



# Statement of Community Involvement

## Second Review



**June 2020**

June 2020

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## **Title**

Statement of Community Involvement – Second Review

## **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

## **Adoption Date**

The Statement of Community Involvement (SCI) was adopted by the Council on xxxx

## **Contact Information**

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To be updated on publication

## Section 1: Introduction

### Background

- 1.1 The Council's Statement of Community Involvement (SCI) was last updated in 2014.
- 1.2 Since that time, there have been a number of legislative changes to the planning system and in the way personal data is held and processed and it is appropriate for the SCI to be updated to reflect these. It is also important to learn from previous experience and whether the means through which the Council has engaged on plan making and in the consideration of planning applications remains effective. More recently a requirement<sup>1</sup> has been introduced which requires the SCI to be reviewed at least every five years.
- ~~4.21.3~~ This Review also includes changes which need to be made to the SCI to address the impact of Covid-19 on the planning process. These changes will ensure that the Council can continue to determine planning applications and make progress on the Local Plan Review and Neighbourhood Plans. All of which will enable the County to respond positively to address the inevitable economic impact of Covid-19.
- 1.4 Local Planning Authorities (LPAs) including Rutland County Council are required to produce a SCI under section 18 (Part 2) of the Planning and Compulsory Purchase Act 2004.
- 1.5 The minimum requirements for consultation on planning policy documents and planning applications are set out in The Town and Country Planning (Local Planning) (England) Regulations (the Local Planning Regulations)<sup>2</sup> in the case of planning policy documents and the Town and Country Planning (Development Management Procedure) Order (DMPO)<sup>3</sup> (2) for planning applications.

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<sup>1</sup> The Town and Country Planning (Local Planning)(England)(Amendment) Regulations 2017

<sup>2</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

<sup>3</sup> The Town and Country Planning (Development Management Procedure) (England) Order 2015

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~~The Council's first Statement of Community Involvement (SCI) was adopted in June 2006.~~

~~1.3 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.~~

~~1.4 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.~~

~~1.5 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

1.6 The Statement of Community Involvement sets out how the Council intends to engage with communities through the planning process. This includes the preparation and revision of Development Plan Documents (DPDs) (commonly referred to as local plans) and Supplementary Planning Documents (SPDs) and procedures for consulting the public on planning, listed building and other applications.

1.7 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 planning policy documents and how they will be consulted on planning applications.

~~1.6 1.3 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.~~

1.8 Having clear arrangements for carrying out consultation will help to establish a two-way process between the community and the Council. It will provide the community with opportunities to help shape their local areas and create a transparent, fair and open planning process. The SCI sets out the techniques available and which are likely to be used, however it is important to retain a degree of flexibility so that methods can be appropriately tailored to the planning document in question, to allow for changes in the regulations or best practice guidance, and to reflect that new methods of communication and engagement may become available over the life of the document.

1.9 The Council will prepare a Statement of Consultation for each DPD it prepares 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

1.10 The review of the Council's SCI takes account of the changes in legislation and regulations since the last review. The Government is committed to increasing the ability of local communities to influence planning decisions and future development in their areas by making the planning system more simple and accessible. The National Planning Policy Framework (2019) says that (paragraph 16):

'Plans should:

c) be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees'

~~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.~~

1.11 On 13<sup>th</sup> May 2020 Ministry of Housing, Communities and Local Government (MHCLG) published temporary measures designed to make it easier to continue to operate the planning system. These measures include an update to the National Planning Practice Guidance (NPPG) in relation to Local Plan preparation and the making of temporary changes to an SCI to allow progress on plan making to continue<sup>4</sup>. In particular the NPPG states that

Where any of the policies in the Statement of Community Involvement cannot be complied with due to current guidance to help combat the spread of coronavirus (COVID-19), the local planning authority is encouraged to undertake an immediate review and update the policies where necessary so that plan-making can continue.

1.12 ~~There are no requirements on how the SCI is produced in legislation for the Local Planning Authority to consult when reviewing and updating the SCI, and Rutland's current SCI makes no commitment to consult on future changes to it. However the Council will undertake four weeks consultation on this review before considering its adoption. 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

1.132 The Covid 19 pandemic has affected all aspects of the implementation of the Council's statutory planning functions. In particular it has affected the ability to make documents available in public places including local libraries, hold exhibitions, circulate leaflets, attend forums or meetings and the submission of paper based

<sup>4</sup> NPPG Paragraph: 076 Reference ID: 61-076-201200513 to Paragraph: 078 Reference ID: 61-078-201200513

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representations as well as the ability for people and groups to meet together to prepare joint responses to applications and DPDs.

1.14 MHCLG and the Planning Advisory Service has issued clear advice that Local Planning Authorities should forge ahead with the preparation of local plans as these will be key to enabling economic recovery which will be necessary once the pandemic is over.

1.15 To do this, changes need to be made to the SCI which will enable the planning process to progress with a focus on electronic and web based formats as recommended by the Government. The changes outlined in this document provide the opportunity to maintain progress with the Local Plan and to continue to determine planning applications in circumstances where there are significant limitations on access, movement and face to face contact which make the current provisions of the SCI impossible to implement. The Statutory Regulations will continue to be met throughout the process and are included within this SCI as the minimum consultation. A subsequent review of the SCI will be undertaken when the Covid19 related changes are no longer considered necessary. It is however recognised that there will continue to be a focus on electronic, web based and virtual methods of consultation going forward. 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.

1.13 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 currently made up of a series of Development Plan Documents that contain policies and allocations that will promote sustainable development in Rutland. It comprises the Core Strategy DPD (July 2011), Site Allocations & Policies DPD (October 2014) and Minerals Core Strategy and Development Control Policies DPD (October 2010). Work is underway on preparing a new Rutland Local Plan that when adopted (anticipated in 2021) will replace all of these documents. The new Local Plan will contain strategic and other policies and allocations to guide development in the County up to 2036<sup>a</sup> ~~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.~~
- 2.24 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. SPDs do not form part of the Development Plan. Information on adopted SPDs<sup>5</sup> can be found on the Council's website

~~Diagram: The Local Plan~~

### Key stages for preparing Development Plan Documents

- 2.35 The Key stages for preparing DPDs are set out in Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). For further details see **Appendix 1**.
- 2.46 In summary these are set out in stages:
- a) Public Participation in preparation of DPDs (Regulation 18) and Publication of a DPD ~~and making representations~~**

<sup>5</sup> <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/supplementary-planning-documents-spd/>



- There is considerable flexibility in how the initial stages of plan preparation may be carried out but typically This-it may involve two stages of consultation ~~and on~~ 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 (SA) 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. The SA process is iterative and is therefore reported and updated throughout preparation of the plan including at Adoption.

**b) Publication of a DPD for making representations (Regulation 19)**

- The Publication (or Pre-Submission) version of the Plan is the final version of the document which the Council intends to submit for public examination. This version will be developed having considered the views and evidence gathered under Regulations 18.
- The proposed document will be published for a minimum of six weeks. Views will be sought on whether the document is “sound” and legally compliant.
- The Council will prepare a Statement of Consultation to present to the Inspector setting out how the community has been consulted at each stage together with a summary of the main issues raised in any representations and how these have been taken into account.

**b) Submission of documents to the Secretary of State (Regulation 22)**

- ~~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—Plan~~ and relevant supporting information, including representations made about the Regulation 19 consultation, 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 Regulation 19 stage will be notified of the Examination process.

- Any person who has made a representation seeking a change to the plan, within the deadline set by the LPA for regulation 19 consultation responses, has a right to be heard at Examination in accordance with section 20(6) of the Planning and Compulsory Purchase Act (PCPA) 2004 with an outstanding representation from the plan publication stage will be notified and at
- The Planning Inspector will determine the issues that they wish to consider through Hearing sessions and will determine who is invited to participate at these session. Hearing sessions may be held virtually. 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.
- Where the Inspector identifies that Main Modifications (MMs) may be needed, the nature and likely extent of these will be discussed at the examination hearings. Following the hearings, the Inspector will ask the Council to produce a schedule of proposed MMs and to carry out public consultation on these to ensure anyone whose interests may be affected by the modification has an opportunity to comment on it. The consultation period will normally last for a minimum of 6 weeks.
- The Inspector will publish prepares an Inspector's Report with recommended modifications which the Council must follow if it is to adopt the Plan with recommendations to either adopt the Plan, or adopt with modifications or not adopt.

#### **d) Adoption of DPD**

- The Council will publish and 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**

2.75 SPDs have fewer stages in their preparation and are not subject to examination. 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 screening report will be prepared to establish whether a Strategic Environmental Assessment (SEA) and/or Habitats Regulations Assessment

(HRA) 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 Reviewing the Community Infrastructure Levy**

2.6 The Community Infrastructure Levy (CIL) is a charge that local authorities can choose to levy on specified new development in their area and which can be used to help deliver a wide range of infrastructure needed to support growth in their area. The Council must demonstrate an infrastructure funding gap; charges will be based on the type of development and be set out in a charging schedule. The Council adopted its CIL charging schedule in January 2016.<sup>6</sup>

2.7 Government guidance is that the preparation or review of CIL charging schedules should be undertaken at the same time as preparing a Local Plan. The Council are not proposing to review the charging schedule at present. Should a review be commenced at some point in the future this would be undertaken in accordance with the following stages set out in the Community Infrastructure Regulations 2010 (as amended) .For further details see **Appendix 3**.

2.8

**a) Preparation**

- The Council will develop appropriate evidence base 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**

<sup>6</sup> <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/community-infrastructure-levy-cil/>

- The Council will publish a draft charging schedule on which representations can be made. This consultation will be for a minimum of 6 weeks. These will be taken into account by the Council prior to its submission for an independent examination. .

**c) Examination and Adoption**

- The draft charging schedule will be submitted with relevant supporting information to a suitably qualified examiner. .
- 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.

Should the Council decide to cease charging CIL there is a requirement to publish a statement setting out the implications of doing so and invite representations on the proposal. This consultation would be for a minimum of 4 weeks.

## **Neighbourhood Planning**

2.9 The Localism Act 2011 introduced the ability for town and parish councils to shape new development by preparing a Neighbourhood Plan and granting planning permission through Neighbourhood Development Orders and Community Right to Build Orders. Neighbourhood Plans can be short and simple or go into considerable detail and include the allocation of sites. They set out local planning policies for that neighbourhood area. Neighbourhood Plans have to be in general conformity with national policy and the strategic elements of the County Council's local plan, they cannot propose less development than that proposed by the Council's Local Plan.

2.10 If the Plan is agreed by the local community in a referendum it will become part of the Development Plan and be used in the determination of planning applications.

2.11 The Neighbourhood Planning (General) Regulations 2012 (as amended) sets out the requirements for publicity and consultation in relation to the preparation of Neighbourhood Plans and Neighbourhood Development Orders. The approach taken to engaging and involving local residents, business and other stakeholders is a matter for the Parish or Town Council and is it up to them to decide how they involve people and undertake consultation.

2.12 However, the Council does have some statutory functions, which are set out in the Regulations. These include publicising the intention to produce a Neighbourhood Plan on its website, undertaking consultations when the Neighbourhood Plan is submitted, facilitating the examination, publishing the examiner's report and organising a referendum. The Council will undertake these functions in accordance with the requirements of the Regulations and the principles of this SCI (see Appendix 3).

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2.13 The Council also has a duty to provide technical advice and support to communities in the preparation of their plans. Further information on the support available can be found on the Council's website<sup>7</sup>.

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<sup>7</sup> <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/neighbourhood-planning/neighbourhood-planning-and-guidance/>

## 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 ([as amended](#)) 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 and Parish Meetings, neighbouring Local Authorities utilities [and health](#) providers and [organisations such as Historic England, Environment Agency and Natural England](#) ~~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 places a duty on Local Planning Authorities and other public bodies to co-operate with each other. The duty requires on-going, constructive and active engagement on strategic cross boundary matters in order to maximise the effectiveness of the Plan, including considering joint approaches to plan making. This could include joint evidence base documents with adjoining local authorities.
- 3.8 Council's must also produce, maintain and update statements of common ground documenting the strategic cross boundary matters to be addressed and the progress which has been made in cooperating to address these. These should be produced using the approach set out in national planning guidance and be made publicly available.
- 3.9 The Council will prepare a Duty to Cooperate Statement of Compliance to demonstrate how it considers it has satisfied the duty in preparing the Local Plan. The Local Plan examination will assess whether the Council has complied with the duty to cooperate.

## Consultation Database

- 3.10 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. In 2018 in compliance with the General Data Protection Regulations (2018) (GDPR) the Council contacted all those on the Local Plan mailing list asking them to confirm that they wished to remain on the list. All subsequent consultation response forms have included information about how data is stored and processed in accordance with the GDPR.
- 3.11 Any organisation or individual can be added to the database at any time by contacting the planning policy team and providing their contact details. Wherever possible electronic contact details will be required. It should be noted, however, that not all bodies and organisations will be consulted on every document.
- 3.12 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.
- 3.16 The Council will ensure access to its information in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and the storing and processing of personal data in accordance with the General Data Protection Regulations (2018)<sup>8</sup>. 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

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<sup>8</sup> For the Planning Policy Privacy Notice see <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/planning-policy-including-housing-strategy/>

be confidential.

3.17 The Council may publish letters and completed web forms which are submitted as part of Local Plan consultations. Contact details such as email and telephone numbers will be removed, however individual names and organisations 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**

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

### **Key Stakeholders**

3.19 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.

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

#### **a) Town and Parish Councils**

Town and Parish Councils and parish meetings offer an important means by which the local community can be consulted at formal and informal stages. These bodies will be consulted through a variety of means including parish briefings (including virtual briefings), email and other meetings and events.

#### **b) Rutland Water Partnership**

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

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



### c) **The Rutland Compact**

— 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.

— 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.

**Voluntary and community sector** The Council will consult where appropriate with the on all major planning consultations and any proposals that may have a significant effect on their services.

### d) **The Uppingham Neighbourhood Forum**

The Uppingham Neighbourhood Forum represents the voluntary sector in Uppingham. It meets quarterly and is governed by an Executive Committee of 14 community groups.

### e) **The Rutland Consortium**

The Rutland Consortium represents the voluntary sector in Rutland. It comprises of local charities and trusts within the County.

## **Engaging under-represented groups**

3.21 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. Consultation will be helped by ensuring, as far as possible, that documents are produced in a clear, concise and understandable manner.

3.22 The groups identified as falling into this category and how they can be engaged in the Local Plan process is considered below.

3.23 **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:

**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.

3.25 **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.

3.26 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.

3.27 The Parish Councils and the Council's mobile library service will also act as a source of further information for this group.

3.28 **Minority Groups** – Minority ethnic groups have a relatively small presence in Rutland. As there are no established local groups or apparent informal groupings, involvement and consultation will be through regional and national organisations.

3.29 The number of Gypsy and Travellers is relatively few in Rutland; the Council will take practical steps to involve Gypsy's, Travellers and Travelling Show Persons wherever possible, building on existing relationships where they exist.

3.30 As well as liaising with Leicestershire & Leicester City Multi Agency Traveller Unit to ensure the best approach to engagement is achieved. Consultation will also be with regional and national organisations representing these groups including The National Federation of Gypsy Liaison Groups.

### 3.31 **Vulnerable and Shielded residents – Covid19**

Measures put in place to shield the most vulnerable residents in the county from the impact of Covid19 means that there are residents who are not currently able to leave their homes and may not therefore be able to engage with the Local Plan consultation in the usual ways. The Council will seek to proactively engage with those residents who are being shielded to support them in accessing and responding to consultation.

3.32 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?

### How the Council will Consult

- 4.1 Planning legislation sets out the minimum requirements for public participation when preparing Local Plan documents and Supplementary Planning Documents. This includes making consultation documents information available ~~on-at~~ the Council's Principal offices, ~~the libraries~~ and on the website. Local Plan consultations will be a minimum of six weeks, ~~with the exception of Consultation on~~ SPD's ~~where consultations~~ will be a minimum of four weeks. The Council considers these to be the minimum standards and aim to do better than the minimum requirements where possible. In light of the restrictions in place in response to Covid19 it is recognised that a number of the "normal" consultation techniques will not be available and new methods of engaging in virtual and electronic formats will be developed.
- 4.2 The Council will notify organisations and individuals where appropriate of any consultation events electronically or where a person does not have an email address, letters will be sent to them to inform them of the consultation. The preferred method of consultation is by email this will help reduced the spread of the disease and supports the ability of the planning team to work remotely, it also enables those involved in the Local Plan to be regularly updated during current restrictions. The submission of representations on electronic forms will in turn facilitate the Examination process and support the work of the Planning Inspector.

### Consultation Methods

- 4.3 The Council intends to use a range of methods to inform and consult with the community in preparing ~~local development~~ planning policy documents.
- 4.4 Some key potential methods of consultation, together with the main benefits are set out below. It is important to note that not all of these methods will be relevant or applicable to each stage or for every document, and some of these techniques may not be possible as Covid19 restrictions remain in place. —This list below is not therefore exhaustive but gives an indication of the different techniques which might be used. Appendices 1- 4 set out what the minimum consultation requirements which will be used for each stage in preparing the Local Plan (Appendix1); SPDs (Appendix 2) CIL (Appendix 3) and Neighbourhood Plans (Appendix 4) :

**Table 1: Potential Consultation techniques which might be used to the preparation of planning policy documents**

Method	Benefits
<p>Make documents and supporting information available at the Council's <del>main</del> <u>Principal Office in Oakhams</u> and public libraries at <del>Oakhams, Uppingham, Ketton, Ryhall and on the Rutland mobile library</del></p>	<p><u>Access to <del>C</del>consultation documents in printed and in electronic format, information and forms for submitting responses are free of charge and access to the submission of electronic representations and available</u>  <u>This may be by appointment</u> -during opening hours.</p>
<p><u>Make documents and supporting information available at the public libraries in Rutland *</u></p>	<p><u>Access to consultation documents in printed and electronic format free of charge and access to the submission of electronic representations available during opening hours.</u></p>
<p><u>Make provision for online engagement through the availability of all relevant documents and the submission of representations online and in electronic format.</u></p>	<p><u>Easy access to consultation documents alongside online response forms which allow for submission of representations in a user friendly format which meets the requirement of Planning Inspectorate (PINs) available 24 hours a day</u></p>
<p>Make documents and supporting information available on the Council's website</p>	<p>Information easily accessible from people's own homes and businesses, 24 hours a day.</p>
<p><u>Make additional copies of consultation documents or extracts of documents available the Local Plan on request</u>  <u>A charge will be made for printed documents and postage (in accordance with the Councils Schedule of Fees and Charges)</u></p>	<p><u>To support those who do not have access to the consultation documents via the internet or in electronic format.</u>  <u>Copies of the Local Plan can be obtained on request from Planning Policy for a fee of £35 collected from Oakham or £40 by post.</u></p>
<p><u>Hold exhibitions* (Including the use of virtual exhibitions, webinars and online presentations )where practical &amp; appropriate</u></p>	<p><u>Publicises information and enables early engagement in options</u> in a user friendly way and in a variety of locations.  <u>The use and format of exhibitions will be determined in relation to the proposed consultation stage, the document type and ability to hold such exhibitions.</u></p>
<p>Include information in a Summary Leaflet where appropriate</p>	<p>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</p>
<p>Local Plan <u>e</u>Newsletter</p>	<p>Online newsletter informs people of Local Plan progress and encourages further involvement in the process.</p>

Method	Benefits
<p><del>Include information in Rutland Parish briefing</del> <u>Distribute information to Parish and Town Councils through existing available channels</u></p> <p><del>Distribute information to Parish Councils and Meetings to be displayed on village notice boards</del></p> <p><del>Attend the Rutland Parish Forum (quarterly meetings) and/or attend Parish Council meetings where relevant</del></p> <p><u>Include updates at Parish Briefings during Covid crisis</u></p>	<p><u>Information circulated to all Town and Parish Councils and Meetings in Rutland, using existing communication channels</u></p> <p>Allows information to be displayed in public locations in local towns and villages.</p> <p>Gives opportunity for representatives of all Parish Councils and Meetings in Rutland to raise and discuss issues.</p> <p><u>Fortnightly/monthly virtual briefing to Town and Parish representatives</u></p>
<p>Press releases to local newspapers, radio and regional tv as well as local digital media</p>	<p>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.</p>
<p>Use of social media such as Twitter @rutlandcouncil to notify followers of Local Plan progress and involvement opportunities</p>	<p>Means of engaging hard to reach groups. Provides an opportunity to encourage and facilitate discussion with interested parties.</p>
<p>Engage Rutland Youth Council and use Rutland's young people's* <u>webpage – <a href="https://www.rutland.gov.uk/my-services/health-and-family/youth-services/available-services/rutland-youth-council/">https://www.rutland.gov.uk/my-services/health-and-family/youth-services/available-services/rutland-youth-council/</a></u></p> <p><u>website <a href="http://www.RAW4youth.com">www.RAW4youth.com</a></u></p>	<p>Means of engaging young people in Rutland to promote and raise any awareness of planning issues and consultations on planning documents.</p>
<p><del>Engage 'Rutland Together' through its theme groups</del></p>	<p><del>Uses a significant body of organisations that represents a wide range of community groups and stakeholders, which meets regularly.</del></p>
<p><u>Engage with existing relevant partnership, forums and groups such as the 'Rutland Water Partnership'*</u></p>	<p><u>Using existing forums and partnerships helps to engage with and capture the views of groups on specific issues. The Rutland Water is partnership meets regularly and; it will allow the Council to capture views relating to Rutland Water specific issues</u></p>

Method	Benefits
<u>Engage Meet</u> with target groups, community groups and forums, including use of <u>meetings</u> , 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.
<u>Letters and e-mails sent to consultees</u> <u>Notifications sent to those on the Local Plan mailing list</u> <u>(Letters will only be used where no email address is available)</u>	Formal means of communication with those on database; ensures communication is received  <u>Those on mailing list will be actively encouraged to provide email contact details to reduce paper notifications</u>
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. <u>Follows a standard format which allows Responses to can be copied accurately to database and facilitates the Examination process.</u>
Dedicated e-mail address for Local Plan matters	Means of submitting comments and contacting the Council for further information and assistance.
* <u>Assuming that this method can be safely carried out in a way which is consistent with Covid19 restrictions. This may mean ensuring social distancing measures are in place and through the use of web base, virtual and electronic formats</u>	

4.5 Further details of how these methods will be applied to development plan documents (DPDs) and supplementary planning documents (SPDs) are shown in **Appendices 1 & 2**. 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)

4.6 Details about when consultation will take place on each document are shown in the [Local Development Scheme \(LDS\)](#)<sup>9</sup>. Progress against the key milestones for document preparation are reported annually in the [Authority Monitoring Report \(AMR\)](#)<sup>10</sup>.

<sup>9</sup> <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/local-development-scheme/>

<sup>10</sup> <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/annual-monitoring-report/>

4.7 Further information and advice on the planning process is available through a number of sources (see **Appendix 7**).

~~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.~~

~~4.7 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 sources. 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
- ~~Advertisement Consent~~

### 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 enabling 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 2015<sup>9</sup>.
- 5.9 This requires the local planning authority to publicise planning applications either by site notice and/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 45** 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 where required
- 5.13 Details of all planning applications are available to view on the Council's website: [view planning applications](#)
- [https://publicaccess.rutland.gov.uk/online-applications/?\\_ga=2.79940119.1621564901.1585842800-995025687.1585842800](https://publicaccess.rutland.gov.uk/online-applications/?_ga=2.79940119.1621564901.1585842800-995025687.1585842800)
- 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 [Viewing and commenting on a planning application](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](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. Major or contentious applications ~~can also be determined by~~ **are decided by** the Council's Development Control & Licensing Committee, where the Development Manager or case officer considers it appropriate given the nature of the development.
- 5.19 However, a Member may request for an application to be determined by Committee but this will be subject to additional assessment and the Chairman or vice-Chairman in consultation with the Development Manager will decide whether the application should go to the Development Control & Licensing Committee. Further details are available on the Council's website in Part 8 – Scheme of Delegation which is part of the Council's Constitution.

- 5.20 Meetings of the Council's Development Control & Licensing Committee are held approximately every 4 weeks. Applications presented to Committee are accompanied by a written report and officer recommendation.
- 5.21 The applicant/agent for an application will be informed that it will be considered at a committee meeting. Members of the public who have commented on the application will also be notified about the 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.
- 5.22 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.
- 5.23 Details of decisions are published on the Council's website.

## Planning Appeals

- 5.24 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.
- 5.25 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.
- 5.26 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.
- 5.27 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.
- 5.28 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

- ~~5.29 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.~~

5.30 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

This table sets out the minimum consultation or notification which will be used for each stage in the Plan making process. Additional complementary techniques (from table 1 within the SCI) may also be used depending on the stage, nature of the documents and the relevance of the consultation method proposed.

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 Preparation (Regulation 18)</b></p> <p>Issues &amp; Options/ Preferred Options</p>	<p>Those bodies or persons that the Council considers to have an interest in the Plan, 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>• Informal and on-going involvement in plan preparation will be possible up to its publication</li> <li>• There will be at least one 'formal' consultation period during the plan preparation, normally with a minimum consultation period of 6 weeks (up to a maximum of 12 weeks)</li> </ul>	<ul style="list-style-type: none"> <li>• Engage with/involve as appropriate               <ul style="list-style-type: none"> <li>— <u>Rutland Together</u></li> <li>— <u>Rutland Parish and Town Forum Councils</u></li> <li>— Target groups and stakeholders</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>- 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> </ul>	<ul style="list-style-type: none"> <li>• <del>Press release to local newspapers, radio and regional tv as well as local digital media,</del></li> <li>• <del>Advert in local newspapers may be considered appropriate</del></li> <li>• <del>Notice circulated to Town and Parish Councils and Meetings for public display</del></li> <li>• <del>Public meetings and/or exhibitions</del></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>• Dedicated e-mail address <a href="mailto:localplan@rutland.gov.uk">localplan@rutland.gov.uk</a> for responses and enquiries</li> <li>• <u>Press release to local newspapers, radio and regional tv as well as local digital media,</u></li> </ul>	<ul style="list-style-type: none"> <li>• <del>Stakeholder group meetings</del></li> <li>• <del>Summary Leaflet prepared which may be circulated to households in Rutland</del></li> <li>• <del>Local Plan Newsletter</del></li> <li>• <del>The Council will investigate the use of social media</del></li> </ul>
<p><b>Plan Publication (Regulation 19 &amp; 20)</b></p> <p><b>Proposed Submission <u>Plan</u></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>- <u>how the plan can be viewed</u></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <del>prior or during the consultation period</del> <u>press release to local newspapers radio and regional tv as well as local digital</u></li> </ul>

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
			<p>(including an electronic copy or link where relevant)</p> <ul style="list-style-type: none"> <li>- <u>advise those without internet access to contact the Local Plans team directly to discuss their needs</u></li> <li>• <u>Draft Plan(s) and accompanying documents will be made available at the Council's principal office and on the Council's -at the Council offices, Libraries and published on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></u></li> <li>• <u>Copies or extracts of the Plan made available in print at cost or electronic format at cost and on request.</u></li> <li>• Online response form on Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> <li>• <u>Dedicated e-mail address <a href="mailto:localplan@rutland.gov.uk">localplan@rutland.gov.uk</a> for responses and enquiries</u></li> <li>• <u>Press release to local</u></li> </ul>	<p>media, Local Plan newsletter</p> <ul style="list-style-type: none"> <li>• <u>Advert in local newspapers maybe considered appropriate</u></li> <li>• <u>Notice circulated to Town and Parish Councils and Meetings for public display</u></li> <li>• <u>Public meetings and/or exhibitions</u></li> <li>• <u>Stakeholder group meetings</u></li> <li>• <u>summary</u></li> </ul>



Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
			<p><u>newspapers radio and regional tv as well as local digital media.</u></p>	<p>Leaflet to households in Rutland may be considered appropriate <u>Use of Council monthly Newsletter</u></p>
<p><b>Submission of Plan to Secretary of State (Regulation 22)</b></p>	<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 <del>in paper form and</del> electronically to the Secretary of State</li> <li>Plan and accompanying documents will be <u>made available at the Council's principal office and made available at the Council offices, Libraries and</u> published on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> <li><u>A statement will be placed on the Council's website setting out how the plan and accompanying documents can be accessed</u></li> <li><u>Press release to local</u></li> </ul>	<ul style="list-style-type: none"> <li><del>A</del></li> <li><del>Press release to local newspapers radio and regional tv as well as local digital media,</del></li> <li><del>Advert in local newspapers may be considered appropriate</del></li> <li><del>U</del></li> </ul>

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
			<p><u>newspapers radio and regional tv as well as local digital media.</u></p> <ul style="list-style-type: none"> <li><del>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.</del></li> </ul>	
<p><b>Independent Examination (Regulation 24)</b></p>	<ul style="list-style-type: none"> <li>Any person with an outstanding representation from the plan publication (Reg 19) stage</li> </ul>	<ul style="list-style-type: none"> <li>Notification about examination at least 6 weeks before the opening of the hearing</li> <li>6 week consultation period if there are main modifications <u>(or as required by the Inspector)</u></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 <u>principal</u> offices setting out where the hearing will be held and the name of the Inspector appointed to carry out the examination</li> <li>Email <u>(or letter)</u> 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 <u>or letter</u> and public notice on</li> </ul>	<ul style="list-style-type: none"> <li><del>Press release to local newspapers</del></li> <li><del>Advert in local newspapers</del></li> </ul>

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
			Council's website and at the Council office	
<b>Publication of Inspector's recommendations (Regulation 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's <u>principal</u> offices and published on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></li> <li><u>Give notice to those persons</u> <del>Email or letter to those who have requested to be notified</del></li> <li><u>Press release to local newspapers radio and regional tv as well as local digital media</u></li> </ul>	<ul style="list-style-type: none"> <li><del>Use of Council monthly Newsletter</del></li> <li><del>Press release to local newspapers radio and regional tv as well as local digital media</del></li> </ul>
<b>Adoption of a plan (Regulation 26)</b>	<ul style="list-style-type: none"> <li>The Secretary of State</li> <li>Anyone who has specifically asked to be notified when the plan is adopted.</li> </ul>	<ul style="list-style-type: none"> <li>Not a consultation stage</li> </ul>	<ul style="list-style-type: none"> <li><u>As soon as is reasonably practicable after the Council adopts a plan, the plan and accompanying documents will be made available at the Council offices and Libraries and on the Council's website</u></li> <li><del>A notice setting out where how the plan and accompanying documents can be accessed will be published on Council's website and at the Council office</del></li> </ul>	<ul style="list-style-type: none"> <li><del>Press release to local newspapers radio and regional tv as well as local digital media, T</del></li> <li><del>Local Plan newsletter</del></li> <li><u>Use of Council monthly</u></li> </ul>

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method	Additional consultation methods which may be used
			<p><del>are available and the times at which they can be inspected.</del></p> <ul style="list-style-type: none"> <li>• <u>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 and have provided an email address</u></li> <li>• <u>Press release to local newspapers radio and regional tv as well as local digital media</u></li> </ul>	<p><u>Newsletter</u>  <del>—</del> <u>Press release to local newspapers radio and regional tv as well as local digital media.</u></p>

## Appendix 2: Consultation on Supplementary Planning Documents

This table sets out the minimum consultation or notification which will be used for each stage in the SPD making process. Additional complementary techniques (from table 1 within the SCI) may also be used depending on the stage, nature of the documents and the relevance of the consultation method proposed.

<u>Stage</u>	<u>Who will be notified?</u>	<u>Period of consultation/notice period</u>	<u>Minimum consultation or notification method</u>
<b><u>Preparation and Publication of Draft SPD (Regulation 12)</u></b>	<p><u>Those bodies or persons that the Council considers to have an interest in the document, such bodies will include relevant:</u></p> <ul style="list-style-type: none"> <li>• <u>specific consultation bodies</u></li> <li>• <u>general consultation bodies</u></li> <li>• <u>Residents or businesses within the area where appropriate</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>There will be one 'formal' consultation period during the preparation, normally with a minimum consultation period of 4 weeks</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Engage with/involve as appropriate</u> <ul style="list-style-type: none"> <li>- <u>Rutland Parish and Town Council</u></li> <li>- <u>Target groups and stakeholders where relevant</u></li> </ul> </li> <li>• <u>Those considered to have an interest will be informed by email or letter setting out:</u> <ul style="list-style-type: none"> <li>- <u>the consultation period</u></li> <li>- <u>how the document can be viewed (including an electronic copy or link where relevant)</u></li> </ul> </li> <li>• <u>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></u></li> <li>• <u>Online response form on Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></u></li> </ul>

<u>Stage</u>	<u>Who will be notified?</u>	<u>Period of consultation/notice period</u>	<u>Minimum consultation or notification method</u>
			<ul style="list-style-type: none"> <li>• <u>E-mail address <a href="mailto:localplan@rutland.gov.uk">localplan@rutland.gov.uk</a> for responses and enquiries</u></li> </ul>
<b><u>Adoption of SPD (Regulation 14)</u></b>	<ul style="list-style-type: none"> <li>• <u>Anyone who has specifically asked to be notified when the SPD is adopted</u></li> </ul>	<u>Not a consultation stage</u>	<ul style="list-style-type: none"> <li>• <u>An adoption and consultation 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></u></li> <li>• <u>Anyone who has asked to be notified will be sent an email or letter including a copy of the Adoption Statement</u></li> </ul>

### **Appendix 3: Consultation on Community Infrastructure Levy**

This table sets out the minimum consultation or notification which will be used for each stage in the process of reviewing of CIL. Additional complementary techniques (from table 1 within the SCI) may also be used depending on the stage, nature of the documents and the relevance of the consultation method proposed.

<b><u>Stage</u></b>	<b><u>Who will be notified?</u></b>	<b><u>Period of consultation/notice period</u></b>	<b><u>Minimum consultation or notification method</u></b>
<b><u>Consultation on Draft Charging Schedule (Regulation 15)</u></b>	<p><u>Those bodies or persons that the Council considers to have an interest in the document, such bodies will include relevant:</u></p> <ul style="list-style-type: none"> <li>• <u>Consultation bodies</u></li> <li>• <u>Residents, businesses, voluntary bodies or business bodies within the area where appropriate</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Minimum of 6 weeks</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Copy of the draft charging schedule, relevant evidence and a statement of the representations procedure will be sent to the Consultation bodies inviting them to make representations</u></li> <li>• <u>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></u></li> <li>• <u>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.</u></li> <li>• <u>Online response form on Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></u></li> <li>• <u>Dedicated e-mail address</u></li> </ul>

<u>Stage</u>	<u>Who will be notified?</u>	<u>Period of consultation/notice period</u>	<u>Minimum consultation or notification method</u>
			<p><a href="mailto:localplan@rutland.gov.uk">localplan@rutland.gov.uk</a> for responses and enquiries</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b><u>Withdrawal of a draft charging schedule (Regulation 18)</u></b>	<u>All those previously consulted on the draft charging schedule</u>		<ul style="list-style-type: none"> <li>• <u>Publish statement on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></u></li> <li>• <u>Place notice in the local newspapers</u></li> <li>• <u>Remove the draft charging schedule from the Council's website, the Council offices &amp; libraries</u></li> </ul>
<b><u>Submission of documents and information to the Examiner (Regulation 19)</u></b>	<ul style="list-style-type: none"> <li>• <u>Those who requested to be notified that the draft charging schedule has been submitted</u></li> </ul>	<u>Not a consultation stage</u>	<ul style="list-style-type: none"> <li>• <u>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></u></li> <li>• <u>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</u></li> <li>• <u>If modified send a copy of the statement of modifications to all those consulted on the draft charging schedule</u></li> </ul>
<b><u>Examination (Regulation 21)</u></b>	<ul style="list-style-type: none"> <li>• <u>Those who have made representations</u></li> </ul>	<u>Not a consultation stage</u>	<ul style="list-style-type: none"> <li>• <u>Publish details of the examination and Inspector on the Council's website</u></li> </ul>
<b><u>Publication of Examiner's</u></b>	<ul style="list-style-type: none"> <li>• <u>Those who requested to be notified of the examiner's</u></li> </ul>	<u>Not a consultation stage</u>	<ul style="list-style-type: none"> <li>• <u>Copy of the examiner's recommendations made available for inspection at the Council</u></li> </ul>



<u>Stage</u>	<u>Who will be notified?</u>	<u>Period of consultation/notice period</u>	<u>Minimum consultation or notification method</u>
<u>recommendations (Regulation 23)</u>	<u>recommendations</u>		<p><u>offices, Libraries and published on the Council's website <a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></u></p> <ul style="list-style-type: none"> <li>• <u>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</u></li> </ul>
<u>Approval and publication of a charging schedule (Regulation 25)</u>	<ul style="list-style-type: none"> <li>• <u>Those who requested to be notified of the approval of the charging schedule</u></li> </ul>		<ul style="list-style-type: none"> <li>• <u>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></u></li> <li>• <u>Give notice by advertisement in local newspaper of the approval of the charging schedule</u></li> <li>• <u>Give notice to those persons who requested to be notified of the approval of the charging schedule that it has been approved</u></li> <li>• <u>Send a copy of the charging schedule to each of the relevant consenting authorities</u></li> </ul>



## **Appendix 4: Neighbourhood Planning – Rutland County Council Statutory Requirements**

This table sets out the minimum consultation or notification which will be used for each stage in the process of preparing a Neighbourhood Plan. Additional complementary techniques (from table 1 within the SCI) may also be used depending on the stage, nature of the documents and the relevance of the consultation method proposed.

<b><u>Stage</u></b>	<b><u>Who will be notified?</u></b>	<b><u>Period of consultation/notice period</u></b>	<b><u>Minimum consultation or notification method</u></b>
<u>Designation of Neighbourhood Area (Regulation 5)</u>	<ul style="list-style-type: none"> <li>• <u>Consult with relevant consultees including adjoining Parishes, statutory bodies<sup>11</sup></u></li> <li>• <u>Confirm designation to Qualifying Body and anyone who made representations on application</u></li> </ul>	<u>6 weeks</u>	<u>Publish application on website</u>  <u>Publish designation notice on website</u>
<u>Publish Submitted Plan (Regulation 16)</u>	<ul style="list-style-type: none"> <li>• <u>Notify relevant consultation bodies</u></li> </ul>	<u>6 weeks</u>	<u>Copy of the submitted Plan, relevant evidence and a statement of the representations procedure available for inspection at the Council offices and published on the Council's website</u>  <u>Online response form</u>  <u>Dedicated email address for responses and enquiries</u>

<sup>11</sup> If the Parish Council is proposing the area to be designated covers the whole of the Parish there is no requirement to consult as the Council must designate the Neighbourhood Area

<u>Publication of Examiners Report (Regulation 18)</u>	<ul style="list-style-type: none"> <li>• <u>Notify:</u> <ul style="list-style-type: none"> <li>- <u>relevant consultation bodies</u></li> <li>- <u>Qualifying Body</u></li> <li>- <u>Anyone who has specifically requested to be notified</u></li> <li>- <u>Residents and businesses within Neighbourhood Area</u></li> </ul> </li> </ul>	<u>Not a consultation stage</u>	<p><u>Give notice by email (or letter) of publication of Examiners Report and Decision Statement</u></p> <p><u>Copy of the Examiners Report and Decision Statement available for inspection at the Council offices and published on the Council's website</u></p>
<u>Referendum</u>		<u>Not a consultation stage</u>	<u>Publish information statement at least 28 days before referendum on website</u>
<u>Making Neighbourhood Plan (Regulation 20)</u>	<ul style="list-style-type: none"> <li>• <u>Notify :</u> <ul style="list-style-type: none"> <li>• <u>anyone who has requested to be notified</u></li> <li>• <u>Qualifying Body</u></li> </ul> </li> </ul>	<u>Not a consultation stage</u>	<p><u>Give notice by email (or letter) that the Plan has been made and where it can be inspected</u></p> <p><u>Copy of made Neighbourhood Plan made available for inspection at Council offices and published on Council website</u></p>

## Appendix 5: 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, Advertisement consent 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 2015 <del>0</del> Article 1 <del>53</del> (2)(a)
Does not accord with the provisions of the Development Plan	Newspaper and Site Notice	DMPO 2015 <del>0</del> Article 1 <del>53</del> (2)(b)

Affect a Right of Way	Newspaper and Site Notice	DMPO 2015 <del>0</del> Article 15 <del>3</del> (2)(c)
<p>Major development. (unless in 2(a) to 2 (c) above)</p> <p><u>(a) The wining and working of minerals or the use of land for mineral-working deposits:</u></p> <p><u>(b) Waste development:</u></p> <p><del>(a)(c)</del> n/a  <del>(b)(d)</del> n/a  <del>(c)(e)</del> the provision of dwelling houses where-</p> <p style="padding-left: 40px;">(i) the number of dwelling houses to be provided is 10 or more; or</p> <p style="padding-left: 40px;">(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>	Newspaper and Site Notice	DMPO 2015 <del>0</del> Article 15 <del>3</del> (4)
All other "Planning Applications"	<p>(a) <u>By Site Notice</u> (unless site notice is required under Sections 67 or 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990)</p> <p><u>or</u></p> <p>(b) <u>by serving notice on any adjoining owner or occupier</u></p>	DMPO 2015 <del>0</del> Article 15 <del>3</del> (5)

<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 <a href="#">Part 3 of the Wildlife and Countryside Act (1981) Article 8</a> applies, e.g. affects a public right of way, contrary to the development plan or site area exceeds 1 hectare.</li> <li>3. If site area exceeds 1 hectare must notify all adjoining owners or occupiers.</li> </ol>	<p>Part <del>16</del><sup>24</sup> of the Town and County Planning (General Permitted Development) Order <del>1995</del><sup>2015</sup>.</p>
<p><del>Conservation Area Consent Application.</del></p>	<p><del>Newspaper and Site Notice.</del></p>	<p><del>Regulation 5 of the LB Regulations.</del></p>
<p>Listed Building Consent Application.</p>	<p>Newspaper and Site Notice, unless works are wholly internal on a Grade 2 listed building.</p>	<p>Regulation 5 of the LB Regulations.</p>
<p>Development affecting the setting of a listed building.</p>	<p>Newspaper and Site Notice.</p>	<p>Section 67 of the Planning (Listed Buildings and Conservation</p>

		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 or notification of adjacent owners / occupiers on a discretionary basis.
7. Neighbour notifications will take place on Planning and Reserved Matters Applications, in most cases this will be on a non-statutory, discretionary basis where a site notice has been posted near the site, but on a non-statutory, discretionary basis. They are a secondary means of publicity. The primary method ~~-, where one is use will be the 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 6: Glossary

<u>Title</u>	<u>Abbreviation</u>	<u>Description</u>
<u>Adoption</u>		<u>The final confirmation of the status of a planning policy document by a local planning authority (LPA).</u>
<u>Authority Monitoring Report</u>	<u>AMR</u>	<u>Report on how authority is performing with regard to meeting the timetables for preparation of Local Plan documents and the performance of planning policies, with the identification of any remedial action to be taken if required</u>
<u>Community Infrastructure Levy</u>	<u>CIL</u>	<u>Mechanism for securing developer contributions towards the cost of providing essential community infrastructure.</u>
<u>Development Plan</u>		<u>The statutory plan that provides the basis for determining planning applications. Comprises adopted Local Plans and neighbourhood plans that have been made.</u>
<u>Development Plan Document</u>	<u>DPD</u>	<u>Document subject to independent examination, which will form part of the statutory development plan for the area. Sets out the planning policy framework against which planning applications are assessed. Part of the Local Plan.</u>
<u>Equalities Impact Assessment</u>	<u>EIA</u>	<u>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.</u>
<u>Issues and Options</u>		<u>Produced during the initial stage of the preparation of Development Plan Documents.</u>
<u>Local Development Scheme</u>	<u>LDS</u>	<u>The Council's three-year programme for preparing Local Development Documents. Part of the Local Plan.</u>
<u>Local Plan</u>		<u>In law described as a Development Plan Document (DPD) can consist of either strategic or non-strategic policies, or a combination of the two. They are subject to an independent examination by a planning inspector and are prepared in consultation with the local community</u>
<u>Localism Act 2011</u>		<u>The Localism Act aims to shift power away from central government and towards local people, communities and councils. Contains</u>

<u>Title</u>	<u>Abbreviation</u>	<u>Description</u>
		<u>provisions intended to simply and clarify the planning system.</u>
<u>National Planning Policy Framework</u>	<u>NPPF</u>	<u>Sets out the government's planning policies and how these are expected to be applied. .</u>
<u>Neighbourhood Plan</u>	<u>NP</u>	<u>A plan prepared by a Town/Parish Council or neighbourhood forums for a specific neighbourhood area. They are subject to community consultation, an independent examination by an examiner and a local referendum process. Once made, these documents form part of the statutory development plan for the area</u>
<u>Neighbourhood Development Order</u>		<u>Enables the community to grant planning permission for development it wishes to see</u>
<u>Planning Inspectorate (PINS)</u>		<u>Executive agency of the Ministry of Housing, Communities and Local Government. Responsible for determining outcome of planning and enforcement appeals and holding examinations into local plans.</u>
<u>Public Examination</u>		<u>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.</u>
<u>Statement of Consultation</u>		<u>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.</u>
<u>Statement of Community Involvement</u>	<u>SCI</u>	<u>Sets out how the Council will engage and consult with the public and other stakeholders during the production of the Local Plan and when dealing with planning applications</u>
<u>Supplementary Planning Document</u>	<u>SPD</u>	<u>Expand on policies and proposals in Local Plans. They do not form part of the statutory development plan and are not subject to independent examination. SPDs are typically produced to provide more detailed guidance on how a particular policy should be implemented or site developed. Once adopted, SPDs form part of the Local Plan as non-statutory documents.</u>
<u>Stakeholder</u>		<u>A person, group, company, association, etc with an interest in, or potentially affected by planning decisions in Rutland.</u>

<u>Title</u>	<u>Abbreviation</u>	<u>Description</u>
<u>Sustainability Appraisal</u>	<u>SA</u>	<u>Document setting out the appraisal of plans and policies to ensure they reflect sustainable development objectives.</u>
<u>Test of Soundness</u>		<u>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 &amp; consistent with national policy.</u>
<u>The Council</u>		<u>Rutland County Council</u>
<u>Town and Country Planning (Local Plans) (England) Regulations 2012 (as amended)</u>		<u>The regulations that set out the process by which the Local Plans and SPDs must be prepared</u>

## **Appendix 7: 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