



# **Statement of Community Involvement**

**October 2020**

# Statement of Community Involvement

Public and stakeholder involvement in the planning process  
in Stratford-on-Avon District

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## Public Sector Equality Duty

Stratford-on-Avon District Council must have regard to the Public Sector Equality Duty (Equality Act 2010) as set out within its Single Equality Scheme. An up-to-date SCI demonstrates that the Council has had due regard to this statutory duty in terms of public consultation on planning documents and applications.

The SCI embraces the principles of the Council's equality duties and recognises the need to consider the 'protected characteristics' of its residents. (The Act lists 'protected characteristics' as: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.) Consultation can help it to do this, especially by considering 'seldom heard' or 'hard to reach groups' who do not take part in consultation through choice, circumstances or lack of opportunity, which may also mean they are underrepresented in both decision-making and the wider community. By relating the SCI to the equality and consultation frameworks, the Council intends to foster better community relations and improve access to services for all within the district.

# 1. Introduction

## What is a Statement of Community Involvement?

- 1.1 Planning decisions affect many aspects of the built and natural environment, so it is important that local communities, businesses and other interested parties have the opportunity to engage in the processes for plan-making and development management decision-making. A Statement of Community Involvement (SCI) identifies how and when they can be involved.
- 1.2 Whilst the SCI primarily sets out how the Council will engage with communities as it prepares Development Plan Documents, it also provides useful guidance to assist neighbourhood planning groups to undertake effective consultation.

## Status of the Statement of Community Involvement

- 1.3 The preparation of a Statement of Community Involvement is a requirement of the [Planning and Compulsory Purchase Act 2004 \(as amended\)](#). The [Localism Act 2011](#) re-emphasises the importance of enabling communities to contribute towards shaping the places where they live.
- 1.4 This SCI is a Local Development Document and once adopted it will become a statutory part of the Council's Development Plan framework. It will supersede Stratford-on-Avon District Council's previously adopted SCI (December 2018).
- 1.5 This SCI has been updated in response to updated government regulations (April 2020) and Planning Practice Guidance (May 2020) issued as a result of the Covid-19 (Coronavirus) pandemic. It is a temporary version of the SCI whilst the effects of the pandemic influence how consultations can be undertaken, reflecting recent changes made by the Government to planning regulations and the National Planning Practice Guidance. The Council is committed to reviewing and updating this version of the SCI once the current pandemic is over. This will involve removing the references to Covid-19 and reviewing and updating the recommended methods of consultation to reflect the circumstances of the time.

## Plan-making in Stratford-on Avon District

- 1.5 Information about the Council's Development Plan and the documents within it is available in the [Local Development Scheme](#) on the Council website.
- 1.6 The SCI covers the consultation and engagement process for the following planning documents and applications:
  - Development Plan Documents
  - Supplementary Planning Documents
  - Neighbourhood Plans
  - Community Infrastructure Levy
  - Planning Applications
  - Permission in Principle

## Consultation Methods

- 1.9 The Council will engage with interested parties using the following consultation methods as appropriate to the stage of consultation for each plan, document or application and the localities they cover. Methods will also need to be considered in relation to the current circumstances at the time of consultation, as well as changes to government and planning guidance implemented as a result of the Coronavirus pandemic. Whilst restrictions are in place resulting from the pandemic the Council will take reasonable steps to ensure that sections of the community that do not have internet access have the opportunity to be involved in planning consultations. This may include consulting representative groups, and allowing individuals to advocate on behalf of others to respond to consultations, to allow those who may not have access to the internet to be able to share their views. Other methods of consultations that may be used include the following:

**Online engagement:**

- Website, social media and email alerts
- Online questionnaires, comment forms and surveys
- Video conferencing meetings and workshops
- Virtual exhibitions

**Face-to-face engagement (where and when permitted, in accordance with current Government requirements and regulations):**

- Holding events, drop in's, informal meetings, exhibitions
- Visiting established groups if applicable
- Presentation to Community Forums (if timely)

**Written/telephone notifications:**

- Emails and letters to consultees who have requested notification, Planning Application neighbours, District Councillors and town/parish councils
- Leaflets delivered to households, with details of the consultation and how to request consultation documents
- Consulting in writing or by telephone those who do not have access to the internet, where feasible and alternative cannot be identified

**Publicising consultations:**

- The Council will explore opportunities to combine public consultations where feasible, so that offline methods of consultation can be made more cost effective.
- Advertisements, Public Notices and news releases in the local press, including on the relevant website(s)
- Posters displayed in the locality (Neighbourhood Plans)
- Site notices (planning applications and site allocations)
- Parish and Partners briefings (online via video conferencing if face-to-face briefings are not feasible)
- Delivery of plan documents to households without access to the internet, with contact details of the Qualifying Body/Local Planning Authority provided
- Advertisements and public alerts on social media, such as Facebook and Twitter

## 2. Development Plan Documents (DPD)

- 2.1 Development Plan Documents (DPD) (also known as Local Plans) form part of the statutory Development Plan for Stratford-on-Avon District. They set out the principal policies and proposals for land use and development in the District. Find out more at [www.stratford.gov.uk/corestrategy](http://www.stratford.gov.uk/corestrategy).
- 2.2 DPDs are also subject to the 'duty to co-operate' engagement on any cross boundary strategic matters eg. housing, transport and flood risk. The Council will address these issues with neighbouring councils and public bodies<sup>1</sup> to ensure that strategic priorities are reflected in its plans.
- 2.3 Each DPD is accompanied by a Sustainability Appraisal (SA) and/or Strategic Environmental Assessment (SEA) which shows how the policies reflect sustainable development objectives.
- 2.4 Preparing a DPD is not a 'one-off' event and comprises a number of stages, as required by the Regulations<sup>2</sup>. Table 1 provides further detail on the opportunities for stakeholder engagement for each of the relevant stages involved in preparing a new DPD.

## 3. Supplementary Planning Documents (SPD)

- 3.1 Supplementary Planning Documents (SPDs) provide additional guidance and information to support specific Development Plan policies. Find out more at [www.stratford.gov.uk/spd](http://www.stratford.gov.uk/spd).
- 3.2 SPDs may be accompanied by a Sustainability Appraisal (SA) and/or Strategic Environmental Assessment (SEA) which shows how the SPD reflects sustainable development objectives.
- 3.3 Preparing a SPD is not a 'one-off' event and similar to a DPD comprises a number of stages, as required by the Regulations<sup>3</sup> (although an SPD is not subject to examination as it does not set policy). Table 2 provides further detail on the opportunities for stakeholder engagement for each of the relevant stages involved in preparing a new SPD.

### Further information

For further information and advice about DPD's and SPD's please contact us:

- by visiting the [planning policy](#) pages on our website
- by emailing us at: [planning.policy@stratford-dc.gov.uk](mailto:planning.policy@stratford-dc.gov.uk)
- by telephoning us on: 01789 260473
- by writing to us at: Planning Policy, Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX
- via your local Ward Member and/or Parish/Town Council.

View our [privacy notice](#) to find out how we use consultees information and personal data from respondents to planning policy consultations on local development documents.

### Find out more

Government Planning Practice Guidance – [Local Plans](#)

Government Planning Practice Guidance - [Coronavirus and Local Plans](#)

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<sup>1</sup> [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 – Part 2](#)

<sup>2</sup> [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 – Part 6](#)

<sup>3</sup> [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 – Part 5](#)

**Table 1: Process for producing a Development Plan Document (DPD)**

Stage	Process and Requirements	Engagement
<p><b>1.</b> <b>Pre-production</b> (Regulation 18)</p>	<ul style="list-style-type: none"> <li>• Collect evidence and establish wider policy framework</li> <li>• Informal and early engagement</li> <li>• Consider issues and alternatives</li> <li>• Consult on the scope of the SA/SEA</li> </ul>	<ul style="list-style-type: none"> <li>• Informal consultations/workshops may be carried out and the nature/extent of this will be determined by the specific requirements of evidence gathering or subject matter. This may utilise video conferencing and online methods of engagement, where considered appropriate.</li> <li>• Work with relevant groups and organisations, using virtual methods of communication where appropriate.</li> </ul>
<p><b>2.</b> <b>Draft Plan</b> (Regulation 18)</p>	<ul style="list-style-type: none"> <li>• Publication of Draft DPD</li> <li>• Consult over six week period</li> <li>• Prepare consultation summary and statement</li> <li>• The Cabinet considers the comments made and may make amendments to the Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Documents made available for inspection on the Council’s website and at the District Council offices at Elizabeth House, Stratford-upon-Avon and at such other places within the local planning authority area as considered appropriate, during normal office hours</li> <li>• Public Notices in local press and news release, including on the relevant website(s)</li> <li>• Public alerts issued on Council social media (Facebook and Twitter)</li> <li>• Targeted notification of shielding households via post</li> <li>• Notifications will be sent to relevant persons, groups and organisations and all those who have requested to be notified</li> <li>• Parish and town councils will be notified</li> <li>• Adjacent Authorities to Stratford-on-Avon District will be notified</li> </ul>
<p><b>3.</b> <b>Pre-submission</b> (Regulations 19 &amp; 20)</p>	<ul style="list-style-type: none"> <li>• Publication of Proposed Submission Document and SEA/SA Report.</li> <li>• Statutory consultation where a minimum of six weeks is provided to make representations on the</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement as for the Draft Plan above.</li> </ul>

	<p>plan, its sustainability appraisal and supporting evidence</p> <ul style="list-style-type: none"> <li>• These representations will be considered by the Inspector at the Examination</li> <li>• Cabinet &amp; Council consider the representations and may propose further amendments to be considered by the Inspector</li> </ul>	
<p><b>4. Examination</b> (Regulation 22)</p>	<ul style="list-style-type: none"> <li>• Main issues raised in the representations at Regulation 19 &amp; 20 Stage summarised</li> <li>• Plan submitted to Secretary of State for independent examination</li> <li>• Independent Examination</li> <li>• Planning Inspector issues report if main modifications are not required, or</li> <li>• Optional Stage – where the Council agrees, the Inspector can propose changes or ‘main modifications’ to the plan (including adding ‘omission sites’, i.e. additional sites put forward by objectors to the DPD) to avoid it being found ‘unsound’</li> <li>• Inspector considers representations on main modifications</li> <li>• The hearing may be re-opened</li> </ul>	<ul style="list-style-type: none"> <li>• Examination documents made available for inspection on the Council’s website, at the District Council offices at Elizabeth House, Stratford-upon-Avon, and at such other places within the local planning authority area as considered appropriate, during normal office hours</li> <li>• Consultees notified</li> <li>• Notice of Examination given six weeks in advance to people who have requested to appear, in line with Regulation 24)</li> <li>• Local publicity for the Examination</li> <li>• Examination may involve public Hearing Sessions. The Inspector will decide whether to conduct the examination via written representations or hearings and will decide who is invited to participate. Hearing sessions are generally open to the public.</li> </ul>
<p><b>5. Adoption</b> (Regulation 26)</p>	<ul style="list-style-type: none"> <li>• Plan adopted by the Council if found ‘sound’ by Inspector</li> <li>• Six week period for legal challenge to the High Court</li> </ul>	<ul style="list-style-type: none"> <li>• Adoption documents made available for inspection on the Council’s website, at the District Council offices at Elizabeth House, Stratford-upon-Avon, and at such other places within the local planning authority area as considered appropriate, during normal office hours</li> <li>• Consultees notified.</li> </ul>

**6.**

**Monitoring &  
Review**

- Monitor Plan to make sure it is achieving its aims
- The Plan will be reviewed where necessary and at least every 5 years
- [Authority Monitoring Report](#) published annually on the Council's website

**Table 2: Process for producing a Supplementary Planning Document (SPD)**

Stage	Process and Requirements	Engagement
<b>1.</b> <b>Pre-production</b>	<ul style="list-style-type: none"> <li>• Preparation and early engagement</li> <li>• Collect evidence</li> <li>• Consider issues and alternatives in the production of a draft SPD</li> <li>• Screen to determine whether an SEA required</li> </ul>	<ul style="list-style-type: none"> <li>• Informal consultations/workshops may be carried out and the nature/extent of this will be determined by the subject matter of the document. This may utilise video conferencing and/or virtual communication methods, where appropriate</li> <li>• Work with relevant groups and organisations</li> </ul>
<b>2.</b> <b>Draft Plan</b> (Regulation 13)	<ul style="list-style-type: none"> <li>• Publication of draft SPD</li> <li>• Statutory stage where a minimum of six weeks* will be provided to interested parties to comment on draft SPD and any supporting evidence</li> <li>• Comments considered by officers and SPD amended</li> <li>• Report on the consultation undertaken is summarised in a Consultation Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Documents made available for inspection on the Council’s website at the District Council offices at Elizabeth House, Stratford-upon-Avon, and at such other places within the local planning authority area as considered appropriate, during normal office hours including on the Council’s website</li> <li>• Public Notices in local press and news release, including on the relevant websites.</li> <li>• Public alerts issued on Council social media (Facebook and Twitter)</li> <li>• Targeted notification of shielding households via post</li> <li>• Notifications will be sent to relevant groups and organisations and all those who have requested to be notified</li> <li>• Parish and town councils will be notified</li> </ul>
<b>3.</b> <b>Adoption</b> (Regulation 14)	<ul style="list-style-type: none"> <li>• Amended SPD and Consultation Statement presented to the Cabinet and Council for adoption</li> <li>• Six week period for legal challenge to the High Court</li> </ul>	<ul style="list-style-type: none"> <li>• Adoption statement produced and relevant people notified</li> <li>• Adoption documents made available for inspection on the Council’s website, at the District Council offices at Elizabeth House, Stratford-upon-Avon, and at such other places within the local planning authority area as considered appropriate, during normal office hours</li> </ul>
<b>6.</b> <b>Monitoring &amp; Review</b>	<ul style="list-style-type: none"> <li>• Final SPD is monitored, to make sure it is achieving its aims</li> <li>• SPD may be reviewed, where necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Authority Monitoring Report</a> published annually on the Council’s website</li> </ul>

\* Regulation 13 requires a minimum of four weeks

## 4. Neighbourhood Plans

- 4.1 Neighbourhood planning was introduced by the Localism Act (2011). It is a way for communities to influence the future of the places where they live and work by having more of a say in where new homes, businesses, shops and community facilities should be placed in their local area, along with being able to allocate sites for development.
- 4.2 The [Neighbourhood Planning Act \(2017\)](#) introduced a new requirement for SCIs to set out how the Local Planning Authority will support groups undertaking neighbourhood plans.
- 4.3 Neighbourhood plans (NDPs) allow communities to establish general planning policies for the development of land in their area. These must be in general conformity with the strategic policies in the council's Core Strategy and have regard to national planning policy. Stratford-on-Avon District is a parished area so only a town/parish council or a group of town/parish councils can prepare a Neighbourhood Plan.
- 4.4 Like local plans, regulations<sup>4</sup> cover neighbourhood plan preparation, including draft and submission consultation requirements and the referendum stages.
- 4.5 Because preparation of neighbourhood plans is led by parish councils, Stratford-on-Avon District Council's role is different compared to DPDs and SPDs. Initially, the Council's role is to provide advice, technical input and support to groups developing a plan. Up to submission of the final draft ('proposed submission') plan, it is the town or parish council that is responsible for public consultation and engagement in its preparation. It is only at submission stage that the Council takes a lead on finalizing the plan. This includes consultation and referendum, which will be publicised on the website, social media, and in local press adverts. The Council will update details of the progress of each neighbourhood plan on its website. It will also publish examiners reports and any associated decision notices. Parish Councils can assist by making documents available locally and providing local publicity.
- 4.6 In response to the Covid-19 (Coronavirus) pandemic, the Council has published a Guidance Note for Neighbourhood Planning Groups intending to commence consultation on their Plan during the pandemic. It sets out the changes made recently to Government guidance in respect of Neighbourhood Plans, and advises on methods of consultation that could be used during the Coronavirus pandemic. It is available here: <https://www.stratford.gov.uk/planning-building/neighbourhood-plans.cfm>
- 4.6 Prior to referendum an examined NDP is a 'material consideration' in the planning application decision making process. NDPs waiting to be 'made (adopted)' by the Council following a YES vote at referendum are deemed to form part of the Development Plan for the District<sup>5</sup>. This means that the council and planning inspectors will need to take the plan into consideration when making planning decisions in the NDP area.
- 4.7 The council's policy for supporting qualifying bodies and facilitating the process is through the provisions in Table 3 below. Details of the process for reviewing a 'made' NDP can be found via the Government Guidance link below.

### Find out more

Stratford-on-Avon District Council - [Neighbourhood Planning](#) webpages.

Government Planning Practice Guidance - [Neighbourhood Planning](#)

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<sup>4</sup> [Neighbourhood Planning \(General\) Regulations 2012 \(as amended\)](#)

<sup>5</sup> [Neighbourhood Planning Act 2017](#) Part 1-Section 3

[Government Planning Practice Guidance – Coronavirus and Neighbourhood Planning](#)

[The Council's Neighbourhood Plan Consultation Guidance Note \(June 2020\)](#)

[Neighbourhood Plans Roadmap – Locality](#)

- Publicity and engagement (Part C 13-20)
- The 'consultation statement' (Part C 3)

**Table 3: Assistance and support for a Neighbourhood Development Plan (NDP)**

Key Stages	Parish/Town council	Stratford-on-Avon District Council support and advice
<p><b>1.</b> <b>Pre-designation</b></p>	<ul style="list-style-type: none"> <li>• Before submitting an application to designate the neighbourhood area the Parish/Town Council may decide to consult the local community about preparing a neighbourhood plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Advice as to the suitability of completing a plan and its scope including attending meetings or providing briefings.</li> </ul>
<p><b>2.</b> <b>Area Designation</b></p>	<ul style="list-style-type: none"> <li>• Parish/Town Council forms the 'qualifying body' and submits the neighbourhood area designation application to the Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Supply mapping where appropriate.</li> <li>• No consultation is required for parish areas. The designation is approved under delegated powers by the Leader of the Council.</li> </ul>
<p><b>3.</b> <b>Draft Plan Preparation</b></p>	<p>The Parish/Town Council will:</p> <ul style="list-style-type: none"> <li>• Secure Government funding grants</li> <li>• Appoint planning consultant (optional)</li> <li>• Develop vision, aims and objectives</li> <li>• Initial evidence gathering</li> <li>• Parish survey* and publicity</li> <li>• Prepare the draft plan</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance and interpretation of the relevant legislative requirements.</li> <li>• Provide advice on national and core strategy policies as well as other appropriate regulations or legislation.</li> <li>• Share evidence and information on planning issues and on funding or skills for neighbourhood planning.</li> <li>• Advice on available evidence base documents.</li> <li>• Help to interpret economic and housing need and liaise with external partners where appropriate.</li> <li>• Provide relevant contact information for consultation including statutory consultees and local interest groups and bodies. Advice on undertaking consultation, publicity and engagement. *</li> <li>• Provide advice on draft policies and an informal view as to whether they are in general conformity with relevant local and national policies.</li> <li>• Arrange for the draft plan to be screened for the potential requirement for a Strategic Environmental assessment (SEA) and arrange for the subsequent SEA if required.</li> </ul>

<p><b>4.</b> <b>Pre-Submission Draft Plan</b> (Regulation 14)</p>	<p>The Parish/Town Council will:</p> <ul style="list-style-type: none"> <li>• Consult over a minimum six week period, utilising remote (i.e. non face-to-face methods) where appropriate. Please refer to the Council's <a href="#">Neighbourhood Plan Consultation Guidance Note</a> for advice on how to undertake these consultations during the pandemic.</li> </ul>	<ul style="list-style-type: none"> <li>• The Council will provide feedback in the form of comments on the draft plan.</li> </ul>
<p><b>5.</b> <b>Plan Proposals</b> (Regulation 15)</p>	<ul style="list-style-type: none"> <li>• Parish/Town Council prepares amended NDP, Consultation Statement and Basic Conditions Statement.</li> </ul>	<ul style="list-style-type: none"> <li>• The Council will review the amended NDP, the Basic Conditions Statements and Consultation Statement to ensure that the Plan can proceed to Regulation 16 (submission) consultation.</li> </ul>
<p><b>6.</b> <b>Submission</b> (Regulation 16)</p>	<ul style="list-style-type: none"> <li>• Parish/Town Council submits the amended NDP, Consultation Statement and Basic Conditions Statement to the Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake a minimum six week consultation on the submission plan utilising remote (i.e. non face-to-face methods) where appropriate.</li> <li>• If appropriate during the time of consultation, make documents available for inspection at the District Council offices at Elizabeth House, Stratford-upon-Avon, and at such other places within the local planning authority area as considered appropriate, during normal office hours.</li> <li>• Publish consultation on Council website</li> <li>• Notifications inviting representations will be sent to relevant persons, groups and organisations, as well as all those who have requested to be notified</li> <li>• Targeted delivery of plan documents to households without access to the internet, with contact details of the Qualifying Body/Local Planning Authority provided</li> <li>• Advertisements and public alerts on social media, such as Facebook and Twitter</li> <li>• Posters displayed in the locality (if appropriate at time of consultation)</li> </ul>

<p><b>7. Examination</b></p>	<ul style="list-style-type: none"> <li>• Appoints an Examiner in conjunction with the Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Make arrangements for the independent examination of the neighbourhood plan.</li> <li>• Submit the submission plan to the appointed examiner together with the consultation summary and all submitted responses.</li> <li>• Publish the Examiner’s report on the website</li> <li>• Assess the plan for compliance with statutory requirements that it meets ‘basic conditions’.</li> <li>• Work with the NDP group to take forward the recommendations within the Examiner’s Report.</li> <li>• If a decision is taken to differ from any recommendation then arrange for a further 6 week consultation as required. 6(Regulation 17A)</li> </ul>
<p><b>8. Referendum &amp; Making**</b></p>	<ul style="list-style-type: none"> <li>• Parish/Town Council may raise local awareness of the referendum using neutral promotional material.</li> <li>• Make documents available locally</li> </ul>	<ul style="list-style-type: none"> <li>• Organise the referendum</li> <li>• Provide publicity and Information for Voters guidance for the referendum</li> <li>• Publish referendum results on the website and issue news release</li> <li>• The Council ‘makes’ the NDP and issues the decision notice.</li> </ul>

\*The Council’s Consultation & Insight Unit has considerable experience of undertaking Parish and Neighbour Plan surveys. They offer an independent, bespoke service tailored to individual parish requirements. It is a & Insight Unit has low-cost chargeable service but uses correct methodologies to ensure that results will be appropriate to underpin the development of the plan. Contact [consultation@stratford-dc.gov.uk](mailto:consultation@stratford-dc.gov.uk).

\*\*Regulations linked to the [Coronavirus Act 2020](#) mean that no elections or referendums can take place until 6 May 2021, including neighbourhood planning referendums. However, the Ministry of Communities, Housing & Local Government has [updated their guidance on NDP referendums](#) so that where the local planning authority has issued a decision statement detailing its intention to send a neighbourhood plan to referendum, that plan can be given significant weight in decision-making.

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<sup>6</sup> [Neighbourhood Planning \(General\) and Development Management Procedure \(Amendment\) Regulations 2016](#)

## 5. Community Infrastructure Levy (CIL)

5.1 The Community Infrastructure Levy is a charge that allows councils to raise funds from most types of new development in their area to fund essential infrastructure. Local authorities who introduce a CIL are known as charging authorities and must produce a Charging Schedule which sets out the levy rate(s) that the authority will charge. The rate is charged per square metre of floorspace.<sup>7</sup> CIL Regulations set out the procedure that charging authorities must follow prior to adopting or changing a Charging Schedule. These are summarised in Table 4 along with the key opportunities for engagement.

### Find out more

Government Planning Practice Guidance – [Community Infrastructure Levy](#)

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<sup>7</sup> [The Community Infrastructure Regulations 2010 \(as amended\) Part 3](#)

**Table 4: Process for producing CIL Charging Schedule**

Stage	Process and Requirements	Engagement
<p><b>1.</b> <b>Draft Charging Schedule</b> (Regulation 16)</p>	<ul style="list-style-type: none"> <li>• Publication of Draft Charging Schedule (DCS) and a statement of representations procedure</li> <li>• Statutory consultation stage where a minimum of six weeks* will be provided to interested parties to make representations about the DCS and any supporting evidence</li> <li>• The Council appoint an Examiner</li> </ul>	<ul style="list-style-type: none"> <li>• Documents made available for inspection on the Council’s website and at the District Council offices at Elizabeth House, Stratford-upon-Avon, and at such other places within the local planning authority area as considered appropriate, during normal office hours.</li> <li>• Public alerts issued on Council social media (Facebook and Twitter)</li> <li>• Notifications inviting representations will be sent to relevant persons, groups and organisations as well as all those who have requested to be notified</li> <li>• Targeted notification of shielding households via post</li> <li>• Parish and town councils will be notified</li> <li>• Consultees can request to be heard by the Examiner and notified of further stages.</li> </ul>
<p><b>2.</b> <b>Examination</b> (Regulation 19)</p>	<ul style="list-style-type: none"> <li>• The Council submit to the Examiner:               <ul style="list-style-type: none"> <li>○ the Draft Charging Schedule</li> <li>○ a summary of main issues raised by the consultation and how they have been taken into account</li> <li>○ copies of the representations</li> <li>○ relevant evidence</li> </ul> </li> <li>• Examiner conducts the hearing</li> <li>• Examiner submits recommendations and the reasons for them to the Council</li> <li>• (Should the Council not agree with the Examiner’s recommendations the whole process will need to be repeated unless it is a correctable error)</li> </ul>	<ul style="list-style-type: none"> <li>• Documents made available and persons notified as above</li> <li>• If the DCS had been modified following Regulation 16 then all consulted under Regulation 16 must receive a copy of the statement of modifications.</li> <li>• Publish statement of modifications on Council website</li> <li>• Notice of Examination given four weeks in advance to people who have requested the right to be heard, in line with Regulation 21)</li> <li>• The Council publishes Examiner’s recommendations and informs all who requested notification</li> </ul>

<p><b>3.</b> <b>Adoption, Monitoring &amp; Review</b></p>	<ul style="list-style-type: none"> <li>• Council approves the Charging Schedule and date for it to take effect</li> <li>• Six week period for legal challenge to the High Court</li> <li>• Details of CIL income received and spent will be published in the AMR. This includes reporting on Town/Parish Councils that have a 'made' Neighbourhood Plan and receive 25% of receipts accruing from development within their Parish.</li> <li>• CIL will be reviewed in line with Core Strategy progress and changes in costs and values of development, although CIL is index linked.</li> </ul>	<ul style="list-style-type: none"> <li>• Adoption Statement, Charging Schedule and associated maps, together with any report made under section 213(3B) of PA 2008, published on website and made available for inspection , at the District Council offices at Elizabeth House, Stratford-upon-Avon, and at such other places within the local planning authority area as considered appropriate, during normal office hours</li> <li>• <a href="#">Authority Monitoring Report</a> published annually on the Council's website</li> </ul>
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## 6. Planning Applications

- 6.1 Development Management is the process by which decisions are made on proposals for the use and development of land and buildings. It is an enabling process involving a positive, problem solving approach by the Council to shape and decide proposals for new development. The Development Management Service is responsible for determining planning applications received by the Council.
- 6.2 The planning application process can be viewed as a [flowchart](#).
- 6.3 There are a number of different types of application depending on the specific type of consent sought and the main types are listed below:
- Planning permission – including full, outline and variations
  - Householder consent
  - Reserved matters Approval
  - Non-Material Amendments
  - Prior approval and permission in principle
  - Listed Building Consent
  - Advertisement consent
  - Notifications (including certain tree works)
- 6.4 For most types of application, the broad approach to engagement is the same as set out in Table 5.
- 6.5 Ward Members and Parish/Town Councils will be notified of all applications for planning permission, householder consent, reserved matters, notification of works to trees with Tree Preservation Orders and in conservation areas, listed building consent, advertisement consent and prior approval that are within their area.

### Further information

For further information and advice about planning applications please contact us:

- by visiting the [planning applications](#) pages on our website
- by emailing us at: [planning.applications@stratford-dc.gov.uk](mailto:planning.applications@stratford-dc.gov.uk)
- by telephoning us on: 01789 260304
- by visiting the Council offices in Stratford upon Avon and speaking to one of our customer service advisors
- by writing to us at: Planning Applications, Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX
- via your local Ward Member and/or Parish/Town Council.

View our [privacy notice](#) to find out how we use planning applicants and contributors information and personal data.

## Find out more

Visit the [Planning Portal](#) to find out if you need planning permission, make and view planning applications and building control guidance and forms.

Government Planning Practice Guidance:

- [Before submitting an application](#)
- [Making an application](#)
- [Consultation and pre-decision matters](#)
- [Determining a planning application](#)
- [Coronavirus update](#)

**Table 5: Process for Planning Applications**

Stage	Process and Requirements	Engagement
<p><b>1.</b> <b>Pre-application Consultation</b></p>	<ul style="list-style-type: none"> <li>• Although not a legal requirement the Council encourages any person contemplating development, other than house extensions, to engage in pre-application discussions with the Development Management Service as early as possible before the application is submitted. A <a href="#">charge for pre-application submissions</a> will be made and more information on this process can be found on the Council's website</li> <li>• Applicants are encouraged to engage with relevant organisations and infrastructure providers (e.g. WCC Highways) and involve the community* especially the parish council at the earliest opportunity. [* Pre-application consultation with the local community is however mandatory for planning applications involving more than 2 wind turbines or where the hub height of any turbine exceeds 15 metres.]</li> <li>• For all large-scale proposals, the Council expects the applicant to submit a Statement of Community Involvement in order to validate a planning application. The Council's <a href="#">Local List</a> explains what the Statement of Community Involvement should contain.</li> </ul>	<p>No formal role in terms of engagement for the Council but on large scale developments officers may facilitate stakeholder engagement.</p> <p>Type of engagement will be set by the applicant but often includes:</p> <ul style="list-style-type: none"> <li>• Public exhibition</li> <li>• Stakeholder meetings</li> <li>• Online questionnaires</li> <li>• Comment forms</li> </ul> <p>Key Stakeholders may include:</p> <ul style="list-style-type: none"> <li>• Ward Members (District Councillors)</li> <li>• Parish/Town Councils</li> <li>• Owners/occupiers of neighbouring land</li> <li>• Local Community groups and</li> </ul>

	<ul style="list-style-type: none"> <li>• For small-scale schemes the Council encourages applicants to engage with the owners and occupiers of adjacent land and other key local stakeholders prior to the submission of an application.</li> <li>• Under the provisions of the Freedom of Information Act 2000, the Council may have to make public pre-application information it has unless one of the stated exemptions apply, for example personal information, or commercially sensitive information.</li> </ul>	organisations
<p><b>2.</b></p> <p><b>Publicity and Consulting on Planning Applications</b></p>	<p>A <a href="#">weekly list of all new applications</a> received by the Council will be posted on the Council’s website, Twitter and Facebook feeds.</p> <p>Comments and consultation responses will be held on the application file and made publicly available to view via the website, alongside the name and address of the person/organisation making the comment. We will not publish sensitive information (such as personal telephone numbers, email addresses or signatures). We reserve the right not to publish any comments or parts of comments that are not considered suitable for public view, including comments that are offensive, personal or defamatory.</p> <p>There is no statutory requirement to re-notify neighbouring properties, Ward Members and/or Parish/Town Councils when plans are amended or substituted after the initial submission. However, discretionary re-notification will be undertaken, having regard to the effect of the</p>	<p>Residents, businesses and other interested parties can submit comments to the Council. (See “Further Information” beneath Para. 6.5 for ways you can do this)</p> <p>The length of the consultation period will vary depending on the type of planning application<sup>8</sup>, but will commonly be 21 days.</p> <p>The Council notifies stakeholders and the community in accordance with the regulations<sup>9 10</sup>:</p> <ul style="list-style-type: none"> <li>• The publishing of the application details on the Council’s website and a facility to enable interested parties to comment online through the <a href="#">E-Planning System</a>;</li> </ul>

<sup>8</sup> [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#)

<sup>9</sup> [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)

<sup>10</sup> [The Town and Country Planning \(Development Management Procedure, Listed Buildings and Environmental Impact Assessment\) \(England\) \(Coronavirus\) \(Amendment\) Regulations 2020](#)

	<p>change, any earlier representations and the significance of the change in relation to the characteristics of the originally submitted development.</p> <p>Retrospective applications may be submitted to regularise breaches in the use and development of land. The Council will carry out consultation consistent with that of a regular planning application.</p>	<ul style="list-style-type: none"><li>• A letter to the owners or occupiers of properties adjoining the application site advising of an application and the period in which to submit comments to the Council; and/or</li><li>• Site notices placed on or near sites subject to applications for development; and/or</li><li>• <a href="#">Advertisement in the local press.</a></li></ul> <p>It is also possible to sign up for Planning Application email alerts to be notified of all applications in a given parish.</p> <p>The Council will also consult various statutory and non-statutory consultees, such as Ward Members, the relevant Parish/Town Council, the Highway Authority, the Environment Agency and drainage companies. Various interest/community groups may also be notified.</p> <p>Where applications are near to parish boundaries or the proposals may have impacts on surrounding parish areas, the Council will consider whether it is necessary to also consult nearby Parishes and ward Members.</p>
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**3.**  
**Decision Making**

Once the consultation period has expired, the planning case officer will take into account all material considerations, including relevant local and national planning policies and guidance. The reasoning behind the case officer's recommendation, along with a summary and consideration of any third party comments and consultation responses received, will be set out in the Delegated/Committee Report. Decisions will be made in accordance with the [Council's Scheme of Delegation](#) to the Head of Planning and Housing.

Once a decision has been issued, a decision notice will be sent to the applicant and/or agent to inform them of the decision. [All planning decisions are published](#) on the E-Planning System as the public register of applications.

Post decision Deeds of Variation to S106 Agreements are also subject to consultation.

Where applications are reported to Planning Committee, the [Council invites public involvement](#) and members of the public are able to address the Committee for a specified time.

Applications for Deeds of Variation to S106 Agreements will be subject to consultation with Ward Members, Parish/Town Councils and relevant interested parties.

## 7. Permission in Principle

7.1 Permission in principle (PIP) consent is an alternative way of obtaining planning permission for housing led development. The PIP consent route has two stages:

1. The permission in principle stage establishes whether a site is suitable in principle
2. The 'technical details consent' (TDC) stage is when the detailed development proposals are assessed. Granting technical details consent has the effect of granting planning permission.

7.2 Local planning authorities can grant permission in principle:

1. Upon receipt of a valid application<sup>11</sup> for any site that might accommodate minor housing led development (from 1 June 2018), or
2. By entering a site in Part 2 of its Brownfield Land Register<sup>12</sup> (BLR) which will trigger a grant of permission in principle for that land providing the statutory requirements set out in legislation are met. This is the only route by which brownfield sites capable of accommodating major development can achieve PIP.

The two processes for obtaining permission in principle and opportunities for engagement are set out in Table 6.

### Find out more

Stratford-on-Avon District Council - [Brownfield Land Register](#) webpage

Government Planning Practice Guidance:

- [Brownfield Land Registers](#)
- [Permission in Principle](#)

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<sup>11</sup> [Town and Country Planning \(Permission in Principle\) \(Amendment\) Order 2017](#) – Part 2A

<sup>12</sup> [Town and Country Planning \(Brownfield Land Register\) Regulations 2017](#)

**Table 6: Process for obtaining Permission in Principle (PIP)**

<b>A. Application for Permission in Principle</b>		
<b>Stage</b>	<b>Process and Requirements</b>	<b>Engagement</b>
<b>1. Application</b> (Regulations 5A - 5F)	<ul style="list-style-type: none"> <li>• Applications for PIP can be made for minor housing led developments (9 dwellings or less, with less than 1,000 sq.m of commercial floorspace, and/or on a site of less than 1ha</li> <li>• The development must not include habitats development, EIA development or major development</li> </ul>	Part 2 of the public Brownfield Land Register on the Council website must be expanded to include: <ul style="list-style-type: none"> <li>• Permissions in principle allocated by the Council</li> <li>• 'live' applications for permission in principle</li> <li>• 'determined' applications for permission in principle</li> </ul>
<b>2. Publicity and Consultation</b> (Regulation 5G)	<ul style="list-style-type: none"> <li>• The PIP application is made public for 14 days during which relevant statutory consultees (<sup>13</sup>DMPO Schedule 4) and interested parties can make representations</li> <li>• The technical details application is made public for not less than 21 days for a site notice and 14 days for an online notice during which relevant statutory consultees (DMPO Schedule 4) and interested parties can make representations</li> </ul>	<ul style="list-style-type: none"> <li>• The application is made available for inspection on the Council's website</li> <li>• Site Notice(s) displayed on or near the land to which the application relates and an online notice</li> <li>• Parish/Town Councils will be consulted on applications within their area</li> </ul>
<b>3. Decision</b> (Regulations 5R - 5T)	<ul style="list-style-type: none"> <li>• The Council must take into account representations made by consultees.</li> <li>• The Council has 5 weeks from receipt of the application to issue a decision. Extension of time is permitted by written agreement</li> <li>• Where a PIP application is granted the duration of the permission is 3 years. Applications for technical</li> </ul>	<ul style="list-style-type: none"> <li>• Parish Councils must be notified of the 'terms of the decision'</li> <li>• Everyone who commented within 14 days is to be notified of the decision</li> </ul>

<sup>13</sup> [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) – DMPO Schedule 4

	<p>details consent must be determined before the PIP expires.</p> <ul style="list-style-type: none"> <li>• The Council has 5 weeks to determine a technical details application</li> <li>• Where a PIP application is refused the applicant has the right to appeal the decision</li> </ul>	
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<b>B. Entering a site in Part 2 of a Brownfield Land Register</b>		
<b>1. Publicity and Consultation</b>	<ul style="list-style-type: none"> <li>• Should the Council propose to enter land in Part 2 of its Brownfield Land Register it must follow required publicity procedures set out in Regulation 6 of the BLR Regulations 2017.</li> <li>• Consultation procedures are outlined in Regulations 7 to 12 of the BLR Regulations 2017. These include relevant statutory consultees listed in the DMPO Schedule 4 above.</li> <li>• See Part A above for Technical Details Consent</li> </ul>	<ul style="list-style-type: none"> <li>• Site Notice(s) displayed for 21 days on or near the land to which it proposes to enter in Part 2 of the BLR</li> <li>• Publish on the website specific information required by Regulation 6(4) for 14 days, including where information may be inspected and how to make representations within that time period</li> </ul> <p>Consultees (below) have 42 days to respond on the first publication of sites proposed for Part 2. Subsequent publications require 21 days to respond.</p> <ul style="list-style-type: none"> <li>• Specifically serve notice on infrastructure managers for sites within 10 metres of railway land</li> <li>• Serve notice on relevant Parish Council where they have previously requested to be notified</li> <li>• Consult Warwickshire County Council if Regulation 10 is applicable to the land proposed to be entered in Part 2</li> </ul>
<b>3. Decision</b>	<ul style="list-style-type: none"> <li>• The Council must take into account representations made by consultees.</li> <li>• The Council may enter the land in Part 2 after 42 days on the first publication of sites. Subsequent publications may be entered after 21 days.</li> <li>• Where a site is entered into Part 2, the duration of the permission is 5 years. Applications for technical</li> </ul>	<ul style="list-style-type: none"> <li>• Update the Brownfield Land Register on the Council's website</li> </ul>

	<p>details consent must be determined before the PIP expires.</p> <ul style="list-style-type: none"><li>• The Council has 10 weeks to determine a technical details application for major development and 5 weeks for other forms of development.</li><li>• There is no right of appeal where a local planning authority decides not to enter a site into Part 2 of the register.</li></ul>	
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