

# South Oxfordshire District Council

## Statement of Community Involvement: Planning Service

April 2017



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# 1 Introduction

Most new buildings or major changes to existing buildings or to the local environment need consent, known as planning permission. Without a planning system anyone could construct buildings or use land in any way they wanted, no matter what effect this would have on other people who live and work in their area. The Council is usually responsible for deciding whether a development, anything from an extension on a house to a new shopping centre, should go ahead. There is a separate planning system for nationally significant infrastructure projects such as power stations and major transport schemes. The County Council also separately deals with some planning applications, for example regarding the extraction of minerals.

Useful websites providing information on the planning system include:

- [www.planningportal.co.uk](http://www.planningportal.co.uk)
- <http://planningguidance.communities.gov.uk/>
- [www.gov.uk/government/publications/plain-english-guide-to-the-planning-system](http://www.gov.uk/government/publications/plain-english-guide-to-the-planning-system)

Some types of development may already be permitted nationally, and for these there is no need to apply for planning permission locally. These are known as Permitted Development Rights.

In order to make decisions on planning applications the Council sets out policies in a Development Plan such as the Local Plan. If planning permission is required it will be decided in line with these policies, unless there is a very good reason not to do so. The Development Plan can comprise a Local Plan, a Neighbourhood Plan and other policy documents. Writing and approving a Development Plan normally takes a long time with many stages in the process.

## 1.1 What is a Statement of Community Involvement?

South Oxfordshire District Council is committed to working in a clear and transparent way and is keen to assist anyone who may wish to be involved in the planning process. Our Statement of Community Involvement (SCI) sets out how we will engage with our communities and businesses so they can comment on planning applications and new Development Plans.

The preparation of a SCI is a requirement of the [Planning and Compulsory Purchase Act 2004 \(as amended\)](#).

The legal requirement for public consultation on Development Plans is set out in [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#).

The legal requirement for public consultation on planning applications is set out in [Article 15 of the Town and Country Planning \(Development Management Procedure\)](#)

[\(England\) Order 2015](#). There are separate arrangements for listed buildings which are set out in [Regulation 5 and Regulation 5A of the Listed Buildings and Conservation Areas Regulations 1990 \(as amended\)](#).

## 1.2 Our values and vision for community involvement in planning

This SCI complements our strategic objectives and priorities set out in our Corporate Plan, Public Engagement Charter and our Customer Service Standards. These documents are available on line:

- [www.southoxon.gov.uk/about-us/how-we-work/corporate-plan](http://www.southoxon.gov.uk/about-us/how-we-work/corporate-plan)
- [www.southoxon.gov.uk/about-us/have-your-say/our-commitments-public-engagement](http://www.southoxon.gov.uk/about-us/have-your-say/our-commitments-public-engagement)
- [www.southoxon.gov.uk/about-us/how-we-work/customer-service-standards](http://www.southoxon.gov.uk/about-us/how-we-work/customer-service-standards)

This SCI recognises the needs of different groups within our community, the value of equality and the diversity that our communities represent.

We strongly encourage and will support local communities who wish to prepare Neighbourhood Plans.

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

Our aspiration is that:

*The community of South Oxfordshire should be enabled to participate meaningfully in the development of planning policies and proposals contained in the Local Plan and in the consideration of planning applications in the district.*

## 2 Our Principles for Community Engagement and Involvement in Planning

### Communicate clearly

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

### Early involvement

- We will ensure early involvement with our local community in the preparation of our planning policy documents, so that you are involved from the start.

### **Recognising the needs of different groups in the community**

- We will communicate in ways that are relevant and accessible to all sections of our community.
- We will aim to engage with groups in our community that may find us less accessible, these are sometimes referred to as hard to reach groups.
- We will encourage involvement from groups that have traditionally not been involved in the planning process. For example, we will engage young people through targeted events in schools and other settings.

### **Providing clear opportunities for involvement**

- We will provide clear and up-to-date information on the consultation processes we use in preparing our policy documents.
- We will ensure information is provided at the earliest opportunity and give you time to respond.
- We will involve you in all stages of plan making.

### **Ease of access to information**

- We will maximise the use of internet in our consultations.
- We will also recognise that other forms of engagement are necessary for those who do not have access to the internet.
- We will be inclusive by providing our information in an accessible format.
- We will make our information publicly available (for example, information on the progress of proposals and how your comments have been taken into account).

### **Providing feedback and sharing information**

- We will make our planning documents and background studies readily available to the public on our website and in hard copy at our local deposit points (including local libraries and council offices).
- We will keep you informed of progress and outcomes.

We keep an up-to-date database of individuals, groups and stakeholders who we regularly contact on planning matters. This database is updated continuously. If you would like to be added to the database or need to amend your details, please email [planning.policy@southoxon.gov.uk](mailto:planning.policy@southoxon.gov.uk) or call our Customer Service Team on 01235 422600.

## **3 Possible Methods of Community Involvement**

We will seek to utilise the most appropriate ways in which to consult and engage the community. We will clearly identify a responsible officer or team for the policy or the planning application.

Table 1 sets out a list of possible methods. The list is not exhaustive and there may be other ways we might engage. The type of methods used will be tailored to the needs of the community, the subject or nature of the information, and the resources

available. We will aim to use methods that enable all sections of the community to be informed and to have the opportunity to contribute. These methods will vary according to the scope and nature of each individual consultation and to ensure the most effective consultation methods are used.

In most instances, the information you will need in relation to plan-making and planning applications can be found on our website. If you still have questions after looking at that information, you may wish to contact our Customer Services Team on 01235 422600 (Text phone users add 18001 before you dial)\*.

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

Further information on our constitution and the involvement of councillors can be accessed online at: <http://democratic.southoxon.gov.uk/documents/s11213/ConstitutionMarch2017.pdf>

#### **Table 1: Methods we use to consult on our planning policy documents:**

- email alerts to consultees registered on our database (for planning related matters)
- formal notices in newspapers circulating across the district\*
- leaflets, posters and bulletins (paper and/or email)
- letters and emails to groups and individuals e.g. South Oxfordshire community, email bulletins
- press releases to local media including local radio and television
- public exhibitions, staffed and un-staffed
- public meetings and discussion groups
- questionnaires and response forms (online and paper copies)
- social media
- targeted events with access groups, minority groups and young people
- targeted work with community groups and voluntary organisations (e.g. schools)
- targeted work with residents' panels
- information on our website
- workshops or focus groups (e.g. town and parish councils, stakeholders)

\* Statutory requirement

## **4 Duty to Co-operate**

[Section 110 of the Localism Act 2011](#) sets out a legal duty on local planning authorities, county councils and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in the

context of strategic cross boundary matters. The duty to cooperate is not a duty to agree, but we will make every effort to secure necessary cooperation. [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) sets out the public bodies that we are required to co-operate with.

In addition to these public bodies we will exercise our duty to cooperate with our neighbouring councils which are:

- Aylesbury Vale District Council
- Cherwell District Council
- Oxford City Council
- Oxfordshire County Council
- Reading Borough Council
- Vale of White Horse District Council
- Wokingham Borough Council
- Wycombe District Council

## 5 Community Involvement in Planning Policy

Planning policy is concerned with preparing and implementing plans that help us decide where and when development takes place. We have a range of planning policies that are used to inform decisions to approve or reject planning applications. Our planning policies are contained in a variety of policy documents which make up our Development Plan.

### 5.1 Policy documents we consult on

#### **Local Plans or Development Plan Documents (DPDs)**

These are plans which set out a vision and a framework for the future development of the area, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure as well as a basis for safeguarding the environment, adapting to climate change and securing good design. They are also critical tools in guiding decisions about individual development proposals. The plans generally look forward 15-20 years.

The statutory stages in the preparation of these documents is set out in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#).

#### **Supplementary Planning Documents (SPDs)**

These documents add further detail to the policies established in the Local Plan. They can be used to provide further guidance for development but cannot be used to set out new policy. As with Local Plans the statutory requirements for preparing SPDs are set out in the above regulations.

#### **Neighbourhood Plans and Development Orders**

Neighbourhood planning is a way for local groups to take a lead on planning the future of their area. Neighbourhood planning can be led by a parish council or by a neighbourhood forum, which are specially set up for neighbourhood planning.



Neighbourhood forums need to be open to anyone who lives or works in the area they cover. Consultation during the preparation stage of these plans is undertaken by the town or parish council and does not therefore need to meet the requirements of this SCI but it would be a useful starting point to help guide consultations.

Neighbourhood forums can choose to prepare neighbourhood development orders or a neighbourhood plan. Local communities can grant planning permission through neighbourhood development orders and community right to build orders for specific development. They can set out planning policies in neighbourhood plans to guide the future development of an area, including identifying sites for new housing or safeguarding parks and playing fields.

Once a neighbourhood plan or order is approved it will be used to guide development and to help decide the outcome of planning applications in the area. The neighbourhood plan or order sits alongside other planning policy and needs to generally conform to local and national planning policy.

The statutory stages in the preparation of these documents are set out in [The Neighbourhood Planning \(General\) Regulations 2012 \(as amended\)](#).

### **What support do we offer to prepare your neighbourhood plan or to groups reviewing their neighbourhood plan?**

We strongly support neighbourhood planning throughout the process including:

- advice and an introductory meeting to discuss your aims and outline the process for you;
- contact with a lead officer for your plan, who attends your group meetings when appropriate and brings their own and other colleagues' professional experience to you;
- advice on engaging with your community and the need to record engagement;
- advice on the types of evidence needed to write your plan and whom to consult;
- review of your draft neighbourhood plan to ensure it meets the basic conditions; and
- arranging and paying for the independent examination and the referendum.

If you would like to find out more about getting started, please contact a neighbourhood planning officer by emailing [planning.policy@southoxon.gov.uk](mailto:planning.policy@southoxon.gov.uk) or calling our Customer Service Team on 01235 422600.

Further details are available on our website: [www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans](http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/neighbourhood-plans)

### **Sustainability Appraisal (SA) and Strategic Environmental Assessment**

The Sustainability Appraisal is an integral part of the plan preparation process and is required for each Local Plan document and for some SPDs. It looks at the environmental, social and economic effects of a plan to make sure that the plan promotes sustainable development and takes the most appropriate approach given reasonable alternatives. At each stage of the development plan preparation there is



a corresponding stage of the Sustainability Appraisal and these documents are made available for comment during public consultation. The Sustainability Appraisal, where appropriate will incorporate the Strategic Environmental Assessment (SEA), in accordance with European Directive EC/2001/42.

### **The Community Infrastructure Levy (CIL)**

The CIL is a charge that is levied on new development floor space which is intended to contribute towards the provision of infrastructure to support growth. The statutory process for preparing a CIL Charging Schedule is set out in the [Community Infrastructure Regulations 2010 \(as amended\)](#).

## **5.2 Who we consult on planning policy**

The Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the legal requirements for consultation and public participation in respect of local planning documents.

### **Local communities**

We will seek to engage with the local community through both our general consultation procedures and if appropriate, through targeted events, (e.g. public meetings, exhibitions and other forums). This is to ensure we capture representative views of the community.

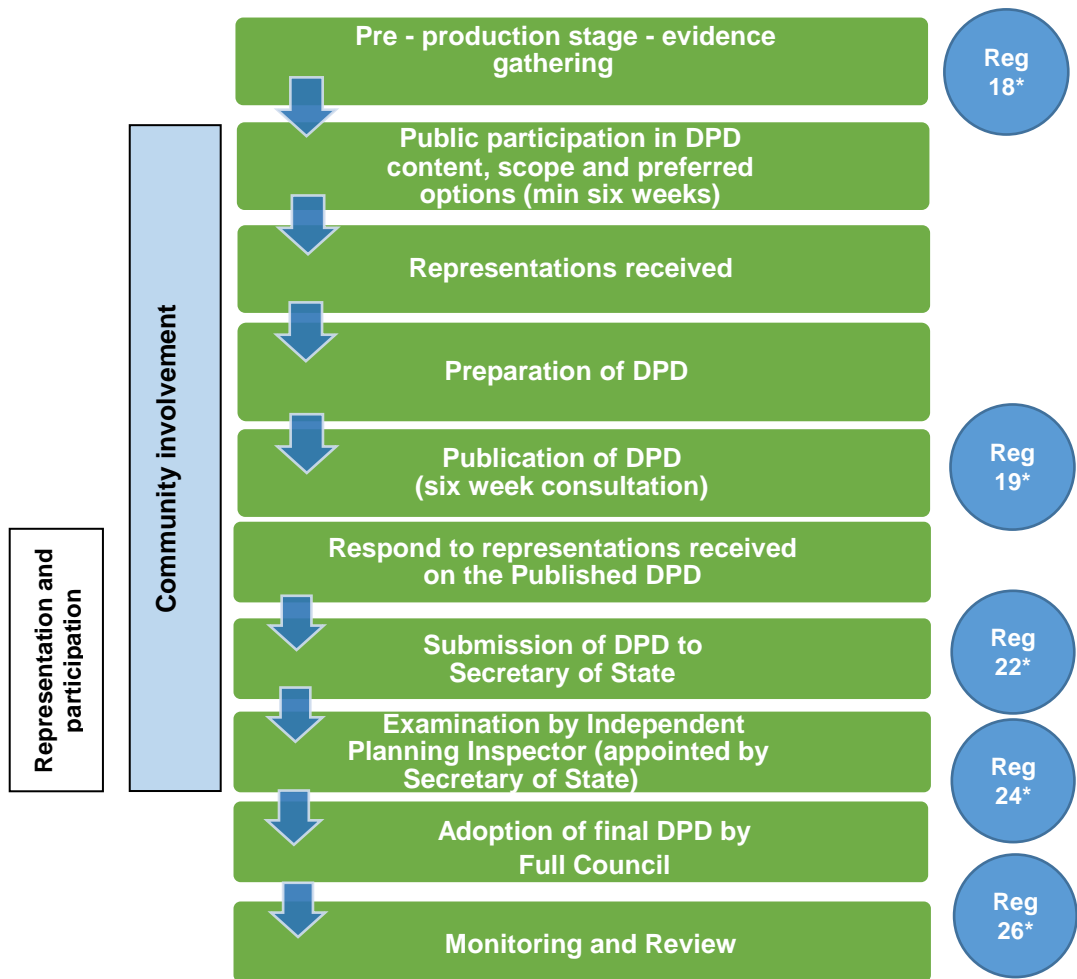
We will work with those promoting development sites through the planning process to ensure that any site assembly is undertaken on a comprehensive basis and that those affected are aware of new planning proposals.

### **Specific and general consultation bodies**

Government regulations are clear how important it is that certain bodies are consulted at key stages when preparing local planning policy documents (these bodies are sometimes referred to as statutory consultees). They include, bodies such as the Environment Agency, Historic England, Natural England and Highways England and any other organisation with whom we have a duty to cooperate. We will always consult on our planning policy documents with the relevant consultation bodies in accordance with the relevant and up to date regulations. Details are provided in Appendix 1.

### 5.3 Main stages of policy preparation

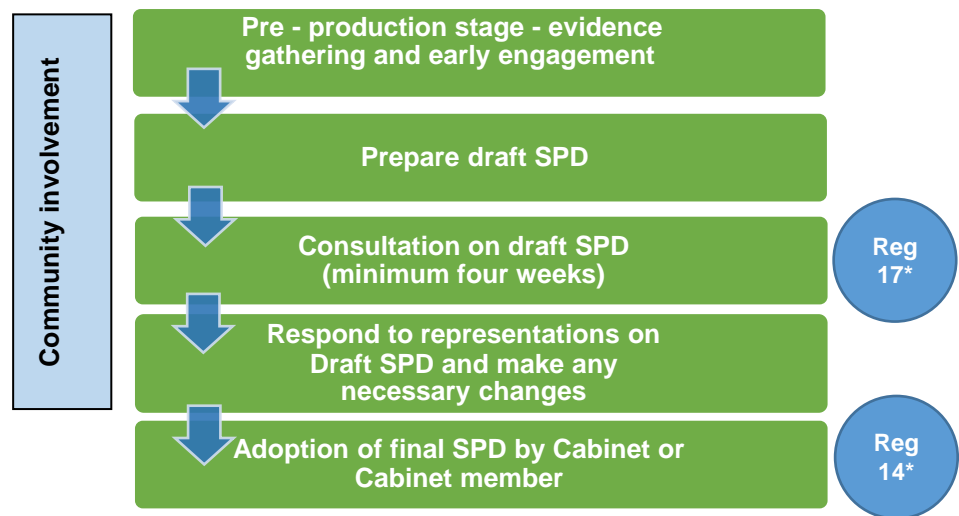
#### Development Plan Documents (DPDs) including the Local Plan



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

**Figure 1: Key stages in the preparation of Development Plan Documents (e.g. Local Plan; Area Action Plan)**

## Supplementary Planning Documents (SPDs)



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

**Figure 2: Key stages in the preparation of Supplementary Planning Documents (SPDs)**

## Local Development Order (LDO)

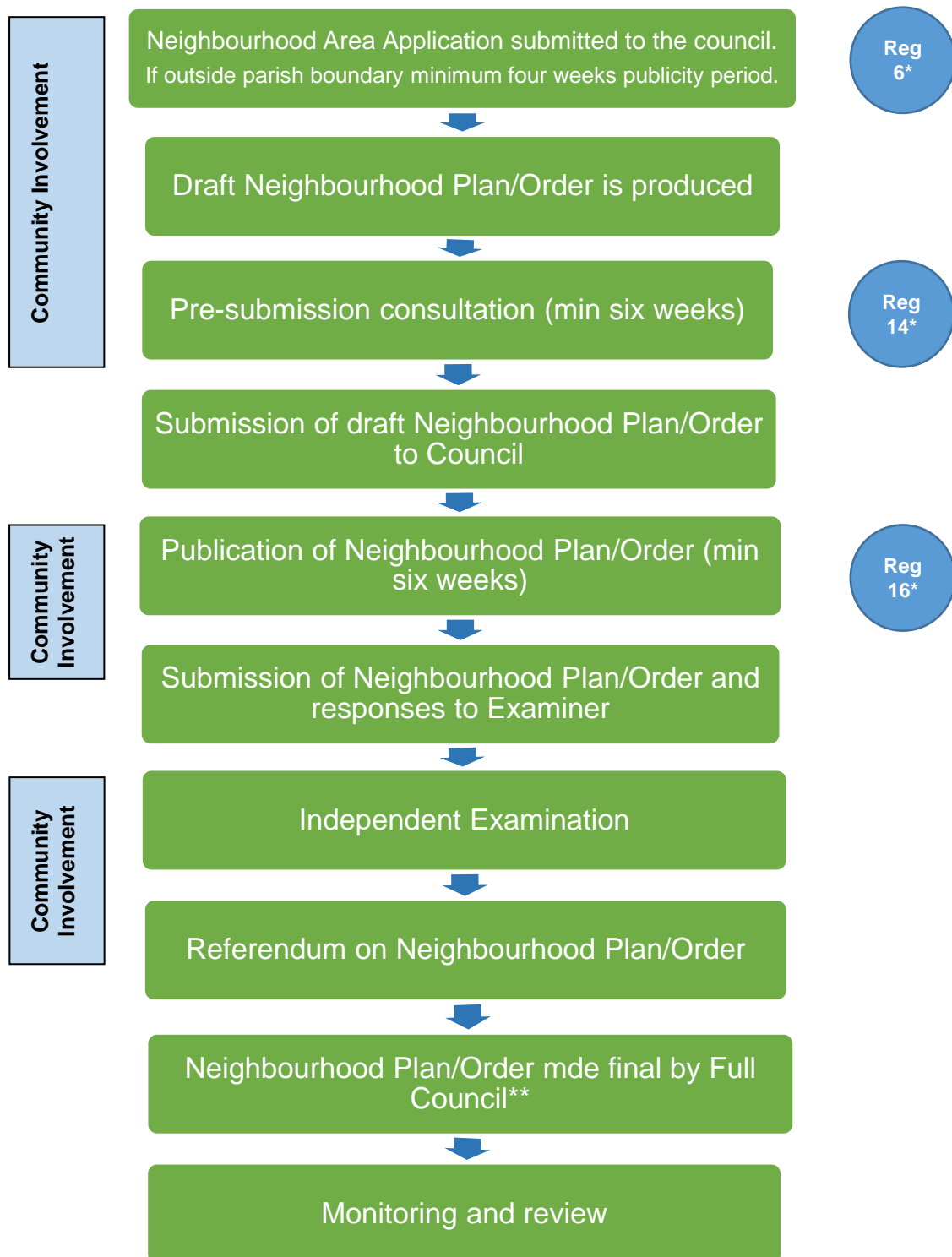
Local development orders are made by local planning authorities. They are a tool simplify the planning process in a defined area by introducing new permitted development that does not need further planning permission. They give a grant of planning permission to specific types of development within a defined area. A LDO streamlines the planning process by removing the need for developers to make a planning application providing the development meets set parameters. They create certainty and save time and money for those involved in the planning process.



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

**Figure 5: Key stages required in the preparation of a Local Development Order (LDO)**

## Neighbourhood Plan or Neighbourhood Development Order



\* Neighbourhood Planning (General) Regulations 2012

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

**Figure 6: Key stages in the preparation of a Neighbourhood Development Plan and/or Neighbourhood Development Order**

## Community Right to Build Order

A community right to build order is a type of neighbourhood development order and forms one of the neighbourhood planning tools introduced in the Localism Act 2011. It is useful if your community wants to construct or rebuild community buildings such as a community centre or community-led housing. It can be used to grant planning permission for specific development which complies with the order. It is put together by local people who can decide on the type, quantity and design of buildings they want, and in the locations they want them.

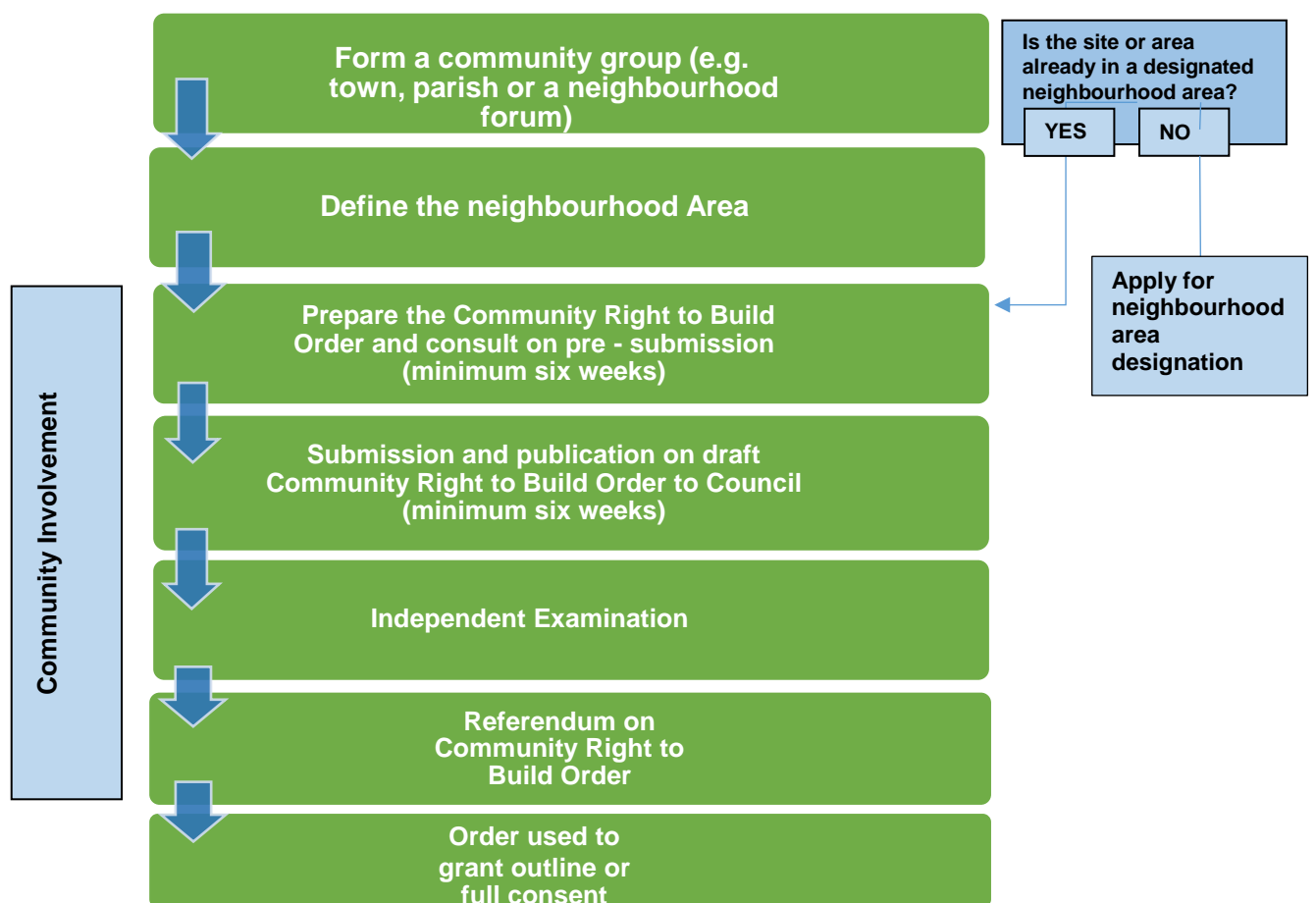
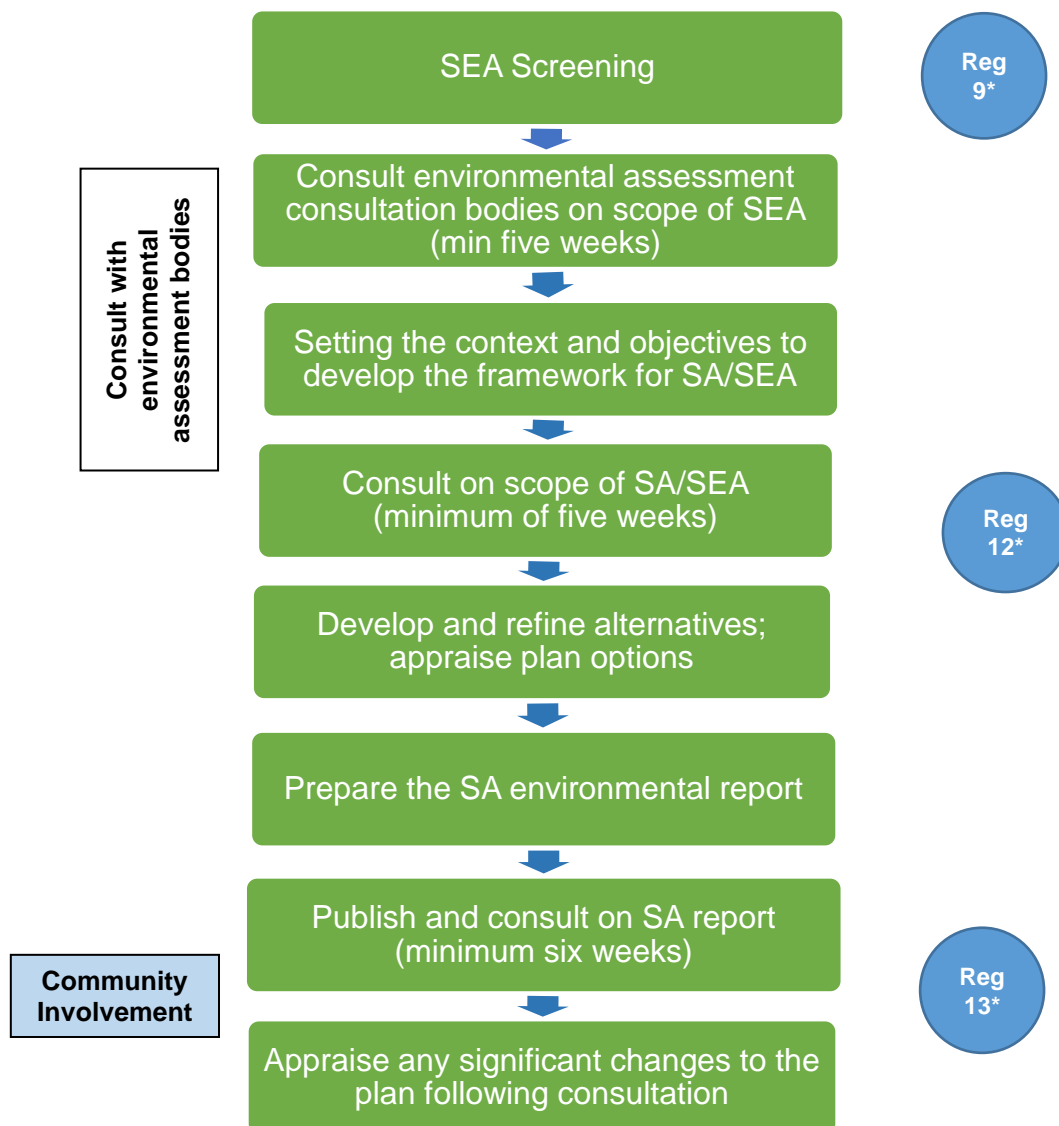


Figure 7: Key stages in the preparation of a Community Right to Build Order

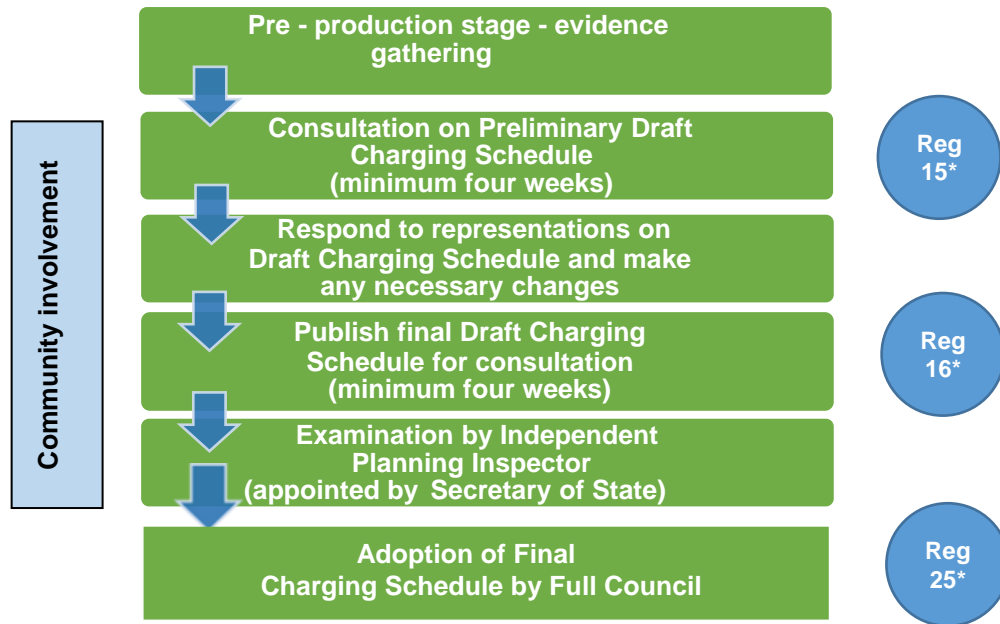
## Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)



\* Environmental Assessment of Plans and Programmes Regulations 2004

**Figure 4: SA/SEA and plan-making**

## Community Infrastructure Levy



\* The Community Infrastructure Levy Regulations 2010

**Figure 3: Key stages in the preparation of the Community Infrastructure Levy (CIL)**



## 5.4 How we will respond to you on planning policy

Our customer service standards set out how we will deal with correspondence by letter, email and telephone, as well as those that visit our office.

Further information on our customer service standards can be accessed via our website at: [www.southoxon.gov.uk/about-us/how-we-work/customer-service-standards](http://www.southoxon.gov.uk/about-us/how-we-work/customer-service-standards)

We will acknowledge representations on planning policy submitted electronically and by e-mail. Representations submitted by post will only receive an acknowledgement if this has been requested and a reply email address has been supplied.

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

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

For consultations on matters related to plan-making, we receive a high volume of correspondence and it is difficult to respond individually to each comment. We therefore publish a summary of the responses we receive and we prepare reports after each consultation stage. These are called consultation statements. Each consultation statement sets out how the comments made during the consultation have been considered before moving to the next stage of plan-making.

We make our consultation statements available at:

- our offices
- local libraries
- our website at: [www.southoxon.gov.uk/planning-policy](http://www.southoxon.gov.uk/planning-policy)

## 6 Community Involvement in Planning Applications

We receive different types of planning applications for formal determination. These include applications for planning permission, listed building consent, prior approvals and notifications, telecommunications developments and lawful development certificates.

We publicise planning applications in accordance with statutory requirements. Planning legislation and Government guidance can be updated. If the guidance is updated or superseded we will update our practices accordingly.

## 6.1 Before an application is submitted

### Pre-application advice and consultation

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

- verify the information required to be submitted with the application
- reduce the likelihood of submitting invalid applications
- help the applicant to understand how planning policies and other requirements may affect their proposals.

Once a formal planning application is submitted, we will disclose any pre-application advice between us and the applicant. This will be made available on our Planning Application Register, which can be accessed on our website.

Further information on the pre-application process can be accessed on our website at: <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/application-advice/pre-application-advice>

### Development forums

Our development forums support agents, developers and applicants to engage with the local community in the pre-application process.

We encourage applicants and developers to discuss their proposals with neighbours, and to consult with the wider community on their proposals that are likely to have an impact on their local area.

We encourage developers to carry out public consultation for all major applications prior to submitting an application.

The development forum ensures that key stakeholders are engaged at the earliest possible stage to help shape the development. It particularly refers to engagement with our ward councillors and the town and parishes during the pre-application and full application process for major development proposals.

A development forum will:

- provide an explanation of the proposed development by the developer
- provide an explanation of national and local planning policies and guidance
- identify procedures for the funding of infrastructure and facilities, including developer contributions (Section 106) and Community Infrastructure Levy (CIL)
- provide an opportunity for an open discussion by all parties to raise issues and to provide feedback
- provide a mechanism for carrying out meaningful public engagement
- record actions and update on progress with the application.

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

<ul style="list-style-type: none"> <li>▪ the ward councillor</li> </ul>	<ul style="list-style-type: none"> <li>▪ the planning committee</li> </ul>
<ul style="list-style-type: none"> <li>▪ up to two parish councillors from each relevant parish</li> </ul>	<ul style="list-style-type: none"> <li>▪ the planning officer and other council officers as appropriate</li> </ul>
<ul style="list-style-type: none"> <li>▪ the town or parish clerk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Oxfordshire County Council and other statutory organisation representatives</li> </ul>
<ul style="list-style-type: none"> <li>▪ up to three representatives from the developer (if appropriate specialist advisors)</li> </ul>	<ul style="list-style-type: none"> <li>▪ up to two representatives of a recognised community organisation</li> </ul>

Development forums are encouraged at the pre-application stage and are likely to be triggered by large scale development of 2 hectares or 200 residential units. This will be on a case by case basis. Development forums will consist of a meeting with verbal advice and will be followed with written advice. Timescales for holding a developer forum will be agreed between South Oxfordshire District Council and the developer. The information would be publicly available once a planning application has been submitted.

Wider forums, or a form of consultation, may be required at the planning application stage.

It is important to note that this forum does not remove our requirement to carry out formal public consultation on applications.

## 6.2 How we publicise and consult on planning applications

Once registered, we publicise and seek comments on planning applications submitted to us. The period in which to make comments is normally 21 days. The method of publicity depends on the type of planning application, as required by government regulations. Further information on how we publicise types of planning application is listed in Appendix 2.

We publicise planning applications by:

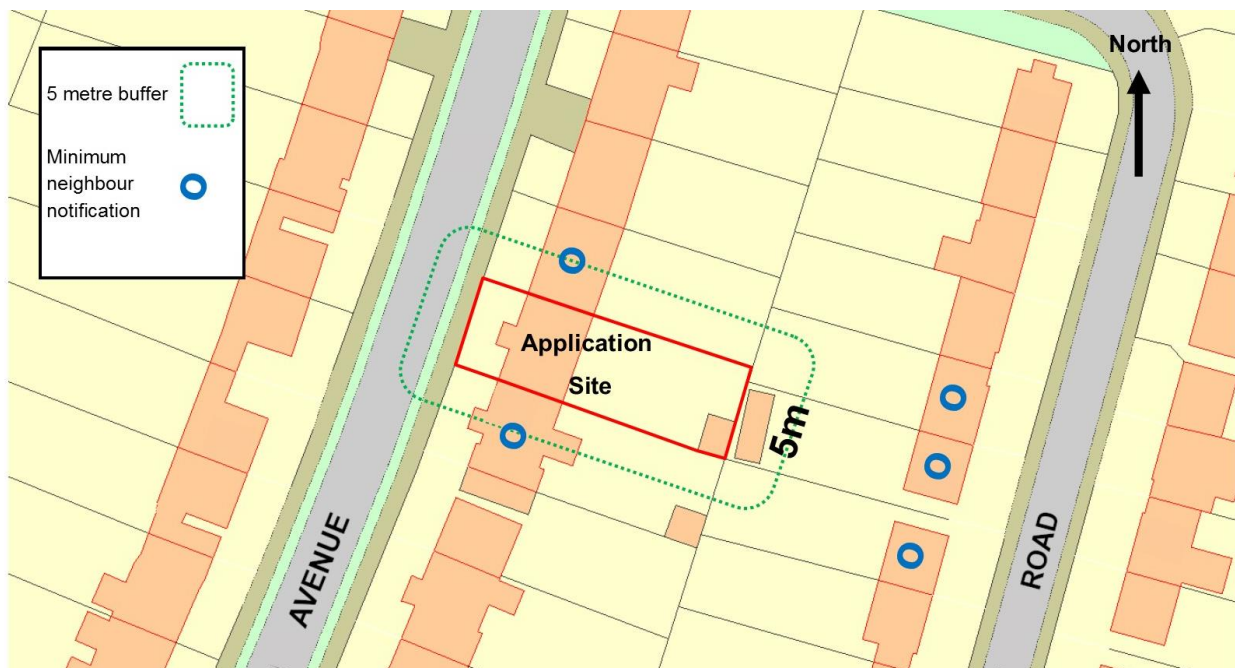
### **Publishing details on our website**

As well as viewing the application details, these webpages allow the public to submit online comments. Consultees are entitled to view all details of a planning application in accordance with the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

### **Neighbour notification**

A notification (letter or email), as a minimum, will normally be sent to those properties adjacent to the boundary of the application site. If the neighbouring property cannot be identified we will display a site notice on or near the application property.

In addition to the minimum neighbour notification, the case officer may also notify any properties they consider to be directly affected by the proposal, for example the dwelling opposite the application site if the officer believes it will be affected.



Not to scale

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Ordnance Survey 100019525

**Figure 8: Minimum neighbourhood notification for all applications**

### **Site notice**

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

If we are informed that a site notice has been removed, we will usually replace this with another site notice. We will not re-erect a site notice more than once.

### **Press notice**

In accordance with the relevant and most up to date legislation, we will publish a notice in the newspaper where the application site is located.

This is undertaken for all major planning applications, applications located within Conservation Areas or within the setting of a listed building that may affect its character or appearance.

### **Weekly list**

We also compile a weekly list of registered planning applications which is published on our website and emailed to councillors and other interested individuals, groups and organisations.

### **Email alerts**

In addition to our statutory procedures for consulting on applications, we offer a service for those interested in planning applications to sign up for regular email alerts. This can be done via our website: <http://www.southoxon.gov.uk/news-and-events/keep-me-informed/email-alerts>

Once registered you will receive an automatic email notification informing you of any new planning application or planning decision made in your area (within 100m radius of your postcode area, larger area available on request).

### **Councillors**

We notify our councillors on a planning application once it has been registered.

### **Statutory body consultation**

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

### **Town and parish consultation**

Town and parishes are not classified as a statutory body, but we will always notify them of an application within or immediately adjacent to the town or parish boundary. We will also notify any relevant neighbourhood forum.

### **Residents' association consultation**

A body formally designated as a residents' association and who has advised us of its area of interest will be notified of a planning application in their defined area.

## **6.3 When we re-consult**

National policy asks councils to consider whether further publicity and consultation is necessary if an amendment is made to an application once it has been submitted to us.

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

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

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

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

## 6.4 How decisions on planning applications are made

Decisions on how planning applications will be determined is set out in our Constitution. Further information on our Constitution and the involvement of councillors in planning applications can be accessed online at: [www.southoxon.gov.uk/about-us/how-we-work/Constitution](http://www.southoxon.gov.uk/about-us/how-we-work/Constitution)

The Planning Committee, which comprises elected councillors has a duty to decide planning and other development related applications. However currently around 90% of applications are determined under the scheme of delegation to the Head of Planning. The criteria for deciding which applications should be considered by Planning Committee are available on our website:

<http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-committees>. Printed copies can be made available on request.

### Planning Committee

The agenda for the Planning Committee is published five working days before the meeting and is available to view at our offices or online at:

<http://democratic.southoxon.gov.uk/ieListMeetings.aspx?Committeeld=123>

If the application on which you have commented on is to be heard by the planning committee, we will write to you and invite you to come and speak at the meeting. If you prefer you can contact your local councillor and ask if they can put forward your views at the Planning Committee. Details of your local councillor can be found at:

<http://democratic.southoxon.gov.uk/mgMemberIndex.aspx?bcr=1>

You are welcome to attend any Planning Committee and view the agenda papers. If you wish to speak at the meeting please email democratic services at [democratic.services@southandvale.gov.uk](mailto:democratic.services@southandvale.gov.uk) or call 01235 422407.

### Speaking at a planning committee

Planning Committee provides an opportunity, for those registered, to speak about a planning application and put forward any relevant issues to the Committee on a proposal. It is also an opportunity for councillors on the Planning Committee to clarify any questions and answers arising. Each speaker, or group of speakers, can speak for up to five minutes on each application site (even if there are several applications for the site). Further conditions of speaking at Planning Committee is set out in our Constitution. This can be accessed online at:

[www.southoxon.gov.uk/about-us/how-we-work/Constitution](http://www.southoxon.gov.uk/about-us/how-we-work/Constitution)

## 6.5 Planning appeals

If a planning application is refused or not determined in time, the applicant can appeal against the decision. Appeals are made to the Planning Inspectorate.



Only the person who applied for planning permission, or was served with an enforcement notice, has a legal right to appeal (known as the appellant). There is no right of appeal for interested people or organisations (known as third parties). If an appeal is made we will notify the interested parties of the appeal and provide information on how and when to respond to the Planning Inspectorate.

Appeals can be viewed on our Planning Appeals Register available at: <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-appeals/planning-appeals-register>

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

Alternatively, you can view current appeals on the Planning Inspectorate's Appeals Casework Portal available online at: [www.gov.uk/government/organisations/planning-inspectorate](http://www.gov.uk/government/organisations/planning-inspectorate)

## 6.6 How we will respond to you on planning applications

Our customer service standards set out how we will deal with correspondence by letter, email and telephone, as well as those that visit our office.

Further information on our customer service standards can be accessed via our website at: [www.southoxon.gov.uk/about-us/how-we-work/customer-service-standards](http://www.southoxon.gov.uk/about-us/how-we-work/customer-service-standards)

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

## 7 How to Comment

Details of how to comment and respond to our publicity and consultations vary depending on whether the publicity relates to planning policy or a planning application and the method of consultation. Details on how to respond will be provided as part of the publicity or consultation.

We provide details of current policy consultations on our website <http://www.southoxon.gov.uk/services-and-advice/planning-and-building>

We provide guidance on how to comment on planning applications on our website. The following page provides details of what we can or cannot take into account: <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/find-application/comment-planning-application>

Comments made on a planning policy consultation or planning application are not transferred to a subsequent consultation or to a new planning application. If a new planning policy consultation takes place or a new planning application is submitted,



for example on the same application site, you will need to resubmit your comments for consideration.

For more advice on how to comment you can call the Customer Service Team on 01235 422600 (Text phone users add 18001 before you dial)\*.

You can submit your comments in writing to us at:

Planning Department  
South Oxfordshire District Council  
135 Eastern Avenue  
Milton Park  
Abingdon  
OX14 4SB

If you would like to comment on a planning application or policy document but are unable to do so in writing please contact us to discuss how we might help. You can call our Customer Service Team on 01235 422600.

Information on our translation and interpretation services is available on our website: <http://www.southoxon.gov.uk/services-and-advice/community-advice-and-support/equality-and-diversity/our-equality-and-diversity>

## 8 Appendix 1 - Consultation Bodies

### Specific consultation bodies\*

- (a) the Coal Authority
- (b) the Environment Agency
- (c) the Historic Buildings and Monuments Commission for England (known as Historic England)
- (d) the Marine Management Organisation
- (e) Natural England
- (f) Network Rail Infrastructure Limited (company number 2904587),
- (g) Highways England (formerly the Highways Agency)
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority's area
- (i) any person—
  - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003 and
  - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area
- (j) if it exercises functions in any part of the local planning authority's area—
  - (i) The NHS Oxfordshire Clinical Commissioning Group (formerly the Primary Care Trust established under section 18 of the National Health Service Act 2006(g) or continued in existence by virtue of that section)
  - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
  - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(
  - (iv) a sewerage undertaker; and
  - (v) a water undertaker
- (k) the Homes and Communities Agency
  - (a) 1996 c.16.
  - (b) See section 1 of the Coal Industry Act 1994 (c.21).
  - (c) See section 1 of the Environment Act 1995 (c.25).
  - (d) See section 32 of the National Heritage Act 1983 (c.47).
  - (e) See section 1 of the Marine and Coastal Access Act 2009 (c.23).
  - (f) See section 1 of the Natural Environment and Rural Communities Act 2006 (c.16).
  - (g) 2006 c.41.
  - (h) 1989 c.29. There are amendments to these provisions which are not relevant to these Regulations.
  - (i) 1986 c.44. There are amendments to these provisions which are not relevant to these Regulations.
  - (j) See section 2 of the Housing and Regeneration Act 2008 (c.17)

\*As set out in the Town and Country Planning (Local Planning) (England) Regulations 2012

### **General consultation bodies\***

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

\*As set out in the Town and Country Planning (Local Planning) (England) Regulations 2012

## 9 Appendix 2 - Public Consultation by Type of Planning Application or Development Proposal

Type of Application	Site Notice	Press Notice	Neighbour notification letters or site notice	Notes
'Major' Planning	✓	✓	✓	
'Other'/'minor' Planning	✗	✗	✓	
'Other'/'minor' Planning within Conservation Area or Affecting listed building	✓	✓	✓	
Listed Building Consent	✓	✓	✓	
Certificates of Lawfulness of Existing Use or Development	✓	✗	See notes	Letter used if the evidence submitted by the applicant appears inconclusive and we feel that local people may be able to provide evidence. We always notify the town or parish.
Certificates of Lawfulness of Proposed Use or Development	✗	✗	✗	
Approval of reserved matters	See notes	See notes	✓	The application is subject to the publicity appropriate to the original outline application
Applications required by a condition attached to a grant of planning permission	✗	✗	See notes	
Change of use to a 'flexible use'	✓	✗	✓	
Advertisement consent	✓	✓	✓	

Hazardous Substance Consent	✓	✓	✓	We only consult the Health and Safety Executive as the statutory body for matters related to hazardous substances.
Development affecting a Public Right of Way	✓	✓	✗	
<b>Prior Approval Applications</b>	<b>Site Notice</b>	<b>Press Notice</b>	<b>Neighbour notification letters</b>	<b>Notes</b>
Telecommunications	✗	See notes	✗	In some very specific circumstances, a press notice is required.
Demolition	✓	✗	✗	Publicity is for information purposes only and the applicant undertakes it. The applicant displays a site notice for not less than 21 days in the period of 28 days beginning with the date on which the application was submitted to us. Notify the town or parish
New Agricultural Buildings	✗	✗	✗	Parish notified
Domestic Extensions	✗	✗	✓	
Change of use of Office to Residential	✓	✗	✓	
Change of use to a State Funded School	✓	✗	✓	
Change of use of agricultural buildings under 500m2	✓	✗	✓	
Use of a building and any land for a State Funded School for one year	✓	✗	✓	

Further useful information is available on the following website:

<http://planningguidance.communities.gov.uk/blog/guidance/consultation-and-pre-decision-matters/>

**Alternative formats of this publication are available  
on request.**

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

**Please contact Planning Policy on 01235 422600  
(Text phone users add 18001 before you dial) or  
email [planning.policy@southoxon.gov.uk](mailto:planning.policy@southoxon.gov.uk)**



Listening Learning Leading

Planning Policy Team  
South Oxfordshire District Council  
135 Eastern Avenue  
Milton Park  
Abingdon  
OX14 4SB

[www.southoxon.gov.uk](http://www.southoxon.gov.uk)

