**
- **Press releases and statutory notices**
- **Our website pages**  
[Planning](#) and [the LDF Update](#)  
[The Council's News Page](#)  
[The Parish Update newsletter](#)
- **Questionnaires**
- **Discussion groups and public meetings**
- **Workshops**





The Council's Planning Officers work in two teams within the Planning Group, which is based at the Civic Centre Northallerton:

**The Planning Policy Team** produces the planning documents that make up the Local Plan (our new statutory development plan) and can be contacted for advice on planning policy. They organise and lead the consultations on draft planning documents and consider relevant consultation responses for incorporating any amendments into the Council's final adopted documents, where appropriate to do so (see Leaflet 3).



### **The Development Management Team**

assesses planning applications in accordance with the adopted development plan, the National Planning Policy Framework (NPPF) and any other material considerations including consultation responses and other representations. They can be contacted for advice on pre-application enquiries and planning applications (see Leaflet 2).

Planning Officers from both teams work closely together in the preparation of new planning policies, in the assessment of planning applications and in providing specialist professional planning advice on key Council development projects with land use implications.

### **How will we respond to you?**

Leaflet 2 explains our service standards for responding to planning applications and Leaflet 3 explains our service standards for Planning Policy.

### **Planning Aid England**

'Planning Aid' England is a voluntary organisation linked to the Royal Town Planning Institute (RTPI), and through its network of volunteers, who are professionally Chartered Town Planners, it can provide independent and impartial advice. For further information at [Planning Aid England](#).

### **Anything else we can help with?**

If you have any planning policy comments or questions you would like to ask Planning Policy [click here](#).

If you have any comments or questions about planning applications contact Development Management [click here](#).

If you would like to complete our Planning Services Survey [click here](#).

You can call Customer Services on 0845 1211 555 or 01609 779977 to speak to a customer adviser and you can write to us at:

Planning Policy  
Hambleton District Council  
Civic Centre  
Stone Cross  
Northallerton  
DL6 2UU

# Planning in Hambleton

## Getting Involved in Shaping Our Future

## Statement of Community Involvement

## Getting Involved in Planning Applications

### SCI Leaflet 2 of 3

July 2013

#### Planning Applications

The Development Management team is responsible for assessing all planning applications for development in the part of Hambleton outside of the North Yorkshire Moors National Park. The team advises the Council's Planning Committee on 'major' and other types of applications, determines certain types of planning applications, provides advice on development proposals and deals with any unauthorised development in the

District.



Planning applications are decided in line with the development plan for the area – unless there are very good reasons to not do so – these are called material considerations.

You might also like to read Leaflet 1 [An Introduction to the Statement of Community Involvement](#).

The development plan setting out the planning policies for Hambleton is the [Hambleton Local Plan](#). You can also find out how to get involved with the making or changing of Planning Policy. This explained in Leaflet 3: [Influencing the Local Plan and Planning Policy](#).

#### Material Considerations

A material consideration is a matter that should be taken into account in deciding a planning application. Material considerations can include (but are not limited to):

- Government Policy, such as the National Planning Policy Framework
- Overlooking/loss of privacy



- Loss of light or overshadowing
- Impact on the environment
- Parking
- Highway safety
- Traffic
- Noise
- Effect on listed building or conservation area
- Nature conservation
- Non designated heritage assets
- Layout and density of building
- The appearance of a proposal
- Disabled persons' access
- other proposals
- Other Council priorities
- Previous planning decisions (including appeal decisions)

We cannot take into account matters like loss of property value, private disputes between neighbours, the loss of a private view, the impact of construction work or business competition.

### **Encouraging early involvement with neighbours in small scale proposals**

We encourage and advise applicants to talk to their neighbours informally before finalising their plans and submitting their application.

Similarly if you have concerns or comments about a proposal it may be helpful to discuss them directly with the applicant at that time.

There are benefits to both local people and applicants in involving neighbours at an early stage. For applicants it can inform them of issues that they can address prior to a planning application being submitted saving time and avoiding conflict. For neighbours it allows them to have an input before proposals reach an advanced stage.

These pre-application discussions will not affect the consultations that we will carry out or require – as set out in Table 1 at the end of this leaflet.

### **Developer Pre Application Public Consultation**



Dependent upon the nature and potential impact of a development proposal on the local community, applicants making major proposals, or those likely to have any significant impacts, will need to carry out their own pre-application public consultation. Planning applications for these proposals will need to be accompanied by a Consultation Statement.

Examples of such proposals include:-

- Major developments, defined as residential developments of 10 or more dwellings or a site area of 0.5 hectare, or other developments of 1000m<sup>2</sup> of floorspace or site area of 1.0 hectare or above.
- Applications for large scale wind turbines or “windfarms”.
- Developments requiring Environmental Impact Assessment which are accompanied by an Environment Statement.

- Proposals which depart from the Development Plan, and
- Any development proposals, which the Council thinks, will have significant implications for planning policy.

The form of consultation needs to be tailored to suit the circumstances of the site, proposal and locality.

Developers should discuss and agree with the Council the exact nature of consultation in advance, allowing sufficient time for Planning Officers to comment on the proposed events and appropriate changes be made.

Developers need to be clear and up front with the community about the stage in the process that the development has reached and what constraints the development has which cannot be overcome. If there is no opportunity for changing a particular part of a proposal, then this needs to be made clear and the reasons provided.

However we expect consultations to be carried out at an early stage in the design process and sufficient time allowed for consideration of the consultation outcomes before drawing up and submission of the application.

By agreement with the Council the developer will be required to carry out appropriate pre-application consultations based on the following methods:

- Informing local residents and neighbours by "flyer" or letter of the proposal, stating where further details can be found; (this should not just include a website, but also include convenient local access to printed and displayed material)
- Issue a press release on the proposal, with contact details for

further information (including both telephone and web/email contact details)

- Arrange a public event (meeting or display) at which their proposals will be explained, giving an opportunity for public comment and later feedback.

Public events need to be held at a time and place, which allows for a wide section of the public to attend; this should normally include weekend and evenings and not conflict with other community events. The Council can also provide helpful advice about :-

- Suitable public venues to hold exhibitions and forums in, and we will make our offices available whenever possible at nil cost to the developer
- Community organisations and contacts, or local media and communications that might help raise awareness
- The scope of issues or questions that the Council would like to know that the local community has had an opportunity to comment upon.



Failure to seek the Council's input at an appropriate early stage will be taken into consideration when assessing the meaningfulness of the exercise undertaken, its relevance to the planning considerations and the weight to be attached to results reported in the submitted Consultation Statement.

The Council expects communities to be offered genuine choice and a real opportunity to influence proposals in these consultation exercises.

The Council has been set demanding targets by the Government in determining planning applications within strict timescales. Where developers have submitted significant proposals without undertaking any consultation with the community, the onus will be on them to resolve any public objections within the timescale that the Council has to determine the application. Failure to consult may reduce the weight the Council gives to the Consultation Statement and be material to the determination of the application.

For probity reasons (ensuring that decisions are taken in a fair and open manner), the Council's Planning Officers would not normally participate in these public meetings or exhibitions other than to provide background information.

As a minimum, the Consultation Statement submitted with the application should include:

- The residents businesses and local community groups consulted.
- Methods and timing of consultation.
- A copy of the consultation details.
- Evidence of use of open questions, flexible plans and a range of genuinely different options and

choices, including alternative sites.

- A summary of all responses received.
- Explanation of how public comments have influenced the design of the proposals.
- Evidence of how developers have provided feedback to the Town and Parish Councils, community groups and ward members following their responses.
- Explanation of what changes have been made as a result of all community comments.
- Where suggestions have not influenced the proposed development the developer should state why these suggestions have not led to a changeFeedback and information on how this was addressed in the development proposal.

Examples of unsatisfactory consultation include failing to ask the community about the principle of the land use, failing to give the community an opportunity to comment on alternative sites, failing to provide sufficient differences between choices or offering only alternatives for consideration where the developer knows they will be unacceptable or undeliverable. Also where developers offer very limited options, use leading questions, or fail to provide sufficient information and alternatives so that the public can form their own opinions about the key planning issues.

## **How do you make a planning application?**

In order to assist applicants in submitting planning applications we have produced I guidance notes on [Householder Planning Applications](#) and a general note ["What](#)



[happens to a planning application?](#)" which explain the process in detail. These advice notes explain what information the applicant needs to provide with each application.



## How can I get involved with a planning application?

The publicity procedures to be followed on planning applications are laid down by Government legislation and regulations. The Council meets all of these minimum legal requirements but it is also the practice at Hambleton to consult more widely than is required to ensure that we maximise opportunities for community involvement.

Full details on how we publicise the different types of application are provided in the Table 1 at the end of this leaflet .

Before you express an opinion on a proposal it is usually helpful for you to be able to see the detailed plans of the scheme.

## Where can I see a planning application?

The Council publishes a [weekly list](#) of all planning and related applications it

receives. This is available on request in printed form and at local libraries, or can be downloaded from the Council's website.

You can view the details of all planning applications, including supporting documents, plans and elevation drawings, on line via [PublicAccess](#).



Applications can also be viewed at the Civic Centre in Northallerton, and our offices in Stokesley and Easingwold.

You can view a planning application without appointment at the Civic Centre in Northallerton between 8.45 and 5.15 Monday to Thursday and 8.45 to 4.45 on Fridays.

We also provide a duty officer advice service at the Civic Centre. The duty officer is available to give advice on current or proposed applications (but it is a very good idea to make an appointment if you wish to speak to a particular officer).

If you would like to view the plans at our offices in Stokesley or Easingwold then this can also be arranged.

A planner holds a surgery at Stokesley on Tuesday afternoons between 2.00 and 4.30 and at Easingwold on Wednesday

mornings between 9.30 and 12.30.

If you would like to view plans at Stokesley or Easingwold please telephone the Civic Centre on 0845 1211 555 or 01609 780780, and ask to speak to the duty officer in Development Management, to make an appointment.

A copy of the application is also sent to your local parish/town council. It may be more convenient to see the plans by contacting your [Parish Clerk](#).

### **What if I can't do any of the above?**

We are aware that infirm or disabled people may have difficulty in getting to see the plans. In such circumstances it may be possible to send you a copy or for the planner to visit you in your home. If this is the case for you then please contact the section as soon as possible. There are copyright laws which limit who we can send plans to and which prevent us giving copies of plans for any purpose other than to help people comment on a live application.

### **Does it matter what I think?**

Yes. The Council represents all of the community. It is helpful to us to know your views whether you support the proposal, object to it or merely wish to make a comment about it. However, planning applications tend to give rise to a variety of opinions and we can only take account of things that are relevant to planning and the application itself.

When we receive your comments we will send an acknowledgement to you to say that we have got your letter. Your letter will be placed on the planning file and be available for public inspection via [PublicAccess](#).

Officers take many decisions, but if the

application is to be decided by the Planning Committee your views will be included in the report for them to consider. The Committee agenda is published five working days before the meeting and is available to view in the Council offices and on this Website via [PublicAccess](#). The meetings are held in public every four weeks and normally at the Civic Centre, and you can view the [schedule of meetings and agendas](#).

### **Who else can I talk to?**

If the application on which you have commented is to be heard by the Committee we will write to you and invite you to come and speak at the meeting.

Conditions of speaking at the Planning Committee are detailed below. If you prefer, you can [contact your local councillor](#) and ask if they would put forward your views at the meeting.

### **Planning Aid England**

'Planning Aid' England is a voluntary organisation linked to the Royal Town Planning Institute (RTPI), and through its network of volunteers, who are professionally Chartered Town Planners, it can provide independent and impartial advice and support. More information is available at [Planning Aid England](#).

### **What is the role of my Councillor in planning?**

**Leaflet 1** explains the key roles locally elected Councillors have in our planning processes.



## How long do I have to comment?

Neighbours are given **21 days** to comment and all comments on planning applications must be made in writing within

21 days from the date of our notification letter, or

21 days from the date of a press notice or site notice appearing.

Please note that comments submitted after the 21 day publicity period has expired may not be considered because a decision may have already been made on the planning application.

## Where do I send my comments and how?

Comments can be made on line using [PublicAccess](#) or made in writing, quoting the reference number of the application and sent to:

Hambleton District Council  
Development Management  
Civic Centre  
Stone Cross  
Northallerton  
DL6 2UU.

Telephone: 01609 767016 or 0845  
1211555 Fax: 01609 767248



## How do I view other comments and progress on an application?

Every application has a unique reference number and is assigned to an officer to deal with; this information will be on the notification letter or acknowledgement card/email we send you.

You can view other comments made on an application and track the progress most easily by using [PublicAccess](#), alternatively you can contact the planning officer dealing with the application.

## Can I address the Planning Committee?

For those applications determined by the Planning Committee, the Council allows public speaking at the Committee meeting to give the public a fair hearing during the decision making process.

Guidance on how you can speak at Planning Committee is outlined in the [Council's Protocol for Speaking at Planning Committee](#).

A member of the public or their representative will be allowed to speak where he/she has made a written

representation to a planning application and indicated that they wish to speak at Committee.



Members of the public or their representatives are allowed no more than 3 minutes to speak (10 minutes in the case of a major application in which case a maximum of 2 speakers can share the 10 minute slot). Where a petition is received, only the chief petitioner will be allowed to speak on behalf of those objectors who have signed the petition. The Town or Parish Council also has a right to address the Committee.

Where an objector speaks, the applicant or their representative will be given the opportunity to respond verbally, again for no more than 3 minutes, to any objection made.

As part of the Council's commitment to an open and transparent planning process, there is a Planning Protocol Code of Conduct for Members and Officers dealing with Planning Matters ensuring that decisions are made on a sound planning basis.

### **How do I find out the decision?**

Copies of the Planning Report which sets

out the decision, the reasons for making it and any conditions or reasons attached to the decision are sent to the applicant/agent, to the relevant Parish or Town Council, the County Council and any individual, body or organisation who commented in writing on the application. You can also find [Planning Decision Notices](#) on the Hambleton Council website.

### **What if there's an appeal?**

Letters are sent directly to those people who were notified on the original application (as well as any other people who submitted comments on the application) giving notice of an appeal being lodged against the Council's decision, and providing them with the opportunity to make representations to the Planning Inspectorate (with the exception of appeals submitted under the householder appeal service).

Under the householder appeal service there is no opportunity to make representations to the Planning Inspectorate, however the Council forwards representations submitted in relation to the planning application to the Planning Inspectorate.

A site notice will only be posted in the case of a public inquiry.

Appeal decisions reported to Planning Committee are published on our website/Planning Portal?

### **What if I think something has been built, or is carrying out an activity without permission?**

When a person carries out development without the benefit of planning permission the Council has a duty to consider what action to take.

Hambleton attempts to resolve the matter without recourse to formal enforcement action. But there are occasions where immediate firm action is required - and a decision to take enforcement action must always be well founded.



If you would like to complete our Planning Services Survey [click here](#).

You can call Customer Services on 0845 1211 555 or 01609 779977 to speak to a customer adviser and you can write to us at

Development Management  
Hambleton District Council  
Civic Centre  
Stone Cross  
Northallerton  
DL6 2UU

Complaints are investigated and acted upon as quickly and efficiently as possible. However, workloads preclude immediate action on all complaints received, and therefore Enforcement Cases are prioritised. The [Enforcement and Compliance Policy](#) explains how cases are given a priority.

If you wish to report something that you believe to be a breach of control then please use the report form: [Report an alleged breach of planning control](#).

**ALL COMPLAINANT DETAILS ARE KEPT STRICTLY CONFIDENTIAL.**

**Anything else we can help with?**

If you know someone who would like this information in a different format or if you have any comments or questions about planning applications you would like to ask contact Development Management by [clicking here](#).



# Planning in Hambleton

## Getting Involved in Shaping Our Future

## Statement of Community Involvement

## Influencing the Local Plan and Planning Policy

### SCI Leaflet 3 of 3

July 2013

This is Leaflet 3 in a series of 3, which set out our approach to community involvement in Planning. You might also like to read [Leaflet 1](#) an **Introduction to the Statement of Community Involvement**.

This leaflet explains how you can get involved in influencing and informing the Local Plan and planning policies we

have in Hambleton.

If your interest is in how to get involved in planning applications this is dealt with in [Leaflet 2](#).

### What Planning Policy Documents are there in Hambleton?

We have an adopted [Local Development Framework \(LDF\)/Local Plan](#) which sets out the long term spatial vision for Hambleton to become sustainable, prosperous, safe, healthy and vibrant. The Local Plan plays a key part in the delivery of the Council's [Community Plan](#).

The [Statement of Community Involvement](#) (SCI) sets out how and when the local community and other interested parties will be consulted and involved in plan making.

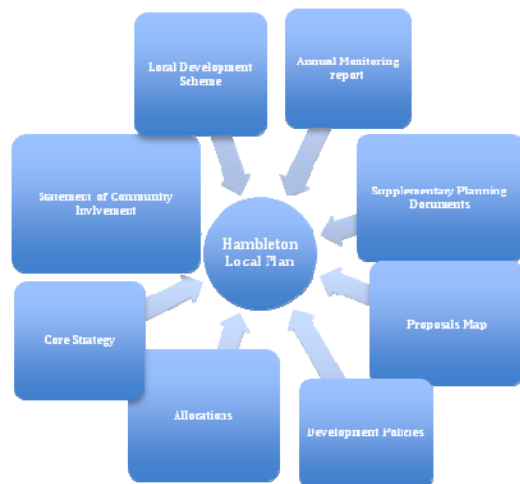
The aim of the SCI is to help ensure community ownership and involve people at every stage of document preparation, but especially in the early stages when ideas or proposals are being developed.

It also aims to strengthen community involvement in planning over time and to improve overall representation and involvement across all sections of the community.

The SCI identifies in general terms which groups and organisations will be consulted when planning policy documents are prepared. It explains when and how they will be consulted and it sets out the principles underpinning how we involve the community. The Local Plan documents are explained below and shown in Diagram 1.

### Diagram 1: The Hambleton

## Local Plan



The [Local Development Scheme](#) (LDS) is a public statement setting out which documents make up the Local Plan and when they will be produced.

The [Core Strategy](#) expresses those parts of the Community Plan which relate to the development and use of land and outlines the Council's vision and strategy for delivering strategic development needs in Core Policies, including housing and employment.

The [Development Policies](#) set out detailed policies used to assess planning applications and manage new development to ensure the vision and objectives of the Core Policies are achieved.

The [Allocations Document](#) completes the Local Plan and sets out sites for housing, employment and other development.

The [Proposals Map](#) is a map of the plan area and shows site allocations for development, any designations and areas for protection or safeguarding, including Green Belt, transport investment schemes, town centres, shopping areas and historic and nature conservation sites.

In addition [Supplementary Planning Documents](#) provide more supporting detail and information about policies and proposals. Although legally they do not form part of the Local Plan or have the same weight as the other documents, they are a 'material consideration' in determining planning applications and you have an opportunity to comment on them when we are producing or revising them.

We also publish on our website a [Monitoring Report](#) setting out progress made in producing Local Plan and planning policy documents and the Council's (and partners') performance in implementing adopted planning policies and proposals.

When we produce the above documents most of them require us to undertake a [Sustainability Appraisal](#) and Strategic Environmental Assessment to appraise the social, environmental and economic effects of the strategies and policies at the start of the process. You are also able to comment on Sustainability Appraisals.

The Council is also producing a document on the [Community Infrastructure Levy](#) (CIL). This is a tariff-based charging schedule requiring planning contributions from developers towards the part funding of the provision and maintenance of necessary strategic and local infrastructure projects. You are able to comment on the Schedule when publicized.

## What does the Government's new planning system mean for Hambleton?

The Government wants to give local people a greater role in shaping their neighbourhoods, and the changes to the planning system set out in the [Localism Act 2011](#) and [National Planning Policy](#)

[Framework](#) (NPPF, March 2012) give communities the opportunity to get more involved in the preparation of planning documents for their areas through Neighbourhood Planning.



Local communities can now prepare plans for their local areas themselves if they wish to do so. Any community-initiated neighbourhood plans will form part of the Development Plan for those areas of the District once they have passed through independent examination and a local community referendum.

[Neighbourhood Planning](#) can do three things:

- Create a Neighbourhood Plan with a vision and planning policies for development of that area.
- Grant permission for certain types of development in an area, and
- Enable a community to bring forward a development in their area.



## Neighbourhood Planning

We do not prepare Neighbourhood Plans. In Hambleton Parish or Town Councils will prepare them. The Council supports the principles of Neighbourhood Planning and we will provide help to Town and Parish Councils with preparing a plan, such as sharing evidence, providing advice on planning policies or the initial designation of neighbourhood areas, as well as the examination process and holding of referendums.

Help may also be sought from North Yorkshire County Council if the Neighbourhood Plan deals with such issues as highways or education.

If you are interested in finding out if you and your community can prepare a neighbourhood plan please read the information on our website by [clicking here](#). Or contact the Planning Policy team on 0845 1211 555 or 01609 776677 or email: [planning.policy@hambleton.gov.uk](mailto:planning.policy@hambleton.gov.uk).

You can also read about examples of how support is currently being provided to communities for neighbourhood planning projects by Planning Aid England by clicking on this link: [www.rtpi.org.uk/planningaid](http://www.rtpi.org.uk/planningaid)

**Thinking ahead: the next**



## Hambleton Local Plan documents

Before we start work on a revision to any part of new Local Plan or on revised policies, we will publish a new Local Development Scheme for Hambleton setting out what local development documents will be produced and the current timetable for their production. You will be able to see the new [Local Development Scheme](#) when available.

We want to involve you in taking forward the new planning system in Hambleton and the next section sets out the process that will be followed whether a Local Plan document is reviewed or a new Local Plan document is being prepared.

### When will you involve me in preparing new planning documents?

There are a number of key stages involved in the preparation of Local Plan documents.

These stages are required by Government planning legislation and regulations and are designed to ensure that the process is as open and transparent as possible.

Figure 1 illustrates the key stages in the production of Local Plan Documents. Getting involved at the earliest stages of preparation will ensure your views have the most opportunity for being taken into account.

Local Plan documents are subject to independent examination, usually in the format of hearing sessions chaired by an independent Planning Inspector, when people will be able to speak if they have made a formal representation at the publication stage of consultation.



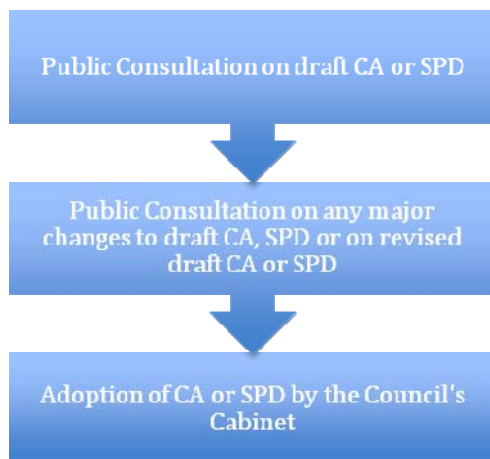
**Figure 1: Key stages in preparing our Development Plan Documents (DPD)**



## When can I get involved in the preparation of a Supplementary Planning Document or Conservation Area?

[Supplementary Planning Documents](#) (SPDs) are prepared to provide further detailed supporting guidance. Although they do not have the same weight as Local Plan documents they can still form a 'material consideration' in determining planning applications. They can be produced more quickly as they are not subject to an independent public examination, but we will ask interested parties what you think of any draft SPDs at an early stage in the preparation of a new, or revision of an existing, SPD document. Figure 2 shows the key stages.

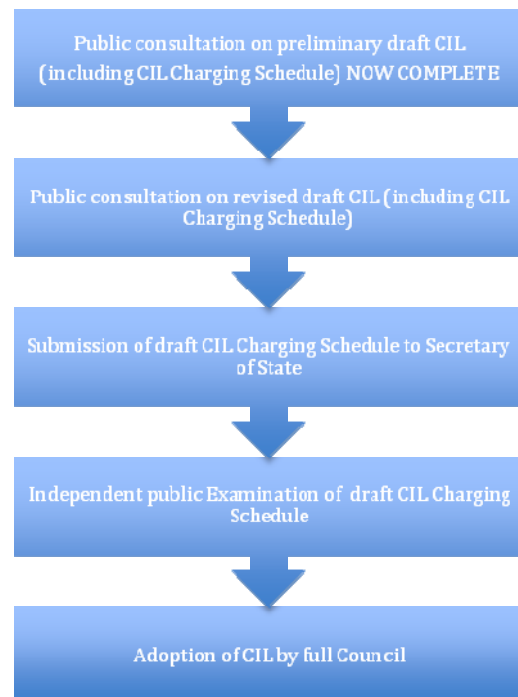
### Figure 2: Key stages in preparing, revising or amending our Conservation Area (CA) and Supplementary Planning Documents (SPD)



## How can I have a say in the setting of the CIL?

The CIL process for adopting a Charging Schedule involves evidence base research, viability assessment and modeling. Once undertaken, there are two formal stages where the public and stakeholders can have a say on the CIL. These are shown in Figure 3 below.

### Figure 3: Key stages in preparing our Community Infrastructure Levy (CIL)



Further information on the CIL can be found by [clicking here](#) or contact, Planning Policy & Design Officer, telephone 01609 767055, E-mail:

## Sustainability Appraisal

As part of the plan preparation process, we will assess the social, environmental and economic impacts of each Local Plan document and relevant SPDs.

The key purpose of [Sustainability Appraisal](#) is to identify and enhance the positive effects whilst minimising any potentially adverse impacts of our planning policies. This process will also involve the assessment of any health and equality impacts. Where necessary, we will also carry out a [Habitat Regulations Assessment](#) of our emerging planning documents.

We will continue to consult the public and Government agencies on how we do these and how we can improve our planning documents in the light of their advice and recommendations.

## **Our approach to Community Involvement in Planning**

We want our planning to be a true reflection of local views and to involve you throughout the planning process. We will do this in various ways. The methods used will vary, and some issues will affect only certain places, so consultation needs to reflect this.

When we involve you in preparing or amending planning policies or consult you on planning applications or other forms of consent we will apply the following guiding principles:

- Communicate clearly about what is being consulted on
- Make it easy for you to get involved
- Coordinate with other departments
- Avoid consultation overload
- Consider ideas and comments fairly
- Make sure your involvement is meaningful and effective
- Learn from our mistakes
- Share information and provide feedback
- Make information available to you

Leaflet 1 ([LINK](#)) explains these principles in more detail.

## **Publications**

At all stages of the preparation of new Local Plan and planning policy documents we will make copies of relevant documents available for reference at

Our offices in Northallerton

Hambleton District Council  
Civic Centre  
Stone Cross  
Northallerton  
North Yorkshire  
DL6 2UU

Opening hours

8.45am - 5.15pm Mon-Thu

8.45am - 4.45pm Friday

[Map showing Civic Centre Location](#)

In local libraries in Hambleton, you can find your local libraries by [clicking here](#).

At our local offices in Stokesley and Easingwold

Hambleton District Council  
Town Close  
Stokesley  
TS9 5DH

Opening hours

Mon - Thu 8.45am - 5.15pm

Fri 8.45am - 4.45pm

### [Map Showing Stokesley Office Location](#)

Hambleton District Council  
Police Station  
Church Hill  
Easingwold  
YO61 3JX

Opening hours  
Mon - Thu 8.45am - 5.15pm  
Fri 8.45am - 4.45pm

[Map Showing Easingwold Office Location.](#)

All of our planning documents will be available to download from our [website](#).

Copies of consultation draft planning documents (in black-and-white) will be made available free of charge to Hambleton residents, parish council and community groups. Charges will apply for colour printed copies and for some background papers. Please see our website for further information on [Document Prices](#).

## How will we contact you?

Our approach is to develop understanding of different consultation techniques over time and to learn from what works – and what is not effective. We envisage a variety of methods will be relevant and consultation methods are evolving in the digital age.

Whilst almost all the documents are made available electronically, the challenge remains in how the information can be disseminated effectively to attract a wider audience.

We think that it is important to make public consultation arrangements as extensive as possible to make sure the public can get their voice heard. However, it is not always possible or appropriate to undertake consultations using all methods. We will however endeavor to make consultation arrangements as appropriate to the nature of the proposal and the stages it involves including:-

- **Letters and e-mails**

For cost and environmental reasons, where you have provided us with an e-mail address we will generally use that means of communication rather than sending a letter in the post.

- **Press releases and statutory notices**

Local newspaper notices are less 'personal' but they help to ensure that we communicate, as widely as possible and in many cases we will need to use newspaper notices to meet our legal requirements.

- **Our website**

The Internet is a popular way of communicating planning issues to individuals and groups. A key advantage of this is that we can include far more information than we could within newspaper adverts for example. It is also a legal requirement to put information on our website when plan making.

- We have specific planning pages on the Council's website at:-
  - [Planning](#) and
  - [The LDF Update](#)
- And news information at:-
  - [The Council's News Page](#) and
  - [The Parish Update newsletter](#)
- We will ensure that these pages are regularly updated with all the latest information on planning policy progress and we will provide opportunities for online consultation (for example, through online questionnaires

and feedback forms).

- **Questionnaires**

Questionnaires are a good way for people to give their views on planning issues, and we often use questionnaires in local planning policy consultations.

- **Discussion groups and public meetings**

Sometimes people like to have their say in face-to-face meetings.

One-to-one meetings, public meetings and discussion focus groups can be arranged with Planning Officers, where it is appropriate.

We often offer and attend meetings with Town and Parish Councils and meetings with specific communities, residents or business groups can be particularly useful for getting the views of individuals or groups and allow issues to be explored in more detail.

- **Workshops**

Workshops and ‘planning for real’ type events can be used to help local communities to agree upon the way they want things to happen in their areas. They can be designed to be inclusive, interactive and fun and can encourage participation from people who might not like other methods of communication for example questionnaires. They can also be designed to engage young people in the planning process, and they may be particularly effective when dealing with specific sites where there are currently no apparent options for development.



- **Public exhibitions**

Public exhibitions give people the chance to look at plans and proposals and to speak to planning professionals in an informal setting. They are effective in engaging people who want to give their views (or just ask questions) but do not want to do this in the setting of a formal public meeting.

- **Social Media**

We will also endeavor in future consultations to use social media (e.g. Facebook, Twitter) where possible to help access “hard to reach” groups, especially the younger population.

## **Our timescales**

We will make sure that our Local Plan and our planning policies are kept up to date to support the planned delivery of development of housing and other priorities within the District.

To keep our Local Plan on target we will:

- Aim to carry out all our planning consultations in line with agreed

community involvement policies and the latest programmed timetable set out in our [Local Development Scheme](#) (LDS); and

- Update any strategic plans so that they accurately reflect the current programme for our Local Plan.

## How will we respond to you?

We will maintain the following consistent approach to service standards:

- If you write to us by letter, fax or sending in a response form, we will respond to you within 5 working days (unless it is a complaint, in which case we will get back to you within 10).
- If you email or phone us we will respond within 24 hours.
- If you attend a public meeting / exhibition that we have arranged we will ensure that Planning Officers are available to answer your questions (or let you know where further information is available).
- Where we use questionnaires or feedback forms at these public events we will publish the results on our website.
- If you request a planning document we will let you know where that document is available (e.g. from the Council website) and whether there is any charge for a paper copy; and
- If you attend a planning workshop we will send you a summary of the feedback from the workshop after the event.

We will prepare reports after each stage of consultation on Local Plan documents. We will make these available at the Council offices at Northallerton, our area offices and local libraries in Hambleton, as well as on our [website](#).

## Monitoring and review

The new planning system and the use of social media are learning curves and we will aim to maximise all opportunities to involve you. We will also set out a process for reviewing our procedures – either in light of changing levels of resources or to reflect improvements that can be made. We will continue to produce and publish [Monitoring Reports](#) to do this.

## Planning Aid England

Planning Aid England is a voluntary organisation linked to the Royal Town Planning Institute (RTPI), and through its network of volunteers, who are professionally Chartered Town Planners, it can provide independent and impartial advice and support for Neighbourhood Planning. For further information contact [Planning Aid England](#).

## Anything else we can help with?

If you know someone who would like this information in a different format or if you have any planning policy comments or questions you would like to ask Planning Policy [click here](#).

Alternatively you can call Customer Services on 0845 1211 555 or 01609 779977 to speak to a customer adviser



and you can write to us at:

Planning Policy  
Hambleton District Council  
Civic Centre  
Stone Cross  
Northallerton  
DL6 2UU

If you would like to complete our Planning Services Survey [click here](#).

## Appendix A: Consultees

The list below outlines the organisations and other bodies that we are legally required to consult and involve in preparing our planning documents, in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012.

**‘Specific’ and ‘Duty to Co-operate’ consultation bodies include the following:**

Ryedale District Council  
Harrogate Borough Council  
Middlesborough Council  
City of York Council  
Redcar and Cleveland Council  
Richmondshire District Council  
Scarborough Borough Council  
Stockton-on-Tees Borough Council  
Darlington Borough Council  
North Yorkshire County Council  
All Town and Parish Councils and meetings  
North Yorkshire Moors National Park

Authority

Civil Aviation Authority

The Coal Authority

English Heritage

The Environment Agency

Highway Authority

The Highways Agency

Secretary of State for Transport

Yorkshire Water

Northumbrian Water

Homes and Communities Agency

Transco

NEDL

Northern Electric

British Gas

Local Nature Partnership (LNP)

Natural England

Ministry of Defence

Network Rail Infrastructure Ltd.

Northern Gas Networks Ltd

North Yorkshire Police

Office of Rail Regulation

Plus other relevant statutory and national consultees for gas, electricity and electronic communications network infrastructure providers; Sewage undertakers; Internal Drainage Boards, agencies not included in the list of specific consultees, such as Royal Mail, Forestry Commission, Sport England,

etc.

**Local Strategic Partnership Partners and Groups**

North Yorkshire Local Enterprise Partnership

York and North Yorkshire County Council GP Commissioning body

The 5 Area Partnerships

**'General' consultation bodies include the following:**

Voluntary bodies some or all of whose activities benefit any part of Hambleton

Bodies that represent the interests of different racial, ethnic, national, religious groups, the young, the elderly and disabled persons.

In addition to these above groups, we also seek to involve and consult a wide range of other interest groups and organisations, developers and consultants, as well as local residents and businesses.

If you would like to be added onto our mailing database, or need to amend your existing contact details, please let us know.



<b>TABLE 1: PUBLIC CONSULTATION BY APPLICATION TYPE</b>				
<b>Type of Application</b>	<b>Publicity normally undertaken for each type of application</b>			<b>Notes</b>
	<b>Site Notices<sup>1</sup></b>	<b>Press Notices<sup>2</sup></b>	<b>Neighbour notification letters<sup>3</sup></b>	
Major Planning Applications <sup>4</sup>	Yes	Yes	Yes	Letters are sent to any owners/occupiers of properties adjoining the application site, where they can be identified. We seek to notify all adjoining neighbours to a proposal directly by letter and we also display at least one site notice on or near the site. The extent of any wider notification by letter is dependent on the nature and scale of the proposal, and is assessed by the planning officer dealing with the application on a case-by-case basis.

<sup>1</sup> Site notices should be displayed for not less than 21 days on or adjacent to the site. The Council expects the applicant to remove the notice after the 21 days have elapsed and members of the public should contact the Council if they believe a notice is taken down early.

<sup>2</sup> Press notices should be published within a newspaper circulating in the locality in which the land to which the application relates is situated.

<sup>3</sup> Neighbour letters allow for representations to be submitted within 21 days, except in the case of amendments to an undetermined application, where the period is 10 days.

<sup>4</sup> For publicity purposes we define 'Major Planning Applications' as development of 10 or more dwelling houses (or where the development site is 0.5 ha or more and the proposed number of dwelling houses is not known), buildings of 1,000 sq. m or more, development sites of 1 ha or more, also all applications accompanied by an Environmental Statement. We will also publicise applications for development that would be a departure from the LDF by the same methods as for 'Major Planning Applications'.

					Some major planning applications will also need to be accompanied by their own Statement of Community Involvement.
Other Planning Applications <sup>5</sup>	Yes	See notes	Yes	Yes	For planning applications in conservation areas or affecting the setting of a listed building, site and press notices are only required when we think that the proposed development will affect the character or appearance of the conservation area and/or the setting of a listed building.
Applications for Listed Building Consent and/or Conservation Area Consent	Yes	Yes	Yes	Yes	In the case of listed buildings and proposals for demolition within a conservation area we will publish details of the application in a local newspaper. However we do not publish site and press notices if proposed works only affect the interior of a Grade II listed building or works to trees in a Conservation Area.
Applications for Certificates of Lawfulness of Existing Use or Development	Yes	No	See notes	See notes	There is no legal requirement to carry out publicity on applications for certificates of lawfulness of existing use or development because the application is judged on the factual evidence and not on the planning merits. However these applications seek to demonstrate that a building has been in place for 4 years or a use has been going on for 4 or 10 years, so we may undertake discretionary neighbour notification by letter if the evidence submitted by the applicant appears inconclusive and we feel that local people may be able to provide evidence. Sometimes these types of applications relate to a matter that has been brought to the Council's attention by a Parish Council or member of the public, in which case the Council may write to the Parish Council and local residents in order to give them an opportunity to consider the

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<sup>5</sup> For publicity purposes we define 'Other Planning Applications' as applications for all other types of development that do not fall within the definition of 'Major Planning Applications'.

					evidence submitted and, if necessary, make comment on that evidence.
Applications for Certificates of Lawfulness of Proposed Use or Development	No	No	No	No	There is no legal requirement to carry out publicity on applications for certificates of lawfulness of proposed use or development because the application is judged on the factual evidence and not on the planning merits.
Applications for the Approval of reserved matters	See Notes	See Notes	Yes		The application is subject to the publicity appropriate to a 'major' or 'other' application (see above).
Applications required by a condition attached to a grant of planning permission	No	No	See notes		Generally, no publicity is undertaken, but where the application relates to details that were raised by neighbours at the original application stage we may write to inform those neighbours.
Prior Approval Applications – Telecommunications	Yes	See notes	No		In some very specific circumstances, a press notice is required
Prior Approval Applications – Demolition	Yes	No	No		Publicity is for information purposes only and the applicant undertakes it. The applicant displays a site notice on or near the land on which the building to be demolished is sited for not less than 21 days in the period of 28 days beginning with the date on which the application was submitted to the local planning authority.
Prior Approval Applications – New Agricultural Buildings	See Notes	No	No		Publicity is for information purposes only and the applicant undertakes it. Where the local planning authority has given the applicant notice that prior approval is required, the applicant displays a site notice on or near the land on which the proposed development is to be carried out for not less than 21 days in the period of 28 days from the date on which the local planning authority gave notice to the applicant.
Prior Approval Applications – Domestic Extensions	Yes	No	Yes		Part 1 Class A.1(e) temporarily allows domestic single storey rear extensions up to 8m deep on detached houses and up to 6m deep on all other houses for a three year period, ending May 2016. When the

					Council is given notice of one of these proposals we will write to the immediate neighbours giving them 21 days to comment on the proposal.
Prior Approval change of use of Office to Residential use	Yes	No	Yes	Yes	Part 1 Class J <sup>6</sup> , allows changes of use of B1 offices to C3 residential. When the Council is given notice of one of these proposals we will undertake some statutory consultations and erect a site notice and/or notify owners or occupiers of any adjoining premises giving them 21 days to comment on the proposal.
Prior Approval change of use to a State Funded School	Yes	No	Yes	Yes	Part 1 Class K, allows changes of use of some offices, hotels, residential institutions and assembly and leisure use buildings to a state funded school. When the Council is given notice of one of these proposals we will undertake some statutory consultations and erect a site notice and/or notify owners or occupiers of any adjoining premises giving them 21 days to comment on the proposal.
Prior Approval for change of use of agricultural buildings under 500m <sup>2</sup>	Yes	No	Yes	Yes	Part 1 Class M, allows changes of use of agricultural buildings under 500m <sup>2</sup> to a variety of other uses. When the Council is given notice of one of these proposals we will erect a site notice and/or write to the immediate neighbours giving them 21 days to comment on the proposal.
Prior Approval use of a building and any land for a State Funded School for 1 year	Yes	No	Yes	Yes	Part 3 Class C, allows changes of use of some offices, hotels, residential institutions and assembly and leisure use buildings to a state funded school. When the Council is given notice of one of these proposals we will undertake some statutory consultations and erect a site notice and/or notify owners or occupiers of any adjoining premises giving them 21 days to comment on the proposal.

<sup>6</sup> Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013. This Order provides for a number of new provisions to enable certain types of development to proceed without planning permission.

Change of use to a 'flexible use'	Yes	No	Yes	Part 3 Class D temporarily allows some changes of use of shops , financial and professional services, restaurants and cafés drinking establishments, hot food takeaways, offices, non-residential institutions and assembly and leisure buildings to a flexible use as a shop, financial and professional services, restaurants and cafes or offices for a two year period ending May 2015. When the Council is given notice of one of these proposals we will notify owners or occupiers of any adjoining premises giving them 21 days to comment on the proposal.
Applications for advertisement consent	Yes	No	See notes	Generally no publicity is carried out, but where the amenity of neighbours appears to be affected we may notify them by letter.
Amendments to an undetermined Application	No	No	See notes	The Councils practice is to negotiate improvements to applications and if possible overcome objections made by neighbours. If a significant amendment is made to an application then we will write to neighbours again and we request any comments on the amendments within 10 days.
Applications for Hazardous Substance Consent	Yes	Yes	No	The applicant undertakes publicity. During the 21 day period immediately preceding the application, a notice is published in a local newspaper by the applicant, and that notice is also posted on the land for not less than 7 days during that 21 day period, sited and displayed in such a way so as to be easily readable without entering onto the land. The applicant is then required to submit a copy of the notice with the application.
Development Affecting A Public Right of Way	Yes	Yes	No	

