

# **Thanet District Council Statement of Community Involvement**

**Adopted 14 October 2021**

A decorative graphic at the bottom of the page consisting of several overlapping, flowing blue waves in various shades of blue, creating a sense of movement and depth.

# Statement of Community Involvement - adopted 14 October 2021

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‘We will work with our communities to foster a shared responsibility and increase our community engagement’

(Corporate Statement - Thanet District Council's Core Business Objectives 2019 - 2023)

## 1 What is a Statement of Community Involvement?

1.1 The Council is committed to involve the community as much as possible in the planning process as local knowledge helps contribute towards meaningful and appropriate planning policy. The more the community is involved in the planning process, the greater the ownership is of the planning decisions that shape the future of the area.

1.2 The Statement of Community Involvement (SCI) sets out how the Council will involve people in the planning process. It explains how people can become involved when the Council is preparing planning policies, deciding planning applications and consulting on Neighbourhood Plans.

1.3 The Council has to produce an SCI as set out in the Planning and Compulsory Purchase Act 2004.

1.4 Appendix 1 of this document lists the Statutory Consultees we have to consult and Appendix 2 sets out the Strategic Planning Privacy Statement.

### Why has the Statement of Community Involvement been reviewed?

1.5 The Council has to review its Statement of Community Involvement every five years<sup>1</sup>. We have prepared this SCI review in accordance with the most recent national guidelines.

1.6 The SCI was last reviewed in 2012. Since then, communication methods have dramatically changed, allowing easier, more direct and more digitally focussed methods in addition to traditional methods of engagement.

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<sup>1</sup> Town & Country Planning Regulations, 10A

Public consultation on the SCI review took place between 25 February - 9 April 2021. Responses to the consultation were considered by officers. A report summarising the main issues that arose, and setting out the changes to be made to the SCI as a result of the public consultation, was taken to Council on 14 October. Council resolved to adopt the SCI on 14 October.

## 2 - What we will consult on

### Local Plans

2.1 Every Council has to have an up to date Local Plan - it is a statutory requirement. A Local Plan is a blueprint for housing, roads, business and infrastructure. Thanet's Local Plan sets a clear development strategy for Thanet, providing certainty for local people, agents and developers as to where development can happen and where it should not, and the types of development that would be supported. The Local Plan is the starting point for making decisions on planning applications, and helps to guide investment and can help support bids for infrastructure funding.

2.2 The Council can also produce other 'Development Plan Documents' (DPD) to include planning policies that sit alongside Local Plan policies (e.g. the Cliftonville DPD).

2.3 The Council will engage and involve communities as well as carrying out formal consultations in the process of preparing a Local Plan, a DPD or a review of an existing Local Plan. The Local Plan, DPD, or reviewed Local Plan will have to be formally adopted by the Council.

### Supplementary Planning Documents (SPDs)

2.4 Supplementary Planning Documents are not statutory documents, and can be used to provide more detail to policies included in the Local Plan (e.g. the Landscape Character Assessment SPD). The Council has to carry out a formal consultation in the process of preparing a SPD. The SPD will also have to be formally adopted by the Council.

### Neighbourhood Plans, Neighbourhood Development Orders and Community Right to Build Orders

2.5 Neighbourhood Plans are prepared by Town or Parish Councils, or a Neighbourhood Forum in any areas where there is no Town or Parish Council. There are various stages in the Neighbourhood Planning process where the Council has to carry out formal consultations. The Neighbourhood Plan will have to be formally adopted (or 'made') by the Council.

2.6 A Neighbourhood Development Order means that town and parish councils can grant permission for certain types of development without the need for people to apply to Thanet District Council for planning permission. These could include, for example, all house extensions in a defined area, changes of use, or development on a particular site. Certain types of development are excluded, such as minerals and waste developments, certain public and private environmental projects, and nationally significant infrastructure projects.

2.7 A Community Right to Build Order enables small-scale development in neighbourhoods, such as housing or community facilities, but can be prepared by any local community organisation rather than just town and parish councils. As above, certain types of development are excluded.

## Other Documents

2.8 The Council may from time to time consult on other planning related documents (for example the Transport Strategy and Conservation Area Appraisals). The consultations carried out will depend on the nature of the document the Council is consulting on.

## Planning Applications

2.9 The Council consults in a number of ways on planning applications to ensure that anyone likely to be directly affected by a proposed development has the chance to comment on the application.

## 3 - Who we will consult

3.1 We will consult with people who have registered on the Strategic Planning consultation portal when we carry out a consultation. Anyone can register on our consultation portal at [www.thanetcouncilplan.inconsult.uk](http://www.thanetcouncilplan.inconsult.uk).

3.2 When people register, they are asked to indicate their area of interest, i.e. district wide (so would include the Local Plan/Review and some SPDs) or only certain towns/villages (e.g. Neighbourhood Plans and more specific DPDs/SPDs). This is to ensure that people only receive communication from us on topics that are relevant and of interest to them.

3.3 Statutory Consultees are people we are required under Planning Legislation to contact in every consultation. They include government organisations such as Natural England, Historic England and the Environment Agency. The full list can be found in Appendix 1. It will be necessary to hold more in-depth discussions with some bodies and agencies, both as part of the consultation process and as part of the Duty to Cooperate.

3.4 We want to ensure that everybody has the opportunity to get involved with planning decisions to get a good balance of views. In particular, the Council is keen to involve under-represented groups of people (or external agencies and organisations who represent them), often referred to as hard to reach, hard to hear or seldom heard groups. We will also seek to ensure that people/groups with protected characteristics are able to participate and give their views. We will look at different ways to engage with different sections of the community and encourage everyone to have their say. We will consider methods such as sending packs/leaflets or doing presentations at schools, wider distribution of leaflets/publicity material, evening/weekend consultation events and ensuring consultation events are accessible to all. On request, documents can also be made available in different formats (e.g. Braille, audiotape, large print, colour of font or page or a different language). All online documents produced by the Council will meet the requirements of the Government's accessibility requirements (<https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>)

## 4 - How we will consult

4.1 The Council will let people know about new planning policies in a number of ways:



Mail-Outs - we will write to or email anyone who has asked to be kept informed. People can register on our online consultation portal to receive updates at: <https://www.thanetcouncilplan.inconsult.uk>



Online - we will put information on our website and use Social Media to keep people up to date



Local Press - we will advertise consultations in a local newspaper. Formal notices and adverts will be placed in the Kent Messenger, press releases will be sent to a much wider distribution including the Isle of Thanet Gazette, Thanet Extra and the Isle of Thanet News.

4.2 Whenever there is a formal consultation stage, the Council will publicise this through press releases and the website. The Council will seek to maximise its use of email and the website to advise the public of consultation documents and encourage the use of online consultations. Paper copies will be available for inspection at Council Offices and, where necessary, other appropriate locations (e.g. relevant libraries). Anyone who is unable to access the internet can request a paper copy to be made available in their local library. The Council will receive comments via its online consultation portal, email or by post. At some formal stages of the process, those making representations will be encouraged to use the official forms (provided by the Planning Inspectorate) for making comments, although all comments submitted, where appropriate, will still be registered. Representations made by telephone cannot be registered as formal representations - any comments made verbally must be confirmed in writing. We are unable to accept anonymous comments.

4.3 The Council uses its online consultation portal for all public consultations on planning policy issues. People can register, select their areas of interest, then simply log on to use the portal to view or comment on consultations, view responses to closed consultations or update their contact details. People making comments using the portal can start their comments and come back to them later - the portal will save them and will send an automatic acknowledgement once comments have been finalised and submitted. The consultation document and any other relevant documents will be available on the portal. Once a consultation has closed, all comments received will be made available on the portal. Those who have registered on the portal will receive email updates about the documents they are interested in. The Council also actively encourages people to use our online consultation portal to reduce costs and paper use, save taxpayers money and help protect the environment.

4.4 Council officers will enter all comments received by email or post into the online consultation portal to make it easier for us to assess responses, publish the results of a public consultation, and send comments to Inspectors/Examiners at the independent assessment stage. Inputting comments into the online portal relies on the interpretation of them by Council officers. In order to avoid any mis-interpretation or mis-understanding of your representations, we would encourage people to use the online consultation portal themselves. The Council may prepare a step by step guide on how to respond to some consultations, and for any consultation officers will be available to help people use the online system.

4.5 Unless an email address is provided in postal responses, the Council's online consultation portal will generate letters for any further communications. The Council may receive more than one letter from one household, but each letter is treated as an individual response. This will mean

that individual letters will be sent to people from the same household who have all replied by post to a consultation.

4.6 The consultation and participation carried out for different documents will vary depending on the nature of the documents being prepared. Table 1 shows the methods of consultation that could be used. The Council will use an appropriate combination of methods depending on the type, nature, context and stage in the process of the consultation concerned. In the event that face-to-face consultation methods are not possible for whatever reason, the Council will seek to make fuller use of alternative methods of consultation and engagement.

4.7 Formal and informal consultations will be carried out by staff from the Strategic Planning team, in conjunction with the Council's Communications team who have relevant expertise and resources in delivering public consultation and involvement.

Table 1: Methods of consultation to consider

Method	Useful for:	For us to consider:	Resources:
Advert/leaflet/posters in Local Paper	Raising levels of awareness and publicising specific opportunities to get involved. Reaching a wider audience	The timescale needed to ensure availability at the beginning of a consultation period	Costs of advertising/printing/delivery
Council Website – online consultation	Allowing access to latest information and provide opportunities to contribute electronically	How to coordinate and work together with TDC Communications team, inputting resources	Once information is available online, it is low cost. Will need GIS expertise for any maps to be made available – time implication
Council Social Media	Raising levels of awareness and reaching a wider audience  Signposting people to the relevant documents and information online	We must make it clear how people should comment on a consultation document - comments under social media posts would not be considered as responses to a consultation	Staff time and availability in the Communications team in both posting content and responding to comments/questions if necessary/appropriate
Documents available for inspection	Allowing everyone the opportunity to comment on draft documents. Documents will be made available at Council Offices and local libraries on request	It must be clear how and when people should respond. Information should be accessible to all in terms of mobility, understanding and time available	Staff time may be needed to answer questions and collate any responses. Cost of printing
Exhibitions/Drop in Sessions	Provides an opportunity for two way dialogue. Provides opportunities for consultation events to be held in a variety of locations within the district. Accessible to broad audience	Information should be accessible to all in terms of mobility, understanding and times available. Availability and suitability of venues in various locations. Availability of resources/equipment to make the online	Preparation costs, display materials and time needed can be significant. Additional staff time needed if the exhibition is manned. Venue costs for hire.



		consultation system available at venues.	
Questionnaires	Determining attitudes and identifying needs for improvement. Gaining views from people who may not otherwise express an opinion	Surveys can reap a greater number of responses	Specialist software needed to assist with analysis and reporting of responses. Manual inputting of paper/emailed responses can be time consuming
Public Meetings	Gaining first hand views regarding a specific area	The audience, audience availability (e.g. daytime or evening) and any restrictions, time available for consultation  Can be less inclusive as not everyone gets chance to speak, so don't always get a wide representation of views	Costs of venue hire can be significant, staff time needed to prepare any material
Workshops	Bringing together representatives from different sectors of the community to be more actively involved in scoping documents and identifying priorities	Events require significant preparation and organisation. However they can be very useful for discussing important and/or difficult issues	Time is needed for preparation – specialist skills may be required. High staffing levels likely for facilitating. Costs of venue hire can be considerable
Online engagement	Provides an opportunity for two way dialogue. Sessions can be organised at various times of day to maximise participation	The number of people attending an online session for it to be meaningful. Whether to hold several general sessions and/or sessions covering a particular topic	Staff availability - may need one or two to host/present/answer questions and a third to monitor 'chat'
Involvement of Town and Parish Councils	Understanding issues from a more local perspective, briefing for dissemination to the wider community	Method of engagement appropriate to the consultation - eg briefing for all Councils online or face to face, all councils together or separately. Potential to work with town/parish council for local consultation events	Staff availability

## 5 - What happens to comments that the Council receives?

5.1 Once a formal consultation has ended, the Council will analyse all comments received and identify any changes to be made as a result. (This does not apply to a proposed 'submission' document as these responses are considered by the Planning Inspector). The Council recognises that it is important to report back to the community and other stakeholders on how their comments and suggestions have been taken on board. The Council does not respond to each individual comment, but does respond to common issues that are raised. The Council will publish feedback to all consultations on its website and in document format (eg committee reports). Anyone who



has submitted comments will be contacted by email or by post to advise them when feedback is available.

5.2 Comments submitted to us cannot be made anonymously and will be made public alongside the person's name, and if relevant the name of the organisation, body or person being represented. In accordance with the General Data Protection Regulation (GDPR), no contact or other personal information will be published and will only be used for the purposes of planning consultations. More information on how people's information is stored and used can be found in the Council's [Privacy Statement](#). The Council is not able to acknowledge receipt of comments, other than through automated responses to emails or comments submitted through the online Consultation Portal.

5.3 Each planning policy document requires a 'Statement of Consultation' which will outline how the SCI has been followed and how the main issues raised during consultations have been addressed.

## 6 - Local Plan/DPDs/SPDs

6.1 There are two types of planning policy documents – Development Plan Documents, which includes the Local Plan and Supplementary Planning Documents. The diagram below shows the key stages in the production of a Local Plan Document and how the community can become involved at each stage. At stage 1, the Council will provide an outline of the anticipated timetable for the following stages.

Stage 1	Stage 2	Stage 3	Stage 4
Informal Involvement	Statutory Involvement	Statutory Involvement	No Involvement

### **STAGE 1: Evidence gathering and early community involvement - 'front-loading':**

**Who?** Targeted consultation and engagement with some or all of the following: Local residents, Statutory Agencies, Town and Parish Councils, Neighbourhood Plan groups, Mayors Offices, Business Community, Developers, Community Groups, Residents Associations, Traders Associations

**How?** Workshops, Focus Groups, Discussions/Meetings, Online Events

### **STAGE 2: Public participation in preparation of a Local Plan (Regulation 18)**

Identification of main subjects, options and preferred options

**Who?** The Council will engage with residents and stakeholders for a time period relevant to the depth of matters under consideration, with at least one consultation for a minimum of

6 weeks.

**How?** Statutory adverts in newspapers and press releases. Documents and comments forms online and at Council Offices. The Council may also hold exhibitions, workshops or meetings and online events.

### **STAGE 3: Publication of a Local Plan (Regulation 19)**

Revised planning document produced having considered comments from the previous stage. This will be the version the Council intends to submit to the Secretary of State for Examination in Public.

**Who?** General invitation to comment on whether the plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements and whether it is sound, giving at least six weeks for people to comment.

**How?** Statutory adverts in newspapers and press releases – formal consultation for six weeks. Documents and comments forms online and at Council Offices.

### **Representations on proposed submission document (Regulation 20)**

The Council will summarise the main issues raised in the consultation, but all comments received at the Regulation 19 stage will be considered by the Planning Inspector appointed on behalf of the Secretary of State.

### **STAGE 4: Submission to Secretary of State**

The document will be sent to the Secretary of State who will examine the document on its preparation in accordance with the Duty to Cooperate, legal and procedural requirements and whether it is sound. People who commented on the consultation will be advised that the document has been submitted, either by email or by post. The submission document and other associated documents/papers will be available at the Council Offices and on the Council website. The website will be kept up to date with the progress of the examination.

### **Independent Examination**

The Planning Inspector appointed on behalf of the Secretary of State will arrange hearings and consider written representations. The Inspector will normally give people who commented at Stage 3 the opportunity to attend the Examination Hearings.

### **Inspector's Report**

The Planning Inspector will submit a report to the Council containing recommendations for

changes to be made to the document. This report is not binding and the Council will decide whether or not the changes should be made.

### **Consultation on Proposed Modifications**

Modifications proposed by the Inspector in order to make the plan sound are consulted on.

**Who?** General invitation and all those who submitted representations at the Publication (reg 19) stage, giving at least six weeks for people to comment.

**How?** Adverts in newspapers and press releases – formal consultation for six weeks. Documents and comments forms online and at the Council Offices.

### **Adoption**

The document will be reported to Full Council for adoption.

### **Monitoring and Review**

Adopted planning policies are reviewed regularly in the Councils Monitoring Report and may be amended as necessary depending on the findings of that report.

6.2 There are fewer stages in the process for producing Supplementary Planning Documents as there is only one formal stage of consultation, and there is no public examination. At the formal consultation stage, a draft document will be published and advertised in accordance with the Regulations. It will be made available for inspection at the Council Offices and on the website, and sent to relevant specific consultation bodies for comment.

## **7 - Neighbourhood Plans**

7.1 The Localism Act gives communities powers to make their own planning proposals and decisions. This can be done by Town or Parish Councils or Community Groups, by preparing Neighbourhood Plans or Neighbourhood Development Orders.

7.2 Neighbourhood Plans can establish planning policies for the development and use of land, for example, where new homes and offices should be built, and what they should look like.

7.3 Neighbourhood Development Orders can grant planning permission for new buildings the community would like to see built, without the developer having to apply for separate planning permission.

#### 7.4 Neighbourhood Plans or Development Orders must:

- Be generally in line with local and national planning policies
- Be in line with other laws
- Cannot be used to block the building of new homes and businesses.

7.5 The council is required to publicise neighbourhood planning documents at various stages in the process, and to carry out consultations. It will use the Council website, online consultation portal and make copies available at the Council Offices and relevant libraries (depending on the area of the document under consultation).

7.6 The Council will actively engage with Neighbourhood Plan groups, subject to resources, and provide advice and assistance on the following:

- The legal procedures and conformity matters
- The scope of a neighbourhood plan
- Related local plan and planning policy documents and up to date information on the Local Plan
- Requirements of other legislation such as Human Rights Act, the Habitats Regulations and Strategic Environmental Assessments
- Any updates on funding or grants available
- Relevant Local Plan evidence base

The Council will also fulfil its statutory duties in the Neighbourhood Plan process:

- Confirm that the draft plan meets the criteria in the Localism Act and Regulation 15 of the Neighbourhood Planning Act 2012. The Local Planning Authority can refuse to take forward a plan proposal if it does not comply with the criteria for a neighbourhood plan. The Local Planning Authority must notify the Qualifying Body (ie a Town or Parish Council or a Neighbourhood Plan Forum) whether or not they are satisfied that the proposal complies with the criteria for a neighbourhood plan. Where it is not satisfied the Local Planning Authority can refuse and must notify them of the reasons. It must also publicise its decision in a 'Decision Statement'.
- Publicise the submission plan and other relevant documentation (under Regulation 16 of the Neighbourhood Planning Act 2012) and pass on representations to the Independent Examiner under Regulation 17 of the Neighbourhood Planning Act 2012.
- Appoint a suitable examiner in agreement with the Qualifying Body and submit the draft plan, supporting documents to the Independent Examiner under Regulation 17 of the Neighbourhood Planning Act 2012.
- Consider the recommendations in the Examiner's Report, that the draft plan meets the basic conditions and publication of a 'Decision Statement' under Regulation 18 and 19 of the Neighbourhood Planning Act 2012 following the receipt of the inspectors report.
- Make arrangements, including the setting of a date, for the holding of the referendum.
- Adopt the plan under Regulation 19 and 20 of the Neighbourhood Planning Act 2012, within 8 weeks of a positive referendum vote.

### The Key Stages in producing a Neighbourhood Plan

Council responsibility	Town/Parish Council/Forum responsibility

### Stage 1 - Neighbourhood Area Designation

The Town or Parish Council apply to the Council for a specific geographic area to be designated to which the Neighbourhood Plan will apply. In Thanet the Neighbourhood Area is usually the Parish or Town boundary, in which case the Council will designate the Neighbourhood Area. If the proposed Neighbourhood Area does not align with a town or parish boundary the Council will consult for a minimum of six weeks to ensure that people who live, work or carry on business in the area have the chance to comment. The Neighbourhood Area is then either approved or refused by the Council within the time limit specified in the Neighbourhood Planning Regulations and the outcome publicised as required under the legislation. In areas where there is not a Town or Parish Council, those wishing to prepare a Neighbourhood Plan can establish a Neighbourhood Forum which must have a minimum of 21 Members. They must apply to the Council to designate a forum and the Council must consult on this.

### Stage 2 - Preparing the Plan

Following the acceptance of a Neighbourhood Area, the Town or Parish Council undertakes evidence gathering and public engagement activities. This should allow as many people as possible, who will be impacted by the plan, to engage in the process. The Town or Parish Council then prepare, and consult on, a draft plan to reflect the outcomes of their local engagement (Regulation 14)

### Stage 3 - Plan Submission

Under Regulation 15, the Neighbourhood Plan is submitted to the Council by the Town/Parish Council.

The Plan is then publicised for a minimum of six weeks by the Council and representations are invited (Regulation 16). The Council will publish the consultation on the draft Neighbourhood Plan on its website and will publicise it within the plan area.

### Stage 4 - Examination

The Council appoints an independent Examiner to undertake an examination of the proposed Neighbourhood Plan to assess whether the plan meets the basic conditions and other tests within the legislation, and to consider any comments which have been received. The Examiner may then recommend modifications to the Plan if required. The Examiner then provides their report to the Council who publish the report and take the decision on whether the Neighbourhood Plan meets the Basic Conditions and should proceed to referendum. The Council will publish its decision in a Decision Statement.

### **Stage 5 - Referendum**

The community within the Neighbourhood Area (unless the Examiner considers it necessary to extend the referendum to other areas) are asked to vote for the Neighbourhood Plan in a Neighbourhood Planning Referendum organised by the Council. The Neighbourhood Plan must be considered favourably by over 50% of those who vote in order for the Council to adopt it.

### **Stage 6 - Adoption**

Following a positive result at Referendum, the Neighbourhood Plan is then 'made' by the Council at a full Council meeting. The Neighbourhood Plan is then part of the District's Development Plan and used by the Council in determining planning applications.

## 8 - Where to get help with a planning issue

8.1 Communities can choose to take up free advice and guidance, depending on their needs, through Locality, The Royal Town Planning Institute (Planning Aid) the National Association of Local Councils and the Campaign to Protect Rural England (Planning Help). Each organisation will use its expertise, skills and track record advising on development to empower communities to reach the full potential of producing a neighbourhood plan from start to finish. Advice is available on issues such as understanding the planning process and finding local solutions to developing clear documents and building community support.

### Locality

<https://locality.org.uk/>

**Email:** info@locality.org.uk

**Phone:** 0345 458 8336

**Assistance available:** Supports local community organisations offering specialist advice, peer learning and Neighbourhood Plan support.

### The Royal Town Planning Institute (Planning Advice)

<https://www.rtpi.org.uk/planning-advice/>

**Phone:** 020 7929 8338

**Email:** info@planningaid.rtpi.org.uk

**Assistance available:** Understanding and taking part in the planning system, commenting on planning applications, applying for planning permission, appealing against a decision, getting involved in the preparation of a Local Plan or Neighbourhood Plan

### The National Association of Local Councils

<https://www.nalc.gov.uk/>

**(Contact via Kent Association of Local Councils)**

**Phone:** 01304 820173

**Email:** kalc@kentalc.gov.uk

**Assistance available:** Provide a national voice for Town and Parish Councils and services such as campaigning, legal, accounts and audit service



**CPRE Kent - the Countryside Charity**<https://cprekent.org.uk>**National contact (for issues relating to national planning policy):****Phone:** 020 7981 2800**Email:** [info@cpre.org.uk](mailto:info@cpre.org.uk)**Regional contact:****Phone:** 01233 714540**Email:** [info@cprekent.org.uk](mailto:info@cprekent.org.uk)

CPRE Kent, Queen's Head House, Ashford Road, Charing, Kent, TN27 0AD

**Assistance available:** Advice on how to comment on a planning application, how to challenge a planning decision, local plans and neighbourhood plans.

## 9 - Planning Applications and Submissions

9.1 The Council deals with a variety of applications for planning approval. It carries out notification and publicity in accordance with the relevant statutory requirements as specified in legislation in force at the time using some or all of the following:

- Site notices
- Letters to adjacent local residents/businesses
- Press advertisements – including adverts for applications which are a departure from the development plan, require an Environmental Impact Assessment or involve listed buildings or conservation areas
- Weekly list of applications and details of planning applications on the Council's website
- Applications and plans published on the website
- Specific consultation or notification with statutory and non-statutory consultees
- Notification to Parish and Town Councils

9.2 To consult neighbouring residents and businesses, the Council is required to either send letters, or display site notices detailing the proposed development. However, as the Council places a high priority on getting people's views, it uses both of these methods. Letters are sent to the adjacent neighbours and, for larger proposals, a wider area depending on the scale of the proposed development. Consultation letters invite responses to be made within 21 days of the date of the letter. Site notices are displayed near the application site inviting comments within 21 days of the date of the site notice being put up. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

9.3 Where a press notice is required, the Council will place this in one of the local newspapers.

9.4 Further detailed information on consultation for different type of applications are provided in the table below:

Table 2 - Consultation methods for different types of proposed development

Nature of proposed development	Relevant legislation	Statutory publicity	Publicity carried out by TDC
<p>Application accompanied by an EIA (Environmental Impact Assessment)</p> <p>Departure from the development plan</p>	<p>The Town and Country Planning (General Development Procedure) Order 2015</p>	<p>LPA to advertise in local press</p> <p>Site notice to be displayed for 21 days</p> <p>Website</p>	<p>Press notice</p> <p>Website</p> <p>Site notice</p> <p>Neighbour notification to those who physically adjoin the site or wider area as appropriate</p>
<p>Major development:(Development of more than ten dwellings, or more than 1000m<sup>2</sup> of floorspace or on a site larger than 0.5ha)</p>	<p>The Town and Country Planning (General Development Procedure) Order 2015</p>	<p>Press notice</p> <p>Site notice to be displayed for 21 days or neighbour notification</p> <p>Site notice if application affects the character or appearance of a conservation area or listed building</p> <p>Website</p>	<p>Press notice</p> <p>Website</p> <p>Site notice</p> <p>Neighbour notification to those who physically adjoin the site or wider area as appropriate</p>
<p>Minor development:(Development of ten or less dwellings, less than 1000m<sup>2</sup> floorspace or on a site less than 0.5ha)</p>	<p>The Town and Country Planning (General Development Procedure) Order 2015</p>	<p>Site notice to be displayed for 21 days or neighbour notification</p> <p>Site notice and press notice if application affects the character or appearance of a conservation area or listed building</p> <p>Website</p>	<p>Press notice if application affects the character or appearance of a conservation area or listed building or if a departure from the local plan</p> <p>Website</p> <p>Site notice</p> <p>Neighbour notification to those who physically adjoin the site</p>
<p>Householder development</p>	<p>The Town and Country Planning (General Development Procedure) Order 2015</p>	<p>Site notice to be displayed for 21 days or neighbour notification</p> <p>Site notice and press notice if application affects the character or appearance of a conservation area or listed building</p>	<p>Press notice if application affects the character or appearance of a conservation area or listed building</p> <p>Website</p> <p>Site notice</p>

		Website	Neighbour notification to those who physically adjoin the site
Change of use	The Town and Country Planning (General Development Procedure) Order 2015	Site notice to be displayed for 21 days or neighbour notification  Site notice and press notice if application affects the character or appearance of a conservation area or listed building  Website	Press notice if application affects the character or appearance of a conservation area or listed building  Website  Site notice  Neighbour notification to those who physically adjoin the site
Variation or removal of condition(s) attached to a previous approval	The Town and Country Planning (General Development Procedure) Order 2015	Site notice to be displayed for 21 days or neighbour notification  Site notice and press notice if application affects the character or appearance of a conservation area or listed building  Website	Press notice if application affects the character or appearance of a conservation area or listed building or if a departure from the local plan  Website  Site notice  Neighbour notification to those who physically adjoin the site and to those who commented on original application
Listed building consent	The Planning (Listed Buildings And Conservation Areas) Regulations 1990	Press notice  Site notice  Website	Press notice  Website  Site notice  Neighbour notification to those who physically adjoin the site
Consent to display advertisements	The Town and Country Planning (Control of Advertisements) Regulations 2007	Nil	Website  Site Notice if application affects the character or appearance of a conservation area or listed building
Applications for works to trees covered by tree	The Town and Country Planning (Tree	Register of applications made available	Website with register of applications

preservation orders	Preservation)(England) Regulations 2012		Site Notice
Notification of works to trees in a Conservation area	The Town and Country Planning Act 1990 Section 214	Register of applications made available	Website with register of applications  Site Notice
Telecommunications prior approval	The Town and Country Planning (General Permitted Development) Order 2015 Part 16	Site notice to be displayed by LPA for 21 days or neighbour notification	Website  Site notice  Neighbour notification  Press notice if proposal affects the character or appearance of a conservation area or proposal affects a listed building

9.5 If an application is significantly amended during its consideration, the Council will send a further round of consultation letters to adjacent neighbours and to any additional people who have already written in with comments. A copy of the revised plans will also be made available on the website.

9.6 Copies of applications and accompanying plans available to view electronically at Thanet's Gateway Plus in Cecil Street, Margate and online at <https://planning.thanet.gov.uk/online-applications>. Section 106 Agreements will be made available to the public on the website.

9.7 The Council receives and handles comments sent electronically via public access on the Council's website and also post and e-mail. The Council actively encourages the use of public access for the submission of comments from all interested parties and will continue to work to increase the submission of comments electronically. The main issues arising from any comments received are summarised in planning reports. Comments received are published on the Council's website within ten working days of submission, with only personal contact details (including house number, telephone number, email addresses), signatures and special category data redacted. The Council's policy for publishing representations can be found on the council's website at [www.thanet.gov.uk](http://www.thanet.gov.uk)

9.8 Members of the public and consultees can register to track the progress of an application on our website at <https://planning.thanet.gov.uk/online-applications/>. Once a decision has been made, interested parties are able to view the decision notice on the council's website, receiving email alerts when a planning application has been decided.

9.9 The Council's Planning Committee determines some planning applications (in specific circumstances as defined by the Council's constitution) and allows public speaking in respect of those applications. Further information on how people can apply to speak at the planning committee can be found on the council's website at [www.thanet.gov.uk](http://www.thanet.gov.uk).

9.10 The Council will provide advice before a planning application is submitted – this helps people understand how a proposal is affected by planning law and policies, what information will be

required when a planning application is submitted and identify any specialist surveys/reports that will be needed (eg about listed buildings, trees, noise etc). Advice will be given in writing, and a meeting can be arranged if required, and should be provided within 30 working days. Costs for pre-application advice are available on the Councils website at [www.thanet.gov.uk](http://www.thanet.gov.uk).

## 10 - Review of the SCI

10.1 The consultation procedures used by the Council detailed in this SCI will be kept under review and monitored to determine where procedures have proven unsuccessful or where revisions may be necessary to meet new circumstances. Some of this information will become apparent via the Statement of Consultation. In addition, we will assess each method of consultation we have used to see if it:

- Gave you the information you needed
- Gave us the type of feedback we needed
- Actively encouraged more people to be involved
- Involved different and appropriate types of people and organisations
- Allowed participants the opportunity to have their views heard and recorded

10.2 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 require us to update the SCI every five years starting from the date of adoption.

10.3 The Government has recently published the Planning White Paper - 'Planning for the Future' which proposes significant changes to the planning system and how consultations are carried out. The next review of the SCI will reflect any changes to the planning system that have been brought into force.

## Appendix 1 – Consultation Bodies

Under the Town and Country Planning (Local Planning) (England) Regulations 2012, the Council will contact the following Statutory Consultees who are known as ‘Specific Consultation Bodies’ who **must** be consulted:

- the Coal Authority
- the Environment Agency
- the Historic Buildings and Monuments Commission for England (known as Heritage England)
- the Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited (company number 2904587)
- the Highways Agency
- a relevant authority any part of whose area is in or adjoins the local planning authority’s area (ie Canterbury City and Dover District Councils, Kent County Council, Town and Parish Councils, Kent Police/police and crime commissioner)
- any person—
  - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
  - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority’s area,
- if it exercises functions in any part of the local planning authority’s area—
  - (i) a Primary Care Trust established under section 18 of the National Health Service Act 2006(g) or continued in existence by virtue of that section (now the Clinical Commissioning Group);
  - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
  - iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986);
  - (iv) a sewerage undertaker; and
  - (v) a water undertaker;
- the Homes and Communities Agency

As well as the Statutory Consultees, the Council will consult with a range of community groups and individuals (‘General Consultation Bodies’) with interests in the area. The Council maintains a database of contacts who have registered their interest in planning policy documents and who are contacted each time a new document is being consulted upon. If you wish to register your interest please register at [www.thanetcouncilplan.inconsult.uk](http://www.thanetcouncilplan.inconsult.uk).

## Appendix 2 - Privacy Statement

### Privacy Notice for Strategic Planning

#### Who we are and what we do

The Strategic Planning Team is concerned with producing the local planning documents and policies that are used to guide development in Thanet district. These documents must conform to relevant Government guidance and there are specific regulatory procedures which must be followed during their preparation. This includes the district Local Plan.

In addition, the Team carries out a significant amount of research and monitoring to inform policy-making.

As part of these processes, the Strategic Planning Team will contact people when we are consulting on the Local Plan, other new planning policy documents or in relation to research and monitoring activity, so that people can give us their views and comments and they can be used in the policy-making process.

Our [Statement of Community Involvement](#) gives further details of how we engage with the Thanet community.

The Council's corporate privacy policy can be viewed here:

<https://www.thanet.gov.uk/wp-content/uploads/2018/12/TDC-Privacy-Notice.pdf>

#### What is being collected

We collect and store your contact details including your name, email address, postal address and telephone number (should you give it) and organisation details if relevant, and make sure they are accurate and up to date.

This information may be collected through your response to planning engagement and consultation activity; prior registration/request to the Council to be included in such activity or for other reasons, and through day-to-day business contact and correspondence.

In relation to formal regulatory consultations, if you remain anonymous and do not give us your contact details, we cannot consider your comments.

#### Why we need it

We collect your contact details so that we can get in touch with you when we are consulting on new planning policy documents, including the Local Plan. You can then give us your views and comments and they can be considered when we make decisions relating to development in Thanet.

The Council is required (under the Town and Country Planning (Local Planning) (England) Regulations 2012) to notify a range of specific and general consultation bodies, and such residents or other persons carrying on business in the local planning authority's area, from which the local planning authority consider it appropriate to invite representations (comments) on matters related



to the Local Plan. The Council is also required to notify such individuals and groups that make representations (and have not withdrawn them) of any Examination processes.

The Council may also elect to consult on planning policy proposals where there is not a specific legal requirement to do so, because the Council is committed to genuine public engagement, and because it is important to gather information and views about policies and proposals. These consultations are held in the public interest.

From time to time, we may also contact you to send you other relevant information and updates relating to our policies, or for surveys and research into planning matters that affect the district, and may influence the development of planning policy. The Council is required (under the Planning & Compulsory Purchase Act 2004) to “keep under review...the principal physical, economic, social and environmental characteristics of the area of the authority”, and it is important to do so to inform effective planning policy development for the district.

These matters include the principal physical, economic, social and environmental characteristics of the area of the authority; the principal purposes for which land is used in the area; the size, composition and distribution of the population of the area; and the communications, transport system and traffic of the area. The Council will seek to ensure that it contacts the relevant people and organisations in each case.

The Council is also required by legislation to maintain various registers (such as the Self & Custom Build Register or Brownfield Land Register), which may result in the Council holding your contact details, where you have applied to join the register in question.

## What we do with it and how it will be shared

If you choose to make a comment on any consultation, your comment, together with your name and your organisation, if relevant, will be published so that members of the public can see it. It will be published on the Thanet Strategic Planning pages of our website, our online Thanet Planning Consultation Portal and within any consultation report that summarises comments or responses to the issues raised. Signatures, addresses, email addresses and telephone numbers will not be shown (redacted).

All written comments received will be fully considered and from time to time we will contact you or your organisation so that we can discuss your views and suggestions further. We will not acknowledge submitted comments unless requested. We will not accept or publish any comments that are considered offensive or prejudiced.

When the Local Plan is submitted for independent Examination, your contact details will be shared with the Examination Programme Officer, who will only use the data to contact you about the Local Plan Examination. The Programme Officer is an officer (or may be an external consultant) who is employed by the Council, but is responsible to the appointed Planning Inspector(s) for the administration of the Examination process.

Information may also be shared with the Planning Inspectorate as part of the Examination process. The information that you have provided will be held by the Council's Planning Service, stored securely and will only be accessed by authorised Council employees. It will be processed in accordance with the General Data Protection Regulation and other relevant legislation.

We will only use the information that you have provided for the purpose stated in the ‘Why we need it’ section above and will not use it for any other Council purpose, unless we have your consent, or if this is provided for by law.

Where studies or research is undertaken by another organisation on behalf of the Council, the Council may provide contact details of relevant stakeholders. This information is given solely for the purpose of the study or research in question. In most cases, comments/information given will not be attributed to an individual or group, but will form part of a wider report or paper.

Where you have provided contact details as part of a registration as set out above, we may share those details where it assists the Council in meeting its statutory duties in relation to the register and fulfilling the purpose of the register.

## Inovem

The Council uses “Inovem”, a web-based consultation system, to manage formal planning policy consultations (see the consultation portal at <https://thanetcouncilplan.inconsult.uk/>). This privacy notice sets out information regarding the data that is held within Inovem and how it is processed. Inovem includes a stakeholder database consisting of profiles of people who have made representations (comments) during planning policy consultations and/or have asked to be kept informed about planning policy consultations, and people or bodies that the Council has a statutory obligation to contact during planning policy consultations.

Each profile includes the following data fields:

- name
- email address
- postal address
- Telephone number (if provided)
- organisation (if the stakeholder is acting on behalf of one)
- job title (where relevant)
- planning topic areas that are of interest (e.g. housing, infrastructure, tourism)
- whether or not the stakeholder is a planning agent.

## How long we keep it

We will keep contacting you unless you tell us to unsubscribe or if we cannot contact you anymore. Each time we contact you we will ask you if you still wish to be on the database.

If you no longer wish to receive information from us please email us at [local.plans@thanet.gov.uk](mailto:local.plans@thanet.gov.uk), or write to us at: Strategic Planning Team, Thanet District Council, Cecil Street, Margate, Kent, CT9 1XZ.

## How to contact us

Please contact the Data Protection Officer if you have any questions about our Privacy Notice or information we hold about you:

- By email: [dataprotection@thanet.gov.uk](mailto:dataprotection@thanet.gov.uk)
- Or for independent advice you can contact the Information Commissioner’s Office – visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk)