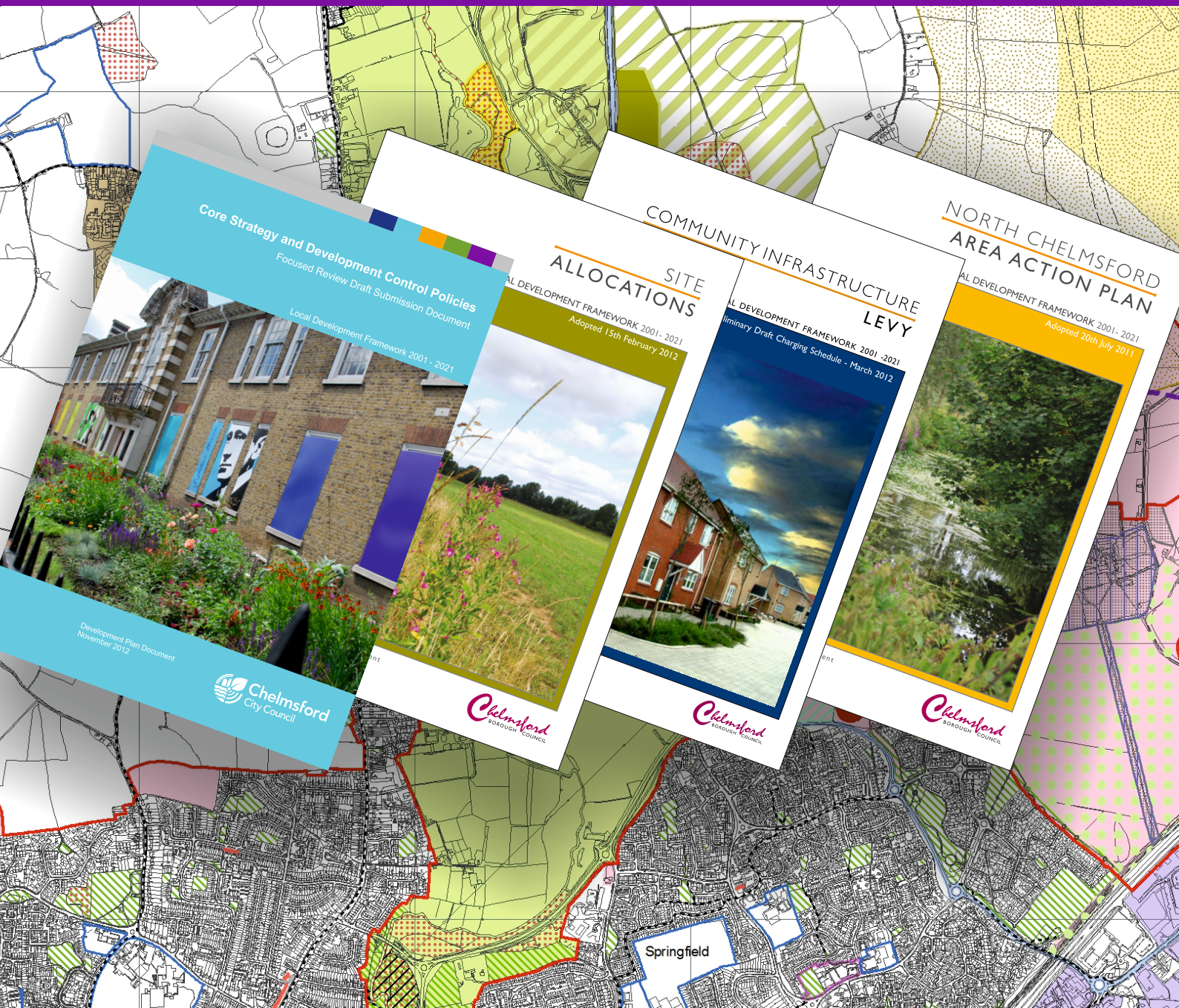


Statement of Community Involvement (SCI) Second Review

Adoption, January 2013

Local Development Framework 2001 - 2021



Published January 2013

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I How we have got to this point

Part I How we have got to this point

1.1 The Council is required to have an up to date Statement of Community Involvement (SCI) setting out how it will involve the community in plan making and when considering planning applications. The SCI will help to ensure that local communities have greater involvement in local planning decisions and are better able to shape the places where they live.

1.2 Consultation on this second review of the SCI first started with a pre-draft or early consultation taking place during July/August 2012. This sought views on the scope and content of the new SCI and received 86 comments from 27 people/organisations.

1.3 Following these suggestions a new draft SCI was published for a six week consultation period between 11th October and 21st November 2012. As a result of this consultation 31 comments were received from 15 people/organisations. These comments have been considered in a feedback report which has been published, and have been taken into account in producing this final document.

Part 2 Introduction

2.1 The Town and Country Planning system seeks to ensure the community and stakeholders are involved in planning and development matters. Planning affects everyone in some way – the homes we live in, the open spaces we enjoy, the leisure facilities we use and the roads we travel on. Therefore, it is important that local people understand the planning process and are given the opportunity to get involved to contribute ideas and influence land use decisions.

2.2 In order to achieve this, all local planning authorities are required to produce a Statement of Community Involvement (SCI), which sets out their strategy for effective community participation. The statement includes information on how and when community involvement will take place and what organisations and individuals will be consulted.

2.3 The Council's existing SCI was adopted in May 2010. This document is the consultation version of an update to that document. It has been prepared to take into account new legislation and to incorporate new ideas, both aimed at increasing public involvement.

Getting involved in planning

2.4 There are two main ways to get involved in local planning matters:

- Making comments on **planning applications** - most types of development from new houses to business parks require a planning application to be submitted and approved, and
- Having your say during public consultation periods on **local development documents** (Local Development Framework or Local Plan) - these documents set the policy framework against which development proposals will be assessed.

2.5 Decisions on planning applications are made in line with Development Plan Documents, so getting involved in the production of these is essential.

2.6 There are a number of organisations who provide information and advice on the planning system and how to get more involved. A list of useful contacts is set out in Appendix A.

Links to other Council Strategies

2.7 The Council, as a whole, has other policies which guide and promote community engagement. These include the Chelmsford City Council Consultation and Engagement Strategy, Community Plan, Equality Objectives and Development Control Charter. This SCI takes into account other relevant corporate policies and documents. We will also work with other Council departments to ensure that a consistent approach is taken to consultation.

2.8 Where appropriate, joint consultations between departments will be considered to share resources and avoid consultation fatigue.

Our community involvement principles

2.9 In making planning decisions, the Council will often need to balance differing views and make judgements in the interests of all our communities. Getting local opinions will help us make decisions in the most informed way possible. To achieve this, we will apply some general principles to our planning consultations:

2 Introduction

1. Meet and where practicably possible exceed the minimum standards for community involvement as set out in legislation
2. Ensure consultation is accessible to all regardless of age, gender, faith, race, disability as well as knowledge and experience
3. Seek views of interested and affected parties as early as possible and throughout the process where appropriate
4. Use suitable consultation methods that relate to the stage of the planning process, issues being discussed, communities involved, resources available and time constraints
5. Publish consultation materials that are clear, concise and avoid unnecessary jargon
6. In addition to traditional methods of publication, make widespread use of electronic and modern media techniques to make consultation easier, quicker and more cost effective
7. Take account of views received and be honest about the scope of consultations from the start.

These principles are discussed further throughout this SCI.

Community involvement in planning policy 3

Part 3 Community involvement in planning policy

3.1 The Council has adopted a large number of Local Development Documents and Supplementary Planning Documents following extensive community and stakeholder input. These include the Core Strategy, North Chelmsford Area Action Plan, Site Allocations Document and a suite of Supplementary Planning Documents (SPDs). Together these make up the area's Local Development Framework (LDF). The public consultation activities undertaken during the preparation of these documents has been effective in engaging a wide variety of individuals and organisations and has had a positive impact on the creation of these plans.

3.2 The system for plan making, procedures for community consultation and examinations in public has changed since the publication of the last SCI. This includes the publication of the National Planning Policy Framework (NPPF) in March 2012⁽¹⁾. In the future some aspects will change further as the Localism Act⁽²⁾ comes fully into force. A key priority for this Council will be to ensure that the adopted LDF documents conform with legislation and latest government policy. This may involve a full review of an existing document or a partial review such as a specific policy or topic. It will also involve the production of new documents including a Community Infrastructure Levy (CIL). In the longer-term, it is anticipated that the Council may be required to prepare a new-style Local Plan to replace much of its LDF.

3.3 Information on the Council's programme for preparing or revising local development documents (or Local Plan) and Supplementary Planning Documents is contained in the Local Development Scheme (LDS). More regular updates will also be available on our website.

3.4 Regardless of the programme all new or updated documents will be prepared in line with legislation and relevant national policy⁽³⁾. Promoting even greater effective community involvement in plan making is a key objective of the Localism Act and NPPF and therefore, these aspirations are reflected in this revised SCI.

Who will we consult

3.5 The Council is required by legislation to consult certain bodies which it considers may have an interest in or be affected by a document. These bodies include:

- Essex County Council
- Neighbouring Councils
- Local Parish and Town Councils
- Utility companies
- Primary Care Trust

1 This sets out national planning policy and must be taken into account when preparing local planning policy documents and determining planning applications. It replaces most existing Planning Policy Statements and Planning Policy Guidance Notes

2 This proposes many changes to the planning system, including the revocation of regional strategies, the return of local plans and the introduction of neighbourhood plans. It was partially enacted by the Localism Act 2011

3 For example, The Town and Country Planning (Local Planning) (England) Regulations 2012, The Localism Act 2011 and The Community Infrastructure Levy Regulations 2010 (as amended)

3 Community involvement in planning policy

- Network Rail Infrastructure Ltd
- Local policing body
- Government bodies like The Highways Agency and Natural England.

3.6 In addition to meeting its statutory obligations, the Council will also seek to ensure a wide range of other stakeholders and individuals have opportunities to become involved at any stage if they wish or where their input will be useful. These include:

- Organisations that represent specific communities or interests such as, Chelmsford Business Forum, Essex Racial Equality Council, Sport England and the Police
- Developers, landowners and planning professionals like the House Builders Federation
- Local businesses, voluntary and community groups including Chelmsford Council for Voluntary Services and Chelmsford Area Action Group
- Others who have expressed an interest in the plan or subject matter
- The general public including members of the Council's Citizen Panel and proposed Youth Panel
- Council elected members who provide important channels of communication to and advocates for their local communities especially in unparished areas.

3.7 The Council maintains a database of people and organisations who want to be kept informed and have responded to consultation documents. This database is used to keep registered individuals, organisations and groups informed on the production of any development plan documents. New consultees can be added to the consultation database at any time. Anyone who wishes to be added can do so at <http://consult.chelmsford.gov.uk> or contact the planning policy team.

How we will consult

3.8 Legislation sets out the minimum requirements for public participation when preparing Local Development Documents (or Local Plan) and Supplementary Planning Documents. This includes making information available on our website. Where possible and appropriate, the Council will go beyond these requirements to promote greater community participation and to meet the needs of our different communities. Therefore, a variety of methods are likely to be used at various stages of the plan making process. These include, but are not limited to:

- **Direct notifications to appropriate organisations and individuals** – emails or letters (where no email) will be sent to statutory bodies, relevant groups and to those who have requested to be contacted on our consultation database
- **Website and Consultation Portal** – progress on our planning documents will be publicised on the Council's website. This will also be the place to download evidence base documents and feedback reports. People will be able to view and make comments on consultation documents through our consultation portal: <http://consult.chelmsford.gov.uk>

Community involvement in planning policy 3

- **Deposit venues** – During consultation periods, documents will be made available for inspection at the Council's Planning Reception Desk, Chelmsford; South Woodham Ferrers Community Information Centre, Baron Road until May 2013 when it will relocate to the new South Woodham Ferrers Customer Service Centre, Chandlers Way and local libraries (at the discretion of Essex County Council)
- **Social networking sites** – where it would be appropriate, consultation events will be advertised on our Corporate Facebook and Twitter pages
- **Local media** – we may place a public notice in a local newspaper to advertise formal periods of consultation. These will include detail on when and where planning documents can be inspected, how copies can be obtained, the closing date for representations and where to send them. Press releases to local newspapers and radio stations may also be issued to promote consultations and latest news
- **Life** – regular updates will appear in our civic newspaper which is distributed to homes and organisations across the City several times a year
- **Presentations and forums** - to appropriate groups, organisations and stakeholders to target particular people in the community who may be interested in specific issues. For example, when dealing with children and young people, we will try to involve local schools and colleges as well as work with bodies such as the YMCA
- **Leaflets, posters and flyers** - these may be distributed to promote consultations and summarise information on consultations. Information may also be circulated to Parish/ Town Councils and residents associations for display on community notice boards or in community newsletters
- **Interactive workshops** – discussions of topics and documents in groups using plans, models and other visual materials. This format may be more appealing to some people than traditional methods of consultation. Workshops are particularly useful at issues and options stages of consultation and the Council may use consultants to support us with this engagement. Information on workshops being held will be advertised on our website
- **Exhibitions and road shows** – displaying information and proposals in a public exhibition at for example, libraries, community centres and shopping centres. These are useful in promoting consultations and engaging those who may not get involved in more formal methods. Exhibitions can be staffed to enable face-to-face discussion. Where possible, these will be held in partnership with the Council's Mobile Information Service which focuses on reaching people in rural or remote parts of the City
- **Citizens' Panel and proposed Youth Panel** – where appropriate, we will seek views from these groups through questionnaires and presentations
- **Council meetings** - where appropriate, we will take our plans to relevant Council meetings for feedback and approval from elected local members, and
- **Surveys and questionnaires** – surveys and questionnaires may be used to canvass views on key issues, options, proposals and documents.

3 Community involvement in planning policy

3.9 In line with the principles of community involvement in paragraph 2.9, the Council will do its best to ensure that documents are written clearly and concisely and avoid technical language whilst remaining fit for their purpose. Documents can also be made available in different languages and formats on request.

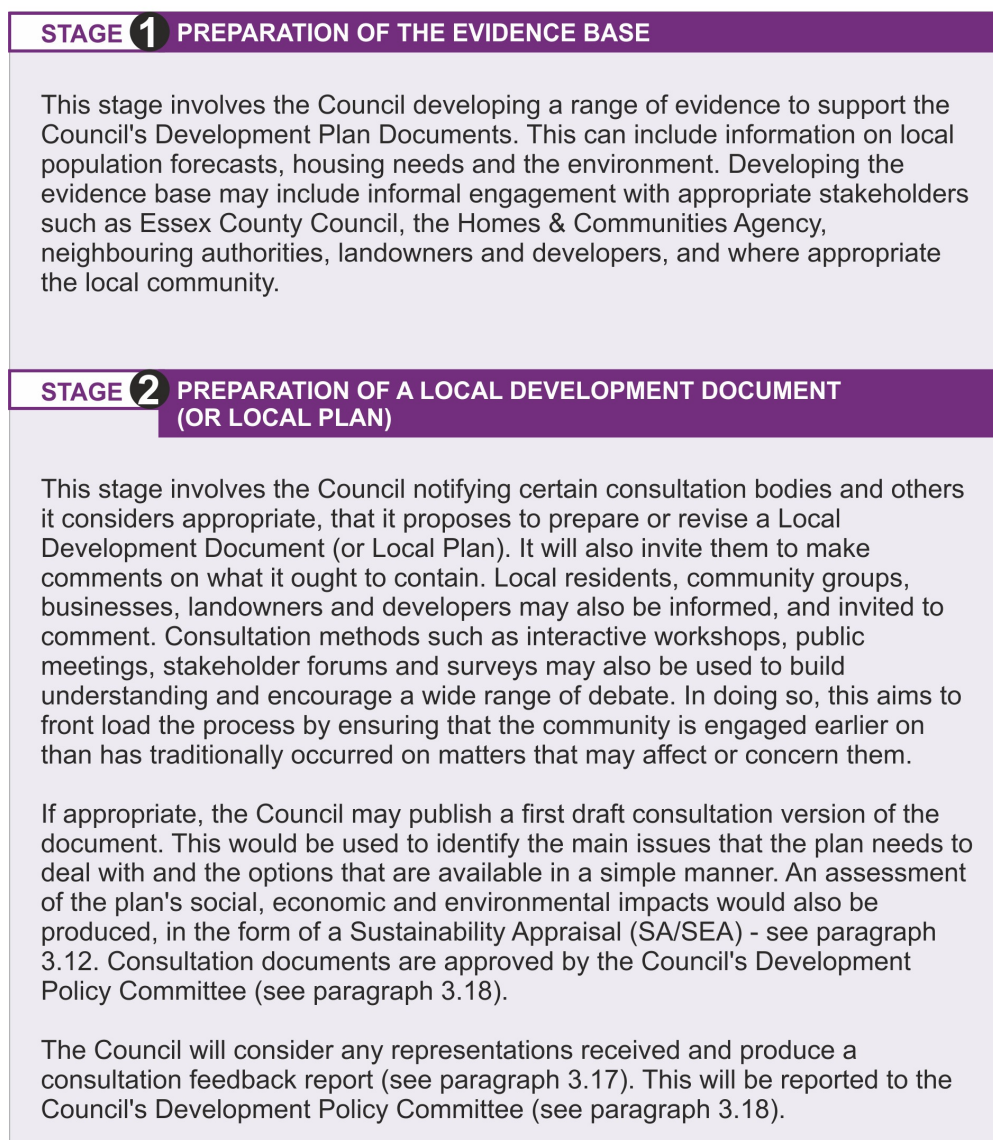
3.10 We will choose accessible consultation venues and hold events at convenient times of the day and week. We will also be clear about the aims and scope of engagement so that people understand when they can participate and the rules for doing so. This will help to manage expectations.

Consultation on a local development document (or Local Plan)

3.11 The process for preparing Local Development Documents (or Local Plan), or their full or partial review will include at least one formal consultation stage before submission to the Secretary of State for examination in public. This is explained further in Figure 1.

Figure 1

Local Plan Process



Community involvement in planning policy 3

Figure 1

Local Plan Process (continued)

STAGE 3 PUBLICATION OF A LOCAL DEVELOPMENT DOCUMENT (OR LOCAL PLAN)
<p>The Council will use any comments received alongside national and local planning policy and other supporting evidence to develop the Local Development Document (or Local Plan). We will then publish it (subject to Committee approval) in what we think should be the final version. A more detailed assessment of the plan's social, economic and environmental impact (SA/SEA) is also published. As this is a more technical stage, we may make presentations to particular groups and hold public exhibitions.</p> <p>The Council will consider any points raised by the consultation and produce a consultation statement (see paragraph 3.17). This will be reported to the Council's Development Policy Committee. Minor changes will be made if required. If there are significant issues, we may withdraw the document and re-consult on a revised version.</p>
STAGE 4 EXAMINATION AND ADOPTION
<p>Once the Council is satisfied with the document, it will be sent with relevant supporting information to the Secretary of State to be examined. An Inspector appointed by the Government will carry out an examination in public into its 'soundness'. Objectors to the document may be allowed to appear in front of the Inspector in person.</p> <p>The Inspector will report back to the Council and may recommend modifications if asked to do so. The Council can also suggest their own modifications to the Inspector during the examination, as well as making minor non-material changes themselves. The Council is then free to choose to accept the Inspector's modifications and adopt the plan, or resubmit a new plan.</p>

3 Community involvement in planning policy

Strategic environmental assessment

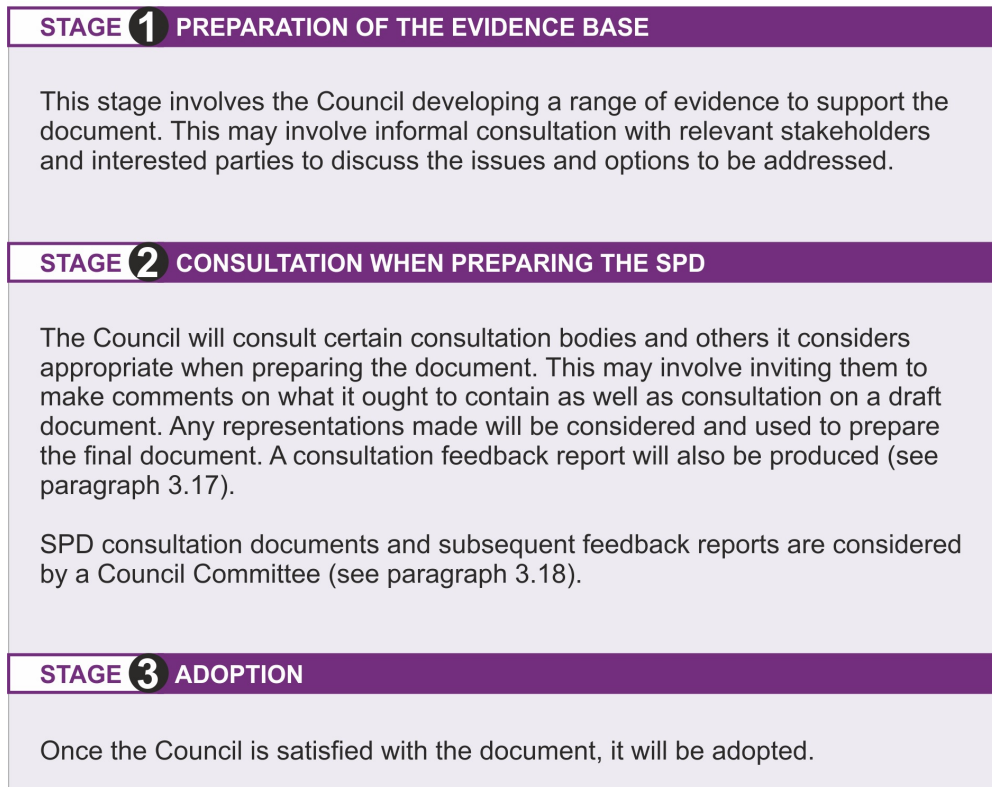
3.12 Legislation requires a Local Development Document (or Local Plan) to go through a process of Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA). This assesses a document's impact on the environment, economy and society and is intended to promote more sustainable development. When required, an SA/SEA will be consulted on throughout the plan-making process, at the same time as the document itself. Relevant stakeholders will also be consulted on the 'scope' of the SA/SEA at the start of the document preparation.

Consultation on a supplementary planning document

3.13 Supplementary Planning Documents add further detail to the policies in a local development document (or Local Plan). The Council will prepare or revise SPDs where they help applicants make successful applications or aid infrastructure delivery, and where they will not add unnecessarily to the financial burdens on development. The preparation of a new or revised Supplementary Planning Document will involve the stages in Figure 2:

Figure 2

Supplementary Planning Document (SPD) Process



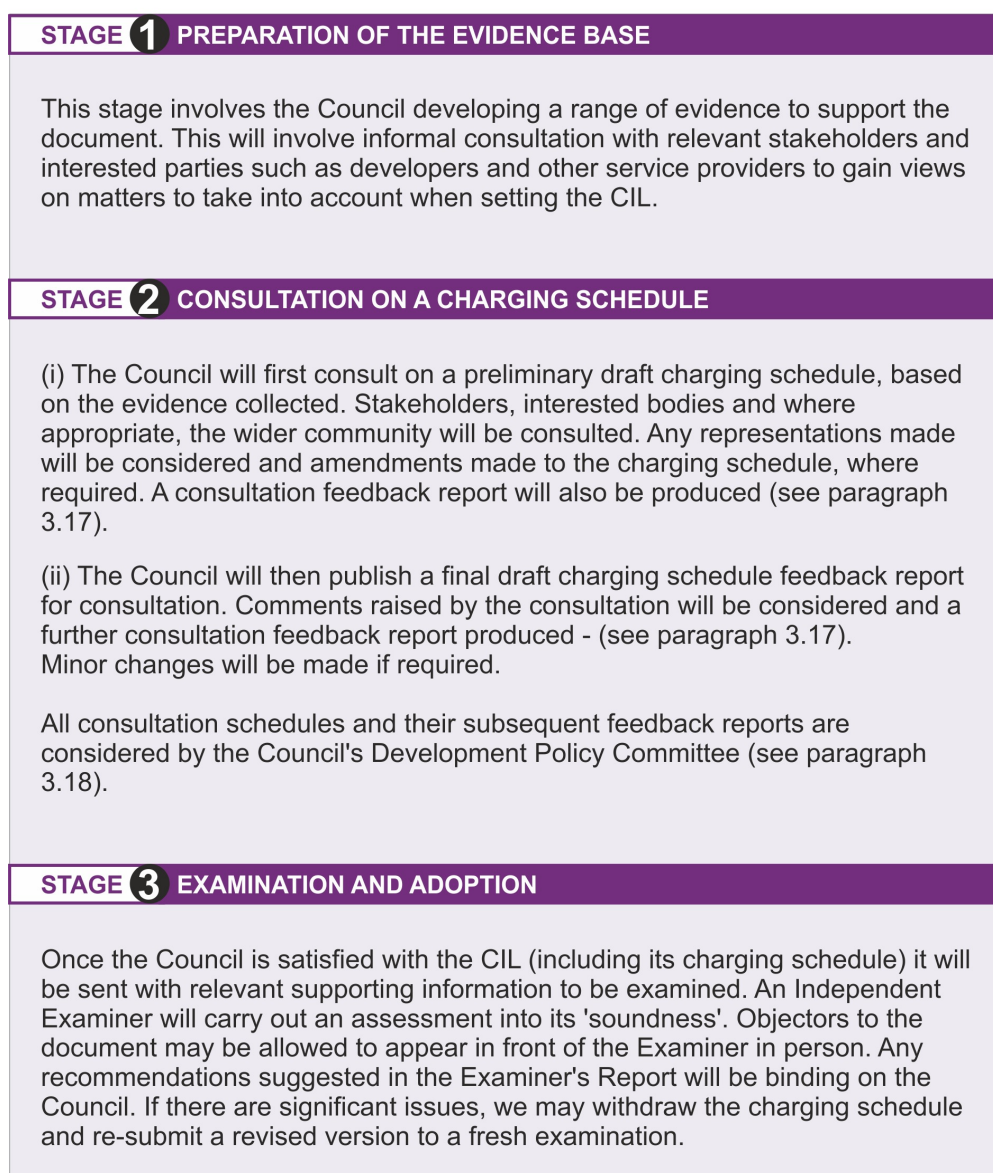
Community involvement in planning policy 3

Consultation on a Community Infrastructure Levy (CIL)

3.14 The Community Infrastructure Levy (CIL) is a new charge which will allow the Council to raise funds from new developments in the city. The money collected from the levy will be used to support development by funding infrastructure that the Council, local community and neighbours want. For example new road or transport schemes, leisure centres, flood defences and schools. The levy will apply to most buildings. Charges will be based on the size, type and location of new development and be set out in a charging schedule. The preparation of a CIL involves the stages in Figure 3.

Figure 3

Community Infrastructure Levy (CIL) Process



3 Community involvement in planning policy

Using the results of consultation and feedback

3.15 Representations made during formal consultation periods will be acknowledged, recorded on our consultation database and published. We cannot accept confidential, anonymous or late comments. We will also reject any comments that are offensive, obscene, racist or illegal in any other way.

3.16 All duly-made responses will be considered and used to inform decisions and/or shape the documents, alongside Government legislation, planning policy and other evidence. Sometimes plans may attract a large number of objections or petitions. These will be taken into account in the same way as other representations. Comments made at earlier rounds of consultation on a document will not be carried forward. Any outstanding issues must be resubmitted in order to be considered.

3.17 Feedback reports will be produced at the end of formal consultation periods which give an overview of the consultation process, a summary of the main issues raised and information on how these will be taken into account. These reports will be placed on the Council's website and made available to view at our Planning Reception Desk. When submitting a document for examination in public, the Council is also required to submit a statement setting out which bodies and other persons have been consulted, how they have been consulted, the main issues that were raised and how these issues have been addressed.

Council committees

3.18 Council decisions and recommendations on planning policy documents, including consultation documents, the results of formal consultations and documents for adoption are considered by one or more of the following Council committees:

- Development Policy Committee
- Cabinet
- Full Council

3.19 All Council committee meetings are open to the public and the agendas and minutes for each are published on our website. In addition, the Council's Overview and Scrutiny Committee provides opportunities for appropriate review and challenge.

Neighbourhood plans

3.20 Neighbourhood Plans have been introduced by the Localism Act 2011. They allow Parish / Town Councils or Neighbourhood Forums (authorised groups of local individuals in unparished areas) to prepare statutory development plans against which planning applications will be assessed. If a community wishes to simplify the process for allowing development, it can also produce a Neighbourhood Development Order or a Community Right to Build Order. These can be instead of, or in conjunction with, a neighbourhood plan and would result in effectively granting planning permission for certain types of development in specified areas. Such orders, however, cannot remove the need for other permissions such as Listed Building or Conservation Area consent.

Community involvement in planning policy 3

3.21 As Neighbourhood Plans and Orders are not prepared by the Council, this SCI cannot prescribe what methods of community engagement they must follow. However, the Council will expect this to meet the requirements set out in legislation and to follow wherever possible the general principles and techniques set out in this SCI. The Council will also provide technical guidance and support as required by legislation and will offer additional advice where feasible.

Other planning documents

3.22 The Council may also approve other planning guidance, urban design frameworks and development briefs for specific sites. These are not statutory but are intended to help people apply adopted policies. These often involve dialogue from relevant stakeholders such as service providers during their preparation. Occasionally they may be published for public consultation before approval.

Duty to co-operate

3.23 Recent changes to the planning system require councils and other public bodies to work together on strategic and cross-boundary planning issues. These may include public transport networks or major business, housing or retail developments. This could lead to a development plan document being prepared jointly with other local planning authorities. Subsequent consultation on these would follow the processes described above to ensure all communities are appropriately engaged.

Availability of adopted documents

3.24 Adopted Local Development Documents (or Local Plans), Supplementary Plans and other documents such as the Local Development Scheme and SCI, will be published on the Council's website. Copies will also be made available for inspection at the Council's Planning Reception Desk, Chelmsford; South Woodham Ferrers Community Information Centre, Baron Road until May 2013 when it will relocate to the new South Woodham Ferrers Customer Service Centre, Chandlers Way, and local libraries (at the discretion of Essex County Council). Paper copies will also be available to purchase (in order to recover costs). Copies of documents on a CD-Rom will be available free of charge.

3.25 All consultation documents and supporting materials such as copies of representations, statements and notices will be removed after a document has been adopted (in line with planning regulations).

4 Community involvement on planning applications

Part 4 Community involvement on planning applications

4.1 In 2011/12, the Council determined over 1,780 planning applications ranging from household extensions and fences to major new housing estates and business premises. These decisions shape the nature of the City and the areas where people live, work and spend their leisure time. Opportunities exist for the community and stakeholders to be informed and consulted on development proposals at each of the following stages:

- Pre-application consultation
- Planning application
- Planning appeals.

4.2 Planning legislation sets out the minimum requirements for publicising and consulting the community and stakeholders on planning applications. In many ways, the Council exceeds these requirements in order to promote greater community involvement in local planning decisions including currently putting up a site notice for all applications. Further details are set out on our website.

Pre-application stage

4.3 The Council encourages developers to consult the community prior to submitting planning applications for larger-scale or potentially contentious development proposals. For very large scale developments pre-application consultation is required under the Localism Act 2011.

4.4 Pre-application consultation provides an opportunity for applicants and developers to find out the views of local residents about their development proposals, and allows the local community to make suggestions which can then be taken into account by the developer in finalising their planning application. This process can help to reduce local opposition, help resolve early design and development problems and ensure that high quality planning applications are received.

4.5 The Council expects applicants in most cases to carry out their own pre-application consultation. This should be effective in bringing draft proposals to the attention of the public, the local Town or Parish Council and other affected parties and provide opportunities to make comments. Effective ways of doing this include public exhibitions, workshops and other forums providing specific opportunities for comments to be made. Planning Officers are available to provide advice on appropriate engagement methods, target audience and venues. The Council will expect the applicant to submit details of pre-application consultation as well as an explanation on how the responses have been taken into account, alongside their planning application. The Council will consider this information prior to making a decision.

Planning application stage

4.6 Details of all planning applications are available to view on the Council's website. You can use the site to:

- Follow the progress of an application
- View associated plans and documents
- Make comments on an application

Community involvement on planning applications 4

- Search a weekly list of applications and decisions
- View the application report and decision notice
- See if appeals have been lodged and any decisions made
- See recent planning history and property details, including maps and constraints, and
- Search enforcement cases.

4.7 Applications are also available to view in person at our Planning Reception Desk, Coval Lane, Chelmsford and at the Community Information Centre, Baron Road, South Woodham Ferrers until May 2013 when it will relocate to the new South Woodham Ferrers Customer Service Centre, Chandlers Way. A Duty Planning Officer is available at the Coval Lane reception to answer any questions or provide advice during normal office hours.

4.8 In line with national requirements, the Council will usually notify neighbours affected by a development proposal by letter or email. Statutory bodies (for example, the Highways Agency and the Environment Agency) are also notified as well as other organisations that may want to comment on the application.

4.9 In most cases site notices are also displayed close to the application site. Notification letters and site notices include details of the planning application, where to view plans, how to make comments and by what date. In most instances consultees have 21 days to make written comments. If amended plans are received which have the potential to lead to new or different views being made, a further 14 days may be given for additional comments. If a new planning application is required, this will be subject to new public consultation.

4.10 A Public Notice is placed in a local newspaper for certain types of planning applications. For example, major or significant development proposals, departures from local policy or where there is a statutory requirement such as for Listed Building Consent.

4.11 A Local Planning Meeting may sometimes be held for major applications of significant local interest. These usually involve a presentation of the development proposal by the applicant followed by an opportunity for the public to ask questions and make comments. They are arranged by the Council once a planning application has been received.

4.12 All written comments on a planning application will be acknowledged. Anonymous or confidential comments cannot be taken into account.

4.13 The Council has targets for the time taken to determine planning applications. These are currently 13 weeks for major applications and 8 weeks for all others. Before a decision is made, the case officer will prepare a report with a recommendation.

4.14 The recommendation will take into account the Council's adopted planning policy documents, central Government planning advice as well as any comments made. However, the Council can only take into account comments relating to material planning considerations. These include such matters as:

- Overshadowing or loss of light

4 Community involvement on planning applications

- Vehicle access and highway safety
- Design and impact within the streetscene
- Impact on residential amenity
- Loss of important open space
- Effect on rural character or openness of the Green Belt.

4.15 The following issues cannot normally be considered in making planning decisions:

- Reduction in property values
- Loss of a private view over land
- Moral objections to a development
- Commercial competition.

4.16 The majority of planning applications are determined by officers under delegated powers. A small number of applications are decided by the Council's Planning Committee (for example, significant or controversial applications). Applications presented to Planning Committee will be accompanied by a written report and officer recommendation. Any person who has commented will receive written notification in advance of the meeting. There is an opportunity to ask questions or express views on a planning application at Committee. Please see our website for further information.

4.17 Once a planning application has been decided, the full text of the officer report and the decision notice, including conditions and reasons for approval where appropriate, are published on the Council's website. The report will always summarise any comments received. Respondents are able to track the progress of an application using 'Public Access'.

Appeals

4.18 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 appropriate time limit. 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. 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 the Council's decision was correct. The 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.

Community involvement on planning applications 4

Planning performance agreements

4.19 The Council may enter into planning performance agreements (PPA) when dealing with large scale or complex major planning applications. This is an agreement between the Council and applicants to provide a project management framework for major applications that are expected to exceed the Government's target of 13 weeks. The PPA will set out the commitments of both parties for the gathering of information, consideration of options and the formulation of design proposals, for the effective processing of the planning application. It will also clarify the means of engagement and consultation with the local community, in line with the SCI.

Stakeholder forums

4.20 The Council holds regular forums with specific stakeholder groups to help inform and improve the consultation and engagement process on planning applications, appeals and enforcement. These groups include Parish Councils, planning agents and major developers. Details of forums are available on our website. Others, including Registered Housing Providers and local interest groups, may also be invited to attend relevant forums where appropriate.

5 Monitoring and review

Part 5 Monitoring and review

5.1 This SCI is flexible to allow for appropriate changes in our approach to community involvement in order to reflect changes in policy, to make improvements and the use of additional, new or different approaches to consultation.

5.2 The SCI will be monitored regularly. If it becomes out of date it will be reviewed.

5.3 Our online consultation portal allows for registered consultees to input equal opportunities monitoring data. If completed, this will help us to monitor the effectiveness of our policies surrounding equal opportunities and to make changes where required. In addition, we will include an optional monitoring form alongside the consultation response forms. Comments received on the quality or effectiveness of our consultation will be considered and used to inform future practices.

Part 6 Appendices

A. 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

Email: 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

Email: 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

Email: advice@planningaid.rtpi.org.uk

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

Telephone: 020 7929 9494

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

6 Appendices

Email: enquiries@planning-inspectorate.gsi.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

B. Glossary of terms

Area Action Plan– A plan for a specific area of the city with specific needs such as regeneration or conservation. It has the status of a DPD.

Community Infrastructure Levy (CIL) – A payment that is made to the Council by developers when development commences. The payment is used to fund infrastructure that is needed to serve development in the area. This can include new transport schemes, community facilities, schools and green spaces.

Community - A group of people living in the same place or having a particular characteristic in common (Oxford Dictionary).

Core Strategy – This is short for Core Strategy and Development Control Policies DPD. This is a plan which sets out the long-term spatial vision for the city, along with the spatial objectives and strategic policies to deliver that vision.

Development Plan Document (DPD)- Spatial planning documents that together with the Regional Spatial Strategy will form the development plan for ChelmsfordCity. They are subject to Independent Examination before adoption.

Local Development Document (LDD)- The collective term for Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs) and the Statement of Community Involvement (SCI).

Local Development Framework (LDF)– The collection of Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) setting out the overall planning strategy, policies and proposals for Chelmsford City. New planning legislation in 2012 requires authorities to prepare a single 'Local Plan' to replace Development Plan Documents. However, until adopted documents are reviewed, the Council shall continue to refer to them as DPDs and SPDs.

Local Development Scheme (LDS)- A project plan and timetable for the preparation of the Local Development Framework or Local Plan. It can be updated and amended as necessary by the City Council.

Localism Act – The Localism Act has devolved greater powers to local government and neighbourhoods and given local communities more rights and powers over decisions about housing. It also includes reforms to make the planning system more democratic and more effective.

Local Plan – The collection of development plan documents setting out the overall planning strategy, policies and proposals for ChelmsfordCity.

National Planning Policy Framework (NPPF) – A document setting out the Government's national planning requirements, policies and objectives. It replaces much of the national advice previously contained within Planning Policy Statements, Planning Policy Guidance and Circulars. The NPPF is a material consideration in the preparation of LDDs and when considering planning applications.

Neighbourhood Plan – A duty under the Localism Act 2011 which gives authorised groups the power to prepare a development plan for their area. This plan could include general planning policies and allocations of land for new development.

6 Appendices

Planning Inspectorate - An organisation which processes planning appeals and holds examinations into DPDs or Local Plans and the Community Infrastructure Levy (CIL).

Planning Performance Agreement (PPA) – An agreement between a local planning authority and an applicant to provide a project management framework for handing a major planning application.

Stakeholder- A person, group, company, association, etc. with an interest in, or potentially affected by, planning decisions in the City.

Statement of Community Involvement (SCI)- The Council's policy for involving the community in the development of the LDF or Local Plan, and when considering planning applications. It includes who should be involved and the methods to be used.

Supplementary Planning Document (SPD)– A LDD which expands policies set out in a DPD or provides additional detail. They are not subject to independent examination.

Sustainability Appraisal and Strategic Environmental Assessment (SA/SEA)– A systematic and iterative appraisal process incorporating the requirements of the European Directive on Strategic Environmental Assessment. The purpose of the sustainability appraisal is to appraise the economic environmental and social effects of the strategies and policies in a LDD from the outset of the preparation process.

A fuller glossary of common planning terms and phases can be found on the National Planning Portal at <http://www.planningportal.gov.uk/general/glossaryandlinks/glossary>

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