

Note for information regarding factual changes since adoption of the Statement of Community Involvement

South Gloucestershire Council adopted the Statement of Community Involvement (SCI) on 21st May 2008. However in June 2008, after the SCI had been adopted, the Government made some changes to the rules and procedures for producing Development Plan Documents. Among these changes were alterations to the way Councils have to involve the community when they are producing Development Plan Documents.

Because these procedures changed after the SCI had been adopted, the parts of the SCI that directly relate to how Development Plan Documents are produced are now out of date and should be disregarded. The parts of the SCI that should be disregarded are:

1. **Key Steps in Producing Development Plan Documents** on pages 15 to 18 (paragraphs 3.11 to 3.20 inclusive).
2. **Figure 1 – Summary of the Process of Preparing Development Plan Documents, incorporating Sustainability Appraisal** on page 16.
3. The first table in **Appendix 8 – Minimum Requirements for Development Plan Documents** on page 53.

The text on the following pages summarises the changed procedures. This text should be read in place of those parts in the SCI listed above.

Please also note that the Government produced a new version of Planning Policy Statement 12 in June 2008. This means that the reference on page 8 of the SCI to Planning Policy Statement 12 has now been superseded.

This note only relates to those parts listed above. However there may be other references in the SCI that relate to the out of date processes and original text.

1. Key Steps in Producing Development Plan Documents

a) Public participation in the preparation of the DPD

This is the first community involvement stage and follows the evidence gathering stage. Evidence gathering is important as all planning documents should be founded on a clear understanding of the current and long-term economic, social and environmental needs of South Gloucestershire. This involves gathering accurate data that illustrates the characteristics of South Gloucestershire and the issues it faces, such as housing needs studies, population statistics, Parish Plans, biodiversity counts and retail and economic surveys. This data collection is known as the 'evidence base' or sometimes 'baseline data'. The Council will endeavour to ensure that this data is publicly available during consultation periods.

Once the evidence base has been developed, the Council will seek input from the community and stakeholders on the issues that the Development Plan Document needs to address and the options that are available to deal with those issues. There will be widespread public consultation on the issues and options identified. There is no set form for how this consultation is conducted. Therefore the form that consultation and engagement activities take will be determined by those which are most suitable in relation to the subject matter of the Development Plan Document being prepared and the intended audience.

b) Publication of proposed Submission Development Plan Document

Once all comments have been analysed by officers, the Council will prepare and publish the proposed Submission Development Plan Document. This is the version of the Development Plan Document that Council thinks should be adopted. It will provide detailed yet concise information including maps, diagrams and illustrations as well as finalised policies and proposals. When published it will be consulted on for at least six weeks with the community and statutory bodies. At the same time the Sustainability Appraisal Report, setting out the sustainability impacts of the document, will also be put out to consultation.

A report will be produced outlining all representations received after each consultation period 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.

c) Consideration of representations and Submission of the Development Plan Document

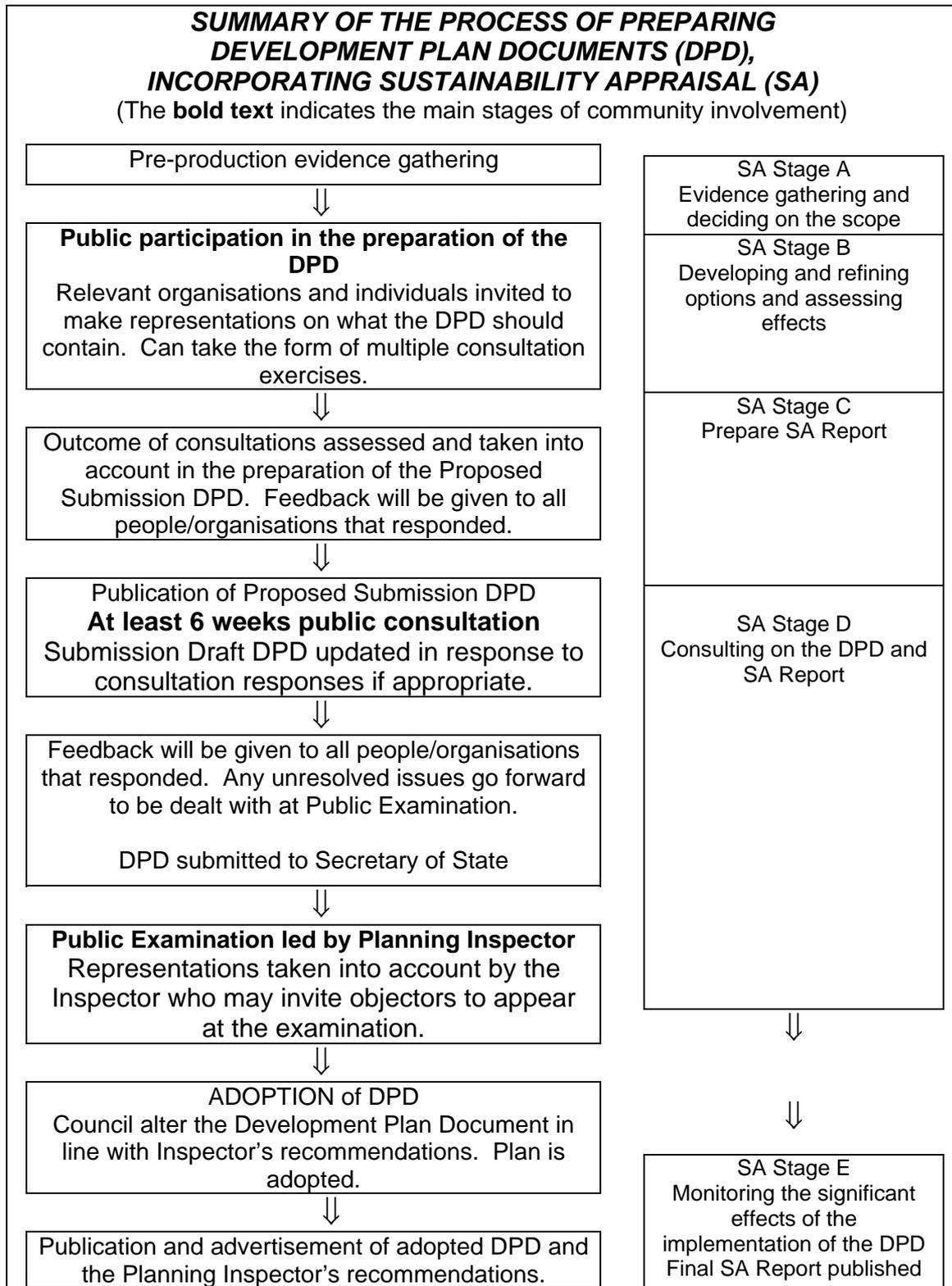
The Council will then consider all representations received. At this point the Council is able to make alterations to the Development Plan Document in response to representations if this is considered necessary. The Development Plan Document, whether altered by the Council or not, will then be submitted to the Secretary of State. Any representations made during the formal consultation period will be sent to and considered by the Secretary of State, published and made available.

A Planning Inspector will then be appointed by the Government to consider whether the Submission Development Plan Document has complied with legislation, is justified, effective and consistent with national policy 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 it must be available for public inspection.

4) Adoption

Following the examination the agreed document, together with its final Sustainability Appraisal Report and the Inspector's Report 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. Those people who had requested that they be informed of the adoption as well as those that commented will be notified by letter/email.

2) Summary of the Process of Preparing Development Plan



3) Minimum Requirements for Development Plan Documents

Stage of DPD production		Reg. No.	Minimum requirements required by regulations
Stage 1 Pre-Production	Evidence gathering	-	-
Stage 2 Production	Public participation in the preparation of the DPD	25	<ul style="list-style-type: none"> • Consult statutory consultees* on proposals for a DPD
	Publication of the DPD	27	<ul style="list-style-type: none"> • Send to statutory consultees* the proposed submission documents • Make available at principle offices and main libraries • Publish on Council website • Put advert in local press
	Representations relating to the DPD	28	<ul style="list-style-type: none"> • 6 week (minimum) formal consultation period
	Conformity with South West Regional Spatial Strategy	29	<ul style="list-style-type: none"> • Make request to South West Regional Assembly at same time as Reg 27 is complied with.
	Submission of documents and information to the Secretary of State	30	<ul style="list-style-type: none"> • Submit to Secretary of State all appropriate documents and information • Send all appropriate documents and information to statutory consultees* • Make available at principal offices and main libraries • Publish on Council Website • Put advert in local press • Give notice to general consultation bodies and anyone who has requested to be notified
Stage 3 Examination	Consideration of representations by appointed person	31	<ul style="list-style-type: none"> • Make copy of representations available on website, at main libraries and principal offices • Send copies with a summary of representations to the Secretary of State
	Independent Examination of DPDs	34	<ul style="list-style-type: none"> • 6 weeks before Examination, publish details on website, notify persons/bodies who have made representations and put advert in local press
	Publication of Inspector's Report	35	<ul style="list-style-type: none"> • Make Inspector's Report available on website, at main libraries and principal offices • Give notice to anyone who requested to be notified
Stage 4 Adoption	Adoption of DPD	36	<ul style="list-style-type: none"> • Make DPD and all supporting documents/information available at principal offices, main libraries and publish on website • Put advert in local press • Send to Secretary of State • Give notice to anyone who requested to be notified

*Statutory consultation bodies (i.e. specific consultation bodies) are listed in Appendix 2