

Thanet District Council

Statement of Community Involvement Review

July 2012

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1 What is a Statement of Community Involvement?

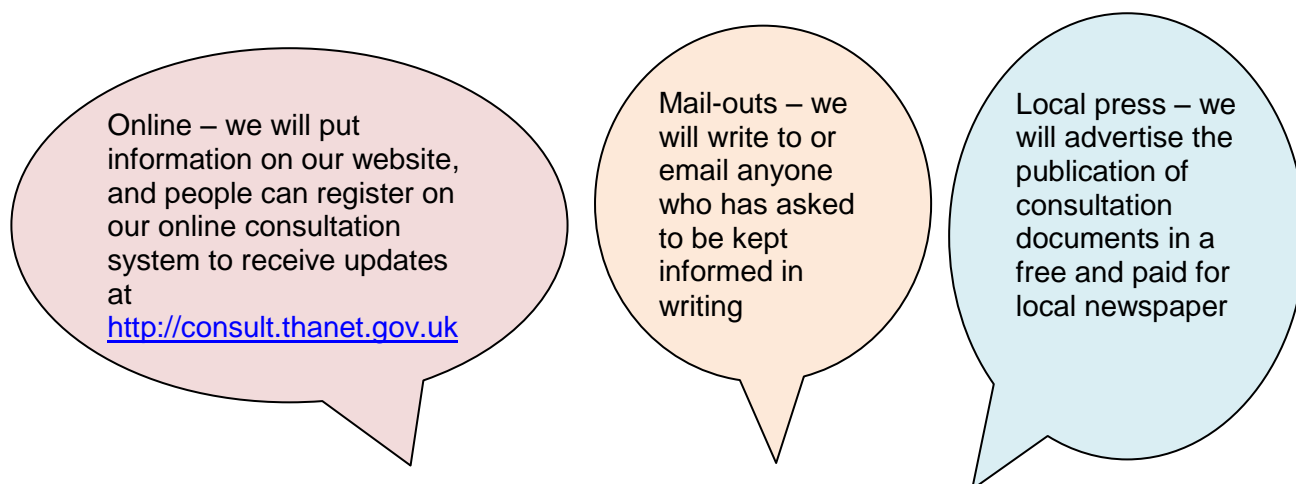
1.1 The Council is keen to involve the Community as much as possible in the planning process as the process relies on local knowledge to produce meaningful and appropriate planning policy. More comprehensive involvement of the community in the planning process has several benefits and ultimately greater ownership 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 making planning policies, and deciding planning applications.

1.3 Appendix 1 of this document gives more information about the planning system, **Appendix 2** lists groups we may consult and **Appendix 3** outlines processes for neighbourhood planning.

2 How we let people know about new planning policy

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



We want to ensure that everybody has the opportunity to get involved with planning decisions and therefore we will aim to make contact with Hard to Reach Groups.

How we aim to contact Hard to Reach Groups

2.2 There is no clear definition of Hard to Reach groups, although some definitions include ‘those inaccessible to most traditional and conventional methods for any reason’, ‘those who have traditionally been under-represented’ or ‘people who are hard to engage with on a positive level’.

2.3 The Council would like to increase participation from all sectors of our community and pay particular regard to the needs of different race and disability groups. The Council uses a number of specialist companies who can translate documents into different languages should a need be identified or requested. Documents in braille, other languages or on audiotape can also be available on request by calling 01843 577165.

2.4 The following table identifies hard to reach groups and ways we might engage with these groups:

Hard to reach group	Possible Solutions
Young people	Send Packs/leaflets to schools Presentations to schools/‘student committees’ Youth Council
BME Ethnic Groups/ Gypsies and Travellers	Via organisations/support groups
Those with low levels of literacy/education	Use of plain English Contacts via links with external organisations Wider

	distribution of leaflets/publicity material in relevant places
Residents who work outside the district	Wider distribution of leaflets/publicity material Consider evening/weekend consultation exercises
Disabled	Wider distribution of leaflets/publicity material – for example via meals on wheels Availability of documents in large print/Braille or audiotape on request Consider access arrangements when organising events
Older people	Wider distribution of leaflets/publicity material – for example via meals on wheels/Age UK Availability of documents in large print/Braille or audiotape on request Consider access arrangements when organising events

The Council will involve external agencies and organisations who represent the groups mentioned above wherever possible.

3 How people can become involved

3.1 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. Anyone can register on the consultation system at <http://consult.thanet.gov.uk> and will be able to receive emails with the latest updates. Paper copies will also be available on request, and available for inspection at the Gateway and libraries where posters will be displayed to advertise the consultation and availability of documents.

3.2 The Council will receive comments via its online consultation system, email, fax or by post. At the 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.

3.3 At all stages the Council will contact Statutory Consultees as required by the Regulations. Letters or emails will be sent at each stage, and it may be necessary to hold more in depth discussions with some bodies or agencies.

3.4 There are two types of planning policy document – Local Plan Documents and Supplementary Planning Documents. The diagram below shows the key stages in the production of a Local Plan Document and how people 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 with some or all of the following: Statutory Agencies, Town and Parish Councils, Mayors Offices, Business Community, Developers, Community Groups, Residents Associations, Traders Associations

How? Workshops. Focus Groups. Discussions/Meetings

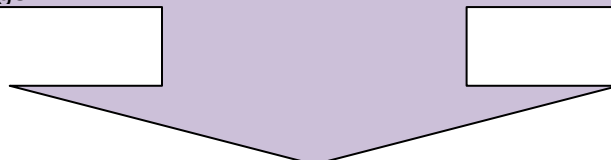


STAGE 2: Public participation in preparation of a Local Plan (Regulation 18)

Draft planning document produced - people will have an opportunity to comment on the Councils preferred strategy or consider possible alternatives

Who? General invitation for people to make representations giving at least 6 weeks for people to comment

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

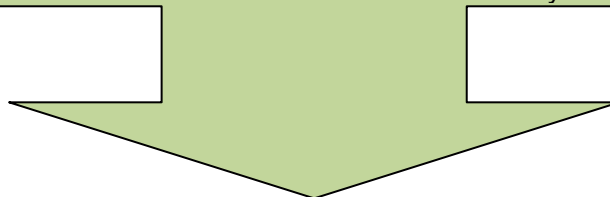


STAGE 3: Publication of a Local Plan (Regulation 19)

Revised planning document produced having considered comments from 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 6 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 Gateway and Libraries.



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 letter or email. The submission document and other associated documents/papers will be available at the Gateway 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/or consider written representations.

Inspectors 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.

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.

3.5 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 Gateway and libraries and on the website, and sent to relevant specific consultation bodies for comment.

Community involvement is a key part of:

- Local Plan documents (including Development Plan Documents such as the Cliftonville DPD)
- The Proposals Maps
- Supplementary Planning Documents
- Major Planning Applications

3.6 The way people and community groups become involved with a particular document will vary depending on the nature of the document being produced. For example, involvement on the Cliftonville DPD was focused on those living and working in the Cliftonville area, whereas a document such as the Core Strategy would involve district-wide consultations.

3.7 The consultation and participation carried out for different documents will also be dependent on the nature of the documents being prepared. Table 1 shows the methods of consultation that could be used for Local Development Documents. The Council will use one or more of the methods identified as being appropriate, depending on the type, nature, context and stage in the process of the document concerned.

3.8 Individuals wishing to be involved in the planning process are encouraged to form or join community groups. Groups with a constitution and elected members play an increasingly important role in planning procedures, particularly since the enactment of the Localism Bill which focuses significantly on community involvement. However, the Council will welcome comments from groups and individuals during planning policy consultations.

3.9 Formal and informal consultations will be carried out by staff from the Planning team, in conjunction with the Council's Communications team who have relevant expertise and resources in delivering public consultation and involvement. The budgetary requirements for the consultations programmed for the current Local Development Scheme have been identified and will continue to be planned for in future years.

Where landowners, developers or external organisations choose to carry out pre-application consultation exercises they will be responsible for the cost (see Appendix 1)

Table 1: Methods of consultation to consider

Method	Useful for:	For us to consider:	Resources:
Advert/leaflet in Local Paper	Raising levels of awareness and publicising specific opportunities to get involved. Reaching wide audience.	The timescale will need to be extended to include this	Costs of advertising/printing
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 on-line it is low cost. Will need GIS expertise for any maps to be made available – time implication
Documents available for inspection at Deposit Points	Allowing everyone the opportunity to comment on draft documents – deposit points include all Council offices and local libraries	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	Outlining specific plans and proposals to target audience. Accessible to broad audience.	Information should be accessible to all in terms of mobility, understanding and times available, how best to involve Councillors	Preparation costs and time needed can be significant. Additional staff time needed if exhibition is manned. Venue costs for hire
Questionnaires	Determining attitudes and identifying needs	Surveys can reap a greater number of	Analysis can be time consuming and specialist

Method	Useful for:	For us to consider:	Resources:
	for improvement. Gaining views from people who may not otherwise express an opinion.	responses but require significant administration	skills/software may be required
Public Meetings	Gaining first hand views regarding a specific area	The audience, audience availability (eg 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, how best to involve Ward Councillors	Time is needed for preparation – specialist skills may be required. High staffing levels likely for facilitating. Costs of venue hire can be considerable.

4 What happens to comments that the Council receives?

4.1 Once a formal consultation has ended, the Council will analyse all comments received and either make suggested changes to the document, or explain why a suggested change would not be appropriate. (This does not apply to the 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 are taken on board. The Council will therefore publish feedback to all consultations on its website and in document format (eg committee reports, newsletters). Anyone who has submitted comments will be contacted by letter or e-mail to inform them in detail of the response to their suggestions and views.

4.2 Each planning policy document requires a 'statement of consultation' which will outline how the SCI has been followed, how the main issues raised during consultations have been addressed and any benefits this brought to the process.

5 Neighbourhood Plans

5.1 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. Appendix 3 outlines the processes in preparing these documents as set out in the Governments draft Neighbourhood Planning Regulations (these may be subject to change as a result of the Governments consultation).

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.

5.2 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.

5.3 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

5.4 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 system and make copies available at the Gateway and all libraries. Neighbourhood Plans are subject to local referendum.

6 Where to get help with a planning issue

6.1 Communities can choose to take up free advice and guidance, depending on their needs, through The Princes Foundation, Locality, The Royal Town Planning Institute (Planning Aid) and the National Association of Local Councils in partnership with the Campaign to Protect Rural England. 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 through to developing clear documents and building community support. This will include free impartial advice, practical workshops with local authorities and community groups, tailored on-line resources, networking tools and telephone advice lines

The Princes Foundation

<http://www.princes-foundation.org/>

Email: enquiry@princes-foundation.org

Phone: +44 (0) 20 7613 8500

Assistance available: Workshops to help resolve disputes with developers/the Council, preparing recommendations for community led change, preparing neighbourhood led proposals

Locality

<http://locality.org.uk>

Email: info@locality.org.uk

Phone: 0845 458 8336

Assistance available: help to set up locally owned and led organisations

The Royal Town Planning Institute (Planning Aid)

<http://www.rtpi.org.uk/planningaid>

Email: advice@planningaid.rtpi.org.uk

Phone: 0330 123 9244

Assistance available: Understanding and taking part in the planning system, commenting on planning applications, applying for planning permission, appealing against a decision, appearing at an appeal or inquiry

The National Association of Local Councils in partnership with the Campaign to Protect Rural England.

<http://www.createacouncil.nalc.gov.uk>

Email: nalc@nalc.gov.uk

Phone: 020 7637 1865

Assistance available: training on how to contribute to the local plan, advice phone line and website

7 How we tell people about Planning Applications

7.1 The Council deals with a variety of applications for planning permission. 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 a listed building or conservation area
- Weekly list of applications and details of planning applications on the Councils website
- Applications and plans published on the website
- Specific consultation or notification with statutory and non-statutory consultees
- Notification to Parish and Town Councils

7.2 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 peoples views, it uses both of these methods. Letters are sent to the most immediate 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.

7.3 Where a press notice is required or thought to be appropriate, the Council will place this in one of the local newspapers.

7.4 If an application is significantly amended during its consideration, the Council will send a further round of consultation letters to nearby residents 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.

7.5 Draft Section 106 Agreements will be made available to the public.

7.6 The Council has copies of applications and accompanying plans available at Thanet's Gateway Plus in Cecil Street, Margate and online at www.thanet.gov.uk.

7.7 The Council receives and handles comments sent by post, fax, e-mail and electronically. The main issues arising from any comments received are summarised in planning reports.

7.8 The Council's planning committee (attended by 15 Members) determines some planning applications (if requested by a Councillor or a departure to planning policy) and allows public speaking in respect of those applications. Further information on how people can apply to speak at planning committee can be found on the council's website at www.thanet.gov.uk.

7.9 At the time a decision is issued on any application, the Council sends letters to all those who have submitted written comments on the application, advising whether the application has been approved or refused.

8 Review of the SCI

8.1 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

8.2 The SCI has been reviewed at this time to incorporate recent changes in the planning system. However, the SCI will be reviewed again in the near future to reflect the forthcoming implementation of the following:

- The Council's new Corporate Plan
- The Localism Bill – how developers will consult on planning applications, pre-application advice from the Council
- National Policy Framework

Appendices

Appendix 1 – Planning and Corporate Background

The Planning System

The Legal Context

The Planning and Compulsory Purchase Act 2004 introduced a major programme to reform the planning system in England to make it more flexible and responsive to the needs of the community. Strengthening community involvement in the planning process was a key part of that programme.

The Localism Act provides the legislative foundations for decentralization (giving local councils more power), proposes the abolition of the Regional Strategies, and introduces the ability for communities to produce Neighbourhood Development Orders and Plans. The Act also proposes a compulsory pre application consultation with the community for developments of a certain type and scale and makes alterations to remove the potential to submit a retrospective planning application once an enforcement notice has been served.

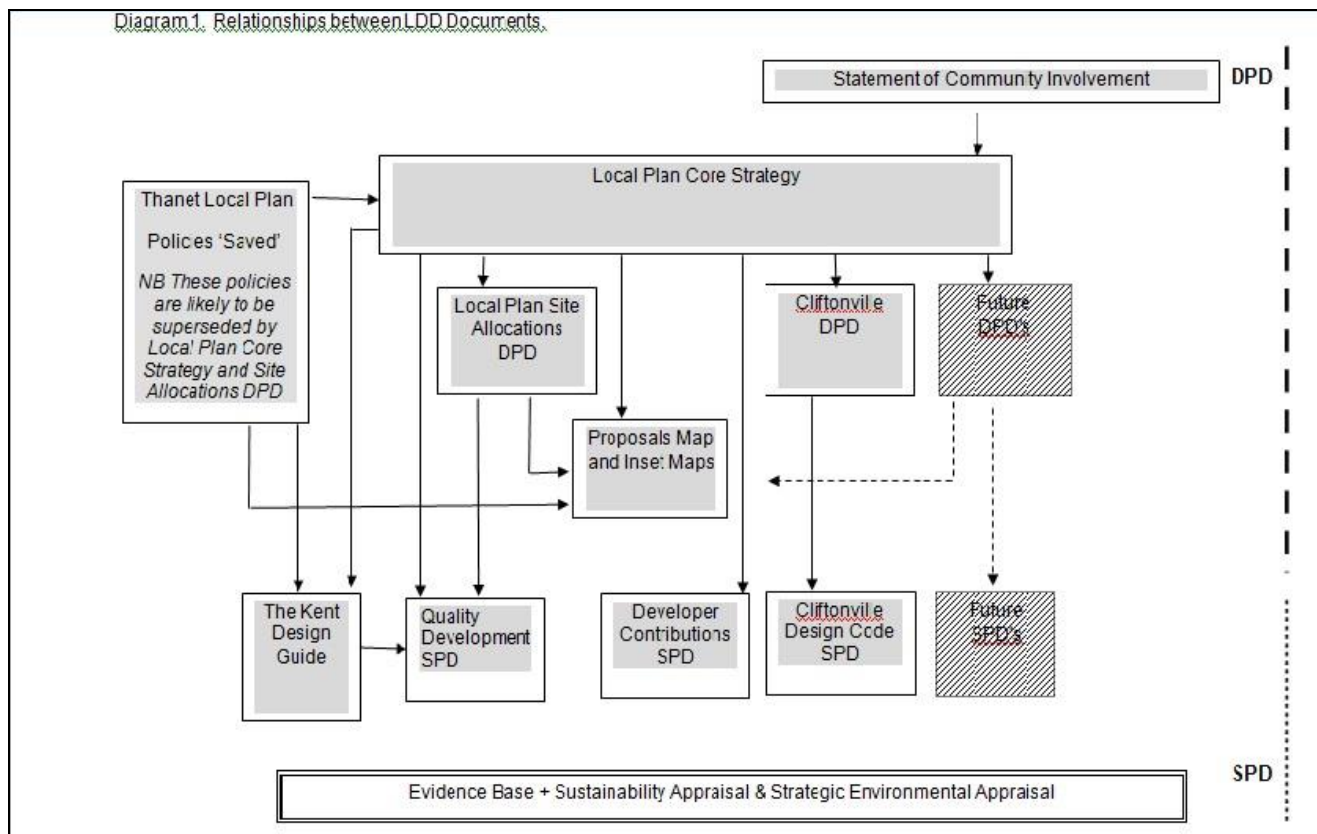
The proposed abolition of Regional Strategies will return decision making powers on housing and planning to local councils. Local planning authorities, along with the community, will be responsible for developing their own policies without the framework of regional plans.

The Council is fully committed to extending the scope and opportunities for community engagement in the planning process which is essential to delivering its objective of creating inclusive, accessible, safe and sustainable communities

The Council will produce all Local Plan documents involving a cross-party working group called the Local Development Framework Cabinet Advisory Group. Documents are discussed with the group at all stages through the process. The group meetings are public and anyone can attend by contacting the Councils Democratic Services department (tel: 01843 577500 or email committee@thanet.gov.uk) Meeting agendas and Minutes are also available on the Councils website (www.thanet.gov.uk). All documents are reported to Cabinet for agreement at major stages in the planning process, and the final version of a document (once it has been through the Examination) will be reported to Cabinet, and Council to be formally adopted.

Planning Policy

The documents produced by Thanet Council that will make up the Planning Policy Framework are described briefly below:



Thanet Planning Policy Framework

The documents that form Thanet Council's part of the statutory development plan.

Local Development Scheme (LDS)

This sets out the programme for preparing the documents which will form the Policy Framework.

Statement of Community Involvement (SCI)

This sets out how and when public participation will be carried out and how this will apply to different documents.

The Local Plan

These are documents that the local planning authority must prepare and which have to be subject to community involvement, consultation and independent examination. These include general policies applicable to the whole district, allocations of land, site/area specific policies and the proposals map. The main Local Plan document is

the Core Strategy which sets general proposals and overall planning strategy for the district. Thanet also has an adopted DPD for Cliftonville West.

Supplementary Planning Document (SPD)

SPD's are intended to elaborate upon a policy or proposal in a DPD, but do not have their full statutory status as they are not required to go through the Examination process.

Sustainability Appraisal (SA) & Strategic Environmental Appraisal (SEA)

Assessment of the social, economic and environmental impacts of the policies and proposals contained within the Local Development Framework

Planning Policy Framework Structure

Thanets planning policy will be formed by the new planning policy documents being produced, and the policies from the Thanet Local Plan that have been 'saved'. The saved local plan policies will eventually be replaced or superseded by new policies.

Kent County Council produces a Minerals and Waste Local Development Framework which also forms part of the Development Plan for the District.

More information about the saved policies and new planning policies can be found on the Councils website at www.thanet.gov.uk.

Links with other Community Involvement Initiatives

The Council's Corporate Plan and Community Strategy

The Statement of Community Involvement, and all other documents within the LDF, will reflect the aims and objectives of the Council's Corporate Plan.

The East Kent Sustainable Community Strategy 2009 identifies the Vision for East Kent as follows:

'By 2030, East Kent will have blended the best of its coastal location, landscape, culture and heritage to build a lasting beacon of success for the benefit of all its communities'. It aims to achieve this by six different work themes:

- Education – Breaking down barriers to learning, Responding to demand, Lifelong learning
- Economic – Building on well established enterprise, exploiting new business opportunities , a coordinated agenda for growth
- Communities – Coastal Regenerations, Public services for the 21st Century
- Transport – Integrating the High Speed One Service, Investment in Strategic transport developments, improving travel choice

- Visitor Destination – Improving and integrating visitor attractions, harnessing opportunities for employment and skills, protecting and promoting the environment
- Environment – develop an integrated plan for environmental protection and enhancement, improve and enhance East Kent’s landscape and wildlife

The LDF will be prepared to ensure consistency and close integration with both the Corporate Plan and Sustainable Community Strategy and will also have regard to other County and District level strategies.

Pre-submission consultation and wider community involvement

How developers consult on planning applications

The Localism Bill proposes that developers will be required to consult with local communities before submitting certain planning applications. They are required to consider any responses they receive before finalising proposals and submitting an application, and account for how consultation has been carried out, what comments were received and how those comments have been taken into account. This will provide an opportunity for issues to be raised for the developer to consider, and make suggestions which could improve the development and reduce any impact on the neighbourhood.

The types of development this requirement will apply to are:

- Residential developments of 200 or more new residential units, or (where the number of residential units to be constructed is not specified) with a site area of four hectares or more
- Any non-residential developments providing 10,000 square meters or more of new floorspace, or with a site area of two hectares or more

This requirement will be applied to the following types of planning application:

- Full applications for planning permission
- Outline applications for planning permission
- Applications for Minerals consent

It will not apply to:

- Householder planning applications
- Lawful Development Certificates
- Prior notification applications
- Listed Building & Conservation Area consents
- Section 73 applications

Pre-application advice

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 20 days.

Costs for pre-application advice are available on the Councils website at www.thanet.gov.uk.

Appendix 2 – Consultation Bodies

Where appropriate, the following agencies and organisations will be consulted in the preparation of local development documents. Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

Specific Consultation Bodies

The ‘specific consultation bodies’ comprise statutory consultees including:

- A relevant authority whose area is in or adjoins the Thanet District, such as:
 - A local planning authority (ie Canterbury City and Dover District Councils)
 - Kent County Council
 - Town and Parish Councils (within the Thanet District, and in the Canterbury and Dover Districts)
 - A Police Authority
- The Coal Authority
- The Environment Agency
- English Heritage
- The Marine Management Organisation
- Natural England
- The Highways Agency
- Owners/controllers of telecommunications apparatus situated in the District
- Primary Care Trust
- Organisations providing gas and electricity
- Sewerage undertaker
- Water undertaker
- The Homes and Communities Agency

General Consultation Bodies

The “general consultation bodies” include community groups and other stakeholders such as:

- Voluntary groups
- Bodies representing the interests of different racial, ethnic or national groups in the area
- Bodies representing the interests of different religious groups in the area
- Bodies representing the interests of the business community in the area
- Bodies which represent the interests of disabled persons in the authority’s area

Other Agencies

Age UK
Campaign for the Protection of Rural England
Commission for Architecture and the Built Environment
Environmental, Heritage and Wildlife Organisations
Equal Opportunities Commission
Health and Safety Executive
Housing Corporations
Kent Association of Parish Councils
Kent Rural Community Council

Learning & Skills Councils
National Playing Fields Associations
Network Rail
Port Operators
Sport England
Sure Start
Voluntary Organisations/Council for Voluntary Services

Service Providers

Education Establishments
Health Services
Health Trusts
Kent Ambulance NHS Trust
Kent County Constabulary
Kent Fire & Rescue Service
Sports Organisations
Transport Providers (air, road, rail, water)

Business Sector

Business, Trade and Industry Associations/Federations
Chambers of Commerce
Economic Development Organisations
Employment Organisations
Larger and multi national businesses
Retail outlets
Small and medium sized businesses
Tourism Organisations
Town & Shopping Centre Management

Local Communities

Community Development Organisations
Community Groups
Individual Residents
Local Agenda 21
Local Strategic Partnership
NFU
Residents Associations/Forums
Citizens Panel
Wardens Service

Developers and Landowners

Crown Estates
Defence Estates
Developers
Development and Building Companies
National Trust
Post Office Property Holdings
Regeneration Organisations
The House Builders Federation
The Housing Corporation/Associations

Individuals, groups and organisations

Individuals, groups and organisations are encouraged to register on the Councils online consultation system at <http://consult.thanet.gov.uk>. This will ensure you are kept up to date with news of consultations, and enable you to respond to a consultation online. Anyone wishing to be kept informed of planning consultations by post can contact the Strategic Planning team at local.plans@thanet.gov.uk, tel 01843 577591, and your details will be added so you will receive letters from us.

Appendix 3 – The Neighbourhood Planning Process

(Interpretation of the Neighbourhood Planning (General) Regulations 2012 – this is a simplified process for the purpose of this document)

Tasks carried out by the Community	Tasks carried out by the Council
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Make application for designation of a Neighbourhood Area	
The Community must	Apply to the Council to designate a Neighbourhood Area, setting out a plan or statement identifying the land it covers, and a statement explaining why it should be designated
The Council must	Publicise the application, allow 6 weeks from the date it is first publicised for representations to the application, and detail how these can be made
Form a ‘Qualifying Body’	
The Community must	Apply to the Council to form a Neighbourhood Forum including the name of the proposed forum, a written constitution and the name of the relevant neighbourhood area
The Council must	Publish details on the website, state that any other application in the relevant neighbourhood area must be submitted within 28 days. Publish on website details of decision, name of forum, name of relevant area and contact details for at least one member
Community right to build organisations must constitute people who live in the particular area controlling at least 51% of its voting rights, objectives to provide a benefit for the local community, at least 5 members who are not related to each other who live in the particular area.	
Neighbourhood Development Plans	
The Community must	Prepare their plan and gather evidence to justify it. Publicise the proposal, carry out at least 6 week consultation period, consult relevant statutory consultees,
The Council must	The Council has a duty to support the community in preparing a Neighbourhood Plan, and will share any relevant evidence it holds to justify the proposals.
The Community must	Submit draft to the Council and include a plan or statement showing the area covered, consultation statement, written statement showing how it meets requirements of Schedule 4b of 1990 Town and Country Planning Act
The Council must	Publicise the proposal, allow 6 weeks for representation from the date the proposal is publicised and give details of how responses and representations can be made. Representations received will be considered by the Examiner

The Council must	Appoint an Examiner and send relevant documents and representations. The Examiner will send a report which is not binding. The Council will then decide if the Plan can be made.
The Council must	Carry out a referendum in the relevant neighbourhood area. If 51% or more of those who vote are in favour of the plan, the Council must make that plan.
The Council must	Publish its decision on the website along with a statement of reasons for the decision and details of where they can be inspected.
The Council must	Once a plan has been made, publish the plan on the website along with details of where it is available
Neighbourhood Development Orders and Community Right to Build Orders	
The Community must	Publicise the proposal, carry out at least 6 week consultation period, consult statutory consultees, planning authorities, parish councils, neighbourhood forums
The Community must	Submit the order to the Council, including plan or statement showing the area covered, consultation statement, statement showing how it meets conditions of para 8 of Schedule B of the 1990 Act, consult with the Historic Buildings and Monuments Commission for England and prepare an archaeology statement where appropriate.
The Council must	Publicise the proposal, allow 6 weeks for representation from the date the proposal is publicised and give details of how responses and representations can be made. Display a site notice near the land to which the order relates for at least 21 days.
The Council must	Appoint an Examiner and send relevant documents and representations. The Examiner will send a report which is not binding. The Council will then decide if the Plan can be made.
The Council must	Carry out a referendum in the relevant neighbourhood area. If 51% or more of those who vote are in favour of the order, the Council must make that order.
The Council must	Once an order has been made, publish the order on the website along with details of where it is available

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