

North Warwickshire

Statement of Community Involvement

(SCI)



**North Warwickshire
Borough Council**

January 2024

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Legal Requirements

The Council recognises that in some areas of its work there are minimum legal standards for public consultation, and these will always be adhered to. The legal requirements for consultation and community involvement in plan-making and planning applications are set out by Government in legislation.

Abbreviations

AMR	Annual Monitoring Report	NWLP	North Warwickshire Local Plan
DPD	Development Plan Document	SA	Sustainability Appraisal
LA	Local Authority	SCI	Statement of Community Involvement
LDD	Local Development Document	SPD	Supplementary Planning Document
LDF	Local Development Framework	NPPF	National Planning Policy Framework
LDS	Local Development Scheme		

1 Introduction

- 1.1 A Statement of Community Involvement (SCI) explains how the Local Planning Authority will engage with stakeholders, such as their local community and businesses, to prepare Planning Policy Documents and determine Planning Applications by describing who is consulted, how, and when.
- 1.2 North Warwickshire Borough Council's first Statement of Community Involvement was adopted in 2007 and is now being updated to reflect current legislation and guidance and improved methods of consultation.
- 1.3 The Borough Council is committed to engaging with local people, organisations and businesses to get their views on different aspects of its work. This insight helps improve council services and is a key part of making good policy decisions. Planning directly affects the places where people live and work and meaningful public consultation and engagement on all aspects of planning is vital. By maintaining community involvement at the centre of what the council does, we can gain a real understanding of our communities' priorities. This helps the council to develop the right policies and proposals for the future.
- 1.4 This SCI describes how the Borough Council will involve the community and stakeholders in the preparation and review of planning policy documents and also the consideration of planning applications.
- 1.5 The SCI, which relates to planning only, complements the council's broader commitment to effective consultation and engagement, access to information, and openness, as reflected in the council's Local Code of Corporate Governance, which outlines the core principle of 'ensuring openness and comprehensive stakeholder engagement'. The SCI is also guided by the Government's Consultation Principles: Guidance (2018) which provides guidance on how consultations should be conducted in general, by adopting a more proportionate and targeted approach.
- 1.6 For all non-planning related consultation and engagement activities, the council has developed corporate guidance on consultation, engagement and market research activity which includes an outline of the type of issues that the council consults on.

The Borough of North Warwickshire

- 1.7 North Warwickshire is the most northern Borough within the County of Warwickshire, situated in the very heart of England and covering 110 square miles. Its neighbours include the urban areas of Nuneaton, Bedworth, Tamworth, Birmingham, Coventry and Solihull, and the shire counties of Leicestershire and Staffordshire. Figure 1 below shows the location of the Borough within Warwickshire.
- 1.8 The Borough is predominantly rural in nature, with over half of its area designated as Green Belt. It is estimated that 65,340 people live in the Borough (2021 ONS UK), the population being dispersed between the small Market Towns of Atherstone and Mancetter, Coleshill and Polesworth and Dordon and a number of villages and smaller settlements, many of which are former mining communities.

Figure 1: Location of North Warwickshire within the County of Warwickshire

Source: Warwickshire County Council



2 Policy Framework

- 2.1 The duties to engage the community in planning matters and to prepare the SCI arise from the Planning and Compulsory Purchase Act 2004 (section 18) as amended by the Planning Act 2008, the Localism Act 2011, Neighbourhood Planning (General) (Amendment) Regulations 2015 and the Neighbourhood Planning Act 2017. This legislation requires the Local Planning Authority to prepare a statement for how it will involve those with an interest in development in the area, including the preparation and review of the Local Plan and Supplementary Planning Documents, Neighbourhood Plans/Orders, Community Infrastructure Levy and the consideration of planning applications.
- 2.2 There is a clear emphasis through national policy on encouraging early and consistent community involvement. The National Planning Policy Framework (NPPF) refers to early and meaningful engagement and collaboration with neighbourhoods, local organisations, and businesses 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. The NPPF also reflects the importance of community engagement before planning applications are submitted.

- 2.3 The role of consultation in the planning system is pivotal. The legislation sets out the minimum standards for publicity and consultation which are set out in the relevant sections below. The council will always meet these requirements and, where appropriate and resources allow, will seek to go beyond them to secure wider-ranging involvement in plan-making.

3 PLANNING POLICY DOCUMENTS

- 3.1 There are various planning policy documents prepared by the council, all with different processes for preparation and public involvement. Legislation details the minimum standards for publicity and consultation. The council will always meet these requirements and, where appropriate, will seek to go beyond them to secure wider-ranging involvement. The SCI sets out the council's policy for discharging its duties by setting out how and when the local planning authority will engage and consult.
- 3.2 The Local Plan (or Development Plan Documents) is the statutory plan setting out the principal policies and proposals for land use and development in the borough. It contains the overall vision and objectives, the development strategy for the area, allocates sites for development and sets out a suite of policies used in decision making on planning matters.
- 3.3 The council maintains an evidence base to support the Local Plan/Development Plan Documents. This evidence base is wide ranging and includes evidence relating to housing, employment and retail requirements, land supply assessments, landscape, biodiversity, green infrastructure, flood risk and infrastructure. The council will undertake targeted consultation on evidence base studies where suitable to the topic and provide notifications when new evidence is published. The complete set of evidence base documents will be published and maintained on the council's website.
- 3.4 Supplementary Planning Documents (SPD) are complementary documents that provide further details and guidance to policies contained in the Local Plan and are used as material considerations in reaching planning decisions. SPD's take many forms, ranging from a master plan or development brief, to design guides and general additional guidance produced by the Council
- 3.5 The programme for the preparation and review of planning policy documents is set out in a Local Development Scheme (LDS) which lists the planning documents that the council intends to produce and the timetables for their preparation. When the LDS is updated it will be published on the council's website.
- 3.6 Neighbourhood Plans and Orders are an alternative means of developing policies and proposals at the local parish or neighbourhood level. In North Warwickshire as it has Parishes they as well as the Town Councils can prepare by the relevant town or parish council; elsewhere, by a duly constituted 'neighbourhood forum'. The council actively supports neighbourhood planning and has an important role in providing advice and support throughout the process. The town or parish council (or forum) is responsible for public consultation and engagement in the earlier stages of the process, whilst the council undertakes consultation on the final draft version of the Plan or Order (Submission stage) and organises the referendum. Following a positive referendum result a neighbourhood plan forms part of the development plan for the borough and will have the same weight as other development plan documents such as the Local Plan.

- 3.7 Each Development Plan Document is accompanied by a Sustainability Appraisal (SA) and/or Strategic Environmental Assessment (SEA) which shows how the policies reflect sustainable development objectives. The council also prepares an Authority Monitoring Report (AMR) on an annual basis to assess whether adopted planning policies are being successfully implemented and achieving the intended aims and objectives.

4 Links with other Plans and Policies

- 4.1 It is vital that the Local Development Framework process ties in with other plans and policies produced by the Council, not only to ensure effective delivery, but also to ensure that consultation on different documents is undertaken in tandem where appropriate, to limit the chances of consultation fatigue.
- 4.2 The North Warwickshire Sustainable Community Strategy will have a particular influence on the LDF. There are many elements of the Sustainable Community Strategy that have land-use or spatial planning implications. The Local Development Framework will be the mechanism by which these elements of the Community Strategy will be implemented.
- 4.3 The North Warwickshire Community Partnership are responsible for production and delivery of the Sustainable Community Strategy. The Partnership has seven theme groups which develop different theme areas of the Sustainable Community Strategy, ensure delivery of actions set out in the Strategy and help to broaden community participation. The theme groups are:
- Children, Young People and Their Families
 - Community Life
 - Education and Lifelong Learning
 - Environment
 - Health & Wellbeing
 - Local Economy
 - Safer Communities
- 4.4 The Local Development Framework will be written to reflect and work alongside the objectives of the different themes of the Sustainable Community Strategy. The Council will work with the North Warwickshire Community Partnership using presentations to the Board, discussions with individual theme groups and joint consultation processes wherever possible.

5 Who will we consult?

- 5.1 All planning policies and decisions have the potential to affect a number of people, including many who are not directly involved. The level of impact would depend on the nature of the proposals. It is important, therefore, to ensure that opportunities for involvement in the decision-making process are as wide as possible. Interested parties can range from individuals living next door to a proposed development, to a local interest group or parish council, a service provider, a government department or a neighbouring authority.
- 5.2 Regulations specify a number of organisations that local planning authorities must consult when preparing planning policy documents (Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 as amended). They include 'specific consultation bodies and various types of 'general consultation bodies'.

Specific consultation bodies include utility companies, government agencies, local authorities and parish councils. General consultation bodies are voluntary bodies active in the area and those bodies which represent the interests of different racial, ethnic or national groups, different religious groups, disabled persons, and persons carrying out business in the area. The council also has a legal 'duty to co-operate' with other local councils and infrastructure providers in relation to strategic cross boundary issues.

- 5.3 In addition to the individuals and organisations referred to above, it is recognised that some parts of the community are not always adequately represented such as gypsy and traveller communities in the area, the young and the elderly. The council will work closely with relevant organisations that have experience in a particular matter to find the best way of consulting and liaising with these groups.
- 5.4 In addition to the specific consultation bodies, Regulations require the Council to consult on a wider basis. The Council will consult with the General Consultation Bodies when it is considered that the matter in hand affects them.
- 5.5 The Forward Planning Team will keep a mailing list of the Statutory Consultation Bodies and anyone else who has previously signed up to be kept informed of and be involved in development of the Development Plan for North Warwickshire. In addition, anyone can sign up, via the Council's website, to a mailing list to be kept informed of the documents that the Forward Planning Team prepare. The public will be consulted through a variety of consultation methods which are detailed within this document.
- 5.6 Different sections of the Community, particularly minorities may have needs or views that are different from those of the majority and if they are not consulted effectively these needs or views may remain invisible. The Council recognises that there are certain groups that are underrepresented or not represented at all. The Council wants to ensure that no individual groups are excluded from public consultation exercises that it carries out.
- 5.7 The Council will ensure that consultation activities are as accessible as possible for those groups and individuals who may have an interest in the consultation process. The way in which consultation is carried out, conceived, arranged and undertaken can create or remove barriers to participation. These barriers could include:
- Methods used (for example by relying on methods which use IT or which focus only on written communication)
 - Physical barriers (for example the inaccessibility of venues or the lack of facilities at events)
 - Attitudinal barriers (the ways in which staff approach or respond to groups and individuals and the assumptions they make).
 - Financial (having the resources to undertake effective consultation)
 - Cultural (for example using inappropriate facilities or language).
- 5.8 The Council is committed to promoting equality and to considering equality issues in all aspects of consultation to ensure that its services are available for all. Officers have undertaken an equalities impact assessment on the SCI document. This assessment is a way of systematically assessing the effects that the SCI will have on an equalities group. The results of the equalities impact assessment can be seen in Appendix B. The Council will continue to work with existing groups / individuals and build on the links that already exist. The Council will meet the requirements of the Equality Act 2010 and the Race Relations Act 2000.

6 How we will consult

6.1 There are a number of consultation methods that can be used to effectively engage the public. It is important that the Council considers which methods are most appropriate for each stage of production of a document. This section sets out the methods of consultation that the Council will employ when preparing its LDDs.

A) Information at the Council House

Forward Planning Officers will be available, through an appointment system, to give information and advice in person at the Council House, Atherstone. They can also be contacted by phone on 01827 719451/499 or by e-mail on planningpolicy@northwarwks.gov.uk

B) Council Website and Social Media

Local Development Documents and their supporting documentation will be available to view on the Forward Planning pages of the Council's website at <http://www.northwarwks.gov.uk/forwardplanning>. This will also include information on how and where the public can get involved in the process. Information will also be given out on the Councils Twitter and Facebook page

C) Local Newspapers

Information regarding consultation on Local Development Documents will be placed in local newspapers where appropriate, including information on how and when the public can get involved. This includes public notices and adverts.

D) E-mails

Emails will be sent out to relevant bodies and individuals on the Forward Planning Mailing List to keep them up-to-date with the progress of the LDDs, including information on how they can get involved. In exceptional circumstances, where the individual has no email address, a letter may be sent out.

E) Libraries and Leisure Centres

Local Development Documents and their supporting documentation will be made available at libraries and North Warwickshire Borough Council leisure centres alongside information on how and when the public can get involved in the process.

F) Town / Parish Councils

Information on Local Development Documents and any consultation that is being carried out will be sent to all Town / Parish Councils with a request that they should publish it on their website and make any hard copies available for public viewing.

G) Leaflets and Posters

Leaflets and / or posters will be distributed around the Borough when considered appropriate, giving information on key milestones in the production of LDDs and how and when the public can get involved in the process. This is dependent on establishments making the leaflets available and displaying the posters.

H) Presentations

Presentations by members of the Forward Planning team will be carried out at meetings such as Parish Council meetings, etc. as and when needed. These meetings may be carried out online and/or in person.

I) Roadshows / Exhibitions / Displays/ Interactive Workshops

Members of the Forward Planning Team will visit locations around the Borough to hold events so that the community can get involved with the process and meet with officer's face to face to discuss proposals. These meetings may be carried out online and/or in person.

6.2 Whilst the Council will use the same broad consultation methods for most of its Local Development Documents, there will be occasions where more in-depth methods of consultation are required. However, more in-depth methods of consultation tend to be those which are most resource intensive. It is important that the Council considers the resource implications of different consultation methods that can be applied.

6.3 Table 1 below identifies the resource implications of the different consultation methods that the Council will use.

Table 1: Consultation Methods

Consultation Methods		Resource Implications
A	Information at the Council House	Low
B	Council Website and social media	Low
C	Local Newspapers	Low
D	Emails	Medium
E	Libraries, Leisure Centres	Low
F	Parish Councils	Low
G	Leaflets and Posters	Medium
H	Presentations - online and/or in person	Medium / High
I	Roadshows / Exhibitions / Displays/ Interactive Workshops - online and/or in person	High

6.4 North Warwickshire Forward Planning is a relatively small team and therefore it would be unrealistic to attempt to undertake a significant amount of consultation on a wide scale. For this reason, joint consultation with other departments and organisations will be carried out where possible. The Council believes that the methods set out in this SCl are deliverable, realistic and will result in effective consultation.

7. Local Development Documents (LDDs) and Sustainability Appraisal (SA): When Will We Consult

7.1 Local Development Documents (LDDs) are documents that contain the policies which will guide future development in North Warwickshire. There are two types of LDDs that the Council will consult on: Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs).

7.2 Development Plan Documents are spatial planning documents that are subjected to independent examination. These documents set out the planning policies relating to the development and use of land in North Warwickshire.

- 7.3 Supplementary Planning Documents expand and provide further information on the policies contained within DPDs. Whilst they are important documents, they do not have Development Plan status.
- 7.4 In writing its DPDs and SPDs the Council must consider the contribution that those documents make to sustainable development. Sustainable Development is at the core of the new planning system and effectively means “*development that meets the needs of the present without compromising the ability of future generations to meet their own needs*”¹.
- 7.5 All DPDs must be subjected to Sustainability Appraisal, which must take into consideration the social, economic and environmental implications that the document could have, in order that decisions can be made which tie in with the objectives of sustainable development. Sustainability appraisals will be subject to consultation at the same time as consultation on the relevant DPDs is undertaken.
- 7.6 The following tables provide further information on how and when the Council will consult on DPDs and SPDs.
- 7.7 The Council’s Local Development Scheme (LDS) sets out a timetable for the DPDs and SPDs that the Council intends to produce over the next 3 years. Please refer to the Council’s LDS for further detailed information on the timetable for adoption of these document

¹ World Commission on Environment and Development.

Development Plan Documents produced by North Warwickshire Borough Council

Key Stages	Opportunities for Engagement
<p>Evidence Gathering/identification of issues and options</p> <p>The council gathers relevant social, economic and environmental information, to establish a comprehensive evidence base. This evidence base is maintained as suitable and the council will provide notifications when any new evidence is published to encourage involvement in the early stages of plan making. This evidence helps to identify opportunities and constraints. Technical studies and topic papers may be prepared, drawing on monitoring of existing policies, any strategic requirements and relevant data. Consultation on the identification of issues and options or particular elements of the evidence base may also be undertaken</p>	<p>The Council will:</p> <ul style="list-style-type: none"> • Consult statutory bodies about the scope of sustainability appraisal (inc. Strategic Environmental Assessment) and relevant issues at an early stage. • Ensure targeted and early involvement of agencies and infrastructure providers to inform the technical studies and identification of issues and options. • Carry out its 'duty to co-operate' on issues which extend beyond the borough boundary with an agreed list of organisations including neighbouring authorities and infrastructure providers. • Undertake ongoing informal consultation with key stakeholders, such as parish councils, interest groups, landowners/ developers. • Notify relevant consultees, including everyone on the planning policy consultation database, when new evidence is available. • Make available all relevant evidence on the council's website and use social media, local media etc. to raise awareness of any issues and options consultations • Carry out targeted consultation on relevant evidence base studies and in relation to the identification of issues and options. • Carry out public workshops/events as appropriate (maybe on Zoom/Teams) depending on the evidence gathered and options being considered and consulted upon. Formal consultation on issues and options for a new DPD will be undertaken in line with consultation arrangements for a draft plan set out below.
<p>Regulation 18 Consultation</p> <p>The draft plan is approved for the purposes of formal public consultation (minimum of six weeks) and sets out the key issues, along with the options for addressing them. It will include preferred options where appropriate.</p>	<p>The Council will:</p> <ul style="list-style-type: none"> • Email to specific, general and all other consultees who the council consider may have an interest, including everyone on the planning policy consultation database. • Make consultation documents available on the council's website, by appointment at the Council House and other locations as considered

<p>The Plan is accompanied by the Sustainability Appraisal (SA) incorporating a Strategic Environmental Assessment (SEA) and also a Habitats Regulations Assessment. There may be more than one consultation on the draft Plan or targeted consultation on certain issues/policy approaches.</p>	<p>appropriate such as libraries and leisure centres and use Social/ Local Media to raise awareness</p> <ul style="list-style-type: none"> • Make available summary documents, leaflets and posters as appropriate • Hold public exhibitions, events and workshops or more focused meetings where appropriate (these maybe on Zoom/Teams). • Comments received will be made available (in a redacted form) on the council's website along with a summary of their content. • The council will publish a response to the consultation comments made where applicable.
<p>Regulation 19 Consultation (Pre-submission) Having considered the views and evidence gathered in response to consultation the submission Plan will be published for formal consultation (minimum of six weeks). Representations at this stage must relate to specific soundness tests. They will be forwarded for consideration to an independent inspector who will examine the plan</p>	<ul style="list-style-type: none"> • Email to specific, general and all other consultees who the council consider may have an interest, including everyone on the planning policy consultation database. • Make consultation documents available on the council's website, by appointment at the Council House and other locations as considered appropriate such as libraries and leisure centres and use Social/ Local Media to raise awareness • Discuss outstanding issues with existing forums/groups. • Hold events or workshops where appropriate in person or by Zoom/Teams • Comments received will be made available (in a redacted form) on the council's website along with a summary of their content. • The council will publish a response to the consultation comments made where applicable.
<p>Submission / Examination The Submission Plan and relevant supporting information will be submitted to the Secretary of State for independent examination. Supporting information will include representations received, a summary of the main issues raised, the background evidence and a consultation statement setting out how the council has involved the community and other stakeholders.</p>	<ul style="list-style-type: none"> • Email to specific consultees who have made representations on the Regulation 19 consultation and in accordance with the regulations • Make all relevant documents available on the council's website and use social media to raise awareness of the submission/examination <p>The Inspector /Programme Officer will</p> <ul style="list-style-type: none"> • Consider all representations made during the council's submission plan consultation

<p>An Inspector, appointed by the Secretary of State, will examine the Plan. It must meet the tests of soundness. The Inspector will consider whether the preparation of the plan has been legally compliant. If the Plan is legally compliant the inspector will then consider whether the document is positively prepared, justified, effective and consistent with national policy.</p>	<ul style="list-style-type: none"> • Notify all those who responded to the consultation of the hearing sessions being held to which participants may be invited. Written submissions carry equal weight to those presented at hearings
<p>Publishing the Inspectors report The Inspector who carried out the Examination will produce and publish a report. If the inspector finds the plan sound it can then be adopted in accordance with the inspector's recommendations</p>	<ul style="list-style-type: none"> • Email to specific consultees who have made representations on the Regulation 19 consultation and in accordance with the regulations • Publish the Inspector's recommendations/report on the council's website, at the council offices and other locations as considered to be appropriate. • Where appropriate use social media and local media/ press to publicise the Inspectors report
<p>Adoption If the Plan is recommended for adoption (with or without recommended modifications) the council will consider the Inspector's report and whether it wishes to adopt the document as recommended by the Inspector</p>	<ul style="list-style-type: none"> • Publish the DPD, adoption statement and other relevant evidence base documents on the council's website and use social media to raise awareness • Anyone who has asked to be notified of the adoption of the document will be notified by email.

Supplementary Plan Documents produced by North Warwickshire Borough Council	
Key Stages	Opportunities for Engagement
<p>Evidence Gathering/identification of issues and options Baseline information and evidence gathering. Undertake further technical work; identify reasonable options.</p>	<p>The Council will</p> <ul style="list-style-type: none"> • Consult with councillors, relevant stakeholders, parish/town councils, relevant agencies on the scope and content of the SPD will be undertaken.
<p>Consultation on draft SPD Formal publication for public consultation of the draft SPD along with associated evidence base documents</p>	<ul style="list-style-type: none"> • Email to specific, general and all other consultees who the council consider may have an interest including those on the planning policy consultation database who wish to be informed of planning policy documents. Discuss if relevant with stakeholders etc • Make consultation documents available on the council's website, at the Council Offices (by appointment) and other locations as considered appropriate and use Social/ Local Media to raise awareness. • Depending on the content, consultation may also be supported by workshops/meetings. • If the matter is specific to a location, the council will aim to engage with local residents and groups through any of the methods mentioned in Table 1
<p>Adoption of the SPD SPD is adopted by the Council. It will include a statement explaining what consultation has been undertaken and how the council has dealt with representations.</p>	<ul style="list-style-type: none"> • Make the Supplementary Planning Document, adoption statement and consultation statement available on the council's website and raise awareness by using social media • Notify any person who has asked to be notified when the SPD is adopted.

Neighbourhood Plans		
Key Stages		
	Qualifying Body will:	The Council will:
Designation of Neighbourhood Area	<ul style="list-style-type: none"> • Make request to the Borough Council 	<ul style="list-style-type: none"> • Formally publicise and consult on a neighbourhood designation application (if needed) and will publish details in relation to the designation or refusal of a neighbourhood forum. • Email specific, general and all other consultees who the council consider may have an interest (if consultation is needed). • Make documents available on the council's website, at the council offices and other locations as considered appropriate (if consultation is needed).
Preparation of the Neighbourhood Plan	<ul style="list-style-type: none"> • gather baseline information and evidence • Identify and assess options • Prepare draft Neighbourhood Plan and associated documents 	<ul style="list-style-type: none"> • Assist wherever possible • Provide relevant contact information on planning issues, information to assist consultation and publicity
Consultation	<ul style="list-style-type: none"> • Publicise the draft plan and invite representations for a minimum of 6 weeks • Consult the appropriate consultation bodies as appropriate • Consider the representations and make any amendments if appropriate • Prepare consultation statement and basic conditions statement 	<ul style="list-style-type: none"> • Continue to support and provide informal advice and support and send a formal response to the consultation
Submission to LA	<ul style="list-style-type: none"> • Submit plan to LPA along with Basic Condition's Statement and Consultation Statement • Agree to appointment of Independent Examiner 	<ul style="list-style-type: none"> • If plan meets legal requirements it will formally publicise and consult for a minimum period of 6 weeks • Consult with all specific consultees and any others referred to in the consultation statement • Make documents available on website, council offices (by appointment) and other appropriate locations • Use social media if appropriate to publicise the consultation

		<ul style="list-style-type: none"> • Appoint Examiner • Send all representations to the Examiner
Examination	<ul style="list-style-type: none"> • Examiner issues a report to the LA and qualifying body • Makes any recommended changes alongside the LA 	<ul style="list-style-type: none"> • Make arrangements for the Examination of the plan • Submit the plan and all relevant documents to the examiner • Publish the examiner's report on the website • If the LA is satisfied the plan meets the basic conditions the neighbourhood plan proceeds to referendum • Makes any recommended changes alongside the qualifying body
Referendum	<ul style="list-style-type: none"> • Raise awareness of referendum through publication of neutral material 	<ul style="list-style-type: none"> • Make arrangements and publish information statement and notice of referendum • Publish referendum results on website
Adoption		<ul style="list-style-type: none"> • If more than 50% vote in favour, the Council "makes" the plan via Full Council • Publish the "made" plan on the website
Monitoring and Review	<ul style="list-style-type: none"> • Qualifying body undertakes monitoring of the plan and review when necessary 	<ul style="list-style-type: none"> • Advise on options, process for reviewing the plan

Reporting Back

- 7.7 It is important that the community and other stakeholders are informed of how their comments are considered by the Council. As part of the process of preparing documents, the Council must prepare a consultation statement for each of its DPDs and SPDs. For Development Plan Documents, the report will be prepared before the DPD is submitted to the Secretary of State. For Supplementary Planning Documents, the report will be produced before the Council adopts the document. The statements will set out who was consulted, how they were consulted and summarise the main issues brought up by the consultations, including how the Council has addressed those issues. Importantly the statement will show whether the Council has followed this SCI in undertaking its consultation. The consultation statements will be made available on the Council's website.

8 CONSULTING ON PLANNING APPLICATIONS

- 8.1 The previous sections of this document have highlighted how the Council will involve the community and other stakeholders in the preparation of its Local Development Documents. However, more often than not, the communities, and particularly an individual's involvement with the planning process will be as a consequence of the submission of a planning application.
- 8.2 The requirements for notification of planning applications are set out primarily in the Town and Country Planning (Development Management Procedure) Order 2015. The Government set out the minimum level of publicity that it expects is needed to enable the community and individuals to have the opportunity to comment on development proposals. However, this is often seen as being too limited, and experience shows that most Local Planning Authorities go beyond this level of notification. However, any system for publicising planning applications cannot be guaranteed, however extensive. The nature, scale and type of planning application will determine how we will engage with the Community. There needs to be a balance between providing a reasonable opportunity for inviting public comment, considerations of speed of decision and the cost of that publicity.

9 The Application Process

- 9.1 When an application for planning permission is submitted to the Council, it is checked to see that the correct information has been submitted with the application. Details on the information that the Council requires to be submitted with an application, is set out in the document 'Checklist for Applicants Submitting Planning Applications' which is available on the Council's website www.northwarks.gov.uk. This document will be updated with a guidance note taking into account any new Government requirements.
- 9.2 If further information is needed in order for a planning officer to determine the application, it is put on hold whilst the applicant or their agent is contacted. If the application includes sufficient information, consultation letters are sent out and the application is passed on to the relevant case officer.
- 9.3 The Case officer then considers the application in accordance with the Development Plan, any other material consideration and any representations that have been submitted through consultation. If any amendments are made to the application there may be a need to re-advertise and consult again on the changes, although this will depend on the changes that have been made to the scheme.

- 9.4 The determination of all planning and related applications is delegated to the Council's Planning and Development Board or delegated to the Head of Development Control. The Scheme of Delegation sets out how planning applications are determined and when and why they are determined by the Planning & Development Board and is available on the Councils' website². There may be occasions where it is necessary for the Council to refer planning applications to the Government Office for the West Midlands, for example in the cases of major departures from the Development Plan.
- 9.5 The majority of planning applications are determined under powers that have been delegated to officers. Only a limited number of applications are considered and determined by the Planning & development Board which meets monthly, in accordance with the Council's constitution. Decisions are taken having regard to the Councils adopted Local Plan, and any adopted Neighbourhood Plans, which are the legal basis for all decisions, unless material considerations indicate otherwise.
- 9.6 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, 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 planning considerations.

Pre-Application Discussions

- 9.7 Applicants or developers are expected to consult with the local community before submitting planning applications which are likely to generate public interest. Such consultation should be accessible and clear to the whole community.
- 9.8 The council welcomes and encourages discussions with applicants before planning applications are submitted. Providing considered advice prior to the formal submission of a planning application can ensure that the quality of a development is improved and that certainty in the outcome can be increased for the applicant.
- 9.9 Seeking pre-application advice gives applicants the opportunity to discuss the principle of the development proposals with an officer. It also enables officers to identify any potential issues and provides a number of benefits:
- Providing an opportunity to better understand how an application will be judged against the policies in the development plan and other material considerations.
 - Identifying, at an early stage, where there is a need for specialist input such as with regard to listed buildings, trees, landscape, green Infrastructure and natural green space noise, health, contaminated land or archaeology.
 - Providing the opportunity to modify a proposal to make it potentially more acceptable to the council and anticipating other regulatory requirements.
 - Improving the design and quality of the finished scheme.
 - Indicating at an early stage if a proposal is unacceptable, saving the cost of pursuing a formal application.
 - Avoiding rejection at registration stage or early refusal of permission because of inadequate or insufficient information.

² Scheme of Delegation in Respect of the Determination of Planning Applications, June 2014

- Allowing discussions on and the preparation of legal agreements, where appropriate, in advance of an application being received and for negotiations to consider land value constraints.

Further information on this service, can be found at:

https://www.northwarks.gov.uk/info/20027/development_control/1142/planning_guidance

- 9.10 For minor developments (such as householder developments) the pre-application discussion may only be a letter from or informal telephone conversation with a planning officer. The planning officer will give their initial comments on the principle of the development and may also consult with officers in the planning policy division to gain their views. Householders are encouraged to discuss any ideas for development with their neighbours.
- 9.11 Major developments are more significant proposals and therefore will involve more discussion at pre-application level. A major application is one which involves either:
- Residential development comprising 10 or more dwellings **or** if the number of dwellings is unknown, the site area is 0.5 hectares or more; **OR**
 - Any other use where the floorspace proposed is 1,000 square metres or more **or** if the site area is one hectare or more.
- 9.12 It is likely that pre-application discussions on a major development will involve an exchange of letters and discussion between the applicant and planning officers. The extent of this exchange will vary depending on the size of the development. Officers recommend that the applicant undertakes consultation at the pre-application stage in order to gain an appreciation of how well the proposal is likely to be considered.
- 9.13 The Council also operates a Duty Planning Officer system to deal with simple enquiries, as well as offering general planning and procedural advice. This is available between 9am and 1pm from the Council Offices or on the phone on 01827 715431.
- 9.14 We will also encourage applicants to undertaken pre-submission consultation with neighbours and local communities prior to making an application. Pre-application discussion should also include the key consultees on the type of development proposed such as the Local Highway Authority, Local Lead Flood Authority, the Highways England, and Environment Agency. These consultees may well charge for any pre-application advice.

10 Consultation During the Application Process

- 10.1 The points at which consultation is undertaken during the application process is shown in Appendix C. Consultation / publicity given to planning and related applications can generally be divided into three areas. Each will be looked at in turn below
- Statutory Consultation
 - Community Representation
 - Neighbour Notification
- 10.2 In all cases, only representations that relate to relevant planning considerations will be taken into account by the Council. Too often, comments received relate to considerations that are not planning matters. These have to be given little or no weight. A list of the most common considerations that are not planning matters is attached at Appendix D.

- 10.3 Representations made should be in writing so that there is no misunderstanding as to the nature of the content. All representations received have to be placed on the public file, and so any comments made “in confidence” cannot be considered. Because the process has to be transparent and open, anonymous comments will not be given great weight in the assessment of applications. Petitions are often received. It is important to give planning reasons for objections. Furthermore, the determination of applications is based on planning arguments, not the number of signatories. The Council will be mindful of its duties under the various equality and diversity legislation (e.g. Race Relations Amendment Act 2000, Disability Discrimination Act, Sex Discrimination Act) and will disregard any objection which contains unlawful discrimination or discriminatory comments.

Statutory Consultation and Publicity

- 10.4 The Council will consult Statutory Consultees. These are prescribed by Regulation³, and some of which are set out below.
- Ancient Monuments Society
 - Birmingham International Airport Ltd
 - British Waterways Board
 - The Coal Authority
 - Council For British Archaeology
 - Civil Aviation Authority
 - Department for Environment, Food and Rural Affairs
 - English Heritage
 - Environment Agency
 - Georgian Group
 - Government Office for the West Midlands
 - Health and Safety Executive
 - National Highways
 - Natural England
 - North Warwickshire Parish Councils
 - Royal Fine Arts Commission
 - Society for the Protection of Ancient Buildings
 - Sport England
 - Victorian Society
 - Warwickshire County Council
- 10.5 Not all of these bodies are consulted on each application. Who to consult will vary with the nature of the planning application, its location and the requirements of the Regulations. All of the Statutory Consultees are obliged to respond within 28 days. If they wish to extend this period, then they have to do so in writing.
- 10.6 There are also a number of non- statutory consultees who may be consulted depending on the location or type of application. These are set out in Appendix E.
- 10.6 Similarly, the Council is under a Statutory Duty to publicise some applications in the press and on-site. A list of these occasions is set out in Appendix F and is again prescribed by Regulation⁴.

³ Town and Country Planning (Development Management Procedure) (England) Order 2015, Town and Country Planning (General Development Procedure) Order 1995 (as amended), The Planning (Listed Building and Conservation Areas) Regulations and the Listed Buildings and Conservation Areas Act 1990

⁴ Town and Country Planning (General Development Procedure) Order 1995 (as amended), and the Listed Buildings and Conservation Areas Act 1990 & Circular 15/92

- 10.7 In North Warwickshire the papers that receive such Notices are the Atherstone, Coleshill and Tamworth Heralds. The same Notice is also displayed on site where necessary. If it is not possible to attach the Notice to the site, it will be displayed as appropriate so that it can be seen by members of the Public.

Community Representation

- 10.8 A list of planning and related applications registered by the Council is produced each week. Copies are sent to all Councillors, all Parish and Town Councils and to a wide range of interest groups and bodies. Requests to be included for e-mail circulation of this list should be made to the Planning Support Team (01827 719231, 719226, 719233, 719235, 719286). The weekly list can also be viewed and downloaded from the Councils website at www.northwarks.gov.uk/planningcontrol.
- 10.9 Parish Councils are consulted electronically on planning applications within their parish, which means they are able to access the planning application by viewing the details on line.
- 10.10 Applications that are substantive proposals (such as major departures from the Development Plan) will often be made available for inspection in the Public Libraries in the Borough at Atherstone, Baddesley, Dordon, Coleshill, Hartshill, Water Orton, Polesworth and Kingsbury. These occasions will be at the discretion of the Council's Planning Control Manager.
- 10.11 All interest groups, bodies and individuals are requested to respond to the plans, if they wish to do so, within 21 days of notification.

Neighbour Notification

- 10.12 Individual members of the Public can request to be included on the weekly list circulation by E-mail (free), or they can view the list on the Council's website.
- 10.13 Site notices are often displayed at sites so that they are noticeable by members of the public. Where not, the relevant case officer will decide whether it is appropriate or not to display a Notice. This however is not the preferred means of notification.
- 10.14 The preferred method of neighbour notification is a letter inviting comments on the proposal. The letter informs the neighbour of the receipt of the application, what is generally proposed, where the plans can be inspected (online usually, or if necessary at the Council Offices) and the contact information of the case officer. Written observations are invited within 21 days. The Council cannot guarantee that representations submitted after the 21 day period will be taken into account. If a neighbour has particular difficulty in accessing the Council Offices to view plans, then alternative arrangements can be made via the case officer. Copies of plans are available at a charge).
- 10.15 Occupiers of premises most likely to be directly affected by a proposal will receive a neighbour notification letter. As a general rule this means that at a minimum, the adjoining occupiers to a proposal, and / or those occupiers who may face the proposed development, for instance on the opposite side of a road. The most common form of planning application received is for 'householder' development – e.g. extensions, loft conversions, conservatories. Where these are single storey proposals then only immediate neighbours will be notified, but where they are for two-storey proposals, then notification will be wider. Appendix G illustrates how this might work in practice.

If there is doubt concerning whether a notification should take place, then that notification will happen.

10.16 For all other types of application, notification will be undertaken using the following factors for guidance:

- Those neighbouring a site
- Those overlooked by a proposal
- Those where there may be an environmental impact
- Those where the character or appearance of an area may be affected, visually or physically.

10.17 Case officers will have discretion on whom to notify, but matters such as topography, setting, character and amenity will all be taken into account.

10.18 A summary of the consultation which the Council will undertake on planning applications is shown in Table 3 below.

Table 3: Consulting on Planning Applications

Statutory Consultation	Community Consultation	Neighbour Notification
<ul style="list-style-type: none"> • Statutory Consultees are consulted as and when necessary, depending on the application • Notices are published in the Atherstone, Coleshill and Tamworth Heralds • Notices are placed at the site or as close to the site as possible where the public can see them 	<ul style="list-style-type: none"> • Weekly list of applications being submitted to the Council, alongside those applications which have been determined, are available on the Council's website or via e-mail • Electronic consultations are sent to relevant Parish or Town Clerks. • Application forms and plans are available to view online or if necessary, at the Council House. • Information on substantive proposals is often available at libraries in the Borough. 	<ul style="list-style-type: none"> • Weekly list of applications being submitted to the Council, alongside those applications which have been determined, are available on the Council's website or via e-mail • Notices are placed at the site or as close to the site as possible where the public can see them • Letters inviting comment are sent to the occupiers of premises most likely to be affected by the proposal.

Consultation on Major Applications

10.19 Major applications by their nature are likely to create a wider interest than minor applications. This is reflected in the fact that the Council has 13 weeks within which to determine a major application compared to the usual 8 weeks for minor applications.

10.20 Consultation on major applications is wider than that set out in Table 3 but the precise nature of the consultation will vary dependent on the scale of the proposal.

Other Involvement

10.21 The Division has regular Annual meetings with Parish and Town Councils and there is an annual questionnaire, which is forwarded to each in order to look at procedures,

expectations and satisfaction. Annual questionnaires are also sent to those who submit applications and to those who have responded to neighbour notification letters.

- 10.22 If appropriate, case officers will attend public meetings, Parish Council meetings or meet groups of residents to explain planning applications.
- 10.23 In some circumstances case officers will be able to meet individual members of the public and to discuss the proposal by prior appointment. The development Control section offer a duty officer system from 9.00am-13:00pm Monday to Friday. The duty officer can be contacted on 01827 715341.
- 10.24 There is a formal complaint's procedure that can be invoked if appropriate. Further information on the procedure is available from the Council's website.

Consultation on Amended Proposals

- 10.25 Sometimes a considerable amount of negotiation takes place on applications, particularly major ones. This is an important and a crucial part of the process, steering development proposals towards a more acceptable form, therefore acting in a positive manner, often responding to community concerns. This dialogue is encouraged by Government.
- 10.26 This process often leads to the submission of amended plans. The Council's policy towards re-notification of the community is outlined in a Practice Note⁵. Essentially this says that, if an amendment is a direct result of a Statutory Consultee's representations, and no other representations have been received, there will be no re-notification with the community. If an amendment is a direct result of a community or neighbour representation, then all those who have written in following the initial notification will be re-notified – often with a shorter response period. If an amendment is submitted as a consequence of a variety of matters, then re-notification will take place as per the original application. Often a representation can be resolved through a condition and case officers may discuss this resolution directly with the representor rather than re-notify formally. All of these arrangements will also be followed if, after the grant of permission, amended plans are received. Copies of the Amendment Best Practice Note are available direct from the Planning and Development, and from the website.

11 Other Types of Application

- 11.1 The procedures set out above relate to planning and other related applications – e.g. those for Listed Building or Conservation Area Consent, as well as for Advertisement Consent or Consent under the Tree Preservation Order Regulations. There are two specific other types of application where different procedures will apply – those for Certificates of Lawful Development, and Prior Approval Determinations.

⁵ Practice Note for Handling Amendments to Planning Proposals, 2013

Advertisement Consent Applications

- 11.2 These applications seek a determination from the Council as to whether a particular sign is acceptable from an amenity and public safety perspective. We will consult with neighbouring properties, Parish/Town Council's. The Council's Conservation Officer if the application site is in a Conservation Area or on a listed building. The Highway authority will be consulted if the sign is illuminated or is fronting a public highway.

Certificate Applications

- 11.3 These applications seek a determination from the Council as to whether a particular existing or proposed development is, or would be lawful. They deal wholly with technical and evidential matters and not with the merits of a case. In these cases, whilst the applications appear on the weekly list and copies of them are made publicly available, neighbour notification will not be generally undertaken. If it does, a bespoke letter will be sent to individuals explaining the nature of the application and the information that is requested from them.

Prior Approval Determinations

- 11.4 This type of determination is NOT a planning application. In particular, they relate to some forms of agricultural development, residential conversion, retail conversion, larger homes extensions, demolition work and telecommunication development.
- 11.5 These developments already benefit from a planning permission in principle, and the referral to the Council is solely to see if the Council wants to give approval to detailed matters before the development goes ahead. However, some consultation maybe undertaken depending in the nature of the proposal and whether local knowledge is appropriate to situation. Prior approvals can include a number of considerations for example highways, noise, contamination, siting and appearance. The Council only has 28 (for certain agricultural development and demolition) or 56 days (for any other proposals) in which to respond. If it does not, then the proposal is entitled to go ahead.
- 11.6 In these circumstances, the prior approval applications appear on the weekly list, and only in the case of agricultural and demolition prior approval will no neighbour notification take place (because it has the shorter 28-day period).

Hedgerow Removal Notices

- 11.7 In these circumstances we will consult Parish/Town Councils. The Council's Tree Officer and Warwickshire Archaeology. Any other relevant statutory consultees.

Tree Preservation Orders (TPOs)/works to trees protected by TPO's

- 11.8 We will consult neighbours and we will consult Parish/Town Councils. The Council's Tree Officer. Any other relevant statutory consultees.

Works to Trees in a Conservation Area

- 11.9 We will only consult Parish/Town Councils. The Council's Tree Officer due to the limited time in which to deal with this notification.

Discharge of Conditions

- 11.10 We will only consult relevant statutory consultees. Only in exceptional circumstances will we consult neighbouring properties.

Non-material amendments

- 11.11 Only in exceptional circumstances will we consult neighbouring properties.

12 How are planning applications determined?

- 12.1 Some 90% of planning applications are determined under delegated powers by authorised officers of the Council. However, some major and/or controversial applications are reported to the Planning & Development Board for decision by Members of the Council. If an application is to be determined in this way, we will inform the applicant/agent and anyone who has submitted comments on a particular application (including the Parish Council/Town Council) of the date of the meeting and their right to speak at the meeting. Ordinarily there is a right for objectors or supporters, the applicant or agent and a Parish Council representative to speak at the Planning & Development Board. Planning decisions are uploaded to the Council's website. In addition, anyone who submitted comments in respect of a particular planning application will have to search for the decision on the website.

13 Alleged Breaches of Planning Control

- 13.1 Most alleged breaches of planning control arise following a referral from a member of the public. All referrals must be treated confidentially under Section 12a of the Local Government Act (1972). There is no consultation with the public on these cases. Very often they can be resolved through the submission of a retrospective planning application which is then treated in the normal way as described above. The Council's procedure for handling enforcement matters is available from the Division and on the website.⁶

14 Data Protection and Copyright

- 14.1 When making Planning and Building Regulation Applications, the personal data and information that is provided in connection the application will appear in a public register and will, in the near future, be published on the local authority's website. If an individual has any specific concerns about the publication of personal data they should indicate that they do not wish Council to include their details on the website. This data will however still appear in the Register held at the Council Offices.
- 14.2 For further information on how we hold your data please view our Privacy Notice https://www.northwarks.gov.uk/info/20119/customer_services_and_visiting_us/1456/privacy_statement_and_notice

15 Review and Monitoring of the SCI

- 15.1 It is important that the Council reviews the effectiveness of the SCI and the consultation methods employed within it. It may become apparent that some consultation methods are not proving effective in engaging the community and other stakeholders, or

⁶ Policy for Investigating Unauthorised Development and the Enforcement of Planning Control, April 2023

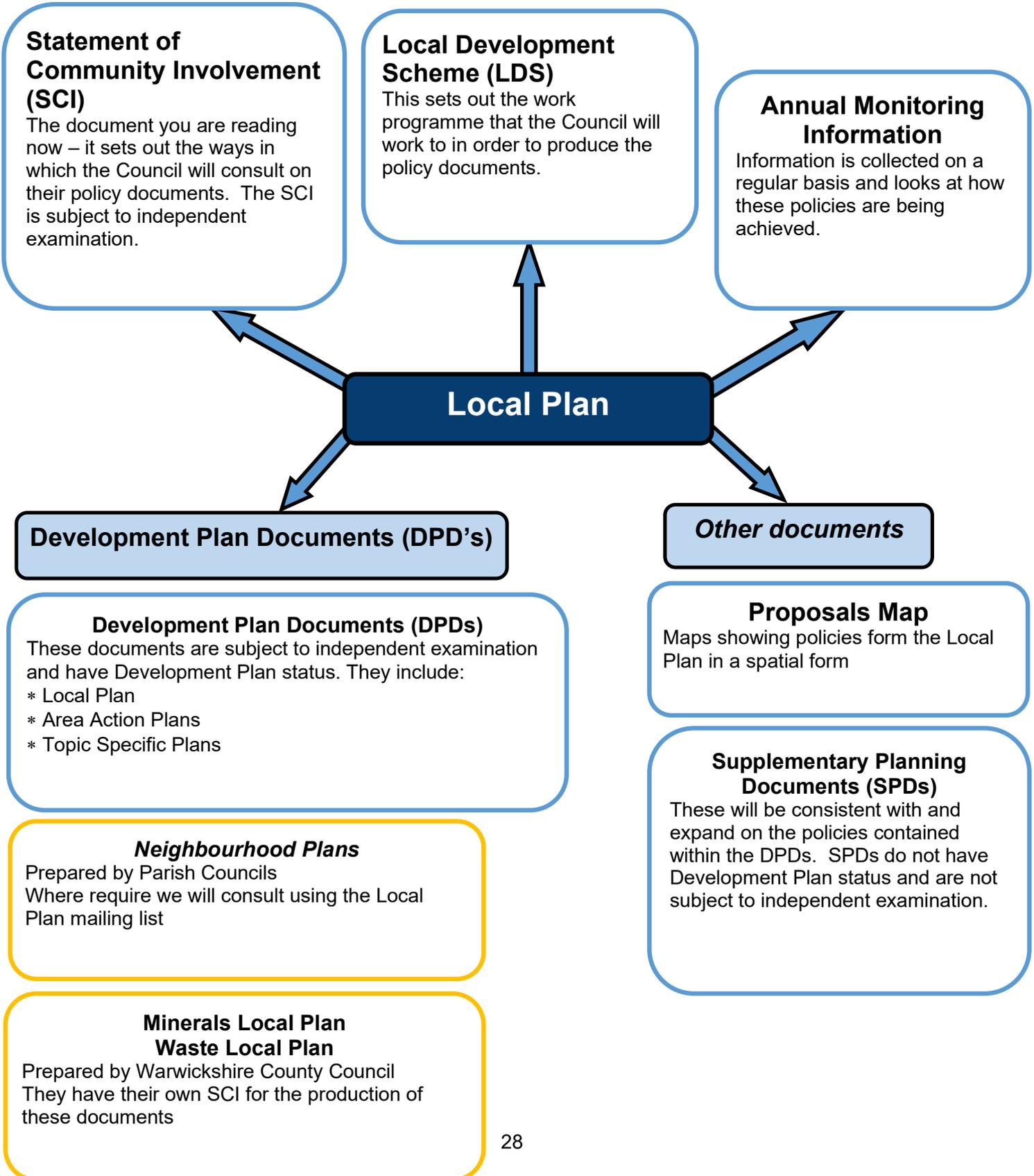
legislative changes may result in a need to change how the Council consults. In these cases, the Council will review the use of those consultation methods and introduce new, more appropriate ways of consulting the community and other stakeholders.

- 15.2 The Council's Annual Monitoring Report is the most appropriate vehicle by which to undertake review and monitoring of the SCI. Monitoring information which considers the effectiveness of the SCI will be included in the Council's Annual Monitoring Report.

Appendices

A	Local Development Frameworks	
B	Equality Impact Assessment	
C	Determination of a Planning Application	
D	Relevant Planning Considerations	
E	Non-Statutory Consultees for Planning Applications	
F	Occasions where the Council is under a Statutory Duty to publicise applications	
G	Neighbour Notification Guide	

Local Policy Documents



Equality Impact Assessment Summary Sheet

Please complete the following table summarised from the equality impact assessment form. This should be completed and attached to relevant Board reports.

Name of Policy Procedure/Service	Statement of Community Involvement
Officer Responsible for assessment	Dorothy Barratt

Does this policy /procedure /service have any differential impact on the following equality groups /people:

- (a) *Is there a positive impact on any of the equality target groups or contribute to promoting equal opportunities and improve relations or:*
- (b) *could there be a negative impact on any of the equality target groups? i.e. disadvantage them in any way*

Using the different types of measures incorporated into this SCl will try to reach all of the following groups and individuals. Extending the use of social media and being able to carry out online presentations and meetings, especially for planning policy documents, will also try to reach those with a disability or caring responsibilities. Ensuring that in person meetings or appointments are also available will ensure that those not able or wanting to access through the use of technology are still able to access the various consultations.

Equality Group	Positive impact	Negative impact	Reasons/Comments
Racial	x		
Gender	x		
Disabled people	x		
Gay, Lesbian and Bisexual people	x		
Older/Younger people	x		
Religion and Beliefs	x		
People having dependents caring responsibilities	x		
People having an offending past	x		
Transgender people	x		
Armed Forces Covenant	x		

*If you have answered **No** to any of the above please give your reasons below*

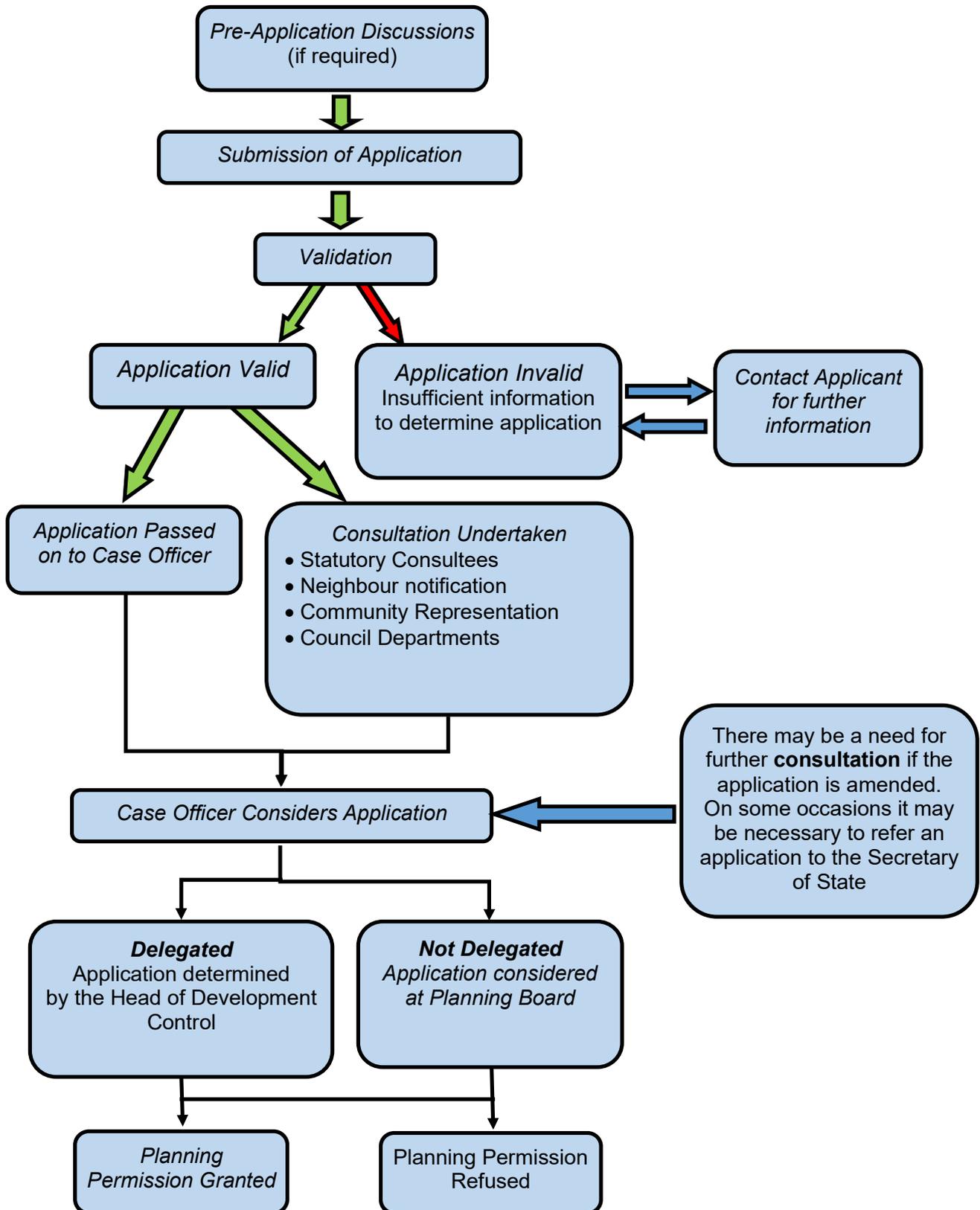
Please show if you believe that this document:

- *should proceed to a further Impact assessment, or,*
- *needs no further action.*

It is considered progression to a full impact assessment is **not** needed.

It is proposed to ask if those completing any representations fill in an equalities impact form to seek their view of any adverse issues that have not been picked up during this assessment.

Determination of a Planning Application



Relevant Planning Considerations

The most significant planning considerations are:

• The Development Plan (Local Plans, Minerals Local Plan, Waste Local Plan, Neighbourhood Plans)
• Adopted Local Authority Planning Guidance / Supplementary Planning Documents
• Government Guidance (NPPF, Planning Policy Guidance Notes and Ministerial Statements)
• Planning Legislation
• Highways Issues (Safety, capacity and different modes of travel)
• Design, Appearance and Layout
• Residential Amenity (overlooking, loss of privacy)
• Impacts on the Environment and Character of a Neighbourhood

The following matters are not relevant planning considerations:

• Matters covered by and enforced by other legislation
• Property rights – boundary and access dispute, covenants
• People's Motives
• Speculation
• Loss of View
• Property Value
• Any form of Prejudice – including moral objections to uses
• Trade objections from potential competitors
• The fact that a development has already begun or been completed unless it is a listed building

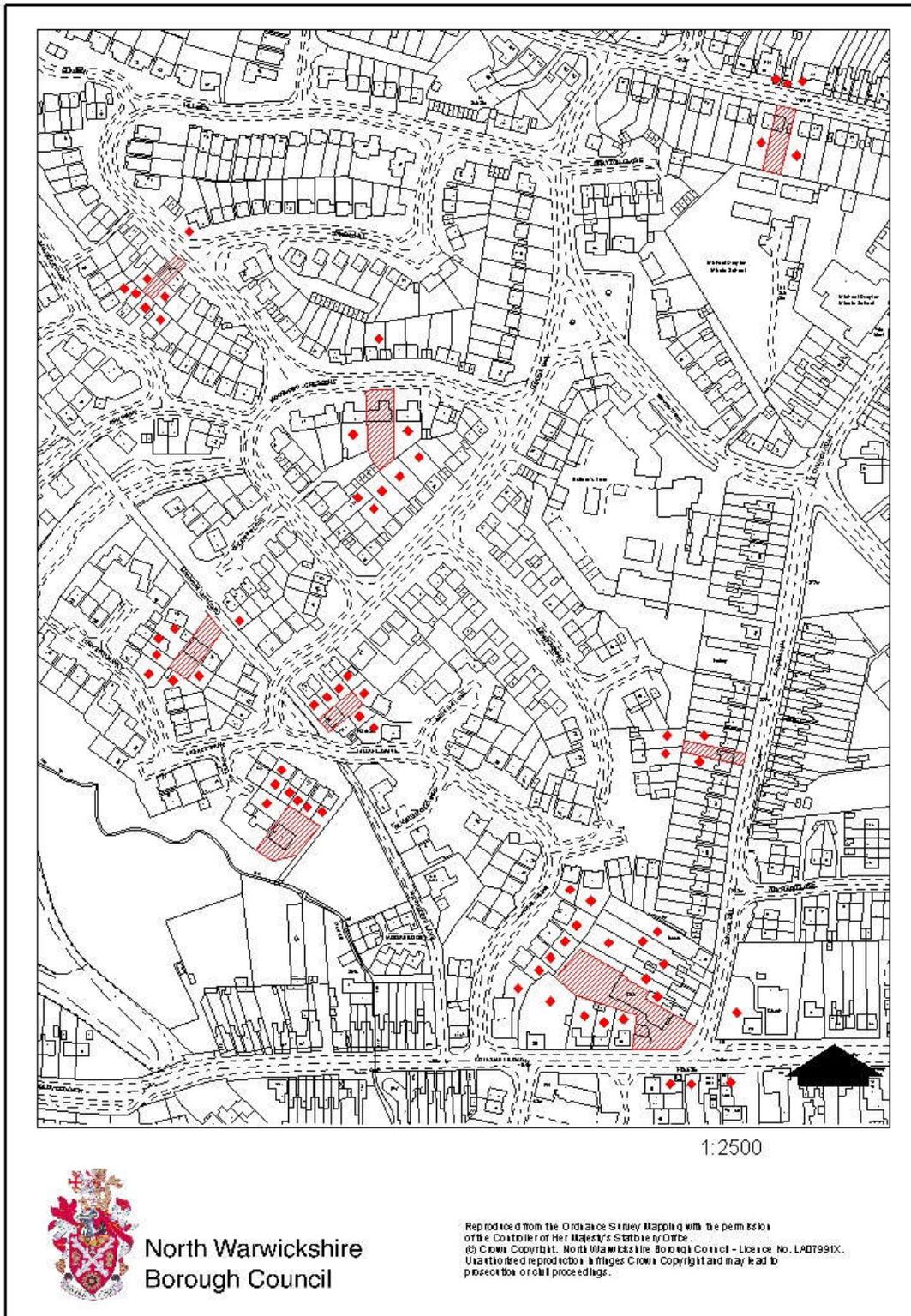
Non-Statutory Consultees for Planning Applications

- Atherstone Civic Society
- British Horse Society
- British Telecom
- Coleshill Business Action Group
- Coleshill Civic Society
- CPRE
- East Midlands Electricity
- English Golf Union
- Forestry Commission
- FRAC
- Garden History Society
- Haunch Lane Residents Association
- Heart of England Tourist Board
- Inland Waterways Association
- Marston Residents Association
- National Care Standard Commission
- National Farmers Union
- National Grid Company
- Network Rail
- North Warwickshire Access Group
- Open Spaces Society
- Post Office Property Holdings
- Radio Communications Agency
- Ramblers Association
- RSPB
- Severn Trent Water
- The Camping and Caravan Club
- The Polesworth Society
- Transco
- Warwickshire Ambulance Service
- Warwickshire Primary Care Trust
- Warwickshire Rural Community Council
- Warwickshire Wildlife Trust
- Woodland Trust

Occasions where the Council is under a Statutory Duty to Publicise Applications

- Applications accompanied by an Environmental Statement
- Proposals that depart from the Development Plan
- Development affecting a public right of way
- Major developments
- Development affecting the setting of a Listed Building
- Development affecting the character or appearance of a Conservation Area
- Development likely to create a wider concern – to include:
 - a) Those applications affecting property by causing noise, smell, vibration, dust or other nuisances
 - 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

Neighbour Notification Guide



The plan above shows hypothetical examples of how neighbour notification works. The shaded areas are the sites subject to an application, and the dotted premises are the premises that would be sent neighbourhood notification letters.