

Hart District Council

Statement of Community Involvement
Second Revision

Adopted 31st July 2014
(Appendix D Amended April 2017)



Contents	Page
Glossary	2
1. Introduction	3
2. Which documents make up and support the Local Plan?	3
3. How does Sustainability Appraisal/Strategic Environmental Assessment fit into the process?	4
4. Who will Hart District Council involve in the preparation of Local Development Documents?	5
5. How will Hart District Council engage you in the preparation of Local Development Documents?	7
6. What happens after community engagement?	7
7. The preparation of Neighbourhood Plans	7
8. Community engagement in the determination of planning applications	9
Appendix A: Consultation procedures for Hart's Local Development Documents	10
Appendix B: List of statutory consultees	14
Appendix C: Duty to Co-operate	15
Appendix D: Consultation procedures for planning applications	16
Appendix E: Public library and Parish / Town Council office locations and contact details	21

Glossary

DCLG (Department for Communities and Local Government)

The government department responsible for planning and local government.

DPD (Development Plan Document)

These are planning documents which have development plan status in the determination of planning applications and appeals. Before they can be adopted, they must be tested for 'soundness' by an independent planning inspector.

LDD (Local Development Document)

A generic term for DPDs, SPDs and the SCI.

Local Plan

A generic term for DPDs, SPDs and the SCI. The plan for future development of the District, drawn up by the District Council in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. The term includes old policies which have been saved under the 2004 Act.

LDS (Local Development Scheme)

This is a project plan setting out the timetable for the preparation of all proposed DPDs focusing in particular over the next three years.

National Planning Policy Framework (NPPF), March 2012

The National Planning Policy Framework sets out the government's planning policies for England and how they are expected to be applied. It provides guidance for local planning authorities and decision-takers, both in drawing up plans and making decisions about planning applications.

National Planning Practice Guidance (NPPG), March 2014

The NPPG sets out more detailed national guidance to support the implementation of policies set out in the NPPF.

RS (Regional Strategy) (formerly Regional Spatial Strategy)

The regional plan, produced by the Regional Planning Body, with which Local Development Documents must conform. In Hart's case, this is the South East Plan. The Government revoked the South East Plan in March 2012 with the exception of Policy NRM6 – Thames Basin Heaths Special Protection Area.

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 incorporates Strategic Environmental Assessment (SEA) which is a similar process but concentrates primarily on environmental issues.

SCI (Statement of Community Involvement)

Sets out how the Council proposes to engage with stakeholders and the community in the plan-making process for LDDs and in considering planning applications.

SPD (Supplementary Planning Document)

Local planning authority formally adopted document which provides policy guidance to supplement in greater detail the policies and proposals covered by DPDs. These do not require public examination but must undergo full public consultation.

1. Introduction

- 1.1. The Council's first Statement of Community Involvement (SCI) was adopted in September 2006 with the aim of ensuring that the community was effectively engaged in planning and development processes in the District. The SCI sets out how the community is to be engaged in the production of the Local Plan and supporting documents and in the planning application decision-making process.
- 1.2. The SCI was revised in December 2011 following legislative changes to plan-making and the opportunity was also taken to refresh the document in the light of experience. This second review of the SCI is in the light of further Government changes to the legislation relating to local plan preparation and to decision making.
- 1.3. The Council values the contributions of a wide range of people both within, and representing, the community and seeks to achieve as much agreement as possible on development and controversial planning issues. 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
 - the methods for that involvement, and
 - a commitment to feed back the outcome of community engagement to the community.
- 1.4. This document presents a realistic assessment of the level of work that the Council can undertake with the resources available and aims to make use of existing organisations and representative groups. It will be periodically reviewed so that it is able to reflect changing circumstances.

2. Which documents make up and support the Local Plan?

- 2.1. There are two types of Local Development Documents (LDD's) which may be produced by the Local Planning Authority. Depending on the type of document these may form part of the Development Plan or provide additional guidance for implementing Development Plan policies. The two types of LDD are:
 - 2.2. **Development Plan Documents (DPDs)**, which include planning documents which relate to the development and use of land and which contain the statutory planning policies which guide future development. DPD's form part of the Development Plan.
 - 2.3. **Supplementary Planning Documents (SPDs)**, which provide greater detail on the policies and proposals in DPDs and cover matters such as design guidance and development briefs. SPDs are not part of the Development Plan but support Local Plan policies and are a material consideration in planning decisions.
 - 2.4. Further information on the documents making up the Local Plan is outlined in the Hart Local Development Scheme which is available to view at the Council

Offices or on the website (www.hart.gov.uk). The key stages in the production of LDDs are set out in Figures 1a and 1b below.

Figure 1a: Key stages in the production of Development Plan Documents

<p>Public Participation Informal discussions with statutory consultees and participation, where appropriate, with local residents and businesses</p> <p>Pre-Submission Publication Final consultation before document is submitted to the Secretary of State</p> <p>Submission Stage The documents and any representations made are sent to the Secretary of State to be examined for 'soundness' by an independent planning inspector</p> <p>Public Examination An independent planning inspector presides over a process which allows representations to be considered in writing and/or put forward in person at the examination. The inspector considers the 'soundness' of the DPD and then submits a report which identifies whether or not the DPD is 'sound' and whether any changes to it need to be made by the Council before it can be adopted</p> <p>Adoption The formal process by which the Council finalises the document</p>
--

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

<p>Early Involvement This stage is informal and is based around discussions with stakeholders, statutory consultees and other interested parties</p> <p>Draft SPD A draft of the SPD is produced which is subject to wider public consultation. Following consultation, the responses received are considered and any required changes made to the document</p> <p>SPD Adoption This is a formal process by which the Council finalises the document</p>

3. How does Sustainability Appraisal/Strategic Environmental Assessment fit into the process?

3.1. The term 'sustainable development' has been used in policy-making since 1987 following the publication of the World Commission on Environment and Development Report *Our Common Future*, commonly referred to as the Brundtland Report. The report developed guiding principles for sustainable development as it is generally understood today and contained the following definition of sustainable development:

“development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”

- 3.2. Sustainability Appraisal (SA) is required in the UK by the Planning and Compulsory Purchase Act 2004. All DPDs are subject to 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.
- 3.3. Strategic Environmental Assessment (SEA) is required in the European Union by an EU Directive, commonly referred to as the SEA Directive¹, 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 have the potential for significant environmental effects and may therefore be subject to SEA.
- 3.4. SA and SEA are required by separate legislation. However, as there are many crossovers between the two processes, government guidance has recommended that the two processes be undertaken simultaneously. This approach will be taken for Hart's LDD's. Therefore, where SA is referred to, this incorporates the requirements of SEA.
- 3.5. When preparing a DPD or SPD, the start of the process is the preparation of a Scoping Report (for SA or SEA) which is consulted upon for a minimum of five weeks. Where SA incorporating SEA is carried out, this is followed by an SA Report. Where SEA only is carried out, the report produced is an Environmental Report. Both SA Reports and Environmental Reports are also consulted upon for a minimum of five weeks. This is usually carried out in parallel with the consultation on the preferred approach or draft DPD/SPD.

4. Who will Hart District Council involve in the preparation of Local Development Documents?

- 4.1. The minimum requirements for public engagement in LDDs are set out in secondary legislation². The Hart SCI sets out how these minimum requirements will be met and exceeded locally for the preparation of Hart Local Development Documents. These standards and procedures will be adhered to by the Council in the preparation of these documents.
- 4.2. When preparing LDDs, the Council needs to consider whether it is appropriate to consult with certain 'specific' and 'general consultation bodies'. These statutory consultees are set out in Appendix B.
- 4.3. The list of general consultation bodies will be regularly updated and groups can contact us at the postal or email address on the back cover of this document if they wish to be added to the list. The changes to the list and new groups added

¹ Directive 2001/42/EC

² The Town and Country Planning (Local Planning)(England) Regulations 2012 .

to it will, from that point, be used in the process of community involvement at the appropriate stages.

- 4.4. Full account will be taken of the views expressed by the public, consultees, District Councillors and Parish Councils.
- 4.5. 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 considers 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:
- younger people
 - minority communities including Gypsies and Travellers
 - businesses
 - the homeless
 - commuters
 - people with disabilities
 - service families.
- 4.6. The Council proposes to meet with representatives of these groups at locations and times convenient to their members when producing the Council's planning 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.
- 4.7. The Council must also ensure that it meets the duty to co-operate³ in preparing Local Development Documents. This duty requires the Council to co-operate with specific bodies in relation to planning of sustainable development and strategic matters. A 'strategic matter' is defined as:
- a) sustainable development or use of land that has or would have a significant impact on at least two planning areas, including (in particular) sustainable development or use of land for or in connection with infrastructure that is strategic and has or would have a significant impact on at least two planning areas, and
 - b) sustainable development or use of land in a two tier area if the development or use –
 - i – is a county matter
 - ii – has or would have a significant impact on a county matter
- 4.8. The specific bodies with whom the Council must co-operate are outlined in Appendix C.

³ Section 33A of the Planning and Compulsory Purchase Act and Part 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012

5. How will Hart District Council engage you in the preparation of Local Development Documents?

- 5.1 Appendix A comprises a table providing details of 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 could/will do to exceed those requirements.
- 5.2 Responses to the engagement must be made by letter, email, questionnaire or pro-forma response and received by the consultation deadline. 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.
- 5.3 Where advertisements in local newspapers are required for planning applications, these will be placed in the Hampshire Independent. Use will also be made of Town and Parish magazines as appropriate.

6. What happens after community engagement?

- 6.1. 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 LDD. To achieve this feedback, the 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 Council website *
 - Issuing press releases and statements *
 - Copy of feedback available to view at the Council Offices *
- 6.2. Copies of feedback will be available to view at the Council Offices and on the Council website.

7. The Preparation of Neighbourhood Plans

- 7.1. The basis of Neighbourhood Plans is that they are community led with the neighbourhood forum or Parish/Town Council leading and co-ordinating the plan making process. Neighbourhood plans require extensive community engagement and involvement. As the Council does not prepare these plans, the procedures set out in the Statement of Community Involvement do not apply.
- 7.2. The Council does have a statutory role in publicising applications for a Neighbourhood Area ⁴ and at stages in the preparation of Neighbourhood Plans. These are set out in the tables below. These do not include the process for a referendum.

⁴ The Neighbourhood Planning (General) Regulations 2012

Figure 2 - Consideration of a Neighbourhood Forum and/or Neighbourhood Area

Stage	What the Council must do
Upon receipt of application	Publicise details on the website and bring to attention of those who live, work or carry out business in the relevant area Invite representations in a period no less than 6 weeks.
Upon designation of a neighbourhood area or neighbourhood forum	Publicise on the website and bring to attention of those who live, work or carry out business in the relevant area
Upon refusal of a neighbourhood area or neighbourhood forum	Publicise the decision on the website and bring to attention of those who live, work or carry out business in the relevant area where the decision can be viewed.

Figure 3 - Preparation of a Neighbourhood Plan

Stage	What the Council must do
Upon receipt of a submitted Plan	Publicise details of the plan proposal and how to make representations on the website and bring to attention of those who live, work or carry out business in the relevant area details of the plan, where it can be inspected and how to make representations. Notify any consultation body identified in the consultation submitted with the Plan that the Plan has been received. Invite representations in a period no less than 6 weeks.
Upon appointment of a person to carry out the examination	Send the Plan and supporting documents including a copy of any representations made to the examiner.
Publication of the examiners report and plan proposal decisions	Following receipt of the examiners recommendations, the Council must publicise on their website and in a manner that will bring it to the attention of people who live, work and carry on business in the neighbourhood area, the Councils decision in relation to the Examiners recommendations.
Decision on a plan proposal	As soon as possible after deciding to make or refuse a Neighbourhood Plan, the Council must Publicise the decision on the website and bring to attention of those who live, work or carry out business in the relevant area details of where the decision can be viewed. A copy of the decision must be sent to the qualifying body and to anyone who has requested it.
Publicising a neighbourhood development plan	Publicise on the website the neighbourhood plan and bring to attention of those who live, work or carry out business in the relevant area where the plan can be viewed. Notify any person who asked to be notified of the making of the neighbourhood development plan that it has been made and where and when it may be inspected.

8. Community engagement in the determination of planning applications

- 8.1. All planning applications are subject to statutory consultation requirements and these are set out in Appendix D together with the additional actions this Council undertakes over and above the statutory minimum. Hart District Council will continue to engage its community on the basis of these requirements.
- 8.2. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

Appendix A: Consultation procedures for Hart's Local Development Documents

Preparation Stage	Statutory Requirements for Consultation & Notification (What must happen)	Options for Additional Community Engagement (What we could / will do extra)
Development Plan Documents		
Evidence gathering SA Stage A	<ul style="list-style-type: none"> Natural England, English Heritage and Environment Agency are consulted 	<ul style="list-style-type: none"> Involvement of other stakeholders as appropriate will take place
Public participation in the preparation of a development plan document and SA Stage B and C, and part of Stage D	<ul style="list-style-type: none"> Specific and general consultation bodies (as appropriate) from Appendix B are notified and invited to comment on what the document ought to contain Consider whether to invite comments from local residents or businesses For SA, consultation will include: Natural England, English Heritage and Environment Agency together with other appropriate key stakeholders from Appendix B Consider any representations received 	<ul style="list-style-type: none"> Place details of consultation on Council website Place details of consultation in libraries and parish council offices (for locations see Appendix E) Consult stakeholders Consider engagement with community forums Consider holding public exhibitions Consider whether to consult on policy options in the document
Publication of a development plan document and SA Stage D	<ul style="list-style-type: none"> Make proposed submission documents available for inspection at appropriate places and on the Council's website 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. Anyone may make representations during the consultation period which must be for at least 6 weeks from the date the availability notice is published 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 For SA, consultation will take place on the Sustainability Appraisal report in the same way as above. This will include appropriate bodies from Appendix B 	<ul style="list-style-type: none"> Issue press release announcing proposed submission documents consultation exercise Publish on the Council website a summary of representations received at the public participation stage.

Preparation Stage	Statutory Requirements for Consultation & Notification (What we must do)	Options for Additional Community Engagement (What we could / will do extra)
Submission of a development plan document and Sustainability Appraisal report to the Secretary of State	<ul style="list-style-type: none"> ● Send documents to the Secretary of State and advise any specific and general consultation bodies (Appendix B) previously invited to make comments ● Publish submission documents on the website and make available at appropriate places. ● Publish on the Council website a summary of the main issues raised from representations received at publication. Representations will be available to view on the Council's website ● Notify anyone who requested to be notified of submission 	<ul style="list-style-type: none"> ● No community engagement takes place at this stage ● Issue press release announcing submission ● Feedback given on how views received at previous stages have been taken into account
Public examination	<p>At least 6 weeks before the examination starts:</p> <ul style="list-style-type: none"> ● Publish details of venue and date on website ● Notify people who made representations of those details ● For SA, significant changes resulting from representations would be appraised at the examination 	<ul style="list-style-type: none"> ● No community engagement takes place at this stage ● Issue press release announcing details of the public examination
Adoption	<ul style="list-style-type: none"> ● Make adopted document, adoption statement and SA report available for inspection ● Notify anyone who requested to be notified of adoption ● Send the adoption statement to the Secretary of State 	<ul style="list-style-type: none"> ● No community engagement takes place at this stage ● Issue press release announcing adoption

Preparation Stage	Statutory Requirements for Consultation & Notification (What we must do)	Options for Additional Community Engagement (What we could / will do extra)
Supplementary Planning Documents		
Evidence gathering - where SA or SEA are carried out, Stage A will be completed	<ul style="list-style-type: none"> ● Where an SA/SEA Scoping Report is prepared, this will be consulted upon for a minimum of five weeks 	
Public participation and, where SA/SEA is carried out, Stage B, C and most of D will be completed	<ul style="list-style-type: none"> ● 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 ● Consider any representations received ● For SA, consultation will include: Natural England, English Heritage and the Environment Agency together with other appropriate key stakeholders from Appendix B 	<ul style="list-style-type: none"> ● Issue press release announcing public participation exercise
Adoption and, for SA, the remainder of Stage D	<ul style="list-style-type: none"> ● Adopted document, adoption statement & statement of representations made available for inspection including on the website ● Notify anyone who requested to be notified of adoption 	<ul style="list-style-type: none"> ● No community engagement takes place at this stage ● Issue press released announcing adoption

Preparation Stage	Statutory Requirements for Consultation & Notification (What we must do)	Options for Additional Community Engagement (What we could / will do extra)
Statement of Community Involvement		
Public participation	<ul style="list-style-type: none"> • There is no longer a statutory requirement to consult on the SCI 	<ul style="list-style-type: none"> • Invite representations from appropriate bodies/individuals where a change to the SCI is such that it has a significant impact on how or when stakeholders are consulted • Issue press release announcing public participation if consultation is to take place

Appendix B: List of statutory consultees

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
- English Heritage
- The Highways Agency
- Homes and Communities Agency
- 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 Hampshire and Hampshire Community Health Care
- Network Rail
- NHS South Central Strategic Health Authority
- Surrey County Council
- Relevant gas and electricity providers
- Relevant sewerage and water providers
- 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 Council will also invite representations from the Crown Estate and South West Trains.

Appendix C: 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
English Heritage
Natural England
The Mayor of London
Civil Aviation Authority
Homes and Community Agency
Hampshire Clinical Commissioning Groups (CCG's)
Office of Rail Regulation
Hampshire County Council
Highways Agency
Enterprise M3 Local Enterprise Partnership
Hampshire and Isle of Wight Local Nature Partnership

Appendix D: Consultation procedures for planning applications

Pre-submission of planning application		
Nature of Proposed Development	Statutory Requirements for Consultation & Notification (What must happen)	Options for Additional Community Engagement (What we will do extra)
Applications for planning permission or listed building consent	<ul style="list-style-type: none"> 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"> Encourage developers to discuss major development proposals with interested parties and local communities. For example, meet the parish council, notify immediate neighbours, local exhibitions, newsletters, leaflets, internet etc Put the information on the Council's website (except for any information which is of financial commercial sensitivity)

Post submission of planning application		
Nature of Proposed Development	Statutory Publicity (What is required to happen)	Options for Additional Community Engagement (What we will do)
<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>	<ul style="list-style-type: none"> Details of valid planning applications entered on statutory register Site notice <u>or</u> neighbourhood notification letters 	<ul style="list-style-type: none"> Site notice(s) to be affixed by planning officer in prominent position at the commencement of a 28 day consultation period
<p>Applications (except those under Section 191 or 192 of the Act) affecting the character or appearance of a Conservation Area</p>	<ul style="list-style-type: none"> Press notice published by the Council A site notice to be displayed by the Council for at least 7 days 	<ul style="list-style-type: none"> Site notice(s) to be affixed by planning officer in prominent position at the commencement of a 28 day consultation period

Post submission of planning application		
Nature of Proposed Development	Statutory Publicity (What is required to happen)	Options for Additional Community Engagement (What we will do)
Applications (except those under Section 191 or 192 of the Act) affecting the setting of a Listed Building	<ul style="list-style-type: none"> ● Press notice published by the Council ● A site notice to be displayed by the Council for at least 7 days 	<ul style="list-style-type: none"> ● Site notice(s) to be affixed by planning officer in prominent position at the commencement of a 28 day consultation period
Application accompanied by an Environmental Impact Assessment (EIA) when application initially submitted to Council	<ul style="list-style-type: none"> ● Press notice published by the Council ● A site notice to be displayed by the Council for at least 7 days 	<ul style="list-style-type: none"> ● Site notice(s) to be affixed by planning officer in prominent position at the commencement of a 28 day consultation period
Application accompanied by an EIA when EIA submitted to Council at a later date	<ul style="list-style-type: none"> ● Press notice published by the Council ● A site notice to be displayed by the applicant for at least 7 days 	<ul style="list-style-type: none"> ● Send letters to owner/occupiers of adjoining properties, giving 21 days in which to make comments
Departure from the development plan	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Press notice published by the Council ● A site notice to be displayed by the Council for at least 21 days 	
Development of: <ul style="list-style-type: none"> ● 10 or more dwellings, ● 1000m² or more of floorspace, or ● on a site larger than 0.5ha. 	<ul style="list-style-type: none"> ● Press notice published by the Council ● A site notice to be displayed by the Council for at least 21 days <u>or</u> neighbour notification 	<ul style="list-style-type: none"> ● A site notice to be displayed by the Council for at least 35 days
Development of: <ul style="list-style-type: none"> ● 9 or fewer dwellings, ● less than 1000m² floorspace, or ● on a site less than 0.5ha. (includes householder development)	<ul style="list-style-type: none"> ● A site notice to be displayed by the Council at a prominent position near application site for at least 21 days <u>or</u> neighbour notification 	<ul style="list-style-type: none"> ● Site notice to be affixed by planning officer
Listed Building Consent 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	<ul style="list-style-type: none"> ● Press notice published by the Council ● A site notice to be displayed by the Council for at least 7 days 	<ul style="list-style-type: none"> ● Site notice(s) to be affixed by planning officer in prominent position at the commencement of a 28 day consultation period

Post submission of planning application		
Nature of Proposed Development	Statutory Publicity (What is required to happen)	Options for Additional Community Engagement (What we will do)
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"> Site notice(s) to be affixed by planning officer in prominent position at the commencement of a 28 day consultation period
Consent to display advertisements	Nil	<ul style="list-style-type: none"> Site notice(s) to be affixed by planning officer in prominent position at the commencement of a 28 day consultation period
Applications to undertake works to trees covered by Tree Preservation Orders	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Details of notifications entered on statutory register 	
Determination for demolition of dwellings as to whether prior approval of Local Planning Authority is required	<ul style="list-style-type: none"> 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 <i>where prior approval of the Local Planning Authority is required for the siting, design and external appearance</i>	<ul style="list-style-type: none"> Press notice published by the applicant 	<ul style="list-style-type: none"> Site notice(s) to be affixed by planning officer in prominent position at the commencement of a 28 day consultation period
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"> A site notice to be displayed by the Council for at least 21 days <u>or</u> neighbour notification 	<ul style="list-style-type: none"> Site notice(s) to be affixed by planning officer in prominent position at the commencement of a 28 day consultation period
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"> Equivalent publicity for application for planning permission of that type
Applications under Section 192 of the Act (application for certificate of lawful development for proposed development or use)	Nil	

Post submission of planning application		
Nature of Proposed Development	Statutory Publicity (What is required to happen)	Options for Additional Community Engagement (What we will do)
Change of use prior approval <i>(permitted development where prior approval of Local Planning Authority is required, depending on type, of transport, noise, flood risk, or contamination)</i>	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 (enlarged extension to be completed by May 2016)	Notice 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 statutory minimum dependent on 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 subdivided 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.

Development control Planning Applications	Statutory Requirements for Consultation & Notification (What must happen)	Options for Additional Community Engagement (What we will do extra)
Determination of applications	<p>Application may be determined by the Head of Planning Services in accordance with the powers given by Council OR by the Planning Committee in accordance with powers given to it by Council.</p> <p>For applications dealt with by Planning Committee: Report to committee available to be viewed 5 working days prior to committee meeting.</p>	<p>For applications dealt with by Planning Committee:</p> <ul style="list-style-type: none"> Public speaking at committee permitted for applicants, Town or Parish Council and people who have made written representations. For each application a total of 9 minutes is allowed for public speaking with the Town or Parish Council, third parties and the applicant each having a maximum of 3 minutes each.
Planning application appeals	Notify in accordance with Planning Inspectorate rules.	

Appendix E: Public library and Parish / Town Council office locations and contact details

Public libraries

Fleet Library

236 Fleet Road, Fleet, Hampshire GU51 4BX

Odiham Bridewell Library

The Bury, Odiham, Hampshire RG29 1NB

Yateley Library

School Lane, Yateley, Hampshire GU46 6NL

Town and Parish Council office locations and contact details

Blackwater and Hawley Town Council

Blackwater Centre, 12-14 London Road, Blackwater, Camberley, Surrey GU17 9AA
Tel: 01276 33050

Email: blackwatertc@btconnect.com

Bramshill Parish Council

Email: clerk.bramshill@btconnect.com

Church Crookham Parish Council

The Harlington Centre, Fleet Road, Fleet, Hampshire GU51 4BY
Tel: 01252 626793

Email: clerk@churchcrookham.org.uk

Crondall Parish Council

PO Box 623, Farnham, Surrey GU9 1HB
Tel: 07510 917232

Email: clerk@crondall-pc.gov.uk

Crookham Village Parish Council

Email: clerk@crookhamvillage-pc.org.uk

Dogmersfield Parish Council

Email: clerk@dogmersfieldparish.co.uk

Elvetham Heath Parish Council

The Parish Office, Elvetham Heath Community Centre, The Key, Elvetham Heath
Fleet, Hampshire GU51 1HA

Tel: 01252 623700

Email: Clerk@elvethamheath.org.uk

Eversley Parish Council

Email:

mailto:eversley.clerk@virginmedia.com

Ewshot Parish Council

PO Box 616, Farnham, Surrey GU9 1GT
Tel: 01252 824589

email: clerk@ewshot.com

Fleet Town Council

The Harlington Centre, 236 Fleet Road, Fleet, Hampshire GU51 4BY
Tel: 01252 625246

Email: clerk@fleettowncouncil.org.uk

Greywell Parish Council

Email: julian.stanley2@btinternet.com

Hartley Wintney Parish Council

Parish Office, Appleton Hall, West Green Road, Hartley Wintney, Hook, Hampshire RG27 8RE

Tel: 01252 845152

Email: clerk@hartleywintney.org.uk

Heckfield Parish Council

Email:

mailto:stephenalexander46@googlemail.com

Hook Parish Council

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

Telephone 01256 768573 or 768687

Email: clerk@hook.gov.uk

Long Sutton and Well Parish Council

Email: longsuttonpc@googlemail.com

Mattingley Parish Council

Email: mattingley.clerk@gmail.com

Odiham Parish Council

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

Tel: 01256 702716

Email: clerk@odiham.org.uk

Rotherwick Parish Council

Email: clerk@rotherwick.com

South Warnborough Parish Council

Email: swparishcouncil@aol.com

Winchfield Parish Council

Email:

clerk.winchfield@parish.hants.gov.uk

Yateley Town Council

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

Tel: 01252 872198

Email: office@yateley-tc.gov.uk

If you would like to request a copy of this document in large print, Braille, audio tape or another language please contact Planning Policy

Email: planningpolicy@hart.gov.uk

Phone: 01252 774118

Write: Planning Policy, Hart District Council, Civic Offices,
Harlington Way, Fleet, GU51 4AE

Hart Local Plan Statement of Community Involvement

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

Website: www.hart.gov.uk
e-mail: planningpolicy@hart.gov.uk