Doncaster Local Plan

Statement of Community Involvement in Planning

Adopted July 2015
Explanatory Note

The council published its first Statement of Community Involvement (SCI) in Planning in November 2006. Since then there have been some important changes to planning law and national planning guidance, also, the council has responded to the flexibilities brought in by deciding to work towards having a single Local Plan containing both strategic policies and the more detailed ones dealing with implementation. As such it has been necessary to review and refresh the way we communicate with the public. Therefore, this document sets out the council’s methods for consulting the public on planning policy documents and planning applications.

This revised SCI was subject to public consultation for a period of 4 weeks from 17th April to 15th May 2015 which sought the views of others from neighbouring authorities, Town and Parish Councils, statutory consultees and other stakeholders.

The revised SCI is available to view online at http://www.doncaster.gov.uk/ldf and the document is available for inspection at the Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU during normal office hours (Monday – Friday: 8:30–17:00).

For general planning queries please call (01302) 736000 and a member of the team will try and help, otherwise details of your enquiry will be taken and passed directly to a Planning Officer who will contact you back. Alternatively, you can email tsi@doncaster.gov.uk or write to us at the following address:

Development Management (Planning Team),
Doncaster Council
Civic Office,
4th Floor,
Waterdale,
Doncaster, DN1 3BU,

If you require a translation or large print version of these documents, we will seek to provide them on request.
1. **Introduction**

1.1 Doncaster Metropolitan Borough Council is the planning authority for the largest geographical metropolitan area covering a borough of around 225 square miles with a population in excess of 300,000 people. It prepares and implements planning policies and makes decisions on planning applications (and other related consents) that shape the development and economic growth for the borough.

1.2 This Statement of Community Involvement (SCI) has been prepared to explain how the council will engage our communities, businesses and organisations in the planning process.

1.3 The council places great importance on effective community involvement. It can be undertaken in a number of different forms dependant on what we want to achieve. Whether it is to inform, consult, involve, collaborate or empower. In planning, we are committed to public engagement in the preparation of planning policies and during the consideration of planning applications.

1.4 It is important to us that all sections of the community are given the opportunity to take part in the planning process at the earliest opportunity so that decisions can take account of the range of community views and reflects, as afar as possible, the concerns and aspirations of the people affected by them.

2. **Why do we need an SCI?**

2.1 The Planning and Compulsory Purchase Act 2004 requires local planning authorities to produce a SCI. The Localism Act 2011 also empowers communities to have more of an input into how plans for their areas are prepared. The National Planning Policy Framework (NPPF, March 2012) paragraph 155 states, “Early and meaningful engagement and collaboration with neighbours, local organisations and businesses are essential. A wide selection of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area…”

2.2 The council’s previous SCI was adopted in November 2006. Since the first SCI was prepared, there has been increasing utilisation of electronic communication for both engagement and communication purposes, such as social media, websites and e-mails. This evolution away from more traditional forms of communication and engagement has come at a time of ever-increasing reductions in council funding and resources, and forms part of a solution to how we continue to consult and engage with communities and stakeholders, whilst making best use of the resources available to us. Also, Doncaster Council is working on a new approach to planning policy through no longer progressing with the Local Development Framework, but instead preparing a new style Local Plan. In light of all of the above, the SCI needs to be reviewed and it considered that now is the best time to do this.

2.3 The SCI shows the methods that will be used to encourage and facilitate participation at the different stages of the Local Plan preparation and encourages community involvement at the early stages when ideas are being developed. The methods of community involvement used will depend on the document in question and the stage of preparation. The SCI also sets out a commitment to consultation on planning applications. Local planning authorities are required to undertake a formal period of public consultation prior to deciding a planning application.
3. **Involving the Community in Planning Policy**

3.1 By law, the council is required to have a Local Plan to shape the future use of land and buildings in the borough. The plan determines, amongst other things, how much residential and employment land should be developed and where. Table 1 shows the different stages of plan preparation. This is a minimum required by the regulations (Town and Country Planning (Local Planning) (England) Regulations 2012), although the council can carry out additional consultations if there is a need to.

3.2 The better the council’s engagement with communities, in the plan making process, the less likely they are to feel their needs are not being met in local planning decisions. It is important not to forget that the engagement of the community is a two way street - and not consultation for the sake of it. Preparing an Engagement Strategy at the beginning of each key stage will help to make the most of what resources Doncaster Council already has and help link into other engagement exercises going on in the borough.

**Table 1. Key Stages of the Local Plan Making Process**

<table>
<thead>
<tr>
<th>Stage of the Plan making Process</th>
<th>What is involved?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stage 1</strong>&lt;br&gt;Development of evidence base</td>
<td>Carrying out background research that will inform the Local Plan.</td>
</tr>
<tr>
<td><strong>Stage 2</strong>&lt;br&gt;Preparation of a Local Plan (Regulation 18)</td>
<td>The council will inform stakeholders and the public that the Local Plan is being produced and ask for views on the scope of the plan at the issues and options stage. The evidence base and representations from stages 1 and 2 assist in the production of the publication Draft Local Plan.</td>
</tr>
<tr>
<td><strong>Stage 3</strong>&lt;br&gt;Publication of a Local Plan (Regulation 19)</td>
<td>This is a formal stage leading up to consideration of the plan by the Secretary of State. The Local Plan will be made available for stakeholders, consultees and the public to comment on over a 6-week period. The council will consider representations made at this stage.</td>
</tr>
<tr>
<td><strong>Stage 4</strong>&lt;br&gt;Submission to the Secretary of State (Regulations 22)</td>
<td>After consideration of the representations received at stage 3, the council will submit the Local Plan to the Secretary of State for Examination.</td>
</tr>
<tr>
<td><strong>Stage 5</strong>&lt;br&gt;Independent Examination</td>
<td>The Local Plan is examined by an Independent Planning Inspector taking into consideration the key issues raised by responses received at stage 3. This may involve public hearings.</td>
</tr>
<tr>
<td><strong>Stage 6</strong>&lt;br&gt;Receipt of Inspector’s report(s) and adoption (Regulation 25 and 26)</td>
<td>If the Inspector finds the Local Plan sound, the council can then adopt the Local Plan.</td>
</tr>
</tbody>
</table>
A Local Development Scheme has been prepared which sets out the timetable for the preparation of the Local Plan documents. Once agreed, this can be viewed on the council’s website. www.doncaster.gov.uk/ldf

Different consultation methods may be more suitable at different stages of the plan making process, and it will depend on the type of document being consulted on at the time as to the type of consultation undertaken. The stages and methods of consultation are set out in Table 2.

**Sustainability Appraisal**

A Sustainability Appraisal (SA) must be undertaken as part of the Local Plan process. The purpose of the SA is to assess the social, environmental and economic effects of the plan. In doing so it will help ensure that decisions are made which contribute to achieving sustainable development.

The first stage of the SA is the production of a Scoping Report, which will identify the key sustainability issues for the area. Following the Scoping Report, subsequent versions of the SA are produced to accompany each stage of the plan making process and are published for consultation at the same time.

**Community Infrastructure Levy (CIL)**

The Community Infrastructure Levy (CIL) allows local authorities in England and Wales to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure that is needed as a result of development. These may include new or safer road schemes, flood defences, schools, hospitals and health and social care facilities, park improvements, green spaces and leisure centres. The rate is charged in pounds per square metre of net new development. The regulations which apply to the production of CIL are The Community Infrastructure Levy (Amendment) Regulations 2012.

CIL is discretionary so local authorities can choose whether or not they wish to introduce it. For those that do, then the first stage of consultations on the CIL is on the Preliminary Draft Charging Schedule which takes place over a six weeks period.

The next stage is the publication of the Draft Charging Schedule. The council must publish the draft schedule and the appropriate available evidence on infrastructure costs, other funding sources and economic viability. This consultation must also last at least six weeks (longer if the issues under consideration are particularly complex). Any person may make representations about a Draft Charging Schedule and that person must be heard before the Inspector at the CIL examination, if they have requested to be heard and the request has been made as set out in regulation 21.

If the council makes significant changes to the Draft Charging Schedule following the publication stage, the council then have to produce a ‘statement of modifications’ which is then advertised for a four week period.

A Charging Schedule must be examined in public by an independent person (usually a Planning Inspector) appointed by central government. Any person requesting to be heard at the examination must be heard in public. The format for the levy’s examination hearings is similar to those for the Local Plan and the independent examiner may determine the examination procedures and set time limits for those wishing to be heard to ensure that the examination is conducted in an efficient and effective manner.
Supplementary Planning Documents (SPD)

3.12 SPDs are guidance documents which take the form of Design Brief’s, Masterplans, Codes of Practice or other issue-based documents. They add detail to policies or proposals in a Local Plan. These documents will also be prepared with the involvement of the stakeholders and the community; the period for public consultation will be at least four weeks. They are not subject to independent examination, but are adopted by the council under the authorisation process.

3.13 Whilst SPDs are not technically part of the Local Plan they carry weight as important material considerations in the determination of planning applications. SPDs do not introduce new policies or requirements but rather assist in the interpretation and application of existing policies and proposals. They give guidance to the public, applicants and developers when making planning applications.

Other Documents

3.14 Under the provisions of the Habitats Directive, and translated into UK law by the Habitat Regulations, the council must carry out an assessment of whether a plan or project will significantly affect the integrity of any European Site, in terms of impacting the sites conservation objectives. The Habitats Regulations Assessment is prepared and consulted on as statutory requirement of the Local Plan therefore, other evidence base documents will also be prepared and whilst not subject to formal public consultation, if anyone wishes to comment on these documents, they can email or write in and the council will respond accordingly.

3.15 Neighbourhood Plans set out policies and guidance for development and land uses in parish or neighbourhood areas. A number of Neighbourhood Plans are in various stages of preparation; upon adoption a Neighbourhood Plan will form part of the statutory development plan. Section 5 of this SCI explains the community involvement in the preparations of these.

Duty to Co-operate

3.16 Section 110 of the Localism Act sets out a new ‘duty to co-operate’. It is a requirement for local planning authorities, national park authorities, county councils and a number of other public organisations to engage with one another and consider joint approaches to plan-making.

3.17 We will continue to meet and work with neighbouring authorities and the wider Sheffield City Region authorities as well as the following organisations on planning issues that cross administrative boundaries, particularly those that relate to strategic priorities:

- Environment Agency
- Historic England (formally English Heritage)
- Natural England
- Civil Aviation Authority
- Homes and Communities Agency
- Primary Care Trusts
- Office of the Rail Regulator
- Highways England
- Integrated Transport Authorities
Methods of Consultation and Engagement

3.18 We will ensure all consultations are well advertised. Depending on the consultation stage, we will use combinations of the following techniques, as appropriate:

- Advertise and promote public consultation on the council’s website;
- Send e-mails to interested parties, who have previously requested to be on our database, to notify them of the consultation;
- Place a press notice in the local press and engage with local newspapers and other media, interested in publicising articles on consultation events and plan stages;
- Publicise on the appropriate pages of the council’s website;
- Use social media sites such as Twitter and Facebook to publicise public consultation stages and events and provide links to information;
- Make documents available for inspection at the main Council Office and on the website;
- Consult statutory bodies, Parish and Town Councils and key stakeholders including all Ward Councillors;
- When helpful and appropriate hold workshops and round table meetings with interested bodies and/or stakeholders;
- Undertake public exhibitions and publicise these using social media, newsletters and/or posters;
- Prepare newsletters to various stakeholders to update when appropriate.

Who will be consulted?

3.19 Town and Country Planning (Local Development) (England) Regulations 2012 require all Local Planning Authorities (LPA) to meet a minimum level of community involvement when producing Local Plans. These regulations also specify a number of organisations that the council must consult if it is considered that they will be affected.

3.20 A list of specific consultees and general consultees can be found in Appendix A of this SCI. Some of the different types of consultees are shown below:

Council Elected Members

3.21 Doncaster Council’s Elected Members are representatives for the people of Doncaster and play a key role in listening and making decisions in the public interest on a number of issues including decisions during the preparation of the Local Plan. They have an invaluable role in community engagement and will be engaged throughout the process and helping to disseminate information about the development of the local plan. Councillors are able to advise the council on the issues important to the area they represent.

Town and Parish Councils

3.22 The views of the Town and Parish Councils, for the areas of the borough that are covered by a Town or Parish Council are crucial in identifying priorities at the grass roots level. Regular dialogue with Town and Parish Councils enables the council to engage with, and seek the views of, large sections of the community. The Town and Parish Councils will also be asked for their assistance in promoting any consultations, they are consulted each time as a matter of process.

Local Strategic Partnership

3.23 The Team Doncaster Strategic Partnership is the formally recognised strategic partnership which brings together a diverse set of partners from public, private, voluntary
and community sectors to agree key aims, objectives and priorities for the borough. The Board oversees four thematic partnerships and directs activity to where it is needed the most. Each theme board is responsible for delivering a section of the Borough Strategy – a key document that sets out an aspirational vision for improvements to the quality of life for Doncaster’s residents and those working in and visiting the borough.

Voluntary Sector and Amenity Groups

3.24 Consultation with the voluntary and community sectors is crucial in reaching community groups. The sector helps give a voice to the community through specialist knowledge of client groups and allows the council to develop improved relationships with those groups.

Hard to Reach Groups

3.25 As part of the general consultee list, Government guidance suggests that the council should consult with voluntary groups and hard to reach groups across the borough. This will help the council to promote and develop partnership working and ensure that the views of these groups are taken into consideration in the preparation of the Local Plan.

3.26 The following groups are considered by the council as hard to reach groups:

- Young people
- Minority ethnic groups
- People with disabilities
- The elderly
- People with learning difficulties
- Rural residents
- Women’s Groups
- Travellers and armed forced personnel

3.27 Doncaster Council will seek to engage with these groups throughout the planning process where practicable.

Professional / Commercial Sector

3.28 Other groups such as local organisations, agents, developers and businesses are also crucial to the delivery of balanced planning decisions. These groups usually have specialist knowledge of issues and priorities and their participation in the planning process allows the council to make better informed and balanced decisions.

Consultation Methods

3.29 The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the governments requirements for consultation through the plan making process. The stages and methods of consultation that Doncaster Council will use are set out in Table 2.

3.30 Doncaster Council’s preference is to use email when notifying people of consultations, as well as receiving comments in an electronic format. This will improve the speed in which we can engage with the public, fits in with the council’s strategy and reduces costs. Alternatively, progress on the Local Plan can be monitored by accessing the internet www.doncaster.gov.uk/ldf. For those without personal access to the internet, this facility is available at customer contact centres (libraries) throughout the borough. We are happy to receive comments and responses by post but will be unable to acknowledge these without an email address. We hope that respondents will appreciate the benefits that electronic communication can bring for all parties.
Giving Feedback

3.31 Providing feedback to participants in the planning process is an integral part of policy preparation. Full consideration will be given to all comments and representations received. Doncaster Council will engage in further discussions to assist those making comments on planning policy if requested or if planning officers feel it is of benefit.

3.32 When required, a report summarising the consultations carried out and the comments received from consultees will be published on the website. Respondents will also be informed of subsequent consultation stages and the adoption of the policy document.

Table 2. Stages and Methods of Consultation

<table>
<thead>
<tr>
<th>Document</th>
<th>Stage of Production</th>
<th>Length of Consultation</th>
<th>Who and How? *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainability Appraisal Scoping Report</td>
<td>Before plans are progressed (Regulation 12)</td>
<td>5 weeks</td>
<td>Initial consultation on the scope of the appraisal must be undertaken with statutory consultees (Environment Agency, Natural England, and Historic England). We will e-mail these consultees and invite them to make representations.</td>
</tr>
<tr>
<td>Local Plan and Sustainability Appraisal</td>
<td>Preparation (Regulation 18)</td>
<td>6 weeks</td>
<td>This is the first stage of consulting on a planning document and as such consultation methods will be wide ranging. As a minimum we will notify Ward Members, registered contacts (Appendix A) and those on our consultation database. We will also promote the use of the website (e.g. online response form and documents online). We will also consult all the specific and general consultation bodies and invite them to make representations. Para 3.18 above sets out a combination of methods we may use to publicise this stage of the plan preparation.</td>
</tr>
<tr>
<td>Publication (Regulation 19)</td>
<td></td>
<td>6 weeks</td>
<td>At this stage of consultation, we will notify those on our consultation database, notify Ward Members, and registered contacts. We will also promote the use of the website and online response forms and place documents on the website. Para 3.18 above sets out a combination of methods we may use to publicise this stage of the plan preparation. We will ask those who respond if they wish to be kept informed of the progress of the document as it is submitted, examined and adopted.</td>
</tr>
<tr>
<td>Submission (Regulation 22)</td>
<td>N/A</td>
<td></td>
<td>At Submission stage, we will notify specific and general consultees and those on our consultation database that the Submission</td>
</tr>
</tbody>
</table>
documents are available for inspection on the council’s website.

<table>
<thead>
<tr>
<th>Section</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Examination (Regulation 24)</td>
<td>N/A</td>
<td>At least 6 weeks before the examination the council will publish on our website the date, time and place where the examination is to be held, as well as the name of the person carrying out the examination. We will notify anyone who has made a comment during the publication stage. The Inspector may also ask someone who has made a representation to provide further information to help their understanding and attend the hearings. The Inspector and their Programme Officer are responsible for how the examination is run so they may be in contact themselves. On receipt of the Inspector’s Report, we will place it on the website. We will also publicise it as a news item on the website and/or via electronic or social media e.g. Twitter.</td>
</tr>
<tr>
<td>Adoption (Regulation 26)</td>
<td>N/A</td>
<td>We will publish, advertise in the local press and make available the adopted Local Plan on the website. We will inform the interested parties of adoption preferably by email.</td>
</tr>
<tr>
<td>Community Infrastructure Levy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preliminary Draft Charging Schedule * (Regulation 15)</td>
<td>6 weeks</td>
<td>Send a copy of the Preliminary Draft Charging Schedule to each of the consultation bodies including Parish and Town Councils and invite those bodies to make representations as well as inviting representations from other interested parties. Make the documentation available on the council website.</td>
</tr>
<tr>
<td>Draft Charging Schedule (Regulation 16)</td>
<td>6 weeks</td>
<td>At this stage of the consultation, we will make a copy of the Draft Schedule and relevant evidence available within the Civic Office, and on our website. We will notify those on our consultation database including the specific and general consultees. We will promote the use of the website and online response forms and place documents on the website.</td>
</tr>
<tr>
<td>Advertising statement of modifications (if required) (Regulation 19 (4))</td>
<td>N/A</td>
<td>If we make significant changes to the Draft Charging Schedule, we must advertise these changes. We will notify those on our consultation database who have made representations and place documents on our website.</td>
</tr>
<tr>
<td>Submission (Regulation 19 (3))</td>
<td></td>
<td>Make a copy of relevant documents available for inspection at the Civic Office and on the website. Notify those that requested notification of the submission to the Inspector.</td>
</tr>
<tr>
<td><strong>Examination (Regulation 21)</strong></td>
<td>At least two weeks before the Examination, publish details of the Examination and Inspector on the website and in the local press and notify all those that made representations to the draft charging schedule. On receipt of the Inspector’s Report, we will place it on the website and contact those who asked to be kept informed.</td>
<td></td>
</tr>
<tr>
<td><strong>Approval and publication (Regulation 25)</strong></td>
<td>N/A</td>
<td>Publish on website. Notify all those who requested notification and publish press notice. Send a copy to each of the relevant consenting authorities.</td>
</tr>
<tr>
<td><strong>Supplementary Planning Documents (SPD)</strong></td>
<td>Draft SPD (Regulation 12)</td>
<td>4 weeks</td>
</tr>
<tr>
<td><strong>Adoption (Regulation 14)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Statement of Community Involvement</strong></td>
<td>Draft SCI</td>
<td>4 Weeks</td>
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<tr>
<td><strong>Adoption</strong></td>
<td></td>
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<tr>
<td><strong>Neighbourhood Planning</strong></td>
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</tbody>
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* Refer to the Community Infrastructure Levy Regulations 2010
4. Consultation on Planning Application

Types of Planning Applications received

4.1 Most people only come into contact with the planning system when decisions have to be taken about whether something can be built in their area. The previous sections of this statement have dealt with how people can influence the drafting of Local Plans and other planning policy documents. But it is just as important that the community and other interested parties have the opportunity to become involved in the consideration of individual planning applications.

4.2 Doncaster Council receives and determines applications for planning permission to construct new developments, to allow an existing building to be altered or extended and for changes of use to land and buildings. The council also receives applications for other consents covered by planning legislation such as advertisements, listed building and some demolitions.

4.3 There are many types of planning applications, but the main three are:

Outline Applications – These allow for a decision on the general principles of how a site can be developed. As a minimum, outline applications must include information on use; amount of development; indicative layout; scale parameters; indicative access points. Outline permission is granted subject to a condition requiring the subsequent approval of one or more reserved matters applications.

Reserved Matters Applications – These must be submitted within three years of the approval of an outline application. Reserved Matters include the layout, scale, appearance, access and landscaping.

Full Applications – These provide detailed information and plans for the proposal at the outset.

Enquiries and the Role of the Applicants

4.4 The council welcomes pre-application discussions with applicants and encourages those intending to submit a planning application to consult with local communities and Ward Members before making their application.

4.5 This informal process cannot prejudge the decision on a proposed application but the benefits include:

- Early identification of information requirements to submit with an application;
- General advice to help you shape the proposal;
- Better quality applications which are easier to understand and process;
- Early problem recognition and resolution, thereby avoiding possible objections at a later stage;
- Savings in time and resources spent revising proposals later;
- Quicker consultation responses once application submitted.

4.6 All applicants should consider the benefits of involving the community in developments which are considered likely to have an impact on the community, even in cases where these may be below thresholds for significant applications. This is encourages at an early stage before the application is submitted.

4.7 We recognise that there are significant costs associated with undertaking consultation with the community. However, the overall aim is to encourage an inclusive and transparent process that enables communities to get involved at an early stage as well as improving the quality of applications.
Received and Decided Applications

4.8 A list of all received valid applications and decisions reached are available on the council’s website at Planning Applications Online. Copies of the Planning Committee agenda and minutes are available in the Council Chamber part of the website. All reports prepared under the powers of delegated to officers to determine planning applications are available in Planning Applications Online, within each planning application.

Informing the Community when a Planning Application is received

4.9 The Government has set the council minimum standards for publicising planning applications. The Development Management Procedure Order (and amendment) requires Local Planning Authorities to undertake a formal period of public consultation prior to deciding a planning application.

4.10 Local Planning Authorities are encouraged to consider doing more than the minimum to ensure that people find out about new planning applications. Three types of publicity are recognised; notices in local newspapers, a publicly visible site notice and neighbour notification letters. Table 3 shows the publicity requirements on planning applications. This is the council’s strategy for fulfilling its statutory obligations and involving appropriate individuals, groups and other stakeholders to gain helpful information to assist the determination of planning applications.

4.11 No system for publicising planning applications can capture 100% of all people who may be interested, however extensive the system used. There needs to be a balance between consideration of cost, speed of decision making and providing a reasonable opportunity for public comment. The system we have adopted aims to balance these interests.

4.12 Planning applications are advertised in the locality by site notices placed on or near to the application site, and/or letters to neighbours. In certain circumstances planning applications are advertised in the local newspaper in accordance with national regulations.

4.13 The Planning Officer will assess developments on a case-by-case basis and they will use their professional judgement about the extent and type of local publicity, over and above statutory requirements.

4.14 The site notices contain information to help the reader understand the nature of the development, where it is and how to make their comments. We will try to make the notices as helpful as possible to the reader and may include a Quick Response (QR code) to enable interested parties to access the information easily with a mobile device. Planning Applications Online on the council’s website allows anyone to view the details of current planning applications. Members of the public can use this free service to register their interest, monitor the progress of an application, submit comments about proposals, search for planning applications received and decided each week, and view details of applications previously determined. Once registered, anyone can also receive automatic notification of planning applications received in their chosen area.

How to Make a Representation

4.15 Public representations on a planning application should be made in writing (by e-mail, direct through Planning Applications Online or by letter, and in all cases stating your full postal address), within the deadline set for comments on that application. You are strongly urged to submit your representations within this deadline. A decision can be made on the application any time after the consultation period. It will not be possible to take later representations into account if the decision has already been taken.
4.16 Representations must be on planning grounds. Representations that are not on planning grounds cannot be taken into account. Advice on what constitutes planning grounds is contained on the Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk). If you are in any doubt about what you wish to say contact the planning case officer dealing with the planning application, whose name will be on correspondence and on the application details on the Planning Applications Online. Representations should be clear and succinct, drawing out the key issues and salient points that you wish to make.

Notifying Consultees

4.17 There are certain organisations that must be consulted about types of development. These are set out in legislation and are referred to as ‘Statutory Consultees’. For example, Sport England is a statutory consultee on applications involving the loss of playfield fields and the Environment Agency are consulted on development in flood risk areas and other environmental matters such as development on contaminated land. It is also normal practice to consult a range of other organisations as appropriate. A list of the Statutory Consultees can be found in Appendix B.

4.18 There are various other internal and external consultees that provide specific technical guidance and support on the determination of planning application. Who to consult and when beyond the statutory consultees, is determined by the planning case officer using their professional judgement.

4.19 The council’s system for consulting with statutory and non-statutory consultee’s is for an e-mail to be sent to them with a link to the application on Planning Applications Online asking for comments within 21 days. Many consultees now email their responses to us and all responses are uploaded onto the Planning Applications Online and made available to view on the website.

Table 3. Publicity on planning applications can be summarised as follows;

<table>
<thead>
<tr>
<th>Type of Planning Application and summary</th>
<th>Stakeholders</th>
<th>What government regulation say we must do</th>
<th>What additional publicity we do, where appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Applications: Housing: 10 or more dwellings or 0.5 hectares, Other development: 1000m2 floor space or 1.0 hectares. Application that is a departure from the local plan, and/or has an environmental impact assessment and/or affects a public right of way.</td>
<td>Neighbours, general public and wider community. Statutory consultees and non-statutory consultees.</td>
<td>Press notice and post a site notice near to the site.</td>
<td>Neighbour notifications if necessary as identified by the Case Officer.</td>
</tr>
<tr>
<td>Development affecting the setting of a listed building.</td>
<td>Neighbours, general public and wider community. Historic England, national amenity groups.</td>
<td>Press notice and post a site notice near to the site. Notify Historic England, if the application relates to Grade I or II* Listed Building</td>
<td>Neighbour notifications if necessary as identified by the Case Officer.</td>
</tr>
<tr>
<td>Development affecting the character of a conservation area.</td>
<td>Neighbours, general public and wider community. Historic England, national amenity groups.</td>
<td>Press notice and post a site notice near to the site. Notify Historic England if the application relates to an area over 1000sqm or a building over 20m in height.</td>
<td>Neighbour notifications if necessary as identified by the Case Officer.</td>
</tr>
<tr>
<td>Other applications</td>
<td>Neighbours and general public.</td>
<td>Post a site notice near to the site or notify neighbours.</td>
<td>Neighbour notifications and/or site notice(s) as identified if necessary by the Case Officer.</td>
</tr>
<tr>
<td>Advertisement Applications</td>
<td>General public.</td>
<td>There is no statutory requirement.</td>
<td>Neighbour notifications and/or site notice(s) as identified if necessary by the Case Officer.</td>
</tr>
<tr>
<td>Listed Building consent for works affecting the exterior of the building.</td>
<td>General public, Historic England, national amenity groups.</td>
<td>Press notice and post a site notice on or near to the site.</td>
<td>Other amenity groups may be consulted where appropriate. Neighbour notifications if identified as being necessary by the Case Officer.</td>
</tr>
</tbody>
</table>

**Representations Received**

4.20 All representations received on all applications are made available on Planning Applications Online (including all names and addresses). Acknowledgements to representations received are not sent. Confirmation of receipt can be obtained by viewing the representation on the website. The planning grounds of each representation will be summarised in the planning officer’s report and the appropriate weight is attached to them prior to a recommendation.

4.21 The council cannot determine applications before the consultation period has expired. The council encourage representations to be received via Planning Applications Online or by email, but also acknowledges that not everyone has access to the internet. Letters will be scanned and uploaded onto Planning Applications Online.

**Amended Applications**

4.22 Planning applications may be amended several times during the course of its consideration. This is often to overcome objections or to improve the proposal. Where the planning case officer feels that amendments would have an additional impact on the neighbours not previously considered further consultation will take place. This may be by other means including phone or email direct to people who have commented previously. The period of time specified for the return of further comments on the amended plans will be at the discretion of the planning case officer. All amended plans will be published on Planning Applications Online.

**Schemes of Delegation and Public Speaking**

4.23 Doncaster Council operates a delegation scheme which allows the effective, speedy determination of the majority of non-contentious planning applications by planning officers and those outside the terms of Scheme of Delegation determined by Planning Committee.
4.24 The Adopted Scheme of Delegation can be found at:-
http://www.doncaster.gov.uk/sections/planningandbuildings/planninginformation/planningdecisions/How_a_decision_is_reached.aspx

4.25 If an application is to go before the Planning Committee for a decision, all parties that have made representations will be informed by e-mail or letter of the time and date of the Committee meeting and how they may make a request to speak at the meeting if they wish to do so. A link is also provided which advises them of the council’s “Having Your Say at Planning Committee” scheme. This scheme can be found at:-
http://www.doncaster.gov.uk/sections/planningandbuildings/planninginformation/planningdecisions/How_a_decision_is_reached.aspx

4.26 Copies of the committee reports are made available via the Council Chamber part of the website, five clear days prior to the meeting and will be available to view together with the Planning Committee agenda and minutes.

Notifying the Applicant and Interested Parties When a Decision Has Been Made

4.27 The minutes of the Planning Committee are made available for the public to view on the council’s website in the Council Chamber section. Where possible notification that a decision has been made is sent electronically to the application/agent who can then access Planning Applications Online to view and if required print a decision notice. Where the Local Planning Authority does not have an e-mail address for the applicant, the decision will be printed and posted to the m. Copies of all decision notices are attached to each application and available for viewing on Planning Applications Online.

Involving the Community when an Appeal is received

4.28 An applicant can appeal to the Planning Inspectorate if their application is refused, or they wish to contest any of the conditions attached to a permission, or if the council fails to determine the application within the agreed timescales. Only the applicant has the right of appeal. It does not extend to other interested people or organisations (known as ‘third parties’).

4.29 If an appeal is made, everyone who was originally notified of the planning application, and any contributors who made representations, will be informed in writing about the appeal and the steps they can take. There are 3 types of appeal - public inquiry, informal hearing or written representation.

4.30 Most appeals are dealt with by written representations. The Planning Inspectorate will determine the type of appeal. Third parties may attend an informal hearing or public inquiry in person to present their views.

5. Neighbourhood Planning

5.1 The Localism Act 2011 makes provision for communities to prepare their own Neighbourhood Development Plans which can add detail beyond the strategic elements of the council’s Local Plans. These plans can set planning policies to guide future development in their area. They must be in conformity with National Policy as well as the strategic policies adopted by the Local Authority. They are community led and can be written by Town or Parish Councils or which there is no Town or Parish Council by a specially created Neighbourhood Forum.
Role of Doncaster Council

5.2 The council has a duty to provide technical advice and support to communities producing a Neighbourhood Plan. The council also:

- agree the composition and designation of the neighbourhood forums
- agree the boundary of the area to be covered by the Neighbourhood Plan
- organise the independent examination of the Neighbourhood Plan and arrange and fund the referendum
- formally adopt the Neighbourhood Plan and bring it into force

5.3 The council has produced a Neighbourhood Planning Support Pack and Process Guide, which provides more information on the role of the council.

Community Involvement in the Neighbourhood Planning Process

5.4 It is advised that anyone wishing to be involved makes contact with the parish or town council and ask if they are already considering producing a Neighbourhood Plan. If you are a resident in an area without a town and parish council, or if your town or parish council is not preparing a Neighbourhood Plan, you might wish to start talking to neighbourhood groups in the area and decide if you would like to create a neighbourhood forum and be involved in preparing a Neighbourhood Plan. The support pack contains further issues to consider and information to help along the way.

6. Monitoring and Review

6.1 The SCI will be monitored and reviewed through the Local Plan Annual Monitoring Report, which will identify any necessary changes resulting from consultation with the community and stakeholders, joint working experiences and unforeseen changes in circumstances or opportunities. The community and stakeholders will be consulted on proposals for the revision of the SCI.
Appendix A

Specific consultation bodies (Local Plan preparation)

The Town and Country Planning Regulations 2012 specifies that the following bodies must be consulted if the council considers that body will be affected by what is proposed to be covered in the Local Plan and Supplementary Planning Documents (SPDs).

The Coal Authority
Environment Agency
Historic England (formally English Heritage)
The Marine Management Organisation
Natural England
Network Rail Infrastructure Ltd
Office of Rail Regulators
Highways England
Any relevant adjoining authority e.g. Barnsley, Rotherham, Bassetlaw, East Riding of Yorkshire, North Lincolnshire, Selby and Wakefield.
Parish Councils adjoining Doncaster Council e.g. Bramley and Hooton Roberts, Rotherham, Wroot, North Yorkshire.
Mobile Operators Association (representing the four UK mobile operators)
NHS (Public Health)
Any relevant utility company e.g. Yorkshire Water, Northern Powergrid
South Yorkshire Passenger Transport Executive
Homes and Communities Agency

General Consultation Bodies

In accordance with government regulations general consultation bodies must be consulted where the council considers it appropriate. These may include voluntary groups and those which represent the interests of different racial, ethnic or national groups; disabled persons; different religious groups; and persons carrying on business in the Doncaster area.

Government Departments

The following Government departments will be consulted where considered appropriate:

The Home Office
Department for Communities and Local Government
Department for Education
Department for Environment, Food and Rural Affairs
Department for Transport
Department for Business Innovation and Skills
Department of Health
Ministry of Defence
Department of Work and Pensions
Ministry of Justice and
Department for Culture, Media and Sport

Other Consultees

Doncaster Council will also consider the need to consult where appropriate the following agencies and organisations in the preparation of local development documents.

Age UK
Aggregates Working Party
Airport operators
Traders Association
British Geological Survey
Canal and River Trust
Centre for Ecology and Hydrology;
Chambers of Commerce, Local CBI and local branch of the Institute Of Directors
Church Commissioners;
Civil Aviation Authority;
Commission for Racial Equality;
Crown Estate Office;
Diocesan Board of Finance;
Disability Rights Commission;
Disabled Persons Transport Advisory Committee;
National Grid Company;
Environmental groups at national, regional and local level, including:
  i. Campaign to Protect Rural England;
  ii. Friends of the Earth;
  iii. Royal Society for the Protection of Birds; and
  iv. Wildlife Trusts;
Equal Opportunities Commission;
Fire and Rescue Services;
Forestry Commission;
Freight Transport Association;
Garden History Society;
Gypsy Council;
Health and Safety Executive;
Mineral Operators and Representors (including Stakeholder groups) such as Mineral Products Association and Quarry Products Association;
National Playing Fields Association;
Passenger Transport Authorities;
Passenger Transport Executives;
Police Architectural Liaison Officers/ Crime Prevention Design Advisors;
Port Operators;
Post Office Property Holdings;
Rail Companies and the Rail Freight Group;
Local Enterprise Partnerships;
Regional Housing Boards;
Regional Sports Boards;
Road Haulage Association
Sport England;
Theatres Trust;
The Canal and River Trust;
The House Builders Federation;
Toll Road Concessioners;
Transport for London;
Traveller Law Reform Coalition;
Water Authorities
Water Companies
Women’s National Commission
Woodland Trust
Appendix B

Statutory Consultees (Planning Applications)

The list below indicates the statutory consultation requirements for applications for planning permission and for heritage applications. Additional consultation requirements may be set out elsewhere (for example where Environmental Impact Assessment is relevant).

The Canals and Rivers Trust
Coal Authority
Crown Estates Commissioners
Department for Culture, Media and Sport
Department of Energy and Climate Change
Department for Environment Food and Rural Affairs
Department for Transport (Administered in practice by the Highways England)
Environment Agency
Historic England (formally English Heritage)
Forestry Commission
Garden History Society
Health and Safety Executive
Highways England
Lead Local Flood Authority (LLFA)
Local Planning Authorities.
Local Highway Authority
County Planning Authorities
The Greater London Authority
Natural England
National Parks authorities
Parish Councils
Rail Network Operators
Sport England
Theatres Trust
Toll Road Concessionaries
Appendix C

Non-statutory Consultees (Planning Applications)

The list below shows the non-statutory consultation requirements identified in national planning policy or guidance.

Emergency Services and Multi-Agency Emergency Planning
Forestry Commission
Health and Safety Executive
Ministry of Defence
Internal Drainage Boards
Office of Nuclear Regulation
Police and Crime Commissioners
Rail Network Operators
Sport England
Water Authorities