



**Vale
of White Horse**
District Council

Adopted December 2016

Statement of Community Involvement

PART 1

Getting Involved
in Shaping our
Future



INTRODUCTION

Vale of White Horse District Council is committed to working in a clear and transparent way, and is keen to assist anyone who may wish to get involved in the planning process. This Statement of Community Involvement (SCI) reflects the Government's latest Planning Policy guidance and changes to legislation.ⁱ It sets out how we wish to engage the community who can influence new Planning Policy documents and the ways to comment on planning applications for development.

Community engagement and Planning Policy

The National Planning Policy Framework (NPPF) states that, in relation to plan-making:

“Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, 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, including those contained in neighbourhood plans that have been made”.

We will engage existing groups across our district, many of whom are already familiar with and involved in the planning process, as well as exploring ways to work closer with groups who are less involved in the process. We want to ensure everyone has their voice heard, as it is important that we capture views from the whole community.

Community engagement and planning applications

National policy asks local planning authorities to play a key role in encouraging developers and other parties to take advantage of the range of opportunities to engage in the planning process, and involve local communities and stakeholders as soon as possible. For example, at the pre-application stage, we encourage applicants to carry out early engagement with the local community, before submitting a planning application.

We will continue to explore ways to reach the community to ensure that their views are heard when making decisions for development.

Structure of this document

This SCI comprises three parts:

Part 1: (This document) sets out the council's overall approach to community engagement and involvement in the planning process.

Part 2: Community Involvement – Getting Involved in the Preparation of the Local Plan and Planning Policy:

- This provides information on how to get involved with and influence the Council as it prepares its Local Plan and other Planning Policy documents

Part 3: Community Involvement – Getting Involved in Planning Applications:

- This provides information on how to become involved with planning applications



ⁱ The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011), available at: <http://www.legislation.gov.uk/ukpga/2004/5/contents>; CLG (2012) The National Planning Policy Framework (NPPF), available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf; CLG (2014) The National Planning Practice Guidance (NPPG), available at: <http://planningguidance.communities.gov.uk/>

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OUR VALUES AND VISION FOR COMMUNITY INVOLVEMENT IN THE PLANNING PROCESS

This SCI complements the council's strategic objectives and priorities set out in its **Corporate Plan** (<http://www.whitehorsedc.gov.uk/about-us/how-we-work/corporate-plan>) and our **Customer Engagement Charter** (<http://www.whitehorsedc.gov.uk/about-us/have-your-say/our-commitments-engaging-customers>). It also recognises the needs of different groups within our community, the value of equality and the diversity that our communities represent.

We strongly encourage and will support local communities who wish to prepare Neighbourhood Plans (**See Part 2, Neighbourhood Planning**).

We wish to ensure that people are involved at the early stage of Local Plan preparation and in the consideration of planning applications. We want them to feel that they can make a real difference to the future of the areas in which they live and work.

Our aspiration is that:

“The community of the Vale should be enabled to participate meaningfully in the development of planning policies and proposals contained in the Local Plan and in the consideration of planning applications in the district”.

We want our planning decisions to take proper account of local views. We will do this in various ways and the methods we use to engage with people will vary depending on the nature of the planning issue, stage or process that they are involved with. It is crucial we engage effectively with our local communities in order that they can fully influence decisions for development. We will use the following principles as guidance:

OUR PRINCIPLES FOR COMMUNITY ENGAGEMENT AND INVOLVEMENT IN PLANNING

Communicate clearly

- We will keep the process simple by writing our documents in plain English and explaining any planning terms that we need to use
- We will explain clearly what we are consulting you on and the reasons why we want to involve you

Early Involvement

- We will ensure early involvement with our local communities in the preparation of our Planning Policy

documents so that we are engaging with you 'from the beginning'

Recognising the needs of different groups in the community

- We will communicate in ways that are relevant and accessible to all sections of our community and proportionate to the task
- We will endeavour to engage with groups in our community that can find us less accessible (e.g. disability groups and ethnic groups – these are sometimes referred to as 'hard to reach' groups) or those likely to be particularly affected by a proposal
- We will encourage involvement from groups that have traditionally not been involved in the planning process (for example, younger people – through targeted events with schools etc.)

Providing clear opportunities for involvement

- We will provide clear and up-to-date information on our consultation processes that we may use in preparing our policy documents
- We will ensure information is provided at the earliest opportunity and give you time to respond

Ease of access to information

- We will involve you in all stages of plan making
- We will maximise the use of the internet in our consultation procedures
- We will also recognise that other forms of engagement are necessary for those who do not have access to the internet
- We will be inclusive by providing our information in an accessible format
- We will make our information publicly available (for example, information on the progress of proposals) and will provide feedback on your comments.

Providing feedback and sharing information

- We will make our planning documents, background studies and responses to consultations readily available to the public on our website and in hard copy at our local deposit points (e.g. local libraries and council offices)
- We will keep you informed of progress and explain decisions and/or outcomes
- We will check to see if we already have information that we can use
- We will always protect the personal details of respondents in accordance with the **Data Protection Act 1998**.

WHY INVOLVE YOU IN PLANNING?

We want everyone to have the chance to influence the outcome regarding our new plan-making documents and planning applications.

We keep an up to date database of individuals, groups and stakeholders who we regularly contact on planning matters. This database is updated continuously and if you would like to be added to the database or need to amend your details please contact the **Customer Service Team** by phone **01235 422600** or email **planning@whitehorsedc.gov.uk**.

HOW WILL YOU INVOLVE ME?

We want our plan making and planning decisions to take full account of community views. We will continue to explore different methods in which to carry out consultations and learn from what is and isn't successful when engaging with our communities. The methods we use will depend on the nature of the planning issue and the stage that is being consulted on.

We will clearly identify a responsible officer/team for the policy or the planning application.

All of the documents we publish are made available electronically. We will also make information available in other ways if appropriate.

The methods we will use to engage people will include:

- Public exhibitions – staffed (e.g. market stalls) and un-staffed (static exhibitions)
- Questionnaires and response forms
- Public meetings and discussion groups
- Focus groups or workshops
- Targeted work with community and voluntary organisations (e.g. access groups)
- Letters and emails to groups and individuals e.g. Vale Community, email bulletins
- Press releases and statutory notices – formal notices in newspapers and informal notices in other newspapers circulating in the District
- Press releases to local media – town and parish newsletters, local radio and television
- Our website pages at: **<http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building>** (at the time of publication of this document)
- Social media - follow us on Twitter (at: **<https://twitter.com/whitehorsedc>**) or Facebook (at: **<https://www.facebook.com/pages/Vale-of-White-Horse-District-Council/140018516043397>**) (at the time of publication of this document)
- Email alerts

HOW WILL WE RESPOND TO YOU?

- We are committed to providing clear and timely responses to our customers and dealing with all enquiries in a friendly and courteous manner
- Our **Customer Service Standards** set out how we will deal with correspondence by letter, email and telephone, as well as those that visit our office
- Further information on our Customer Service Standards can be accessed via our website at: **<http://www.whitehorsedc.gov.uk/about-us/how-we-work/customer-service-standards>**
- Further information regarding '**how we respond**' is set out in Parts 2 and 3

WHERE CAN I VIEW PLANNING DOCUMENTS?

All planning documents and planning applications are available to view and access from our website:

<http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building>.

In addition, paper copies of Planning Policy documents are available to view at:

Our office (**at the time of publication of this document**):

Vale of White Horse District Council
135 Eastern Avenue
Milton Park
Milton
OX14 4SB

Opening hours

Monday – Thursday, 8.30am – 5pm
Friday, 8.30am – 4.30pm

Local libraries including:

- **Abingdon Library**
- **Botley Library**
- **Didcot Library**
- **Faringdon Library**
- **Grove Library**
- **Kennington Library**
- **Wantage Library**
- **Oxford Central Library, Castle Quarter (at the time of publication of this document)**

Copies of draft Planning Policy documents for consultation will be made available free of charge to towns and parishes and statutory bodies (one per body). Charges will apply for printed copies and background paper requests. Please see our website for further information at: **www.whitehorsedc.gov.uk/planning-policy**.

We can make documents available in alternative formats on request. This can include large print, Braille, audio, email, easy read and alternative languages. Please contact the Planning Service for further information and assistance.

WHO CAN HELP EXPLAIN PLANNING ISSUES TO ME?

In most instances, the information you will need in relation to plan-making and planning applications can be found on the Council website. If you still have questions after looking at that information, you may wish to contact our Customer Services Team by phone **01235 422600** or email **planning@whitehorsedc.gov.uk**.

Teams that can explain planning issues include:

Planning Policy (plan-making) which is:

- Responsible for producing the planning documents that make up the Development Plan and can be contacted for advice on Planning Policy.
- Responsible for organising and leading the consultations on draft council planning documents. The team considers consultation responses and incorporates, where appropriate, any amendments into the council's final version for councillors to consider and approve (**see Part 2**).

Development Management (Planning Applications) which is:

- Responsible for assessing planning applications in accordance with the adopted development plan, the National Planning Policy Framework (NPPF), the National Planning Practice Guidance (NPPG) and any other material considerations including consultation responses.
- Contactable for advice on pre-application enquiries and planning applications (**see Part 3**).

You may also wish to contact your local councillor, to discuss your views, or seek their help with a planning proposal in your area. Contact details of local ward councillors are available at: **<http://www.whitehorsedc.gov.uk/services-and-advice/local-democracy/councillors-committees-meetings-and-agendas>**

What other support for planning is available to me?

Useful websites that provide information on the planning system include:

- Planning Portal – **www.planningportal.co.uk**
- National Planning Practice Guidance – **<http://planningguidance.communities.gov.uk>**
- Plain English Guide to the Planning System – **<https://www.gov.uk/government/publications/plain-english-guide-to-the-planning-system>**

Planning Aid England

'Planning Aid' England is an independent voluntary organisation linked to the Royal Town Planning Institute (RTPI). This includes a network of professional Chartered Town Planners. The organisation offers impartial advice and independent support. For further information, contact them online by visiting **www.rtpi.org.uk/planning-aid** or call **020 7929 9494**.

Occasionally you may feel the need to be professionally represented on a planning issue that affects you. The RTPI keep a list of accredited planning consultants that may be able to help.



- i The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011), available at: <http://www.legislation.gov.uk/ukpga/2004/5/contents>; CLG (2012) The National Planning Policy Framework (NPPF), available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf; CLG (2014) The National Planning Practice Guidance (NPPG), available at: <http://planningguidance.communities.gov.uk/>

GLOSSARY

KEY TERM	DEFINITION
Consultation	A process by which people and organisations are asked their views about planning decisions, including the Local Plan.
Data Protection Act 1998	This Act controls how personal information is used by organisations, businesses or the government.
Development Management	<p>The Development Management team is responsible for assessing planning applications in accordance with the adopted development plan, the National Planning Policy Framework (NPPF), the National Planning Practice Guidance (NPPG) and any other material considerations including consultation responses.</p> <p>The team can be contacted for advice on pre – application enquiries and planning applications.</p>
Development Plan	This includes adopted Local Plans, neighbourhood plans and the Oxfordshire Waste and Minerals Local Plan. It is defined in section 38 of the Planning and Compulsory Purchase Act 2004. Planning applications have to be decided in accordance with the Development Plan unless material considerations indicate otherwise.
Local Plan	The plan for the local area that sets out the long – term spatial vision and development framework for the district and strategic policies and proposals to deliver that vision. This replaces the Local Development Framework.
National Planning Policy Framework (NPPF)	<p>This sets out Government’s planning policies for England and how these are expected to be applied at a local level. The NPPF is a material consideration when deciding on planning applications or appeals.</p> <p>https://www.gov.uk/government/publications/national-planning-policy-framework--2</p>
National Planning Practice Guidance (NPPG)	<p>The National Planning Practice Guidance (NPPG) is a planning practice on-line resource covering a range of planning issues.</p> <p>http://planningguidance.communities.gov.uk/</p>
Neighbourhood Plans	A plan prepared by a Town or Parish or a Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).
Planning Policy	The Planning Policy team is responsible for producing the planning documents that make up the Development Plan.
Statement of Community Involvement (SCI)	The SCI sets out standards to be achieved by the council in relation to involving the community in the preparation, alteration and continuing review of all Development Plan Documents (DPDs) and in determining planning applications for development.

Alternative formats of this publication
are available on request

These include large print, Braille, audio,
email, easy read and alternative languages

Please contact Planning on 01235 422600

Planning Policy Team

135 Eastern Avenue,
Milton Park, Milton, OX14 4SB

Tel: 01235 422600

Email: planning.policy@whitehorsedc.gov.uk

www.whitehorsedc.gov.uk



**Vale
of White Horse**
District Council

Adopted December 2016

Statement of Community Involvement

PART 2

Getting Involved
in the Local Plan
and Planning
Policy



COMMUNITY INVOLVEMENT – GETTING INVOLVED IN THE LOCAL PLAN AND PLANNING POLICY

This SCI comprises three parts.

This document, Part 2, sets out how to get involved with and influence the council as it prepares its Local Plan and other Planning Policy documents.

Part 1: Community Involvement – Getting Involved in Shaping our Future:

- This provides information on the council's overall approach to community engagement and involvement in the planning process.

Part 3: Community Involvement – Getting Involved in Planning Applications:

- This provides information on how to become involved with planning applications.

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WHAT IS PLANNING POLICY?

Planning Policy involves making plans that help to decide where and when development takes place. We use Planning Policy to help make decisions on planning applications. It is also used to plan for our future needs by assessing what change is likely to happen and where. The key Planning Policy document a council must prepare is its Local Plan.

Currently, there are regulations as to what constitutes a Local Plan, and we will comply with the relevant prevailing regulationsⁱ when consulting on all of our Planning Policy documents. We will make any background papers available to view, which either: disclose any facts or matters related to the subject matter; or were relied on to a material extent, in preparing our Planning Policy documentsⁱⁱ.

The Government places an emphasis on councils to seek involvement from local communities on the content of plans at the earliest stage in plan-making. It also guides councils to fully support and encourage the active role communities can play in the plan-making process e.g. through neighbourhood planning.

WHAT IS NEIGHBOURHOOD PLANNING?

The Government is providing local communities with the opportunity to shape the area in which they live and work, by encouraging them to prepare Neighbourhood Plans. The council strongly encourages and supports local communities who wish to prepare a neighbourhood plan and has put resources in place to help communities in preparing plans.

Local communities wishing to play an active role in planning for their area can now do two things:

- prepare a Neighbourhood Plan setting out the vision, objectives and planning policies to shape development of their neighbourhood and/or;
- seek a grant of permission directly for certain types of development in their neighbourhood through a Neighbourhood Development Order (NDO) or a Community Right to Build Order (CRtBO).

HOW WILL YOU INVOLVE ME IN THE PREPARATION OF PLANNING POLICY DOCUMENTS?

We want our plan-making to fully consider and take account of community views. We will continue to explore methods to carry out consultations and to learn from what is and isn't successful when engaging with our communities. At all stages of plan-making, we will always publicise any

i Currently, The Town and Country Planning (Local Planning) (England) Regulations 2012

ii Currently, Local Government (Access to Information) Act 1985

consultation material and accompanying documents on our website. Consultees registered on our database, for planning matters, will always be notified (by letter or email) of any consultations on future plan-making proposals.

All of our Planning Policy documents are made available electronically. We will also make information available in other ways, if appropriate.

We will always ensure that our consultations on Planning Policy documents are as extensive as possible. Depending on the scope of the consultation, the methods which are employed can include one or more of the following examples as set out in **Table 1**. This list is not exclusive, there are other methods that we may use.

Table 1: Methods we use to consult on our Planning Policy documents

1	Make consultation material available on our website
2	Hold public meetings
3	Workshops (Towns and Parishes; Stakeholders)
4	Public exhibitions (staffed and un-staffed)
5	Publish questionnaires and response forms
6	Publish leaflets, posters and bulletins (paper and/or email)
7	Publish press releases to local media
8	Publish formal notices in newspapers circulating across the district*
9	Notify consultees registered on our database (for planning related matters) by email and/or letter
10	Social Media (e.g. Twitter and Facebook)
11	Targeted work with access groups, ethnic minority groups and young people
12	Targeted work with community groups and voluntary organisations
13	Targeted work with the Resident's Panel

* Statutory requirement

Further information on the council's overall approach to community engagement and involvement in the planning process can be found in **Part 1**.

HOW DO WE CONSULT?

The methods of consultation we will use will vary depending on the nature of the Planning Policy document, the stage of the document being consulted on and the geographical scope or nature of the planning issue being considered in the document.

A Supplementary Planning Document (SPD) for example, may focus on proposals and policies that affect a smaller geographical area, (e. g. a town or parish or a specific location), whereas a Local Plan may focus on policies and proposals that affect the whole district, and/or other neighbouring council areas.

We may seek to undertake focussed events with community groups and voluntary organisations and our hard to reach groups, as well as adopting our usual consultation methods, for development proposals that may affect a specific location or area.

In most cases, wider consultation will be carried out where our proposals and/or policies affect a wider geographical area.

Some planning issues may cross administrative boundaries, such as planning for strategic infrastructure or planning for the sustainable development or use of land. We need to take into account our neighbouring council's policies and proposals for addressing these strategic matters in the process of making local plans. This falls under the Duty to Cooperate. The Duty ensures that we will work with our neighbouring councils and other public bodies to plan effectively for sustainable development that extends beyond our own administrative boundaries. Further information on who we are required to consult with under the Duty is explained in the section below.

WHO DO WE CONSULT?

Local Communities

We always look to understand whom we need to try and talk to in the local community in order to ensure that we consult in the most effective way. The local community includes, but is not limited to, the following: towns and parishes; local residents; local interest groups; local businesses; local community groups and organisations; and 'hard to reach' groups. We will seek to engage with these groups through both our general consultation procedures and if appropriate, through targeted events, (e.g. public meetings, exhibitions and other forums), to ensure we capture a representative sample of local community views.

Consultation Bodies

Government regulations are clear how important it is that certain bodies are consulted at key stages when preparing local Planning Policy documents (these bodies are sometimes referred to as Statutory Consultees). They include bodies such as the Environment Agency, Historic England, Natural England and Highways England. We will always consult on our Planning Policy documents with the relevant consultation bodies in accordance with the relevant and up to date regulations (**Appendix 1**).

iii Localism Act 2011, S.110, available at: <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

Duty to Co-operate

The Duty to Co-operate is a legal requirement of plan-making that requires councils to consider planning issues that may affect their neighbouring council areas.

The Government expects councils to work collaboratively with other bodies to ensure that 'cross border' issues are co-ordinated effectively and clearly reflect the policies of each of the councils affected.

The council works closely with its neighbouring councils, and Oxfordshire County Council, in regard to strategic priorities and areas of common interest. These partnerships help us to meet our Duty to Co-operateⁱⁱⁱ.

The Town and Country Planning (Local Planning) (England) Regulations 2012ⁱ set out the public bodies that we are required to co-operate with (**Appendix 2**).

Neighbourhood Planning

When consulting upon an area designation for a new neighbourhood plan, we will always consult with the relevant statutory bodies (e.g. Environment Agency, Natural England and Historic England), neighbouring councils and adjoining towns and parishes.

When consulting upon a draft neighbourhood plan submitted by the qualifying body, either at pre-submission and/or publication stage, we will always consult with those bodies identified in Schedule 1 of the Neighbourhood Planning (General) Regulations 2012 (**Appendix 3**).

WHEN DO WE CONSULT?

We will consult on our Planning Policy documents at the relevant stages of plan-making, and we will be guided by up to date legislation and Government guidance.

We will carry out Planning Policy consultations in line with the principles for engagement as set out in Part 1 of the SCI, and in accordance with the latest timetable set out in our Local Development Scheme (LDS).

Our start date for Planning Policy consultations will always be set out in a press release and/or formal statutory notice. Before the start of the consultation, we will always notify statutory consultees, and those registered on our consultation database for planning matters, of the commencement dates and period for comment, along with clear guidance regarding how to comment.

Consultation periods may differ depending on the nature of the Planning Policy document being consulted upon. Legislation currently requires us to consult on Planning Policy documents for the minimum statutory period as set out in **Table 2**.

Table 2: Minimum statutory period for public consultation on Planning Policy documents

Planning Policy document	Minimum statutory period for public consultation
Development Plan Document (DPD), e.g. Local Plan; Area Action Plan (AAP)	6 weeks
Supplementary Planning Document (SPD)	4 weeks
Community Infrastructure Levy (CIL)	4 weeks
Scoping of Sustainability Appraisal/Strategic Environmental Assessment	5 weeks
Local Development Order (LDO)	28 days
Neighbourhood Plan Area Designation	4 weeks
Draft Neighbourhood Plan/Neighbourhood Development Order (NDO) (e.g. pre-submission; publication)	6 weeks
Community Right to Build Order (pre – submission; publication)	6 weeks
Statement of Community Involvement (SCI)	6 weeks

The statutory periods in **Table 2** are currently guided by the relevant and up to date regulations. Should an update to the relevant legislation indicate any changes to the periods for consultation, we will ensure this is reflected in any forthcoming Planning Policy consultations that we undertake.

We may seek to extend our consultations in certain circumstances, for example, where a public holiday, or a school holiday, falls within the consultation period. We

always try to minimise undertaking consultations during holiday periods, however in the event that our consultations do cross over a holiday period we will always seek to extend the deadline. All of our consultations will run for at least two weeks outside of the school holiday period.

We will always publish full details of all Planning Policy consultations on the council website at:

<http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy>



WHAT PLANNING POLICY DOCUMENTS EXIST IN THE VALE OF WHITE HORSE?

Our Local Plan sets out the long term spatial vision for the district. The Local Plan plays a key role in setting out a framework for how future development across the district is to be planned and delivered, and how it will be used to make decisions on planning applications.

Figure 1 sets out the documents that make up our 'Development Plan'.

Planning applications must be decided in accordance with the Development Plan unless other material planning considerations indicate otherwise.



Figure 1: The documents that make up the Vale of White Horse Local Plan and Development Plan

Local Plan 2031 Part 1: Strategic Sites and Policies

- This sets out the overall development strategy for the district and where new housing and employment should be located

Local Plan 2031 Part 2

- This will include detailed policies and non – strategic allocations not included in the Local Plan 2031 Part 1
- It will also deal with our contribution to Oxford City's unmet housing need, and will focus on supporting Didcot Garden Town

Neighbourhood Plans

- Are prepared by either a town, parish or a neighbourhood forum (also known as the 'qualifying body')
- Are able to establish planning policies for the development and use of land in a neighbourhood, but must broadly accord and be aligned with the strategic policies and proposals in the Local Plan
- Are also used to help determine planning applications

Saved Policies of Local Plan 2011

- These policies will be 'saved' until the adoption of the Local Plan 2031 Part 2

Oxfordshire County Council Minerals and Waste Plan

- Oxfordshire County Council is responsible for preparing this to provide up to date minerals and waste planning policies and proposals for the period up to 2031



WHEN CAN I GET INVOLVED IN THE PREPARATION OF NEW DEVELOPMENT PLAN DOCUMENTS INCLUDING THE LOCAL PLAN?

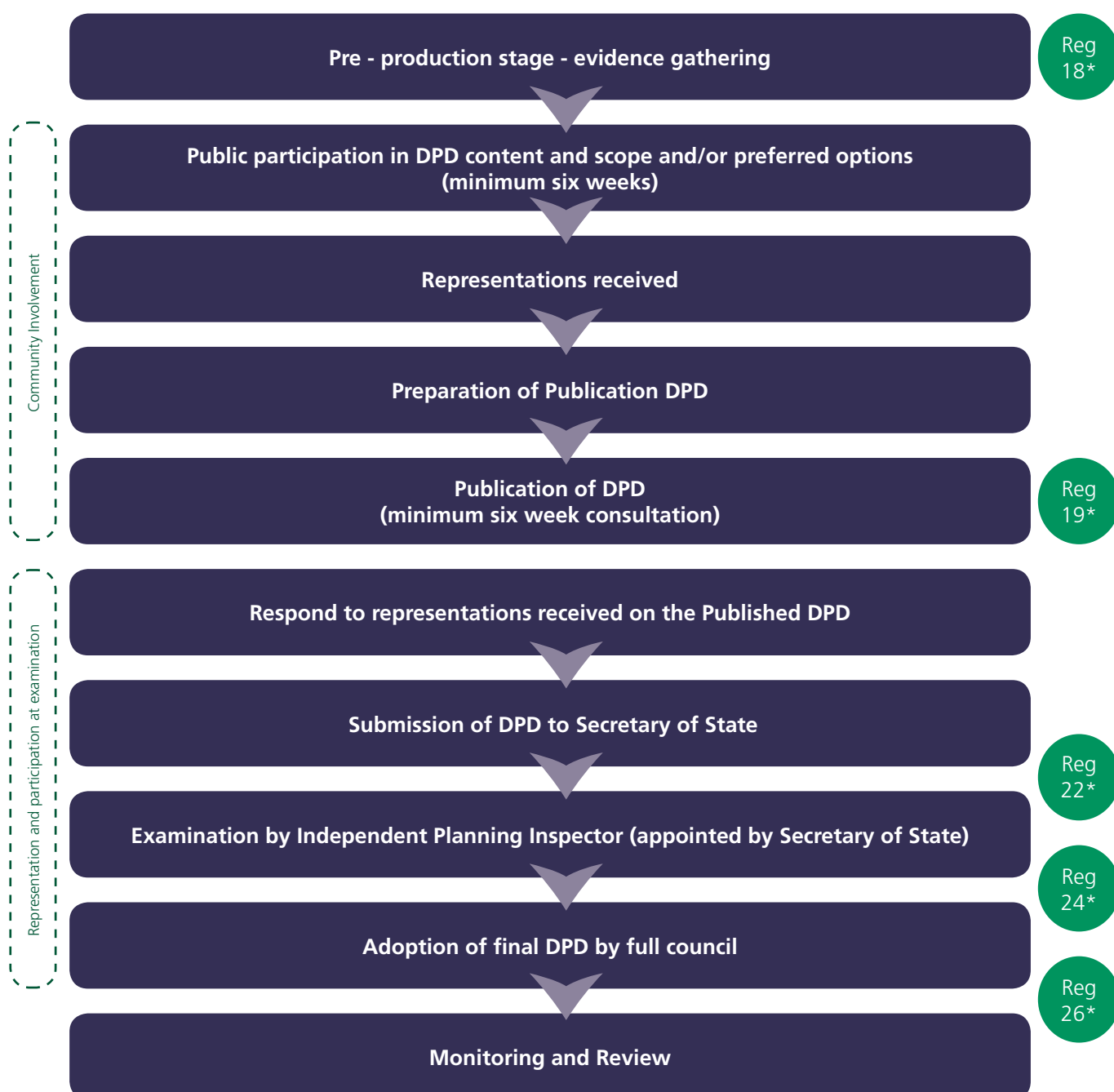
Development Plan Documents (**DPDs**) are Planning Policy documents that make up and include the Local Plan. They help to guide development by setting out detailed policies that councils use to make their decisions on planning applications.

An Area Action Plan (**AAP**) is a type of DPD that can be used to guide the development of a specific site or location, for example, a town centre, or other places where significant change is planned.

There are a number of key stages involved in preparing our Development Plan Documents that require public consultation. These stages are designed to ensure that plan-making processes are as open and transparent as possible.

Figure 2 shows the key stages in preparing Development Plan Documents, such as the Local Plan and Area Action Plans (AAP).

Further information on the Local Plan 2031 can be accessed on the council website at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/new-local-plan-2031>



* The Town and Country Planning (Local Planning) (England) Regulations 2012

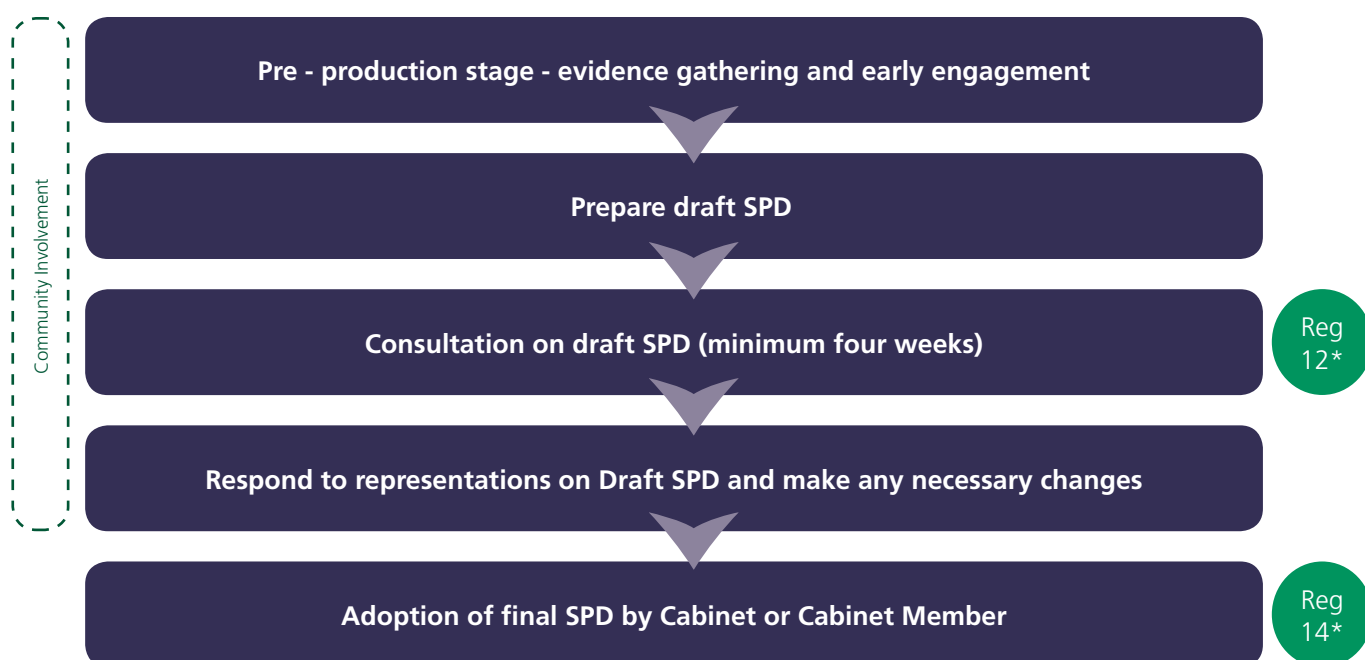
Figure 2: Key stages in the preparation of Development Plan Documents (e.g. Local Plan; Area Action Plan)

WHEN CAN I GET INVOLVED IN THE PREPARATION OF A SUPPLEMENTARY PLANNING DOCUMENT?

Supplementary Planning Documents (**SPDs**) are prepared to expand Local Plan policies and provide more detail about policies and proposals. Although legally they do not form part of the Local Plan, or have the same 'weight' as a DPD, they are an important material consideration in determining planning applications.

They can also be produced more quickly as they are not subject to an independent examination. **Figure 3** shows the key stages in preparing Supplementary Planning Documents (**SPD**).

Further information on our SPDs can be found online at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/local-development-framework/supplementary->



* The Town and Country Planning (Local Planning) (England) Regulations 2012

Figure 3: Key stages in the preparation of Supplementary Planning Documents (SPDs)



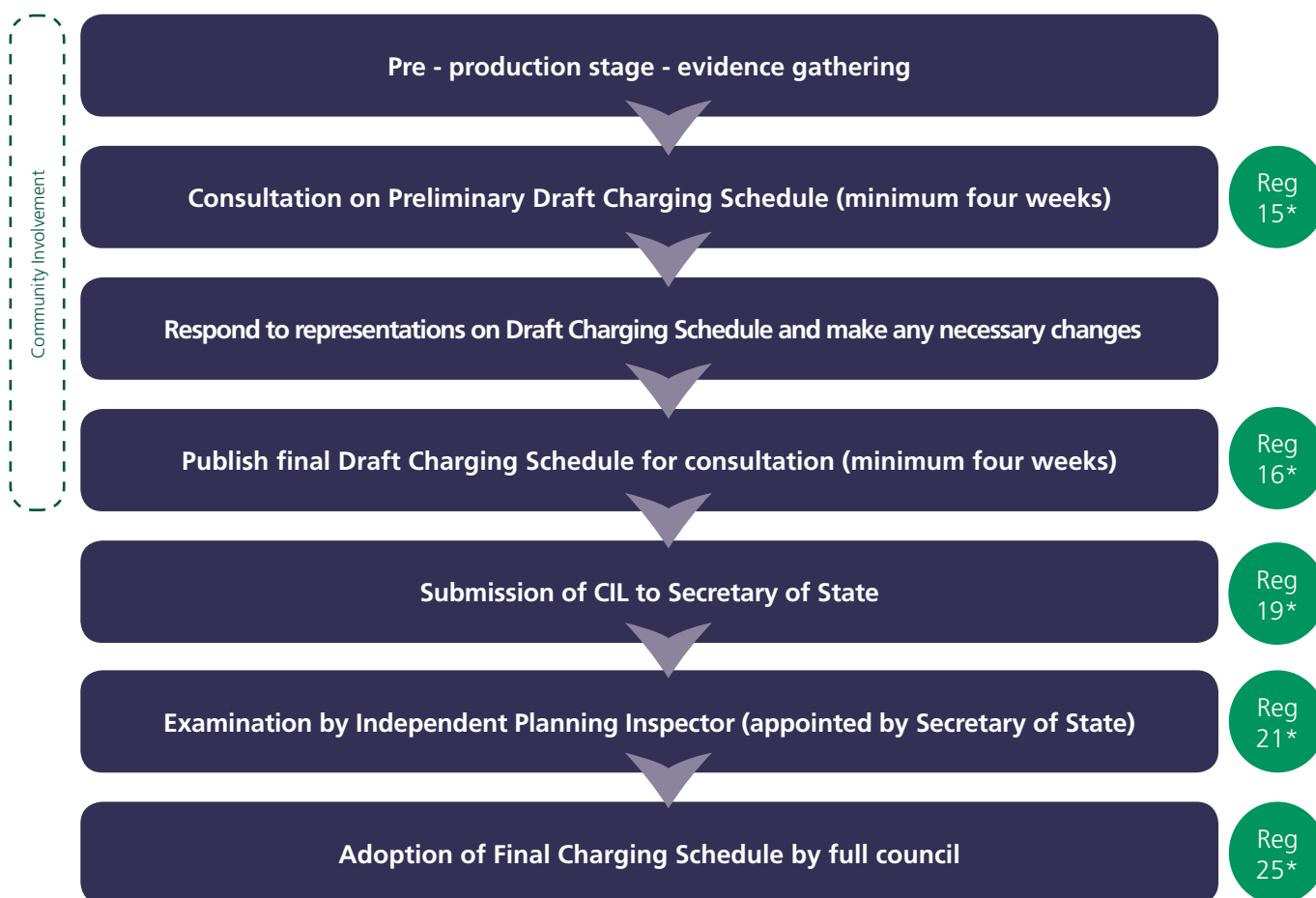
WHEN CAN I GET INVOLVED IN THE PREPARATION OF THE COMMUNITY INFRASTRUCTURE LEVY?

The council has decided to prepare a **Community Infrastructure Levy (CIL)**. The CIL is a tariff-based charging schedule that councils can use to levy financial contributions on new development. Contributions collected are then used to help provide new community facilities and local infrastructure, such as schools, roads, open spaces etc.

The CIL generally deals with off-site mitigation to address planning impacts, whereas Section 106 is a legal agreement that sets out obligations to mitigate planning impacts on-site.

The process for adopting a CIL Charging Schedule involves two formal stages of public consultation. **Figure 4** shows the key stages in preparing CIL documents.

Further information on the CIL can be found by visiting: www.whitehorsedc.gov.uk/cil.



* The Community Infrastructure Levy Regulations 2010

Figure 4: Key stages in the preparation of the Community Infrastructure Levy (CIL)



WHEN CAN I GET INVOLVED IN THE PREPARATION OF A SUSTAINABILITY APPRAISAL AND STRATEGIC ENVIRONMENTAL ASSESSMENT?

When preparing our Planning Policy documents we are usually required to undertake a **Sustainability Appraisal (SA)** and/or **Strategic Environmental Assessment (SEA)** to assess the potential social, environmental and economic effects of the strategies and policies.

An SEA seeks a high level of protection for the environment through the process of plan preparation. The assessment is undertaken where a plan/programme is likely to have significant environmental effects.

A Sustainability Appraisal seeks the most sustainable form of development, by assessing an emerging plan against reasonable alternatives to achieve important

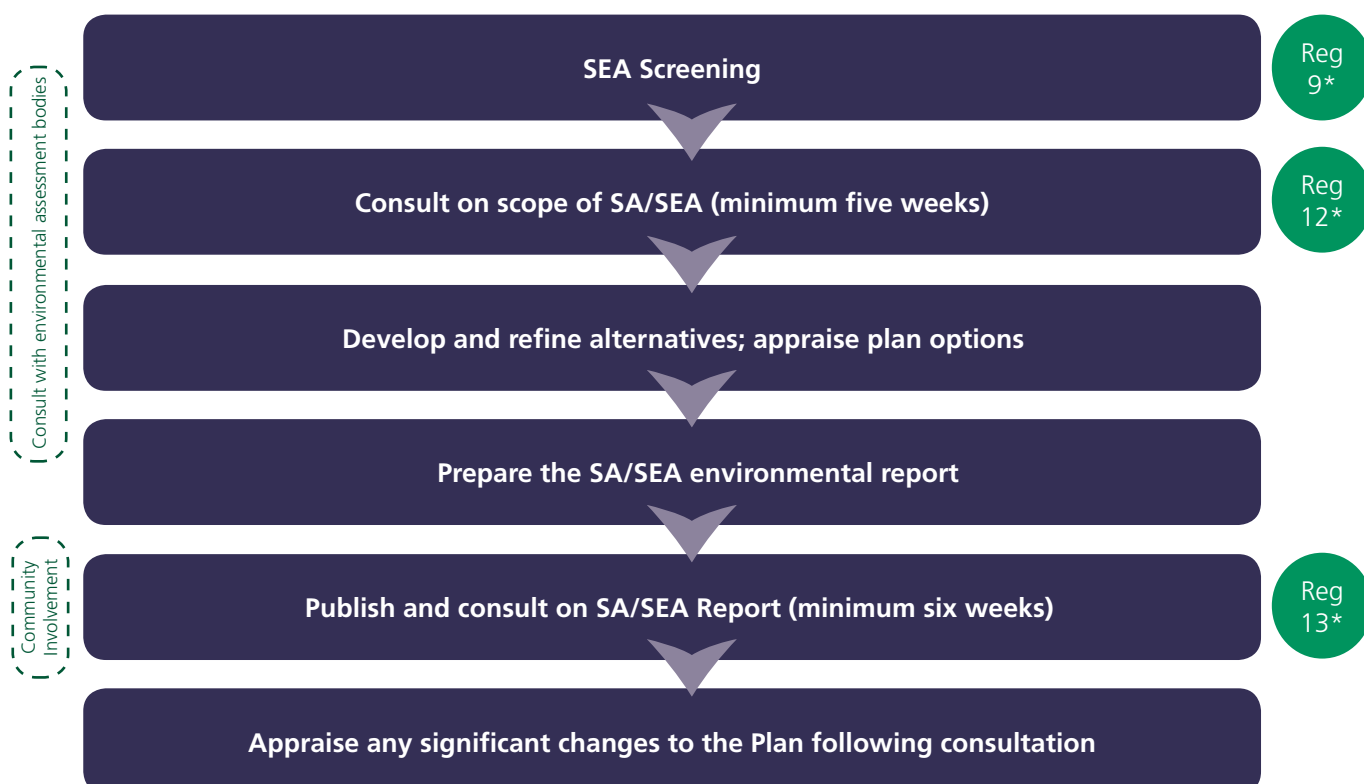
environmental, economic and social objectives. An SA incorporates the legal requirements of an SEA.

Figure 5 shows the key stages when preparing a Sustainability Appraisal (SA). An SA is usually required on all DPDs.

Figure 5 also shows the key stages when preparing an SEA.

Where proposals in an SPD or Neighbourhood Development Plan or Order are likely to have significant environmental effects that have not already been assessed when preparing a Local Plan, an SEA may be required, and groups may choose to undertake an SA.

The council will consult on draft SA/SEA reports alongside the draft version of the plan to which it relates. For example, the SA Report should be published alongside the Publication Version of a DPD. It may also be appropriate to publish any SEA reports alongside early consultation documents.



WHEN CAN I GET INVOLVED IN THE PREPARATION OF A LOCAL DEVELOPMENT ORDER?

A Local Development Order (**LDO**) is made by the council and grants planning permission to specific types of development within a defined area.

The purpose of the LDO is to streamline the planning process by removing the need for developers to make a planning application to the council.

The extent of public consultation will depend on the nature and scale of the proposal. For example, an LDO for a specific site may require focussed consultation with the town and/or parish and a range of community groups. Proposals for a Local Development Order that cover a broader scope may require wider and proportionate consultation where necessary.

Figure 6 shows the key stages when preparing a Local Development Order.



* The Town and Country Planning (Development Management Procedure) (England) Order 2015

Figure 6: Key stages required in the preparation of a Local Development Order (LDO)



WHEN CAN I GET INVOLVED IN THE PREPARATION OF A NEIGHBOURHOOD PLAN OR A NEIGHBOURHOOD DEVELOPMENT ORDER?

The council will continue to proactively engage with communities who wish to prepare a neighbourhood plan. We will support communities in planning effectively for their towns and villages.

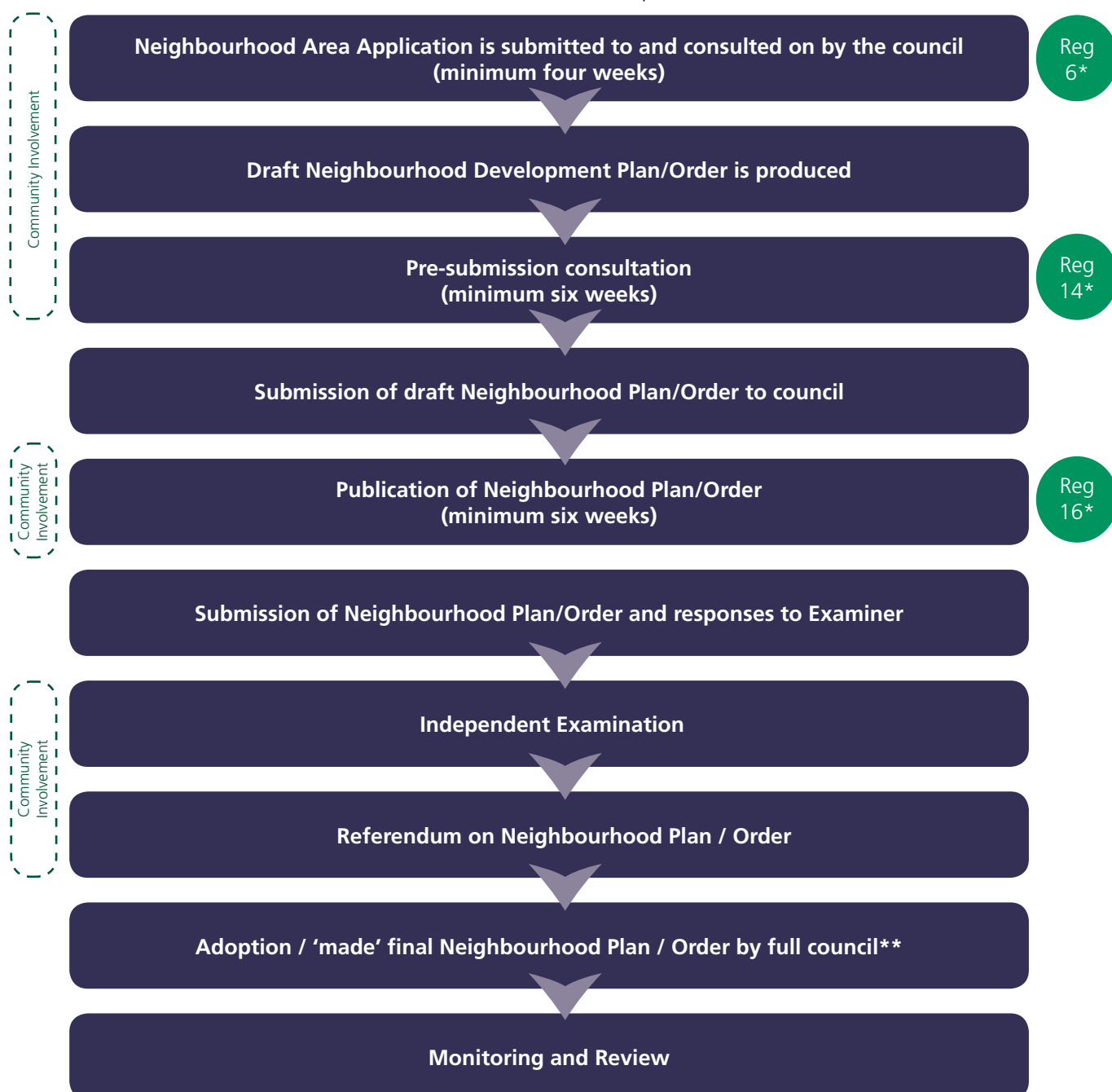
A Neighbourhood Development Order (**NDO**) can be used to permit different types of development (in full or

outline) without the need for planning permission. When preparing an NDO, it must still be in line with national and local policy and other legal requirements.

The town, parish or neighbourhood forum is the only body that can prepare a Neighbourhood Development Order in their area.

The process for making a Neighbourhood Plan or a Neighbourhood Development Order is different than preparing a Local Plan or a Development Plan Document.

Figure 7 shows the key stages when preparing a Neighbourhood Plan and/or a Neighbourhood Development Order (NDO).



* Neighbourhood Planning (General) Regulations 2012

** If more than 50 per cent of people who voted in the referendum supported the plan/order, the council must adopt it

Figure 7: Key stages in the preparation of a Neighbourhood Development Plan and/or Neighbourhood Development Order

WHEN CAN I GET INVOLVED IN THE PREPARATION OF A COMMUNITY RIGHT TO BUILD ORDER?

A Community Right to Build Order is a particular type of Neighbourhood Development Order. It is a route to encourage development, allowing communities to decide for themselves what is built. This might include, for example, new community facilities and affordable housing.

A proposal can be developed as part of the full neighbourhood planning process, or on its own.

Figure 8 shows the minimum key stages when preparing a Community Right to Build Order.



Figure 8: Key stages in the preparation of a Community Right to Build Order

WHAT IS THE DISTRICT COUNCIL'S ROLE IN NEIGHBOURHOOD PLANNING?

The Council has a 'duty to support' qualifying bodies preparing Neighbourhood Plans in accordance with the relevant regulations^{iv}.

The support we will provide at the key stages of neighbourhood plan preparation include the following:

- confirming the geographical area of the neighbourhood plan;
- undertaking the formal consultation on the draft neighbourhood plan prior to the independent examination;
- arranging the independent examination;
- holding the referendum;
- 'making' the neighbourhood plan part of the development plan where all legal requirements have been met.

The Council will also seek to provide informal guidance and support where this is practical. This could include, for example, providing policy guidance to support neighbourhood planning steering groups.

WHAT OTHER SUPPORT IS AVAILABLE TO ME FOR NEIGHBOURHOOD PLANNING?

The council has prepared guidance for Neighbourhood Planning in the form of a toolkit and a detailed handbook. Both documents are available to view on our website at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans/neighbourhood-planning>.



Further support to help you get involved in Neighbourhood Planning:

Oxfordshire County Council is also able to provide help on Neighbourhood Plans and has prepared its own Neighbourhood Planning Toolkit which is available online: <https://www.oxfordshire.gov.uk/cms/content/neighbourhood-planning-toolkit>

You can also read case studies and find information about how support is being provided for Neighbourhood Planning through Locality, which is the national network of community-led organisations, at: <http://mycommunity.org.uk/programme/neighbourhood-planning/>.

Planning Aid England has produced guidance to help communities with Neighbourhood Planning that can be accessed at: <http://www.rtpi.org.uk/planning-aid/neighbourhood-planning/>

If you are interested in finding out if your parish or town has prepared, or is preparing a Neighbourhood Plan, please take a look at the information on our website at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans>.

HOW CAN I SEE COMMENTS MADE ON PLANNING POLICY DOCUMENTS BY OTHERS?

The comments we receive on our planning policy documents will be made publically available online at the earliest opportunity, once the consultation has finished. The comments will be made available to view at: <https://consult.southandvale.gov.uk/portal>

HOW WILL WE RESPOND TO YOU?

For consultations on matters related to plan-making, we do receive a high volume of correspondence, and it is difficult to respond to each individual comment that we receive on a particular consultation.

We therefore publish a summary of the responses we receive from consultations and prepare reports after each stage of consultation including the Local Plan. These are called Consultation Statements.

Each Consultation Statement sets out how the comments made during the consultation have been considered before moving to the next stage of plan-making.

We make our Consultation Statements available:

- at our council offices
- at local libraries
- on our website at: <http://www.whitehorsedc.gov.uk/planning-policy>

We will acknowledge representations on planning policy submitted by email. Representations submitted by post will only receive an acknowledgement if a reply email address has been supplied.

We will not send acknowledgements to verbal comments, or comments submitted to us on feedback forms at consultation events. Those hand delivered written comments will be issued with a receipt if requested.

Comments submitted to us will generally be published on our website depending on the method of consultation.

MONITORING AND REVIEW

The council is required to prepare an Authority Monitoring Report (**AMR**) for the Development Plan. The AMR reports on the preparation and implementation of all Planning Policy documents.

Further information on the council's Authority Monitoring Report can be viewed and accessed from our website

at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy>

We will review our SCI at least every 3 years unless changes to legislation, Government guidance or local circumstances indicate it would be appropriate to review it earlier.



GLOSSARY

KEY TERM	DEFINITION
Area Action Plan	A type of DPD that can be used to guide the development of a specific site or location, for example, a town centre, or other places where significant change is planned.
Authority Monitoring Report	A report produced at least annually assessing: <ul style="list-style-type: none"> • progress with the preparation of the local plan and other planning policy documents against the timetable published in the Local Development Scheme, and • the extent to which adopted plan policies are being successfully implemented.
Charging Schedule	A document produced by the council. As the charging authority, the document sets out rates to which the amount of CIL is chargeable in respect of development within the area to be determined.
Community Infrastructure Levy	A levy that councils can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure.
Community Right to Build Order	A type of Neighbourhood Development Order allowing communities to decide for themselves what is built. This might include, for example, new community facilities and affordable housing.
Consultation	A process by which people and organisations are asked their views about planning decisions, including the Local Plan.
Consultation Statement	A document providing a summary of consultation responses and the key issues received on public consultation of planning policy documents. This document also sets out the changes made to a planning policy document following responses to a consultation.
Development Plan	This includes adopted Local Plans, neighbourhood plans and the Oxfordshire Waste and Minerals Local Plan. It is defined in section 38 of the Planning and Compulsory Purchase Act 2004. Planning applications have to be decided in accordance with the Development Plan unless material considerations indicate otherwise.
Development Plan Document	Development Plan Documents set planning policies in council areas. All DPDs are subject to public consultation and independent examination.
Duty to Co-operate	Created in the Localism Act 2011, and amends the Planning and Compulsory Purchase Act 2004. It places a legal duty on councils, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local and Marine Plan preparation in the context of strategic cross boundary matters.
Local Development Order (LDO)	An Order made by the council (under the Town and Country Planning Act 1990) that grants planning permission for a specific development proposal or classes of development.
Local Development Scheme	This sets out the timetable and work programme for the preparation of the local plan and other Development Plan Documents.
Local Plan	The plan for the local area that sets out the long-term spatial vision and development framework for the district and strategic policies and proposals to deliver that vision. This replaces the Local Development Framework.

KEY TERM	DEFINITION
Local Plan Part 1	This document contains the long-term spatial vision and strategic policies that guide growth in the district.
Local Plan Part 2	This document will contain detailed development management policies and site allocations for non-strategic sites.
Material planning consideration	This is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision. This can include issues such as overlooking/loss of privacy, parking, noise, effect on a listed building or conservation area, or the effect on nature conservation etc.
Neighbourhood Development Order	A Neighbourhood Development Order (NDO) can be used to permit different types of development (in full or outline) without the need for planning permission.
Neighbourhood Plan	A plan prepared by a Town or Parish or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).
Referendum	<p>A general vote by the electorate on a single political question which has been referred to them for a direct decision. For a neighbourhood plan referendum, the following question will be asked:</p> <p>Do you want [insert name of local planning authority] to use the neighbourhood plan for [insert name of neighbourhood area] to help it decide planning applications in the neighbourhood area?</p>
Saved Policies	Saved policies from the adopted Local Plan 2011. Once the Local Plan 2031 Part 1 is adopted, it will replace the saved strategic policies of the Local Plan 2011. Non –strategic saved policies that are consistent in whole or part with the NPPF will remain relevant for development management purposes until they are replaced upon adoption of the Local Plan 2031 Part 2.
Section 106	A legal agreement under Section 106 of the Town and Country Planning Act. They are legal agreements between the council and a developer, or undertakings offered unilaterally by a developer that ensures that certain works related to a development are undertaken.
Strategic Environmental Assessment	An assessment of the environmental effects of policies, plans and programmes, required by European legislation, which will be part of the public consultation on the policies.
Supplementary Planning Document	A planning policy document that adds further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary Planning Documents are capable of being a material consideration in planning decisions, but are not part of the development plan.
Sustainability Appraisal	The process of assessing the economic, social and environment effects of a proposed plan. This process implements the requirements of the SEA Directive. It is required to be undertaken for all DPDs.

APPENDIX 1: SPECIFIC GENERAL CONSULTATION BODIES IDENTIFIED IN THE TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND) REGULATIONS 2012

Regulation 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the specific and general consultation bodies that the council is legally required to consult on when preparing Planning Policy documents. See <http://www.legislation.gov.uk/uksi/2012/767/regulation/2/made>

Specific consultation bodies include the following:

- (a) the Coal Authority^(b),
- (b) the Environment Agency^(c),
- (c) the Historic Buildings and Monuments Commission for England (known as English Heritage)^(d),
- (d) the Marine Management Organisation^(e),
- (e) Natural England^(f),
- (f) Network Rail Infrastructure Limited (company number 2904587),
- (g) the Highways Agency,
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority's area,
- (i) any person—
 - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
 - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,
- (j) if it exercises functions in any part of the local planning authority's area—
 - (i) a Primary Care Trust established under section 18 of the National Health Service Act 2006^(g) or continued in existence by virtue of that section;
 - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989^(h);
 - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986⁽ⁱ⁾;
 - (iv) a sewerage undertaker; and
 - (v) a water undertaker;
- (k) the Homes and Communities Agency^(j);

General consultation bodies include the following:

- (a) voluntary bodies some or all of whose activities benefit any part of the local planning authority's area,
- (b) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area,
- (c) bodies which represent the interests of different religious groups in the local planning authority's area,
- (d) bodies which represent the interests of disabled persons in the local planning authority's area,
- (e) bodies which represent the interests of persons carrying on business in the local planning authority's area;

- (a) 1996 c.16.
- (b) See section 1 of the Coal Industry Act 1994 (c.21).
- (c) See section 1 of the Environment Act 1995 (c.25).
- (d) See section 32 of the National Heritage Act 1983 (c.47).
- (e) See section 1 of the Marine and Coastal Access Act 2009 (c.23).
- (f) See section 1 of the Natural Environment and Rural Communities Act 2006 (c.16).
- (g) 2006 c.41.
- (h) 1989 c.29. There are amendments to these provisions which are not relevant to these Regulations.
- (i) 1986 c.44. There are amendments to these provisions which are not relevant to these Regulations.
- (j) See section 2 of the Housing and Regeneration Act 2008 (c.17).

APPENDIX 2: DUTY TO CO-OPERATE BODIES IDENTIFIED IN THE TOWN AND COUNTRY PLANNING (LOCAL PLANNING) (ENGLAND) REGULATIONS 2012

Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the consultation bodies that the council is legally required to consult with under the Duty to Co-operate. See <http://www.legislation.gov.uk/uksi/2012/767/regulation/4/made>

APPENDIX 3: CONSULTATION BODIES IDENTIFIED IN SCHEDULE 1 OF THE NEIGHBOURHOOD PLANNING (GENERAL) REGULATIONS 2012

Schedule 1 of the Neighbourhood Planning (General) Regulations 2012 sets out the organisations and other bodies that the council is legally required to consult with for neighbourhood plans. See http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi_20120637_en.pdf

Alternative formats of this publication
are available on request

These include large print, Braille, audio,
email, easy read and alternative languages

Please contact Planning on 01235 422600

Planning Policy Team

135 Eastern Avenue,
Milton Park, Milton, OX14 4SB

Tel: 01235 422600

Email: planning.policy@whitehorsedc.gov.uk

www.whitehorsedc.gov.uk



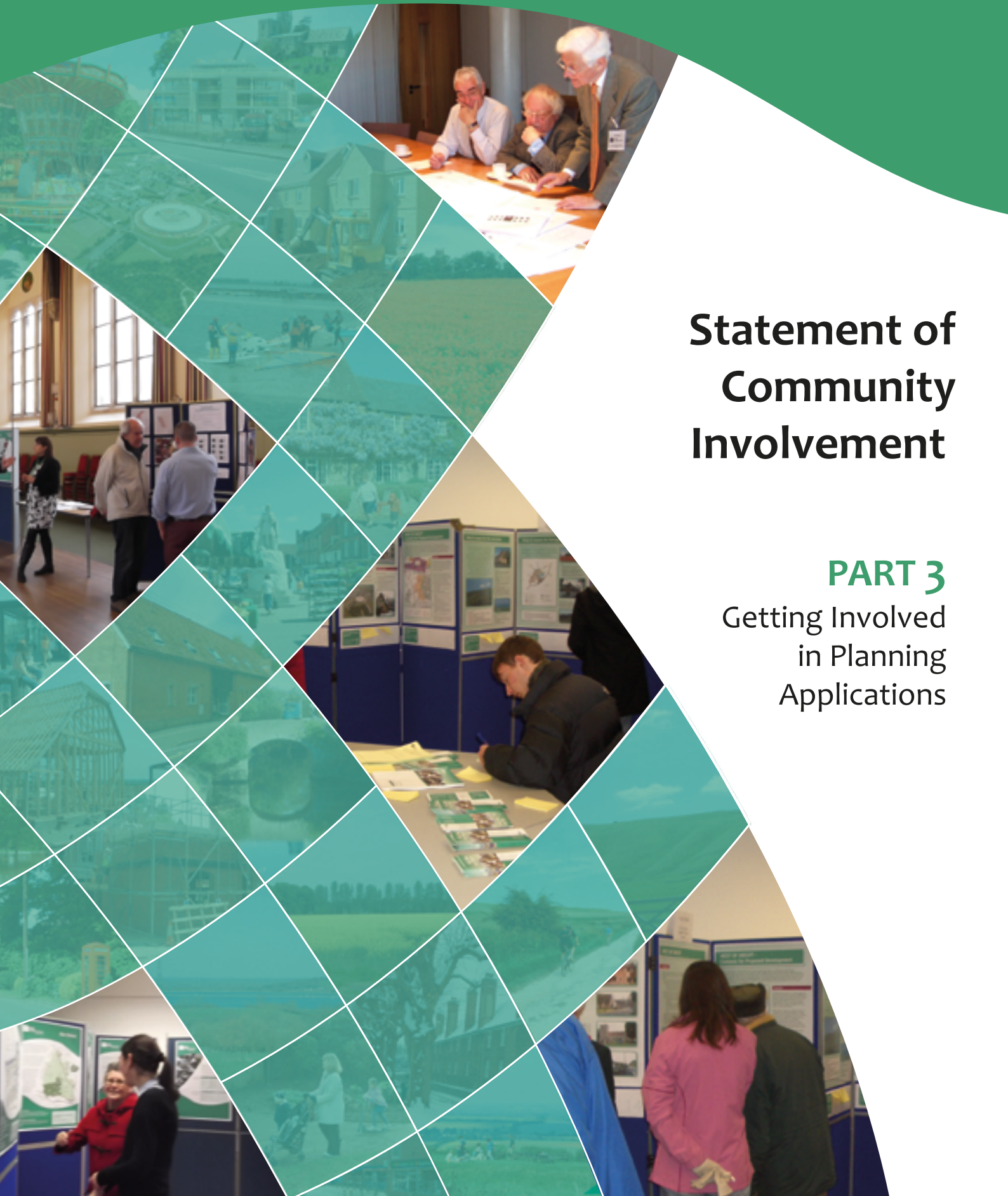
**Vale
of White Horse**
District Council

Adopted December 2016

Statement of Community Involvement

PART 3

Getting Involved
in Planning
Applications





COMMUNITY INVOLVEMENT – GETTING INVOLVED IN PLANNING APPLICATIONS

This SCI comprises three parts:

Part 3 (this document) sets out how to become involved with planning applications.

Part 1: Community Involvement – Getting Involved in Shaping our Future:

- This provides information on the council's overall approach to community engagement and involvement in the planning process

Part 2: Community Involvement – Getting Involved in the Local Plan and Planning Policy:

- This provides information on how to get involved with and influence the council as it prepares its Local Plan and other Planning Policy documents

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WHAT IS DEVELOPMENT MANAGEMENT?

Development Management is a positive, proactive approach to shaping, considering, determining and delivering development proposals from concept to delivery, through a structured process.

The Development Management team is made up of an applications team, specialist team, appeals team and enforcement team and is responsible for assessing planning applications in accordance with the adopted development plan, the National Planning Policy Framework (NPPF), the National Planning Practice Guidance (NPPG) and other material considerations, including consultation responses.

They are also contactable for advice on pre – application enquiries and planning applications.

WHAT TYPES OF PLANNING APPLICATIONS ARE AVAILABLE TO ME?

The council receives a variety of planning applications. The most common forms that we receive include 'major', 'minor' and 'other' applications whose definition are prescribed by Government as set out below. A list of the main applications we may receive are shown in **Appendix 1**.

For planning applications made to Oxfordshire County Council, for example on minerals and waste matters, please visit: <https://www.oxfordshire.gov.uk/cms/content/find-planning-application>.

Major Proposals

Applications for developments of 10 or more dwellings, or 1,000 sq m or more gross non-residential floor area (including changes of use of existing buildings).

Minor Proposals

Applications for developments of up to 9 dwellings or up to 999 sq m gross non-residential floor area (including changes of use of existing buildings), changes of use of open land, telecommunications.

Other Proposals

Applications for the extension or alteration to a house, ancillary buildings in the garden of a house, advertisements or listed building consent.



HOW DOES THE PLANNING APPLICATION PROCESS WORK?

Figure 1: The Planning Application Process

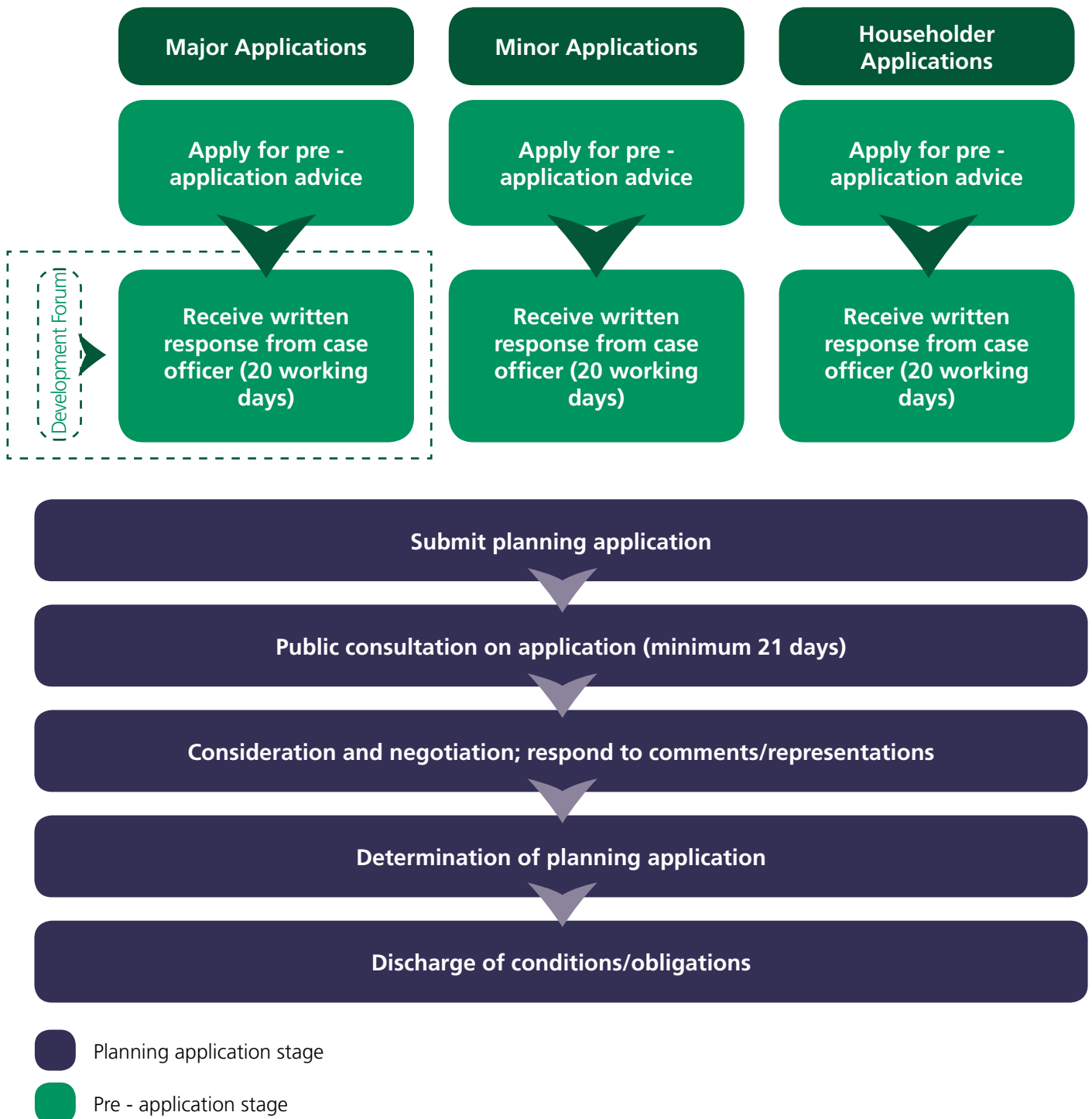


Figure 1 shows the key stages in the planning application process. It shows when the local community will be involved in commenting upon a planning application and the steps taken to make a decision on major, minor and other proposals.

The General Permitted Development Order (GPDO) 2015ⁱ allows certain building works and changes of use to be carried out without having to make an application. In some cases the applicant may obtain prior approval from the council before carrying out permitted developmentⁱⁱ. We will always consult on and publicise planning applications (**Appendix 1**) in accordance with the relevant and up to date regulations.

WHAT IS A PRE – APPLICATION?

The pre-application stage encourages applicants to carry out early engagement with the local community and the council, before submitting a planning application. We encourage the early discussion of schemes in the form of a pre – application as it can:

- Verify the list of local requirements
- Reduce the likelihood of submitting invalid applications
- Help you to understand how planning policies and other requirements may affect your proposals

We will disclose any pre-application advice letter between the applicant and the council, once a formal planning application is submitted. This will be made available on our Planning Application Register that can be accessed on the council websiteⁱⁱⁱ.

Further information on the pre-application process, including **how to apply for pre – application advice** can be accessed on the council website at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/application-advice/pre-application-advice>

WHAT IS A DEVELOPMENT FORUM?

We encourage applicants and developers to discuss their proposals with neighbours, and to consult with the wider community on their proposals that are likely to have an impact on their local area. We encourage developers to carry out public consultation for all major applications prior to submitting an application.

- The General Permitted Development Order (GPDO) 2015; available at: <http://www.legislation.gov.uk/uksi/2015/596/contents/made>
- Further information on Permitted Development can be accessed on our website at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/application-advice/do-i-need-planning-permission-0>
- Planning Application Register, available at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application/planning-application-register>

With this in mind, our Development Forums are an optional part of our pre – application process designed for those bringing forward major applications likely to generate significant public interest. They are held at the applicants' expense to cover the council's administration costs.

A Development Forum ensures that key stakeholders are engaged at the earliest possible stage to help shape the development. It particularly allows an applicant to positively engage with council officers, local councillors, towns and parishes and local community groups.

Where a developer does not enter into pre – application discussions with the council, we may suggest a 'Forum' as soon as a formal planning application is registered.

What will the Development Forum do?

- ✓ Provide an explanation of the proposed development by the developer
- ✓ Provide an explanation from council officers of national and local planning policies and guidance
- ✓ Consider the funding of infrastructure and facilities, including developer contributions (Section 106) and Community Infrastructure Levy (CIL)
- ✓ Provide an opportunity for an open discussion by all parties to raise issues and to provide feedback, allowing the applicant to amend their proposals to reflect local views prior to submitting a planning application
- ✓ Provide a mechanism for carrying out meaningful public engagement
- ✓ Record actions and provide application progress updates

Who might be involved in the Development Forum?

The Development Forum, as a general rule, will involve the following:

- The ward councillor
- Up to two parish councillors from each relevant parish
- The town or parish clerk
- Up to three representatives from the developer (if appropriate specialist advisors)
- The planning committee
- The planning officer and other council officers as appropriate
- Oxfordshire County Council and other statutory organisation representatives
- Up to two representatives of a recognised community organisation

Development Forums are encouraged at the pre – application stage. Wider forums, or a form of consultation, may be required at the planning application stage. It is important to note that this 'forum' does not remove our requirement to carry out formal public consultation on applications.

HOW DO I FIND OUT ABOUT A NEW PLANNING APPLICATION?

There are a number of ways we inform you of planning applications that are submitted to the council. These include the following:

Neighbour notification letter

A notification (letter or email) will normally be sent to those properties adjacent to the boundary of the application site.

The case officer may also notify any properties they consider to be directly affected by the proposal.

Site Notice

A site notice refers to the action of posting a notice at the application site, in a way that is visible and legible by members of the public.

In accordance with the relevant legislation, for all major applications we will always display at least one or more site notice to which the applications relates for no less than 21 days.

In accordance with the relevant legislation, for all applications for Prior Approval, we will always erect a site notice and/or notify owners or occupiers as advised by the applicant of any adjoining premises.

If the council is informed that a site notice has been removed, we will usually replace this with another site notice.

Social Media

For major proposals, the council will publish details of the consultation on a planning application on social media, for example Twitter:

<https://twitter.com/WhiteHorseDC>

Press Notice

A press notice refers to the publication of a notice in a newspaper circulating in the locality where the land to which the application relates to is situated.

In accordance with the relevant and most up to date legislation, for all major applications we will always publicise a notice in the local newspaper.

For minor and/or other proposals, we will only undertake a press notice for planning applications located within conservation areas or affecting the setting of a listed building that may affect its character or appearance. More information on public consultation required for types of planning applications can be found in Appendix 1.

Email Alerts

In addition to our statutory procedures for consulting on applications, the council offer a service for those interested in planning applications to sign up for regular email alerts. Once registered, the consultee will receive an automatic email notification informing them of any new planning application or planning decision made in their area (**within 100m radius of their postcode area - a larger area is available on request**) with a link to the proposal via our website.

<http://www.whitehorsedc.gov.uk/news-and-events/keep-me-informed/email-alerts>

HOW DO WE COMMUNICATE WITH OUR COUNCILLORS?

We notify our Councillors of the registration of a planning application once it has been submitted to the council.

HOW DO WE CONSULT YOU ON PLANNING APPLICATIONS?

Most planning applications submitted to the council will include an element of public consultation or notification in accordance with the relevant and up to date regulations. The bodies and/or organisations that we will consult on a particular application depends upon the nature and potential impact of a development proposal (**Appendix 1**).

Neighbour notification consultation

We will always notify neighbours adjacent to the boundary of an application for planning permission (**Figure 2**) in accordance with the relevant legislation^{iv}.

In most cases, where new development (e.g. 'major' application) affects more properties than those that are immediately adjacent to the boundary of the site, wider consultation may be carried out.

We encourage residents and businesses to subscribe to our email alerts, which (by post code) will automatically notify you of applications made in your street.

This is not an alternative to our normal notification/consultation process but is additional. It is important to understand that even if we have not specifically written to you, but you know about a proposal and you want to comment on it, you can do so. For this to be effective please ensure you identify the address of the property and the planning application reference number (available via our website).

Statutory body Consultation

We will consult with statutory bodies on planning applications for certain types of development in accordance with the relevant and up to date regulations^v. Consultation with these bodies will vary depending on the type of development proposal and/or location.

- iv Town and Country Planning (Development Management Procedure) (England) Order 2015
- v Table 2 - Statutory consultees on applications for planning permission of the National Planning Practice Guidance (NPPG) available at: <https://www.gov.uk/guidance/consultation-and-pre-decision-matters#Statutory-consultees>

Fig 2: Minimum neighbourhood notification for all applications



Town and Parish Consultation

Towns and parishes are not classified as a statutory body, but we will always notify them of an application within and/or immediately adjacent to the town or parish boundary.

For permitted development notifications we do not consult towns or parishes.

Residents Association Consultation

A body formally designated as a Resident Association and who has advised the council of its area of interest, will be notified of a planning application, within their defined area.

General Public Consultation

An important role of the council's planning service is to consult the community on planning applications. Many of the applications we consult on will only be relevant to immediate or close neighbours. Other applications, because of their scale, location, and/or nature of the proposal, will be of greater interest to the wider community. Therefore, the level of consultation

and involvement with the community will depend upon the nature of each individual application.

In all cases, we will send a letter to the properties adjacent to the boundary of an application site. The planning officer may also, subject to their discretion, notify any properties they consider to be directly affected by the proposal. For example, if an application for a rear conservatory was submitted, it would be unnecessary to consult those properties that fronted the property, but those adjacent to the proposal would be notified of the application.

We will ensure that applications have a level of publicity and consultation that is appropriate to the size and the nature of the proposal. **Appendix 1** shows the council's approach to publicity and consultation for various common types of planning applications that we can expect in the district.

AT WHAT POINT WOULD WE CONSULT AGAIN?

National policy asks councils to consider whether further publicity and consultation is necessary if an amendment is made to an application once it has been submitted to the council^{vi}.

If an application is significantly amended, we will send a further notification to adjacent properties, and to any additional people or organisations who have already written in with comments, and request any comments within 14 days.

For major applications we will also issue a further site notice and advertise the consultation on the amended application.

We will also send copies of the revised application by email to the relevant town or parishes for further comment.

In accordance with best practice, and to manage expectations, the case officer will determine whether discretionary consultations may take place for applications with amended plans.

HOW CAN I GET INVOLVED WITH A PLANNING APPLICATION?

We want our planning decisions to consider and take account of community views. Consultation helps us to understand local issues, views and aspirations. The planning issues raised play a key role in influencing decisions.

The publicity procedures to be followed on planning applications are set out in Government legislation and regulations. The council meets all of these minimum legal requirements, but it is also best practice for the council to consult more widely to ensure that we maximise our opportunities for community involvement.

WHERE CAN I SEE A PLANNING APPLICATION?

The council publishes a list of all planning applications it receives. This is known as the **Planning Application Register** on our website at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application/planning-application-register>

All details of applications registered (application form, plans, supporting details) can be viewed and accessed electronically through this Planning Applications Register. A copy of the application and plans (black and white and on A4) is sent to the local town or parish. Please contact the clerk to view these documents. Details of all Town and Parish Clerks can be found at: <http://www.whitehorsedc.gov.uk/services-and-advice/local-democracy/town-and-parish-councils>

HOW CAN I COMMENT ON A PLANNING APPLICATION?

We want to hear from you whether you are supporting, objecting or commenting on an application. To ensure that your views are not misinterpreted, we can only accept them in writing (email or letter). Please ensure that you quote the following when submitting a comment on a planning application:

- planning application reference number
- address of the site
- name of the case officer

We encourage you to submit comments on planning applications online, though there are a number of methods you can use:



Comment online: search for the planning application. Once you have selected the relevant application click on the orange 'comment now' box that appears in the planning application details window. This will open the online comment form.



planning@whitehorsedc.gov.uk



Vale of White Horse District Council,
135 Eastern Avenue, Milton Park,
Milton, OX14 4SB

(at the time of publication of this document)

If you would like to comment on a planning application but are unable to do so in writing because of a disability, cannot speak English well or cannot speak English, please contact us to discuss how we might help.

vi. CLG (2014) National Planning Practice Guidance (NPPG); Consultation and pre – decision matters; Paragraph: 026 Reference ID: 15-026-20140306; available at: <https://www.gov.uk/guidance/consultation-and-pre-decision-matters#Re-consultation-after-amended>

WHAT TYPES OF COMMENTS ARE TAKEN INTO ACCOUNT?

Every comment that is planning related can influence the outcome on an application. So you can influence new development, which can make a difference to you and others in the locality.

All material planning comments are taken into account in considering planning applications. The list of examples below show relevant material planning matters that **can be** taken into account. Please note this list is not exclusive:

- ✓ Overshadowing and loss of light
- ✓ Over dominance
- ✓ Noise disturbance, smells, obtrusive lighting or other impacts on amenity
- ✓ The planning history of a site
- ✓ National planning policies and guidance
- ✓ Local planning policies and guidance
- ✓ Highway safety issues
- ✓ Traffic generation
- ✓ Car parking provision
- ✓ Design, including appearance, layout, scale, density and materials
- ✓ Local drainage issues
- ✓ Local flooding issues
- ✓ Loss of important open spaces
- ✓ Loss of important community facilities
- ✓ Impact on important trees
- ✓ Proposed landscaping
- ✓ Impact on the character or setting of a listed building
- ✓ Impact on the character or appearance of a conservation area

The list of examples below show the comments that **are not** considered to be material planning matters and will not be taken into account. Please note this list is not exclusive.

- ✗ Reduction in property values
- ✗ Boundary and access disputes
- ✗ Covenants and other private property matters
- ✗ Questioning the applicant's motives or morals
- ✗ Commercial competition
- ✗ Loss of a private view over land
- ✗ Planning application has been submitted retrospectively

Further information on **'What is a material planning consideration?'** can be accessed from our website at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application/guidance-commenting-planning-application>

In accordance with our Customer Service Standards, the council will not tolerate comments that contain abusive,

offensive or derogatory language, or those related to a personal circumstance. Any comments submitted to the council in this manner will not be published.

HOW LONG DO I HAVE TO COMMENT?

Once a planning application is registered, the application will be publicised and interested parties will be notified and invited to make comments. Interested parties are given 21 days to comment. This period is set out in the regulations. All comments on planning applications must be made in writing within:

- 21 days from the date of our notification letter, or
- 21 days from the date of a press notice or site notice appearing

Please note that comments submitted after this 21 day publicity period has expired may not be considered, as a decision may have already been determined on the planning application.

When we receive your comments we will send you an acknowledgement letter. Your comments/letter can be viewed online (publically available).

We may seek to extend our consultations in certain circumstances, for example, where the council is closed for business during the Christmas period.

HOW DO I VIEW OTHER COMMENTS AND PROGRESS ON AN APPLICATION?

Every planning application registered by the council has a unique reference number and is assigned to a 'case officer' to deal with. This information will be provided on the letter of notification and acknowledgement that we issue.

Consultees are entitled to view all details of a planning application in accordance with the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

All comments made on an application and received by the council can be viewed online via the Planning Application Register: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application/planning-application-register>.

HOW WILL WE RESPOND TO YOU?

For consultations on matters related to planning applications, as we receive a high volume of correspondence, it is difficult to respond to each individual comment that we receive on a particular consultation. Therefore comments relating to a particular planning application will be summarised and responded to within the planning officer's report. This report will be available to view electronically on the Planning Application Register.

The report will set out the officer's recommendations and justification. If the application is for approval, planning conditions may be set out, or if it is for refusal, the reasons and relevant Planning Policy will be set out.

This report is also sent to the applicant/agent, the relevant towns or parish and any individual, body or organisation who commented on the application (only if they have provided an email address when submitting a representation).

The report and final decision is provided online via:

- Our Planning Decision Register, accessed via the council website at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application/planning-decision-register>

We will acknowledge representations received on planning applications by e-mail and by post. If you have included an e-mail address with your letter we will respond by e-mail. We will not send acknowledgements to verbal comments or comments submitted to us on feedback forms at consultation events.

Further information on 'how we respond to you' in planning and plan-making is set out in **Part 1**.

HOW ARE DECISIONS ON PLANNING APPLICATIONS MADE?

Decisions on planning applications will be determined in accordance with the decision making processes set out in the council's Constitution.

The Constitution sets out how the council operates, how decisions are made and the procedures which are followed to ensure that they are efficient, transparent and accountable to local people.

Further information on the council's Constitution can be accessed online at: <http://www.whitehorsedc.gov.uk/about-us/how-we-work/constitution-0>

Planning Committee

Planning Committee considers a range of planning applications depending upon the scale, degree of complexity and the level of community interest.

The agenda for Planning Committee is published five working days before the meeting and is available to view at the council offices or online at: <http://democratic.whitehorsedc.gov.uk/committees>

If the application on which you have commented is to be heard by the Planning Committee, we will write to you and invite you to come and speak at the meeting. If you prefer, you can contact your local councillor at <http://democratic.whitehorsedc.gov.uk/mgMemberIndex.aspx?bcr=1> and ask if they would put forward your views at the meeting.

You are welcome to attend any Planning Committee and view the agenda papers. If you wish to speak at the meeting please contact Democratic Services on **01235 422520** or email democratic.services@southandvale.gov.uk

How to speak at Planning Committee

Planning Committee provides an opportunity, for those registered, to speak about a planning application and put forward any relevant issues to the committee about a proposal. It is also an opportunity for councillors at the Planning Committee to clarify any questions and answers arising from public speaking.

Each speaker, or group of speakers, can speak for up to three minutes on each application site (even if there are several applications for the site).

Further conditions of speaking at Planning Committee are set out in the council's Constitution.

HOW DO I FIND OUT ABOUT SECTION 106 (PLANNING OBLIGATIONS)?

Section 106 is a legal agreement between the council and the applicant. The agreement sets out obligations to mitigate impacts of the proposal and must meet three statutory tests^{vii}.

The council does not consult on Section 106 agreements. However, we seek clarity from towns and parishes on community facilities that the new development may impact upon or require improvement of. Once we have an agreement and the development has commenced, we will notify towns and parishes of the sums available for identified community facilities and provide an update to them on a six-monthly basis.

The council is committed to working with the towns and parishes to continue to identify local priorities and to deliver local projects. A list of all Section 106 contributions that are secured by the council are available on our website at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/delivering-infrastructure/section-106>

vii The Community Infrastructure Levy Regulations 2010, available at: <http://www.legislation.gov.uk/ukdsi/2010/9780111492390/part/11>

HOW CAN I GET INVOLVED WITH AN APPEAL?

If a planning application is refused, the applicant can either re-apply for planning permission with an alternative scheme, or they can appeal against the decision (this right is only available for the applicant as set out in regulations). Appeals are made to the **Planning Inspectorate** (PINS). Applying for an appeal is in the hands of the applicant and/or appellant and is not within the remit of the council.

Only the person who applied for planning permission, or was served with an enforcement notice, has a legal right to appeal (known as the appellant). There is no right of appeal for interested people or organisations (known as third parties).

If an appeal is made we will notify the interested parties of the appeal and provide information on how and when to respond to PINS.

Appeals can be viewed on our **Planning Appeals Register** available on the council's website at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-appeals/planning-appeals-register>.

This register is live and includes current and recent appeals and sets out details of what stage the appeal is at and the decision, if it has been made.

Alternatively, you can view current appeals on the Planning Inspectorate's Appeals Casework Portal available online at: <https://www.gov.uk/government/organisations/planning-inspectorate>

WHAT IF I THINK SOMETHING HAS BEEN BUILT, OR WORKS ARE BEING CARRIED OUT ON SOMETHING THAT HAS NOT RECEIVED PLANNING PERMISSION?

When a person carries out development without the benefit of a planning permission, the council considers what action to take. There is no duty on the council to investigate.

If we find a breach of planning control has occurred, we can consider enforcement action. However, before such action is taken we will give the owner an opportunity to put things right. This could involve the council asking for a new retrospective planning application.

If no application is made, or the breach is harmful to planning, formal action can be considered. The council can serve an enforcement notice, usually as a last resort. We would firstly pursue other means of resolving the breach.

Before reporting a suspected breach of planning control, please take a look at the Council's Enforcement Statement, available at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-enforcement>

If you do suspect a breach of planning control please complete the Reporting Form, available at: https://eform.whitehorsedc.gov.uk/ebase/ufsmain?formid=ENFORCEMENT_COMPLAINT&SOV_TAG=VALE&ebd=0&ebz=1_1473948604648

For further information on planning enforcement please contact the Customer Service Team by phone **01235 422600** or email planning@whitehorsedc.gov.uk.

Further details on the council's approach to addressing planning enforcement matters is available on the council website at: <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-enforcement>.



APPENDIX 1: PUBLIC CONSULTATION BY TYPE OF PLANNING APPLICATION OR DEVELOPMENT PROPOSAL

Type of Application	Publicity normally undertaken for each type of application				Notes
	Social Media	Site Notices	Press Notices	Neighbour notification letters	
'Major' Planning Applications	Yes	Yes	Yes	Yes	<p>Letters are sent to any owners/occupiers of properties adjoining the application site, where they can be identified. We seek to notify all adjoining neighbours to a proposal directly by a letter and will also display at least one site notice on or near the site. The extent of any wider notification by letter is dependent on the nature and scale of the proposal, and is assessed by the planning officer dealing with the application on a case-by-case basis.</p> <p>Some applications will also need to be accompanied by their own Statement of Community Involvement.</p>
'Other'/'minor' Planning Applications	No	Yes	See Notes	Yes	For planning applications in conservation areas or affecting the setting of a listed building, site and press notices are only required when we think that the proposed development will affect the character or appearance of the conservation area and/or the setting of a listed building.
Applications for Listed Building Consent	No	Yes	Yes	Yes	In the case of listed buildings we will publish details of the application in a local newspaper and put up a site notice.
Applications for Certificates of Lawfulness of Existing Use or Development	No	Yes	No	See Notes	There is no legal requirement to carry out publicity on applications for certificates of lawfulness of existing use or development because the application is judged on the factual evidence and not on the planning merits. However these applications seek to demonstrate that a building has been in place for 4 years or a use has been going on for 4 or 10 years, so we may undertake neighbour notifications by letter, subject to the officer's discretion, if the evidence submitted by the applicant appears inconclusive and we feel that local people may be able to provide evidence. We always notify the town or parish.

Type of Application	Publicity normally undertaken for each type of application				Notes
	Social Media	Site Notices	Press Notices	Neighbour notification letters	
Applications for Certificates of Lawfulness of Proposed Use or Development	No	No	No	No	There is no legal requirement to carry out publicity on applications for certificates of lawfulness of proposed use or development because the application is judged on the factual evidence and not on the planning merits. We always notify the town or parish.
Applications for the Approval of reserved matters	No	See Notes	See Notes	Yes	The application is subject to the publicity appropriate to a 'major' or 'other' application (see above).
Applications required by a condition attached to a grant of planning permission	No	No	No	See Notes	No publicity is undertaken, consultation with internal/external specialists carried out depending on the condition to be discharged.
Prior Approval Applications – telecommunications	No	No	See Notes	No	In some very specific circumstances, a press notice is required.
Prior Approval Applications – Demolition	No	Yes	No	No	Publicity is for information purposes only and the applicant undertakes it. The applicant displays a site notice on or near the land on which the building to be demolished is sited for not less than 21 days in the period of 28 days beginning with the date on which the application was submitted to the council. Notify the town or parish.
Prior Approval Applications – New Agricultural Buildings	No	No	No	No	Parish notified
Prior Approval Applications – Domestic Extensions	No	No	No	Yes	Part 1 Class A.1(e) of the Town and Country Planning (General Permitted Development) (England) Order 2015 allows domestic single storey rear extensions up to 8m deep on detached houses and up to 6m deep on all other houses for a three year period, ending date needs to be reviewed. When the council is given notice of one of these proposals we will write to the immediate neighbours and the town or parish, giving them 21 days to comment on the proposal.

Type of Application	Publicity normally undertaken for each type of application				Notes
	Social Media	Site Notices	Press Notices	Neighbour notification letters	
Prior Approval change of use of Office to Residential use	No	Yes	No	Yes	Part 1 Class J of the Town and Country Planning (General Permitted Development) (England) Order 2015 allows changes of use of B1 offices to C3 residential. When the council is given notice of one of these proposals we will undertake some statutory consultations and erect a site notice and notify owners or occupiers of any adjoining premises giving them 21 days to comment on the proposal.
Prior Approval change of use a State Funded School	No	Yes	No	Yes	Part 1 Class K of the Town and Country Planning (General Permitted Development) (England) Order 2015 allows changes of use of some offices, hotels, residential institutions and assembly and leisure use buildings to a state funded school. When the council is given notice of one of these proposals we will undertake some statutory consultations and erect a site notice and notify owners or occupiers of any adjoining premises giving them 21 days to comment on the proposal.
Prior Approval for change of use of agricultural buildings under 500m2	No	Yes	No	Yes	Part 1 Class M of the Town and Country Planning (General Permitted Development) (England) Order 2015, allows changes of use of agricultural buildings under 500m2 to a variety of other uses. Notify town or parish and internal consultees.
Prior Approval use of a building and any land for a State Funded School for one year	No	Yes	No	Yes	Part 3 Class C of the Town and Country Planning (General Permitted Development) (England) Order 2015 allows changes of use of some offices, hotels, residential institutions and assembly and leisure use buildings to a state funded school . When the council is given notice of one of these proposals we will undertake some statutory consultations and erect a site notice and/or notify owners or occupiers of any adjoining premises giving them 21 days to comment on the proposal.
Change of use to a 'flexible use'	No	Yes	No	Yes	Part 3 Class D of the Town and Country Planning (General Permitted Development) (England) Order 2015 allows some change of use of shops, financial and professional services, restaurants, cafes, drinking establishments, hot food takeaways, offices, non-residential institutions and assembly and leisure buildings to a flexible use as a shop, financial and professional services, restaurants and cafes or offices for a two year period. When the council is given notice of one of these proposals we will notify owners or occupiers of any adjoining premises giving them 21 days to comment on the proposal.

Type of Application	Publicity normally undertaken for each type of application				Notes
	Social Media	Site Notices	Press Notices	Neighbour notification letters	
Applications for advertisement consent	No	Yes	Yes	Yes	
Amendments to an undetermined Application	No	See Notes	See Notes	See Notes	The council practice is to negotiate improvements to applications and if possible overcome objections made by neighbours. If a significant amendment is made to an application then we will write to neighbours again and request any comments on the amendments within 14 days. Majors will also be advertised and have a site notice. Officer discretion for this for controversial applications.
Applications for Hazardous Substance Consent	No	Yes	Yes	Yes	We only consult the Health and Safety Executive as the statutory body for matters related to hazardous substances.
Development affecting a Public Right of Way	No	Yes	Yes	No	



GLOSSARY

KEY TERM	DEFINITION
Breach of planning control	<p>A breach of planning control is defined in Section 17A of the Town and Country Planning Act 1990 as:</p> <ul style="list-style-type: none"> • the carrying out of development without the required planning permission; or • failing to comply with any condition or limitation subject to which planning permission has been granted
Constitution	Vale of White Horse District Council's Constitution sets out how the council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people.
Consultation	A process by which people and organisations are asked their views about planning decisions, including the Local Plan.
Development Forum	Development Forum ensures that key stakeholders are engaged at the earliest possible stage to help shape the development. It particularly allows an applicant to positively engage with council officers, local councilors, towns and parishes and local community groups.
Development Management	<p>The Development Management team is responsible for assessing planning applications in accordance with the adopted development plan, the National Planning Policy Framework (NPPF), the National Planning Practice Guidance (NPPG) and any other material considerations including consultation responses.</p> <p>The team can be contacted for advice on pre – application enquiries and planning applications.</p>
Environmental Information Regulations (EIR) 2004	<p>The Environmental Information Regulations (EIR) 2004 provide public access to environmental information held by public authorities.</p> <p>http://www.legislation.gov.uk/ukxi/2004/3391/regulation/12/made</p>
Freedom of Information (FOI) Act 2000	<p>The Freedom of Information (FOI) Act 2000 gives rights of public access to information held by public authorities.</p> <p>http://www.legislation.gov.uk/ukpga/2000/36/contents</p>
General Permitted Development Order 2015	<p>This Order sets out classes of development for which a grant of planning permission is automatically given, provided that no restrictive condition is attached or that the development is exempt from the permitted development rights.</p> <p>http://www.legislation.gov.uk/ukxi/2015/596/contents/made</p>
Major applications	Applications for developments of 10 or more dwellings, or 1,000 sq m or more gross non- residential floor area (including changes of use of existing buildings).
Material planning considerations	This is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision. This can include issues such as overlooking/loss of privacy, parking, noise, effect on an listed building or conservation area, or the effect on nature conservation etc.

KEY TERM	DEFINITION
Minor application	Applications for developments of up to 9 dwellings or up to 999 sq m gross non-residential floor area (including changes of use of existing buildings), changes of use of open land, telecommunications.
National Planning Policy Framework (NPPF)	<p>This sets out Government's planning policies for England and how these are expected to be applied at a local level. The NPPF is a material consideration when deciding on planning applications or appeals.</p> <p>https://www.gov.uk/government/publications/national-planning-policy-framework--2</p>
National Planning Practice Guidance (NPPG)	<p>The National Planning Practice Guidance (NPPG) is a planning practice on-line resource covering a range of planning issues.</p> <p>http://planningguidance.communities.gov.uk/</p>
Planning Inspectorate (PINS)	The Planning Inspectorate (PINS) is an executive agency sponsored by the Department for Communities and Local Government. PINS deal with planning appeals, national infrastructure planning applications, examinations of local plans and other planning – related and specialist casework.
Pre – application	<p>Pre – application is an informal process, independent of the formal planning application process that provides an indication as to whether a proposal is likely to be considered acceptable or not.</p> <p>The advice given does not constitute a formal response or decision of the Council, but is an informal opinion by a Planning Officer.</p>
Prior Approval	<p>Prior Approval means that a developer has to seek approval from the council that specified elements of the development are acceptable before work can proceed.</p> <p>The matters for prior approval will vary depending on the type of development. These are set out in full in the relevant parts in Schedule 2 of the General Permitted Development Order.</p>
Public Right of Way (PRoW)	A right of passage by the public over the highway for the purpose of passing and re – passing and for incidental purposes. There are four classes of rights – Footpaths, for walkers, Bridleways for walkers, horse riders and pedal cyclists, Restricted Byways for all users except mechanically propelled, and Byways for all users
Section 106	A legal agreement under Section 106 of the Town and Country Planning Act. They are legal agreements between the council and a developer, or undertakings offered unilaterally by a developer that ensures that certain works related to a development are undertaken.



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are available on request

These include large print, Braille, audio,
email, easy read and alternative languages

Please contact Planning on 01235 422600

Planning Policy Team

135 Eastern Avenue,
Milton Park, Milton, OX14 4SB

Tel: 01235 422600

Email: planning.policy@whitehorsedc.gov.uk

www.whitehorsedc.gov.uk