



# Local Development Framework

Statement of Community Involvement  
Adopted 28<sup>th</sup> September 2006



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## Glossary

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**LDS (Local Development Scheme):**

This is a document outlining the preparation of all proposed Local Development Documents, focussing in particular over the next three years but also looking beyond that period. Policies from the existing Local Plan to be carried forward are also detailed. It includes a detailed project plan with timelines and milestones.

**LDF (Local Development Framework):**

The collective name for the portfolio of DPDs, SPDs and SCI. Also incorporates the LDS, and an Annual Monitoring Report and must conform with the Regional Spatial Strategy.

**DPD (Development Plan Document):**

These are planning documents which have development plan status in the determination of planning applications. These must all undergo public examination held by an independent Planning Inspector. This will consider soundness, particularly in respect of consultation and sustainability appraisal procedures.

**SPD (Supplementary Planning Document):**

Local Planning Authority formally adopted document which provides policy guidance to supplement in greater detail the policies / proposals covered by Development Plan Documents. These do not require public examination but must undergo full public consultation and sustainability appraisal.

**SCI (Statement of Community Involvement):**

Sets out how the Council proposes to engage with stakeholders and the community in the plan-making process for Local Development Documents and in considering planning applications. This must undergo a public examination procedure.

**LDD (Local Development Document):**

A generic term for DPDs, SPDs and the SCI.

**DCLG (Department for Communities and Local Government) Previously Office of the Deputy Prime Minister:**

The government department responsible for planning and local government.

**PPS (Planning Policy Statement)**

Government statements of policy relating to the planning system, covering a range of topics. These are not statutory requirements, but they carry very considerable weight in guiding procedures and decisions by local planning authorities and The Planning Inspectorate.

**RSS (Regional Spatial Strategy):**

The regional plan, produced by the Regional Planning Body, with which Local Development Frameworks must comply. In Hart's case, this is the South East Plan, produced by South East England Regional Assembly (SEERA).

**SA (Sustainability Appraisal):**

SA is an independent process looking at the sustainability of a wide range of documents (including those related to planning). It covers issues under the headings social, economic and environmental. It is a continuous process which informs and updates the plan. SA will incorporate Strategic Environmental Assessment (SEA) which is a similar process but concentrates primarily on environmental issues.

**Key Stakeholder:** These are the key groups or organisations who are essential in the early evolution of policy development.

**Frontloading:** The process by which Hart District Council will seek a consensus through extensive community engagement on essential issues early in the process of local development document production. This process is intended to encourage early inputs and avoid late changes to the documents.

## 1. Executive Summary

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- 1.1. The aim of Hart's SCI is to ensure that the community is effectively engaged in the production of Local Development Framework (LDF) documents and to strengthen community involvement in planning and development in the District over time.
- 1.2. It sets out how the Council intends working with the community in the production of LDF documents as well as in the development control decision-making process. The anticipated arrangements for participation and consultation are also outlined.
- 1.3. The Hart SCI provides the community with an active and open approach to involvement in planning which values the contributions of a wide range of people both within, and representing, the community.
- 1.4. It will assist Hart District Council and the community in working towards achieving as much agreement as possible on development and controversial planning issues. The Hart SCI also provides a commitment to feed back the outcome of community engagement to the community. This document presents a realistic assessment of the level of work the Council can undertake with the resources available and aims to make use of existing organisations and representative groups. The Hart SCI will be periodically reviewed so that it is able to reflect changing circumstances.

## 2. A New Planning System

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- 2.1. The Government has made changes to the planning system. An integral part of the new system is to engage the local community in the preparation of LDF Documents both early on and throughout the plan production process. The community's views will be obtained when considering planning applications.
- 2.2. To assist with this process, the Hart SCI has been prepared to outline clearly:
  - how the community will be involved,
  - which sectors of the community will be involved,
  - the stages at which that involvement will take place, and
  - the methods for that involvement.
- 2.3. The Hart SCI has been developed to take into account the composition of Hart's local community as well as the guidance issued by central government. Details of the guidance and other useful references are listed in Appendix A of this document.

## 3. Which Documents make up a Local Development Framework?

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- 3.1. The new system of Local Development Frameworks will consist of a collection of Local Development Documents (LDDs), which together provide the framework for delivering the spatial strategy for Hart District. There are a number of different types of Local Development Documents which are set out below:

- 3.2. **Development Plan Documents (DPDs):** Development Plan Documents may cover a number of different issues, which are explained more fully under Appendix B.
- 3.3. **Statement of Community Involvement (SCI):** The SCI is subject to independent Public Examination and will be tested against specific criteria to determine whether or not the document is sound. Details of the tests of soundness are given in Appendix C.
- 3.4. **Supplementary Planning Documents (SPDs):** These documents provide policy guidance to supplement in greater detail the policies and proposals covered by the Development Plan Documents, for example design guidance and parish plans. They must be in conformity with the Core Strategy or other relevant DPDs and must undergo formal consultation procedures and sustainability appraisals before being adopted.
- 3.5. Further information on the documents making up a Local Development Framework is outlined by the Hart Local Development Scheme which is available to view at the Council Offices or on the Hart District Council web site ([www.hart.gov.uk](http://www.hart.gov.uk)). The key stages in the production of LDDs are set out below in Figures 1a and 1b.

#### 4. **How does Sustainability Appraisal (SA) fit into the process?**

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- 4.1. In the preparation of DPDs and SPDs, local authorities must undertake a Sustainability Appraisal (SA) of all relevant plans and policies. The integration of SA into plan-making is intended to promote sustainable development which is defined by the World Commission on Environment and Development as:
- “development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”
- 4.2. The SA process has a number of key stages. These are:
- Stage A: Gathering information / evidence
  - Stage B: Developing and refining options
  - Stage C: Appraising the effects of the plan, and
  - Stage D: Consulting on the plan and the SA report
- 4.3. Recent European legislation requires that an assessment of the environmental effects of plans and their policies is undertaken and this is called Strategic Environmental Assessment (SEA). This is incorporated within a Sustainability Appraisal report which will consider the environmental, social and economic impacts and / or benefits of plans, and which will itself form part of the consultation procedures.

#### 5. **A Local Context - What are the ambitions and priorities for Hart District Council?**

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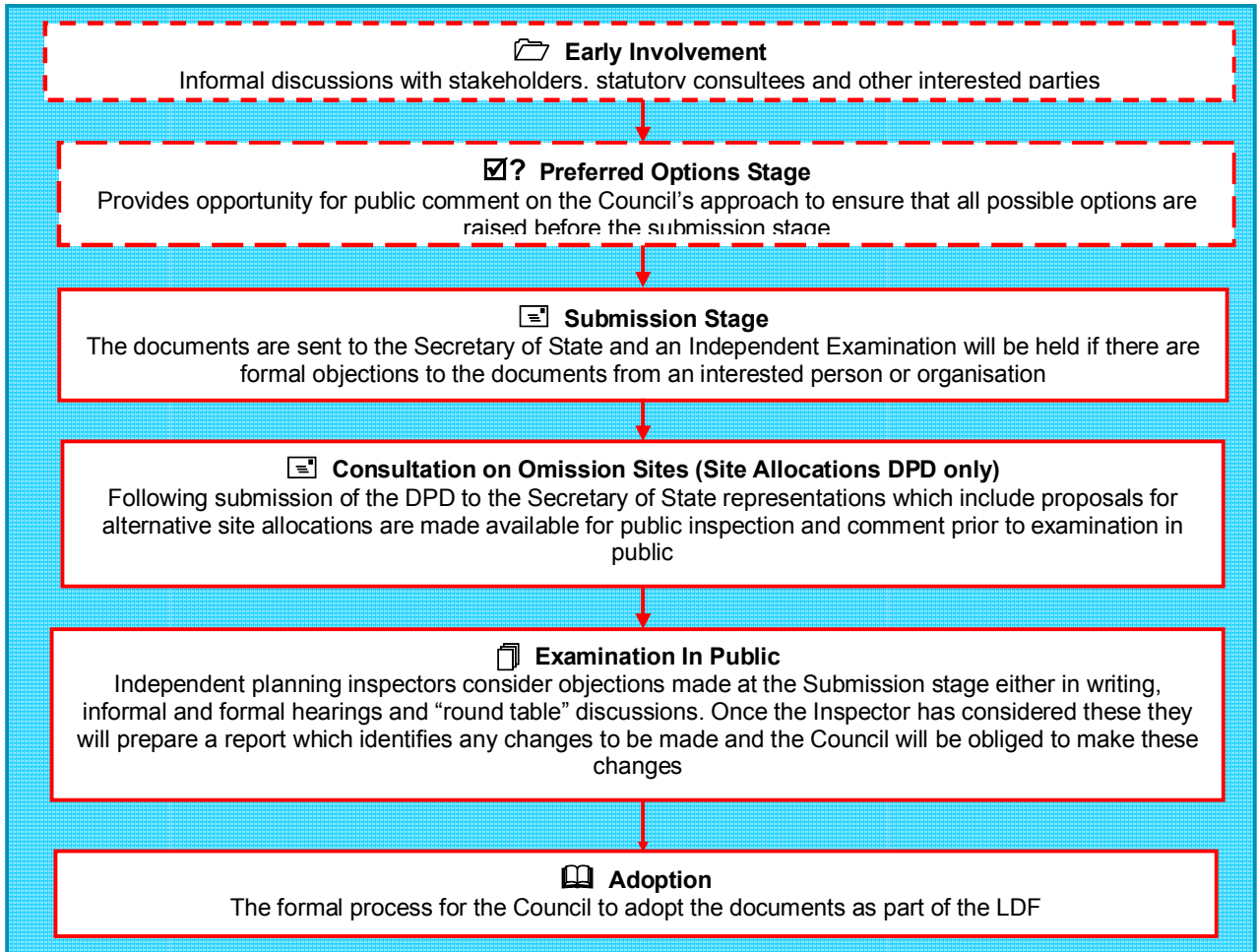
- 5.1. To put the Hart SCI into context, it is important to outline the Council's ambitions and priorities for Hart District. These are contained in the Hart District Corporate Plan and the adopted Community Strategy “Planning The

Future of Hart Together". Together these provide the local framework for the formulation of the new Local Development Documents and the policies that they contain.

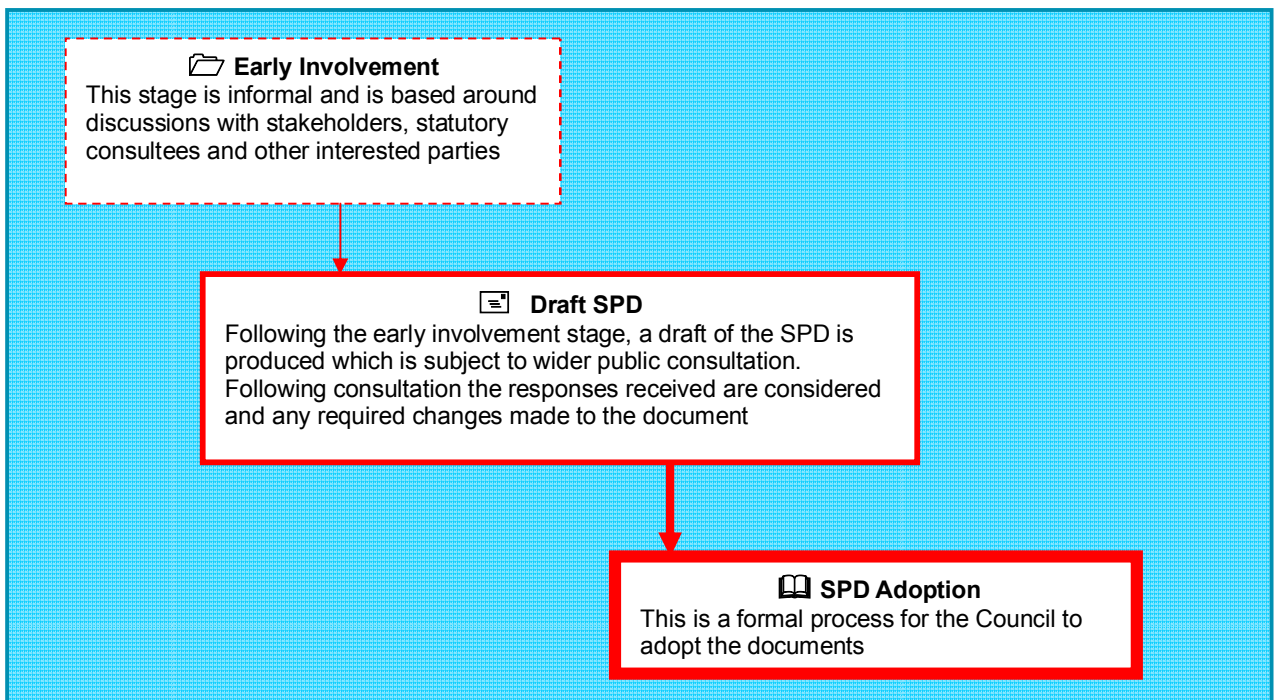
5.2. The adopted Community Strategy has been developed by local organisations working together under the name of the Hart Local Strategic Partnership. The aim of the Community Strategy is to improve, sustain and promote the social, economic and environmental well-being of communities in Hart District. It identifies a number of priorities which underlie this vision. These are:

- Community safety
- Health and well being
- Environment
- Affordable and safe housing
- Transport

5.3. The Hart Local Strategic Partnership will maintain the focus of the Community Strategy on the needs of the community through a regular review of these objectives. It is envisaged that the Hart SCI will provide an important link between the production of the LDF documents and the community.



**Fig. 1a** Key stages in the production of Development Plan Documents



**Figure 1b:** Key stages in the production of Supplementary Planning Documents

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## **6. What will the Hart SCI seek to achieve?**

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- 6.1. The Hart SCI sets out the Council's policy for engaging the community in the preparation and revision of LDF Documents as well as the development control decision-making process. The new planning system seeks to strengthen community engagement and places a greater emphasis on obtaining responses from hard to reach groups.
- 6.2. The minimum requirements for public engagement are set out by the Town and Country Planning (Local Development)(England) Regulations 2004, a copy of which may be viewed on the HMSO website ([www.hmso.gov.uk](http://www.hmso.gov.uk)). The Hart SCI sets out how these minimum requirements will be met and exceeded locally for the preparation of documents forming part of the Hart Local Development Framework. These standards and procedures will be adhered to by Hart District Council in the preparation of these documents.
- 6.3. The Hart SCI will reflect the requirements of the Race Relations (Amendment) Act 2000 which aims to promote race equality. The Council will implement this primarily by actively seeking to engage different racial groups in the preparation of documents covered by the Hart SCI by involving representatives of relevant ethnic minority groups. A translation service for documents produced by Hart District Council will be available on request.
- 6.4. The Hart SCI will also reflect the requirements of the Disability Discrimination Act 1995 by ensuring that people with disabilities do not experience a lower level of service when it comes to their inclusion in the engagement process. Large text versions of documents or Braille versions will be available on request. The text of documents will be available on the Hart District Council website so that it may be read out orally by text to speech software. Assistance will also be given, where appropriate, with the completion of written responses.

## **7. Who will Hart District Council involve in the preparation of the Local Development Framework?**

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- 7.1. In addition to the statutory consultees (who are listed in Appendix D) a wide range of community groups and organisations have been identified which represent the following sections of the community:
- voluntary bodies, some or all of whose activities have an interest in any part of Hart;
  - bodies which represent the interests of different ethnic groups in Hart;
  - bodies which represent the interests of different religious groups in Hart;
  - bodies which represent the interests of people with disabilities in Hart;
  - bodies which represent the interests of persons carrying on business in Hart;
  - bodies representing other interests such as recreation and leisure activities or property owning interests.
- 7.2. From this has been developed a list of generic group types who the Council will include in the consultation process. The list of generic headings has been included as Appendix E.

- 7.3. A separate full list has been set up detailing individual groups / organisations under the generic headings. The full list has been drawn up using the broad criteria listed above and to this have been added appropriate organisations set out by PPS12 (Local Development Frameworks) and community groups identified for consultation in the Hart Community Strategy.
- 7.4. The list will be regularly updated and the Hart District Council website will include an invitation to groups to contact us if they wish to be added to the list. The changes to the list and new groups added to it will, from that point, be used in the process of community involvement at the appropriate stages. A copy of the full list of consultees is available to view at the council offices during normal office hours.
- 7.5. Full account will be taken of the views of elected representatives such as District Councillors and the Parish Councils. To ensure that Hart's community engagement procedures are robust, it is the intention that a District Forum will be established. This will consist of a number of volunteers, selected to be representative of the local population by reflecting local demographic statistics.
- 7.6. The Council recognises that there are groups of people within our community who are considered to be hard to reach but whose involvement in the consultation process is desirable. We have identified below some specific groups the Council consider are hard to reach and for whom additional effort to ensure their involvement in the consultation process will be made. It should be noted that this list is not exhaustive.
- The young
  - Minority communities including gypsies and travellers
  - Businesses
  - The homeless
  - Commuters
  - People with disabilities
- 7.7. The Council proposes to meet with representatives of these groups at locations and times convenient to their members in the process of producing the Council's LDF documents. However the effectiveness of this method will need to be reviewed periodically and if necessary other methods developed to meet the specific needs of individual groups. If you would like to request a copy of this document in large print, Braille, Audio Tape or another language please contact the Council's Planning Policy Section by telephoning 01252 622122 ext. 4647 or 4569.

## **8. How will Hart District Council engage you in the preparation of the Local Development Framework?**

- 8.1. In undertaking community engagement for the preparation for the Local Development Documents the general procedure detailed below **will** be followed:
- 8.1.1 Notice of the consultation will be placed on the Hart District Council web site ([www.hart.gov.uk](http://www.hart.gov.uk)) under the headings of LATEST NEWS and PLANNING POLICY, together with details of where and when the document being consulted on may be inspected or copies obtained. The

- period over which the consultation is being undertaken will also be detailed together with the purpose of the consultation and details of public meetings / exhibitions (if they are to take place).
- 8.1.2 This information will also be placed on the District Council notice boards within the district and local libraries. Use will also be made of parish magazines where appropriate;
- 8.1.3 A press notice containing details of the consultation will be issued to local Newspapers (see Appendix F).
- 8.1.4 Use will be made of the Council newspaper “Hart News” to raise the profile of the consultation. However it should be noted that articles may appear in that paper prior to the consultation period itself depending on the production dates of Hart News;
- 8.1.5 Notification of the consultation will be given to both statutory consultees and other interested parties by letter or by email and their views invited.
- 8.1.6 As appropriate, use will be made of the District Forum, when established, together with meetings with other interested parties. A written record of all discussions will be made;
- 8.1.7 Copies of the consultation document will be sent to the statutory consultees and also be made available to the public on the Hart District Council web site. During opening hours at the Council Offices, at Town / Parish Council Offices and at local libraries hard copies will be available for inspection. The addresses of the local libraries and Town / Parish Council offices are listed as Appendix G
- 8.1.8 The consultation period will be set out in the Notice of Consultation;
- 8.1.9 All responses must be made by letter, e-mail, formal questionnaire or pro-forma response and received by the consultation deadline. Late representations will not be considered;
- 8.1.10 Consultation response forms will contain some personal questions about the respondent to enable a profile of respondents to be compiled. This will in turn enable results to be analysed and, if necessary, weighted, to ensure that they are representative.
- 8.2. The specific methods of community engagement undertaken will take various forms and will be dependent on the groups to be engaged and the complexity of the subject matter. A list of the various methods of community engagement to be used (as appropriate) is given below. This is also summarised by Fig 2.
- Consultation in writing;
  - Information presented on the Council web site;
  - Information / documents available to view at: the Council Offices, Parish Council Offices and / or notice boards and public libraries;
  - Public exhibitions
  - Notification of consultation exercise by press releases and use of Hart News
  - Meetings, as appropriate, with relevant groups;
  - Use of community forums such as the Local Strategic Partnership and District Forum.

**9. Community engagement in the preparation of LDF documents**

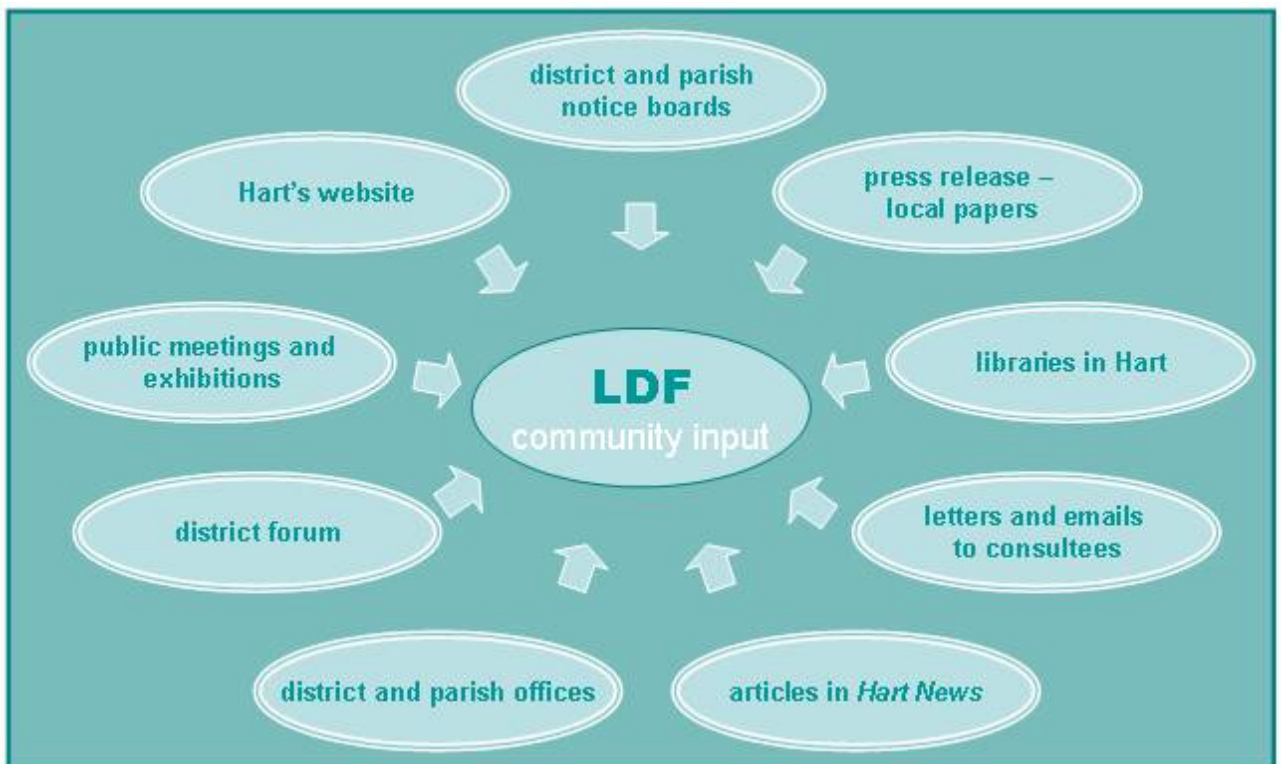
9.1. Set out in Appendix H are details of the LDF documents which Hart will be producing. For each document details are given as to who will be engaged, the stage at which they will be involved and how that engagement will be undertaken. The table is also divided into the statutory requirements and what we will do to exceed those requirements.

**10. What happens after community engagement?**

10.1. Once community engagement has been completed the comments received will be analysed and feedback will be provided showing how views received from the community engagement have been taken into account, and what, if any, actions taken as a result in the production of the Local Development Document. To achieve this feedback Hart District Council will use any or all of the following methods as appropriate. (Please note that the minimum standard employed in this respect will include those methods marked \*)

- Publishing information on the Hart District Council web site \*
- Publishing information in Hart News
- Issuing press releases and statements \*
- Reporting back key results to the District Forum
- Copy of feedback available to view at the Council Offices \*

Copies of feedback are available to view at the Council Offices and at the locations given in Appendix G of the SCI.



**Fig 2: Methods of Community Engagement**

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## **11. Community engagement in the determination of planning applications**

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- 11.1. This section details how the community will be engaged in the determination of development control planning applications. All planning applications are subject to the statutory requirements and these are set out in Appendix I together with the additional actions this Council undertakes in addition to the statutory minimum. Hart District Council will continue to engage its community on the basis of these requirements.
- 11.2. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

## **12. How we will resource the community engagement commitments set out by the Hart SCI**

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- 12.1. The requirements of the Hart SCI will be implemented by existing staff which comprise the following:
- Policy, Landscape & Conservation Manager
  - Principal Planning Officer
  - Senior Planning Officer
  - Assistant Planning Officer (Sustainability)
  - Planning consultants to undertake some aspects of LDF development
  - Development Control Officers (in relation to planning application decisions only)
  - Administration staff
  - Website Officer
  - Press Officer
- 12.2. The work involved in implementing the Hart SCI will be scheduled into the timetable for the production of Local Development Documents and will be funded from Hart's existing Planning Development Grant funds.

## **13. On-going review of the Hart SCI**

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- 13.1. The effectiveness of the Hart SCI will be monitored annually using the monitoring data collected from questionnaires returned. The results of this will be set out in the Councils Annual Monitoring Report (AMR). If the AMR demonstrates that the aim of securing public involvement across the whole community is not being met then consideration will be given to the review of the Hart SCI. Additional methods of community engagement may also be added to enhance and improve the process. The inclusiveness of consultations will be assessed by examining the response rate to consultations together with the representation of different sections of the community, including hard to reach groups.
- 13.2. Information relating to the background of respondents will be requested by a questionnaire sent out as part of each consultation. Questionnaires will normally request information from the respondent relating to gender, age group, ethnic group, disability, employment and housing status. In addition, particular personal information may be requested that is relevant to the consultation topic (e.g. transportation, occupational or leisure interests, membership of interest groups, health interests, etc.)

## Appendix A: Hart SCI background documents

PPS1 - Delivering Sustainable Development		Department for Communities and Local Government, 2005
PPS12 - Local Development Frameworks		Department for Communities and Local Government, 2004
Creating Local Development Frameworks – a companion guide to PPS12		Department for Communities and Local Government, 2004
The Town & Country Planning Act (Local Development) (England) Regulations 2004		Office of Public Service Information, 2004
Statements of Community Involvement and Planning Applications		Department for Communities and Local Government , 2004
Local Development Frameworks: assessing the soundness of Development Plan Documents and Statements of Community Involvement		The Planning Inspectorate, 2004 -5
Performance Plan 2005 / 2006		Hart District Council, 2005
Planning The Future of Hart Together - Community Strategy 2004 – 2016		Hart Local Strategic Partnership, 2005
Corporate Plan 2002/03 – 2006/07		Hart District Council, 2004

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## Appendix B: The types of development plan documents

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There are a number of types of development plan documents which the Council needs to prepare. These are:

- **The Core strategy:** This will set out the long term vision for Hart District Council and the strategic policies and proposals which will deliver that vision;
- **Site specific allocations and policies:** This will identify specific sites for particular uses or development which will deliver the core strategy aims and vision;
- **Area action plans:** If it is appropriate to develop these for Hart District, they will be used to provide a planning framework for specific areas of change or areas of conservation;
- **Proposals map:** This will provide a visual illustration on an Ordnance survey based map to show relevant policies of the development plan and other relevant designations or other areas of planning constraints;
- **Generic development control policies:** These will consist of criteria based policies which are required to ensure that all development within the area meets the vision and strategy set out in the core strategy.

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## Appendix C: The Tests of Soundness

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The Hart SCI was tested during the independent examination process against the tests of soundness which are set out below and in the DCLG document “Planning Policy Statement 12: Local Development Frameworks, 2004. To be sound the Hart SCI needed to:

- Show that Hart District Council is meeting statutory requirements
- Set out the links between Harts strategy for community involvement and other community involvement initiatives eg the Community Strategy
- Identify in general terms which local community groups and other bodies will be consulted
- Identify how the community of Hart District community and other bodies can be involved in a timely and assessable manner
- Show that the methods to engage the community are suitable for the intended audience and for the different stages in the preparation of Hart’s Local Development Documents
- Show that the Council has the resources available to manage community involvement effectively
- Show how the results of community engagement will be fed into the preparation of Hart’s development plan documents and supplementary planning documents
- Set out the mechanisms for reviewing the Hart Statement of Community Involvement
- Clearly describe Hart’s policy for consultation on planning applications

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## Appendix D: List of statutory consultees

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Under the government legislation the following bodies must be consulted by the Council to the extent that they are considered appropriate to the subject matter of the document:

Please note, this list also relates to successor bodies where re-organisations occur.

- The Countryside Agency (or superseding body)
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (English Heritage)
- English Nature
- The Strategic Rail Authority
- The Highways Agency
- The Regional Development Agency – SEEDA
- Relevant Telecommunications undertakers or those who own or control electronic communications apparatus located within Hart District
- Hants & Isle of Wight Strategic Health Authority
- Blackwater Valley and Hart Primary Care Trust
- Hampshire and Isle of Wight Strategic Health Authority
- Relevant gas and electricity undertakers
- Relevant sewerage and water undertakers
- Adjoining Local Planning Authorities
- Town and Parish Councils within Hart District as well as those adjoining the district
- Hampshire County Council
- The Regional Planning Body - SEERA
- Government Office for the South East
- Department of Environment, Food and Rural Affairs – DEFRA
- Berkshire Joint Strategic Planning Unit

### Government Departments:

- Department for Education and Skills (through Government Offices)
- Department for Environment, Food and Rural Affairs
- Department for Transport (through Government Offices)
- Department of Health (through relevant Regional Public Health Group)
- Department of Trade and Industry (through Government Offices)
- Ministry of Defence
- Department of Work and Pensions
- Department for Culture, Media and Sport.

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## Appendix E: Consultee generic group types:

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Amenity groups  
Civic Societies  
Community groups and residents associations  
Countryside / Conservation groups  
Development and property owning interests  
Disability groups  
Ethnic minority groups  
Health  
Housing interest groups and Housing Associations  
Local business groups  
Older persons groups  
Other groups / individuals (to include the residents of Hart District)  
Parish Plan Groups  
Religious groups  
Youth groups

## Appendix F: Local newspapers used to advertise LDF consultations

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Alton Herald  
Basingstoke Gazette and Observer  
Farnham Herald  
Fleet News  
The Courier  
Surrey and Hants Star  
Yateley News

Use will also be made of Parish magazines

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## **Appendix G: Public library and Parish / Town Council office locations**

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### **Public library locations and opening times**

#### **Fleet Library**

236 Fleet Road, Fleet, Hants, GU51 4BX  
Monday 9.30am – 5.00pm  
Tuesday 9.30am – 8.00pm  
Wednesday 9.30 – 5.00pm  
Thursday 9.30 – 7.00pm  
Friday and Saturday 9.30am – 5.00pm

#### **Odiham Bridewell Library**

The Bury, Odiham, Hampshire, RG29 1NB  
Monday 9.30am – 1.00pm 2.00pm – 5.00pm  
Tuesday 2.00pm – 5.00pm  
Wednesday CLOSED  
Thursday 2.00pm – 7.00pm  
Friday CLOSED  
Saturday 9.30am – 1.00pm

#### **Yateley Library**

School Lane, Yateley, Hants, GU46 6NL  
Monday 10.00am – 5.00pm  
Tuesday 10.00 – 7.00pm  
Wednesday CLOSED  
Thursday 10.00am – 7.00pm  
Friday 10.00am – 5.00pm  
Saturday 10.00am – 1.00pm

### **Town and Parish Council Office Locations**

Blackwater and Hawley Town Council  
Blackwater Centre  
12-14 London Road  
Blackwater  
Camberley  
Surrey  
GU17 9AA  
Tel: 01276 33050

Hartley Wintney Parish Council  
Parish Clerk's Office  
Appleton Hall  
West Green Road  
Hartley Wintney  
Hook  
Hampshire  
RG27 8RE  
Tel: 01252 845152 (am only)

Hook Parish Council  
Hook Community Centre  
Ravenscroft  
Hook  
RG27 9SS  
Telephone 01256 768573 or 768687

Yateley Parish Council  
Council Offices  
Recreation Ground  
Reading Road  
Yateley  
Hampshire  
GU46 7RP  
Tel: 01252 872198

### **Contact details for Parish / Town Councils without offices:**

For parishes without offices contact details may be found on the Hart District Council website ([www.hart.gov.uk](http://www.hart.gov.uk)) by using the "search" facility available on the home page.

## Appendix H: Consultation procedures for Hart's LDF documents

<b>Preparation Stage</b>	<b>Statutory Requirements for Consultation &amp; Notification (What must happen)</b>	<b>Options for Additional Community Engagement (What we COULD / WILL do extra)</b>
<b>Core Strategy / Planning Policies for Development Control, Area Action Plans (where proposed) &amp; other DPDs</b>		
Evidence Gathering SA Stage A	<ul style="list-style-type: none"> <li>• Consultation will take place with the Countryside Agency, English Heritage, English Nature, and Environment Agency</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement of stakeholders as appropriate will take place</li> </ul>
Pre-Submission Consultation (Regulation 25) and SA Stage B	<ul style="list-style-type: none"> <li>• Consult on issues &amp; options with the statutory &amp; general bodies (as appropriate) from Appendix D &amp; E</li> <li>• For SA consultation will include: Countryside Agency, English Heritage, English Nature and Environment Agency together with other appropriate key stakeholders from Appendix D &amp; E</li> </ul>	<ul style="list-style-type: none"> <li>• Formally consult LSP &amp; stakeholders;</li> <li>• Consider holding meetings, if considered appropriate, with LSP &amp; stakeholders</li> </ul>
Pre-Submission Public Participation (Regulation 26) and SA Stage D	<ul style="list-style-type: none"> <li>• Preferred options made available for inspection (includes web site) and send consultation letters to the appropriate bodies from Appendix D &amp; E.</li> <li>• Notice by local advertisement.</li> <li>• Any person may make representations during 6 weeks from date of notice.</li> <li>• We must consider those representations.</li> <li>• For SA consultation will take place on the Environmental Report and final Sustainability Appraisal report in the same way as above. This will include appropriate bodies from Appendix D &amp; E.</li> </ul>	<ul style="list-style-type: none"> <li>• Publish details in Hart News announcing the availability of details of the preferred options (this may be prior to the consultation period itself depending on the production dates of Hart News);</li> <li>• Use of the District Forum (as appropriate)</li> <li>• Issue press release announcing pre-submission public participation exercise</li> </ul>

<b>Preparation Stage</b>	<b>Statutory Requirements for Consultation &amp; Notification (What we must do)</b>	<b>Options for Additional Community Engagement (What we could / will do extra)</b>
<p>Submission Of DPD document and Sustainability Appraisal report (which will incorporate the SEA Environment Report) (Regulation 28)</p>	<ul style="list-style-type: none"> <li>• Submitted document &amp; associated matters (including statements of consultation and public participation) made available for inspection (includes web site) and send the proposals for the DPD to appropriate bodies from Appendix D &amp; E.</li> <li>• Notice by local advertisement.</li> <li>• Notify anyone who requested to be notified of submission.</li> <li>• Any person may make representations during 6 weeks from date of notice.</li> <li>• We will publish a summary of those representations on our web site with a full copy being available to view at the council offices.</li> </ul>	<ul style="list-style-type: none"> <li>• “Front loading” means no additional community engagement would be appropriate at this stage.</li> <li>• Issue press release announcing submission</li> <li>• Feedback on how views received have been taken into account will be given</li> </ul>
<p>Public Examination</p>	<p>At least 6 weeks before the examination starts</p> <ul style="list-style-type: none"> <li>• Give notice by local advertisement</li> <li>• Publish details on web site</li> <li>• Notify people who made representations of date examination starts and name of person appointed to hold examination.</li> </ul>	<ul style="list-style-type: none"> <li>• “Front loading” means no additional community engagement would be appropriate at this stage.</li> <li>• Issue press release announcing details of the public examination</li> </ul>
<p>Adoption</p>	<ul style="list-style-type: none"> <li>• Adopted document &amp; adoption statement made available for inspection (includes web site).</li> <li>• Notice by local advertisement.</li> <li>• Notify anyone who requested to be notified of adoption.</li> </ul>	<ul style="list-style-type: none"> <li>• “Front loading” means no additional community engagement would be appropriate at this stage.</li> <li>• Issue press release announcing adoption.</li> </ul>

Preparation Stage	Statutory Requirements for Consultation & Notification (What we must do)	Options for Additional Community Engagement (What we could / will do extra)
<b>Planning policies for development site allocations</b>		
Evidence Gathering SA Stage A	<ul style="list-style-type: none"> <li>• SA consultation will take place with the Countryside Agency, English Heritage, English Nature and the Environment Agency.</li> </ul>	<p>DPD document:</p> <ul style="list-style-type: none"> <li>• Canvass the public and interested parties to identify potential sites.</li> </ul> <p>SA document:</p> <ul style="list-style-type: none"> <li>• For SA involvement of stakeholders as appropriate will take place.</li> </ul>
Pre-Submission Consultation (Regulation 25) and SA Stage B	<ul style="list-style-type: none"> <li>• Consult on issues &amp; options with the statutory general consultation bodies as appropriate from Appendix D &amp; E.</li> <li>• For SA consultation will include: Countryside agency, English Heritage, English Nature and Environment Agency together with other key stakeholders from Appendix D &amp; E.</li> </ul>	<ul style="list-style-type: none"> <li>• Formally Consult LSP &amp; stakeholders;</li> <li>• Consider holding meetings, if considered appropriate, with LSP &amp; stakeholders.</li> </ul>
Pre-Submission Public Participation (Regulation 26) and SA Stage D	<ul style="list-style-type: none"> <li>• Preferred options made available for inspection (includes web site) and send consultation letters to appropriate bodies from Appendix D &amp; E.</li> <li>• Notice by local advertisement.</li> <li>• Any person may make representations during 6 weeks from date of notice.</li> <li>• We must consider those representations.</li> </ul>	<ul style="list-style-type: none"> <li>• Publish details in the Hart News announcing the availability of the details of the preferred options (this may be prior to the consultation period itself depending on production dates of Hart News);</li> <li>• Use of District Forum (as appropriate)</li> </ul> <p>Issue Press release announcing pre-submission public participation exercise.</p>
Pre-Submission Public Participation (Regulation 26) and SA Stage D (continued)	<ul style="list-style-type: none"> <li>• For SA consultation will take place on the Environmental Report / final Sustainability Appraisal report in the same way as above. This will include appropriate bodies from Appendix D &amp; E.</li> </ul>	

<b>Preparation Stage</b>	<b>Statutory Requirements for Consultation &amp; Notification (What we must do)</b>	<b>Options for Additional Community Engagement (What we could / will do extra)</b>
<p>Submission of DPD document and Sustainability Appraisal report (Regulation 28)</p>	<ul style="list-style-type: none"> <li>• Submitted document &amp; associated matters (including statements of consultation and public participation) made available for inspection (includes web site) and send the proposals for the DPD to the appropriate bodies from Appendix D &amp; E.</li> <li>• Notice by local advertisement.</li> <li>• Notify anyone who requested to be notified of submission.</li> <li>• Any person may make representations during 6 weeks from date of notice.</li> <li>• We will publish a summary of those representations on our web site with a full copy being available to view at the council offices.</li> </ul>	<ul style="list-style-type: none"> <li>• “Front loading” means no additional community engagement would be appropriate at this stage.</li> <li>• Issue press release announcing submission</li> <li>• Feedback on how views received have been taken into account will be given.</li> </ul>
<p>Sites Allocations Representations</p>	<ul style="list-style-type: none"> <li>• We will publish a summary of those representations on our web site with a full copy being available to view at the council offices.</li> <li>• Notify bodies as appropriate from Appendix D &amp; E.</li> <li>• Notice by local advertisement.</li> <li>• Notify anyone who requested to be notified of submission.</li> <li>• Any person may make representations during 6 weeks from date of notice.</li> </ul>	<ul style="list-style-type: none"> <li>• Issue press release announcing that representations are available for inspection.</li> </ul>

<b>Preparation Stage</b>	<b>Statutory Requirements for Consultation &amp; Notification (What we must do)</b>	<b>Options for Additional Community Engagement (What we could / will do extra)</b>
<p>Consultation on omission sites</p>	<ul style="list-style-type: none"> <li>• Representations which include proposals for alternative site allocations made available for inspection and sent to the appropriate bodies from Appendix D &amp; E.</li> <li>• Notice by local advertisement.</li> <li>• Notify anyone who requested to be notified of omission sites.</li> <li>• Any person may make representations during 6 weeks from date of notice.</li> <li>• We will publish a summary of those representations on our web site with a full copy being available to view at the council offices.</li> </ul>	<ul style="list-style-type: none"> <li>• “Front Loading” means no additional community engagement would be appropriate at this stage.</li> <li>• Issue press release announcing consultation on omission sites.</li> <li>• Feedback on how views received have been taken into account will be given.</li> </ul>
<p>Public Examination</p>	<p>At least 6 weeks before the examination starts:</p> <ul style="list-style-type: none"> <li>• Give notice by local advertisement.</li> <li>• Publish details on web site.</li> <li>• Notify people who made representations of date examination starts and name of person appointed to hold examination.</li> </ul>	<ul style="list-style-type: none"> <li>• “Front loading” means no additional community engagement would be appropriate at this stage.</li> <li>• Issue press notice announcing details of the public examination.</li> </ul>
<p>Adoption</p>	<ul style="list-style-type: none"> <li>• Adopted document &amp; adoption statement made available for inspection (includes web site).</li> <li>• Notice by local advertisement.</li> <li>• Notify anyone who requested to be notified of adoption.</li> </ul>	<ul style="list-style-type: none"> <li>• “Front loading” means no additional community engagement would be appropriate at this stage.</li> <li>• Issue press notice announcing adoption.</li> </ul>

Preparation Stage	<b>Statutory Requirements for Consultation &amp; Notification (What we must do)</b>	<b>Options for Additional Community Engagement (What we could / will do extra)</b>
<b>Supplementary Planning Documents</b>		
Evidence Gathering SA Stage A	<ul style="list-style-type: none"> <li>• Consultation with Countryside Agency, English Heritage, English Nature and Environment Agency.</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement of stakeholders as appropriate will take place.</li> </ul>
SA Stage B (if necessary)	<ul style="list-style-type: none"> <li>• Consult on the initial Sustainability Appraisal report with Countryside Agency, English Heritage, English Nature and Environment Agency together with other key stakeholders from Appendix D &amp; E.</li> </ul>	
Public Participation And SA Stage D	<ul style="list-style-type: none"> <li>• Document made available for inspection (includes web site) and sent to appropriate bodies from Appendix D &amp; E.</li> <li>• Notice by local advertisement.</li> <li>• Any person may make a representation. The representation period must be not less than 4 weeks or more than 6 weeks from date of notice.</li> <li>• We must consider those representations received.</li> <li>• For SA, consultation will take place on the Environmental Report / final Sustainability Appraisal report in the same way as above. This will include appropriate bodies from Appendix D &amp; E.</li> </ul>	<ul style="list-style-type: none"> <li>• We will allow not less than 4 weeks or more than 6 weeks for public participation.</li> <li>• Publish details in Hart News as to the availability of the preferred options (this may be prior to the consultation period itself depending on the production dates of Hart).</li> <li>• Issue press release announcing public participation exercise.</li> </ul>
Adoption	<ul style="list-style-type: none"> <li>• Adopted document, adoption statement &amp; statement of representations made available for inspection (includes web site).</li> <li>• Notice by local advertisement.</li> <li>• Notify anyone who requested to be notified of adoption.</li> </ul>	<ul style="list-style-type: none"> <li>• “Front loading” means no additional community engagement would be appropriate at this stage.</li> <li>• Issue press released announcing adoption.</li> </ul>

<b>Preparation Stage</b>	<b>Statutory Requirements for Consultation &amp; Notification (What we must do)</b>	<b>Options for Additional Community Engagement (What we could / will do extra)</b>
<b>Statement of Community Involvement</b>		
Evidence gathering Pre-submission Consultation (Regulation 25)	<ul style="list-style-type: none"> <li>• Consult on issues and options with the appropriate statutory* and general consultation bodies.</li> <li>• For consultation on the SCI the regulations state that this is a more limited list than for other documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Formally consult LSP and stakeholders.</li> <li>• Consider holding meetings, if considered appropriate, with the LSP and stakeholders.</li> </ul>
Pre-submission Public Participation (Regulation 26)	<ul style="list-style-type: none"> <li>• Preferred options made available for inspection (includes web site) and consultation letters sent to appropriate bodies from Appendix D &amp; E.</li> <li>• Notice by local advertisement.</li> <li>• Any person may make representations during 6 weeks from date of notice.</li> <li>• We must consider those representations.</li> </ul>	<ul style="list-style-type: none"> <li>• Publish details in Hart News as to the availability of details of the preferred options (this may be prior to the consultation period itself depending on the production dates of Hart News)</li> <li>• Use of District Forum (as appropriate)</li> <li>• Issue press release announcing pre-submission public participation.</li> </ul>
Submission of SCI (Regulation 28)	<ul style="list-style-type: none"> <li>• Submitted document &amp; associated matters (including statements of consultation and public participation) made available for inspection (includes web site) and send the proposals to the appropriate bodies from Appendix D &amp; E.</li> <li>• Notice by local advertisement.</li> <li>• Notify anyone who requested to be notified of submission.</li> <li>• Any person may make representations during 6 weeks from date of notice.</li> <li>• We will publish a summary of those representations on our web site with a full copy being available to view at the council offices.</li> </ul>	<ul style="list-style-type: none"> <li>• “Front loading” means no additional community engagement would be appropriate at this stage.</li> <li>• Issue press release announcing submission.</li> <li>• Feedback on how views received have been taken into account will be given.</li> </ul>

<b>Preparation Stage</b>	<b>Statutory Requirements for Consultation &amp; Notification (What we must do)</b>	<b>Options for Additional Community Engagement (What we could / will do extra)</b>
Public Examination (if one is to be held)	<p>At least 6 weeks before the examination starts:</p> <ul style="list-style-type: none"> <li>• Give notice by local advertisement.</li> </ul> <p>Publish details on the web site.</p> <ul style="list-style-type: none"> <li>• Notify people who made representations of the date the examination starts and the name of the person appointed to hold the examination.</li> </ul>	<ul style="list-style-type: none"> <li>• “Front loading” means no additional community engagement would be appropriate at this stage.</li> <li>• Issue press release announcing public examination.</li> </ul>
Adoption	<ul style="list-style-type: none"> <li>• Adopted document &amp; adoption statement made available for inspection (includes web site).</li> <li>• Notice by local advertisement.</li> <li>• Notify anyone who requested to be notified of adoption.</li> </ul>	<ul style="list-style-type: none"> <li>• “Front loading” means no additional community engagement would be appropriate at this stage.</li> <li>• Issue press release announcing adoption.</li> </ul>

## APPENDIX I: Consultation procedures for planning applications

Pre-submission of planning application		
	<b>Statutory requirements for consultation &amp; notification (What must happen)</b>	<b>Options for additional community engagement (What we will do extra)</b>
	Applications for planning permission, listed building consent or conservation area consent applicant to serve notice on owner of land, or if unable to identify all the owners then a site notice is displayed and press advertisement undertaken.	<ul style="list-style-type: none"> <li>• Encourage developers to discuss proposals with interested parties and local communities. For example local exhibitions, news letters, leaflets, internet etc.</li> <li>• Encourage developers to discuss proposals with development control officers.</li> </ul>

Post submission of planning application		
<b>Nature of proposed development</b>	<b>Statutory publicity (What is required to happen)</b>	<b>Options for additional community engagement (What we will do)</b>
<p>All application except for:</p> <p>Listed Building Consent Consent to display advertisements Prior approval for demolition of dwellings Agricultural determination as to whether prior approval of the Local Planning Authority is required Applications made under Section 191 and 192 of the Act (Applications for a certificate of lawful development for existing development or use)</p>	<ul style="list-style-type: none"> <li>• Details of valid planning applications entered on statutory register. Both register and copies of applications may be viewed at District Council offices.</li> <li>• Site Notices or Neighbourhood Notification Letters</li> </ul>	<ul style="list-style-type: none"> <li>• Copies of valid planning applications available to view the on District Council’s web site.</li> <li>• Copies of applications also available to view at the relevant Parish Council Offices.</li> <li>• Lists of valid planning applications are available to view at local libraries</li> </ul>
<p>Applications (except those under Section 191 or 192 of the Act) affecting the character or appearance of a Conservation Area (<i>see also publicity arrangements for applications for conservation area consent</i>)</p>	<ul style="list-style-type: none"> <li>• Applications publicised by means of a notice in a local paper published by Council</li> <li>• A site notice to be displayed by the Council at a prominent position near application site for at least 7 days.</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory requirement undertaken for <b>all</b> applications within or immediately adjoining a Conservation Area</li> <li>• Site notice displayed for period of 21 days</li> </ul>

<b>Post submission of planning application</b>		
<b>Nature of proposed development</b>	<b>Statutory publicity (What is required to happen)</b>	<b>Options for additional community engagement (What we will do)</b>
Applications (except those under Section 191 or 192 of the Act) affecting the setting of a Listed Building ( <i>see also publicity arrangements for applications for listed building consent</i> )	<ul style="list-style-type: none"> <li>• Applications publicised by means of a notice in a local paper published by Council</li> <li>• A site notice to be displayed by the Council at a prominent position near application site for at least 7 days.</li> </ul>	<ul style="list-style-type: none"> <li>• Site notice displayed for period of 21 days</li> </ul>
Application accompanied by an Environmental Impact Assessment (EIA) when application initially submitted to Council	<ul style="list-style-type: none"> <li>• Applications publicised by means of a notice in a local paper published by Council</li> <li>• A site notice to be displayed by the Council at a prominent position near application site for at least 21 days.</li> </ul>	<ul style="list-style-type: none"> <li>• Letters send to owner/occupier of adjoining property(ies), giving 21 days in which to make comments</li> </ul>
Application accompanied by an EIA when EIA submitted to Council at a later date	<ul style="list-style-type: none"> <li>• Applications publicised by means of a notice in a local paper published by applicant</li> <li>• A site notice to be displayed by the applicant at a prominent position near application site for at least 21 days prior to determination of application (unless unable to do so as insufficient rights to land).</li> </ul>	<ul style="list-style-type: none"> <li>• Letters send to owner/occupier of adjoining property(ies), giving 21 days in which to make comments</li> </ul>
Departure from the development plan	<ul style="list-style-type: none"> <li>• Applications publicised by means of a notice in a local paper published by Council</li> <li>• A site notice to be displayed by the Council at a prominent position near application site for at least 21 days.</li> </ul>	<ul style="list-style-type: none"> <li>• Letters send to owner/occupier of adjoining property(ies), giving 21 days in which to make comments</li> </ul>
Proposal affecting a public right of way	<ul style="list-style-type: none"> <li>• Applications publicised by means of a notice in a local paper published by Council</li> <li>• A site notice to be displayed by the Council at a prominent position near application site for at least 21 days.</li> </ul>	<ul style="list-style-type: none"> <li>• Letters send to owner/occupier of adjoining property(ies), giving 21 days in which to make comments</li> </ul>

<b>Post submission of planning application</b>		
<b>Nature of proposed development</b>	<b>Statutory publicity (What is required to happen)</b>	<b>Options for additional community engagement (What we will do)</b>
Development of: <ul style="list-style-type: none"> <li>• 10 or more dwellings,</li> <li>• 1000m<sup>2</sup> or more of floorspace, or</li> <li>• on a site larger than 0.5ha</li> </ul>	<ul style="list-style-type: none"> <li>• Applications publicised by means of a notice in a local paper published by Council</li> <li>• A site notice to be displayed by the Council at a prominent position near application site for at least 21 days <b>or</b> neighbour notification.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Both</b> site notice and letters to owner/ occupier of adjoining property(ies) giving 21 days in which to make comments</li> </ul>
Development of: <ul style="list-style-type: none"> <li>• 9 or less dwellings,</li> <li>• less than 1000m<sup>2</sup> floorspace, or</li> <li>• on a site less than 0.5ha (includes Householder Development)</li> </ul>	<ul style="list-style-type: none"> <li>• A site notice to be displayed by the Council at a prominent position near application site for at least 21 days <b>or</b> neighbour notification.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Both</b> site notice and letters to owner/ occupier of adjoining property(ies) giving 21 days in which to make comments</li> </ul>
Listed Building Consent <b><i>except those where the proposals are for listed building consent to alter only the inside of a building listed Grade II or to vary/discharge conditions on such a consent already granted</i></b>	<ul style="list-style-type: none"> <li>• Applications publicised by means of a notice in a local paper published by Council</li> <li>• A site notice to be displayed by the Council at a prominent position near application site for at least 7 days</li> </ul>	<ul style="list-style-type: none"> <li>• Site notice displayed for period of 21 days</li> <li>• Letters sent to owner/occupier of adjoining property(ies), giving 21 days in which to make comments</li> </ul>
Listed Building Consent <i>where the proposals are to alter only the inside of a building listed Grade II or to vary/discharge conditions on such a consent already granted</i>	Nil	<ul style="list-style-type: none"> <li>• Applications publicised by means of a notice in a local paper published by Council</li> <li>• Site notice displayed for period of 21 days</li> <li>• Letters send to owner/occupier of adjoining property(ies), giving 21 days in which to make comments</li> </ul>
Conservation Area Consent	<ul style="list-style-type: none"> <li>• Applications publicised by means of a notice in a local paper published by Council</li> <li>• A site notice to be displayed by the Council at a prominent position near application site for at least 7 days</li> </ul>	<ul style="list-style-type: none"> <li>• Letters send to owner/occupier of adjoining property(ies), giving 21 days in which to make comments</li> </ul>

<b>Post submission of planning application</b>		
<b>Nature of proposed development</b>	<b>Statutory publicity (What is required to happen)</b>	<b>Options for additional community engagement (What we will do)</b>
Consent to display advertisements	Nil	<ul style="list-style-type: none"> <li>Letters send to owner/occupier of adjoining property(ies), giving 21 days in which to make comments</li> </ul>
Applications to undertake works to trees covered by Tree Preservation Orders not submitted by the Council	<ul style="list-style-type: none"> <li>Details of applications entered on statutory register. Both register and copies of applications may be viewed at District Council offices</li> </ul>	<ul style="list-style-type: none"> <li>Weekly list of tree applications published on website</li> </ul>
Applications to undertake works to trees covered by Tree Preservation Orders submitted by the Council	<ul style="list-style-type: none"> <li>Details of applications entered on statutory register. Both register and copies of applications may be viewed at District Council offices</li> </ul>	<ul style="list-style-type: none"> <li>Weekly list of tree applications published on website</li> </ul>
Notifications of works to trees not covered by a Tree Preservation Order in a Conservation Area	<ul style="list-style-type: none"> <li>Details of notifications entered on statutory register. Both register and copies of applications may be viewed at District Council offices</li> </ul>	<ul style="list-style-type: none"> <li>Weekly list of conservation area tree notifications published on website</li> </ul>
Demolition determination of dwellings as to whether prior approval of Local Planning Authority is required	<ul style="list-style-type: none"> <li>Applications publicised by means of a notice in a local paper published by applicant for at least 21 days</li> </ul>	<ul style="list-style-type: none"> <li>Letters send to owner/occupier of adjoining property(ies), giving 21 days in which to make comments</li> </ul>
Prior approval to the method of demolition and restoration of site associated with the demolition of dwellings	Nil	<ul style="list-style-type: none"> <li>Letters send to owner/occupier of adjoining property(ies), giving 21 days in which to make comments</li> </ul>
<i>Agricultural determination as to whether prior approval of Local Planning Authority is required</i>	Nil	
<i>Agricultural prior approval where prior approval of the Local Planning Authority is required for the siting, design and external appearance</i>	<ul style="list-style-type: none"> <li>Applications publicised by means of a notice in a local paper published by applicant for at least 21 days</li> </ul>	<ul style="list-style-type: none"> <li>Letters send to owner/occupier of adjoining property(ies), giving 21 days in which to make comments</li> </ul>
Telecommunications prior approval  <i>(Permitted development where prior approval of the Local Planning Authority is required for siting and appearance)</i>	<ul style="list-style-type: none"> <li>A site notice to be displayed by the Council at a prominent position near application site for at least 21 days <b>or</b> neighbour notification.</li> </ul>	<ul style="list-style-type: none"> <li><b>Both</b> site notice and letters to owner/ occupier of adjoining property(ies) giving 21 days in which to make comments</li> </ul>

<b>Post submission of planning application</b>		
<b>Nature of proposed development</b>	<b>Statutory publicity (What is required to happen)</b>	<b>Options for additional community engagement (What we will do)</b>
Applications under Section 191 of the Act (application for certificate of lawful development for existing development or use)	Nil	<ul style="list-style-type: none"> <li>• Equivalent publicity for application for planning permission of that type</li> </ul>
Applications under Section 192 of the Act (application for certificate of lawful development for proposed development or use)	Nil	

**Notes:**

- Letters of notification may extend beyond statutory minimum dependent on officer discretion.
- All initial notification letters will give 21 days for comment.
- Consultation with statutory consultees and other amenity bodies of application is undertaken as appropriate in line with both statutory requirements and circular advice.
- For other types of planning application (such as applications for hazardous substances consent, applications for a certificate of alternative appropriate development, or similar) the Council will undertake publicity as that for an application for planning permission for the equivalent development
- Weekly list of all applications received publicised by display on notice boards and Hart’s website
- Where significant amendments to the application are accepted further notification with adjoining owners and statutory consultees (as appropriate) will be undertaken. A period of 14 days will be given for comment.
- In all cases the Local Planning Authority will not determine the application until the latest or last date for consultation or notification response has expired.

<b>Development control Planning Applications</b>	<b>Statutory requirements for consultation &amp; notification (What must happen)</b>	<b>Options for Additional Community Engagement (What we will do extra)</b>
<p>After the decision has been made on a planning application</p>	<ul style="list-style-type: none"> <li>• Application may be dealt with by delegated authority <b>OR</b> For applications dealt with by Planning Committee:</li> <li>• After decision made applicant and Section 65 parties who made representation notified of that decision.</li> </ul> <p><b>For applications dealt with by Planning Committee:</b></p> <ul style="list-style-type: none"> <li>• Report to committee available to be viewed for 5 working days prior to committee meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Respondents to application publicity who provide a stamped addressed envelope will be notified of the application decision</li> <li>• Town/Parish Councils notified of all applications in their areas, and of all other applications where they so request</li> </ul> <p>For applications dealt with by Planning Committee:</p> <ul style="list-style-type: none"> <li>• Public speaking at committee permitted by applicants and people who have made written representations. One spokesperson is allowed to speak for and one against an application.</li> </ul>
<p>Planning Application Appeals</p>	<ul style="list-style-type: none"> <li>• Notify: individuals / organisations consulted as part of the original application consultation process; those who commented on planning application; and other interested parties, that an appeal has been submitted. Details provided of the appeal reference number.</li> </ul>	

If you would like to request a copy of this document in large print, Braille, Audio Tape or another language please contact the Council's Planning Policy Section by telephoning 01252 774226.

Hart LDF Statement of Community Involvement (SCI)

Planning Department  
Hart District Council  
Civic Offices  
Harlington Way  
Fleet  
Hants  
GU51 4AE

Website: [www.hart.gov.uk](http://www.hart.gov.uk)  
e-mail: [planningpolicy@hart.gov.uk](mailto:planningpolicy@hart.gov.uk)