

# **Statement of Community Involvement**

Adopted 2<sup>nd</sup> September 2021

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## 1.0 INTRODUCTION

### What is the Statement of Community Involvement?

- 1.1 It is a statutory requirement that the Council prepares and maintains a Statement of Community Involvement (SCI) (Under Section 18 of the Planning and Compensation Act 2004, as amended by the Planning Act 2008, the Localism Act 2011, and the Neighbourhood Planning Act 2017). The SCI formally sets out how the Council will involve local communities, business and other stakeholders in local planning decisions primarily the local plan and planning applications.
- 1.2 The SCI was originally adopted in 2006, updated in 2011 and 2014, with Appendix D updated in 2017. Some further temporary changes were introduced in 2020 to reflect restrictions imposed during the coronavirus pandemic.
- 1.3 This 2021 revision introduces some changes to the consultation processes for planning applications. It also includes some edits to the plan-making sections to update and simplify the document, with references to Equality principles under the Equality Act 2010 and how we use your data under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- 1.4 The information contained in this document can be made available in alternative formats. Please contact us for more information at [planningpolicy@hart.gov.uk](mailto:planningpolicy@hart.gov.uk)

## 2.0 CONTEXT

### Why do we do it?

- 2.1 National planning policy places considerable emphasis on encouraging early community involvement, stating that plans should be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees (National Planning Policy Framework – July 2021 – para. 16). It also encourages community engagement before planning applications are submitted stating that good quality pre-application discussion enables better co-ordination between public and private resources and improved outcomes for the community (National Planning Policy Framework – July 2021 – para. 39).
- 2.2 To assist with this process, the SCI has been prepared to explain clearly:
  - how the community will be involved
  - the stages at which that involvement will take place
  - the methods to be used in that involvement, and
  - a commitment to feedback the outcome of engagement with the community.

- 2.3 We will commit to taking full account of the views expressed by the public, consultees, District Councillors, and Parish and Town Councils. However, planning decisions must be:
- made within legal requirements
  - in accordance with national planning policy and guidance, and
  - based on sound, technical evidence.

### Community Involvement principles – equalities

- 2.4 The Council needs to ensure that it meets the public sector equality duty (Equality Act 2010), which aims to promote equality, eliminate discrimination and encourage good relations between different groups associated with age, disability, gender/gender reassignment, race, religion and other protected characteristics. We have a Corporate Equalities Policy (Hart District Council – Corporate Equalities Policy – April 2021), which will be followed in all consultations carried out by the Council
- 2.5 We will use a variety of methods to reach as many people as possible including making best use of digital channels and social media, which may be preferred by some groups. In some cases hard copies of documents will also be available at district, town and parish council offices and in local libraries. Information in alternative languages and formats can be provided on request where there is considered to be a genuine need, so as to be accessible to all sections of the community.

### Data Protection - How will we protect your information?

- 2.6 To allow us to register comments on local plan documents and planning applications, we do record your contact details on the Local Plan and planning application database, which allows us to respond to the comments you have made. There are also statutory requirements we must meet in making copies of comments publicly available. We will therefore publish names and associated representations on our website but we will not publish any further personal information such as telephone numbers or email addresses, in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018,
- 2.7 We will not use your personal data for any purpose other than set out when collected without first obtaining your consent. We will only share your personal information with third parties where required by law. The information relating to planning policy documents will only be retained until the relevant document has been adopted and any period for legal challenge has passed. If a legal challenge is made, it will be retained until the outcome is known. For planning applications, your comments and details will be retained permanently.
- 2.8 For more information, see the Hart District Council [privacy policy](#).

### 3.0 DEVELOPMENT PLAN DOCUMENTS (LOCAL PLAN)

What is the Local Plan and how is the community involved?

- 3.1 Development Plan Documents (usually a Local Plan) are the main planning policy documents prepared by the Council. They set out a vision, objectives, strategy and policies to guide future development.
- 3.2 The most recent DPD in Hart is the Hart Local Plan (Strategy and Sites) 2032 adopted in April 2020. Local Plans must be regularly reviewed and updated when necessary.
- 3.3 Planning legislation requires local planning authorities preparing local plans to consult and notify 'specific consultation bodies,' 'general consultation bodies,' and residents or other such persons carrying out business in the area that the Council considers it appropriate to invite representations from. The 'specific' and 'general' consultation bodies are listed in Appendix A.
- 3.4 Any interested parties not listed under the 'specific' or 'general' consultation bodies can request to be added to the Council's Local Plan mailing list. They will then be notified when a document is available for consultation or is adopted. To be included on the mailing list, please contact [planningpolicy@hart.gov.uk](mailto:planningpolicy@hart.gov.uk)
- 3.5 Plan-making involves a process that includes at least two consultations. Appendix B sets out the key stages and the Council's approach to consultation at those stages. At each stage of community engagement, any comments we receive will be analysed and taken into account, this feedback will be given through publication on the Council's website, issuing press releases and statements, and copies will be available to view at the Council Offices.

Duty to cooperate

- 3.6 We also have a legal duty to cooperate with neighbouring authorities and other prescribed authorities and agencies when plan-making (Localism Act 2011 and Section 33A of the Planning and Compulsory Purchase Act 2004 (as amended)). This means working 'constructively, actively and on an on-going basis' on strategic issues having a significant impact on at least two planning areas. The duty to co-operate bodies are set out at the end of Appendix A.

How does Sustainability Appraisal/Strategic Environmental Assessment/Habitat Regulations Assessment fit into the process?

- 3.7 All DPDs are subject to Sustainability Appraisal (SA), but SA is not required for SPDs, it is optional. An SA considers how the principles of sustainable development have been taken into account in the development

of the document being appraised.

- 3.8 Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment (HRA) are also required by an EU Directive which is now transposed into UK legislation, on the assessment of the effects of certain plans and programmes on the environment. Plans and programmes with the potential to have significant environmental effects (positive or negative) are required to undergo SEA. All DPDs are subject to SEA, whilst SPDs and Neighbourhood Plans that have the potential for significant environmental effects may therefore be subject to SEA.
- 3.9 The HRA screening process will consider if there are potential impacts arising as from a plan are likely to have significant effect on any sites designated for their nature conservation importance, either alone or in combination with other plans and projects. If potential impacts are identified then this will trigger the need for a more detailed Appropriate Assessment.
- 3.10 Consultation is required with specific organisations for five weeks on the SA/SEA/HRA, although all the documents are published alongside emerging DPD's, for comment. Contact details for Town and Parish Councils and local libraries in Hart, where documents may be placed for inspection are set out at Appendix G.

## 4.0 SUPPLEMENTARY PLANNING DOCUMENTS

**What are Supplementary Planning Documents and how can you be involved?**

- 4.1 Supplementary Planning Documents (SPDs) provide additional guidance from the Council to support specific policies in the Local Plan. SPDs do not set new policy or allocate land.
- 4.2 SPDs are not part of the Development Plan for the District but support Local Plan policies with more detail and they are a material consideration in determining planning applications. The process is initially similar to preparing a DPD, but because they expand on existing policy, they are not subject to independent examination.
- 4.3 As with Local Plans, there are certain required stages of consultation set out in the regulations that we must follow. These are set out in Appendix C.

## 5.0 NEIGHBOURHOOD PLANS

**How we will help communities prepare Neighbourhood Plans?**

- 5.1 Neighbourhood planning was introduced through the Localism Act 2011 and allows communities to take the lead on shaping how their local area is developed. Neighbourhood Plans are not prepared by the District Council

but by Parish or Town Councils, Neighbourhood Forums or community organisations that meet the criteria for qualifying bodies, and they set out policies for the development and use of land in a local area or neighbourhood.

- 5.2 Neighbourhood Plans are important and sit alongside the Local Plan in being the starting point for determining planning applications. They cannot promote less development than the Local Plan and cannot alter past planning decisions. They should support the delivery of the strategic policies contained in local plans and should shape and direct development that is not covered by the strategic policies. All policies in the Neighbourhood Plan must conform with national planning policies and the up-to-date Local Plan. Once they are adopted or “made”, Neighbourhood Plans form part of the development plan for the area they cover.
- 5.3 Neighbourhood Plans must follow legal requirements for consultation and engagement, which in the early stages is the responsibility of the Parish or Town Council, whilst the District Council will carry out consultation on the final draft version, arranges the independent examination and organises the referendum of the local community.
- 5.4 We are required to actively help communities in the process of preparing Neighbourhood Plans, but the plan-making process itself must be community led. We have produced guidance setting out in more detail the support that the District Council will give to local communities preparing neighbourhood plans. This, along with links to other supporting information, can be found on our [Neighbourhood Planning webpage](#).
- 5.5 The steps required in preparing a Neighbourhood Plan are set out in Appendix D.

## 6.0 PLANNING APPLICATIONS

How will we consult on planning applications and take the communities' views into account?

- 6.1 When we receive a valid planning application, we have a duty to consider and determine it, regardless of whether it meets adopted policies or not. We are committed to consulting with those we feel are likely to be most affected by the proposal, and take their views into account, before reaching a decision on the application. However, it needs to be understood that planning decisions are not a matter of free choice. They must be made within legal requirements, have regard to national planning policy and guidance, and be based on sound, technical evidence.
- 6.2 We will consult in accordance with the statutory requirements of the relevant legislation (Town and Country Planning (General Development Procedure) (England) Order 2015). We will always
- consult with the Parish or Town Council;
  - notify immediately adjoining neighbours;
  - consult with statutory bodies as appropriate; and
  - for some applications, advertise in a local newspaper or on social media.
- 6.3 Site notices may be displayed for certain applications. Planning applications that would be a “departure” from the Development Plan (in other words, do not appear to comply with policies in the Plan) will always be advertised in a local newspaper and with a site notice. All new planning applications are advertised in a Weekly List placed on the Council’s website, and residents can register to be notified of planning applications in their locality. The procedures we follow in consulting on planning applications are set out in Appendix E.
- 6.4 Following an initial site visit, we may decide that wider neighbour notification may be appropriate, given the nature of the site and/or the proposed development. Neighbours and Parish/Town Councils are given 21 days to respond if they wish to comment on a planning application. This may be shorter on subsequent notifications of amended plans. Comments on a planning application may be made by anyone, regardless of whether they have been notified or live locally. Comments can be in support of, or objection to a proposal but must address material planning considerations, if the Council is to take them into account in making its decision. A list of material planning considerations can be found at Appendix F.
- 6.5 Comments on planning applications should be submitted to the Council as soon as possible, although we will take into account any representations received by the point of the decision being made. All those making comments on planning applications should be aware that they will be



made available for public inspection on our website and at the Civic Offices, and comments cannot be treated as confidential.

- 6.6 Occasionally, it may be necessary to prepare and publish reports on planning applications for the Planning Committee before the notification period has expired. In these circumstances, comments received post-publication will be reported verbally to Committee (and referred to in an Addendum note to the Committee report) and taken into account in the decision-making process.
- 6.7 We will also consult with relevant non-statutory bodies and organisations, such as local business and amenity groups. In addition, where a major application has likely implications for a strategic service provider, such as Health Service providers, we will consult these at an early stage.
- 6.8 Some types of development have permission granted automatically under national legislation and therefore do not require a planning application to be submitted. These can include certain types of household extensions, some changes of use of land or buildings and minor operations. These are generally referred to as “permitted development”, and further information can be found on the [Planning Portal website](#).

### Decisions on Planning Applications

- 6.9 Like other Councils, most planning applications in Hart are determined by the head of the planning service (Head of Place) under powers delegated by the Council as set out in Part 3c of the [Council's Constitution](#), following full consideration of all the planning issues and comments received through the consultation process.
- 6.10 Decisions on the more complex and controversial planning applications will be determined by the Council's Planning Committee or Major Sites Sub-Committee, along with those applications requested for committee determination by a local Ward Councillor (subject to the provisions of the scheme of delegation). Public speaking will be permitted at Planning Committee for those who wish to speak in support or object to a planning application, provided that this is arranged beforehand in accordance with the [approved procedure](#). Public speaking will take place ahead of the determination of the planning application.
- 6.11 There is also the opportunity for Parish or Town Councils to speak at the Committee on planning applications within their respective boundaries. In the event that a planning application is to be determined by the Planning Committee, all those who have made representations on the application will be notified ahead of the proceedings.

### Pre-Application Stage

- 6.12 In line with good practice, we offer applicants a [pre-application advice service](#). The advantage of this service is to highlight potential issues and resolve problems before an application is submitted, resulting in a more

efficient use of resources, and faster decision-making. Pre-application submissions and our response to them will be available for public inspection, unless the Council considers such information as commercially sensitive.

- 6.13 As part of this process, we encourage all applicants and developers to discuss their proposals with their neighbours and the local community before submitting their formal application. This will not affect the statutory notifications which take place on receipt of a planning application, but early engagement with the community may reduce delay, and allows the applicant to demonstrate how the proposal has taken local views into account.
- 6.14 The level of community engagement should reflect the scale of the proposed development. Since we must remain impartial ahead of determining the planning application, the Council will not be involved with any engagement with the community by the applicant. We can only request potential applicants to involve the local community at the pre-application stage, not require them to. Moreover, we cannot refuse planning permission merely because an applicant did not engage with the community before submission.

## APPENDIX A: Statutory Consultees, Key Stakeholders and Duty to Co-operate Bodies

When preparing local development documents, the Council must consider whether any of certain 'specific' and 'general consultation bodies' (as defined in legislation) may have an interest in the subject matter of the document and should therefore be consulted.

For Hart, the relevant 'specific consultation bodies' are:

- The Coal Authority
- The Environment Agency
- Historic England
- The Highways Agency
- Homes England
- Natural England
- Adjoining Local Planning Authorities
- Town and Parish Councils within Hart District as well as those adjoining the district
- Hampshire County Council
- Hampshire Police Authority
- NHS England
- Hampshire Clinical Commissioning Groups (CCG's)
- Network Rail
- Surrey County Council
- Relevant service providers (gas, electric, sewerage and water)
- Relevant telecommunications providers or those who own or control electronic communications apparatus located within Hart District

The relevant 'general' consultation bodies in Hart include the following:

(This list may vary depending on the content of the Local Development Document being consulted upon.)

- Amenity groups (including the Society for the Protection of Ancient Buildings, the Georgian Group, the Victorian Society and the Twentieth Century Society)
- Civic Societies
- Community groups and residents associations
- Countryside / Conservation groups
- Development and property owning interests
- Disability groups
- Ethnic minority groups (to include the National Federation of Gypsy Liaison Groups)
- Health groups and organisations
- Housing interest groups and Housing Associations
- Local business groups

- Older persons groups
- Educational organisations
- Sport and recreation bodies and organisations
- Other groups / individuals (to include the residents of Hart District)
- Parish Plan groups
- Religious groups
- Surrey and Hampshire Canal Society
- The Theatres Trust
- Youth groups
- The Crown Estate
- South Western Railway

## Duty to Co-operate Bodies

The following are the bodies which the Council has a statutory duty to co-operate with, as appropriate, depending on the issues under consideration:

- Neighbouring local authorities and County Councils
- Environment Agency
- Historic England
- Natural England
- The Mayor of London
- Civil Aviation Authority
- Homes England
- NHS England
- Hampshire Clinical Commissioning Groups (CCG's)
- National Health Service Commissioning Board
- Office of the Rail Regulator
- Hampshire County Council as highway authority
- Highways Agency
- Enterprise M3 Local Enterprise Partnership
- Hampshire and Isle of Wight Local Nature Partnership

## APPENDIX B: Consultation Procedures for Hart's Development Plan Documents

Preparation Stage	Statutory Requirement for Consultation and Notification	Options for Additional Community Engagement
Evidence gathering Sustainability Appraisal/Strategic Environmental Assessment/Habitats Regulation Assessment (SA/SEA/HRA)	Natural England, Historic England and Environment Agency are consulted for 5 weeks	Involvement of other stakeholders as appropriate may take place
Public participation in the preparation of a development plan document and SA/SEA/HRA	<ul style="list-style-type: none"> <li>• Specific and general consultation bodies (as appropriate) are notified and invited to comment on what the document ought to contain.</li> <li>• Consider whether to invite comments from local residents or businesses</li> <li>• For SA/SEA/HRA, consultation will include Natural England, Historic England and Environment Agency together with other appropriate key stakeholders</li> <li>• Consider any representations received</li> </ul>	<ul style="list-style-type: none"> <li>• Place details of consultation on Council website</li> <li>• Place details of consultation in libraries and parish council offices</li> <li>• Consult stakeholders and those who have requested to be consulted (on the Local Plan database)</li> <li>• Consider engagement with community forums</li> <li>• Consider holding public exhibitions</li> <li>• Consider whether to consult on policy options in the document</li> </ul>

Preparation Stage	Statutory Requirement for Consultation and Notification	Options for Additional Community Engagement
<p>Publication of a development plan document and SA/SEA/HRA</p>	<ul style="list-style-type: none"> <li>• Make proposed submission documents available for inspection at appropriate places and on the Council's website</li> <li>• Advise each of the specific and general consultation bodies invited to comment during public participation that the proposed submission documents are available for inspection and where and when they can be viewed.</li> <li>• Anyone may make representations during the consultation period which must be for at least 6 weeks from the date the availability notice is published</li> <li>• Publish on the Council website a summary of the main issues raised from representations received. Representations will be available to view on the Council's website</li> <li>• For SA, consultation will take place on the Sustainability Appraisal report in the same way as above. This will include appropriate bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Issue press release announcing proposed submission documents consultation exercise</li> <li>• Publish on the Council website a summary of representations received at the public participation stage.</li> <li>• Inform those who have requested to be kept up to date (on the Local Plan database)</li> </ul>

Preparation Stage	Statutory Requirement for Consultation and Notification	Options for Additional Community Engagement
Public examination	<p>At least 6 weeks before the examination starts:</p> <ul style="list-style-type: none"> <li>• Publish details of venue and date on website</li> <li>• Notify people who made representations of those details</li> <li>• For SA, significant changes resulting from representations would be appraised at the examination</li> </ul>	<ul style="list-style-type: none"> <li>• No community engagement takes place at this stage</li> <li>• Issue press release announcing details of the public examination</li> </ul>
Adoption	<ul style="list-style-type: none"> <li>• Make adopted document, plus SA/SEA/HRA adoption statement available for inspection</li> <li>• Notify anyone who requested to be notified of adoption</li> <li>• Send the adoption statement to the Secretary of State</li> </ul>	<ul style="list-style-type: none"> <li>• No community engagement takes place at this stage</li> <li>• Issue press release announcing adoption</li> </ul>

## APPENDIX C: Consultation Procedures for Hart's Supplementary Planning Documents

Preparation Stage	Statutory Requirement for Consultation and Notification	Options for Additional Community Engagement
Evidence gathering - where SA or SEA are carried out, evidence gathering will be completed	SA/SEA Scoping Report will be consulted upon for a minimum of 5 weeks.	
Public participation and, if SA/SEA is carried out, then reports will be completed	<ul style="list-style-type: none"> <li>• Make document available for inspection including on the Council's website. Anyone may make a representation. The representation period must be no less than 4 weeks</li> <li>• Consider any representations received</li> <li>• For SA, consultation will include: Natural England, Historic England and the Environment Agency together with other appropriate key stakeholders</li> </ul>	Issue press release announcing public participation exercise
Adoption Adoption statement for SA/SEA purposes	<ul style="list-style-type: none"> <li>• Adopted document, adoption statement &amp; statement of representations made available for inspection including on the website</li> <li>• Notify anyone who requested to be notified of adoption</li> </ul>	<ul style="list-style-type: none"> <li>• No community engagement takes place at this stage</li> <li>• Issue press released announcing adoption</li> </ul>



## APPENDIX D: Steps in Preparing a Neighbourhood Plan in Hart

See Hart District Council [Neighbourhood Planning](#) web pages for guidance notes and support available.

Stage	What the Council will do
Designation as a Neighbourhood Area / or Neighbourhood Forum	<ul style="list-style-type: none"> <li>• Advise as to the information required to submit an application for designation as a Neighbourhood Area or Neighbourhood Forum;</li> <li>• Carry out consultation to bring to attention of those who live, work or carry out business in the relevant area</li> <li>• Invite representations in a period of no less than 6 weeks;</li> <li>• Determine the outcome of the application and advise the Qualifying Body accordingly and publish the decision on the website.</li> </ul>
Evidence to support the neighbourhood plan	<ul style="list-style-type: none"> <li>• Advise on evidence available to support the Local Plan and other planning documents and sources of information which may be relevant to the neighbourhood plans</li> </ul>
Strategic Environmental Assessment (SEA) and Habitat Regulation Assessment (HRA)	<ul style="list-style-type: none"> <li>• Undertake an SEA and HRA Screening for the neighbourhood plan. If full assessments are required this is the responsibility of the Qualifying body.</li> </ul>
Pre-submission preparation and consultation	<ul style="list-style-type: none"> <li>• Provide a list of strategic development policies that the Neighbourhood Plan must comply with</li> <li>• Advise on the statutory process for pre-submission</li> <li>• Provide a contact list for statutory consultees as defined in Schedule 1 of The Neighbourhood Planning (General) Regulations 2012 (as amended);</li> <li>• Provide comments and advice on specific issues proposed within a NP where officer resources are available, where there is a direct link with the emerging Local Plan, and where there are issues likely to affect meeting the Basic Conditions;</li> <li>• Provide a high level review of a fully drafted (or close to fully drafted) Plan prior to formal consultation where officer resources are available</li> </ul>

Stage	What the Council will do
	<p>and invited to do so by the qualifying body; and,</p> <ul style="list-style-type: none"> <li>• Provide a formal response to the Pre-Submission Consultation.</li> </ul>
Submission and Examination	<p>Upon Submission to Hart District Council, we will: ·</p> <ul style="list-style-type: none"> <li>• Undertake a review to ensure that the Submitted Neighbourhood Plan complies with ·all the statutory requirements; ·</li> <li>• Confirm in writing to the Qualifying Body whether the Plan meets these requirements;</li> <li>• Undertake statutory consultation on the Submission NP for a minimum of 6 weeks; ·</li> <li>• Notify consultation bodies identified in the Consultation Statement; and,</li> <li>• Provide a formal response to the Submission Plan as part of the consultation process.</li> </ul> <p>In relation to <b>independent Examination</b> of the Plan, the Council will: ·</p> <ul style="list-style-type: none"> <li>• Appoint, and fund an Examiner for the Plan in discussion with the relevant Qualifying Body; ·</li> <li>• Produce a summary of representations from the Submission consultation to be sent to the Examiner and to the Qualifying Body and placed on the website; · Communicate examination timetables and progress with the Qualifying Body;</li> <li>• Discuss the independent Examiners Report on the NP with the Qualifying Body;</li> <li>• Consider at Executive the Examiners recommendations and make a decision as to whether to proceed to referendum;</li> <li>• Amend the Plan in line with the Examiners Report in conjunction with the Qualifying Body; and,</li> <li>• Issue a Decision Statement setting out its reasons for accepting or otherwise the Examiners modifications.</li> </ul>

Stage	What the Council will do
Referendum	<ul style="list-style-type: none"> <li>• Liaise with the Qualifying Body on the Referendum date (which will be subject to resources and workloads of the Elections team);</li> <li>• Organise, fund and run the local referendum</li> </ul>

## APPENDIX E: Consultation procedures for Planning Applications

### Pre-submission of planning application

Nature of Proposed Development	Statutory Requirements for Consultation and Notification	Options for Additional Community Engagement
Applications for planning permission or Listed Building 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	<p>Encourage developers to discuss major development proposals with interested parties and local communities.</p> <p>For example, meet the parish council, notify immediate neighbours, conduct local exhibitions, publish newsletters, leaflets, online consultation etc.</p> <p>Publish the information on the Council's website (except for any information which is of financial or commercial sensitivity)</p>

### Post submission of planning application

Nature of Proposed Development	Statutory Publicity
<p>All applications except for:</p> <p>Listed Building Consent</p> <p>Consent to display advertisements</p> <p>Prior approval for demolition of dwellings</p> <p>Agricultural determination as to whether prior approval of the Local Planning Authority is required</p> <p>Applications made under Section 191 and 192 of the Act (applications for a certificate of lawful development for existing or proposed development or use)</p>	<p>Details of valid planning applications entered on statutory register</p> <p>Site notice <b>or</b> neighbour notification letters</p>

Nature of Proposed Development	Statutory Publicity
Applications (except those under Section 191 or 192 of the Act) affecting the character or appearance of a Conservation Area	Press notice published by the Council A site notice to be displayed by the Council for at least 7 days
Applications (except those under Section 191 or 192 of the Act) affecting the setting of a Listed Building	Press notice published by the Council A site notice to be displayed by the Council for at least 7 days
Application accompanied by an Environmental Impact Assessment (EIA) when application initially submitted to Council	Press notice published by the Council A site notice to be displayed by the Council for at least 7 days
Application accompanied by an EIA when EIA submitted to Council at a later date	Press notice published by the Council A site notice to be displayed by the applicant for at least 7 days
Departure from the development plan	Press notice published by the Council A site notice to be displayed by the Council for at least 21 days
Proposal affecting a public right of way	Press notice published by the Council A site notice to be displayed by the Council for at least 21 days
Development of: 10 or more dwellings, 1000m <sup>2</sup> or more of floorspace, or on a site larger than 0.5ha.	Press notice published by the Council A site notice to be displayed by the Council for at least 21 days <b>or</b> neighbour notification
Development of: 9 or fewer dwellings, less than 1000m <sup>2</sup> floorspace, or on a site less than 0.5ha. (includes householder development)	A site notice to be displayed by the Council at a prominent position near application site <b>or</b> at least 21 days or neighbour notification
Listed Building Consent <b>except</b> 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	Press notice published by the Council A site notice to be displayed by the Council for at least 7 days

Nature of Proposed Development	Statutory Publicity
Listed Building Consent 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	Nil
Consent to display advertisements	Nil
Applications to undertake works to trees covered by Tree Preservation Orders	Details of applications entered on statutory register
Notifications of intent to carry out work to trees in a Conservation Area not subject to a Tree Preservation Order	Details of notifications entered on statutory register
Determination for demolition of dwellings as to whether prior approval of Local Planning Authority is required	Press notice published by the applicant
Prior approval for the method of demolition and restoration of site associated with the demolition of dwellings	Nil
Agricultural determination as to whether prior approval of Local Planning Authority is required	Nil
Agricultural prior approval where prior approval of the Local Planning Authority is required for the siting, design and external appearance	Press notice published by the applicant for a period of not less than 21 days beginning with the date on which the application is submitted.
Telecommunications prior approval (Permitted development where prior approval of the Local Planning Authority is required for siting and appearance)	A site notice to be displayed by the Council for at least 21 days <b>or</b> neighbour notification
Applications under Section 191 of the Act (application for certificate of lawful development for existing development or use)	Nil

Nature of Proposed Development	Statutory Publicity
Applications under Section 192 of the Act (application for certificate of lawful development for proposed development or use)	Nil
Change of use prior approval (permitted development where prior approval of Local Planning Authority is required, depending on type, of transport, noise, flood risk, or contamination)	As appropriate, Highways Agency, Local Highway Authority, Environment Agency or Environmental Health giving 21 days in which to make comments.
Prior approval of enlarged residential rear extension	Notification to adjoining neighbours setting out details of extension and giving at least 21 days in which to make comment.

#### Notes:

- Letters of notification may extend beyond the statutory minimum subject to Officer discretion.
- All initial notification letters will give 21 days for comment.
- Consultation with statutory consultees and other amenity bodies is undertaken as appropriate in line with both statutory requirements and circular advice.
- Where significant amendments to the application are accepted, further notification with adjoining owners and statutory consultees (as appropriate) will be undertaken. A minimum period of 14 days will be given for comment.

## Definition of 'Adjoining Property':

- A) Any neighbouring property that shares a common boundary with the land subject to the proposed development.
- B) Where the proposed development is in a sub-divided building (e.g. a flatted property) and neighbouring land is NOT a sub-divided building - all parts of the building adjoining or within 4m of the part subject to the application, plus all parts of the building directly above and below. (a) above also applies.
- C) Where the proposed development is NOT a sub-divided building but neighbouring land comprises a sub-divided building (e.g. a flatted property) - only those parts of the sub-divided building that share a common boundary with the land for which the development is proposed, plus all parts of the building directly above and below those parts.
- D) Where the proposed development is in a sub-divided building (e.g. a flatted property) **AND** neighbouring land also consists of a sub-divided building – we will follow (b) and (c) above.



## APPENDIX F: Commenting on planning applications

Comments on planning applications can be in support or object to a proposal but they must address material planning considerations if the Council is to take them into account in making its decision. They must relate to planning laws, which aim to regulate development and use of land in the public interest. Your comments must also relate to the development that is being proposed.

The planning system does not exist to protect the private interests of one person against the activities of another. It can be difficult to distinguish between public and private interests, but this may be necessary on occasion. The basic question is not whether owners and occupiers of neighbouring properties would experience financial or other loss from a particular development, but whether the proposal would unacceptably affect amenities and the existing use of land and buildings which ought to be protected in the public interest.

When we make decisions on planning applications:

### **Matters that CAN be taken into account:**

- Local planning policies and guidance
- Effect on the street scene or area
- Design, appearance and materials
- Traffic generation and safety
- Noise and disturbance
- Government advice
- Size, layout and density of buildings
- Adequacy of car parking
- Overlooking and loss of privacy
- Ground contamination

### **Matters that CANNOT be taken into account**

- Loss of property value
- Disturbance from construction works
- Competition from other uses
- Land and boundary disputes
- Property maintenance issues
- The need for development (except in certain defined circumstances)
- Private rights of way
- Matters covered by leases or covenants
- Ownership rights
- Private issues about drains
- The identity or personal characteristics of the applicant
- The loss of a view

## Why can't they be taken into account in planning decisions?

That is not to say that these matters are not important, or may eventually prevent the development taking place, but they do not relate to planning law, and are often controlled through some other legislation.

## How long do I have to make comments?

Comments will be taken into account until the point of determination although we encourage them to be sent as soon as possible. If they are received outside the time limit, you will miss the opportunity to have them taken into account. Please also note that they cannot be treated in confidence and will be available to the public.

## Can I discuss the application?

If you are concerned about the proposal or need clarification before writing, you can talk to the case planning officer. Your local district councillor will also be able to listen to your views but will not be able to discuss the merits of the case with you as this may prevent them speaking about the application if it is to be dealt with at committee.

Details of your councillor can be found on the Council's website or you can contact Planning Services for the information on 01252 774419 or by email to [planningadmin@hart.gov.uk](mailto:planningadmin@hart.gov.uk)

## What will happen to my comments?

Any comments you make within the set time limits will be taken into account in reaching a decision. However, planning staff and councillors have to consider every aspect of the application and all relevant issues and the final decision may be contrary to your views.

## APPENDIX G: Library and Parish & Town Council contact details.

Public libraries (run by Hampshire County Council)

For opening times see the [Hampshire County Council website](#).

### **Fleet Library**

236 Fleet Road, Fleet, Hampshire GU51 4BX

### **Yateley Library**

School Lane, Yateley, Hampshire GU46 6NL

### **Odiham Independent Community Library**

The Bury, Odiham RG29 1NB

(run by Odiham Parish Council as a book exchange) for further details go to [Odiham Parish Council website](#).

## Town and Parish Council contact details

### **Blackwater and Hawley Town Council**

Hawley Leisure Centre, Fernhill Road, Hawley Green, Blackwater GU17 9BW

☎: 01276 33050 / 35411

✉: [enquiries@blackwaterandhawleytowncouncil.gov.uk](mailto:enquiries@blackwaterandhawleytowncouncil.gov.uk)

### **Bramshill Parish Council**

Email: [clerk.bramshill@btconnect.com](mailto:clerk.bramshill@btconnect.com)

### **Church Crookham Parish Council**

Church Crookham Community Centre, Boyce Road, Crookham Park, GU52 8AQ

☎: 01252 626793

✉: [clerk@churchcrookham.org.uk](mailto:clerk@churchcrookham.org.uk)

### **Crondall Parish Council**

PO Box 623, Farnham, Surrey GU9 1HB

☎: 07510 917232

✉: [clerk@crondall-pc.gov.uk](mailto:clerk@crondall-pc.gov.uk)

### **Crookham Village Parish Council**

Daegmarsfield Farm, Church Lane, Dogmersfield, RG27 8SZ

☎: 01252 810568

✉: [clerk@crookhamvillage.org.uk](mailto:clerk@crookhamvillage.org.uk)

### **Dogmersfield Parish Council**

☎: 01252 214054

✉: [clerk@dogmersfieldparish.co.uk](mailto:clerk@dogmersfieldparish.co.uk)

### **Elvetham Heath**

The Key Centre, The Key, Fleet, Hampshire, GU51 1HA

☎: 01252 819204

✉: [office@elvethamheath-pc.org.uk](mailto:office@elvethamheath-pc.org.uk)

### **Eversley Parish Council**

PO Box 1246, Yateley, Hampshire, GU47 7FR

☎: 01252 876924

✉: [clerk@eversley-pc.gov.uk](mailto:clerk@eversley-pc.gov.uk)

### **Ewshot Parish Council**

☎: 01256 397009

✉: [clerk@ewshotpc.com](mailto:clerk@ewshotpc.com)

### **Fleet Town Council**

The Harlington, 236 Fleet Road, Fleet, Hampshire GU51 4BY

☎: 01252 625246

✉: [clerk@fleet-tc.gov.uk](mailto:clerk@fleet-tc.gov.uk)

### **Greywell Parish Council**

☎: 01256 861371

✉: [parishclerk@greywell.info](mailto:parishclerk@greywell.info)

### **Hartley Wintney Parish Council**

Parish Office, 1<sup>st</sup> Floor, Appleton Hall, West Green, Road, Hartley Wintney, Hook, Hampshire RG27 8RQ

☎: 01252 845152

✉: [clerk@hartleywintney.org.uk](mailto:clerk@hartleywintney.org.uk) / [admin@hartleywintney-pc.gov.uk](mailto:admin@hartleywintney-pc.gov.uk)

### **Heckfield Parish Council**

☎: 07515 777 060

✉: [clerk.heckfield@gmail.com](mailto:clerk.heckfield@gmail.com)

### **Hook Parish Council**

Hook Community Centre, Ravenscroft, Hook, Hampshire RG27 9NN

☎: 01256 768573 or 768687

✉: [clerk@hook.gov.uk](mailto:clerk@hook.gov.uk)

### **Long Sutton and Well Parish Council**

☎: 07792 463611

✉: [clerk@longsutton.com](mailto:clerk@longsutton.com)

**Mattingley Parish Council**

☎: 07515 777 060

✉: [clerk.mattingley@parish.hants.gov.uk](mailto:clerk.mattingley@parish.hants.gov.uk)

**Odiham Parish Council**

Odiham Parish Council Office, The Bridewell, The Bury, Odiham, Hampshire RG29 1NB

☎: 01256 702716

✉: [clerk@odiham.org.uk](mailto:clerk@odiham.org.uk)

**Rotherwick Parish Council**

☎: 01252 492136 / 07792 463611

✉: [clerk@rotherwick.org.uk](mailto:clerk@rotherwick.org.uk)

**South Warnborough Parish Council**

☎: 07792 463611

✉: [clerk.swparishcouncil@gmail.com](mailto:clerk.swparishcouncil@gmail.com)

**Winchfield Parish Council**

✉: [winchfieldparishclerk@outlook.com](mailto:winchfieldparishclerk@outlook.com)

**Yateley Town Council**

Council Offices, Reading Road, Yateley, Hampshire GU46 7RP

☎: 01252 872198

✉: [office@yateley-tc.gov.uk](mailto:office@yateley-tc.gov.uk)