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## Contents

## Part 1 Introduction

### What is the Statement of Community Involvement?

- 1.1** The planning system affects everyone who lives in, works in, or visits a place. This Statement of Community Involvement (SCI) identifies how members of the community can get involved in the planning process in Thurrock and have a say on how the Borough will develop in the future.

### Why are we Preparing a New Statement of Community Involvement?

- 1.2** All local planning authorities are required by the Planning and Compulsory Purchase Act 2004, as amended <sup>(1)</sup> to produce a SCI. The previous SCI was adopted by the Council in 2007. Since then, there have been significant changes to the planning system, with the introduction of the Localism Act, the National Planning Policy Framework (NPPF) and new planning regulations <sup>(2)</sup> in 2012.
- 1.3** In addition, the increased use of the internet among society, as well as increased financial pressures faced by the Council has prompted the Council to re-evaluate the way it consults with communities and key stakeholders.

### How is this Statement of Community Involvement Set Out?

- 1.4** To ensure that communities and stakeholders are aware of how they can engage with each of the different strands of planning, the SCI has been split into the following parts:

#### Part 2: Having Your Say on Planning in Thurrock

- Sets out our overall approach to community engagement and involvement in the planning system, including information on who we consult and the methods that we may use.

#### Part 3: Plan Making

- Sets out the stages involved in preparing planning policy documents, such as Local Plans, Supplementary Planning Documents and Community Infrastructure Levy Charging Schedules.

#### Part 4: Planning Applications

- Sets out how planning applications are assessed and how and when you can make comments.

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1 As amended by the Localism Act 2011

2 The Town and Country Planning (Local Planning) (England) Regulations 2012

## 1 Introduction

### Part 5: Neighbourhood Planning

- Sets out what neighbourhood planning is and the key stages that are involved in preparing Neighbourhood Development Plans, Neighbourhood Development Orders and Community Right to Build Orders.

### How will the Statement of Community Involvement be Monitored?

**1.5** The success and effectiveness of the SCI will be reviewed through the Authority's Monitoring Report (AMR). Indicators will be used to review the SCI and changes will be considered where there has been a particularly low level of community involvement. Any necessary changes will be incorporated into a future revision of the SCI.

**1.6** The following indicators will be used to monitor community involvement activities:

- The number of individuals/groups participating in consultations – including the number of 'hard to engage'<sup>(3)</sup> individuals or groups, where appropriate.
- Whether participants value their involvement in the process.
- Which techniques generate the most effective response.

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3 A hard-to-engage group is any group or section of the community who it is difficult to access for any reason

## Having Your Say on Planning in Thurrock 2

### Part 2 Having Your Say on Planning in Thurrock

**2.1** The Council is committed to giving local people and key stakeholders a greater role in shaping their neighbourhoods and the Borough as a whole. This section of the SCI describes our overall approach to community engagement and involvement in the planning process.

#### Principles of Engagement

**2.2** When we involve you in preparing planning policy documents or consult you on planning applications we will:

- Place community engagement at the front of the process, ensuring that opportunities for involvement exist at the earliest opportunity.
- Keep the process simple by writing in plain English and explaining any planning terms that we use.
- Communicate clearly by explaining the reasons why we want to involve you and receive your comments.
- Use engagement methods that are relevant to the community being consulted and appropriate in scale.
- Make it easy for you to get involved by setting out when and where you can provide your comments.
- Be inclusive by providing information in an accessible format and encouraging involvement from groups that are not usually involved in the planning process.
- Be transparent and objective by presenting all relevant facts about development proposals and considering all reasonable policy options for the Local Plan.
- Share information using the Council's website, local libraries and at the Council Offices in Grays.
- Make sure your involvement is effective by ensuring all comments we receive are recorded, read and taken into consideration.

#### Who Will We Involve?

**2.3** We want everyone to have the opportunity to have their say on the development of planning policy documents and planning applications in Thurrock.

**2.4** We have developed a consultation database consisting of individuals, landowners, community groups and stakeholders, who we contact when we publish planning policy documents. This database is reviewed and updated regularly. If you would like to be added to the database, you can register yourself online at <https://consult.thurrock.gov.uk/portal> or you can request to be added by emailing [growth&strategy@thurrock.gov.uk](mailto:growth&strategy@thurrock.gov.uk) or by calling 01375 652705.

**2.5** We are required by legislation to consult certain public bodies at key stages of plan preparation, for example, the Environment Agent, Historic England, Natural England and Highways England. A full list of these 'specific' consultation bodies is provided at Appendix A.

**2.6** In line with the Equality Act (2010) and Thurrock's Single Equality Scheme, we want to be inclusive and ensure that all groups and communities within Thurrock can participate and share their views in consultations. This includes special interest groups, voluntary, community and faith sector groups.

## 2 Having Your Say on Planning in Thurrock

- 2.7** Thurrock contains groups within the community, such as the elderly, youths, people from ethnic minorities, people with disabilities, Gypsies, Travellers and Travelling Showpeople whose views have historically been under represented in recent consultations. Moving forward, we will take measures to help overcome the barriers that prevented these groups from participating in a consultation activity or event. This may involve being flexible over the timing of an event, using visual aids or ensuring that venues are accessible.

### How Will We Involve You?

- 2.8** The Council has begun to change the ways in which we consult and engage with local communities, with a general increased use and availability of electronic communications, such as email and the internet. These methods are more cost effective and time-efficient, and can reach a wider audience than older methods which were set out in our previous SCI.
- 2.9** The ways in which in which we engage with you and how you can have your say will vary depending on the issue. Different techniques may also be used at different stages in the preparation of a planning policy document, or in the assessment of a planning application.
- 2.10** Figure 1 identifies some of the consultation methods that we may use to engage with communities and stakeholders.



## Having Your Say on Planning in Thurrock 2



**Council's Website:** Information on the emerging Local Plan and planning applicables will be published on the Council's website.



**Thurrock's Engagement Portal** – We publish consultations on the online Engagement Portal - <https://consult.thurrock.gov.uk/portal>. Anyone with access to the internet can use the Portal to respond online. You may have to register first to submit comments.



**Email/Letters/Newsletters:** Emails/letters and/or newsletters are used to notify key stakeholders and relevant members of the community of upcoming events and consultations. Where possible, email notifications will be sent out, rather than in the post.



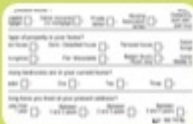
**Social Media** – Consultations may be advertised on Thurrock Council's social media pages, such as Facebook and Twitter.



**Adverts in Local Newspapers:** Public notices and advertisements may be placed in local newspapers, such as the Thurrock Enquirer and the Thurrock Gazette.



**Posters/Leaflets/Displays:** Posters, leaflets, displays and consultation documents may be placed in Council Offices, Libraries and Community Hubs to raise awareness within communities.



**Questionnaires:** Questionnaires may be put on to the Council's Engagement Portal, on to the Council's website and/or, may be made available in paper format. Questionnaires can be useful for gauging public opinions and thoughts.



**Meetings & Community Forums:** Planning Officers may attend/host local meetings and forums to engage with communities. They offer people the opportunity to raise issues and ask questions, and may encourage people to become more involved in the process.



**Workshops:** Workshops may be organised with community groups and stakeholders. They can encourage joint working and help to build a sense of ownership of the results.



**Creative Exercises:** They include things like community mapping, street stalls and photography. They can be effective for generating ideas, enable people to express their views and ideas, and can be used to engage people of all ages.



**Joint Consultation Activities:** Teams within the Council work together to raise awareness and to disseminate information. This includes joint consultation and engagement events, where possible. This saves costs, officer time and also avoids 'consultation overload'.

Figure 1 - Methods of Engagement

## 2 Having Your Say on Planning in Thurrock

**2.11** The above list of engagement methods is not exhaustive. We will remain flexible in the methods that are used when engaging and will tailor the methods of engagement used to those most appropriate to the audience that we are seeking comments from. We will also consider new ways of engaging and communicating should they arise during the lifetime of this document.

### What will you be Expected to do?

**2.12** In order to ensure that your involvement is effective, you are expected to:

- Provide comments in a clear and concise way.
- Be aware that all comments will be made publically available.
- Be respectful of other people's views.
- If you are replying on behalf of a group or organisation, state how members of the group have been involved in formulating the response and how the full range of members' views have been represented.

### The Role of Planning Officers

**2.13** Generally, Planning Officers work within the following two teams within the Planning and Growth Service of the Council.

#### Growth & Strategy Team

**2.14** The Growth and Strategy Team is responsible for most matters relating to planning policy in Thurrock, including the Local Plan. They prepare documents that set out and assess spatial policies, land allocations and other planning policies that will guide the future development of the Borough.

#### 2.15 Contact Details

- **Website:** <http://thurrock.gov.uk/planning-policy>
- **Emails:** [growth&strategy@thurrock.gov.uk](mailto:growth&strategy@thurrock.gov.uk)
- **Telephone:** 01375 652705

#### Development Management Team

**2.16** The Development Management Team is responsible for the determination of planning applications and other associated applications (listed building consent, advertisement consent etc...) submitted to the Council under the Planning Acts.

**2.17** The Team provides advice and guidance to prospective developers and the public to keep delays to a minimum and avoid problems in processing applications. Developers are encouraged to meet with planning officers as early as possible in the drawing up of their proposals. They make every effort to resolve planning issues with all interested parties where possible.

#### 2.18 Contact Details

- **Website:** <http://thurrock.gov.uk/planning-applications>

## Having Your Say on Planning in Thurrock 2

- **Email:** [development.management@thurrock.gov.uk](mailto:development.management@thurrock.gov.uk)
- **Telephone:** 01375 652291

### What can you expect from us?

#### 2.19 We will aim to:

- Ask for your views at the earliest possible time.
- Provide enough information and time so that you can understand and respond to consultations.
- Set out documents and forms as clearly as possible, ensuring we avoid the use of jargon, where possible, and provide a Glossary of Terms to explain certain meanings.
- Make it clear how you can make your comments and when.
- Plan events within communities.
- Ensure that buildings used for consultation events are accessible to all, including those with disabilities.
- Acknowledge all consultation responses relating to plan making at the earliest opportunity and make all comments publicly available.
- Review and monitor the effectiveness of our engagement processes and seek to improve them.

## 2 Having Your Say on Planning in Thurrock

## Part 3 Plan Making

**3.1** This part identifies how the Council intends to involve the community in the preparation of its planning policy documents. The timetable for the production of these documents is set out in the Local Development Scheme (LDS), which is available to view on the Council's Planning Policy website and also in hard copy at the Council Offices in Grays. The LDS is updated as necessary to keep people informed and aware of when documents are going to be published and when they have the opportunity to participate in their preparation.

### Local Plan

**3.2** The Local Plan is the development plan for Thurrock. It sets out the spatial policies, guidance, development management policies and site allocations against which all planning applications and other development proposals in the Borough are assessed.

**3.3** The Council is now preparing a new Local Plan for the Borough. Once adopted, the new Local Plan will replace policies in the adopted Core Strategy<sup>(4)</sup> and any remaining saved policies from the Borough Local Plan, 1997. The Local Plan will ensure that Thurrock has an up to date planning policy framework upon which to guide future development. Preparing it will take a number of years and involves many stages, many of which are set by planning regulations.<sup>(5)</sup> The Council must follow these stages by law. These stages are set out in Figure 2 and are detailed further in Appendix C. Once the Local Plan is prepared, the Council must then submit it to the Government and an independent Planning Inspector will examine it and determine whether it can be adopted by the Council or not.

### Supplementary Planning Documents

**3.4** Supplementary Planning Documents (SPDs) are prepared to provide additional detail and guidance to support policies and proposals in the adopted plan. They do not have the same weight or status as policies in the plan and are not independently examined, but once they are adopted, they can still form a 'material consideration' in determining planning applications. We will ask for your comments on draft SPDs early on in their preparation.

**3.5** The stages involved in preparing SPDs and the opportunities for public participation are set out in Figure 3 and detailed further in Appendix D.

**3.6** Other Plan Document

**3.7** In preparing our new Local Plan, we will also publish on our website:

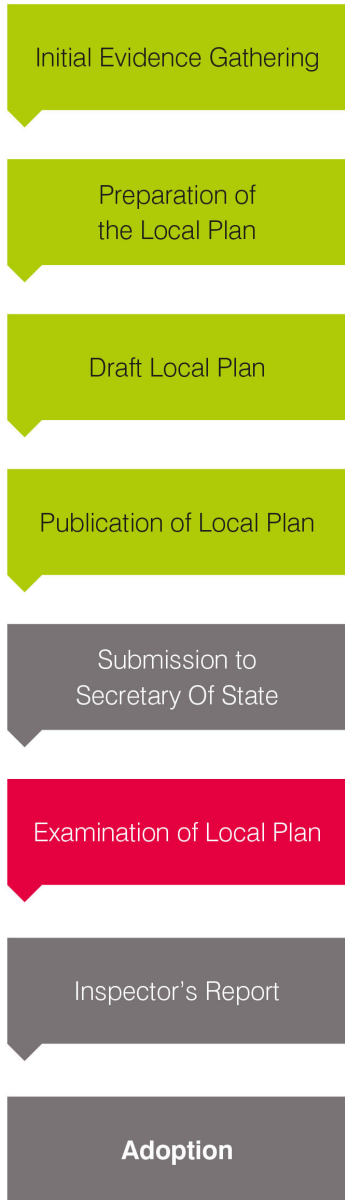
- **Local Development Scheme (LDS)** – sets out the timetable for preparing the Local Plan and other documents, such as SPDs.
- **Authority Monitoring Report (AMR)** – sets out the progress being made in preparing the Local Plan and the Council's performance in implementing adopted planning policies and proposals.

4 Core Strategy and Policies for Management of Development (Core Strategy) was adopted in 2011. A focused review of some policies was adopted by the Council in January 2015

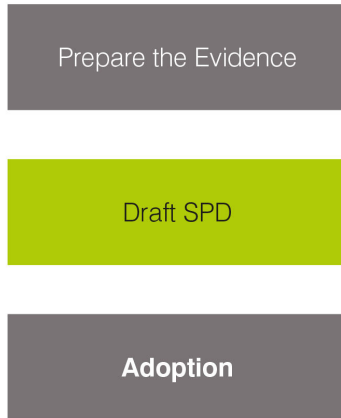
5 The Town and Country Planning (Local Planning) (England) Regulations 2012

### 3 Plan Making

**Figure 2:**  
Key stages in preparing the Local Plan



**Figure 3:**  
Key stages in preparing a SPD



**Figure 4:**  
Key stages in preparing a CIL



**Key:**

 Public Participation

 Participation in Examination

 Sustainability Appraisal



## Community Infrastructure Levy

- 3.8** The Community Infrastructure Levy (CIL) is a tariff-based charging schedule that applies to specific types of development, such as housing. When planning permission is secured, developers will be required to pay a financial contribution, which is used to part-fund the provision and maintenance of necessary strategic and local infrastructure projects, such as roads, schools, community facilities and open spaces. The Council is committed to preparing a CIL alongside the new Local Plan.
- 3.9** The stages involved in preparing a CIL and the opportunities for public participation are set out in Figure 4 and detailed further in Appendix E.

## Sustainability Appraisals & Background Evidence

- 3.10** We are required by law to promote sustainable development by assessing all plans and policies that we produce for their potential impacts on the environment, the economy and society. We do this through a Sustainability Appraisal (SA). Sustainability Appraisal Reports are published alongside plans published for consultation and we usually invite comments on them at the same time.
- 3.11** We also prepare background technical studies to ensure that our policies are based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the Borough. On specific occasions there may be opportunities for local communities and key stakeholders to be involved in the preparation of these background technical studies.

## How Can You Respond/Comment?

- 3.12** The easiest way is to use the Council's online **Engagement Portal** to respond to Planning Policy consultations. It saves time for those wishing to respond, as the documents and questionnaires are available in one place. Responses can also be completed, submitted and received straight away, or, they can be partially completed, saved and returned to at a later date before submitting them.
- 3.13** We understand that not everyone has access to a computer and therefore, we will also accept written responses by post. We will also continue to make all consultation documents available in paper copy to read at the Council Offices in Grays, at all local libraries, community hubs and at other venues across the Borough, where appropriate.
- 3.14** All representations that we receive will be made publically available. Personal details, such as postal addresses, email addresses or telephone numbers will remain confidential.

## Providing Feedback

- 3.15** We will acknowledge all representations that we receive to our consultations as soon as possible. Where comments are submitted to us using the Engagement Portal, an automatic email notification may be sent.
- 3.16** Once a consultation period has ended, we will seek to log all comments that we have received on the Engagement Portal and will summarise them, where appropriate. The Council acknowledges that an important part of community involvement is to feedback to those who have commented. Where possible, we will produce a report with officer

### 3 Plan Making

responses, which identifies how individual comments have been considered and taken into consideration in the progression of the Plan/document. The report may then be published on our website.

**3.17** Further information on the key stages of preparing a Local Plan, a SPD and a CIL can be found in Appendices C, D and E respectively.

**3.18** The planning regulations<sup>(6)</sup> specify that we must consult '**specific consultation bodies**' and '**general consultation bodies**' in the preparation of planning policy document.

- **Specific consultation bodies** are a set group of bodies identified in the planning regulations. A list of them is set out in Appendix A.
- **General consultation bodies** are not set by the regulations and will differ depending on the nature of the document being consulted and its perceived impact. They may include:
  - Community and voluntary groups
  - Environmental groups
  - Gypsy and Traveller communities
  - Landowners and developers
  - Religious groups
  - Transport groups
  - Councillors
  - Ethnic groups
  - Housing groups
  - Leisure and recreation groups
  - Schools and education facilities
  - Travelling showpeople

**3.19** Alongside these, we will also engage with individual residents of Thurrock and those carrying out business in the Borough.

### Planning Policy Database

**3.20** The Planning Policy Team has built up an extensive database for the engagement of planning policy matters over the years. The database includes contact details for 'specific consultation bodies' and 'general consultation bodies', as well as any individuals and businesses who have either requested to be added, or who have made comments to our previous consultations.

**3.21** The Planning Policy Database is linked to the Engagement Portal – <https://consult.thurrock.gov.uk/portal>. Consultees can use the Portal to view and respond to consultation documents online, as well as view and update their personal details.



## Duty to Cooperate

- 3.22** The Localism Act and the NPPF created a legal duty on local planning authorities and prescribed public bodies to engage with each other, on an ongoing basis, in the preparation of Local Plans and other planning policy documents relating to development that covers strategic matters. This is known as the 'Duty to Cooperate'.
- 3.23** The Council is intending to produce a Duty to Cooperate Protocol, which will set out how the Council intends to cooperate with other local authorities and other public bodies in the preparation of the Local Plan and other planning policy documents. This will ensure that cross-boundary issues are considered and planned for appropriately.
- 3.24** Appendix B lists the local authorities and public bodies that we will liaise with, as part of the Duty to Cooperate.
- 3.25** Once finalised, the Duty to Cooperate Protocol will be published on the Council's Planning Policy website at [www.thurrock.gov.uk/planning-policy](http://www.thurrock.gov.uk/planning-policy).

## 3 Plan Making

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## Part 4 Development Management

- 4.1 The Development Management process principally involves the consideration and determination of planning applications.
- 4.2 There are certain types of work that do not require planning permission. This is called 'permitted development'. Full details of this can be found on the Planning Portal website at <http://planningportal.gov.uk/permission/>.
- 4.3 Local authorities are required by law to consult individuals and public bodies on various planning applications. The Council take into account all views expressed and all comments made before reaching a decision.

### Pre-Application Stage

- 4.4 The National Planning Policy Framework (NPPF) recognises that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for everyone.
- 4.5 The level of engagement should be proportionate to the nature and scale of the proposed development. The more controversial the proposal, the broader the range of consultation methods should be in order to allow as many people as possible to have their say.

### Who can be involved in the pre-application stage?

- statutory and non-statutory consultees
  - local people and communities
  - elected members
- 4.6 Early engagement with the Council, by applicants, before an application is formally submitted is encouraged so that the Council can give informal comments and help overcome any potential difficulties that may arise. It is considered to be a valuable way to improve understanding and consider any likely planning policy, design or other issues that may arise. The more issues that can be resolved at the pre-application stage, the more likely it is to result in a good quality and acceptable development.

### Local People and Communities

- 4.7 The Council encourages developers for large scale development proposals to involve local communities before the formal application stage begins. This enables local communities to put forward initial constructive comments and suggestions, and may lead to fewer objections being made further down the line, which are then material to the determination of the application.
- 4.8 It is recommended that involvement of local communities should be in the form of meetings, presentations and/or exhibitions. Developers are encouraged to speak with the Council before arranging these events, so that they can be undertaken in a manner that is sensitive to the local community's concerns. However, any pre-application

## 4 Development Management

engagement undertaken with the community is done so by the developer, independently of the Council. Therefore, it is important that any comments being made are directed to the developer and not to the Council at this stage.

### Applying for Planning Permission

- 4.9** Making a planning application online is the most efficient way to submit your proposals. You can submit an application to us online via the Planning Portal website - [www.planningportal.gov.uk/planning/applications/](http://www.planningportal.gov.uk/planning/applications/).
- 4.10** The Planning Portal is a quick and easy way to submit a planning application. You can upload supporting documents and plans, and pay your application fee online. You also receive immediate verification of your submission when using the Portal.
- 4.11** Once the Council receives a planning application and validates it, it should make a decision on the proposal as quickly as possible. The time limits are usually 13 weeks for a 'major' development and 8 weeks for all other types of development (unless the application is subject to an Environmental Impact Assessment, in which case a 16 week time limit applies). In some cases, the statutory deadline can be extended via a mutual agreement (normally through Planning Performance Agreements); this enables both parties the opportunity to resolve certain problems, avoiding the unnecessary refusing of a development proposal that could otherwise be acceptable.

### Having Your Say on Planning Applications

- 4.12** You can make comments on planning applications up to the expiry date. We will use our discretion and take into account any comments received up until we prepare our recommendation report.
- 4.13** Any comments you make will be a matter of public record and they will be visible on the Council's website and for public inspection at the Council Offices. We reserve the right to obscure comments that we consider to be inflammatory before being displayed on the website.

### Who will be Consulted on Planning Applications?

- 4.14** There are a range of statutory consultees that must be consulted, depending on the type and nature of the planning application. These are set by the Planning Regulations.<sup>(7)</sup>

#### Adjoining and opposite neighbours

- 4.15** Owners and occupiers of any land which adjoins that to which a planning application relates and neighbours opposite, are informed and consulted on the application.

#### General public

- 4.16** The Council informs the general public on planning applications in a more generalised way. All planning applications that we receive are published on the Council's website. In the case of major or controversial applications, where the Council considers there to be a wider impact resulting from a development proposal, the Council also displays

## Development Management 4

public site notices in proximity of the application site. Adverts will also be placed in the local newspaper for certain development proposals such as major applications and applications to carry out works to Listed Buildings.

### Making a Decision on Planning Applications

**4.17** There are numerous steps that are taken that lead to a decision. These stages are set out in Appendix F.

#### Material Considerations

When a decision is made on a planning application, only certain issues are taken into account. These are often referred to as 'material planning considerations'.

Weight attached to material considerations is a matter of judgement for the decision-taker, however, they must demonstrate that in reaching that decision that they have considered all relevant matters.

Further details on this can be found in Appendix G.

**4.18** Once a decision on an application has been reached, we will send out a decision notice to the applicant or their agent, where applicable.

### Appeals

**4.19** Where a planning application is refused, the applicant may appeal against the decision. Where an application goes to appeal, the Council will notify interested parties, such as neighbours and will give them the right to submit their views in writing or in person, depending on the method of appeal.

### National Significant Infrastructure Projects

**4.20** Nationally Significant Infrastructure Projects (NSIPs) are usually large-scale developments, such as, new harbours, power generating stations (including wind farms) and electricity transmission lines, which require a type of consent known as 'development consent'. The Planning Inspectorate is responsible for operating the planning process for NSIPs.

**4.21** Any developer wishing to construct a NSIP must first apply to the Planning Inspectorate for consent to do so. The Planning Inspectorate examines the application and makes a recommendation to the relevant Secretary of State, who then decides whether to grant or refuse development consent.

## 4 Development Management

## Part 5 Neighbourhood Planning

### What is Neighbourhood Planning?

- 5.1** Neighbourhood planning gives local communities the opportunity to draw up their own plans and proposals for shaping the future of their areas, as long as they comply with national and local strategic policies.
- 5.2** There are three types of neighbourhood planning available to communities:
- **Neighbourhood Plan** – enables a community to establish a vision and provide planning policies for the future use and development of land in the local community area. Once adopted, a Neighbourhood Plan will form part of the Council’s local development plan, against which all planning applications and proposals will be decided.
  - **Neighbourhood Development Order** – allows communities to grant planning permission for certain types of development that they would like to see happen in their area.
  - **Community Right to Build Order** – allows communities to grant planning permission for local small-scale developments that they would like to see, such as, housing, community facilities or shops.
- 5.3** Neighbourhood planning cannot be used to block the building of the homes and businesses considered to be necessary to meet the Borough’s current and future needs. However, it can be used to influence the type, design, location and even mix of new development.

### What is the Process for Preparing a Neighbourhood Plan or Development Order?

- 5.4** There are five main stages in preparing a Neighbourhood Plan or Development Order. These are:
1. Set up a Neighbourhood Forum and agree its planning area
  2. Prepare your Neighbourhood Plan or Development Order
  3. Independent Examination
  4. Community Referendum
  5. Legal adoption of your Neighbourhood Plan or Development Order.
- Please Note: The information set out in this section of the SCI only provides a basic guide to the neighbourhood planning process. If you are considering preparing a plan or development order, we recommend that you contact the Growth and Strategy Team to find out more information.

#### Stage 1

- 5.5** The community decides on the ‘Neighbourhood Area’ that they wish to prepare a Neighbourhood Plan or Development Order for. The only bodies that can produce a Neighbourhood Plan or Development Order in Thurrock are designated Neighbourhood Forums.

## 5 Neighbourhood Planning

- 5.6** A Neighbourhood Forum must be a group of at least 21 people, who either live in or work in the neighbourhood area, or are elected members for all or part of the neighbourhood area.
- 5.7** Both the Neighbourhood Area and the Neighbourhood Forum will need to be formally approved by the Council to ensure that they make sense for planning purposes and do not overlap with any other neighbourhood planning area.

### Stage 2

- 5.8** The preparation of the Neighbourhood Plan or Development Order is the most significant stage in the neighbourhood planning process. The Neighbourhood Forum must gather ideas for the area and develop proposals for a Neighbourhood Plan or Neighbourhood Development Order.
- 5.9** Everyone who lives or works in or around the local community must be appropriately consulted on the proposals. This includes residents, local businesses and landowners, as well as relevant local, regional and national organisations and agencies. The Neighbourhood Planning (general) Regulations 2012<sup>(8)</sup> set out the requirements for consultation and publicity at key stages with those living or working in the neighbourhood area, or with those who may have an interest in or are likely to be affected by the proposals (e.g. business). These are the minimum requirements, but engagement with all members of the local community should be an ongoing process from the beginning, to ensure the plan is prepared with high levels of involvement and has local support at the referendum stage.
- 5.10** In preparing a neighbourhood plan or development order, proposals and policies must be in accordance with:
- International, European and national designations (e.g. heritage and natural environment), and European environmental and human rights laws;
  - National planning policies and laws, including the National Planning Policy Framework;
  - Strategic policies and designations of the Council's adopted development plan – plans and orders can propose more, but not less development than is required for the area by the adopted development plan.

### Stage 3

- 5.11** Once a draft Neighbourhood Plan is prepared, it will be checked by an independent examiner. He/she will consider whether it meets the right basic standards and they will consider any representations of objections to the proposals.
- 5.12** The independent examination may be carried out in writing, with the examiner considering written representations, or, it may be held as a public meeting.
- 5.13** If the examiner considers that the plan or order does not meet the right standards, he/she will suggest changes and recommend whether it should proceed to a referendum. The Council will then consider the examiner's views and decide whether



## Neighbourhood Planning 5

to make those changes. If significant changes are recommended, then the Neighbourhood Forum may wish to re-consult with the local community before proceeding.

### Stage 4

- 5.14** Once the examiner approves the Neighbourhood Plan or Order, it will need to be put to a community referendum. This ensures that your local community has the final say on whether the plan or order should come into effect.
- 5.15** Anyone who lives in the area that the Plan or Order covers, and who are registered to vote in local elections, are entitled to vote in the referendum. It may be appropriate for people in neighbouring areas to vote in the referendum, if the proposals within it are likely to impact on them too.
- 5.16** In the case for a Neighbourhood Plan for a 'Business Area' a separate referendum will also be held for businesses (non-domestic rate payers). Each business will have one vote.
- 5.17** More than 50% of people voting in the referendum need to vote in favour of support, for the plan to be taken forward for formal adoption by the Council.

### Stage 5

- 5.18** If more than 50% of people voting in the referendum support the Neighbourhood Plan, then the Council must bring it into effect and legally adopt it as part of the statutory local development plan for the area. If there is conflict between the results of the resident and business referendums, then the decision on adoption of the Neighbourhood Plan will rest with the Council.
- 5.19** Once the Plan or Order has been formally adopted by the Council and brought into legal effect, the Council will be legally obliged to take it into consideration when assessing planning applications and other proposals for development in the area.

## What is the Process for Preparing a Community Right to Build Order?

- 5.20** The process for preparing a Community Right to Build Order is similar to the process of preparing a Neighbourhood Development Order. The main difference is that orders are prepared by a local community organisation, not a designated neighbourhood forum.
- 5.21** To be eligible to develop a Community Right to Build Order in a particular neighbourhood area, the community organisation or group must consist of at least 10 members, all of whom must live in that neighbourhood area, in separate homes to each other. When an order is proposed, at least half of the organisation's members must live in the area. The organisation must also exist to further the economic, environmental and social well-being of the area, and any profits made as a result of Community Right to Build Orders must be used for the good of that community, not for private gain.
- 5.22** Both the Neighbourhood Area and the local community organisation need to be approved by the Council, to ensure they make sense for planning purposes and do not overlap with any other neighbourhood planning area.

## 5 Neighbourhood Planning

### What Role does the Council Play in Neighbourhood Planning?

**5.23** Under the Town and Country Planning Act 1990 (as amended), the Council has a statutory duty to assist communities in the preparation of Neighbourhood Plans and Orders, and to take plans through a process of examination and referendum.

**5.24** The Council has six principal roles in the process of neighbourhood planning:

- To formally designate a neighbourhood area, for the purposes of neighbourhood planning.
- To provide technical advice and support for the preparation of the Plan.
- To validate and check a Plan prior to its submission for independent examination.
- To cover the costs of an independent examination into the draft Plan.
- To organise and cover the costs of a referendum, to ensure there is public support for the Plan or Order.
- To 'make' the Plan or Order, if it has been prepared correctly and which is supported by the local community.

**5.25** In addition, subject to the availability of resources, the Council will endeavour to support communities undertaking neighbourhood planning by:

- Providing general guidance and advice.
- Attending meetings at key stages.
- Making available on the Council's website relevant studies and other background information.
- Providing information on the Council's website about planning policy and planning designations.
- Advising on any national or local funding opportunities.
- Providing details of relevant contacts. For example, the Environment Agency, Historic England and Highways England.

**5.26** The Council must be realistic as to what it can do to support neighbourhood planning in a cost-effective and time-efficient way. Support and assistance the Council provides will be proportionate to the nature of the plans being prepared, the stage reached in plan-making and the impact on the wider community.

## Appendix A - Plan Making Specific Consultation Bodies

### Appendix A - Plan Making Specific Consultation Bodies

- the Coal Authority
- the Environment Agency
- Historic England
- the Marine Management Organisation
- Natural England
- Network Rail
- Highways England
- adjoining relevant authorities
- relevant telecommunications companies
- relevant Clinical Commissioning Group(s)
- NHS Commissioning Board
- relevant electricity and gas companies
- relevant water and sewerage companies
- the Homes and Communities Agency

## Appendix A - Plan Making Specific Consultation Bodies

## Appendix B - Plan Making Duty to Cooperate Public Bodies

### Appendix B - Plan Making Duty to Cooperate Public Bodies

#### Statutory Public Bodies:

- the Environment Agency
- Historic England
- Natural England
- the Mayor of London
- the Civil Aviation Authority
- the Homes and Communities Agency
- relevant Clinical Commissioning Groups
- NHS Commissioning Board
- Network Rail
- Transport for London
- Highways England
- the Maine Management Organisation
- South East Local Enterprise Partnership

#### Other Public Bodies and Local Authorities

*(these are subject to change):*

- Barking and Dagenham Council,
- Basildon Borough Council,
- Bedford Borough Council,
- Braintree District Council,
- Brentwood Council,
- Cambridgeshire County Council,
- Castle Point Borough Council,
- Central Bedfordshire and Luton Borough Councils,
- Chelmsford City Council,
- Colchester Borough Council,
- Dartford Borough Council,
- East London Waste Authority,
- Epping Forest District Council,
- Essex County Council
- Essex County Council (Minerals and waste)
- Gravesham Borough Council,
- Greater London Authority
- Harlow Council,
- Havering Council
- Herts County Council,
- Kent County Council,
- London Borough Redbridge,
- London Borough Tower Hamlets,
- London Borough of Bexley
- London Borough of Havering

## Appendix B - Plan Making Duty to Cooperate Public Bodies

- Maldon District Council,
- Medway Borough Council,
- Norfolk County Council,
- North London Waste Authority,
- Peterborough City Council,
- Rochford District Council
- Southend-on-Sea Council
- Suffolk County Council,
- Swale Borough Council
- Tendring District Council,
- Thames Gateway Local Nature Partnership Authorities
- Uttlesford District Council,

## Appendix C - Stages in Preparation of the Local Plan

## Appendix C - Stages in Preparation of the Local Plan

Stage of Local Plan Preparation	Levels of Engagement		
	We will...	We may...	You can...
<p><b>Stage 1</b></p> <p><b>Initial Evidence Gathering</b></p> <p>Gathering evidence and information to:</p> <ul style="list-style-type: none"> <li>Identify aims and objectives of the Plan.</li> <li>Identify the needs of the local area that should be covered by the Plan.</li> <li>Identify environmental, economic and social objectives to inform the Sustainability Appraisal (SA) and produce a SA Scoping Report.</li> </ul>	<ul style="list-style-type: none"> <li>Publish the SA Scoping Report on our website and will invite comments from the consultation bodies (Historic England, Natural England and the Environment Agency) on the scope of the Report for a minimum of six weeks.</li> </ul>	<ul style="list-style-type: none"> <li>Publish Technical Studies (evidence base) on our Planning Policy website – <a href="http://hurruck.gov.uk/planning-policy">http://hurruck.gov.uk/planning-policy</a></li> <li>Request information from you.</li> <li>Set up workshops and meetings with key stakeholders.</li> <li>Undertake presentations to other teams within the Council.</li> </ul>	<p>You can...</p> <ul style="list-style-type: none"> <li>Submit information to us, when we request it.</li> <li>Let us know you want to be involved in the preparation of the Plan.</li> </ul>
<p><b>Stage 2</b></p> <p><b>Preparation of the Local Plan (Regulation 18)</b></p>	<ul style="list-style-type: none"> <li>Notify specific and general consultees that we are proposing to prepare a new Local Plan and will invite comments on the issues and options for a minimum of 6 weeks.</li> </ul>	<ul style="list-style-type: none"> <li>Publish a notice in the local newspaper which identifies the locations and times that the draft Local Plan and SA Report can be viewed.</li> </ul>	<ul style="list-style-type: none"> <li>Submit written comments to us about what you think the Local Plan should contain and the</li> </ul>

Appendix C - Stages in Preparation of the Local Plan

Levels of Engagement			
Stage of Local Plan Preparation	We will...	We may...	You can...
<p>Prepare draft 'Issues and Options' document which will identify the main issues and different options that could be included in the Local Plan.</p> <p>We will undertake a Sustainability Appraisal to assess the environmental, economic and social impacts of the plan's objectives, various options and reasonable alternatives.</p>	<ul style="list-style-type: none"> <li>• Publish on our website and at various locations within the Borough the draft Local Plan and the Sustainability Appraisal Report.</li> <li>• Publish a notice on our website which identifies the locations and times that the draft Local Plan and SA Report can be viewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Place advertisements in the local newspaper.</li> <li>• Organise and attend meetings/workshops with local communities.</li> <li>• Set up manned and unmanned displays and exhibitions at locations within the Borough.</li> <li>• Put posters up and distribute leaflets in local areas.</li> <li>• Use social media to promote and raise awareness of the consultation.</li> </ul>	<p>issues that should be included within it.</p> <ul style="list-style-type: none"> <li>• Submit written comments to us about the SA Report.</li> </ul>
<p><b>Stage 3</b></p> <p><b>Draft Local Plan (Regulation 18)</b></p> <p>We will review comments we receive at Stage 2 and amend the Draft Local Plan, where necessary.</p>	<ul style="list-style-type: none"> <li>• Notify specific and general consultees that we have published the Draft Local Plan and will invite comments on it for a minimum of 6 weeks.</li> <li>• Notify specific and general consultees that we have published a Sustainability Appraisal Report of the Draft</li> </ul>	<ul style="list-style-type: none"> <li>• Publish a notice in the local newspaper which identifies the locations and times that the Draft Local Plan and SA Report can be viewed.</li> <li>• Place advertisements in the local newspaper.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit written comments to us about the Draft Local Plan and whether there are any changes that you think should be made to it.</li> </ul>



## Appendix C - Stages in Preparation of the Local Plan

Stage of Local Plan Preparation	Levels of Engagement		
	We will...	We may...	You can...
We will undertake a Sustainability Appraisal to assess the environmental, economic and social impacts of the Draft Plan.	<p>Local Plan and will invite comments on it for a minimum of 6 weeks.</p> <ul style="list-style-type: none"> <li>• Publish on our website and at various locations within the Borough the Draft Local Plan and the Sustainability Appraisal Report.</li> <li>• Publish a notice on our website, which identifies the locations and times that the Draft Local Plan and SA Report can be viewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Organise and attend meetings/workshops with local communities.</li> <li>• Set up manned and unmanned displays and exhibitions at locations within the Borough.</li> <li>• Put posters up and distribute leaflets in local areas.</li> <li>• Use social media to promote and raise awareness of the consultation.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit written comments to us about the Sustainability Appraisal Report and whether you agree or disagree with the findings.</li> </ul>
<p><b>Stage 4</b></p> <p><b>Publication of the Local Plan (Regulation 19 and 20)</b></p>	<ul style="list-style-type: none"> <li>• Send to specific and general consultees:</li> <li>• a copy of the representations procedure.</li> <li>• a statement of the fact that the Proposed Submission documents are available to view and the times and places where they can be viewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Place advertisements/notices in the local newspaper.</li> <li>• Put posters up and distribute leaflets in local areas.</li> <li>• Attend and organise meetings/workshops with the local communities.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit written comments to us about the Proposed Submission Local Plan and any accompanying documents.</li> </ul>

## Appendix C - Stages in Preparation of the Local Plan

Levels of Engagement			
Stage of Local Plan Preparation	We will...	We may...	You can...
<p>We will review comments we receive at Stage 3 and consider them when preparing the Local Plan that we intend to submit to the Secretary of State.</p> <p>We will undertake a Sustainability Appraisal of the Proposed Submission Local Plan, taking into consideration comments we received back to the Sustainability Appraisal Report of the Draft Local Plan at Stage 3.</p>	<ul style="list-style-type: none"> <li>• Publish on our website:</li> <li>• a copy of the representations procedure.</li> <li>• a statement identifying the places and times that the documents can be viewed.</li> <li>• the Proposed Submission Local Plan and any accompanying documents.</li> <li>• the Sustainability Appraisal Report.</li> </ul>	<ul style="list-style-type: none"> <li>• Set up manned and unmanned displays/exhibitions at locations within the Borough.</li> <li>• Use social media to promote and raise awareness of the consultation.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit written comments to us about the Sustainability Appraisal Report of the Proposed Submission Local Plan.</li> <li>• Request to be notified when the Council submits the Local Plan to the Secretary of State.</li> <li>• Request to be heard at the Examination (the decision of who is heard is made by the Inspector appointed to Examine the plan).</li> <li>• Request to be notified when the recommendations by the Inspector are published.</li> </ul>

## Appendix C - Stages in Preparation of the Local Plan

Stage of Local Plan Preparation	Levels of Engagement		
	We will...	We may...	You can...
<p><b>Stage 5</b></p> <p><b>Submission of the Local Plan (Regulation 22)</b></p> <p>We will submit the Local Plan, accompanying documentation and Sustainability Appraisal Report to the Secretary of State for independent Examination.</p> <p>Once the Plan has been submitted, all correspondence should be made to the Inspector appointed to undertake the Examination, via the Programme Officer.</p>	<ul style="list-style-type: none"> <li>• Submit the Local Plan and accompanying documents, including the Sustainability Appraisal Report to the Secretary of State.</li> <li>• Notify those people who requested to be notified that the Local Plan has been submitted to the Secretary of State.</li> <li>• Notify specific and general consultees that the Local Plan and accompanying documents, including the Sustainability Appraisal Report, are available to view and the times and places where they can be viewed.</li> <li>• Publish on our website, within the Civic Offices and at various locations within the Borough: the Local Plan and accompanying documents</li> </ul>	<ul style="list-style-type: none"> <li>• Publish on our website, within the Civic Offices and/or at various locations within the Borough: copies of the representations that we received to the Proposed Submission Local Plan.</li> <li>• any supporting documents which are relevant to preparation of the Local Plan.</li> <li>• Publish a notice in the local newspaper informing people that the Local Plan has been submitted to the Secretary of State and the places and times that it and its accompanying documents can be viewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Request to be notified when the Local Plan is adopted.</li> </ul>

Appendix C - Stages in Preparation of the Local Plan

Levels of Engagement			
Stage of Local Plan Preparation	We will...	We may...	You can...
	<ul style="list-style-type: none"> <li>the Sustainability Appraisal Report</li> <li>a Statement of Representation</li> <li>a notice stating the times and places that the above documents can be viewed.</li> </ul>	<ul style="list-style-type: none"> <li>Place advertisements in the local newspaper.</li> </ul>	
<p><b>Stage 6</b></p> <p><b>Examination of the Local Plan (Regulation 24)</b></p> <p>The Local Plan is examined by an independent Planning Inspector who will assess whether the plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements, and whether it is sound.</p>	<ul style="list-style-type: none"> <li>Notify anyone who made representations to the Proposed Submission Local Plan, at least 6 weeks before the opening of the hearing:</li> <li>the date, time and place that the hearing will be held.</li> <li>the name of the inspector appointed to carry out the examination.</li> <li>Publish on our website, at the Civic Offices and at other various locations within the Borough, at least 6 weeks before the opening of the hearing:</li> </ul>	<ul style="list-style-type: none"> <li>Publish in the local newspaper information to inform people of the date, time and place that the Examination will be held, and the name of the Inspector who will carry out the Examination.</li> </ul>	<ul style="list-style-type: none"> <li>Attend the Examination (but only those who have been invited to speak by the Inspector can do so).</li> </ul>

## Appendix C - Stages in Preparation of the Local Plan

Stage of Local Plan Preparation	Levels of Engagement		
	We will...	We may...	You can...
	<ul style="list-style-type: none"> <li>the date, time and place that the hearing will be held.</li> <li>the name of the inspector appointed to carry out the examination.</li> </ul>		
<p><b>Stage 7</b></p> <p><b>Inspector's Report</b> <b>(Regulation 25)</b></p> <p>Following the Examination in public, the Inspector who examined the Local Plan will send a report to the Council which identifies any recommended changes to be made to the Plan and whether the Plan has been approved.</p>	<ul style="list-style-type: none"> <li>Publish on our website, at the Civic Offices and at other locations within the Borough, a copy of the recommendations.</li> <li>Notify those who requested to be notified that we have published the recommendations made by the Inspector.</li> </ul>		
<p><b>Stage 8</b></p> <p><b>Adoption</b> <b>(Regulation 26)</b></p>	<ul style="list-style-type: none"> <li>Publish on our website, at the Civic Offices and at other locations within the Borough: - the Local Plan</li> </ul>		

Appendix C - Stages in Preparation of the Local Plan

Stage of Local Plan Preparation	Levels of Engagement		
	We will...	We may...	You can...
Any recommended amendments will be made to the plan before it is submitted to Full Council for adoption.	<ul style="list-style-type: none"> <li>- an Adoption Statement</li> <li>- the Sustainability Appraisal Report</li> <li>- details of the times and locations at which the documents can be viewed.</li> <li>- Notify anyone who requested to be notified that the plan has been adopted.</li> </ul>		

## Appendix D - Stages in Preparation of a Supplementary Planning Document

**Appendix D - Stages in Preparation of a Supplementary Planning Document**

Stage	Key Tasks
<p style="text-align: center;"><b>Stage 1</b></p> <p><b>Prepare the Evidence</b></p>	<ul style="list-style-type: none"> <li>• Gather up to date information on a range of social, economic and environmental matters and produce the scope of the SPD.</li> <li>• Identify whether a Sustainability Appraisal (SA) is required.</li> </ul>
<p style="text-align: center;"><b>Stage 2</b></p> <p><b>Draft the SPD</b></p>	<ul style="list-style-type: none"> <li>• Draft the SPD using information gathered in Stage 1.</li> <li>• Undertake the SA, if required.</li> </ul> <p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Publish on our website and at various locations within the Borough the draft SPD and invite comments for a minimum of 6 weeks.</li> </ul> <p><b>You can...</b></p> <ul style="list-style-type: none"> <li>• Provide written comments to us about the Draft SPD during the specified time period.</li> <li>• Request to be notified when the SPD is adopted.</li> </ul>
<p style="text-align: center;"><b>Stage 3</b></p> <p><b>Adoption</b></p>	<ul style="list-style-type: none"> <li>• Consider comments received on the draft SPD and amend the document if necessary.</li> <li>• Submit the SPD to Full Council for adoption (SPDs are not subject to independent examination).</li> </ul> <p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Once the SPD is adopted, we will publish it on our website and make it available at various locations within the Borough, along with any SA Report and an Adoption Statement.</li> <li>• Send a copy of the Adoption Statement to anyone who requests to be notified of the document's adoption.</li> </ul>

## Appendix D - Stages in Preparation of a Supplementary Planning Document



## Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

## Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

Stage of CIL Charging Schedule Preparation	Levels of Engagement		
	We will...	We may...	You can...
<p><b>Stage 1</b></p> <p><b>Initial Evidence Gathering</b></p> <p>Gathering of information to identify local infrastructure needs and funding gaps, and assess the viability of developments.</p>	<ul style="list-style-type: none"> <li>Publish on our website any Technical Studies that we prepare to inform the Charging Schedule.</li> </ul>		
<p><b>Stage 2</b></p> <p><b>Preliminary Draft Charging Schedule</b></p> <p>Preparation of the Preliminary Draft Charging Schedule.</p>	<ul style="list-style-type: none"> <li>Send a copy of the Preliminary Draft Charging Schedule to consultees (as listed in The Community Infrastructure Levy Regulations 2010, as amended) and invite representations for a minimum of 6 weeks.</li> <li>Publish, on our website and at various locations within the Borough, the Preliminary Draft Charging Schedule and invite comments for a minimum of 6 weeks.</li> </ul>	<ul style="list-style-type: none"> <li>Publish a notice in the local newspaper which identifies the locations and times that the Preliminary Draft Charging Schedule can be viewed.</li> <li>Place advertisements in the local newspaper.</li> <li>Attend and organise meeting and workshops.</li> </ul>	<ul style="list-style-type: none"> <li>Submit written comments to us on the Preliminary Draft Charging Schedule.</li> </ul>

## Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

Levels of Engagement			
	We will...	We may...	You can...
<p><b>Stage of CIL Charging Schedule Preparation</b></p>	<ul style="list-style-type: none"> <li>Publish a notice on our website which identifies the locations and times that the Preliminary Draft Charging Schedule can be viewed.</li> </ul>	<ul style="list-style-type: none"> <li>Set up manned and unmanned displays/exhibitions.</li> <li>Use social media to promote and raise awareness of the consultation.</li> </ul>	<p><b>You can...</b></p>
<p><b>Stage 3</b> <b>Draft Charging Schedule</b></p> <p>Review and consideration of comments made to the Preliminary Draft Charging Schedule and prepare the Draft Charging Schedule.</p>	<ul style="list-style-type: none"> <li>Send a copy of the Draft Charging Schedule and a statement of representation procedure to all those consulted at the Preliminary Draft Charging Schedule stage and invite comments for a minimum of 6 weeks.</li> <li>Notify anyone else who commented on the Preliminary Draft Charging Schedule that the Draft Charging Schedule has been published.</li> <li>Publish on our website and at various locations within the Borough the Draft Charging Schedule, any appropriate Technical Studies (evidence) and a statement of the representation procedure, and invite comments for a minimum of 6 weeks.</li> </ul>	<ul style="list-style-type: none"> <li>Publish a notice in the local newspaper which identifies the locations and times that the Draft Charging Schedule can be viewed.</li> <li>Place advertisements in the local newspaper.</li> <li>Organise and attend meetings and workshops.</li> <li>Set up manned and unmanned displays/exhibitions in local areas.</li> <li>Use social media to promote and raise awareness of the consultation.</li> </ul>	<ul style="list-style-type: none"> <li>Submit written comments to us on the Draft Charging Schedule.</li> <li>Request to be heard in public by the Examiner undertaking the Examination.</li> <li>Request to be notified when:                             <ul style="list-style-type: none"> <li>- the Charging Schedule has been submitted to the Government.</li> </ul> </li> </ul>

## Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

Levels of Engagement			
	We will...	We may...	You can...
<b>Stage of CIL Charging Schedule Preparation</b>	<ul style="list-style-type: none"> <li>Publish on our website and in the local newspaper a notice which identifies a statement of representation procedure and the locations and times that the Draft Charging Schedule can be viewed.</li> </ul>		<ul style="list-style-type: none"> <li>- the Examiner publishes their recommendations.</li> <li>- the Council approves the Charging Schedule.</li> </ul>
<b>Stage 4 Submission</b>  Submission of the Charging Schedule to the Government.	<ul style="list-style-type: none"> <li>Submit to the Government:               <ul style="list-style-type: none"> <li>- the Draft Charging Schedule</li> <li>- a Statement of Representation</li> <li>- copies of representations made</li> <li>- a statement of any modifications made to the Draft Charging Schedule</li> <li>- copies of relevant evidence.</li> </ul> </li> <li>Publish on our website and at various locations within the Borough the documents submitted to the Government, as above.</li> </ul>	<ul style="list-style-type: none"> <li>Publish a notice within the local newspaper which states that we have submitted the Charging Schedule.</li> </ul>	

## Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

Stage of CIL Charging Schedule Preparation	Levels of Engagement		
	We will...	We may...	You can...
	<ul style="list-style-type: none"> <li>• Publish on our website a notice which identifies the locations and times that the documents above can be viewed.</li> <li>• Notify those who requested to be notified that the Schedule has been submitted to the Government.</li> <li>• Send a copy of a statement of any modifications made to the Draft Charging schedule, if applicable, to consultees.</li> </ul>		
<p><b>Stage 5</b></p> <p><b>Examination</b></p> <p>The Charging Schedule is examined by an independent Examiner.</p>	<ul style="list-style-type: none"> <li>• Publish on our website and in the local newspaper, the time and place that the examination is to be held and the name of the examiner.</li> <li>• Inform anyone who made a representation on the Draft Charging Schedule and anyone who requested to be heard, the time and place that the examination is to be held and the name of the examiner.</li> </ul>	<ul style="list-style-type: none"> <li>• Place advertisements in the local newspaper</li> </ul>	
<p><b>Stage 6</b></p> <p><b>Publication of Examiner's Recommendations</b></p>	<ul style="list-style-type: none"> <li>• Publish on our website and at various locations within the Borough, the recommendations and reasons.</li> <li>• Notify anyone who requested to be notified that we have received and</li> </ul>		

## Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

Stage of CIL Charging Schedule Preparation	Levels of Engagement		
	We will...	We may...	You can...
The Council receives recommendations and reasons for those recommendations from the examiner.	published the recommendations and reasons.		
<p><b>Stage 7</b></p> <p><b>Approval and Publication</b></p> <p>The Council approves and publishes the Charging Schedule.</p>	<ul style="list-style-type: none"> <li>• Publish on our website and at various locations within the Borough the approved Charging Schedule.</li> <li>• Publish in the local newspaper a notice that the Charging Schedule has been approved and where it can be viewed.</li> <li>• Notify those who requested to be notified that the Charging Schedule has been approved.</li> <li>• Send a copy of the Charging Schedule to each relevant consenting authority.</li> </ul>		

## Appendix E - Stages in Preparation of the Community Infrastructure Levy Charging Schedule

## Appendix F - Stages of a Planning Application

## Appendix F - Stages of a Planning Application

Stage	We will	You Can
<b>Stage 1 – Application is registered</b>	<ul style="list-style-type: none"> <li>Send a letter of acknowledgement to the applicant with a target date for making a decision.</li> </ul>	
<b>Stage 2 – Application is publicised</b>	<ul style="list-style-type: none"> <li>Publish the application by means of sites notices and/or advertisements in the local newspaper.</li> <li>Send letters to neighbouring properties, including businesses.</li> <li>Publish the application on our website.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant may wish to speak to their neighbours themselves.</li> <li>Support or object, in writing or email, to any planning application as long as they are received by the Council before the expiry time.</li> <li>Track the progress of any current application via the Council's website.</li> </ul>
<b>Stage 3 – Views of relevant bodies</b>	<ul style="list-style-type: none"> <li>Seek the views of agencies such as the Highway Authority and the Environment Agency, if the application could have an effect on roads, traffic or flood plains, for example.</li> </ul>	
<b>Stage 4 – Inspection of the site</b>	<ul style="list-style-type: none"> <li>Inspect the site to gather information about it and the surrounding area.</li> </ul>	
<b>Stage 5 – Application is assessed</b>	<ul style="list-style-type: none"> <li>Assess the proposal against national policies, government guidance and local planning policies.</li> </ul>	

## Appendix F - Stages of a Planning Application

<p><b>Stage 6 – Consideration of material effects</b></p>	<ul style="list-style-type: none"> <li>Consider comments made by neighbours and relevant bodies.</li> <li>Consider the effects of the proposal on neighbours and matters such as highway safety.</li> </ul>	
<p><b>Stage 7 – Negotiate any amendments</b></p>	<ul style="list-style-type: none"> <li>Negotiate some points of the application to reach a positive decision, where possible.</li> </ul>	
<p><b>Stage 8 – Decision is reached</b></p>	<p><b>Delegated decision:</b></p> <ul style="list-style-type: none"> <li>Prepare a report.</li> <li>Senior Officers of the Council will consider and agree the recommendations.</li> <li>Inform anyone who has submitted written to comments to us, the outcome of the decision.</li> </ul> <p><b>Committee decision:</b></p> <p>Applications that we feel are likely to have a significant impact, or those that are ‘called in’ by Councillors are taken to the Council’s Planning Committee for determination. In such circumstances we will:</p> <ul style="list-style-type: none"> <li>Prepare a report and present it to Members of the Planning Committee.</li> <li>Inform anyone who has submitted written comments to us, the outcome of the decision.</li> </ul>	<ul style="list-style-type: none"> <li>Attend Planning Committee – usually held every 4 weeks.</li> <li>Members of the public are allowed to speak at the meeting.</li> <li>Applicant may appeal against a refusal or against any condition of approval. By law, no one else has the right of appeal.</li> </ul>



## Appendix G - Material Considerations

**Appendix G - Material Considerations****Material considerations can include, but are not limited to:**

- Local, strategic, national planning policies and policies in the adopted development plan of an area.
- Emerging plans which have already been through at least one stage of public consultation.
- Pre-application planning consultation carried out by, or on behalf of the applicant.
- Government and Planning Inspectorate requirements – circulars, orders, statutory instruments, guidance and advice.
- Previous appeal decisions and planning inquiry reports.
- Principles of Case Law held through the Courts.
- Loss of sunlight (based on Building Research Establishment guidance).
- Overshadowing/loss of outlook to the detriment of residential amenity (though not loss of view as such).
- Overlooking and loss of privacy.
- Highways issues: traffic generation, vehicular access, highway safety.
- Noise or disturbance resulting from use, including proposed hours of operation.
- Smells and fumes
- Capacity of physical infrastructure e.g. in the public drainage or water systems.
- Deficiencies in social facilities e.g. space in schools.
- Storage & handling of hazardous materials and development of contaminated land.
- Loss or effect on trees.
- Adverse impact on nature conservation interests & biodiversity opportunities.
- Effect on listed buildings and conservation areas.
- Incompatible or unacceptable uses.
- Local financial considerations offered as a contribution or grant.
- Layout and density of building design, visual appearance and finishing materials.
- Inadequate or inappropriate landscaping or means of enclosure.

## Appendix G - Material Considerations

## Appendix H - Further information and advice on planning

### Appendix H - Further information and advice on planning

#### The Planning Portal

- The Planning Portal is the Government's online tool for planning and building services. It provides information about the planning system, allows you to submit planning applications and find out about development in your area
- **Website:** <http://planningportal.gov.uk>

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

- The DCLG website provides general information on the planning system, including the latest national planning policy, decisions on planning, research and statistics.
- **Website:** <http://gov.uk/government/organisations/department-for-communities-and-local-government>

#### Planning Aid England

- Planning Aid England, which is provided by the Royal Town Planning Institute, offers free, independent and professional planning advice to individuals and communities who cannot afford to pay professional fees.
- **Website:** <http://rtpi.org.uk/planning-aid>

#### Locality

- Locality is the national network of ambitious and enterprising community-led organisations, working together.
- **Website:** <http://mycommunity.org.uk/programme/neighbourhood-planning/>

#### Department for Communities and Local Government.

- **Website:** <https://www.gov.uk/government/publications/neighbourhood-planning>

#### Planning Aid

- Planning Aid have a NP forum to support communities on using rights.
- **Website:** <http://www.ourneighbourhoodplanning.org.uk/>

#### The Planning Inspectorate

- The Planning Inspectorate deals with planning appeals, national infrastructure planning applications, examinations of local plans and other planning-related and specialist casework in England and Wales.
- **Website:** <http://gov.uk/government/organisations/planning-inspectorate>

## Appendix H - Further information and advice on planning

## Glossary

### Area Action Plan

- A document that sets out policies and proposals for the change or special conservation of a specific area.

### Community Infrastructure Levy

- A levy which allows local authorities to raise funds from new development which can be used to pay for a wide range of infrastructure, including roads, schools, community facilities and open spaces.

### Community Right to Build Order

- A special type of Neighbourhood Development Order prepared by a community organisation and made by the Local Planning Authority. It grants planning permission for a particular type of development in a particular area.

### Core Strategy

- A type of development plan which sets out the long-term vision, spatial strategy and policies for future development of the Borough. Thurrock adopted its Core Strategy in 2011.

### Development Plan

- A document(s) that set out the spatial vision, strategic objectives and policies for development in an area.

### Duty to Cooperate

- This was created by the Localism Act 2011. It places a legal duty on the Council to engage on an ongoing basis with neighbouring local planning authorities and other bodies on issues that go beyond Thurrock's boundary.

### Equality Impact Assessment (EqIA)

- An assessment of the plan is undertaken to ensure that it does not discriminate against disadvantaged or vulnerable people. In Thurrock, this is usually incorporated into the Sustainability Appraisal.

### General Consultation Bodies

- A list of organisations, groups and individuals who the Council deems appropriate to consult on the preparation of the Local Plan and other planning documents

## Glossary

### **Habitat Regulation Assessment (HRA)**

- An assessment is required if a Plan or the policies it contains is likely to have a significant adverse effect on Special Areas of Conservation or Special Protection Areas. In Thurrock a HRA is usually incorporated into the Sustainability Appraisal.

### **Localism Act 2011**

- An Act of Parliament introduced in 2011, which seeks to take more decision making powers away from central government and put it back into the hands of local councils, communities and individuals.

### **Local Plan**

- A plan which sets out a vision and objectives for the development of an area. It identifies future needs and opportunities for housing, economic development, community facilities and infrastructure, whilst also protecting the built and natural environment, adapting to climate change and securing good design.

### **Major Planning Applications**

- Housing development of 10 or more dwellings, or a site area of 0.5 hectares or more
- Other development where the floor space to be built is 1,000 sq m or more, or where the site area is 1 hectare or more.

### **Material Consideration**

- The issues that are taken into account when a decision is made on a planning application.

### **Minor Planning Applications**

- Housing development of less than 10 dwellings
- Other development where the floorspace to be built is less than 1,000 sq m or where the site area is less than 1 hectare.

### **National Planning Policy Framework (NPPF)**

- Introduced in 2012, the NPPF sets out the Government's planning policies for England. It essentially consolidates previous national planning policies and guidance, including Planning Policy Statements and Planning Policy Guidance Notes into one single document.

### **National Planning Policy Guidance (NPPG)**

- This was introduced in 2014 and provides details to support the effective implementation of the National Planning Policy Framework.

## Neighbourhood Planning

- This was introduced by the Localism Act (2011) and allows local communities to shape new development in their area, through the building of homes, jobs and community facilities.

## Permitted Development Rights

- Certain minor changes that can be made to a house or building without the need for planning permission.

## Planning and Compulsory Purchase Act 2004

- An Act of Parliament introduced in 2004, which substantially reformed the planning system in England. It replaced Local Plans and Structure Plans with Local Development Frameworks.

## Soundness

- The Inspector who examines the Local Plan will test whether it is 'sound'. To be found sound, the plan must be:
  - **Positively Prepared** – based on a strategy which seeks to meet objectively assessed development and infrastructure requirements and consistent with achieving sustainable development.
  - **Justified** – the plan should be the most appropriate strategy when considered against the reasonable alternatives, based on evidence.
  - **Effective** – the plan must be deliverable over the plan-period and based on effective joint working on issues that go across the Borough boundary.
  - **Consistent with national policy** – the plan should enable the delivery of sustainable development in accordance with policies within the National Planning Policy Framework.

## Specific Consultation Bodies

- A list of bodies identified in the Town and Country Planning Regulations 2012 which the Council must consult during preparation of its Local Plan.

## Statement of Community Involvement

- A document that sets out the standards for involving the local community in the preparation of Local Plans and decisions on planning applications.

## Glossary

### **Strategic Environmental Assessment (SEA)**

- Assesses the environmental effects of a plan. In Thurrock SEAs are usually incorporated into the Sustainability Appraisal.

### **Supplementary Planning Document**

- A document that provides additional guidance in relation to a policy or policies within a Local Plan.

### **Sustainability Appraisal (SA)**

- An appraisal undertaken during the preparation of a plan to assess its possible social, environmental and economic effects and to ensure that the plan contributes to the achievement of sustainable development.





