



Harborough District Council

Statement of

Community Involvement

202019

Harborough District Council
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1. Introduction

1.1 What is a Statement of Community Involvement?

- 1.1.1 As local planning authority (LPA) for the area, Harborough District Council is responsible for the production of planning policy documents (Plan-making), principally the Local Plan, and the determination of planning applications¹ (Development Management). The opportunity for the community to engage with and influence both these aspects of planning is an essential part of good planning.
- 1.1.2 The Statement of Community Involvement (referred to as the SCI) explains how parties with an interest in planning issues in the District can engage with the planning system. Essentially the SCI sets out who, when and how the Council will consult when developing new planning policy and processing planning applications.

1.2 Why is a Statement of Community Involvement needed?

- 1.2.1 The requirement for the local planning authority to produce an SCI is set out in the Planning and Compulsory Purchase Act 2004, Section 18, subsections (1) and (2) and other relevant and amended legislation.

1.3 Why is the Statement of Community Involvement being revised?

- 1.3.1 The Council adopted its SCI in March 2015. Since then there have been a number of changes to primary legislation (i.e. the Planning Acts) and secondary legislation (i.e. the relevant regulations) governing the planning system. The most recent legislative changes bring into effect a requirement to complete a review of the SCI every five years, starting from the date of adoption. In addition, the Neighbourhood Planning Act (2017) introduced a requirement for SCIs to set out how the Local Planning Authority (LPA) will support the preparation of Neighbourhood Plans and consult with Neighbourhood Plan qualifying bodies.
- 1.3.2 The SCI is being revised to reflect these legislative changes. Following a period of consultation and adoption by the Council, this SCI will replace the 2015 version, bringing the Council's practices in line with current legislation.

2: The Planning System

2.1 Overview of the Planning System

- 2.1.1 The purpose of the planning system is to contribute to the achievement of sustainable development. Achieving this means that the plan-led planning system has three overarching objectives: economic, social and environmental (National Planning Policy Framework para 8), which are interdependent and need to be pursued in mutually supportive ways.
- 2.1.2 Harborough District Council makes decisions which guide how and where development takes place. Its main function is to set priorities for the development and use of land in its area to ensure the provision of homes, jobs, shops and other facilities for the community, whilst also protecting the environment and heritage assets. As the local planning authority the Council has 3 main roles as set out in sub-sections 2.2 – 2.4 below.

¹ Except those for Minerals and Waste

2.2 Planning Policy

- 2.2.1 Planning policy or 'plan-making' is the formulation of a statutory Development Plan which sets out a positive vision for the future of the area and provides a framework for addressing housing needs and other economic, social and environmental priorities. The main policy document the Council prepares is the Local Plan (part of the Development Plan for the district). Other types of document including Supplementary Planning Documents (SPDs) may also be produced to provide more detail and information on the strategic policies in the Local Plan.
- 2.2.2 The Local Development Scheme (LDS) is a project plan outlining the Council's programme for preparing planning policy documents.

2.3 Neighbourhood Planning

- 2.3.1 Neighbourhood planning is a way for communities to help decide the future of the places where they live and work. It is a right, rather than a legal requirement, which communities can choose to use. The production of new or revised Neighbourhood Plans are led by the community and supported by the Council. Once adopted or 'made' by the Council, Neighbourhood Plans become part of the statutory Development Plan.

2.4 Development Management

- 2.4.1 Development Management is about ensuring that the right type, mix and design of development is provided in sustainable locations by managing how land and buildings are used or changed through the granting or refusal of planning permission or use of Development Orders. The main consideration in determining planning applications is conformity with the policies of the Development Plan.

3: Consultation Core Principles

3.1 Why is consultation important?

- 3.1.1 The opportunity for the community to engage with and influence both plan-making and development management is an essential part of good planning.
- 3.1.2 Effective community engagement is mutually beneficial and promotes: a better understanding of community priorities; increased awareness of planning proposals; greater collective working between the Council and the community; and more inclusive ownership of planning issues.
- 3.1.3 Harborough District Council wishes to make both the planning policy and planning application processes accessible to enable meaningful community involvement in the future development of the District.
- 3.1.4 [Harborough District's Corporate Plan 2018-2021](#) contains a number of priorities, including providing "an effective, integrated and accessible planning service" and to "Improve the customer experience including wider availability of 24/7 on-line services".
- 3.1.5 The Council has also embarked on programmes of improvement to explore the customer experience designed to ensure that the Council can continue to meet the growing demands for services and make best use of available resources. As part of

these programmes the Council will continue to take advantage of opportunities to continually review the engagement of groups / sectors / communities in the consultation process and explore innovations that could enhance the process even further.

3.2 What does the National Planning Policy Framework (NPPF) say about consultation?

3.2.1 Throughout national policy and guidance there is a clear emphasis on encouraging early and continuous involvement in the planning process.

3.2.2 The National Planning Policy Framework (NPPF para 16) states that Local Plans should: “be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees”. It also encourages the benefits of engaging with the local community, and where relevant statutory and non statutory consultees, before planning applications are submitted (NPPF para 39-46). Early engagement is acknowledged as having the potential to improve the effectiveness and efficiency of the planning application system for all parties.

3.3 Core principles for consultation

3.3.1 The Council aims to involve the community and stakeholders with an interest in the development of Harborough District in consultation in a timely and appropriate way which recognises that some consultees will require additional support or alternative methods to ensure that their opinions are not missed. Through the SCI the Council undertakes to make best use of available resources and to conduct consultation in accordance with relevant legislation.

3.3.2 The Council is committed to the following core principles:

- Providing timely and easy access to information on planning matters,
- Giving the community opportunities to contribute ideas and take an active part in developing proposals,
- Providing opportunities to comment on formal proposals, and to value the opinions and insight of consultees at all stages,
- Being open and transparent in its decision making, and explaining the influence of consultation,
- Using appropriate, fit for purpose and cost-efficient consultation techniques and methods which take account of the differing skills and abilities of the community,
- Keeping people informed about progress and outcomes,
- Showing fairness and equality to residents in creating opportunities to be involved in planning matters, and
- Writing consultation documents as simply as possible and including a glossary where necessary.

3.3.3 By adhering to these principles the Council aims to enable widespread and meaningful involvement in its planning service and encourage the community to help shape the future development of the District.

4: Planning Policy documents

4.1 Overview

- 4.1.1 Harborough District Council will produce planning policy documents (i.e. Development plan documents such as the Local Plan) in accordance with its Local Development Scheme (LDS). The LDS is a project plan outlining the Council's programme for preparing planning policy documents. The LDS will be reviewed regularly and updated as necessary, to keep it up to date, and will be published on the Council's website [Local Development Scheme](#).
- 4.1.2 Development plan documents are required to be examined by an independent inspector to test whether they are sound and meet legal and procedural requirements, including whether they have been prepared and consulted on in accordance with the adopted SCI.
- 4.1.3 Other types of policy document will also be prepared at different times and the Council is required to consult on them at different stages and in particular ways, depending on the relevant legislation. The Local Plan is also supported by an evidence base and it may, on occasion, be appropriate to undertake consultation as part of the production of this evidence.
- 4.1.4 The Council recognises that the ability to influence the content of policy documents, at appropriate stages, is important. The following sub-sections explain the Council's approach to when this will happen in each case.

4.2 Local Plan (and any other Development Plan Documents)

- 4.2.1 The Local Plan (part of the Development Plan for the District) is the main planning policy document that the Council prepares. The Harborough Local Plan 2011-2031 was adopted on the 30 April 2019. In due course the LDS will be updated and published to reflect this position. Over the coming years the next step will be a move towards a review of the Local Plan, either within 5 years as required by legislation or as and when Policy IMR1 of the Local Plan is triggered.
- 4.2.2 Consultation and involvement in any review of the Local Plan will be encouraged [early in and](#) at various stages of its preparation. The Town and Country Planning (Local Planning) (England) Regulations 2012 outline statutory stages when consultation must be undertaken which are:
- Scoping² - to invite representations on what the development plan document ought to contain
 - Proposed Submission Plan³ - to invite representations on the soundness of the development plan document which the LPA would like to adopt
- 4.2.3 Where requirements for statutory stages of consultation are set out in legislation, the Council will treat these as the minimum necessary and undertake consultation in accordance with the legislation. However, where the Council considers it appropriate and resources allow it may exceed minimum requirements. For example, the Council may choose to:

² Regulation 18

³ Regulation 19 / 20

- conduct extra rounds of consultation (e.g. between the scoping and proposed submission stages to invite comment on the identification or development of options)
 - provide focussed opportunities for engagement, (e.g. around a particular issue or location)
- 4.2.4 Regulations stipulate minimum requirements in terms of who will be consulted at the various stages of Local Plan preparation. The Council will consult those required by the regulations as a minimum. If, at any stage of plan preparation, value can be added to the process by consulting more extensively consideration may be given to:
- extending the range / number of consultation bodies more widely than required by legislation;
 - using additional methods to promote consultation to the community / interested parties; or
 - using different consultation techniques to increase participation, including from particular groups or underrepresented sections of the community.
- 4.2.5 Extra measures may be considered alone or in combination. The exceedance of minimum requirements will be subject to circumstances; the added value to the process; and resource availability at the given time.

4.3 Supplementary Planning Documents

- 4.3.1 The Council may also produce Supplementary Planning Documents (SPDs) to provide additional guidance and assist with the interpretation of Local Plan policies. Typically, SPDs cover a specific issue, theme or are site specific.
- 4.3.2 SPDs do not form part of the statutory development plan and are not subject to independent examination. However, regulations require that the preparation of SPDs is subject to public consultation. The Council will consult in accordance with regulations on any SPD it prepares.
- 4.3.3 When preparing SPDs, where possible and beneficial to do so, the Council will undertake early engagement with relevant parties. Regulations do not prescribe exactly who should be consulted on SPDs and this will be at the Council's discretion. Usually the Council will invite representations from those bodies, parties and individuals on its consultation database, which it considers are pertinent to or would have the most interest in the subject matter of the SPD. This may vary from one SPD to another.

4.4 Community Infrastructure Levy (CIL)

- 4.4.1 Harborough District Council does not currently have a CIL. Should, in the future, the Council decide to progress a CIL and prepare a charging schedule, consultation will be undertaken in accordance with the requirements of the regulations governing CIL at the relevant time.
- 4.4.2 Methods used to consult will be as set out in Section 5, or the minimum required by relevant legislation.

4.5 Sustainability Appraisal (SA)

- 4.5.1 Development plan documents (DPDs) are required to be assessed in terms of their sustainability in accordance with legislation. The process of sustainability appraisal (incorporating Strategic Environmental Assessment) is integrated into the preparation process of a DPD and produces separate reports on the sustainability performance

of the plan and how it can be improved. SA has its own legislative requirements and will be undertaken accordingly.

- 4.5.2 SA reports will be made available at key consultation stages for the DPDs to which they relate. As a minimum the Council will invite representations on SA reports at each statutory stage of consultation. Focussed engagement with statutory consultees, or extra consultation at other stages of the sustainability appraisal process, may also be undertaken if considered beneficial and appropriate to the progress of the Local Plan or other DPD.

4.6 Duty to Cooperate

- 4.6.1 In addition to the consultation requirements for the documents listed above set out in legislation, local planning authorities (LPAs) are also subject to a 'duty to co-operate'. This duty was introduced by the Localism Act 2011 and requires LPAs to cooperate with each other, and with prescribed bodies, on strategic matters that cross administrative boundaries. LPAs are required to co-operate constructively, actively and on an ongoing basis in the preparation of development plan documents and work to support these in respect of strategic matters.
- 4.6.2 The Council is committed to meeting this duty and will work with those relevant bodies and organisations throughout the plan-making process. Through ongoing consultation and ad hoc meetings, the Council will specifically engage with all local planning authorities within Leicester and Leicestershire and neighbouring councils and other bodies relevant to identified strategic matters.
- 4.6.3 In accordance with national planning guidance the Council will also cooperate with and have regard to the activities, where relevant to plan-making, of Local Enterprise Partnerships and Local Nature Partnerships.

5: Consulting on Planning Policy Documents:

5.1 Who will be consulted

- 5.1.1 The requirements for whom to consult can vary depending on the type of policy document being produced and its stage of preparation. Who the Council consults will therefore differ according to circumstance, but in all cases, it will meet the minimum requirements of relevant legislation.
- 5.1.2 At certain statutory stages of preparation the Council is required to consult and invite specific and general consultation bodies (set out in legislation) to participate in the process. A list of these is provided at Appendix 1. Where the Council considers it appropriate and beneficial it may consider broadening the scope of any consultation beyond the minimum.
- 5.1.3 The Council has established a contact database of groups, individuals and other interested parties who have expressed an interest in planning policy and a wish to be kept informed when policy documents are published. The database covers the local and extended community and includes residents, local business and business groups, parish councils, neighbourhood plan groups, community associations, special interest groups, charities / voluntary organisations, landowners, agents and developers, and more. Anyone wishing to be added to this database should contact; planningpolicy@harborough.gov.uk.

5.1.4 At the start of each new local plan cycle the contact database will be reviewed. Any Communications Plan for a specific policy document or consultation will consider how to make relevant interested parties aware of the opportunity to get involved and encourage them to register with the portal / contact database, this may involve direct contact or the use of other methods.

5.1.5 The contact database will be held in accordance with Council procedures on General Data Protection Regulations (GDPR) and its Document Retention and Disposal Policy. Those on the database will be regularly encouraged to keep their contact details up to date. The database will be amended should any individual or party request removal, or if correspondence is returned to sender following mail outs.

5.1.6 Seldom heard groups (those that have less chance or willingness to get involved and are generally less likely to engage with the planning process) are also represented on the contact database. Seldom heard groups such as: young or elderly people; the Gypsy and Traveller communities; people with disabilities or learning difficulties; and minority or religious groups can have particular barriers to or be discouraged from being involved. The Council will help to make the planning process more accessible and transparent and provide opportunities for seldom heard groups to participate in line with the Council's [Equality Plan 2017 to 2020](#).

5.2 How will consultation be carried out?

5.2.1 The Council will meet the minimum requirements of legislation and be guided by past experience about what works best when carrying out consultation on planning policy documents.

5.2.2 In order to ensure that consultation is fit for purpose the most effective methods and techniques of consulting will be determined based on what document is being consulted on, the stage of consultation, who is being consulted, the type of information that needs to be obtained, and the level of resources available at the time (including officer time and finances). It is important to note the distinction between statutory (or formal) stages of plan production, required and governed by legislation, and ongoing consultation with the community. The SCI provides a framework for developing the consultation plan for any future Local Plan review. Consultation methods and techniques will vary depending on the stage of plan production. The SCI does not preclude the Council from doing more than the minimum where value can be added to the engagement process.

5.2.3 The Council aims to carry out consultation exercises in a way that maximises value for money and enables as many people to engage as effectively as possible. To ensure effective consultation, at statutory stages, the Council will:

- Place consultation documentation on the website; www.harborough.gov.uk together with details on how and when to respond;
- Make all consultation documents available to view at the Council Offices during the consultation period;
- Inform all specific consultation bodies and those on the contact database of any consultation by email or letter;
- Provide details of the consultation itself including; where information can be viewed, the period of consultation, including deadlines, and instructions for how to respond.

5.2.4 Methods and channels for engaging and consulting are continually evolving. The Council will strive to continuously improve the way in which it consults through being innovative, proactive and efficient. The use of the internet is important, and the Council will continue to use an online consultation system to publicise, manage and analyse representations made during consultations for policy documents. Any renewal or purchase of consultation software will seek to balance the technical functionality, simplicity and ease of use by interested parties. Those participating in consultations will be encouraged to respond on-line, reflecting the Council's commitment to provide accessible online services.

5.2.5 Planning policy consultations will also, as appropriate, be promoted through:

Local Media: the Council will issue media releases, where relevant to local press, radio and publications on our distribution list. These will include details of the consultation, as appropriate.

Council Publications: where the Council has a regular publication i.e. a newsletter or magazine and if timescales allow, articles will be included to update and advise the community on progress with planning policy documents or consultations.

Social Media: Facebook, Twitter and Instagram will be used by the Council, as appropriate, to raise awareness, encourage involvement and direct users to access consultation information on the Council's website.

5.2.6 In addition consideration may be given to other methods or techniques such as: public exhibitions, public meetings, questionnaires / leaflets, presentations or workshops. It is important to note the distinction between statutory (or formal) stages of plan production, required and governed by legislation, and ongoing consultation with the community. Consultation methods and techniques will vary depending on the stage of plan production.

5.2.7 Copies of consultation documents can be made available in alternative formats e.g. large print, audio or alternative languages on request. To find out more information about this refer to the equality and diversity pages of the Council's website; [Equality and diversity](#).

5.3 Timescales

5.3.1 Timescales for statutory stages of consultation on planning policy documents are set out in regulations and will be adhered to by the Council. Where the duration of consultation periods is not defined, or the Council chooses to conduct extra rounds of consultation, it will consider what the most appropriate timescale should be and publicise accordingly. Typically, consultation periods for development plan documents are 6 weeks and for SPDs 4 weeks.

5.3.2 The Council will aim to avoid holding consultations during main holiday periods. In circumstances where this is not possible, due to the need to produce documents in a timely manner, the Council will consider whether it is possible to extend the consultation period by a proportionate amount of time.

5.3.3 The start and finish dates for consultation periods will be clearly communicated, with deadlines for the submission of comments / representations emphasised. It is important that formal timescales set for consultations by the Council are adhered to. Late responses at statutory stages will not be considered to be 'duly made' and at this or other stages will be kept on file but may not be considered.

5.4 How we will deal with comments

- 5.4.1 The Council will consider all representations made within defined consultation periods.
- 5.4.2 Representations will be handled in line with regulations. Details of respondents to consultations will be kept on the contact database (subject to Data Protection requirements) and these respondents will then be kept notified of the progress of documents they have previously commented on, unless they request otherwise. Any comments or representations which contain offensive language or could be deemed discriminatory, in the opinion of the Council, will be censored or redacted prior to any publication.
- 5.4.3 Where required by regulations responses to public consultations will be made publically available. Typically, at statutory stages of plan preparation, this will take the form of quantitative data, a summary of the main issues raised by representations and how those issues have been taken into account.
- 5.4.4 All representations received at the submission stage of a development plan document will be forwarded to the appointed Planning Inspector for consideration, prior to any examination.

6: Neighbourhood Plans

6.1 Overview

- 6.1.1 Neighbourhood planning (NP) is a way for communities to help decide the future of the places where they live and work. Neighbourhood plans (also referred to as neighbourhood development plans) are written by communities in consultation with residents and other stakeholders to reflect the aspirations and needs of the community. Community consultation is a key part of the process and is looked at during the examination of the plan, once submitted. The responsibility for ensuring that adequate consultation takes place during the preparation of a neighbourhood plan lies with the neighbourhood plan group itself. This SCI does not set out how consultation for NP should be carried out. However, the Council can advise neighbourhood plan groups in relation to consultation.

6.2 Legislation / Regulations

- 6.2.1 Neighbourhood planning was introduced by the Localism Act 2011 and further strengthened by the Neighbourhood Planning Act 2017. Neighbourhood plans must be prepared in accordance with legislation as set out in the Neighbourhood Planning (General) Regulations 2012 (as amended) and The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016.

6.3 Main stages

- 6.3.1 Preparing a neighbourhood plan involves 5 key stages: defining the neighbourhood; creating the plan; independent check; community referendum; and legal force.
- 6.3.2 A neighbourhood plan becomes 'made' following an examination by an Independent Examiner and a referendum of the local community. Once 'made', the neighbourhood plan becomes part of the statutory Development Plan, alongside the Local Plan.

6.3.3 Further information about each of these stages and the processes involved, together with useful resources for neighbourhood planning, is available on the Council website; [Stages of Neighbourhood Planning](#).

6.4 How we will support groups in their preparation

6.4.1 The preparation of neighbourhood plans is led by the community through either a parish / town council, or in non parished areas, an approved Neighbourhood Forum. The Council has a duty to support the preparation of neighbourhood plans in the district.

6.4.2 The Council recognises that the complexity of a neighbourhood plan can vary depending on the local requirements. Support provided to groups will be tailored to their needs, and subject to available resources. In all cases the Council will:

- Be proactive in providing information and data to communities about neighbourhood planning when required,
- Fulfil its duties and take decisions as soon as possible, and within statutory time periods where these apply,
- Set out a clear and transparent decision-making timetable and share this with those wishing to prepare a neighbourhood plan or a Neighbourhood Development Order,
- Constructively engage with the qualifying body / community organisation throughout the process including when considering the recommendations of the independent examiner of a Neighbourhood Plan or Order, and
- Fulfil its statutory requirements, as set out in the relevant regulations e.g. designating the neighbourhood area, managing the referendum.

6.4.3 Further detail on how the Council can help at each stage of the process is available on the Council's website; [How can Harborough District Council help with Neighbourhood Plans?](#)

7: Consulting on Planning Applications

7.1 Overview

7.1.1 The Council determines around 2,000 planning applications each year, ranging from small householder extensions to major new residential, retail or office developments. As part of the process to determine these applications, it is important that the community and other stakeholders have the opportunity to have their views heard and considered. Effective consultation forms one of a number of material considerations in the process of determining planning applications.

7.1.2 National planning policy (NPPF para 38) requires LPAs to approach decisions on proposed development in a positive and creative way. The Council aims to conduct its decision-taking accordingly and work pro-actively with applicants and prospective applicants.

7.2 Pre-Application Advice and Consultation

7.2.1 Pre-application engagement and front-loading is encouraged (NPPF para 39-46) and is identified as having significant potential to improve the efficiency of the planning application system for all parties.

- 7.2.2 The Council encourages prospective applicants to seek advice on development proposals before they submit an application. A pre-application advice service is offered, the benefits of which include identifying local issues, lowering the chance of an invalid application, and providing an understanding of local policies and requirements. Advice on what consultation may need to take place can form part of the service provided. Further information about the service and the charges that apply are available on the Council's website; [Pre-Application Advice](#).
- 7.2.3 Pre-application advice is given on a 'without prejudice' basis and cannot pre-empt consideration of a formal planning application. Officers will ensure that any pre-application advice provided is robust.

7.3 Planning Applications

- 7.3.1 Planning legislation sets out the requirements for publishing and consulting on planning applications, specifically the Town and Country Planning (Development Management Procedures Order) (England) 2015 and equivalent regulations for Listed Buildings and Conservation Areas. The Council will consult in accordance with the legislative requirements, as a minimum. Should these requirements be amended the Council will ensure that consultation is carried out in accordance with any revised minimum requirements.
- 7.3.2 Once an application has been validated by the Development Management team, the Council is required to formally consult various organisations and bodies and is advised to contact others depending on the type of application being considered. As illustrated in Table 1 below, different types of application require different methods of publicity. In all cases the Council will ensure the requirements, as set out in relevant legislation, are met.
- 7.3.3 In addition Town / Parish Councils, Neighbourhood Plan Qualifying Bodies and Council Members will be consulted on all applications where there is a regulatory requirement to consult.

Table 1: Publicity on planning and 'other' applications

Type of application	Consultation
An Environmental Impact Assessment application accompanied by an Environmental Statement	Site Notice; and Newspaper notice
Proposals that depart from the development plan in force in the area in which the application is situated	Site Notice; and Newspaper notice
Development that affects a right of way to which Part 3 of the Wildlife and Countryside Act 1981 (public rights of way) (a) applies	Site Notice; and Newspaper notice
Major development (10 or more dwellings, 1,000 sq.m. of floor-space or 0.5 hectares site area)	Site Notice; and/or Neighbour notification; and Newspaper notice

Development affecting a setting of a Listed Building:	Site Notice; and Newspaper advertisement
Development affecting the character or appearance of a conservation area:	Site Notice; and Newspaper advertisement
Other full, outline and householder development:	Site Notice; and/or Neighbour notification
Lawful development certificates (existing)	Neighbour notification where required
Lawful development certificates (proposed)	None
Advertisement consent applications	None
Prior notification applications	As required by the relevant Class within the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).
Hedgerow removal notices	None
Tree Preservation Orders (TPOs) / works to trees protected by TPOs	Site Notice when works are to fell Notification to landowners when proposal is to serve a TPO
Works to trees in a Conservation Area	None
Discharge of conditions	None
Minor or non-material amendments to approved schemes	None
Application for permission in principle	Site Notice (14 days); Neighbour notification (14 days)

7.3.4 The Council will notify the owner / occupier of adjoining properties about the planning application by letter. A site notice will be displayed, as required by regulations. When a site notice is required at least one site notice will be posted, on or near the land to which the application relates, for not less than 21 days unless otherwise specified in Table 1. If the adjoining property has no postal address the site notice, if required, will be relied upon as neighbour notification. Newspaper advertisements will be made in either the Harborough Mail or Leicester Mercury, as required by regulations.

- 7.3.5 The Council compiles weekly and monthly lists of validated and decided planning applications.
- 7.3.6 The time period for making comments on applications will be as required by regulations and will be set out in consultation and publicity material for the application.
- 7.3.7 Where a proposed development has been amended, after validation and during the development management process, it will be at the discretion of the case officer whether any or further consultation is needed. The following factors may be taken into consideration:
- Are the proposed changes significant?
 - Did earlier views cover the issues raised by the proposed change/s?
 - Were objections or reservations raised in the original consultation stage substantial enough to justify further publicity?
 - Are the issues raised by the proposed change/s likely to be of concern to parties not previously notified?
- 7.3.8 If it is decided to re-consult, a timeframe of no more than 14 days will usually be set in order to balance the needs of consultees with the need for timely and efficient decision making.
- 7.3.9 Planning applications submitted to the Council will be available to view on the Council's website; [View and comment on planning applications](#). Alternatively, interested parties can view an electronic copy at the Council Offices during normal opening hours.

7.4 How to make comments on planning applications

- 7.4.1 The regulations require that representations on planning applications must be made in writing and include the name and address of the author. Anonymous comments cannot be accepted. If individuals need help to submit a written representation support or assistance can be provided on request. All representations made within the defined consultation timeframe will be considered. Comments received after this will only be considered if a decision has not already been taken, however this cannot be guaranteed.
- 7.4.2 The Council encourages on-line comments to be made using the Public Access system. This allows the Council to process comments more efficiently. Alternatively comments can be sent by electronic communication to planning@harborough.gov.uk or post to Development Management, Harborough District Council, The Symington Building, Adam and Eve Street, Market Harborough, Leicestershire, LE16 7AG.
- 7.4.3 All representations received on planning applications are public documents and are currently made available to view online through the Public Access System. Representations cannot be kept confidential, although personal information (e.g. name, addresses, signatures, email addresses and phone numbers) will be removed prior to publication.

7.5 Making decisions on planning applications

- 7.5.1 Decisions on most planning applications are made by Officers. Some applications are determined by the Council's Planning Committee in accordance with guidance published on the Council's website; [Decisions on planning applications](#). Representations from consultation will be taken into consideration prior to a decision being taken. Where decisions are taken by Planning Committee, the Council will notify the applicant / agent and all known objectors / supporters of an application who are entitled to address the committee in accordance with the Council's arrangements for speaking at Planning Committee. Further information is available on the Council's website; [Planning Committee Public Speaking](#).
- 7.5.2 Once a decision is made and all legal matters are concluded, the Decision Notice will be made available on the Council's website.

7.6 Planning Appeals

- 7.6.1 Anyone who has submitted a planning application has a right of appeal to the Secretary of State if it is refused, not determined within the set time period for a decision or contains conditions which the applicant considers unreasonable. Appeals are examined independently by the Planning Inspectorate.
- 7.6.2 When an appeal is made, the Council will publicise it as directed by the Planning Inspectorate. Any further comments made at this time should be sent directly to the Planning Inspectorate (not the Council) for their consideration. The Council will forward on all representations received on the relevant application to the Planning Inspectorate. Once received appeal decisions will be made available on the Council's website.

8: Monitoring and Review

- 8.1 The SCI provides flexibility to allow for appropriate changes in the Council's approach to community involvement and any changes in the way its services are delivered, which may come about through the Smarter Services Programme.
- 8.2 Comments received on the quality or effectiveness of our actions to involve others in planning matters will be considered and used to inform future practice. A review of the SCI will be undertaken periodically as required to meet prescribed timescales or to meet new legislation or circumstances.

Appendix 1: Consultation bodies for Planning Policy

Specific Consultation Bodies

The following bodies must be consulted where it is considered they may have an interest in the subject of the planning document:

- the Coal Authority,
- the Environment Agency,
- the Historic Buildings and Monuments Commission for England (known as Historic England),
- the Marine Management Organisation,
- Natural England,
- Network Rail Infrastructure Limited (company number 2904587),
- the Highways England,
- a relevant authority any part of whose area is in or adjoins the local planning authority's area,
- any person—
 - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
 - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,
- if it exercises functions in any part of the local planning authority's area—
 - (i) a Primary Care Trust established under section 18 of the National Health Service Act 2006(9) or continued in existence by virtue of that section;
 - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989(10);
 - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(11);
 - (iv) a sewerage undertaker; and
 - (v) a water undertaker;
- the Homes England; and
- where the local planning authority are a London borough council, the Mayor of London;

General consultation bodies

The following bodies will be consulted where the LPA considers they may have an interest, in or are considered appropriate to the subject of the planning matter concerned:

- voluntary bodies some or all of whose activities benefit any part of the local planning authority's area,
- bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area,
- bodies which represent the interests of different religious groups in the local planning authority's area,
- bodies which represent the interests of disabled persons in the local planning authority's area,
- bodies which represent the interests of persons carrying on business in the local planning authority's area

Appendix 2: Glossary

Term	Description
Community Infrastructure Levy (CIL)	A charge which aims to ensure that costs incurred in providing infrastructure to support the development of an area are partly met by landowners who have benefited from the increase in land value when planning permission is granted.
Decision Notice	A formal notice which clearly states whether planning permission is granted or refused and sets out any conditions that must be observed and the reasons for these conditions.
Development Plan	A document, or set of documents, that sets out the policies and proposals for the development and use of land in the District currently comprising the Local Plan, made Neighbourhood Plans and the Minerals and Waste Plan. Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise.
Development Plan Document (DPD)	Documents prepared by the local planning authority, including the Local Plan, outlining the key main spatial strategy, policies and proposals for the area. All DPDs must be subject to rigorous procedures of community involvement, consultation and independent examination.
Duty to Co-operate	Duty to co-operate is required as some elements of planning such as the provision of infrastructure to support development, will require some form of cooperation between adjoining local authorities. The duty applies to local authorities and other public bodies involved in plan making.
Environmental Impact Assessment (EIA)	Environmental Impact Assessment aims to provide a high level of protection of the environment and to contribute to the integration of environmental considerations into projects with a view to reduce their environmental impact.
General Data Protection Regulation (GDPR)	A legal framework that sets guidelines for the collection and processing of personal information from individuals who live in the EU.
Local Development Scheme (LDS)	The local planning authority's three year programme and timetable for the preparation of Local Development Documents.
Local Planning Authority (LPA)	The public authority whose duty it is to carry out specific planning functions for a particular area. An LPA is usually the planning department of a district, borough or unitary council.
National Planning Policy Framework (NPPF)	The NPPF acts as guidance for local planning authorities and decision takers, both in drawing up plans and making decisions about planning applications.
National Planning Practice Guidance (NPPG)	Planning policy guidance provided on a government website, which supports the National Planning Policy Framework,
Neighbourhood Development Plan (NDP) Neighbourhood Plan (NP)	Neighbourhood Development Plans (or Neighbourhood Plans), introduced in the Localism Act 2011, become part of the Local Plan and the policies contained within them are then used in the determination of planning applications. Plans are "made" following an examination by an Independent Examiner and a referendum of the local community.
Neighbourhood Development Order	An order which grants planning permission for specific types of development in relation to a particular neighbourhood area. NDOs

	may apply to a specific site, sites or a wider area and can enable communities to grant planning permission for new buildings to be built without developers having to apply for separate planning permission
Neighbourhood Plan Qualifying Body	The organisation that can prepare a Neighbourhood Development Plan in a given area. Usually a parish or town council, or a neighbourhood forum created for the purpose in accordance with regulations.
Made	Applies to NDP's and is the term used to describe when an NDP is brought into legal effect after a successful referendum.
Planning Inspectorate	An executive agency of the Ministry of Housing, Communities and Local Government that deals with planning appeals, national infrastructure planning applications, examinations of local plans and other planning related and specialist casework in England and Wales.
Sustainability Appraisal (SA)	A process by which the economic, social and environmental impacts of a project, strategy or plan are assessed, as required by legislation. The aim of the appraisal process is to minimise adverse impacts and resolve as far as possible conflicting or contradictory outcomes of the plan or strategy.
Supplementary Planning Document (SPD)	A type of document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' Development Plan Document.