
NUNEATON AND BEDWORTH
BOROUGH COUNCIL

**STATEMENT OF
COMMUNITY
INVOLVEMENT**

2015



Contents

1. Introduction.....	2
2. When Do We Engage?	3
3. Who Do We Engage With?.....	7
4. How Do We Engage?	9
5. Consultation Tables	11
6. Monitoring.....	14
APPENDIX A: DUTY TO COOPERATE BODIES	15
APPENDIX B: PRE-APPLICATION COMMUNITY INVOLVEMENT CHECKLIST ...	16
APPENDIX C: SPECIFIC CONSULTATION BODIES.....	17
APPENDIX D: GENERAL CONSULTATION BODIES	18
APPENDIX E: OTHER CONSULTEES	19
APPENDIX F: PLANNING APPLICATION CONSULTEES.....	21
APPENDIX G: GLOSSARY.....	22

1. Introduction

- 1.1 The Nuneaton and Bedworth Statement of Community Involvement (SCI) is a statutory document that formally sets out how the community and other stakeholders with an interest in the development of the Borough can engage with the planning system.
- 1.2 The aim of the SCI is to ensure that engagement:
 - Reflects the needs of the community, stakeholders and other interested parties
 - Is appropriate to the type of document being prepared or the type of planning application being considered by the Council
 - Is accessible and transparent, ensuring a sense of community ownership
 - Takes place in a variety of ways.
- 1.3 The SCI is broken down into 3 main parts. The first part considers when the Council will engage with interested parties, the second part identifies who the Council will engage with and the final part explains how the Council will engage with stakeholders through a range of different methods.
- 1.4 The Council's first SCI was adopted in 2006. This update is to reflect changes to planning regulations since this time.

2. When Do We Engage?

- 2.1 The Council prepares a range of planning policy documents that shape development within Nuneaton and Bedworth. Details of the documents are listed below along with the processes of engagement which will be used as they are prepared.

Development Plans

- 2.2 Development Plan Documents (DPDs) set planning policy for the Borough and are the starting point for the determination of planning applications. There are 3 main stages of DPD production where the Regulations require some form of consultation /community involvement.

1. Preparation of a DPD (Regulation 18):

Certain 'specific' (identified in the Regulations) and 'general' (identified by the Council) consultation bodies are invited to make representations about what a DPD ought to contain.

2. Publication of a DPD (Regulations 19 & 20):

Copies of a proposed DPD and associated documents will be made available for inspection for 8 weeks. When necessary, for the purposes of expediency, consultation will take place for 6 weeks. The Council will invite interested parties to make formal representations at this stage. This is effectively the final stage when formal representations can be made to the Council.

3. Submission of a DPD to the Secretary of State (Regulation 22):

A copy of the proposed DPD and associated documents is submitted to the Secretary of State for 'examination'. An Independent Inspector is then appointed to examine the soundness of the document. The Council will provide the Inspector with the formal representations made under Regulation 19 and 20. At this stage the Council cannot consider new formal representations, although opportunities exist for additional statements to be made to the Inspector to elaborate on representations previously made as part of the examination process.

At examination the Inspector will assess whether the Council has met legal and procedural requirements which includes whether the document has been prepared in accordance with the SCI. In considering the soundness of the Plan the Inspector will consider all of the 'duly made' representations. The Inspector may invite the Council to make modifications in order to make the document sound. Further consultation is

normally required on the modifications and any responses received will be considered by the Inspector rather than the Council.

Duty to co-operate

- 2.3 In addition to the requirements outlined above, Section 110 of the Localism Act 2011 sets out a 'duty to co-operate' which requires the Council to engage constructively, actively and on an on-going basis with neighbouring authorities and other statutory bodies on strategic cross boundary matters associated with Plan making. This requirement will be tested at examination. Appendix A lists the Duty to Cooperate bodies.

Additional Engagement

- 2.4 The Council will also undertake consultation in between the first two stages outlined above and therefore exceed the minimum legal requirements. This is to ensure that interested parties have an opportunity to feed into the development of a document as it emerges and it will assist in meeting the requirements to test reasonable alternatives as part of the Sustainability Appraisal/ Strategic Environmental Assessment process.
- 2.5 Additional engagement may take the form of an on-going process of informal discussions with key stakeholders and there may not therefore be a defined or formalised period of consultation. However where considered appropriate, a formalised period of consultation will be undertaken for 8 weeks and any representations received will be considered in advance of preparing a 'Publication' version of a Plan.

Sustainability Appraisal/ Strategic Environmental Assessment

- 2.6 Sustainability Appraisals (SAs) assess the environmental, social and economic effects of a DPD as part of a process of ensuring that the proposals contained in a document represent the most appropriate approach when considered against reasonable alternatives. Where appropriate a SA will incorporate a Strategic Environmental Assessment (SEA) in accordance with European Directive EC/2001/42. Draft copies of the SA/SEA will be made available alongside corresponding versions of a DPD.

Supplementary Planning Documents

- 2.7 Supplementary Planning Documents (SPDs) provide further detail on the policies contained in DPDs. In preparing SPDs the Council will undertake

consultation on a draft document. Copies of a document will be made available for inspection and representations will be invited in line with Regulations. Representations will be considered prior to a SPD being finalised and adopted. Additional informal consultation will be undertaken in the drafting of SPD's where appropriate.

Community Infrastructure Levy (CIL)

- 2.8 CIL is a levy on new development floorspace which is used to contribute towards the delivery of infrastructure to support development. The statutory process for preparing a CIL Charging Schedule is set out in the Community Infrastructure Regulations 2010 (as amended) and the consultation requirements associated with this mean that there will be opportunities to engage in the preparation of the document at the following stages:
- Consultation on Preliminary Draft Charging Schedule
 - Consultation on Draft Charging Schedule
 - Examination (for those making representations)

Neighbourhood Planning

- 2.9 Neighbourhood Development Plans provide an opportunity for communities to have a further say in the way their local area is developed although the Plans must be in conformity with the strategic policies in the Borough Plan. Further details regarding Neighbourhood Planning and stakeholder engagement in the plan making process can be found in a Neighbourhood Planning Protocol on the Council's website.

Involvement in the Planning Application Process

- 2.10 The Planning Application Process can be divided up into three main stages in terms of community involvement – pre-application, application and post-application.

Pre-Application

- 2.11 The aim of the 'pre-application' stage is to allow an applicant to find out whether the type of development proposed is acceptable in principle prior to submitting a formal planning application.
- 2.12 A number of benefits may be achieved from pre-application discussions including:

- Better quality applications which will take less time to process;
- Identification and resolution of problems at an early stage resulting in fewer objections from statutory consultees, key stakeholders and the community when the application is processed;
- Openness of approach;
- Fewer revisions of proposals saving developer and local authority time and resources.

2.13 Developers are required to consult local communities on certain types of development (in line with the Localism Act) before submitting a planning application. Pre-application community involvement should be tailored to the nature and scale of the proposed development and applicants are encouraged to contact the Council's Development Control Team in advance to agree the need for the exercise and the proposed methods of community involvement to be used. To ensure impartiality, the Council will adopt a 'watching' role but will not be directly involved in the consultation process. A 'Consultation Outcome Report' should be submitted with the Planning Application stating how the application has been amended to overcome issues raised during the pre-application community involvement. The 'Pre-application Checklist' provided in Appendix B should be completed by the applicant and submitted with the Consultation Outcome Report.

2.14 The Council provides a pre-application service for developers. Details of the service including information about fees, exemptions and the assistance provided can be found in a guidance note available on the Council's website.

Application

2.15 At the 'application' stage the Council will consider the planning application before making a formal decision on the proposed development. This stage of the process can take between 8-13 weeks depending on the scale of the application concerned. During this stage the Council is also required to publicise and consult on the planning application. This will be carried out in accordance with the statutory requirements for publicity. Where required, consultation on amended plans may also take place, although the timescales for response are likely to be less to prevent a significant delay in the consideration of the application.

2.16 The Head of Development Control has delegated authority to process and make decisions on some planning applications in accordance with procedures agreed by the Planning Applications Committee. The delegation agreement is available to view online. Other applications will be reported to the Planning Applications Committee for a decision. The Planning Applications Committee is a public meeting which takes place at a frequency determined by Cabinet. Members of the public are allowed to speak at the Committee in accordance with procedures agreed by the Planning Applications Committee. Committee agendas are made available at the meetings or can be found on the Council's

web site. Full details of the dates and venues for future committee meetings can also be found on the Council's web site.

Post-Application

- 2.17 After a decision has been taken on an application the Council will publicise the outcome along with details on how the decision was taken (delegated or committee), policies appropriate to the decision, any conditions that are attached to an approval, reason(s) for refusal and details of the applicants right to appeal. All decisions will be updated on the online application register.
- 2.18 If a planning application is refused or there is disagreement over conditions attached to a planning approval notice, the applicant has a right to appeal against the Council's decision. When the Council receives notification of an appeal from the Planning Inspectorate, it will write and notify anyone who commented in writing on the original planning application. The notification letter will explain what type of appeal has been submitted and how comments on the appeal can be made to the Planning Inspectorate. Copies of all written comments submitted to the Council in relation to the original planning application will be forwarded to the Planning Inspectorate. Comments on the appeal should be sent to the Planning Inspector who will copy them to the Council for consideration.

3. Who Do We Engage With?

- 3.1 The planning process, especially the outcomes, can affect anyone regardless of age, disability, gender reassignment, race, ethnicity, religion or belief, gender, sexual orientation, pregnancy and maternity, marriage and civil partnership, ability, education, etc. It is therefore important that anyone who has an interest in the future development of the Borough has an equal opportunity of becoming involved in the process, whether as an individual resident, a member of a community group, a stakeholder or any other interested party.
- 3.2 The level of community involvement will vary according to the type of planning policy document being prepared and the type and scale of planning application being considered. For example, Area Action Plans and smaller planning applications may require more focused community involvement with local residents. Strategic development documents such as the Borough Plan and larger planning applications will require wider consultation across the Borough and involve a wider range of stakeholders.

Planning Policy Documents

- 3.3 The Planning Regulations set out the requirements with regards who must be consulted at defined stages in the plan making process and are known as

'specific consultation bodies' and are listed in Appendix C. The Council also has discretion to identify a number of other bodies who it may wish to consult at key stages which are known as 'general consultation bodies' and are listed in Appendix D. This will include the community and 'harder to reach' groups such as minority groups, disability groups, the young, the elderly and residents from deprived wards in the Borough. The Council will make every endeavour to meet the requirements of the Equality Act.

- 3.4 In addition to the 'specific' and 'general' consultation bodies, the Council will engage with a wide range of other individuals and organisations including those listed in Appendix E.
- 3.5 These lists may change as a result of amendments to the Regulations and/ or the Council updating the list of General Consultation bodies. The Council will maintain an address database of individuals, groups and other interests wishing to be informed when documents are produced.

Planning Applications

- 3.6 The Council consults a range of statutory consultees (see Appendix F) along with additional organisations which it is advised to consult, as set out in the Town and Country Planning (Development Management Procedure Order) (England) (2010). The nature and location of a particular proposal will be used to determine who is consulted on what application.

4. How Do We Engage?

- 4.1 There are a wide range of consultation methods open to the Council when producing planning policy documents and in determining planning applications. The method of engagement used will vary depending on whether it is a formal stage of engagement governed by regulations or an informal engagement stage.

Plan Preparation

- 4.1 In terms of meeting the minimum legal requirements for Plan preparation as outlined in the 2012 Regulations, the Council must inform by letter or email certain specific and general consultation bodies at Preparation, Publication and Submission. Through this SCI the Council will also consult more widely.
- 4.2 In order to meet the statutory minimum requirements for community involvement the Council will;
- Make documents available at the Town Hall and Bedworth Area Office
 - Write to statutory consultees
 - Make documents available on the Council's website
- 4.3 In addition to this, the Council may utilise other consultation methods that go beyond the minimum requirements of the regulations such as;
- Make documents available in libraries/ other information points
 - Write to non statutory consultees
 - Issue press releases to the media
 - Undertake surveys/ questionnaires
 - Prepare leaflets/ brochures
 - Undertake roadshows/ displays/ exhibitions
 - Social media
 - Digital media
 - Focused meetings with recognised groups
 - Utilisation of Council publications e.g. InTouch
- 4.4 With regards harder to reach groups the Council will seek to utilise innovative consultation methods to encourage their engagement in the Plan making process. The Council will seek to work with harder to reach groups to determine the most appropriate consultation methods to be used.
- 4.5 Information will be made available as widely as possible and in other formats on request. Where possible, the principals of the Plain English Crystal Mark will be applied. Where groups require information to be made available in other formats the Council will try to arrange this in advance (if reasonable notice has been given).

Planning Applications

4.6 To meet the statutory requirements for the publicity of planning applications¹, the Council will use the following methods;

- **Weekly List** which contains details of applications submitted over the previous week. The list is sent to statutory consultees, Councillors and other departments in the Council. It is also available on the Council's website or can be sent to individuals for a small fee.
- **Website** The Council's website includes an on-line register of all planning applications submitted since 1990.
- **Neighbour Notification** via a letter is provided to occupiers of properties most likely to be affected by proposals. Consultees are invited to make written comments on the proposals within 21 days. Advice on the process for responding is also provided. Where there are no neighbouring properties or properties directly affected by the proposals a site notice will be posted.
- **Site Notices** are used to publicise all planning applications where neighbour notification by individual letter is not appropriate. Site notices are displayed in the vicinity of the application site. Comments must normally be submitted within 21 days of the date of the site notice.
- **Site Notices and Newspaper Adverts are posted for the following types of application:**
 - Applications accompanied by an Environmental Statement
 - Applications which would result in a departure from the development plan
 - Applications where development would affect a public right of way
 - All major and significant major applications (as defined in Glossary)
 - Minor and other applications that are likely to result in wider concern (as defined in the Glossary)
- **Statutory Consultee Notification** is provided to relevant Statutory consultees and response is requested with 21 days. Bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

Additional Publicity

4.7 In addition to the statutory requirements for publicity and consultation, the Council will carry out additional publicity for applications that are accompanied by an environmental statement and significant major applications (as defined in the Glossary at Appendix G). The additional publicity will be in accordance with the methods outlined below:

¹ The Town and Country Planning (General Development Procedure) Order, 1995

- The Exhibition of Plans at the Town Hall, Nuneaton and at Bedworth Area Office, during the 21-day period in which comments can be submitted to the Council.
- Press Releases to Media
- Council's website
 - General planning advice and guidance
 - Access to the Planning Portal website
 - Information on the Planning Applications Committee – committee members, committee dates and committee reports
- Duty Officer at Town Hall and by free phone from Bedworth Area Office and Civic Hall.
- Inspection of plans at Town Hall and Bedworth Area Office.
- Direct contact with the planning Contact Centre on 024 7637 6328 or e-mail at planning@nuneatonandbedworth.gov.uk
- Planning Officers may be able to visit older people and those with a disability at home with copies of plans if a request is made. For further information please call the planning contact centre on the above number.

West Midlands Planning Aid

- 4.8 The West Midlands Planning Aid Service provides free, independent and professional advice on planning issues to community groups and individuals within the West Midlands who are unable to pay for planning consultant support. They also work with communities to help them understand and become involved in the planning process. The Council will make every effort to ensure that members of the community are made aware of this service, and will work with Planning Aid to explore ways in which they can assist in facilitating community involvement. Further details on Planning Aid are available from the Town Hall, Nuneaton or by contacting the West Midlands Planning Advice Helpline on 0121 766 8044.

5. Consultation Tables

- 5.1 Tables 1 and 2 summarise the information contained in sections 2, 3 and 4 of this document, outlining the minimum engagement arrangements for the preparation of DPDs and SPDs. Table 3 summarises engagement arrangements for planning applications.

Table 1: Minimum Engagement on DPDs

Stage	Purpose	Who	How
Preparation of a DPD	Evidence gathering	• Specific and general	Letter, email, internet

Regulation 18	Notify and consult on scope of Plan	consultation bodies	
Publication of a DPD (and SEA/ SA) Regulation 20 6/8 weeks	Consult on proposed submission document	<ul style="list-style-type: none"> • Specific and general consultees • Duty to co-operate bodies • Those on Council's consultation database 	Letter, email, website, drop-in events at identified locations, Community Forums*, InTouch*
Submission of Documents and Information to Secretary of State Regulation 22	Advise of submission of DPD and all associated documents prior to examination	<ul style="list-style-type: none"> • Specific and general consultees • Duty to co-operate bodies • Those on Council's consultation database 	Letter, email, website.
Independent Examination Regulation 24	Advise of Independent examination hearing sessions	<ul style="list-style-type: none"> • All those who made representations 	Letter, email, website, public notice
Proposed Modifications (and SA/ SEA) where required	Feedback on Modifications requested by Inspector	<ul style="list-style-type: none"> • All those who made representations 	Letter, email, website, press releases, InTouch*
Adoption Regulation 26	Adoption of DPD as Council Policy	<ul style="list-style-type: none"> • All those who made representations 	Letter, email, website, press releases, InTouch*

*Where event/ publication coincides with production

Table 2: Minimum Engagement on SPDs

Stage	Purpose	Who	How
Preparation Stage	Evidence gathering Preparing draft SPD	<ul style="list-style-type: none"> • Specific and general consultation bodies 	Letter, email, internet, In Touch*
Public Participation Regulation 12 8 weeks	Consult on draft SPD	<ul style="list-style-type: none"> • Specific and general consultees • Duty to co-operate bodies 	Letter, email, website, InTouch*

		<ul style="list-style-type: none"> Those on Council's consultation database 	
Adoption Regulation 14	Inform of adoption of the SPD by the Council	<ul style="list-style-type: none"> Specific and general consultees Duty to co-operate bodies Those on Council's consultation database 	Letter, email, website, press releases, InTouch*.

*Where publication coincides with production

Table 3: Planning Applications Matrix

Type of Planning Application	Stages of Application	Methods of Community Involvement / Consultation / Publicity									
		Weekly List	Web Site	Neighbour Notification Letter	Site Notices	Newspaper Advert	Statutory Consultee Letter	Exhibition of Plans	Notices on Council's Web Site	News Releases to Local media	Direct Contact with Planning Contact Centre
All planning applications	Application	Y	Y	Y	Y*		Y				Y
	Post-Application		Y	Y			Y				Y
	Appeal	Y	Y	Y							Y
Minor and other applications of wider concern	Application	Y	Y	Y	Y	Y	Y				Y
	Post-Application		Y	Y			Y				Y
	Appeal	Y	Y	Y							Y
Major applications	Application	Y	Y	Y	Y	Y	Y				Y
	Post-Application		Y	Y			Y				Y
	Appeal	Y	Y	Y							Y
Significant major planning applications	Pre-Application (suggested methods to be undertaken by Developer)			Y	Y	Y	Y	Y Y		Y	
	Application	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Post-Application		Y	Y			Y				Y
	Appeal	Y	Y	Y							Y
Applications accompanied by an Environmental Statement	Pre-Application (suggested methods to be undertaken by Developer)			Y	Y	Y	Y	Y		Y	
	Application	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

	Post-Application		Y	Y			Y				Y
	Appeal	Y	Y	Y							Y

*where required

6. Monitoring

- 6.1 The SCI will be kept under review through the Council's Annual Authority Monitoring Report which will report on consultations undertaken during a monitoring year. The Council will also undertake an assessment of the success of methods used during individual consultation events and will remain open to the consideration of new and innovative methods.

APPENDIX A: DUTY TO COOPERATE BODIES

- Highways England
- Homes and Communities Agency
- Severn Trent Water
- Environment Agency
- Historic Buildings and Monuments Commission for England (known as English Heritage)
- Natural England
- Civil Aviation Authority
- Clinical commissioning group established under section 14D of the National Health Service Act 2006
- National Health Service Commissioning Board
- Office of Rail Regulation
- Each Integrated Transport Authority
- The Highways Authority
- Local Enterprise Partnership
- Local Nature Partnership

APPENDIX B: PRE-APPLICATION COMMUNITY INVOLVEMENT CHECKLIST

On submitting the pre-application consultation outcome report, applicants should check that the report addresses the following requirements:

1. Does the Consultation Outcome Report clearly explain the extent and scope of any pre-application discussions between the applicant / developer and Nuneaton and Bedworth Borough Council, and the applicant / developer and the wider community?

2. Does the Consultation Outcome Report clearly explain how applicant / developer has undertaken consultation in accordance with the methods set out in the Council's Statement of Community Involvement (table 2)?

3. Does the Consultation Outcome Report clearly assess the transparency and inclusiveness of the community involvement undertaken by the applicant / developer?

4. Does the Consultation Outcome Report provide evidence of the process and outcomes of the community involvement which can be 'validated' by the Council?

5. Does the Consultation Outcome Report clearly explain how potential problems, objections and issues identified through the community involvement have been assessed?

Signed: _____

Dated: _____

Please remember to submit this checklist with Consultation Outcome Report as part of the formal planning application submission.

APPENDIX C: SPECIFIC CONSULTATION BODIES

- Coal Authority
- Environment Agency
- Historic Buildings and Monuments Commission for England (known as English Heritage)
- Natural England
- Network Rail
- Highways England
- A 'relevant' authority in or adjoining the LPA (including Parish Councils and Police Authorities)
- Electronic communications code systems operators
- Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section
- Electricity providers
- Gas providers
- Sewerage undertakers
- Water undertakers
- Homes and Communities Agency

APPENDIX D: GENERAL CONSULTATION BODIES

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

APPENDIX E: OTHER CONSULTEES

- Age UK
- Airport Operators
- British Geological Survey
- Canal and River Trust, canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chambers of Commerce, Local CBI and local branches of Institute of Directors
- Chemical Business Association
- Civil Aviation Authority
- Coal Authority
- Design Council
- Crown Estate Office
- Diocesan Board of Finance
- Disabled Persons Transport Advisory Committee
- Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company
- Environmental groups at national, regional and local level, including: Council for the Protection of Rural England; Friends of the Earth; Royal Society for the Protection of Birds; Wildlife Trusts
- Equality and Human Rights Commission
- Fire and Rescue Services
- Forestry Commission
- Freight Transport Association
- Gypsy Council
- Health and Safety Executive
- Homes and Communities Agency
- Education Funding Agency
- Fields in Trust
- Local Agenda 21 including: Civic Societies; Community Groups; Local Transport Authorities; Local Transport Operators; Local Race Equality Councils and other local equality groups
- Local Land Drainage Authority
- Network Rail
- Passenger Transport Authorities/Executives
- Planning Aid
- Police Architectural Liaison Officers / Crime Prevention Design Advisors
- Post Office Property Holdings
- Rail Companies and the Rail Freight Group
- Road Haulage Association
- Skills Funding Agency
- Sport England
- The Gypsy and Traveller Law Reform Coalition
- The Home Builders Federation
- Water Companies
- Women's National Commission

- Woodland Trust

APPENDIX F: PLANNING APPLICATION CONSULTEES

Ancient Monuments Society
British Gas
British Horse Society
Canal and River Trust
Civic Trust
Civil Aviation Authority
Coal Authority
Council for British Archaeology
Assembly
Council for the Protection of Rural England (CPRE)
Countryside Agency
Coventry City Council
Department for Environment, Food and Rural Affairs
Department for Transport, Local Government and the Regions
East Midlands Electricity Board
English Heritage
English Nature
English Partnerships
Environment Agency
Forestry Commission
Garden History Society
Georgian Group
Government Office for the West Midlands
Health and Safety Executive
Highways Agency
Hinckley and Bosworth Borough Council
Joint Committee of the National Amenity Societies
Local Highway Authority (WCC)
Ministry of Agriculture, Fisheries and Food (MAFF)
Ministry of Defence
National Grid Transco
National Trust
Network Rail
North Warwickshire Borough Council
North Warwickshire Primary Care Trust
Nuneaton and Bedworth Borough Council Departments
Ramblers Association
Royal Commission on the Historical Monuments of England
Rugby Borough Council
Secretary of State for National Heritage
Severn Trent Water
Society for the Protection of Ancient Buildings
Sport England
Trading Standards
The Theatres Trust
Twentieth Century Society
Victorian Society
Warwickshire County Council
(Structure Plan)
Warwickshire County Council
(Footpaths)
Warwickshire Police Authority
Warwickshire Wildlife Trust
West Midlands Regional

APPENDIX G: GLOSSARY

Area Action Plan (AAP)	Planning framework for development in a particular area.
Authority Monitoring Report (AMR)	Annual report to assess the implementation of the LDS, effectiveness of planning policies, and status of saved and linked policies / documents.
Consultation Statement	Statement explaining how consultation was undertaken, the main issues that emerged and how they have been addressed.
Borough Plan	Long term vision, core policies, spatial strategy and development framework for Borough.
Development Plan Document (DPD)	Spatial planning documents that have development plan status and have been subject to formal consultation and independent examination.
Examination	An independent public examination chaired by a Planning Inspector into the soundness of DPDs and the SCI.
Local Development Scheme (LDS)	The work programme for the preparation of Planning Policy Documents.
Sustainability Appraisal	An appraisal of the social, economic and environmental impacts of the policies and proposals of each LDD.
Stakeholders	Stakeholders are organisations, bodies or individuals affected, interested or involved in the LDF and/or planning application process, for example, landowners, interest groups and organisations such as English Heritage.

Definitions of Planning Applications:

Minor Application	For dwellings: which do not meet the criteria for major applications For all other uses: which do not meet the criteria for major applications
Other Applications	Changes of Use: which do not meet the criteria for major applications Householder: developments within the cartilage of a residential

property - extensions, alterations, garages, outbuildings, walls, fences, vehicular accesses, porches, satellite dishes etc
Advertisements
Listed Building – alter, extend, demolish etc
Conservation Area

Minor and Other Applications of wider Concern

The following criteria will be used to assess whether such applications are likely to be of wider concern:

- (a) those applications affecting property by causing noise, smell, vibration, dust or other nuisance;
- (b) attracting crowds, traffic and noise in generally quiet areas;
- (c) causing activity or noise during antisocial hours;
- (d) significant change, e.g. tall buildings;
- (e) serious reduction or loss of light; privacy, beyond adjacent properties;
- (f) affecting setting of an ancient monument;
- (g) affecting trees subject to Tree Preservation Orders.

Major Application

For dwellings: where 10 or more are to be constructed (or if number not given, area is more than 0.5 hectares)
For all other uses: where the floor space will be 1,000 sq. metres or more (or site is 1 hectare or more)

Significant Major Application

Those applications likely to raise controversial issues, issues of scale or likely to be of Borough wide significance.

Applications accompanied by an Environmental Statement

An Environmental Statement will accompany those applications requiring an environmental assessment under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999. This statement will provide a systematic and structured assessment of the potential effects of a development on the environment which can be taken into account on the decision making process.