

**Brentwood Borough Statement of Community Involvement (SCI)
December 2018 (Draft)**

[This document will be reformatted for publication on the Council's website]

Contents:

1. Introduction

What is a Statement of Community Involvement?

What is the plan-making and decision-taking processes?

Where can I find out more about Planning?

Will communication methods be reviewed?

2. The Local Plan

Duty to Cooperate

South Essex Joint Strategic Plan

3. Who will we consult with?

Specific and general consultation bodies

'Hard to Reach' groups

4. Types of Community Involvement

5. Plan-Making Community Involvement

How long will consultations last?

Supplementary Planning Documents

Neighbourhood Plans and Development Orders

Community Infrastructure Levy

Providing feedback on Local Plan and Supplementary Planning Document consultation

7. Decision-Taking Community Involvement

Pre-application stage

Local communities

Applying for planning permission

How to comment on planning applications

Who will be consulted on planning applications?

Adjoining and opposite neighbours

General public

Determining planning applications

Appeals

Appendices:

Appendix 1: Examples of Consultee Categories

Appendix 2: Sources of Information on the Planning Process

1. Introduction

What is a Statement of Community Involvement?

1. An effective Town and Country Planning system seeks to ensure that the community and stakeholders are involved in planning and development matters. Planning affects everyone in some form, for instance the homes we live in; places we work; local services we use; open space we enjoy; leisure facilities we utilise; and roads & rail we use to travel. Therefore, it is important that people understand the planning process and are given the opportunity to get involved to contribute ideas and influence land use decisions.

2. Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended) requires local planning authorities to produce a Statement of Community Involvement (SCI), which explains how they will engage local communities and other interested parties in producing their Local Plans (plan-making) and determining planning applications (decision-taking). This should be published on the local planning authority website.

3. The Council adopted its first SCI in 2007. A review was completed and approved in 2012. This 2018 SCI has been updated to reflect improvements in the way that we communicate with the public and changes made to the revised regulations. It seeks to ensure active, meaningful, and continued involvement of local communities throughout the Planning process, both when plan-making and decision-taking.

What are the plan-making and decision-taking processes?

Plan-making	Decision-taking
<p>This predominately involves the process of developing a new Local Plan for the Borough, along with associated documents and guidance.</p> <p>This also involves ensuring policies are supported by up-to-date technical evidence and work to ensure the delivery of required infrastructure and services.</p> <p>The Planning Policy Team is responsible for Plan preparation along with policy and development monitoring, and neighbourhood planning support.</p>	<p>In general, this is the process of determining planning applications in line with the Council's Local Plan policies.</p> <p>The Development Management Team determine planning applications at various stages, including pre-application, validation, decision, committee and appeal (if applicable).</p> <p>The team also offer an enforcement service to investigate alleged breaches of planning control.</p>

Where can I find out more about Planning?

4. Further information can be found on the Planning pages of the Council's website, please visit www.brentwood.gov.uk/planning.

5. There are other sources of information on both the plan-making and decision-taking processes. Examples of some helpful information sources are set out in Appendix 2.

Will communication methods be reviewed?

6. The SCI will be kept under review and revised when necessary. Review may be appropriate if significant changes have occurred in the types of groups we engage with, if different engagement methods are to be used, or if there are relevant changes to national legislation.

7. Communication methods and protocol will be reviewed at relevant stages, for example after each stage of Local Plan consultation. Effective communication will be gauged through consultation response rates. Feedback about external communication will be formally requested from stakeholders, such as Parish Councils, and any comments received regarding the quality of consultation will be taken into consideration.

2. The Local Plan

8. Local planning authorities are responsible for preparing a Local Plan for the future of their area. The Local Plan identifies the spatial strategy for how the area will develop and be maintained. It sets out development locations to meet local needs, provides an overarching vision and objectives, and establishes policies and proposals. The National Planning Policy Framework (NPPF) refers to the collection of documents that make up the statutory plan for a local planning authority as the 'Local Plan'.

9. Several documents support the preparation and implementation of the Local Plan. The SCI has been prepared in light of these documents, which are set out on the Council's website at www.brentwood.gov.uk/localplan, and include:

- a) **Local Development Scheme (LDS):** The project plan and timetable for preparing the Local Plan and related documents.
- b) **Statement of Community Involvement (SCI) (this document):** The Council's arrangements for involvement of the public and other stakeholders in the preparation of the Local Plan and related documents, and in consultation on planning applications for development proposals.
- c) **Monitoring:** Progress of the Local Plan is monitored to record and assess the effectiveness of key policies, targets and milestones. Authority Monitoring Reports are published regularly to monitor Local Plan policy, such as the delivery of new homes and jobs, including the five year housing supply.
- d) **Community Infrastructure Levy (CIL):** A charge that will allow the Council to raise funds from new developments in the Borough. The money collected from the levy will be used to support development by funding infrastructure that the Council, local community and neighbourhoods want. Charges will be based on the size, type and location of new development and be set out in a charging schedule.
- e) **Policies Map:** A visual representation of Local Plan policies on a map. Once adopted this will replace the current Local Plan Proposals Map.
- f) **Neighbourhood Plans:** Enable communities to set local policy for their area based on what is important locally, in line with the Local Plan, either through existing Parish Councils or the establishment of Neighbourhood Forums. The Neighbourhood Planning (Amended) Regulations 2017 provide further detail on the process of Neighbourhood Planning.
- g) **Sustainability Appraisal:** There are statutory requirements for local authorities to carry out in support of the Local Plan, such as the need

to prepare a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). These ensure that documents fully take into consideration environmental, social and economic factors.

- h) **Other supporting documents:** There are a number of options to adopt documents that provide further detail to the Local Plan, as set out in national policy and guidance. Examples include Supplementary Planning Documents (SPDs) and Essex County Council plans.

10. Consultation will be conducted on the Local Plan and related documents as required by national policy and guidance. Ways that the public can get involved in the plan-making process are set out in Chapter X.

11. The Brentwood Replacement Local Plan (2005) is the current statutory document and a material consideration in determining planning applications in Brentwood Borough. However, the emerging Brentwood Local Plan 2016-2033 will, once adopted, supersede this.

Duty to Cooperate

12. The Council has a Duty to Cooperate with other planning authorities and public bodies to actively engage and work jointly on strategic matters. There are a number of issues such as transport, flood risk and waste management that have impacts that cross-borough boundaries. The Council will explore constructive approaches to such issues jointly with neighbouring authorities and public bodies to ensure that strategic priorities are reflected and, where appropriate, addressed in the Local Plan.

13. In accordance with the National Planning Policy Framework the Council will prepare a Statement of Common Ground(s) with neighbouring authorities on strategic cross-boundary planning matters.

14. The Local Development Plan is intended as a spatial plan and the mechanism by which all strategies and plans which affect development and the environment in Brentwood are delivered. As such it is important that the Local Development Plan is produced considering all the relevant strategies and plans that affect the Borough.

South Essex Joint Strategic Plan

15. In Summer 2017, the Leaders and Chief Executives of South Essex authorities (Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea, Thurrock and Essex County Council) embarked on a process to develop a long-term growth ambition that would underpin strategic spatial, infrastructure and economic priorities across the sub-region. The 'South Essex 2050 Ambition' is now being taken forward through a number of workstreams, including a spatial strategy delivered through a Joint Strategic Plan (JSP).

16. A separate SCI for the Joint Strategic Plan has been prepared by ASELA and is published as Part II of the Brentwood SCI. Each of local planning authority has their

own SCI, and thus may consult in slightly different ways. Flexibility will be needed when consulting jointly. However, the standards as required by planning regulations will be met as a minimum.

3. Who Will We Consult With?

Specific and general consultation bodies

17. The Council is required by legislation to consult “specific consultation bodies” and other interest groups. This covers a wide range of voluntary, community, special interest, amenity and business interests, referred to as “general consultation bodies”.

18. The Town and Country Planning (Local Planning) (England) Regulations 2017 defines the following as “specific consultation bodies”:

- a) The Coal Authority;
- b) The Environment Agency;
- c) The Historic Buildings and Monuments Commission for England (known as English Heritage);
- d) Marine Management Organisation;
- e) Natural England;
- f) Network Rail Infrastructure Limited;
- g) Highways England;
- h) County Council [Essex County Council];
- i) Adjoining Local Planning Authorities [London Borough of Havering; Epping Forest District Council; Thurrock Council; Chelmsford City Council; and Basildon Borough Council];
- j) Parish Councils [Blackmore, Hook End & Wyatts Green Parish Council; Doddinghurst Parish Council; Herongate and Ingrave Parish Council; Ingatestone and Fryerning Parish Council; Kelvedon Hatch Parish Council; Mountnessing Parish Council; Navestock Parish Council; Stondon Massey Parish Council; and West Horndon Parish Council]
- k) Neighbouring Parish and Town Councils;
- l) Relevant telecommunications companies;
- m) Primary Care Trust [NHS South West Essex] [also known as CCGs];
- n) Relevant electricity and gas companies;
- o) Sewage and water undertakers; and
- p) Homes England.

19. The Regulations 2017 define the following as “general consultation bodies”:

- a) Voluntary bodies, some or all of whose activities benefit any part of the local planning authority area;

- b) Bodies who represent the interests of different racial, ethnic or national groups;
- c) Religious groups;
- d) Disabled persons; and
- e) Persons carrying on business in the local planning authority area.

20. In order to ensure engagement with a wide range of organisations and individuals, the Council has an extensive consultation database. The consultation database is continually updated as planning consultations take place. Any group or individual can register to receive future notifications about forthcoming Local Plan consultations. Information held in the consultation database and methods for communication are reviewed subject to data protection rules and regulations. Examples of the types of groups we consult are set out in Appendix 1.

‘Hard to Reach’ groups

21. Whilst the Council wishes to engage with the community, there are some community members and groups that find it difficult to get involved with the planning system, referred to as ‘hard to reach’ groups. Some of these groups include:

- a) Young people, in particular those aged 21-25 years old;
- b) Ethnic minority groups;
- c) People with disabilities;
- d) The elderly;
- e) Rural communities;
- f) People with learning difficulties; and
- g) Gypsies and Travellers.

22. Consultation will be helped by ensuring, as far as possible, that documents are produced in a clear, concise and understandable manner. Documents can also be made available in different languages on request, where possible.

23. Wherever possible, and subject to the resources available, the Council will seek to hold meetings and exhibitions at times and locations to enable all who wish to, to be able to attend. This will include accessibility for people with disabilities, access to public transport and locations within the more rural parts of the Borough.

24. Parish Councils, resident associations, amenity societies and other local interest groups provide contact with many residents, particularly in rural communities. Other representative groups and organisations will also be directly consulted and invited to stakeholder meetings to enable engagement with hard to reach groups, such as ethnic minorities, the elderly, the young and disabled persons.

25. The voluntary and community sector has an important role to play in helping to engage with communities, particularly those that require support and help in becoming involved. The Council will continue to work with community groups to ensure effective and wide communication.

4. Types of Community Involvement

26. There are a range of possible methods and types of community involvement that the Council will use in the plan-making and decision-taking processes.

27. The Council will encourage electronic responses to our consultations. We will contact those on our consultation database to inform them about current consultations and how to respond. We recognise that not everyone has access to the internet. We will provide hard copies of documents for view in public locations such as the Council Offices and local libraries. In addition, we will work with Parish Councils to identify locations in more rural areas for people to view hard copy documents when needed.

28. The Council aims to meet the requirements of the Equality Act 2010. We aim to provide equality and fairness in all dealings with our communities to not discriminate on grounds of age; disability; gender; gender reassignment; pregnancy and maternity; race; religion or belief; sexual orientation; or marriage and civil partnership. Therefore, any consultation responses or representations received which are discriminatory will not be tolerated and these will not be considered as part of the consultation process.

29. In accordance with the Freedom of Information Act, the Data Protection Act and the Environmental Information Regulations, original written or electronic representations will be available online. All responses published will include only the respondent's name and reference number, with other personal information such as addresses, email addresses, phone numbers and signatures deleted/not viewable.

30. The Council will adhere to the minimum consultation requirements according to the national policy, guidance and regulations. When appropriate we will consult using additional methods. Table 1 provides two sections – section one identifies the consultation methods as required by the regulations, and section two identifies some additional consultation methods that could be used as deemed appropriate.

Table 1: Methods of Community Involvement

Section one: ways the Council will consult

Method of Consultation	Main Consideration
Documents available for inspection at the Council Offices and local libraries	This is a minimum requirement as set out in the Regulations 2017 (but there is no requirement for inspection copies to be in a hard copy format). However, the Council will provide hard copies of the main documents for inspection at the Council Offices and local libraries.
Letters/emails to specific and general consultation bodies as stated in the Regulations	This is a minimum requirement (again there is no requirement to provide these categories of consultees with hard copies of the documents). The relevant bodies will be notified at the appropriate time during the preparation of each Local Plan document. Under Regulation 36, we must provide a copy of

Method of Consultation	Main Consideration
	any document as soon as reasonably practicable after it has been requested. The format in which the document should be provided is not specified. Regulation 36 (3) allows us to make a reasonable charge for a copy of any document provided. If hard copies are requested, these would be printed on demand, and upon receipt of the cost of printing, packaging and postage, which would be advised beforehand.
Internet to be used for publishing documents and supporting information, newsletters and progress updates	Planning applications and development plan documents are viewable and can be downloaded from Council's website (www.brentwood.gov.uk). The progress of Local Plan can be viewed online and anyone interested in being consulted on Local Plan documents can register for updates by sending their email address to planning.policy@brentwood.gov.uk . Consultation response forms will be available online which can be printed off and returned to the Council by post. Planning applicants can follow the progress of current planning applications online.
Email	Email is a fast and cost effective way of communicating with the public and key stakeholders. The Local Plan database contains details of all consultees and is regularly updated. Where possible the Council will use email for consultation in preference to letters. Therefore, the Council will therefore not send notifications by post where we have an up to date email address.

Section two: additional methods to be considered

Method of Consultation	Main Consideration
Printed Media (local press, leaflets, newsletters and consultation response forms)	This is no longer a requirement for local authorities to publish notices in the local press. However, the Council will provide printed media notices where deemed most appropriate to do so in order to ensure that consultations reach the maximum number of people possible. Consultation response forms will be used when appropriate and these will be provided with the documents for inspection at the Council Offices and in local libraries.
Public exhibitions/displays/drop-ins	Locally targeted exhibitions and displays allows for participation and direct exchange of views. This method of consulting can be resource intensive. The Council will consider the best use of resources

Method of Consultation	Main Consideration
	when determining if this method of consultation is appropriate. Where Public exhibitions, displays, and/or drop-ins are considered to be viable, they will be held in accessible locations, over a number of days whilst drop-ins will be held for short periods of time. They will be held at varying times to ensure all sections of the community have an opportunity to attend.
Stakeholder Meetings/Workshops	This brings together key stakeholders and is a useful way of identifying key issues and achieving alignment with other strategies. The Council will engage with key stakeholders, local residents, businesses and others (such as hard to reach groups) where appropriate. Workshops are useful for identifying and focusing discussion around difficult issues and key themes.
Public Meetings	Open and inclusive way for people to engage in debate on the issues. However, this can be resource intensive.
Pre-existing Panels and forums	Panels provide a forum for authorities to disseminate information and canvass professional opinion on proposed documents or planning applications.
Questionnaires	Questionnaires enable engagement with the public on specific planning issues.

5. Plan-Making Community Involvement

31. The community can get involved and influence the drafting of policies and proposals in relation to the Local Plan. The plan-making process starts with a **preparation** stage (Regulation 18) to seek comments and views on what the real planning issues are facing the Borough and the choices to make. This requires the Council to carry out of the preliminary stages of evidence gathering and scoping exercises. As well as consultation with stakeholders on the broad subject and issues of each document.

32. The next stage is **Publication**:

- a) Publication of the proposals for a Local Plan - this is the proposed submission of what is considered to be the best strategy for the Borough; and
- b) Publication Consultation - it is important that those wishing to influence the Local Plan should comment at this stage. Unlike the previous consultations (Regulation 18), the publication (Regulation 19) consultation focuses on three core principals – duty to co-operate (consulting effectively with neighbouring authorities and statutory bodies), soundness, and legal compliance of the Plan. Those seeking changes at this point must present evidence as to why the Local Plan is unsound.

33. Followed by **Submission**:

- a) Consideration of consultation responses/representations leading to preparation of Submission document;
- b) Submission of document to the Secretary of State with a summary of the main issues arising from the consultation and how these have been taken into account in the Submission document; and
- c) Independent Examination in Public (including hearing sessions).

34. Finally, **Adoption**:

- a) Receipt of the Inspector's report;
- b) Consideration of Inspector's report;
- c) Adoption by the Council; and
- d) Monitoring and review.

35. The various types and methods of community involvement will differ according to the stage. The Regulations 2017 (specifically Regulations 18 to 19 and 35 to 36) are less prescriptive about minimum consultation requirements at different stages. The consultation process will also need to reflect the best use of resources and the need to keep to the programme for preparation of each document set out in the LDS. Where appropriate and feasible the Council will consider joint consultation working with other local authorities.

How long will consultations last?

36. The Council commits to consult for the statutory six weeks at the minimum. The 2012 Regulations (Regulation 17) confirms that the period for consultations must be not less than six weeks from the day on which a statement of the representation procedure is published. If a consultation period unavoidably runs over a holiday period (for instance Summer or Christmas) or in conjunction with another major consultation, consideration would be given to extending this period.

Supplementary Planning Documents

37. Similar procedures will apply for consultation on the production of Supplementary Planning Documents (SPDs). The Council will seek to engage with the same range of residents, local stakeholders and other agencies/bodies, as appropriate to the specific SPD. Consultation will help inform the final adopted document. SPDs are not subject to the same process of submission and examination as a Local Plan and do not require Sustainability Appraisals (they should relate to a Local Plan that has undergone a Sustainability Appraisal). Representations will be considered by the Council through the appropriate Committee showing how comments have informed the final SPD, which will be made clear through the 'Feedback' process set out below. SPDs involve at least one formal round of consultation lasting a minimum of four weeks in accordance with the Local Plan Regulations.

Neighbourhood Plans and Development Orders

38. Neighbourhood Plans and Neighbourhood Development Orders are taken forward by Neighbourhood Forums (including Parish Councils where relevant) with the support of the Council. Neighbourhood Plans can establish policies for the development of land in a neighbourhood if the majority of voters in that area give approval; these plans must be in conformity with the strategic policies in the Local Plan and National Planning Policy Framework. An application needs to be made by the forum to the Council to evidence that a forum has been created and area designated, in line with regulations.

39. Consultation procedures for Neighbourhood Plans and Development Orders are set out in the Localism Act 2011 and the Neighbourhood Planning Act 2017. Neighbourhood Forums are required to undertake pre-submission consultation themselves as set out in the Regulations. Following submission to the Council, the Council then publishes the plan or order for formal submission consultation. This is then followed by an independent examination and a referendum of the local neighbourhood.

40. At each stage in the Neighbourhood Planning process where publicity is required, in addition to publicising on the Council's website, the following be undertaken:

- a) Publish the matter on the applicant's website and/or parish newsletter (if there is one);
- b) Request the parish post a notice on the parish notice board or, in the absence of such a board, in a prominent position in the

parish/neighbourhood stating where the application, order or plan can be inspected;

- c) Issue a press release stating where the application, order or plan can be inspected;
- d) Publish a notice in the local press; and
- e) Notify neighbouring parish councils.

Community Infrastructure Levy

41. The Community Infrastructure Levy (CIL) allows local authorities to set charges which developers must pay when bringing forward new development in order to contribute to the delivery of infrastructure to support development. Brentwood has prepared a preliminary draft charging schedule and Whole Plan Viability Assessment. A more detailed draft charging schedule, which sets out the tariff for different types of development across the Borough, will be produced following the Local Plan Regulation 19 consultation.

42. The Localism Act includes provisions to make regulations which will require a meaningful proportion of these funds to be allocated according to the wishes of the neighbourhoods where the development has taken place. The Council will meet the consultation requirements for allocating the spending to be prioritised by the local neighbourhood as set out in Community Infrastructure Levy (Amendment) Regulations 2018.

43. The Council will consult on the preliminary draft charging schedule based on the evidence collected. Any representation made will be considered and amendments made to the charging schedule where required. Once the council are satisfied with the CIL, it will be subject to an independent examination and assessed on its soundness.

Providing feedback on Local Plan and Supplementary Planning Document consultation

44. The Council is committed to 'reporting back' on the responses to consultation. The Council's website will be updated regarding progress on the Local Plan documents. Following each stage of public consultation, we will:

- a) Consider fully all representations received and engage in further discussions where this will assist the Council in developing the document. Consensus will not always be achievable and where this is the case, the Council's reports will make clear the reasons for its decision, which can be subsequently challenged through the examination process;
- b) Make all responses to Publication or Submission stage documents available on our website;

- c) Produce a consultation report which will give an overview of the consultation process, a summary of the main issues raised and information on how these will be taken into account and affect the development of policy where appropriate. Consultation reports will be posted on our website; and
- d) When submitting a document for examinations in public, the Council is required to submit a statement setting out which bodies/persons the authority invited to make representations, how they were consulted, and a summary and number of main issues raised.

6. Decision-Taking: Community Involvement

45. The local community can provide their input on planning applications. The decision-taking process, also known as Development Management, principally involves the consideration and determination of planning applications. There are certain types of work that do not require planning permission. This is called 'permitted development'. Full details of this can be found on the Planning Portal website www.planningportal.gov.uk/permission/.

46. Local planning authorities are required by law to consult individuals and public bodies on various planning applications. The Council consider all views expressed and all comments made before reaching a decision.

47. Some proposals, such as those classed as 'major' require the applicant to consult with the local community before a planning application is submitted.

Pre-application stage

48. The National Planning Policy Framework recognises that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for everyone

49. The level of engagement should be proportionate to the nature and scale of the proposed development. The more complex or contentious the proposal, the broader the range of consultation methods should be to allow as many people as possible to have their say.

50. Early engagement by applicants, before an application is formally submitted, is encouraged so that the Council can give informal comments and help overcome any potential difficulties that may arise. This is a valuable way to improve understanding and consider any likely planning policy, design or other issues that may arise. The more issues that can be resolved at the pre-application stage, the more likely it is to result in a good quality and acceptable development.

Local communities

51. The Council encourages applicants for large scale development proposals to involve local communities before the formal application stage begins. This enables local communities to provide initial constructive comments and suggestions and may lead to fewer objections being made later on in the process, which are then material to the determination of the application.

52. It is recommended that involvement of local communities should be in the form of meetings, presentations and/or exhibitions. Applicants are encouraged to speak with the Council before arranging these events, so that they can be undertaken in a manner that is sensitive to local community concerns. However, any pre-application engagement undertaken with the community is done so by the applicant independent of the Council. Therefore, it is important that any comments being made are directed to the applicant and not to the Council at this stage.

Applying for planning permission

53. Making a planning application online is the most efficient way to submit proposals. Applications can be submitted online via the Planning Portal website www.planningportal.gov.uk/planning/applications/.

54. The Planning Portal is a quick and easy way to submit a planning application. Supporting documents and plans can be uploaded and the application fee paid online. Immediate verification is then received once the application is submitted.

55. Once the Council receives a planning application and validates it, we will make a decision on the proposal as quickly as possible. The time limits are usually 13 weeks for a 'major' development and 8 weeks for all other types of development (unless the application is subject to an Environmental Impact Assessment, in which case a 16-week time limit applies). In some cases, the statutory deadline can be extended via a mutual agreement (either through Article 29 agreements or Planning Performance Agreements); this enables both parties the opportunity to resolve certain problems, avoiding the unnecessary refusal of a development proposal that could otherwise be acceptable.

How to comment on planning applications

56. Comments can be made on planning applications up until the expiry date provided. We will use our discretion and take into account any comments received up until the recommendation report is prepared.

57. Any comments made will be a matter of public record, and so comments will be visible on the Council's website and published for public inspection at the Council Offices. We reserve the right to obscure comments considered to be inflammatory before being displayed on the website.

Who will be consulted on planning applications?

58. There are a range of statutory consultees that must be consulted, depending on the type and nature of the planning application. These are set by the Planning Regulations.

Adjoining and opposite neighbours

59. Owners and occupiers of any land which adjoins that to which a planning application relates and neighbours opposite, are informed and consulted on the application.

General public

60. The Council informs the general public on planning applications by publishing information on the Council's website. In the case of major or contentious applications, where we consider there may be a wider impact resulting from a development proposal, public site notices are displayed in proximity of the application site. Adverts will also be placed in the local newspaper for certain development proposals such as major applications and applications to carry out works to Listed Buildings.

Determining planning applications

61. There are numerous steps that are taken that lead to a decision. Once a decision on an application has been reached, the Council sends out a decision notice to the applicant or their agent, where applicable.

Appeals

62. Where a planning application is refused, the applicant may appeal against the decision. Where an application goes to appeal, the Council will notify interested parties, such as neighbours, and will give them the right to submit their views in writing or in person, depending on the method of appeal.

Appendix 1: Examples of Consultee Categories

Examples of Consultee Categories			
Advice and information groups	Amenity groups	Sport and leisure groups	Disability Groups
House builders	Community groups	Conservation and heritage groups	Women's groups
Land owners and developers	Education/children/young people's groups	Elderly groups	Political Parties
Environmental groups	Tenants and residents' groups	Health organisations	Architects, planners and other professionals
Housing associations	Police and other emergency services	Regeneration groups and partnerships	Transport Groups

Appendix 2: Sources of Information on the Planning Process

Planning Portal

1. The Planning Portal is the Government's online 'one-stop-shop' for planning and building services. It provides information on the planning system, allows you to submit a planning application, find out about development in your area, appeal against a decision and research government policy.
2. The Planning Portal is the first port of call for anyone wanting to find out about the planning system in England and Wales. The Portal provides a one-stop-shop supplying answers, services and information to anyone involved in the planning process, from home owners and businesses to planning professionals and Government officials. As the planning system evolves and modernises, the Portal aims to guide all users through the process. For more information visit www.planningportal.gov.uk

Planning Aid England

3. Planning Aid England provides free, independent and professional planning advice to community groups and individuals who cannot afford to pay professional fees. This is provided by the Royal Town Planning Institute.
4. Planning Aid can help people to:
 - a) Understand how the planning system works;
 - b) Comment on planning proposals;
 - c) Get involved in the preparation of Local Plans;
 - d) Draw up their own community plan or strategy; and
 - e) Apply for planning permission or appeal against the refusal of permission.
5. For more information please visit www.rtpi.org.uk/planning-aid.

Ministry of Housing, Communities & Local Government

6. The Ministry of Housing, Communities & Local Government's job is to create great places to live and work, and to give more power to local people to shape what happens in their area. One of their key responsibilities is to make the Planning system work more efficiently and effectively. To find out more visit: <https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>
7. The government's [Plain English Guide to the Planning System](#) gives an overview of how Planning works in England.
8. Government services and information can be found by visiting www.gov.uk

National Planning Policy and Guidance

9. The National Planning Policy Framework for England and Planning Practice Guidance can be viewed online at planningguidance.planningportal.gov.uk