



Statement of Community Involvement (November 2013 update)

Aylesbury Vale District Council

Forward Plans
AYLESBURY VALE DISTRICT COUNCIL
The Gateway, Gatehouse Road, Aylesbury
Bucks, HP19 8FF
Tel: 01296 585439 Textphone: 01296 585055
Email: valeplan@aylesburyvaledc.gov.uk
www.aylesburyvaledc.gov.uk/VAP

Contents Page

Section 1. Introduction	Page 2
What is a Statement of Community Involvement	
Section 2. What is Community Engagement	Page 3
Principles for Community Involvement	
Section 3. Community Engagement Methods	Page 5
Local Development Documents	
Supplementary Planning Documents	
Neighbourhood Planning Documents	
Conservation Area Reviews	
Planning applications and appeals	
Section 4. Review and Resources	Page 14
Reviewing the SCI	
Resources Available	

Section 1. Introduction

What is a Statement of Community Involvement

- 1.1 A Statement of Community Involvement (SCI) contains information on how we will consult for the different aspects of planning in Planning Policy, and Development Management. This is in accordance with the legal requirements set out in the Planning Act¹ and Regulations².
- 1.2 The Council first adopted an SCI in 2006 which this document now replaces. This update takes into account various changes since 2006 including new planning regulations and changes in use of electronic communications. This SCI covers only parts of the planning system that Aylesbury Vale District Council is responsible for. There are other organisations which also have planning functions such as Buckinghamshire County Council, which this SCI does not apply to.
- 1.3 Planning affects everyone, so we are keen to ensure people are able to take an active part in the planning and development process. The purpose of this SCI is to show how and when community engagement will take place for planning and development.

How to use the document

- 1.4 The SCI sets out how and when people can get involved in the planning process, from the earliest stages for plan-making and planning applications. The following list sets out the plan-making documents and types of planning applications that this SCI applies to:
 - Local Development Documents including Local Plans and Area Action Plans
 - Supplementary Planning Documents
 - Neighbourhood Planning Documents³
 - Conservation Area Reviews
 - Planning applications (outline, full and reserve matters applications)
- 1.5 For each of the above documents, this SCI identifies:
 - who will be involved;
 - when community involvement will take place; and
 - how this involvement will take place.

¹ Those referred to are the Town and Country Planning (Local Planning) (England) Regulations 2012; Planning and Compulsory Purchase Act 2004; Town and Country Planning Act 1990; and The Town and Country Planning (Development Management Procedure) (England) Order 2010;

² Neighbourhood Planning (General) Regulations 2012

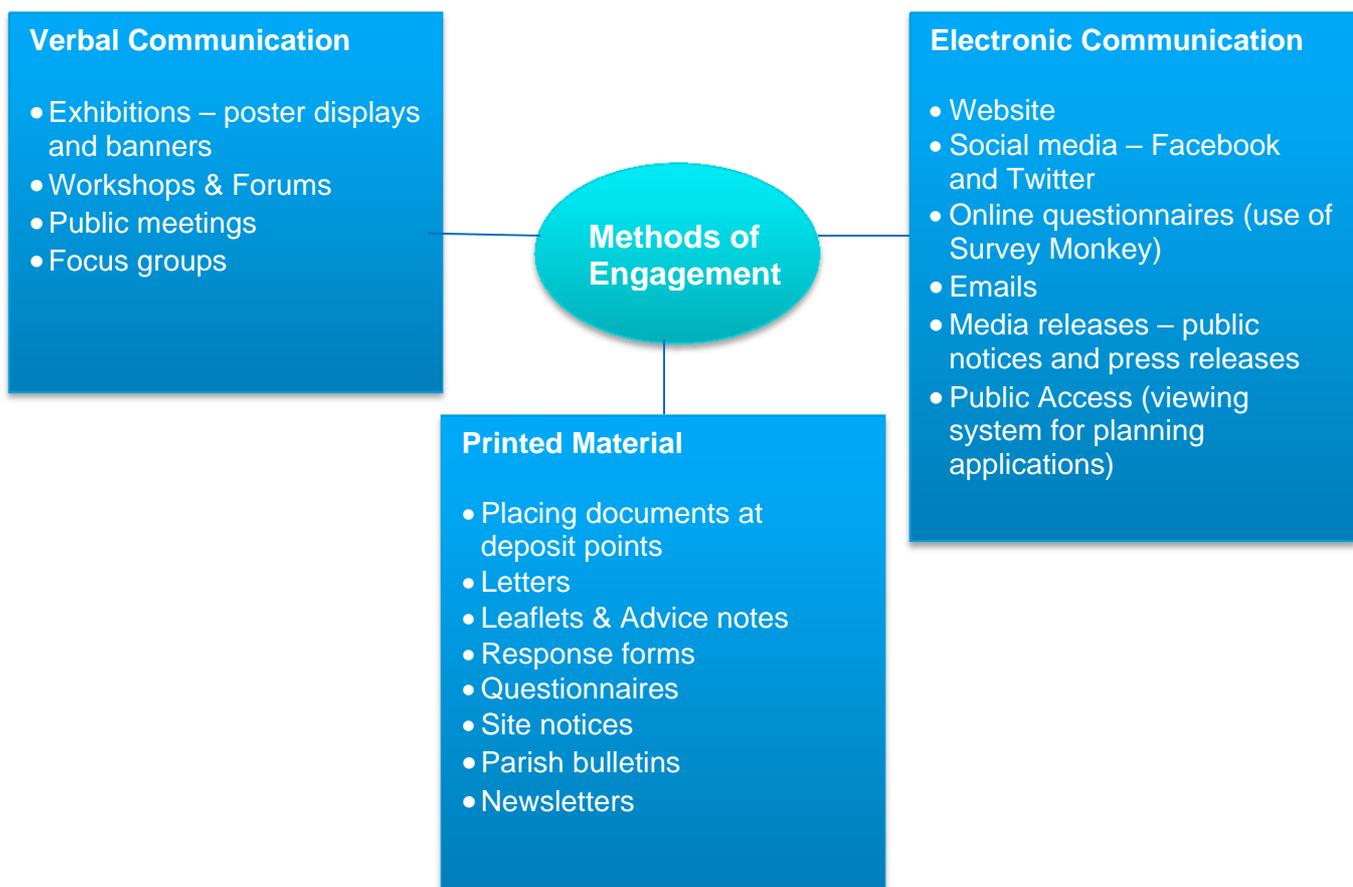
³ For those stages which are the responsibility of AVDC, with suggested methods for those stages which are led by town and parish councils or neighbourhood forums.

Section 2. What is Community Engagement

What is Community Involvement

- 2.1 Community involvement covers all the different types of communication that takes place between different groups of people. It refers to the process of getting a community involved via interactions between the Council and residents, workers and visitors.

Figure 1: Examples of Community Involvement in the planning process in Aylesbury Vale



Principles for Community Involvement

- 2.2 The Council's main principles for community involvement in the planning process are:
- **The opportunity to contribute ideas** – people will have the opportunity to put their ideas forward, and the Council will consider and respond to these comments as appropriate;
 - **The opportunity to take an active part in developing proposals and options** – the Council will provide opportunities for people to actively engage in the planning process in different ways and from an early stage. The Council will also encourage others who are promoting proposals to do the same;

- **The opportunity to make comments on formal proposals** – For more detailed proposals, the Council will actively seek views to meet the Regulatory requirements for community involvement;
- **The opportunity to receive feedback and be informed about progress and outcomes** – the Council will consider all comments, make appropriate changes accordingly, and provide an update of progress for those who commented in a consultation on a planning policy document and those who have requested be notified of a consultation. This may be by providing material on the Council website (eg reports or updates); and
- **To achieve value for money** – ensuring consultation is worthwhile and value for money, by balancing cost and time constraints and Council resource

Equality

- 2.3 The Equality Act⁴ (2010) aims to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act, and to advance equality of opportunity and to foster good relations between different groups.
- 2.4 An Equality Impacts Assessment for a plan, policy or programme will be carried out where there are likely to be equality impacts. This is to ensure AVDC fully complies with the Act and to ensure delivery of fair services to all to minimise unintended negative impacts on vulnerable or disadvantaged groups.
- 2.5 The Council will also endeavour to provide equal access to information about planning applications or consultations. Documents may be made available in alternative formats on request (such as large print and other languages) to enable people to access and comment on the documents.

⁴ Equalities Act (2010) <http://www.legislation.gov.uk/ukpga/2010/15/contents>

Section 3. Community Engagement Methods

- 3.1 This section identifies the consultation methods for each of the different aspects of planning policy documents set out in paragraph 1.4.

Local Development Documents

- 3.2 The Local Development Scheme⁵ sets out the details of emerging planning policy documents and a timetable for their production.
- 3.3 Local Development Documents (LDDs) have statutory development plan status⁶ and are subject to rigorous procedures involving community involvement and formal testing through an independent examination before they can be adopted. The Vale of Aylesbury Plan (VAP) Strategy is the first DPD to be produced. The LDS sets out the overall development plan framework for the District, please see LDS for full details of other LDDs.

Who will be engaged

- 3.4 The Council maintains a database of stakeholders, including organisations or individuals. The term 'stakeholder' means anyone or any organisation that has an interest in the Plan. For Development Plan Documents the following groups⁷ will be notified at relevant stages of the document preparation:

Specific Consultees

- National, regional and local government
- Parish and town councils
- Statutory bodies and groups e.g. the environment agency and English Heritage
- Emergency services
- Adjoining planning authorities
- Utility companies e.g. Water and electric companies
- National Health Service bodies
- Internal council groups including members and officers

General Consultees

- National organisations e.g. the National Trust
- Local organisations and societies e.g. residents associations
- Businesses and economic groups e.g. Bucks Thames Valley Local Enterprise Partnership
- Environmental groups e.g. Bucks & Oxon Wildlife Trust
- 'Hard to reach' groups

Other Consultees

- Individuals
- Housebuilders / Agents / Landowners / Housing Associations
- Schools / youth groups e.g. Aylesbury Youth Action

If you belong to a group or are an individual that would like to be consulted on new policies being worked on, but are not sure if the Council holds your details or you would like to amend details, please contact Forward Plans on 01296 595439 or valeplan@aylesburyvaledc.gov.uk

⁵ Local Development Scheme <http://www.aylesburyvaledc.gov.uk/local-development-plans/planning-policy/vale-of-aylesbury-plan-/local-development-scheme/>

⁶ A development plan document sets out policies which planning applications and appeals are determined against.

⁷ These groups are specified in the Town and Country Planning (Local Planning) (England) Regulations 2012

The table below identifies the consultation methods for each stage of the Local Development Document preparation. We may also carry out additional engagement to reflect the nature of the policy topic and complexity. The table below sets out the minimum we will do.

Table 1: How Consultation will be carried out for Local Development Documents

Development Plan Document Stage Regulations refer to the Town and Country Planning Regulations (2012)	Consultation Methods
Preparation of a Local Plan (Regulation 18) Invite comments about what the plan should contain.	AVDC will: <ul style="list-style-type: none"> • Notify ‘specific’, ‘general’ and ‘other’ consultation bodies on the intention to produce a LDD via email or letter and invite comments on what the plan should contain • Publish notification that a plan is being prepared on the Council website Other possible additional methods <ul style="list-style-type: none"> • Produce a newsletter to brief parish and town councils • Produce a consultation leaflet and response form where appropriate • Hold exhibitions with consultation material where appropriate e.g. where site allocations are being proposed • Engage with county, district and parish councillors through workshops and forums where appropriate • Publish notification that a plan is being prepared through social media (eg Facebook, Twitter) • Give notice by a press release
Publication (also known as ‘publicity’) (Regulation 19) The draft plan is publicised to invite a response for whether the plan meets the tests of soundness and legal compliance.	AVDC will: <ul style="list-style-type: none"> • Make all Publication documents available at deposit points, either electronically and/or in paper form, for inspection at the Council offices, area offices and main libraries (known as the ‘deposit points’⁸) • Notify ‘specific’, ‘general’ and ‘other’ consultation bodies of the proposed submission plan and invite any person to make representations during the 6 weeks from the date of notice • Publish notification that a plan is being prepared on the Council website Other possible additional methods <ul style="list-style-type: none"> • Give notice by a press release • Produce a newsletter to brief parish and town councils • Publish notification through social media (eg Facebook, Twitter)
Submission (Regulation 22) The plan is submitted to the Secretary of State.	AVDC will: <ul style="list-style-type: none"> • Notify all of those who commented at the Publication stage or who have been asked to be kept informed that the plan has been submitted to Government, and all ‘specific’ and ‘general’ consultees that were consulted at the Publication stage, via email or letter. • Make all submission documents available at deposit points, either electronically and/or in paper form • Publish notification on the Council website Other possible additional methods <ul style="list-style-type: none"> • Give notice by a press release
Examination in Public (Regulation 24) An independent inspector is appointed by the Secretary of State to consider the representations and the soundness, Duty to Cooperate (see following	AVDC will: <ul style="list-style-type: none"> • Notify people who made representations at Publicity stage, of the date, time and place of the hearings, and the name of the person appointed to hold Examination via email or letter • At least six weeks before the examination start date, give details on the Council’s website and deposit points for the date, time and place of the hearing and the name of the person appointed to hold the examination Other possible additional methods

⁸ Please see appendix A for list of deposit points and their addresses.

section) and legal compliance.	<ul style="list-style-type: none"> • Give notification through social media (eg Facebook, Twitter)
<p>Publication of Recommendations (Regulation 25) The council will publish the recommendations of the examiner for whether the document is sound and whether any amendments need to be made.</p>	<p>AVDC will:</p> <ul style="list-style-type: none"> • Notify people via letter or email who requested to be notified of the publication of the recommendations that they are available. • Publish details of the recommendations on the Council’s website <p>Other possible additional methods</p> <ul style="list-style-type: none"> • Issue a press release for notification of recommendations • Produce a newsletter to brief parish and town councils • Give notification through social media (eg Facebook, Twitter)
<p>Adoption (Regulation 26) The Council adopts the plan.</p>	<p>AVDC will:</p> <ul style="list-style-type: none"> • Make available the LDD, Adoption Statement and Sustainability Appraisal report at the Council’s principal Gateway Offices and on the Council website. • Send a copy of the adoption statement via letter or email to those who have asked to be notified. <p>Other possible additional methods</p> <ul style="list-style-type: none"> • Give notification of adoption through social media (eg Facebook, Twitter) • Give notification by a press release
<p>Withdrawal (if required) (Regulation 27) The council withdraws the plan so it no longer forms planning policy.</p>	<p>AVDC will:</p> <ul style="list-style-type: none"> • Make available the Withdrawal Statement for public inspection at the Council’s principal Gateway Offices and on the website. • Send the Withdrawal Statement to general and specific consultation bodies and others who have been previously notified via letter or email <p>Other possible additional methods</p> <ul style="list-style-type: none"> • Give notification of withdrawal through social media (eg Facebook, Twitter) • Give notification by a press release

Sustainability Appraisal / Strategic Environmental Assessment

- 3.5 In producing a Local Development Document, there is a requirement to also produce a Sustainability Appraisal (SA) that meets the requirements of the EU Strategic Environmental Assessment (SEA) Directive⁹ and UK legislation¹⁰. This is to identify sustainability impacts that may occur as a result of the plan and also to help shape the plan to be sustainable.
- 3.6 There are three statutory consultees that the regulations state must be consulted on for the SA Scoping Report (the first in a series of documents): Natural England, English Heritage and the Environment Agency who will be contacted accordingly. Consultees set out in paragraph 3.4 will be contacted at each stage of developing a Development Plan Document as set out in the table above, and will also be notified if there is an accompanying SA/SEA assessment to consider at that stage of the consultation.
- 3.7 All consultees will be contacted via either email or letter and will be asked to respond electronically or in writing.

⁹ Directive 2001/42/EC of the European Parliament and of the Council of 27 June 2001 on the assessment of the effects of certain plans and programmes on the environment. (SEA stands for “Strategic Environmental Assessment” in the UK)

¹⁰ SI 2004 No 1633: Environmental Protection – The Environmental Assessment of Plans and Programmes Regulations 2004 (came into force 20th July 2004).

Habitats Regulation Assessment

- 3.8 A Habitats Regulations Assessment is also a requirement for Development Plan Documents. This assesses the impact of the plan on European designated biodiversity sites and air quality. The first step is a screening study to identify if there are likely to be any impacts on designated sites (principally Special Areas of Conservation) and if so, then a fuller HRA is required in order to identify what mitigation methods are required for the policies proposed within the LDD.
- 3.9 Natural England is the statutory consultee that must be consulted and therefore will be consulted accordingly. Natural England will be written to with the relevant documents provided for comments (electronic and/or in writing).

Supplementary Planning Documents

- 3.10 This section explains the consultation process for Supplementary Planning Documents (SPDs). This is less than LDDs, with four main stages in production. SPDs cover a range of issues, thematic or site-specific, providing further detail to policies and proposals set out in the LDD.
- 3.11 'Statutory' and 'specific' consultees will all be consulted as set out in paragraph 3.4. 'Other consultees' will be consulted as appropriate.

Table 2: How Consultation will be carried out for SPDs

Supplementary Planning Documents Regulations refer to the Town and Country Planning Regulations (2012)	Consultation Methods
Public Participation (Regulations 12 and 13)	<p>AVDC will:</p> <ul style="list-style-type: none"> • Notify 'specific', 'general' and 'other' consultation bodies of the SPD by letter or email, and invite any person to make representations during a minimum of a 4 week consultation period • Make consultation material available on the website and at deposit points (area offices and main libraries within the District). <p>Other possible additional methods</p> <ul style="list-style-type: none"> • Hold exhibitions, workshops and forums • Produce a newsletter setting out the intention to produce an SPD and what it will contain • Issue a press release for notification of consultation on the SPD • Give notification of the consultation through social media (eg Facebook, Twitter)
Adoption (Regulation 14)	<p>AVDC will:</p> <ul style="list-style-type: none"> • Publish the adopted document and adoption statement by making it available for public inspection at the Council's principal Gateway offices and on the Council website • Send a copy of the adoption statement to anyone who requested to be notified of the adoption by email or letter. <p>Other possible additional methods</p> <ul style="list-style-type: none"> • Issue a press release for notification of the adoption of the SPD • Produce a newsletter to brief parish and town councils on the adopted SPD
Withdrawal (if required)	AVDC will:

(Regulation 15)	<ul style="list-style-type: none"> • Will make available the Withdrawal Statement public inspection at the Council's principal Gateway Offices and on the Council's website. • Send the Withdrawal Statement to general and specific consultation bodies and others who have been previously notified via letter or email <p>Other possible additional methods</p> <ul style="list-style-type: none"> • Give notification of withdrawal through social media (eg Facebook, Twitter) • Give notification by a press release and/or issue a public notice
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Neighbourhood Planning

- 3.12 The Localism Act (2011) introduced three new kinds of planning policy documents. These are Neighbourhood Development Plans, Neighbourhood Development Orders and Community Right to Build Orders.
- A **Neighbourhood Development Plan** (NDP) enables town or parish councils or neighbourhood forum to set out local policies on land use. Once in force, the plan becomes a formal part of the Development Plan.
 - A **Neighbourhood Development Order** (NDO) allows planning permission to be granted for certain types of development within a specified area if there is community support for it.
 - A **Community Right to Build Order** (CRtB) is a special kind of Neighbourhood Development Order. This allows for a particular piece of land to be developed in a specific way without the need for planning permission. A CRtB order can be produced by a town or parish council or unlike a NDO, a community organisation, e.g. a town or village society can also designate a CRtB order.

Table 3: How Consultation will be carried out for neighbourhood planning documents

The preparation for neighbourhood planning document is led by local communities. As such the majority of the community engagement will be led by either a town or parish council, or a neighbourhood forum (where town or parish councils do not exist). There are then certain stages where AVDC is required to carry out formal consultation. The table below identifies what consultation AVDC is required to do, and makes recommendations to neighbourhood planning groups for their stages of the consultation process.

Neighbourhood Development Plan	Consultation Method
An application to designate a Neighbourhood Area	<ul style="list-style-type: none"> • AVDC will publish the name of the neighbourhood area, the map of the area and name of the relevant body who applied for the designation on the website • AVDC will publish notification of the neighbourhood area application in the parish bulletin. • The neighbourhood planning group are encouraged to put notification of the neighbourhood area application on their website, local notice board and magazine where these exist. • Consultees (anyone can comment) will be asked to comment on the extent of neighbourhood area designation.
The designation of a neighbourhood area or refusal to designate	<ul style="list-style-type: none"> • Designation of area or refusal to designate - AVDC will publish a document setting out the decision and a statement of the reasons for the decision on the Council's website.
An application to designate a neighbourhood forum	<ul style="list-style-type: none"> • AVDC will publish a copy of the application, a statement regarding the ownership of designation, details of how to make representations and

	<p>the date by which they have to be received on the Council's website, in the town and parish bulletin, and in a press release.</p> <ul style="list-style-type: none"> • The neighbourhood forum are encouraged to provide notification of the application for the forum on the local website, noticeboard and magazine where these exist. • Consultees (anyone can comment) will be asked to comment on the forum, whether the forum is representative of the community, and whether the forum should be designated to produce a neighbourhood plan or order.
The designation of a neighbourhood forum or refusal to designate a neighbourhood forum	<ul style="list-style-type: none"> • AVDC will publish the name of the neighbourhood forum, a copy of the constitution, the name of the neighbourhood area and contact details of the neighbourhood forum on the Council's website. • Refusal to designate – AVDC will publish a document setting out the decision and a statement of the reasons for the decision on the Council's website.
Evidence gathering and informal consultation on drafting the Plan (carried out by the town or parish council or neighbourhood forum)	<ul style="list-style-type: none"> • Neighbourhood Planning groups are encouraged to use the following methods to consult the community when scoping out the issues to address in their neighbourhood plan or order and drafting the policies: <ul style="list-style-type: none"> • Putting up posters/banners • Delivering flyers through letterboxes • Talking with neighbours, community groups, businesses etc. • Use of I.T. – parish websites, email groups and social media e.g. Facebook, Twitter • Putting regular notices in parish newsletters or magazines • Contacting local media (e.g. press, radio, television) for major announcements • Interactive workshops and 'drop-in' sessions for specific groups • Advertising at parish fetes • Advertising at parish public meetings
Pre-submission consultation Consultation on the draft plan (carried out by the town or parish council or neighbourhood forum)	<ul style="list-style-type: none"> • The neighbourhood planning group are encouraged to notify the relevant consultees set out in schedule 1 of the neighbourhood planning regulations¹¹ for a 6 week minimum consultation period on the draft neighbourhood plan or order. • The neighbourhood planning group are encouraged to make the neighbourhood plan or order available online at on their website (where they exist) and paper copies available at the town or parish councils offices. • Consultees (anyone can comment) will be asked to comment on the draft neighbourhood plan or order.
Publicity Consultation Publicising of a Neighbourhood Plan proposal	<ul style="list-style-type: none"> • AVDC will publish the plan or order proposals for a minimum of 6 weeks. • AVDC will write (by email or letter) to those who we are advised have previously commented on the neighbourhood plan or order, and invite comments to be made. • The plan or order and supporting documents will be made available on AVDC's website and a paper copy at the Council's principal Gateway offices. • Consultees will be asked to comment on the draft neighbourhood plan or order.
Decision on a Neighbourhood Plan or Order proposal and Publication of the examiner's report	<ul style="list-style-type: none"> • AVDC will publish the Decision Statement and Examiners Report on the website and make it available for inspection at the Council's principal Gateway offices. • AVDC will send a copy of the decision statement to the qualifying body and any person who asked to be notified of the decision.

¹¹ Neighbourhood Planning (General) Regulations 2012

Referendum	<ul style="list-style-type: none"> • All residents in the neighbourhood area who are eligible to vote will be asked to vote on the plan to identify whether or not they are in support of the plan/order (the examiner may widen the area for referendum to cover).
Publicising a neighbourhood development plan	<ul style="list-style-type: none"> • Providing the plan or order is successful in passing the referendum and the examination, AVDC will publish the plan or order on the Council website and make it available for inspection at the Council's principal Gateway offices. • AVDC will notify (by email or letter) any person who has asked to be notified of the making of the plan/order and when and where it can be inspected.
Withdrawing the neighbourhood plan/ order	<ul style="list-style-type: none"> • As soon as possible a document setting out a statement of revocation will be made available on AVDC's website.

Conservation Area Reviews

- 3.13 A Conservation Area (CA) is an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. The principal purpose of CA designation is the official acknowledgement of the special character of an area. This will influence the way in which the Council deals with planning applications which may affect the area.
- 3.14 Using adopted local criteria (as laid out in the Conservation Area Supplementary Planning Document (2007)¹²) and involving the local community, the Council decides which areas warrant designation as a CA. Community involvement will be an integral part of the CA appraisal process. The local community can be involved in evaluating what makes an area 'special', whether it should be designated and where the boundary should be drawn. Once a CA appraisal has been completed in draft, it will be issued for public comment.
- 3.15 Consultation with the local community can help bring valuable understanding and ownership of proposals for the area. The process of public consultation will vary depending upon the size of the CA and settlement, and (in the case of CA review) will be proportionate depending upon the size and complexity of the proposed changes to the boundary.
- 3.16 The Council has a programme to review Conservation Areas. This is set out on the conservation areas webpage¹³.

Planning Applications and Appeals

- 3.17 The following section sets out how the community can be involved in decision making on individual planning applications.
- 3.18 The Town and Country Planning (General Development Procedure) Order 1995 sets out minimum standards of publicity and notification relating to planning applications, depending on the nature of the application. However, wider community involvement

¹² Conservation Area SPD <http://www.aylesburyvaledc.gov.uk/planning-policy/publications-list/supplementary-planning-document-publications/>

¹³ Programme of Conservation Area Reviews <https://www.aylesburyvaledc.gov.uk/environment/conservation-listed-buildings/current-conservation-area-consultation>

at an early stage of the planning process is often beneficial to the public, organisations and developers. Detailed processes are set out on the Council's website.¹⁴

- 3.19 Community involvement relating to planning applications, where appropriate, can include:
- Explaining the proposals to residents, workers and users of the area around the site of the proposed development;
 - Requesting the views of people in the community;
 - Considering those views; and
 - Where appropriate, the applicant amending the proposals to take the views of the community into account.
- 3.20 Applications are dealt with by Planning Officers in accordance with the Council's approved scheme of delegation¹⁵ as set out in the Council's Constitution. Applications that are complex or particularly controversial may be reported to Development Control Committee or in certain cases Strategic Development Control Committee. Further details of these committees are available on our website¹⁶.

Planning application consultation

- 3.21 The Council has a well established process for publicising planning applications. The main way to find out information on planning applications is on the Council website and a leaflet 'Planning Applications: Their Processing' (AVDC, April 2012)¹⁷

Major application and pre-application consultation

- 3.22 Early involvement enables issues and concerns to be discussed and addressed with key stakeholders before decisions are made. Pre-application involvement by developers allows those issues to be raised at an early stage, and may enable them to be addressed and to shape or influence the development proposals. A fee is charged for this service and details can be found on the Council website¹⁸.
- 3.23 The Council strongly encourages developers and agents to engage with the planning service, statutory consultees, and the local community, at the earliest opportunity, especially on major applications. This ensures the best information on which to base proposals and enable any subsequent planning application to have the best chance of success.
- 3.24 Major planning applications, defined by Government as the following categories, should all be subject to pre-application consultation.
- Housing developments of 10 or more dwellings
 - Housing developments with a site area is equal to or greater than 0.5 hectares
 - Non-residential developments involving floor space equal to or greater than 1000 square metres, or
 - Developments with a site area is equal to or greater than 1 hectare

¹⁴ How to apply for planning and building control applications <http://www.aylesburyvaledc.gov.uk/planning---building/planning-and-building-control-applications/>

¹⁵ Constitution of AVDC <http://www.aylesburyvaledc.gov.uk/council-democracy/council-structure/constitution-avdc/>

¹⁶ Committees <http://committees.aylesburyvaledc.gov.uk/committees/committees.aspx>

¹⁷ What happens to planning applications <http://www.aylesburyvaledc.gov.uk/planning---building/planning-and-building-control-applications/step-3-apply-for-planning-permission/happens-planning-applications/>

¹⁸ Advice about the likelihood of receiving planning permission <http://www.aylesburyvaledc.gov.uk/planning---building/planning-and-building-control-applications/step-2-before-you-apply/pre-application-enquiries/>

Development requiring an Environmental Impact Assessment (EIA) should also be subject to pre-application consultation.

- 3.25 Section 122 of the Localism Act 2011 has amended the Town and Country Planning Act 1990 to require applicants to carry out pre-application consultation where a proposed development is of a description specified in a development order. The Council's requirements set out above may change to match the statutory minimum once the government publishes the relevant development order.
- 3.26 The **Validation requirements**, including the latest local list of requirements, produced by the Council requires the applicant to set out in a statement what community consultation has been undertaken related to the proposal. The full Validation requirements can be accessed from the Council's website¹⁹.

Appeals

- 3.27 People applying for planning permission have a right of appeal to the Planning Inspectorate in the event of a refusal of planning permission by the Council, against any condition imposed on a planning permission, or the failure of the Council to make a decision within the specified timescale. There are no third party appeal rights. Appeals are made by either written representations, a hearing or a public inquiry, which is determined by a Planning Inspectorate. Further details on the consultation process for Planning Appeals can be found on the Planning Portal website²⁰.

¹⁹ Planning application forms and fees <http://www.aylesburyvaldc.gov.uk/planning---building/planning-and-building-control-applications/step-3-apply-for-planning-permission/planning-application-forms/>

²⁰ Planning Appeals <http://www.planningportal.gov.uk/planning/appeals/planningappeals>

Section 4. Review and Resources

Reviewing the Statement of Community Involvement

- 5.1 Given the volume and prescription of planning legislation, it is likely that there will be minor changes to the requirements covered in this SCI, or changes to the bodies or organisations referred to. The Council will apply those changes to the arrangements detailed in this SCI as applicable, rather than wait until the document is formally updated. As such this SCI will cover a period until major legislative or regulatory changes require an amendment to the SCI.

Resourcing of Community Involvement in planning decisions

- 5.2 The delivery of the SCI will be resourced primarily from within the Planning department so it needs to be balanced with other value for money considerations.
- 5.3 To facilitate quicker communication, better access to planning documents, as well as making more efficient use of resources (in terms of officer time and printing materials), wherever possible the Council will use electronic channels of communication rather than printed or posted material.
- 5.4 Also available to assist with engagement in the planning process, Planning Aid England currently (subject to Government funding) provide free, independent and professional advice and support on planning issues to people and communities who cannot afford to hire a planning consultant. Planning Aid complements the work of local authorities but is wholly independent of them. For more information on Planning Aid, visit their website <http://www.rtpi.org.uk/planningaid/> at or ring 0330 123 9244 or email info@planningaid.rtpi.org.uk.

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AYLESBURY VALE DISTRICT COUNCIL
The Gateway, Gatehouse Road, Aylesbury, Bucks, HP19 8FF
Tel: 01296 585439 Textphone: 01296 585055
Email: valeplan@aylesburyvaledc.gov.uk
www.aylesburyvaledc.gov.uk/VAP