

Report to Cabinet
14 November 2012
Report of Head of planning service
Subject Revision of Statement of community involvement 2012

Item
8

Purpose

To approve the revised Statement of community involvement (SCI) for public consultation. The SCI is the council's code of practice on how people can expect to be involved in the planning process.

Recommendation

(1) To approve the proposed revised Statement of community involvement for public consultation.

(2) To give delegated authority to the Deputy Chief Executive (Operations) in consultation with the Portfolio Holder for Environment and Development to make minor changes to the Statement of community involvement for public consultation.

Corporate and service priorities

The report helps to meet the corporate priority "A prosperous city" and the service plan priority to produce the Local plan and related documents to guide future development.

Financial implications

There are no direct financial implications.

Ward/s: All

Cabinet member: Councillor Bremner – Environment and development

Contact officers

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Background documents

None

Further information

Existing SCI for Norwich: <http://www.norwich.gov.uk/Planning/documents/Sci.pdf>

National "Compact": http://www.compactvoice.org.uk/sites/default/files/the_compact.pdf

Report

Introduction

1. The Statement of community involvement (SCI) is the council's code of practice on how people can expect to be involved in the planning process. It covers the production of different types of planning policy documents, and the different stages for each one. It is also concerned with how people should expect to be involved in the planning application process.
2. The aim of this report is to seek authority to carry out the public consultation on this document. A draft of the SCI was considered at Sustainable Development Panel on 24th October who endorsed it to Cabinet.

Purpose of Review

3. The current SCI document was adopted in March 2010 and was prepared under previous planning regulations. Since then the planning system has changed significantly, with the new National Planning Policy Framework published in March 2011, the Localism Act being given royal assent in November 2011, and the introduction of new planning regulations in 2012.
4. Norwich City Council is a signatory of "The Compact", which is a national agreement between the government and community sectors which aims to improve the way voluntary and community sectors and local councils work with each other. This was published in December 2010 and superseded the previous "Norfolk COMPACT" to which the current SCI refers. Norwich City Council signed up to "The Compact" following a resolution of Cabinet in January this year.
5. This review aims to update the SCI to simplify it and remove duplication with other documents. It also aims to reflect the new regulations and the emphasis of the NPPF on speedier and responsive plan-making whilst delivering on the Council's commitments given to the voluntary sector by signing up to "The Compact".

Key changes to the current SCI document

6. The adopted SCI document sets out the requirements for involvement during the plan making process prescribed by the 2004 planning regulations, as amended in 2008 and 2009. In general, the revised SCI document is more streamlined and flexible in terms of involvement in the planning process when compared to the adopted version. The changes and implications for both the plan making process and planning applications process are set out below:

Planning policy documents

7. There have been significant changes to the procedures for producing planning policy documents since the last SCI was adopted in March 2010.
8. The new Town and Country Planning (Local Planning) (England) Regulations 2012 re-introduce Local plans in place of Local development frameworks. The regulations set out the range of documents that can form a Local plan as either an individual

document or a portfolio of documents¹. The updated SCI document reflects these changes and provides greater clarity about who to involve in consultations, how and when. It also aims to introduce greater flexibility by streamlining the consultation requirement for Development plan documents where possible.

9. The adopted SCI requires a 12 week consultation period on emerging planning documents where possible and specifies a minimum period of eight weeks, with specific reasoning required for shorter consultation periods. In practice this gives limited flexibility and can contribute to lengthy plan preparation periods. This requirement is out of kilter with planning regulations which require shorter consultation periods (6 weeks for local plan documents and 4 weeks for supplementary planning documents).
10. The requirement in “The Compact” on government (including local government) is to “Give early notice of forthcoming consultations, where possible, allowing enough time for civil society organisations² to involve their service users, beneficiaries, members, volunteers and trustees in preparing responses. Where it is appropriate, and enables meaningful engagement, conduct 12-week formal written consultations, with clear explanations and rationale for shorter time-frames or a more informal approach.”
11. With regard to the first part of this the Council gives considerable notice of its forthcoming planning policy consultations, where the Local Development Scheme contains details of the forward plan for the preparation of planning policy documents. With regard to the second part of “The Compact”, it is considered that there is a clear rationale which justifies a shorter period than 12 weeks being used for formal written consultations. Not only does the Local development scheme contain details of the forthcoming consultations but the requirements regarding the forward agenda means that details of matters to be reported to Cabinet need to be published 4 weeks in advance of the meeting. Also due to the lead in times to both Sustainable Development Panel and Cabinet, the requirement for papers to be published a week in advance of relevant meetings and the time that is taken to arrange publication following Cabinet endorsement means that generally draft details of public consultation documents appear in the public domain at least six weeks before formal consultation commences.
12. Thus for example the current Development management policies DPD which is currently out on 12 weeks consultation (due to close on 26th October) is only marginally changed from the draft version published on 20th June a week in advance of Sustainable Development Panel, meaning that the consultation period is closing some 18 weeks after the proposals were first published. Similarly, the consultation on the draft revisions to the SCI would be unlikely to close until the end Feb 2013 notwithstanding their first publication in mid October.
13. In the light of this the revised SCI suggests that a shorter period of formal consultation would be appropriate in future. This is suggested as a minimum of six weeks for local plan documents and four weeks for supplementary planning

¹ Please see the Figure 1 in section 2 of the updated SCI document

² Defined in ‘The Compact’ as including charities, social enterprises and voluntary and community groups.

documents but requiring these periods to be extended if they overlap with defined holiday periods.

14. It is considered this should still enable meaningful engagement of the voluntary sector in the plan preparation process. Indeed a speedier and more responsive plan preparation process should assist voluntary sector organisations in having consistency of representation in relation to a particular plan.
15. The document also provides a clearer emphasis on the use of social media at key stages of the plan making process. This is to reflect the new challenges and opportunities provided by digital technologies to disseminate consultation information to a wider range of audiences, especially to young people.

Planning applications

16. The adopted SCI document sets out the requirements for consultations in the planning applications process and specifically the expectations for developers to undertake consultation on major applications.
17. The revised SCI makes the consultation requirements more flexible in terms of future legislation change. This is done by setting out principles for consultation requirements for planning applications, whilst allowing more details for specific applications to be provided through the validation checklist.
18. One significant change to the SCI document relates to the requirement for consultation during the pre-application process. The adopted SCI encourages but does not require involvement at the pre-application stage. However, section 122 of the Localism Act 2011 requires applicants to carry out pre-application consultations where a proposed development meets criteria set out in a development order. Since new development orders specifying which planning applications will require pre-application involvement are not yet in place, the revised SCI makes reference to the regulation change and highlights that the Council's requirements may change once the government enacts its proposals.

The proposed public consultation

19. It is proposed that the draft revised SCI will be subject to public consultation for 12 weeks (consistent with the current SCI) from late November 2012 to February 2013, the methods of consultation will include:
 - Sending letters/emails to individuals and organisations who have registered an interest in the planning process locally
 - Make the consultation documents (the draft SCI and response form) available on the Council's website
 - Make hard copies of consultation documents available for inspection at the Council's office and the Millennium library
 - Make the electronic copies of the consultation documents available on the Council's website
 - Publish a press release in a local newspaper

- Publish consultation information in Citizen magazine
- Place the consultation information on the council's social media site
- Depending on demand, officer presentations to specific groups or meetings/forums could be arranged.

20. The draft SCI consultation document is attached to this report at Appendix 1.

Minor changes following the Sustainable Development Panel

21. Since the SCI document was considered by Sustainable development panel, some minor changes have been made to the document to fine tune the guidance but not to change the nature of the involvement. These changes are:

- new paragraph 31 added to ensure that community groups are notified in advance of the start of official consultation periods to allow for meaningful engagement;
- some factual minor amendments made to paragraph 7 on equality issues.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	14 November 2012
Head of service:	Planning services
Report subject:	Revised Statement of Community Involvement
Date assessed:	18 October
Description:	The impact assessment is based on the recommendation to approve the revised Statement of community involvement for publication and not on the contents of the document itself. The key documents detailed in the scheme have been or will be subject of Sustainability Appraisal (including consideration of environmental, social and economic objectives) and have been screened for impacts on diversity considerations.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are some costs associated with the preparation of the SCI, but this is a statutory requirement. Publication of timely and relevant information about the council's planning policy documents will reduce the amount of officer time dealing with enquiries about their status and contribute to more efficient service delivery.
Other departments and services e.g. office facilities, customer contact	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Very limited impact on Design Print and Production service which will upload electronic versions on the council's website.
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Positive impact identified. The Statement of Community involvement reflects the guidance set out in the National Compact that communities and civil society organisations will be given meaningful involvement in planning process. This consultation will provide the public and groups with the opportunity to contribute to the ways they will be consulted.
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No direct impact identified.
Advancing equality of opportunity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The consultation will seek views from groups from different sectors and individuals from different backgrounds so will have a positive impact on advancing equality of opportunity.
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The SCI consultation will have no direct impact on transportation.
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The SCI consultation will have no direct impact on natural and built environment.
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The SCI consultation will have no direct impact on waste and resources.

	Impact			
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The SCI consultation will have no direct impact on pollution.
Sustainable procurement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The SCI consultation will have no direct impact on sustainable procurement.
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The SCI consultation will have no direct impact on energy and climate change.
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Updating the SCI will reduce risk by ensuring that the Council's approach to consultations responds to recent changes in the planning system and legislation, and by ensuring that the Council delivers on its commitments given to the voluntary sector by signing up to 'The Compact'.

Recommendations from impact assessment

Positive

Some positive impacts identified, the revised SCI document once in place should provide a more flexible approach in guiding future involvement in planning process.

Negative

No direct negative impact is identified.

Neutral

No impact in relation to the majority of issues.

Issues

The key issue is to balance the National compact and the new government legislations on a speedier and responsive planning system. The SCI document reflects both provides flexibility in terms of meeting those requirements. It is also important that the updated guidance is in place to continue provide guidance under the new regulations.

Norwich City Council

**Draft Statement of community
involvement**

**A code of practice for
involvement in planning**

October 2012

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1. Introduction

Why we are preparing the Statement of community involvement?

1. The city council wants to improve the way the community get involved in plan making and in its decisions on planning applications. We want to encourage more people to be involved and to make that as easy as possible.
2. The *Statement of community involvement* is a 'code of practice' of how the council involves people in planning decisions. This can include planning policy (plan-making) and decisions on planning applications.
3. Under the planning policy system the council has to prepare the local plan, which will show how the city will develop and grow over the next 15 years. Your local knowledge will help to make sure that development in the city benefits everyone while the special qualities of the city are also protected. The way we will ensure that you are part of this process is set out in this *Statement of community involvement*.
4. The council produced a *Community engagement strategy* in 2009 for the whole of the council's approach to community involvement. This *Statement of community involvement* reflects the wider councils approach in the *Community engagement strategy*.
5. This document will identify who we will involve, how and when.

The Compact: Code of practice on involvement

6. Norwich City Council is a signatory of The Compact. The Compact is a national agreement between the government and community sectors, which aims to improve the way voluntary and community sectors, and local councils involve each other. This includes how councils involve voluntary and community sectors in planning process. We will continue to provide a positive framework for productive working relationships with voluntary and community organisations. We will also ensure that the guidelines set out in the Compact are met where appropriate unless government legislation provides different regulations for involvement on planning documents and proposals. Further details on consultation arrangements for planning policy are provided in section 2 – Consultation on planning policy documents.

The Council's commitment to equality

7. The council has a commitment to equality **which is also a statutory duty under the Equality Act (2010)**. This is particularly relevant to planning, which has a role to play in promoting **equality of opportunity and** cohesion by considering the needs of the community. The council also recognises that equality of opportunity in practice includes ensuring that vulnerable or disadvantaged groups have their voices heard, and needs considered, and this statement supports that objective

through providing guidance on how to get people involved. Planning activities and decisions will also be impact assessed in order to ensure that there are no unintended negative impacts on vulnerable or disadvantaged groups. The assessments will focus on the six **protected characteristics** of race, gender, disability, age, sexual orientation and religion or belief, but we will also consider the wider implications of socio-economic inequalities on community cohesion. This is normally carried out through an Equality Impact Assessment (EqIA) which takes place in the beginning of the planning policy production process.

8. The Council has developed a community engagement strategy in 2009 to support the overall citywide vision and objectives:

“To make Norwich a world class city in which to live, work, learn and visit” and to enable Norwich to be recognised as a city of

- economic growth and enterprise
- environmental excellence
- culture and creativity
- safe and strong communities
- health and wellbeing
- learning and personal development.

9. The five priorities for Norwich City Council identified in the Corporate Plan 2012-15 are:

- to make Norwich a safe and clean city
- to make Norwich a prosperous city
- to make Norwich with decent housing for all
- to make Norwich a city of character and culture
- to provide value for money services

10. In order to achieve these through the planning process, a good involvement in planning issues and clear standards for when and how involvement will take place is essential.

The role of councillors

11. Councillors have two roles: as decision makers and community representatives. Members of the public can make their views known to ward councillors or to a representative of the executive of the council or planning applications committee by letter, by email or by discussing it with them. However, it is important that the consultation process is used because this is how views are registered. This will make sure that while councillors will hear what you have to say you will not miss the opportunity to be heard at committees or at any subsequent inquiry or examination.

RTPI Planning Aid England

12. The Royal Town Planning Institute (RTPI) Planning Aid England offers assistance and advice on the planning system to individuals and groups who are unable to pay for independent professional planning advice. Planning Aid encourages

people to get involved in the planning system to help shape their own environment. The council supports the work of Planning Aid and will work with the service to provide independent advice for some of the involvement procedures proposed in this document.

13. RTPI Planning Aid England can be contacted via planning aid advice line:

Tel: 0330 123 9244
Email: advice@planningaid.rtpi.org.uk
Web: www.rtpi.org.uk/planning-aid

2. Consultations on planning policy documents

Introduction

14. The Local plan¹ is the statutory development plan for Norwich which will guide the future development and use of land, services and infrastructure in Norwich up to 2026. A new version of Local plan is currently being produced and will eventually replace the current local plan adopted in 2004.
15. The council will prepare several development plan documents which are identified in the Local development scheme (LDS). The LDS includes a timetable of when we aim to produce the different development plan documents, and their various stages, which is available on the Council's website and reviewed regularly.
16. Norwich City Council is a member of the Greater Norwich Development Partnership (GNDP). The East of England Regional Spatial Strategy² requires that the three districts³ forming the GNDP had to produce a *Joint Core Strategy*. Other documents produced by the GNDP include the Community Infrastructure Levy (CIL) which is a statutory charge on new development.
17. The planning policy documents prepared by the GNDP are guided by the community involvement standards as set by the partnership councils jointly.
18. The Development plan documents currently prepared by the Council includes:
 - **Local plan.** The Local plan contains a number of Development plan documents including the Joint core strategy, the Site allocations and site specific policies plan (the 'Site allocations plan'), the Development management policies plan and Area action plans. The Policies map also forms part of the Local plan and is produced alongside the Site allocations plan and the Development management policies plan.
 - **Supplementary planning documents (SPDs)** supplement the parent policies in the Local plan and provide more details and information on these policies where necessary. Planning briefs are produced to provide development and design guidelines for major complex sites. Planning briefs are often adopted with a similar status as supplementary planning documents.
19. The planning policy documents are supported by a range of research, study and evidence which are known as supporting documents. These documents are

¹ The term Local development framework (LDF) is no longer used following the national reforms to the planning system introduced during 2011/12. Consequently, the new Development plan documents being prepared will no longer be referred to as forming part of the LDF.

² The RSS is set to be abolished by the Localism Act 2011 (not yet enacted)

³ Broadland District Council, Norwich City Council and South Norfolk District Council

prepared to contribute to or justify the planning policy documents. The supporting documents could include: Sustainability appraisal, Diversity impact assessment and evidence base for specific policies.

20. The Joint core strategy, together with the Development management policies plan, Site allocations plan, Area action plan and policies map form the Local plan for Norwich. The Local plan also sets the parameters of the subsequent Supplementary planning documents and Neighbourhood plans. The table below shows the relationships between the planning policy documents that are produced by the Council. The Local development scheme and Statement of community involvement are procedural documents that support the production of the Local plan setting out what will be produced and explaining how people can get involved with the process.

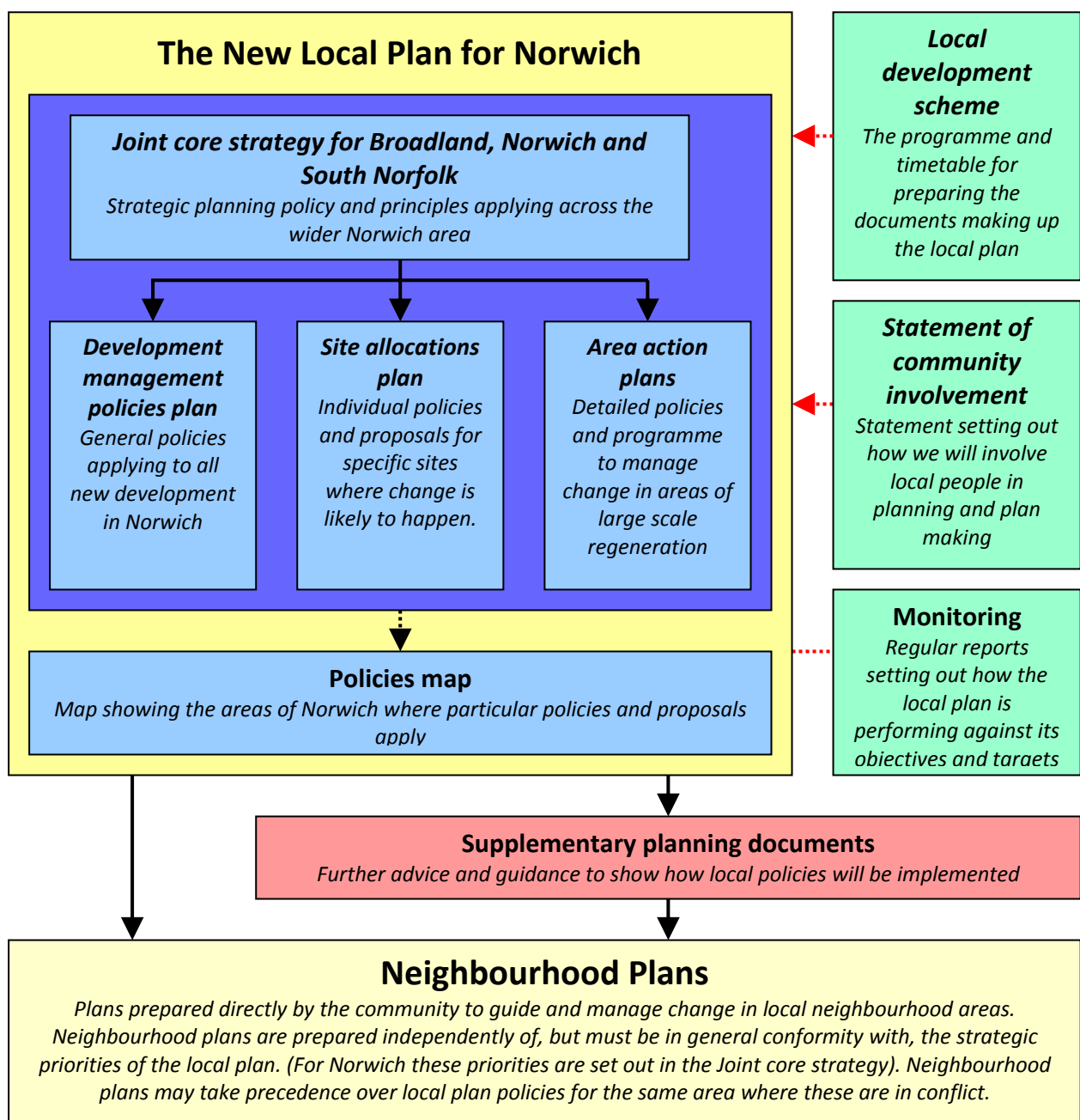


Figure 1: Documents making up the local planning framework for Norwich

What approaches we will take in consultations?

21. The council has a well established procedure for involving people in planning policy documents. Our approach is to develop understanding of different consultation techniques over time and to learn from what works – and what is not effective. We envisage a variety of methods will be relevant to those strategies including involvement of schools and use of other appropriate locations, the use of particular media for presentations to blind people, people with impaired hearing and people with mental health disabilities for example.
22. The consultation methods are evolving in the digital age. Whilst almost all the documents are made available electronically, the challenge remains in how the information can be disseminated effectively to attract wider audience. We will endeavour in future consultations to increase using social-media (e.g. Facebook, Twitter) where possible to help access “hard to reach” groups especially the younger population.
23. Based on our current success and lessons on public involvement, we will endeavour to use a range of consultation approaches, as necessary, set out in the following list:
 - Letters/emails to groups and individuals
 - newspapers and Citizen magazine
 - paper documents
 - council’s website
 - planning for real type events
 - presentations to community groups
 - public meetings
 - focus groups
 - exhibitions
 - local councillors
 - social media
24. We acknowledge that it is important to make public consultation arrangements as extensive as possible to make sure the public can get their voice heard. However, it is not always possible or appropriate to undertake consultations using all the methods listed above. We will however endeavour to make consultation arrangement as appropriate to the nature of the proposal and the stages it involves.

How long will consultations last?

25. The National Compact states that local authorities should “...where it is appropriate, and enables meaningful engagement, conduct 12-week formal written consultations, with clear explanations and rationale for short time-frames or a more informal approach.” In many circumstances it is considered that 12 week consultation periods are not needed to respond to emerging development plans, especially as normally considerable notice is given of forthcoming consultations via the Local Development Scheme and the forward

agenda, and draft versions of the consultation documents are usually put into the public domain around six weeks before the formal consultation period starts.

26. It is therefore considered reasonable if the **minimum** time period for written consultations on development plan documents is set at six weeks with provision for this period to be extended in the following circumstances:
- Where there is no indication of the intention to prepare the document in the Local Development Scheme. In such circumstances the consultation period shall be 12 weeks;
 - Where there has been significant additional material included within the document between first publication of draft papers and formal consultation commencing. Again in such circumstances the consultation period shall be extended to be 12 weeks; and
 - Where the consultation period overlaps with either the holiday periods of Christmas, Easter, or August. In such circumstances the consultation period shall be extended to be 8 weeks.
27. Where a 12 week consultation period overlaps with the three holiday periods mentioned above, the consultation period will not be extended although consultation dates will be adjusted to ensure that consultations do not close on bank holidays or between Christmas and New Year.
28. With regard to supplementary planning documents and planning briefs, regulations only require four week consultation periods. As these normally only relate to small geographical areas or subjects of specialist interest it is considered that shorter consultation periods are justified, particularly as similar lead-in times and reporting arrangements exist for these documents as they do for development plan documents.
29. It is therefore considered reasonable if the **minimum** time period for written consultations on supplementary planning documents and planning briefs is set at four weeks with provision for this period to be extended in the following circumstances:
- Where there is no indication of the intention to prepare the document in the Local Development Scheme. In such circumstances the consultation period shall be 8 weeks;
 - Where there has been significant additional material included within the document between first publication of draft papers and formal consultation commencing. Again in such circumstances the consultation period shall be extended to be 8 weeks; and
 - Where the consultation period overlaps with either the holiday periods of Christmas, Easter, or August. In such circumstances the consultation period shall be extended to be 6 weeks.

30. Where an 8 week consultation period overlaps with the three holiday periods mentioned above, the consultation period will not be extended although consultation dates will be adjusted to ensure that consultations do not close on bank holidays or between Christmas and New Year.
31. We will notify community groups and other relevant consultees prior to the official consultation start date once a consultation document is scheduled for consideration in relevant committees to ensure the meaningful engagement.

Who we will involve, and how?

32. The council's Community engagement strategy "Working Better Together" identifies five main levels of involvement:
 - keeping you informed
 - asking you what you think
 - deciding together
 - acting together
 - supporting independent community initiatives.
33. Different types of policy documents need different types of involvement methods, depending on factors such as how many people would be affected by the proposed policy and the type of impact it would have.
34. Detailed guidance on who to involve and how at various stages of plan making process is given below.

Local plan (Development plan documents)

Key stages	Level of involvement	Public/stakeholder involvement arrangements
<p>1. Pre-production/evidence gathering The information needed for the plan needs to be prepared and potential issues need to be identified.</p>	<ul style="list-style-type: none"> • Asking you what you think • Deciding together 	<ul style="list-style-type: none"> • Writing to statutory environment bodies to initiate Sustainability appraisal screening • Early involvement of relevant stakeholders • Hold focus group sessions where necessary to help decide issues to be included in the plan
<p>2. Draft Local plan The information gathered at first stage is taken into account in the drafting of detailed policies and allocations. Depending on the level of complexity, the draft local plan stage may involve more than one period of consultation.</p>	<ul style="list-style-type: none"> • Asking you what you think 	<ul style="list-style-type: none"> • Publish draft documents for consultation for a minimum of six weeks, and, at the start of the consultation period, <ul style="list-style-type: none"> ▪ publish the Sustainability scoping report or appraisal as appropriate; ▪ send letters/emails to specific consultation bodies; ▪ send letters/emails to relevant general consultation bodies and other interested bodies and individuals on the consultation database; ▪ publish electronic copies of the consultation documents on the Council’s website; ▪ make hard copies of consultation documents available for inspection at the Council’s office and the Millennium library; ▪ issue press release in local papers; ▪ add consultation information on Council’s social media sites. • Arrange public meetings, exhibitions, focus groups as appropriate
<p>3. Publication of the Local plan The Local plan is finalised and published for a last stage of consultation. Comments at this stage will only be sought on soundness and legal compliance of the plan.</p>	<ul style="list-style-type: none"> • Asking you what you think 	<ul style="list-style-type: none"> • Publish the Local plan and relevant documents for consultation for a minimum of 6 weeks, and, at the start of the consultation period, <ul style="list-style-type: none"> ▪ publish a statement of the representations procedure; ▪ publish the Sustainability appraisal report for consultation; ▪ publish a consultation statement summarising all comments received from the previous stages and how the comments have been considered and taken into

		<ul style="list-style-type: none"> account; ▪ publish relevant supporting documents; ▪ send letters/emails to specific consultation bodies; ▪ send letters/emails to relevant general consultation bodies and other interested bodies and individuals on the consultation database; ▪ Publish electronic copies of all the documents on the Council’s website; ▪ make hard copies available for inspection at the Council’s office and the Millennium library; ▪ issue public notice in local newspapers; ▪ issue press release in local newspapers; ▪ add consultation information on Council’s social media sites. <ul style="list-style-type: none"> • Arrange exhibition or presentation to interest groups if necessary
4. Submission	<ul style="list-style-type: none"> • No involvement 	The draft Local plan, along with all supporting documents and the comments received from publication consultation are submitted to the Secretary of State, who appoints an independent planning inspector.
5. Public examination	<ul style="list-style-type: none"> • No involvement 	The Local plan and the comments received are examined by the planning inspector, followed by the inspectors report.
<p>6. Adoption</p> <p>The Local plan is adopted following the consideration of the recommendations in the inspector’s report.</p>	<ul style="list-style-type: none"> • Keeping you informed 	<ul style="list-style-type: none"> • Make the inspector’s report available for inspection on the Council’s website electronically and at the Council’s office • Inform consultees who previously made representations the availability of inspectors report <p>Following adoption of the Local plan, we will:</p> <ul style="list-style-type: none"> • Publish the Local plan – make electronic copies available on the Council’s website and hard copies available at Council’s office • Publish adoption statement in Local newspapers • Send adoption statement to specific and general consultees and those who made representations at previous stages or those who has asked to be notified of the

		<p>adoption</p> <ul style="list-style-type: none">• Make the Sustainability appraisal and other supporting documents available for inspection for six weeks after adoption• Add adoption information on Council's social media sites
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Supplementary Planning Documents (SPDs)/Planning briefs

Key stages	Level of involvement	Public/stakeholder involvement arrangements
<p>1. Pre-production/evidence gathering The information needed for the plan needs to be prepared and potential issues need to be identified.</p>	<ul style="list-style-type: none"> • Asking you what you think • Deciding together 	<ul style="list-style-type: none"> • Engaging relevant stakeholders in deciding the level of detail to be included in the plan and to identify key issues that need to be addressed • Where necessary, preliminary consultations will be carried out prior to the publication of draft SPDs
<p>2. Draft SPDs/ Planning briefs A Draft SPD/planning brief is prepared following the initial evidence gathering stage. Consultations at this stage will involve publishing a draft of the SPD/ planning brief for comment.</p>	<ul style="list-style-type: none"> • Asking you what you think 	<ul style="list-style-type: none"> • Publish the Draft SPD/planning brief for consultation for a minimum of four weeks, and, at the start of the consultation period, <ul style="list-style-type: none"> ▪ make electronic copies of the plan and supporting documents available on the Council’s website; ▪ make hard copies of the plan and supporting documents available at the Council’s office and Millennium library for inspection; ▪ send letters/emails to relevant specific and general consultees and those on the consultation database who may have an interest on the issues; ▪ issue a press release for the matters concerned if appropriate; ▪ add consultation information on Council’s social media sites. • Arrange exhibition or presentation to interest groups if appropriate
<p>3. Adoption The Council will consider the representations received through the consultations and make any amendments necessary before adopting the SPD/ planning brief.</p>	<ul style="list-style-type: none"> • Keeping you informed 	<ul style="list-style-type: none"> • Publish the SPD/planning brief – make electronic copies and any supporting documents available on the Council’s website and hard copies available at Council’s office • Publish a consultation statement summarising all comments received from the previous stages and how the comments were considered and taken into account • Send an adoption statement to those who have made representations during the previous consultations and those who have asked to be notified of the adoption of the SPD/planning brief. • add adoption information on Council’s social media sites

3. Consultations on planning applications

Introduction

35. Planning applications are considered through the development management process. It is important that the views of the general public and stakeholders are taken into account to inform decisions.
36. The legal minimum requirements of publicity on planning applications are set out in legislation. These requirements include publication on the Council's register, notices displayed near the site and/or neighbours are notified directly. For some applications, an advertisement is required in a local newspaper. Similar requirements apply to applications for listed building consent and conservation area consent.
37. This section sets out the council's approach for the involvement of the community in commenting on planning applications and to encourage developers to undertake pre-applications consultations where necessary.
38. Norwich's Planning service standards outline how people can expect to be involved in planning applications and the service they expect to receive including response times to letters, emails and phone calls. The most up-to-date *Planning service standards* are available on our website at www.norwich.gov.uk; these will be updated when appropriate to reflect any future changes in legislation.

Planning application consultation in general

39. It is important that the community have suitable opportunities to be involved in commenting on planning applications and that those comments are taken into account when the decision is made.
40. The council has a well established process for publicising planning applications. The main way to find out information on planning applications is through the Planning Public Access service⁴ on our website: <http://planning.norwich.gov.uk/online-applications>. Other methods include:
- letters and emails – statutory organisations and interest groups
 - letters and emails – residents/businesses//properties next to the site
 - viewing of all comments received on our website
 - viewing of all decision reports on our website.
 - site notices (for some applications)
 - presentations at committee (for some applications)
 - newspaper notices (for some applications)
 - committee papers – available a week before meeting (in paper form/website)
 - committee minutes – available 7 days prior to the next meeting.

⁴ The Planning Public Access website allows you to search for details of planning applications, plans and supporting documentation that have been submitted to Norwich City Council's planning service.

41. The Planning Portal (www.planningportal.gov.uk) provides information on planning in general, with Norwich City Council's website providing more specific information relevant to Norwich. Public Access contains details of all planning applications and comments of consultees and the consideration of the application by officers from December 2005 onwards, with some information on applications from January 1988 to November 2005.

Major application and pre-application consultation

42. Early involvement will allow issues and concerns to be discussed with key stakeholders before key decisions are made. Pre-application involvement by developers allows those issues and concerns to be raised at an early stage, may enable them to be addressed and to shape or influence the development proposals. A fee may be charged for this service. To explain this in greater detail the city council and other organisations publish information on its website to provide the community with information on the planning application process and how to make comments on applications.

43. The Council strongly encourages developers and agents to engage with the planning service at an early opportunity, especially for major applications. This will give you the best information on which to base your proposal and enable any planning application that is subsequently made to have the best chance of success.

44. The Council's current requirement for pre-application consultation is for all applications which fall in the following categories:

- Housing developments of 10 or more dwellings;
- Any other development with a floor area of 1,000 square metres;
- Development which generates or is expected to generate over 100 traffic movements per hour at peak times, or over 1,000 over 24 hours;
- Development requiring Environmental Impact Assessment.

45. Section 122 of the Localism Act 2011 has amended the Town and Country Planning Act 1990 to require applicants to carry out pre-application consultation where a proposed development is of a description specified in a development order (not yet published). The Council's requirements set out above may change to match the statutory minimum once the government publishes the relevant development order.

46. The **Validation requirements** produced by the Council provide details of the pre-application consultation arrangements expected from developer. The *Validation requirements* can be accessed from the Council's website⁵.

⁵ <http://www.norwich.gov.uk/Planning/Pages/Planning-ValidationRequirements.aspx>

4. Resources and management

47. This section discusses the management of the involvement process and the resources available to the council. The local plan is managed by the council's planning policy and projects team and supported by officers from other council departments who will provide expertise, support and advice during the process. The resources are designed to ensure that the Local plan, Sustainable community strategy and other council strategies are linked and that all local community involvement events are coordinated.
48. The council will aim to make the best use of limited staff time and financial resources to prepare the Local plan and involve people throughout the plan-making process. We hope to work closely with those involved to understand and agree policies and proposals at an early stage so that fewer resources are needed at the examination stage. From previous experience of consulting on planning policy documents the use of time and effort at earlier stages can reduce the length of examination time.
49. The council may use specialised agencies or consultants for specific parts of planning policy framework such as masterplanning. They will be expected to undertake public participation and involvement on their proposals and results which will be consistent with this document.

Appendix 1 Local plan consultees

In the planning policy making process, the Council has to consult organisations which are known as either 'specific' or 'general' consultees. In addition the government has recently introduced a 'Duty to co-operate' in the 2012 planning regulations; many of the consultees required under the Duty to co-operate are already included in the list of 'specific consultees' below, but for completeness they are all listed separately overleaf. Please note that, as the legislation and regulations are frequently updated, the lists of consultees below may change over time and must be checked against the requirements set out in new regulations.

The recent planning regulations⁶ set out the specific consultation bodies. Along with relevant government departments, the list contains the following bodies:

Specific consultation bodies

- The Coal Authority
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (English Heritage)
- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- The Highways Agency
- Norfolk County Council
- Broads Authority
- Adjacent local authorities
- Norfolk, Suffolk and Cambridgeshire Primary Care Trusts (or successor health care bodies)
- Norfolk Police Authority
- Relevant telecommunications companies
- Relevant electricity and gas companies
- Relevant water and sewerage undertakers
- The Homes and Communities Agency

General consultation bodies - examples

Through this *Statement of community involvement*, we are committed to involving a wide range of other groups and organisations in the planning process. This will ensure that as many people as possible who are interested are involved in the future development of Norwich.

The list below provides some examples of general consultation bodies:

- Community groups (area based and topic based)
- Parish councils in Norwich policy area
- Housing organisations
- House builders
- Residents and tenants groups

⁶ The Town and Country Planning (Local Planning) (England) Regulations 2012

- Business and commerce organisations
- Economic development agencies
- Educational bodies
- School councils
- Community safety bodies
- Environmental and heritage organisations
- Equal opportunities bodies
- Ethnic minority groups
- Disabled people's organisations
- Older people's groups
- Faith groups
- Health and social care groups
- NHS Norfolk
- Norfolk and Waveney Mental Health Trust
- Youth organisations
- Agents/developers
- Landowners
- Regeneration bodies
- Tourism bodies
- Transport bodies
- Community centres
- Volunteer development organisations
- Sports and recreation organisations
- Health and Safety Executive
- Royal Mail
- Emergency services.
- Gypsies, Travellers and Travelling Showpeople
- Norwich Design Review Panel
- Norfolk Historic Environment Service
- Local Enterprise Partnerships

Duty to Co-operate: consultees required under the 2012 Planning Regulations

- The Environment Agency
- The Historic Buildings and Monuments Commission for England (English Heritage)
- Natural England
- Civil Aviation Authority
- The Homes and Community Agency
- Norfolk, Suffolk and Cambridgeshire Primary Care Trusts (or successor health care bodies)
- The Office of Rail Regulation
- Integrated Transport Authorities
- Highway Authority (Norfolk County Council)
- The Marine Management Association