

North Warwickshire Local Development Framework

Statement of Community Involvement

April 2007



**North Warwickshire
Borough Council**

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If you require further assistance, or information in another language, large type, Braille or audio tape format, please contact the Forward Planning Team:

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Abbreviations Used in this Document

AMR	Annual Monitoring Report
DPD	Development Plan Document
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
PPS	Planning Policy Statement
RSS	Regional Spatial Strategy
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SPD	Supplementary Planning Document

1 Introduction

- 1.1 The Government attaches great importance to community involvement in the planning process. They seek more active involvement of communities, stakeholders and commercial interests as early as possible in the planning system, so called 'front-loading'¹. For North Warwickshire Borough Council, it is important that the communities of North Warwickshire have sufficient opportunities to enable them to effectively express their views on local development that affects them.
- 1.2 Getting communities involved at an early stage in the planning system has benefits for both the Council and the community itself. It ensures that there is sufficient time for all parties to be fully aware of any issues that there may be, thus enabling negotiation to take place so that problems or concerns are sorted out at the earliest opportunity. Therefore by the time that the document reaches independent examination, issues are clearly understood.
- 1.3 This document sets out the way in which North Warwickshire Borough Council will involve communities, stakeholders and commercial interests in drawing up its Local Development Documents and determining planning applications.

The Borough of North Warwickshire

- 1.4 North Warwickshire is the most northern Borough within the County of Warwickshire, situated in the very heart of England and covering 110 square miles. Its neighbours include the urban areas of Nuneaton and Bedworth, Tamworth, Birmingham, Coventry and Solihull, and the shire counties of Leicestershire and Staffordshire. Figure 1 below shows the location of the Borough within Warwickshire
- 1.5 The Borough is predominantly rural in nature, with over half of its area designated as Green Belt. Nearly 62,000 people live in the Borough (2001 Census), the population being dispersed between the small Market Towns of Atherstone, Coleshill and Polesworth and a number of villages and smaller settlements, many of which are former mining communities.

Figure 1: Location of North Warwickshire within the County of Warwickshire



Source: Warwickshire County Council

¹ ODPM (2004) Creating Local Development Frameworks: A Companion Guide to PPS12

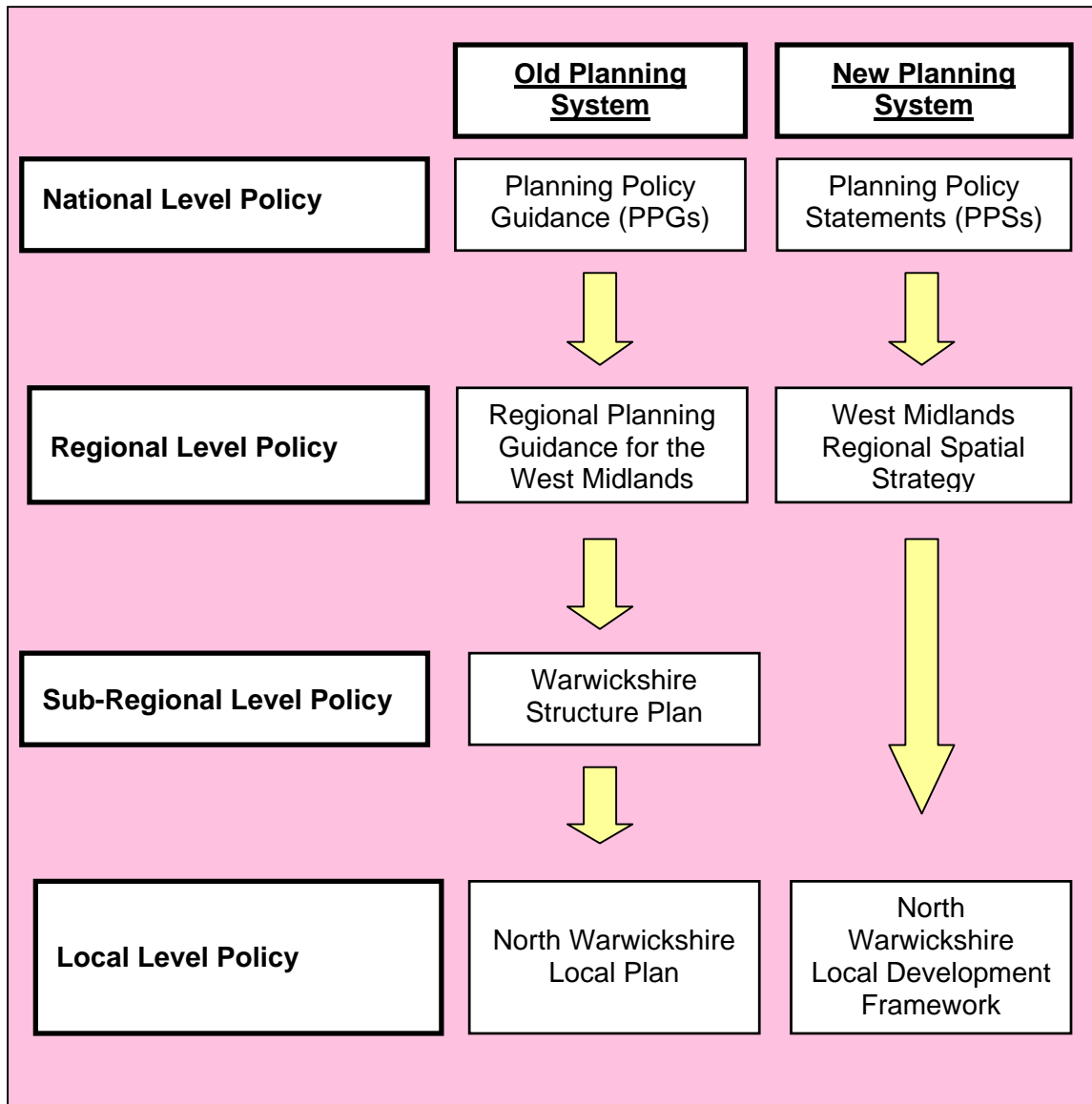
**PART A:
CONSULTING ON DEVELOPMENT PLANNING**

2 A New Planning System: Local Development Frameworks (LDFs)

- 2.1 The Planning and Compulsory Purchase Act came into effect in September 2004. The Act introduced a new planning system, which aims to increase public participation in planning, whilst also creating a planning system that is flexible, quicker and more responsive to change.
- 2.2 The changes between the old and new planning systems are highlighted in Figure 2 below. Within the new planning system, Structure Plans and Regional Planning Guidance are being replaced by Regional Spatial Strategies (RSSs). The West Midlands Regional Spatial Strategy (formerly Regional Planning Guidance for the West Midlands) came into effect on the commencement of the Planning and Compulsory Purchase Act 2004. It is produced at the regional level by the Regional Planning Body, the West Midlands Regional Assembly. Where there is a conflict between policies in the Structure Plan and RSS, the RSS will take precedence.
- 2.3 Local Plans produced at district level are being replaced with Local Development Frameworks (LDFs). The LDF is essentially the Local Plan divided up into different documents with various supporting documents that can be produced at different times. These documents are introduced in more detail in Appendix 1. The current North Warwickshire Adopted Local Plan can be 'saved' (ie remain effective) for a period of 3 years from adoption. Any documents produced under the Local Development Framework will supersede the relevant policies and proposals contained within the Local Plan.
- 2.4 The Statement of Community Involvement forms an important part of the LDF, providing a clear statement about how the Council will consult.
- 2.5 Public participation will be a very important factor in the production of Local Development Frameworks. North Warwickshire Borough Council has produced a Local Development Scheme (LDS)² which sets out the work programme that the Council will follow over the next three years in producing the LDF for North Warwickshire. It also sets out further information regarding the new planning system. This is updated on a regular basis. Please refer to the LDS for further information.

2.6 Warwickshire County Council are responsible for producing the Waste and Minerals Local Development Frameworks and determining waste and minerals planning applications. The County Council have produced a Statement of Community Involvement covering these areas. This document is available at www.warwickshire.gov.uk.

Figure 2: Changes between the old and new planning systems



² The LDS is available from the Council's website www.northwarks.gov.uk or from the Council House.

3 Links with other Plans and Policies

- 3.1 It is vital that the Local Development Framework process ties in with other plans and policies produced by the Council, not only to ensure effective delivery, but also to ensure that consultation on different documents is undertaken in tandem where appropriate, to limit the chances of consultation fatigue.
- 3.2 The North Warwickshire Sustainable Community Plan will have a particular influence on the LDF. There are many elements of the Sustainable Community Plan that have land-use or spatial planning implications. The Local Development Framework will be the mechanism by which these elements of the Community Plan will be implemented.
- 3.3 The North Warwickshire Community Partnership are responsible for production and delivery of the Sustainable Community Plan. The Partnership has seven theme groups which develop different theme areas of the Sustainable Community Plan, ensure delivery of actions set out in the Plan and help to broaden community participation. The theme groups are:
- Children, Young People and Their Families
 - Community Life
 - Education and Lifelong Learning
 - Environment
 - Health & Wellbeing
 - Local Economy
 - Safer Communities
- 3.4 The Local Development Framework will be written to reflect and work alongside the objectives of the different themes of the Sustainable Community Plan. The Council will work with the North Warwickshire Community Partnership using presentations to the Board, discussions with individual theme groups and joint consultation processes wherever possible.

- 3.5 Other documents of particular importance are the latest North Warwickshire Corporate Plan and the North Warwickshire Framework for Rural Action.

4 Who we will consult

- 4.1 The Town and Country Planning (Local Development) (England) Regulations 2004 sets out minimum standards which the Council must meet in undertaking public consultation for its Local Development Framework, including a list of consultees (known as 'specific consultation bodies') who must be consulted where it is considered that the matter in hand affects them. Appendix 2 highlights the specific consultation bodies for North Warwickshire.
- 4.2 In addition to the specific consultation bodies, Regulations require the Council to consult on a wider basis. The Council will consult with the General Consultation Bodies in Appendix 3 where it is considered that the matter in hand affects them. Please note that the list of consultees provided in this Statement of Community Involvement are not exhaustive and also relate to successor bodies where re-organisations occur.
- 4.3 As the list of consultees will be regularly updated, the Council will compile a LDF mailing list which will comprise all of the Consultation Bodies and also individual members of the public who wish to be kept informed of and be involved in development of the LDF for North Warwickshire. The Council will also ensure that the general public are consulted through a variety of consultation methods which are introduced in section 5 of this document.

Hard to reach groups

- 4.4 Different sections of the Community, particularly minorities may have needs or views that are different from those of the majority and if they are not consulted effectively these needs or views may remain invisible. The Council recognises that there are certain groups that are under represented or not represented at all. The Council wants to ensure that no equalities groups are excluded from public consultation exercises that it carries out. Equalities groups can include:

- Women
- Minority ethnic communities
- Gypsies / travellers (some people do not have a permanent address)
- Disabled people
- People with specific health issues
- Lesbian gay bisexual and transgender (LGBT) groups
- Young people
- Older people
- Those in specific areas (some groups are geographically isolated)
- Religious / faith groups
- Those on low incomes
- Some people are out at work for all or part of the day
- Some people such as working single parents have less spare time than others
- Rural Communities

4.5 The Council will ensure that consultation activities are as accessible as possible for those groups and individuals who may have an interest in the consultation process. The way in which consultation is carried out, conceived, arranged and undertaken can create or remove barriers to participation. These barriers could include:

- Methods used (for example by relying on methods which use IT or which focus only on written communication);
- Physical barriers (for example the inaccessibility of venues or the lack of facilities at events);
- Attitudinal barriers (the ways in which staff approach or respond to groups and individuals and the assumptions they make);
- Financial (having the resources to undertake effective consultation);
- Cultural (for example using inappropriate facilities or language).

4.6 The precise methods by which the Council will engage equalities groups will be developed in partnership with the Council's equalities officer. In this way equalities groups will be individually reached through consideration of what method is most appropriate to them rather than a blanket approach being set out in this document.

- 4.7 The Council is committed to promoting equality and to considering equality issues in all aspects of consultation to ensure that its services are available for all. Officers have undertaken an equalities impact assessment on the SCI document. This assessment is a way of systematically assessing the effects that the SCI will have on an equalities group. The results of the equalities impact assessment can be seen in Appendix 4. The Council will continue to work with existing groups / individuals and build on the links that already exist. The Council will make every effort to meet the requirements of the Disability Discrimination Act 1995 and the Race Relations Act 2000.
- 4.8 This and other Local Development Framework documents are or will be made available in large copy print, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact: Forward Planning Team, North Warwickshire Borough Council, PO Box 6, The Council House, South Street, Atherstone, Warwickshire CV9 1BG. Tel: 01827 719499 / 250 e-mail localplans@northwarks.gov.uk.

5 How we will consult

- 5.1 There are a number of consultation methods that can be used to effectively engage the public. It is important that the Council considers which methods are most appropriate for each stage of production of a document. This section sets out the methods of consultation that the Council will employ when preparing its LDDs.

A Information at the Council House

Local Development Documents and their supporting documentation will be made available at Planning Reception at the Council House in Atherstone between the hours of 8.50am and 5.15pm, Monday to Friday. Forward Planning Officers will be available to give information and advice in person at the Council House, Atherstone through an appointment system. They can also be contacted by phone on 01827 719250 / 451 / 499 or by e-mail on localplans@northwarks.gov.uk.

B Council Website

Local Development Documents and their supporting documentation will be available to view on the Forward Planning pages of the Council's website at <http://www.northwarks.gov.uk/forwardplanning>. This will also include information on how and where the public can get involved in the process.

C Local Newspapers

Information regarding consultation on Local Development Documents will be placed in local newspapers, including information on how and when the public can get involved. This includes public notices and adverts.

D Letters / E-mails

Letters will be sent out to relevant bodies and individuals on the Local Development Framework Mailing List (or e-mails where the consultee has requested that method of contact) to keep them up-to-date with the progress of the LDDs, including informing them on how they can get involved.

E Libraries

Local Development Documents and their supporting documentation will be made available at libraries in the Borough, alongside information on how and when the public can get involved in the process.

F Parish Newsletters

Information on Local Development Documents and any consultation that is being carried out will be sent to editors of local parish newsletters should they wish to publish it.

G North Talk

Articles will be placed in the Councils twice yearly newsletter which is delivered to all residents of the Borough. Publication of articles will depend on publishing dates of North Talk.

H Leaflets and Posters

Leaflets and / or posters will be distributed around the Borough, giving information on key milestones in the production of LDDs and how and when the public can get involved in the process.

I Presentations

Presentations by a member of the Forward Planning team will be carried out at meetings such as Parish Council meetings, Area Forum meetings etc as and when required.

J Roadshows / Exhibitions / Displays/ Interactive Workshops

Members of the Forward Planning Team will visit locations around the Borough to hold events so that the community can get involved with the process and meet with officers face to face to discuss proposals.

K Planning for Real

Planning for Real is a consultation method which makes use of interactive maps to engage the public. This method of consultation will only take place where appropriate and subject to resources.

5.2 Whilst the Council will use the same broad consultation methods for most of its Local Development Documents, there will be occasions where more in-depth methods of consultation are required. However, more in-depth methods of consultation tend to be those which are most resource-intensive. It is important that the Council considers the resource implications of different consultation methods that can be applied.

5.3 Table 1 below identifies the resource implications of the different consultation methods that the Council will use.

Table 1: Consultation Methods

Consultation Method	Resource Implications
A Information at the Council House	LOW
B Council Website	LOW
C Local Newspapers	LOW
D Letters	MEDIUM
E Libraries	LOW
F Parish Newsletters	LOW
G North Talk	LOW / MEDIUM
H Leaflets and Posters	MEDIUM
I Presentations	MEDIUM / HIGH
J Roadshows / Exhibitions / Displays/ Interactive Workshops	HIGH
K Planning for Real	HIGH

5.4 North Warwickshire is a relatively small Council with limited resources (both in terms of financial and staff resources) and therefore it would be unrealistic to attempt to undertake a significant amount of consultation on a wide scale. For this reason joint consultation with other departments and organisations will be carried out where possible. The Council believes that the methods set out in this SCI are deliverable, realistic and will result in effective consultation.

6. Local Development Documents (LDDs) and Sustainability Appraisal (SA): When We Will Consult

6.1 Local Development Documents (LDDs) are documents that contain the policies which will guide future development in North Warwickshire. There are two types of LDDs that the Council will consult on: Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs).

6.2 Development Plan Documents are spatial planning documents that have to be subjected to independent examination. These documents set out the planning policies relating to the development and use of land in North Warwickshire. The

DPDs produced by the Council will form part of the statutory Development Plan for the area, alongside the West Midlands Regional Spatial Strategy and the Warwickshire Minerals and Waste Local Development Frameworks which are produced by the West Midlands Regional Assembly and Warwickshire County Council respectively.

- 6.3 Supplementary Planning Documents expand and provide further information on the policies contained within DPDs. Whilst they are important documents they do not have Development Plan status.
- 6.4 In writing its DPDs and SPDs the Council must consider the contribution that those documents make to sustainable development. Sustainable Development is at the core of the new planning system and effectively means *“development that meets the needs of the present without compromising the ability of future generations to meet their own needs”*³. As part of the new planning system all DPDs and SPDs must be subjected to Sustainability Appraisal, which must take into consideration the social, economic and environmental implications that the document could have, in order that decisions can be made which tie in with the objectives of sustainable development. Sustainability appraisals will be subject to consultation at the same time as consultation on the relevant DPDs and SPDs is undertaken.
- 6.5 The following sections provide further information on how and when the Council will consult on DPDs and SPDs.
- 6.6 The Council’s Local Development Scheme (LDS) sets out a timetable for the DPDs and SPDs that the Council intends to produce over the next 3 years. Please refer to the Council’s LDS for further detailed information on the timetable for adoption of these documents.

³ World Commission on Environment and Development.

6.7 Production of Development Plan Documents (DPDs)

6.7.1 Consideration will now be given to how the community can expect to be involved in the adoption of the Council's DPDs. Planning Policy Statement 12 (PPS12) notes that there are 4 stages in the adoption of DPDs: Pre production, Production, Examination and Adoption. The process of adoption of DPDs is summarised in Figure 3.

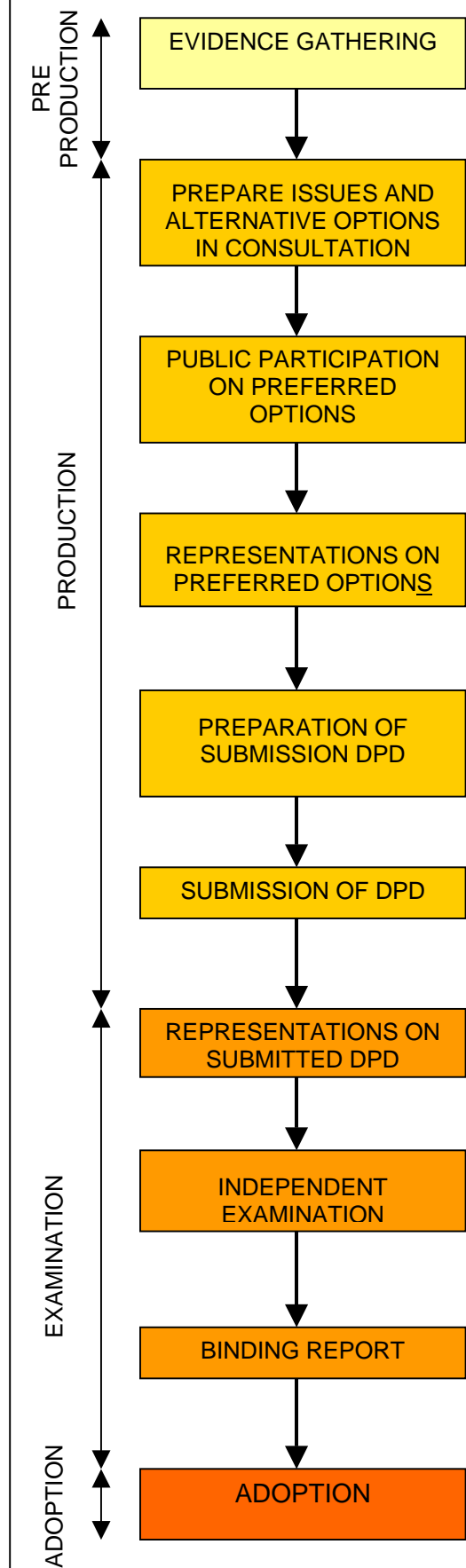
6.7.2 There are three periods of consultation during the preparation of a DPD: at issues and options stage, preferred options stage and submission stage. However it is only during the latter two stages that the consultation is statutory and representations concerning the tests of soundness are required.

Pre-production

Consultation at Pre-Production Stage
 No formal consultation periods, although the Council may contact relevant groups and organisations for information.

6.7.3 In this stage the Council must gather information, which will ensure that a robust and thorough evidence base is developed which will justify the Council's DPDs. It is important that the Council gains a full appreciation of the Needs of North Warwickshire and considers any opportunities and constraints which are relevant.

Figure 3: Production of Development Plan Documents



6.7.4 Provision of much of the information at this stage will be from Warwickshire County Council and North Warwickshire Borough Council, therefore there will be no formal consultation at this stage. However, the Council may need to contact other relevant organisations and groups including the specific consultation bodies in order to collect further information depending on the subject of the DPD.

Production

Consultation at Production Stage:

- Ongoing consultation throughout this period
- 6-week consultation period at Issues and Options stage
- 6-week consultation period at Preferred Options stage

6.7.5 The Council will prepare issues and options papers on the relevant topics, using the evidence gathered in the pre-production stage. An initial sustainability appraisal will also be prepared in tandem with these. It is essential that stakeholder and community involvement is undertaken at this stage to ensure that the Council is aware of all of the issues which affect North Warwickshire and that consultees gain an opportunity to input into the process before decisions are made. During this period, the Council will consult in accordance with Regulation 25⁴ and will make use of a variety of consultation methods. This will include those methods labelled A-H in Table 1, and those labelled I-K where appropriate and subject to resources.

6.7.6 Following on from the information received during consultation on the issues and options papers, the Council will produce 'preferred options and proposals' documents alongside a sustainability appraisal report. These documents will then be subject to a formal 6-week period of consultation ('pre-submission consultation'). During this period the Council will consult in accordance with Regulation 26⁵ and employ the consultation methods A-H as highlighted in Table 1, as well as those labelled I-K where appropriate and subject to resources. Where the DPD involves site-specific allocations, the Council will undertake neighbour notification similar to that concerned with planning applications (see Section 7).

⁴ The Town and Country Planning (Local Development) (England) Regulations, 2004.

⁵ The Town and Country Planning (Local Development) (England) Regulations, 2004.

6.7.7 Those representations received during the consultation period will be considered by the Council, in accordance with Regulation 27⁶. Whilst these representations will not be taken forward for consideration during the independent examination, they are nonetheless important in assisting Council officers in drafting the final version of the document, which will be submitted to the Secretary of State with a report highlighting the main issues raised during the consultation periods and how they have been addressed in the DPD.

6.7.8 The Town and Country Planning (Local Development) (England) Regulations 2004 require only the representations received during consultation on the submitted document to be sent to the Planning Inspectorate. However the Council must give consideration to comments received during earlier consultation periods and set out how they have addressed them in the consultation statement that must be provided at submission stage.

Examination

Consultation at Examination Stage:

- 6-week consultation period

6.7.9 Once the DPD has been submitted to the Secretary of State for independent examination, the Council will hold a formal 6-week consultation period during which representations from the public can be submitted. The Council will publicise the period and invite representations in accordance with Regulations 28 and 29⁷ using the consultation methods A-H in Table 1. An additional period of 6 weeks consultation is allowed after submission but before examination in the event of site allocation representations being made.

6.7.10 An independent examination will be carried out taking into account the representations submitted during the formal period of consultation. The Inspector will consider the 'soundness' of the document, taking into account whether the document has been prepared using a robust, credible evidence base and that community involvement in the preparation of the document has been suitable.

⁶ The Town and Country Planning (Local Development) (England) Regulations, 2004.

Adoption

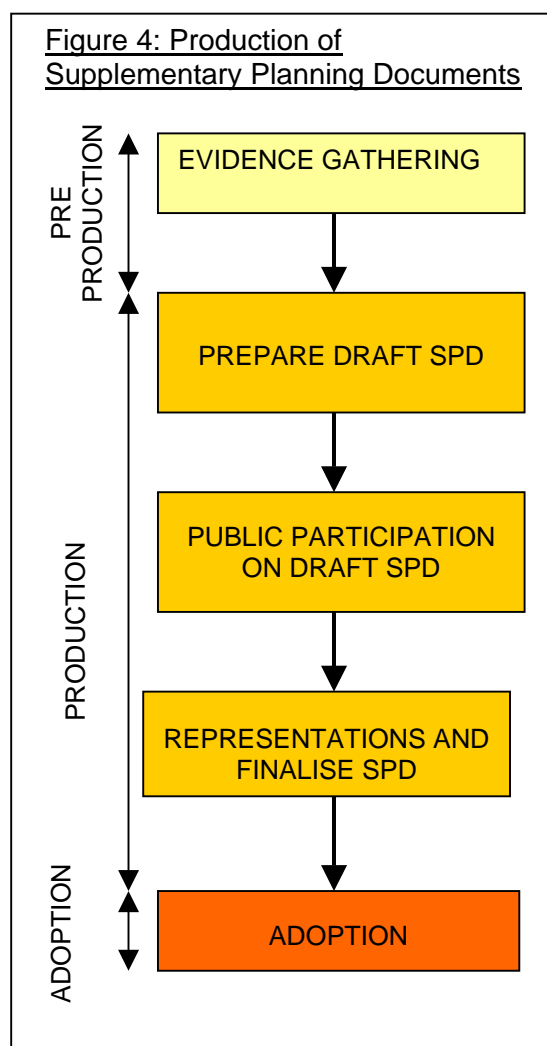
Consultation at Adoption Stage:
There is no consultation undertaken at this stage in the production of a DPD. The Council will make amendments to the DPD in line with the Inspector's recommendations before adopting the document.

6.7.11 Following the independent examination, the Inspector will issue a binding report. As the report is binding the Council are required to make amendments to the DPD in line with the report. There is no scope for further community involvement at this stage. The Council will then be in a position to formally adopt the DPD.

6.8 Supplementary Planning Documents (SPDs)

6.8.1 As set out in the LDS, the Council will produce a number of SPDs. Please refer to the Council's LDS for further detailed information on the topic areas to be covered by these documents and the timescales for their production.

6.8.2 The adoption process for SPDs is broadly similar to that for DPDs although SPDs are not subject to independent examination. They are however subject to statutory procedures in terms of their preparation and it is important that the process of drawing up SPDs is informed by community involvement and the production of sustainability appraisal. The process of adoption of SPDs is shown in Figure 4.



⁷ The Town and Country Planning (Local Development) (England) Regulations, 2004.

Pre-production

Consultation at Pre-Production Stage:

- No formal consultation periods, although the Council may contact relevant groups and organisations for information

6.8.3 This stage involves evidence gathering to ensure that a robust evidence base is created. Similarly to the process for DPDs, much of the information for SPDs will be collated from North Warwickshire Borough Council or Warwickshire County Council. The Borough Council may need to contact other relevant organisations and groups in order to collect further information, depending on the subject of the SPD.

Production

Consultation at Production Stage:

- 4-6 week consultation period on draft version of SCI

6.8.4 The Council can then move on to production of a draft SPD. In this stage a draft version of the SPD is published and subsequently put out for public consultation for between 4 and 6 weeks alongside a sustainability appraisal report. The Council will consult the appropriate specific and general consultation bodies during this time in accordance with Regulation 17⁸, employing the consultation methods A-H in Table 1.

Adoption

Consultation at Adoption Stage:

- There is no consultation undertaken at this stage in the production of an SPD

6.8.5 The Council will consider the representations received during the consultation period and can make changes to the SPD that are appropriate in light of the representations. Furthermore the Council must prepare a report which highlights the main issues which were raised in the representations and how they have been addressed in the SPD. The Council will then formally adopt the SPD.

⁸ The Town and Country Planning (Local Development) (England) Regulations, 2004.

Consultation Methods

6.9 The different consultation methods which will be used by the Council in preparation of its DPDs and SPDs have already been introduced in Section 5 of the SCI. Table 2 below highlights at which point in the adoption process the community and other stakeholders can expect these methods to be used.

Table 2: The stages at which different consultation methods will be used.

Type of Document	Stage of Consultation	Consultation Method										
		A: Information at the Council House	B: Council Website	C: Local Newspapers	D: Letters	E: Libraries	F: Parish Newsletters	G: North Talk	H: Leaflets and Posters	I: Presentations*	J: Roadshows / Exhibitions / Displays/ Interactive Workshops*	K: Planning for Real*
DPDs	Issues and Options	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Preferred Options	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Submission	✓	✓	✓	✓	✓	✓	✓	✓			
SPDs	Consultation on Draft	✓	✓	✓	✓	✓	✓	✓	✓			

*these methods will be used where appropriate and subject to resources.

Reporting Back

6.10 It is important that the community and other stakeholders are informed of how their comments are considered by the Council. As part of the process of preparing documents, the Council must prepare a consultation statement for each of its DPDs and SPDs (as noted in paragraphs 6.6.6 and 6.7.5). For Development Plan Documents, the report will be prepared before the DPD is submitted to the Secretary of State. For Supplementary Planning Documents, the report will be produced before the Council adopts the document. The statements will set out who was consulted, how they were consulted and summarise the main issues brought up by the consultations, including how the Council has addressed those issues. Importantly the statement will show whether the Council has followed this SCI in undertaking its consultation. The

consultation statements will be made available at the Council House, on the Council's website and in libraries across the Borough.

PART B:
CONSULTING ON PLANNING APPLICATIONS

7 Introduction

- 7.1 The previous sections of this document have highlighted how the Council will involve the community and other stakeholders in the preparation of its Local Development Documents. However, more often than not, the community's, and particularly an individual's involvement with the planning process will be as a consequence of the submission of a planning application.
- 7.2 The Government set out the minimum level of publicity that it expects is needed to enable the community and individuals to have the opportunity to comment on development proposals. However, this is often seen as being too limited, and experience shows that most Local Planning Authorities go beyond this level of notification. However, any system for publicising planning applications cannot be guaranteed, however extensive. There needs to be a balance between providing a reasonable opportunity for inviting public comment, considerations of speed of decision and the cost of that publicity.

8. The Application Process

- 8.1 An illustration of the process by which applications are determined is shown in Appendix 5.
- 8.2 When an application for planning permission is submitted to the Council, it is checked to see that the correct information has been submitted with the application. Details on the information that the Council requires to be submitted with an application is set out in the document 'Checklist for Applicants Submitting Planning Applications' which is available on the Council's website www.northwarks.gov.uk or at Planning reception at the Council House. This document will be updated with a guidance note taking into account new Government requirements.
- 8.3 If further information is needed in order for a planning officer to determine the application, it is put on hold and the applicant or their agent is contacted. If the application includes sufficient information, consultation letters are sent out and the application is passed on to the relevant case officer.

- 8.4 The Case officer then considers the application in accordance with the Development Plan, any other material consideration and any representations that have been submitted through consultation. If any amendments are made to the application then there may be a need to re-advertise and consult again on the changes, although this will depend on the changes that have been made to the scheme.
- 8.5 The determination of all planning and related applications is delegated to the Council's Planning and Development Board, or delegated to the Assistant Director (Planning and Development). The Scheme of Delegation is available on the Councils' website or direct from the Division's reception area⁹. At the present time, the Council does not enable either applicants or representors (whether in support or opposition) to speak at the Council's Planning and Development Board. There may be occasions where it is necessary for the Council to refer planning applications to the Government Office for the West Midlands, for example in the cases of major departures from the Development Plan.

Pre-Application Discussions

- 8.6 There may be cases where an applicant wishes to have some discussion with planning officers before submitting an application, and the Council encourages this process. The purpose of pre-application discussions is to confirm whether the principle of development is acceptable and clarify the format, type and level of detail which is required for the Council to determine an application.
- 8.7 For minor developments (such as householder developments) the pre-application discussion may only be a letter from or informal telephone conversation with a planning officer. The planning officer will give their initial comments on the principle of the development and may also consult with officers in the planning policy division to gain their views. Householders are encouraged to discuss any ideas for development with their neighbours.

⁹ Scheme of Delegation to Assistant Director (Planning) in Respect of the Determination of Planning Applications, April 2003

8.8 Major developments are more significant proposals and therefore will involve more discussion at pre-application level. A major application is one which involves either:

- Residential development comprising 10 or more dwellings **or** if the number of dwellings is unknown, the site area is 0.5 hectares or more; **OR**
- Any other use where the floorspace proposed is 1,000 square metres or more **or** if the site area is one hectare or more.

8.9 It is likely that pre-application discussions on a major development will involve an exchange of letters and discussion between the applicant and planning officers. The extent of this exchange will vary depending on the size of the development. Officers recommend that the applicant undertakes consultation at the pre-application stage in order to gain an appreciation of how well the proposal is likely to be considered.

9 Consultation During the Application Process

9.1 The points at which consultation is undertaken during the application process is shown in Appendix 5. Consultation / publicity given to planning and related applications can generally be divided into three areas. Each will be looked at in turn below.:

- Statutory Consultation
- Community Representation
- Neighbour Notification

9.2 In all cases, only representations that relate to relevant planning considerations will be taken into account by the Council. Too often, comments received relate to considerations that are not planning matters. These have to be given little or no weight. A list of the most common considerations that are not planning matters is attached at Appendix 6.

9.3 Representations made should be in writing so that there is no misunderstanding as to the nature of the content. All representations received have to be placed on the

public file, and so any comments made “in confidence” cannot be considered. Because the process has to be transparent and open, anonymous comments will not be given great weight in the assessment of applications. Petitions are often received. It is important to give planning reasons for objections. Furthermore the determination of applications is based on planning arguments, not the number of signatories. The Council will be mindful of its duties under the various equality and diversity legislation (e.g. Race Relations Amendment Act 2000, Disability Discrimination Act, Sex Discrimination Act) and will disregard any objection which contains unlawful discrimination or discriminatory comments.

Statutory Consultation and Publicity

9.4 The Council will consult Statutory Consultees. These are prescribed by Regulation¹⁰, and are set out below.

- Ancient Monuments Society
- Birmingham International Airport Ltd
- British Waterways Board
- The Coal Authority
- Council For British Archaeology
- Civil Aviation Authority
- Department for Environment, Food and Rural Affairs
- English Heritage
- Environment Agency
- Georgian Group
- Government Office for the West Midlands
- Health and Safety Executive
- Highways Agency
- Natural England
- North Warwickshire Parish Councils
- Royal Fine Arts Commission
- Society for the Protection of Ancient Buildings
- Sport England
- Victorian Society
- Warwickshire County Council
- West Midlands Regional Assembly

¹⁰ Town and Country Planning (General Development Procedure) Order 1995 (as amended), and the Listed Buildings and Conservation Areas Act 1990

- 9.5 Not all of these bodies are consulted on each application. Who to consult will vary with the nature of the planning application, its location and the requirements of the Regulations. All of the Statutory Consultees are obliged to respond within 28 days. If they wish to extend this period, then they have to do so in writing.
- 9.6 There are also a number of non- statutory consultees who may be consulted depending on the location or type of application. These are set out in Appendix 7.
- 9.6 Similarly, the Council is under a Statutory Duty to publicise some applications in the press and on-site. A list of these occasions is set out in Appendix 8, and is again prescribed by Regulation¹¹.
- 9.7 In North Warwickshire the papers that receive such Notices are the Atherstone, Coleshill and Tamworth Heralds. The same Notice is also displayed on site where necessary. If it is not possible to attach the Notice to the site, it will be displayed as appropriate so that it can be seen by members of the Public.

Community Representation

- 9.8 A list of planning and related applications registered by the Council is produced each week. Copies are sent to all Councillors, all Parish and Town Councils and to a wide range of interest groups and bodies. Requests to be included for e-mail circulation of this list should be made to the Planning Support Officer (01827 719231). The weekly list can also be viewed and downloaded from the Councils website at www.northwarks.gov.uk/planningcontrol. The list also goes to the press, but its publication is at the editors' discretion.
- 9.9 A copy of the full planning application forms and plans is also sent to each Parish and Town Clerk, when applications are submitted within their respective areas. All forms and plans that are submitted, and referred to on the weekly list are available for inspection in the reception area of the Council's Planning and Development Division. Copies of plans will be charged for, and a full Schedule of Charges is available in reception.

9.10 Applications that are substantive proposals (such as major departures from the Development Plan) will often be made available for inspection in the Public Libraries in the Borough at Atherstone, Baddesley, Dordon, Coleshill, Hartshill, Water Orton, Polesworth and Kingsbury. These occasions will be at the discretion of the Council's Planning Control Manager.

9.11 All interest groups, bodies and individuals are requested to respond to the plans, if they wish to do so, within 21 days of notification.

Neighbour Notification

9.12 Individual members of the Public can request to be included on the weekly list circulation by E-mail (free), or they can view the list on the Council's website.

9.13 Site notices are often displayed at sites so that they are noticeable by members of the public. Where not, the relevant case officer will decide whether it is appropriate or not to display a Notice. This however is not the preferred means of notification.

9.14 The preferred method of neighbour notification is a letter inviting comments on the proposal. The letter informs the neighbour of the receipt of the application, what is generally proposed, where the plans can be inspected (usually at the Council Offices) and the contact information of the case officer. Written observations are invited within 21 days. The Council cannot guarantee that representations submitted after the 21 day period will be taken into account. If a neighbour has particular difficulty in accessing the Council Offices to view plans, then alternative arrangements can be made via the case officer. Copies of plans are available at a charge (see 9.9 above).

9.15 Occupiers of premises most likely to be directly affected by a proposal will receive a neighbour notification letter. As a general rule this means that at a minimum, the adjoining occupiers to a proposal, and / or those occupiers who may face the proposed development, for instance on the opposite side of a road. The most common form of planning application received is for 'householder' development – e.g. extensions, loft conversions, conservatories. Where these are single storey proposals then only immediate neighbours will be notified, but where they are for two-storey proposals,

¹¹ Town and Country Planning (General Development Procedure) Order 1995 (as amended), and the

then notification will be wider. Appendix 9 illustrates how this might work in practice. If there is doubt concerning whether a notification should take place, then that notification will happen.

9.16 For all other types of application, notification will be undertaken using the following factors for guidance:

- Those neighbouring a site
- Those overlooked by a proposal
- Those where there may be an environmental impact
- Those where the character or appearance of an area may be affected, visually or physically.

9.17 Case officers will have discretion on whom to notify, but matters such as topography, setting, character and amenity will all be taken into account.

9.18 A summary of the consultation which the Council will undertake on planning applications is shown in Table 3 below.

Table 3: Consulting on Planning Applications

Statutory Consultation	Community Consultation	Neighbour Notification
<ul style="list-style-type: none"> • Statutory Consultees are consulted as and when necessary, depending on the application • Notices are published in the Atherstone, Coleshill and Tamworth Heralds • Notices are placed at the site or as close to the site as possible where the public can see them 	<ul style="list-style-type: none"> • Weekly list of applications being submitted to the Council, alongside those applications which have been determined, are available on the Council's website or via e-mail • Submitted application forms and plans are sent to relevant Parish or Town Clerks. • Application forms and plans are available to view at the Council House. • Information on substantive proposals is often available at libraries in the Borough. 	<ul style="list-style-type: none"> • Weekly list of applications being submitted to the Council, alongside those applications which have been determined, are available on the Council's website or via e-mail • Notices are placed at the site or as close to the site as possible where the public can see them • Letters inviting comment are sent to the occupiers of premises most likely to be affected by the proposal.

Listed Buildings and Conservation Areas Act 1990 & Circular 15/92

Consultation on Major Applications

- 9.19 Major applications by their nature are likely to create a wider interest than minor applications. This is reflected in the fact that the Council has 13 weeks within which to determine a major application compared to the usual 8 weeks for minor applications.
- 9.20 Consultation on major applications is wider than that set out in Table 3 but the precise nature of the consultation will vary dependent on the scale of the proposal.

Other Involvement

- 9.21 The Division has regular Annual meetings with Parish and Town Councils and there is an annual questionnaire, which is forwarded to each in order to look at procedures, expectations and satisfaction. Annual questionnaires are also sent to those who submit applications and to those who have responded to neighbour notification letters.
- 9.22 If appropriate, case officers will attend public meetings, Parish Council meetings or meet groups of residents to explain planning applications.
- 9.23 In some circumstances case officers will be able to meet individual members of the public and to discuss the proposal by prior appointment. The Planning Control section offer a duty officer system from 8:50am-12:30pm Monday to Friday. The duty officer can be contacted on 01827 719209.
- 9.24 There is a formal complaint's procedure that can be invoked if appropriate. Further information on the procedure is available from the Council's website or from Planning reception at the Council House.

Consultation on Amended Proposals

- 9.25 Sometimes a considerable amount of negotiation takes place on applications, particularly major ones. This is an important and a crucial part of the process, steering development proposals towards a more acceptable form, therefore acting in a positive

manner, often responding to community concerns. This dialogue is encouraged by Government.

9.26 This process often leads to the submission of amended plans. The Council's policy towards re-notification of the community is outlined in a Practice Note¹². Essentially this says that, if an amendment is a direct result of a Statutory Consultee's representations, and no other representations have been received, there will be no re-notification with the community. If an amendment is a direct result of a community or neighbour representation, then all those who have written in following the initial notification will be re-notified – often with a shorter response period. If an amendment is submitted as a consequence of a variety of matters, then re-notification will take place as per the original application. Often a representation can be resolved through a condition and case officers may discuss this resolution direct with the representor rather than re-notify formally. All of these arrangements will also be followed if, after the grant of permission, amended plans are received. Copies of the Amendment Best Practice Note are available direct from the Planning and Development, and from the website.

10 Other Types of Application

10.1 The procedures set out above relate to planning and other related applications – e.g. those for Listed Building or Conservation Area Consent, as well as for Advertisement Consent or Consent under the Tree Preservation Order Regulations. There are two specific other types of application where different procedures will apply – those for Certificates of Lawful Development, and Prior Approval Determinations.

Certificate Applications

10.2 These applications seek a determination from the Council as to whether a particular existing or proposed development is, or would be lawful. They deal wholly with technical and evidential matters and not with the merits of a case. In these cases,

¹² Practice Note for Handling Amendments to Planning Proposals, 2003

whilst the applications appear on the weekly list and copies of them are made publicly available, neighbour notification will not be generally undertaken. If it does, a bespoke letter will be sent to individuals explaining the nature of the application and the information that is requested from them.

Prior Approval Determinations

10.3 This type of determination is NOT a planning application. In particular they relate to some forms of agricultural development, demolition work and telecommunication development.

10.4 These developments already benefit from a planning permission in principle, and the referral to the Council is solely to see if the Council wants to give approval to detailed matters before the development goes ahead. Those relate only to siting and appearance. The Council only has 28 (for certain agricultural development) or 56 days (for telecommunications proposals) in which to respond. If it does not, then the proposal is entitled to go ahead.

10.5 In these circumstances, the prior approval applications appear on the weekly list, and only in the case of telecommunication development will neighbour notification take place (because it has the longer 56-day period). A Practice Note on Telecommunication development is available from the Division and on the website.¹³

11 Alleged Breaches of Planning Control

11.1 Most alleged breaches of planning control arise following a referral from a member of the public. All referrals must be treated confidentially under Section 12a of the Local Government Act (1972). There is no consultation with the public on these cases. Very often they can be resolved through the submission of a retrospective planning application which is then treated in the normal way as described above. The Council's procedure for handling enforcement matters is available from the Division and on the website.¹⁴

¹³ Telecommunications Development – Best Practice Note, 2005

¹⁴ Policy for Investigating Unauthorised Development and the Enforcement of Planning Control, May 2003

12 Data Protection and Copyright

- 12.1 When making Planning and Building Regulation Applications, the personal data and information that is provided in connection the application will appear in a public register and will, in the near future, be published on the local authority's website. If an individual has any specific concerns about the publication of personal data they should indicate that they do not wish Council to include their details on the website. This data will however still appear in the Register held at the Council Offices.

**PART C:
MONITORING**

13 Review and Monitoring of the SCI

- 13.1 It is important that the Council reviews the effectiveness of the SCI and the consultation methods employed within it. It may become apparent that some consultation methods are not proving effective in engaging the community and other stakeholders, or legislative changes may result in a need to change how the Council consults. In these cases the Council will review the use of those consultation methods and introduce new, more appropriate ways of consulting the community and other stakeholders.
- 13.2 The Council's Annual Monitoring Report is the most appropriate vehicle by which to undertake review and monitoring of the SCI. This report is produced on a yearly basis and submitted to the Government Office for the West Midlands by 31 December each year. Monitoring information which considers the effectiveness of the SCI will be included in the Council's Annual Monitoring Report.

Appendices

Appendix 1: Local Development Frameworks

Annual Monitoring Report (AMR)

These reports will set out the extent to which the policies contained within the LDDs are being achieved and to ensure that the LDS is being implemented.

Local Development Scheme (LDS)

This sets out the work programme that the Council will work to in order to produce LDDs. The latest LDS is available at www.northwarks.gov.uk/forwardplanning

Local Development Framework (LDF)

Local Development Documents (LDDs)

Development Plan Documents (DPDs)

These documents are subject to independent examination and have Development Plan status. They include:

- Core Strategy
- Site Specific Land Allocations
- Proposals Map
- Area Action Plans
- Generic Development Control Policies

Supplementary Planning Documents (SPDs)

These will be consistent with and expand on the policies contained within the DPDs. SPDs do not have Development Plan status and are not subject to independent examination

Statement of Community Involvement (SCI)

The document you are reading now – it sets out the ways in which the Council will consult on their LDDs. The SCI is subject to independent examination

Appendix 2: Specific Consultation Bodies

- Advantage West Midlands
- Birmingham International Airport Ltd
- Civil Aviation Authority
- English Heritage
- Government Office for the West Midlands (GOWM)
- Natural England
- NHS Warwickshire
- Relevant electricity, gas and telecommunications companies
- Severn Trent Water
- The Environment Agency
- The Highways Agency
- Warwickshire County Council
- West Midlands Regional Assembly (The Regional Planning Body)

Government Departments (to be contacted through the GOWM)

- Home Office
- Department for Education and Skills
- Department for the Environment, Food and Rural Affairs
- Department for Transport
- Department for Health (Regional Public Health Group)
- Department for Trade and Industry
- Department for Culture Media and Sport
- Department of Communities and Local Government

Government Departments (not to be contacted through GOWM)

- Ministry of Defence
- Department of Constitutional Affairs

North Warwickshire Town and Parish Councils

- Ansley Parish Council
- Arley Parish Council
- Astley Parish Council
- Atherstone Town Council
- Austrey Parish Council
- Baddesley Ensor Parish Council
- Baxterley Parish Council
- Bentley and Merevale Parish Council

- Caldecote Parish Council
- Coleshill Town Council
- Corley Parish Council
- Curdworth Parish Council
- Dordon Parish Council
- Fillongley Parish Council
- Great & Little Packington Parish Council
- Grendon Parish Council
- Hartshill Parish Council
- Kingsbury Parish Council
- Lea Marston Parish Council
- Mancetter Parish Council
- Maxstoke Parish Council
- Middleton Parish Council
- Nether Whitacre Parish Council
- Newton Regis, Seckington and No Mans Heath Parish Council
- Over Whitacre Parish Council
- Polesworth Parish Council
- Shustoke Parish Council
- Shuttington Parish Council
- Water Orton Parish Council
- Wishaw & Moxhull Parish Council

Adjoining Regional, County, District and Parish Bodies

- Allesley Parish Council
- Appleby Magma Parish Council
- Bickenhill Parish Council
- Birmingham City Council
- Castle Bromwich Parish Council
- Chilcote Parish Council
- Coventry City Council
- Drayton Bassett Parish Council
- East Midlands Regional Development Agency
- Fordbridge Town Council
- Hampton-in-Arden Parish Council
- Hinckley and Bosworth Borough Council
- Hints and Canwell Parish Council
- Keresley Parish Council
- Leicestershire County Council
- Lichfield District Council
- Meriden Parish Council

- North West Leicestershire District Council
- Nuneaton and Bedworth Borough Council
- Sheepy Parish Council
- Smiths Wood Parish Council
- Solihull Metropolitan Borough Council

- Staffordshire County Council
- Stretton En Le Field Parish Council
- Tamworth Borough Council
- Twycross Parish Council
- Witherley Parish Council

Appendix 3: General Consultation Bodies / Other Consultees

Please note that this list will be regularly updated as new organisations and bodies are added to it.

Built Environment

- Ancient Monuments Society
- Commission for Architecture and the Built Environment
- The Georgian Group
- Midlands Architecture and the Designed Environment
- Police Architectural Liaison Officers/Crime Prevention Design Advisors
- Society for the Protection of Ancient Buildings
- The Twentieth Century Society
- The Victorian Society
- Local Building Preservation Trust

Companies and Businesses

- 3M UK Plc
- Aldi Stores Ltd
- AMEC Group Ltd
- Arragon Properties
- Beaver Metals
- Bowater Windows
- British Telecom Plc
- Cala Homes (Midlands) Ltd
- Centex Strategic Land Ltd
- Crisps Farm Ltd
- David Hodgetts Farms
- David Wilson Estates
- E.ON UK Plc
- EMR Limited
- George Wimpy Strategic Land
- Groutage and Ingram Ltd
- Heart of England Promotions Ltd
- I M Properties Plc
- Maximus Ltd
- McCarthy & Stone (Development) Ltd
- Mobile Operators Association
- Morston Western Region Properties
- Moto Hospitality Ltd
- Onyx Land Technologies Ltd
- Persimmon Homes (North Midlands) Ltd
- Post Office Property Holdings
- Sainsbury's Supermarkets Ltd
- Satnam Investments Ltd
- Southwest Property Services Ltd
- Redrow Homes (Midlands) Ltd
- St Modwens Developments Ltd

- Tarmac Central Ltd
- TNT Logistics UK Ltd
- UK Coal
- Vero & Everitt Ltd
- Walton Homes Ltd
- Whetstone Brothers Ltd
- W M Morrison Supermarkets Plc

Culture and Recreation

- Arts Council West Midlands
- British Horse Society
- Culture West Midlands
- Museums, Libraries and Archives West Midlands
- National Playing Field Associations
- Regional Sports Boards
- Royal Fine Arts Commission
- Sport England West Midlands
- Theatres Trust
- Tourism West Midlands

Education

- Birmingham Diocesan Board of Education
- The Coleshill School
- Learning and Skills Councils
- Warwickshire County Council (Education)

Energy and Resources

- British Chemical Distributors and Traders Association
- Centre for Ecology and Hydrology
- Coal Authority
- Future Energy Solutions (part of the DTI)

Housing

- West Midlands RSL Planning Consortium
- House Builders Federation
- Housing Corporation
- Regional Housing Boards

Local Residents Associations and Civic Societies

- Atherstone Civic Society
- Coleshill and District Civic Society
- Curdworth and Wishaw Residents Association

- North Warwickshire Neighbourhood Watch Association
- Sheepy Road Residents Association
- The Polesworth Society

Natural Environment / Rural Issues

- British Geological Survey
- Council for British Archaeology
- Council for the Protection of Rural England
- Country Land and Business Association
- Forestry Commission
- Friends of the Earth
- Garden History Society
- National Farmers Union
- National Trust
- Royal Society for the Protection of Birds
- Warwickshire Rural Community Council
- Warwickshire Wildlife Trust
- Woodland Trust

North Warwickshire Estates

- Arbury Estate
- Atherstone Hall Estate
- Matthew Dugdale Estate
- Maxstoke Estate
- Trustees of Packington Estate

Society and Equality

- Age Concern
- Commission for Racial Equality
- Disability Rights Commission
- Equal Opportunities Commission
- Help the Aged
- Local Race Equality Councils

- Women's National Commission
- Gypsy and Traveller Law Reform Coalition
- Gypsy Council

Transport

- Airport Operators
- Freight Transport Association
- Inland Waterways Association
- Local Transport Operators
- Network Rail Infrastructure Ltd
- Passenger Transport Authorities
- Passenger Transport Executives
- Rail Companies and the Rail Freight Group
- Road Haulage Association
- West Midlands Planning and Transport Sub Committee

Other

- British Waterways
- Church Commissioners
- Church of England
- Coventry and Warwickshire Chamber of Commerce
- Crown Estate Office
- Diocesan Board of Finance
- Health and Safety Executive
- Father Hudson's Society
- Fire and Rescue Services
- H M Prison Service
- Warwickshire and West Midlands Association of Local Councils

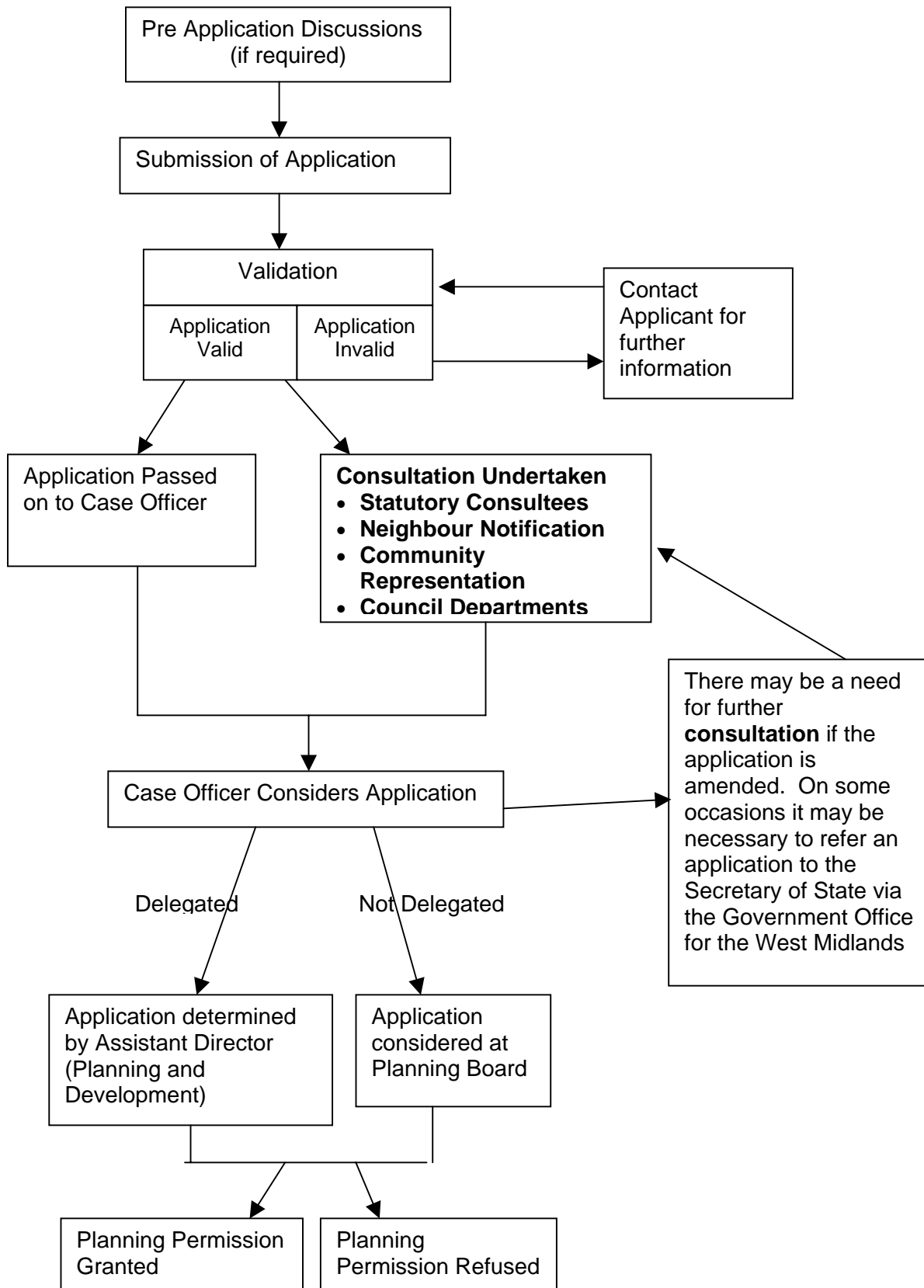
Appendix 4: Equality Impact Assessment

Section	Forward Planning	Officer responsible for the assessment	Dorothy Barratt (undertaken with Jodie Ball)			
Name of Policy to be assessed	Statement of Community Involvement	Date of Assessment	080806	Is this a new or existing policy ?	New	
1	Briefly describe the aims, objectives and purpose of the policy.	It sets out how consultations will take place in relation to the formulation of planning policy and planning applications				
2	Are there any associated objectives of the policy? Please explain.					
3	Who is intended to benefit from this policy, and in what way?	<ul style="list-style-type: none"> We are – more focussed in how we consult Community – more involvement at the right time 				
4	What outcomes are wanted from this policy?	<ul style="list-style-type: none"> Better understanding of what the community wants and identify any issues 				
5	What factors/forces could contribute/detract from the outcomes?	<ul style="list-style-type: none"> The Community not choosing to get involved Lack of resources in terms of manpower as well as budget It is not a simple process to understand 				
6	Who are the main stakeholders in relation to the policy?	<ul style="list-style-type: none"> Community Commercial interest Agents National, sub-regional and local interest groups and organisations 	7	Who implements the policy, and who is responsible for the policy?	<ul style="list-style-type: none"> Forward Planning Team Planning Control Team Assistant Director (Planning & Development) 	
8	Are there concerns that the policy could have a differential impact on racial groups?	Y	N	Please explain.		
What existing evidence (either presumed or otherwise) do you have for this ?		Logo of National Interpreting Service used at front of document with the reference to availability in other languages				
9	Are there concerns that the policy could have a differential impact due to gender?	Y	N			

What existing evidence (either presumed or otherwise) do you have for this?			
10 Are there concerns that the policy could have a differential impact due to disability?	Y	<input checked="" type="checkbox"/> N	
What existing evidence (either presumed or otherwise) do you have for this?	At front of document reference made to availability of document in other formats		
11 Are there concerns that the policy could have a differential impact due to sexual orientation?	Y	<input checked="" type="checkbox"/> N	
What existing evidence (either presumed or otherwise) do you have for this?			
12 Are there concerns that the policy could have a differential impact due to their age?	Y	<input checked="" type="checkbox"/> N	
What existing evidence (either presumed or otherwise) do you have for this?			
13 Are there concerns that the policy could have a differential impact due to their religious belief?	Y	<input checked="" type="checkbox"/> N	
What existing evidence (either presumed or otherwise) do you have for this?			

14	Are there concerns that the policy could have a differential impact due to them having dependants/ Caring responsibilities?	Y	N	
	What existing evidence (either presumed or otherwise) do you have for this?			
15	Are there concerns that the policy could have a differential impact due to them having an offending past?	Y	N	
	What existing evidence (either presumed or otherwise) do you have for this?			
16	Are there concerns that the policy could have a differential impact due to them being trans-gendered or transsexual?	Y	N	
	What existing evidence (either presumed or otherwise) do you have for this?			
17	Could the differential impact identified in 8 – 16 amount to there being the potential for adverse impact in this policy?	Y	N	Please explain.
18	Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each equality heading (questions 8-16 on a separate piece of paper).
19	Should the policy proceed to a partial impact assessment?	Y	N	

Appendix 5: Determination of a Planning Application



Appendix 6: Relevant Planning Considerations

The most significant planning considerations are:

- The Development Plan (Structure and Local Plans, Local Development Framework, Regional Spatial Strategy)
- Adopted Local Authority Planning Guidance / Supplementary Planning Documents
- Government Guidance (Planning Policy Guidance Notes, Statements and Circulars)
- Planning Legislation
- Highways Issues (Safety, capacity and different modes of travel)
- Design, Appearance and Layout
- Residential Amenity (overlooking, loss of privacy)
- Impacts on the Environment and Character of a Neighbourhood

The following matters are not relevant planning considerations:

- Matters covered by and enforced by other legislation
- Property rights – boundary and access dispute, covenants
- People's Motives
- Speculation
- Loss of View
- Property Value
- Any form of Prejudice – including moral objections to uses
- Trade objections from potential competitors
- The fact that a development has already begun or been completed

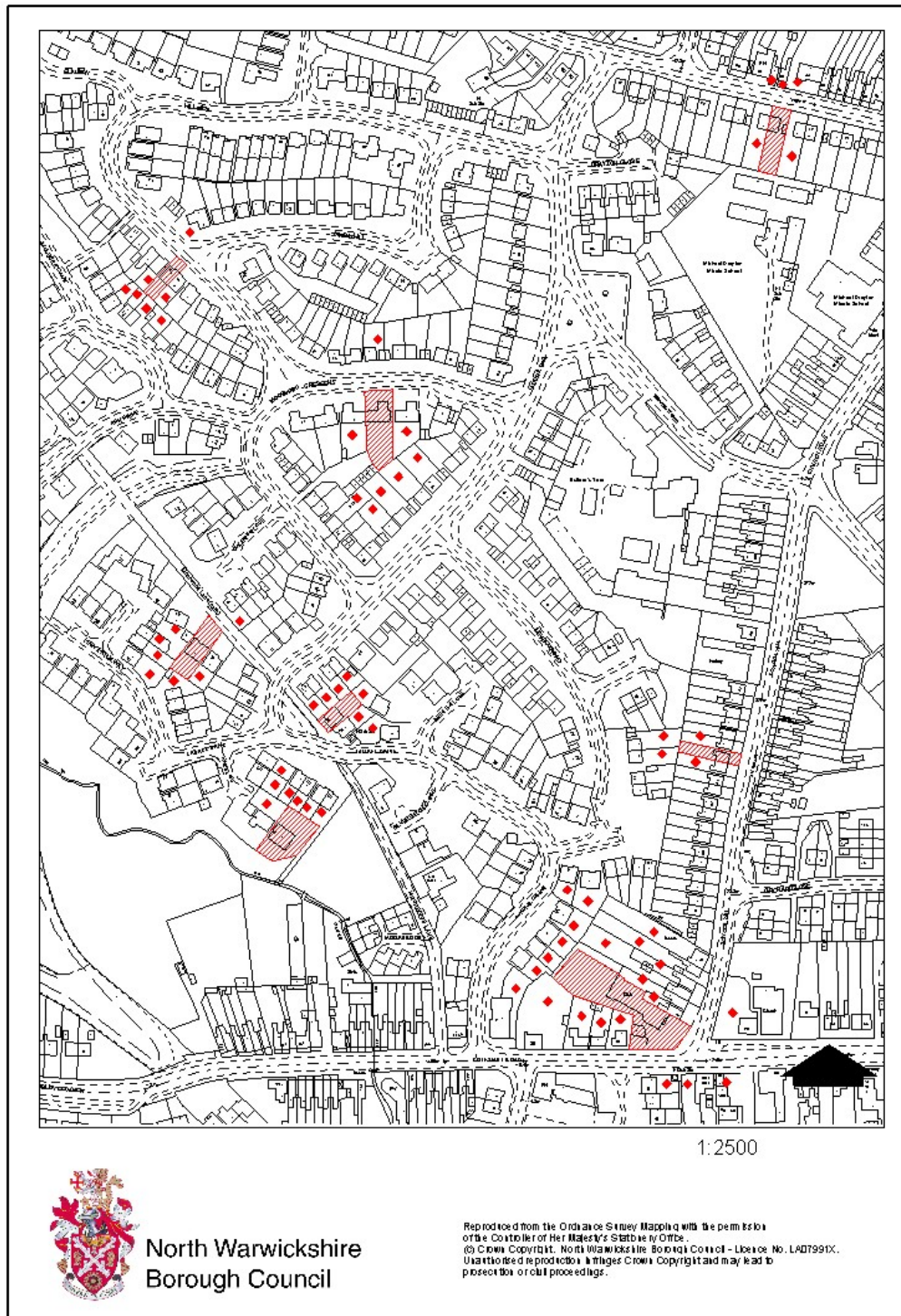
Appendix 7: Non-Statutory Consultees for Planning Applications

- Atherstone Civic Society
- British Horse Society
- British Telecom
- Coleshill Business Action Group
- Coleshill Civic Society
- CPRE
- East Midlands Electricity
- English Golf Union
- Forestry Commission
- FRAC
- Garden History Society
- Haunch Lane Residents Association
- Heart of England Tourist Board
- Inland Waterways Association
- Marston Residents Association
- National Care Standard Commission
- National Farmers Union
- National Grid Company
- Network Rail
- North Warwickshire Access Group
- Open Spaces Society
- Post Office Property Holdings
- Radio Communications Agency
- Ramblers Association
- RSPB
- Severn Trent Water
- Severn Trent Water
- The Camping and Caravan Club
- The Polesworth Society
- Transco
- Warwickshire Ambulance Service
- Warwickshire Primary Care Trust
- Warwickshire Rural Community Council
- Warwickshire Wildlife Trust
- Woodland Trust

Appendix 8: Occasions where the Council is Under a Statutory Duty to Publicise Applications

- Applications accompanied by an Environmental Statement;
- Proposals that depart from the Development Plan;
- Development affecting a public right of way;
- Major developments;
- Development affecting the setting of a Listed Building;
- Development affecting the character or appearance of a Conservation Area;
- Development likely to create a wider concern – to include:
 - a) Those applications affecting property by causing noise, smell, vibration, dust or other nuisances;
 - b) Attracting crowds, traffic, and noise in generally quiet areas;
 - c) Causing activity or noise during antisocial hours;
 - d) Significant change; eg. tall buildings.
 - e) Serious reduction or loss of light, privacy, beyond adjacent properties,
 - f) Affecting setting of an Ancient Monument;
 - g) Affecting trees subject to Tree Preservation Orders.

Appendix 9: Neighbour Notification Guide



The plan above shows hypothetical examples of how neighbour notification works. The shaded areas are the sites subject to an application, and the dotted premises are the premises that would be send neighbourhood notification letters.