



*Basingstoke
and Deane*



Statement of Community Involvement July 2007

If you wish to obtain copies of the SCI in alternative formats please contact the Borough Council on (01256 844844) or by e-mailing info@basingstoke.gov.uk

All photographs taken in Basingstoke Front cover, main image © Photography by Jo Andreae, One World One Camera

Executive Summary

What is the SCI?

The Statement of Community Involvement (SCI) explains how you can become involved in shaping Basingstoke and Deane's long term future. It identifies ways in which you can participate in the preparation of planning documents, and engage in decisions on planning applications.

What are the benefits of the SCI?

The SCI is important to us. It aims to maximise community involvement in developing the borough and create processes for open decision-making. It gives local people a voice in the future of their area, and generates a sense of ownership for development outcomes. Early involvement also helps to limit misunderstanding, and ensures any conflicts or issues are quickly identified.

Who will we consult?

All planning decisions have the potential to impact on people. It is therefore important to ensure that the opportunities for involvement are as wide as possible. Among those to be consulted are statutory bodies, Town and Parish Councils, the Local Strategic Partnership, Councillors, members of the community, businesses, developers and community groups. We also aim to involve parts of the community considered hard to reach or engage.

What will we consult on?

1) Planning Documents

The new planning system is known as the Local Development Framework (LDF). This will consist of a folder of documents that will replace the current system of County Structure Plans and Local Plans. Within this new system we will produce:

- Development Plan Documents which will form the development plan for the Borough
- Supplementary Planning Documents which will provide further details on policies within the Development Plan Documents.

The SCI sets out the process for getting involved in the preparation of these documents.

2) Planning Applications

We are committed to ensuring that the views of the local community are considered when determining a planning application. Feedback from earlier consultation on the SCI has indicated a desire for applicants to undertake a greater level of public consultation before submitting a planning application. The SCI outlines the steps we will take to encourage a greater levels of consultation by applicants at the pre-application stage. It also explains how we will publicise and consult on the applications we receive.

How will we consult?

We have a long and successful history of consulting and engaging the community on planning issues. We aim to offer a wide range of options for consultation to give everyone the opportunity to have their say.

For Local Development Framework Documents we will :

Provide information

- At the civic offices
- On the Council's website at www.basingstoke.gov.uk
- At all libraries across the Borough

Arrange publicity

- Via press releases
- Through council mailings and newsletters

Provide interactive consultation processes, where possible

- Via public meetings
- Via a mobile exhibition

Provide clear channels for feedback

- Via online response forms
- By making response forms available

For planning applications we will:

- Discuss proposals with applicants and encourage applicants and developers to undertake pre-application discussions
- Consult and engage using established techniques
- Ensure that all information on planning applications is available on the council's website and that neighbours are notified

Reviewing the SCI

The SCI will be reviewed regularly to assess its effectiveness and check that the consultation techniques remain appropriate. We will report back on the effectiveness of our consultation and identify areas for improvement through our Annual Monitoring Report.

Contents

Page

Executive Summary	3
1. Introduction	6
2. The New Planning System	6
3. About the Statement of Community Involvement (SCI)	7
4. Stages in the Preparation of the Statement of Community Involvement	8
5. Links with other Council Documents	9
6. How and with whom we consult	9
7. Overview of the Local Development Framework (LDF) Process	11
8. Development Plan Documents (DPD)	12
9. Supplementary Planning Documents (SPD)	15
10. Development Control	17
11. Pre-Application Advice	16
12. What happens when a planning application is received?	19
13. How is a planning application determined?	20
14. Resource Implications	21
15. Review of the SCI	22

Appendices

Appendix 1. Stages in the Preparation of the Statement of Community Involvement	23
Appendix 2. Summary of the DPD Process	25
Appendix 3. Summary of the SPD Process	26
Appendix 4. About Basingstoke and Deane	27
Appendix 5. Consultees	28
Appendix 6. Tests of Soundness	32
Appendix 7. Summary and Possible Methods of Consultation	33
Appendix 8. Consultations on Planning Applications	36
Appendix 9. Pre-Application Advice	39
Appendix 10. Pre-Applications Consultations	49
Appendix 11. Telecoms pre-application advice	51
Appendix 12. Glossary of Terms	53

1. Introduction

1.1

Under the Planning and Compulsory Purchase Act 2004 the council is required to prepare a Local Development Framework (LDF). This will, over time, replace the Basingstoke and Deane Borough Local Plan (1996-2011), adopted in July 2006. Development plan documents within the LDF will, together with the Regional Spatial Strategy (South East Plan), and the Minerals and Waste Development Framework for Hampshire, form the statutory development plan for the borough.

1.2

A key objective of the new planning system is to ensure more effective involvement of the community and stakeholders in planning issues throughout the process. This Statement of Community Involvement (SCI), sets out the framework for how and when the community and other stakeholders will be involved in planning issues. It explains who will be consulted and how, not just in terms of policy development, but also on planning applications.

1.3

We have long had a commitment to involve the public in the development and provision of services. Planning directly affects the places where people live and work, so meaningful public consultation and engagement throughout the process is vital. By maintaining community involvement at the centre of what we do, we achieve a real understanding of our communities' priorities. This helps us develop the right policies and proposals for the future.

1.4

The Statement of Community Involvement has been developed on the basis of ensuring that we understand the full range of activities and interests across the council, community partners and other stakeholders. The process we have followed in preparing this SCI is set out at Appendix 1. Some background information on the characteristics of the Borough of Basingstoke and Deane is provided at Appendix 4.

2. The New Planning System

2.1

The policies in the Adopted Basingstoke and Deane Local Plan will be 'saved' for three years with the agreement of the Secretary of State. Some may be saved beyond that time if they are still valid and accord with relevant Government guidance. Over time, the policies in the Local Plan will be replaced by the adoption of a Local Development Framework (LDF) under the new planning system. LDFs are intended to streamline the planning system and encourage local planning authorities to achieve sustainable development, which means development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

2.2

LDFs will be spatial² rather than just land use plans, taking account of a wider range of issues than Local Plans. This will include the strategies and plans of other parts of the council and other organisations in the borough including the Community Strategy, Housing Strategy and Local Transport Plan. We have worked closely with the Local Strategic Partnership (LSP), which is responsible for the development and implementation of the Community Strategy, and a number of other local forums in developing this SCI.

²'Spatial' in planning terms, means that policies reflect all of the factors affecting the future development of an area, including, for example, the need for transport infrastructure.

3. The Statement of Community Involvement (SCI)

3.1

Government planning guidance in Planning Policy Statement 12 (PPS12) states that one of the aims of the new planning system is 'front loading' of the consultation process. This places greater emphasis on collecting information and the views of the community and stakeholders earlier in the planning process, with a view to reaching consensus on key issues early in the preparation of local development documents, and reducing the need for late changes.

3.2

The aim of the SCI is to inform local communities and stakeholders how they will be involved in the preparation of planning documents in their areas and their views considered. It also covers how people and the community will be engaged in decisions on planning applications for development proposals. Our aim is to ensure the active, meaningful and continued involvement of local communities and stakeholders throughout both processes.

3.3

The SCI also establishes what is expected of the development industry in relation to community involvement. This ensures that the aspirations and concerns of anyone likely to be affected by a development are understood and properly taken into account.

3.4

Other than the SCI the Local Development Framework comprises the Local Development Scheme (LDS), which sets out the documents that will be prepared in the future and their timescales, and Local Development Documents, of which there are two types:

- **Development Plan Documents (DPDs)** form part of the statutory development plan, and will replace the existing Local Plan.
- **Supplementary Planning Documents (SPDs)** replace existing Supplementary Planning Guidance (SPG). SPDs require more rigorous community involvement than previously and will amplify policies and explain how they will be implemented in practice.

3.5

In order to improve understanding of the LDF, the diagram (overleaf) demonstrates what each part of the LDF means:

<u>The Technical Version</u>	<u>The Plain English Version</u>
A suite of documents that together set out the spatial strategy for an area	A set of documents setting the framework within which development can and should take place – when, where, how and why
Local Development Scheme	Project plan for the LDF
Core Strategy	An executive summary that sets the overall aims and parameters
Development Plan Documents	‘Chapters’, each covering a particular theme (eg housing, the economy) or geographic area.
Supplementary Planning Documents	Appendices that go into greater details on specific topics or aspects of a theme
Statement of Community Involvement	How the council will engage with the community and stakeholders in all aspects of the policy and planning process for future development

For the latest version of the Local Development Scheme please visit our website www.basingstoke.gov.uk

3.6

The development of LDF documents will be informed by accompanying appraisals of their overall sustainability. These **Sustainability Appraisals (SA)** are a key part of the new planning system. A sustainability appraisal examines the social, environmental and economic effects of strategies, policies or proposals set out in a document, so as to ensure that both short and longer term effects have been taken into account. Each Local Development Document (LDD) will be subjected to a sustainability appraisal. In many cases a Strategic Environmental Assessment (SEA), is required, normally as part of the sustainability appraisal. The SA / SEA appraisal will help to shape the most appropriate policies to address the needs of, and maximise the opportunities, for the borough.

3.7

An **Annual Monitoring Report** reviews the progress of the LDF. It also monitors the effectiveness of planning policies.

4. Stages in the Preparation of the Statement of Community Involvement

4.1

Given the importance that we attach to maximising the levels of community involvement in the planning process, and the open and transparent way we make informed decisions, the preparation of the Statement of Community Involvement (SCI) has been of great significance to us. Accordingly, a substantial amount of consultation has taken

place in putting together the SCI, which has been effectively consulting on how we consult. Details of the preparation of the SCI including those consulted are summarised at Appendix 1.

5. Links with other Council Documents

5.1

In addition to undertaking widespread consultation in preparing the SCI, the SCI takes account of a number of other council strategies and plans, and community groups. A list identifying some of these key strategies and groups is included in Appendix 1.

5.2

These organisations and documents help to identify existing community needs and aspirations, and enable effective engagement with various sectors of the community who may have differing needs. The strategies have researched the particular needs of different sectors of the borough's community, and can be drawn on to identify best practice and avoid overlap.

6. How and with whom we consult

6.1

All planning policies and decisions have the potential to affect a number of people, including many who are not directly involved. The impact can vary greatly, depending on the nature of the decision. It is important, therefore, to ensure that opportunities for involvement in the decision making process are as wide as possible. We recognise the value of involving all interested parties. These parties can range from individuals living next door to a proposed development, to a local interest group or parish council, or service provider, such as the water companies, a government department or a neighbouring authority. This section defines which groups should be consulted about policy based documents within the LDF. Section 11 defines and describes our consultation aims and processes for the development control service. The main groups are set out below, and are included in a detailed database of consultees maintained by the council (the Local Development Framework Database):

- **Specific Consultation Bodies:** Under the Town and Country Planning (Local Development) (England) Regulations 2004, the borough council must consult a number of organisations during the preparation of Local Development Documents. This includes utility companies, government agencies and adjacent local authorities and the contact details are updated regularly where bodies are re-organised or replaced.
- **Town and Parish Councils:** Town and parish councils possess a great deal of local knowledge and represent local democracy at the most local of levels. As a matter of course, individual town and parish councils are consulted on all issues affecting the whole borough. We also consult with, the Basingstoke District Association of Town and Parish Councils, and with the councils of parishes adjoining the borough.
- **Local Plan Database:** In undertaking the review of the Local Plan, we developed an extensive database of interested individuals and organisations. It includes local planning agents and landowners who have commented on the review of the plan. This represents both supporters of and objectors to the proposals in the plan and includes contact details for approaching 2,000 interested parties. In addition, a separate database was developed in the early stages of the preparation of the Local Plan, which includes a number of community groups, conservation bodies, religious groups, schools, housing associations and business interests.

We continually update this database to include all parties who have expressed an interest in being informed of future relevant documents. Should you wish to have your contact details added to our database to receive updates on the LDF, please contact the Forward Planning Team on (01256) 845796, e-mail LDF@basingstoke.gov.uk or by writing to us at the Civic Offices, London Road, Basingstoke, RG21 4AH. Should you wish to have your contact details removed, please contact us accordingly.

- **Local Strategic Partnership (LSP):** The LSP is a non-statutory, multi-agency body, representing a wide range of interests across the borough. It brings together, at a local level, the public, business, community and voluntary sectors in order to improve and promote the economic, social and environmental wellbeing of the borough. Details of the aims, membership, governance and organisation of the LSP can be found at www.basingstoke.lsp.org.uk or on request by ringing telephone number 01256 845243
- **Other Authorities:** In addition to neighbouring local planning authorities and adjoining town and parish councils as mentioned above, we also consult and work closely with a wider range of authorities where a matter may have wider area implications. This includes, for example, creating joint policy documents developed between authorities, such as the Western Corridor and Blackwater Valley Sub-Regional Strategy as part of the emerging South East Plan.
- **Hard to Reach Groups:** In addition to the individuals and organisations referred to above, it is recognised that some parts of the community are not adequately represented. This includes the gypsy or traveller communities in the area, and residents groups, which may have been formed to address a particular issue, and has established links with the community. We continue to have on-going meetings of the Community Engagement Group, in order to ensure that appropriate use is made of contacts in the community. We work closely with other relevant organisations that have experience on a particular matter to find the best way of consultation and liaison.
- **Consultation on Minerals and Waste Issues:** In Hampshire, planning policies relating to minerals and waste are jointly prepared by Hampshire County Council, Portsmouth City Council and Southampton City Council. Planning applications for minerals and waste developments are determined by Hampshire County Council. The County Council is responsible for creating and maintaining a Minerals and Waste Development Framework, providing the policy framework for new mineral and waste operations in the County, and the borough council engages with the County in this process.

A list of the statutory consultees and the other groups that the council intends to engage with in developing planning policies is at Appendix 5

The Role of the Council

6.2

Involvement of Officers (Council staff): Planning policies, proposals for development in Local Development Documents, and decisions on planning applications must be supported by sound technical advice on matters such as highways, drainage, and conservation as well as by the needs of the community. Officers involved in the preparation work closely with other teams and business units in the borough council, in order to formulate policies and development options. The borough council also works closely with Hampshire County Council in respect of its statutory planning functions.

These include responsibility as local highways authority, principal authority for regional planning and local education authority.

6.3

Involvement of Councillors: elected Councillors are ultimately responsible for decision-making in the Council, as set out in the council's Constitution. They are involved in all stages of the production of LDDs, through the established system of Overview Committees, Cabinet and Full Council, and the Scrutiny Committee. Where appropriate, sub-committees or steering groups of members are established to provide focused input on detailed planning matters, such as the Local Development Framework. The Cabinet includes a Portfolio Holder for Planning and Transport with a particular responsibility for planning policy in the borough.

7. Overview of the Local Development Framework (LDF) Process

7.1

The LDF, consists of a set of documents. This section provides further information on the different types of documents in the LDF and the process for their production.

7.2

Development Plan Documents (DPDs) are the spatial planning documents that will form the statutory development plan for the borough. They include the Core Strategy (to provide a long-term vision and set out the broad principles of where to direct new growth) and Site Specific Allocations (to identify particular areas of land for development). They also include Area Action Plans (to set out in detail how particular issues in an area can be addressed, and the measures to be taken to overcome them). Each DPD is prepared separately in accordance with the timescales set out in the Local Development Scheme (LDS); they all follow broadly the same process in their preparation.

7.3

This process is summarised in the diagram to the right, which identifies the main opportunities for community involvement and identifies which of the government regulations are being complied with at each stage.



7.4

The full process for preparation, including the requirements of Sustainability Appraisals, is set out in more detail in Appendix 2. This explains the requirement for a sustainability appraisal which examines the economic, environmental and social implications of a policy, including any amendments required to make it more sustainable. It also details how the proposed consultation arrangements comply with current government regulations. It should be noted that the level and methods of consultation undertaken vary between documents, given their varying topics and geographical coverage.

7.5

Before preparing any DPD, we gather relevant social, economic and environmental information, to establish a comprehensive evidence base. This helps to identify opportunities and constraints. At the evidence gathering stage, we also consult three key stakeholders (Environment Agency, English Heritage and Natural England) about the scope of the related sustainability appraisal.

7.6

If the document involves the allocation of specific sites for particular uses, we approach developers and landowners to encourage them to identify sites that they may wish to submit for consideration. Such sites are examined in terms of their benefits and constraints and are subject to full consultation.

8. Development Plan Documents (DPD) Stage 1 – Issues and Options Consultation

8.1

In order to involve the community and stakeholders, an Issues and Options report is produced. This provides not only a starting point for debate but also the opportunity for alternative solutions to be put forward. At this stage there is an informal consultation period known as the 'Informal Pre-Submission Consultation'. This provides us with the views of members of the public and key organisations in the community, as defined in Section 6 above.

8.2

At this stage, we ensure that further consultation is undertaken with the three key environmental stakeholders on the different issues and options, as a part of the Sustainability Appraisal.

DPD Stage 2 – Preferred Options

8.3

Having considered the responses to the Issues Consultation under Stage 1, we identify the 'Preferred Option'. This is informed by the responses received, the needs of the community, input from officers and members of the council and by considering current national, regional and local guidance. The Preferred Options document outlines the main policy issues and, where it is necessary to allocate land for certain uses, it proposes sites. It sets out clear reasons for each preferred option, and the reasons why other options are not favoured. At this stage there is a formal consultation lasting six weeks, during which we seek the views of members of the public and key organisations in the community. This stage of the process is known as the 'Formal Pre-Submission Consultation' and provides the opportunity to comment on the sustainability appraisal which accompanies the DPD.

DPD Stage 3 – Submission Document

8.4

Following the consultation on the identified 'Preferred Option', the 'submission version' of the Development Plan Document (DPD) is prepared. This takes into account the comments received, and the discussions that have taken place during the previous consultation period. This is submitted to the Government Office for the South East (GOSE), at which time there is a further period of public consultation. We also prepare a 'Statement of Compliance' at the same time as preparing the submission draft document, to set out how the public consultation meets the requirements of the SCI. This is submitted alongside the DPD for examination.

8.5

When we prepare a DPD for site specific allocations, members of the public and landowners may suggest further alternative locations for development. We advertise these and examine them in terms of their benefits and constraints.

8.6

During Stage 3, representations made on the DPD by consultees must relate to a test of soundness. All DPDs are judged on this basis (including this Statement of Community Involvement). A copy of the tests is provided at Appendix 6.

8.7

In terms of the sustainability appraisal, an updated version will be prepared and this is made available for consultation alongside the submission draft document.

DPD Stage 4 – Independent Examination

8.8

A government appointed Planning Inspector considers the submission version of the DPD in respect of its 'soundness' under the tests, taking into account the valid and relevant comments made by consultees. The Inspector also has to be satisfied that the council has undertaken the necessary consultation, as required by this Statement of Community Involvement.

8.9

Following the Examination, the Inspector prepares a binding report, setting out whether the document meets the tests of soundness. The Inspector may specify changes to the DPD; such changes are mandatory. The DPD can now be adopted and forms part of the Local Development Framework.

DPD - Consultation Methods

8.10

This council considers wide engagement to be important. We therefore undertake a wide range of consultation methods which build on the statutory minimum. Both elements are set out below:

- Make all relevant documentation available at our offices, including within it contact details for further information.
- Place all relevant documentation on our website at www.basingstoke.gov.uk .
- Send all relevant documentation to GOSE and other statutory consultees.
- Place statutory notices in the press.

- Write to statutory consultees, other consultees and members of the community and stakeholders who wish to be kept informed of the process. This will invite them to comment, where appropriate and set out:
 - what is being consulted on
 - where documents can be viewed
 - how and when comments can be made
 - what the next stages are in the process

(e-mail is our preferred method of communication, but all consultees have the option to receive and respond through paper communications)

- The council will use its best endeavours to meet the requirements of the Race Relations Act 2000 and the Disability Discrimination Act 1995. Therefore, provision of all LDF documents will be made, on request, in alternative formats (e.g. audio tapes, translations into languages other than English, large print etc) in line with our Equality Statement and emerging Comprehensive Equality Strategy.
- Send acknowledgement letters or e mails to all respondents, each having a unique reference number
- If the document involves making site allocations, approach developers, landowners and members of the public to promote sites. (Details of proposed sites are published in a document and placed on-line)
- Place all documentation at all public libraries across the borough, including within it contact details for further information.
- Provide on-line response forms
- News releases to promote coverage in the local press, broadcast and online media, together with a media briefing, where appropriate
- Involve the Basingstoke Association of Town and Parish Councils, the Local Strategic Partnership (and its network partners) and the Borough Business Partnership through an appropriate event, tailored according to the particular issue
- Provide a newsletter / report for parish magazines on key issues
- Use our free magazine, Basingstoke and Deane Today, wherever possible and appropriate, which is delivered to all households in the borough
- According to the issue being considered, use may be made of a touring exhibition to visit key locations around the borough, in addition to the placing of exhibition display boards at locations such as the local hospital and colleges.
- Where appropriate, advertisements in the local media and methods such as front-cover wraps of local newspapers for significant issues of wide public interest
- When preparing a Site Allocations DPD, arrangements may be made for landowners and agents to exhibit their proposals for the community and stakeholders to view.

8.11

The above methods of informing and consulting with the community have been drawn from a range of sources, including:

- best practice established during the Local Plan Review process
- discussions with other council officers, including Corporate Communications and Policy and Partnerships, together with the Corporate Engagement Group,

which meets to liaise regarding consultation events

- face-to-face interviews with 1,100 households in the borough;
- four facilitated workshops with residents, focusing on customer services, with one session specifically on planning
- an analysis of the strengths and weaknesses of different methods of consultation, as set out in Appendix 7.

8.12

The feedback from these sources highlighted the following, which have been incorporated into the consultation procedures in the SCI:

- a majority preference for the receipt of information by letter, followed by e-mail and the council magazine
- for passing on views to us, the preferred methods were again via letter or e-mail, with some preferring the use of written questionnaires or surveys; and
- the need to ensure that feedback is provided to those who responded after the consultation or when a decision was made.

8.13

At the end of each consultation period the council proposes to prepare a report explaining how views have been considered and documents changed in light of the community involvement consultations. These reports will be made available at the Borough Council offices, on our website www.basingstoke.gov.uk and at libraries throughout the borough. At each stage, the relevant document or responses from a consultation are reported to the appropriate Borough Council Overview Committee, before being considered by Cabinet. Certain documents are also ratified by Full Council before they are formally published. Reports may also be subject to consideration by the Scrutiny Committee, if further examination of a particular issue is needed.

8.14

The Overview Committees and Cabinet allow members of the public to address the elected councillors, as set out in the council's Constitution. Committee, Cabinet and Council meetings are also webcast to allow the public to view meetings if they are unable to attend.

9. Supplementary Planning Documents (SPD)

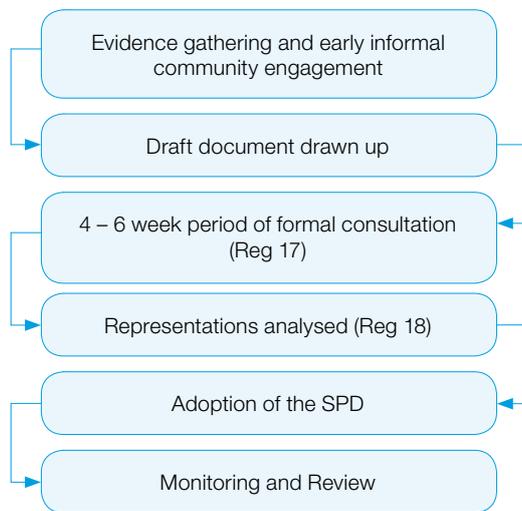
9.1

Supplementary Policy Documents may cover a range of issues, both thematic and site specific, which may expand policy or provide further detail to policies in a DPD. They must not however, be used to allocate land. SPDs may take the form of design guides, area development briefs, masterplans or issue-based documents. Further details of the SPDs that we propose to prepare are set out in the Local Development Scheme.

9.2

The level and extent of consultation required in the preparation of a SPD is generally less than that for a DPD, and the methods used vary, according to the content of the SPD. If the SPD is a technical document, the emphasis is on established forms of consultation with specialist bodies, or planning agents. If the matter is locational, it is more appropriate to involve local residents and groups in the consultation. In both cases, we consult with all town and parish councils in the borough. Councillors

are involved in the development of the SPDs through the overview committee process. Members of the public are also welcome to comment on the draft documents, should they wish to do so, although, as a rule, the public at large are not specifically targeted as consultees on technical documents. The framework for SPD consultation is:



9.3 The statutory process for the production of SPDs includes a formal consultation period on the draft documents which must last for between four and six weeks. We normally consult for the full 6 week period to provide maximum opportunity for responses to be prepared and submitted.

9.4 At each stage, we ensure that appropriate public consultation is undertaken. Set out below are the methods that are used, which includes those where there is a statutory requirement and where we exceed these requirements.

- Write to statutory consultees, other consultees, including service providers and members of the community and stakeholders who wish to be kept informed of the process, and inviting them to comment, where appropriate. This sets out:
 - what is being consulted on
 - where documents can be viewed
 - how and when comments can be made
 - what the next stages are in the process
(Use will be made of e-mail, where appropriate)
- Send all relevant documentation to GOSE and other statutory consultees
- Send acknowledgement letters or e mails to all respondents and provide a reference number
- Place all information on our website, with links from the main homepage when a particular consultation period commences
- Place all information at Parklands Reception of our offices, and the libraries across the borough, including within it contact details for further information.
- News Releases to feature in the local press, where appropriate
- Place statutory notices, as required by the regulations
- Provide a newsletter / report for Parish Magazines on key issues

9.5

The above methods of informing and consulting with the community have been drawn from a range of sources, including:

- best practice established via the Local Plan Review process
- discussions with other council officers, including Corporate Communications and Policy and Partnerships, together with the Corporate Engagement Group, which meets to liaise regarding consultation events
- face-to-face interviews with 1,100 households in the borough;
- four facilitated workshops with residents, focusing on customer services, with one session specifically on planning
- an analysis of the strengths and weaknesses of different methods of consultation, as set out in Appendix 7.

A summary of the Supplementary Planning Document process is at Appendix 3

10. Development Control

10.1

Our Development Control service handles around 2,500 planning applications each year, carrying out extensive notification and consultation. This ensures that any person or group interested in a planning application has the opportunity to view and comment on the proposals. We are committed to ensuring that any views expressed on material planning matters are considered when determining a planning application.

10.2

The requirements for notification of planning applications are set out primarily in the Town and Country Planning (General Development Procedure) Order 1995 (as amended) and Circular 15/92 Publicity for Planning Applications. We comply with these minimum requirements, exceeding them where appropriate to ensure that all affected and interested parties are fully informed. The actions we currently undertake to inform and consult on planning applications are set out in Appendix 8. This also details how we exceed the minimum statutory requirements.

10.3

This section details:

- The pre-application procedure, and advice available from the council
- What happens when a planning application is received
- How a planning application is determined
- What happens once a planning application is determined.

10.4

It also sets out how we handle significant planning applications, which may impact on a greater number of people and require specialist advice from other organisations, such as the Local Education Authority or Highway Authority. Finally, it sets out our expectations of developers in informing neighbours and other interested parties about larger, more controversial planning applications.

10.5

For each of the above four stages, this SCI includes improvements suggested by users of the service, through our consultations, to improve the notification and consultation

currently undertaken.

11. Pre-Application Advice

11.1

We advocate that applicants make use of our pre-application advice service, which can be found at www.basingstoke.gov.uk. This gives applicants the opportunity to discuss the principle of the development proposals with an officer. It also enables officers to identify any potential issues and opportunities that proposals may present early in the process.

11.2

According to the size and nature of the proposals, there are a variety of pre-application options available, which are summarised below and set out in full in Appendix 9.

- A Duty Planning Officer is available Monday to Friday from 8:30am until 2:30pm without appointment in the reception area of Parklands building at the Civic Offices in Basingstoke. The level of advice available is limited by the details that can be provided by the applicant. However, we provide an initial view on the information submitted, and aim to confirm this advice in writing within ten working days.
- If a more detailed assessment is needed, or the application is for small to medium scale proposals or less, (such as applications for proposals for one to five dwellings or commercial and retail schemes of no more than 1000sq metres or under a site area of 0.5 hectares) the prospective applicants are encouraged to write to the Development Control Team. The borough council target is to provide a full response within 15 working days from the date of the initial submission, or receipt date of further information if requested within that time
- For larger and significant or complex planning applications (6 or more dwellings or commercial/retail developments of more than 1000 sq metres or over a site area of more than 0.5 hectares), there is a set protocol, which has been the subject of consultation with local planning agents and Councillors. This requires that a given level of information is provided before advice can be provided. A copy of the Protocol is included in Appendix 9. As part of this, the borough council seeks to assess the expected requirements for any on or off-site infrastructure requirements that may be necessary to serve the site.

11.3

Feedback from consultation during the production of this SCI indicated a desire for developers and applicants to undertake a greater level of public consultation prior to submitting a planning application. This ties in with the 'front-loading' approach, advocated under the new planning system and ensures a greater awareness of proposals before an application is submitted. We have, therefore, produced a guidance note for developers on the types of pre-application consultation that we encourage. This is set out as a three tiered approach, to address different sizes of application. The note encourages developers to undertake consultation prior to submission of a planning application, including methods such as a public exhibition or meeting or discussions with the parish council. This note is attached as Appendix 10 and has been placed on our website, and is provided to applicants when seeking pre-application discussions. Although developers are not statutorily required to undertake this consultation, officers encourage them to do so, highlighting the benefits that this can achieve. These include:

- providing an opportunity for developers / applicants to explain proposals, identify any local issues, clarify elements of the proposals and identify any additional

information needed

- assisting in saving time in obtaining a decision on a planning application
- creating a more sustainable and acceptable development through understanding of local community needs
- avoiding appeals and call-in procedures.

11.4

To complement the pre-application procedures described above, we work with parish and town councils to provide a pre-application advice service tailored to meet their needs. Changes to the process are initially piloted with one or two parish councils to test effectiveness. Through this, and additional training, we aim to improve the capacity of parish councils to consider proposals before a planning application is made and to make informed comments on proposed developments, based on sound planning matters.

11.5

In addition, the authority has established a 'Developer's Forum' to enable discussions to take place with local planning agents and developers in respect of council practices in determining planning applications. It provides the opportunity for encouraging the use of pre-application discussion and consultation with the community by agents and developers.

12. What happens when a planning application is received?

12.1

When we receive a planning application, it is checked to ensure all the necessary plans and details are provided, upon which the application can be determined. If the application is not valid, further details are requested. When an application has been validated, we acknowledge receipt and notify neighbours and those directly affected by the proposals. The notification letter includes:

- the site address;
- details of the proposed development;
- where the application can be seen, the case officer's name and contact details;
- the date by which written comments should be submitted and
- details of matters which can and cannot be taken into account in determining the planning application.

12.2

Neighbours notified are those occupying buildings adjoining the site and those who may be affected by the development. The decision on which properties 'may be affected by the proposed development' is made by the case officer handling the planning application. This is based on a professional assessment of the proposal and its likely implications on the area surrounding the site, and the guidance contained within Circular 15/92 Publicity for Planning Applications. Comments are invited on planning applications for a period of 21 days. However, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation. This is limited by the requirement to determine planning applications within statutory timescales. It is only possible to extend this

period in very exceptional circumstances.

12.3

In most cases a site notice is provided for planning applications. This is sent to the applicant, or the agent and we expect it to be displayed in proximity to the site for 21 days. It sets out details of the proposals, where they can be viewed, the name and contact details of the case officer and when comments should be submitted.

12.4

All planning applications are placed on our website. All borough councillors as well as town and parish councils are sent a weekly list of all planning applications received. In addition, town and parish councils are also consulted on applications within their local area. In some cases, there is a requirement for a notice to be placed in the local press. Full details of the notification undertaken are provided in Appendix 8, which also details how the notification actions exceed the government's requirements.

12.5

There is also the facility on our website to search for planning applications from the mid-1980s onwards. Where an application or proposed development has wide significance, a set of pages relating to the application may be placed on the website to facilitate easy access to key information.

13. How is a planning application determined?

13.1

A planning application is determined by taking into account a number of considerations including:

- Development plan policies
- Objections and representations of support
- Advice from external specialist advisors such as English Heritage or the Environment Agency
- Government guidance
- Any other material considerations which can include supplementary planning guidance

13.2

After consulting neighbours and other consultees, some of whom will have specific technical expertise, and inspecting the site, we consider the acceptability of the proposals in light of relevant planning policies and guidance set at national, regional and local level. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the council.

13.3

A report is prepared by the Head of Planning and Transport which provides a summary of responses received from consultees, a full copy of any comments from the parish or town council and a summary of neighbour's responses. The report also provides the Head of Planning and Transport's opinion as to the merits of the proposal and its acceptability or otherwise. The report takes into account any additional consultation undertaken by the applicant or agents. Under current legislation the council cannot refuse to consider a planning application if, in our judgement, appropriate pre-application consultation has not been undertaken.

13.4

The decision as to whether or not to grant planning permission is made either under delegated powers by the Head of Planning and Transport, or by the Development Control Committee, which consists of 15 borough councillors. The manner of determining the application is governed by the size, the number of objections received, or whether a borough councillor has requested that the matter be determined by the Committee. Full details of the scheme of delegation are set out in the council's Constitution (available on our website at www.basingstoke.gov.uk). If a planning application is considered by the Development Control Committee, objectors and supporters who wish to speak are informed of the time and date of the meeting. The applicant or their agent will also be informed of the request of an individual to address the committee and are advised that if they wish to speak in reply, then they need to register this intent with us using the form that is supplied with the letter. Public speaking at the Committee is subject to a time limit, which is also set out in the council's Constitution.

13.5

Once a planning application is determined, a Decision Notice is issued. This is either a Notice of Refusal or a Notice of Approval to the applicants or their agents. Those who commented on the proposals are also informed of the decision by letter from us, whilst the relevant town or parish council also receives a copy of the officer report. A copy of the officer report is made available on our website, in addition to the Decision Notice.

13.6

If a planning application has been refused, the applicant or their agent may choose to appeal against this decision to the Planning Inspectorate. The council publishes a weekly list of all appeals lodged alongside the list of new planning applications. This is made available to all borough councillors and all parish and town councils in the borough and it is published on our website.

13.7

Where comments of objection or support have been made on a planning application which is subsequently refused and where an appeal is lodged, all such respondees are contacted to inform them of this.

13.8

Any comments passed to the council about the appeal are forwarded to the Planning Inspectorate.

13.9

If an appeal is to be heard via a hearing session, we re-contact all those who previously commented, informing them of the time and date of the appeal session.

14. Resource Implications

14.1

The LDF, including all community involvement, is co-ordinated by the Forward Planning and Transport Team in the Planning and Transport Business Unit. The team has recent experience in the preparation of the Local Plan Review at which time local community engagement in the planning process was actively and successfully achieved at every stage.

14.2

Council staff have extensive experience and training in community engagement, including training in workshop facilitation and in 'Planning for Real' techniques. We also have an effective Corporate Communications team who are experienced in

providing information in digestible non-technical formats. This represents a significant resource that is used to help achieve the objectives of the SCI. Furthermore, we have a Plain English Panel who review documents prior to publication.

14.3

The Forward Planning and Transport team continues to liaise and engage corporately with other council departments on planning issues, drawing on specialist resources where appropriate. These include Corporate Communications and Policy and Partnerships. Work also continues in partnership with the Local Strategic Partnership (LSP) and other local forums and network partners, particularly in order to engage hard to reach groups. Regular liaison takes place with the LSP Manager to ensure that forthcoming work under the LDF and new initiatives arising under the LSP can be taken into account and co-ordinated. The SCI helps to inform our corporate approach to consultation and engagement. The council has effective budget management and service planning arrangements, to ensure that staff and other resources are made available to complete the programmed work, including community engagement.

14.4

Borough councillors play a key decision-making role on behalf of the borough's residents and communities. This is managed through our Committee, Cabinet and Council process.

14.5

We consider that the on-going provision of pre-application advice, use of the Protocol and 'scoping' meetings continues to offer a high quality service in the development control process, whilst recognising the need to meet government targets for determining planning applications.

14.6

External to the borough council, we seek to ensure that town and parish councils, and other organisations, are informed of consultation proposals (i.e. dates and issues) before the start date. This allows them to be aware of their opportunity for input and encourages them to organise their workload so that they can be fully engaged.

15. Review of the SCI

15.1

The SCI is kept under regular review and updated when necessary to correct factual changes not material to its principles. The need for a full review of the SCI is explored through the Annual Monitoring Report (AMR) and any proposed review is formalised through a change to the Local Development Scheme. A full review of the SCI will be undertaken following the independent examinations into the Core Strategy and the site Allocations Development Plan Document. This review will assess the effectiveness of the SCI, whether the consultation techniques remain appropriate, and whether it is still fit for purpose. If, at this stage, fundamental changes to the SCI are necessary then this will lead to a formal review and resubmission of the document to the Secretary of State. Meanwhile we build monitoring into our community involvement activities, to ensure we can inform the planning of new initiatives as appropriate. This includes sharing best practice with the Community Engagement Group and the Local Strategic Partnership. In preparing the Annual Monitoring Report, which is published in December of each year, we address the success of the SCI. Any necessary changes are made following appropriate public consultation. During any review, regard is given to any emerging best practice guidance and / or changes in legislation that have been put in place since the SCI was originally published.

Appendix 1. Stages in the Preparation of the Statement of Community Involvement

1.

The first stage involved preparing a Questionnaire survey in conjunction with colleagues from Policy and Partnerships, Corporate Communications and the LSP Manager. This sought to gauge views on the preferred methods of being consulted and informed on planning issues and the best way of passing views back to the Council. The questionnaire was distributed to around 3,800 consultees in September 2005, including the statutory consultees, neighbouring authorities and parish and town councils in and adjoining the borough. Copies were also made available in all libraries in the borough, at our offices and on our website, in addition to distributing copies to all those on the LSP. During the 6 week consultation period around 630 responses were received. Full details of the comments made and the manner in which they were dealt with are set out in the Statement of Compliance.

2.

In addition to the questionnaire, a workshop session was organised to add further detail to the questionnaire responses, which was also supplemented by questions relating to the planning service in the council's annual household survey.

3.

The following stage involved formal consultation on our draft SCI, in accordance with the government regulations. This lasted for a six week period from 15 May 2006 to 26 June 2006. At this stage copies of the draft SCI were widely distributed and made available at all libraries in the borough, at our offices and on our website. In addition, a letter (or e-mail where details were available) was sent to all those who had previously filled in a questionnaire, including a summary leaflet and a comments form. The consultation period was advertised by copies of the Statutory Notice in the Basingstoke Gazette, the Andover Advertise and the Newbury Weekly News. Copies of the notices are set out in the Statement of Compliance, which is available with this SCI.

4.

We received a total of 30 responses to the Draft SCI, which were in the main, positive in nature, and which also raised a number of detailed points. These are set out in summary form in the Statement of Compliance, which also provides our response to each point and details how the SCI has been amended accordingly in the form of the submission draft SCI.

5.

We received a total of 25 representations at the submission stage. Of the representations received, nine representations found the SCI or part of the SCI to be unsound – 16 found the SCI to be sound. None of those who commented wished to present their views via a hearing session. All of the comments received were considered by a Planning Inspector in examining the soundness of the SCI.

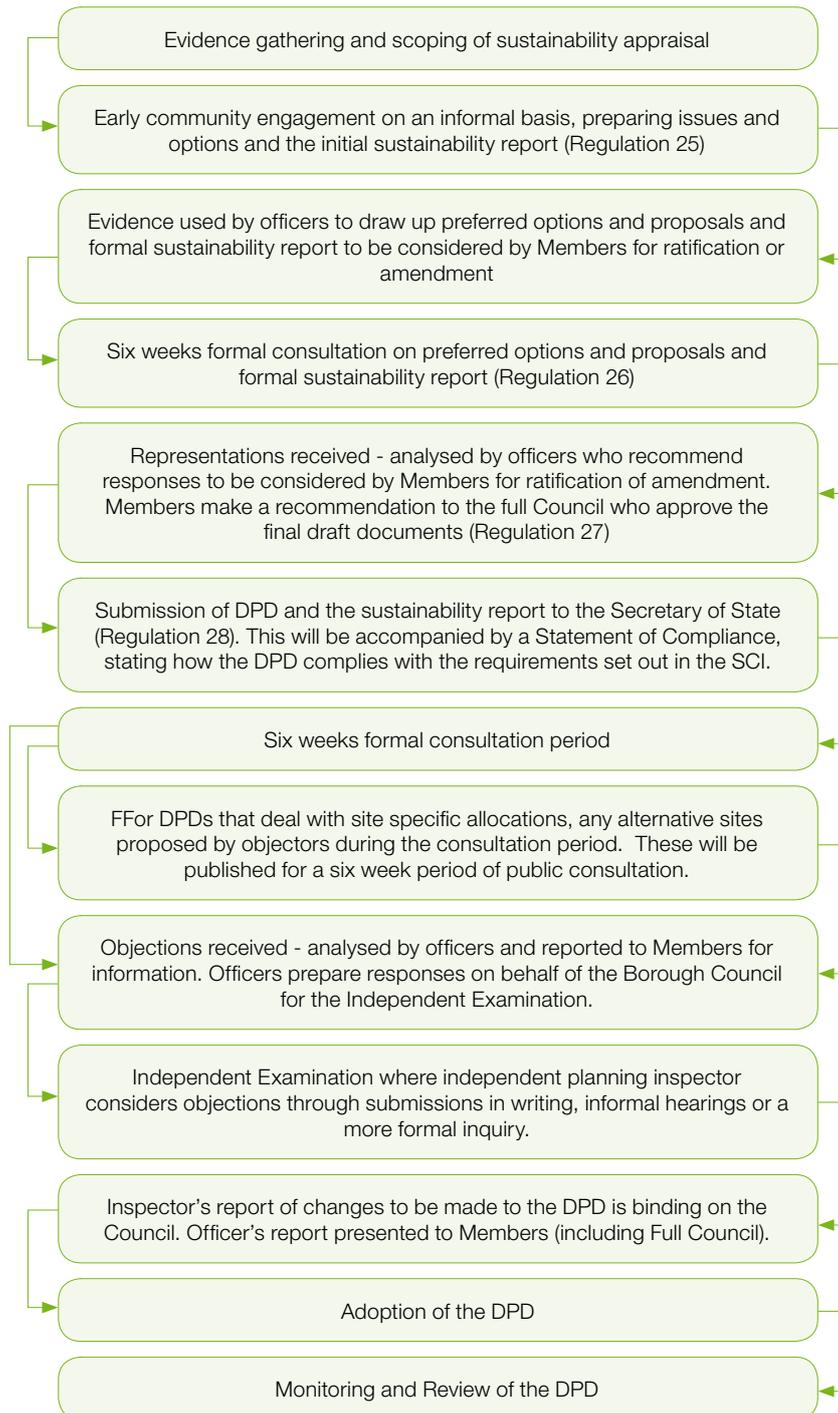
6.

In addition to undertaking widespread consultation in preparing the SCI, the SCI takes account of a number of other council strategies and plans, and community groups. The following list identifies some of the current groups and strategies at the time of publication:

- 'Pride in our Place' Community Strategy
- Three Year Council Plan
- Community Engagement Strategy 2004-2007

- Council's Equality Statement and the emerging Comprehensive Equality Strategy
- Youth Strategy
- Strategy for Older People
- Rural Strategy
- Compact for Organisations working in Basingstoke and Deane
- Community Forum
- Voluntary Sector Forum
- Youth Partnership
- Police, Health and Education bodies

Appendix 2. Summary of the DPD Process



Appendix 3. Summary of the SPD Process



Appendix 4. About Basingstoke and Deane

In order to successfully engage the wider community and stakeholder groups, it is important to consider the characteristics of the Borough and its residents/communities. This will assist in ensuring that the most appropriate consultation techniques are used.

The Borough is the third largest in the County of Hampshire, covering an area of 245 square miles. As well as Basingstoke town, the Borough is a diverse mix of rural land, small villages, hamlets and urban settlements, with a total of 51 parishes. Parish and Town Councils play an important role in representing the rural areas of the Borough and are already key consultees in the planning process.

A total of 93% of the Borough is classified as rural, but only 40% of the population live in rural areas. The Borough has an attractive rural environment and its historic significance is demonstrated by its 45 Conservation Areas, 1820 Listed Buildings and 97 historic parks and gardens. There are 725 sites of importance for nature conservation and ten listed parks. 80 square miles in the Borough are within the North Wessex Downs Area of Outstanding Natural Beauty.

The population of the Borough is over 156,000, and during the 1990s the borough population increased by over 5% - nearly twice the national rate of 3%. At present the population has a younger than average age profile. Over 25% of the borough population is aged 19 or under, which is nearly 40,000 young people and about 9% of the borough's total population are aged 13 to 19. However, the population profile is projected to get older. Currently it is estimated that there are over 28,000 people aged 60+ in the borough and the number of people in this age group is projected to grow by 27% in the next 10 years. The particular age characteristics of the population have been reflected in Council priorities and strategies, for example through the Strategy for Older People and the Youth Strategy.

There are now over 63,000 households in the Borough. The level of owner occupation is high, with about 74% of the population living in owner occupied dwellings. However house prices in the Borough are 25% above the national average and have risen substantially over the last few years. Affordability of housing is a real issue as the average household income is £32,000, whereas the average house price is £204,000., which creates difficulties for first time buyers.

Although the Borough is ranked amongst the least deprived areas in the country, there are small pockets of real deprivation and low literacy and numeracy skills among 21% of working age adults.

The Borough is one of Hampshire and the South East's major residential and commercial centres. Future growth levels are still to be determined, but will soon be established by the South East Plan. Basingstoke Town's strategic location on the national road and rail networks has contributed to its success as an employment centre, resulting in a thriving and diverse local economy. The local unemployment rate is currently about 1% and some 90% of the borough's jobs are located in the town. The number of people commuting out of the Borough to work is matched by in-commuters from other parts of Hampshire and the surrounding areas. This brings a large number of people into the Borough on a regular basis who may also have a valid interest in what happens here. Local take up of Broadband within the Borough was approximately 33.10% in April 2005. This surpassed the average within Hampshire of 22.5%, which also exceeds the national average of 20.3%. This has implications for ensuring that all consultation material is made available electronically. The Borough is now 99.9% broadband enabled through local BT infrastructure.

Appendix 5. Consultees

Statutory Consultees

The Town and Country Planning (Local Development) (England) Regulations 2004 require the Council to consult the following specific consultation bodies if the proposals in a development plan affect them (Please note, this list is not exhaustive and also relates to successor bodies where re-organisation occurs):

- Government Office for the South East (GOSE)
- Regional Planning Body – South East England Regional Assembly (SEERA)
- Regional Development Agency – South East England Development Agency (SEEDA)
- Hampshire County Council
- Environment Agency
- Highways Agency
- Natural England
- English Heritage (Historic Buildings and Monuments Commission for England)
- Adjoining Local Authorities – West Berks Council, Wokingham District Council, Hart District Council, East Hampshire District Council, Winchester City Council, Test Valley Borough Council, Joint Strategic Planning Unit (Berkshire)
- Town and Parish Councils in the Borough
- Basingstoke and Deane Association of Town and Parish Councils
- Town and Parish Councils adjoining the Borough
- Strategic Health Authority
- Department for transport (Rail)
- Relevant telecommunications companies
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers, including Thames Water, Southern Water and South East Water

In addition, Planning Policy Statement 12 (local development framework) suggests that the following should also be consulted where appropriate, in addition to those other bodies that the Borough Council will also consult:

- Government Departments e.g. Ministry of Defence
- Department for Education and Skills (through GOSE)
- Department for Work and Pensions
- Department for Constitutional Affairs
- Department for Culture, Media and Sport
- Department for Environment, Food and Rural Affairs
- Department for Trade and Industry (through GOSE)

- HM Prison Service
- Home Office
- Office of Government Commerce (Property Advisers to the Civil Estate)
- Age Concern
- British Chemical Distributors and Traders Association
- British Geological Society
- British Waterways, canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chambers of Commerce, local Confederation of British Industry (CBI) and local branches of Institute of Directors
- Church Commissioners
- Commission for Architecture and the Built Environment
- Commission for New Towns and English Partnerships
- Commission for Racial Equality
- Community Groups
- Crown Estates Office
- Developers and planning agents within the Borough
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Environmental groups at national, regional and local level, including the Campaign to Protect Rural England (CPRE), Royal Society for the Protection of Birds (RSPB), Wildlife Trust and Friends of the Earth (FoE)
- Equal Opportunities Commission
- Fire and Rescue Services
- Forestry Commission
- Freight Transport Association
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Home Builders Federation
- Housing Associations
- Housing Corporation
- Learning and Skills Council
- Local Agenda 21 / Civic Societies
- Local residents associations
- Local Transport Authority

- Local transport operators
- Local Race Equality Councils and other local equality groups
- Members of Parliament
- National Grid Company
- National Playing Fields Association
- Network Rail
- Passenger Transport Authorities
- Police Architectural Liaison Officers / Crime Prevention Design Advisors
- Post Office Property Holdings
- Rail companies and the Rail Freight Group
- Regional Housing Boards
- Regional Sports Boards
- Road Haulage Association
- Schools and colleges
- Sport England
- Traveller Law Reform Coalition
- Voluntary organisations
- Women's National Commission

Members of the Local Strategic Partnership

- Basingstoke and Deane Borough Council
- Basingstoke and District Association of Parish and Town Councils
- Basingstoke College of Technology
- Environment Agency
- Hampshire County Council
- King Alfreds College
- Natural Environment Forum
- North Hampshire Chamber of Commerce and Industry
- North Hampshire Hospital
- Older Persons Partnerships
- Stagecoach
- The Community Safety Forum
- The Cultural Forum
- The Health Partnership Board
- The Housing Partnership

- The Learning Consortium
- The Local Business Partnership
- The Voluntary Sector Forum

The Borough Council will maintain a separate register of actual names and addresses of consultees known as the Local Development Framework database. This can be viewed by contacting a member of the Forward Planning Team.

Appendix 6. Tests of Soundness

PPS12 (Local Development Frameworks) sets out nine tests which a SCI should meet if it is to be sound. The table below sets out the nine tests.

Test of Soundness
Local Planning Authority has complied with the minimum requirements for consultation as set out in the Regulations.
Local Planning Authority's strategy for community involvement links with other community involvement initiatives e.g. the Community Strategy.
Statement identifies in general terms which local community groups and other bodies will be consulted.
Statement identifies how the community and other bodies can be involved in a timely and accessible manner.
Methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of Local Development Documents.
Resources are available to manage community involvement effectively.
Statement shows how the results of community involvement will be fed into the preparation of Development Plan Documents and Supplementary Planning Documents.
Authority has mechanisms for reviewing the Statement of Community Involvement; and
Statement clearly describes the planning authority's policy for consultation on planning applications.

Appendix 7. Summary of Possible Methods of Consultation

Form of consultation	Advantage	Disadvantage
Direct consultation by letter /leaflets	<ul style="list-style-type: none"> Both basic and detailed information can be sent Can reach a large number of people Attractive to those who may not attend public meetings Relatively low cost for the Council if targeted Can be looked at when it is convenient for individuals 	<ul style="list-style-type: none"> Can lead to confusion as the respondent may not fully understand what they are being asked to respond to or the overall process Quite resource intensive if broad consultation May not be read or reach the correct people Importance of responding may not be recognised Unstructured responses may be unrelated to the issues of concern
Direct email consultation	<ul style="list-style-type: none"> Same as above but saves on resources e.g. paper, postage. 	<ul style="list-style-type: none"> Same as above but could also exclude some groups e.g. the old; those without access to the web; visually impaired (although this can be addressed through appropriate actions)
Council website using online forms	<ul style="list-style-type: none"> Information can reach a large number of people, including those in rural areas and who live outside the District It is interactive and 24 hour and so can be accessed when it is convenient for individuals All information can be found in one place Low cost for the Council Has been shown to increase response rates to consultation Attractive to those who may not attend public meetings e.g. the young Immediate response 	<ul style="list-style-type: none"> May exclude some groups e.g. the old; those without access to the web; visually impaired (although this can be addressed through appropriate actions) May have technical difficulties which dissuade people from responding
Written questionnaires/ surveys	<ul style="list-style-type: none"> Relatively low cost for the Council Results form specific data from which conclusions can be drawn Ensures that all the issues are covered Attractive to those who may not attend public meetings Can be completed at a time convenient for the respondent 	<ul style="list-style-type: none"> May exclude certain groups e.g. illiterate; non-English speakers; visually impaired. Poor response rates often result and therefore may not provide a realistic conclusion Can be time consuming for respondents Questions may not be answered or incorrectly answered

Form of consultation	Advantage	Disadvantage
Exhibitions/ road shows	<ul style="list-style-type: none"> ● Informal and non-threatening ● Options and impacts can be displayed visually ● If the exhibition is manned it encourages discussion with specific individuals at their pace and on issues relevant them ● Enables the information to be taken out to the local population ● Times can be varied to enable people to attend 	<ul style="list-style-type: none"> ● Loose structure makes recording comments difficult unless feedback forms are also completed ● Relatively expensive in time, staffing and cost ● Can be dominated by outspoken individuals who may hold very specific views ● If it involves developers it may be seen as a fait a comply
Focus or discussion groups/workshops	<ul style="list-style-type: none"> ● Informal, open and non-threatening ● Encourages more in depth discussions ● promotes sharing of information ● Inclusive and could be used to reach hard to reach groups ● Outcome based, seeking consensus and positive solutions ● Increases ownership of the results 	<ul style="list-style-type: none"> ● Large time commitment required by attendees ● Relatively expensive in time, staffing and costs ● Can be dominated by outspoken individuals with specific issues ● If it involves developers it may be seen as a fait a comply ● Raises expectations ● Need a skilled facilitator to retain focus
Public meetings	<ul style="list-style-type: none"> ● Transparent opportunity for discussion ● Open to all ● Good forum for explanation and discussion ● Gives an indicator of strength of feelings ● Particularly useful if proposals relate to a clearly defined area 	<ul style="list-style-type: none"> ● Attendees are self selecting and may not provide a cross section of opinion ● Can be confrontational and dominated by a few individuals ● May focus on specific opinions rather than the complete issues and therefore need a skilled facilitator to retain focus ● May be inaccessible or unsuitable for some groups
1 to 1 meetings with selected stakeholders	<ul style="list-style-type: none"> ● Way of reaching hard to reach groups ● Enables specific views to be feed into the process ● Enables detailed discussion 	<ul style="list-style-type: none"> ● Resource intensive in terms of officer time ● Only small numbers involved ● May raise expectations ● Lack of certainty regarding how representative the individuals are

Form of consultation	Advantage	Disadvantage
Commenting on available consultation documents	<ul style="list-style-type: none"> Relatively low cost for the Council Results form specific data from which conclusions can be drawn Ensures that all the issues are covered Attractive to those who may not attend public meetings Can be completed at a time convenient for the respondent 	<ul style="list-style-type: none"> May exclude certain groups e.g. illiterate; non-English speakers; visually impaired. Poor response rates can result and therefore may not result in representative conclusions Can be time consuming for respondents May not capture the interest of stakeholders Can be seen as a token gesture May be difficult to access the literature
Through the Council's existing groups/panels	<ul style="list-style-type: none"> Targets stakeholders in existing groups Enable sharing of information and potentially in depth discussion Can be used to enrich or check in breadth consultations Useful early in a process to identify significant issues and raise awareness Enables other issues being addressed by the groups/panels to be incorporated into the discussions leading to more holistic and cross-cutting consultation 	<ul style="list-style-type: none"> May be seen to be behind closed doors - not transparent Selective The views of individual may not be representative of the groups they represent Time for discussions may be limited due to other responsibilities Discussions may be side tracked by specific interests of a particular group/panel – hidden agendas
Citizens Panel	<ul style="list-style-type: none"> Gives a representative sample, reflecting social, demographic and ethnic make up High response rates as there is a ready group of people to consult will on all issues at short notice People's views can be tracked over time Cost effective and flexible Valuable for a sounding board on specific issues 	<ul style="list-style-type: none"> Limited number of people are involved so may not be truly representative Timetables for consultation may not match that for the Panel Not so familiar with looking at strategic issues or policy development

Appendix 8. Consultations on Planning Applications

Type of Development	Press		Website		Site Notice		Neighbour	
	Statutory	Carried out by LPA	Statutory	Carried out by LPA	Statutory	Carried out by LPA	Statutory	Carried out by LPA
Application accompanied by an EIA (Environmental Impact Assessment)	✓	✓	✓	✓	✓	✓		✓
Departure from the development plan (currently adopted Basingstoke and Deane Borough Local Plan and Hampshire County Structure Plan)	✓	✓	✓	✓	✓	✓		✓
Proposal affecting a public ROW (right of way)	✓	✓	✓	✓	✓	✓		✓
Major development: (Development of more than 10 dwellings, or more than 1000m ² of floorspace or on a site larger than 0.5ha)	✓	✓	✓	✓	✓ *	✓	✓ *	✓
Minor development: (Development of 10 or less dwellings, less than 1000m ² floorspace or on a site less than 0.5ha)		✓ **		✓	✓ *	✓	✓ *	✓
Householder Development		✓ **		✓	✓ *	✓	✓ *	✓
Listed Building Consent	✓	✓		✓	✓	✓		✓
Conservation Area Consent <u>Except</u> those where the proposals are for listed building consent to alter only the inside of a building listed Grade II or to vary/discharge conditions on such a consent already granted	✓	✓		✓	✓	✓		✓
Consent to display advertisements		✓ **		✓		✓		✓
Tree Preservation Orders		✓ **		✓		✓		✓
Demolition determination as to whether prior approval of LPA is required				✓	✓	✓		✓
Prior approval to demolish (Permitted development where prior approval of the LPA is required for the method of demolition and restoration of site)				✓		✓		✓
Agricultural determination as to whether prior approval of LPA is required				✓				
Agricultural prior approval (Permitted development where prior approval of the LPA is required for the siting, design and external appearance)				✓	✓	✓		✓
Telecommunications prior approval. (Permitted development where prior approval of the LPA is required for siting and appearance)		✓ **		✓	✓ *	✓	✓ *	✓ ***

* Statutory requirement is the display of a site notice or a neighbour notification.

** Press notice is only undertaken if the site is within a Conservation Area or the proposal affects a Listed Building.

*** Neighbour notification will include all properties within 200m of the site as this is noted in the SPG, although it is over and above the legal requirements.

Advertisements in the local press

Advertisements are placed in the local newspapers, the Basingstoke Gazette, the Andover Advertiser and the Newbury Weekly News, as appropriate for the site in question.

Advertisements on the website (www.basingstoke.gov.uk)

The planning register from 1986 is available on the Borough Council's website, in the planning section. Applications can be found using a number of different search criteria.

Site notices

Site notices are printed by the Council. They are sent to the agent/applicant with a letter requesting them to display the notice on the site for the relevant time period, and to return a slip stating the first date of display. If an agent/applicant fails to display the site notice, the Case Officer assesses whether:

1. To post a notice and delay the determination of the application, or
2. The legislative requirements have been satisfied and the application can be considered and determined.

Neighbour notification

Neighbour notification of an application is in the form of a letter giving brief details of the proposal, details of where and when the application may be seen, and the last date for comments (normally 21 days from the date of the letter). Letters are addressed to 'the occupier/owner'. Neighbours notified are those occupied buildings adjoining the site and those which may be affected by the development. The decision on which properties 'may be affected by the proposed development' is made by the Case Officer. This is based on professional assessment of the proposal and its likely impacts on the area surrounding the site, and the guidance contained within Circular 15/92 Publicity for Planning Applications.

Notification of Parish (or Town) Councils

Parish and Town Councils are notified of all applications by receipt of a copy of the Weekly List of planning applications. Parish and Town Councils are also formally consulted on all applications within their own area.

Borough Councillor (Ward Member) Notification

All Councillors receive a copy of the weekly list of planning applications.

Additional notification

Any request for additional notification of an application is considered by the Case Officer, however a notification does not need to have been received in order for a member of the public to make comment, and this would always be stressed when any request is received. The weekly list can be subscribed to for a fee.

Pre-decision Amended Plans

Pre-decision amendments can be accepted, at the discretion of the Case Officer. Re-notification may occur, but normally only if the amendments are significant alterations or increase the size of the proposal. If the proposal remains very similar, or would reduce in size and impact, then re-notification would not normally occur.

Post-decision Amended Plans

Post-decision amendments are only accepted if the amendments are very minor. They will not be permitted if:

- There were any relevant objections to the original proposal, or
- If an amendment increases the size of any part of the development, or
- Locates any part of the development closer to a neighbour, or
- Changes windows in any elevation facing a neighbour in a way which increases overlooking in any way, or
- The development moves more than 1metre in any direction, or
- Would result in a greater visual intrusion to neighbours

Those which are accepted will not be the subject of publicity, however a copy will be sent to the appropriate Parish or Town Council where there is one, in order that they can maintain complete records. This is because there is no provision within the legislation for post-decision amendments, and thus only very minor alterations are accepted by this Authority.

Reports To Development Control Committee Prior To Expiry Of Notification Period

Due to reports to Development Control Committee making recommendations on applications having to be written 2-3 weeks prior to the meeting, in some cases the report will be written prior to the expiry of the consultation period. In these instances, additional representations received after the report is written and prior to the meeting will be reported on the Update Paper which is compiled on the day of the meeting and presented at the meeting.

Date of decision

The decision on an application is not issued until after the last expiry date for responses to notifications.

Glossary

LPA= Local Planning Authority

Weekly list = list of all applications registered within the week, produced every week and displayed within the reception area at the Civic Offices.

Development Control Team, Planning and Transport, Basingstoke and Deane Borough Council, Civic Offices, London Road, Basingstoke, RG21 7EA
Tel 01256 844844

Appendix 9 – Pre-Application Advice

As set out in the SCI, the Borough Council is keen to encourage the use of pre-application discussions and provides a pre-application service, which is set out on the Borough Council's website and replicated below:

Before Making a Planning Application

You can seek advice and help from the Council prior to the submission of a planning application. It is always recommended that you take the Council's advice, on all but the most straightforward cases.

Depending on the size and nature of your proposal a variety of pre-application options are open to you. For small house extensions and for small business proposals the best option might be to use the Duty Planning Service. For the largest schemes a formal pre-application service is available which will identify any planning contributions associated with the development.

Duty Planning Service

Small to Medium Developments

Large and Significant Developments

Whichever pre-application route you decide is appropriate, the Council, to encourage a pre-application process, requires no fee to be paid for any pre-application advice.

The Council also considers that a planning application which has had the benefit of consultation with stakeholders and interested parties prior to its submission will result in an improved scheme. Accordingly you are asked to consider undertaking your own consultations with the relevant Parish Council and local residents.

The Council expects planning applications to be determined within the timescales set by National guidance. These targets are as follows:

- Major applications – 13 weeks
- Minor and other applications – 8 weeks

To help us meet these targets we expect planning applications to be submitted in a way that meets and respects the Council's approved standards. Meeting these standards should mean that you receive a quicker decision from us.

For these reasons:

- Applications which are submitted fully in accordance with the Council's approved policies and standards will be dealt with speedily. It will be expected that applications which in themselves are the produce of pre-application advice, will meet these criteria.
- Applications submitted without the benefit of pre-application advice, and do not accord with the Council's approved policies and standards are likely to be refused without discussion with the applicant or agent. Amended plans will only be accepted if the application can be determined within deadlines.
- If pre-application advice from planning officers is not followed and the submitted application does not accord with the Council's approved policies and standards the planning application is likely to be refused without discussion.

- For planning applications requiring a legal agreement, the failure to conclude an agreement within 8 or 13 weeks from the date of registration of the application will mean that the application will be refused as the proposal will fail to deliver the mitigating measures required in the Section 106 Agreement and thus be contrary to Local Plan policies. This includes those applications which need to be presented to the Development Control Committee.

Pre application and confidentiality

Under the Freedom of Information Act, the Council may consider pre-application submissions, which are commercially sensitive, as confidential. A public interest test will be applied to determine whether a proposal can be deemed as confidential. Should the information fall outside of this category or a planning application is submitted on the site for a similar scheme, the information may be made available to the general public.

Duty Planning Service - Who is this for?

This is for small scale domestic and business projects only.

A duty planning service is available between 8.30am – 2.30pm Monday to Friday in the reception area of Parklands building, Civic Offices, London Road, Basingstoke. You do not need an appointment to see a Planning Officer.

The depth of advice given is dependent on the information you can give to the officer as no prior research will be undertaken when considering the proposal put forward.

Your commitment will be to:

- Provide plans, sketches and photos which will all be useful to the planning officer.
- Accept that any complex schemes will need to be submitted under a more formal pre-application approach.
- That the meetings will have a time restriction as other customers may be waiting for advice from the same planning officer.

Our commitment will be to:

- Offer an initial view on the information submitted.
- Confirm the advice in writing within 10 working days.
- Be aware of the limitations of this service. If the proposals is too complicated or requires further research it may be more appropriate if the information is taken away and further in depth consideration given by the officer.
- Use all endeavours to determine any subsequent planning application within 8 weeks of registration.

Small to Medium Developments

You can write to the Council, explaining the development and enclosing plans and details.

Who is this for?

- This is for homeowners and businesses where a more considered view is required.
- Developments where you think the Planning Officer may need to liaise with a number of internal consultees such as Highway Officers.
- For small to medium scale proposals or less. This can normally be defined as planning applications for proposals for one to five dwellings or commercial and retail schemes of no more than 1000sq metres or under a site area of 0.5 hectares. Developments subject to an Environmental Assessment are considered as large or significant proposals.

Your Commitment will be to:

- To send or e-mail , under a covering letter, scaled plans to include the layout, elevations, parking arrangements and photos of the site showing its relationship to neighbours
- Accept that if the proposal is considered by the planning officer to be a large or significant scheme then timescales will be as published for that type of proposal.
- Be able to attend a meeting at a mutually agreeable time
- To use the reference number given on the acknowledgement in future communications regarding the same pre-application proposal
- Accept that the depth of the advice is based on the quality of the submission you make.

Our Commitment will be to:

- Acknowledge the submission in 3 working days identifying the case officer and reference number
- Arrange a meeting, if necessary, to discuss the proposals
- Ensure that a full response is given within 15 working days from the date of the initial submission, or receipt date of further information if requested within that time
- On an exceptional basis, undertake a site visit to ascertain impact
- Use all best endeavours to determine any subsequent planning application within 8 weeks from submission.

Large and Significant developments

For more complex pre application advice then the Council offers a formal Pre-application Protocol (See below).

The Council will determine planning applications on the information submitted and it is unlikely to be able to deal with significant amendments once the application

has been registered. Therefore entering into pre application discussions may avoid delay and add further certainty in gaining planning permission.

Who is this for?

- Normally for larger and significant or complex planning applications, which for this process would be for 6 or more dwellings or commercial/retail developments of more than 1000 sq metres or over a site area of more than 1 hectare. Developments which are subject to an environmental assessment would also be considered as a major proposal
- This pre-application option is not exclusive to larger proposals and could be used for smaller proposals if required, especially where a proposal is complex and involves the need for various consultees to be engaged in the process.
- You will need to submit information as set out in the Pre-application Protocol
- Where the approval of the development would require a Section 106 agreement to be completed

Pre-application Protocol – Large and Significant proposals

Introduction

To ensure that a development meets our high aspirations and adds value to the environment, the Council welcomes and encourages discussions before you submit your planning application.

The Council believes that providing considered advice prior to the formal submission of a planning application can ensure that the quality of a development is improved and that certainty in the outcome can be increased for the applicant. Such advice will help speed up the development process, which is of particular importance given the Council's recognition that the majority of large and significant planning applications should be determined within either 8 or 13 weeks.

The Council also considers that a planning application which has had the benefit or consultation with stakeholders and interested parties prior to its submission will result in an improved scheme. Accordingly you are asked to consider undertaking your own consultations with the relevant Parish Council and local residents.

Different levels of pre-application advice are available to include:

- Duty Planning Service
- Small to Medium developments – pre-application submissions
- Large and significant proposals – pre-applications submissions

Information on the first two levels of advice is given on our web site (www.basingstoke.gov.uk). This Protocol explains the formal pre-application process and the benefits of investing in considered pre-application advice.

What type of application can be considered?

Pre-application is most relevant for large and significant schemes which can be defined as:

- 6 or more dwellings or over 0.5 hectares
- Commercial or retail development on sites in excess of 0.5 hectares or 1000 sq metres
- Developments requiring an Environmental Impact Assessment
- Developments likely to need the completion of a Section 106 agreement in order to be acceptable

Complex planning applications do not always fall into the above categories. The Council encourages pre-application discussions for all development proposals and this process is open to you if you consider that the benefits outlined below would help the proposal. If a scheme is particularly complex then this route may be the best open to you.

What are the implications of not entering into Pre-application discussions on major or complex applications?

The Council expects planning applications to be determined in accordance with timescales set in National guidance. This will not be achievable unless the majority of applications are submitted in a way that meet and respect the Council's approved standards such as the Development Plan, relevant Supplementary Planning Guidance and other material considerations.

For these reasons:

- Applications which are submitted fully in accordance with the Council's approved policies and standards will be dealt with speedily. It will be expected that applications which in themselves are a product of pre-application advice, will meet these criteria.
- Applications submitted without the benefit of pre-application advice and does not accord with the Council's approved policies and standards are likely to be refused without discussion. Amended plans will only be accepted if the application can be determined within deadlines.
- If pre-application advice from planning officers is not followed and the submitted application does not accord with the Council's approved policies and standards the planning application is likely to be refused without discussion with the applicant or agent.
- For planning applications requiring a legal agreement, the failure to conclude an agreement within 8 or 13 weeks from the date of the registration of the application will mean that the application will be refused as the proposal will

fail to deliver the mitigating measures required in the Section 106 and thus be contrary to Local Plan Policies. This includes those applications which need to be presented to the Development Control Committee.

The benefits of Pre-Application Advice are:

- It gives you an opportunity to better understand how your application will be judged against the policies in the development plan and other material considerations.
- It can identify at an early stage where there is a need for specialist input such as with regard to listed buildings, trees, landscape, noise, health, contaminated land or archaeology.
- Affording the opportunity to modify a proposal to make it potentially more acceptable to the Council and anticipating other regulatory requirements.
- Improve on design and quality of the finished scheme.
- It will assist you in preparing proposals for formal submission, which, providing you have taken our advice fully into account, will be handled more quickly and the result will be more likely to be positive.
- It may lead to a reduction in time spent by your professional advisors in working up proposals.
- It may indicate to you that a proposal is unacceptable, saving you the cost of pursuing a formal application.
- It can ensure an application is complete and comprehensive and to a satisfactory standard, avoiding rejection at registration stage or early refusal of permission because of inadequate or insufficient information
- Allows discussions on and preparation of legal agreements, where appropriate, in advance of an application being received and for negotiations to consider land value constraints.
- It may save you time and money.

A 'Development Team' approach

Once the pre submission proposal is submitted the Council will consider what internal consultees would need to be engaged to ensure that a complete view of the proposal is given.

This will mean that you receive a unified and consistent approach and that any contributions likely to result from the development are detailed.

This approach will also assist in resolving potential problems or conflicts between consent regimes such as Environmental Health and Building Control.

The Applicant's Commitment:

- Fully investigate the planning history of the site.
- Familiarise yourself with the development plan policy and highway standards that might apply to your proposal. The Basingstoke and Deane Borough Local Plan and emerging Local Plan Review sets out policies and proposals for the Borough and there is also Supplementary Planning Guidance such as Village Design Statements and other leaflets/information on a number of subjects.
- That you visit the site and make a detailed analysis to establish site characteristics, constraints opportunities and the surroundings. Accurate site survey plans, levels sections/ streetscenes and tree condition surveys (where applicable) will be required if a planning application is to be submitted. Therefore, these survey plans are likely to be useful in the process of designing a scheme too. A Design Statement should also be submitted.
- Understand that any advice given by Councils' officers for pre-application enquiries does not constitute a formal response or decision of the Council with regards to future planning consents. Any views or opinions expressed are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application which will be subject to public consultation and ultimately decided by the Development Control Committee.
- It should be noted that little or no weight will be given to the content of the Councils' pre-application advice for schemes which are submitted more than 6 months after the date of the advice being issued or when there has been a change in National or local Planning Policy.
- Pay reasonable legal fees which would be identified and communicated to you with any draft planning agreement.
- To supply the names and addresses of all the owners / mortgagees of the land to ensure that any legal agreement can be quickly drafted.

The Council's commitment:

- To use all best endeavours to determine the application as speedily as possible.
- You will receive an acknowledgement letter or e-mail telling you who will be dealing with your query within 3 working days.
- A lead officer will be appointed to manage and co-ordinate your proposal from pre-application to final decision stage and will be readily available to provide advice and assistance.
- The Officer will normally undertake a site visit.
- If appropriate, the lead officer will contact you to arrange a meeting.
- The service provided will be multidisciplinary and proactive, with ready access to professional advice and guidance from internal officers involved in the development process.

- The service will be comprehensive and include advice and guidance on related consent regimes, legislation and available assistance.
- Based on the information you have provided Planning Officers will provide accurate and objective advice in good faith but without prejudice to the formal consideration of any planning application by either Officers or Members of the Development Control Committee. Any advice given will normally be confirmed in writing.
- In the event that an application is submitted following pre-application advice and there are minor technical issues which need to be resolved the case officer will provide the necessary time in order to provide the applicant with an opportunity to amend the application in order to achieve a consent.
- Identify S106 contributions and the justification for such and the drafting of an agreement and to identify legal costs when the draft agreement is sent.
- If changes to what is being proposed in any pre-application approach are recommended, you are advised to submit amended plans for comment before any formal application is submitted. This is to avoid the problems that can arise when applicants or agents think they have overcome issues and subsequently find out that this is not the case.
- We aim to respond to a request for pre-application advice within 20 working days. If this cannot be achieved because we have either had to request further information or carry out a wider consultation exercise, we will write to let you know.

The Planning Decision and Section 106 – Planning Agreements

Planning applications may need to be referred to the Development Control Committee for approval. With appropriate pre-application advice and if required a draft Section 106 agreement in place then, decisions can be made within 8 or 13 weeks.

The Council encourages draft S106 agreements to be available prior to the applications being determined. This process is part of the development team approach and means that a planning application should be able to be approved in 8 or 13 weeks or less.

The Council will refuse planning applications which cannot be determined within deadlines. You should ensure that you have access to your own legal advice.

As part of the Council's response to you an explanation of the need for an agreement and what it needs to secure in order to make the application acceptable will be given. This letter will justify the Council's stance in accordance with Circular 05/05 (Planning Obligations) and will be in accordance with the Council's draft Supplementary Planning Guidance 'Developers Contributions'

The requirements of the Section 106 agreement will be assessed against established and adopted Council Policy. However from time to time the Development Control Committee may choose to amend such requirements and draft documents may need to be amended in such cases. The Development Control Committee may determine to refuse the application and while you will still need to consider the need for an agreement should you appeal the decision, the work involved in drafting up the agreement is at your own cost.

Amendments During The Planning Application Process

Once an application has been received and registered, the Council will carry out consultation and publicity with the relevant statutory and other consultees.

Neighbours and the general public are notified of the application by the use of a site notice and letter, which normally gives 21 days for response. As a consequence approximately 4 or 5 weeks into the life of the application the views of consultees and residents are known. It is only at this point that the application can be fully assessed and an informed view taken as to the merits of a proposal.

It is difficult to identify and agree revisions to submitted schemes, receive amended plans and re-consult those previously involved while giving them sufficient time to respond, all within the fixed determination periods set by Government that the Council is obliged to meet.

It is therefore important that:

- All information needed to determine the application is submitted at the start of the process.
- Requests made by case officers for further information for small-scale alterations to meet concerns arising from the formal consultation process are accompanied by a deadline to provide certainty of action. Normally a maximum of fourteen days should be sufficient for revisions to be provided

It will not always be possible to accept amendments to submitted applications.

Applicants or their agents will be advised when amendments are not going to be accepted and will be given the opportunity to withdraw the application and then re-submit a fresh application so as to reduce delay as much as possible.

The decision as to whether amendments can be accepted will be based on an assessment by the Planning Case Officer. If the modifications are such that further notification and consultation are considered desirable it is unlikely that the authority will be able to accept them. In these circumstances a new application will have to be submitted and the original application withdrawn (or it will be refused planning permission).

Pre-applications and confidentiality

Under the Freedom of Information Act, the Council may consider pre-application submissions, which are commercially sensitive, as confidential. A public interest test will be applied to determine whether a proposal can be deemed as confidential. Should the information fall outside of this category or a planning application is submitted on the site for a similar scheme, the information will be made available to the general public.

Fees for repeat planning applications-

Where a further application is submitted following the grant or refusal of permission the application will be exempt from a fee if:

- The applicant is the same;
- The site edged red is the same;

- The revised application is for “for the same character or description of development”; and,
- The submission must be within 12 months of the determination of the application or 12 months from the date of registration of a withdrawn application.

This exemption from paying a fee qualifies for only one application.

Appendix 10 – Pre - Application Consultation

As set out in the main SCI document, several tiers of development have been established in order to provide guidance to applicants and developers in undertaking effective consultation. The three tiers are set out below which provides the main types or scale of development under each of them. As far as possible, the tiers correspond to the size of developments as set out under the pre-application advice, in order to provide consistency. However, in respect of Tier 1 (termed Large and Significant) developments, this has been divided into Tier 1 and Tier 1*. This tier has been subdivided in order to reflect the substantial range in sizes and types of application classified as 'Large and Significant' by the Borough Council. In some situations, it may be a matter of judgement (for the Head of Planning and Transport) as to which Tier an application should fall. Furthermore, it should be noted that these measures are additional to the standard notification and consultation undertaken by the Borough Council in respect of planning applications which are set out in Appendix 8 and that these do not replace the established pre-application procedures that are already in place for telecommunications related developments (details of which are included in Appendix 11).

Tier 1* (Termed Large and Significant under the Borough Council's Pre-Application Advice:

- Applications which are contrary to the Development Plan;
- Applications falling within the 1993 Shopping Developments Direction;
- Applications for residential development that are referred to the Secretary of State under the South East Density or Greenfield Housing Directions;
- Development requiring an Environmental Impact Assessment;
- Residential development of more than 50 dwellings; and
- Commercial / retail floorspace of more than 2000 square metres or over a site of more than 1 hectare.

Tier 1 (Termed Large and Significant under the Borough Council's Pre-Application Advice

- Applications of 6 – 49 dwellings;
- Commercial / retail floorspace of greater than 1000 square metres and less than 2000 square metres or sites of more than 0.5 hectares and less than 1.0 hectare.

Tier 2 (Termed Small to Medium under the Borough Council's Pre-Application Advice:

- Applications for less than 5 dwellings;
- Commercial / retail floorspace of less than 1000 square metres; and
- Works to a listed building

Tier 3 (Those applications which the Borough Council would expect to be dealt with by the Duty Planning Service):

- Applications for small scale domestic and business projects only

Community Involvement Approaches Available	Tier 1*	Tier 1	Tier 2	Tier 3
Neighbour Discussions	✓	✓	✓	✓
Public meeting	✓	✓		
Letter to statutory bodies	✓	✓		
Parish / Town Councils	✓	✓	✓	✓
Electronic consultation (website, e-mail)	✓	✓		
One to one meetings with selected stakeholders	✓	✓		
Exhibition / display / roadshows	✓	✓		
Workshops / surgeries	✓	✓		
Formal questionnaire	✓	✓		
Focus / discussion groups	✓	✓		
'Planning for real' and 'enquiry by design'	✓	✓		
Media briefings	✓			
Development brief	✓			
Leaflet / brochure distribution	✓			

Note:

Enquiry by Design: This is a collaborative and focused process by which design solutions are drawn up for particular areas in conjunction with local communities.

Planning for Real: A consultation technique developed by the Neighbourhood Initiatives Foundation. It involves the setting up of a model of an area which can be used as a basis for discussion.

Stakeholders: Those groups and organisations in the community who have an interest in the well-being of the local area / environment. Examples of such groups would include local residents groups, or nature conservation bodies.

Statutory bodies: those agencies who have a statutory responsibility to provide a service, such as the sewerage undertakers.

Appendix 11. Telecoms Pre-application advice

Proposed Telecommunications Development Pre-application Consultation Basingstoke and Deane Borough Council

Site Details

Site Address

Proposal

Type (x box) New Rooftop Mast Share Co-location

Your Ref

Our Ref. Enq

Case Officer

Supporting Information

Checklist Against Code Of Best Practice:

(The following information should have been submitted with your enquiry)

Explanation of the operator's needs in a particular area	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details of the location and type of apparatus proposed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Details of any other mobile phone systems on the site	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The area of search and details of possible alternatives	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Design options for particular sites	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proposed Traffic Light Model rating	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proposed consultation strategy	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Consultation

Proposed Traffic Light Model Rating

Agreed by LPA Yes No

LPA comment/recommended rating

Proposed Consultation Strategy agreed by LPA Yes No

LPA recommends the following consultees Yes No

(Contact details for Ward and Parish Councillors and local residents groups can be found on the Council's website at www.basingstoke.gov.uk/council)

It should be noted that if an application is received then **all** neighbours within 200m of the site will be notified of the application, as well as appropriate ward councillors and parish councils.

Ward Councillor(s)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Parish Councils	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Local Residents Group	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Local Mail Shot	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Voluntary Site Notice	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
“Drop In” Session	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Stakeholder Briefing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Leaflets	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Press Notice	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Officer Comment

Siting

Design and Appearance

Alternative Sites

Other

Important

All pre-application advice is provided in a strictly informal capacity, without prejudice to the formal consideration of the Council or any formal decision the Development Control Committee or Director of Planning, Environment and Transport may make on any forthcoming application.

Information to Applicants

In accordance with government guidance in PPG8 (Telecommunications) and the Code of Best Practice on Mobile Phone Network Development, the following information should be submitted in support of any forthcoming application for planning permission or prior approval:

- Site location plan (minimum scale 1:2500)
- Site layout plan (minimum scale 1:500)
- Plans and elevations (minimum scale 1:100) showing a clear differentiation between existing and proposed equipment
- Roof plan (minimum scale 1:100) for rooftop installations showing a clear differentiation between existing and proposed equipment
- Existing and proposed cross sections (minimum scale 1:100)
- An OS map base (usually 1:25000) showing the cell centre and existing sites within the cell and the location of adjoining cells and sites
- An OS map base (usually 1:25000 or 1:50000) highlighting all alternative sites that have been considered
- Supplementary Information as prescribed in Annexe F to the Code of Best Practice, including site details, Traffic Light Model rating, consultation details, supporting design and technical justification, written details and justification for the rejection of alternative sites
- Certificate of ICNIRP compliance

Appendix 12 .Glossary of Terms

Annual Monitoring Report (AMR): part of the Local Development Framework, the annual monitoring report will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented.

Community Strategy: document prepared by the Local Strategic Partnership (LSP) with the aim of creating a Borough where people want to live and work. This document sets out the overall principles involved in providing such an environment, while the Local Plan / Local Development Framework adds the necessary land use and infrastructure.

Core Strategy: sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The Core Strategy will have the status of a Development Plan Document.

Development Plan: This will consist of regional spatial strategies (The South East Plan) and Development Plan Documents (DPDs) contained within the Local Development Framework (LDF).

Development Plan Documents (DPDs): Spatial planning documents that are subject to independent examination and, together with the South East Plan, will form the development plan for a local authority area. DPDs can include a Core Strategy, Site Specific Allocations of land, Area Action Plans, which will be shown geographically on a Proposals Map.

Front loading: Refers to the provision of information and the undertaking of consultation at an early stage in any decision-making process, in order to ensure that opportunities to input are available at an early stage.

Issues and Options: Document produced at an early stage of the preparation of a Development Plan Document which will set out a range of issues for consideration. The purpose of this is to ensure that consultation takes place at an early stage in the process and will ensure that all possible alternatives are looked at in detail, and that views are sought on these.

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

Local Development Framework: The collective name for the portfolio of Local Development Documents. It consists of Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs), a Statement of Community Involvement (SCI), the Local Development Scheme (LDS) and Annual Monitoring Report. Together, these documents will provide the framework for delivering the spatial planning strategy for a local planning authority area.

Local Development Scheme (LDS): Partnership between the Borough Council and other key local organisations and service providers, such the local Police forms, health care bodies and local colleges who work closely to develop ways of involving local people in shaping the future of their neighbourhood in how services are provided.

Preferred Options Document: Produced as part of the preparation of Development Plan Documents, and is issued for formal public consultation.

Proposals Map: The Adopted Proposals Map illustrates on a base map (reproduced from, or based upon a scaled map base) all the policies contained in Development Plan Documents, together with any saved policies. The Proposals Map will be updated each time a Development Plan Document is adopted.

Regional Spatial Strategy (RSS): The Regional Spatial Strategy for Hampshire is the South East Plan, which sets out the region's policies in relation to the development and use of land and forms part of the development plan for local planning authorities.

Saved Policies or Plans: Existing adopted development plans that are 'saved' for three years from the date of adoption. In the case of this Borough, this refers to the Basingstoke and Deane Local Plan 1996 – 2011.

Site Specific Allocations: Allocations of sites for specific or mixed uses or development to be contained in Development Plan Documents. Policies will identify any specific requirements for individual proposals.

Statement of Community Involvement (SCI): Sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development control decisions. The Statement of Community Involvement is not a development plan document, but is subject to independent examination. A consultation statement showing how the local planning authority has compiled its statement of community involvement will be required for all local development documents.

Strategic Environmental Assessment (SEA): A generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'.

Supplementary Planning Documents (SPDs): Provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability Appraisal (SA): tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and are required to be undertaken for all local development documents.

Sustainable Development: Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Wrap: An additional front and rear cover added to a local newspaper in order to promote or advertise a particular issue.