



**Draft**

**Statement of  
Community Involvement**

**First Review**

**Proposed Title**

Draft Statement of Community Involvement – First Review

**Proposed subject matter**

To provide a clear structure and guidance on how the Council intends to engage with the community and stakeholders through the planning process

**Period for representations**

Representations to be received by Rutland County Council by 5<sup>th</sup> November 2013.

**Address to send representations to**

**Mailed written representations to:**

Planning Policy Team  
Rutland County Council  
Catmose  
Oakham  
Rutland  
LE15 6HP

**E-mailed representations to:**

[localplan@rutland.gov.uk](mailto:localplan@rutland.gov.uk)

Please advise in your submission if you wish to be informed of the next stage in the adoption of the Statement of Community Involvement.

This document can be made available on request, in other languages and formats (large print, Braille or on audio tape) by contacting:

Planning Policy Team  
Rutland County Council  
Catmose  
Oakham  
Rutland  
LE15 6HP

Tel: 01572 722577  
Fax: 01572 758427  
E-mail: [localplan@rutland.gov.uk](mailto:localplan@rutland.gov.uk)  
Web: [www.rutland.gov.uk](http://www.rutland.gov.uk)

---

## Contents

<b>Section 1: Introduction .....</b>	<b>2</b>
Background .....	2
Purpose of the SCI .....	2
Need for review .....	3
Changes in consultation methods.....	3
<b>Section 2: Community Involvement on the Local Plan Preparation .....</b>	<b>4</b>
The Rutland Local Plan .....	4
Key stages for preparing Development Plan Documents .....	5
Key stages for preparing Supplementary Planning Documents .....	6
Key stages for preparing the Community Infrastructure Levy.....	6
Neighbourhood Planning .....	7
<b>Section 3: Who will be involved in the Local Plan Preparation Process?.....</b>	<b>1</b>
Consultees .....	1
The Duty to Co-operate .....	2
Local Enterprise Partnership .....	2
Consultation Database .....	2
Engaging groups representing community and stakeholder interests .....	3
Key Stakeholders .....	3
Rutland Parish Forum.....	3
Rutland Together.....	3
Rutland Water Partnership .....	3
The Rutland Compact.....	4
Engaging under-represented groups .....	4
<b>Section 4: How and when will the community be involved? .....</b>	<b>6</b>
Consultation Methods.....	6
<b>Section 5: Community Involvement in Planning Applications.....</b>	<b>9</b>
Development Control.....	9
Pre-Application Advice and Fees .....	9
Planning Applications .....	10
Commenting on a planning application .....	11
Decision Stage .....	11
Planning Appeals .....	11
Recent Changes.....	12
<b>Appendix 1: Consultation on Local Plan Documents.....</b>	<b>14</b>
<b>Appendix 2: Consultation on Supplementary Planning Documents .....</b>	<b>18</b>
<b>Appendix 3: Consultation on Community Infrastructure Levy .....</b>	<b>20</b>
<b>Appendix 4: Consultation on Planning Applications .....</b>	<b>24</b>
<b>Appendix 5: Glossary .....</b>	<b>28</b>
<b>Appendix 6: Further information and advice on planning .....</b>	<b>31</b>

**Draft Statement of Community Involvement – First Review**

**June 2013**

---

---

## Section 1: Introduction

### Background

- 1.1 The Council's first Statement of Community Involvement (SCI) was adopted in June 2006.
- 1.2 Since this time, the Government has introduced a series of changes to the planning system. These were principally through the Localism Act 2011 and the issue of the National Planning Policy Framework (NPPF) in March 2012.
- 1.3 This has resulted in the streamlining of plan preparation, as well a number of other relevant changes. It has also introduced a duty to cooperate with neighbouring local authorities and other organisations on matters of strategic cross boundary significance.
- 1.4 In recognition of these reforms, the Government published revised local planning regulations in 2012. These are the Town and Country Planning Local Planning (England) Regulations 2012.


### Purpose of the SCI

- 1.5 The Statement of Community Involvement sets out how the Council intends to engage with communities through the planning process. This includes the preparation of local plans and Supplementary Planning Documents (SPDs) and procedures for consulting the public on Development Plan Documents (DPDs) and planning applications.
- 1.6 Its purpose is to identify the standards to be met and provide a clear public statement enabling people to know how and when they will be involved in the preparation of local development documents and how they will be consulted on planning applications.
- 1.7 It is hoped that by ensuring that all parts of the community are involved in the planning process at an early stage, this will achieve local ownership and legitimacy for any policies and proposals and will reduce the scope for delay at later stages. It should also result, ultimately, in higher standards of development.
- 1.8 The Council will prepare a Statement of Consultation for each DPD setting out who was consulted at each stage together with a summary of the main issues raised in any representations and how these have been taken into account. This will enable people making representations to consider whether the DPD is prepared in accordance with this document as required by the Legal compliance test at the Examination.

**Need for review**

- 1.9 The review of the Council's Statement of Community Involvement takes account of the recent changes in legislation and regulations. The Government's aim is for every area to have a clear local plan which sets out local people's views of how they wish their community to develop, consistent with the NPPF and against which planning applications for planning permission will be judged.
- 1.10 There are no requirements on how the SCI is produced; however, the Council intends to follow best practice relating to consultation undertaken for other planning documents. This review will also provide an opportunity to incorporate new ideas on community involvement and ensure the Council's practices remain of the highest standard.

**Changes in consultation methods**

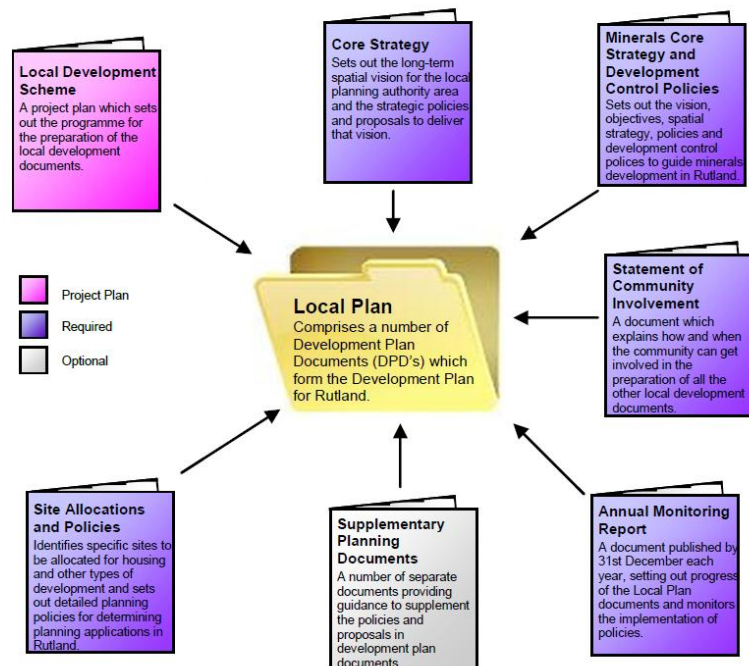
- 1.11 Since the previous SCI was adopted in 2006, the Council has moved to more electronic engagement and consultation methods. These include regular updates to the web pages and the production of an electronic Local Plan newsletter which provides updates on progress in preparing the Local Plan and is sent to all on the email update list.
  - 1.12 The use of social media will also be considered in order to reach areas of the communities that would not normally respond to traditional consultation methods.
- 

## Section 2: Community Involvement on the Local Plan Preparation

### The Rutland Local Plan

- 2.1 The Rutland Local Plan is made up of a series of Development Plan Documents that contain policies and allocations that will promote sustainable development in Rutland. It comprises a folder of documents (see diagram below) that will replace existing policies in the Rutland Local Plan (2001) and provide planning policies for Rutland for the period to 2026 and beyond.
- 2.2 Development plan Documents (DPDs) are subject to examination by an Inspector appointed by the Secretary of State. Supplementary Planning Documents (SPDs) are adopted by the Council but not subject to external examination.
- 2.3 The Council has already adopted a number of local plan documents. The Core Strategy DPD was adopted by the Council on 11 July 2011. The Minerals Core Strategy and Development Control Policies DPD was adopted by the Council in October 2010. The Council is preparing the Site Allocations & Policies DPD with adoption of the document anticipated in February 2014.
- 2.4 The Council will also prepare SPDs which will provide guidance and information on the implementation of particular policies in the Local Plan that will need to be considered when submitting development proposals.

Diagram: The Local Plan



---

## Key stages for preparing Development Plan Documents

2.5 The Key stages for preparing DPDs are set out in Town and Country Planning (Local Planning) (England) Regulations 2012. For further details see **Appendix 1**.

2.6 In summary these are set out in stages:

**a) Public Participation in preparation of DPDs and Publication of a DPD and making representations**

- This may involve two stages of consultation and draft documents, if the Council considers it appropriate, consisting of Issues and Options and Preferred options.
- These stages involve evidence gathering and targeted consultation with key stakeholders to identify main issues and options and to seek views about what the local plan ought to contain including the production of and consultation on draft documents as appropriate.
- A Sustainability Appraisal Report will be prepared which identifies and reports on the likely significant effects of the plan and the mitigation measures which can be taken to reduce them.

**b) Submission of documents to the Secretary of State**

- The proposed submission is the final version of the document the Council intends to submit to the government for public examination having considered the views and evidence gathered under Regulations 18 and 19.
- The proposed document will be published for a minimum of six weeks. Views will be sought on whether the document is legally sound and compliant.
- The document and relevant supporting information will then be submitted to the Secretary of State for independent examination.

**c) Examination process**

- An Inspector, appointed by the Secretary of State, will examine the document and consider whether the preparation of the plan has been legally compliant. Any person with an outstanding representation from the plan publication stage will be notified and at the discretion of the Inspector, may have an opportunity to be involved at the examination hearing.
- If the Plan is legally compliant the Inspector will then consider whether the document is 'sound'. The Plan will be considered 'sound' if it is positively prepared, justified, effective and consistent with national policy.
- The Inspector will publish an Inspector's Report with recommendations to either adopt the Plan, or adopt with modifications or not adopt.



**d) Adoption of DPD**

- The Council will consider the Inspector's Report and whether it wishes to adopt the Plan as recommended by the Inspector. If the Council decides to adopt the Plan, it will be adopted by the Full Council.

**Key stages for preparing Supplementary Planning Documents**

2.7 Supplementary Planning Documents (SPDs) expand on policies or proposals in adopted DPDs. SPDs are not subject to external examination, and as such do not have full Development Plan status.

2.8 They have a separate section within the 2012 Regulations and have fewer stages in their preparation. For further details see **Appendix 2**. However, their preparation still requires community involvement and involves the following formal stages:

**a) Preparation**

- This stage involves the Council developing a range of evidence to support the document. This may involve informal consultation with relevant stakeholders and interested parties where appropriate.
- A scoping report will be prepared to establish whether a Sustainability Appraisal or Habitats regulations Assessment is required. Where considered necessary, these will be undertaken throughout the preparation process.
- A draft version of the Supplementary Planning Document is prepared based on the evidence collected.

**b) Consultation**

- The Council will consult on a draft document for at least 4 weeks. Any representations made during the consultation period will be considered and the document revised, where appropriate, to take into account the comments received.

**c) Adoption**

- The final version of the Supplementary Planning Document will be adopted by the Council. Notice of the adoption will be published on the Council's website. Consultee's that have requested it will be notified.

**Key stages for preparing the Community Infrastructure Levy**

2.9 The Community Infrastructure Levy (CIL) is a charge that local authorities can choose to levy on specified new development in their area. The Council must demonstrate an infrastructure funding gap; charges will be based on the type of new development and be set out in a charging schedule.

2.10 Regulation 15 and 16 of the Community Infrastructure Regulations 2010 (as amended 2011) requires local authorities to undertake a clearly defined procedure prior to adopting a CIL Charging Schedule.

2.11 Consultation will be undertaken on the proposed charging schedule and the CIL will be submitted to the Secretary of State and subject to a public examination by a Planning Inspector. . For further details see **Appendix 3**

**a) Preparation**

- This stage involves the Council developing a range of evidence to support the document. This will involve informal consultation with relevant stakeholders and interested parties such as developers and other service providers to gain views on matters to take into account when setting the CIL

**b) Consultation**

- The Council will first consult on a preliminary draft charging schedule, based on the evidence collected. Stakeholders, interested bodies and the wider community will be consulted. Any representations made will be considered and amendments made to the charging schedule, where required. A summary of consultation responses will be produced.
- The Council will then publish a final draft charging schedule on which representations can be made prior to its submission for an independent examination. This consultation will be for a minimum of 6 weeks.

**c) Examination and Adoption**

- The CIL (including its charging schedule) will be sent with relevant supporting information to be examined. An independent Examiner will carry out an assessment into its 'soundness'.
- Objectors to the document may be allowed to appear at the examination. Recommendations suggested in the Examiner's Report may be binding on the Council. If there are significant issues, the Council may be required to withdraw the charging schedule and re-submit a revised version to a fresh examination

## **Neighbourhood Planning**

2.12 The Localism Act 2011 introduced the ability for town and parish councils in Rutland to draw up their own neighbourhood plans which can add detail beyond the strategic elements of the County Council's local plan. Neighbourhood Forums can be established for this purpose in non-parished areas.

2.13 They can allocate land for development and include policies to control development. Town and parish councils in Rutland can now also prepare neighbourhood development orders and community right to build orders.

## Draft Statement of Community Involvement – First Review

June 2013

---

- 2.14 Neighbourhood Plans are subject to a similar process to the Council's local plans but a referendum is required before they can come into force.
- 2.15 In accordance with planning legislation, the Statement of Community Involvement does not provide guidance on neighbourhood plans or orders. However, the Council has a duty to support town and parish councils in the preparation of their plans, and has set out procedures or intentions for this outside of the Statement of Community Involvement. Further information is available on the Council's website [www.rutland.gov.uk/neighbourhoodplans](http://www.rutland.gov.uk/neighbourhoodplans)

## Section 3: Who will be involved in the Local Plan Preparation Process?

### Consultees

- 3.1 When preparing DPD's and SPDs, the Council will seek to engage and consult, where appropriate with the general public and the wider community.
- 3.2 The Town and Country Planning (Local Planning) (England) Regulations 2012 specify a number of organisations that must be consulted. These organisations are referred to as 'specific consultation bodies' and general consultation bodies'.
- 3.3 The lists below refer only to types of group rather than naming every individual group and organisation. This is to ensure that the Statement of Community Involvement does not contain out of date information, these lists are not exhaustive.
- 3.4 **Specific consultation bodies** include Town and Parish Councils, neighbouring Local Authorities utilities providers and relevant Government agencies.
- 3.5 **General consultation bodies**, include a range of community groups and organisations representing Rutland interests, whom the Council considers it appropriate to consult on comprising of:
- Voluntary bodies
  - Different racial, ethnic or national groups
  - Different religious groups
  - Disabled persons groups
  - Business groups
- 3.6 **Other consultees** have been identified in addition to specific and general consultation bodies to ensure that local groups, organisations and individuals in Rutland have the opportunity to become involved in the preparation of the Local Plan. These are grouped under the following headings:
- Amenity groups
  - Built Environment
  - Community
  - Economy
  - Education
  - Ethnic Minority Groups including Gypsies & Travellers
  - Healthcare
  - Housing
  - Landowners/Agents
  - Minerals & Waste Operators
  - Natural Environment
  - Older Persons Groups
  - Service Providers
  - Sports & Leisure
  - Transport

### **The Duty to Co-operate**

- 3.7 The Localism Act 2011 and NPPF places a duty on Local Planning Authorities and other bodies to co-operate with each other, to address strategic issues relevant to their areas.
- 3.8 Whilst the Council has always consulted with neighbouring Parish, District and County Councils, this has added a formal duty on local planning authorities, County Councils and other bodies to engage constructively, actively and on an ongoing basis in the preparation of their Local Plans and on other major strategic matters such as infrastructure.
- 3.9 The Council's compliance with the duty to co-operate will now be part of the Planning Inspector's reasoning on whether the document is sound. The Council will need to demonstrate its working with neighbouring authorities, key stakeholders and other organisations during the preparation of the Local Plan and the evidence base that supports it.

### **Local Enterprise Partnership**

- 3.10 Local Enterprise Partnerships are locally-owned partnerships between local authorities and businesses. They are formed to play a central role in determining local economic priorities and undertaking activities to drive economic growth and creation of local jobs.
- 3.11 Rutland County Council is part of the Greater Cambridge/ Greater Peterborough Local Enterprise Partnership (LEP).
- 3.12 The regulations have identified Local Enterprise Partnerships as bodies council's should have regard to when preparing local plans and related activities and there will be an opportunity for LEPs to be involved in the preparation of the Local Plan.

### **Consultation Database**

- 3.13 To manage the consultation process and to ensure records are up to date, the Council maintains a database with the relevant contact details of the various bodies to be consulted. This includes those that have either commented upon previous consultation documents or expressed an interest in being involved with the preparation of the Local Plan.
- 3.14 Any organisation or individual can be added to the database at any time by contacting the planning policy team with their details. It should be noted, however, that not all these bodies and organisations will be consulted on every document.
- 3.16 The subject matter of the document and the interests of the individual bodies and organisations concerned will determine this, for example where a consultation is limited to a particular topic or is particularly specialist in nature.
- 3.17 The Council will ensure access to its information in accordance with the Freedom of Information Act 2000 and the Data Protection Act 1998. Information and comments provided to the Council

---

through consultation on the local plan will be made publicly available, unless there are specific and justifiable reasons for it to be confidential.

- 3.18 All letters and completed web forms submitted to the Council may be published on the Council's website and made available for public inspection in public libraries in Rutland. Contact details such as email and telephone numbers will be removed, however, names will be published. Original documents will be retained at the Council Offices where all information will be available for public inspection.

### **Engaging groups representing community and stakeholder interests**

- 3.19 At an early stage, it is important to involve the local community in the preparation of local development documents. This is essential to achieve local ownership of the planning policies for Rutland.

- 3.20 The Council has identified the following key bodies representing community interests in Rutland:

#### **Key Stakeholders**

- 3.21 Key stakeholders include general and specific bodies as set out in the 2012 Local Planning Regulations where considered appropriate and may include interest groups and other organisations including local businesses or any organisation or person who has an interest in the development of land.

#### **Rutland Parish Forum**

- 3.22 Rutland Parish Forum is an important means by which the local community can be consulted at formal and informal stages. The Parish Forum is an established body that meets on a quarterly basis, representing all Town and Parish Councils and Meetings in Rutland.

#### **Rutland Together**

- 3.23 Rutland Together is the Local Strategic Partnership (LSP) for Rutland. It is a key community partnership established in 2002. Rutland Together is made up of local organisations and agencies from the public, private and voluntary sectors.

- 3.24 Engagement with Rutland Together will enable the Council to contact smaller groups via 'umbrella' organisations represented on the LSP. It is intended to involve and engage Rutland Together through the various theme Groups where appropriate in particular the Rutland Infrastructure Group and the Rutland Environment Group.

#### **Rutland Water Partnership**

- 3.25 Rutland Water Partnership is a group of stakeholders that meet to discuss matters concerning Rutland Water and the surrounding area.

- 3.26 Engagement with the Rutland Water Partnership will ensure that the various views of organisations representing different interests regarding the water are considered.

### **The Rutland Compact**

- 3.27 The Council is a signatory of the Rutland Compact, which is a written agreement between the voluntary and community sector and statutory organisations that provides a framework for the way in which they can work together effectively in Rutland.
- 3.28 Part of this undertaking includes the Communication and Consultation Protocol, which outlines how all parties that are working in partnership will communicate and consult, and how they will engage, this includes having clear consultation processes and procedures. This Statement of Community Involvement will have regard to the principles set out in the protocol.
- 3.29 The Council will consult where appropriate with the voluntary and community sector on all major planning consultations and any proposals that may have a significant effect on their services.

### **Engaging under-represented groups**

- 3.30 The Council's vision is to engage with all sections of the community, but some sections of the community are not usually involved in the planning process. The groups identified as falling into this category and how they can be engaged in the Local Plan process is considered below.
- 3.31 **Young people** - The Council is keen to encourage the involvement of young people in the preparation of the local plan. This will take place through engagement with:
- 3.32 **Rutland Youth Council** – This is a forum for young people representing all the secondary schools in Rutland. The Rutland Youth Council is a formal decision making and discussions group made up of young people from across Rutland. The main aim of the forum is to discuss issues that affect young people and take action on them. Engagement will be through publicity and meetings, as necessary.
- 3.33 **The Rural Community** - Rutland has a high level of car ownership but there are still members of the rural community that, for a variety of reasons, are not mobile and have limited access to community services.
- 3.34 In order to keep this group informed, the Council will issue press releases to local newspapers, radio and regional TV as well as local digital media. It will distribute information to parish councils for display on village notice boards and ensure the Council's website is updated regularly.
- 3.35 The Parish Councils and the Council's mobile library service will also act as a source of further information for this group.
- 3.36 **Minority Groups** - Ethnic minorities have a small presence in Rutland. As there are no established local groups or apparent groupings, involvement and consultation will be through regional and national organisations.
- 3.37 There are few resident travellers or gypsies. Consultation will be with regional and national organisations representing these groups.

**Draft Statement of Community Involvement – First Review**

**June 2013**

---

3.38 The Council will undertake an Equality Impact Assessment on all new policy documents to ensure due regard to the general duty of the Equality Act 2010 has been given.



## Section 4: How and when will the community be involved?

### Consultation Methods

- 4.1 The Council intends to use a range of methods to inform and consult with the community in preparing local development documents.
- 4.2 Some key methods of consultation, together with the main benefits are set out below. This list is not exhaustive:

Method	Benefits
Make documents and supporting information available at the Council's main Offices and public libraries at Oakham, Uppingham, Ketton, Ryhall and on the Rutland mobile library	Consultation documents, information and forms for submitting responses are free of charge and available during opening hours.
Make documents and supporting information available on the Council's website	Information easily accessible from people's own homes and businesses, 24 hours a day.
Hold exhibitions where practical & appropriate	Publicises information in a user friendly way and in a variety of locations.
Include information in a Summary Leaflet where appropriate	Provides a brief summary of the document and can be circulated to households where appropriate to inform plan preparation progress and encourage further involvement in the process
Local Plan Newsletter	Online newsletter informs people of Local Plan progress and encourages further involvement in the process.
Include information in Rutland Parish briefing	Information circulated to all Town and Parish Councils and Meetings in Rutland, using existing communication channel
Distribute information to Parish Councils and Meetings to be displayed on village notice boards	Allows information to be displayed in public locations in local towns and villages.
Attend the Rutland Parish Forum (quarterly meetings) and/or attend Parish Council meetings where relevant	Gives opportunity for representatives of all Parish Councils and Meetings in Rutland to raise and discuss issues.

## Draft Statement of Community Involvement – First Review

June 2013

Method	Benefits
Press releases to local newspapers, radio and regional tv as well as local digital media	Information to the local community and stimulates debate. With two weekly local newspapers and a local radio station Rutland has good media coverage which reaches all parts of the community.
Use of social media such as Twitter @rutlandcouncil to notify followers of Local Plan progress and involvement opportunities	Means of engaging hard to reach groups. Provides an opportunity to encourage and facilitate discussion with interested parties.
Engage Rutland Youth Council and use Rutland's young people's website <a href="http://www.RAW4youth.com">www.RAW4youth.com</a>	Means of engaging young people in Rutland to promote and raise any awareness of planning issues and consultations on planning documents.
Engage 'Rutland Together' through its theme groups	Uses a significant body of organisations that represents a wide range of community groups and stakeholders, which meets regularly.
Engage 'Rutland Water Partnership'	This partnership meets regularly; it will allow the Council to capture views relating to Rutland Water specific issues
Meet with target groups, community groups and forums, including use of workshops and focus groups.	Gives opportunity for groups to raise and discuss issues
Make consultation documents available on request to Town and Parish Councils and Meetings	Disseminates information effectively to local communities.
Letters and e mails sent to consultees	Formal means of communication with those on database; ensures communication is received
On-line response form on the Council's website	Comments can be submitted to the Council quickly at any time of day, with no postage costs. Responses can be copied accurately to database.
Dedicated e-mail address for Local Plan matters	Means of submitting comments and contacting the Council for further information and assistance.

4.3 Further details of how these methods will be applied to development plan documents (DPDs) and supplementary planning documents (SPDs) are shown in **Appendix 1,2 & 3**. These identify at each stage:

- Statutory requirements for consultation (what we must do)
- Options for additional publicity and community involvement (what we could or will do extra)

## Draft Statement of Community Involvement – First Review

June 2013

---

- 4.4 Details about when consultation will take place on each document are shown in the Local Development Scheme (LDS). A quarterly update of the documents in the LDS will be provided on the Council's website. Consultation is an on-going process and there will be opportunities for continuous involvement throughout the process.
- 4.5 For individuals and community groups who are not in a position to pay for the help of professional planning consultants, free and independent planning advice is available through numerous source, See **Appendix 6** for access to further information and advice on the planning process.

## **Section 5: Community Involvement in Planning Applications**

### **Development Control**

- 5.1 The Council's Development Control Section is responsible for processing all planning applications within the County. This section of the Statement of Community Involvement sets out the Council's proposed approach for involving statutory bodies and the community in the planning application process.
- 5.2 Planning applications include new development, tree applications and telecommunications proposals, applications for minerals or waste proposals, listed building and conservation area consents. Opportunities exist for the community and stakeholders to be informed and consulted on development proposals.
- 5.3 The three main stages in this process are
- Pre-application
  - Planning Application
  - Planning Appeals

### **Pre-Application Advice and Fees**

- 5.4 The Council encourages pre-application discussions for certain types of development before making a formal application. The objective of these discussions is to establish whether the principle of the development is acceptable and to clarify the format, type and level of detail required to enable the Council to determine the application.
- 5.5 As a result of the Localism Act 2011, developers are now required to consult communities before submitting certain planning applications for large scale development proposals. This gives local people a chance to comment which can then be taken into account by the developer in finalising their planning application.
- 5.6 Since January 2012, the Council has formal procedures in place for dealing with pre-application planning advice. The formalisation of this stage with appropriate fees allows the Council to dedicate time with applicants to improve the quality of development schemes.
- 5.7 Further guidance on the development control process and charges for pre-application advice is available on the Council's website [www.rutland.gov.uk/developmentcontrol](http://www.rutland.gov.uk/developmentcontrol)

## Planning Applications

- 5.8 The statutory requirements for publicity for applications for planning permission are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010.
- 5.9 This requires the local planning authority to publicise planning applications either by site notice or by notification to neighbours and sometimes by advertising in the local newspaper.
- 5.10 Other regulations set out the requirements for applications for listed building and conservation area consent and for applications for planning permission affecting the setting of a listed building, or demolition within a conservation area.
- 5.11 There are a number of ways to consult on planning applications, depending on which is most appropriate. **Appendix 4** sets out in detail, publicity for planning applications published in June 2012.
- 5.12 The Council meets the statutory requirements and has an established process for publicising planning applications which includes:
- Letters/email to statutory organisations and interest groups
  - Letters to residents/businesses properties adjoining the application site
  - Site notices
  - Weekly list published on website
  - Planning applications with plans & document submitted uploaded on the on website
  - Advertisements in the local newspaper when required
  - Application available for inspection at the Council offices
- 5.13 Details of all planning applications are available to view on the Council's website. It can be used to:
- View the planning application and associated plans and documents
  - Make comments on an application
  - Search a weekly list of applications and decisions
  - See if appeals have been lodged and any decisions made
  - See recent planning history and property details, including maps and constraints

### **Commenting on a planning application**

- 5.14 Comments can be made on the website or in writing direct to the Council or by email and are uploaded on to the Council's website. The Council will take account of all responses received as a result of its consultations on planning applications where the issues raised are material planning considerations.
- 5.15 The Council can only consider objections or comments which raise relevant planning issues, e.g. highway issues, loss of daylight or sunlight or the effect a proposal might have on the appearance of the surrounding area.
- 5.16 The issue for the planning system is whether or not the proposed use, or development of the site, would be acceptable in land use and environmental terms. Responses concerning other issues cannot be taken into account when determining a planning application. These matters include, but are not restricted to:
- Loss of value of property;
  - Boundary disputes;
- 5.17 The Council has prepared a brief guide on 'Putting Your Views to the Council' which provides advice on how to comment on a planning application. This is available on the Council's website  
[http://www.rutland.gov.uk/development\\_control/search\\_and\\_view\\_applications/comment\\_on\\_a\\_planning\\_applicat.aspx](http://www.rutland.gov.uk/development_control/search_and_view_applications/comment_on_a_planning_applicat.aspx)

### **Decision Stage**

- 5.18 The majority of planning applications are determined by officers under delegated powers. However, major or contentious applications are decided by the Council's Development Control & Licensing Committee, these meetings are held approximately every 4 weeks. Applications presented to Committee are accompanied by a written report and officer recommendation.
- 5.19 Only the applicant/agent for an application will be informed that it will be considered at a committee meeting. Other interested parties will need to monitor the Council's website or check with Customer Services 5 days before each meeting in order to check this.
- 5.20 The Council offers all members of the public the opportunity to submit a petition, deputation and/or written question to any of its meetings, further information is available on the Council's website.
- 5.21 Details of decisions are published on the Council's website.

### **Planning Appeals**

- 5.22 An appeal may be submitted by the applicant where permission has been refused or permitted with conditions which the applicant considers to be unacceptable. There is also a right of appeal if the application has not been determined within the relevant time limit.

- 5.23 All those who were notified of the original application or submitted comments will be informed if an appeal is made. They also have the opportunity to make further written comments, except in the case of Householder Appeals where the Inspector makes the decision based solely on all the information on the original application file.
- 5.24 For appeals decided by informal hearing or public inquiry, interested parties are also given the opportunity to appear before the Inspector at the hearing or inquiry. The Inspectorate will consider the evidence and decide whether to 'allow' or 'dismiss' the appeal.
- 5.25 The Planning Inspectorate will inform the Council and interested parties of the outcome. The Planning Inspector's decision is binding on the Council, although it can be challenged on a point of law in the High Court. Third parties do not have the right to appeal decisions.
- 5.26 Further information is available on the Council's website and provides links to the Planning Inspectorate's website and to the appeal section on the Planning Portal website.

### **Recent Changes**

- 5.27 The government has made recent changes to how the Council deals with certain development to stimulate growth. On household extensions a new neighbour notification process has been brought in over the next 3 years until 30<sup>th</sup> may 2016.
- 5.28 Further information on the changes can be viewed on the council's website [http://www.rutland.gov.uk/development\\_control/do\\_i\\_need\\_planning\\_permission/new\\_rules\\_for\\_home\\_extensions.aspx](http://www.rutland.gov.uk/development_control/do_i_need_planning_permission/new_rules_for_home_extensions.aspx)





## Appendix 1: Consultation on Local Plan Documents

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
<p><b>Plan Publication (Reg 19 &amp; 20)</b></p> <p><b>Proposed Submission</b></p>	<ul style="list-style-type: none"> <li>• All those notified at plan preparation stage will be notified</li> <li>• Inform those who responded to plan preparation consultation</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory period of at least 6 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• A statement of the representations procedure will be sent to general and specific consultation bodies as required;</li> <li>• Inform appropriate target groups and stakeholders by email or letter setting out:               <ul style="list-style-type: none"> <li>- the consultation period</li> <li>- the plan stage</li> <li>- how the plan can be viewed (including an electronic copy or link where relevant)</li> </ul> </li> <li>• Draft Plan(s) and accompanying documents will be made available at the Council offices, Libraries and published on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> <li>• Online response form on Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>• Press release to local newspapers radio and regional tv as well as local digital media, Local Plan newsletter</li> <li>• Advert in local newspapers maybe considered appropriate</li> <li>• Notice circulated to Town and Parish Councils and Meetings for public display</li> <li>• Public meetings and/or exhibitions</li> <li>• Stakeholder group meetings</li> <li>• Summary Leaflet to households in Rutland may be considered appropriate</li> </ul>

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
			<ul style="list-style-type: none"> <li>• Dedicated e-mail address <a href="mailto:localplan@rutland.gov.uk">localplan@rutland.gov.uk</a> for responses and enquiries</li> </ul>	
<b>Submission of Plan to Secretary of State (Reg 22)</b>	<ul style="list-style-type: none"> <li>• All those notified at plan preparation and publication stage will be notified that the plan has been submitted and where it can be inspected</li> <li>• Anyone who has specifically asked to be notified when the plan is submitted</li> </ul>	<ul style="list-style-type: none"> <li>• Not a consultation stage</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and accompanying documents to be sent in paper form and electronically to the Secretary of State</li> <li>• Plan and accompanying documents will be made available at the Council offices, Libraries and published on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> <li>• A statement will be placed on the Council's website and made available at the Council offices and Libraries setting out where the plan and accompanying documents are available and the times at which they can be inspected.</li> </ul>	<ul style="list-style-type: none"> <li>• Press release to local newspapers radio and regional tv as well as local digital media,</li> <li>• Advert in local newspapers may be considered appropriate</li> </ul>
<b>Independent Examination (Reg</b>	<ul style="list-style-type: none"> <li>• Any person with an outstanding representation from the plan publication</li> </ul>	<ul style="list-style-type: none"> <li>• Notification about examination at least 6 weeks before the opening of the</li> </ul>	<ul style="list-style-type: none"> <li>• Public notice on the Council's website and a hard copy on display in the Council offices setting out</li> </ul>	<ul style="list-style-type: none"> <li>• Press release to local newspapers</li> <li>• Advert in local</li> </ul>

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
<b>24)</b>	(Reg 19) stage	<p>hearing</p> <ul style="list-style-type: none"> <li>6 week consultation period if there are main modifications</li> </ul>	<p>where the hearing will be held and the name of the Inspector appointed to carry out the examination</p> <ul style="list-style-type: none"> <li>Email or letter to any person with an outstanding representation from the plan publication (Reg 19) stage</li> <li>In the event of main modifications being proposed, notification will be via email or letter and public notice on Council's website and at the Council office</li> </ul>	newspapers
<b>Publication of Inspector's recommendations (Reg 25)</b>	<ul style="list-style-type: none"> <li>All persons who requested to be notified will be given notice that the recommendations are available</li> </ul>	<ul style="list-style-type: none"> <li>Not a consultation stage</li> </ul>	<ul style="list-style-type: none"> <li>Inspector's recommendations will be made available at the Council offices and published on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> <li>Email or letter to those who have requested to be notified</li> </ul>	
<b>Adoption of a plan (Reg 26)</b>	<ul style="list-style-type: none"> <li>The Secretary of State</li> <li>Anyone who has</li> </ul>	<ul style="list-style-type: none"> <li>Not a consultation stage</li> </ul>	<ul style="list-style-type: none"> <li>As soon as is reasonably practicable after the Council adopts a plan, the plan and accompanying documents</li> </ul>	<ul style="list-style-type: none"> <li>Press release to local newspapers radio and regional tv as well as local digital media,</li> </ul>

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
	specifically asked to be notified when the plan is adopted.		<p>will be made available at the Council offices and Libraries and on the Council's website setting out where the plan and accompanying documents are available and the times at which they can be inspected.</p> <ul style="list-style-type: none"> <li>• A copy of the adoption statement will be sent via email or letter to the Secretary of State and to anyone who has specifically asked to be notified</li> </ul>	<ul style="list-style-type: none"> <li>• Local Plan newsletter</li> </ul>

## Appendix 2: Consultation on Supplementary Planning Documents

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
<p><b>Preparation of SPD</b></p>	<p>Those bodies or persons that the Council considers to have an interest in the document, such bodies will include relevant:</p> <ul style="list-style-type: none"> <li>• specific consultation bodies</li> <li>• general consultation bodies</li> <li>• Residents or businesses within the area where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• There will be one 'formal' consultation period during the preparation, normally with a minimum consultation period of 4 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Engage with/involve as appropriate               <ul style="list-style-type: none"> <li>– Rutland Together</li> <li>– Rutland Parish Forum</li> <li>– Target groups and stakeholders where relevant</li> </ul> </li> <li>• Those considered to have an interest will be informed by email or letter setting out:               <ul style="list-style-type: none"> <li>- the consultation period</li> <li>- how the document can be viewed (including an electronic copy or link where relevant)</li> </ul> </li> <li>• Draft document will be made available at the Council offices, Libraries and published on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>• Press release to local newspapers radio and regional tv as well as local digital media,</li> <li>• Notice circulated to Town and Parish Councils and Meetings where relevant, for public display</li> <li>• Public meetings and/or exhibitions</li> <li>• Stakeholder group meetings</li> <li>• Leaflet to households in Rutland may be considered appropriate</li> <li>• Local Plan Newsletter</li> <li>• The Council will investigate the use of social media</li> </ul>

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
			<ul style="list-style-type: none"> <li>• Online response form on Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> <li>• E-mail address <a href="mailto:localplan@rutland.gov.uk">localplan@rutland.gov.uk</a> for responses and enquiries</li> </ul>	
<b>Adoption of SPD</b>	<ul style="list-style-type: none"> <li>• Anyone who has specifically asked to be notified when the SPD is adopted</li> </ul>	<ul style="list-style-type: none"> <li>• Not a consultation stage</li> </ul>	<ul style="list-style-type: none"> <li>• An adoption statement, together with the adopted SPD, will be made available at the Council offices, Libraries and published on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> <li>• Anyone who has asked to be notified will be sent an email or letter including a copy of the Adoption Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Press release to local newspapers radio and regional tv as well as local digital media,</li> <li>• Local Plan Newsletter</li> </ul>

### Appendix 3: Consultation on Community Infrastructure Levy

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
<p><b>Preparation of a Preliminary Draft Charging Schedule</b></p>	<p>The Consultation bodies set out in the 2010 Community Infrastructure Levy regulations:</p> <ul style="list-style-type: none"> <li>• Adjoining Local Planning Authorities</li> <li>• Town &amp; Parish Council's within Rutland</li> <li>• Local residents and local businesses within Rutland &amp;</li> </ul> <p>Where considered appropriate:</p> <ul style="list-style-type: none"> <li>• Voluntary bodies within Rutland</li> <li>• Bodies representing business interests within Rutland</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 6 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• A copy of the preliminary draft charging schedule will be sent to the Consultation bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of the preliminary draft charging schedule available for inspection at the Council offices, Libraries and published on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> <li>• Press release to local newspapers radio and regional tv as well as local digital media,</li> <li>• Stakeholder group meetings</li> <li>• Summary Leaflet prepared which may be circulated to households in Rutland</li> <li>• Local Plan Newsletter</li> </ul>

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
<b>Consultation on Draft Charging Schedule</b>	<p>The Consultation bodies set out in the 2010 Community Infrastructure Levy regulations:</p> <ul style="list-style-type: none"> <li>• Adjoining Local Planning Authorities</li> <li>• Town &amp; Parish Council's within Rutland</li> <li>• Local residents and local businesses within Rutland &amp;</li> </ul> <p>Where considered appropriate:</p> <ul style="list-style-type: none"> <li>• Voluntary bodies within Rutland</li> <li>• Bodies representing business interests within Rutland</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of 6 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of the draft charging schedule, relevant evidence and a statement of the representations procedure will be sent to the Consultation bodies</li> <li>• Copy of the draft charging schedule, relevant evidence and a statement of the representations procedure available for inspection at the Council offices, Libraries and published on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> <li>• Local advertisement notice which sets out a statement of the representations procedure and a statement of the fact that the draft charging schedule and relevant evidence are available for inspection and of the places at which they can be inspected.</li> </ul>	<ul style="list-style-type: none"> <li>• Press release to local newspapers radio and regional tv as well as local digital media,</li> </ul>
<b>Withdrawal of a draft charging</b>	All those previously consulted on the draft	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Publish statement on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>• Press release to local newspapers radio and regional tv as well as local digital media,</li> </ul>



Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
<b>schedule</b>	charging schedule		<ul style="list-style-type: none"> <li>Place notice in the local newspapers</li> <li>Remove the draft charging schedule from the Council's website, the Council offices &amp; libraries</li> </ul>	
<b>Submission of documents and information to the Examiner</b>	<ul style="list-style-type: none"> <li>Those who requested to be notified that the draft charging schedule has been submitted</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Copy of the draft charging schedule, relevant evidence and a statement of the representations procedure available for inspection at the Council offices, Libraries and published on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> <li>Give notice to those persons who requested to be notified of the submission of the draft charging schedule to the examiner that the draft has been submitted</li> <li>If modified send a copy of the statement of modifications to all those consulted the draft charging schedule</li> </ul>	<ul style="list-style-type: none"> <li>Press release to local newspapers radio and regional tv as well as local digital media,</li> </ul>
<b>Publication of Examiner's recommendations</b>	<ul style="list-style-type: none"> <li>Those who requested to be notified of the examiner's</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Copy of the examiner's recommendations made available for inspection at the Council offices, Libraries</li> </ul>	<ul style="list-style-type: none"> <li>Press release to local newspapers radio and regional tv as well as local digital media,</li> </ul>

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
	recommendations		<p>and published on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></p> <ul style="list-style-type: none"> <li>• Give notice to those persons who requested to be notified of the publication of the examiner's recommendations and reasons that they have been published</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Approval and publication of a charging schedule</b>	<ul style="list-style-type: none"> <li>• Those who requested to be notified of the approval of the charging schedule</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Publish the charging schedule and make available for inspection at the Council offices, Libraries and on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> <li>• Give notice by advertisement in local newspaper of the approval of the charging schedule</li> <li>• Give notice to those persons who requested to be notified of the approval of the charging schedule that it has been approved</li> <li>• Send a copy of the charging schedule to each of the relevant consenting authorities</li> </ul>	<ul style="list-style-type: none"> <li>• Press release to local newspapers radio and regional tv as well as local digital media,</li> <li>•</li> </ul>

## Appendix 4: Consultation on Planning Applications

### STATEMENT OF CONSULTATION - JUNE 2012

#### Publicity for planning applications

1. Publicity for planning applications will take many forms. Some of these are statutory and some are non-statutory. The Council does publicise well beyond its statutory requirements.
2. A "Planning Application" includes all outline and full applications.
3. Applications for Lawful Development Certificates, Works to Trees in Conservation Areas, Non - Material Amendments, Discharge of Conditions, Certificates of Appropriate Alternative Development, Hazardous Substances Consent and Prior Notifications for Agricultural Works and Buildings, Demolitions, Telecommunications or Railways will not normally be the subject of publicity, except in accordance with paragraph 9. The only exception is Telecommunications Prior Notifications, which do require a site notice. Publicity for Prior Notifications for Demolition and sometimes for Agriculture is the responsibility of the applicant.
4. Applications for Listed Building Consent and Conservation Area Consent will be publicised in accordance with the statutory requirements contained in Regulation 5 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 (LB regulations). These regulations require a site notice and press advertisement in most cases. The exception would be when works only affect the interior of a Grade 2 Listed Building.

#### Statutory Publicity

Nature of Development	Publicity to be Given	Regulations
Environmental Statement	Newspaper and Site Notice	Town and Country Planning ( Development Management Procedure) Order 2010 Article 13 (2)(a)
Does not accord with the provisions of the Development Plan	Newspaper and Site Notice	DMPO 2010 Article 13 (2)(b)
Affect a Right of Way	Newspaper and Site Notice	DMPO 2010 Article 13 (2)(c)
Major development. (unless in 2(a) to 2 (c) above) (a) n/a (b) n/a	Newspaper and Site Notice	DMPO 2010 Article 13 (4)

<p>(c) the provision of dwelling houses where-</p> <p>(i) the number of dwellinghouses to be provided is 10 or more; or</p> <p>(ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (c)(i);</p> <p>(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or</p> <p>(e) development carried out on a site having an area of 1 hectare or more.</p>		
<p>All other "Planning Applications"</p>	<p>Site Notice (unless site notice is required under Sections 67 or 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990)</p>	<p>DMPO 2010 Article 13 (5)</p>
<p>Lawful Development Certificates, Works to Trees in Conservation Areas or covered by a Tree Preservation Order, Non – Material Amendments, Discharge of Conditions, Certificates of Appropriate Alternative Development, Hazardous Substances Consent and Prior Notifications for Agricultural Works and Buildings, Demolitions or Railways</p>	<p>None.</p>	<p>-</p>
<p>Prior Notifications for Telecommunications.</p>	<ol style="list-style-type: none"> <li>1. Site Notice always;</li> <li>2. A newspaper advert only if Article 8 applies, e.g. affects a public right of way, contrary to the development plan or site area exceeds</li> </ol>	<p>Part 24 of the Town and County Planning (General Permitted Development) Order 1995.</p>

	1 hectare. 3. If site area exceeds 1 hectare must notify all adjoining owners or occupiers.	
Conservation Area Consent Application.	Newspaper and Site Notice.	Regulation 5 of the LB Regulations.
Listed Building Consent Application.	Newspaper and Site Notice, unless works are wholly internal on a Grade 2 listed building.	Regulation 5 of the LB Regulations.
Development affecting the setting of a listed building.	Newspaper and Site Notice.	Section 67 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
Development affecting the character or appearance of a conservation area.	Newspaper and Site Notice.	Section 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

- 5 All newspaper advertisements are published in the public notices section of the Rutland Times on a Thursday.

#### **Non-Statutory Publicity**

6. Applications for Reserved Matters do not require statutory publicity. They will normally be the subject of a site notice on a discretionary basis.
7. Neighbour notifications will take place on Planning and Reserved Matters Applications, but on a non-statutory, discretionary basis. They are a secondary means of publicity. The primary method is the site notice. The notifications will be undertaken on the basis of properties that, in the opinion of the case officer, are affected to a material extent by the development. The Council does not have property ownership records, so land without any buildings in active residential or commercial use will not be notified. Notifications will normally be limited to properties

sharing a common boundary with an application site. For larger developments such as a new dwelling it may, at the case officer's discretion, be appropriate to notify properties on the opposite side of a road. For major developments the Council cannot hope to notify all who consider themselves affected, but the case officer will in such a case give consideration to properties that do not share a common site boundary.

8. Weekly lists of applications are provided for publicity purposes to:
  - Amenity societies
  - Local newspapers
  - Local radio
  - Published on the Council's website
  - Parish and town councils

### **Revised Plans submitted on a Planning Application**

9. There is no statutory publicity requirement. Where an application is amended through negotiation in a manner which, in the opinion of the case officer, improves the circumstances for neighbours there is generally no need to re-consult them. The exception would be if the changes are sufficiently major that the neighbours might reasonably have expected to be notified, or if the impact on a neighbour has worsened.

### **Advertisement Consents**

10. There is no statutory requirement for publicity and in general the publicity in paragraph 9 is sufficient. The exception is cases which, in the opinion of the case officer, result in a material impact on a residential property. For example, an illuminated sign close to and visible from principal rooms in a residential property.

### **Non – Material Amendments**

11. The applicant is responsible for notifying anyone with an ownership interest. As the amendment is non – material then by definition it should not affect anyone. No wider publicity is therefore required.

### **Discharge of Conditions**

12. This is a matter of detail and the key elements of the development are already approved. No publicity is therefore required.

### **Works to Trees Covered by a TPO**

13. A discretionary site notice will be displayed if any tree is to be felled as this is likely to be of wider public interest. Other tree applications have a more limited effect and no publicity is required.

## Appendix 5: Glossary

Title	Abbreviation	Description
Adoption		The final confirmation of a development plan or Local Development Document status by a local planning authority (LPA)
Community Infrastructure Levy	CIL	A new mechanism for securing developer contributions towards the cost of providing essential community infrastructure. It will largely replace S106 Agreements which after March 2014 will be scaled back.
Development Plan		The statutory plan that provides the basis for determining planning applications. Comprises the Core Strategy and other Local Development documents adopted by the local authority.
Development Plan Document	DPD	Document subject to independent examination, which will form part of the statutory development plan for the area. Part of the Local Plan.
Equalities Impact Assessment	EIA	An evaluation tool which analyses the effect that a policy or procedure will have on a particular group of people to highlight whether their needs are being met and if there are any issues requiring further action. The tool promotes equality and aims to ensure there are no discriminatory effects.
Issues and Options		Produced during the initial stage of the preparation of Development Plan Documents.
Local Development Document	LDD	Collective term for Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
Local Development Framework	LDF	Term previously used for the folder or portfolio of documents making up the spatial strategy for the area. Now known as the Local Plan.
Local Development Scheme	LDS	The Council's three-year programme for preparing Local Development Documents. Part of the Local Plan.
Local Plan		The collection of development plan documents setting out the overall planning strategy, policies and proposals for Rutland
Localism Act 2011		The Localism Act sets out a series of measures with the potential to achieve a substantial and lasting shift in power away from central government and towards local people.
National Planning Policy Framework	NPPF	Sets out the government's planning policies and how these are expected to be applied.

Title	Abbreviation	Description
		Replaces previous Planning Policy Statements and a number of other documents.
Neighbourhood Plan	NP	A new planning policy tool delivered under the government's Localism agenda. Parish and Town Councils, or designated Neighbourhood Forums in 'unparished' areas, are now empowered to take the lead in delivering a Neighbourhood Plan in areas formally designated for the purpose. Following formal public examination and a successful local referendum a neighbourhood plan can be adopted by the Local Planning Authority. It can then take precedence over other Development Plan Documents within the statutory development plans system.
Planning Inspectorate		A government body whose main work involves processing planning and enforcement appeals and holding examinations into local plans and community infrastructure levy charging schedules.
Public Examination		The Local Plan will be examined by an independent Inspector whose role it is to assess whether the plan has been prepared in accordance with the Duty to Co-operate, legal and procedural requirements and whether it is sound.
Site Allocations and Policies DPD		A development plan document to be prepared by the Council in order to identify specific sites for development and set out detailed development planning policies.
Statement of Consultation and Engagement		A report on how the Council has consulted the communities on the preparation of the development plan, met the key milestones set out in the Local Development Scheme and the main issues raised and responses to those issues.
Statement of Community Involvement	SCI	Document setting out when, with whom and how consultation will be undertaken on Local Development Documents. Part of the Local Plan.
Statutory Consultees		Bodies that must be consulted with regard to the preparation of the development plan documents as set out in part 1 of the Town and Country Planning (Local Planning) (England) Regulations 2012
Supplementary Planning Document	SPD	Document that expands on policies and proposals in Development Plan Documents. Part of the Local Plan but not subject to formal public examination and not part of the statutory development plan.
Stakeholder		A person, group, company, association, etc with an interest in, or potentially affected by



Title	Abbreviation	Description
		planning decisions in Rutland.
Sustainability Appraisal	SA	Document setting out the appraisal of plans and policies to ensure they reflect sustainable development objectives.
Test of Soundness		A series of questions the Independent Inspector asks during the examination of the development plan document(s) to assess whether it has been positively prepared, justified, effective & consistent with national policy.
The Council		Rutland County Council
Town and Country Planning (Local Plans) (England) Regulations 2012		The regulations that set out the process by which the Local Plans and SPDs must be prepared

## **Appendix 6: Further information and advice on planning**

### **The Planning Portal**

The Planning Portal is the Government's online 'one-stop-shop' for planning and building services. It provides information on the planning system, allows you to submit a planning application, find out about development in your area, appeal against a decision and research government policy.

Website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

Email: [support@planningportal.gsi.gov.uk](mailto:support@planningportal.gsi.gov.uk)

### **Department of Communities and Local Government (DCLG)**

The DCLG provides general information on the planning system including the latest national planning policy, decisions on planning appeals, research and statistics and reform of the planning systems.

Website: [www.communities.gov.uk](http://www.communities.gov.uk)

Email: [contactus@communities.gov.uk](mailto:contactus@communities.gov.uk)

Postal Address: Eland House, Bressenden Place, London SW1E 5DU

Telephone Number: 030 3444 0000

### **Planning Aid England (PAE)**

Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. It is provided by the Royal Town Planning Institute.

Website: [www.rtpi.org.uk/planningaid](http://www.rtpi.org.uk/planningaid)

Email: [info@planningaid.rtpi.org.uk](mailto:info@planningaid.rtpi.org.uk)

Telephone Number: 0330 1239244

Postal Address: The Royal Town Planning Institute, 41 Botolph Lane, London EC3R 8DL

Telephone: 020 32061880

### **The Planning Inspectorate**

The Planning Inspectorate processes planning appeals and holds examinations into planning policy documents and the Community Infrastructure Levy (CIL).

Website: [www.planning-inspectorate.gov.uk](http://www.planning-inspectorate.gov.uk)

Postal Address: The Planning Inspectorate, Room 3/13, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN

Telephone: 0303 444 5000