

Statement of Community Involvement

Local Development Framework

King's Lynn & West Norfolk



**your views, your vision...
help us to plan your future.**

Adopted January 2007

Statement of Community Involvement for King's Lynn and West Norfolk

Contents

1 Introduction

2 Changes to the planning system

3 King's Lynn & West Norfolk Borough Council – the story so far...

4 The Local Development Framework consultation programme

- a Development Plan Documents
- b Supplementary Planning Documents
- c Statement of Community Involvement

5 Planning applications

6 Reviewing our work and resources

7 Appendices

- 1 Statutory consultees, local organisations and local interest groups
- 2 Legal requirements for consultation in the Local Development Framework process
- 3 Consultation Techniques
- 4 Borough Council guidance notes –
 - Can I object?
 - What happens to my application?
 - Welcome to the Development Control Board
 - Speaking at the Development Control Board
- 5 Borough Council guidance note – What we aim to do
- 6 Borough Council guidance note – Planning applications: publicity and notification
- 7 Consultation requirements for developers (planning applications)

1. Introduction

What is a Statement of Community Involvement?

- 1.1 The Statement of Community Involvement (SCI) outlines how the Council intends to involve the local community in preparing and reviewing all local development documents and planning applications. It clearly shows how and when the community will be consulted and can get involved in the process.
- 1.2 So there are two elements to this document. First, how to get involved and influence the planning policy for your borough. Second, how to find out more about a planning application and comment on it. This Statement of Community Involvement exceeds the government's minimum standards for consultation (set out in the Town & Country Planning (Local Development) Regulations).
- 1.3 A summary version of the document is available on our website.

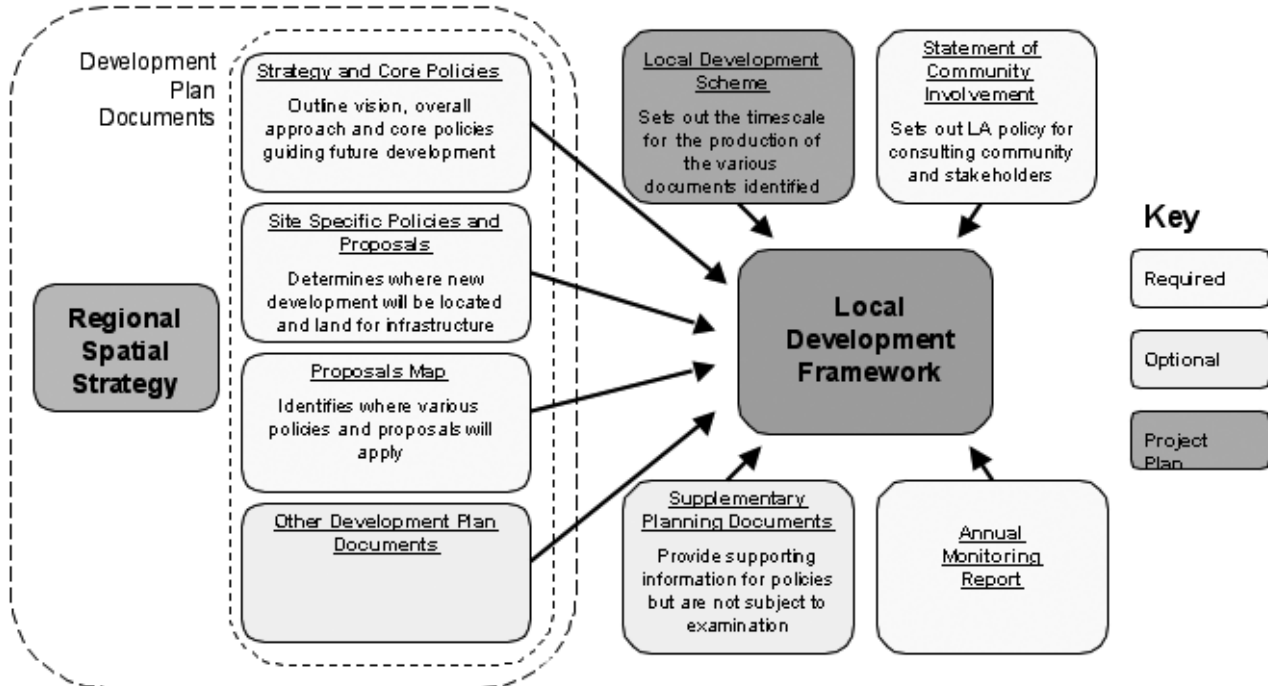
2. Changes to the planning system

- 2.1 The Planning and Compulsory Purchase Act (2004) introduced significant changes to the planning system. At a regional level, a Regional Spatial Strategy (RSS) is being produced. This sets out such things as how many homes are needed to meet the future needs of people in the region, and whether the region needs to focus on, for example, improving employment opportunities or transport links. RSSs are produced by regional planning bodies. Regional planning bodies are responsible for planning at a regional level. Our regional planning body is the East of England Regional Assembly (EERA).
- 2.2 The Borough Council must now produce a Local Development Framework (LDF) to replace our existing Local Plan. The LDF will be made up of a series of new planning policy documents which will be called Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). When all the LDDs and SPDs are taken as a whole, the objective is to set out the Council's policies on the development and use of land in the Borough of King's Lynn & West Norfolk.

Figure 1: The Local Development Framework

The Local Development Framework (LDF) “Folder”

The Development Plan



Adapted from the Draft SCI's of Breckland DC & Chelmsford BC



Government objectives

- 2.3 Guidance from central Government (Planning Policy Statement 12) states that a key aim of the new system is the need to strengthen community and stakeholder involvement in the development of local communities.

'Local communities and all stakeholders will be involved from the outset and throughout the preparation of local development documents' (para 1.3).

- 2.4 A key feature of the new planning system is 'front-loading'. Front-loading means the more active involvement of communities, stakeholders and commercial interests

earlier in the plan preparation than has occurred before. The aim will be to seek early agreement on essential issues. Front-loading offers people and organisations an opportunity to influence plan content by sharing their knowledge and views with professional planners. If agreement is difficult to achieve, front-loading allows the maximum opportunity for participants to understand each other's positions and to negotiate. This process will result in any issues being clearly understood by the time documents are subject to independent examination.

3. King's Lynn & West Norfolk Borough Council – the story so far...

- 3.1 Since July 2000 we have been reviewing our Local Plan, which we adopted in November 1998. After publishing a 'First Issues Paper' in September 2001 we expected to reach the revised First Deposit Stage of the plan review during 2002. On 24 March 2003, the Council's Cabinet considered a report that recommended a way forward to produce a Local Development Framework (LDF) instead of continuing with the current plan review. The Cabinet noted the report and agreed that an LDF should be prepared under the new planning system.
- 3.2 The Head of Planning contacted everyone who had made comments during the previous local plan review informing them of the changes and the direction of the new development plan.

First Issues Paper (2001)

- 3.3 We carried out significant consultation work at the First Issues Paper stage in December 2000 – March 2001. This included publicity and a series of events including:
- Town centre exhibition
 - Open workshops
 - Drop-in sessions
 - Schools workshops and questionnaires
 - Village workshops
 - Community representative workshops
 - Officer forums
 - Housing market questionnaire.
- 3.4 The issues identified at this time are largely still relevant today and we intend to use the results of this consultation and build on them. We intend to contact the people involved with the village workshops and check that the issues raised in 2001 are still

the most relevant today. We also aim to identify areas/groups with a limited response and work more closely with them to identify their concerns and priorities.

- 3.5 We intend to hold future exhibitions, workshops and drop-ins alongside internal meetings of officers, so that we build on this existing consultation. We will also publish all information on the Council's website.

The Corporate Strategy

- 3.6 'Transforming and Regenerating West Norfolk', the Council's Corporate Strategy for 2003-2007, identifies 52 objectives. Objectives of the strategy include the need to:
- effectively disseminate information throughout the Council
 - deliver consistently high-quality services to the residents of West Norfolk
 - foster community cohesion.

We intend to work towards achieving these objectives throughout the LDF process.

- 3.7 We also provide guidance on public consultation entitled 'Communications Guide – Including the Public' and use the 'West Norfolk PCT 'Hard to Reach' Guidelines'. These documents are available from the Council and are on our website. This will ensure we take a standard Council-wide approach to consultation work.

The Community Strategy

- 3.8 The Community Strategy was updated in July 2005. It sets out the important issues local people have identified and shows how they will be tackled. Many organisations, partnerships and groups work together as the West Norfolk Partnership to produce and monitor the Community Strategy.

- 3.9 Organisations in West Norfolk will work together to help create:
- Innovative Local Leadership – with effective participation, representation and leadership.
 - Social & Cultural Environment – fair, tolerant and cohesive with a strong, local culture and sense of community.
 - Integrated Local Services – working together to ensure customers needs are met and services are available fairly across our local communities.
 - Economic Environment – a centre of regional importance with a diverse employment base built on the area's economic strengths.
 - Natural Environment – featuring places for people to live, work and visit that balance these needs with considerations for West Norfolk's unique natural heritage.
 - Built Environment – featuring places for people to live, work and visit that balance these needs with consideration for West Norfolk's unique heritage.
 - Integrated Connections – linking people to services, information and communities within and outside West Norfolk.
- The LDF will be a key tool for delivering the parts of the Community Strategy which affect development and change in the Borough.
- 3.10 The West Norfolk Partnership includes various local organisations that make up the Partnership Board. These include the Borough Council, College of West Anglia, Norfolk Constabulary and the Chamber of Commerce. The Partnership meetings are held at least quarterly or when required. They are not open to the public, but the agendas and minutes are available on the website.
- 3.11 Reporting back to the Partnership Board are six themed groups entitled Crime;

Lifelong Learning; Health; Regeneration; Diverse Communities; and Children and Young People. Each group has its own strategy and works towards achieving its goals. These groups meet at least quarterly but often every two months.

- 3.12 There is also a wider group of representatives from the public, private, voluntary and community sectors known as the West Norfolk Forum. The Forum meets annually to pool ideas, look for new opportunities to work together and to check progress towards the key goals of the Community Strategy.
- 3.13 The recent review of the Community Strategy included consultation. Of the 900 questionnaires sent to residents, 58% were returned. The results are fed into the LDF process where appropriate.
- 3.14 However, we intend to use regular meetings of the Partnership Board, its sub-groups and the West Norfolk Forum, to consult on the LDF. Likewise the Community Strategy team may use LDF events for consultation. Close working between the teams will ensure that consultation is co-ordinated and that we get the most out of joint events.
- 3.15 For further information on the Community Strategy please contact Ian Burbidge at Ian.Burbidge@west-norfolk.gov.uk or 01553 616200.

Norfolk Compact

- 3.16 The Norfolk Compact is an agreement which provides a structure for good partnership working between the Council and the voluntary and community sector.
- 3.17 The Compact will mean we will work together much more closely to develop policies and codes of practice in key areas such as Information, and Community

community involvement:

Development. The improved partnership working will help us to better involve the wider community in our LDF consultation.

What role will councillors have?

- 3.18 Councillors have two roles: as decision makers and community representatives. When we involve you in the LDF or on planning applications, Councillors will receive a summary of those responses and they will take account of your views in their decisions. Councillors are also able to find out details of new planning documents and give views on consultations through the Local Development Framework Task Group. The Local Development Framework Task Group is made up of Councillors who meet regularly to discuss issues and agree planning policy for the borough.
- 3.19 You can make your views known to your Ward Councillor or to a representative of the Development Control Board, or Local Development Framework Task Group by letter, by email or by discussion with them. However, we would prefer that views are also put in writing to Planning Officers. This will ensure that, while Councillors will hear your views, you will have the right to be heard at committees or at any later Inquiry or Examination.



Hard-to-reach groups

- 3.20 For various reasons, traditional methods of consultation may not be enough to involve some sections of the community. These are sometimes known as 'hard-to-reach' groups. The people less likely to give us their views are:
- Black and minority ethnic groups (BMEs)
 - Youth, children and families
 - Refugees and asylum seekers
 - Other groups (including the homeless, adults with learning difficulties and disabilities, older people, teenage parents, carers (including non-working parents), romani travellers, youth and adult offenders and adults in detention centres)
 - Deprived communities.
- 3.21 The Council will make every effort to consult these groups during the LDF process. Their contact details are on our consultation database so we can contact them throughout the process. This will enable us to identify any special requirements or extra measures needed to help them get involved.
- 3.22 Appendix 3 provides details on how we will use the various consultation techniques to target hard-to-reach groups during the LDF process.

4. The Local Development Framework consultation programme

4.1 The Council intends to publish the following documents:

- Local Development Scheme (approved April 2005)
- Statement of Community Involvement
- Development Plan Documents
 - Core Strategy
 - Site Specific Allocations & Policies
 - Proposals Map
- Supplementary Planning Documents. Proposed SPDs include:
 - Affordable Housing
 - Biodiversity
 - Caravans & Mobile Homes
 - Conservation Area Character Statements
 - Crime and Design
 - Development Briefs for sites outside Area Action Plan locations
 - Development in Flood Risk Areas
 - Development of Wind Turbines and Landscape Quality
 - Landscape Character Areas
 - Norfolk Residential Estate Design Guide
 - Sustainable Development Design Guide
 - Planning Obligations

As the details and timelines of the Local Development Framework may be subject to change, for the latest version of this scheme please visit our website at www.west-norfolk.gov.uk

4.2 The LDF is subject to several Government regulations that outline the minimum amount of consultation we must carry out under the new planning system and standardises

procedures for the LDF process. The Council intends to go far beyond these minimum guidelines.

Legal requirements for consultation in the Local Development Framework process

4.3 The Town and Country Planning (Local Development) (England) Regulations 2004 outlines the requirements for the LDF. The regulations summarised in Appendix 2 are those most relevant to consultation and the SCI.

4.4 This chapter outlines the consultation programme for each type of document that will make up the LDF. This document outlines the consultation methods, the organisations and people we would seek to involve and how we would gather and reply to the responses.

4a Development Plan Documents

4.5 The process for producing and adopting a Development Plan Document is outlined overleaf.

community involvement:

Figure 2: The process of producing and adopting Development Plan Documents

STAGE 1 – Evidence gathering

All Development Plan Documents (DPD) will be based on a knowledge of the Borough's social, economic and environmental needs.

We gather evidence to acquire this knowledge. This includes population information, studies on housing needs or open space, and also informal discussion with local stakeholders (Parish Councils, Highways Agency, public service providers, developers and agents).

Community-led Plans such as Parish Plans or Market Town Healthchecks are also very useful documents, providing a detailed local evidence base for that town/village. They often include details of extensive consultation work and have the support of the local community.

STAGE 2 – Preparing drafts

There are three parts to this stage.

Part 1

The Council will produce an Issues and Options Paper which looks at the issues important for the DPD and then the options available to deal with these issues. The Council will invite comments on the Issues and Options Paper, and the sustainability appraisal of these issues and options.

This initial round of consultation will begin to identify and discuss the issues and options important to you. The consultation will inform us of the plans and views of the organisations and bodies that we need to consider in developing the preferred options.

Part 2

The Council will look at all the comments received to Part 1 and then publish a Preferred Options paper. This will suggest options for all major policy issues and subject areas. These will reflect national and regional planning guidance and will be based on the borough's vision and objectives. This part should achieve an agreement on the best options for the borough, and give you the opportunity to suggest alternative proposals. The Council will invite comments on the Preferred Options Paper, and the sustainability appraisal of these options.

There will be a six-week consultation period within which you can make any comments to the Council.

Part 3

Having considered all comments received in response to the consultation, we shall produce a finalised DPD with draft policies and proposals. We will submit the DPD and accompanying documents and statements to the Secretary of State.

After this, the formal period of consultation invites comments within a period of six weeks. The Council will make standard forms available for comments. The comments must refer to a specific policy or paragraph of the document.

STAGE 3 – Representations and examination

The process in Stage 3 is different for general DPDs and DPDs which include site allocations.

Part 1: General

All comments received in response to Stage 2/Part 3 will be presented in a report, alongside the Council's response to them.

Part 2: For site allocation representations

Any comments received in response to Stage 2/Part 3 and regarding a site allocation will then be available for comments over a formal period of 6 weeks (from the date the representation was made available).

All comments received to the consultation on site allocation representations will be presented in a report, alongside the Council's response to them.

Each DPD is then subject to an independent examination before a Planning Inspector. The Planning Inspector will look at the comments and the soundness of the document. The Council will give more information to people who still have objections at this stage.

STAGE 4 – Adoption

After the examination the Inspector will publish a report with recommendations which will be binding upon the authority and which will set out precise recommendations for how the document must be changed. Once these changes have been implemented the authority will adopt and publish the document.

The document will be reviewed formally every three years or as appropriate, and the Council will decide if any parts should be changed to keep it up to date.

Figure 3: Consultation methods used in Development Plan Document production

CONSULTATION METHOD		STAGE 2 PART 1	STAGE 2 PART 2	STAGE 2 PART 3	STAGE 3 PART 1	STAGE 3 PART 2	STAGE 4
Informing	Send a letter/email and, where appropriate, a document or document summary to all statutory consultees, key local organisations (Appendix 1) and those parties who have registered an interest in the process.	✓	✓	✓	✓	✓	✓
	Issue press releases, Your Council magazine and advertisements in other local publications – e.g. explaining the overall process, specific events, study results.	✓	✓	✓	✓	✓	✓
	Post notices and make documents available at public venues (libraries, council offices etc) from the start of the consultation period.	✓	✓	✓	✓	✓	✓
	Use the website for notices, press releases and press updates, documents and feedback.	✓	✓	✓	✓	✓	✓
	Make paper copies of documents available free of charge, and make them available in other formats if necessary (e.g. large type, audio, other languages).	✓	✓	✓	✓	✓	✓
	Make copies of the documents available at our council offices and local libraries.	✓	✓	✓	✓	✓	✓
	Attend West Norfolk Forum meetings annually to inform and update them. Similarly we shall attend West Norfolk Partnership and its sub-group meetings when appropriate.	✓	✓	✓			
Involving	Hold workshops for councillors if necessary. Hold regular meetings with the LDF Task Group to inform and gain support. <ul style="list-style-type: none"> • A summary of the document will be made available. • Details of consultation events will be listed on our website. • A list of organisations/groups consulted on LDF documents will be available on our website. 	✓	✓				
	Make comment forms available on our website alongside draft documents.	✓	✓	✓	✓	✓	
	Invite town and parish representatives to briefing sessions, or workshops on the LDF process. Appoint a 'champion' to deal with LDF matters.	✓	✓				
	Write to previous workshop leaders to confirm issues [Are these still relevant? Do we need another event at this stage?]	✓					
	Hold exhibitions/open days at council offices and various venues/events across the borough. These will present information, encourage discussion and gather responses.	✓	✓				
	Stakeholder events/facilitated workshops will be structured events to gather topic-or area-based feedback and identify issues and priorities.	✓	✓				
	Work with local organisations/community representatives, attending their meetings where appropriate.	✓	✓				
	Work on a one-to-one basis with community groups or use focus groups for specific sectors of the community, including hard-to-reach groups.		✓				
	When issues are site-specific, put up Site Notices in the area to be affected.		✓	✓			
Hold meetings with selected individuals and groups where necessary to explore particular issues in more depth and agree on proposed policy wording.		✓	✓				
Consulting	Send draft documents or make notification of their availability to parish/town councils, both internal and adjacent to the Borough, adjacent local authorities, county councils, key stakeholders and members of the public.	✓	✓	✓			
	Within the Council, consult by means of internal briefings, information notes and an internal officers group.	✓	✓	✓			

Community involvement and consultation on DPDs

4.6 There are three elements to consultation:

- **Informing**

The Council will seek to keep you informed of the LDF process at all stages. This will include what the Council is doing, where and when documents are available, how people can get involved and the results of consultation.

- **Involving**

The Council will involve local people in the LDF from Stage 1 throughout the process. This will mean you have the chance of a real say in how the documents progress. It is important that local people are involved as early as possible to build up the soundness of the documents.

- **Consulting**

The formal consultation periods in Stage 2 last six weeks. The Council will publish the draft documents and ask you to comment on them. We will provide standard forms for your comments. Consultation will focus on making sure you have enough information and understand the implications of a finalised DPD.

4.7 The different DPDs will probably require different types of consultation and discussion. The table in figure 3 gives our minimum approach. The Statement of Community Involvement is intended to be a flexible document which allows us to make changes during the process.

4.8 Appendix 3 identifies methods of consultation we could use to consult you and suggests stages in the process where these would be most effective.

4.9 **Race Relations (Amendment) Act 2000:** The Council published a Race Equality Scheme in 2002 which set out the strategy

for meeting duties under the Act. We have a duty to promote race equality and we should aim to eliminate unlawful racial discrimination, promote equality of opportunity and promote good relations between people of different racial groups in everything we do. The Council are currently updating their Race Equality Scheme. The Council participate in the Norfolk Equal Opportunities Network and follow a multi-agency protocol for reporting racist incidents.

Disability Discrimination Act (DDA) 1995:

Under the DDA service the Council must consider making reasonable adjustments to the way they deliver their services so that disabled people can use them. A Disability Equality Scheme is currently being produced for the Borough, and this will show the Council has considered the impact of their policies, practices and procedures on disabled people. The Council also has in place an Advisory Committee for People with Disabilities.

4.10 The Council also follow the Communications Guide 'Information for All'. This states that information on services will be accessible to everybody. Documents we produce will be available in a wide variety of formats such as large print, Braille, and on the internet. LDF notices, newspaper adverts and articles will be copied to the talking newspaper. All our published material will be accessible in terms of language, and will meet the requirements of the Disability Discrimination Act and the Race Relations (Amendment) Act 2000. All venues used will be fully accessible. Furthermore the planning system needs to ensure that issues facing disabled people are addressed in new development.

Feedback

4.11 We will consider any comments we receive

during the consultation process and feed the results into the documents along with government guidance and legislation. The Council will produce reports at each part of Stage 2 which list all comments received, the Council's responses to them and how the documents have been changed as a result. These will be available to view on our website or in paper copies at the following locations:

- King's Lynn & West Norfolk Borough Council Offices, Kings Court, Chapel Street, King's Lynn, Norfolk during normal office hours. Mon-Thurs 8.45-5.15, Fri 8.45-4.45.
- King's Lynn & West Norfolk Borough Council Hunstanton Offices, Valentine Road, Hunstanton, Norfolk during normal office hours. Mon-Thurs 8.45-5.15, Fri 8.45-4.45.
- King's Lynn & West Norfolk Borough Council Downham Market Offices, Priory Road, Downham Market, Norfolk during normal office hours. Mon-Thurs 8.45-5.15, Fri 8.45-4.45.
- King's Lynn Central Library (For opening hours telephone 01553 772568)
- Gaywood Library (For opening hours telephone 01553 768498)
- Hunstanton Library (For opening hours telephone 01485 532280)
- Dersingham Library (For opening hours telephone 01485 540181)
- Downham Market Library (For opening hours telephone 01366 383073)

Please call to check library opening hours.

- 4.12 The Council must submit a 'Statement of Compliance' to the Secretary of State (alongside the submission of the DPD at Stage 2 Part 3). The statement will state how the Council has met its community involvement responsibilities for this particular document as set out in the SCI and government regulations.

4b Supplementary Planning Document

- 4.13 The process for adopting a Supplementary Planning Document (SPD) is similar but much simpler than a Development Plan Document (DPD).

STAGE 1 – Evidence gathering

STAGE 2 – Preparing drafts

(There is no Part 1)

Part 2

The Council will publish a draft SPD and consult on it formally for 4-6 weeks. It will be accompanied by a sustainability appraisal.

Part 3

After considering all the comments, the Council will make any changes required and then adopt the document.

STAGE 3 – Examination

(There is no Stage 3)

STAGE 4 – Adoption

The Council will adopt and publish the document. It will be on our website and paper copies will be available locally.

- 4.14 Figure 3 details the consultation methods we would use for each of the above stages, as with the DPDs.

Feedback

- 4.15 We will consider any comments we receive during the consultation process and feed the results into the documents along with government guidance and legislation. The Council will produce a report outlining who was involved in the consultation process; all comments received to initial consultation at

the Evidence Gathering stage; and all comments arising from consultation on the draft document (Stage 2). The report will detail the Council's response to the comments received and how the documents have been changed as a result. The report will be available in paper copies and on the website. Copies will be sent to all who commented on the document.

Community-led Plans

- 4.16 The Council recognises that plans in the LDF process should be community-led, such as Parish Plans and Market Team Healthchecks. The new planning system requires a sustainability appraisal along with the consultation described above before the plan can become a SPD. Usually it will not be appropriate for the community group to carry out this additional technical work, so the Council is recommending that community-led plans do not become SPDs. However, the Council will regard such plans as 'material considerations' when developing the LDF or looking at a planning application.



4c Statement of Community Involvement

- 4.17 The Statement of Community Involvement (SCI) process lasts one year although it follows similar stages to the DPD.

STAGE 1 – Evidence gathering

STAGE 2 – Preparing drafts

(There is no Part 1)

Part 2

The Council will publish a draft SCI. There will be a six-week period of consultation within which to make any comments to the Council.

Part 3

Having considered all comments received in response to the consultation work, we will produce a finalised draft SCI. We will submit the SCI and accompanying documents and statements to the Secretary of State.

After this, the formal period of consultation invites comments within a period of six weeks.

STAGE 3 –

Representations and Examination

The SCI follows the same process as DPDs at the examination stage. The SCI will be subject to an independent examination by the Inspector appointed by the Secretary of State. The preferred method for this examination is by written representations although a formal examination will be arranged if any person or organisation wishes to exercise their right to be heard.

STAGE 4 – Adoption

The SCI will follow the same process as DPDs at the adoption stage. After the examination the Inspector will publish a report with recommendations which will be binding upon the authority and which will set out precise recommendations for how the document must be changed. Once these changes have been implemented the authority will adopt and publish the document.

The Council will formally review the document every three years or as appropriate, and will decide if any parts should be changed to keep it up to date.

(alongside the submission of the DPD at Stage 2 Part 3). This will state how the Council has met its community involvement responsibilities for this particular document as set out in the SCI and government regulations.

- 4.18 Figure 3 details the consultation methods we would use at the above stages.

Feedback

- 4.19 We will consider any comments we receive during the consultation process and feed the results into the document. We will record comments to Stage 2 of the draft SCI and produce a report listing all comments and the Council's response to them, including any subsequent amendments to the document. These will be available in paper copies and on the website. Copies will be sent to all who commented on the document. During the six-week consultation period in Stage 2 Part 3, we will make available any comments submitted alongside the submission draft SCI. The Inspector will then consider them during the Inquiry process, and the preferred way of doing this is by written representations (although a formal examination will be arranged if requested). The Inspector will produce a binding report detailing his or her conclusions.
- 4.20 The Council must submit a 'Statement of Compliance' to the Secretary of State

5. Planning applications

- 5.1 This section sets out the guidelines to potential developers on involving the public and others in the planning applications process. We shall expect developers to organise, fund and manage this themselves. However, we shall provide help in identifying local community groups, neighbours and suitable venues for events, where appropriate. This work by developers is on top of what we already do once we receive a planning application.
- 5.2 The Council publishes a series of guidance notes that include:
- 'Speaking at the Development Control Board'
 - 'Can I object?'
 - 'Welcome to the Development Control Board'
 - 'What happens to my application?'
- These are included in Appendix 4 for information.
- 5.3 'What we aim to do' is another guidance note stating the Council's approach to pre-application discussion and the processing of applications. This explains what will happen when you make an application, what we aim to do and what we expect from you (Appendix 5).
- 5.4 The Council also has a guidance note on the publicity and notification arrangements for planning applications. It explains how applications will be publicised and how long you have to make any comments (Appendix 6). The normal period of time for comment on planning applications is 21

days, however bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

Why consult the community before a planning application is made?

- 5.5 The early involvement of the public and other people with an interest in major or significant planning applications benefits everyone. People will have more chance to have their say, and for their views to influence the final details of plans. Developers stand to benefit by identifying, at an early stage, local issues and environmental information to put together a scheme that better fits into the local area. As long as developers tackle the relevant planning comments raised at this stage when finalising the scheme, they can expect us to deal with the planning application more quickly. Community involvement should be seen as part of the application process itself. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

Types of planning applications

- 5.6 The Council deals with a wide variety of planning applications for all sorts of development. Given the need to improve public consultation and to get more people involved in the application process, we must look at the most appropriate way of dealing with them. We suggest the use of a system of levels of consultation.

¹ Under Schedule 1 & 2 of the EIA Regulations.

² As may be set out in ODPM Planning Policy Guidance Notes and Statements, Ministerial Statements and speeches.

	Level A	Level B	Level C
Public meetings	✓		
Public exhibitions	✓		
Parish/Town Councils	✓	✓	✓
Media	✓	✓	As appropriate
Website	✓	✓	✓
Conservation Area Advisory Panel	As appropriate	As appropriate	As appropriate
Planning Aid	As appropriate	As appropriate	As appropriate
Neighbour notification	✓	✓	✓
Statutory consultees	✓	✓	✓
Other consultees e.g. interest groups	✓	✓	✓

Table 3: Level of planning application and our methods of consultation

Significant applications (Level A)

- 5.7
- A development that needs an environmental assessment.¹ This can include major industrial, infrastructure and waste projects, plus schemes such as golf courses, mining and intensive agriculture over certain sizes.
 - A significant development that conflicts with the policies in our development plan or with more up-to-date government planning policy².

Major applications (Level B)

- 5.8
- Housing developments that include 10 or more homes or consideration of the principle of residential development on a site of at least 0.5 hectare.
 - Any other development with a floor area of 1000 square metres or more, or a site area of 1 hectare or more.
 - Changes of use of developments above these thresholds.

- 5.9
- There may also be proposed developments that we treat as 'significant or major' even though they are below these thresholds. This may be because the type of development or the location is sensitive for some reason, or the effect of a development, when taken with previous developments of the same type in an area, exceeds our significance thresholds. For example, a proposed development may be sensitive if it affects the site or setting of a listed building, the character or appearance of a conservation area, protected trees or ancient woodland.

Other applications (Level C)

- 5.10
- General planning applications and other applications involving Listed Buildings and/or Conservation Areas would be subject to the Council's normal consultation arrangements.
- 5.11
- The organisation or person applying for planning permission will have to find out if their application will be 'significant'. You can ask a planning officer for a written opinion

to see if the application is significant before making an actual application. We will respond to these requests (made in writing) within five working days.

- 5.12 Table 3 above shows these various levels of application and the methods of consultation the Council will use for each. It may not be appropriate for the Council to use all the methods outlined in the table for every application at Level A or B, but the Council will use the most effective methods to secure worthwhile public involvement.

What we expect from developers

- 5.13 If you are proposing to submit a significant application, we expect you to consult the public before making a planning application. This consultation should be proportionate to the nature and scale of the proposed development. We strongly encourage you to discuss your consultation plan with a planning officer, as part of your pre-application discussions. At this stage, we shall give you a list of addresses of people we suggest you consult.
- 5.14 Pre-application consultations are the responsibility of the developer to whom any comments about the proposals at this stage should be sent.
- 5.15 Any publicity or presentation material and questionnaires should concentrate on facts about the proposed scheme and avoid any bias. We can help assess any material you want to use.
- 5.16 As a guide we may expect you to carry out a range of activities listed in Table 3. Appendix 7 provides more detailed information on the nature of the consultation.

Outline applications

- 5.17 You should provide as much detail as possible about your plans to allow the public to make meaningful comments. This will be easier if your proposals include, say, illustrative layouts.
- 5.18 In the case of proposals that may result in an outline application, you should be aware that you will need to explain the nature of your intended application in any presentation and try to evoke responses that consider the broad principles of the development, rather than its details, at this stage.
- 5.19 You may need another publicity event to tackle a detailed submission, following an outline approval. You should check with planning officers before you make these applications.
- 5.20 You may not need to consult the local community on an outline scheme if we, or our partners, have carried out a recent exercise in preparing a planning or development brief or Supplementary Planning Document.

Variations to schemes

- 5.21 You may also need another publicity event to tackle a formal change or modification to a proposal that already has planning permission, if this relates to a significant application. Again, you should check with planning officers before making these applications.

Sending us a planning application

- 5.22 You should send with your planning application a statement setting out the work you have done to involve the community. This should include:
- the extent of the area where you

consulted, including a list of properties and businesses you contacted;

- a list of interest or pressure groups or other organisations you contacted;
- where any event was held and how long it lasted;
- the number of people who attended the event, and the make-up of the people in terms of geographical location and a summary of any interests an attendee represents;
- a summary of all the comments received and issues raised;
- clear details of the comments which have resulted in changes to the scheme and what those changes are, and comments which have not, and why;
- highlighting any criticism by groups or individuals about your consultation process.

You should also keep all consultation responses.

If you do not keep to these guidelines

5.23 We cannot refuse to accept a planning application just because you haven't done enough (or any) community consultation before submitting a planning application. However, if this does happen, it could delay our consideration of your application. In such cases we may need to refer relevant planning comments back to you. We may also tell all those we notify about the proposal at the application stage about your failure to keep to these guidelines.

5.24 If you fail to carry out any community consultation or do not do enough, we shall let councillors know this in the officer's report on your proposals. If, at this stage, there are still relevant public comments that you have not dealt with, the Development

Control Board will have to consider whether to refuse planning permission or defer a decision.

5.25 If you were genuinely not aware of our consultation requirements, we shall let you know about the requirements as soon as we can and give you the chance to delay the submission of the application to allow the community consultation needed to take place. If you refuse to keep to the guidelines, we shall let you know the consequences set out above in this section.



6. Reviewing our work and resources

- 6.1 The DPDs and SCI will be monitored on an annual basis through the Annual Monitoring Report (AMR), and will be formally reviewed at least every three years.
- 6.2 SPDs will also be monitored annually for the AMR. SPDs will relate to at least one policy within a DPD. So as the DPD and policy are reviewed, we shall review any associated SPD at the same time.
- 6.3 Any changes the Council makes to DPDs, SPDs or the SCI must go through the standard measures and consultation detailed in this document. The review process ensures the documents remain relevant and take into account the most up-to-date advice and guidance available.

Resources

- 6.4 The LDF process is managed by the Planning Policy Team. This consists of professional planners with technical and administration support. The team will carry out consultation and the production of documents. We also work closely alongside the Conservation and Landscape Team, Planning Control, Regeneration and Community Development, and shall use the expertise and contacts from these departments to complement existing staff. For example, for community consultation we intend to work closely with community development workers and use existing links within the council and the West Norfolk Partnership to hold joint events and attend other organisations' meetings to publicise and inform our work. We would aim that at least one planner from the team would attend any planning-related events.
- 6.5 The planning application process is handled by the Planning Control Team. This team consists of a number of planning officers divided into geographical area groups. Again

this team has administration and technical support. The consultation on planning applications is likely to be handled by the individual officer responsible for the application, but assistance will be provided by the Planning Control Manager and Principal Planners, and other relevant officers and organisations or interest groups where appropriate.

- 6.6 We shall also use in-house expertise on design, regeneration, contamination etc to assist the team in writing policies. This is particularly important as the LDDs and SPDs must be spatial documents, which means that issues other than just land-use should be included.
- 6.7 The Council hopes to use external resources such as East of England Planning Aid and Norfolk Rural Community Council to assist us further, and these could act as independent bodies during the LDF process. The RTPI East of England Planning Aid Service 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 environments. The Council supports the work of Planning Aid and will work with the service to provide an independent element within some of the consultation procedures proposed in this document. It is likely that external expertise would be needed for specialist matters and background studies which will inform the LDD/SPD policies.
- 6.8 The aim of the Council is to involve as many people as possible in the LDF process, across communities and throughout the borough. However, this obviously depends on the resources available. While this SCI outlines the Council's intentions on consultation methods, we hope to build on and improve these.

Appendix I – Statutory consultees, local organisations and local interest groups.

Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

Specific consultation bodies

- E1. The following bodies are specific consultation bodies and must be consulted in accordance with the Act and Regulations: 86
- (a) The regional planning body if the local planning authority's area is in a region other than London;
 - (b) A relevant authority any part of whose area is in or adjoins the district (County, District and Parish Councils).
 - (c) The Countryside Agency;
 - (d) The Environment Agency;
 - (e) Highways Agency;
 - (f) The Historic Buildings and Monuments Commission for England;
 - (g) English Nature;
 - (h) The Strategic Rail Authority;
 - (i) A Regional Development Agency whose area is in or adjoins the area of the local planning authority;
 - (j) Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003;
 - (k) Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority; and
 - (l) Any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority:
 - i. Strategic Health Authority;
 - ii. Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
 - iii. Sewage undertaker; and
 - iv. Water undertaker.

Government departments

E2. The appropriate Government Office for the Region should also be consulted and will often be the first point of contact for consultation with central Government Departments. In addition, local planning authorities are strongly advised to consult any Government Departments or agencies where those departments or agencies have large land holdings in the area covered by a local development document. This will ensure that local planning authorities are fully aware of the possible need for expansion of existing facilities or, more importantly, the likelihood of large-scale land disposals taking place within the period of time covered by the local development document.

- (a) Home Office;
- (b) Department for Education and Skills (through Government Offices);
- (c) Department for Environment, Food and Rural Affairs;
- (d) Department for Transport (through Government Offices);
- (e) Department of Health (through relevant Regional Public Health Group);
- (f) Department of Trade and Industry (through Government Offices);
- (g) Ministry of Defence;
- (h) Department of Work and Pensions;
- (i) Department of Constitutional Affairs;
- (j) Department for Culture, Media and Sport;
- (k) Office of Government Commerce (Property Advisers to the Civil Estate); and
- (l) The Countryside Agency.

General consultation bodies

- (a) Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- (b) Bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- (c) Bodies which represent the interests of different religious groups in the authority's area;
- (d) Bodies which represent the interests of disabled persons in the authority's area; and
- (e) Bodies which represent the interests of persons carrying on business in the authority's area.

Other consultees

E3. Local planning authorities should also consider the need to consult, where appropriate the following agencies and organisations in the preparation of local development documents.

- (a) Age Concern;
- (b) Airport operators;
- (c) British Chemical Distributors and Traders Association;
- (d) British Geological Survey;
- (e) British Waterways, canal owners and navigation authorities;
- (f) Centre for Ecology and Hydrology;
- (g) Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- (h) Church Commissioners;
- (i) Civil Aviation Authority;
- (j) Coal Authority;
- (k) Commission for Architecture and the Built Environment;
- (l) Commission for New Towns and English Partnerships;
- (m) Commission for Racial Equality;
- (n) Crown Estate Office;
- (o) Diocesan Board of Finance;
- (p) Disability Rights Commission;
- (q) Disabled Persons Transport Advisory Committee;
- (r) Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company;
- (s) Environmental groups at national, regional and local level, including:
 - i. Council for the Protection of Rural England;
 - ii. Friends of the Earth;
 - iii. Royal Society for the Protection of Birds; and
 - iv. Wildlife Trusts;
 - (t) Equal Opportunities Commission;
 - (u) Fire and Rescue Services;
 - (v) Forestry Commission;
 - (w) Freight Transport Association;
 - (x) Gypsy Council;
 - (y) Health and Safety Executive;
 - (z) Help the Aged;
 - (aa) Housing Corporation;
 - (bb) Learning and Skills Councils;
 - (cc) Local Agenda 21 including:
 - i. Civic Societies;
 - ii. Community Groups;
 - iii. Local Transport Authorities;
 - iv. Local Transport Operators; and
 - v. Local Race Equality Councils and other local equality groups;
 - (dd) National Playing Fields Association;
 - (ee) Network Rail;
 - (ff) Passenger Transport Authorities;
 - (gg) Passenger Transport Executives;
 - (hh) Police Architectural Liaison Officers/Crime Prevention Design Advisors;
 - (ii) Port Operators;
 - (jj) Post Office Property Holdings;
 - (kk) Rail Companies and the Rail Freight Group;
 - (ll) Regional Development Agencies;
 - (mm) Regional Housing Boards;
 - (nn) Regional Sports Boards;
 - (oo) Road Haulage Association
 - (pp) Sport England;
 - (qq) HBF (Home Builders Federation);
 - (rr) Transport for London;
 - (ss) Traveller Law Reform Coalition;
 - (tt) Water Companies; and
 - (uu) Women's National Commission.

86 The Town and Country Planning (Local Development) (England) Regulations, 2004

A detailed list of local organisations and groups which are currently consulted on the LDF is available on our website or from the planning policy department

Appendix 2 – Legal requirements for consultation in the Local Development Framework process

Legal requirements for DPDs

Regulation 25

This requires the Council to consult those bodies that may have a particular interest in a DPD, and more generally those the Council regards as appropriate.

Regulation 26

The Council must make copies of the documents available for inspection at the Council offices and other suitable public buildings across the borough. The documents must be published on the website.

The Council must give notice of where and when the documents are available for public inspection, and include this information on the website also.

Copies of the documents should be sent to those bodies identified in Regulation 25.

Regulation 27

The regulation defines the second period of consultation as a six-week period for comments.

It also ensures that no DPD/SCI will be submitted to the Secretary of State for formal adoption until all comments received have been considered.

Regulation 28

The DPD is submitted to the Secretary of State, along with the sustainability appraisal report, the SCI (if adopted), the pre-submission consultation and participation statements (who was consulted, how they were consulted, what issues they raised and how these issues were addressed in the DPD and any other supporting documents). The Council must also:

- Make copies of the DPD and supporting statements and documents available for inspection at the same places as at regulation 26
- Publish the documents on the Council website
- Send the documents to the bodies consulted under regulation 25

- Give notice by advert in a local newspaper that the DPD is available for inspection and where it can be viewed.
- Give notice to those persons who requested to be notified of the submission of the DPD to the Secretary of State that it has been submitted.

Regulation 29

There is a 6 week period for representations to be made from the date that the DPD was submitted to the Secretary of State and all representations received in this time must be considered by the person carrying out the examination.

Regulation 31

General representations. A copy of all representations will be available for inspection at the Council offices and other appropriate locations and published on the website where practicable. The Secretary of State will be sent copies of the representations, and a summary of the main issues raised.

Regulation 32

Site allocation representations. There is then a period within which comments can be made on the site allocation representations. Therefore, all site allocation representations will be available for inspection at the Council offices and other appropriate locations and published on the website. The bodies consulted under Regulation 25 will be notified of the address to which the site allocation representation relates and where the representation can be viewed. The time period for representations and where the site allocation representations can be viewed will also be published in local newspapers.

Regulation 33

There is a 6 week period for comments to be made and the Secretary of State will be sent copies of the representations along with a summary of the main issues raised.

Examinations

The DPDs and SCI will be subject to an independent examination to test the 'soundness' of the documents.

Regulation 34

A person with an outstanding representation can request the opportunity to appear at the examination.

At least 6 weeks prior to the examination the Council must publish the time and location of the examination, and the name of the Inspector on the Council website and by local advertisement. The Council must also notify any persons with outstanding representations to the DPD, of the examination.

Legal requirements for SPDs

Regulation 17

The Council must produce a statement that includes a list of those people consulted on the SPD and how they were consulted. It must also give a summary of the points raised and how they have been dealt with.

Before an SPD can be adopted by the Council it must be available at the Council offices and other suitable places across the borough.

The document must be published on the website.

The Council must give notice (advertising locally) of where and when the documents are available for public inspection, and also include this information on the website.

The SPD and accompanying documents should be sent to bodies that may have a particular interest in a DPD, and more generally bodies the Council regards as appropriate.

Regulation 18

The regulation defines the second period of consultation as a four-to-six week period for comments.

It also ensures that the Council will not adopt the SPD until they consider all comments received and prepare a statement including the issues raised from the comments and our response to them.

community involvement:

Appendix 3 – Consultation techniques

Methods	Details	Pros/Cons	Audience	Stage of process
Written communication	<p>Direct communication to groups and individuals on our database to inform them about events, consultation documents and consultation periods, or to pass on or gain information.</p> <p>This method will be used to inform and consult the public on all DPDs/SPDs/SCI.</p>	<p>Informs key groups and statutory consultees. Limited to those on our database.</p>	<p>All groups – statutory consultees, local interest groups and organisations, those with a registered interest in the process.</p> <p>BMEs/refugee and asylum seekers/adults with disabilities and learning difficulties. The information can be provided in alternative languages/large type/audio/Braille/alternative formats.</p>	1-4
Your Council Magazine delivered free of charge to every household in West Norfolk	<p>Articles about the LDF will be included in all future editions of Your Council to raise awareness, communicate key points and advertise consultation dates to the whole community.</p> <p>This method will be used to inform and consult the public on all DPDs/SPDs/SCI.</p>	<p>Reaches the whole population. Residents may not read the whole newsletter.</p>	<p>All</p> <p>Parents, older people, carers, deprived households, adults with disabilities and learning difficulties.</p>	1-4

Methods (contd)	Details (contd)	Pros/Cons (contd)	Audience (contd)	Stage (contd)
Media	<p>By law, planning applications and key stages of consultation must be advertised in the local press. Press releases will be sent to local media about the LDF, along with articles about particular proposals.</p> <p>This method will be used to inform and consult the public on all DPDs/SPDs/SCI.</p>	<p>Can reach a wide audience. Media may not always publish the articles. Media slant on a story.</p>	All	1-4
Leaflets	<p>Can be produced to summarise documents. Wide distribution to various organisations and locations such as libraries.</p> <p>This method will be used to inform and consult the public on all DPDs/SPDs/SCI.</p>	<p>More user friendly than formal documents. May not reach all interested parties.</p>	<p>All</p> <p>Will benefit all the hard-to-reach groups identified. Will simplify the process, using plain English text and graphics. If necessary, the summary can be provided in alternative formats (as for 'Written Communications')</p>	1-4

Key: How this method will help to engage hard-to-reach groups.

community involvement:

Appendix 3 – Consultation techniques (contd)

Methods (contd)	Details (contd)	Pros/Cons (contd)	Audience (contd)	Stage (contd)
Newsletters	<p>Information on the LDF can be publicised through existing newsletters where possible, such as the Parish and Town Council newsletters, resident groups' newsletters.</p> <p>This method will be used to inform and consult the public on all DPDs/SPDs/SCI. Newsletters will be particularly valuable at Stage 2 (refer to page 8) to encourage discussion and involvement. This could be topic based (eg, Core Strategy DPD or Affordable Housing SPD) or area based (eg, Site Specific Allocations & Policies DPD or a Development Brief SPD).</p>	<p>Publicise the LDF and give contact details for more information.</p> <p>Newsletters may not publish the article.</p> <p>We have limited knowledge about existing newsletters.</p>	<p>All</p> <p>Existing community groups/networks, eg. BMEs, deprived communities, older people. Provides an opportunity to reach people not currently engaged in the process through their newsletter. It will be written in their format/language.</p>	1-4
Documents available at public places during set consultation periods	<p>In line with the regulations, all documents will be available at the Council offices and other locations (including local libraries) for comment during consultation periods. Consultation periods and the location of documents will need to be publicised.</p> <p>This method will be used to inform and consult the public on all DPDs/SPDs/SCI.</p>	<p>Documents are seen only by those who are interested.</p> <p>People have to travel to view the documents.</p>	All	1-2

Methods (contd)	Details (contd)	Pros/Cons (contd)	Audience (contd)	Stage (contd)
Questionnaires	<p>Can be sent to people and organisations to gather opinions and views. Can focus consultation on a number of key questions. Will be used at events and exhibitions to gain views. Will be sent out with consultation documents.</p> <p>This method will be used to inform and consult the public on all DPDs/SPDs.</p>	<p>Sent directly to selected bodies. Large amounts of information can be analysed. Variable response rates. Long time needed for responses. Results can be misleading if questions are poorly designed.</p>	<p>All</p> <p>Parents, older people, carers, deprived communities. Gives people the chance to have a say at their own convenience. With freepost, there will be no cost to them.</p>	1-2
Website	<p>The existing Local Plan is online. Planning application information is available online. Information about the LDF process and background documents are on the website. All consultation documents will be available for general viewing and comment. Standard forms will be used for responses and electronic replies encouraged.</p> <p>This method will be used to inform and consult the public on all DPDs/SPDs/SCI.</p>	<p>Access to information 24 hours a day. Documents can be downloaded. Contact details are available if people have queries. Not everyone has access to the Internet.</p>	<p>All</p> <p>Parents, carers, adults with disabilities, youth, children and families. Gives people the chance to have a say at their own convenience, and at no extra cost.</p>	1-4

Key: How this method will help to engage hard-to-reach groups.

community involvement:

Appendix 3 – Consultation techniques (contd)

Methods (contd)	Details (contd)	Pros/Cons (contd)	Audience (contd)	Stage (contd)
Committee meetings	<p>The Council has an established committee structure for Councillors to consider documents. Councillors will comment on documents at various stages, initially through the LDF Task Group. These meetings are open to the public. Planning applications are considered at Development Control Board.</p> <p>This method will be used to inform and consult the councillors on all DPDs/SPDs/SCI.</p>	<p>Democratic process. The public can speak at Development Control Board.</p> <p>Meeting times are not convenient for all.</p> <p>Low public awareness of the committee meeting structure and schedule.</p>	All	1-4
Town/Parish Councils	<p>By law, Town and Parish Councils must be consulted. Information is sent to clerks for parish discussion and comment. Workshops will be held at various stages to gather input. Town and Parish Councils are consulted on planning applications in their area.</p> <p>This method will be used to inform and consult the public on all DPDs/SPDs/SCI.</p>	<p>High level of local involvement.</p> <p>Not all councils meet frequently.</p> <p>Meetings may not coincide with consultation periods.</p>	All	1-4

Methods (contd)	Details (contd)	Pros/Cons (contd)	Audience (contd)	Stage (contd)
Consultation finder	<p>A database that people can search via the Norfolk Community Strategy website (www.norfolkambition.gov.uk) to find out about consultations, by topic or by area, and how they can get involved. It also allows people to find out what happened as a result of previous consultations. Details of LDF consultations will be entered so people can get involved. This will have increasing significance as it is used by more organisations and publicity is increased.</p> <p>This method will be used to inform and consult the public on all DPDs/SPDs/SCI.</p>	<p>Another method of publicising LDF consultations and giving access to documents. Should enable greater co-ordination of consultations and use of results as organisations use the database. Limited awareness of database and website at present time.</p>	<p>All</p> <p>Parents, carers, adults with disabilities, youth, children and families. Draws attention to the consultation process for those with limited involvement /awareness of the process.</p>	1-4
Exhibitions / open days	<p>Can be used to present information and proposals. Opinion and feedback can be gathered through various techniques. Should be held in accessible locations and in buildings suitable for all. Needed over a number of days and at different times to allow all to attend.</p> <p>This method will be used to inform and consult the public on all DPDs/SPDs/SCI. Will be particularly valuable at Stage 2 (refer to page 8) to encourage discussion and involvement. The format, style and emphasis will reflect the nature of the DPD. This method will allow the Council to link consultation on different DPDs/SPDs through the exhibitions and activities.</p>	<p>Queries can be answered if staffed. Only those options presented are under discussion. Those who attend are self-selecting.</p>	<p>All</p> <p>Parents, carers, older people, deprived communities, BMEs, refugee and asylum seekers, youth, children and families. Local venues and convenient times will enable people to drop in to exhibitions/open days in an environment they feel comfortable with. The events will be informal and the Council aims to staff all events for any questions /comments.</p>	1-4

Key: How this method will help to engage hard-to-reach groups.

community involvement:

Appendix 3 – Consultation techniques (contd)

Methods (contd)	Details (contd)	Pros/Cons (contd)	Audience (contd)	Stage (contd)
Public meetings	<p>Will be used to present information and allow discussion on issues at various stages. Enable people to comment on matters affecting them. People can share views and new ideas may be generated. Must be carefully planned and chaired. Need good publicity for the meeting.</p> <p>Will be particularly valuable at Stage 2 (refer to page 8) to encourage discussion and involvement. More likely to be successful if they focus on one area or topic, so may be more relevant to Site Specific Allocations and Policies DPDs or SPDs.</p>	<p>Can gain an understanding of public views and concerns. Will only attract those affected by an issue. Those who attend are self-selecting.</p>	All	1-2
Workshops and area-based events	<p>Ways of engaging local communities to discuss issues relevant to the area. Can focus discussion around issues and themes and give more information. We will use existing community groups where possible. The people attending need to be clear about what they can be influence and we must then follow through with action and feedback.</p> <p>Will be particularly valuable at Stage 2 (refer to page 8) to encourage discussion and involvement. The format of the events will reflect the nature of the DPD/SPD, and workshops will be held for all DPDs. Area-based events will be used for Site Specific Allocations and Policies DPDs or SPDs. Workshops enable the Council to link consultation on different DPDs/SPDs through the exhibitions and activities.</p>	<p>Local input and knowledge. Sense of local ownership. Informs people about the planning process. Difficult to ensure that those who attend are representative of the whole community.</p>	<p>All</p> <p>Parents, carers, older people, deprived communities, BMEs, refugee and asylum seekers, youth, children and families. Local venues and convenient times will enable people to take part in events in a familiar environment. The events will be informal, using various techniques to discuss and illustrate relevant issues. The Council also intends to visit local schools and work with children to ensure they can contribute.</p>	1-2

Methods (contd)	Details (contd)	Pros/Cons (contd)	Audience (contd)	Stage (contd)
Focus groups (small groups with a specific interest discussing a particular topic)	<p>Groups will be formed to advise on specific issues early in the process. Discussion of issues and options with experts in different fields in a focused way. Mechanism for gaining information and involving organisations in producing LDDs.</p> <p>Will be particularly valuable at Stage 2 (refer to page 8) to encourage discussion and involvement. Focus groups will be used to concentrate on one issue or geographical area but could be used for any DPDs/SPDs if the Council feels it would be useful. This method may be able to link consultation on different DPDs/SPDs if the issue for discussion applies to both.</p>	<p>Can explore specific issues in depth. Two-way flow of information.</p>	<p>All; or could target key stakeholders.</p> <p>Will benefit all hard-to-reach groups. Focus groups will enable the Council to work with small groups of people informally to discuss particular topics. The format and techniques will reflect the nature of the group.</p>	1-2
One-to-one working with community groups.	<p>Officers will attend existing community groups and work closely with them to develop an understanding of the planning process, and to share information and ideas.</p> <p>Will be particularly valuable at Stage 2 (refer to page 8) to encourage discussion and involvement. The close working between the Council and the public could be used for any of the DPDs/SPDs, and provide the opportunity to link consultation of different DPDs/SPDs where appropriate.</p>	<p>Will involve people not familiar with the process, and enable us to target hard-to-reach groups. Time consuming.</p>	<p>All</p> <p>Will benefit all hard-to-reach groups. Working with community groups and the existing networks, alongside our community development team and local organisations, the Council can target people classed as hard-to-reach and work with them to secure their involvement in the consultation process. The work will be very informal and cover people's issues and interests, in their own environment.</p>	1-2
West Norfolk Forum Meetings	<p>Officers will attend the Forum meetings annually to inform organisations of the LDF process.</p>	<p>Could reach a large number of organisations in the borough. Is only annual, and we would have limited time at the meeting.</p>	<p>Local organisations from public, private, voluntary and community sectors.</p>	1-4

Key: How this method will help to engage hard-to-reach groups.

Appendix 4 – Borough Council Guidance Notes

Can I Object?



Guidance Note 2

Can I Object?

TO A PLANNING APPLICATION



PLANNING

This leaflet will help if you wish to comment on a planning application made by somebody else. It briefly explains what you should do, what the Council can take into consideration, and what will happen if you do object.

1 How to find out what is proposed

You may get to know that an application has been submitted in any of the following ways:

- A notice will be posted on or very near the site, usually at the roadside
- A list of applications appears in the Lynn News under the heading "What's Planned"
- All applications are sent to the appropriate parish council
- Some applications appear in the Public Notices section of the Lynn News
- When the site is inspected, the planning officer may consider it necessary to notify specific neighbours

When you know or think an application has been submitted you can find out more detail by visiting the Borough Council's Planning Office. It is easier if you know the reference number of the application (eg 2/95/1234/F), and you will be able to inspect the drawings and see other details on the application form. You don't need an appointment to look at these papers in the Planning Register, which is open throughout normal office hours. Some parish councils will also make available copies of the documents sent to them.

2 What type of issues are relevant?

The planning system exists to regulate the development and use of land in the public interest. It can guide development to the right place and prevent inappropriate proposals. The system does not exist to protect the private interests of one person against the activities of another, but the protection of an individual's interest may coincide with the overall public interest. The following is a brief list of the type of relevant issues that the Council can consider:

- The Development Plan (ie the Regional Plan and Local Development Framework in future; currently the Structure Plan, Local Plan and any statutory subject plans) a decision should be made in

accordance with the plan unless there are particularly strong planning reasons that suggest otherwise

- Other published Council policies and central Government advice (in the form of Circulars and Planning Policy Guidance Notes/Statements)
- Access and traffic (the County Council is the highway authority and is consulted on most applications)
- The siting of buildings, their design and relationship to other buildings and uses, and trees or landscape features, both existing and proposed
- Impact on the community as a whole
- Special features of importance, public rights of way, archaeology, local history, etc

Technical issues will normally be considered by other appropriate authorities and their advice will be important in reaching a decision. However, the Development Plan is our main consideration. We would refuse proposals that accord with it only if there are very convincing arguments (on planning grounds) against them.

3 What is not relevant

No matter how strongly you feel, if an issue you raise is not relevant to the planning process, we will not be able to give it particular weight. The following is a brief list of the type of issues that are not usually relevant to us in making a decision:

- Private property interests eg private rights of way, covenants, rights or restrictions in deeds, or property values
- Matters covered by other legislation – there is sometimes an overlap but if other legislation is relevant you should use it rather than the planning process
- Personal circumstances – only relevant in exceptional cases, and even then only when the decision is otherwise finely balanced

However, a planning permission never overrides any private property rights, and a permission cannot be of any use if the owner or holders of rights do not agree, even though it may be an acceptable planning proposal.

Appendix 4 – Borough Council Guidance Notes

Can I Object? (continued)

4 What next

When you have seen the planning application and wish to object to it on planning grounds, write to the Borough Planning Office setting out clearly and concisely your reasons for objecting. Quote the reference number to ensure that there is no confusion about which application you are commenting on (the Council receives over 2000 each year!). Ensure that you write soon, because we must decide on applications as soon as possible; if you delay, we may have made a decision at any stage after the date on the relevant notice.

We will attach your letter to the file and send you an acknowledgement. Your letter may become a public paper that can be read by others, so do not write personal things that you may wish to have treated as private correspondence.

If the proposal is changed significantly, perhaps as a result of negotiations to meet some objections, we will inform you and give you another opportunity to comment (but we may not inform you of minor changes or those thought not to affect your comments). Please read any letter carefully because in some circumstances we may assume, if you do not write again, that you no longer object.

It may be that you either wish to support a proposal or suggest that it should only be approved if certain conditions are imposed. The range of points that are relevant still applies, as detailed at section 2 above.

You may also wish to approach your local borough councillor to ask him/her for advice or to support the points you make. It is important to realise that your councillor may have been approached by others, including the applicant, and will in any case have to form his/her own opinion about the proposal.

You may wish to approach other professionals (eg solicitors, estate agents) for assistance but there is likely to be a charge for their services. On some issues you may be able to get help from the Citizens Advice Bureau.

5 The decision

The Council must often balance conflicting views in reaching its decision, and in these circumstances some people will be disappointed. Controversial proposals (or where a councillor requests it) will normally be considered by the Development Control Board. In these cases your letter(s) will be summarised in a report (correspondence received after 12 noon on the working day before the committee (usually Friday) will NOT be considered), but even if a decision is made that differs from your view, your comments will not have been disregarded unless they were not relevant to the planning process. You may attend the meeting and, subject to guidelines, you may speak to the Committee¹. You can, if you prefer, approach your 'Ward Councillor' to make representations on your behalf but the councillor is entitled to express a different view on the overall facts.

After the Council makes its decision we will inform you in due course. This may well be after a report in the local newspaper, which can be immediately following the decision.

6 What else can I do?

The applicant can appeal against the decision. However, if you feel that the Council dealt with you in an administratively incorrect way, you may approach the Local Government Ombudsman. It is not his job to review the planning decision, but to see that reasonable procedures were followed.

If you have private rights, the decision is unlikely to affect them. However, you may need to protect your own interests by your own legal action. Write to the developer first, or ask your solicitor to do so, to see if matters can be resolved.

Similarly if other consents are required outside the planning process, then approach whoever is responsible for administering those consents.

¹ *Guidance Note 20, 'Speaking at the Development Control Board' will give you more information and is available from the Council Offices.*

Who to contact

The Planning Control staff are available on

Tel: (01553) 616200

Minicom: (01553) 616705

Fax: (01553) 616652

Planning Officers deal with specific groups of parishes. If you wish to discuss an application please ask to speak to, or make an appointment with, the planner dealing with the particular parish.

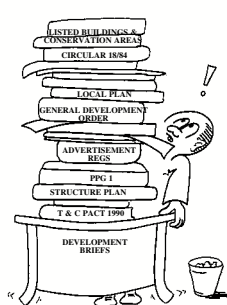
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Appendix 4 – Borough Council Guidance Notes

What Happens to my Application?



Guidance Note 17

What Happens to my Application?



PLANNING

What happens to my application?

This leaflet is to help you understand what will happen to your application now it has been submitted. We will try to deal with your application within 8 weeks. Some applications may take longer, and the leaflet will help to explain why.

Important Please Note

If you have an agent, you will receive nothing directly from us. All correspondence, including decision notices, will be sent to your agent who should keep you updated on the application.

Registration

We check forms and plans for clarity on receipt. If there is a problem, we shall telephone or write to resolve this.

When these are acceptable your application is registered, formally acknowledged, and given a reference number (e.g. 2/99/0001/F). Please quote it in all correspondence and telephone calls to us.

We check the application for any planning history and information about other controls or factors that may influence the decision (e.g. conservation area, listed building, flood plain). Following this, we assign it to a case officer.

Publicity and consultation

Everyone has the right to comment on a planning application. We must include the application in a register that is open to public inspection.

We publish a weekly list of applications received and this is available at all Council Offices and libraries. Both the Lynn News and Eastern Daily Press publish this list. Certain applications must also be formally advertised, e.g. for listed buildings or affecting conservation areas. These

will appear in the Public Notices section of one of the newspapers.

The Council must also contact other organisations such as the highway authority and parish councils. In some cases we need to take specialist advice, e.g. about noise.

Case officers will always visit the application site to assess the proposal and post a public notice giving brief details of the application. If we think neighbours are significantly affected, we shall inform them directly.

The usual period for comment is 21 days from notification. It is important that you do not remove the site notice before this or your decision may be delayed.

Assessing the application

Planning law requires us to consider all applications in the light of approved policies set out in both the Structure Plan and Local Plan (in future the Regional Plan and Local Development Framework). This means we must assess siting, appearance, access and the potential effect on your neighbours and other constraints that have been identified.

Consultees or objectors may raise concerns that also need to be addressed.

If a problem is identified that can be resolved, we may ask you to amend your application. Some amendments may require renewed consultation and advertisement, and in such cases we may suggest you submit a fresh application.

You may discuss any concerns with your case officer or your 'Ward Councillor' but please remember the eventual decision must take account of all factors. Councillors on the Development Control Board cannot form a view until all information has been reported to them, and they are advised to wait until then.

Your case officer must consider all this information before making a recommendation.

Appendix 4 – Borough Council Guidance Notes

What Happens to my Application? (continued)

Making the decision

Applications can often be decided by planning officers under powers delegated by Councillors. This means you will not have to wait for a committee meeting. These decisions can include refusal of a scheme that conflicts with policy and where there are no mitigating reasons for support.

Other applications will be considered by the Development Control Board which meets roughly once a month. Before this meeting your case officer prepares a written report that will:

- outline the proposal;
- state the planning history;
- summarise any comments received;
- evaluate the issues raised; and
- recommend a decision with reasons.

The report and any correspondence referred to may be inspected during the working week before the meeting. To get a full understanding of the report the Chairman or Vice-Chairman (or both) of the Board will often view the site before the meeting.

Any comments made after the publication of the report must be in writing and received by us before 12 noon on the working day before the meeting (usually Friday). Later comments will **not** be presented.

You may attend the meeting and, subject to guidelines, you may speak to the Board'. You can, if you prefer, approach your 'Ward Councillor' to make comments on

your behalf but the councillor is entitled to express a different view on the overall facts.

The Board may not agree with the recommendation and reach a different decision. In this instance, conditions or reasons for refusal will need to be approved by the Chairman and Vice-Chairman before a decision is issued and some delay may occur.

Alternatively, councillors may decide to defer any decision and visit the site. You or your agent will usually be informed of the arrangements beforehand.

The decision

You will receive a decision notice (via your agent if one is used) which clearly states whether planning permission is granted or refused. Most applications will be approved subject to conditions². Notes on how to appeal against any decision are on the back of the decision notice.

Unless otherwise stated, development can begin at any time within 2 years of the date of the permission but you may need to agree some details relating to the conditions beforehand. If you have not started work within this period, you will need to reapply

1. See Guidance Note 20, 'Speaking at the Development Control Board'.

2. Failure to comply with these conditions could lead to enforcement action being taken. Please check these carefully and see Guidance Note 18, 'What happens now I have my decision'.

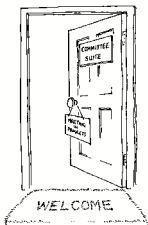
Who to Contact

Contact the Area Planning Officer dealing with the application, or
Board Administrator on 01553 616276.



Appendix 4 – Borough Council Guidance Notes

Welcome to the Development Control Board



Guidance Note 19

Welcome to the Development Control Board



PLANNING

This leaflet explains what happens during the meeting, and who is involved. It may also help you follow the proceedings.

Welcome to the Development Control Board

The Board is made up of 18 members (Councillors elected by full Council) and is led by the Chairman and Vice-Chairman. The political mix of the Board reflects that of the full Council.

Other Councillors may be invited to attend and address the Board on particular issues affecting their Ward, but they cannot vote.

Officers attend in a purely advisory capacity and cannot vote. Those who attend on a regular basis include:

- Planning Officers;
- Solicitor; and
- Board Administrator.

Occasionally other Officers will attend as required.

Before the meeting

The Chairman or Vice-Chairman or both will have recently visited many of the sites of planning applications with an Officer and received a full briefing on the policy issues on these and the other reports. In addition, every Member will have:

- received a copy of the Agenda;
- read the reports and noted any late correspondence;
- had the opportunity to discuss and clarify detail with Officers beforehand; and
- identified those reports that they believe require further discussion and consideration during the meeting.

The meeting

The order of the meeting will follow the agenda which sets out the business to be discussed. This is printed on the first few pages of the agenda booklet, which also includes full reports, often in appendices. The booklet is published¹ 5 working days before the meeting and a few copies are available at the meeting. It can also be viewed on the Council's website www.west-norfolk.gov.uk.

Some of the plans and drawings that accompany planning applications in the agenda will be displayed in the Committee Suite to aid the discussion.

Note: Associated background papers to the reports, e.g. letters of objection, may also be inspected beforehand but not at the meeting¹.

The Chairman starts the meeting with routine, preliminary items e.g. confirmation of minutes and apologies for absence. This may also include urgent items not on the agenda and will include decisions on any application deferred from a previous meeting for site visits by the Board.

Occasionally the agenda will include exempt items. These reports contain confidential information². These will appear on the agenda but the written reports are excluded from the published agenda booklet. The Board will usually discuss these items in private after exclusion of the public and press, often at the end of the meeting.

The applications to be decided by the Board will appear in Appendix A. Before making any decisions the Chairman will read through the list of items to find out which will be discussed. This may be because a member of the public or a non-Board Councillor wishes to speak or because a Board member wishes to ask a question or make some comment. Applications where there will be no speaker are treated as resolved as recommended in the report. The Board will then consider those items where there will be a discussion and make decisions on them.

¹ Copies are available from Member Services

² Local Government Act 1972, Schedule 12A, Para 7.

Appendix 4 – Borough Council Guidance Notes

Welcome to the Development Control Board (continued)

When there is to be a discussion, the Chairman will invite any member of the public who has given the appropriate notice and/or representative of the relevant parish council to address the Board³, followed by any non-Board Councillor, before the report is discussed. Similarly, Officers may be asked to expand on the content of the report.

When each issue has been fully discussed the Board will make its decision. This may be reached unanimously or by members voting, sometimes with the votes recorded. The Chairman may use a casting vote when the result is tied.

Sometimes, a decision may have to be deferred to allow consideration of more information e.g. following a site visit by Board members. In these instances the item will be referred to a future meeting (often the next one) for decision.

Alternatively, members may reach a decision that requires further agreement of detail. To avoid too much delay the decision may be delegated to the Officers who will consult the Chairman and Vice-Chairman on that detail in due course.

In both cases there will be some delay but it is important that decisions follow full and proper consideration.

Unless members resolve to continue, **the meeting will close at or before 8.30 p.m.**

Development Control Board

The Board is responsible for determining planning applications and resolving related breaches of planning control within the Borough⁴. However, the Board considers applications only where there are conflicting issues, and has given authority to the relevant officer to deal with the rest.

Generally the Board will not deal with other planning work, such as forming policy and devising capital schemes. If changes in Council policy are involved, the Board may be asked to make recommendations but will not make the decision. Such decisions will be made by Cabinet or full Council (or both). Further advice may be given by the Local Development Framework Task Group or the appropriate Scrutiny Committee.

³ See Leaflet 20 'Speaking at the Development Control Board'

⁴ With the exception of mineral workings and waste processes which Norfolk County Council determines.

Who to contact

If you have questions about the role or administration of the full Council or any Board please put them to:
The Member Services Manager at the address given below.

If you have questions about a particular report, please put them directly to the author named in the report. However, if your questions are about a report contained within appendix (A) – the list of applications to be determined – please put them first to the appropriate planner or, if unavailable, the area team leader.

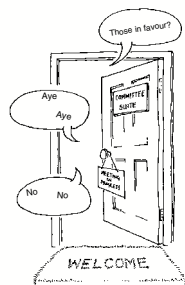
PLANNING CONTROL

King's Court, Chapel Street
King's Lynn, Norfolk PE30 1EX
Tel: (01553) 616200
Minicom: (01553) 616705
Fax: (01553) 616652
DX 57825 KING'S LYNN

E-mail: borough.planning@west-norfolk.gov.uk

Appendix 4 – Borough Council Guidance Notes

Speaking at the Development Control Board



Guidance Note 20

Speaking at the Development Control Board



PLANNING
CONTROL

The Council is committed to open government and public involvement in the planning process

As part of this commitment, certain members of the public and parish councils have the right to speak about planning applications to the Development Control Board.

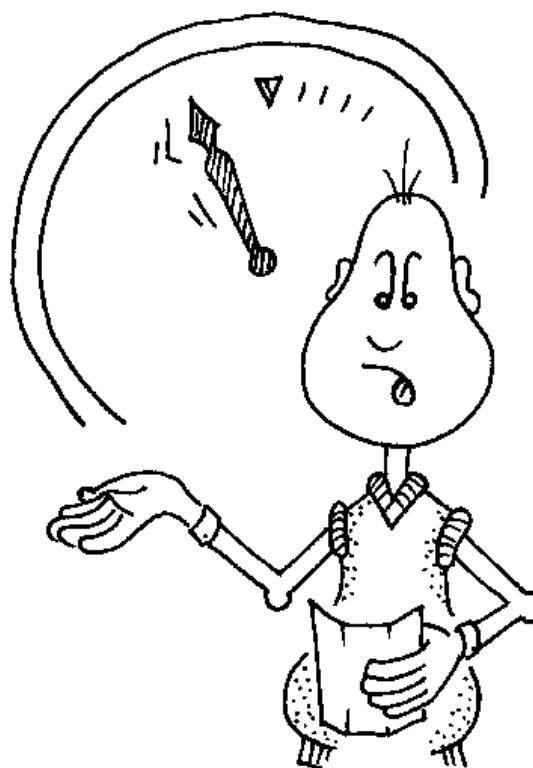
This leaflet will help you understand this process and sets out the procedure that must be followed.

How can I find out when an application will be considered?

- Very broadly, applications are considered by the Development Control Board if:
 - a councillor has requested that it be considered
 - views have been received which are contrary to the Officer's recommendation, and which raise issues showing wide concern
 - In some instances, when a parish council has expressed a view contrary to the Officer's recommendations
 - the proposal conflicts with policy but there are other reasons for supporting it.

Otherwise the decision is likely to be made by the Officers.

- Meetings are held roughly every four weeks usually on a Monday evening starting at 5.30pm in the Committee Suite of the main council offices at King's Lynn.
- The meeting follows an agenda (a list of items for consideration) which is normally available on the Monday before the meeting.
- If you have expressed a view in writing about a proposal and you wish to speak at the meeting of the Board that will consider it, then it is your responsibility to check whether it is included in the agenda. You can do this by contacting the Planning Officer or the Board Administrator. Alternatively you may inspect the agenda at a Council Office, local library or on the Council's website www.west-norfolk.gov.uk.



Guidance Note 19 Welcome to the Development Control Board explains what happens at the meeting and who is involved. This is available from the Planning Service at the Council.

Who can speak at the meeting?

If the application is to be considered by the Board, you may speak to the Board only if you have already written to the Council as:

- an objector to a proposal, or
- a supporter of a proposal (including the applicant/agent)
- representative of a parish council.

However, if there is more than one person in a group who either objects to or supports a proposal, a representative

Appendix 4 – Borough Council Guidance Notes

Speaking at the Development Control Board (continued)

of the relevant group needs to be chosen to address the Board. Failure to arrange this beforehand may mean you lose the right to speak. Normally only one speaker (not including the parish council) will be allowed to speak for each 'side'.

What can I say?

You can only speak about issues which you, or the other objectors/supporters, have already raised in written comments to the Council.

It will help if you are clear and concise and confine your points to relevant planning issues.

Guidance Note 2 Can I Object? also available from the Planning Service at the Council, will help you decide which issues are relevant in reaching a decision.

You may not:

- enter into any discussion or debate on the proposal
- ask any questions of Councillors, the other party or anyone else at the meeting
- use any equipment. However, documents that are already before the Council (e.g. site plan) can be displayed for you to refer to.

At the Chairman's discretion, questions may be put to you by Board members after you have spoken.

How long can I speak for?

You can speak for a maximum of three minutes. You will be invited by the Chairman to address the Board immediately before the application is to be considered.

Items will generally be considered in the order on which they appear on the agenda, although the Chairman may use discretion to alter the order.

You should therefore be prepared to attend the meeting

for some time before your item is considered. However, once it has been considered you may wish to stay or leave the meeting.

How do I arrange to speak at the meeting?

You must notify the Board Administrator on 01553 616276 of your intention to speak by 12 noon on the working day before the meeting (usually a Friday).

Do I have to speak to the Board for my views to be considered?

No. If you have written to the Council about a planning application, your views will be summarised in the published report and taken into consideration. You can therefore simply attend the Board Meeting and listen to the debate if you wish.

You may also consider contacting your 'Ward Councillor' who (even if not a member of the Development Control Board) can explain your views to the meeting. However, the councillor is not your representative and may also express other views.

What if I have further questions?

The Council has tried to make this new procedure as fair and as easy to operate as possible within the guidelines that the Government sets out for deciding planning applications.

If you have questions that have not been answered in this leaflet, please contact us.

Who to Contact

Contact the Area Planning Officer dealing with the application, or
Board Administrator on 01553 616276.

Appendix 5 Kings Lynn and West Norfolk: Planning Control

What we aim to do

Introduction

This leaflet sets out what we aim to do if you are proposing to make a planning application. It also explains what will happen when you make your application and what we will expect from you. Guidance Note 17 "What Happens to My Application" gives more information and advice.

Pre-application discussions

We will:

- continue to encourage these discussions;
- be available to give clear, helpful and early advice, on both technical and procedural matters, including advice on relevant contacts in the local community. A planning officer may be available to give general advice on routine matters without an appointment, by telephone or in person; but you are generally encouraged to make an appointment, especially for more complex enquiries. Special meetings can be arranged for preliminary discussions on more complex or major proposals. A record of the meeting will be taken and circulated, where appropriate;
- tell you quickly and firmly whether your proposal is likely to be acceptable in principle. It must be stressed, however, that officer advice can only be informal. Informal officer advice will not pre-judge the formal decision on an application, which takes place only after consultation with the public and other third parties;
- expect you to discuss your proposal with neighbours/the local community before submitting an application;
- work with you to help you deal with as many issues and concerns arising at pre-application stage;
- encourage you not to submit an application until you have resolved as many of those issues and concerns as possible;
- seek to reach an acceptable position on any matters that need to be controlled through a legal agreement completed under the provisions of the Planning Act; to gain

commitment from you to working up the legal agreement from the outset; and to completing it within the target date for our decision on the application. You will be encouraged to submit the draft agreement with the application submission, and we can provide standard clauses where appropriate;

- seek to agree a project timetable with you for deciding any subsequent planning application, particularly major proposals.

You will be expected to:

- discuss your proposal with us before submitting an application, particularly for complex and major proposals. Good and timely supporting information will need to be provided at this stage for us to be able to give advice;
- discuss your proposal with neighbours and the local community, and deal with as many issues and concerns as possible before submitting an application;
- take notice of informal advice given. Failure to do so may result in the application being refused;
- take early advice from statutory consultees and resolve any issues and concerns raised;
- reach early agreement on Section 106 Agreements or Unilateral Undertakings and be committed to completing them by the target date for our decision on the application;
- agree to submit all the necessary plans and other supporting information with the application on submission.

Appendix 5 (continued)

Your submission of the application

We will:

- register only applications that, at the outset, contain all the necessary supporting information and are completed correctly. Our planning application forms are due to be revised and updated. They will include a checklist of supplementary information that must accompany an application. The application form, explanatory notes and checklist will be available from Planning Reception and will be downloadable from the Borough Council's website in due course;
- let you know quickly whether or not your application has been registered. If it is invalid, we shall give you a maximum of two weeks to provide the extra information needed. If the information is not sent within this time period, we shall return the application to you. Your registration acknowledgement letter will give you the target date for our decision on the application;
- seek to confirm with you the project timetable for our decision on the application.

You will be expected to:

- submit the correct information and plans with the application at the outset, otherwise it will not be registered;
- commit yourself to the early completion of any legal agreement that may be required.

Our assessment of the application

We will:

- seek to ensure that statutory and non-statutory consultee responses are returned within time;
- seek to come to an early view (normally no later than 4-5 weeks after the submission of the application) whether we should decide on the application as it stands; and, if not, say whether it is capable of being amended to make it acceptable without you submitting a fresh application. Although we shall determine each case on its merits, normally we shall allow only one amendment to an application during its assessment, with a firm deadline set for receipt of amended plans. We may regard this

as 'material' changes amendments requiring re-notification of neighbours or other third parties; this means you may need to submit a new application;

- hold progress meetings with you to discuss issues as they emerge, particularly in relation to complex and major applications;
- refuse applications outright if they are particularly poor; and provide letters of explanation with our Decision Notice to explain how they could be improved if appropriate;
- refuse late requests from developers to amend submitted plans, particularly where we could not decide on the application by the target date;
- seek to use planning conditions, rather than legal agreements, where it is appropriate to do so; to keep conditions to the necessary minimum; and to use conditions to control minor details rather than delaying the application for amended plans;
- take a firm line on applications that do not accord with preliminary advice given;
- seek withdrawals of applications rather than refusals.

You will be expected to:

- submit amended plans within the requested time scale and not make late requests to amend plans.

Our decision on your application

We will:

- seek to decide on applications by the target date for decision;
- send Decision Notices within three working days of the decision.

Appendix 6

Kings Lynn and West Norfolk: Planning Control Service

Planning Applications: Publicity and Notification 2005

Introduction

All new planning applications are publicised. Where possible we notify adjoining occupiers by post. For some types of application, we also display site notices and place advertisements in the press. The procedure for publicity and notification is outlined below.

We shall inform persons notified about a specific planning application where and when they can see it and how they can make comments on it.

Twenty-one days will be allowed in which to do so. If material amendments are made to an application, we may need to re-notify neighbours or interested parties. If this occurs, we shall normally allow a further 14 days for comment.

Planning application records are available for public inspection during office hours (08.45-17.15 Mon-Thurs and 8.45-16.45 Fri). Please allow enough time to view the proposals.

Information about all valid planning applications received by the Borough Council will appear on a list compiled weekly. You may inspect the list at Planning Reception, on the Borough Council website (www.west-norfolk.gov.uk), and in the Lynn News.

Notification arrangements

Major development

Major development is defined as the construction of 10 or more homes or a proposal for a site area of over 0.5 hectare (or both). For other forms of development (offices, industry, retail and so on) the definition refers to the development of over 1,000 square metres of floor space or over one hectare or more of a site (or both). Major development also includes mining or working minerals and all waste developments. These definitions are set by the Office of the Deputy Prime Minister (ODPM).

Procedure: We will let all occupiers who share a common boundary with an application site know, as well as those properties on the opposite side

of any road. A site notice will be displayed on or near the site for 21 days. We shall also publish a notice in the local newspaper.

Minor development

Minor development is defined as the construction of 9 or fewer homes or a residential development of less than 0.5 hectare in area. For other forms of development, minor development is defined as less than 1,000 square metres of floor space or less than one hectare in site area.

Procedure: We shall let all people who share a boundary know, as well as those properties on the opposite side of any road. We shall also consider the need to display a site notice in cases where there may be some doubt as to who may have an interest in the land – perhaps because we don't know who owns or uses land nearby, or because the development is likely to be of interest to more than the immediate neighbours.

Change of use

Change-of-use applications can sometimes also involve building operations. In this case, the requirements we have identified above will apply. If applications are just to change the use of land and buildings, the following guide applies:

Procedure: We shall let people who share a boundary know, including those within the application site itself (for example, the upper floor). We shall also inform those people who own and use land and buildings directly opposite. We shall also consider the need to display a site notice if we are not sure who owns the land or buildings, or if a development may be of interest to more than the immediate neighbours.

Householder development

Householder developments are defined as those within the 'curtilage' (which broadly means the boundary) of residential property which need an application for planning permission and are not a change of use. These include extensions, alterations, swimming pools, walls, fences, vehicle access and porches.

Procedure: We shall let occupiers know as follows:

Appendix 6 (continued)

- For rear extensions – we shall inform occupiers on both sides, plus occupiers of any properties to the back that may be affected.
- For side extensions – we shall inform occupiers on both sides, plus any properties to the front and back that may be affected.
- For front extensions – we shall inform occupiers on both sides and those directly opposite.
- For porches – we shall inform occupiers on both sides and those directly opposite that are affected.
- For garages, sheds and other forms of domestic development – we shall inform occupiers directly next to the proposal.

Minor amendments

Minor changes are often proposed to an approved scheme that will have hardly any effect on occupiers nearby. These could include, for example, the following:

- Changes to materials that do not significantly affect the overall appearance of the development.
- Alterations to approved elevations, where they do not adversely affect the privacy or amenity of the occupiers of nearby property.

Procedure: We can deal with these matters as a 'non-material amendment', and give approval by letter. But a formal application will be required if the amendment would increase the size or change the form or character of the proposed development significantly. If we receive a new application, we will inform all adjoining occupiers originally notified again.

Note: The person applying will need to identify the amendments to the revised plans by noting them clearly on the plans or giving a clear description of changes in an accompanying letter (or both). We may send these details to affected neighbours in appropriate circumstances.

What do the notification arrangements cover?

The above notice procedure applies to:

- full applications;
- outline applications;

- submissions of reserved matters applications;
- applications for listed building consent;
- conservation area applications;
- variations or modifications to planning permission; and
- applications for prior approval for telecommunications apparatus.

It does not apply to agricultural or other 28-day determinations (decisions) that we otherwise deem to be permitted development or applications for Certificates of Lawful or Permitted Use as these applications are just decided on an interpretation of the law.

Note: We shall address correspondence to the person who occupies the property. However, we shall not be responsible for informing owners of land or property who do not occupy the affected land. For example, if a property is rented, we shall let the tenants know but not the landlord. We shall also post site notices as appropriate.

General service standards

The notification letters, site notices and advertisements will ask for all comments within 21 days from the date of the letter, or the date that the site notice is put up, or the date when the advertisement appears in the newspaper. For notice of amendments, we shall allow a further period for comment; its length will depend on the nature of the amendment but will be at least 10 days from the date of the letter. We shall not make a decision on any application before the end of the stated consultation period.

Late comments

We normally take account of comments that miss the deadlines in the publicity timetable if they reach us before we make a decision on an application. But we cannot guarantee to report on any comments received after the deadline (12 noon on the working day before the meeting) for the Development Control Board (including faxes and e-mails). We cannot take into account comments we receive after a decision has been made.

Appendix 7 – Consultation requirements for developers (planning applications).

If you propose only a major or significant development we will encourage you to consult the public on this. Paragraphs 5.13-5.16 explain this in more detail, and listed below are the range of activities you could use.

Publicity

- a. You should inform local residents, businesses, regular users of land (for example, sports teams) and others (service providers, government agencies) by letter about the proposed development. The letter should say when and where they can find out more. The letters should include a clear map showing the location of the development and details of who to reply to and by when.
- b. You should place an advert in a local newspaper (usually the Lynn News) about the proposed development. It should say when and where people can find out more, and to whom and by when people can make comments.
- c. The closing date for comments should be no earlier than 10 days after the close of a consultation event or sending out any letters, whichever is later. You should accept comments made in writing or at a minuted meeting. If you want to send out any extra information after an event, this should be in the form of a press release.

Involving the public at events or exhibitions

- d. You should organise at least one event or exhibition where anyone can find out more. Any staffed event should be no earlier than four days after you have issued publicity material or sent out letters.
- e. Any event or exhibition must include display material with your proposals for the site, the scope for public comment, how you will deal with comments and an

explanation of what will happen next. You should provide a comments box near any displayed plans.

- f. Any event must take place at a time or times that allows as wide a cross-section of the public as possible to attend. This often means including weekends and evenings.
- g. You must hold any event on the application site or building or at a venue as close as possible to the application site. Venues should be fully accessible but, if not, you should make reasonable adjustments to allow access for people with disabilities. Venues can include libraries, but would generally not include Borough Council premises. This helps us stay impartial.

Contacting community representatives and others

- h. You should contact all local community groups and any other groups or organisations, for example, service providers and government agencies, who may also have a specific interest in a proposal. Appendix 1 gives you a starting point for identifying them. However, you should discuss this with a planning officer. The officer will give you all the contact details you need and highlight any hard-to-reach groups whom you should make a particular effort to contact.
- i. We encourage you to let all Borough Councillors know if their ward includes the application site and any Parish Council whose parish includes or is next to the site. A code of conduct forbids Borough Councillors from expressing any views on proposals at this stage. They must stay impartial until any application is formally presented to them at the Development Control Board.

your views, your vision...

community involvement:



Statement of Community Involvement

Local Development Framework

King's Lynn & West Norfolk Development Services

January 2007



If you would like this document in large print, audio, Braille, alternative format or in a different language, please contact us at the address below and we will do our best to help.

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