

Statement of Community Involvement

Consultation draft
June 2023



Basingstoke
and Deane

Foreword

This Statement of Community Involvement (SCI) has been prepared by Basingstoke and Deane Borough Council in its role as Local Planning Authority. The SCI outlines the consultation and engagement methods that the council will use to involve people who live or work in the borough, groups, organisations, businesses, and other representatives in the planning process by explaining who will be consulted, when and how. It describes how the council will involve the community and relevant stakeholders in the preparation and review of planning policy documents and also the consideration of planning applications.

It is currently subject to a six week formal consultation where the views of local residents and other stakeholders will be sought.

All representations must be received by the council in writing **by 4 pm on 21 July 2023**. Representations can be submitted using the council's online consultation portal, or by using the representation form or writing by email/post to the addresses below:

Online at: <https://consult.basingstoke.gov.uk/>
E-mail to: Local.plan@basingstoke.gov.uk
Post to: Planning Policy Team
Basingstoke and Deane Borough Council
Civic Offices
London Road
Basingstoke
Hampshire
RG21 4AH

Should you have any questions about the SCI, please contact the Planning Policy Team by emailing Local.Plan@basingstoke.gov.uk

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Executive Summary

What is the Statement of Community Involvement (SCI)?

Planning for land use and development in the borough is one of the council's key responsibilities, impacting directly and indirectly on residents and communities. People and groups potentially affected by planning policies and proposals should have the opportunity to be involved in decision making and should understand when and what the opportunities are.

This Statement of Community Involvement (SCI) sets out the ways in which partners, stakeholders and the community can be involved in the council's planning processes. This covers both the production of planning policy documents and decisions relating to planning applications.

Who will we consult?

All planning decisions have the potential to impact on people. It is therefore important to make sure the opportunities for getting involved in relevant decisions and policy development are as wide as possible. Among those to be consulted are statutory bodies, town and parish councils, councillors, residents, businesses, developers and community groups. The council aims to involve parts of the community considered to be hard to reach.

What will we consult on?

Planning policy:

The SCI sets out the process for the production and review of relevant planning policies, outlining the different stages and how interested parties can get involved. Policy documents include:

- The Local Plan, which is prepared by the Local Planning Authority and sets the strategic direction for the borough, allocates land for development and includes a suite of policies to guide development decisions.
- Neighbourhood Plans, which are prepared by local communities. These may also allocate land and include policies to guide development at a local level.
- Community Infrastructure Levy which is a charge that allows local authorities to raise funds from most types of new development in their area to fund essential infrastructure.
- Supplementary Planning Documents which support policies within the Local Plan by providing guidance on particular subjects or specific sites.

Planning applications:

The council is committed to ensuring that the views of the local community are considered when determining planning applications. The SCI outlines the steps the council will take to publicise and consult on the applications received.

How will we consult?

The council will aim to offer a wide range of options for consultation, using a number of appropriate platforms to give as many people as possible the opportunity to have their say. The council's approach is based on a number of consultation principles set out in the council's [corporate guidance](#) on consultations, engagement and market research activity.

Reviewing the SCI

Planning Practice Guidance produced by national Government states that Local Planning Authorities must review their SCI every 5 years from the adoption date. This SCI will be assessed regularly to ensure it remains appropriate and effective.

Updates will take account of any legislative changes and resulting requirements. The Government continues to make changes to the planning system and these may impact upon how plans are made and how consultation takes place. This SCI will be updated at suitable times to reflect any changes to the system.

1. Introduction

- 1.1 The council is committed to engaging with local people, organisations and businesses to get their views on different aspects of its work. This insight helps improve council services and is a key part of making good policy decisions. Planning directly affects the places where people live and work, and meaningful public consultation and engagement on all aspects of planning is vital. By maintaining community involvement at the centre of what the council does, we can gain a real understanding of our communities' priorities. This helps the council to develop the right policies and proposals for the future.
- 1.2 The SCI outlines the consultation and engagement methods that the council will use to involve interested residents, groups, organisations, businesses, other representatives and individuals in the planning process. It explains who will be consulted, when and how. The document describes how the council will involve the community and stakeholders in the preparation and review of planning policy documents and also the consideration of planning applications.
- 1.3 The SCI, which focuses on the council's planning functions, complements the broader commitment to effective consultation and engagement, access to information, and openness, as reflected in the council's Local Code of Corporate Governance, which outlines the core principle of 'ensuring openness and comprehensive stakeholder engagement'. The SCI is also guided by the Government's Consultation Principles: Guidance (2018) which provides guidance on how consultations should be conducted in general, by adopting a more proportionate and targeted approach.
- 1.4 For all non-planning related consultation and engagement activities, the council has developed [corporate guidance](#) on consultation, engagement and market research activity which includes an outline of the type of issues that the council consults on.

2. Planning System Context

- 2.1 The Planning System in the UK is a 'discretionary' 'plan-led' system made up of two complimentary functions: planning policy and development management. Planning policy is concerned with planning for future growth and development whilst considering the social, economic and environmental needs of communities. Development management is the process of assessing applications for planning permission, in light of the Local Development Plan and other material considerations. Applications are either refused or granted through the process.
- 2.2 The planning system is comprised of legislation, regulations, policy and guidance. The legislation is the legal requirement which must be adhered to. The guidance sets out more specific detail, including necessary steps which must be undertaken to meet the legal requirements. National policy sets out the approach from the government to meet the legal requirements, and this is supported by guidance which provides a detailed interpretation of what policy requires.
- 2.3 The duties to engage the community in planning matters and to prepare the SCI arise from the Planning and Compulsory Purchase Act 2004 (section 18) as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017. This legislation requires the Local Planning Authority (in this case the council) to prepare a statement for how it will involve those with an interest in development in the area, including the preparation and review of the Local Plan and Supplementary Planning Documents, Neighbourhood Plans/Orders, Community Infrastructure Levy and the consideration of planning applications.
- 2.4 There is a clear emphasis through national policy on encouraging early and consistent community involvement. The National Planning Policy Framework (NPPF) refers to proportionate and effective engagement between plan-makers, local organisations, businesses, infrastructure providers and operators and statutory consultees. It also reflects the importance of engagement between applicants, the community, local planning authorities and other interests to help achieve high quality, beautiful and sustainable buildings and places. Early community engagement has significant potential to improve the efficiency and effectiveness of the planning system before planning applications are submitted.

Role of Consultation

- 2.5 The role of consultation in the planning system is pivotal. The planning decisions made by the council will shape the borough and it is therefore important that interested parties are involved. The legislation sets out the minimum standards for publicity and consultation which are set out in the relevant sections below. The council will always meet these requirements and, where appropriate and resources allow, will seek to go beyond them to secure wider-ranging involvement.

3. General Consultation Principles

- 3.1 When carrying out formal consultations, the council follows the Government's Consultation Principles guidance, which give general guidance on how consultations should be carried out. The council's 'Local Code of Corporate Governance 2022/3' provides guidance on community engagement and consultation in general. One of its core principles is 'ensuring openness and comprehensive stakeholder engagement'. Further importance is placed on trusted channels of communication and consultation that should be used to engage effectively with all groups of stakeholders, including individuals. This includes:
- Ensuring communication methods are effective.
 - Encouraging, collecting and evaluating the views and experiences of communities, citizens and organisations of different backgrounds including reference to future needs.
 - Putting effective feedback mechanisms in place to demonstrate how views have been taken into account.
 - Balancing feedback from different stakeholders to ensure inclusivity.
- 3.2 The council also recognises that planning material is often technical in nature, so consultation documents will be as clear and concise as possible, using plain English and avoiding or at least explaining 'jargon' (possibly in a 'a glossary of terms') without detracting from the complexities of issues involved.
- 3.3 The council needs to ensure that it meets the public sector equality duty (Equality Act 2010), which aims to promote equality, eliminate discrimination and encourage good relations between different groups associated with age, disability, gender/gender reassignment, race, religion and other protected characteristics. Engaging with residents and other stakeholders is key to meeting this duty to better understand the needs of diverse groups. Established partnerships with the borough's Access Group, Disability Forum, Over 55s Forum and other community groups help the council reach and gather views from a wider range of people, and design services that meet people's needs.
- 3.4 The council has developed the following consultation aims to ensure that everyone is given an equal opportunity to influence and comment on plans and planning applications which shape future development within the borough. Consultation should:

- i) Have a purpose: we will consult on Development Plan Documents at each formal stage and only ask questions on issues that are to be decided on.
- ii) Be informative and clear: we will provide information in plain English that is clear and balanced so it helps everyone contribute to the process.
- iii) Be targeted: we will promote consultations widely and target people, businesses and organisations who may be most affected by a policy or planning application.
- iv) Use a variety of methods: we will understand the needs of different stakeholders and engage and consult in a way that suits them, making best use of new technologies.
- v) Be open and transparent: we will publish responses to the consultation in a timely manner and explain how responses have informed decision making.
- vi) Be appropriately timed: we will ensure the length of consultations is in line with the legal requirements and that consultations are not undertaken during politically sensitive times.

3.5 The council also expects and encourages its partners, relevant statutory and non-statutory bodies and applicants to undertake timely consultation, which is appropriate, accessible, targeted and on-going.

Who is involved in consultation and how?

3.6 Taking account of the principles outlined above, effective consultation requires work within the council but also engagement with the wider community.

Council Officers

3.7 Council officers are responsible for preparing relevant evidence in order to develop planning policies and proposals for development through planning policy documents, and making a recommendation on planning applications. These must be supported by sound technical advice on matters including highways and heritage. The needs of the community will also be taken into account. Planning officers work closely with other teams in the council to formulate policies and development options.

3.8 The council also works closely with statutory consultees such as Hampshire County Council in respect of its statutory planning functions and its role as local highways authority, local education authority and lead local flood authority. Most planning applications are dealt with by council officers by the scheme of delegation.

Councillors

3.9 Elected councillors are ultimately responsible for decision-making in the council, as set out in the [council's Constitution](#). They are involved in relevant stages of the production of planning policy documents, through the established system of Overview Committees, Cabinet and Full Council, and the Scrutiny Committee. Where appropriate, sub-committees or steering groups of members provide focussed input on

detailed planning matters. The Cabinet includes a Cabinet Member for Planning and Infrastructure, with a particular responsibility for planning in the borough. Councillors make up the Development Control Committee and the Constitution sets out the circumstances under which applications will go before the Committee to be determined by councillors. In the event of an application going to Development Control Committee anyone who has commented on the application can request to speak at Committee in line with the constitution. Both councillors and officers are required to act within the Code of Practice which is part of the council's Constitution.

Local People, Organisations and Businesses

- 3.10 Planning decisions directly impact upon the everyday lives of people who live and work in the borough, therefore it is critical that planning decisions consider the views of local people. During consultation periods for planning applications or planning policy documents it is important that people who feel they are affected by planning decisions to formally voice their opinion through the consultation process. The council relies upon this process to understand the views of local communities. By getting involved, particularly at an early stage, it provides the chance for people to help shape planning decisions. There are a number of different documents that people are consulted on which include planning policy documents and planning applications. However, outside of formal consultation periods, people are also able to report unauthorised development.

4. Planning Policy Documents

- 4.1 There are various types of planning policy documents, many of which have already been prepared by the council as set out in Table 1 below. Different documents have different processes for preparation and public involvement. Legislation details the minimum standards for publicity and consultation which the council will always meet and, where suitable, go beyond to secure wider-ranging involvement. This section sets out the council's approach for discharging relevant duties associated with these documents.

Table 1: Planning Policy Documents

Document	Description
The Local Plan	The Local Plan (or Development Plan Documents where relevant) is the statutory plan setting out the principal policies and proposals for land use and development in the borough. It contains the overall vision and objectives, the development strategy for the area, allocates sites for development and sets out a suite of local policies used in decision making on planning matters. Table 2 provides further detail of the relevant stages involved in preparing a new development plan document and sets out the opportunities for stakeholder engagement, from early evidence gathering through to adoption and implementation.
Evidence Base	The council maintains an evidence base to support the Local Plan/Development Plan Documents. This evidence base is wide ranging and covers such issues as housing, employment, retail, land supply, landscape, biodiversity, green infrastructure, flood risk and infrastructure. The council will undertake targeted consultation on evidence base studies where suitable to the topic although this is likely to be limited given the technical nature of relevant documents. The council will provide notifications when new evidence is published and documents will be made available to view on the council's website.
Brownfield Land Register (BLR)	The council has a duty to publish a Brownfield Land Register of previously developed land suitable for housing. Proposals to give any of the land on the register Permission in Principle will be the subject of consultation in line with the regulations.
Supplementary Planning Documents (SPDs)	Supplementary Planning Documents (SPDs) provide supplementary information in the form of site based or topic based guidance to support specific Local Plan policies. The council's policy for consultation and engagement on the development of new SPDs is set out in Table 3. The council has a suite of SPDs which are available to view on the website.
Local Development Scheme (LDS)	The programme for the preparation and review of planning policy documents is set out in a Local Development Scheme (LDS) which lists the planning documents that the council intends to produce and the timetables for their preparation. The up-to-date LDS is published on the council's website. Notifications will be sent to consultation bodies listed in appendix 1 and those on the planning policy mailing list.

Neighbourhood Plans and Orders	<p>Neighbourhood Plans and Orders are a means of developing policies and proposals at the local parish or neighbourhood level. In parished areas, they can be prepared by the relevant town or parish council; elsewhere, by a duly constituted 'neighbourhood forum'. The council actively supports neighbourhood planning and has an important role in providing advice and support throughout the process. The town or parish council (or forum) is responsible for public consultation and engagement in the earlier stages of the process, whilst the council undertakes consultation on the final draft version of the Plan or Order (Submission stage) and organises the referendum. Following a positive referendum result, a neighbourhood plan forms part of the development plan for the borough and will have the same weight as the Local Plan. The council's policy for supporting and assisting qualifying bodies in the neighbourhood planning process is set out in paragraphs 4.19 - 4.25 and in Table 4. All made neighbourhood plans are available on the website.</p>
Sustainability Appraisal (SA) and/or Strategic Environmental Assessment (SEA)	<p>Each Development Plan Document is accompanied by a Sustainability Appraisal (SA) and/or Strategic Environmental Assessment (SEA) which shows how policies reflect sustainable development objectives.</p>
Authority Monitoring Report (AMR)	<p>The council prepares an Authority Monitoring Report (AMR) on an annual basis to assess whether adopted planning policies are being successfully implemented and are achieving their intended aims and objectives. It also updates on the progress of plan making and other relevant planning issues.</p>
Community Infrastructure Levy (CIL)	<p>Community Infrastructure Levy is a charge that allows local authorities to raise funds from most types of new development in their area to fund essential infrastructure. Local authorities who decide to introduce a CIL are known as charging authorities and must produce a Charging Schedule which sets out the levy rate(s) that the authority will charge. Table 5 provides further details on the process for producing the charging schedule.</p>
Infrastructure Funding Statement (IFS)	<p>CIL charging authorities are required to prepare an Infrastructure Funding Statement (IFS) for each financial year since 2019/2020. The IFS outlines the details of what CIL has been received and spent as well as what planning obligations have been secured/ spent.</p>
Minerals and Waste	<p>In Hampshire, planning policies relating to minerals and waste are jointly prepared by Hampshire County Council, Portsmouth City Council and Southampton City Council. Planning applications for minerals and waste developments are determined by Hampshire County Council. The County Council is responsible for preparing and maintaining a Minerals and Waste Plan, providing the policy framework for new operations in the County Council. The council engages with the County in this process.</p>
<p>Design Code</p>	<p>Design Codes set out specific design requirements for different areas to ensure the development of beautiful places. They can be produced at different scales including borough wide, a neighbourhood plan area or be site specific. Local communities should be involved in their production to shape future development.</p>

Local Development Order (LDO)	The council may choose to prepare a Local Development Order (LDO) to assist with the granting of planning permission for specified areas.
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Which documents will be consulted upon?

- 4.2 The planning policy documents where public consultation is a statutory requirement include the following. There may be instances where consultation is also undertaken on other relevant documents such as evidence base documents.
- All Development Plan Documents:
 - Local Plan
 - Neighbourhood Plans
 - Supplementary Planning Documents
 - CIL Charging Schedule

Who will we consult on plan-making?

- 4.3 All planning policies and decisions have the potential to affect a number of people, including many who are not directly involved. The level of impact would depend on the nature of the proposals. It is important, therefore, to ensure that opportunities for involvement in the decision making process are as wide as possible. Interested parties can range from individuals living next door to a proposed development, to a local interest group or parish council, a service provider, a government department or a neighbouring authority.
- 4.4 Regulations specify a number of organisations that local planning authorities must consult when preparing planning policy documents. These bodies are set out in appendix 1. They include 'specific consultation bodies' and various types of 'general consultation bodies'. Specific consultation bodies include utility companies, government agencies, local authorities and parish councils. General consultation bodies are voluntary bodies active in the area and such bodies often represent the interests of different racial, ethnic or national groups, different religious groups, disabled persons, or persons carrying out business in the area. The council also has a legal 'duty' to work with other local councils and infrastructure providers in relation to strategic cross boundary issues.
- 4.5 In addition to the individuals and organisations referred to above, it is recognised that some parts of the community are not always adequately represented, such as gypsy and traveller communities, ethnic minorities, the young and the elderly. The council will work closely with relevant organisations that have relevant experience to find the best way of consulting and liaising with these groups.

How will we notify, consult and involve groups and individuals in plan-making?

- 4.6 The council considers wide engagement to be important so suitable methods to engage and consult need to be considered in order to meet and build on the statutory regulations. The council will carefully consider how consultations are run in order to ensure that all members of the borough's diverse community are made aware of relevant planning proposals and opportunities to comment on them. The council will use a range of consultation techniques during public consultation, building on those methods of communication that are already used but also using new and evolving methods. The following outlines some of the different methods of consultation which will be utilised.

Online/digital engagement:

- 4.7 The type of online or digital engagement used will depend on the issues that are being considered. It is recognised that central government are proposing planning reforms which have a strong emphasis on digital engagement methods to improve the accessibility of information and reach more people. The council will continue to explore the use of new technology to assist with consultations. Key methods include:
- General council website - The website will be regularly updated with information about the Local Plan and other planning policy documents. The council will advertise all consultations on its website, with documents available to view on dedicated pages.
 - Social media - the council will utilise social media where appropriate and will post information on its social media channels and other social media platforms to promote consultations, in line with the corporate approach. During formal consultations, representations will not be able to be accepted via social media.
 - Consultation specific websites (external to the council website) - the council will utilise technology such as story maps and consultation software to ensure that consultation material is engaging and easy to access.
 - Email - email alerts, notifications and updates will be used to update those registered on the Planning Policy Mailing List of relevant issues, including forthcoming consultations. Consultations will also be promoted through the council's residents' emailer, where appropriate.

Face-to-face engagement:

- 4.8 Sometimes speaking directly to someone is the best way to understand a person's point of view. The following face-to-face engagement will be used, depending on the issues involved:
- Manned information events and exhibitions - will be held on significant consultations, such as those associated with the Local Plan, where suitable, to engage people in shaping plans for the borough. It allows people to speak directly

to officers involved in planning. The aim will always be to locate such exhibitions in close proximity to the areas most likely to be affected.

- Smaller information events and exhibitions - these may be held for significant consultations, or if proposals relate to a particular locality. They will be held in community facilities or locations that are regularly visited such as town and local centres, libraries or the civic offices. These may be un-manned and in drop-in session format.
- Meetings/engagement with particular groups and organisations - these will be used to get more in-depth comments on specific planning issues from a small cross section of individuals. They are useful to bring different perspectives together to discuss a particular theme in a structured way. Meetings may be appropriate to discuss issues of a technical nature, such as with specific statutory bodies and service providers, or with key stakeholder groups, including parish councils.

- 4.9 In addition to the above, the council may undertake virtual meetings with specific groups or more widely on specific issues or topics. Virtual meetings can be helpful in reaching a wider audience, including those living in more rural areas, and can enable a wider discussion and information sharing on an informal basis.

Written notifications:

- 4.11 For all statutory consultations, the council will directly contact by email or letter all known consultation bodies (including those listed in appendix 1), along with anyone who has asked to be notified when consultation is taking place. Details of consultation and the availability of documents will be set-out in this communication. Individuals can also subscribe to the Planning Policy Mailing List at any time by signing up to receive updates on particular topics on the [councils consultation software CiviQ](#). Individuals can sign up themselves or alternatively request to be signed up by the Planning Policy Team.

Publicising consultations:

- 4.12 In addition to the above, the council will publicise consultations through a variety of means. This could include articles in the council's newspaper, Basingstoke & Deane Today, leaflets at community points across the borough through the council's distribution network and articles in community based publications such as parish magazines and the local press. The council will also provide documents and consultation materials, such as leaflets and posters, to parish and town councils to help publicise significant consultations when suitable.
- 4.13 Public notices will be published in local newspapers when appropriate.

Making consultation material available:

- 4.14 The council will, as well as publishing draft documents and consultation material online, provide hard copies for inspection at the Civic Offices and at relevant libraries and other

community buildings where suitable, across the borough. Accessible formats are available on request.

Involvement at different stages of plan-making

- 4.15 The stages for producing the Local Plan, Neighbourhood Plans, Supplementary Planning Documents, and the Community Infrastructure Levy Charging Schedule are set out below. Local Plans, Neighbourhood Plans and CIL are subject to an independent examination before they can be adopted, whereas Supplementary Planning Documents are not.

Local Plan

- 4.16 The process for preparing the Local Plan/Development Plan Documents is summarised in Table 2 which identifies each of the stages and the key opportunities for community involvement in the process.

Table 2: Development Plan Documents (DPD) (e.g. Local Plan)

Key stages	Opportunities for engagement
<p>Evidence gathering/identification of issues and options: The council gathers relevant social, economic and environmental information, to establish a comprehensive evidence base. This evidence base is maintained, as suitable, and the council will provide notifications when new evidence is published to encourage involvement in the plan making. This evidence helps to identify opportunities and constraints. Technical studies and topic papers may be prepared, drawing on monitoring of existing policies, any strategic requirements and relevant data. Consultation on the identification of issues and options or particular elements of the evidence base may also be undertaken.</p>	<p>The council will:</p> <ul style="list-style-type: none"> • Consult statutory bodies about the scope of sustainability appraisal (inc. Strategic Environmental Assessment) and relevant issues at an early stage. • Ensure targeted and early involvement of agencies (Environment Agency, Historic England etc.) and infrastructure providers (National Highways, Water Companies etc.) to inform the technical studies and identification of issues and options. • Carry out its 'duty to co-operate' on issues which extend beyond the borough boundary with an agreed list of organisations including neighbouring authorities and infrastructure providers. • Undertake ongoing informal consultation with key stakeholders, such as parish councils, interest groups, landowners/ developers. • Notify relevant consultees, including everyone on the planning policy mailing list, when new evidence is available. • Make available all relevant evidence on the council's website. • Carry out targeted consultation, where relevant, on evidence base studies and in relation to the identification of issues and options. • Use the council's digital channels including residents' emailer and social media, the local media, the council's printed publications and materials and information distributed to partners etc. to raise awareness of any issues and options consultations. • Carry out public workshops/events or focused meetings as appropriate depending on the evidence gathered and options being considered and consulted upon. • Formal consultation on issues and options for a new DPD will be undertaken in line with consultation arrangements for a draft plan set out below.

Key stages	Opportunities for engagement
<p>Preferred Approach Consultation (Regulation 18): This could take the form of a draft Plan or set out options for addressing issues. It may include one or more preferred options. The documentation will be published for the purposes of formal public consultation (minimum of six weeks) and include information on how the council intends to address issues through a relevant spatial strategy and policies. The information is accompanied by a Sustainability Appraisal (SA) incorporating a Strategic Environmental Assessment (SEA), Habitats Regulations Assessment and Integrated Impact Assessment. There may be more than one consultation on draft versions of a Plan as it evolves, or targeted consultation on certain issues/policy approaches.</p>	<p>The council will:</p> <ul style="list-style-type: none"> • Write to specific, general and all other consultees who the council consider may have an interest, including everyone on the planning policy mailing list. • Make consultation information, including documents, available on the council's website, at the civic offices and other locations as considered appropriate such as libraries or parish offices. • Make available summary documents, leaflets and posters as appropriate. • Use the council's digital channels including residents' emailer and social media, the local media, the council's printed publications and materials and information distributed to partners etc. to raise awareness. • Where possible the council will utilise up-to-date software to create online interactive and engaging consultation material. This may include the use of story maps. • Hold public exhibitions, events and workshops or more focused meetings where appropriate. • Comments received will be made available on the council's website along with a summary of their content. • The council will publish a schedule of its response to points made.
<p>Pre-submission Plan consultation (Regulation 19): Having considered the views and evidence gathered in response to previous consultation, the submission Plan will be published for formal consultation (minimum of six weeks). Representations at this stage must relate to specific soundness tests. They will be forwarded for consideration to an independent inspector who will examine the plan.</p>	<p>The council will:</p> <ul style="list-style-type: none"> • Write to specific, general and all other consultees who the council consider may have an interest, including everyone on the planning policy mailing list. • Make consultation information, including documents available on the council's website, at the civic offices and other suitable locations such as libraries or parish offices. • Discuss outstanding issues with existing forums/groups and hold events or workshops where appropriate. • Use the council's digital channels including residents' emailer and social media, the local media, the council's printed publications and materials and information distributed to partners etc to raise awareness. • Where possible the council will utilise up-to-date software to create online interactive and engaging consultation material. This may include the use of story maps. • Comments received will be made available on the council's website along with a summary of their content. • The council will publish a schedule of its response to each of the points made.

Key stages	Opportunities for engagement
<p>Submission of Local Plan (Regulation 22): The Submission Plan and relevant supporting information will be submitted to the Secretary of State for independent examination. Supporting information will include representations received, a summary of the main issues raised, the background evidence and a consultation statement setting out how the council has involved the community and other stakeholders.</p>	<p>The council will:</p> <ul style="list-style-type: none"> • Write to specific, general and all other consultees who the council consider may have an interest, including everyone on the planning policy mailing list. • Make consultation documents available on the council's website, at the civic offices and other suitable locations such as libraries or parish offices. • Use social media and local media/ press to raise awareness. • Representations made must relate to the tests of soundness, as set out in the NPPF.
<p>Examination of the submitted Plan (Regulation 24): An Inspector, appointed by the Secretary of State, will examine the Plan. The Inspector will consider whether the preparation of the plan has been legally compliant. If the Plan is legally compliant the inspector will then consider whether the document has met the tests of soundness.</p>	<p>The council will:</p> <ul style="list-style-type: none"> • Use the council's website, social media and local media to raise awareness of the Examination. • Ensure documents relevant to the Examination are published on the council's website. <p>The Inspector will (/Programme Officer):</p> <ul style="list-style-type: none"> • Consider all representations made during the council's submission plan consultation. • Notify all those who responded to the consultation of the hearing sessions being held to which participants may be invited. Written submissions carry equal weight to those presented at hearings.
<p>Publishing the Inspectors report (Regulation 25): The Inspector who carried out the Examination will produce and publish a report. If the inspector finds the plan sound it can then be adopted in accordance with the inspector's recommendations.</p>	<p>The council will:</p> <ul style="list-style-type: none"> • Write to specific, general and all other consultees who the council consider may have an interest, including everyone on the planning policy mailing list. • Publish the Inspector's recommendations/report on the council's website, at the civic offices and other locations as considered to be appropriate. • Where appropriate use social media and local media/ press to publicise the Inspectors report.

Key stages	Opportunities for engagement
<p>Adoption (Regulation 26): If the Plan is recommended for adoption (with or without recommended modifications) the council will consider the Inspector's report and whether it wishes to adopt the document as recommended by the Inspector.</p>	<p>The council will:</p> <ul style="list-style-type: none"> • Publish the Local Plan, adoption statement and other relevant evidence base documents on the council's website, at the council's offices and other locations as considered to be appropriate. • A copy of the Adoption Statement will be sent to all consultees on the planning policy mailing list including anyone who has asked to be notified of the adoption of the document. • Where appropriate use social media and local media/press as appropriate to advertise the adoption of the Local Plan.
<p>Monitoring and Review The Authority Monitoring Report assesses whether adopted planning policies are being successfully implemented and achieving the intended aims and objectives. A review of development plan documents may be triggered as a result of this report or as a result of any legislative requirements.</p>	<p>The Council will:</p> <ul style="list-style-type: none"> • Publish the Authority Monitoring Report on the council's website on an annual basis. • Maintain an up-to-date evidence base which will be available on the council's website. • Timescales for preparing new Development Plan Documents will be published on the council's website. • Notify consultees via the planning policy mailing list when a new LDS is adopted, or the review of development plan documents is going to commence.

Supplementary Planning Documents (SPD)

- 4.17 Supplementary Planning Documents may cover a range of issues, both thematic and site specific, which support policies in the Local Plan. They do not set new policy or allocate land. SPDs may take the form of design guides, area development briefs, masterplans or issue-based documents. Whilst SPDs are adopted formally by the council and are material considerations in the determination of planning applications, they do not form part of the development plan. [Adopted SPDs](#) can be viewed on the council's website.
- 4.18 The level and extent of consultation required in the preparation of an SPD is generally less than that for a Local Plan and the methods used will vary, according to its content. If the SPD is a technical document, the emphasis will be on established forms of consultation with stakeholders that are relevant to the topic involved, including statutory consultees, specialist bodies, local groups and planning agents along with everyone on the planning policy mailing list who have asked to be kept informed of planning policy consultations. If the matter is specific to a location, in addition to the above, the council will aim to engage with local residents and groups through meetings/workshops or via community magazines and publications. Table 3 below sets out the key stages in preparation and the opportunities for engagement at each stage.

Table 3: Supplementary Planning Documents

Key stages	Opportunities for engagement
<p>Evidence gathering/preparation of draft document Baseline information and evidence gathering. The council will undertake technical work and identify reasonable options.</p>	<p>At the evidence gathering stage, statutory bodies are consulted about the Strategic Environmental Assessment (SEA) Screening and Habitat Regulations Assessment (if required). Consultation with councillors on the scope and content of the SPD will be undertaken. Targeted informal consultation will also be undertaken with relevant agencies, stakeholders, service providers, parish/town councils, local groups and residents where relevant.</p>
<p>Consultation on draft SPD Formal publication on the draft SPD along with associated evidence base documents and SEA report (minimum statutory period of 4 weeks).</p>	<p>The council will:</p> <ul style="list-style-type: none"> • Write to specific, general and all other consultees who the council consider may have an interest including those on the planning policy mailing list who wish to be informed of planning policy documents. • Make consultation documents available on the council's website, at the civic offices and other locations as considered appropriate such as libraries. • Discuss the document with stakeholders that are relevant to the topic involved, including statutory consultees, specialist bodies, planning agents and existing groups/forums as appropriate. • Use the council's digital channels including residents' emailer and social media, the local media, the council's printed publications, and information distributed to partners to raise awareness • Depending on the content, consultation may also be supported by workshops/meetings. • If the matter is specific to a location, the council will aim to engage with local residents and groups through meetings/workshops or via community magazines and publications
<p>Finalise SPD Review representations received and make any changes to SPD where justified.</p>	<ul style="list-style-type: none"> • Comments received will be made available on the council's website along with a summary of their content. • The council will publish a schedule of its response to the points made. • Further consultation may be undertaken if responses lead to a significant change of direction.
<p>Adoption of the SPD SPD is adopted by the council. It will include a statement explaining what consultation has been undertaken and how the council has dealt with representations.</p>	<ul style="list-style-type: none"> • Make the Supplementary Planning Document, consultation statement and adoption statement available on the council's website at the civic offices and other locations as considered appropriate such as libraries or parish offices. • Send a copy of the adoption statement to any person who has asked to be notified of the adoption. • Where appropriate, use social media and local media/ press to publicise adoption.

Neighbourhood Plans and Neighbourhood Development Orders

- 4.19 Neighbourhood planning was introduced by the Localism Act in 2011. It enables local communities to decide the future of the places where they live and work by having more of a say in where new homes, businesses, shops and community facilities will be located; what development should be like; and what local assets they want to protect. Where they choose to, local people can draw up a plan or a development order:
- **Neighbourhood Plans** allow communities to establish general planning policies for the development of land in the area. A new neighbourhood plan comes into force as part of the statutory development plan once it has been approved at referendum. This means that the council and planning inspectors will need to take the plan into consideration when making planning decisions.
 - **Neighbourhood Development Orders** (including community right to build orders) grant planning permission for a specific type of development in a particular area. This could include a particular development or a particular class of development such as housing or retail.
- 4.20 Like local plans, regulations cover neighbourhood plan/orders preparation, including consultation requirements. The council has a statutory role to provide advice and support groups developing a plan. Up to submission of the final draft ('proposed submission') plan, it is the qualifying body (ie town or parish council, or forum) that is responsible for public consultation and engagement in its preparation.
- 4.21 Whilst there is no requirement to review or update a neighbourhood plan, the policies can become out of date, for example if there are conflicts with more recently made policies in a local plan. Should a neighbourhood plan be reviewed and updated, the council offers the same support as when the plan was first made, although the stages of production may differ.
- 4.22 The council actively supports and promotes neighbourhood planning and is committed to providing advice and support to groups who wish to prepare neighbourhood plans and orders that meet relevant policy requirements and council priorities. The council's policy for supporting qualifying bodies and facilitating the process is through the provision of the following:
- Initial advice on completing a plan or order and its potential scope, including attendance at suitable meetings.
 - Provision of advice and support, including technical input, at key stages. This support could be provided on an informal basis through guidance, but also on a formal written basis when responding to specific consultations. The focus will be on the conformity of the Neighbourhood Plan/Order with the existing national and local planning framework but guidance will also be provided to ensure that allocations and policies are fit for purpose and deliverable.
 - Provision of guidance on key issues including the role of the qualifying body, community engagement, site selection and relevant legislation.

- Practical assistance such as mapping and printing where appropriate.
 - Provision of examples of best practice from plans or case-law.
 - Relevant contact information for consultation including statutory consultees and local interest groups and bodies.
 - Guidance and interpretation of the relevant legislative requirements.
 - Ensuring the suitable involvement of local councillors and other interested parties to enable timely decision making at key stages.
 - Following submission of the Plan/order the council will undertake the relevant consultation and organise and fund the examination and referendum in the timescales prescribed in legislation, wherever possible.
 - Provision of guidance relevant to the referendum including campaigning.
 - Advice relating to the monitoring and review of adopted plans/orders.
- 4.23 The council has prepared local guidance on the process and collated a range of resources which are available to view on the council's website. The [Neighbourhood Planning Protocol](#) provides local communities with detail of the requirements of the regulations and guidance, including additional information on the relevant steps in the production of a plan. It also outlines the support the council will provide at key stages of the process. Any emerging legislative changes, as well as advice on reviewing and updating made neighbourhood plans, will be reflected in the protocol.
- 4.24 With regards to consultation and engagement through the neighbourhood planning process, the council has prepared a document called [Engaging the Community in Neighbourhood Planning](#) which is specifically designed to support qualifying bodies in the consultation process. It contains advice on when, who, how and where to consult to ensure effective community engagement. It suggests neighbourhood planning groups consider the following consultation mechanisms when developing a Plan or Order:
- Holding events/drop ins.
 - Adverts/posters.
 - Letters/flyers to everyone in the neighbourhood area.
 - Questionnaires/comments forms.
 - Use of websites, social media and email.
 - Notice in parish newsletters/local magazines.
 - Work with established groups and local forums.
- 4.25 Table 4 below sets out the stages in preparing Neighbourhood Plans/Orders, the opportunities for engagement and whether consultation is being carried out by the parish/town council or the borough council.

Table 4: Neighbourhood Development Plans and Orders

Key stages	Opportunities for engagement	
	Parish/town council/neighbourhood forum (qualifying body)	Basingstoke and Deane Borough Council
<p>Stage 1: Designation of neighbourhood area (and if appropriate neighbourhood forum):</p> <ul style="list-style-type: none"> Parish/town council/neighbourhood forum (qualifying body) submits application to borough council to designate area Application forms are available on the council's website 	<ul style="list-style-type: none"> Before submitting an application to designate the neighbourhood area the parish/town council or neighbourhood forum may decide to consult with the local community about preparing a neighbourhood plan/ order. Use social media and local media/ press (including public notice in the press) to raise awareness. 	<p>Where a parish council applies for the whole of a parish to be designated as a neighbourhood planning area, the council must designate it. The council will publicise that the neighbourhood area has been designated. Exceptions to this are where the area applied for has already been designated as a neighbourhood area which extends beyond the parish boundary; or forms part of another application that has not yet been determined. In this case, the council will publicise and consult on the application and publish details in relation to the designation or refusal of a neighbourhood area.</p> <p>The council will:</p> <ul style="list-style-type: none"> Formally publicise and consult on a neighbourhood forum application (minimum consultation period is 4 weeks) and will publish details in relation to the designation or refusal of a neighbourhood forum. Write to specific, general and all other consultees who the council considers may have an interest. Make documents available on the council's website, at the civic offices and other locations considered appropriate, such as libraries or parish offices. Use council's digital channels including social media as well as the local media/press (including public notice in the press) to raise awareness.
<p>Stage 2: Preparing the Draft Neighbourhood Plan/Order:</p> <p>Qualifying body to:</p> <ul style="list-style-type: none"> Develop vision, aims and objectives Develop communications strategy 	<ul style="list-style-type: none"> Qualifying body should undertake consultation and engagement with the community (those living, working, with an interest in or affected by proposals) and relevant consultees (such as infrastructure providers) as the neighbourhood plan/order is being developed. 	<ul style="list-style-type: none"> Provide support and assistance to the town/ parish council, as suitable.

Key stages	Opportunities for engagement	
	Parish/town council/neighbourhood forum (qualifying body)	Basingstoke and Deane Borough Council
<ul style="list-style-type: none"> Gather baseline information and evidence Identify and assess options Prepare draft Neighbourhood Plan/ Order and associated documents 	<ul style="list-style-type: none"> The guidance documents prepared by the council provides advice on consultation best practice and legislative requirements. 	
<p>Ensure compliance with EU obligations:</p> <ul style="list-style-type: none"> If the plan is deemed likely to have significant environmental effects, then Strategic Environmental Assessment will be required. 	<ul style="list-style-type: none"> If it is determined that a SEA is required for the neighbourhood plan then the parish/ town council will need to undertake the SEA. 	<ul style="list-style-type: none"> The council will carry out an initial screening which lasts for five weeks and involves consulting the statutory consultees.
<p>Stage 3: Pre-submission publicity and consultation (Regulation 14):</p> <ul style="list-style-type: none"> Formal consultation stage After consultation, parish/town council will consider representations received and amend neighbourhood plan as appropriate Consultation statement is prepared which details the consultation undertaken, the responses received and any changes as a result. 	<ul style="list-style-type: none"> Qualifying body will formally publicise the draft neighbourhood plan or order and invite representations. Consultation bodies (outlined in the Neighbourhood Planning Regulations (Sch 1) need to be consulted. 	<ul style="list-style-type: none"> The council will submit formal representations in response to the consultation.
<p>Stage 4: Submission of Neighbourhood Plan/Order to Borough Council (Regulation 15/16):</p> <ul style="list-style-type: none"> Submission Plan and supporting documents submitted to the council including basic conditions statement, 	<ul style="list-style-type: none"> Qualifying body will formally submit the draft neighbourhood plan or order to the council, along with the required supporting documentation. 	<p>If the council finds that the plan or order meets the legal requirements it will formally publicise and consult (for a minimum of 6 weeks) as follows:</p> <ul style="list-style-type: none"> Write to specific, general and all other consultees who the council consider may have an interest. Make documents available on the council's website, at the civic offices and other locations as considered

Key stages	Opportunities for engagement	
	Parish/town council/neighbourhood forum (qualifying body)	Basingstoke and Deane Borough Council
SEA and consultation statement.		<p>appropriate such as libraries or parish offices along with any locations suggested by the qualifying body.</p> <ul style="list-style-type: none"> • Use council's digital channels including social media as well as the local media/press (including public notice in the press) to raise awareness. • Collate the representations made to send to the examiner.
<p>Stage 5: Independent Examination:</p> <ul style="list-style-type: none"> • Council submits plan, relevant documentation and representations to independent examiner. • Following examination, the examiner issues a report to the council and town/parish council or neighbourhood forum • If the council is satisfied that the Plan/Order meets the basic conditions, the neighbourhood plan proceeds to referendum, working with the parish/town council/forum in light of any changes required by the examiner. • If the council doesn't think the basic conditions have been met, they will work with the qualifying body to determine the way forward. 		<ul style="list-style-type: none"> • Write to specific, general and all other consultees who the council considers may have an interest, informing them that the examiner's report has been published. • Publish the examiner's report on the council's website.
<p>Stage 6: Referendum plan/ order</p> <ul style="list-style-type: none"> • Referendum version of the neighbourhood plan/ order made available by the council along with associated 	<ul style="list-style-type: none"> • Qualifying body can raise awareness of referendum through publication of neutral promotional material. 	<ul style="list-style-type: none"> • Council will make arrangements and publish a notice for the referendum setting out the relevant information and associated documents in line with legislative requirements. These documents will be made available on the council's website, council offices,

Key stages	Opportunities for engagement	
	Parish/town council/neighbourhood forum (qualifying body)	Basingstoke and Deane Borough Council
<p>documents including information statement, examiners report, decision statement and general information document.</p> <ul style="list-style-type: none"> Referendum held and a person is entitled to vote if, at the time of the referendum, they meet the eligibility criteria to vote in a local election for the area and if they live in the referendum area Results declared after polling has taken place If there is a positive referendum result the NP becomes part of the Development Plan immediately. 		<p>local library and parish council office along with any locations suggested by the qualifying body.</p> <ul style="list-style-type: none"> Use council's digital channels including social media as well as the local media/press (including public notice in the press) to raise awareness. Council declares result of referendum on website and via social media.
<p>Stage 7: Making the neighbourhood plan/order If more than 50% vote in favour, the council 'makes' the plan.</p>		<ul style="list-style-type: none"> Publish the Neighbourhood Plan, adoption statement and SEA adoption statement (where relevant) on the council's website, at the council offices and other locations as considered appropriate such as libraries or parish offices. A copy of the adoption statement will be sent to specific, general and all other consultees who the council consider may have an interest.
<p>Stage 8: Monitoring and Review A Neighbourhood Plan must set out the period for which it has effect. Qualifying bodies in areas where policies in a made neighbourhood plan have become out of date may decide to update their plan, or part of it, before the end of the plan period.</p>	<p>The process for the 'making' of a replacement plan/order is similar to the process for the making of the existing plan/order. A streamlined procedure is in place for the modification of a neighbourhood development plans/orders where the proposed modifications would materially affect the policies in the plan/order, but would not be so significant or substantial as to change the nature of the plan. Minor amendments can also be made without the need for key stages to be repeated.</p>	<ul style="list-style-type: none"> The Council will advise on the options, process and timing for reviewing neighbourhood plans. Through the Authority Monitoring Report, the Council will review 'made' neighbourhood plans.

Community Infrastructure Levy (CIL)

4.26 The Community Infrastructure Levy (CIL) is a charge that allows local authorities to raise funds from most types of new development in their area to fund essential infrastructure. Local authorities who decide to introduce a CIL are known as charging authorities and must produce a Charging Schedule which sets out the levy rate(s) that the authority will charge. The rate is charged per square metre. Basingstoke and Deane Borough Council adopted CIL and supporting guidance on 22 March 2018, and it came into effect on 25 June 2018. The Community Infrastructure Regulations 2010 (as amended) sets out the procedure that charging authorities must follow prior to adopting a Charging Schedule. These are summarised below and will apply, along with the key opportunities for engagement when the Charging Schedule is reviewed.

Table 5: Process for preparing a CIL Charging Schedule

Key stages	Opportunities for engagement
<p>Evidence gathering/preparation of draft document Baseline information and evidence gathering. Undertake technical work and identify reasonable options.</p>	<p>The council will collect evidence to inform the proposed levy rates to be set out within the draft charging schedule. The council will engage with key stakeholders and interested parties at the evidence gathering stage.</p>
<p>Consultation on the draft CIL Charging Schedule (Regulation 16): Formal publication of the draft CIL charging schedule for public consultation.</p>	<p>The council will:</p> <ul style="list-style-type: none"> • Write to specific, general and all other consultees who the council consider may have an interest including those on the planning policy mailing list who wish to be informed of planning policy documents. • Make consultation documents, as required by the Regulations, available on the council's website, at the civic offices and other locations as considered appropriate such as libraries. • Use council's digital channels including social media as well as the local media/press) to raise awareness. • Depending on the content, consultation may also be supported by workshops/meetings. • Comments received will be made available on the council's website along with a summary of their content. • The council will take into account any representations made to it before submitting the draft CIL charging schedule for examination.
<p>Submission of the draft CIL Charging Schedule to the examiner (Regulation 19): An independent examiner will review representations received and make any changes to the document where justified.</p>	<p>The council will:</p> <ul style="list-style-type: none"> • Submit the draft CIL charging schedule to the examiner, along with any evidence base documents and representations received through the consultation. • Submit a statement that sets out the number of representations made during the Regulation 16 consultation including a summary of the main issues and how they have been addressed.

Examination and publication of the examiner's recommendations (Regulation 21 and 23)	<ul style="list-style-type: none"> • Comments received in response to the consultations will be submitted to the examiner. • The council will publish the examiner's recommendations when they are made available on its website.
Adoption of the CIL Charging Schedule (Regulation 25) Document is adopted by the council. It will include a statement explaining what consultation has been undertaken and how the council has dealt with representations.	The council will: <ul style="list-style-type: none"> • Have regard to the examiner's recommendations and reasons for them. • Adopt the CIL charging schedule, including the consultation statement and adoption statement and make the documents available on the council's website at the council offices and other locations as considered appropriate such as libraries. • Notify any person who has asked to be updated of the adoption. • Send a copy of the charging schedule to the relevant consenting authorities. • Use council's digital channels including social media as well as the local media/press) to raise awareness.

Summary of how to get involved

4.27 To help shape the production of planning policy documents, stakeholders can get involved in the following ways:

- Sign up for planning policy updates via email to receive updates on newly published documents and upcoming consultations. Sign up at: <https://consult.basingstoke.gov.uk/browse>
- Read published consultation documents.
- Attend consultation events.
- Make a formal representation on consultations.
- Attend committee meetings and register to speak.
- Attend examination events when invited.
- Get involved in the production of a neighbourhood plan.
- Vote at your neighbourhood plan referendum.

5. Planning Applications

- 5.1 The council's development management service handles around 2,500 planning applications each year, carrying out notification and consultation as set out in this document. This ensures that any person or group most likely to be affected by a planning application has the opportunity to view and comment on the proposals. The council is committed to ensuring that any views given on material planning matters are considered when determining a planning application.
- 5.2 The requirements for notification of planning applications are set out primarily in the Town and Country Planning (Development Management Procedure) Order 2015. The council complies with these minimum requirements and exceed them where appropriate, as set out in appendix 2, to ensure that all affected and interested parties have opportunity to make comment. This section details:
- The pre-application procedure and available advice.
 - What happens when a planning application is received.
 - How a planning application is determined.
 - What happens once a planning application is determined.
- 5.3 It also sets out how the council handles significant planning applications, which may impact on a greater number of people and guidance for developers in informing neighbours and other interested parties about larger, more controversial planning applications.

Pre-application Advice

- 5.4 Applicants or developers are expected to consult with the local community before submitting planning applications which are likely to generate public interest. Such consultation should be accessible and clear to the whole community.
- 5.5 The council welcomes and encourages discussions with applicants before planning applications are submitted. Providing considered advice prior to the formal submission of a planning application can ensure that the quality of a development is improved, necessary information is included in the application, and that certainty in the outcome can be increased for the applicant.
- 5.6 Seeking pre-application advice gives applicants the opportunity to discuss the principle of the development proposals with an officer. It also enables officers to identify any potential issues and provides a number of benefits:
- Providing an opportunity to better understand how an application will be judged against the policies in the development plan and other material considerations.
 - Identifying, at an early stage, where there is a need for specialist input such as with regard to listed buildings, trees, landscape, biodiversity, green Infrastructure and

natural green space noise, health, contaminated land, nutrient neutrality or archaeology.

- Providing the opportunity to modify a proposal to make it potentially more acceptable to the council and anticipating other regulatory requirements.
- Improving the design and quality of the finished scheme.
- Indicating at an early stage if a proposal is unacceptable, saving the cost of pursuing a formal application.
- Avoiding rejection at registration stage or early refusal of permission because of inadequate or insufficient information.
- Allowing discussions on and the preparation of legal agreements, where appropriate, in advance of an application being received and for negotiations to consider land value constraints.

5.7 Further information on this service, which is subject to a charge can be found at: www.basingstoke.gov.uk/before-making-a-planning-application.

5.8 According to the size and nature of the proposals, there are a number of pre-application options available:

- **Duty planning service** - offers verbal advice on small scale domestic (excluding new dwellings) and small scale business projects only.
- **Written submission** - is another available route for those proposals which fall outside of the scope of the duty planning service.

5.9 For written submissions and smaller scale developments (1-9 dwellings and up to 250sqm commercial floor area) the council will endeavor to provide a written officer response within 10 working days. For larger and more complex proposals the service provided is multidisciplinary and proactive, with ready access to professional advice and guidance from internal officers involved in the development process. A response time of 28 working days is expected for these types of developments.

5.10 Larger and significant or complex planning applications may also require involvement of external statutory bodies such as Hampshire County Council (as the Local Highway Authority and Lead Local Flood Authority), the Environment Agency, Natural England, Historic England, Highways England and water companies who operate their own pre-application advice services. The Local Planning Authority will advise if contact should be made directly with these bodies when providing their written response.

5.11 For larger scale proposals the council offer a paid programmed 'Planning Performance Agreement' approach at the pre-application (which includes opportunity for Member panel engagement), application stage, and delivery stage in accordance with the government recommendation for such agreements. To enable the effective allocation of resources at times of potentially high demand for pre-application advice, different types of sites will be considered in accordance with the principles set out on the [planning decision process flowchart](#) and the pre-application service available. Further information on this service is available by contacting developmentcontrol@basingstoke.gov.uk.

- 5.12 The council additionally encourages developers and applicants to undertake a level of public consultation prior to submitting a planning application, as advocated in the National Planning Policy Framework. Such consultation could be with the town or parish council, ward councillors, neighbouring properties or interest groups local to the development site and include methods such as a public exhibition or meeting/discussions with affected individuals. Although developers are not statutorily required to undertake this consultation, benefits include:
- Providing an opportunity for developers / applicants to explain proposals, identify any local issues, clarify elements of the proposals and identify any additional information needed.
 - Assisting in saving time in obtaining a decision on a planning application.
 - Creating a more sustainable and acceptable development through understanding of local community needs.
 - Avoid appeals and call-in procedures.
- 5.13 Under the Freedom of Information Act, the council may consider pre-application submissions which are commercially sensitive and confidential. A public interest test will be applied to decide whether a proposal can be deemed as confidential. Should the information fall outside of this category or a planning application is submitted on the site for a similar scheme, the information may be made available to the general public.

What happens when a planning application is received?

- 5.14 All planning applications are checked to ensure the necessary plans and details are provided, upon which the application can be determined. When an application has been validated, neighbours (those occupying buildings adjoining the site) are notified by letter. Consultees are also notified (as relevant, depending on the type of application and the development proposed)) such as Natural England and the Environment Agency along with infrastructure providers such as water companies.
- 5.15 Comments are invited on planning applications for a period of 21 days, which is a statutory period set by government. A notification does not need to have been received in order for a member of the public to make comments on an application. All comments received within the 21 day period will be taken into account. Comments received outside the 21 days may only be taken into account if received prior to the determination of an application. In most cases a site notice is provided for planning applications, and this is displayed for 21 days in accordance with the arrangements set out below.
- 5.16 All planning applications are placed on the council website for public view. In some cases, there is a requirement for a notice to be placed in the local press. Full details of the notification undertaken are provided on the council's website under the explanation "publicity" section of the planning process on the following link: [The application process \(basingstoke.gov.uk\)](http://basingstoke.gov.uk)

- 5.17 There is an online facility to search for planning applications from the mid-1980s onwards which have already been determined by the council. In some instances, the information on the website may be limited therefore the council also holds further information on microfiche for historic applications to be viewed at the council offices only.

How is a planning application determined?

- 5.18 A planning application is determined by taking into account a number of considerations including development plan policies, and material planning considerations including objections and representations of support, but also:
- Advice from external specialist advisors such as Historic England or the Environment Agency.
 - Government guidance.
 - Any other material considerations which can include supplementary planning guidance.
- 5.19 The council will determine planning applications on the information submitted. There may however be some circumstances whereby, at the discretion of the council, amendments can be accepted prior to a determination to resolve outstanding issues. In these instances, the case officer will provide the necessary time in order to provide the applicant with an opportunity to amend the application depending on the degree of change. Amendments may be subject to re-consultation with neighbours and other consultees and this will be assessed by the case officer on a case by case basis depending on the nature of the amendments. Significant amendments which notably alter a development are unlikely to be accepted following registration and the applicant will be invited to withdraw and re-submit a fresh application so as to reduce delay as much as possible.
- 5.20 Following review and analysis of all the information and submissions to a development proposal, a report is prepared on the acceptability of the development. The decision as to whether or not to grant planning permission is made either under delegated powers by the Head of Planning, Sustainability and Infrastructure, or by the Development Control Committee. The route for determining an application is governed by the number of objections received, the Officer recommendation, and whether a councillor has requested that the matter be determined by the Committee. Full details of the scheme of delegation are set out in the [council's constitution](#), available on the council website.
- 5.21 Should an application be referred to the Development Control Committee, then the applicant, agent, and any person who has responses to the application and registered to speak are notified. There is opportunity for parties to present their representation to the Members of the committee at the meeting, subject to a time limit, which is set out in the council's Constitution.
- 5.22 Once a planning application is determined, a Decision Notice is issued. This is either a Notice of Refusal or a Notice of Approval and is sent to the applicants or their agent.

Those who commented on the proposals are also informed of the decision by letter. A copy of the officer report is made available on the council's website, in addition to the Decision Notice.

Timescales for Determination

- 5.23 The council expects planning applications to be determined within timescales set by national guidance or such other period that may be agreed in writing with an applicant to allow positive and proactive discussion. The targets are as follows:
- Major applications accompanied by an Environmental Impact Assessment – sixteen weeks.
 - Major applications – thirteen weeks.
 - Minor and other applications – eight weeks.

Post decision

- 5.24 If a planning application has been refused, the applicant may choose to appeal against this decision to the Planning Inspectorate. Where comments of objection or support have been made on a planning application which is subsequently refused and where an appeal is lodged, the responders are contacted to inform them of the appeal. In addition, the Planning Inspectorate are sent all comments received at the application stage.
- 5.25 The grant of planning permission is commonly subject to planning conditions which may require the submission of further information to the council for approval. This may address matters such as materials, landscaping, natural green space and green infrastructure provision or management, tree protection, contaminated land or highway requirements. Details on how to submit details for approval are available on the council's website. The council will seek to deal with such applications within eight weeks from the date of receipt. Submissions made for the approval of details are not subject to publicity but the decision notice setting out what information has been approved will be added to the planning application file.
- 5.26 Post-decision amendments are only accepted if the amendments are minor. Submissions made for minor amendments will not be subject to publicity, but any decisions to accept post decision minor amendments will be added to the planning application file. Amendments which are not considered to be minor will require a new application for planning permission.
- 5.27 A breach of planning control can be reported confidentially to the council's planning enforcement team to investigate via a complaint form on the council's website. The Enforcement Register is also available on the website and provides information on what sites the council has served an enforcement, stop notice or breach of condition notice and for what purpose. The register is a public document.

5.28 The council will engage with those affected by or interested in planning applications through mechanisms outlined in Appendix 2.

6. Review of the SCI

- 6.1 The SCI will be kept under review and be updated, as necessary, to correct factual changes not material to its principles. The SCIs will be reviewed every five years with the need for more frequent review being monitored through the Authority Monitoring Report (AMR). Account will be taken of the numbers and types of participants involved in relevant consultations etc and any feedback received about the success or otherwise of consultation techniques used and the planning application process.
- 6.2 Updates to the SCI may be instigated by revisions made to the regulations which govern publicity and involvement in planning policy preparation and planning application processes. For example, the impacts of any changes to the national planning system will need to be considered. Updates will be made following appropriate public consultation on draft proposals, having regard to best practice guidance.

Appendix 1: Consultees

Duty-to-Co-operate Organisations

The duty-to-co-operate places a legal duty on local planning authorities, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Development Plan/Local Plan preparation in the context of strategic cross boundary matters.

Organisations which Basingstoke Borough Council has a duty-to-co-operate with:
Active Travel England
Bracknell Forest Borough Council
Civil Aviation Authority
Clinical Commissioning Groups
East Hampshire District Council
Energy Providers
Gas Providers
Hampshire County Council
Hart District Council
Highways England
Historic England
Homes and Communities Agency
Local Enterprise Partnership
Local Nature Partnership
Marine Management Organisation
Natural England
NHS England
Office of Rail Regulation
Reading Borough Council
Rushmoor Borough Council
Surrey Heath Borough Council
Test Valley Borough Council
The Environment Agency
Transport for London
Water Providers
Waverley Borough Council
West Berkshire Council
Winchester City Council
Wokingham Borough Council

Specific Consultation Bodies

Organisations who have been identified under the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012 that may have an interest in the proposals within a Development Plan Document are set out below. There is some duplication with the prescribed authorities for the purposes of the Duty to Cooperate requirements. Where bodies listed cease to exist, successor bodies will be consulted.

Local Planning Authorities and Unitary Authorities:
Hampshire County Council
West Berkshire Council
Wokingham Borough Council
Hart District Council
East Hampshire District Council
Winchester City Council
Test Valley Borough Council
Town and Parish Councils
All town and parish councils within and adjoining the borough
Other organisations and bodies
The Coal Authority
The Environment Agency
Historic England
Marine Management Organisation
Natural England
Network Rail Infrastructure Ltd
Highways England
NHS Trusts and Clinical Commissioning Groups
Utility companies: Gas and Electricity (Scottish and Southern, Southern Gas Networks) Sewage and Water (Southern Water, South East Water and Thames Water)
Telecommunications Operators
Homes and Communities Agency
Police and Crime Commissioner
The Civil Aviation Authority
Office for Rail Regulation
Transport for London
Enterprise M3
Ministry of Defence
Hampshire County Council
Hampshire and Isle of Wight Local Nature Partnership
Active Travel England

General Consultation Bodies

In addition to the specific consultation bodies listed above, the council/qualifying body will involve as many people and groups as possible in preparing Development Plan Document and Supplementary Planning Documents in the categories below:

- Voluntary bodies.
- Bodies which represent the interests of different racial, ethnic or national groups.
- Bodies which represent the interests of different religious groups.
- Bodies which represent the interests of persons carrying on business in the area.
- Bodies which represent the interests of disabled persons.

General Consultation Bodies¹:	
Association of parish Councils	Landowners and developers
Local Strategic Partnership	Home Builders Federation
Basingstoke Voluntary Action	Local businesses/ bodies which represent local businesses
Environment/conservation groups including: Royal Society for the Protection of Birds Hampshire and Isle of Wight Wildlife Trust, Woodland Trust, Natural Basingstoke, Forestry Commission	Local residents associations
Council for the Protection of Rural England	Community- led Planning/Action groups
North Wessex Downs AONB	Older persons groups
Design out Crime Consultation Service	Public service providers including police, ambulance and fire and rescue services
Minority ethnic groups	Religious groups
Gypsy and Traveller and Travelling Show-people organisations/charities	Transport providers/operators
Sport England and Sport Hampshire	Cycle Basingstoke
Youth groups, schools colleges	Transition Basingstoke
Health care groups and Public Health Service at Hampshire County Council	Groups representing disabled people such as Access for All Working Group
Royal Mail Group	HM Prison Service
Defence Infrastructure Organisation	Crown Estates
Housing interest groups	Other relevant groups /voluntary bodies

Neighbourhood Development Orders and Community Right to Build Orders require qualifying bodies to notify specific bodies depending on the specific location of the proposed Order. The full list is set out in the Neighbourhood Planning (General) Regulations 2012 (Schedule 1).

¹ This list isn't exhaustive. The council's planning policy mailing list includes an up-to-date list of consultees.

Planning applications

The full list of statutory consultees is set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

Appendix 2 Consultations on Planning Applications

Please note that this table is regularly reviewed and an up to date version is available on the council's website [Publicity for planning applications \(basingstoke.gov.uk\)](https://www.basingstoke.gov.uk) on this page <https://www.basingstoke.gov.uk/comment-on-a-planning-application>

Type of Development	Press		Website		Site Notice		Neighbour	
	Statutory	Carried out by LPA	Statutory	Carried out by LPA	Statutory	Carried out by LPA	Statutory	Carried out by LPA
Application accompanied by an EIA (Environmental Impact Assessment) in line with the relevant legislation	√	√	√	√	√	√		√
Departure from the development plan	√	√	√	√	√	√		√
Proposal affecting a public ROW (right of way)	√	√	√	√	√	√		√
Major development: (Development of more than 10 dwellings, or more than 1000m ² of floorspace or on a site larger than 0.5ha)	√	√	√	√	√*	√	√*	√

Type of Development	Press		Website		Site Notice		Neighbour	
	Statutory	Carried out by LPA	Statutory	Carried out by LPA	Statutory	Carried out by LPA	Statutory	Carried out by LPA
Minor development: (Development of 10 or less dwellings, less than 1000m ² floorspace or on a site less than 0.5ha)		√**		√	√*	√	√*	√
Householder Development		√**		√	√*	√	√*	√
Listed Building Consent	√	√		√	√	√		√
Conservation Area Consent <u>Except</u> those where the proposals are for listed building consent to alter only the inside of a building listed Grade II or to vary/discharge conditions on such a consent already granted	√	√		√	√	√		√
Consent to display advertisements		√**		√		√		√
Tree Preservation Orders		√**		√		√		√

Type of Development	Press		Website		Site Notice		Neighbour	
	<i>Statutory</i>	<i>Carried out by LPA</i>	<i>Statutory</i>	<i>Carried out by LPA</i>	<i>Statutory</i>	<i>Carried out by LPA</i>	<i>Statutory</i>	<i>Carried out by LPA</i>
Method of demolition (to determine whether prior approval is required)				√	√	√		√
Prior approval to demolish (Permitted development where prior approval of the LPA <i>is</i> required for the method of demolition and restoration of site)				√		√		√
Notification procedure before application				√				
Agricultural prior approval (Permitted development where prior approval of the LPA <i>is</i> required for the siting, design and external appearance)				√	√	√		√

Type of Development	Press		Website		Site Notice		Neighbour	
	Statutory	Carried out by LPA	Statutory	Carried out by LPA	Statutory	Carried out by LPA	Statutory	Carried out by LPA
Telecommunications prior approval. (Permitted development where prior approval of the LPA is required for siting and appearance)		√**		√	√*	√	√*	√

General Approach to Notification

*There is a statutory requirement for the display of a site notice or a neighbour notification.

**Press notice is only undertaken if there is a statutory requirement to do so. Such circumstances, by way of example, include in relation to major planning applications and where a site is within a Conservation Area

Advertisements in the local press

Advertisements are placed in the local newspapers, the Basingstoke Gazette, the Andover Advertiser and the Newbury Weekly News, as appropriate for the site in question.

Advertisements on the website (www.basingstoke.gov.uk)

The planning register from 1986 is available on the Borough Council's website, in the planning section. Applications can be found using a number of different search criteria.

Site notices

Site notices are generated by the Council. They are sent to the agent/applicant with a letter requesting them to display the notice on the site for the relevant time period, and to return a slip stating the first date of display. If an agent/applicant fails to display the site notice, the Case Officer assesses whether:

1. The legislative requirements have been satisfied and the application can be considered and determined, or whether, taking account of 1;
2. To post a notice and delay the determination of the application.

Neighbour notification

Neighbour notification of an application is in the form of a letter giving brief details of the proposal, details of where and when the application may be seen, and the last date for comments (normally 21 days from the date of the letter). Letters are addressed to 'the occupier/owner'. Neighbours notified are those occupied buildings adjoining the site and those which may be affected by the development. The decision on which properties 'may be affected by the proposed development' is made by the Case Officer. This is based on professional assessment of the proposal and its likely impacts on the area surrounding the site, and the guidance contained within Planning Practice Guidance.

Additional notifications

Any request for additional notification of an application is considered by the Case Officer, however a notification does not need to have been received in order for a member of the public to make comment, and this would always be stressed when any request is received.

Qualifying Bodies will be notified of any planning applications or alterations to planning applications in their area where there is an advanced Neighbourhood Plan (a plan which has been examined) and the qualifying body has not confirmed in writing to the Local Planning Authority that it does not wish to be notified.

Pre-decision Amended Plans

Pre-decision amendments can be accepted, at the discretion of the Case Officer. Re-notification may occur, but normally only if the amendments are significant alterations or increase the size of the proposal. If the proposal remains very similar, or would reduce in size and impact, then re-notification would not normally occur.

Post-decision Amended Plans

Post-decision amendments are only accepted if the amendments are very minor. They will not be permitted if:

- There were any relevant objections to the original proposal, or
- If an amendment increases the size of any part of the development, or
- Locates any part of the development closer to a neighbour, or
- Changes windows in any elevation facing a neighbour in a way which increases overlooking in any way, or
- The development moves more than 1metre in any direction, or
- Would result in a greater visual intrusion to neighbours

Those which are accepted will not be the subject of publicity. This is because there is no provision within the legislation for post-decision amendments, and thus only very minor alterations are accepted by this Authority.

Reports to Development Control Committee Prior To Expiry of Notification Period

Due to reports to Development Control Committee making recommendations on applications having to be written 2-3 weeks prior to the meeting, in some cases the report will be written prior to the expiry of the consultation period. In these instances, additional representations received after the report is written and prior to the meeting will be reported on the 'Update Paper' which is compiled on the day of the meeting and presented at the meeting.

Glossary of Terms

Authority Monitoring Report (AMR): assesses the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented.

Community Infrastructure Levy: A levy that local authorities can choose to charge on new developments in their area. The charges are based on formula relating to the size and type of new development and money can be used to fund infrastructure that the council or community want.

Development Plan: Documents which set out the policies and proposals for the development and use of land. In the borough of Basingstoke and Deane the development plan comprises the Local Plan, policies map, Hampshire County Council Minerals and Waste Plan and Neighbourhood Plans.

Duty to Co-operate: The Localism Act 2011 places a legal duty on Local Planning Authorities, County Councils, and public bodies to actively engage, on an on-going basis, on strategic cross boundary matters.

Environmental Impact Assessment: A procedure to be followed for certain types of project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.

Evidence Base: Information gathered by the Local Planning Authority to support the Local Plan and other Development Plan Documents.

Habitat Regulations Assessment: Used to assess the impacts of proposals and land-use plans against the conservation objectives of European Protected sites to ascertain if the plan/proposal would adversely affect the integrity of the site.

Local Development Document: The collective term for Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs) and the Statement of Community Involvement (SCI)

Local Development Scheme (LDS): Provides a project plan identifying which development plan documents will be produced and when.

National Planning Policy Framework: This framework sets out the government's planning policies and how these are expected to be applied. The NPPF continues to be periodically updated.

Neighbourhood Development Order: An order made by a local planning authority through which parish councils and neighbourhood forums can grant permission for specific development proposals or classes of development.

Neighbourhood Plans: Neighbourhood Plans are a formal way for communities to shape future development and change in their area. Once made, a Plan is used in the determination of relevant planning applications and has the same weight as a Local Plan.

Planning Policy mailing list: mailing list maintained by the council's planning policy team which includes anyone who has requested to be consulted on the preparation of planning policy documents.

Planning Practice Guidance: guidance which provides a detailed interpretation of what national policy requires.

Policies Map: Illustrates on a base map (reproduced from, or based upon a scaled map base) all the policies contained in Development Plan Documents.

Qualifying Body: Town or parish council or designated neighbourhood forum (in areas where there is no town or parish council) responsible for progressing a neighbourhood plan for their area.

Representation: The name given to the formal response written for a consultation. These are made public to be viewed by others. Any personal information is redacted before these are made public.

Strategic Environmental Assessment (SEA): A generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'.

Supplementary Planning Documents (SPDs): Provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability Appraisal (SA): tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and are required to be undertaken for all local development documents.

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