Statement of Community Involvement

How we will involve the community in the planning of South Gloucestershire

Consultation Draft January 2007

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www.southglos.gov.uk
## LIST OF ACRONYMS/ABBREVIATIONS COMMONLY USED

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tr>
<td>AMR</td>
<td>Annual Monitoring Report</td>
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<tr>
<td>DPD</td>
<td>Development Plan Document</td>
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<td>LDD</td>
<td>Local Development Document</td>
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<td>LDS</td>
<td>Local Development Scheme</td>
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<td>PPG</td>
<td>Planning Policy Guidance Note</td>
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<td>RSS</td>
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<td>SA</td>
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<td>SEA</td>
<td>Strategic Environmental Assessment</td>
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<td>SGLP</td>
<td>South Gloucestershire Local Plan</td>
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<tr>
<td>SGMWLP</td>
<td>South Gloucestershire Minerals and Waste Local Plan</td>
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<tr>
<td>SPD</td>
<td>Supplementary Planning Document</td>
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<tr>
<td>2004 Act</td>
<td>Planning and Compulsory Purchase Act 2004</td>
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A glossary containing definitions of all of these terms is included at Appendix 1. This Statement of Community Involvement will largely avoid using acronyms and abbreviations, however it may be useful to understand what these acronyms mean as they are often used in the planning system.
Summary

In September 2004 the Government introduced a new planning system. Future planning policies for South Gloucestershire will be set out in a Regional Spatial Strategy and a Local Development Framework. The Local Development Framework will be a portfolio of documents.

The new system requires a more structured approach to public involvement and engagement in planning.

The Council is required to set out in a ‘Statement of Community Involvement’ how it intends to involve local people in the preparation of plans and policy documents and in planning application decisions.

A ‘statement of compliance’ must be submitted with each plan and policy document that we intend to adopt, to show that it has been prepared in line with the Statement of Community Involvement. We also expect that planning applications, depending on their level of complexity, will follow certain standards of public consultation before they are determined. How this will be done, by whom and when, is set out in the SCI.

This draft SCI explains how everyone can be involved in preparing new development plans and in consulting on planning applications. We embrace the Government’s aim of involving local people in planning and already have a good record and experience of using participatory techniques.

We have taken account of the regulations, national policy, a wide range of published material and our own experience in drafting this Statement of Community Involvement.

Commenting on the draft SCI

This draft is being published for your comments for a period of six weeks. This is an informal consultation period that will help us improve the document before it is formally submitted to the Government later this year, when it will also be subject to a formal second consultation period.

Your comments are invited on this draft SCI. Please send them to the Council by 5pm on Friday 23rd February 2007. You can make comments in several ways:

● By logging onto the Council’s consultation website - consultation.southglos.gov.uk (there is no www. at the start) where the document can be downloaded and comments made on-line;

● By email: localplan@southglos.gov.uk

● By post:
  Spatial Planning Team
  South Gloucestershire Council
  Thornbury Council Offices
  Castle Street
  Thornbury. BS35 1HF

If making comments by letter or email, please indicate which part of the SCI your comment(s) relates to and what change you would like to see made.
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Preface

The Local Development Framework

A new planning system was introduced by the Government in 2004. Under this new system, rather than producing a single Local Plan, we will now prepare several planning documents that make up a ‘Local Development Framework’. The project plan that will set out the programme for the planning policy documents that the Council will produce over a rolling three-year period is known as the ‘Local Development Scheme’.

The Local Development Framework will contain a collection of locally produced documents that set out the Council’s policies and proposals for the development and use of land. It will include:

- **Development Plan Documents (DPDs)** The Core Strategy, Site Specific Allocations and Policies, the Adopted Proposals Map and Area Action Plans.
- **Supplementary Planning Documents (SPDs)** SPDs explain in more detail some of the policies in Development Plan Documents.
- **Other LDF Documents** The Local Development Scheme, Annual Monitoring reports and the Statement of Community Involvement.

More information on the documents that the Council will be producing can be found in the Local Development Scheme (LDS). You can view this document on the Council’s website www.southglos.gov.uk or telephone the Spatial Planning team on 01454 863469 for a copy. Please note that the list of documents and timetables in the LDS are currently being reviewed. An updated version of the LDS should be available on the website by the end of January 2007.
Introduction

1.1 The new planning system is built around the principle of early community involvement in planning processes. In other words, providing greater opportunity for public discussion and consensus building at the early stages of developing proposals. A local community offers a rich source of knowledge and experience. By involving them as early as possible in the planning process it will be possible to:

- Produce better informed policies and decisions;
- Reduce disagreement and conflict; and
- Improve understanding of the scope and limitations of the planning system.

1.2 This Statement of Community Involvement (SCI) sets out how the Council will involve local people in the preparation of Development Plan Documents and Supplementary Planning Documents (see Section 3) and in determining planning applications (see Section 4).

1.3 The SCI is a Local Development Document within the overall Local Development Framework (see diagram on page iv). It shows local people:

- how and when they will be involved in the preparation of planning policy documents and in the consideration of planning applications;
- how consultation will meet their needs and be appropriate to the stage of the planning process to which it relates;
- how involvement will be as early as possible in the development of proposals;
- how their involvement will be relevant and continuing;
- how the Council is innovative and will use experience and best practice to ensure that involvement is effective, transparent and accessible; and
- how the Council will invite wider participation by involving groups that have traditionally been ‘hard to reach’.

(Taken from Planning Policy Statement 12 – Paragraph 3.4)

1.4 Appendix 1 sets out a glossary that gives definitions of the more technical terms used in this SCI.

Community Involvement to date in preparing the draft SCI

1.5 Regulation 25 of the Planning and Compulsory Act 2004 requires this early consultation for all Development Plan Documents and also for the SCI. This regulation sets out that the Local Planning Authority must consult with the following bodies before the draft SCI is submitted:

- the regional planning body (the South West Regional Assembly);
- each relevant authority any part of whose area is in or adjoins the area
of the local planning authority (Neighbouring Unitary Authorities, County, Town and Parish Councils); and

- the Highways Agency;

1.6 To comply with Regulation 25, letters were sent to these bodies and other stakeholder organisations on July 20th, October 27th and November 27th 2006. This letter informed the recipients that South Gloucestershire Council was embarking on the production of the SCI and asked for comments on how they felt the Council could best involve the community in the new planning system.

1.7 At the same time, an on-line questionnaire using the Council’s new iNovem e-consult computer programme was set up. This questionnaire had two aims:

- to find out, early on, public opinion on the effectiveness of various involvement techniques; and

- to start using and raise awareness of the iNovem on-line consulting system.

1.8 The letter invited recipients to register with the iNovem system and to complete the questionnaire. The letter made it clear that paper copies of the questionnaire were available if required so as not to prejudice those without easy access to a computer. The informal consultation officially closed on September 30th. However comments received after this date have also been taken on-board.

1.9 A second letter was sent to the same recipients on August 8th 2006, inviting them to attend one of three SCI Workshops:

1) 8th September, Chipping Sodbury Town Hall
2) 26th September, The Park Centre, Kingswood
3) 27th September, Greenfield Centre, Winterbourne

1.10 A total of 41 people attended the three workshops, averaging between 15 and 20 people per session. The discussions that took place at the workshops and the results of the iNovem questionnaire survey, together with best practice examples of adopted SCIs from elsewhere in the country and good practice guidance, have been used to inform the preparation of this draft SCI. A report that sets out all of the written comments that were made at the workshops is available on request.

Consultation on the draft SCI and Next Stages

1.11 The SCI has been prepared and published in draft so that all people who want to can help shape it and so influence the scope and form of future community involvement in the planning process.

1.12 Consultation on this draft SCI will run for six weeks from Friday 12th January 2007 to Friday 23rd February 2007. Comments received will be used to revise and update the SCI, to form the ‘submission’ version of the SCI. This will be submitted to the Government around September 2007 at which time there will be another six week public consultation period.
1.13 The SCI will undergo an independent examination before it is adopted. The independent examination is to test whether the SCI is ‘sound’ when assessed against tests listed in national policy.

**Help and Advice**

1.14 South West Planning Aid provides free, independent and impartial advice on town planning matters to community groups and individuals who cannot afford professional fees. It is part of the Royal Town Planning Institute, a charity and the professional body for planning. It has paid staff, as well as a strong professional volunteer network.

1.15 South West Planning Aid can prepare individuals and communities for their involvement with local authorities and the LDF process (e.g. through advice and training). It also provides help and support on planning applications.

1.16 For further details contact their Helpline on 0870 850 9807 if the inquiry relates to a planning application, or 0117 929 7292 if it’s about a development plan document.

Alternatively you can email: swco@planningaid.rtpi.org.uk Visit their website: www.planningaid.rtpi.org.uk for current information.

1.17 Council officers are also available to offer help and advice.
The South Gloucestershire Context

2.1 The Council's guiding principle is:

“To work in partnership with all the people of South Gloucestershire to promote the highest sustainable quality of life and environment and deliver value for money and quality services.”

2.2 Public engagement, consultation and decisions on planning policy matters and in handling planning applications are central to partnership working and to sustainable development. The Council has already established ways of working with a wide range of interest groups. When preparing the SCI and the Local Development Framework the aim is to build on that existing good practice, to make best use of existing communication channels and to develop new ways of working with hard to reach groups.

2.3 The Council has always exceeded its statutory duties to consult with the community and statutory bodies in the planning process. The 2004 Planning Act sets out enhanced processes and encourages a more inclusive and comprehensive approach to community involvement. This has several benefits including improved decision making, greater ownership by the local community of policies and plans that will shape the future of the area and speedier decisions, as issues can be resolved at an earlier stage.

Consultation with the Local Community

2.4 The Regulations for the Planning & Compulsory Purchase Act 2004 set out the groups that must be consulted during the determination of planning applications and the development of our Local Development Framework. These include statutory stakeholders such as neighbouring Local Authorities, Parish/Town Councils, Government Departments and other groups that represent the interests of various sectors of the community.

2.5 The ‘community’ includes many other individuals, groups and organisations that live, work, visit or operate here, including local businesses, developers and landowners, residents associations, the police, schools, amenity groups and service providers. Different groups will have different knowledge and experience of the planning system and their ability to get involved will vary. Those groups and individuals who are known to the Council and have experience of the planning system are easier to involve than those who do not.

2.6 Developers will often be familiar with the planning system, as will those landowners who might have been involved with development or consulted on proposals. Similarly, service providers, including health trusts, schools, emergency services and transport providers are easily identified and may have the capacity to be involved with local planning matters where appropriate and relevant.

2.7 The district has a diverse business base. Many companies may need support to understand the Local Development Framework, how it relates to
them and how to get involved. They may prefer to be represented by organisations such as Business Link for the West or Chambers of Commerce that are active in this area.

2.8 Parish and Town Councils, local societies and associations or specific amenity/interest groups often represent many thousands of local residents and many varied communities. These will have varying experience of the new planning system and different capabilities to get involved, as they are largely voluntary organisations.

2.9 Other residents including those in more isolated and rural areas, gypsies and travellers, young people, disabled and ethnic minorities may find it harder to get involved and may require extra support. This will take the form of:

- Ensuring documents are as clear and concise as possible.
- Providing a translation service of documents if requested.
- Making sure meetings are held at times and places convenient to all.
- For children and young people, consulting with local schools and colleges, the University of the West of England and the South Gloucestershire Youth Forum.
- For older people, consulting with the South Gloucestershire Senior Citizen’s Forum and similar organisations.
- Meeting the needs of disabled people, e.g. making a Portable Hearing Loop available at all meetings, workshops, etc.
- Ensuring that while the use of computer technology for consultation is increased and consolidated where appropriate, paper copies of documents and information are still easily available when needed.

2.10 Wherever possible, these harder to reach groups will be consulted through existing channels, such as the Council’s Corporate Equalities Group. This ‘community network’ will be encouraged to spread information and knowledge of the planning system.

2.11 In planning new developments the views of neighbouring residents, Parish or Town Councils and other statutory and non-statutory groups can be sought but future residents cannot be identified and consulted. We are committed to the creation of strong communities and aim to ensure that the interests of future residents are taken into account in planning new developments. Professional officers including Planners and those in other service departments and elected members are well placed to do this from previous experience and researching best practice found elsewhere.
3 How we will consult on Development Plans

3.1 In this chapter we explain the Local Development Framework and how we will involve the local community and statutory consultees during its preparation. We also describe how the results of community consultation will be used and how Sustainability Appraisals will be conducted.

3.2 Development Plan Documents are statutory plans setting out policies and proposals for the development and use of land. There will be differing arrangements for consultation at each of the main production stages and these are summarised below.

3.3 Supplementary Planning Documents ‘amplify’ policies that are set out in Development Plan Documents. A number of Supplementary Planning Documents (SPDs) are in production as of December 2006, including the Frenchay Conservation Area SPD, Northfield Development Brief SPD and the Design Checklist SPD.

3.4 When raising awareness and advertising consultation periods on both Development Plan and Supplementary Planning Documents, we will explain what is at stake at each stage and how the community can make a difference and have a say. This will be clear and in plain English.

3.5 It is recognised that the statutory six week consultation period allowed under planning regulations can be difficult to meet for some. As a general principle therefore, we will give as much notice as possible of forthcoming consultation periods so that members of the community may plan accordingly. We will also try, but cannot guarantee, to avoid consultation periods falling during the main substantial public holidays, i.e. Easter, the summer holiday period or Christmas.

Statutory and Non-Statutory Consultees

3.6 The organisations listed at Appendix 2 will be engaged and consulted with as relevant to each individual Development Plan Document and Supplementary Planning Document. Usually, the broader the range of issues contained in a Development Plan Document, the more consultees will be consulted. Each organisation will be written to and/or emailed and invited to make representations at relevant stages of the Development Plan Document process. The list given in Appendix 2 is indicative of the types of organisations that the Council will seek to involve at appropriate stages – it is not a complete or exhaustive list.

3.7 Officers will use judgement to write to those that they feel would be interested in and/or affected by the Development Plan Document or Supplementary Planning Document.

3.8 The Council maintains an extensive database of voluntary organisations and community groups based in and around the area. Relevant groups will
be written to at each key consultation stage and advised of the procedure for making representations. If requested, individual meetings with local interest groups will be arranged where time and resources permit.

**Methods of Consultation**

3.9 There are many ways that people can be involved and engaged in the planning system. Some methods may be more appropriate than others at certain times in the planning process, depending on who is involved or which stage in the process has been reached. The list that follows sets out the main methods that we will use on the basis of whether the purpose is to inform, consult with or involve people at that time. Appendix 3 gives a full list along with the uses and effectiveness associated with each technique. Appendix 4 lists how these techniques will be used to target different sections of the community.

3.10 Not all sections of the community will want to be involved in the same way. How people wish to be involved may depend on the issues at stake or the stage in the planning process that has been reached. There may be other methods not listed here that could be used and we would like to hear any other ideas for effective communication.

3.11 Ways of consulting:

- Email and postal letters
- Questionnaires
- Information available for inspection, e.g. written material, audio tapes, CD-ROMs, DVD

3.12 Ways of involving:

- Workshops
- Meetings with individuals or small groups
- Public meetings
- Focus, steering or advisory groups
- Using professional facilitators

3.13 Ways of informing:

- Leaflets and posters
- Postal letters and email
- Public exhibitions/information stands at key locations, e.g. shopping centres/supermarkets, libraries, doctor’s surgeries
- Council website
- Newspaper, television and radio coverage
- Notice boards and display boards
- Hotlines
- Council publications, e.g. South Gloucestershire News, or Parish/Town Council newsletters
● General publicity on Development Plan Documents and Supplementary Planning Documents

3.14 The Council’s website will be a key source of information in this regard and will be kept up to date. All documentation that can be made available electronically will be put online with representations being able to be made via email and the website in addition to posting comments.

3.15 In preparing Supplementary Planning Documents and Development Plan Documents the following tasks will be performed:

● Copies will be sent to those organisations considered likely to have an interest (e.g. Environment Agency, Home Builders Federation etc) from those listed in Appendix 2.

● The Document, together with any supporting documentation, will be made available for inspection at South Gloucestershire Council Offices and local libraries (and the mobile library where appropriate).

● Publish the Document on the Council’s website.

● Send a copy to the Government Office for the South West.

● Publicity or a press notice (depending on the stage of preparation) in a local paper with details of when and where the documents can be inspected. We will ensure that adequate publicity is given to the documents.

Key Steps in Producing Development Plan Documents and Supplementary Planning Documents

3.16 The two tables on the opposite page summarise the steps involved in preparing Development Plan Documents and Supplementary Planning Documents, with a more detailed written explanation following them:

3.17 There are four broad stages to the production of planning documents. The community and stakeholders will be involved in each stage to ensure the documents are effective and reflect community priorities.

Stage 1. Pre-Production (Evidence Gathering)

3.18 All planning documents should be founded on a clear understanding of the long-term economic, social and environmental needs of South Gloucestershire. This involves gathering accurate data that illustrates the context of South Gloucestershire and the issues it faces. This data collection is known as the ‘evidence base’ or sometimes ‘baseline data’.

Stage 2. Production (Identifying options and preparing documents)

3.19 This stage is divided into three key steps:

Step (i)

3.20 Once the evidence base has been developed, the Council will seek input from the community and stakeholders on the issues that the Development
### SUMMARY OF THE PROCESS OF PREPARING DEVELOPMENT PLAN DOCUMENTS

*(bold type shows main stages of community participation)*

1. **Early and informal involvement and engagement to establish the issues and options.**
   - This is known as the ‘pre-production’ or ‘issues and options’ stage.

2. **Issues and Options consultation outcomes taken into account**
   - The ‘Preferred Options’ document is published and consulted on for six weeks.

3. **Outcome of consultations assessed and taken into account in the preparation of the draft DPD. Feedback will be given to all people/organisations that responded.**

4. **Submission Development Plan Document submitted to Central Government. Six week consultation period follows.**
   - Feedback will be given to all people/organisations that responded. Any unresolved issues go forward to be dealt with at Public Examination. Any alternative sites for development (proposed by objectors) will be published for consultation.

5. **Public Examination led by Planning Inspector**
   - Council alter the Development Plan Document in line with Inspector’s recommendations. Plan is adopted.

### PROCESS SUMMARY FOR PREPARING AND CONSULTING ON SUPPLEMENTARY PLANNING DOCUMENTS (SPD)

*(bold type shows main stages of community participation)*

1. **Informal community involvement in preparation of the draft SPD**

2. **Draft SPD published for formal consultation for 4-6 weeks**
   - Feedback given to all those who responded. Consultation outcomes taken into account in the preparation of the final Supplementary Planning Document.

3. **Adopt SPD**
Plan Document needs to address and the options which are available to deal with those issues. There will be widespread public consultation on the issues and options identified.

3.21 In relation to Supplementary Planning Documents, there is no requirement to prepare issues and options. However, input from particular bodies may be sought prior to preparing the initial draft.

Step (ii)

3.22 Once all comments have been analysed by Officers, the Council will prepare and publish a ‘Preferred Options’ Document. This will set out the preferred option(s), together with a summary of the alternatives that were also considered. The document will provide detailed yet concise information including maps, diagrams and illustrations. It will be consulted on for six weeks with the community and statutory bodies to check that suggested options are practical and realistic. At the same time the Sustainability Appraisal Report setting out the sustainability impacts of the Preferred Options Document will also be put out to consultation.

3.23 In relation to Supplementary Planning Documents, a draft Supplementary Planning Document will be published and consulted on formally for between four and six weeks, depending on the document. A Sustainability Appraisal will accompany it.

3.24 A report will be produced outlining all representations received during these formal consultation periods as well as setting out the Council’s response. This will make clear the link between responses and Council decisions or actions. This report will be published and made available on our website and at Council offices. Individual representations will also be available for inspection at our Thornbury (Castle Street) offices.

Step (iii)

3.25 All representations will be considered before producing a final version of the Development Plan Document called the ‘Submission’ document. This will contain finalised policies and proposals. It will be submitted to the Secretary of State and published for formal consultation for six weeks. A further document describing how the Development Plan Document has taken into account representations on the preferred options, and another outlining alternative options put forward by others will also be published on the website and made available for inspection at our main offices. Any representations made during the formal consultation period will be sent to and considered by the Secretary of State, published and made available in the same way as before.

3.26 For Supplementary Planning Documents, representations made to the draft Supplementary Planning Document will be considered, appropriate changes following public consultation will be made, then the document will be adopted. Copies will be sent to relevant authorities and community groups.

Stage 3. Independent Examination

3.27 A Planning Inspector will be appointed by the Government to consider
whether the Submission Development Plan Document is effective and realistic at a public examination. The Inspector will then write a report that will set out how the Development Plan Document must be changed (if at all). The Inspector's Report will be binding, meaning that the Council must act on its recommendations, and must be available for public inspection.

3.28 There is no requirement for an examination of Supplementary Planning Documents.

Stage 4. Adoption

3.29 Following the examination, the agreed document, together with its Sustainability Appraisal, will be published. This will be advertised and made available at Council offices, South Gloucestershire libraries and will be put on the website www.southglos.gov.uk.

Consultation on Sustainability Appraisals

3.30 The purpose of Sustainability Appraisal is to promote sustainable development through better integration of sustainability considerations into the preparation and adoption of planning policy. Sustainability Appraisal is an ongoing process that identifies and reports on the likely significant effects of a plan or policy and the extent to which its implementation will achieve social, environmental and economic objectives. Put simply, it assesses how environmentally, economically and socially friendly a plan or policy is.

3.31 Information on the social, environmental and economic issues that affect the geographical and/or topic area of the Development Plan Document/Supplementary Planning Document will be collected and used to prepare an analysis of the situation. This will be used in preparing and assessing the Preferred Options for the Development Plan Document, or the draft Supplementary Planning Document. All Supplementary Planning Documents and Development Plan Documents should be subject to a Sustainability Appraisal.

3.32 In developing the Sustainability Appraisal for each policy document the statutory consultees and other relevant stakeholders will be consulted on the 'scope' of the Sustainability Appraisal. This will be done by producing a 'Scoping Report' that will be circulated to interested parties and statutory consultees. A Scoping Report sets out the main issues and how the Sustainability Appraisal will be carried out.

3.33 There are four statutory consultees that, as a minimum, the Scoping Report must be circulated to for comment. These are:

● Natural England (formerly English Nature);
● the Environment Agency;
● English Heritage; and
● the Countryside Agency.
3.34 Other stakeholder organisations will be consulted as appropriate.

3.35 Following consultation on the Scoping Report, the effects of the Development Plan Document/Supplementary Planning Document will be appraised and followed by wider consultation on a final Sustainability Appraisal Report with statutory consultees, other stakeholders and the general public. This will be carried out at the same stage as the consultation on the Preferred Options for the Development Plan Document, or at the same time as the draft Supplementary Planning Document. Where necessary, an appraisal will then be carried out of any significant changes made as a result of public participation, including possible alternative site proposals before the Development Plan Document and Sustainability Appraisal Report are submitted to the Secretary of State for independent examination.

**Using the Results of Consultation and Feeding Back**

3.36 Responses made during consultation stages will be considered and the results used to inform decisions and/or shape the documents, alongside government legislation, regulations and national policy. Reports will be prepared at the end of statutory consultation periods on how views have been considered and documents changed in light of community involvement. These will summarise the representations received, officer comments with recommended changes and reasons for these.

3.37 Not everyone will support policies and proposals emerging in the Local Development Framework, or have their views accepted by the Council. Some issues cannot be influenced, as these may be national or regional policies that the Council’s Local Development Framework must keep to. For other matters there may be scope to take on board changes and amendments suggested. We are committed to giving people the opportunity to make their views known and to have them considered. This information will be used to inform decisions alongside other comments we receive, government guidance and/or policies and our evidence base. By involving people from the outset we hope to balance competing needs and reach a consensus for Local Development Framework documents. We will be clear from the outset of all community involvement activities, about their scope and possible influence, to avoid raising unrealistic expectations.

3.38 We aim to provide feedback on consultation exercises for Local Development Documents. Letters/emails of acknowledgement to respondents at the end of statutory consultation periods will be sent out. This will include a summary of how the information will be used and the next steps in the process. We will also advise by letter/email respondents, statutory bodies and anyone who has asked to be notified, when Submission Documents are sent to the Secretary of State, the publication of an Inspector’s Report and adoption of the Document. All Submission documents will be accompanied by a ‘Statement of Compliance’, which will highlight how the Statement of Community Involvement has been followed, the main issues raised by the consultations undertaken and how these have been addressed in the Document.
4. How We Will Consult on Planning Applications

4.1 Finding out what the community thinks about new development is a fundamental part of our planning service. South Gloucestershire Council is extremely pro-active in this regard and does more than just the minimum requirements. Our policy is to ensure every planning application is supported with a level of publicity and consultation that is appropriate to the size and nature of the proposal. This section sets out our approach and processes for involving the local community, developers and statutory bodies in consultation on planning applications. Further information on planning application consultation can be found in Appendices 5, 6 and 7.

Our overall approach and service values

4.2 Publicising and consulting on planning applications clearly and in plain English is a key function of the Council’s planning service. Consultation allows better understanding of local issues, views and aspirations. It also plays a key role in influencing outcomes and decisions. However, we have to recognise it is not possible to satisfy everyone and achieve consensus all of the time. Nonetheless, as a Council, we feel it is important people have an opportunity to know what is happening and how decisions on planning applications are being made, even when sometimes others disagree with the decisions of the Council, or those that others have made.

How we publicise and involve people in planning decisions

4.3 The Government has set out statutory requirements that we have to follow. As a Council we undertake more than is required to meet these statutory minimum requirements. We have an extensive system for notifying and consulting people that involves web based techniques alongside more traditional methods. The range of methods we use for all applications is as follows:

- we post a site notice on every application site;
- we notify neighbours by letter giving them 21 days in which to comment. Letters tell people the time they have to reply, the officer handling the application and how they can inspect the plans;
- details of all planning applications are available at the Council’s three One Stop Shops at Thornbury, Yate and Kingswood;
- customer enquiries on planning applications can be made by phoning our Development Services Contact Centre on 01454 868004;
- details of all planning applications, including the application forms, drawings and any supporting statements are available to view on the Council’s website. The website also includes an on-line form to allow

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1 These are set out in Article 8 of the Town and Country Planning (General Permitted Development) Order and Section 67 and 73 of the Planning and (Listed Buildings and Conservation Areas) Act 1990.

2 www.southglos.gov.uk
easy submission of any comments about an application. Details about how to access the Council’s website are included in all correspondence we send to people about planning applications;

● some applications (listed building, conservation area consents and certain types of major applications) legally require newspaper publicity. These will appear weekly in the statutory notices section of one of the local newspapers circulating in the district;

● elected district Councillors are notified of all applications. Members of the public are able to contact their local Councillor to discuss planning applications;

● Parish and Town Councils are consulted on all planning applications in their areas. Their views are taken into account alongside other comments made on planning policies before a decision is taken;

● depending on the type and location of the application we are required by law to consult with a range of statutory and non statutory bodies, such as the Environment Agency and Highways Agency;

● professional advice is also sought from teams and departments within the Council who have expertise in landscape design, ecology, trees (arboriculture), environmental protection (noise, pollution, drainage, licensing), transport, urban design, planning policy and legal matters. Where necessary external advice is sought, for example, from/on land contamination, aviation, agricultural and equestrian issues, viability issues, structural engineers and barristers/QCs;

● once a planning application has been decided, the full text of the officer’s report and the decision notice, including reasons for approval or refusal, are also published on our website. The report will always summarise any comments received and provide the officer’s assessment.

Use of technology

4.4 The use of websites, email and the electronic storage and exchange of information is a part of modern day life for many people. Over the last few years the Council has developed its Development Services Website to offer a wide choice of information and advice to people who prefer and expect to receive and handle information via websites and by e-mail. Without having to visit Council offices, users of the planning service can now:

● view all correspondence relating to all applications and weekly lists of new applications;

● choose to comment on-line, as well as the ability to submit and pay for applications on-line;

● submit and track their applications on-line;

● use the Council’s ‘Local Connection’ website facility to find out about planning applications in their area.
4.5 However, while websites and e-mail provide people with more choice to contact the Council at times and ways that suit them, we know this does not always suit everyone. The Council is keen to promote the use of its website for handling planning applications. However, this will not be to disadvantage or exclusion of people and organisations that either do not have access to the internet or prefer to use more traditional methods and techniques.

4.6 As part of the Council’s wider Information and Computer Technology strategy, we are intending to move to consulting all Parish and Town Council’s (who receive details of all planning applications in their respective areas) by e-mail. Assuming this is broadly accepted, this will help improve the level of service we can offer to them. A support package is available to assist Parish and Town Councils with this transition and has already commenced with support being given by the Council for new computer hardware for Town and Parish Council use. Any Parish and Town Council that does not want to receive planning application details in this way can still choose to receive hard copies.

**How is a planning application determined and decisions made?**

4.7 Depending on the type of application and level of comments made, planning applications will be decided either under what is known as ‘delegated powers’ (where the power to determine specified applications has been specifically delegated by the Council to the Planning Department’s Director), or by elected Councillors at an Area Committee meeting.

4.8 The majority (around 90%) of applications are handled under delegated powers. This involves the Case Officer preparing a short report, which is scrutinised and authorised by the team leader or their deputy. The Council’s elected members decide the determination of all other applications, although every Council member does have the opportunity to remove delegated powers from particular applications if they so wish.

4.9 For all applications, the Case Officer prepares a report summarising the consultation responses and other issues that are all taken into consideration when determining the application.

**Consultation and commenting on planning applications**

4.10 You don’t have to be a developer or an identified statutory consultee to make comments on a planning application. While certain bodies and organisations will make comments in accordance with their public service duties – for example Parish and Town Council’s, in terms of representing local communities and the Environment Agency, in respect of flooding and flood risk, anyone is entitled to make comments.

4.11 People can also request to speak at the council meeting at which a planning application will be discussed. The Development Services Department has published further advice about speaking at a planning committee and how to make sure comments cover valid planning grounds. Copies of these
leaflets will be sent to those who have commented on an application that is due to be considered by a Development Control Sub-Committee. They are also available on request and can be downloaded from our website.

4.12 While a planning application is being determined, it is not uncommon for changes to be made to proposals. These may occur as a result of and following requests made by the officer handling the application, comments from consultees, or in response to objections from local residents. Should significant amendments be made, it is important that anybody who was originally notified about an application, and/or made comments, is kept informed. The general rule we follow is to use the same procedure as that for the original application, with new plans distinguished by a combination of the words - amended plans, additional plans or amended description.

4.13 Appendices 5 and 6 provide a summary of the consultation methods for involving people in planning applications. This expands on the procedures set out in the paragraphs above.

What level of consultation and publicity is suitable for which applications?

4.14 The Council’s approach is to consult widely, using the techniques identified above for every planning application. However some applications, because of their size and nature, will require wider consultation than others.

4.15 South Gloucestershire Council is currently dealing with the delivery of a large number of very complex development sites and this is likely to continue into the future. In response the Council has developed a process to guide the development of such sites through the forward planning and development control processes. This was originally adopted as interim guidance in July 2006³.

4.16 To ensure every planning application is provided with a level of publicity that is relative to the size and nature of the proposal, the Council has decided to rank applications based on three main tiers of proposals. The aim is to provide sufficient certainty to all users of the Council’s Development Services, regardless of who they are, about what the Council will undertake in the form of public consultation and what we expect and encourage others to do in terms of additional community consultation on major or ‘significant’ planning applications. These three tiers, the thresholds that apply and the information to be submitted are set out in the table below. An explanation of the document terms used in the table is contained in Appendix 7.

4.17 Since the interim arrangements were agreed in July 2006, some minor amendments have been required to increase clarity. In effect, the threshold for commercial floorspace on allocated sites has been raised and makes clear that SPD Development Briefs are not required for Brownfield (previously developed) site redevelopment. The aim is to adopt these revised thresholds now as a basis for consultation within the SCI. These amendments should help to provide greater clarity and enable resources to be directed to where they are most required and will have most affect.
### Major Sites - Consultation Requirements

<table>
<thead>
<tr>
<th>Scale</th>
<th>Moderate</th>
<th>Major or significant impact*</th>
<th>Very Major or Complex</th>
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<tbody>
<tr>
<td>Threshold: Residential&lt;br&gt;50 - 199 dwellings</td>
<td>200 - 1000 dwellings</td>
<td>Over 1000 dwellings</td>
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<tr>
<td>Other development&lt;br&gt;On Local Plan&lt;br&gt;allocated sites&lt;br&gt;2ha or 5000 sqm**&lt;br&gt;commercial floorspace&lt;br&gt;On non-allocated&lt;br&gt;sites 1000sq m.</td>
<td>On Local Plan&lt;br&gt;allocated sites&lt;br&gt;5ha or 10,000 sqm**&lt;br&gt;commercial floorspace&lt;br&gt;On non-allocated&lt;br&gt;sites 2000sqm</td>
<td>50,000sqm**&lt;br&gt;commercial floorspace&lt;br&gt;(excluding non-complex Brownfield sites).&lt;br&gt;On non-allocations&lt;br&gt;10,000sqm</td>
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<tr>
<td>PRE-APPLICATION&lt;br&gt;Public Engagement&lt;br&gt;Voluntary - but encouraged.</td>
<td>Public Engagement&lt;br&gt;Concept Statement***&lt;br&gt;Framework Plan - Executive report to endorse Concept Statement/ Framework Plan)</td>
<td>Public Engagement&lt;br&gt;Concept Statement***&lt;br&gt;Executive report to approve Concept Statement</td>
<td></td>
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<tr>
<td>APPLICATION&lt;br&gt;(All decision making by DC Committee or by delegation.)&lt;br&gt;Design and Access Statement</td>
<td>Design and Access Statement: Master Plan; Design Code.</td>
<td>Design and Access Statement: Framework Plan; Master Plan; Design Code; Detailed Master Plan</td>
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* Significant impact developments - These are development sites which by reason of the nature of the development proposed, the likely impact or the sensitivity of the site or its setting are considered to give rise to significant impacts which have more than local consequences.

** Commercial Floorspace - Applies only to employment uses in the B1, B2 and B8 categories.

*** Concept Statement – should incorporate consultation outcomes. For full definitions please see Appendix 7.

### What do we do when people make comments?

4.18 Planning application case files contain all of the comments received during public consultation. These are available to view on our website. In general, all comments are open to the public for inspection unless they are protected by legal privilege or contain sensitive commercial, financial or personal information.

4.19 The Council has targets for determining applications; 13 weeks for major applications and 8 weeks for all others. The Council will use the information
received in the application stage to inform the determination of the application. This is considered along with the appropriate development plan/LDF policies, national guidance and other supporting ‘material considerations’ such as relevant Supplementary Planning Guidance/Documents and technical advice.

4.20 It is common practice for the Case Officer, where appropriate and necessary, to advise the applicant of changes required to be made to the planning application following assessment of the application and consideration of the comments made by Parish and Town Councils, consultees or local residents. Applicants do not have to accept this advice, but if it is not followed, this could result in the application being refused. Where changes are made and revised plans submitted, these will be re-consulted on or re-advertised as set out in para 4.12 above.

What happens after a decision is taken?

4.21 Whether a decision is made by officers under delegated powers, or by elected councillors at an area committee, and in addition to the applicant, anybody who responded to the consultation is written to and told the decision and the reason for the decision. The Council’s website also holds a copy of decision notices.

How are people involved when planning decisions are appealed against?

4.22 There are no third party rights of appeal. Only applicants can appeal against a planning decision. The appeal is made to the Planning Inspectorate.

4.23 It is our practice to advise anyone who was consulted on the original planning application that an appeal has been received. They will have an opportunity to let the appeal Inspector know their views. These and any copies of previous correspondence will be sent to the Planning Inspectorate.

4.24 The Government has set out statutory advice that the Council must follow for hearings and Public Inquiries. Where appropriate we will engage with interested parties to see if any benefit can be had from joint statements of case. For hearings and public inquiries a site notice is published giving the date, time and location of the hearing/inquiry. In some instances local people may be able to append hearings and inquiries by making arrangements with the Inspector.
5 Resource Availability, Review and Linking with Other Strategies

Other Strategies

5.1 Planning decisions are made within the context of the South Gloucestershire’s Community Strategy and a wide range of other corporate and service strategies. The Community Strategy outlines plans for improving the economic, environmental and social well being of the District. It is prepared by the South Gloucestershire Partnership (the Local Strategic Partnership), which includes key stakeholders such as the Primary Care Trust, Avon and Somerset Constabulary, Filton College, the Corporate Equalities Forum and South Gloucestershire Council.

5.2 The Local Development Framework is a key way of delivering the aims of the Community Strategy, especially those relating to the development and use of land. Furthermore, the process of reviewing the Community Strategy and developing the Local Development Framework require enormous community involvement on similar issues. The Council will work with the South Gloucestershire Partnership to make sure that the content of the two documents complement each other.

5.3 The current Community Strategy -‘Our Area Our Future’ - was adopted by the Council in March 2003 and is in the process of being reviewed, with the intent to adopt a new ‘Sustainable Community Strategy’ in 2008. This will run until 2026, with a review date of 2011.

5.4 A range of other strategies are prepared by other organisations and Council Services that will be delivered in part through the Local Development Framework. As with the Community Strategy above, the Council will consider how these will be linked in terms of objectives, visions, combining consultations and sharing information obtained.

5.5 The voluntary and community sectors have vital roles to play in engaging communities, helping to give people a voice and reaching marginalised people. The preparation of Parish Plans can be very useful for local communities to identify key issues. They will be taken account of in Local Development Framework documents and the determination of planning applications as relevant and appropriate. We will seek, where appropriate, to use the ‘community network’ to raise awareness of planning issues, or in other words a ‘trickle-down’ approach to the dissemination of information. This method will not be solely relied upon and will most likely be encouraged in the earlier more informal stages of consultation and awareness raising.
Resources

5.6 This SCI is based on a realistic and robust assessment of likely resource availability over the coming years.

5.7 In short, South Gloucestershire Council does not have either the financial or staff resources with which to undertake community and stakeholder consultation on a massive scale. Instead it has been necessary to devise a programme of consultation that is achievable, continuous and effective, yet will not raise the public’s expectations unrealistically high. The programme for consultation set out in this SCI reflects this.

5.8 It is envisaged that many of the proposed consultation measures can be met in-house. Should it prove necessary and/or beneficial the Council will investigate the possibility of using external resources, such as consultants where appropriate, to conduct or assist with community consultation, engagement and involvement processes. Where consultation is led by a developer, the Council must be satisfied that engagement has been appropriate and meaningful.

5.9 The Spatial Planning Team Manager will be responsible for managing the overall consultation process and its implementation will be the responsibility of the Spatial Planning Team. Public consultation in relation to planning applications will be the responsibility of the Council’s Development Services Manager.

5.10 In some cases, managers and their teams in other Council service departments will be responsible for the production of certain Supplementary Planning Documents, Development Plan Documents, the associated Sustainability Appraisals and the community consultation and engagement involved with their production.

5.11 Corporately, the Council aims to ensure that wherever possible consultation on the Local Development Framework takes place in tandem with other consultation exercises in order to avoid ‘consultation fatigue’ and to make best use of available resources. For example, the Local Development Framework is the principal mechanism for delivering the land use and spatial elements of the Council’s Community Strategy. The Council will therefore work with the South Gloucestershire Partnership to ‘double-up’ with consultation on the Community Strategy wherever the opportunity arises.

5.12 In-house resources have been made available for preparing and consulting on the Local Development Framework including staff and budgets. Sufficient funding has been identified from central Council budgets to fund the involvement activities outlined in this Statement of Community Involvement. Planning Delivery Grant will supplement this.

5.13 It would be counter-productive for the SCI to set out particularly complex processes of community involvement that were too onerous to deliver. The Council will therefore prepare planning consultation programmes which will clearly identify what type of involvement communities can expect, with
methods of consultation that target resources to those areas where there will be maximum benefit.

5.14 Individual members of the public and organisations have a range of skills that can be brought into the involvement process. The ‘community network’ will be encouraged to disseminate information, where appropriate maybe by word-of-mouth, to other members of the community who may not have been aware of consultation exercises and planning issues that might affect them.

**Review of the SCI**

5.15 The SCI will be revised having regard to any particular problems or successes that we experience in consulting on the individual components of the Local Development Framework. This means that consultation techniques that have not been well responded to may be replaced by alternative tools and processes in the future.

5.16 The success and progress of the SCI will be assessed through the Annual Monitoring Report, which will be published in December each year. Any changes to the SCI arising from the Annual Monitoring Report will be made and accompanied by appropriate public consultation. Regard will be had to any emerging best practice guidance and/or changes in legislation that have been put in place since the SCI was originally published. Should the SCI need to be subject to a further examination, consultees will be advised of this.

5.17 At the formal submission stage of Supplementary Planning Documents and Development Plan Documents we will produce a statement that explains how the consultation that has taken place has been in-line with the SCI and the resources available. This will help to review the effectiveness of the methods used to involve and engage the community.

**Fair Interpretation and Openness**

5.18 We will ensure that representations made during consultation periods are assessed in an objective way without prejudice. Representations made to Local Development Framework documents will be fully accessible to the public. In making comments on any planning document this information will be open to anybody who wants to obtain it. Respondent’s details cannot be kept confidential. This is in compliance with the Freedom of Information Act 2005 and the Data Protection Act 1998.

5.19 Once each production and consultation stage has been completed we will publish within a reasonable time period a list of stakeholders and consultees who participated, what they have said and which changes the Council will make as a result.

**Complaints**

5.20 The Council aims to involve people in an effective way during the preparation of the Local Development Framework and when considering planning applications. Any complaints about the community involvement
activities in relation to the Local Development Framework we undertake should be sent in the first instance to:
Spatial Planning Team Manager
Planning, Transport and Strategic Environment
South Gloucestershire Council
Thornbury Council Offices
Castle Street
Thornbury. BS35 1HF

5.21 Any complaints about the involvement activities in relation to Planning Applications we undertake should be sent in the first instance to:
Head of Development Services
Planning, Transport and Strategic Environment
South Gloucestershire Council
Kingswood Civic Centre
High Street
Kingswood. BS15 9TR

5.22 A written acknowledgement will be sent within 5 working days of receipt of a formal complaint. A full response will be sent out within 28 days of receipt.

5.23 The complaints procedure is not intended to deal with complaints about the merits of planning decisions. However if any party is dissatisfied with the manner in which a planning application has been handled in terms of its administration, then they can complain to the Council in the first instance (as above), or if this does not lead to resolution of the complaint, then to the Local Government Ombudsman. The Council’s procedure for dealing with complaints can be found on our website - www.southglos.gov.uk.
Appendix 1

GLOSSARY OF TERMS

Community Network
Any and all people that make up individual communities, or the community as a whole. Often this network will be headed by prominent figures of the community, such as leaders of organisations that could assist with awareness raising of planning issues due to them often having large numbers of contacts throughout the community.

Concept Statement
Sets out the main quality objectives that should guide a development, the starting point for the design process. The concept statement is a concise, diagrammatic illustration of ideas with the potential to make the most of a site and might be followed by a more detailed development brief or Design and Access Statement.

Development
“The carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material changes in the use of any building or other land.” (Town & Country Planning Act (1990) Part III Section 55).

Development Brief
A document produced to provide information about preferred option(s) for the development of a site. It can be produced by the Council, developer and/or a third party. Ideally it is agreed by all parties and adopted as Supplementary Planning Guidance (now replaced by Supplementary Planning Documents).

Development Plan Document (DPD)
A Local Development Document that has been subject to independent testing and has the weight of development plan status. Replaces the Local Plans system.

Development Plan System
The system of structure and local plans (including minerals and waste local plans) prepared by local authorities as a framework for development and land use decisions in their area. This system is now being phased out and replaced by Local Development Frameworks under the Planning and Compulsory Purchase Act 2004.

Environment Agency
Government agency responsible for environmental regulation. Its legal duty is to protect and improve the environment of England and Wales. Created in 1996.

Evidence Base
The data and information about the current state of South Gloucestershire.

Gypsies and travellers
Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their families or dependents’
educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling show people or circus people travelling together as such.

(Planning definition, taken from ‘Definition of the term ‘gypsies and travellers’ for the purposes of the Housing Act 2004’ ODPM)

**Housing Need**

A level of socially desirable housing, the demand for which is not reflected in the open market, normally due to a lack of income in relation to prevailing house prices or rents. It can therefore only usually be met through an element of subsidy.

**Listed Buildings**

Buildings of special architectural or historic interest designated by the Department of Culture, Media and Sport under the Planning (Listed Building and Conservation Areas) Act 1990.

**Local Development Framework (LDF)**

The Local Development Framework is a portfolio, or a ‘folder’, of local development documents which will provide the local planning authority’s policies for meeting the community’s economic, environmental and social aims for the future of there area where this affects the development and use of land.

**Local Development Scheme (LDS)**

A public statement identifying which Local Development Documents will be produced by the Council and when.

**Local Development Document (LDD)**

Sits within the LDF portfolio and comprise Development Plan Documents (DPDs) that have been subject to independent testing and have the weight of development plan status and Supplementary Planning Documents (SPDs) which are not subject to independent testing and do not have development plan status.

**Local Strategic Partnership (LSP)**

A Local Strategic Partnership is a single non-statutory, multi-agency body, which matches local authority boundaries, and aims to bring together at a local level the different parts of the public, private, community and voluntary sectors.

**Mixed Use Development**

Developments that include a mixture of more than one of the following; housing, employment, leisure, shopping and community facilities.

**North Fringe of Bristol**

The area of land in South Gloucestershire adjoining the northern part of the boundary with Bristol City and contained within the M5, M4 and M32 motorways, including Filton, Patchway, Stoke Gifford and Bradley Stoke.

**Planning Guidance**

Non-statutory strategy and policy documents which inform or amplify policies in planning policy at the local level. These will include old style Supplementary Planning Guidance, Supplementary Planning Documents prepared under the new
planning system and set out in the Council’s Local Development Scheme, town centre strategies, parish plans, design guidance, concept statements, site development briefs and master plans. These will normally be prepared by the Council, or endorsed by it where they are prepared by third parties.

**Planning Policy Guidance (PPG) / Planning Policy Statement (PPS)**

PPGs have been issued by the Office of the Deputy Prime Minister (and its predecessors) (in some cases jointly with other Government departments) and set out the national policy context for Structure and Local Plans. PPGs are gradually being replaced by Planning Policy Statements (PPS). Plans at the local level have to take PPG/PPSs into account.

**Regional Planning Guidance for the South West (RPG 10)**

RPG10 was published by the Government Office for the South West in Sept 2001. It provides the regional framework within which local authority development plans and local transport plans in the South West should be prepared. As the result of the new Planning and Compensation Act, RPG10 now forms part of legal development plan and is known as the Regional Special Strategy for the South West (RRS10).

**South West Regional Assembly (SWRA)**

The SWRA is, inter alia, the regional planning body for the South West and advises the Government Office of the South West on the content of regional planning guidance. The SWRA is currently developing a new Regional Spatial Strategy for 2006 - 2026 that will set out a regional plan for development.

**Statement of Community Involvement (SCI)**

The Statement of Community Involvement sets out the local planning authority’s policy for involving the community in the preparation and revision of local development documents and planning applications.

**Stakeholder**

A person, group, company, association, etc. with an economic, professional or community interest in the District or specific part of it, or that is affected by local developments.

**Strategic Environmental Appraisal (SEA)**

A generic term used internationally to describe environmental assessment as applied to policies, plans and programmes.

**Sustainability Appraisal (SA)**

Sustainability appraisal is as a systematic and iterative appraisal process, incorporating the requirements of the European Strategic Environmental Assessment Directive. The purpose of sustainability appraisal is to appraise the social, environmental and economic effects of the strategies and policies in a local development document from the outset of the preparation process.

**Supplementary Planning Document (SPD)**

A Local Development Document that has not been subject to independent testing and does not have the weight of development plan status. SPDs replace
Supplementary Planning Guidance that was part of the old planning system. Helps to amplify the policies contained in Development Plan Documents.

**Supplementary Planning Guidance (SPG)**
Either theme or topic based. Provides additional information to Local Plan Policies. Non-statutory. Being phased out and replaced by Supplementary Planning Documents (SPD).

**Travelling Showpeople**
People who are self-employed business people who travel the country holding fairs. Most are members of the Showman’s Guild of Great Britain.

**The Regulations for the Planning & Compulsory Purchase Act 2004**

**Planning & Compulsory Purchase Act 2004**
New national planning legislation from central government aimed at improving the planning process and enhancing community involvement in it. Visit www.odpm.gov.uk to find out more.
Appendix 2

INDICATIVE LIST OF CONSULTEES FOR LOCAL DEVELOPMENT FRAMEWORK (list not exhaustive)

* indicates likely to receive complimentary copies of LDF documents with consultation notification letters

**Statutory Consultees**

Government Office for the South West (GOSW)*
The Countryside Agency*
The Environment Agency*
The Highways Agency*
English Heritage*
Natural England*
Department for Transport*
South West Regional Development Agency*
The Historic Buildings and Monuments Commission for England*
British Telecommunications Plc*
Avon, Gloucestershire and Wiltshire Strategic Health Authority*
Relevant Electricity, Gas, Water and Telecommunications Companies*
Department for Environment, Food and Rural Affairs*
Ministry of Defence*
Department for Culture Media and Sport*
South West Regional Assembly - 'The Regional Planning Body'*

**All internal and adjoining authorities (see below)**

**Organisations**

Woodland Trust*
Network Rail
Forest of Avon
Federation of Small Businesses

Department of Health South West Regional Office
British Waterways
Church Commissioners
Civil Aviation Authority
Commission for Architecture and the Built Environment
English Partnerships
Commission for Racial Equality*
Disability Rights Commission*
Disabled Persons Transport Advisory Committee
Council for the Protection of Rural England (CPRE)*
Friends of the Earth
Royal Society for the Protection of Birds*
Equal Opportunities Commission
National Playing Fields Association
Forestry Commission
Freight Transport Association
Gypsy Council
Health and Safety Executive
Housing Corporation
Outdoor Advertising Council
Learning and Skills Council
Relevant bus and rail operators
Post Office Property Holdings
South West Regional Housing Body
Sport England South West
Home Builders Federation*
Traveller Law Reform Coalition
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<th>Parish and Town Councils in South Gloucestershire</th>
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<tr>
<td>Acton Turville Parish Council*</td>
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<tr>
<td>Gloucestershire County Council*</td>
</tr>
<tr>
<td>Stroud District Council*</td>
</tr>
<tr>
<td>Alkington Parish Council</td>
</tr>
<tr>
<td>Ham and Stone Parish Council</td>
</tr>
<tr>
<td>Hillesley and Tresham Parish Council*</td>
</tr>
<tr>
<td>Kingswood Parish Council</td>
</tr>
</tbody>
</table>
North Nibley Parish Council
Forest of Dean District Council*
Tidenham Parish Council
Tidenham and Woolaston Parish Council
Aylburton Parish Council
Cotswold District Council*
Didmarton Parish Council
Appendix 3

WAYS OF CONSULTING, INVOLVING AND INFORMING

Methods of Involving

Involvement method | Use and effectiveness
---|---
Focus Groups | Participants invited to semi-structured interviews, meetings or workshops. Useful for area based discussion and the presentation of options. Views of representative groups can be obtained.
Public Meetings | Meetings held at a public venue for the community to receive information and express their views on relevant issues. Allows engagement with a large number of people at once and they can receive direct feedback. However some people may be uncomfortable expressing their views in front of a large number of people.
Workshops | Invitation only event for those people most involved with the document/application. Aim of identifying issues and possible solutions. Can be held in different locations with different sectors of the community.
Planning Aid | Government funded service aimed at targeting communities which do not normally get involved in the planning system
Steering/advisory Groups | Include internal and external stakeholders. Focus on consideration of options and/or providing guidance.
Citizens Panels | Representative groups of residents from across the district asked for their views.

Methods of Informing

Informing method | Use and effectiveness
---|---
Internet/Website | Can provide detailed information on a regular basis at minimal cost.
Letters/email | Direct provision of information with interested parties
Leaflets | Cost effective means of informing a large number of people.
Media Coverage | Regular press releases for the local press, radio and TV. Good for raising awareness across a wide audience. Can utilise free newspapers and council publications.
Exhibitions | Visual displays of information put up in public venues. Good for generating awareness and face-to-face dialogue.
Posters | Effective for publicising events and generating awareness.
### Methods of Consulting

<table>
<thead>
<tr>
<th>Consultation Method</th>
<th>Use and effectiveness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet/Website</td>
<td>Documents for viewing/downloading and on-line forms for submitting comments. Can submit comments via email as well. Reduces the need for paper usage, thus more environmentally friendly and cost saving.</td>
</tr>
<tr>
<td>Letters/email</td>
<td>Direct provision of information with interested parties</td>
</tr>
<tr>
<td>One-to-one meetings</td>
<td>Able to obtain detailed comments and possibly resolve potential issues.</td>
</tr>
<tr>
<td>Questionnaires</td>
<td>Able to obtain preferences and comments. Unlikely to be used by those without an interest in the planning system.</td>
</tr>
<tr>
<td>Written material available for inspection and comment</td>
<td>Documents and comment forms made available at key locations such as libraries and council offices.</td>
</tr>
</tbody>
</table>
### TARGET GROUPS AND HOW THEY WILL BE INVOLVED

<table>
<thead>
<tr>
<th>Target Group</th>
<th>Typical Groups</th>
<th>Potential Issues</th>
<th>Main Consultation methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local residents and neighbours of site allocations and development sites</td>
<td>Individual residents and families and residents associations</td>
<td>May not be familiar with the planning process. Likely to have strong views and early involvement important to promote understanding on all sides.</td>
<td>Direct mail, media coverage, public meetings, leaflets, posters, public exhibitions, questionnaires, internet/ website.</td>
</tr>
<tr>
<td>General public</td>
<td>Residents, commuters, visitors to the district, people who work in the district.</td>
<td>General awareness raising of planning issues often required.</td>
<td>Media coverage, public meetings, leaflets, posters, public exhibitions, questionnaires, internet/ website, citizens panel</td>
</tr>
<tr>
<td>Councillors</td>
<td>South Gloucestershire Councillors</td>
<td>Need to be fully engaged throughout the plan preparation process particularly through steering groups, working parties and participation in public meetings</td>
<td>Steering/Advisory groups, workshops, letters/ email, Councillor briefing sessions/meetings, council intranet</td>
</tr>
<tr>
<td>Town &amp; Parish Councils</td>
<td>All Town &amp; Parish Councils in and neighbouring South Gloucestershire</td>
<td>Likely to participate effectively in direct consultation, public meetings and focus groups. Important contacts for a range of local organisations and residents.</td>
<td>Media coverage, public meetings, letters/email, leaflets, posters, exhibitions, internet/website, workshops.</td>
</tr>
<tr>
<td>Adjacent Local Councils</td>
<td>Bristol City Council, Bath and North East Somerset, North Wiltshire, Stroud, Forest of Dean, Monmouthshire (Wales)</td>
<td>Familiar with planning and consultation processes; they will respond to consultation letters and are likely to maximise opportunities for electronic communication.</td>
<td>Internet/website, letters/email.</td>
</tr>
<tr>
<td>Central and Regional Government and Development Agencies</td>
<td>GOSW, South West Regional Assembly, SW Regional Development Agency</td>
<td>Familiar with planning and consultation processes. They will respond to consultation letters and are likely to maximise opportunities for electronic communication.</td>
<td>Internet/website, letters/email.</td>
</tr>
<tr>
<td>Target Group</td>
<td>Typical Groups</td>
<td>Potential Issues</td>
<td>Main Consultation methods</td>
</tr>
<tr>
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</tr>
<tr>
<td>Statutory bodies</td>
<td>All those listed in Appendix 2 as statutory consultees</td>
<td>Familiar with planning and consultation processes. They will respond to consultation letters and are likely to maximise opportunities for electronic communication.</td>
<td>Internet/website, letters/email</td>
</tr>
<tr>
<td>Business community</td>
<td>Local businesses/retailers, Chambers of Trade and Commerce, Town Centre Managers</td>
<td>Spatial planning has key impacts on businesses but employers have traditionally not given priority to planning policy issues.</td>
<td>Media coverage, leaflets, internet/website, focus groups.</td>
</tr>
<tr>
<td>Developers, landowners and agents</td>
<td>Home Builders Federation, individual house builders and developers</td>
<td>The input of key landowners will be critical, so they may need to be identified and contacted directly.</td>
<td>Media coverage, leaflets, public meetings, internet/website, focus groups, one-to-one meetings.</td>
</tr>
<tr>
<td>Planning Consultants</td>
<td>Various firms with offices in the sub-region as well as other national firms</td>
<td>Familiar with planning and consultation processes. They will respond to consultation letters and are likely to maximise opportunities for electronic communication.</td>
<td>Internet/website, letters/email</td>
</tr>
<tr>
<td>Other housing groups</td>
<td>Housing Associations, Avon Travellers Support Group, Housing Corporations</td>
<td>May be variability of experience with the planning system, so a wide range of methods will be used.</td>
<td>Media coverage leaflets, letters/email, one-to-one meetings, focus groups, workshops. Consultation documents available in alternative appropriate formats.</td>
</tr>
<tr>
<td>Voluntary and Community Groups, residents and community associations</td>
<td>e.g. Yate Voluntary Link, Filton People</td>
<td>Might not be familiar with planning issues, but will be an important source of local knowledge.</td>
<td>Media coverage, leaflets, letters/email, focus groups, workshops</td>
</tr>
<tr>
<td>Religious, racial, ethnic and language groups</td>
<td>Equal Opportunities Commission, South Gloucestershire Asian Group</td>
<td>May need to target format and language of consultation documentation. May not be familiar with planning issues.</td>
<td>Media coverage, leaflets, letters/email, focus groups, workshops, one-to-one meetings.</td>
</tr>
<tr>
<td>Target Group</td>
<td>Typical Groups</td>
<td>Potential Issues</td>
<td>Main Consultation methods</td>
</tr>
<tr>
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</tr>
<tr>
<td>Disability Groups</td>
<td>Disability Rights Commission, other groups representing particular disability groups</td>
<td>Might not be familiar with planning issues, but will be an important source of local knowledge.</td>
<td>Media coverage, leaflets, letters/email, one-to-one meetings, focus groups, workshops. Consultation material should be available in alternative formats</td>
</tr>
<tr>
<td>Elderly</td>
<td>Help the Aged, Age Concern, South Gloucestershire Senior Citizens Forum</td>
<td>Might not be familiar with planning issues, but will be an important source of local knowledge.</td>
<td>Media coverage, leaflets, letters/email, focus groups, workshops.</td>
</tr>
<tr>
<td>Young people and the learning community</td>
<td>Youth Clubs, school governing bodies, Learning and Skills Council, University of the West of England, South Gloucestershire Youth Forum</td>
<td>Might not be familiar with planning issues, but will be an important source of local knowledge.</td>
<td>Media coverage, leaflets, letters/email, focus groups, workshops.</td>
</tr>
<tr>
<td>Health and Welfare</td>
<td>Health Authorities, Primary Care Trusts, emergency services, South Gloucestershire Local Strategic Partnership</td>
<td>Important source of specialist knowledge.</td>
<td>Letters/email, one-to-one meetings, focus groups, workshops.</td>
</tr>
<tr>
<td>Hard to reach groups</td>
<td>Children and young people, Gypsies and travellers, homeless groups and people who traditionally haven’t engaged with consultation programmes, such as those on low incomes, ethnic minorities, etc</td>
<td>Groups representing sections of the public that have traditionally been more difficult to reach than the rest of the population. Unlikely to respond to traditional consultation techniques - need for innovative approaches and careful targeting.</td>
<td>Specially tailored and arranged focus groups and workshops, media coverage, posters and exhibitions.</td>
</tr>
<tr>
<td>Arts and Sports representatives</td>
<td>Sport England, Art SW.</td>
<td>Important source of specialist knowledge. May not be familiar with the planning system.</td>
<td>Media coverage, leaflets, letters, email, focus groups, workshops.</td>
</tr>
<tr>
<td>Interest groups</td>
<td>National and local groups covering varied or single issue interests</td>
<td>Important source of specialist knowledge.</td>
<td>Media coverage, leaflets, internet/website, letters/email, focus groups, workshops.</td>
</tr>
<tr>
<td>Target Group</td>
<td>Typical Groups</td>
<td>Potential Issues</td>
<td>Main Consultation methods</td>
</tr>
<tr>
<td>------------------------------</td>
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</tr>
<tr>
<td>Transport</td>
<td>Coach, train and bus companies, Highways agency, sustainable transport groups, footpath and bridleway groups.</td>
<td>Important source of specialist knowledge. Groups will vary in their knowledge of planning processes and are therefore likely to be involved in a variety of consultation methods.</td>
<td>Media coverage, leaflets, internet/ website, letters/ email, focus groups, workshops, questionnaires.</td>
</tr>
<tr>
<td>Environment</td>
<td>Conservation groups, e.g. English Nature, RSPB, Avon Wildlife Trust, Forestry Commission, farming groups, archaeological groups, historical bodies and groups.</td>
<td>Important source of specialist knowledge. Groups will vary in their knowledge of planning processes and are therefore likely to be involved in a variety of consultation methods.</td>
<td>Media coverage, leaflets, internet/ website, letters/ email, focus groups, workshops, questionnaires.</td>
</tr>
<tr>
<td>Utilities, telecoms and infrastructure</td>
<td>Environment Agency, gas and electricity suppliers, water and sewerage companies, renewable energy groups, telecommunication groups/ companies.</td>
<td>Important source of specialist knowledge. Groups will vary in their knowledge of planning processes and are therefore likely to be involved in a variety of consultation methods.</td>
<td>Media coverage, leaflets, internet/ website, letters/ email, focus groups, workshops, questionnaires.</td>
</tr>
<tr>
<td>South Gloucestershire Local Strategic Partnership</td>
<td>Representatives from local public services, private business and voluntary groups.</td>
<td>Important body in terms of a wide range of relevant organisations. Membership would provide contacts for focus groups and a means to identify best methods of engaging with hard to reach groups.</td>
<td>Media coverage, leaflets, internet/ website, letters/email focus groups, steering groups.</td>
</tr>
</tbody>
</table>
Appendix 5

ADVERTISING PLANNING APPLICATIONS

The following procedures support the guidance set out in Section 4 of this SCI.

**Neighbourhood notification letters**

When the Council is asked to determine a planning application it will publicise to local residents that a planning application has been received by a neighbourhood notification letter.

**Site Notices**

Planning applications received will be publicised by a site notice or a notice in a local newspaper, or in some cases both.

Site notices will be posted by the case officer or applicant and usually on the main entrance to the proposed development in a position where the public can easily read it without entering the application site. Site notices contain basic information which can assist people to know what's proposed in their area and can help them to know where they can find out more information. A notice will give a date by which comments should be made, the name and telephone number of the case officer, as well as a website for viewing the application online.

Local planning authorities are legally required to publicise certain applications by notice in a local newspaper in which the land is situated in the statutory notices section of one of our newspapers circulating in the district. The newspaper used depends on the parish in which the application is made.

Anybody originally notified about an application, and everyone who has made comments on it, will be notified of amended plans that are received, and which require further publicity.

**Time Periods**

Only when the publicity period has expired can the planning applications be decided. 21 days needs to elapse after the site notice has been posted, any statutory press advertisement was published, or the date on the neighbour notification letter for this to take place.

Information contained in either the neighbourhood notification letter, notice or press advertisement explains where and how people can view planning applications.

**Making Comments**

Comments on applications should always be made in writing/email. In circumstances where the publicity period has expired it may not be too late to make comments. This can be established by telephoning the Customer Enquires Team.

We have two area development control teams. Written comments should be addressed to:

Development Services, Planning, Transportation and Strategic Environment, Castle Street, Thornbury, BS35 1HF; or
Development Services, Planning, Transportation and Strategic Environment, Castle Street, Thornbury, BS35 1HF.

Comments can also be emailed using our website www.southglos.gov.uk. When sending letters or e-mail please quote:

- The planning application number
- The address of the property to which it relates
- Your own address

All comments will be acknowledged in writing and will be taken into account before a decision is reached provided they are received in time. All comments are placed on the application file and published on our website and are available for public inspection.

If the application is to be considered by the Development Control Committee, anyone making written comments will be notified of the date of the meeting and how they can address the Committee if they wish. Once a decision has been reached, people who have made comments will also receive details of the decision notice.

**Public Speaking**

Where an application is to be determined by a Development Control Committee, an opportunity is provided to address the committee. The opportunity to speak is provided for:

- The applicant or supporters of the application.
- Objectors to the application who have already made written objections.
- Each of these groups is entitled to speak for three minutes.

**One Stop Shops / Customer Enquires Contact Centre**

The Council offices at Kingswood, Thornbury and Yate all contain ‘One-Stop-Shops’ where trained staff are available to answer general planning queries. A telephone contact centre is also available where trained staff are also available to answer planning queries. The telephone number of the contact centre is 01454 868004.
## Appendix 6

### CONSULTATION METHODS FOR PLANNING APPLICATIONS

<table>
<thead>
<tr>
<th>TYPE OF APPLICATION</th>
<th>GROUP CONSULTED</th>
<th>METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAJOR DEVELOPMENT</strong> (10 or more residential units, or over 0.5 ha, other development over 1000 square metres in floorspace or over 1 ha in site area)</td>
<td>Statutory consultees - as set out in the General Development Procedure order 1995 (as amended)</td>
<td>By letter with plans (electronically)</td>
</tr>
<tr>
<td></td>
<td>Parish /Town councils – within whose area the site falls</td>
<td>By letter (electronically by agreement)</td>
</tr>
<tr>
<td></td>
<td>Neighbours – all adjoining occupiers having a common boundary with the site, and properties directly opposite. All occupiers of land within 100m of the vehicular and pedestrian access points (measured linearly along the road, including properties on the opposite side of the road). If the subject of an enforcement investigation, the complainant.</td>
<td>By letter (press notice published and site notice posted for major developments). Application details available to view at the council's offices, and on-line</td>
</tr>
<tr>
<td><strong>MINOR DEVELOPMENT</strong> (9 or fewer residential units, or residential development of less than 0.5 ha, other development less than 1000 square metres floorspace or less than 1 ha in site area)</td>
<td>Statutory consultees - as set out in the General Development Procedure order 1995 (as amended)</td>
<td>By letter with plans (electronically)</td>
</tr>
<tr>
<td></td>
<td>Parish /Town councils - within whose area the site falls</td>
<td>By letter (electronically by agreement)</td>
</tr>
<tr>
<td></td>
<td>Neighbours - all adjoining occupiers having a common boundary with the site, and properties directly opposite. All occupiers of land within 30m of the vehicular and pedestrian access points (measured linearly along the road, including properties on the opposite side of the road). If the subject of an enforcement investigation, the complainant.</td>
<td>By letter (press notice published and site notice posted for certain types of development). Application details available to view at the council's offices, and on-line. Applicant also requested to post on site a site notice for 21 days</td>
</tr>
<tr>
<td>TYPE OF APPLICATION</td>
<td>GROUP CONSULTED</td>
<td>METHOD</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>CHANGES OF USE/CONVERSION</td>
<td>Statutory consultees - as set out in the General Development Procedure order 1995 (as amended)</td>
<td>By letter with plans (electronically)</td>
</tr>
<tr>
<td></td>
<td>Parish /Town councils - within whose area the site falls</td>
<td>By letter (electronically by agreement)</td>
</tr>
<tr>
<td></td>
<td>Neighbours - all adjoining occupiers having a common boundary with the site, and properties directly opposite. If the subject of an enforcement investigation, the complainant.</td>
<td>By letter (press notice published and site notice posted for certain types of development). Application details available to view at the council's offices, and on-line.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicant also requested to post on site a site notice for 21 days</td>
</tr>
<tr>
<td>HOUSHOLDER DEVELOPMENT</td>
<td>Statutory consultees - as set out in the General Development Procedure order 1995 (as amended)</td>
<td>By letter with plans (electronically)</td>
</tr>
<tr>
<td></td>
<td>Parish /Town councils - within whose area the site falls</td>
<td>By letter (electronically by agreement)</td>
</tr>
<tr>
<td></td>
<td>Neighbours Rear extensions: owners/occupiers on both sides and to the rear</td>
<td>By letter (press notice published and site notice posted for certain types of development). Application details available to view at the council's offices, and on-line.</td>
</tr>
<tr>
<td></td>
<td>Front extensions including porches: owners/occupiers on both sides, and immediately opposite if development within 21 metres</td>
<td>Applicant also requested to post on site a site notice for 21 days</td>
</tr>
<tr>
<td></td>
<td>Side extensions: owners/occupiers immediately adjacent to the proposal and any property directly to the front or rear if within 21 metres of the proposal If the subject of an enforcement investigation, the complainant</td>
<td></td>
</tr>
<tr>
<td>ADVERTISEMENTS, CONSERVATION AREA</td>
<td>Statutory consultees - as set out in the General Development Procedure order 1995 (as amended)</td>
<td>By letter with plans (electronically)</td>
</tr>
<tr>
<td>CONSENTS, LISTED BUILDING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONSENTS, WORKS TO TREES, OPERATIONAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEVELOPMENT</td>
<td></td>
<td>By letter (electronically by agreement)</td>
</tr>
</tbody>
</table>
## Statement of Community Involvement

**Consultation Draft - January 2007**

<table>
<thead>
<tr>
<th>TYPE OF APPLICATION</th>
<th>GROUP CONSULTED</th>
<th>METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Neighbours: all adjoining occupiers having a common boundary with the application site, and properties directly opposite if considered appropriate by the case officer.</td>
<td>By letter (press notice published and site notice posted for certain types of development, e.g. all conservation area and listed building applications). Application details available to view at the council’s offices, and on-line. Applicatant also requested to post on site a site notice for 21 days (if not a statutory requirement)</td>
</tr>
<tr>
<td></td>
<td>If the subject of an enforcement investigation, the complainant.</td>
<td></td>
</tr>
</tbody>
</table>

### CERTIFICATES OF LAWFULNESS

<table>
<thead>
<tr>
<th>TYPE OF APPLICATION</th>
<th>GROUP CONSULTED</th>
<th>METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Statutory consultees - as set out in the General Development Procedure order 1995 (as amended)</td>
<td>By letter with plans (electronically)</td>
</tr>
<tr>
<td></td>
<td>Parish /Town councils - within whose area the site falls</td>
<td>By letter (electronically by agreement)</td>
</tr>
<tr>
<td></td>
<td>Neighbours: all adjoining occupiers having a common boundary with the application site, and properties directly opposite if considered appropriate by the case officer</td>
<td>By letter (press notice published and site notice posted for certain types of development, e.g. all conservation area and listed building applications). Application details available to view at the council’s offices, and on-line. Applicatant also required to post on site a site notice for 21 days</td>
</tr>
<tr>
<td></td>
<td>If the subject of an enforcement investigation, the complainant</td>
<td></td>
</tr>
</tbody>
</table>

### PRIOR NOTIFICATION - AGRICULTURAL, DEMOLITION

<table>
<thead>
<tr>
<th>TYPE OF APPLICATION</th>
<th>GROUP CONSULTED</th>
<th>METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Statutory consultees - as set out in the General Development Procedure order 1995 (as amended)</td>
<td>By letter with plans (electronically)</td>
</tr>
<tr>
<td></td>
<td>Parish /Town councils - within whose area the site falls</td>
<td>By letter (electronically by agreement)</td>
</tr>
<tr>
<td></td>
<td>Neighbours: all adjoining occupiers having a common boundary with the application site, and properties directly opposite if considered appropriate by the case officer</td>
<td>By letter Application details available to view at the council’s offices, and on-line.</td>
</tr>
<tr>
<td></td>
<td>If the subject of an enforcement investigation, the complainant</td>
<td></td>
</tr>
<tr>
<td>TYPE OF APPLICATION</td>
<td>GROUP CONSULTED</td>
<td>METHOD</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>PRIOR NOTIFICATION</td>
<td>Statutory consultees - as set out in the General Development Procedure order 1995 (as amended)</td>
<td>By letter with plans electronically</td>
</tr>
<tr>
<td>TELECOMMUNICATIONS</td>
<td>Parish /Town councils - within whose area the site falls</td>
<td>By letter (electronically by agreement)</td>
</tr>
<tr>
<td></td>
<td>Neighbours: all neighbours within 100 metres of the site, schools within 400 metres</td>
<td>By letter Application details available to view at the council’s offices, and on-line.</td>
</tr>
<tr>
<td></td>
<td>If the subject of an enforcement investigation, the complainant</td>
<td>Site notice posted</td>
</tr>
</tbody>
</table>
Appendix 7

DEFINITIONS OF DESIGN DOCUMENTS FOR SIGNIFICANT PLANNING APPLICATIONS

South Gloucestershire Council is currently dealing with the delivery of a large number of moderate to major development sites. The table on page 19 sets out the Council’s approach to dealing with significant planning applications. The following definitions are intended to supplement this guidance.

Position statement
A document which sets out the planning policy context for the site – including its local plan designation and listing the relevant policies that apply. It will set out factual background only and set the context for what infrastructure may be needed - but not in any detail; an example might be “appropriate education provision”. It should include an up to date location and site plan (A4 or A3) as well as a broad programme for public consultation and planning application. It is expected that a developer led Position Statement would take around 1 to 3 months to prepare and sign off by South Gloucestershire Council officers could be achieved within 2 weeks.

Stakeholder concept workshop
An event to consider the overall concept of how a site should be developed. Interested stakeholders, including local Members, should be invited to attend and it should include a walk over of the site. Its purpose is to discuss and record what is important about the site, so that this can be used to inform the preparation of the Development Brief and/or Masterplan.

Concept statement
A document developed following stakeholder involvement, which incorporates the key constraints and opportunities, and the Council and community aspirations for the development, to inform the preparation of the Design and Access Statement and allied Masterplan or development brief processes. The Concept Statement should be accompanied by a consultation statement, which outlines how the scheme has been prepared taking account of the views expressed through consultation.

The aim is to provide a ‘write-up’ of the workshop within two weeks and to go to public exhibition within 4-6 weeks. The Council intends to publish more detailed guidance on the conduct of the Concept Statement process and timescales involved.

Development brief
A document providing detailed guidance on how a specific site of significant size or sensitivity should be developed in line with the relevant planning and design policies. It will usually contain some indicative vision of future development form and should precede and inform the preparation of a master plan. It should also describe the proposed development process, as well as outlining section 106
agreement requirements. A Development Brief may be adopted by SGC as an SPD. If the SPD route is to be followed, the programme for production of the SPD will be set out formally in the Local Development Scheme (LDS).

Illustrative master plan
Prepared by the landowners and/or developer and used, on large development sites, to accompany an outline application. A collection of interrelated documents, e.g. a three dimensional vision (plans, sections, elevations, three dimensional drawings); a character description; preliminary designs for landscape and key public open spaces; movement to and through the site (public transport, cycle, walking and cars); together with the costs, phasing and timing of development. The illustrative masterplan will also be supported by a number of strategies e.g. affordable housing; architectural strategy; strategy for waste, recycling and collection; minimise the use of energy and natural resources; and public art.

Master plan
Detailed guidance for a site, including a three-dimensional vision. Prepared by the landowner/developer and used to progress the design, from the illustrative masterplan, to firmly set matters such as siting, height and massing. A collection of interrelated documents, such as: a three dimensional vision (plans, sections, elevations, three dimensional drawings and possibly a model); direct sunlight analysis; diffuse daylight analysis; a character description; detailed designs for key public open spaces; and site wide design codes for the public realm and buildings. The supporting strategies need to identify how the strategy will be implemented in the specific site e.g. sites for affordable housing will be identified, locations for public art will be identified. It should include details relating to implementation, costs, phasing and timing and it should illustrate in some detail how the objectives established in the development brief are to be implemented.

Design and Access Statement
The purpose of a Design Statement is to demonstrate how the proposed design solution responds to the wider site context. It should be a short written statement, with appropriate illustrative material, setting out the rationale behind a particular design solution. For all but householder developments it is a requirement of the Planning and Compulsory Purchase Act 2004 that a Design and Access Statement is submitted with all outline and detailed applications. The requirements for these are set out in more detail in DCLG Circular 1/2006 dated 12th June 2006.

Design code
A design code is a set of specific rules or requirements to guide the physical development of a site. Design coding is distinct from the other design guidance tools in that it sets down hard and fast rules, rather than guidelines. The degree and extent of prescription can vary. Some codes cover urban design issues and architectural style, while others cover urban design issues but are flexible in terms of architectural style.
Statement of Community Involvement

How we will involve the community in the planning of South Gloucestershire

Consultation Draft January 2007

This information can be made available in other languages, in large print, braille or on audio tape. Please phone 01454 868009 if you need any of these or any other help to access Council services.

www.southglos.gov.uk