

Draft Statement of Community Involvement

March 2024



Contents

1.0	INTRODUCTION.....	4
	THE STATEMENT OF COMMUNITY INVOLVEMENT	4
	SOUTH DERBYSHIRE LOCAL PLAN: CURRENT CONTEXT	4
	THE LOCAL DEVELOPMENT SCHEME	5
	COMMUNITY INVOLVEMENT VISION AND COMMITMENTS	6
	METHODS OF COMMUNITY INVOLVEMENT	7
	HOW TO REGISTER FOR CONSULTATION ENGAGEMENT	7
2.0	PLANNING POLICY CONTEXT	7
	PREPARATION OF POLICY DOCUMENTS AND PUBLIC ENGAGEMENT	8
	LOCAL PLAN	8
	SUPPLEMENTARY PLANNING DOCUMENTS	13
	COMMUNITY INFRASTRUCTURE LEVY	14
	NEIGHBOURHOOD PLANNING	15
	NEIGHBOURHOOD DEVELOPMENT ORDERS	18
	NEIGHBOURHOOD PLANNING SUPPORT	19
	ADDITIONAL DEVELOPMENT PLAN DOCUMENTS	20
	CONSULTATION ON PLANNING POLICY DOCUMENTS	20
	WHO WE CONSULT	20
	CONSULTATION METHODS.....	21
	HOW TO RESPOND TO CONSULTATIONS.....	22
	PLANNING POLICY RESPONSES TO CONSULTATIONS	22
	MONITORING PLANNING POLICIES	23
	FUTURE STEPS	23
	COVID-19 Pandemic Implications	23
3.0	DEVELOPMENT MANAGEMENT	24
	TYPES OF PLANNING APPLICATIONS	24
	THE PLANNING APPLICATION PROCESS	25
	CONSULTATION ON PLANNING APPLICATIONS.....	26
	VIEWING AND COMMENTING ON A PLANNING APPLICATION.....	28
	COMMENTING ON APPLICATIONS	29
	DECISIONS ON PLANNING APPLICATIONS	29
	PLANNING COMMITTEES	30



PLANNING APPEALS..... 30

4.0 SECTION 106 (PLANNING OBLIGATIONS) 31

5.0 PRE-APPLICATION ADVICE 32

6.0 PLANNING ENFORCEMENT 32

7.0 INVOLVEMENT IN PLANNING APPLICATIONS 33

 Minimum Requirements 33

 Towards good practice 33

 Pre-application..... 33

 Application Stage (minimum)..... 33

 Application Stage (additional)..... 34

 Decision..... 34

MANAGING THE PROCESS 34

 Feeding information into plan and decision making..... 34

 Feeding back to those involved 34

 Our feedback commitment..... 35

 How will the processes be resourced? 35

 Roles and responsibilities 36

 Planning Aid 36

FOR MORE INFORMATION 38

Our Website 38

Government Policy and Guidance..... 38

Planning Portal..... 38

Planning Aid 38

Contact us..... 38

 Planning Policy Team 38

 Development Management Team (planning applications) 38

 Neighbourhood Planning 38

Appendix A – Neighbour Notification Policy..... 39

APPENDIX B : GLOSSARY..... 41



1.0 INTRODUCTION

- 1.1 This Statement of Community Involvement (SCI) describes the overall approach South Derbyshire District Council is undertaking in involving the community with land use planning related processes. It replaces the previous SCI which was adopted in September 2018.
- 1.2 It is our aim to empower residents, businesses and organisations within the local community, to get involved with the planning process. The Council will work positively and proactively with local communities to ensure information is provided to fully inform, while involving stakeholders in the decision-making process and providing timely and meaningful opportunities for submitting input.
- 1.3 The District Council has a significant role in shaping the built environment. As the Local Planning Authority (LPA), we are responsible for assessing planning decisions in the district. As referenced in our Corporate Plan, the Council will work towards ensuring that all such requirements are accomplished successfully and in a way that is in the local communities' best interests.
- 1.4 This Statement of Community Involvement replaces the previous Statement of Community Involvement for the District, completed in September 2018.

THE STATEMENT OF COMMUNITY INVOLVEMENT

- 1.5 A Statement of Community Involvement defines when, how, and why individuals, organisations and other stakeholders will be invited to participate in planning-related matters, including plan-making, neighbourhood plans and planning applications.
- 1.6 Planning Practice Guidance issued by central Government outlines the requirement for Statements of Community Involvement to be reviewed every five years. At such a time, the Council reviews our consultation methods to verify that we engage effectively with local communities at all key stages of the planning process. Digital technology is creating new ways to get involved in planning, which we have considered in this review. We have also updated our practices following the implications of the COVID-19 pandemic.

SOUTH DERBYSHIRE LOCAL PLAN: CURRENT CONTEXT

- 1.7 At the time of the adoption of the 2018 SCI, the South Derbyshire Local Plan Part 1 had been adopted in June 2016. Additionally, the Local Plan Part 2 was adopted in November 2017. The Local Plan Part 1¹ sets out a plan for growth

¹ [Adopted Local Plan | South Derbyshire District Council](#)



for the District to 2028 including strategic housing and employment allocations and environmental and infrastructure policies. Part 2 of the Plan includes non-strategic housing allocations, development management policies and redefined settlement boundaries.

- 1.8 At the time of this updated Statement of Community Involvement, the emerging local plan is currently in Regulation 18 phase of development, having undergone consultation for Issues and Options in 2022. It is envisaged that the emerging local plan will cover a 15-year planning period.

THE LOCAL DEVELOPMENT SCHEME

- 1.9 The Council, as an LPA, is required to produce and regularly update a [Local Development Scheme \(LDS\)](#) which sets out how the Council will progress the Local Plan and its associated documents over a 3-year period. An LDS is required under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).
- 1.10 The LDS assists those interested in the development of the area by informing them of the anticipated timescale to produce each document. The LDS sets out the programme for the management of the Local Plan. It is a public statement identifying the timetable for the completion of local development documents and is reviewed annually. It is the starting point for the community and stakeholders to find out more about which future planning policies will apply to a particular location or issue and their status.
- 1.11 This document does not intend to go into the details of the current LDS for South Derbyshire as the LDS will change over time following annual updates. The current LDS is available to view on the Council's website².

DUTY TO CO-OPERATE

- 1.12 Section 110 of the Localism Act 2011 sets out a 'Duty to Co-operate' for LPAs, County Councils, and other bodies with statutory functions to co-operate in planning processes. Cooperation involves constructive and active engagement as part of an ongoing strategy to maximise effective working on the preparation of local planning documents.
- 1.13 The Council has, for several years, worked in partnership with other local planning authorities and partnership organisations when producing local planning documents.
- 1.14 The Derby Housing Market Area (HMA), comprising Amber Valley, Derby City and South Derbyshire Councils, is one such example, established through the

² [Monitoring | South Derbyshire District Council](#)



production of their respective Local Plans. It is intended that this approach will continue, both within the Derby HMA and beyond, and that the Council will meet fully its obligations under the Duty to Cooperate.

- 1.15 The list of Duty to Co-operate prescribed bodies are specified in The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

COMMUNITY INVOLVEMENT VISION AND COMMITMENTS

- 1.16 It is our objective that communities will have the opportunity to make a tangible difference in the areas where they live and work. We value engagement with the community in local plan preparation and in planning applications.
- 1.17 Our vision is for consultation to be fair, equal, meaningful and worthwhile and will aim to reflect the views of residents, businesses and organisations that have an interest in the future of the area.
- 1.18 The Council will achieve this by:
- involving stakeholders in all formal stages of plan-making and wherever possible allow for early involvement in the preparation of planning policy documents, to ensure everyone is involved from the beginning.
 - ensure information is available, provide adequate notification of planning matters and keep stakeholders up to date at all relevant stages.
 - analyse responses with sufficient consideration and, where appropriate, provide clear feedback to participants following an engagement exercise within an articulated timescale. Where practicable, this will include amendments we have made in response to comments.
- 1.19 The Council will do this while complying with all relevant legislation and/or with future regulations which come into force. All data that we store and publish will be compliant with GDPR and the Council's data protection policies.
- 1.20 The Council is committed to equality and ensuring that everyone has access to our services. In doing so, the Council is compliant with the Equalities Act 2010 and the Human Rights Act 1998 and has produced an Equality, Diversity and Inclusion Strategy which sets out our commitment to equality in day-to-day operations.
- 1.21 In line with best practice, we aim to:
- use Plain English in documents and consultation materials
 - reduce the use of planning jargon (a Glossary is contained in Appendix B of this document)



- improve how we use digital technology and social media platforms
- engage with all sectors and age groups (including those who are 'seldom heard' i.e. young people)
- provide transparency regarding the planning process, what is being proposed and the scope for respondents to influence outcomes.
- improve the style and accessibility of Council documents

METHODS OF COMMUNITY INVOLVEMENT

- 1.22 The Council will use the most appropriate methods to consult and engage with local residents, businesses, organisations and statutory consultees on valid submissions and applications to ensure that engagement is proportionate and meaningful. The Council will combine written methods (emails, online technology, its website and social media) as well as in-person methods. Press releases and social media posts will be used to inform members of the public of when the Council is consulting on planning policies.
- 1.23 The Council will make consultation documents available to view in hard copy in selected locations across the District, such as libraries (where possible), community centres and the Council offices. Posters and other visual material will be displayed in libraries, community noticeboards and other venues where possible. The Council may also consult groups via workshops, meetings (face to face and virtual) and the telephone to engage with stakeholders.

HOW TO REGISTER FOR CONSULTATION ENGAGEMENT

- 1.24 In order to be informed and updated on planning policy consultation matters, members of the public and stakeholders can register on the Council's Local Plan database to hear from us directly. This will give you updates on the Local Plan process and other planning policy matters.
- 1.25 If you no longer wish to receive updates, please email the planning policy team at planning.policy@southderbyshire.gov.uk If we haven't heard from you in some time you may be deleted from the database.

2.0 PLANNING POLICY CONTEXT

- 2.1 Planning policies are prepared and implemented by the Council to establish where, when and how development can occur. Planning policies are found in a variety of policy documents which comprise the development plan. The development plan is then used to determine the outcome of planning applications.



- 2.2 Development plans set out a vision and a planning framework for future development of a location. Development plan documents include local plans and neighbourhood plans. They may cover topics including:
- protecting the environment (e.g. climate change mitigation, renewable energy,
 - sustainable construction, biodiversity)
 - community facilities
 - infrastructure
 - design
 - the economy (including the quantity and location of employment and commercial space)
 - housing (the quantity, type and location of homes required)
- 2.3 The statutory stages in the preparation of these documents are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 2.4 The Council has produced a timeline for preparing planning policy documents, known as the Local Development Scheme. It is regularly updated so stakeholders are informed of upcoming opportunities to participate in the preparation of planning policy documents.

PREPARATION OF POLICY DOCUMENTS AND PUBLIC ENGAGEMENT

LOCAL PLAN

- 2.5 Local plans are policy tools responsible for guiding decisions about individual development proposals, from large-scale housing site allocations to a single new home or extension. Local plans typically plan for at least the next 15 year period.
- 2.6 All local authorities are required to have an up-to-date local plan which should be reviewed every five years.
- 2.7 The emerging Local Plan will replace the policies in the existing Local Plan Parts 1 and 2. It will form part of the development plan for the district. There are three stages of local plan production where the Regulations require some form of consultation:
- Preparation of a Local Plan - Regulation 18: Requires that certain specific and general consultation bodies are invited to make representations about what a Local Plan ought to contain.
 - Publication of a Local Plan - Regulation 19: Copies of a proposed Local Plan and associated documents are made available for inspection for 6



weeks. The Council invites interested parties (in addition to the specific and general consultation bodies) to make formal representations. This stage of consultation involves communities, businesses, parish councils, developers and other interested parties. This is effectively the final stage when formal representations can be made to the Council.

- Submission of a Local Plan to the Secretary of State - Regulation 22: The proposed Local Plan and associated documents are submitted to the Secretary of State for examination. An independent Inspector is subsequently appointed to examine the soundness of the plan. The Council provides the independent Inspector with the formal representations made at the previous stages. At this stage, the Council cannot consider new formal representations, although opportunities exist for additional statements to be made to the Inspector to elaborate on existing representations.

- 2.8 The government considers that the regulatory stages outlined above allows for sufficient participation in the production of planning policy documents to fully examine the issues and potential options available. However, the Council may undertake additional consultation if it is deemed necessary.
- 2.9 The key stages of preparing a local plan and when engagement can proceed are described in the table below:

Table 1: Main Local Plan Production Stages

Regulation Stage	Description	Who is involved
Plan Preparation (Regulation 18)	Notification of relevant individuals and bodies that a plan is being prepared and seek their views on what the document should address. This stage includes public consultation for a minimum of six weeks on the emerging plan. There can be more than one consultation during this stage as the plan evolves.	Specific consultation bodies (i.e. Statutory Bodies) as detailed in the Regulations. Relevant General Consultation Bodies Local plan consultation database
Plan Publication (Regulation 19)	Consultation on the version of the local plan where the proposed policies that are to be in the plan are submitted to the Secretary of State. (Minimum consultation period of 6 weeks.)	Specific Consultation Bodies. All general Consultation Bodies Local plan consultation database
Regulation 22	Submission of proposed local plan to the Secretary of State	This is not a consultation stage. Notification of the submission of



	along with Sustainability Appraisal, supporting evidence documents and copies of all representations to the local plan	the local plan to the secretary of state is provided to Specific and General Consultation Bodies previously consulted in the Local Plan’s production, those on the local plan consultation database and others who request to be notified.
Plan Examination (Regulation 24)	Public examination of the local plan by an independently appointed Inspector. The Inspector will consider the issues raised through the representations made in Reg. 19 and determine whether the plan is legally compliant and meets the tests of soundness, namely: <ul style="list-style-type: none"> • positively prepared; • justified; • effective; and • consistent with national policy. Respondents who have made comments can ask to participate in the local plan hearings.	All those who made representations that they wish to attend. Or those who the inspector requests.
Plan Adoption (Regulation 26)	Adoption of the local plan by the Council. The plan becomes part of the development plan and forms the basis for determining planning applications.	All those who requested to be notified of the adoption.

Table 2: Consultation Methods

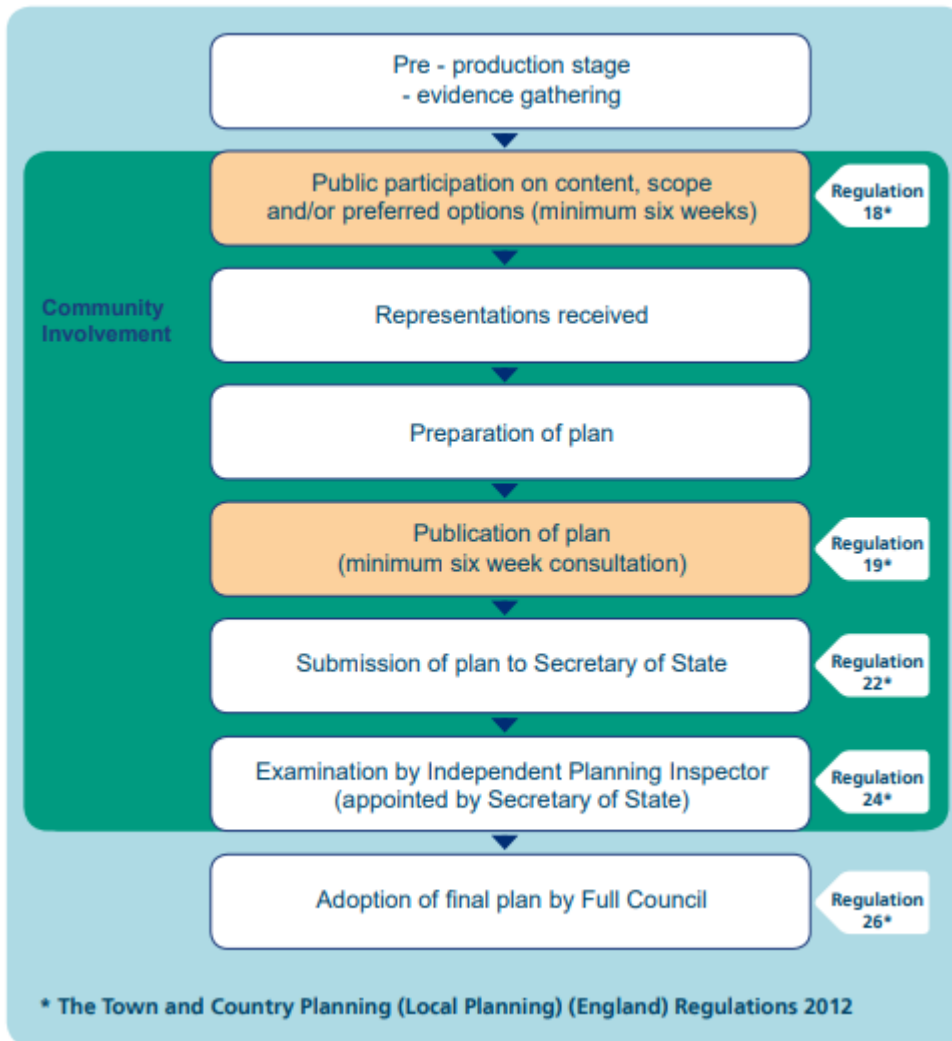
Method	Detail	Requirement Level
Local Plan Consultation Database	To contact all individuals/groups on database, either by email or letter	Mandatory
Correspondence with Statutory Bodies	To contact all relevant Statutory Bodies	Mandatory
Hard copies of documents	Documents provided at the Council Offices and libraries (where possible)	Mandatory
Website	Consultation materials will be available on the Council’s website.	Mandatory



Press Releases/Articles	Details of local plan consultations and events may form part of a press release in local publications. Some consultations have mandatory reporting requirements in the press. Where a press release is issued its publication will be at the discretion of the news outlet. Use of local publications such as Swad Style and Melbourne Village Voice.	Where practicable
Social Media	Social media platforms used by the Council, such as Facebook, will be updated.	Where practicable
Area Forums, Schools and Liaison Groups	Quarterly community-based meetings in six locations across the District. Officer attendance at schools and liaison groups such as the Infinity Garden Liaison Group	Where practicable
Drop-in events, workshops and focus groups	Face-to-face engagement events maybe held in various locations across the District. Where required, specific stakeholders may be invited to engage in a focus group discussion or workshop.	Where appropriate
Questionnaire	Response tool, to accompany a consultation.	Where appropriate
Leaflets	Documents that summarise planning policy or consultations.	Where appropriate
Steering Group	Specific groups may be established, often with elected Members, to consider and address specific issues.	Where appropriate



Figure 1: Key Stages of Preparing a Local Plan



SUPPLEMENTARY PLANNING DOCUMENTS

- 2.10 Supplementary planning documents, (SPDs), add further detail to policies in a local plan. They provide additional guidance about development on specific allocated sites, or on issues, such as design, biodiversity or affordable housing. They help explain how the policy should be implemented but cannot be used to set out new local plan policy. SPDs can be produced in a shorter period than a local plan because, although they go through a formal consultation stage, there is no examination by a Planning Inspector.
- 2.11 More information on SPDs for the District can be found on the Council's website³
- 2.12 As with local plans, the statutory requirements for preparing supplementary planning documents are contained in the Town and Country Planning (Local Planning) (England) Regulations 2012 and summarised below:

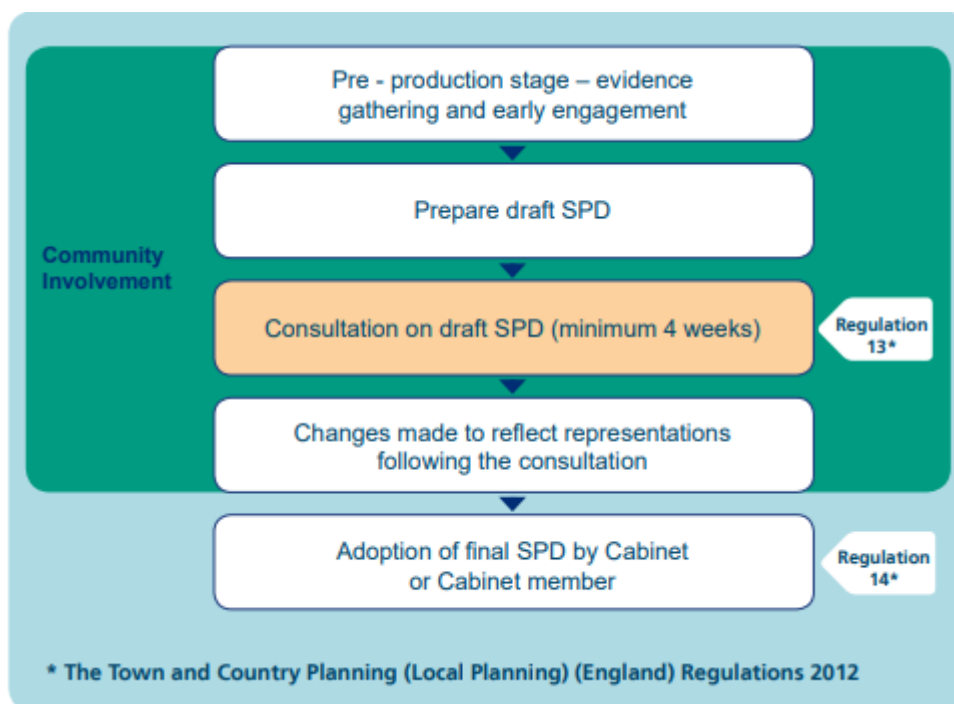
Table 3: Key Stages of Preparing a Supplementary Planning Document

Stage	Summary	Detail
SPD preparation	The preparation of a draft SPD is undertaken.	Adequate engagement is made with local groups and evidence gathering is pursued where appropriate.
Regulation 13	Public consultation on draft supplementary planning document	This stage consists of a public consultation for a minimum of four weeks on the draft SPD.
Review of consultation responses	The Council will consider all the comments received during the consultation and make any amendments to the document.	The council will produce a statement summarising the main issues raised during consultation and outline how they have been resolved.
Regulation 14	Adoption of the SPD by Cabinet or Cabinet member	The supplementary planning document is formally adopted by the Council and becomes a material consideration in planning decisions.

³ [Supplementary Planning Documents | South Derbyshire District Council](#)



Figure 2: Key Stages of Preparing a Supplementary Planning Document



COMMUNITY INFRASTRUCTURE LEVY

- 2.13 The Community Infrastructure Levy (CIL) is a fee that developers pay to councils to contribute towards the cost of infrastructure. Developers pay the levy based on the amount of floor space delivered in their development(s). The funds collected through the levy can be spent on a range of projects such as transport schemes, community facilities, parks and leisure facilities. Councils are currently able to choose whether they apply a CIL or rely on the S106 process to deliver infrastructure. South Derbyshire District Council does not currently have a CIL in place and instead relies of the S106 process to deliver the required infrastructure in relation to new development.
- 2.14 The statutory process for preparing or updating a CIL charging schedule is set out in the Community Infrastructure Regulations 2010.



NEIGHBOURHOOD PLANNING

- 2.15 Neighbourhood planning serves as a function for residents and community organisations to guide planning for the future of their area. Neighbourhood planning can be led by a town or parish council or by a designated neighbourhood forum.
- 2.16 Neighbourhood plans set out the vision, objectives and planning policies that shape development in a local area. Planning Practice Guidance (PPG)⁴ for Neighbourhood Plans as well as Planning Advisory Service⁵ information are available online. The Council supports neighbourhood planning and officers can assist communities prepare their neighbourhood plans. A neighbourhood plan has the same legal status as a local plan (and other documents that form part of the development plan) following its approval at a referendum when it then comes into force as part of the development plan.
- 2.17 The key stages in the preparation of a neighbourhood plan and where communities can contribute are as illustrated in the table below:

Table 4: Key Stages In Preparing A Neighbourhood Plan

Stage	Summary	Detail
Regulation 6	Publicising a Neighbourhood Area application submitted to the council.	<p>Where a Parish Council submit the whole of their Parish as a Neighbourhood Area then no consultation is undertaken.</p> <p>In all other circumstances where a relevant body submits a Neighbourhood Area application the Council will undertake a consultation of not less than 6 weeks.</p> <p>The application will be advertised on the Council website, and a press release will be issued to relevant local news outlets (where applicable).</p>
Regulation 9	Publicising a Neighbourhood Forum Application submitted to the Council.	Where a valid Neighbourhood Forum application is received, the Council will undertake a

⁴ [Planning practice guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/planning-practice-guidance)

⁵ [Welcome to the Planning Advisory Service \(PAS\) | Local Government Association](https://www.local.gov.uk/welcome-to-the-planning-advisory-service-pas)

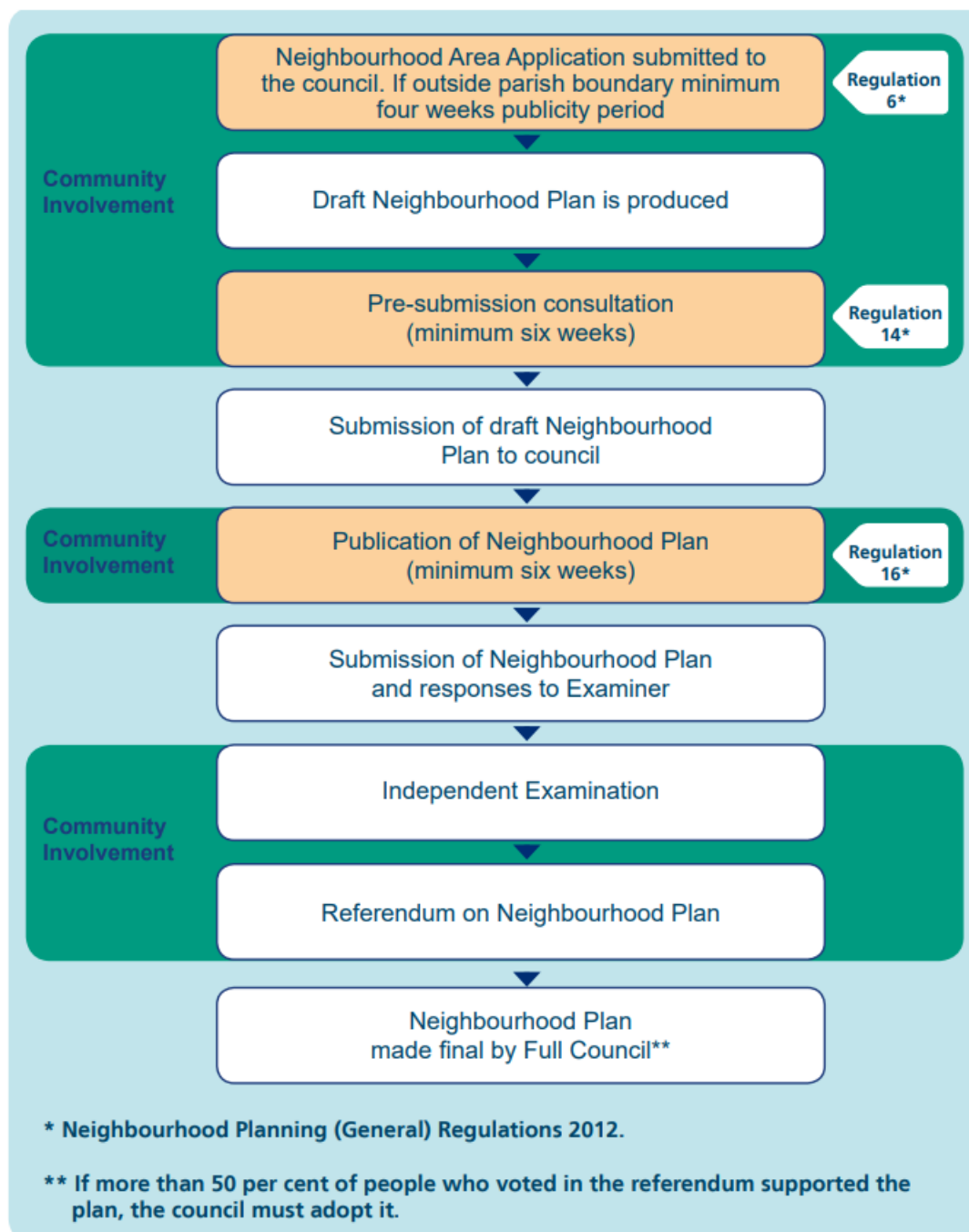


		<p>consultation of not less than 6 weeks.</p> <p>The application will be advertised on the Council website, and a press release will be issued to relevant local news outlets (where applicable).</p>
Regulation 7 & 10	Publicising the designation of a Neighbourhood Area/Neighbourhood Forum.	The outcome of the Neighbourhood Area application will be advertised on the Council website, and a press release will be issued to relevant local news outlets (where applicable).
Regulation 12	Publicising the voluntary withdrawal of a designation.	Where a neighbourhood forum designation is withdrawn the Council will publish this on the Council website and a press release will be issued to relevant local news outlets (where applicable).
Regulation 14	Pre-submission consultation (minimum six weeks) undertaken by the 'Qualifying Body'.	The District Council is a stakeholder for this consultation and may wish to provide comments to the qualifying body on the content of the plan.
Regulation 16	Publication of Neighbourhood Plan consultation undertaken by the Council (minimum six weeks)	<p>The Neighbourhood Plan will be published on the Council website, and a press release will be issued to relevant local news outlets (where applicable).</p> <p>If the Neighbourhood Plan includes development site allocations, the Council may put up site notices near to the proposed site.</p>
Submission of Neighbourhood Plan to Examiner	The plan is examined by an independent examiner.	The Council will publicise the submission of the Neighbourhood Plan to examination on its website.
Referendum on Neighbourhood Plan	Local referendum is held on whether to adopt the plan. This work is carried out by Democratic Services.	For the plan to be 'made', i.e. adopted, a majority of voters must vote 'yes'.



<p>Neighbourhood Plan adopted by Full Council</p>	<p>Following a successful referendum result, the plan is presented to Council.</p>	<p>The Council votes to affirm the result of the referendum and adopt the plan. (If more than 50% of the voters in the referendum voted to support the plan, Council must adopt it).</p>
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Figure 3: Key Stages of Preparing a Neighbourhood Plan



NEIGHBOURHOOD DEVELOPMENT ORDERS

- 2.18 A Neighbourhood Development Order (NDO) is a plan-making tool that communities can use to permit different types of development without the need for planning permission. When preparing a Neighbourhood Development Order, it must be in line with national and local policy and other legal requirements. The town or parish council or neighbourhood forum is the only body that can prepare an NDO. Some community organisations can develop a Community Right to Build Order in an area.
- 2.19 A Community Right to Build Order is a form of Neighbourhood Development Order that can be created by a local community organisation, and so not restricted to a town or parish council or neighbourhood forum and can be used to grant planning permission for small scale development for community benefit on a specific site or sites in a neighbourhood area. The process of developing a NDO and how community members and other stakeholders can get involved are summarised below:

Table 5: Key Stages of Preparing a Neighbourhood Development Order

Stage	Summary	Detail
Draft order prepared	A draft order prepared by a qualifying body such as a parish council or neighbourhood forum	
Pre-submission consultation on draft Order (Regulation 21)	A public consultation for a minimum of six weeks on the draft Order is held	
Submission of Order to the Council (Regulation 22)		
Publication of Order (Regulation 23)	A public consultation for a minimum of six weeks is held.	The Order is then sent to an independent examiner
Examination of the Order (Regulation 25)	The Order is examined by an independent examiner.	The examiner will review the comments submitted during the Regulation 23 consultation
Referendum on the Order	A local referendum is held where voters are asked whether the Order should come into force.	For the order to be 'made' by the council, at least half of voters must vote 'yes'.



<p>Order is made final by Full Council (Referendum 26)</p>		
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NEIGHBOURHOOD PLANNING SUPPORT

- 2.20 The Council supports local communities wishing to prepare a neighbourhood plan or a neighbourhood development order.
- 2.21 Our Planning team provides support to groups as they go through the process of developing their neighbourhood plan or neighbourhood development order; this could include:
 - advice and guidance throughout plan development including meeting to discuss the group’s aims and outline the overall process
 - information sharing on known sources of funding
 - advice on external sources of support and guidance that is available to groups
 - advice on engaging with the local community - including documenting engagement as part of the parish’s evidence base
 - informing groups which external organisations and statutory bodies will need to be consulted
 - advice on what evidence is required to help groups write their plan
 - running statutory consultations as required at relevant stages
 - reviewing draft neighbourhood plans to ensure they meet the basic conditions
 - organising the Independent Examination and Referendum for the plan
- 2.22 The Council administers the statutory neighbourhood plan and neighbourhood development order consultations and publicity periods and provide advice for groups on the statutory duty they need to satisfy when running their own consultations.
- 2.23 The Council provides guidance to neighbourhood planning groups on best practice community engagement to assist them with gathering views from all those within their neighbourhood area.
- 2.24 For further information regarding neighbourhood planning or neighbourhood development orders, including contact details, the neighbourhood planning webpages for the District provides such details.



ADDITIONAL DEVELOPMENT PLAN DOCUMENTS

Minerals and Waste Local Plans

- 2.25 Derbyshire County Council is responsible for preparing and consulting on its plan to provide up to date minerals and waste planning policies and proposals. For more information on this plan, please visit the Derbyshire County Council website⁶. An updated Minerals Local Plan (to 2038) and Waste Plan (to 2035) are being developed concurrently.

CONSULTATION ON PLANNING POLICY DOCUMENTS

WHO WE CONSULT

- 2.26 There are legal requirements specifying who we must consult when preparing planning policy documents such as the local plan. These are set out in Part 6 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Specific consultation bodies

- 2.27 Government regulations underline the importance for certain bodies to be consulted at key stages when preparing local planning policy documents (these bodies are often referred to as statutory consultees). They include bodies such as the Environment Agency, Severn Trent, Natural England and National Highways, as well as parish councils and neighbouring local planning authorities. The Council will always consult on our planning policy documents with the relevant consultation bodies in accordance with the relevant regulations.

General consultation bodies

- 2.28 General consultation bodies include;:
- interest groups e.g. conservation groups;
 - access groups e.g. those who represent the interests of disabled persons;
 - businesses;
 - community groups and organisations;
 - faith groups, schools, colleges and higher education facilities

⁶ [Minerals and waste planning policy - Derbyshire County Council](#)



Residents and businesses

- 2.29 People who reside in or engage in business in the area covered by the plan being prepared should also be notified and invited to comment on the plan.

CONSULTATION METHODS

- 2.30 The Council will publicise consultation material on its website. Consultees registered on our planning policy consultation database will be informed of all planning policy consultations and relevant updates. The Council may also contact consultees registered on our general council consultation database, where a planning policy document may be of interest. To reduce the Council’s impact on the environment, wherever possible, we will seek to make contact through email or other digital means.
- 2.31 Should a stakeholder’s preferred method of contact be by post a letter will be sent notifying the individual or group of the consultation. The Council is using online and social media more than in previous years and attempting to reduce printing as part of its commitment to tackle the Climate Emergency. If a respondent is interested in reducing their impact on the environment by choosing to use digital materials only, and if they wish to change their contact preference from post to email, they may email planning.policy@southderbyshire.gov.uk.
- 2.32 Information may also be made available in other formats on request (for example, large print, audio, Braille, Easy Read and non-English materials).
- 2.33 Consultation methods will differ depending on the type of planning policy document being prepared and the area it applies to. The Council will select one or more of the methods shown in Table 6, which is not a complete list.

Table 6: Consultation Methods for Planning Policy Documents

Method	Actions to be Taken
Emails	Email communications will be sent to those on our planning consultation database who wish to receive planning policy updates.
Documents	Planning documents will be available online on the Council’s website and may be publicised using the appropriate Council communication channels. Paper copies of consultation documents will be made available to view by appointment. We may also make some documents and displays available to view at the Council Offices and libraries where practicable.



Website	Planning policy documents including those below will be posted on the Council's website: <ul style="list-style-type: none"> • consultations • supporting information • links to online questionnaires and feedback forms
Local Press	The promotion of consultations in the local press will be made through issuing press releases and notices where appropriate.
Social Media	The Council's may use social media where appropriate to inform of planning policy news, including consultations.
Letters	The Council will post letters to those who have requested to be kept informed by post and encourage consultees to use online methods where possible.
Events	The Council will hold events such as public meetings, exhibitions, and other forums where appropriate. These could be in-person or virtual events and may be open to everyone and/or targeted to a specific group e.g. young people or access groups.

HOW TO RESPOND TO CONSULTATIONS

- 2.34 For most planning policy consultations, an online survey will be provided. The Council also accept comments by email and/or by letter. Using the online survey is the most efficient method to respond to consultations as it makes processing the responses simpler. If a respondent finds it challenging to use the online survey, the Planning team will be able to assist with any queries.

PLANNING POLICY RESPONSES TO CONSULTATIONS

- 2.35 Once a consultation period has concluded and the responses have been logged, the Council will prepare a report and publish a summary of the responses. The report is known as a consultation statement and is prepared after a statutory consultation. Each consultation statement defines how the Council has considered the comments made during the consultation before proceeding to the next stage of plan-making. Consultation statements are made available on our website and on request at our council offices, when open to the public.
- 2.36 The comments received on planning policy documents will be made publicly available on our website at the earliest opportunity, once the consultation has finished.



MONITORING PLANNING POLICIES

- 2.37 The Council publishes an Authority Monitoring Report (AMR). This report is used to assess how many new homes and other developments have been permitted and to check whether adopted policies are being effectively implemented. It also allows communities and interested parties to track the progress we are making towards delivering the vision and objectives outlined in the local plan.

FUTURE STEPS

- 2.38 The Council is aiming to prepare for future changes that may require us to alter existing consultation methods. If amendments are required, we will update our Statement of Community Involvement to reflect such changes.

COVID-19 Pandemic Implications

- 2.39 The restrictions put in place in March 2020 changed the way the Council had to consult and engage. There has been greater emphasis on digital consultation instead of in-person events. There have been some positive outcomes from these changes. This has allowed for more people to take part in consultations and engagement surveys. This has provided for greater flexibility as people can access information at any time using mobile phones or devices. Some individuals feel more comfortable attending an event online rather than in person and allows access to consultations for those who work different hours. Digitisation has also reduced the need for people to travel, and lowered carbon emissions overall. The Council has also reduced the number of documents printed, saving paper and reducing waste.
- 2.40 The Council will endeavour to explore new and effective ways to undertake consultations and to respond to what is and is not successful when engaging with our communities.



3.0 DEVELOPMENT MANAGEMENT

- 3.1 Development management is the name given to the work we undertake in the planning service to manage development applications and processes in the district. It includes the process of assessing planning applications, planning enforcement (dealing with potential breaches of planning legislation) and planning appeals.
- 3.2 The development management team is responsible for considering planning applications in accordance with the adopted development plan, the National Planning Policy Framework (NPPF), the Planning Practice Guidance (PPG) and other material considerations, including consultation responses applicable to a proposal. The development management team also defends planning decisions at appeal and investigates and enforces against alleged breaches of planning control.

TYPES OF PLANNING APPLICATIONS

- 3.3 The Council receive several categories of planning applications. The most common categories that we receive include 'major', 'minor' and 'other' applications whose definitions are nationally prescribed by Government, as referenced below:

Table 7: Planning Application Categories

Category	Definition
Major Applications	Applications for developments of 10 or more homes, or 1,000 sqm or more gross non-residential floorspace (including changes of use of existing buildings) or where site area is 1 hectare or over.
Minor Applications	Applications for developments of up to 9 homes or up to 999 sqm gross non-residential floorspace (including changes of use of existing buildings and changes of use of open land).
Other Applications	Includes all other types of planning applications including applications for the extension or alteration to a house, ancillary buildings in the garden of a house, advertisements, or listed building consent.



THE PLANNING APPLICATION PROCESS

3.4 The table below illustrates the process beginning when a planning application is received through to when a decision is made:

Table 8: The Planning Application Process

Step	Explanation
Registration and Allocation	The application has been validated, registered and allocated to a case officer.
Consultation	A letter is sent to neighbouring properties who share a boundary with the application site informing them that an application has been received, who the case officer is, and how to comment.
	The case officer may also use their discretion to write to any additional neighbours they feel may be directly affected by the proposal.
	The town or parish council/parish meeting and any relevant specialist consultees will be informed.
	Where required, a statutory notice is displayed at the site.
	The submitted application is publicised on the Council's website and comments received.
Site Visit	A visit is typically made to the application site. It is at the discretion of the case officer as to whether the proposal needs to be viewed from neighbouring land or properties. Where requests are made from neighbours to view from their land, this request will normally be agreed.
Officer Assessment	Once the consultation deadline has expired, the planning merits of the application are assessed by the council.
Potential Negotiation and Re-consultation	The case officer may contact the applicant if our assessment in the previous Officer Assessment step above concludes that the Council are unable to support the application as originally submitted or further information and clarification is required. This



	service is not always provided and depends on the nature of the application and the conclusions made by the relevant Officer.
Recommendation and Decision	'Delegated powers' are used to enable most planning applications to be made by the Head of Planning
	Large and/or complicated applications are often referred to the Planning Committee for a decision, which is made up of elected councillors.

CONSULTATION ON PLANNING APPLICATIONS

- 3.5 Once a planning application has been registered, a consultation will be carried out. The following methods will be used to publicise a planning application following submission.

Table 9: Planning Application Consultation Methods

Method	Methods used
Written Neighbour Notification	A notification by either letter or email will be sent to properties adjacent to the boundary of the application site, as shown in Appendix A. The Council may also notify others we consider to be directly affected by the proposal. Where proposed new development is likely to affect more properties than those that are immediately adjacent to the boundary of the site (e.g. 'major' applications), wider consultation may be carried out.
Site Notice	Depending on the type of application, a notice at the application site will be displayed in a place that is visible to members of the public. For all major applications a Site Notice will be displayed will be made for a minimum of 21 days. This notice will be displayed in a location that as far as practicable is visible to those with limited mobility.
Press Notice	All major planning applications will be publicised in the notices section of a local newspaper. A press notice for applications that are in conservation areas or that affect the character or appearance of a listed building will be made.
Planning Application Search Portal	A tool provided on the Council's website which allows for stakeholders across all aspects of the Planning process to



	search the Planning Registers using specific search criteria relevant to the user's needs e.g. reference, geographical area, status, date, proposal, address.
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Table 10: Planning Application Consultees

Who	Actions
Statutory Bodies	<p>Statutory bodies will be consulted on planning applications for certain types of development in accordance with relevant regulations. A list of statutory consultees is provided in the planning practice guidance.</p> <p>Consultation with these bodies will vary depending on the type of development proposed and/or the location.</p>
Neighbours	<p>Neighbours adjacent to the boundary will be notified of planning applications. This is subject to the type of application submitted.</p> <p>If neighbouring properties cannot be identified, a site notice on or near the application property will be displayed.</p>
Town and Parish Councils/Meetings	Town and parish councils will be notified of an application within and/or immediately adjacent to the town or parish boundary.
Councillors	Ward councillors will be notified by email when an application relates to their area. Other councillors may be notified if they have requested this.
Members of the Public	A public consultation will be undertaken for most applications. The scale of consultation and level of community involvement will depend upon the nature of each individual application.



VIEWING AND COMMENTING ON A PLANNING APPLICATION

- 3.6 Planning applications submitted to the Council are published on a list containing all planning applications received⁷
- 3.7 There is also an interactive planning map⁸ to search for active applications and to review a property’s planning history. Table 11 below shows the process for commenting on an application.
- 3.8 The Council will accept written comments. The preferred method is for comments to be made on the Council website. Emails and letters will also be accepted.
- 3.9 Comments submitted on an application should include: the planning application reference number, address of the site and name of the case officer (if known).
- 3.10 Comments will appear publicly on the planning application’s webpage. Identifiable personal information, including telephone numbers, emails and signatures will be redacted. It is important to note that the Council will not respond to all comments directly due to the high volumes received.

Table 11: Planning Application Contact Details

Method	Contact Information
Website	View and comment on planning applications ⁹
Email	planning@southderbyshire.gov.uk
Post	South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, DE11 0AH

- 3.11 The Council offers guidance on how to comment on planning applications on its website. Comments made on a planning application are not transferred to a subsequent consultation or to a new planning application (although if an amendment is made to a current application, comments originally submitted are considered and do not need to be resubmitted). If a new planning application is made on the same application site as a previous application, a respondent will need to resubmit their comments.

⁷ [Planning Applications, Decisions and Appeals \(southderbyshire.gov.uk\)](https://www.southderbyshire.gov.uk)

⁸ [Planning applications near to you | South Derbyshire District Council](#)

⁹ [Planning Applications, Decisions and Appeals \(southderbyshire.gov.uk\)](https://www.southderbyshire.gov.uk)



- 3.12 When commenting on planning applications, it is important to comment on material planning considerations. Such matters are more likely to inform the outcome of the application.
- 3.13 The Council will not tolerate comments that contain abusive, offensive or derogatory language, or those related to a personal circumstance not directly related to the application. Any comments submitted to us in such terms will not be published.

COMMENTING ON APPLICATIONS

- 3.14 Once a planning application is registered and allocated to a planning officer, the application will be publicised online and relevant parties will be notified. Parties have a minimum of 21 days to comment. This period is set out in article 15 of the Town and County Planning (Development Management Procedure) Order. All comments must be made in writing, preferably through our website, or by email, or if this is not possible then by letter, within:
- 21 days from the date of our notification letter, or
 - 21 days from the date of a press notice or site notice appearing.
- 3.15 Due to the volume of correspondence received on individual applications, it is not always possible to respond to or discuss individual comments that we receive on planning applications. However, a summary of these and the officers' responses are provided in the officer report.

DECISIONS ON PLANNING APPLICATIONS

- 3.16 Planning application decisions will be made in accordance with the processes outlined in the Council's constitution.
- 3.17 The constitution outlines how the Council operates, how decisions are made and the processes that are followed to ensure that the process is efficient, transparent and accountable.
- 3.18 Additional information regarding the constitution can be found on the Council's website¹⁰.

¹⁰ [About the Council](#)



PLANNING COMMITTEES

- 3.19 All planning applications are allocated to a case officer for assessment and to provide a recommendation on whether the application should be approved or refused. Many applications are determined under delegated powers, which means the applications does not need to go to a planning committee for a decision. However, larger and/or complicated planning applications may need to be assessed and determined at a planning committee for a decision. However, larger and/or complicated planning applications may need to be assessed and determined at a planning committee. Elected members can request any application for planning permission is determined at committee. In addition, certain large scale proposals that attract significant objection, schemes that are not fully in accordance with the development plan (adopted Local Plan or Neighbourhood Plan), or applications where the Council is also the land owner will also need to be determined at planning committee.
- 3.20 The Council has its own planning committee that meets regularly to make decisions on planning applications. The planning committee, which comprises elected councillors, has a duty to determine planning and other development-related applications. However currently most applications (approximately 90%) are determined under the scheme of delegation to the Head of Planning and Strategic Housing.
- 3.21 When an application is due to go to a planning committee for a decision, the Council will write to respondents and invite them to speak or submit a statement for the meeting. Planning committee protocols can change, so please refer to our website for the latest position.
- 3.22 Agenda papers are published on the Council's website five working days before the committee meeting. If an individual would like to speak or submit a statement at the meeting, please register by noon the last working day before the meeting by emailing democraticservices@southderbyshire.gov.uk or telephoning 01283 595889/ 595722. It will also be good practice to email a copy of your statement to the case office dealing with the application and/or to let them know you intend to register to speak.

PLANNING APPEALS

- 3.23 Should a planning application be refused, the applicant can either re-apply for planning permission with an alternative scheme, or they can appeal against the decision. Applicants also have the right to appeal against non-determination if the council has not determined the application within the statutory time limits. Applicants can also appeal against any planning condition imposed on a planning permission. Appeals are made to the Planning Inspectorate (PINS).



- 3.24 The legal right of appeal is reserved for only the individual who applied for planning permission (known as the appellant), or whoever was served with an enforcement notice. There is no right of appeal for interested people or organisations (known as third parties), or the Council. There is planning practice guidance available online that provides information about the appeals process.
- 3.25 If an appeal is made, the Council will notify the interested parties of the appeal and provide information on how and when to respond to the Planning Inspectorate.
- 3.26 Planning appeals can be viewed on our website¹¹.
- 3.27 The national Appeals Casework Portal online register¹² is 'live', includes current and recent appeals and details what stage an individual appeal is at, as well as the decision, if it has been made.
- 3.28 Alternatively, you can view current appeals on the Planning Inspectorate's Appeals Casework Portal.

4.0 SECTION 106 (PLANNING OBLIGATIONS)

- 4.1 A Section 106 is a legal agreement between the council and developer(s) and/ or landowner(s)
- 4.2 The Council establishes a Section 106 agreement before granting planning permission, so the developer is legally bound to deliver the infrastructure secured. Money is collected from the developer once the planning permission is implemented and when certain thresholds or stages in the agreement have been met.
- 4.3 The Council does not consult on Section 106 agreements. However, we work with parish councils and local district councillors, to determine which community facilities may be impacted by new development or that require investment due to the development. Once a Section 106 agreement is in place and the development has commenced, we will notify district and parish councils or parish meetings of the sums available for identified community facilities and provide an update to them on a six-monthly basis.
- 4.4 The Council is committed to working with parish councils to continue to identify local priorities and to deliver local projects. A list of all the financial

¹¹ [Planning Applications, Decisions and Appeals \(southderbyshire.gov.uk\)](https://www.southderbyshire.gov.uk)

¹² [Planning Inspectorate](https://www.planninginspectorate.gov.uk)



contributions due to the councils are available on the website¹³ by searching by Planning Application Reference.

5.0 PRE-APPLICATION ADVICE

- 5.1 The pre-application stage, which is discretionary, encourages applicants to carry out early engagement with the local community and the Council, before formally submitting a planning application. This helps applicants understand how planning policies and other requirements may affect the proposals
- 5.2 Any pre-application advice correspondence between the applicant and the Council will be made available online if a formal planning application is made.
- 5.3 Further information on the pre-application process, including how to apply for pre-application advice and the potential charges for it, are specified on the Council website¹⁴.
- 5.4 Applicants are encouraged to seek advice from other key stakeholders, such as Severn Trent, (if relevant) at the pre-application stage too.

6.0 PLANNING ENFORCEMENT

- 6.1 When a development has been carried out without planning permission, the Council considers what action to take. Although the Council investigates allegations, the decision on whether to take formal action is discretionary.
- 6.2 If it is determined that a breach of planning control has occurred, the Council can consider enforcement action. However, before such action is taken, an opportunity will be provided for the individual to correct their actions. This could involve demanding a new retrospective planning application.
- 6.3 If no application is made and the breach is deemed to be harmful in planning terms, then formal action will be considered. This can be achieved through several options, including, enforcement notices and high court injunctions. However, as most breaches of planning control are not criminal matters, formal action is considered the last resort.
- 6.4 Further details on the Council's approach to addressing planning enforcement matters can be found on our webpage, along with relevant contact information. The Council is undertaking a review of its Enforcement Plan.

¹³ [Section 106 agreements | South Derbyshire District Council](#)

¹⁴ [Pre-application planning enquiry | South Derbyshire District Council](#)



7.0 INVOLVEMENT IN PLANNING APPLICATIONS

- 7.1 This Statement of Community Involvement also outlines how the community will be involved in the process of submitting and deciding individual planning applications. The definition of a planning application is set out in Appendix B.

Minimum Requirements

- 7.2 The Council is required to notify the local community on most planning applications submitted, and statutory requirements to place site or press notices will be followed. Certain organisations are required to be consulted if it is considered that their interests would be affected by the planning application. The specific organisations are specified in the Procedure Order and include organisations such as the Environment Agency, Highways England and Historic England.

Towards good practice

- 7.3 In some cases, it will be beneficial and appropriate to involve more people and/or include them earlier in the process. Below are the additional actions we may take prior to and during the application stage. Also set out below are the actions to be taken following a decision.

Pre-application

- Actively encourage pre-application discussions with developers.
- Actively encourage developers of larger schemes to inform and involve the community in shaping their proposals.
- For smaller applications, actively encourage applicants to discuss their plans with neighbours prior to submitting their application.

Application Stage (minimum)

- Circulate details to the relevant parish council;
- Circulate details to the relevant Neighbourhood Planning Body;
- Circulate details to the relevant amenity groups, where it has been previously agreed those groups will be notified;
- Notify neighbours in accordance with our neighbour notification policy (Appendix A).
- Application Stage (additional)
- Publish a list of applications received on the website;
- Publish amendments to the application received before a decision is made;



- Accept comments after the minimum period where the decision has not yet been made under delegated powers or the planning officer's report not been published on a planning committee agenda.

Application Stage (additional)

- Publish a list of application received on the website;
- Publish amendments to the application received before a decision is made;
- Consider comments received after the minimum period where the decision has not yet been made under delegated power or the planning officer's report not been published on a planning committee agenda.

Decision

- Place decision notices (and any associated legal agreements, Non-material Amendments and Approval of Conditions, where relevant) on the website along with the officer's report.
- Concerns about applications that may not have been implemented as approved can be raised with our enforcement team for investigation by completing the relevant form¹⁵.

MANAGING THE PROCESS

Feeding information into plan and decision making

- 7.4 The information obtained through community involvement will be collated and used to inform our decisions (as with the determination of planning applications, see the section above) and/or shape any documents the District Council adopts.

Feeding back to those involved

- 7.5 Each local development document will require a Consultation Statement to be produced alongside it. This must outline how the Statement of Community Involvement has been followed and how doing so has affected document production. This will provide some indication of the benefits of the community's involvement. The Council will aim to make the link between responses and the Council's decision or action evident.

¹⁵ [Report works or activity | South Derbyshire District Council](#)



Our feedback commitment

- 7.6 The Council will aim to provide feedback on any participatory activities or consultation processes associated with local development documents within 10 weeks of the event or the completion of the consultation. Comments received by email will receive an acknowledgement email upon receipt. The local plan consultation database will be used to keep interested parties informed of the progress on local development documents.

How will the processes be resourced?

- 7.7 Community involvement requires resources and time, particularly for activities such as the drop-in events. The LPA receives funds through the Planning Services budget from the Council and funds such as the New Homes Bonus from the Government.
- 7.8 The District Council will seek to optimise resource efficiency. This will be achieved by:
- clearly defining the roles of the different individuals and groups involved;
 - learning from and, where possible, utilising the skills of other organisations (e.g. Local Strategic Partnership, Clinical Commissioning Groups and Planning Aid); and
 - wherever appropriate, combining and integrating involvement activities to ensure we do not over-consult, thereby making more efficient use of time and resources.
- 7.9 Staff - Officers will be responsible for the delivery of most of the activities set out in this SCI. Where needed, support will be sought from other Council departments. Additionally, we will review staff capabilities and work to fill any gaps as appropriate, for example through training.
- 7.10 Consultants - Where it is concluded that a process would benefit from additional support or expertise, for example in facilitating more interactive sessions, the Council will consider employing consultants. The decision to do so will be informed by a full review of the potential costs and benefits.
- 7.11 Equipment and material – The Council already have in place much of the equipment and material needed to undertake the activities outlined. Resources held by other Council departments can be utilised where needed and available.
- 7.12 Venues and other costs - Council facilities which are available free of charge will be utilised wherever possible. Where appropriate we will hire accessible, local venues that offer value for money. Where possible, activities will be combined with those of other Council departments to ensure that processes are efficient, and costs are minimised.



Roles and responsibilities

- 7.13 There are many different individuals and groups who contribute towards achieving effective community involvement in planning:
- Role of developers – to promote specific sites for development and, if appropriate for the development, fulfil community involvement requirements to the highest standard.
 - Role of the community – to raise observations, concerns and/or state support for proposals to ensure that development takes place in an acceptable manner. All members of the community, including the business community, are encouraged to get involved in policy development as it directly affects the area in which they live and/or work.
 - Role of parish councils and other community networks – to provide comment on individual planning applications and development proposals that have implications for their area. These organisations are also likely to be invited to represent community interests in involvement activities.
 - Role of Statutory consultees/specialist bodies – provide information and comment on specialist matters.
 - Role of officers – to provide professional advice on planning matters and formulate draft policies and plans for Council approval. Officers will also be responsible for delivering community involvement activities.
 - Role of members – to make formal decisions regarding planning matters in accordance with the Council's rules and procedures, having taken full account of consultation responses and officer recommendations.

Planning Aid

- 7.14 Recognising that Council officers are not always best placed to work with community groups and that some people prefer to seek independent advice, the Council will seek to ensure that people within the District are made aware of the role of the Planning Aid Service. It provides a free and independent advice service on all planning-related matters for individuals and community groups who cannot afford consultant's fees. Further information on Planning Aid is available online¹⁶.

Making Improvements

- 7.15 To ensure the SCI is effective the District Council will monitor its value both in informing and shaping the development plan and providing people in South Derbyshire with the opportunity to be more meaningfully involved in the planning process. The SCI will be modified as evidence gathering and

¹⁶ [Planning Aid England](#)



consultation progress. The Council will look at what is working well and what is not working so well, and the document will be modified earlier if it becomes apparent that improvements can be made.

- 7.16 Progress on the local plan will be reviewed annually, and the District Council will continue to produce an AMR.
- 7.17 This SCI will be reviewed (no later than 5 years following adoption) to provide an opportunity to build on the commitments made and learn from our ongoing experience. If appropriate the document will be updated to reflect changing priorities. It will also be important to review each individual involvement activity or process. We aim to evaluate community involvement activities according to:
- the usefulness of the information produced in informing the document or decision;
 - the usefulness of the process of involvement, for example in raising awareness, overcoming conflict or building ownership; and
 - how worthwhile the participants felt the process or activity to be.



FOR MORE INFORMATION

Our Website

The South Derbyshire District Council planning pages contain information on the planning policy and development management processes and documents. You can view this at <https://www.southderbyshire.gov.uk/our-services/planning-and-building-control/planning>

Government Policy and Guidance

The Government has published a National Planning Policy Framework and associated Planning Practice Guidance. These are available at www.gov.uk.

Planning Portal

The Planning Portal aims to make information and services simpler and more accessible for those involved in the process, be they applicants, agents or local authorities. See www.planningportal.co.uk.

Planning Aid

A free and independent advice service on all planning-related matters for individuals and community groups who cannot afford consultant's fees. See www.rtpi.org.uk/planning-aid/.

Contact us

Planning Policy Team

For more information about the preparation of the local plan and this Statement of Community Involvement, please contact the Planning Policy Team:

Email: planning.policy@southderbyshire.gov.uk

Write to: South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH

Development Management Team (planning applications)

For more information about Development Control and decisions made on planning applications, please contact the Development Management Team at the same address as above or:

Email: planning@southderbyshire.gov.uk

Neighbourhood Planning

If your parish or local community wishes to consider creating a Neighbourhood Development Plan, the first point of contact at the District Council is the Community Partnership Officer:

Email: ian.hey@southderbyshire.gov.uk

Write to: South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH



Appendix A - Neighbour Notification Policy

(1) The Council is committed to appropriate publicity and will notify neighbours of planning applications as defined in the glossary below (Appendix B).

(2) In all cases, the principal means of notifying neighbours will be by letter to neighbours whose property lies immediately adjacent to the application site boundary (defined by the red line on a site location plan, where available) and upon whom the proposal(s) can reasonably be said to impinge in a detrimental fashion. This can include (but is not limited to):

- discrepancy with the Council's adopted planning policies;
- loss of privacy, light or sunlight;
- overbearing effects;
- visual intrusion;
- loss of character of the building, street scene or area;
- noise disturbance or other pollution;
- traffic generation;
- adequacy of access;
- adequacy of public services;
- loss of important site features.

The above rule will be applied as follows:

Any road less than 20 metres in width will be discounted and the neighbour opposite consulted. Where a road is greater than 20 metres wide then the neighbour on the opposite side of the road is unlikely to be consulted unless the planning officer considers it appropriate to do so based on the nature of the proposed development. The distance of 4 metres (other than where there is a road) is sufficient to identify all neighbours immediately adjoining the site. At the discretion of the planning officer, neighbours further away may be consulted if it appears that they might be impinged upon in a detrimental fashion. In all cases:

- measurement will be approximate by desk based or visual assessment;
- notification will not be undertaken in the case of agricultural, unoccupied, or open land;
- notification on proposals for erection of telecommunication masts will include schools and colleges within 400 metres of the site;
- notification will not be undertaken in the case of other non-residential premises unless the planning officer considers it appropriate to do so.

(3) In addition to (2) above, site notices will be posted in exceptional cases at the discretion of the planning officer having regard to the widespread effect of the proposal on affected residential or commercial properties beyond the 4-metre threshold in the light of the above criteria. Appropriate cases might include:

1. hot food takeaways;



2. airfield developments;
3. marinas;
4. golf courses and golf driving ranges;
5. haulage yards and plant depots;
6. livestock units;
7. proposals for roads, railway and bus stations;
8. motorway/trunk road service stations;
9. private hire/taxi businesses;
10. mobile phone masts.

Site notices will be posted on or near the site.

(4) Neighbours will normally be given a minimum of 21 days (excluding bank holidays) within which to respond in writing, but responses received after the minimum period will be considered provided a decision has not been made under delegated powers or the officer's report has not been published on a planning committee agenda.

(5) Amendments to applications before a decision is made may be publicised further at the discretion of the planning officer responsible where, in their professional opinion, neighbours are likely to experience an increased or new adverse effect from the amended proposal.

Normally 10 days will be allowed for further written comments.

(6) Decision notices and the planning officer's report will be posted on the website.

(7) Non-material Amendments to a planning permission after a decision has been made will be considered by the planning officer having regard to the significance of the amendment and its effect on those matters listed under (2) above. Notification of such applications will not be carried out as a matter of course. The amendments and any decision made will be published on the website.

(8) Applications for Approval of Conditions will be considered by the planning officer having regard to the purpose of the condition and its effect on those matters relevant to its imposition. Notification of such applications will not be carried out as a matter of course. The details and any decision made will be published on the website.



APPENDIX B : GLOSSARY

Term	Definition
Adopt/Adoption/Adopted	The final stage for a local plan or planning policy document. This signifies when it is confirmed and brought into force by a Local Planning Authority (LPA).
Adopted Local Plan	The South Derbyshire Local Plan, currently comprised of two parts. Part 1 was adopted in June 2016 and Part 2 adopted in November 2017.
Approval of Conditions	Applications which seek approval of pre-commencement or pre-occupation conditions attached to a planning permission.
Authority Monitoring Report (AMR)	This charts progress of producing and implementing the policies and proposals making up the local plan (sometimes referred to as the Local Development Framework).
Breach of Planning Control	Defined in Section 17A of the Town and Country Planning Act 1990 as: the carrying out of development without the required planning permission; or failing to comply with any condition or limitation subject to which planning permission has been granted.
Charging Schedule	A document produced by councils as the charging authority, setting out rates for Community Infrastructure Levy fees chargeable for development in the area.
Community Infrastructure Levy (CIL)	A levy that councils can charge on new developments in their authority area. The money can be used to support development by funding infrastructure.
Community Right to Build Order	A type of neighbourhood development order created by a local community organisation to grant planning permission for small-scale development for community benefit on a specific site or sites in a neighbourhood area.
Constitution	Sets out how a council operates, the procedures that are followed and how decisions are made to ensure that they are efficient, transparent and accountable.
Consultation	A process of asking for views on a draft policy or planning proposal before a decision is formalised.



Consultation Statement	A document summarising the responses received to a local development document consultation, and setting out how those responses have been used.
Corporate Plan	The Corporate Plan sets out the Council's strategic priorities and targets.
Development Plan (DP)	Documents setting out the policies and proposals for the development and use of land and buildings in an area. These include adopted local plans, neighbourhood plans, and the Minerals and Waste Local Plans. Defined in section 38 of the Planning and Compulsory Purchase Act 2004.
Development	Development is defined under the 1990 Town and Country Planning Act as "the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land." Most forms of development require planning permission (see also "permitted development").
Development Plan Document (DPD)	A local policy document produced by the Council which makes up part or all of the Development Plan
General Data Protection Regulations	The General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy in the European Union and the European Economic Area. It also addresses the transfer of personal data outside the EU and EEA areas such as the UK
Housing Market Area (HMA)	The area comprising South Derbyshire, Derby City and Amber Valley.
Infrastructure	Basic services necessary for development to take place, for example, roads, electricity, sewerage, water, education and health facilities
Larger Schemes	Planning applications which meet the definition of a major application as set out in the Procedure Order.
Local Development Scheme	This sets out the timetable and work programme for the preparation of the local plan and other development plan documents
Local Plan	The plan for the local area that sets out the long-term spatial vision and development framework for the district, as



	well as and strategic policies and proposals to deliver that vision.
Major Developments	Applications for developments of 10 or more homes, or 1,000 sqm or more gross non-residential floorspace (including changes of use of existing buildings)
Minor Developments	Applications for developments of up to 9 homes or up to 999sqm gross non-residential floorspace (including changes of use of existing buildings and changes of use of open land).
National Planning Policy Framework	This sets out the government’s planning policies for England and how these are expected to be applied at a local level. The NPPF is a material consideration when making decisions on planning applications or appeals
Neighbourhood Development Order (NDO)	Can be used to permit different types of development (in full or outline) without the need for planning permission.
Neighbourhood Development Plans	A plan prepared by a town or parish or a neighbourhood forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).
Neighbourhood Planning Body (Qualifying Body)	A parish or town council or a neighbourhood forum (where there is no town or parish council) who is empowered to lead the neighbourhood planning process in a designated neighbourhood area.
Neighbourhood Forum	A group established to create a Neighbourhood Development Plan in the absence or instead of, a parish council
Non-material amendment	An application made under section 96A of the Town and Country Planning Act 1990 to amend an existing planning permission in a manner which, in the opinion of the Council, would not have material impacts on planning matters (as set out at paragraph 2 of Appendix A).
National Planning Policy Framework (NPPF)	The Government’s policy on planning matters
Permitted Development	Development which already benefits for a general permission under the Town and Country Planning (General Permitted Development) (England) Order 2015



Planning Appeals	If a decision to refuse planning permission on a planning application has been made by a local council, the applicant can appeal against the decision made. The Planning Inspectorate will organise for an independent Inspector to review the decision made and will arrive at a conclusion
Planning Applications	Full, outline and reserved matters applications; applications for removal or variation of conditions made under section 73 of the Town and Country Planning Act 1990; applications for Prior Approval made under Permitted Development allowances; applications for advertisement, listed building and relevant demolition consent; and notifications to carry out work to trees in Conservation Areas or protected by Tree Preservation Orders.
Planning Enforcement	The Planning Enforcement Team can investigate when a person carries out development without the benefit of having planning permission. The team investigate what action, if any, is appropriate to take.
Planning Inspectorate	The Planning Inspectorate (PINS) is an executive agency sponsored by the Ministry of Housing, Communities and Local Government. PINS deal with planning appeals, national infrastructure planning applications, examinations of local plans and other planning-related and specialist casework.
Planning Permission	Formal permission from a Local Planning Authority for the erection or alteration of buildings or similar development
Planning Practice Guidance	The Planning Practice Guidance (PPG) is an online resource provided by central Government on a range of planning matters.
Prior Approval	An application where the principle of development is already established through legislation and the Council is asked to consider the impact of certain matters, such as highway safety or flood risk. These are distinct from applications for Prior Notification where there is no duty for the Council to consult.
Procedure Order	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Prior Notification	A notification to the Council where it is intended to use Permitted Development for certain developments.



Referendum	A general vote by the electorate on a single political question which has been referred to them for a direct decision. A neighbourhood plan referendum is used to ask voters whether they want the Neighbourhood Plan to be used to decide planning applications in the neighbourhood area
Regulations	The Town and Country Planning (Local Development) (England) Regulations 2012
SA (Sustainability Appraisal)	A tool to ensure that policies in all local development documents reflect sustainable development principles
SCI (Statement of Community Involvement)	A statement which sets out how the Council will consult the community and stakeholders on the preparation of planning documents and the determination of planning applications.
SEA (Strategic Environmental Assessment)	An (EU-derived) requirement which applies to plans and policies where impacts will be of a strategic nature
Stakeholders	Bodies and organisations that have an interest in the councils’ policies and decisions. The Council will consult key stakeholders at appropriate stages during the planning process.
Statement of Community Involvement	The SCI sets out standards to be achieved by the Council in relation to involving the community in the preparation, alteration and continuing review of all Development Plan Documents (DPDs) and in determining planning applications for development.
Statutory Body	A government-appointed body set up give advice and be consulted for comment upon development plans and planning applications affecting matters of public interest. Examples of statutory bodies include: Countryside Agency, English Heritage, English Nature, Environment Agency, Health & Safety Executive, Regional Development Agency and Sport England
Supplementary Planning Documents	A planning policy document that adds further detail to the policies in the local plan. They can be used to provide further guidance for development on specific sites, or on issues, such as design. Supplementary Planning Documents are capable of being a material consideration in planning decisions but are not part of the Development Plan.



Obtaining alternative versions of this document

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यदि आपको ये दस्तावेज किसी दूसरी भाषा में चाहिये, या किसी टुभाषिये की सेवाओं की जरूरत है तो हमें सम्पर्क करने की कृपया करें। ये जानकारी माँग करने पर बड़े अक्षरों, ब्रेल या आडिओ के रूप में भी उपलब्ध करवाई जा सकती है।

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਦਸਤਾਵੇਜ਼ ਕਿਸੇ ਦੂਸਰੀ ਭਾਸ਼ਾ ਵਿਚ ਚਾਹੀਦਾ ਹੈ, ਜਾਂ ਕਿਸੇ ਦੁਭਾਸ਼ੀਏ ਦੀਆਂ ਸੇਵਾਵਾਂ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰਨ ਦੀ ਕ੍ਰਿਪਾ ਕਰੋ ਜੀ ਇਹ ਜਾਣਕਾਰੀ ਮੰਗ ਕਰਨ ਤੇ ਵੱਡੇ ਅੱਖਰਾਂ, ਬ੍ਰੇਅਲ ਜਾਂ ਆਡਿਉ ਦੇ ਰੂਪ ਵਿਚ ਵੀ ਉਪਲੱਬਧ ਕਰਵਾਈ ਜਾ ਸਕਦੀ ਹੈ।

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