

# Statement of Community Involvement



Hinckley & Bosworth  
Borough Council

Draft Statement of  
Community Involvement  
June 2024

## Table of Contents

1	INTRODUCTION.....	3
2	HOW CAN YOU INFLUENCE FUTURE DEVELOPMENT?.....	4
3	WHAT ARE DEVELOPMENT PLAN DOCUMENTS?.....	5
4	WHO WILL BE CONSULTED ON PLANNING DOCUMENTS?.....	14
5	HOW WILL CONSULTATION HAPPEN?.....	16
6	WHAT ARE THE CONSULTATION TIMESCALES?.....	17
7	HOW WILL RESPONSES BE CONSIDERED AND PUBLICISED?.....	18
8	PLANNING APPLICATIONS.....	19
9	PLANNING APPLICATION CONSULTATION PROCESS.....	20
10	MONITORING AND REVIEW OF THE SCI.....	23
11	GLOSSARY.....	24

# 1. INTRODUCTION

## WHAT IS A STATEMENT OF COMMUNITY INVOLVEMENT?

The Statement of Community Involvement (SCI) sets out when, how and why the Hinckley and Bosworth Borough Council (HBBC), as the Local Planning Authority (LPA), will engage and consult the public and stakeholders in preparing the Local Plan and associated documents, neighbourhood plans and when deciding planning applications.

The National Planning Policy Framework (2023) states that Local Plans should 'be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees.'

The Borough Council recognise that good plan making significantly benefits from early and meaningful engagement with individuals, neighbourhoods, local organisations and businesses. We will seek to involve as wide a cross section of the community as possible.

The Borough Council's commitment to involving its communities and stakeholders in decisions is one of its Corporate Plan values. To help communities and stakeholders become more involved in planning. The SCI provides information on:

- **Who** should be consulted on the preparation of Local and Neighbourhood planning documents
- **How and when** communities and stakeholders can become involved in planning matters
- **How and when** community and stakeholder involvement will be taken into consideration and used in decision making
- **How we will feedback** on the way involvement has influenced decision making

The Borough Council has other strategies and policies which guide and promote community engagement, and these have been used to inform this SCI. These include the Corporate Plan and the Borough Council Constitution. The documents can be viewed on the Borough Council's website:

<https://www.hinckley-bosworth.gov.uk>

## **2. HOW CAN YOU INFLUENCE FUTURE DEVELOPMENT?**

You can influence development in two ways:

### **Hinckley and Bosworth Borough Council's Development Plan documents and other planning documents**

You can get involved in the plan making process which can guide future development in the borough in the next 10-20 years. The Borough Council wants to understand the community's thoughts and concerns about proposals during the preparation of future HBBC's local and/or neighborhood plans, development plan documents (DPDs) and supplementary planning documents (SPDs).

### **Planning Applications**

You can get involved in day-to-day decisions made on individual planning applications. Most new buildings or major changes to existing buildings, or the local environment require planning permission. The views of the local community are important for officers to utilise their local knowledge to make good decisions on planning applications.

### 3 WHAT ARE DEVELOPMENT PLAN DOCUMENTS?

Development Plan Documents (DPDs) set out the Borough Council's policies for development and provide the framework and legal basis against which all future planning decisions in the borough are made.

The primary DPD that is prepared by the Borough Council is the Local Plan. Other DPDs may also be prepared, such as those relating to large development sites or regeneration areas which require a strategy for growth and supplementary site-specific policies for their delivery.

Regulations<sup>1</sup> set out who should be consulted as a minimum throughout the preparation of a DPD. The Borough Council will consult those required by the regulations as a minimum and will consider consulting beyond this at any stage in the plan preparation process where this would be considered to add value to the process. The formal stages for preparing a DPD are set out in Figure 1.

#### THE LOCAL PLAN

The Local Plan sets out the Borough Council's overall strategy for where and how development can happen. This means that it allocates sites for housing and employment development, identifies sites of natural and historic importance. It is also used to guide decisions about individual development proposals, from large scale new housing sites to a single new home or extension.

The key stages of preparing a local plan and when you can get involved are:

- **Plan Preparation (Regulation 18)**

This stage includes public consultation for a minimum of six weeks on the emerging plan. There can be more than one consultation during this stage as the plan develops.

- **Plan Publication (Regulation 19)**

This stage consists of a public consultation for a minimum of six weeks on the proposed policies that will be in the plan.

- **Plan Examination (Regulation 24)**

The plan is examined by an independent planning Inspector. During the examination process the Inspector will review the comments submitted during

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<sup>1</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012

the Regulation 19 consultation. People who have made comments can ask to participate in the local plan hearings.

• **Plan Adoption (Regulation 26)**

The plan is formally adopted by the council(s). The plan becomes part of the development plan and is used to determine planning applications.

## **NEIGHBOURHOOD DEVELOPMENT PLANS (NDP)**

Communities can set out their vision for the future of a neighbourhood, locate sites and identify policies to guide the siting and design of new homes, shops, offices and other development, in the area they live and work in through Neighbourhood Development Plans (NDPs). NDPs have the same legal status as a local plan (and other documents that form part of the development plan) once it has been approved at a referendum. At this point it comes into force as part of the development plan. Neighbourhood planning can be led by a parish council or by a designated neighbourhood forum.

The Neighbourhood Planning Act (2017) introduced a new requirement for SCIs to set out how the Local Planning Authority will support groups preparing NDPs. Similarly to Local Plan, regulations set out the requirements for consulting on all stages of preparing NDPs, including the referendum stage. NDPs are community led prepared plans, and parish councils /neighbourhood forums are responsible for ensuring that local people are consulted throughout their process of preparing the plan.

The process and formal stages for preparing an NDP is set out in Figure 3. Once the NDP has been completed by the parish councils /neighbourhood forum then the Borough Council takes responsibility to consult on and publicise NDPs at the following stages:

- Publicising the submission version of the NDP including the Examination process
- Consultation on the Strategic Environmental Assessment (SEA) Screening and SEA Document if applicable
- Consultation on proposed modifications to the plan if applicable
- Notification of whether a plan should proceed to a Neighbourhood Referendum
- Arrangement and publication of the Neighbourhood Referendum and outcome
- Notification of the plan being 'made'

## NEIGHBOURHOOD DEVELOPMENT AND COMMUNITY RIGHT TO BUILD ORDERS

A Neighbourhood Development Order (NDO) grants planning permission for certain types of development in a specific area. The permission can be for a new building on a specific site, or for alternations or changes of use (e.g. encouraging housing through giving permission to change the upper floors of shops to flats).

A Community Right to Build Order (CRTBO) is one kind of NDO which can grant planning permission for small-scale community-led development. This could include community facilities or community energy schemes.

NDOs and CTBOs may be prepared by a parish or town council that has a designated neighbourhood area (a qualifying body) or established neighbourhood forums. CRTBOs may also be prepared by community organisations made up of individuals who live or work in the particular area for which the organisation is established.

The process and formal stages for preparing an NDO are set out in Figure 4. A neighbourhood development order will go through the same stages as a neighbourhood plan including engagement, examination, and referendum. Similarly to the preparation of an NDP, the Borough Council is responsible for consulting and publicising NDOs at the following stages:

- Publicising the submission version of the NDO including the Examination process
- Consultation on proposed modifications to the NDO if applicable
- Notification of whether the NDO should proceed to a Neighbourhood Referendum
- Arrangement and publication of the Neighbourhood Referendum and outcome
- Notification of the NDO being 'made'

## **Supplementary Planning Documents (SPDs)**

These documents add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. SPDs are capable of being a material consideration in planning decisions but do not form part of the development plan.

As regulations do not set out exactly who should be consulted at the various stages of SPD production, the Borough Council will use its best judgement. We will normally directly consult those individuals on our consultation database who we consider would have the most interest in the SPD in questions. This means that consultees for different SPDs may vary. We may also hold consultation events where appropriate, to raise awareness of the SPD being prepared. The stages for preparing an SPD are set out in Figure 2.



## FIGURE 1: STAGES OF PREPARING A DEVELOPMENT PLAN DOCUMENT

<p><b>Stage 1: Preparation of a Development Plan document (regulation 18)</b></p> <ul style="list-style-type: none"> <li>• Formal consultation in line with regulation 18</li> <li>• Defining Scope, Issues and Options of Document</li> <li>• Evidence gathering, including consultation with specific bodies</li> <li>• Public consultation on emerging options</li> <li>• Public consultation on draft plan</li> </ul>
<p><b>Stage 2: Pre-submission publication stage (regulation 19 and 20)</b></p> <ul style="list-style-type: none"> <li>• Formal publication in line with regulations 19 and 20</li> <li>• Publication of proposed submission version of the Plan and supporting evidence base documents</li> <li>• The Borough Council invites comments from 'specific' consultation bodies and 'general' consultees</li> </ul>
<p><b>Stage 3: Submission of the Plan to the Secretary of State (regulation 22)</b></p> <ul style="list-style-type: none"> <li>• The Plan, supporting evidence and all comments received at pre-submission publication stage are sent to the Secretary of State for independent examination</li> <li>• The Borough Council notifies all 'specific' consultation bodies and 'general' consultees</li> </ul>
<p><b>Stage 4: Independent examination (regulations 24 and 25)</b></p> <ul style="list-style-type: none"> <li>• The Planning Inspectorate will notify the council of the date for the independent examination in order to carry out an examination into the plan's 'soundness'</li> <li>• The Borough Council will notify any person who has made a representation on the pre-submission consultation (regulation 20) of the date, time, place, and name of the inspector at least six weeks before the opening of the hearing</li> <li>• Upon completion of the independent examination, a binding report will be provided by the inspector which may recommend modifications to the plan</li> <li>• The recommendations for the plan and their reasons must then be publicised by the council in conformity with (regulation 25)</li> </ul>
<p><b>Stage 5: Adoption of the Plan (regulation 26)</b></p> <ul style="list-style-type: none"> <li>• Provided the Planning Inspector finds the plan to be 'sound' as identified through the inspector's report the council can then accept the inspector's modifications and submit the plan to full council for adoption</li> <li>• The Borough Council prepares an Adoption Statement setting out the date on which the Plan is adopted</li> <li>• A copy of the Adoption Statement will be sent to anyone who has requested to be notified of the adoption of the document</li> </ul>

## FIGURE 2: STAGES OF PREPARING A SUPPLEMENTARY PLANNING DOCUMENT (SPD)

<p><b>Stage 1: Scoping and evidence gathering (informal consultation stage)</b></p> <ul style="list-style-type: none"><li>• Scoping and gathering evidence to inform the document. This may involve informal consultations with stakeholders and interested parties to discuss key issues</li></ul>
<p><b>Stage 2: Public Participation draft SPD (Regulation 12)</b></p> <ul style="list-style-type: none"><li>• The council will consult relevant specific consultation bodies, general consultees and others it considers appropriate when preparing the document</li><li>• Any representations received will be considered and used to prepare the final document</li></ul>
<p><b>Stage 3: Adoption of the SPD (Regulation 14)</b></p> <ul style="list-style-type: none"><li>• Once the Borough Council is satisfied with the content it will be presented to Full Council for adoption</li><li>• The Borough Council prepares an Adoption Statement setting out the date on which the SPD is adopted</li><li>• A copy of the Adoption Statement will be sent to anyone who has requested to be notified of the adoption of the document</li></ul>

### FIGURE 3: STAGES OF PREPARING NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

<p><b>Stage 1: Application and publicity of the Neighbourhood Area / Forum designation (Regulations 5, 6 and 7)</b></p> <ul style="list-style-type: none"> <li>• The application for designation is received by the local authority who publicise the application for a minimum 6 week period and then determine whether the proposed area is considered an appropriate neighbourhood area</li> <li>• Once approved, or refused, the council must publish the decision through a decision statement on the website as a minimum and if refused, publish the reasons for refusal</li> </ul>
<p><b>Stage 2: Plan preparation</b></p> <ul style="list-style-type: none"> <li>• The qualifying body begin work on the plan, usually starting with scoping community opinion and evidence gathering. This stage may involve informal consultation with relevant stakeholders. The method of consultation is to be determined by the community group preparing the Plan</li> </ul>
<p><b>Stage 3: Pre-submission Consultation and Publicity (Regulation 14)</b></p> <ul style="list-style-type: none"> <li>• The qualifying body publicly consults on the plan to bring it attention to those who live, work or have an interest in the area, also to statutory consultees set out in Regulation 14, for a minimum of 6 weeks</li> </ul>
<p><b>Stage 4: Submission of the NDP to the Borough Council and Publicity (Regulations 15 &amp; 16)</b></p> <ul style="list-style-type: none"> <li>• Once the community group preparing the NDP are satisfied that the Plan is complete it will be submitted to the local authority. The plan should be submitted along with the Consultation Statement, Basic Conditions Statement, a map of the Plan area and other associated documents</li> <li>• The Borough Council publicises the NDP and associated documents on the website as a minimum and in a way which brings it to the attention of people who live, work or have an interest in the area</li> <li>• This publicity period will run for a minimum of six weeks and will invite comments</li> <li>• The Borough Council will notify any consultation bodies referred to in the submitted Consultation Statement</li> </ul>
<p><b>Stage 5: Examination (Regulations 17 &amp; 18)</b></p> <ul style="list-style-type: none"> <li>• The Borough Council in conjunction with the community group preparing the Plan will appoint an Examiner to assess the Plan against the basic conditions</li> <li>• All documents and comments received during Stage 4 (Submission) by the Borough Council will be submitted to the Examiner</li> <li>• The Examiner will prepare a report which recommends whether the plan should proceed to referendum either with or without modifications</li> <li>• If the Borough Council is satisfied that the NDP meets the legal requirements and whether the Plan should proceed to referendum, it will</li> </ul>

- publish its decision (in a Decision Statement) along with details of where the decision statement and examiners report can be inspected
- The Examiner’s report and Decision Statement will be made available on the Borough Council’s website and publicised in a way which brings it to the attention of people who live, work or have an interest in the area

**FIGURE 4: STAGES OF PREPARING A NEIGHBOURHOOD DEVELOPMENT ORDER (NDO)**

<p><b>Stage 1: Application and publicity of the Neighbourhood Area / Forum designation (Regulations 5, 6 and 7)</b></p> <ul style="list-style-type: none"> <li>• The application for designation is received by the local authority who publicise the application for a minimum 6 week period and then determine whether the proposed area is considered an appropriate neighbourhood area</li> <li>• Once approved, or refused, the council must publish the decision through a decision statement on the website as a minimum and if refused, publish the reasons for refusal</li> </ul>
<p><b>Stage 2: NDO (including CRTBOs) preparation</b></p> <ul style="list-style-type: none"> <li>• The qualifying body begin work on the NDO, usually starting with scoping community opinion and evidence gathering. This stage may involve informal consultation with residents, business and other stakeholders.</li> <li>• The methods of consultation are determined by the community group preparing the Plan</li> </ul>
<p><b>Stage 3: Pre-submission Consultation and Publicity (Regulation 21)</b></p> <ul style="list-style-type: none"> <li>• The qualifying body publicly consults on the plan to bring it attention to those who live, work or have an interest in the area, also to statutory consultees set out in Regulation 21, for a minimum of 6 weeks</li> </ul>
<p><b>Stage 4: Submission of the NDO to the Borough Council and Publicity (Regulations 22 &amp; 23)</b></p> <ul style="list-style-type: none"> <li>• Once the community group preparing the NDO are satisfied that it is complete it will be submitted to the local authority. The plan should be submitted along with the Consultation Statement, Basic Conditions Statement, a map which identifies the land to which the NDO relates, an Archaeology Statement (where appropriate)</li> <li>• If submitting a CRTBO, details of the enfranchisement rights, if applicable which are not exercisable</li> <li>• The Environmental Statement will also need to be publicised in accordance with the EIA Regulations</li> <li>• The Borough Council publicises the NDO and associated documents on the website as a minimum and in a way which brings it to the attention of people who live, work or have an interest in the area</li> <li>• This publicity period will run for a minimum of six weeks and will invite comments</li> <li>• The Borough Council will notify any consultation bodies referred to in the submitted Consultation Statement</li> </ul>

### **Stage 5: Examination (Regulations 24 & 25)**

- The Borough Council will appoint an Examiner to assess the NDO against the basic conditions
- All documents and comments received during Stage 4 (Submission) by the Borough Council will be submitted to the Examiner
- The Examiner will prepare a report which recommends whether the NDO should proceed to referendum either with or without modifications
- If the Borough Council is satisfied that the NDO meets the legal requirements and whether the NDO should proceed to referendum, it will publish its decision (in a Decision Statement) along with details of where the decision statement and examiners report can be inspected
- The Examiner's report and Decision Statement will be made available on the Borough Council's website and publicised in a way which brings it to the attention of people who live, work or have an interest in the area

## 4 WHO WILL BE CONSULTED ON PLANNING DOCUMENTS?

Depending on the type of planning document being produced, there are specific bodies that the Borough Council is required to consult and invite to participate under the Borough Council's legal 'duty to cooperate'. Beyond the minimum requirements, we will consider broadening the scope of who is consulted where it is considered this would be appropriate.

The Borough Council will maintain a database of individuals, groups and other interested parties who wish to be kept informed about stages of plan preparation (including when documents are published or updated). This database will be kept updated, and requests to be removed from the database can be made to planning policy. Data storage and processing will be undertaken in accordance with the relevant data protection requirements.

The list of consultees in the database will be amended if any of the organisations or individuals on the lists request to be removed, because, for example, they are no longer interested in the process, or if letters are returned to sender following consultation mail outs.

### Consultation Bodies

Regulations<sup>2</sup> set out who should be consulted throughout each stage of preparing DPDs, SPDs, NDPs and NDOs<sup>3</sup>. When preparing Local Plan documents the Borough Council should consult 'specific consultation bodies', 'general consultation bodies' and residents or other persons in the local planning authority's area from which the Borough Council consider it appropriate to invite representations.

It should be noted that legislation and regulations are frequently updated, the list of consultees below may change over time and must be checked against the requirements set out in any new regulations. Details of who must be consulted in relation to Local Plan development and Neighbourhood Plan development can be found on [legislation.gov.uk](http://legislation.gov.uk).

Specific Consultation Bodies include:

- Neighbouring local authorities and county councils
- Parish and Town Councils within and near the Borough

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<sup>2</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012

<sup>3</sup> The Neighbourhood Planning (General) Regulations 2012

- National government Agencies (including The Environment Agency; Historic England, Natural England and the Homes and Communities agency)
- Healthcare providers
- Infrastructure providers including utilities

General Consultation Bodies include:

- Local authorities within Leicestershire not near the borough
- Local Enterprise and Strategic Partnerships
- Bodies/groups who represent the interests of different racial; ethnic; national; religious groups; disabled persons and those carrying out business in the borough

Specifically for NDPs and NDOs, the Borough Council is required to consult the following consultation bodies:

- Local planning authorities, County Councils and parish/town councils within or near the neighbourhood area
- National government Agencies (including The Environment Agency; Historic England, Natural England and the Homes and Communities agency)
- Healthcare providers
- Infrastructure providers including utilities
- Voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area
- Bodies/groups who represent the interests of different racial; ethnic; national; religious groups; disabled persons and those carrying out business in the borough

The Borough Council is committed to involving as wide a range of individuals and organisations in the plan-making process as possible, including 'seldom-heard' groups whose views, for a variety of reasons, may be underrepresented in the planning process.

These groups can be discouraged from being involved in the planning process for a variety of reasons. However, we will make all reasonable efforts to make the planning process as accessible and transparent as possible to everyone. It is our aim to provide these groups and individuals every opportunity to be engaged and encouraged to participate in the preparation of planning documents.

## 5 HOW WILL CONSULTATION HAPPEN?

Legislation sets out minimum requirements for public participation when preparing planning policy documents. This includes making information available on our website. The Borough Council may go beyond these requirements, where possible and appropriate, to promote greater community participation and to meet the needs of our different communities. Therefore, a variety of methods are likely to be used at various stages of the plan making process as set out in Table 2. The Borough Council may employ other consultation methods not listed in Table 2 where it is considered appropriate.

**Table 2: Planning Policy Methods of Consultation**

<b>Method of consultation</b>	<b>Description</b>
<b>Direct notifications to appropriate organisations and individuals</b>	Emails or letters will be sent to statutory bodies, relevant groups and to those on our consultation database.
<b>Publish on the Borough Council's website</b>	Notifications of consultations will be made available on the website, highlighting the times and dates of consultation, how to make representations and how to view the associated documents.
<b>Location of hard copies of documents</b>	Hard copies of the documents will be made available for public viewing during formal public consultation at the Borough Council's offices and local libraries within the borough.
<b>Social networking sites</b>	Information on consultation events will be advertised on social media including our corporate Facebook page and Twitter feed.
<b>The Borough Bulletin</b>	Where feasible, the quarterly Borough Bulletin, a council publication distributed to every household in the borough, will provide notifications of consultation events and updates on the preparation of planning policy documents.
<b>Local media</b>	Where appropriate advertisements for formal consultations may be placed within local media such as the local newspaper.



<b>Exhibitions</b>	Public exhibitions for local residents during consultation stages to discuss plan proposals and content in more detail and encourage participation and responses.
<b>Council meetings</b>	Where appropriate, plans will be taken to relevant council meetings in line with the Borough Council's constitution for feedback and approval from elected local members.
<b>Parish Council Meetings</b>	Where appropriate, the Planning Policy Team may offer attendance at Parish Council meetings to discuss plan proposals and content in more detail and answer questions from local representatives.
<b>Member workshops</b>	Group meetings will disseminate information to elected local members on plan preparation and primarily gather locally specific information to inform plan preparation.
<b>Surveys and questionnaires</b>	These may be used to canvass views on key issues, options, proposals and documents.

## 6 WHAT ARE THE CONSULTATION TIMESCALES?

The timescales for the statutory stages of consultation on planning policy documents are set out in the relevant regulations, please see figure 1-5. Where there are no prescribed timescales for statutory consultation or we run consultations over and above the statutory stages, we will consider what the appropriate timescales for these should be and advertise accordingly. We will attempt to avoid running key consultations over established busy holiday periods (primarily Christmas, Easter and the summer holidays). However, it may not always be possible to avoid these time periods due to the need to produce documents in a timely manner. In these situations, we will seek to extend consultation timeframes to account for this, where we are able to do so in accordance with the regulations.

We will ensure that the time periods of consultations are clearly publicised, with a particular focus on ensuring that stakeholders and consultees are aware of when consultations will end. It is important that responses are made within the formal time periods. We will keep late responses on file, but these will be unlikely to influence the content of documents.

## **7 HOW WILL RESPONSES BE CONSIDERED AND PUBLICISED?**

We will consider all responses received during the formal consultation period. Following consultation periods, we will publish a Consultation Statement which will set out how we have addressed responses received during consultations. This will be made available on our website and will be available to view in person during office hours.

## 8 PLANNING APPLICATIONS

### Introduction

The Borough Council deals with approximately 1,500 planning applications each year, ranging from householder and minor applications to major applications for new housing, employment and retail developments. Most planning applications are determined under powers that have been delegated to officers. Some major and/or controversial applications are determined by planning committee. Decisions are taken having regard to the Borough councils adopted Local Plan, which is the legal basis for all decisions, unless other material considerations can be shown to override these policies.

The process of deciding planning applications is often of great public and local interest and comments from the local community are welcomed. Publicity is therefore carried out on all planning applications. As a general rule, the larger and more complex (major) planning applications are publicised more widely than proposals that are small scale and/or routine.

When deciding which applications are classed as major applications and therefore subject to wider community consultation, the government sets out the following criteria:

- Residential developments comprising 10 or more homes
- A site area of 0.5 hectares or more where the number of homes is unknown
- The provision of a building(s) where the created floor space is 1,000 square metres or more
- Development carried out on a site having an area of 1 hectare or more

The government sets targets for the time taken to determine planning applications. These are currently 13 weeks for major applications and 8 weeks for all others. If an Environmental Impact Assessment is required by the scale of development then this period will extend to 16 weeks. Before a decision is made, the case officer will prepare a report with a recommendation.

The recommendation will take into account the policies within the adopted Local Plan, as well as the National Planning Policy Framework, Planning Practice Guidance as well as any consultation comments received. The Borough Council can only take into account comments relating to material considerations. Guidance on material considerations can be found on the Planning Portal:

<https://www.planningportal.co.uk/services/help/faq/planning/about-the-planning-system/what-are-material-considerations>

## **9 PLANNING APPLICATION CONSULTATION PROCESS**

The level of consultation carried out for planning applications will depend on the type and scale of planning application being determined.

Planning legislation requires that for certain types of applications, such as works to listed buildings or planning applications that are accompanied by an Environmental Impact Assessment, the application must be advertised in the local press. For most types of applications, site notice(s) and/or letters will be appropriate.

### **Statutory minimum publicity requirements**

The regulations set out in the Town and Country Planning (Development Management Procedure) Order 2015, the planning (Listed Building and Conservation Areas) Regulations and the Planning (Listed Buildings and Conservation Areas) Act 1990, state that all planning applications need to be publicised, either by site notice or individual neighbour notification. A press notice and site notice is also required for the following types of application:

- Erection of 10 or more dwellings or a site area of 0.5 hectares or more
- Erection of 1000 square metres of floor space, or site area of 1 hectare or more
- An application subject of an environmental impact assessment
- An application that would affect a right of way, under part III of the Wildlife and Countryside Act
- Development affecting listed buildings
- Development affecting the character or appearance of a Conservation Area
- Departures from the Local Plan

### **Individual letters**

Letters will only usually be sent to those properties that will be directly affected by a proposal. This typically includes an adjoining owner or occupier. For example, letters will normally be sent to adjoining neighbours where residential properties adjoin a common boundary with the application site.

Parish and Town Councils will be consulted on planning applications within their parish boundaries. Ward Councillors will also be given the opportunity to submit comments.

## Sources of information on planning applications

Information on planning applications can be found in the following places:

<b>The planning register</b>	<p>Applications for planning permission will be entered on a register. Maintaining a planning register is a statutory obligation and the information is available on the Borough Council's website or for inspection by arrangement during office hours.</p> <p>Current planning applications including plans and drawings and some historical applications can be viewed online using the Borough Council's website. For those applications that are not available online, the documents can be made available for inspection by arrangement during office hours.</p> <p>For those who do not have access to a computer the council provides access to the online system at the Borough Council's offices, Hinckley Hub, Rugby Road, Hinckley.</p>
<b>The weekly list</b>	<p>The Borough Council also produces a weekly list of all new applications registered the previous week. This weekly list is distributed by email to Borough Councillors and those registered to receive the list. It is also available to view on the Borough Council's website.</p>
<b>Website</b>	<p>The Borough Council's website is a useful tool for viewing planning applications and making comments online. The website includes weekly lists of applications received and decisions made. These can be searched by application number or by ward. The Hinckley and Bosworth Planning Online website allows copies of the application forms, plans, drawings, and statutory consultation comments to be viewed online.</p>

## **Procedure for dealing with comments/viewing comments**

All those wishing to comment on an application are encouraged to do so online using the Borough Council's website. Whilst we will accept written letters and emails, we are unable to send individual responses or acknowledge receipt.

Once comments have been received, they are placed on to our electronic filing system, where officers will read the comments and take them into account when evaluating the application. Comments from the public are not available online for public viewing. However, should you wish to view comments relating to a particular application you can contact us by the following methods:

Complete our online contact form: <https://www.hinckley-bosworth.gov.uk/generalQ>

Telephone Development Services on: 01455 238141

Write to:       Development Services  
                  Hinckley and Bosworth Borough Council  
                  Hinckley Hub, Rugby Road  
                  Hinckley  
                  Leicestershire  
                  LE10 0FR

Any representation received forms part of the application documents and must be open for public inspection. Advice on personal or sensitive data is available on the Borough Council's website or contained within the notification letters or site notices.

Occasionally, the applicant will make changes to the submitted plans during the course of the consideration of the application, for instance to address concerns raised by local residents. If the scheme changes significantly, it may be appropriate to carry out additional publicity with affected residents. The extent, type and duration of any additional publicity will be decided on a case by case basis. If changes do not raise new or additional planning issues, further publicity will not normally be carried out.

## **Making decisions on planning applications**

In many of cases applications will be determined under delegated powers. The major and more controversial applications will tend to be dealt with by the Borough Council's Planning Committee. These arrangements are set out in the Scheme of Delegation which forms part of the Borough Council's constitution.

Where an application is being reported to Planning Committee, this will be stated on the Borough Council's website and those who have made a written representation to the application will be notified of the committee date. These arrangements are set out in the scheme of delegation which forms part of the Borough Council's constitution. The full committee report is available before the meeting and a copy will be available to download from the website.

At Planning Committee registered speakers will have the opportunity to address the meeting – the objectors will go first, followed by those speaking on behalf of the applicant. Five minutes will be allowed for objectors and five minutes for those speaking on behalf of the applicant. Ward members may also speak on behalf of their constituents for up to five minutes. Planning committee arrangements are set out on the Council's website here: <https://moderngov.hinckley-bosworth.gov.uk/mgCommitteeDetails.aspx?ID=127>

## **10. MONITORING AND REVIEW OF THE SCI**

The SCI provides flexibility to allow for appropriate changes in our approach to community involvement. Comments received on the quality or effectiveness of our consultation will be considered and used to inform future practice. If significant changes are required to meet new circumstances or legislation, a review of the SCI will be undertaken.

## **GLOSSARY**

### **Basic Conditions Statement**

A written statement accompanying the submission of a Neighbourhood Development Plan (NDP) to the Local Authority prior to examination into the plan. The statement explains how the NDP meets the conditions of Neighbourhood Development Plan preparation set out in regulations.

### **Consultation Statement**

A Consultation Statement sets out who the council has consulted with in the preparation of planning documents, how these persons were consulted, a summary of the main issues raised and how those issues have been addressed.

### **Duty to Cooperate**

The legal duty of the Council to engage constructively, actively and on an ongoing basis with certain specified bodies to maximise the effectiveness of Local Plan preparation relating to strategic cross boundary matters.

### **General Consultation Bodies**

Organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include bodies which represent the interests of different racial, ethnic, religious or national groups, disabled persons and business in the local planning authority's area.

### **National Planning Policy Framework (NPPF)**

It sets out the government's national planning requirements, policies and objectives. It replaces much of the national advice previously contained within planning policy statements, planning policy guidance and circulars. It is a material consideration in the preparation of Local Plan documents and when considering planning applications.

### **The Planning Inspectorate**

The Planning Inspectorate is an executive agency of the Department for Communities and Local Government. It deals with planning appeals, national infrastructure planning applications, examinations of local plans and other planning-related and specialist casework in England and Wales.

### **Sound**

The starting point for the examination is the assumption that the council has submitted what it considers to be a 'sound' plan. A Plan is considered 'sound' if it is: Positively prepared, Justified, Effective and Consistent with national policy.

### **Specific Consultation Bodies**

Organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include neighbouring and parish councils, key service providers, Government departments and non-government organisations. Specific consultation bodies are also known as statutory consultees.