

Agenda Item 14.

TITLE	Planning Application Consultation – Committee Request
FOR CONSIDERATION BY	Community and Corporate Overview and Scrutiny Committee on 21 June 2021
WARD	None Specific;
LEAD OFFICER	Director, Place and Growth - Steve Moore

OUTCOME / BENEFITS TO THE COMMUNITY Public engagement in the planning process is in accordance with national requirements and the Council's adopted Statement of Community Involvement
RECOMMENDATION That the Council's procedure in relation to publicity for planning applications be noted.
SUMMARY OF REPORT The report summarises the national requirements for publicity for planning application and those set out in the Statement of Community Involvement.

Background

Overview and Scrutiny Committee have requested a briefing note to explain how the Council carries out publicity for planning applications. The requirements are set out in the Council's adopted Statement of Community Involvement and the national planning regulations.

Analysis of Issues

Statement of Community Involvement (SCI)

A Statement of Community Involvement (SCI) sets out how the Council will involve the community, residents, businesses and others during the preparation of planning policy and the consideration of planning applications. Councils are legally¹ required to produce a SCI and make it available on their website for the public to access.

The Council's latest SCI was adopted in March 2019 following a public consultation from November to December 2018. The SCI sets out the Council's approach to community engagement and detail on the methods of consultation the Council will use in the preparation of the following:

- Local plans
- Supplementary Planning Documents
- Neighbourhood Development Plans
- Planning applications

[The SCI](#) can be downloaded from the council's website. Further supporting documents including the statement of consultation for the SCI and the adoption statement can also be found [on the website](#).

Approach to publicity for planning applications

The requirements for publicity for planning applications is set out in Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2010.

With regards to neighbour notification for small scale applications the requirements are:

(5) (a) By site display in at least one place on or near the land to which the application relates for not less than 21 days, OR

(b) by serving notice on any adjoining owner or occupier.

And,

(7) Publishing the details of the application on a website maintained by the Local Planning Authority.

Adjoining owner or occupier is defined as: "any owner or occupier of land adjoining the land to which the application relates".

¹ Contained within [Section 18 of the Planning and Compulsory Purchase Act 2004](#)

As identified in the SCI the Council has opted to write to adjoining landowners, and this means those neighbours who share a boundary with the application site.

In the last year, some 26,000 neighbour notification letters were sent.

In addition to the above, the Council also sends a site notice with a request that it be displayed, voluntary.

Everyone is welcome to comment on planning applications, residents do not need to have received a notification letter in order to comment.

There are further requirements for other types of planning application, for example, site notices and newspaper notices are also required for major planning applications (i.e. those applications which propose 10 or more houses or where the site area is 1 hectare or more).

In addition to the above, Article 16 of the order sets out the requirements for consultation on applications for example with: Town and Parish Councils, the Environment Agency, Historic England.

The Development Management Team carries out publicity and consultation as required by the Order and the Statement of Community Involvement.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	N/A	N/A	N/A
Next Financial Year (Year 2)	N/A	N/A	N/A
Following Financial Year (Year 3)	N/A	N/A	N/A

Other financial information relevant to the Recommendation/Decision
None

Cross-Council Implications
N/A

Public Sector Equality Duty
This report is for information purposes only.

Reasons for considering the report in Part 2
N/A

List of Background Papers
Statement of Community Involvement

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