

Draft Statement of Community Involvement

Bournemouth Borough Council

July 2014

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1. Introduction

What is the Statement of Community Involvement?

- 1.1 The main purpose of the Statement of Community Involvement (SCI) is to set out how the community, businesses and other organisations with an interest in the development of the Borough can engage with the planning system.
- 1.2 Bournemouth Borough Council is the Local Planning Authority (LPA) for the area, and as such is responsible for producing planning policy documents and determining planning applications. This document therefore considers the procedures and methods that will be used to consult when preparing new Local Plan documents, Supplementary Planning Documents (SPDs) and when processing planning applications.
- 1.3 This document will replace the Statement of Community Involvement that was adopted by the Council in December 2006. This is considered necessary as there have been several changes to the Planning Legislation since that time.
- 1.4 The changes mean that:
 - The minimum legal requirements for consultation on Local Plan documents and in the determination of planning applications have been updated in order to encourage more efficient production of plans and processing applications. This means that the SCI from January 2006 no longer reflects the new stages of plan preparation or requirements for consulting on planning applications.
 - The SCI no longer has the same status under national planning regulations. The Council is therefore able to adopt its own SCI without it being submitted to the Secretary of State for independent examination.
- 1.5 The requirement for the Council to produce an SCI is contained in section 18 (Part 2) of the Planning and Compulsory Purchase Act 2004.

Bournemouth Local Plan – Current Context

- 1.6 At the time of the adoption of the 2006 SCI the approach to the production of local planning documents was the Local Development Framework system. This was to consist of a portfolio of Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) which would provide local planning policies and advice against which planning proposals would be considered.
- 1.7 The National Planning Policy Framework (NPPF) subsequently indicated that LPAs should produce a Local Plan for their areas which can be reviewed in whole or in part to allow for a flexible response to changing circumstances. Revised Local Plan Regulations reflected this change.
- 1.8 In Bournemouth significant progress had already been made in the process of replacing the policies in the Bournemouth District Wide Local (2002) when this change in approach was instigated. The Core Strategy and the Bournemouth Town Centre Area Action Plan were at an advanced stage in their production and the Affordable Housing DPD was already adopted.

- 1.9 The Core Strategy and Bournemouth Town Centre AAP were subsequently adopted under the banner of the Bournemouth Local Plan and it is intended that work will continue on the remaining documents to completely replace the policies in the 2002 Bournemouth District Wide Local Plan. Taken together these documents will comprise the Bournemouth Local Plan along with any supporting Supplementary Planning Documents.

Steering Group

- 1.10 The Council has in place a Steering Group which oversees and advises on the production of local planning documents and policies. The Steering Group is made up of a mix of elected Members of the Council and community representatives co-opted from partner organisations such as Bournemouth 2026 and the Civic Society. The Council also includes co-opted community representatives on other Scrutiny Panels. The meetings of the Steering Group are open to attendance by members of the Public. Dates of forthcoming meetings are available on the Council's website and at the Town Hall.

Bournemouth 2026 Trust

- 1.11 Bournemouth 2026 Trust (formerly known as the Bournemouth 2026 Partnership) works with the voluntary and community sector, public sector and private sector organisations to consult on what they want Bournemouth to be like in the future and agree a shared vision and action plans. Part of this work is to encourage all members to ensure that their strategies and plans work towards achieving the vision. The other part of this work is to bring people together to work on projects that advance the aims and improve life for the communities of Bournemouth to achieve its long term vision of a thriving town that is fun, safe, healthy and green.
- 1.12 Bournemouth 2026 Trust has 4 Golden Threads running through all its plans and activities:
- Community influencing decisions
 - Tackling Inequalities
 - Earth Charter/Sustainability
 - Prevention
- 1.13 Bournemouth 2026 has previously produced a Sustainable Community Strategy and in 2013 the Trust consulted on a Community Vision for 2026. The LPA has taken the vision of Bournemouth 2026 into account when producing planning policy documents and will continue to do so into the future.

The Local Development Scheme

- 1.14 The Local Development Scheme (LDS) sets out the programme for the management of the Local Plan. It is a public statement identifying the timetable for the production of Local Plan documents over a rolling 3-year period and is reviewed annually. It is the starting point for the community and stakeholders to find out more about which future planning policies will apply to a particular place or issue and their status
- 1.15 It is not intended to go into the details of the current LDS for Bournemouth in this document as the LDS will change over time following annual updates. The current Local Development

Scheme is available to view on the Council's website
<http://www.bournemouth.gov.uk/PlanningBuildings/Planning/Policy/Local-Plan/LDS/LDS.aspx>.

Duty to Co-operate

- 1.16 Section 110 of the Localism Act 2011 sets out a 'duty to co-operate' for local planning authorities, County Councils and other bodies with statutory functions to co-operate with each other. Co-operation includes constructive and active engagement as part of an ongoing process to maximise effective working on the preparation of local planning documents.
- 1.17 The Council has, for a number of years, worked in partnership with other local planning authorities and partnership organisations when producing planning documents. It is intended that this approach will continue and that the Council will meet fully its obligations under the Duty to Co-operate.
- 1.18 The list of Duty to Co-operate prescribed bodies are specified in The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

2. Documents subject to Public Consultation

Local Plans

- 2.1 Local Plan documents set out the planning strategy, policies and proposals for a Local Planning Authority area. These documents are prepared with involvement from the community, stakeholders and bodies specified by regulation. They must be examined by an Independent Inspector and found “sound” before they can be adopted by the Council.
- 2.2 The current context with regard to Local Plan document production is outlined in paragraphs 1.6 to 1.9 of this document.

Supplementary Planning Documents

- 2.3 Supplementary Planning documents (SPDs) are non-statutory documents intended to expand upon the policies and proposals the Local Plan documents. They can be area or issue based. SPDs are not the subject of an independent examination, but undergo public consultation and are adopted by receiving the endorsement of the elected members of the Council.
- 2.4 Current examples of SPDs in Bournemouth include the Affordable Housing SPD and the South East Dorset Transport Contributions Scheme 2.

Neighbourhood Plans

- 2.5 The Localism Act 2011 introduced the provision for communities to draw up their own Neighbourhood Plans. These plans can set planning policy to guide future development in the local area. However they must be in conformity with national policy and well Local Plans that have been adopted by the Council. Neighbourhood Plans are subject to independent Examination and a local referendum.
- 2.6 The Neighbourhood Planning (General) Regulations 2012 set out the minimum requirements for consultation and publicity at key stages with those living or working in the neighbourhood area or with those who may have an interest in or are likely to be affected by the proposals.
- 2.6 It is for the Neighbourhood Planning body to decide who to consult given the scope and nature of the proposals they are developing. Neighbourhood plans do not need to comply with this SCI but it would be a useful starting point to help guide the work to be done

Sustainability Appraisal and Strategic Environmental Assessment

- 2.7 Sustainability Appraisal (SA) is a method designed to help planning authorities contribute to the aim of achieving sustainable development in preparing plans and policies. It is a mandatory requirement under the Planning and Compulsory Purchase Act 2004 for local authorities to undertake SA of documents making up their Local Plan. An SA report will therefore be produced and consulted upon alongside each Local Plan document that the Council publishes. The process of SA fully incorporates the requirements of Strategic

Environmental Assessment (SEA) in relation to plans and programmes, as required under the European SEA Directive (2001/42/EC) and the Environmental Assessment of Plans and Programmes Regulations 2004.

Community Infrastructure Levy

- 2.8 The Community Infrastructure Levy (CIL) is a new levy that local authorities can charge on developments in their area. CIL income can be used to fund additional infrastructure required to support new development including roads, schools, green spaces and community facilities. CIL will represent a fundamental change from the current system of developer contributions through Section 106 (S106) planning obligations, which can be complex and time consuming. While S106 will still be used for site specific measures required to make a development acceptable, the introduction of CIL means that the use of S106 will be limited.
- 2.9 The Council's proposals for CIL in Bournemouth will be subject to consultation and Independent Examination. The requirements for consultation are contained in the Community Infrastructure Levy Regulations 2010 (as amended).

3. Who will be Involved

- 3.1 The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the legal requirements for consultation and public participation in respect of local planning documents. It is our intention to meet, and where possible exceed, the requirements of the regulations.

Specific Consultation Bodies

- 3.2 The regulations specify that we must consult the “specific consultation bodies” if it is considered that the body will be affected by what is proposed to be covered in a Local Plan. The specific consultation bodies are specified in the regulations and include organisations such as the Environment Agency, the Highway Agency and English Heritage. The current list of these bodies is contained in Appendix A.

General Consultation Bodies

- 3.3 In addition to the Specific Consultation Bodies we will also consult with General Consultation Bodies to seek their views. The Regulations indicate General Consultation Bodies should include:
- Voluntary bodies some or all of whose activities benefit any part of Bournemouth;
 - Bodies which represent the interests of different racial, ethnic, or national groups in Bournemouth;
 - Bodies which represent the interests of different religious groups in Bournemouth;
 - Bodies which represent the interests of disabled persons in Bournemouth; and
 - Bodies which represent the interests of persons carrying on business in Bournemouth.

Over the years we have compiled a comprehensive database of groups and organisations which continues to evolve as more groups request to be added and some, who no longer wish to be involved, are removed..

- 3.4 The particular General Consultation Bodies that the Planning Authority will consult with will be dependent on the subject matter of the document and if the body has expressed an interest in the subject. Certain groups and organisations have specialist knowledge or technical expertise with regard to particular subject areas (e.g. bus and taxi companies on the subject of transport). We will use our knowledge of the local groups and organisations to select those which are most appropriate.

Individual Members of the Community and Businesses

- 3.5 We will also consult with individual members of the community who are not members of local groups or organisations. Anyone who wishes to become involved can request that his/her name be added to the consultation database.

Seldom Heard Groups

- 3.6 It is recognised that some sectors of the community may be more difficult to engage in the participation process. Examples of these 'seldom heard' groups include disabled people, elderly people, young people and recent arrivals to the town. The Council will actively seek to engage with these groups in order to ensure they can make a contribution to planning the future of Bournemouth.
- 3.7 The Council maintains an extensive consultation database which is used during the production of planning policy documents. The database includes the contact details of many organisations and individuals representing the seldom heard groups. However the Council is happy to add new contacts to the database and is keen to receive updated information when organisations or individuals details change.

4. Possible Methods of Community Involvement

- 4.1 There are several potential methods of community involvement. These will vary in how they reach people and in terms of resource requirements. A range of involvement methods is set out below. The list is not intended to be definitive and additional methods may be used where appropriate. Alternative methods, suggested by the Community/Stakeholders, will also be considered.
- 4.2 The type of methods employed will be tailored to suit the subject area of each document/type of planning application, and the resources available to us. It is recognised that some groups in the community are in a better position to participate than others, and that to be successful community involvement should be inclusive. Therefore it is important to ensure that “hard to reach” groups (e.g. disabled people, ethnic minority groups, young people) are engaged in the process. We will seek to use the range of methods available to enable all sections of the community to contribute to the Local Plan process in a meaningful way.
- 4.3 The Statement of Community Involvement must also recognise the limits of our resources and attempts to make most effective use of the resources available. However where the need arises for more focused, resource intensive, methods then we will, subject to the availability of resources, seek to utilise these methods in conjunction with local groups and stakeholders. The inclusion of these potential methods in the SCI should not, therefore, be considered as an undertaking that all methods will be available on demand during the production of each document produced.
- 4.4 Potential methods of community consultation and involvement include:
- 1) **Documents available at Council Offices and other appropriate places (e.g. libraries) in the Borough during consultation periods** (minimum requirement);
 - 2) **Correspondence with Statutory Bodies** (minimum requirement);
 - 3) **Website** – increasingly used by public and professionals, cost effective and user friendly for most people. Potential to reach large numbers of people but does require internet access so not suitable for everyone. Can be used concurrently as a source of providing information as well as seeking feedback. (Note: internet access available at public libraries).
 - 4) **Local Media** (e.g. Daily Echo, BH Life, Bournemouth Advertiser etc.) – cost effective and user friendly. Potential to reach large numbers of people. The Bournemouth Journal is the Council’s own publication and is widely distributed;
 - 5) **Social Media** (e.g. Facebook, Twitter etc.) – potentially effective way of engaging some hard to reach groups (e.g. young people);
 - 6) **Leaflet Distribution** – potentially expensive in terms of printing and distribution costs but can produce good feedback if well written and targeted;
 - 7) **Public exhibition/display** – good for communicating information if locations and times are carefully selected but can be resource intensive;
 - 8) **Written/e-mail correspondence** – can give good feedback if focused on key questions;
 - 9) **One to one meetings with selected stakeholders/organisations, and special interest groups dealing with marginalised sections of the community** – resource intensive but can be useful way of involving key groups on specific issues;

- 10) **Focus Groups/Workshops** – participants are selected depending on the policy issue to provide feedback on public concerns. Potentially resource intensive but can provide useful feedback if appropriate participants are selected;
- 11) **Area Forums** – resource intensive but open way for people to be included in the debate on policy issues. Some members of the community are more comfortable than others with this type of forum for expressing views. Can be particularly useful when discussing topics which fall wholly within a local area;
- 12) **Steering Group** – The Council has a Steering Group is already in place which oversees and advises on the production of the documents and policies making up the Local Plan along with other associated documents. The meetings of the Steering Group are open to attendance by members of the Public. Dates of forthcoming Steering Group meetings are available on the Council’s website, at the Town Hall and at local libraries.

5. When consultation takes place in the production of Local Plan documents

5.1 There are three stages of Local Plan production where the Regulations require some form of Consultation/Community Involvement:

1. Preparation of a Local Plan - Regulation 18: Requires that certain Specific and General Consultation Bodies see section 3 are invited to make representations about what a Local Plan ought to contain.

2. Publication of a Local Plan - Regulation 19: Copies of a proposed Local Plan and associated documents are made available for inspection for 6 weeks. The Council invites interested parties (in addition to the specific and general consultation bodies) to make formal representations at this stage. This stage of consultation involves communities, businesses, Parish Councils, developers and other interested parties. This is effectively the final stage when formal representations can be made to the Council.

3. Submission of a Local Plan to the Secretary of State -Regulation 22: The proposed Local Plan and associated documents is submitted to the Secretary of State for 'examination'. An Independent Inspector is subsequently appointed to examine the soundness of the plan. The Council provides the Independent Inspector with the formal representations made at the previous stages. At this stage, the Council cannot consider new formal representations, although opportunities exist for additional statements to be made to the Inspector to elaborate on representations previously made.

5.2 The Council considers that the regulatory stages outlined above may not always allow sufficient participation in the production of planning policy documents to fully examine the issues and potential options available. Therefore the Council would wish to retain the option of inserting an additional stage into the process after Regulation 18. This would allow for a period of public consultation to get feedback on the issues identified and likely preferred options for addressing these issues.

5.3 The following table gives an indication of the main stages in the production of a Local Plan document and outlines where involvement opportunities are available.

Main Local Plan Production Stages			
Regulatory Stage	What is involved	Who is involved	Possible Involvement Methods (see paragraph 4.4)
No regulation	Evidence Gathering	Selected stakeholders, groups, or organisations	8, 9, 12.
Regulation 18	Notification of appropriate bodies and persons that a Local Plan document is being prepared and seek their views on what the document should contain.	Specific Consultation Bodies. Appropriate General Consultation Bodies. Selected local residents and businesses.	3,8.
No regulation	Consultation on draft document examining Issues and potential options.	Specific Consultation Bodies Appropriate General Consultation Bodies Local residents and businesses.	1, 2, 3, 4, 5, 8, 12.
Regulation 19	Consultation on the Local Plan document that the Council intends to submit to the Secretary of State. Regulations require a minimum consultation period of 6 weeks.	Specific Consultation Bodies General Consultation Bodies Local residents and businesses.	1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12.
Regulation 22	Submission of the proposed Local Plan document to the Secretary of State along with the Sustainability Appraisal, supporting evidence documents and copies of all representations to the Local Plan.	This is not a consultation stage. Notification of the submission of the Local Plan to the Secretary of State is given to Specific and General Consultation Bodies previously consulted in the Local Plan's production and others who request to be notified.	1,2,3,8.
Regulation 24	Public examination of the Local Plan by an independently appointed Inspector. The Inspector will consider the issues raised by representations and determine whether the plan is legally compliant and meets the tests of "soundness" namely: <ul style="list-style-type: none"> • Positively Prepared • Justified • Effective • Consistent with National Policy 	All those who made representations Others who may wish to attend the examination sessions	1,2,3,8.
Regulation 26	Adoption of the Local Plan by the Council	All those who made representations or who requested to be notified of the adoption.	1,2,3,8.

6 When consultation takes place in the production of Supplementary Planning Documents

- 6.1 Supplementary Planning Documents are intended to expand upon and/or provide further details in respect of policies in Local Plan documents. They are not subject to an Independent Examination but are produced with community involvement and are subject to a period of formal public participation.
- 6.2 Regulations do not now give specific requirements on who should be informed during the production process. This allows for more effective targeted consultation to be carried out taking the subject matter of the SPD into account. However representations are welcome from anyone who wishes to comment on a particular SPD.
- 6.3 The following table gives an indication of who is involved at each stage and possible methods of involvement that may be employed.

Main Supplementary Planning Document Production Stages			
Regulatory Stage	What is involved	Who is involved	Possible Involvement Methods (see paragraph 4.4)
No Regulation	Evidence gathering and preparation of draft SPD.	Selected stakeholders, groups, and organisations. The nature and extent of early community involvement on an individual SPD will be tailored to the subject area or the geographical area covered by the document.	8, 9, 12.
Regulation 12	Formal public participation on SPD for a period of not less than 4 weeks.	Any individual, group or organisation can comment on any SPD proposed at this stage. Consideration will be given to the subject or geographical area covered by the document when deciding where to direct specific methods such as contact by email or letter.	1,3,4,8, 12.
Regulation 14	Adoption	Persons who request notification of the adoption of the SPD are informed and the adopted document made available.	1,3,8.

7 Involvement in Planning Applications

- 7.1 Required standards of publicity and consultation for planning applications, listed building and conservation area consent are set out in government legislation. We have met and exceeded these standards for many years and will continue to do so in the future. The degree to which the required standards are exceeded in the future will be largely dependent on available resources. The following paragraphs show how we currently meet and exceed our obligations and are followed by details of how we intend that these standards will continue to be exceeded in the future.

How we publicise planning applications

- 7.2 We publicise planning applications in accordance with statutory requirements (currently the Town and Country Planning (Development Management Procedure) (England) Order 2010; Circular 15/92: Publicity for Planning Applications; and the Planning (Listed Buildings and Conservation Areas) Act 1990. Planning legislation and Government guidance can be updated. If the advice and requirements on publicity in these Acts and Circulars is updated or superseded then we will update our practices accordingly.
- 7.3 It is our practice for all types of development to post a site notice in a prominent position outside the site of the proposed development and sometimes in the road at the rear so that all properties that adjoin the site are notified. At large sites, or on sites where local residents in more than one road may be affected, more than one notice will normally be posted. The notice will briefly describe the proposal, and will specify a date by which representations should be made (usually a minimum of 21 days from the posting of the notice). All representations should be made in writing (to Planning and Transport, Town Hall Annexe, St Stephens Road, Bournemouth BH2 6EA) or by email to planning@bournemouth.gov.uk, quoting the site of the proposed development and the application number and include the name and address of the person or organisation making comment. There is also an on-line comment form facility on the website for people to use to make representations on planning applications.
- 7.4 Current applications are available to view on the Council's website (www.bournemouth.gov.uk) where their progress can be tracked. Application details may also be viewed via computer terminals at the Council's Customer Services Centre, St Stephen's Road, Bournemouth, BH2 6EB between 9.00am and 4.30pm Monday to Thursday and 9.00am to 4.00pm Friday. Appointments are not necessary to view plans electronically using the computer terminals. However customers who wish to view a paper copy can only do so by contacting the Customer Services Centre (telephone 01202 451323 or email planning@bournemouth.gov.uk) to make an appointment.

Pre-submission discussion

- 7.5 Applicants are encouraged to engage in pre-application negotiation with us. This has a number of potential benefits including that a proposal may be modified to make it potentially more acceptable when it is formally submitted. It should make the application process speedier and more certain and help to reduce instances of submission of wholly unacceptable proposals. A note explaining this process and the charges that are made to different kinds of pre-application advice is included on the Council's website.
- 7.6 A "Validation Requirements and Guidance – Planning Advice Note" setting out the information required to aid the submission of complete applications is available via the

Council's website.

Amended Plans

- 7.6 There are instances where an application is submitted without pre-application advice or where further modification is necessary to make the proposal acceptable. If sufficient time is available in the application process an amended plan may be submitted.
- 7.7 Where the details of an application are amended, and it is felt that the changes are substantial in terms of their adverse effect upon neighbours a new site notice will be posted pointing this out. The publicity period may be shorter than that given in the application originally. Amended plans are normally notified on a site notice of a different colour to the original. There is no legal requirement to undertake this additional publicity and so in this area we have exceeded and will continue to exceed the statutory requirement.

Weekly List

- 7.8 We circulate a weekly list of planning applications to local press and media as well as local groups and societies who have requested to be included on the circulation list. The weekly list of planning applications is made available on the Council web site (www.bournemouth.gov.uk).

Additional Advice

- 7.9 The Council has produced a series of "How to" leaflets on various aspects of planning in Bournemouth. Two of these, "How to Comment on a Planning Application" and "How to Apply to Speak at a Planning Board Meeting", give helpful information and advice on how to get involved in the consideration of particular proposals. Both leaflets are available free of charge from us or may be downloaded free from the website. Two further advice leaflets on the Freedom of Information Act and the Data Protection Act are also available from the Council Offices.

How Decisions on Planning Applications are made

- 7.10 The Planning Board, which comprises elected Councillors, has a duty to decide planning and other development related applications. However it makes relatively few decisions on applications as most are delegated to the Head of Planning, Transport and Regulation. Currently around 90% of applications are determined under the scheme of delegation. The criteria for deciding which applications should be considered by Planning Board are available on the Council website and printed copies can be made available on request.
- 7.11 All comments made on planning applications are taken into account and are summarised in the delegated report or in the report presented to the Planning Board. If a particular application is to be considered by the Planning Board then interested parties can request to speak at the meeting which is known as a deputation. Advice on how to request a deputation is outlined in a leaflet, which is referred to in paragraph 7.9, and on the Council website.
- 7.12 The Council website contains details of the dates of the Planning Board meetings, as well as the agendas of items taken to the meetings and the minutes of the meetings.

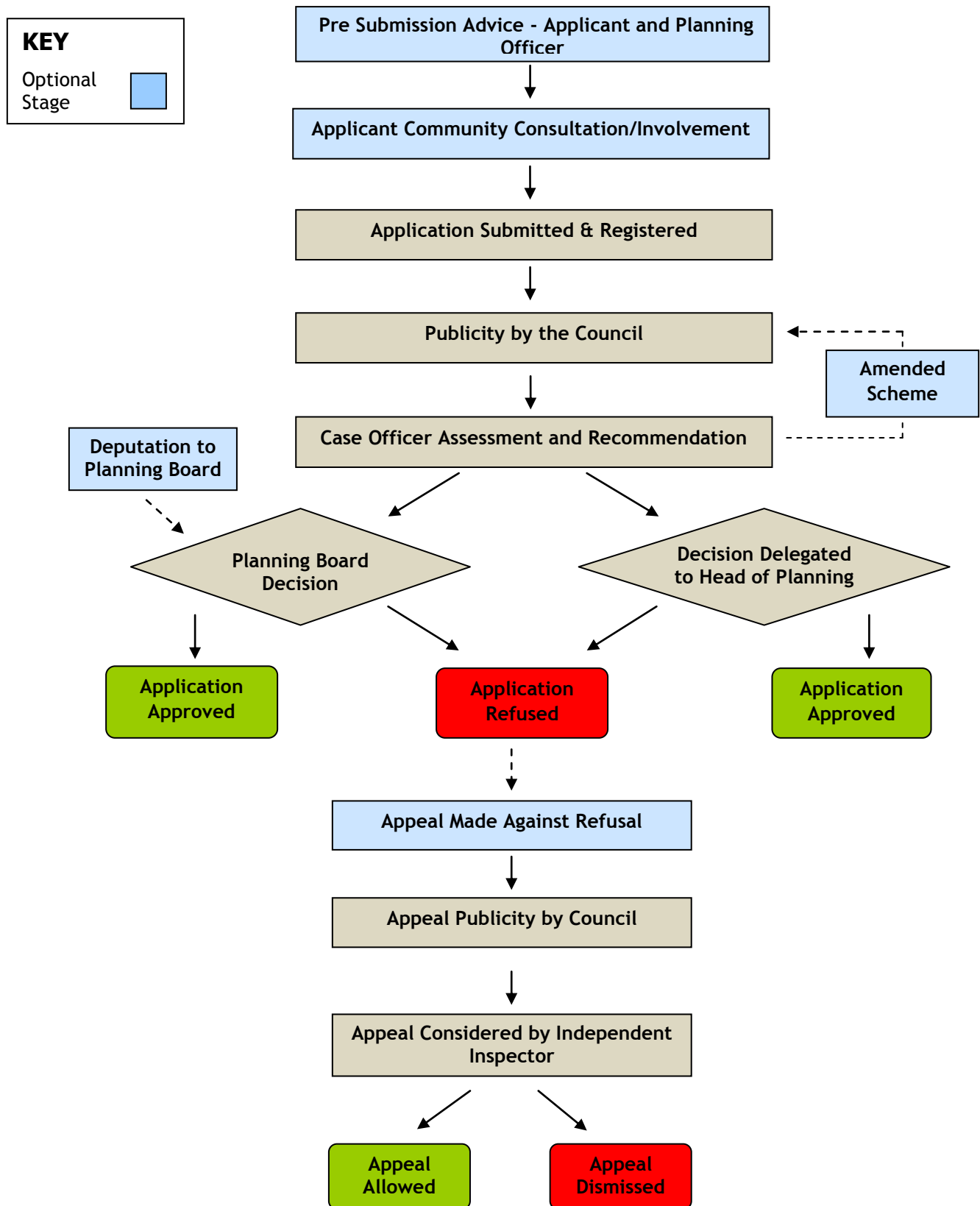
How to Find Decisions on Planning Applications

- 7.13 Where interested parties have made representations by letter, we will acknowledge the receipt of the letter, and inform the parties in writing of the decision on the application, provided the person making the representation encloses two stamped addressed envelopes with their letter. Alternatively the interested party may look on the Council's website to find and view the Decision Notice or telephone the Customer Services Centre (01202 451323) to find out the decision on a particular application.
- 7.14 Details of the decisions made on applications both by the Planning Board and under powers delegated by the Planning Board to Officers are available on the Council's website. The website also includes information on past applications back to 1991. Planning applications submitted or decided after 1st August 2005 can be viewed online. Planning applications can be searched either by street name, postcode, date submitted, or application number. The search facility enables application forms, drawings, and decision notices to be viewed and downloaded subject to copyright conditions.

What Happens when an Appeal is Received

- 7.15 Applicants have the right to appeal to the Secretary of State if an application is refused, if the applicant considers a condition attached to an approval is unreasonable, or if an application is not decided within the statutory period allowed for consideration by the Local Planning Authority. There is also a right to appeal against the serving of an enforcement notice or if we do not issue a Lawful Development Certificate for a proposed or existing use.
- 7.16 When an appeal is received all persons/organisations who have made written representations in respect of the planning application are informed that an appeal has been lodged. Copies of the representation sent to us when the planning application was being considered are passed to the Planning Inspectorate and so it is not necessary for interested parties to re-state their views unless there is something they wish to add to their representation. In addition the occupants of neighbouring properties in the immediate locality of the appeal site will be informed in writing of the appeal whether or not they made representations in respect of the case at appeal. The Case Officer will make a judgement on how wide this additional notification should be.
- 7.17 Further information on appeals and the Planning Inspectorate can be found at: <http://www.planningportal.gov.uk/planning/appeals/customerservices>

7.18 The following chart gives a general indication of the planning application process.



* Mandatory for some major infrastructure applications

Prior Approval Applications

- 7.19 This type of application is received for an increasing range of proposals specified in planning regulations. These proposals are in principle permitted development but the developer must submit an application to the Council for consideration whether the 'prior approval' of the Council is required for the development. The types of development subject to the prior approval process include telecommunication equipment, agricultural buildings, some changes of use and extensions to residential properties.
- 7.20 Once an application is received the Council has a specific period of time in which to grant or refuse prior approval. This period of time is specified in planning regulations for each type of development. If the relevant period of time expires before a decision is made by the Council then the application is approved.
- 7.21 Local notification of most types of prior approval development proposals are made by way of notices posted at the site. For residential extensions proposed under this process neighbouring properties are notified by way of letter.

Improving Consultation on Planning Applications

- 7.22 For a number of years the Council has exceeded statutory requirements for consulting the community on planning applications. It is our aim to continue to improve the quality of consultation balanced against the limited resources available to us.
- 7.23 The previous SCI encouraged applicants and developers to undertake pre-application community involvement on their proposals. Currently this type of consultation is only mandatory for some major infrastructure applications. However we consider this to be good practice for all applications and will, therefore, continue to encourage applicants and developers to undertake early consultation although we cannot require this is done unless national planning regulations change.
- 7.24 One method we intend to examine for improving community consultation and the quality of development is the use of Planning Performance Agreements (PPAs) mainly for larger proposals. PPAs are a framework for local authorities and applicants to agree how development proposals should be managed through the planning process. They are a useful tool of good development management and are appropriate for those who require ongoing advice on complex proposals.
- 7.25 There are a number of benefits in using PPAs which include:
- Reduced risk and increased certainty
 - Early identification of issues
 - Improved partnership working
- 7.26 Planning performance agreements can provide an ideal opportunity for identifying the preferred approach to community engagement, including the identification of the communities to involve, the process of engagement and the best approach to incorporating their views.
- 7.27 We also intend to investigate whether the information contained on planning application site notices can be improved. An example of a potential improvement could be the inclusion of QR matrix barcodes on site notices to provide a convenient way to access information on the individual development proposals through smart phones and the

internet. However any potential changes we consider would need to be cost effective and make a tangible improvement to community engagement.

Appendix A - Specific Consultation Bodies

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

Appendix B - Glossary of Terms

Area Action Plan	AAPs focus upon implementation in areas of change pressure and regeneration. They provide an important mechanism for ensuring development of an appropriate, scale, mix and quality for these areas. Form part of the Bournemouth Local Plan.
Authority Monitoring Report	An annual report which includes an assessment of the implementation and effectiveness of the programme of Local Plan documents detailed in the Local Development Scheme.
Core Strategy	A planning document setting out the vision, spatial strategy and core policies for the development of Bournemouth. Forms part of the Bournemouth Local Plan.
Local Development Scheme	Document setting out the programme for preparing the Local Plan documents over a rolling three year period.
National Planning Policy Framework	The NPPF sets out the government's planning policies and how these are expected to be applied across the country.
National Planning Policy Guidance	Web-based resource giving national planning practice guidance.
Proposals Map	A map illustrating all the policies and proposals in the statutory Local Plan documents.
Statement of Community Involvement	Document setting out how the Council intends to achieve continuous community involvement in the preparation of the Local Plan documents.
Strategic Environmental Assessment	An assessment of the environmental impacts of the policies and proposals contained within the Local Development Framework. Required under the European Directive 2001/42/EC.
Supplementary Planning Document	Non-statutory documents intended to expand upon the policies and proposals in Local Plan documents. Not subject to independent examination.
Sustainability Appraisal	An assessment of the social, economic, and environmental impacts of the policies and proposals contained within Local Plan documents.