



Statement of Community Involvement

A guide to community
involvement and
consultation in
respect of planning
applications and
planning policy

Introduction

One of our key responsibilities as a district council is to plan for how land is used in the Vale and what kinds of developments can happen and where.

Decisions we make, and policies we set, affect local residents, businesses and organisations now and in the future, so it's important that everyone has the opportunity to be involved from the start. We aim to work positively and proactively with our local communities to make sure they are fully informed, feel involved in the decision-making process and have timely and meaningful opportunities to have a say on planning matters upon which we consult. This Statement of Community Involvement ('SCI') explains how we ensure this happens.

This SCI covers both the preparation and production of planning policy documents and how the community will be involved in decisions relating to planning applications. It also provides information on planning appeals, planning enforcement, the Community Infrastructure Levy and Section 106 legal agreements.

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1. WHAT IS OUR STATEMENT OF COMMUNITY INVOLVEMENT?

- 1.1 We are committed to working in a clear and transparent way as the Local Planning Authority and are keen to help anyone who is interested in getting involved with the planning process.
- 1.2 Our SCI sets out how and when we engage with local communities (local residents, councillors, businesses, organisations and statutory consultees) and highlights the opportunities for local communities to provide comments on new planning documents, such as Local Plans, and how they might be involved in the development of their local area/district. It sets out what methods of consultation we use and how we process and feedback on the comments we receive.
- 1.3 We adopted our previous SCI in 2016. This 2020 version now reflects the government's latest planning policy guidance and legislation¹, including the revised National Planning Policy Framework (NPPF 2019). It also provides updated information regarding Planning in the Vale, including how we operate during the Covid-19 outbreak. The 2016 SCI was split into three documents; the current version combines these documents into one.
- 1.4 This Statement of Community Involvement (2020) comprises three sections:
Section 1: Shaping our Future - sets out our overall approach to community engagement and involvement in the planning process.
Section 2: Community Involvement in the Preparation of the Local Plan and Planning Policy - provides information on how to get involved with and influence the preparation of the Local Plan and other planning policy documents.
Section 3: Community Involvement in Planning Applications - provides information on how to become aware of, view and comment on planning applications.

Section 1 – Shaping our Future

2. OUR PRINCIPLES FOR COMMUNITY ENGAGEMENT AND COMMUNITY AND STAKEHOLDER INVOLVEMENT IN PLANNING POLICY AND PLANNING APPLICATIONS

- 2.1. Our role as the Local Planning Authority is to ensure planning process, rules and policies are followed properly. It is also very important that the policies we create and the planning decisions we make take into account the views of local communities.
- 2.2. New development has a long-lasting impact on its surroundings, so it is important that people have a chance to influence proposals. We therefore engage with local communities (residents, councillors, businesses, organisations and stakeholders) across the district, by using a range of different methods and channels. We want to give everyone an opportunity to have their voice heard. To do that, we aim to follow the consultation principles developed by [central government](#) alongside our [Vale of White Horse Public Engagement Charter 2016-2020](#), which commits us to the following points:

¹ Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended) requires Local Planning Authorities to produce a Statement of Community Involvement.

**Communicating
clearly**

- We will:
 - Keep the process simple by writing our documents in Plain English and explaining any planning language or terms that we use.
 - Explain clearly what we are consulting on and the reasons why we want to involve you.

**Early
involvement**

- We will:
 - Ensure early involvement with local communities in the preparation of our planning policy documents and in the consideration of planning applications, as the earlier local communities are involved, the better chance they have to influence decisions.
 - Have in place effective mechanisms for documenting views and clear feedback mechanisms to demonstrate how the views of the community have influenced and benefited the plan/decisions.

**Being inclusive of
all**

- We will endeavour to engage with a wide range of formal and informal local community groups and voluntary organisations, stakeholders, councillors, town and parish councils and parish meetings and other groups in the community, of which we become aware.

**Recognising
the needs of
different groups**

- We will:
 - Communicate in ways that are relevant and accessible to all sections of our community and proportionate to the issue.
 - 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.
 - Encourage involvement from groups that have traditionally not been involved in the planning process (for example, targeted events with younger people).
 - Support local communities who wish to prepare neighbourhood plans.
 - Hold events or meetings in accessible locations or in accessible ways at times appropriate for different members of the community.

**Making access
to
information
easy**

- We will:
 - Make our planning documents, background studies and responses to consultations readily available to the public on our website and in some cases, if necessary, on paper during normal office hours at our offices.
 - Maximise the use of the internet in our consultations.
 - Recognise that other forms of engagement are necessary and endeavour to communicate in a variety of ways (e.g. newspaper, social media).
 - Where required, make information available in a range of easily accessible formats on request (e.g. in large print, braille, audio, email, easy-read and alternative languages).
 - Make our information publicly available (for example, information on the progress of proposals and feedback on your comments).

**Providing
feedback
and sharing
information**

- We will:
 - Keep you informed of progress and explain decisions and/or outcomes on planning policy documents through your preferred channel of communication.
 - Check to see if we already have information that we can use, such as the results from previous consultations and evidence provided to us by communities – for example, published neighbourhood or community-led plans.
 - Always protect the personal details of respondents in accordance with the Data Protection Act 2018.

3. HOW TO GET INVOLVED IN PLANNING

- 3.1. We recognise that good plan making significantly benefits from early and meaningful engagement with local communities (local residents, councillors, businesses, organisations and statutory consultees). We want everyone to have the opportunity to influence the outcome of our plan-making documents and planning decisions. We explain in sections 2 and 3 how we will engage and consult with local communities on the preparation and production of planning policy documents and how the local community will be involved in the decisions relating to planning applications.
- 3.2. In order to ensure engagement with a wide range of organisations and individuals, all of our planning documents and planning applications are available to view and access from our website: www.whitehorsedc.gov.uk/services-and-advice/planning-and-building and we encourage you to view documents online.
- 3.3. In addition, paper copies of planning policy documents are usually available to view at our office on request (e.g. in large print, braille, audio, email, easy-read and alternative languages), if no restrictions are in place - e.g. related to Covid-19. Details regarding where to view documents are set out below. During consultation periods and if no restrictions are in place documents may also be made available at a number of locations across the district e.g. libraries. Requests for printed copies, CD memory sticks or other formats of the documents will carry a charge including an administration charge.

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 (if no local Covid-19 restrictions in place):

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

- 3.4. Legislation also requires us to consult ‘specific consultation bodies’ and other interest groups. These bodies are defined in [Part 1](#) of the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) (as amended).

Database of Consultees

- 3.5. We keep an up-to-date database of individuals, groups and stakeholders who we regularly contact on planning matters in accordance with [General Data Protection Regulations](#). If you would like to be added to the database to receive updates on planning policy consultations and relevant updates, please use our [consultation sign up form](#). If you would like to amend your details, please email planning.policy@whitehorsedc.gov.uk or call our Customer Service Team on 01235 422600.

4. COMMITMENT TO EQUALITIES

- 4.1. We are committed to equality and ensuring that everyone has access to our services. We comply with the [Equalities Act 2010](#) and the [Human Rights Act 1998](#) and have developed, jointly with South Oxfordshire District Council, a [Corporate Equality Policy](#) which sets out our commitment to ensuring equality considerations are included in everything we do, including consultations.

- 4.2. We also have a [Corporate Equality Action Plan 2016/17–2019/20](#) which sets our objectives from the previous few years and how we have or have not achieved these objectives.
- 4.3. As part of our commitment to ensuring all residents have equal access to council information and services, including consultations, we have a [translation and interpretation policy](#) which sets out our approach to responding to requests and proactively offering these services.

5. FURTHER INFORMATION ON PLANNING

- 5.1. While there is a wealth of information available on our website, there are other organisations that provide information on the planning system. Useful websites include:
- Planning Portal – www.planningportal.co.uk
 - National Planning Practice Guidance – www.gov.uk/government/collections/planning-practice-guidance
 - Plain English Guide to the Planning System – www.gov.uk/government/publications/plain-english-guide-to-the-planning-system

Planning Aid England

- 5.2. Planning Aid England is an independent voluntary organisation linked to the Royal Town Planning Institute (RTPI) which includes a network of professional Chartered Town Planners. Planning Aid England offers impartial advice and independent support. For further information, contact them online by visiting www.rtpi.org.uk/planning-aid or call **0207 929 9494**.

6. REVIEW

- 6.1. We will continually assess how effective our consultation and engagement techniques and methods are in gaining community involvement and in particular assess our success at reaching specific groups.
- 6.2. We will review this SCI periodically to take account of changes to legislation, government guidance or local circumstances (for example, Covid-19 could have an impact on our methods) and any comments received relating to consultation methods will be considered on an ongoing basis.

Section 2 – Planning Policy

7. WHAT IS PLANNING POLICY?

- 7.1. Planning policy is concerned with preparing and implementing plans that help us decide where development takes place. We have a range of planning policies that are used to inform decisions to approve or reject planning applications. Our planning policies are contained in a variety of policy documents which make up our Development Plan. The key planning policy document we must prepare is a Local Plan for the district. Figure 1 below sets out our current Development Plan.

Figure 1: Vale Development Plan



8. DUTY TO CO-OPERATE

- 8.1. Some planning issues may cross administrative boundaries, such as planning for strategic infrastructure or planning for the sustainable development or use of land on or near our boundary. We need to take into account our neighbouring councils' policies and proposals for addressing these strategic matters in the process of making our Local Plan.
- 8.2. We have a 'Duty to Co-operate' with other local planning authorities and public bodies to engage constructively, actively and on an ongoing basis on strategic cross boundary issues as a result of section 110 of the Localism Act 2011. The Duty to Co-operate is not a duty to agree, but we will make every effort to secure necessary cooperation. The [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) sets out the public bodies that we are required to co-operate with.
- 8.3. We will exercise our Duty to Co-operate with our neighbouring councils and develop Statements of Common Ground when developing a Local Plan, as required by the NPPF.

9. PUBLIC INVOLVEMENT IN PLANNING POLICY

- 9.1. We will continue to explore new and effective methods to carry out consultations and to learn from what is and isn't successful when engaging with our communities.
- 9.2. At all stages of plan-making, we will publicise any consultation material and accompanying documents on our website. Consultees registered on our planning database will be notified (by their preferred method, e.g. letter or email) of any consultations on future plan-making proposals.
- 9.3. All of our planning policy documents are made available on our website. We will also make information available in other ways, where appropriate.
- 9.4. We will always ensure that our consultations on planning policy documents are as comprehensive as possible. The methods of consultation we 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.
- 9.5. Depending on the scope of the consultation, the engagement methods used can include one or more of the examples set out in the list below. This list is not exclusive, there are other engagement methods that we may use:
 - Make consultation material available online. This can also be made available at our office, on request, when they are open during the consultation period.
 - Hold targeted physical or online workshops (town and parishes; stakeholders).
 - Hold physical or online public exhibitions (staffed and un-staffed).
 - Publish online surveys and responses and provide electronic or paper copies (when requested or justified).
 - Publish leaflets, posters and bulletins (electronic and where appropriate/justified paper copy).
 - Publish press releases to local media.
 - Publish formal notices in newspapers circulating across the district.
 - Notify consultees registered on our planning database by their preferred method of contact.
 - Use social media (e.g. Twitter and Facebook).
 - Target work with harder to reach groups - e.g. disability access groups, ethnic minority groups, faith groups and young people.
 - Target work with community groups, voluntary organisations, businesses and education providers.
 - Hold physical or online public meetings.

10. CONSULTEES

- 10.1. The [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) set out the legal requirements for consultation and public participation in respect of local planning documents.

Local Communities

- 10.2. We continuously look to understand who we need to talk to in the local community to ensure that we consult in the most effective way. The local community includes, but is not limited to, the following: town and parish councils and meetings; bordering Local Planning Authorities; residents of our district; local interest groups; local businesses; local community groups and organisations; faith groups; schools, colleges and higher education providers; and 'hard to

reach' groups.

- 10.3. We will seek to engage with the local community through both our general consultation procedures and, if appropriate, through targeted events, (e.g. public meetings, exhibitions and other forums). This is to ensure we create opportunities to capture representative views of the whole community. At times, the council may use technology, such as videos and telephone conferences, to undertake these.
- 10.4. We will work with those promoting development sites through the planning process to ensure that any site testing is undertaken on a comprehensive basis, which will be set out in a site selection methodology document.

Specific and general consultation bodies

- 10.5. Government regulations are clear that certain bodies are consulted at key stages of preparing local planning policy documents. These bodies are sometimes referred to as statutory consultees and include bodies such as the Environment Agency, Historic England, Natural England and Highways England and any other organisations with whom we have a Duty to Co-operate. We will always consult on our planning policy documents with the appropriate consultation bodies, in accordance with the relevant and up to date regulations.

Neighbourhood Planning

- 10.6. When consulting on the designation of a new neighbourhood area boundary or amending a designated neighbourhood area boundary, we will, in accordance with the Neighbourhood Planning (General) Regulations 2012, consult with the relevant statutory bodies (e.g. Environment Agency, Natural England and Historic England), neighbouring councils and adjoining towns and parishes.
- 10.7. When qualifying bodies are consulting on their draft neighbourhood plan (in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012) we will provide some support before they submit the plan to us.
- 10.8. When consulting on a draft neighbourhood plan submitted by the qualifying body, at publication stage in accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012, we will consult with those statutory bodies identified in Schedule 1 of those regulations.

11. POLICY DOCUMENTS WE CONSULT ON

Local Plan and Development Plan Documents (DPDs)

- 11.1. These are plans which set out a vision and a framework for the future development of the district, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure, as well as developing a basis for safeguarding the environment, adapting to climate change and securing good design. Local Plans generally look forward 15-20 years and set out detailed policies we use to make decisions on planning applications.
- 11.2. Currently, there are regulations as to what constitutes a Local Plan, and as a minimum, we will comply with the relevant prevailing regulations when consulting on all of our planning policy documents. We will make any background papers available to view online, which either: disclose any facts or matters related to the subject matter; or were considered in preparing our planning policy documents.²
- 11.3. An Area Action Plan ('AAP') is a type of optional DPD that can be used to provide specific planning policy and guidance regarding the development of a specific site or location, i.e. an area of planned significant change, such as a major regeneration area / town centre.
- 11.4. AAPs are an important material consideration in determining planning applications, appeals and enforcement matters.
- 11.5. Figure 1.1 shows the key stages in preparing DPDs, such as the Local Plan and Area Action Plans (AAP). The statutory stages in the preparation of these documents is set out in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#).
- 11.6. Our current Local Plan is presented in two documents and sets out the long-term spatial vision for the district:

[Local Plan 2031 Part 1: Strategic Sites and Policies](#)

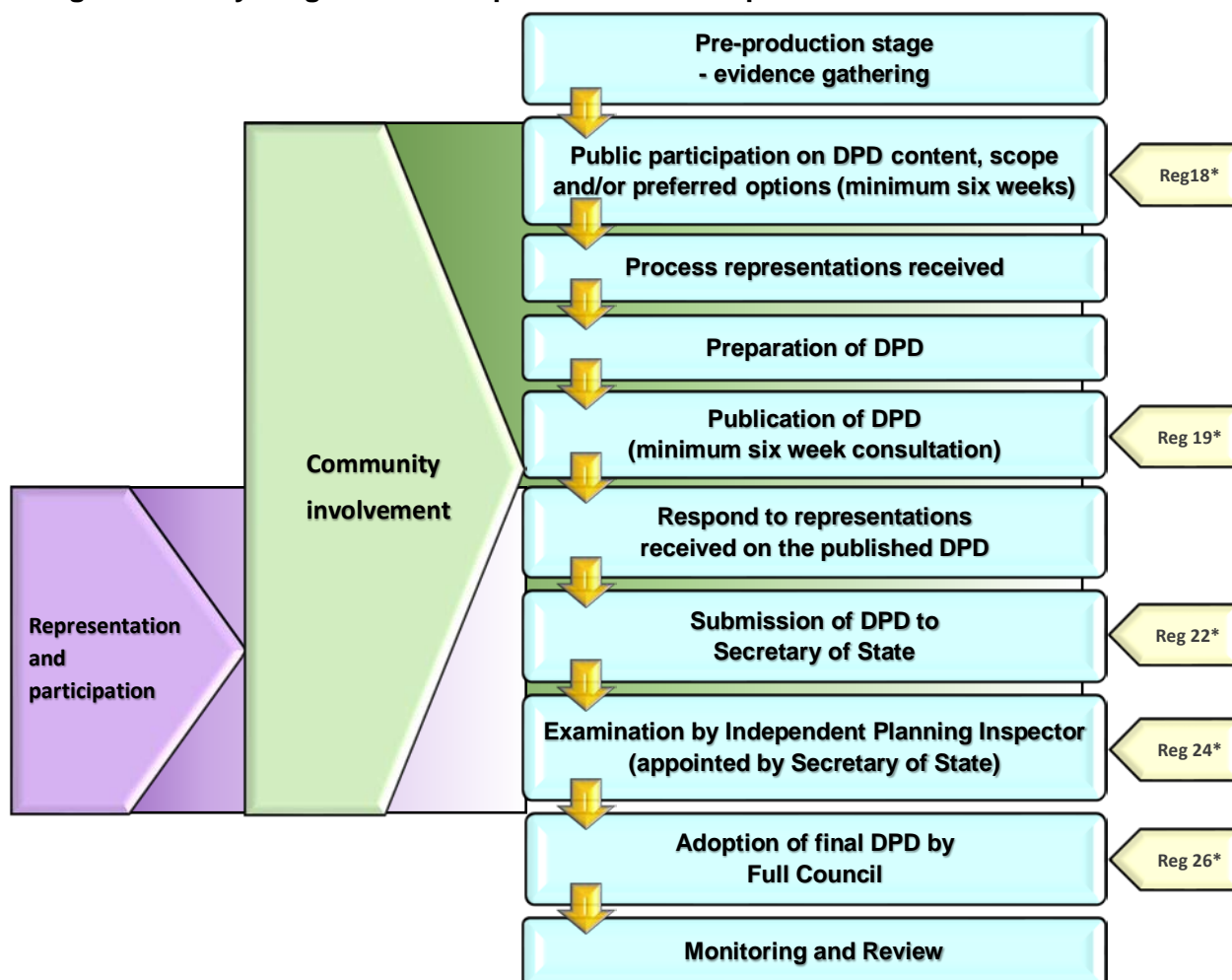
- This sets out the overall development strategy for the district and where new housing and employment should be located.

[Local Plan 2031 Part 2: Detailed Policies and Additional Sites](#)

- This includes detailed policies and non-strategic site allocations not included in the Local Plan 2031 Part 1.
- It also deals with our contribution to Oxford City's unmet housing need and focusses on supporting Didcot Garden Town.

² See paragraph 3.3 above relating to document availability reflecting impacts from COVID-19.

Figure 1.1: Key Stages in the Preparation of Development Plan Documents

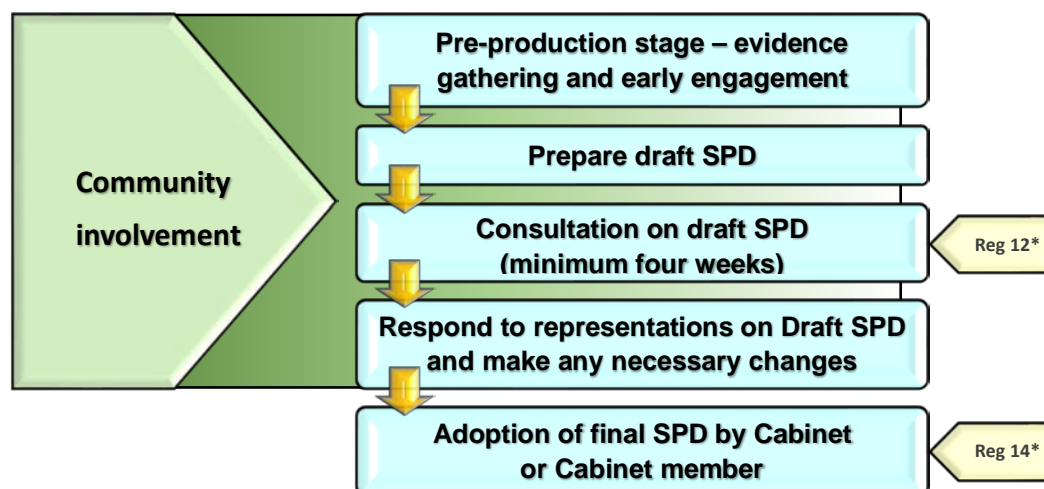


* The Town and Country Planning (Local Planning) (England) Regulations 2012

Supplementary Planning Documents (SPDs)

- 11.7. Supplementary Planning Documents ('SPDs') are based on adopted Local Plan policies and are a tool for providing detailed guidance on adopted policies and proposals. Although legally they do not form part of the Development Plan or have the same 'weight' as a DPD, they are an important material consideration in determining planning applications, appeals and enforcement matters.
- 11.8. They can also be produced quicker than a Local Plan as they are not subject to an independent examination. Figure 2 shows the key stages in preparing SPDs.
- 11.9. Further information on our SPDs can be found online at:
www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/supplementary-planning-documents

Figure 2: Key Stages in the Preparation of Supplementary Planning Documents (SPDs)

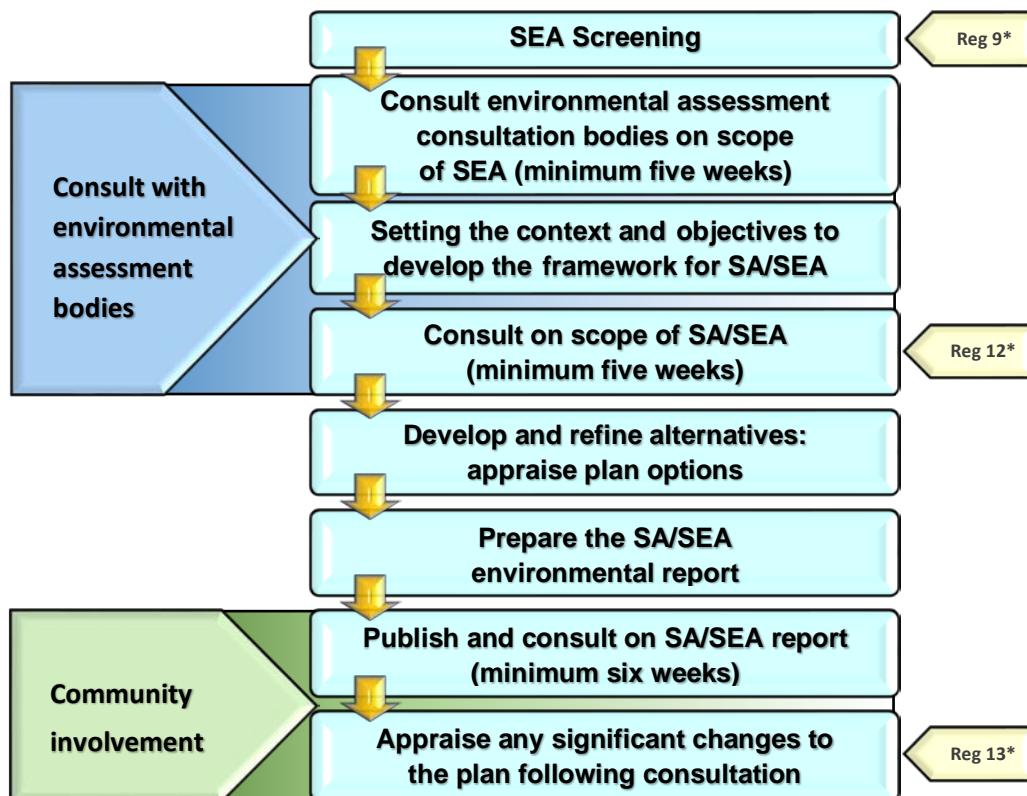


* The Town and Country Planning (Local Planning) (England) Regulations 2012

Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

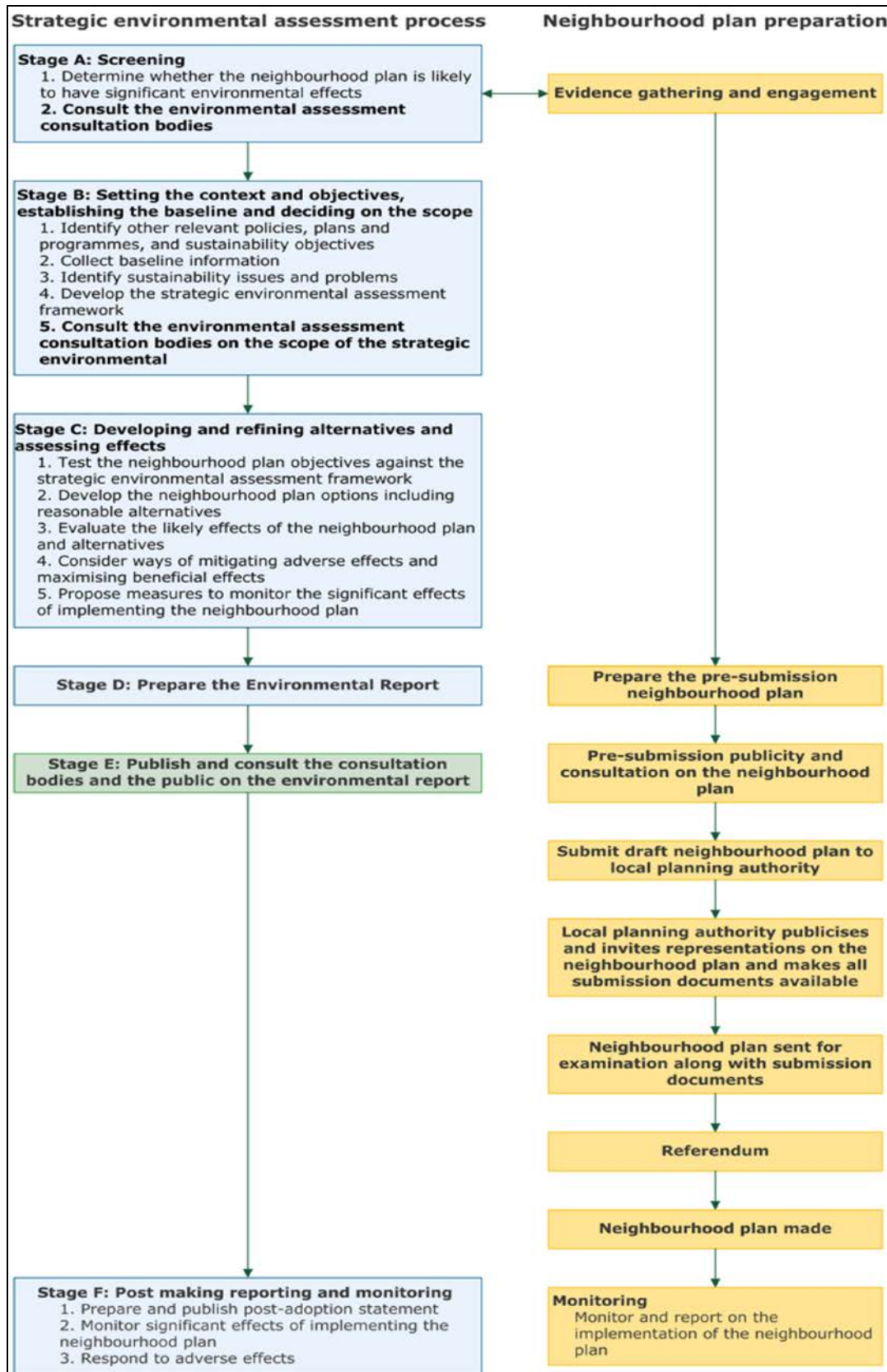
- 11.10. The Sustainability Appraisal (SA) is an integral part of the plan preparation process and is required for each Local Plan document. It is also needed for some neighbourhood development plans and SPDs. It looks at the likely environmental, social and economic effects of a plan to make sure that the plan promotes sustainable development and takes the most appropriate approach when judged against reasonable alternatives. The SA, where appropriate, will incorporate the Strategic Environmental Assessment (SEA), in accordance with European Directive EC/2001/42.
- 11.11. As Local Plans cover the whole district, and therefore will impact the environment on a large scale, it is appropriate for a SEA to be incorporated into the SA. At each stage of preparing Local Plans, there is a corresponding stage of the SA and these documents are made available for comment during public consultation.
- 11.12. Where proposals in an SPD or Neighbourhood Development Plan ('NDP') 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 that incorporates the requirements of an SEA and take it further by considering social and economic aspects.
- 11.13. We will consult on draft SA/SEA reports alongside the draft version of the plan to which it relates. For example, the SA Report (incorporating requirements of the SEA) should be published alongside the Publication Version of a Local Plan or other DPD. It may also be appropriate to publish any SEA reports alongside early consultation documents.
- 11.14. Figure 3 shows the key stages when preparing an SA which incorporates the requirements of an SEA. An SA is usually required for Local Plans and all other DPDs. Figure 3a shows the key stages of neighbourhood plan preparation and their relationship with the SEA process.

Figure 3: Key Stages in the Preparation of Sustainability Appraisal and Strategic Environmental Assessments



* Environmental Assessment of Plans and Programmes Regulations 2004

Figure 3a: Key Stages of Neighbourhood Plan Preparation and their relationship with the Strategic Environmental Assessment Process (National Planning Practice Guidance)



Neighbourhood Development Plans and Neighbourhood Development Orders

- 11.15. Neighbourhood planning is a way for local people and communities to take a lead on planning for the future of their area. Neighbourhood planning can be led by a town/parish council or by a neighbourhood forum, which are specially set up for neighbourhood planning. These should be open to anyone who lives or works in the area they cover.
- 11.16. Local communities wishing to play an active role in planning for their area can:
- Prepare a neighbourhood development 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.
- 11.17. An 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 an NDO in their area.
- 11.18. The process for making a neighbourhood development plan or an NDO is different from preparing a Local Plan or a Development Plan Document.
- 11.19. Figure 4 shows the key stages when preparing a neighbourhood development plan and/or an NDO.
- 11.20. We have a 'duty to support' qualifying bodies preparing neighbourhood plans in accordance with the relevant regulations. We strongly encourage and support local communities wishing to prepare a neighbourhood plan and have allocated resources to help communities prepare their plans.
- 11.21. Our Neighbourhood Planning Team provide support to neighbourhood planning groups through the process of developing their neighbourhood plan. Our support includes:
- advice and guidance throughout - an introductory meeting to discuss your aims and outline the process
 - a lead officer to attend meetings, where appropriate, and offer expert advice alongside their colleagues
 - advice on how to obtain funding
 - advice on external sources of support and guidance that is available to you
 - advice on engaging with your community - including how and why you need to record this
 - informing you which external organisations and statutory bodies you will need to consult
 - advice on what evidence is required to help you write your plan
 - running consultations on area designation proposals (where appropriate) as well as submitted plans
 - reviewing your draft neighbourhood plan to ensure it meets the basic conditions
 - organising the Independent Examination and Referendum for your plan.
- 11.22. Our Consultation and Community Engagement team advise neighbourhood planning groups on best practice community engagement through meetings, workshops and written guidance and provide support with surveys, public engagement events and communications.
- 11.23. The team also runs the district council's statutory neighbourhood plan consultations and advise groups on the statutory duty they need to follow when carrying out their own

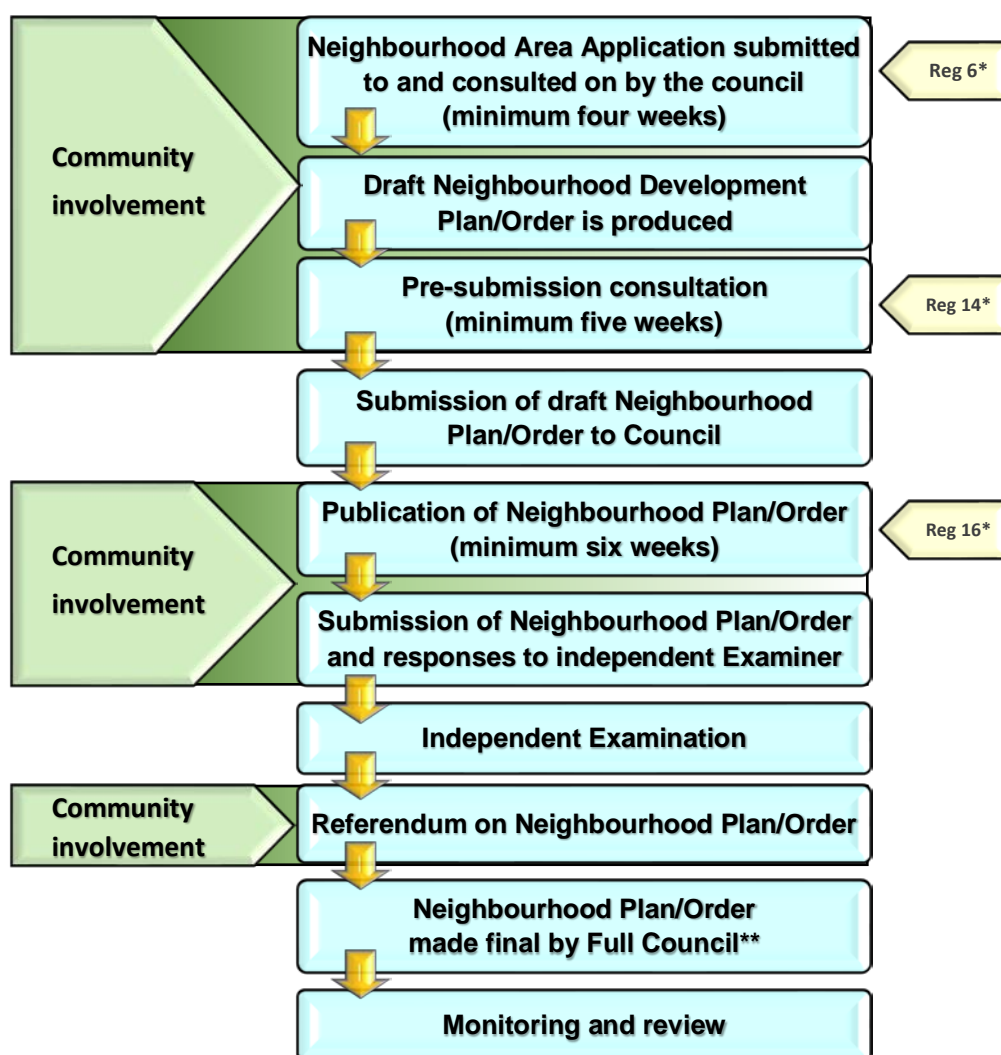
consultation. For example, they advise groups regarding:

- the different consultation methods that could be used;
- the consultation materials required;
- those who should be consulted and at what stage;
- consultation events; and
- the publication of consultation documents.

11.24. If you would like to find out more regarding neighbourhood planning, please contact a Neighbourhood Planning Officer by emailing planning.policy@whitehorsedc.gov.uk or calling our Customer Service Team on 01235 422600.

11.25. Further details on our 'made' neighbourhood plans and those that are being developed can be found on our website: www.whitehorsedc.gov.uk/neighbourhoodplans

Figure 4: Key Stages in the Preparation of a Neighbourhood Development Plan and/or Neighbourhood Development Order

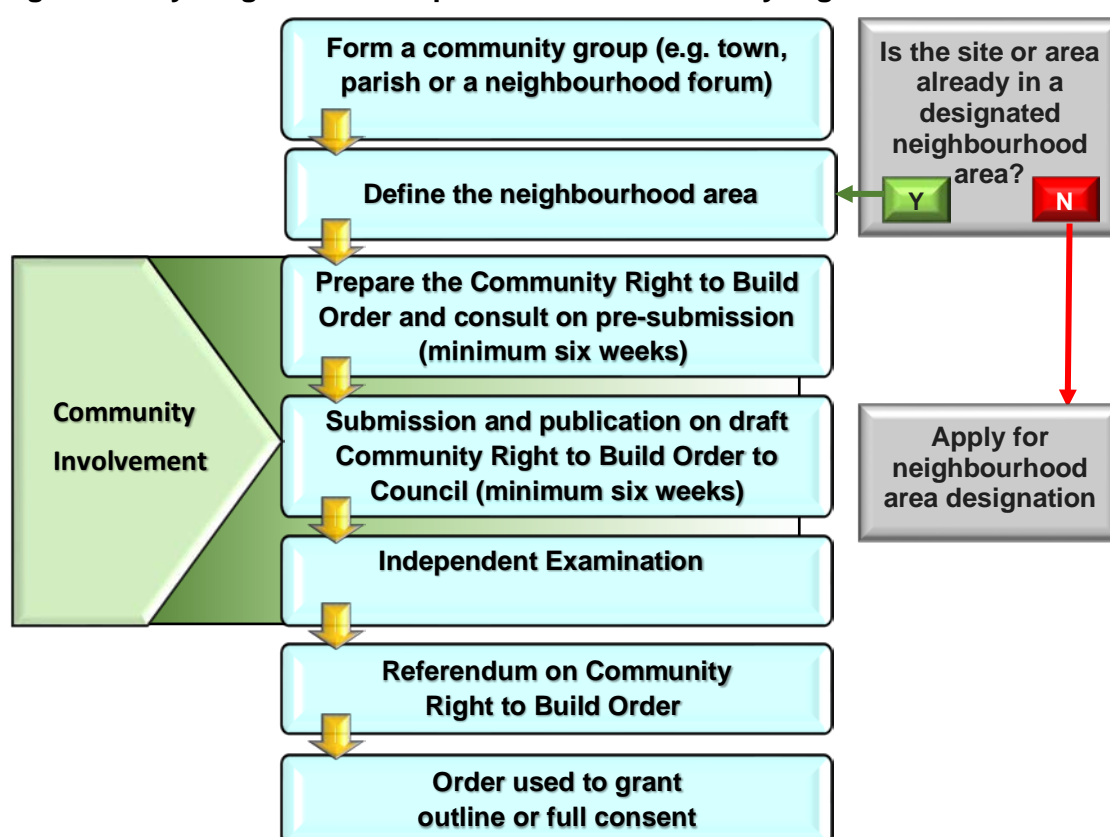


* Neighbourhood Planning (General) Regulations 2012

** If more than 50 per cent of people who voted in the referendum supported the plan/order, the council must adopt it, unless the decision would breach or otherwise be incompatible with an EU obligation or any convention rights

- 11.26. A Community Right to Build Order is a particular type of NDO. 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.
- 11.27. It is put together by local people who can decide on the type, quantity and design of buildings they want, and the locations for these buildings.
- 11.28. A proposal can be developed as part of the full neighbourhood planning process, or on its own.
- 11.29. Figure 5 shows the minimum key stages when preparing a Community Right to Build Order.

Figure 5: Key Stages in the Preparation of a Community Right to Build Order



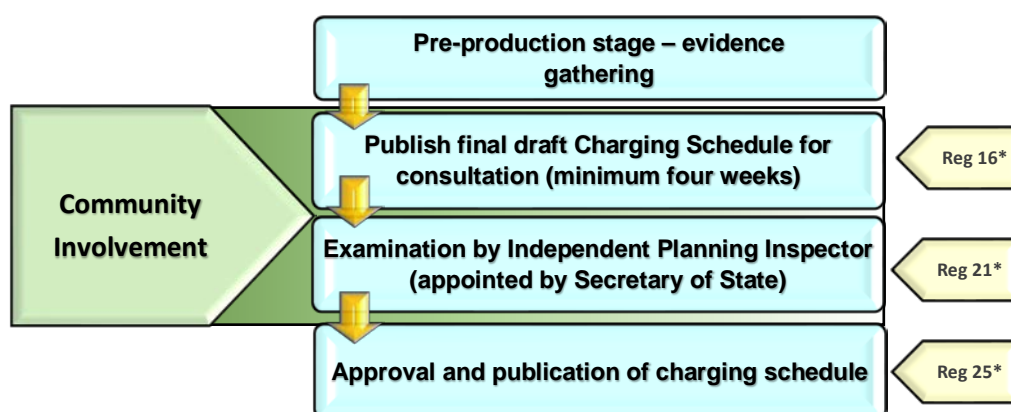
Community Infrastructure Levy (CIL)

- 11.30. The CIL is a charge (tax) that is levied on new development floor space. It is intended to contribute towards the provision of infrastructure to support growth. The statutory process for preparing a CIL Charging Schedule is set out in the [Community Infrastructure Regulations 2010 \(as amended\)](#) and is shown in Figure 6. This includes a 4-week public consultation on the draft charging schedule before it is sent to the Secretary of State for examination.
- 11.31. The CIL is a tariff-based charging schedule that councils can use to levy financial contributions from developers on new development. Contributions collected are then used to help provide new community facilities and local infrastructure, such as schools, roads, open spaces etc. This charging schedule and any subsequent reviews are

consulted on with the local community at the Regulation 16 stage of the [Community Infrastructure Levy Regulations 2010](#) (as amended) before it is submitted to the Planning Inspectorate. We will consult in accordance with this SCI, as well as current national legislation.

- 11.32. The money we raise from CIL will help fund major infrastructure projects which will benefit the wider district, along with individual projects within towns and parishes, whereas Section 106 is a legal agreement that sets out obligations to deal with mitigating on-site planning impacts.
- 11.33. More information on CIL, including the spending strategy, can be found by visiting: www.whitehorsedc.gov.uk/cil and www.whitehorsedc.gov.uk/section106

Figure 6: Key Stages in the Preparation of the Community Infrastructure Levy (CIL)



* The Community Infrastructure Levy Regulations 2010

Local Development Order (LDO)

- 11.34. A Local Development Order (LDO) is prepared (and, in following years, reviewed) by the district council. It grants planning permission to specific types of development within a defined area. For example, [Milton Park](#) is covered by an LDO.
- 11.35. 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, provided that the development meets set parameters.
- 11.36. 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 focused consultation with local residents and/or the town or parish council/meeting.
- 11.37. Proposals for an LDO that cover a broader scope may require wider and proportionate consultation where necessary.
- 11.38. Figure 7 shows the key stages when preparing (and, where necessary, reviewing) an LDO.

Figure 7: Key Stages Required in the Preparation of a Local Development Order (LDO)



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

12. OTHER DEVELOPMENT PLAN DOCUMENTS

Oxfordshire Plan 2050

- 12.1. The Oxfordshire Plan 2050 is a strategic planning document that seeks to provide a joined-up approach to planning across the county. The Oxfordshire Plan 2050 is a commitment in the Housing and Growth Deal, secured through the Oxfordshire Growth Board and signed up to by the council. The plan, once adopted, will sit above Local Plans but below the National Planning Policy Framework. It will become part of the Development Plan.
- 12.2. The Oxfordshire Plan 2050 will seek to explore what residents consider is important to them and also their aspirations for the local area from a planning perspective. The Oxfordshire Plan 2050 has a separate [Statement of Community Involvement](#). Additionally, a new timeline has recently been published that sets out the timeframe for delivering the plan, including when public consultation will take place. The new timeline for the Oxfordshire Plan 2050 can be found here: <https://oxfordshireplan.org/timeline/>
- 12.3. Further information can be found on the Oxfordshire Plan website: www.oxfordshireplan.org/

Oxfordshire County Council Minerals and Waste Plan

- 12.4. Oxfordshire County Council is responsible for preparing and consulting on this plan to provide up to date minerals and waste planning policies and proposals for the period up to 2031. For more information on this plan, please visit: www.oxfordshire.gov.uk/residents/environment-and-planning/planning/planning-policy/minerals-and-waste-policy
- 12.5. The county council are responsible for minerals and waste planning applications and county council owned operational development. District councils are responsible for any other planning development. For more information, please visit:

www.oxfordshire.gov.uk/residents/environment-and-planning/planning/make-planning-application/making-planning-application

- 12.6. For updates on the progress and timeframe for the documents within the Development Plan, our [Local Development Scheme](#) provides this information and can be found online.

13. TIMEFRAMES FOR CONSULTATION

- 13.1. 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, government guidance and best practice advice from our Consultation and Community Engagement Team.
- 13.2. We will carry out planning policy consultations in line with the principles for engagement as set out in Section 1 of this SCI, and in accordance with the latest timetable set out in our Local Development Scheme (LDS).
- 13.3. Our start date for planning policy consultations will be set out in a press release and/or formal statutory notice. At 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.
- 13.4. Consultation periods may differ depending on the nature of the planning policy document being consulted on, the scope of the issues being consulted on and the time of year.
- 13.5. Legislation currently requires us to consult on planning policy documents for the minimum statutory period, as set out in Table 1. If an update to the relevant legislation indicates any changes to the periods for consultation, we will ensure this is reflected in any forthcoming planning policy consultations that we undertake.

Table 1: Minimum statutory period for public consultation on Planning Policy documents

Type of Planning Policy document	Minimum statutory period for public consultation
Development Plan Documents, e.g. Local Plan; Area Action Plan	6 Weeks
Supplementary Planning Document	4 Weeks
Community Infrastructure Levy	4 Weeks
Scoping of Sustainability Appraisal/Strategic Environmental Assessment	5 Weeks
Local Development Order	28 Days
Neighbourhood Plan Area Designation	4 Weeks
Draft Neighbourhood Plan/Neighbourhood Development Order	6 Weeks
Community Right to Build Order	6 Weeks

- 13.6. 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.

14. COMMENTS MADE ON PLANNING POLICY DOCUMENTS

- 14.1. For consultation on matters related to plan-making, we publish a summary of the responses we receive and prepare reports after each stage of consultation. Each

consultation report sets out how we have considered the comments made during the consultation before moving to the next stage of plan-making. We make our consultation reports [available on our website](#) and on request at our council offices when open.

- 14.2. We will acknowledge receipt of representations on planning policy submitted by email.
- 14.3. We will not send acknowledgements to comments submitted to us on feedback forms at consultation events. Hard copy written comments will be issued with a receipt if requested.
- 14.4. We receive a high volume of correspondence and are unable to respond to individual comments that we receive during a particular consultation.
- 14.5. The comments we receive on our planning policy documents will be made publicly available online at the earliest opportunity, once the consultation has finished.
- 14.6. Our customer service standards set out how we will deal with correspondence by letter, email and telephone, as well as with those who visit our office, when open. The council require correspondence to be made via email and telephone in the first instance.
- 14.7. Further information on our customer service standards can found on our website at: <https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/about-the-council/get-in-touch/customer-service-standards/>
- 14.8. Further information on how the council is operating, including its customer service, please visit our website at: www.whitehorsedc.gov.uk/services-and-advice/coronavirus-community-support

15. MONITORING

- 15.1. We are 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.
- 15.2. Further information on the our Authority Monitoring Report can be found on our website at: www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/supporting-documents

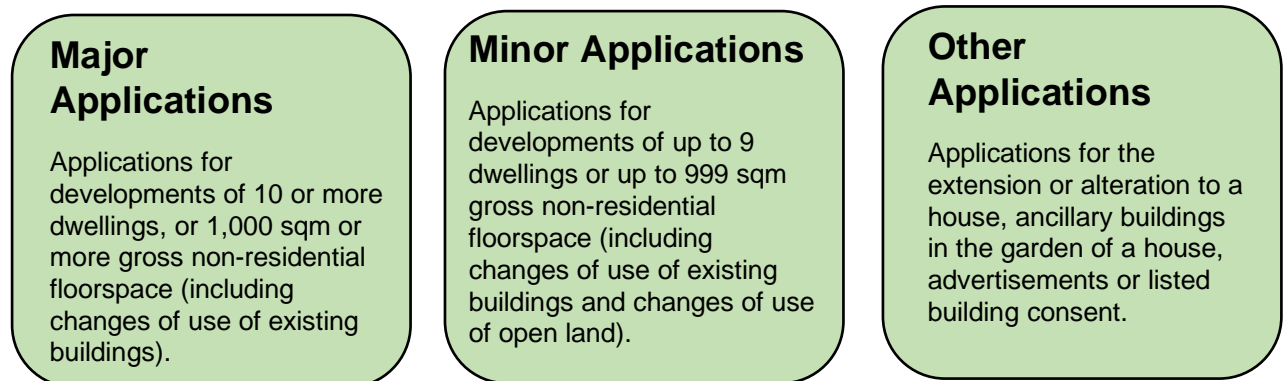
Section 3 – Development Management

16. WHAT IS DEVELOPMENT MANAGEMENT?

- 16.1. Development Management is the name given to the process of regulating the use and development of land. It includes the process of deciding planning applications, planning enforcement and planning appeals.
- 16.2. 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 other material considerations, including consultation responses. It also defends decisions at appeal and investigates and deals with breaches of planning.

17. TYPES OF PLANNING APPLICATIONS

- 17.1. We receive a variety of planning applications. The most common types that we receive include 'major', 'minor' and 'other' applications whose definitions are prescribed by government, as set out below:



- 17.2. There are different kinds of applications, including planning permission, listed building consent, prior approvals and notifications, telecommunications developments and lawful development certificates.
- 17.3. For planning applications made to Oxfordshire County Council, for example, on minerals and waste matters, please visit: <https://www.oxfordshire.gov.uk/residents/environment-and-planning/planning>

18. PLANNING APPLICATION PROCESS

- 18.1. Figure 8 sets out six key steps in the planning application process. It shows when the public are consulted, and the steps taken to make a decision on planning applications.

Figure 8 – Planning Application Process

Step 1 – Registration and Allocation

- The application has been validated, registered and allocated to a case officer.

Step 2 – Consultation

- A letter is sent to inform neighbouring properties about an application that has been received and who the case officer will be.
- We get in touch with neighbours who share a boundary with the site, the town or parish council/parish meeting, any relevant specialist consultees and anybody else who might be affected, to ask for material planning comments on the application.
- Where required, a statutory notice is displayed at the site.
- We publicise the submitted application on our website and comments made (in accordance with our retention schedules).

Step 3 – Site Visit

- We usually visit the application site without an appointment. It is at our discretion as to whether we need to view the proposal from neighbouring land or properties.

Step 4 – Officer Assessment

- This is when the planning merits of the application are assessed by the council, once the consultation deadline has expired.

Step 5 – Potential Negotiation and Re-consultation

- We will contact the applicant if our assessment in Step 4 above concludes that we are unable to support the application as originally submitted or we need some further information and clarification.
- If an application is formally amended to address any planning issues raised, we will usually re-consult anyone who responded to the original consultation.

Step 6 – Recommendation and Decision

- Our [constitution](#) enables most application decisions to be made by the Head of Planning, under what we term 'officer delegated powers'.
- However, large and/or complicated applications are often referred to the Planning Committee for a decision, which is made up of our elected councillors.
- The circumstances under which planning applications are usually referred to Planning Committee and the timetable of meetings are listed on our website:

<https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/local-democracy-and-elections/how-we-make-decisions/the-planning-committee/>

19. PRE-APPLICATION ADVICE

- 19.1. The pre-application stage, which is discretionary, encourages applicants to carry out early engagement with the local community and us, 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
 - help you to understand how planning policies and other requirements may affect your proposals.
- 19.2. We will disclose any pre-application advice letters sent between the applicant and the council, once a formal planning application is submitted. The pre-application advice letter, if sent, can be accessed on our website under each application at:
www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application/planning-application-register
- 19.3. Further information on the pre-application process, including how to apply for pre – application advice, can be accessed on our website at:
<https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/planning-and-development/planning-permission-how-it-works/pre-application-planning-advice/>
- 19.4. We would also encourage applicants to seek advice from other key stakeholders, such as Thames Water, (if relevant) at the pre-application stage too.
- 19.5. Development forums are an optional part of our pre-application process designed for those bringing forward applications for strategic sites (site of over 200 dwellings) that are likely to generate significant public interest. They are held at the applicant's choice and expense to cover our administration costs.
- 19.6. Development forums ensure 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 during the pre-application and full application process for major development proposals.

Aim of the forum:

- Provide an explanation of proposed development
- Provide guidance from our officers over national and local policies and guidance
- Consider the funding of infrastructure and facilities through S106 and CIL
- An opportunity for an open discussion by all parties to raise issues and to provide feedback to feed into amended plans
- Provide a mechanism for carrying out public engagement
- Record actions and provide application progress updates

Those involved:

- Ward Councillors
- Two parish councillors from each relevant parish
- Town or parish clerk
- Three representatives from the developer
- Planning Committee
- Cabinet Members
- Council staff
- Representatives from statutory organisations
- Representatives from up to two recognised local community organisations

20. NOTIFICATION OF PLANNING APPLICATIONS

20.1. We advertise when planning applications have been submitted to us using the following methods (government advice can change this, e.g. COVID-19):

Methods used	
Email Alerts	<p>If you're interested in planning applications in your area (postcode), you can sign up for email alerts.</p> <p>Once registered, you will receive an automatic email notification informing you of any new planning application, or notifiable changes to an application or planning decision made in your area (within 100m radius of a postcode area) with a link to the proposal via our website.</p>
Neighbour Notification Letter	<p>We will send a notification either by letter or email to properties adjacent to the boundary of the application site. We may also notify others we consider to be directly affected by the proposal.</p> <p>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.</p> <p>If the neighbouring property cannot be identified, we will display a site notice in a location that is visible to the general public. A photograph of the displayed site notice is usually taken for the record.</p>
Site Notice	<p>Depending on the type of application, we will display a notice at the application site in a place that is visible to members of the public.</p> <p>For all major applications we will display one or more site notices for at least 21 days. If we're informed that a site notice has been removed, we will replace it, at least once. A photograph of the displayed site notice is usually taken for the record.</p>
Press Notice	<p>We will publicise all major planning applications in the notices section of a local newspaper.</p> <p>We will publicise a press notice for applications that are in conservation areas or that affect the character or appearance of a listed building.</p>
Weekly List	<p>We also compile a weekly list of registered planning applications which is published on our website and emailed to councillors.</p>

20.2. Further details on the methods we use to publicise different types of applications can be found within **Appendix A**.

21. WHO WE CONSULT

- 21.1. Once we have registered a planning application, we will undertake consultation. The period available for people to make comments is normally 21 days. How we publicise the application depends on the type of planning application, which is set out in relevant government regulations.
- 21.2. 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.
- 21.3. A list of who is consulted is set out below:

Statutory Bodies:

Statutory bodies will be consulted on planning applications for certain types of development in accordance with relevant regulations.

Consultation with these bodies will vary depending on the type of development proposed and/or the location.

Town and Parish Councils/Meetings:

Town and parish councils will be notified of an application within and/or immediately adjacent to the town or parish boundary. They are not informed of permitted development proposals.

Councillors:

Ward councillors will be notified by email when an application relates to their area. Other councillors may be notified if they have requested this.

Neighbours:

Neighbours adjacent to the boundary, as shown in Figure 9, will be notified of planning applications. This is subject to the type of application submitted, as shown in Appendix A.

If neighbouring properties cannot be identified, a site notice on or near the application property will be displayed.

Members of the Public:

A public consultation will be undertaken for most applications. The scale of consultation and involvement with the community will depend upon the nature of each individual application.

**Figure 9 –
Minimum
Neighbourhood
Notification**



22. VIEWING A PLANNING APPLICATION

22.1. We publish a list of all planning applications received. This is known as the Planning Application Register and is on our website at: www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/find-application/planning-application-register

Commenting on Planning Applications



Via the website at:

<https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/planning-and-development/comment-on-planning-applications/find-an-application-and-comment/>



By post:

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



By email to:

registration@southandvale.gov.uk

We provide guidance on how to comment on planning applications, which can be viewed on the website at: <https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/planning-and-development/comment-on-planning-applications/find-an-application-and-comment/>

Comments made on a planning application are not transferred to a subsequent consultation or to a new planning application. If a new planning policy consultation takes place or a new planning application is submitted, for example, on the same application site, you will need to resubmit your comments for consideration.

When commenting on planning applications, it is important to comment on the material planning matters. These are more likely to help shape the outcome of the application. To view what is considered to be a material planning consideration, please visit our website at:

<https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/planning-and-development/comment-on-planning-applications/how-to-comment-on-a-planning-application-effectively/>

In accordance with our Customer Service Standards, we will not tolerate comments that contain abusive, offensive or derogatory language, or those related to a personal circumstance not directly related to the application. Any comments submitted to us in this manner will not be published. We do not respond individually to submitted comments on an application.



Comments will only be accepted in a written format.



When commenting on an application, it is important to provide:

- Planning application reference number
- Address of the site
- Name of the case officer



Comments will be publicly available to view on our website. All personal information such as telephone numbers, emails and signatures will be redacted, however addresses and names will be shown.

The council request all correspondence to be made via email and telephone in the first instance. Where this is not possible, letters will be accepted, but there will be a delay in processing them. Details on how to contact the council are highlighted above.

23. TIME TO COMMENT ON APPLICATIONS

- 23.1. Once a planning application is registered, the application will be publicised online and appropriate parties will be notified and invited to make comments. Appropriate 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, either through email or on our website within:
- 21 days from the date of our notification letter, or
 - 21 days from the date of a press notice or site notice appearing
- 23.2. 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.
- 23.3. Due to the volume of correspondence we receive, it is not possible to respond to or discuss individual comments that we receive on planning applications, however a summary of these and the officers' responses are provided in the officer report.

24. DECISIONS ON PLANNING APPLICATIONS

- 24.1. Decisions on planning applications will be determined in accordance with the decision-making processes set out in the council's constitution.
- 24.2. The constitution sets out how we, the council, operates, how decisions are made and the procedures that are followed to ensure that we are efficient, transparent and accountable.
- 24.3. Further information on our constitution can be accessed online at:
<https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/about-the-council/who-we-are/the-councils-constitution/>

Planning Committee

- 24.4. The Planning Committee, which comprises elected councillors, has a duty to decide planning and other development-related applications. However, currently around 90 percent of applications are determined under the scheme of delegation to the Head of Planning. The criteria for deciding which applications should be considered by Planning Committee are available on our website: <https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/local-democracy-and-elections/how-we-make-decisions/the-planning-committee/>
- 24.5. 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 speak or submit a statement for the meeting. Each speaker, or group of speakers, can speak for up to three minutes on each application site. Planning Committee arrangements can change, so please refer to our website for the latest position.
- 24.6. You are welcome to view the agenda papers, which are published five working days before the meeting on our website, and attend any planning committee, whether it is run virtually or at a location. If you wish to speak or submit a statement at the meeting, please register with Democratic Services on 01235 422520 or email democratic.services@southandvale.gov.uk

25. SECTION 106 (PLANNING OBLIGATIONS)

- 25.1. A Section 106 ('S.106') is a legal agreement between the council and developer(s) / landowner(s) and is used alongside Community Infrastructure Levy (CIL) to secure infrastructure needed to support development.
- 25.2. S.106 will be used to mitigate the direct impacts of a proposed development and will be the primary mechanism for infrastructure provision on strategic development sites that do not contribute through CIL. S.106 is also the primary mechanism for securing Affordable Housing on all sites where there is a net gain of 10 or more dwellings.
- 25.3. We do not consult on S.106 agreements. However, we seek confirmation from towns and parishes on community facilities that the new development may impact upon or that require improvement as a result of the development. Once we have an agreement and the development has commenced, we will notify town and parish councils or parish meetings of the sums available for identified community facilities and provide an update to them on a six-monthly basis.
- 25.4. We are committed to working with towns and parishes to continue to identify local priorities and to deliver local projects. A list of all S.106 contributions that are secured by the council are available on our website at: www.whitehorsedc.gov.uk/section106

26. PLANNING APPEALS

- 26.1. 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. The right to appeal 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. It is also possible to appeal against any planning condition imposed on a planning permission.
- 26.2. 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).
- 26.3. 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.
- 26.4. Appeals can be viewed on our Planning Appeals Register, available on the council's website at: <https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/planning-and-development/local-plan-and-planning-policies/planning-registers/planning-appeals-register/>
- 26.5. This online register is 'live' and includes current and recent appeals and sets out details of what stage the appeal is at, as well as the decision, if it has been made.
- 26.6. Alternatively, you can view current appeals on the Planning Inspectorate's Appeals Casework Portal, available online at: www.gov.uk/government/organisations/planning-inspectorate

27. PLANNING ENFORCEMENT

- 27.1. When a person carries out development without planning permission, the council considers what action to take. Although we investigate allegations, the decision on whether to take formal action is discretionary.
- 27.2. 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 person an opportunity to put things right. This could involve us asking for a new retrospective planning application.
- 27.3. If no application is made and the breach is deemed to be harmful in planning terms, then formal action will be considered. We have several tools we can use, including enforcement notices and high court injunctions, however, as most breaches of planning control are not criminal matters, formal action is always the last resort.
- 27.4. **Before reporting a suspected breach of planning control**, please take a look at the our Enforcement Statement, available at: <https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/planning-and-development/planning-enforcement/>
- 27.5. **If you do suspect a breach of planning control:**
1. Please complete the [Reporting Form](#).
 2. For further information on planning enforcement, please contact the Customer Service Team by telephone - 01235 422600 or email the Enforcement Team directly at: planning.enforcement@southandvale.gov.uk
 3. Further details on our approach to addressing planning enforcement matters is available on our website at: <https://www.whitehorsedc.gov.uk/vale-of-white-horse-district-council/planning-and-development/planning-enforcement/>

GLOSSARY

Term	Definition
Area Action Plan (AAP)	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.
Adoption	Formal approval by the council of a DPD or SPD whereupon it achieves its full weight in making planning decisions. Sometimes referred to as 'made'.
Authority Monitoring Report (AMR)	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.
Breach of Planning Control	A breach of planning control is defined in Section 17A of the Town and Country Planning Act 1990 as: <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.
Charging Schedule	A document produced by the council. As the charging authority, the document sets out rates to which the amount of Community Infrastructure Levy is chargeable in respect of development within the area to be determined.
Community Infrastructure Levy (CIL)	A levy (tax) 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.
Constitution	Vale of White Horse District Council's Constitution sets out how the council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people.
Consultation	A dynamic process of dialogue by which individuals and organisations are asked their views about an issue, for example - planning decisions, including the Local Plan, with the objective of giving everyone the opportunity to comment on decisions, policies or programmes of action.
Consultation Statement/Report	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.

Term	Definition
Development Forum	A Development Forum ensures that key stakeholders are engaged at the earliest possible stage to help shape a development. It particularly allows an applicant to positively engage with council officers, local councillors, towns and parishes and local community groups.
Development Management (DM)	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.
Development Plan	This includes adopted Local Plans, Neighbourhood Plans and the Oxfordshire Minerals and Waste 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 Documents (DPDs)	Development Plan Documents set planning policies in council areas. All DPDs are subject to public consultation and independent examination.
Duty to Co-operate (DtC)	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.
Full Planning Permission	The 'Application for Planning Permission' form should be used for making a detailed planning application for development under Section 62 of the Town and Country Planning Act 1990 (as amended), excluding householder developments. It should include all details of the application, such as transport, design and landscaping.
General Permitted Development Order 2015	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.
Lawful Development Certificate	A Lawful Development Certificate shows that the existing use of a building is lawful for planning purposes or that a proposal does not require planning permission.
Listed Building	Buildings and structures which are listed by the Department for Digital, Culture, Media and Sport as being of special architectural and historic interest and whose protection and maintenance are the subject of special legislation. Listed building consent is required before any works are carried out on

Term	Definition
	a listed building.
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 (LDS)	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, as well as and strategic policies and proposals to deliver that vision. This replaces the Local Development Framework.
Local Plan 2031 Part 1 (LPP1)	This document contains the long-term spatial vision and strategic policies that guide growth in the district.
Local Plan 2031 Part 2 (LPP2)	This document contains detailed development management policies and additional site allocations that guide growth in the district.
Major Applications	Applications for developments of 10 or more dwellings, or 1,000 sq m or more gross non-residential floorspace (including changes of use of existing buildings).
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.
Minor Application	Applications for developments of up to 9 dwellings or up to 999 sq m gross non-residential floorspace (including changes of use of existing buildings), changes of use of open land and telecommunications.
National Planning Policy Framework (NPPF)	This sets out the 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 making decisions on planning applications or appeals.
National Planning Practice Guidance (NPPG)	The National Planning Practice Guidance (NPPG) is a planning practice online resource covering a range of planning issues.
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 Development Plans	A plan prepared by a town or parish or a neighbourhood forum for a particular neighbourhood area (made under the Planning

Term	Definition
	and Compulsory Purchase Act 2004).
Outline Planning Permission	The Application for Outline Planning Permission is generally used to find out, at an early stage, whether or not a proposal is likely to be approved by the planning authority. This type of planning application allows fewer details about the proposal to be submitted. Further details are often provided through Reserved Matters Applications.
Oxfordshire Growth Board	The Growth Board is a joint committee of the six councils of Oxfordshire, together with key strategic partners. It has been set up to facilitate and enable joint working on economic development, strategic planning and growth.
Oxfordshire Housing and Growth Deal	The Oxfordshire Growth Board secured £215m of government investment for new homes and infrastructure across Oxfordshire. This was secured through the Oxfordshire Housing and Growth Deal. In exchange for the investment within Oxfordshire, the six Local Authorities will plan to deliver 100,000 new homes across Oxfordshire between 2011 and 2031.
Oxfordshire Plan 2050	The Oxfordshire Plan 2050 is a strategic planning document that seeks to provide a joined-up approach to planning across the county. It was agreed by all the councils within Oxfordshire to develop this plan as part of the Housing and Growth Deal.
Planning Appeals	After a decision on a planning application has been made by a local council, the applicant can appeal against the decision made. The Planning Inspectorate will organise for an independent Inspector to review the decision made and will make a decision.
Planning Enforcement	The Planning Enforcement Team can investigate when a person carries out development without the benefit of having planning permission. The team investigate what action is appropriate to take.
Planning Inspectorate (PINS)	The Planning Inspectorate (PINS) is an executive agency sponsored by the Ministry of Housing, Communities and Local Government. PINS deal with planning appeals, national infrastructure planning applications, examinations of Local Plans and other planning-related and specialist casework.
Planning Permission	Formal permission from a Local Planning Authority for the erection or alteration of buildings or similar development.
Planning Policy	The Planning Policy Team is responsible for producing the planning documents that make up the Development Plan.
Pre-Application	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

Term	Definition
	not. The advice given does not constitute a formal response or decision of the council, but is an informal opinion by a Planning Officer.
Prior Approval	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. 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.
Referendum	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: 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?
Reserved Matters	Reserved matters are those aspects of a proposed development where an applicant can choose not to submit details with an outline planning application, (i.e. they can be 'reserved' for later determination).
Safeguarding	Safeguarding in planning matters is a mechanism that is employed to ensure land which has been identified for development in the future is protected from conflicting development.
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, ensuring that certain works related to a development are undertaken.
Stakeholders	Stakeholders can affect or be affected by the council's actions, objectives and policies. The council will consult with key stakeholders at different stages of planning.
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.
Statutory Consultees	Statutory consultees are those organisations and bodies, defined by statute, that local planning authorities are legally required to consult before reaching a decision on relevant planning applications.
Strategic Environmental	An assessment of the environmental effects of policies, plans and programmes, which will be part of the public consultation on

Term	Definition
Assessment (SEA)	the policies.
Supplementary Planning Document (SPD)	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 (SA)	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.
Telecommunications Development	In relation to telecommunications installation, there are three types of application/notification. These are: applications for notification of prior approval; applications for full planning permission; and licence notifications.

APPENDIX A:

Publicity of Planning Applications and Consultation with Residents

(Currently subject to change due to local Covid-19 restrictions).

The table below sets out the method of public notification we are required to carry out for different types of applications.

The requirements are based on the Town and Country Planning (Development Management Procedure) (England) Order 2015, the Town and Country Planning (Permission in Principle) (Amendment) Order 2017, the Planning (Listed Buildings and Conservation Areas) (Amendment) (England) Regulations 2004 and the Town and Country Planning (General Permitted Development (England) Order 2015.

Type of Development	Publicity
Environmental Impact Assessment (EIA) application accompanied by an environmental statement	<ul style="list-style-type: none">• Site notice in at least 1 place on or near the land to which the application relates for not less than 21 days AND• By publication of the notice in a newspaper circulating in the locality in which the land to which the application relates is situated
Does not accord with the provisions of the development plan in force in the area in which the land to which the application relates is situated (Departure from the Development Plan)	<ul style="list-style-type: none">• Site notice in at least 1 place on or near the land to which the application relates for not less than 21 days AND• By publication of the notice in a newspaper circulating in the locality in which the land to which the application relates is situated
Would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	<ul style="list-style-type: none">• Site notice in at least 1 place on or near the land to which the application relates for not less than 21 days AND• By publication of the notice in a newspaper circulating in the locality in which the land to which the application relates is situated
Major application	<ul style="list-style-type: none">• Site notice in at least 1 place on or near the land to which the application relates for not less than 21 days OR• By writing a letter to any adjoining owner or occupier AND• By publication of the notice in a newspaper circulating in the locality in which the land to which the application relates is situated
Other and Minor applications	<ul style="list-style-type: none">• Site notice in at least 1 place on or near the land to which the application relates for not less than 21 days OR• By writing a letter to any adjoining owner or occupier

Applications affecting the setting of listed buildings	<ul style="list-style-type: none"> • Publish in a local newspaper circulating in the locality in which the land is situated AND • For not less than 7 days display on or near the land, a notice indicating the nature of the development in question and naming a place within the locality where a copy of the application, and of all plans and other documents submitted with it, will be open to inspection by the public at all reasonable hours during the period of 21 days beginning with the date of publication of the notice
Applications affecting the character and appearance of a conservation area	<ul style="list-style-type: none"> • Published in a local newspaper circulating in the locality in which the land is situated AND • For not less than 7 days display on or near the land, a notice indicating the nature of the development in question and naming a place within the locality where a copy of the application, and of all plans and other documents submitted with it, will be open to inspection by the public at all reasonable hours during the period of 21 days beginning with the date of publication of the notice
Planning applications within 10 metres of relevant railway land	<ul style="list-style-type: none"> • Serving notice (by letter) on any infrastructure manager of relevant railway land
Permission in Principle	<ul style="list-style-type: none"> • Site notice in at least one place on or near the land to which the application relates for not less than 14 days
Permission in Principle – Technical Details	<ul style="list-style-type: none"> • Site notice in at least one place on or near the land to which the application relates for not less than 14 days OR • Site notice in at least one place on or near the land to which the application relates for not less than 21 days if the application site is within the setting of a listed building or conservation area
Prior Notification (Change of use - office to residential and light industrial to residential)	<ul style="list-style-type: none"> • Site notice in at least one place on or near the land to which the application relates for not less than 21 days OR • By writing a letter to any adjoining owner or occupier
Prior Notification (Large extensions)	<ul style="list-style-type: none"> • By writing a letter to each adjoining owner / occupier (specifying the date, not less than 21 days by which representations are to be made to the Local Planning Authority)

In addition to notifying residents we also consult with the relevant statutory and technical consultees and the town and parish council.

The following types of application do not have any requirements set out through the Acts requiring consultation with residents or town and parish councils. Therefore, the Local Planning Authority has discretion as to informing interested parties.

Type of Development	Publicity
Agricultural Notification	<ul style="list-style-type: none">• The LPA has a period of 28 days from the receipt of the application to determine it• The LPA have discretion over consulting parish councils and other groups about the proposal
Discharge of Conditions	<ul style="list-style-type: none">• The LPA will undertake consultation with the relevant technical consultee where necessary
Minor Amendment	<ul style="list-style-type: none">• As an application to make a non-material amendment is not an application for planning permission, the LPA has discretion as to whether they inform interested parties or seek their views

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