

Statement of Community Involvement

June 2007



A guide to community involvement
in the planning system

Quick guide to the local development framework:
Statement of Community Involvement

This report will tell you:

- Nottingham City Council's policy for involving people in the planning process;
- in general terms who will be involved in consultation exercises;
- how the community and other bodies can be involved in a timely and accessible manner;
- the methods of consultation to be employed at different stages of the planning process;
- how the results of community involvement will be fed into the preparation of planning policy documents; and
- the Council's policy for consultation on planning applications.

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1 Introduction

1.1 Statement of Community Involvement (SCI)

- 1.1.1 This Statement of Community Involvement (also known as the SCI) sets out Nottingham City Council's policy for involving communities in the planning process. It sets out how and when the Council will involve local people in the preparation of planning documents and in considering applications for planning permission. This Statement is intended to ensure that Nottingham City Council considers how it will involve communities and benefit from their knowledge and expertise.
- 1.1.2 The SCI forms part of the Local Development Framework (LDF) for Nottingham, which is the set of documents that contains all the planning policies and guidance for the area.
- 1.1.3 The planning system controls the location and type of all new built development, and therefore plays a key role in shaping our towns, cities and countryside. It has very significant and wide-ranging implications for everyone. It is important that everyone has the opportunity to have their say on planning issues and as a result influence future development.
- 1.1.4 In order to guide our approach to consultation, we have developed a '*vision*' for community involvement, which states simply what we hope to achieve. We have also set out several '*principles*' that provide a framework for how we will involve people in the planning system.

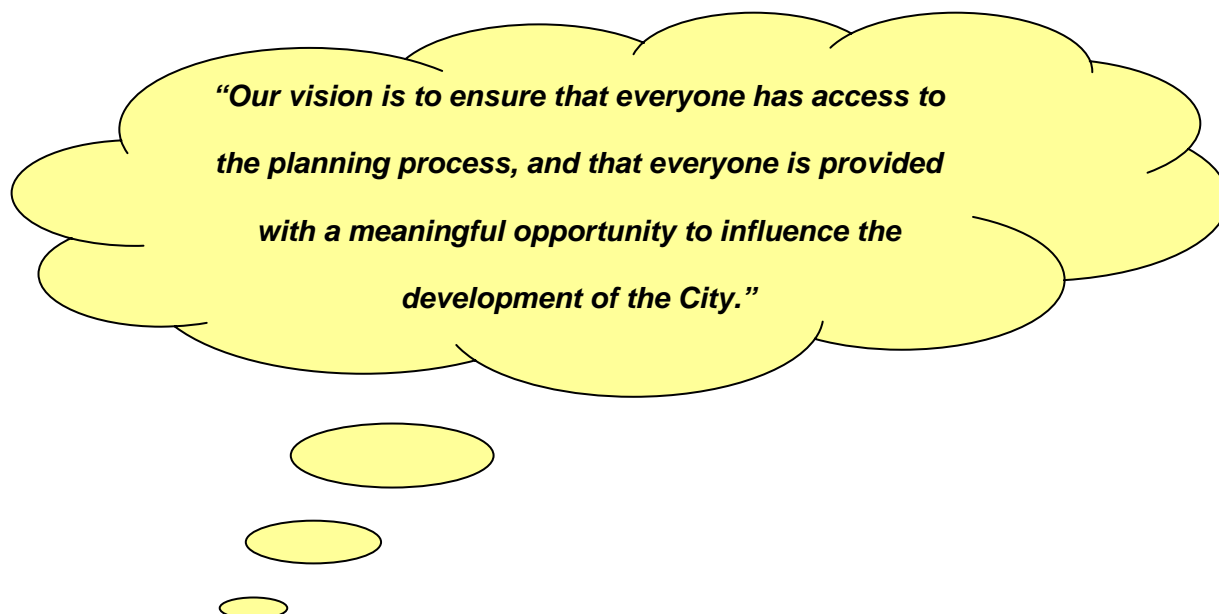
1.2 Content of this Document

- 1.2.1 This document explains how the City Council will consult on both **planning documents** contained within the LDF (refer to Section 4) and **planning applications** (refer to Section 5). The document sets out what the City Council intends to do at each stage in the production of the planning documents and when considering planning applications.
- 1.2.2 Whilst the City Council tries to 'keep things simple' for the benefit of people new to the planning system, there are many acronyms and phrases which cannot be avoided, unfortunately. For this reason a glossary of terms and acronyms is included within Appendix 1 to help the reader understand them. Appendix 8 contains contact information for the City Council, should any further information or explanation be required.

2 'Vision' and 'Principles' for Community Involvement

2.1 Vision

2.1.1 Nottingham City Council's vision and principles for community involvement are set out below



2.2 Principles

2.2.1 Nottingham City Council will abide by the following principles when consulting on documents within the LDF and on planning applications.

"Nottingham City Council wants consultation and community involvement on planning matters to be:

- 1. Genuine and meaningful;***
- 2. Appropriate to the level and scale of planning;***
- 3. Open, accessible and relevant to all sections of the communities concerned;***
- 4. Accountable, with accessible feedback; and***
- 5. Linked, as far as practicable, with other consultation strategies and mechanisms happening in Nottingham."***

2.3 How Nottingham City Council will achieve the vision

- **Promoting awareness and understanding** of the planning system. For example by publishing issues reports on planning topics and providing access to planning information.
- **Involve those who tend to be underrepresented** in responses to consultation exercises. For example the Council will actively seek the views of traditionally 'hard to reach' groups such as black and minority ethnic communities, those with disabilities, and young people.
- **Consulting within a clear framework** that sets out the purpose of consultation and highlights opportunities and limitations for change. For example by clearly explaining what we are trying to achieve from each consultation exercise, including what can and can not be changed as a result of consultation.
- **Providing opportunities for early involvement** so that ideas and opinions can influence the development of policies and proposals. For example by discussing issues of local concern with local stakeholders.
- **Providing opportunities for continuous involvement** throughout the planning process. For example by organising consultation activities into document production that is linked, as far as practicable, with other consultation schemes in Nottingham.
- **Learning to understand people's needs and aspirations.** For example by providing opportunities for people to comment on how effective our consultation has been and how we can improve, and by getting people involved in the preparation of the SCI.

2.4 A Quick Guide to the Planning System

2.4.1 Planning provides a framework for making decisions about the future of our towns, cities and countryside. It is a legal system that guides us when deciding where new development, such as housing, shopping centres, offices or health centres, should be built. Without a planning system, people would be able to build anything anywhere even if it would have a negative effect on other people or the environment.

2.4.2 When someone applies for planning permission to build, the local planning authority, in the case of Nottingham this is Nottingham City Council, must refer to documents, called the development plan, to see whether the building proposal is acceptable. The development plan sets out policies to assess proposals against. New development must meet these policy requirements before planning permission is granted. The development plan also allocates areas of land for certain types of development, such as shopping or housing, and it shows where development is not normally allowed, such as on parks and green open spaces. The plan gives guidance on all development, whether it is large (such as a new business park) or whether it is small (such as an extension to a house).

2.4.3 At the moment, the development plan for Nottingham City consists of:

- the Nottingham Local Plan (November 2005), and
- the Nottinghamshire and Nottingham Joint Structure Plan, and
- the existing Regional Spatial Strategy.

2.4.4 However, the planning system has recently changed because a new law has been passed (the Planning and Compulsory Purchase Act 2004). This means that in the future the development plan will be made up of:

- a Regional Spatial Strategy¹ (also known as the RSS) and,
- a Local Development Framework (also known as the LDF).

2.4.5 The RSS will be prepared by the Regional Planning Body (for us, the East Midlands Regional Assembly). It sets out things like how many new homes are needed in each District in the Region. The LDF will be prepared by the local planning authority (in our case Nottingham City Council) and will set out, for example, where these new homes will be built. However at present the development plan for Nottingham continues to be the Nottingham Local Plan (November 2005), the existing RSS and the Joint Structure Plan. We will produce the documents that make up the LDF over the next 3 years. After this period the LDF will replace the Local Plan as the development plan for Nottingham.

2.4.6 The LDF is made up of several different documents. Together these set out what can be built in Nottingham and why. The LDF is made up of guidance, policy, appraisal and monitoring documents. This SCI, once adopted, will also form part of the LDF. The following section provides more information on the different parts of the LDF.

3 Community involvement in the planning system

3.1 General Measures for improved consultation

3.1.1 There will be several general measures undertaken to ensure that consultation is accessible to all, and these measures will apply to all of the techniques used. These general measures are as follows:

- Where consultation involves events and/or displays, buildings will be audited before use to ensure they are accessible by all. This will include looking at measures such as the inclusion on T-loop hearing systems. Where necessary, alternative arrangements will be made where buildings do not meet requirements.

¹ The East Midlands Regional Spatial Strategy is produced by the East Midlands Regional Assembly and can be downloaded at www.emra.gov.uk

- Where consultation involves presentations or discussion, the use of interpreters, or signers may be appropriate to ensure that the event is understandable by all. Every effort will be made to avoid using technical language or jargon.
- Printed information will be made available in different languages, audio, Braille, large-print or other form as requested. The use of video-based technology will be investigated, particularly for use with people who are learning disabled or have special educational needs.
- Public exhibitions, meetings and discussions will be timetabled to suit as many people as possible and alternative consultation techniques will be employed to complement such events where we know we are not meeting everyone's needs. Events may be held in the evening, daytime, lunchtime period or at weekends as appropriate.
- Hand held microphones will be made available at meetings when necessary.
- All consultation documents and adopted documents can be viewed and downloaded free of charge on the Council's website or at local libraries, but a charge may be made for paper copies.

3.2 Accessing Information

3.2.1 Providing easy access to information is a key part of promoting awareness and encouraging involvement in the planning process. One method we will continue to develop is the City Council's website (see web address below). This contains a searchable database of information on all planning applications, as well as copies of the weekly list of applications and decisions. In addition, all consultation on planning documents are on the website, as is the timetable for producing the documents (the Local Development Scheme). Web access is available at all Nottingham City libraries for free, and One2One help sessions are available for beginners or those who need support in using a computer.

www.plan4nottingham.com

The Planning pages of Nottingham City Council's website currently contain information such as:

- Searchable database of all planning application
- The weekly list of planning applications – this can be sorted by area
- Consultation documents
- Committee reports, including those relating to planning applications and planning policy
- Adopted planning policy and guidance documents
- A plain English guide to planning
- An introduction to how the planning process works in Nottingham
- Links to other organisations who can provide planning advice (including Planning Aid and environmental organisations)
- Information on how to access information in other languages

3.3 Who will be involved?

3.3.1 Nottingham City Council want to get more people involved in planning at an early stage so they can have a more meaningful input into the planning decisions.

3.3.2 The Council has identified four main categories of groups, who make up the 'community' in Nottingham, and should be involved in the planning process. These groups are shown in the diagram below.



3.3.3 Some groups are more aware of the planning system than others. 'Hard-to-reach groups,' as they are known, are people who do not generally tend to respond to traditional methods of consultation. The groups identified in Nottingham include:

- Asylum seekers
- Children and young people
- Drug users
- Faith communities
- Gay, lesbian and bisexual men and women, transsexual and transgender people
- Homeless people
- Minority ethnic communities (particular sections of)
- Offenders / ex-offenders
- Older people (especially frail and/or isolated older people)
- People with disabilities
- People with learning difficulties
- People with mental health problems
- People who travel or commute into the area
- Rural communities
- Single parents
- Small businesses
- Gypsies and Travellers
- Tourists
- Victims of domestic abuse
- Young men of working age

3.3.4 The City Council believes that because of the circumstances of such hard to reach groups, we will need to work with those groups and their representatives to ensure their engagement in the process in an active and creative way (please refer to Appendix 3 for details of consultation

methods). The Action on Diversity Team (the corporate equalities team) at the City Council will be a useful resource in terms of planning how to access hard-to-reach groups.

- 3.3.5 This document sets out some of the options for getting people involved and has been produced in compliance with the Race Relations (Amendment) Act 2000 and Disability Discrimination Act 1995 (see Appendix 4). The bodies that we actually consult will depend on the relevance of the document or planning application we are consulting on. When consulting on planning documents we will seek the advice of the Area Committee Chair and Neighbourhood Manager in order to identify the most appropriate ways of consulting local people.

3.4 One Nottingham – One Plan 2006 - 2009

- 3.4.1 Effective community involvement in planning decisions will be key if the ambitions of the Community Strategy² are to be realised. The Strategy identifies six themes that support Nottingham people to acquire skills that will enable them to become proud and valued members of our communities who respect others and our environment.

One Nottingham – One Plan 2006 – 2009's 'VISION FOR NOTTINGHAM'

1. Attract ambitious, creative people to live, work and do business in Nottingham and encourage people to stay, enjoy and contribute to being part of our City. **Choose Nottingham**
2. Make Nottingham a safe and clean place to live, work, visit and invest in. **Respect for Nottingham**
3. Create a safe, supporting and stimulating environment for children and young people to raise their aspirations, be healthy and achieve their ambitions. **Young Nottingham**
4. Tackle health inequalities and promote active lifestyles and ensure that Nottingham people are able to live their lives independently. **Active and Healthy Nottingham**
5. Create sustainable communities and neighbourhoods and encourage independence and self sufficiency. **Transforming Nottingham's Neighbourhoods**
6. Achieve these goals through excellent partnership working across all agencies and communities. **Excellence through Partnerships**

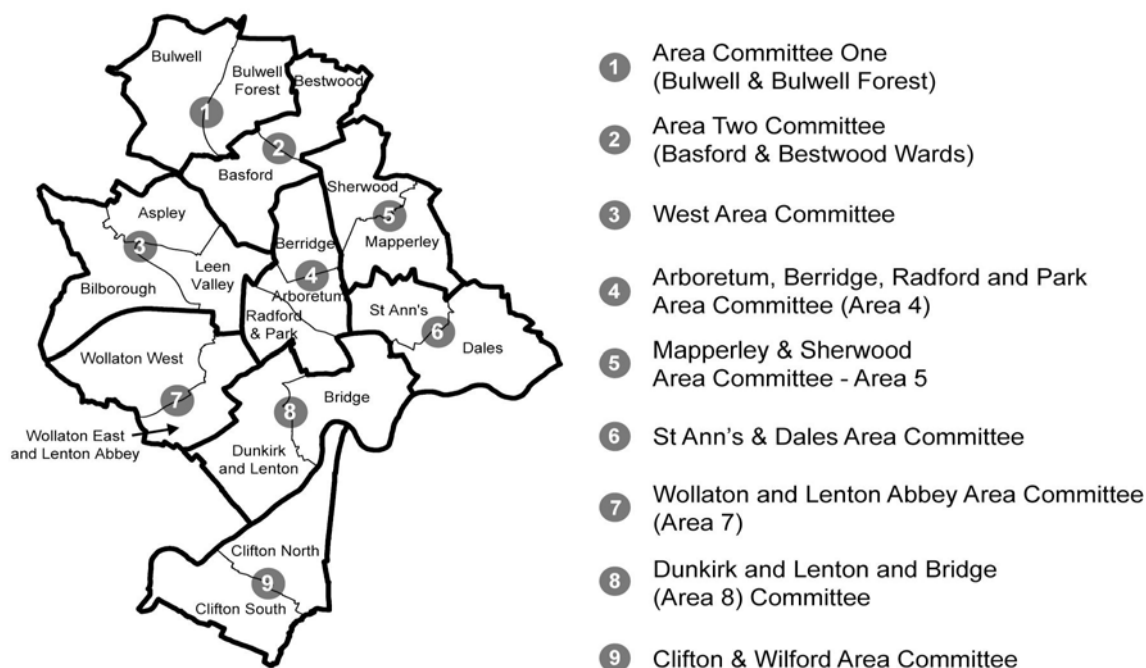
- 3.4.2 The Council will ensure that such initiatives and organisations as the Community Strategy and the related strategies and initiatives identified in Appendix 4 are, so far as relevant to the LDF, taken into account throughout the preparation of Development Plan Documents wherever possible.

² Available at: www.onenottingham.org.uk

3.5 The role of the Neighbourhood Managers and Area Committee Chairs

3.5.1 There are currently nine Area Committees that cover the City (see Figure 1). Area Committees bring together people that have an interest in providing local services for or improving a particular part of the City - local Councillors, Police, Health and voluntary and community groups. The City Council's Neighbourhood Services Department employs one Neighbourhood Manager for each Area Committee area to act as facilitators, and each Area Committee has a local Councillor as its Chair.

Figure 1: Area Committees within Nottingham



3.5.2 Area Committee Chairs and Neighbourhood Managers are in a unique position to provide guidance about the local community and help define the target community / communities and facilitate engagement with local people and stakeholders such as the Local Area Partnerships. They are also a vital channel for passing on the views of local communities.

3.5.3 Different people or communities prefer different consultation methods and some methods work better for some activities than others. Equally, planning applications and planning documents often require different consultation methods. Methodologies will be selected, based on discussions with Area Committee Chairs and Neighbourhood Managers to

enable everyone in the community to participate including hard-to-reach groups (refer to Appendix 3 for Consultation Methods).

- 3.5.4 Area Committee Chairs and Neighbourhood Managers are consulted on all major planning applications (refer to Section 5) within their area. Where they consider it appropriate, the application may be referred to the Area Committee for wider debate. However as planning applications are subject to statutory timescale targets, it is possible that a suitable Committee date is not available. Where this is the case, Neighbourhood Managers may convene a smaller group of stakeholders to consider the application on behalf of the Committee, with the considerations being reported to the next available Area Committee meeting.
- 3.5.5 Area Committees are also consulted on any planning documents which are relevant to their area or which cover the whole City. They can input into every stage of the preparation process.
- 3.5.6 Some Area Committees have set up regular planning meetings with Planning Officers and local councillors to keep them informed of planning matters affecting their area, and this regular dialogue is encouraged.

3.6 The role of Nottingham City Councillors

- 3.6.1 As the elected members representing local communities, Councillors have a key role to play in planning decisions and representing their electorate. All Councillors receive a weekly list of planning applications, and where a Councillor objects to an application, or has concerns about the issues raised, it is referred to the Development Control Committee (refer to 3.7).
- 3.6.2 Local Councillors also provide views on applications which are considered by Area Committee, and where a Councillor considers an application raises significant issues, this can be flagged up with the Area Committee Chair and Neighbourhood Manager for them to consider whether it is an appropriate matter on which to provide an Area Committee view.

3.7 The role of committees in making decisions

- 3.7.1 A proportion of planning applications are decided by City Council officers under delegated authority. However, most major applications, and those raising significant issues, as well as those where a Councillor has objected, are considered by Development Control Committee. Development Control Committee is made up of City Councillors, and meets once a month. The public are welcome to attend the meetings, but there is no right for either the applicant or any objector to speak at Committee. The papers and minutes are public documents and available on the City Council's website.
- 3.7.2 Development Control Committee is also consulted on LDDs, although regulations stipulate that final approval of these documents rests with the City Council's Executive Board (for draft DPDs and SPD) and the full City

Council (for approval and adoption of DPDs). Figure 2 sets out the role of the different approval bodies.

Figure 2: Role of Committees in approving Local Development Framework Documents

Document	Document Production Stage			
	Issues and Options	Preferred Options	Submission Draft	Adoption
Development Plan Document	Portfolio Holder	Exec Board (DC Committee and relevant Area Committees consulted)	City Council (DC Committee and relevant Area Committees consulted)	City Council (DC Committee and relevant Area Committees consulted)
Supplementary Planning Document	Portfolio Holder	Exec Board (DC Committee and relevant Area Committees consulted)	N/A	Exec Board (DC Committee and relevant Area Committees consulted)

3.8 Consulting local service providers

3.8.1 The City Development Department of the City Council will continue to convene quarterly meetings inviting representatives from, the Primary Care Trust, the Queens Medical Centre, Nottinghamshire Health Care Trust, Local Infrastructure Finance Trust projects, Building Schools for the Future / Academies, and the Council's Strategic Property division, to discuss the implications of new development on services and opportunities to develop new services within the City. Paragraph 6.46 of the Government white paper 'Our Health, Our Care, Our say' endorses this type of arrangement.

3.9 Planning Aid

3.9.1 Planning Aid is a voluntary service offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. It aims to give people the confidence to help themselves and to become involved in planning issues. Nottingham is covered by the East Midlands branch of Planning Aid and is a priority area. There contact details are as follows:

East Midlands Planning Aid's helpline is 0870 850 9802.

East Midlands Planning Aid
15 Wheeler Gate,
Nottingham
NG1 2NA
Tel: 0115 852 4266
Email: emco@planningaid.rtpi.org.uk

3.10 Resource implications and monitoring

3.10.1 The preparation of the LDF and the community involvement to be undertaken as part of its development will be carried out mainly by the

Council's Policy and Information team within the City Development Department. Assistance will also come from other members of staff in the Planning Applications and Advice section, the Projects Team and the Regeneration Team. Advice will be sought from sections outside City Development, particularly the Neighbourhood Managers based in Neighbourhood Services. Consultants may undertake some of the evidence gathering and research. The Executive Board and/or Full Council, depending on the stage of production and document type, will take key decisions relating to the LDF process.

3.10.2 It is important to be realistic about the amount of time and money that can be invested in producing the LDF. Although there are huge benefits from community involvement it is also resource intensive. An appropriate balance must be struck between the number and type of consultation methods used and the department's limited staff and budget. In spite of this we will always meet the minimum requirements and wherever possible exceed them.

3.10.3 To ensure that the SCI, once adopted, is meeting the needs of the community and promoting positive public involvement in planning documents and planning applications, it will be monitored as part of the Annual Monitoring Report, by reviewing the responses to consultations on the LDF.

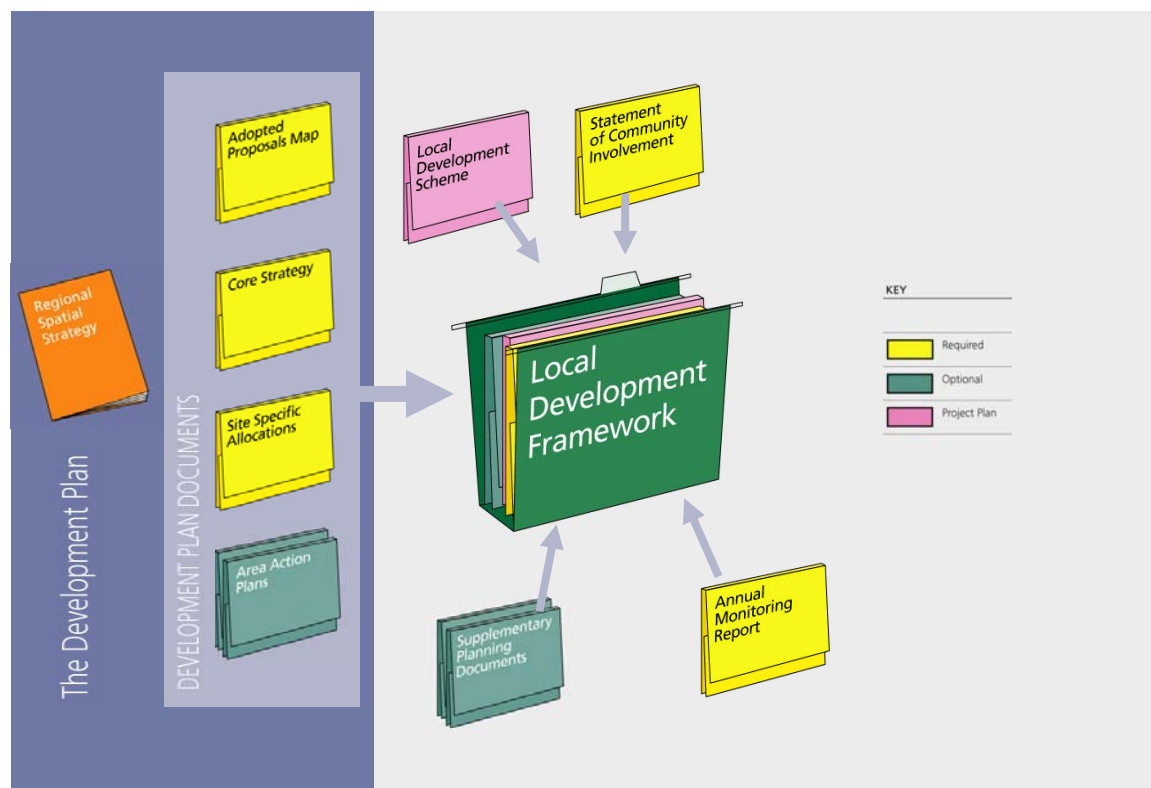
4 Consultation on Local Development Documents

4.1 Explanation of the Local Development Framework

4.1.1 Section 2.4 explains that the LDF is the overall name given to all the planning documents that are produced by a local planning authority Figure 3 shows the types of documents which will be contained within the Nottingham LDF.

4.1.2 The documents that make up the LDF (known as **Local Development Documents** (LDDs)) set out the policy or criteria against which planning applications are decided. It is important that people get involved in their production as it can often be 'too late' by the time an application for planning permission is submitted if the criteria against which it will be judged have already been agreed. LDDs will be monitored but they will only be reviewed where monitoring highlights that changes are needed. This means that once adopted, it is likely to be some time before the principles they contain are subject to full review. Our approach to consulting on LDDs will reflect our principles for community involvement.

Figure 3: Nottingham City Local Development Framework



4.1.3 Appropriate consultation methods will vary according to which document is being produced, which area of the City it relates to, and which people we are trying to engage in the consultation exercise. The consultation methods used will be selected so that a broad section of the community is involved, including 'hard to reach' groups. We will seek advice from Area Committee Chairs/Neighbourhood Managers and others to find out the best approach to take. Not every technique will be used for every document however. The tables in Appendices 5 and 6 set out a draft framework for consultation highlighting the ways we can involve people in the preparation and review of LDDs.

4.1.4 Further explanations of the documents contained within the Nottingham LDF, including the timetable of when each document will be produced are contained in the Nottingham City Local Development Scheme (LDS) which can be obtained from the Policy and Information Team (please see contact details in Appendix 8) or via the www.plan4nottingham.com website.

4.1.5 Amongst the LDDs contained within the LDF, there is a major distinction between the types of documents that are being produced: Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). This distinction, and the implications on consultation, are explained below.

4.2 Consultation on Development Plan Documents

4.2.1 DPDs have the same status as Local Plans, in that they are part of the statutory Development Plan for the area along with the RSS. The DPDs therefore are the most important documents that the City Council produces and contain policies and proposals which have the most impact on the City Council as a whole. It is therefore important that the community and key stakeholders are involved at the earliest opportunity.

4.2.2 The following sections will set out how the DPDs will be produced and consulted upon and a summary table of these processes are set out in Appendix 5.

Evidence Gathering

4.2.3 Initial work on a DPD will involve the gathering of evidence. This will involve certain stakeholders who have a detailed knowledge on a particular subject. Examples of studies that will be available include:

- A sub-regional Housing Market Assessment, which will involve key stakeholders including: House Builders,
- A sub-regional Gypsy and Traveller Needs Assessment, which will involve key stakeholders including: Gypsy and Traveller Groups in line with circular 01/2006, Housing professionals and service providers
- A Strategic Flood Risk Assessment produced in partnership with the Environment Agency
- A Housing Land Availability Study for the City
- An Employment Land Review.

4.2.4 The production of an evidence base to support possible issues and options is vital to make sure that any DPD is built on firm foundations. The City Council will be commissioning a series of research studies to support its LDDs. Information on available studies, future studies programmed and contact details of officers involved will be published on a dedicated webpage on the City Council's planning website. Information can also be obtained by contacting the City Council's Policy and Information Team (refer to Appendix 8 for contact information). The evidence arising from studies will be used to prepare an Issues and Options document for each particular DPD as appropriate.

4.2.5 At this stage the City Council is also required under the European Strategic Environmental Assessment (SEA) Directive (2001/42/EC), to

undertake a 5 week consultation on the SEA/ Sustainability Appraisal (SA) Scoping Report. This involves consulting the Countryside Agency, English Heritage, English Nature and the Environment Agency.

Issues and Options

- 4.2.6 This stage is informal and aims to identify concerns and proposals that individuals may wish to make regarding planning issues and initial options proposed by the City Council. Once the Issues and Options information has been prepared, the LPA will select the appropriate groups of people the consultation should be aimed at and the types of consultation methods to be employed. The types of consultation method the LPA will use and the most appropriate methods for each stage are set out in Appendix 3. They will be approved along with the draft document for consultation by the Portfolio Holder
- 4.2.7 Consultation will normally be informal and ongoing. The time period will depend on the time of year or the nature of the consultation.

Preferred Options

- 4.2.8 This is a formal stage of the consultation process, which builds on the previous stage, and consists of a 6 week consultation period to allow written comments to be submitted. The City Council will prepare a Preferred Options Document and Sustainability Appraisal (SA) Report (refer to Section 4.7). A Consultation Statement will also be published detailing consultation carried out to that point, a summary of the main issues raised and how these have been addressed.
- 4.2.9 The aim is to give people a formal opportunity to comment on how the City Council is approaching the preparation of the DPD and its accompanying SA Report, and to ensure the City Council is aware of all possible options before it prepares the final 'submission' document.
- 4.2.10 After the 6 week period has expired, full consideration will be given to all comments made and further discussions may be entered into. Work will then commence on the preparation of a Submission Document.
- 4.2.11 Choosing the correct consultation and participation methods at this stage will be vital, as the Preferred Options stage will be the last opportunity before the Submission that the City Council will be able to address the community's wishes.

Submission

- 4.2.12 The LPA produces a Submission DPD and submits this, along with a copy of this document and a statement summarising consultation responses at earlier stages, to the Secretary of State for independent examination.

4.2.13 As soon as is practicable after the 6 week consultation period is complete, the City Council will put on deposit the representations to the Submission DPD, publishing on the website the fact that they we have done so. If representations have been made to the DPD which propose any alternative or additional development sites or changes to any proposed boundaries that have been suggested, then the City Council must advertise and inform people and allow a further six weeks of deposit to allow people to submit representations in response to the alternatives suggested. This only applies to site or boundary changes proposed to sites and not to other representations made. As soon as is reasonably practicable the City Council must send any representations made to the Secretary of State for consideration.

Public Examination

4.2.14 Once the process of submission consultation has been completed, the Secretary of State will appoint an independent Government Inspector to assess whether the plan is 'sound'³; that is, it is suitable to be adopted as a DPD.

4.2.15 The Inspector will arrange the examination in discussion with the City Council. It may take the form of a round table discussion on a particular issue, an informal hearing session or a more formal style of an inquiry hearing. Anyone who submitted a representation to the Submission DPD has the right to speak at the examination or rely on their written representation. In the run up to the examination the City Council will contact all those who made representations on the Submission DPD informing them of the time and place the examination will take place, who is conducting the examination and what the procedures will be for conducting it. The City Council will also publicise the examination on the Council's website and in the local media by an advert and press release (in the six weeks up to the examination).

4.2.16 The Inspector will consider the soundness of the DPD at the examination, and then produce a binding report on the DPD setting out what changes are required. The City Council will have to accept these changes, and incorporate them into a final DPD.

Adoption

4.2.17 This is a formal process whereby the City Council adopts the DPD as part of the LDF. The DPD, Adoption Statement and Sustainability Appraisal will be made available for inspection during normal office hours at the City Council planning reception in Exchange Buildings North, and the City Council Infopoint at the Guildhall (refer to Appendix 8 for location details). The Adoption Statement will be published on the Council's website and

³ There are a series of tests for the 'soundness' of any Development Plan Document, the details of which are outlined in the glossary.

notice given by local advertisement of the adoption statement, noting where it can be viewed. The Adoption Statement will also be sent to any person asked to be notified and to the Secretary of State via the Government Office for the East Midlands.

4.3 Consultation on Supplementary Planning Documents

4.3.1 These documents are intended to support policies and proposals within the DPDs. Whilst they are not subject to an examination as DPDs are, their contents are 'material considerations' (refer to the glossary in Appendix 1) when considering planning applications. There are two different types of SPDs:

- Topic Based – looking at particular issues such as affordable housing etc.
- Development Brief – looking at a specific site and setting down what is required as part of the development.

4.3.2 The following section sets out how SPDs will be produced and consulted upon.

Evidence gathering

4.3.3 Initial work on a SPD will also involve the gathering of evidence, as with DPDs (refer to paragraph 4.2.3). The evidence arising from various studies and research will be used to prepare the draft SPD as appropriate.

4.3.4 At this stage, as with DPDs, the City Council is also required under the European SEA Directive, to undertake a 5 week consultation on the SEA/ Sustainability Appraisal (SA) Scoping Report. This involves consulting the Countryside Agency, English Heritage, English Nature and the Environment Agency.

Consultation on the draft Supplementary Planning Document

4.3.5 Once a Draft SPD and a SA Report have been produced, they will be put before the Executive Board at the City Council for approval to publish for consultation purposes. A Consultation Statement will also be published detailing consultation carried out to that point, a summary of the main issues raised and how these have been addressed. Consultation will be for a period of four-six weeks to allow written comments to be submitted. The aim is to give individuals a formal opportunity to comment on the content of the SPD.

Adoption of the Supplementary Planning Document

4.3.6 After considering the responses on the draft SPD and SA Report, the City Council will produce a finalised SPD which will be presented to the Executive Board at the City Council for adoption as part of the LDF. The

SPD, Adoption Statement and SA Report will be made available for inspection during normal office hours at the City Development Reception in Exchange Buildings and the City Council Infopoint (refer to Appendix 8 for location details). The Adoption Statement will be published on the Council's website and notice given by local advertisement of the adoption, noting where it can be viewed. The Adoption Statement will also be sent to any person asked to be notified and to the Secretary of State via the Government Office for the East Midlands.

4.4 Making a Response on Local Development Documents

4.4.1 Anyone can make a response on a LDD (know as a representation), you do not have to be a professional and the City Council has a responsibility to make sure everyone has an opportunity to contribute. You may want to get somebody to help you prepare your representation or make it upon your behalf. There are many qualified Planners in private practice within the area who would be prepared to do this, also you may qualify for Planning Aid which is a free advice service for community groups and local people (please refer to 3.9).

4.4.2 It will be possible to make formal representations on LDDs by letter, fax, e-mail or online. Specific details on submitting representations will be provided when consultation documents are published. The Council will make every effort to fully involve people with special requirements in consultation exercises if we are made aware of their situation. If you require any assistance in making a representation please contact the Policy and Information Team on 0115 915 5197 who will do all they can to help. Any representations sent to the City Council must state who you are and the particular aspect of the document you are making representations on. A representation at the later Submission stage of a DPD will need to state whether you object to or support a particular part of a DPD and will enable you to take part in the Examination. If you do not wish to speak, your written representation will carry the same weight with the inspector.

4.5 Considering Responses

4.5.1 The Council will acknowledge receipt of all representations made during consultation periods. Anyone responding to Issues and Options consultations will be included on our electronic database and will be kept informed at all subsequent stages of the preparation of the LDF if they wish. Anyone else who would like their contact details entered on our LDF database can do this by contacting the Policy and Information team via the contact details listed in Appendix 8. We will also report progress in the Council's *Arrow* publication, other relevant newsletters, and by issuing press releases as appropriate. A summary document of comments (the Consultation Statement) will be made publicly available, on our website, at the end of each consultation process, detailing issues raised and our response to them.

4.5.2 The Consultation Statement will accompany the LDD for the consideration of Councillors. Ultimately it will be up to the independent Planning Inspector to decide that all of the views expressed during the consultation periods have been fully taken into account and that planning documents reflect these views as appropriate. The Consultation Statement, which will accompany the individual documents, will be available on the City Council's website and on request from the Policy and Information Team (full contact details are given in Appendix 8). We will notify individuals that we have received their written comments, and in addition to this, we will also send a letter to individuals to explain how we have dealt with the issues that they have raised.

4.6 Monitoring

4.6.1 All DPDs and SPDs need to be monitored to ensure they are effective and achieving results in line with their objectives and vision for the City. The monitoring process feeds directly into review, and where amendments need to be made to local development documents consultation will be carried out as necessary.

4.6.2 The monitoring and review process will be reported in Annual Monitoring Reports, which will be published on the Council's website, be made available to view at the City Development Reception and on request (please refer to Appendix 8 for contact details).

4.7 Sustainability Appraisal

4.7.1 When producing DPDs and SPDs the City Council must carry out a Sustainability Appraisal (SA) of them, to make sure that what is being proposed takes into account social, economic and environmental considerations.

4.7.2 For a DPD, the City Council must initially produce a Scoping Report, setting out what information will be used to check the sustainability of the DPD and set the objectives to compare it against. At the Issues and Options Stage for the DPD a summary of the sustainability issues will be published alongside or as part of any documentation. At the Preferred Options Stage a SA Report will be produced analysing the sustainability of the proposals. When a Submission DPD is produced it will be submitted with the final SA Report.

4.7.3 SPDs will also require a SA Scoping Report which will be prepared at the Evidence gathering stage. A SA Report will also be published along with a Draft SPD. If there are any significant changes before the final document is adopted, then changes will be made to the SA Report and the SPD refined as necessary.

4.7.4 The SA documents will be available on the Council's planning website, at the City Development Planning Reception in Exchange Buildings North and on request (please refer to Appendix 8 for contact details).

5 Consultation on Planning Applications

5.1 Explanation on planning applications

5.1.1 The policy or criteria against which planning applications are decided are established in the LDF, unless 'material considerations' (i.e. there are good reasons which override the policy) state otherwise (see Section 5.6). So when planning applications are submitted the community will already have been involved in deciding on the principles of whether the proposal is acceptable or not. However it is of vital importance that people have an opportunity to comment at the application stage since this is where the detail of a development is put forward and can also be the time when people become most aware of planning issues in their area. Some applications will also be in conflict with the LDF, and so it is particularly important that these proposals are subject to public scrutiny before a decision is made.

5.2 Consultation on planning applications

5.2.1 The approach to consulting on planning applications will again reflect our overall principles for consultation. We will set out a flexible framework for selecting appropriate methods of consultation according to the type of application submitted, and the stage of the decision-making process. Appendix 7 sets out a framework for consultation. Not every technique will be used for every application, but this should act as a guide to the type of methods we will be considering. It is also worth noting that we cannot require developers to undertake any pre-application consultation or discussions, we can only encourage them to do so.

5.2.2 The consultation methods used will differ according to the type of application submitted. For this reason we have split applications into three broad groups: **Major**, **Sensitive** and **Minor**. These are described below.

- **Major applications** are those defined as: 10 or more dwellings or development of dwellings on 0.5 hectares or more; where floor space to be created is 1,000 square metres or more; development carried out on a site larger than 1 hectare; minerals-related applications; all waste developments.
- **Sensitive applications** are not specifically defined, but are those likely to be of interest, for example those which may cause noise, smell, vibration, dust or other nuisance; or applications which attract crowds, traffic or noise into quiet areas. Examples include:
 - applications affecting nearby property by causing noise, smell, vibration, dust other nuisance;
 - applications attracting crowds, traffic and noise into a generally quiet area;

- applications causing activity and noise during unsocial hours;
 - applications introducing significant change, for example the erection of particularly tall buildings;
 - applications resulting in serious reduction or loss of light or privacy, beyond adjacent properties;
 - applications affecting the setting of an Ancient Monument or archaeological site;
 - applications affecting trees subject to Tree Preservation Orders (TPO); and
 - applications affecting Public Rights of Way.
- **Minor and other applications** are likely to be those relating to householder extensions or small-scale development that does not have any significant implications such as those suggested for sensitive developments.

5.3 Pre-application

5.3.1 The City Council will encourage developers to engage in pre-application discussions on proposals before submitting a planning application. This is particularly important with major and sensitive applications in order to clarify both the principle of any proposal and certain issues of detail.

5.3.2 As well as discussion with the City Council, applicants are encouraged to engage in pre-application consultation on major and sensitive applications with the community. Such consultation, on applications which potentially have a significant impact on an area, can have a positive effect for both the community and the potential applicant by highlighting areas of concern at an early stage.

5.3.3 The type of pre-application consultation that is appropriate could include public exhibitions and meetings, surveys of opinion and consultation with other key local groups and bodies such as the Environment Agency, in respect of flood risk, or English Heritage. The City Council will expect the developer to carry out the consultation, but will provide advice on the most appropriate methods and to groups they may wish to consult.

5.3.4 Whilst the City Council has no statutory power to force a developer to carry out pre-application consultation, the Council recognises that it is beneficial to do so for all involved. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council. It should also be noted that any consultation at this stage does not remove the requirement to undertake consultation with statutory consultees once a planning application has been submitted.

5.4 Planning Application Stage

5.4.1 When the City Council receives a planning application, it is first checked to see whether it contains all the appropriate information so that it can be

considered. After this process of 'validation' a decision is taken as to who should be consulted. As a minimum, all neighbouring properties, that is properties that have a boundary with the application site, are sent a postcard confirming that an application has been received (a process called Neighbour Notification). For major and sensitive applications, letters will be sent out to a wider area depending on the scale and degree of sensitivity of the proposal.

5.4.2 The City Council has a range of consultees, which it is required to consult by regulation and other consultees which are consulted because of local knowledge and because the Council values their opinion on particular issues. Area Committee Chairs and Neighbourhood Managers from the Area Committees are consulted on all major applications in their area. In addition, Ward councillors are consulted on all major applications in their wards.

5.5 Access to Information on Planning Applications

5.5.1 Planning applications are available for inspection, during normal office hours, at the City Development Reception in Exchange Buildings (refer to Appendix 8 for the full address).

5.5.2 Applications are also available to view online at www.plan4nottingham.com. Web access is available at all Nottingham City libraries for free, and One2One help sessions are available for beginners or those who need support in using a computer.

5.5.3 In addition, planning officers from the City Development Department are available to offer advice or answer questions. Further information can be obtained by ringing 0115 915 5426 or 5127 or emailing development.control@nottinghamcity.gov.uk.

5.5.4 Where it is not possible for people to visit the planning reception or libraries, where applications can be viewed on the internet, (for example elderly or disabled people) and for those who do not have access to the internet, then it is possible to arrange for the case officer to meet at your property so that the plans can be viewed.

5.5.5 The City Council also produces a Weekly List of planning applications, which is available on the City Council's planning website. This list can be sorted by ward area. Where requested, local groups such as residents associations and community groups will be provided with the Weekly List. The Weekly List is also emailed to libraries.

5.6 Commenting on Applications

5.6.1 Anybody may make comments on planning applications, you do not have to be personally notified in order to make comments. You are always advised to put your comments to us in writing and your comments will be taken into account when determining the acceptability of an application.

Comments can be made by fax, email or letter. If you require any assistance in making a representation please contact the Planning Applications and Advice Team on 0115 915 5426 or 5127, or the specific case officer.

5.6.2 All comments received on planning applications will be placed on an application file. This file is available for public inspection. All written representations will be taken into account when decisions are made. The City Council is currently setting up a system to enable officers to acknowledge all representations received on planning applications.

5.6.3 The City Council can only consider 'material considerations' when deciding planning applications. Examples of these are as follows:

Examples of considerations which **can** be considered in deciding planning applications

- ✓ Planning Policies in the Nottingham City Local Plan or emerging LDF
- ✓ Government advice and planning policy
- ✓ Impact on residential amenity
- ✓ Highway safety and traffic
- ✓ Noise and disturbance
- ✓ Design
- ✓ Impact on Listed Buildings
- ✓ Impact on Conservation Areas
- ✓ Impact on trees
- ✓ Impact on community safety

Examples of considerations which **cannot** be considered in deciding planning applications

- ✗ Property value
- ✗ Loss of view
- ✗ Private property rights
- ✗ Covenants
- ✗ Competition

Reference should not be made to non-material considerations (i.e. factors listed in the right hand column above) as these are non-planning issues and cannot be taken into account in the determination of planning applications.

5.7 Period for Making Representations

5.7.1 After the initial newspaper publication, display of notice or delivery of notification letter, individuals have **21 days** to respond. After that period a decision may be taken, but any comment received before the application is decided will be considered. Such bodies as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

5.8 Dealing with responses and decisions on Planning Applications

- 5.8.1 If responses are duly made, the Case Officer dealing with the application will consider the letter/email, along with all the other information before them.
- 5.8.2 The determination of planning applications, that is the granting or refusal of planning permission, is either carried out by the City Council's Development Control Committee at a formal meeting or by officers under delegated powers from the Committee. The Development Control Committee is made up of Councillors who meet on a monthly basis, at the Council House in Old Market Square, to consider, debate and vote on whether to grant or refuse planning permission. The Members of the Committee are presented with a report on each application on the agenda, setting out the background to the proposals, the relevant policies of the development plan and a summary of any letters/emails of support or objection to the proposals. The report will normally include a recommendation that planning permission should be either granted or refused. Details of the Development Control Committee including Members, agendas and minutes are available on www.plan4nottingham.com.

5.9 Feedback after the decision

- 5.9.1 The applicant will receive a decision notice detailing conditions and reasons for approval or reasons for refusal. A copy of the decision notice is kept on file and is available for viewing at www.plan4nottingham.com.
- 5.9.2 Any persons who have made representations will be informed in writing of a decision and will be provided with a summary of either reasons for a refusal/granting of planning permission and a list of conditions if permission has been given, where applicable.

5.10 Appeals and the Ombudsman

- 5.10.1 Only the applicant has the right to appeal against a decision made by the City Council. Applicants can appeal to the Secretary of State if they are refused planning permission, or if permission is granted with conditions that the applicant consider unfair or too onerous. Any appeal by the applicant needs to be made within **six months** of the decision. The contact details for making an appeal are:

Website: www.planning-inspectorate.gov.uk

The Planning Inspectorate
Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN

5.10.2 The Secretary of State will appoint an Inspector to examine the issue. Most appeals are dealt with by the submission and exchange of written representations by the appellant and local planning authority. If you have commented on an earlier planning application that has gone to appeal, you will be contacted again and allowed to make further comments or, if a Hearing is held, be invited to appear and make your comments in person.

5.10.3 If you have a complaint about procedural matters, the City Council operates a Customer Comments procedure (please see contact details for Planning Applications and Advice in Appendix 8). If the complainant feels the City Council has still not sufficiently resolved their complaint they can be made to the Local Government Ombudsman. The contact details are:

Lo-call advice line: 0845 602 1983

Website: www.lgo.org.uk

Appendix 1 - Glossary & Abbreviations

Annual Monitoring Report (AMR)	Monitors progress in relation to the Local Development Scheme and policies and proposals in Local Development Documents.
Area Action Plan (AAP)	A type of Development Plan Document focused upon a specific location or an area subject to conservation or significant change (for example major regeneration).
Community Strategy	A strategy prepared by local authorities to help deliver local community aspirations, under the Local Government Act 2000.
Core Strategy	A Development Plan Development setting out the spatial vision and objectives of the planning framework for an area, having regard to the Community Strategy (see also DPDs).
Development Plan Document (DPD)	DPDs are Local Development Documents that have development plan status. Once adopted, development control decisions must be made in accordance with them unless material considerations indicate otherwise. The DPDs which local planning authorities must prepare, include the core strategy, site-specific allocations of land and, where needed, area action plans. There will also be a proposals map, which illustrates the spatial extent of policies that must be prepared and maintained to accompany all DPDs. All DPDs must be subject to rigorous procedures of community involvement, consultation and independent examination, and adopted after receipt of the inspector's binding report.
Examination	Once any Development Plan Document has been consulted upon, the Local Planning Authority must submit it to the Government to test that the document is sound (see Tests of Soundness) this is called an Examination. An Inspector will be appointed to carry out the test and hear the various arguments surrounding the plan. These will either take place in a discussion format or in a formal hearing session.
Generic Development Control Policies	A limited suite of policies which set out the criteria against which planning applications for the development and use of land and buildings will be considered. They may be included as part of the Core Strategy or in a separate development plan document.
Issues and Options	This is the first stage of production, consultation and involvement in the production of a Development Plan Document. At this stage the Local Planning Authority will set out in a document/or documents issues that will should be tackled and potential options which could resolve those issues.

Joint Structure Plan (JSP)	See Structure Plan.
Local Development Document (LDD)	These include Development Plan Documents, which will form part of the statutory development plan, and Supplementary Planning Documents, which do not form part of the statutory development plan. LDDs collectively deliver the spatial planning strategy for the local planning authority's area, and they may be prepared jointly between local planning authorities.
Local Development Framework (LDF)	The Local Development Framework is a non-statutory term used to describe a folder of documents, which includes all the local planning authority's local development documents (comprised of development plan documents, which will form part of the statutory development plan, and supplementary planning documents). The Local Development Framework will also comprise the Statement of Community Involvement, the Local Development Scheme and the annual monitoring report.
Local Development Scheme (LDS)	The local planning authority's time-scaled programme for the preparation of Local Development Documents that must be agreed with Government and reviewed every year.
Local Plan	An old-style development plan prepared by District and other Local Planning Authorities. These plans will continue to operate for a time after the commencement of the new development plan system, by virtue of specific transitional provisions.
Material considerations	Local Planning Authorities must determine planning applications in accordance with the development plan unless material considerations indicate otherwise. In principle any consideration which relates to the use and development of land is capable of being a material consideration. It very much depends on the circumstance of the application. All the fundamental factors involved in land use planning are included, such as the number, size, layout, siting, design and external appearance of buildings and the proposed means of access together with landscaping, impact on the neighbourhood and the availability of infrastructure. Material Considerations must also fairly and reasonably relate to the application concerned.
Planning Policy Guidance (PPG)	Issued by central Government setting out its national land use policies for England on different areas of planning. These are being replaced by Planning Policy Statements.
Planning Policy Statement (PPS)	Issued by central Government setting out its national land use policies for England on different areas of planning. Are progressively replacing PPGs. PPS12 is the main guidance relating to LDF's.

Preferred Options	After Issues/Option stage (see Issues/Options above) the next stage of consultation and involvement in the production of Development Plan Documents. At this stage the Local Planning Authority will set out what it believes are its preferred options for a document and invite comment (see next stage Submission).
Regional Spatial Strategy	Prepared by the regional planning body, the East Midlands Regional Assembly (EMRA). It sets out the strategic policies in relation to the development and use of land in the region and will be approved by the Secretary of State. (Previously known as Regional Planning Guidance RPG). The RSS provides a spatial framework to inform the preparation of LDDs. The RSS was published in March 2005. EMRA began the review of the RSS in the September of 2005 (see their website www.emra.go.uk/regionalplan).
Saved Policies/Saved Plan	Policies within Unitary Development Plans, Local Plans, and Structure Plans that are saved for a time period during replacement production of Local Development Documents.
Site Specific Land Allocations and Policies (SSLP)	Where land is allocated for specific uses (including mixed uses) this should be made in one or more development plan document. Policies which relate to the delivery of site specific allocations, such as critical access requirements which may be sought, must also be set out in a development plan document. They will not form part of the Core Strategy.
Statement of Community Involvement (SCI)	The SCI sets out standards to be achieved by the local authority in involving the community in the preparation, alteration and continuing review of all local development documents and development control decisions.
Strategic Environmental Assessment (SEA)	An environmental assessment of certain plans and programmes, including those in the field of planning and land use, which complies with the EU Directive 2001/42/EC. The environmental assessment involves the: <ul style="list-style-type: none">• preparation of an environmental report;• carrying out of consultations;• taking into account of the environmental report and the results of the consultations in decision making;• provision of information when the plan or programme is adopted; and• showing that the results of the environment assessment have been taken into account (see also Sustainability Appraisals).
Structure Plan	An old-style development plan, which sets out strategic planning policies in local plans and Development Plan Documents. These plans will continue to operate for a time

after the commencement of the new development plan system, due to transitional provisions under planning reform. Nottinghamshire County Council and Nottingham City Council are preparing a Joint Structure Plan for the County, expected to be adopted October 2005.

Submission

Once any Development Plan Document has been consulted upon it must be submitted to the Government so that it can be tested for soundness. The Submission Development Plan Document is effectively a draft of what the final document will look like.

**Supplementary
Planning
Document (SPD)**

A SPD is a Local Development Document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' DPD.

**Supplementary
Planning
Guidance (SPG)**

A SPG may cover a range of issues, both thematic and site specific and provide further detail of policies and proposals in a Development Plan. SPGs can be treated as informal planning guidance when linked to policy under transitional arrangements.

**Sustainability
Appraisal (SA)**

The process of weighing and assessing all the policies in a Development Plan, Local Development Document, or Regional Spatial Strategy, for their global, national and local implications (see also Strategic Environmental Assessment).

**Tests of
Soundness**

There is a presumption that a DPD is sound unless it can be shown to be otherwise at an Examination (see also Examination). The tests that will be used to do so are as follows:

Procedural:

- It has been prepared in accordance with the Local Development Scheme
- It is in compliance with the SCI
- It has been subject to a Sustainability Analysis

Conformity: with national and regional policy and the authority's Community Strategy

Coherence, consistency and effectiveness;

- coherency and consistency within the DPD and with other Documents in the LDF.
- proposals within the DPD represent the best option when considered against a credible evidence base.
- clear mechanisms for implementation and monitoring
- the DPD is reasonably flexible to deal with changing circumstances

Appendix 2 – Organisations involved

The regulations require that the City Council set out the types of groups that they will consult in preparation of the LDF. Below are a series of groups which make up the list of consultees which the City Council holds. Individual organisations are not normally mentioned because it is likely the list will change over time, however the Government also requires that certain organisations must be consulted; these bodies are named within the Specific Consultees list. At regular intervals the City Council will review its lists to make sure it has the correct information and that addresses are up to date.

Specific Consultees

The Town and Country Planning (Local Development) (England) Regulations 2004 specify a number of bodies who must be consulted in connection with the preparation of local development documents. These organisations are listed below*:

The Regional Planning Body (East Midlands Regional Assembly)
Nottinghamshire County Council
The Environment Agency
English Heritage (The Historic Buildings and Monuments Commission for England)
Highways Agency
Strategic Rail Authority
East Midlands Regional Development Agency (emda)
Natural England
Network Rail
Relevant Telecommunications Companies
Strategic Health Authority
Relevant gas and electricity companies
Relevant water and sewerage companies
Adjoining local authorities:
 Ashfield Borough Council
 Broxtowe Borough Council
Parish Councils:
 Bestwood St. Albans Parish Council
 Barton in Fabis Parish Council
 Colwick Parish Council
 Holme Pierrepont and Gamston Parish Council
Councils of adjoining parishes
 Gedling Borough Council
 Rushcliffe Borough Council
 Ruddington Parish Council
 Nuthall Parish Council
 Trowell Parish Council

Government Departments

Where appropriate, we should also consult government departments on relevant Local Development Documents. These are:

Government Office for the East Midlands	Department of Trade and Industry
Home Office	Ministry of Defence
Department for Education and Skills	Department of Work and Pensions
Department for the Environment, Food and Rural Affairs	Department of Constitutional Affairs
Department for Transport	Department for Culture, Media and Sport
Department of Health	Office of Government Commerce


General Consultees

In addition to the above, other organisations can be consulted if the local planning authority considers it appropriate. These are:

- Voluntary bodies whose activities benefit some or all of the authority's area
- Bodies which represent the interests in the authority's area of:
 - different black and minority ethnic, local or national groups (e.g. Commission for Racial Equality, Equal Opportunities Commission)
 - different religious groups (e.g. Church Commissioners, Muslim Association Steering Group)
 - disabled persons (e.g. National Disability Council, Access Group, Disability Rights Commission)
 - business (e.g. Nottinghamshire Chamber of Commerce & Industry)

Examples of these consultees will include*:

Age Concern	Inland Waterways
Aerodrome Standards,	Institute of Directors
Ancient Monuments Society	Landlords
British Airports Authority (corporate office)	Local Access Forum
The British Library	Local Area Partnerships
British Red Cross	Local Architectural and Antiquarian societies
British Telecom (Nottingham)	Local history societies
British Waterways (East Midlands)	Local Building Preservation Trust
Business Representatives	New Deal for Communities
CABE	Nottingham City Primary Care Trust
Campaign for the Protection of Rural England (East Midlands, National and Nottinghamshire)	Nottinghamshire Biodiversity Action Group
Campaign for Real Ale (CAMRA) - Nottingham	Nottinghamshire Police
Central Networks (East Midlands Electricity)	Nottinghamshire Fire & Rescue Service
Chambers of Commerce & Industry	
Citizens Advice Bureau	Nottinghamshire Learning and Skills Council
Civic Societies	Nottinghamshire Wildlife Trust
Civil Aviation Authority	National Farmers Union
The Coal Authority	National Grid Company Plc (National and Midlands Area)
Commission for Architecture and the Built Environment	National Playing Fields Association
Copyright Libraries Agency	
The Crown Estate	Network Rail
Council for British Archaeology	Mobile Phone Operators Association
Developers and landowners	One Nottingham
Disabled peoples groups	Parent and Toddler Groups
Energy Watch Central	Planning Consultancies
English Partnerships	Rail Freight Group
Environmental groups	The Ramblers Association
Ethnic Minority groups	Religious groups
Farming and Wildlife Advisory Group	Residents Associations
Friends of the Earth (Nottingham Group and London)	Royal British Legion
Forestry Commission	Royal Mail Property Holdings
Freight Transport Association	Royal Society for the Protection of Birds (Central England Offices)
Greater Nottingham Partnership	Rural Community Council
Guide Association	Self-help groups
Guide Dogs for the Blind	Senior Citizens Groups
Health care providers	Severn Trent Water
Health support groups (e.g. MIND)	Society for the Protection of Ancient Buildings
H M Prison Service	Sport England (East Midlands Region)
	Transport operators and forums



H M Railway Inspectorate	Universities
Homeless people groups	Women's' National Commission
House builders	The National Trust
The Housing Corporation (National and East branches)	Young People groups
Housing Associations	The Housing Corporation (National and East branches)

Identifying General Consultees

When organising consultation on LDDs, the Policy and Information Team will seek advice from Area Committee Chairs/Neighbourhood Managers as to the relevant general consultees in their areas. In addition to this, the Local Area Partnerships contact, the Action on Diversity Team at the City Council, the City Council's Consultation Strategy Officer (within Customer and Information Services) and others will all play a vital role in providing information on the relevant groups with whom to consult. Community Officers at the City Council will also be informed of consultation so that they can inform local people of the implications of what they are being consulted on.

*It should be noted that this list is not exhaustive and also relates to successor bodies where re-organisations occur.

Appendix 3 – Consultation Methods Commentaries

Method	Considerations	Advantages	Disadvantages
<p><u>Citizens Juries</u> Small sample of population (usually paid) who debate an issue in a quasi-judicial setting with witnesses. Aims to obtain informed and considered opinion or <i>verdict</i> on a specific, often controversial issue</p>	<ul style="list-style-type: none"> • Requires skilled moderator • Commissioning body must follow recommendations or explain why • Need to be clear about how to use results • Consensus not required 	<ul style="list-style-type: none"> ✓ Develops deep understanding of issues ✓ Can be used to address very complex and controversial issues ✓ Participants can be made fully aware but can still come to a decision from a 'lay' perspective ✓ Public identify with representative citizens 	<ul style="list-style-type: none"> – Expensive – May not be representative – Difficult to include all interest groups – Can be time-consuming and resource intensive – Not suitable for all issues – Extensive preparatory work
<p><u>Citizens Panel</u> Comprise between 500 and 2,000 citizens who are demographically representative of the population. Used as a sounding board to test, assess and develop proposals over an extended period of time.</p>	<ul style="list-style-type: none"> • Panel members need to be clear of their roles • Can be conducted in partnership with other organisations 	<ul style="list-style-type: none"> ✓ Demographically representative ✓ Readily available pool of willing respondents ✓ Can yield a good response rate ✓ Relatively cheap once the panel has been set up ✓ Can be targeted ✓ Track views over time 	<ul style="list-style-type: none"> – Cannot be used for complex issues – Can be expensive and time-consuming to set up – Risk of over-consulting – May not be representative as panel self-selecting and want to be consulted – Panel may become experts and conditioned to providing the <i>right</i> answers – Panel membership needs to be refreshed regularly
<p><u>Community Needs Analysis</u> Framework for detailed overview of small area. Involves a range of stakeholders to determine actions following research on complex issues</p>		<ul style="list-style-type: none"> ✓ Provides very detailed analysis of issues thus ensuring decisions are evidence-based 	<ul style="list-style-type: none"> – Expensive and time consuming – Possibly leads to over expectation – Needs to be managed effectively
<p><u>Exhibitions and Roadshows</u> Used to provide information and to obtain views on</p>	<ul style="list-style-type: none"> • Suitable venues • Publicise the event 	<ul style="list-style-type: none"> ✓ Effective in publicising services / organisations ✓ Gives public flexibility to attend 	<ul style="list-style-type: none"> – Groups reached dependant on location / timing of roadshow, exhibition etc

Method	Considerations	Advantages	Disadvantages
specific projects or services		<ul style="list-style-type: none"> ✓ Allows contact with public 	<ul style="list-style-type: none"> – Likely to obtain views of a small number of people who are not representative – Feedback may be limited
<p>Focus Groups</p> <p>Facilitated group discussion to explore issues in depth and seek views of particular interest groups. Can be used to generate ideas.</p>	<ul style="list-style-type: none"> • Requires skilled facilitators • Selection of group of prime importance • May need several groups to gain different perspectives • Generally 8-10 people per group 	<ul style="list-style-type: none"> ✓ Allows brainstorming of ideas ✓ Can be designed to involve hard-to-reach groups ✓ Can explore complex issues ✓ Provides in depth information ✓ Useful for building on survey findings ✓ Allows interaction and spontaneity between participants 	<ul style="list-style-type: none"> – Can be costly and time-consuming – Requires specialist expertise to facilitate discussion – Lack of confidentiality – Can only achieve limited representation – Discussions can be difficult to transcribe and analyse
<p>Forums</p> <p>Structured and regular meetings with interest groups. Used to provide information, seek views and develop / endorse local plans and strategies for the community or whole town.</p>	<ul style="list-style-type: none"> • Needs effective management • Hold at times / locations to suit target communities 	<ul style="list-style-type: none"> ✓ Regular process of engagement ✓ Useful link between partner agencies and local people ✓ Can be used to seek local committed involvement ✓ Relatively cheap 	<ul style="list-style-type: none"> – Attendees are unlikely to represent all views – Can be dominated by the most vocal – Agenda can be taken over
<p>Futures Conferencing / Visioning</p> <p>Considering future scenarios and ways to influence outcomes in uncertain situations</p>	<ul style="list-style-type: none"> • Independent and skilled facilitator • No pre-set proposals • Seeks consensus 	<ul style="list-style-type: none"> ✓ Creates a real sense of involvement by using local knowledge and understanding ✓ Can build consensus ✓ Promotes community ownership of the results ✓ Allows many viewpoints and exchange of information 	<ul style="list-style-type: none"> – Time-consuming – Resource intensive – Can raise unrealistic expectations – Costly – Difficulty in reaching consensus – Can be captured by large interest groups

Method	Considerations	Advantages	Disadvantages
<p><u>Physical Planning</u> Structured consultation method that uses a 3D plan of the neighbourhood to ascertain what physical change people want for their local area.</p>		<ul style="list-style-type: none"> ✓ Can be available as a tailored package, so easy to set up ✓ Is entertaining and involves those who wouldn't normally participate ✓ Makes it easy to obtain honest and wide-ranging opinions ✓ Can deal with complex issues 	<ul style="list-style-type: none"> – Difficult to ensure representation – Can be a costly exercise – Size of the model limits how many people can be involved – Numerous models may be required
<p><u>Public Meetings</u> Formal meetings with scheduled agendas. Used to provide information, seek views and develop / endorse local plans and strategies for the community or whole town.</p>	<ul style="list-style-type: none"> • Hold at times / locations to suit target communities • Publicity for event • Clearly defined objective • Defined meeting structure • Staffing and facilitation 	<ul style="list-style-type: none"> ✓ Opportunity to provide information and receive feedback ✓ Builds relationships with local community ✓ Can be used to seek local committed involvement ✓ Relatively cheap ✓ Allows public to let off steam 	<ul style="list-style-type: none"> – Attendees are unlikely to represent all views – Large group may be a barrier – Can be dominated by the most vocal – Turnout can be poor – Can be difficult to separate individual and general complaints
<p><u>Publicity</u> To provide information specific to an organisation, neighbourhood or initiative</p>	<ul style="list-style-type: none"> • Writing and editing skills needed 	<ul style="list-style-type: none"> ✓ Potential for regular updates ✓ Can reach a wide audience 	<ul style="list-style-type: none"> – Can be costly and time consuming – May be seen as junk mail – Not always read by target audience – Media coverage may slant the story
<p><u>Seminars / Workshops</u> A formally organised group to exchange and gather information. Usually in the format of presentations followed by small group discussions, ending in a large group discussion of key issues.</p>	<ul style="list-style-type: none"> • Requires skilled facilitators 	<ul style="list-style-type: none"> ✓ Opportunity to share large amounts of information ✓ Large numbers of people can participate ✓ Opportunity for dialogue between all key stakeholders ✓ Opportunity to engage in multi-disciplinary discussions ✓ Participants can ask questions and explore issues in detail ✓ Encourages participants to network and share experiences 	<ul style="list-style-type: none"> – Requires a great deal of organisation and specialist moderation skills – Can be costly and time consuming – Can be dominated by the most vocal

Method	Considerations	Advantages	Disadvantages
<p><u>Staff Feedback and Suggestions</u> Provides a system for feedback and suggestions from frontline staff who deal with the public</p>	<ul style="list-style-type: none"> • Train staff to deal with complaints • Establish feedback systems 	<ul style="list-style-type: none"> ✓ Shows you value staff and are open to suggestions ✓ Valuable source of information on service use and users 	<ul style="list-style-type: none"> – Relies on staff participation – Time consuming – Not necessarily representative
<p><u>Surveys – face-to-face:</u> One-to-one interviews with stakeholders. Can be used to gather views and opinions and to measure attitudes, satisfaction and performance. Interviews may be structured, semi-structured or un-structured.</p>	<ul style="list-style-type: none"> • Needs statistical and research expertise to administer and avoid bias • How to access hard-to-reach groups • How to provide feedback to respondents • May need external resources and trained researchers 	<ul style="list-style-type: none"> ✓ Can ensure a good response rate ✓ Easier to engage with hard-to-reach groups ✓ Can be used to obtain responses from demographically representative sample ✓ Allows issues to be explored in depth ✓ Allows flexible structure of interview ✓ May be used to explore sensitive issues 	<ul style="list-style-type: none"> – Interviewer cannot respond to any questions – Not necessarily representative – Can be costly and time consuming – Personal safety of fieldworkers may be at risk – Specific skills are required to conduct the interview – Can be difficult to analyse
<p><u>Surveys – self completion</u> Research exercise used to gather quantifiable information on uncomplicated issues. Can be used to gather views and opinions and to measure attitudes, satisfaction and performance. Postal surveys usually used.</p>	<ul style="list-style-type: none"> • Needs statistical and research expertise to administer and avoid bias • Most suitable for attitudinal surveys • How to access hard-to-reach groups • How to provide feedback to respondents 	<ul style="list-style-type: none"> ✓ Effective way of quickly gaining information from a lot of people ✓ Analysis relatively straightforward ✓ Data can be compared against local and national benchmarks ✓ Can be used for sensitive issues ✓ Open ended questions can explore issues in-depth 	<ul style="list-style-type: none"> – Can be labour intensive and expensive – Unsuitable for complex issues – Open-ended questions difficult to analyse – Can yield a low response rate – Difficult to engage with hard-to-reach groups – Cannot be certain of veracity of responses
<p><u>Surveys – telephone</u> Telephone interviews with stakeholders. Can be used to gather views and opinions and to measure attitudes, satisfaction and performance.</p>	<ul style="list-style-type: none"> • Needs statistical and research expertise to administer and avoid bias • How to access hard-to-reach groups • How to provide feedback to respondents • May need external resources and trained researchers 	<ul style="list-style-type: none"> ✓ Fast results ✓ Can manage the response rate ✓ Easier to engage with hard-to-reach groups ✓ Can be used to obtain responses from demographically representative sample ✓ Can be easy to analyse 	<ul style="list-style-type: none"> • Cannot be used for complex issues • Interviewer cannot respond to any questions • Can be perceived as intrusive • Limits participation to people with a telephone

Method	Considerations	Advantages	Disadvantages
<p><u>User Comments & Complaints</u> Provides a system for direct feedback from service users</p>	<ul style="list-style-type: none"> • Make feedback forms accessible • Data confidentiality • Determining if failures one-off or general 	<ul style="list-style-type: none"> ✓ Easy to set up ✓ Provides input from service users ✓ Can identify weaknesses and strengths ✓ Formal mechanism for pursuing a complaint 	<ul style="list-style-type: none"> – Unlikely to yield positive comments – Not representative – Essentially reactive to existing systems
<p><u>User Panel</u> A small group of users that meets regularly to provide input on service delivery and development over a long period of time.</p>	<ul style="list-style-type: none"> • Small size, no more than 12 • Have clear objective and timeframe • Moderation of group 	<ul style="list-style-type: none"> ✓ Gives user perspective ✓ Group has knowledge, experience and understanding of the issue / service ✓ Ongoing dialogue ✓ Membership can be rotated to maintain a balance of old and new members ✓ Opportunity for direct liaison and feedback between panel members and service providers 	<ul style="list-style-type: none"> – Limited and not necessarily representative perspective – Group can grow too close and lose objectivity – Cannot be used for a wider range of services – Does not address needs of non-service users – May exclude minority groups
<p><u>Ward Councillor Contact</u> A contact point for citizens to express their views and concerns about issues that affect them.</p>	<ul style="list-style-type: none"> • Hold at times / locations to suit constituents • Accessing hard-to-reach constituents 	<ul style="list-style-type: none"> ✓ Good for public relations ✓ Makes people feel that they are being listened to and that their issues matter ✓ Enhances the representative role of local councillors. 	<ul style="list-style-type: none"> • Limited and unrepresentative perspective
<p><u>Website</u> Using information technology to inform and gather feedback. E.g. online questionnaires</p>	<ul style="list-style-type: none"> • Access to computers may be limited 	<ul style="list-style-type: none"> ✓ Cost effective ✓ Quick response rate ✓ Easy to keep information current ✓ Potentially wide-reaching ✓ Can be used to engage with some hard-to-reach groups ✓ Useful for panel surveys 	<ul style="list-style-type: none"> • Won't reach everyone • Requires technical expertise • May exclude some groups eg elderly, low income • Results can be unrepresentative

Appendix 4 – Related Strategies and Community Initiatives

Produced by	Initiative/Document	Status	Key objectives relevant to the SCI
One Nottingham	Nottingham's Community and Neighbourhood Renewal Strategy	Draft	Proposed aim is to articulate a common vision for the city, with a focus on improving quality of life, defining personal and social well being, and a common understanding of the joint responsibility that both those who deliver services have in improving quality of life for all who live in the city
One Nottingham	One Nottingham – One Plan 2006-2009	Available	Refer to page 7
Nottingham City Council	Corporate Plan 2006-2011	Available	Vision is for 'A safer, cleaner, ambitious Nottingham – a City we're all proud of' 5 themes: Transforming Nottingham's Neighbourhoods Respect for Nottingham Choose Nottingham Supporting Nottingham People Serving Nottingham Better
Nottingham City Council	Strategic Plan	Published April 2005	Four strategic priorities <ul style="list-style-type: none"> • Developing the city • Developing neighbourhood focus • Improving performance • Improving customer focus Main links with Developing Neighbourhood focus specifically; <ul style="list-style-type: none"> • Area committee playing a key role in influencing service standards, improvement and community engagement • Improved community engagement
Nottingham City Council	Corporate Consultation Strategy (Consultation Toolkit)	Working Draft	Suggests a strategy for the dissemination of best practice and the co-ordination of consultation and participation initiatives including; <ul style="list-style-type: none"> • The authority establishes a city-wide Consultation Group. • Consultation is given an area or city-wide focus. • Area Committees continue to drive and co-ordinate all consultation with a local focus. • Advice on how to consult with hard-to-reach groups in the City

			<ul style="list-style-type: none"> Information on how to access different groups
Nottingham City Council	Local Plan	November 2005	<p>The statutory development plan for the City of Nottingham is the Nottingham Local Plan which was adopted in November 2005. Due to the changes in the planning system however, the City Council is required to produce a LDF to replace the Local Plan by 2008.</p> <p>The Local Plan contains planning policies in relation to housing, transport, employment and the economy, retail and the natural and built environment. Policies in the Local Plan are complemented by supplementary planning guidance (which are now being replaced with Supplementary Planning Documents).</p>
Nottingham City Council	Equality and Diversity Policy	Available	<p>Key actions:</p> <ul style="list-style-type: none"> Commitment to meeting duties under equality legislation – the SCI must be compliant with Disability Discrimination Act 1995 and Race Relations Act 2000. Improving equality practice, and make adequate resources available to do this. Ensure that all customers are treated fairly and consistently, without discrimination. Take action to combat discrimination in all areas of employment and service delivery on grounds of race, gender, disability, sexual orientation, age, family or marital status, religion or belief, or on any other ground, which cannot be justified. Identify those groups within the community whose needs are not adequately being met and take action to change our services to meet those needs. Consult with all users of our services to seek their views and opinions in relation to equality and diversity issues.
Nottingham City Council	Race Equality Scheme 2002-05	Available	<ul style="list-style-type: none"> The Race Equality Scheme is essentially an “Action Plan” for the Council over the next 3 years to make sure it acts on racial equality. The SCI must be compliant with the Race Relations Act 2000
Nottingham City Council – City Development (Planning & Transport Strategy)	Planning & Transport Strategy Service Area Race Equality Audit & Evaluation	Available	<ul style="list-style-type: none"> Consultation methods need to be more imaginative to reach BME communities more effectively Strengthen links to Area Committees Review and adapt schemes according to consultation results Make better use of national and local BME data, particularly to update policy

ODPM	Diversity and Equality in Planning 2004	Published 2004	<ul style="list-style-type: none"> • Recognise diversity in planning and do not take a 'treat everyone the same' approach • Provides a guide to help meet the requirements to produce the SCI • Understand the mix of people within an area and how it might be changing • Need effective pro-active consultation that is outreaching • Equality and diversity need to be in the mainstream of planning practice
Nottingham City Council	Housing Investment Strategy – Housing Strategy 2004/5	Available	<p>The framework for developing the Housing Strategy is a partnership framework to meet the key aims of:</p> <ul style="list-style-type: none"> • Decent Homes • Decent Neighbourhoods • Social Inclusion <p>Social inclusion–</p> <ul style="list-style-type: none"> • Tenant/resident involvement and consultation • Supporting People Strategy (BME, Homeless, Older people, Asylum seekers, Lone Teenage parents, mental health etc) • Key priorities for working with Area Committees: 1) Involvement & consultation on investment towards Decent Neighbourhoods; 2) involvement developing affordable housing, 3) development of the Housing aspect of individual neighbourhood plans. • Commitment to inclusive partnership working
Nottingham City Council	Safer Stronger Communities Agenda	Ongoing	Aimed at tackling crime, anti-social behaviour and drugs, empowering communities, and improving the condition of streets and public spaces; in particular for disadvantaged neighbourhoods where these issues often require more attention.
Greater Nottingham Partnership	Development Strategy for Greater Nottingham 2004	Adopted 2004	The main objective is to achieve above average economic growth in a sustainable manner and enable local people to share in this prosperity.
One Nottingham	Nottingham Draft Community Engagement Framework	Draft February 2004 Available	<p>Three strategic goals (key actions are also identified)</p> <ul style="list-style-type: none"> • Governance & Service Delivery – the right of people to participate in decision making • Social Capital – community engagement should aim to increase the confidence and capacity of individuals and groups to get involved • Social Inclusion and Cohesion – community engagement should aim to develop empowered communities

One Nottingham	Nottingham's Neighbourhood Renewal Strategy (One City Partnership Nottingham, May 2003)	Adopted May 2003	<p>Relevant principles. The Partnership will:</p> <ul style="list-style-type: none"> • Start from the needs of residents and not how services have traditionally been organised in the past • Focus on building sustainable solutions rather than short term initiatives • Involve all sectors in stimulating economic development in the disadvantaged areas.
One Nottingham	Local Area Agreement		<p>A Local Area Agreement is a three-year agreement that sets out the priorities for a local area agreed between central government and the local area represented by the local authority and Local Strategic Partnership and other key partners at the local level. Local Area Agreements aim to:</p> <ul style="list-style-type: none"> • Improve coordination between central and local government • Devolve decision making and reduce bureaucracy • Improve services and outcomes • Improve performance through more flexible use of resources • Help partners join up at the local level <p>One Nottingham has developed a LAA aimed at creating Safer and Stronger Communities (SSC) in the City. This encompasses Children and Young People, Healthier Communities and Older People, and Economic Development and Enterprise as well the SSC. Key targets include those in One Nottingham's Improvement Plan (including the 4 priorities) and are also featured in this Community and Neighbourhood Renewal Strategy.</p>

Appendix 5 – Summary of Consultation on Development Plan Documents

Stage of DPD Production/ Consultation	What happens at this stage?	Minimum consultation requirements ⁴	Additional measures we will undertake	Possible Consultation Methods
<p>Evidence Gathering</p> <p>Studies, research and early input.</p>	<ul style="list-style-type: none"> • Research and gather baseline data and information to inform the DPD. • Produce a SA Scoping Report which sets out the main environmental, social and economic issues relevant to the DPD – consultation should last for five weeks • No Committee approval required at this stage 	<ul style="list-style-type: none"> • Involve key stakeholders in research and studies • Consult the 4 statutory Consultation Bodies (English Heritage, English Nature, the Countryside Agency and Environment Agency) and relevant environmental, social and economic organisations on the Scoping Report 	<ul style="list-style-type: none"> • Maintain an up-to-date webpage on the evidence base for the LDF. This will contain details of existing and planned research studies and contact details. • Discussion with Neighbourhood Managers, City Council colleagues and others at beginning of the preparation to determine appropriate consultees • Consult more widely on the Scoping Report 	<ul style="list-style-type: none"> • Letters/emails and summary leaflets providing information on the Scoping Report • Meetings/ workshops/ interviews/ Focus Groups/ Questionnaire with stakeholders to carry out studies/research
<p>Issues and Options</p> <p>Awareness raising, early development of policies and proposals, and options</p>	<ul style="list-style-type: none"> • Prepare issues and options for DPD • Consultation should be informal and ongoing throughout the process • No committee decision is required at this stage (as emphasis is on ongoing and informal discussion to identify key issues and options) 	<ul style="list-style-type: none"> • Consult Specific and General Consultees⁵ to the extent the City Council thinks the DPD affects that body 	<ul style="list-style-type: none"> • Publicise the consultation on the website and in the local media via advert and press release • Documents to be placed in the main library and local libraries/leisure centres/community centres as appropriate • Hold public events (e.g. exhibitions and presentations). • Hold stakeholder workshop/meetings (as required) 	<ul style="list-style-type: none"> • Letters/emails to statutory consultees and local organisations* • Press releases, displays, leaflets, promotion of website as an information source** • Public meetings, coffee mornings, drop-in events, stakeholder meetings, walkabouts** • One to one meetings where necessary • Policy development workshops, focus groups, Area Committee Sub-Group, working groups**

⁴ In accordance with the Town and Country Planning (Local Development) (England) Regulations 2004

⁵ Please refer to Appendix 2 for details of types of consultees (e.g. Specific, General)

Stage of DPD Production/ Consultation	What happens at this stage?	Minimum consultation requirements ⁴	Additional measures we will undertake	Possible Consultation Methods
				<ul style="list-style-type: none"> • Scoring and ranking options, questionnaires, leaflets**
<p>Preferred Options</p> <p>Publication of a draft - Formal six-week consultation period</p>	<ul style="list-style-type: none"> • Using information gathered to this point to prepare the Preferred Options document and a SA Report into those options. • Publish Preferred Options and SA Report for six-week formal consultation • Publish a Consultation Statement setting out details of consultation carried out, summary of the main issues raised and how these have been addressed • Document to be sent to the Executive Board of the City Council for approval prior to consultation 	<ul style="list-style-type: none"> • Send the relevant General and Specific consultation bodies the Preferred Options Report, the SA Report and supporting documents (including the Consultation Statement and a statement setting out where the DPD can be inspected). • Preferred Options, SA Report, supporting documents (including the Consultation Statement and a statement setting out where the DPD can be inspected) to be made available at the City Development reception, at the Infopoint and on the website • Advert placed in a Local Paper setting out where and when the DPD can be inspected • Consider all representations received 	<ul style="list-style-type: none"> • Make the Preferred Options Report and accompanying Sustainability Appraisal Report available at: <ul style="list-style-type: none"> ○ Main library ○ Local libraries/leisure centres/community centres as appropriate • Acknowledge receipt of responses • NCC will ensure that representation can always be made by email and online 	<ul style="list-style-type: none"> • Letters/emails to statutory consultees and local organisations* • Letters to neighbours of allocated sites • Press releases, displays, leaflets, promotion of website as an information source** • Public meetings, coffee mornings, drop-in events, stakeholder meetings, walkabouts** • Publish information on the website and in the local press* • One to one meetings where necessary • Make documents available at Council Offices and other appropriate locations*
<p>Submission</p> <p>Publication of document for examination - Formal six-week</p>	<ul style="list-style-type: none"> • Prepare final versions of the DPD and SA Report. • Submit DPD, SA Report and other supporting information to the Secretary of State. • Formal six-week consultation period on the DPD and SA report 	<ul style="list-style-type: none"> • Send the relevant General and Specific consultation bodies the Submission DPD, SA Report and supporting documents (including a the SCI where adopted, a Consultation Statement, a statement outlining how many representations were received, 	<ul style="list-style-type: none"> • Write or email all stakeholders (in addition to the DPD bodies with an interest inviting representations and include a standard response form • Write to all those who responded to the Preferred Options stage 	<ul style="list-style-type: none"> • Letters/emails to statutory consultees and local organisations* • Letters to neighbours of allocated sites • Press releases, displays, leaflets, promotion of website as an

⁶ Where site allocation representations are made a copy of these this will be made available at the City Development reception (and other locations as appropriate) and published on the website. Details will also be sent to the relevant Specific and General consultees and an advert placed in the Evening Post. A further 6 week consultation period will then commence. Details of representations made on the site allocations will be sent to the Secretary of State.

Stage of DPD Production/ Consultation	What happens at this stage?	Minimum consultation requirements ⁴	Additional measures we will undertake	Possible Consultation Methods
consultation period	<ul style="list-style-type: none"> Document to be sent to Full Council for approval before submission to the Secretary of State 	<p>summary of the main issues raised and how these have been addressed, and details of where the DPD can be inspected)</p> <ul style="list-style-type: none"> Make the Submission draft DPD, SA Report and supporting documents referred to above available to view at the same places as the Preferred Options documents and on the website Advert placed in a Local Paper setting out where and when the DPD can be inspected Notify all those who wished to be informed of submission to the Secretary of State Publish all representations received on the Submission DPD and make them available at the City Development reception (and other locations as appropriate) and on the website. These will also be sent to the Secretary of State⁶ 	<p>and let them know how the City Council has addressed their comments</p> <ul style="list-style-type: none"> Make the Submission DPD, supporting documents and a standard response form available at: <ul style="list-style-type: none"> Main library, Local libraries/leisure centres/community centres as appropriate Undertake consultation events publicising the Submission DPD 	<p>information source**</p> <ul style="list-style-type: none"> Public meetings, drop-in events, stakeholder meetings** Publish information on website and in local press* One to one meetings where necessary Make documents available at Council Offices and other appropriate locations*
<p>Public Examination Notification of details for Examination</p>	<ul style="list-style-type: none"> Examination into the 'soundness' of the DPD is undertaken by an independent inspector. 	<p>At least six weeks before the examination starts</p> <ul style="list-style-type: none"> Advertise the date locally. Publish details on website. Notify people who made representations of the date examination starts and the name of the person appointed to hold examination. 	<ul style="list-style-type: none"> Enquire in letters/emails if attendees at the Examination have any particular access/equipment requirements to enable them to view/participate in the proceedings 	<ul style="list-style-type: none"> Letters/emails Publish information on the website and in the local press

Stage of DPD Production/ Consultation	What happens at this stage?	Minimum consultation requirements ⁴	Additional measures we will undertake	Possible Consultation Methods
<p>Adoption:</p> <p>Notification only. No further opportunity for consultation</p>	<ul style="list-style-type: none"> • Following examination the Inspector will prepare a report and any changes proposed to the DPD must be made. • After making all changes, we can adopt the DPD. We must publish information about the adoption on our website and in other locations. • Resolution of Full Council required to adopt the DPD. 	<ul style="list-style-type: none"> • Make the Inspector's Report available at the City Development reception (and other locations as appropriate) and on the website • Notify all those who requested to be kept informed of the publication of the Inspector's Report • Formally adopt the document and publish an Adoption Statement – which is made available at the City Development reception (and other locations as appropriate) for inspection - including on the Council website. • Advertise the adoption of the document in Evening Post and on the Council website. • Notify all those who requested to be informed of the adoption. 	<ul style="list-style-type: none"> • Write to all those sent in responses on the DPD to let them know the DPD has been adopted. 	<ul style="list-style-type: none"> • Advertise adoption on website* • Make documents available at Council Offices and other appropriate locations* • Send copy of adoption statement to those who have requested it*

* - Minimum requirement – we are required by law to do this

** - Advice will be sought from Area Committee Chairs/ Neighbourhood Managers

Please note - Not all methods will be used for every document. Also wherever possible, we will link with other community involvement initiatives to avoid duplication and 'consultation fatigue'. Advice will be sought from Area Committee Chairs/Neighbourhood Managers as to the most appropriate methods and consultees.

Appendix 6 - Summary of Consultation on Supplementary Planning Documents

Stage of SPD Production/ Consultation	What happens at this stage?	Minimum consultation requirements ⁷	Additional measures we will undertake	Possible Consultation Methods
<p>Evidence Gathering</p> <p>Studies, research and early input.</p>	<ul style="list-style-type: none"> • Research and gather baseline data and information to inform the SPD. • Produce a SA Scoping Report which sets out the main environmental, social and economic issues relevant to the SPD – consultation should last for five weeks • No Committee approval required at this stage 	<ul style="list-style-type: none"> • Involve key stakeholders in research and studies • Consult the 4 statutory Consultation Bodies (English Heritage, English Nature, the Countryside Agency and Environment Agency) and relevant environmental, social and economic organisations on the Scoping Report 	<ul style="list-style-type: none"> • Maintain an up-to-date webpage on the evidence base for the LDF. This will contain details of existing and planned research studies and contact details. • Discussion with Area Committee Chairs and Neighbourhood Managers, City Council colleagues and others at the beginning of the preparation to determine appropriate consultees • Consult more widely on the Scoping Report 	<ul style="list-style-type: none"> • Letters/emails and summary leaflets providing information on the Scoping Report • Meetings/workshops/interviews/ Focus Groups/Questionnaire with stakeholders to carry out studies/research
<p>Draft SPD</p> <p>Publication of a draft Formal 4-6 week consultation period</p>	<ul style="list-style-type: none"> • Using information gathered to this point to prepare the Draft SPD document and a SA Report. • Publish Draft SPD and SA Report for a four- six-week formal consultation period • Publish a Consultation Statement setting out details of consultation carried out, summary of the main issues raised and how these have been addressed • Document to be sent to the Executive Board of the City Council for approval prior to consultation 	<ul style="list-style-type: none"> • Send the relevant Specific and General consultees⁸ the Draft SPD, Consultation Statement, SA Report, supporting documents and a statement setting out where the SPD can be inspected • Draft SPD document, supporting documents and a statement setting out where the SPD can be inspected to be made available at the City Development reception, the Infopoint, other places as appropriate and on the website • Place a public notice in a Local Paper 	<ul style="list-style-type: none"> • Make the Draft SPD and accompanying Sustainability Appraisal Report available at: <ul style="list-style-type: none"> ○ Main library, ○ Local libraries/leisure centres/community centres as appropriate • Acknowledge receipt of responses • NCC will ensure that representation can always be made by email and online • Hold public events where appropriate (e.g. workshops and presentations) 	<ul style="list-style-type: none"> • Letters/emails to statutory consultees and local organisations* • Letters to neighbours of allocated sites • Press releases, displays, leaflets, promotion of website as an information source** • Public meetings, coffee mornings, drop-in events, stakeholder meetings, walkabouts** • Publish information on the website and in the local press* • One to one meetings where necessary • Make documents available at

⁷ In accordance with the Town and Country Planning (Local Development) (England) Regulations 2004

⁸ Please refer to Appendix 2 for details of types of consultees (e.g. Specific, General)

Stage of SPD Production/ Consultation	What happens at this stage?	Minimum consultation requirements ⁷	Additional measures we will undertake	Possible Consultation Methods
		<ul style="list-style-type: none"> Consider all representations received 		Council Offices and other appropriate locations*
<p>Adoption:</p> <p>Notification only. No further opportunity for consultation</p>	<ul style="list-style-type: none"> Consider all responses received and amend the SPD and SA Report as necessary Prepare a Consultation Statement setting out details of consultation carried out, summary of the main issues raised and how these have been addressed Prepare an Adoption Statement Advertise the adoption of the SPD Resolution of the Executive Board required to adopt the SPD. 	<ul style="list-style-type: none"> Make the SPD, Consultation and Adoption Statements available for inspection at the City Development reception, other places as appropriate and publish them on the website. Notify all those who requested to be informed of the adoption. 	<ul style="list-style-type: none"> Write to all those who sent in responses on the SPD to let them know the SPD has been adopted. Advertise the adoption of the document in Evening Post 	<ul style="list-style-type: none"> Advertise adoption on website* Make documents available at Council Offices and other appropriate locations* Send copy of Adoption Statement to those who have requested it*

* - Minimum requirement – we are required by law to do this

** - Advice will be sought from Area Committee Chairs/ Neighbourhood Managers

Please note - Not all methods will be used for every document. Also wherever possible, we will link with other community involvement initiatives to avoid duplication and 'consultation fatigue'. Advice will be sought from Area Committee Chairs/Neighbourhood Managers as to the most appropriate methods and consultees.

Appendix 7 - Summary of Consultation on Planning Applications

Stage of Application	Statutory requirements	Major/Sensitive applications	Minor/Other Applications	Additional measures the City Council will undertake	Major/Sensitive applications	Minor/Other Applications
Pre-application	None	N/A	N/A	Encourage applicants to discuss proposals with Planning Officers and neighbours, statutory consultees and community groups (will not replace consultation at application stage however)	Yes	Yes
				Encourage applicants to discuss proposals with Area-Committees	Yes	No
				Encourage applicants to undertake community consultation – where the City Council is promoting development this can be done in partnership with the City Council	Yes – for particularly major or controversial proposals or sites	No
Planning Application	Notice in local newspaper; and	Yes	No			
	Site notices	Yes	In Conservation Areas, for Listed Buildings, where neighbours cannot be identified.			
	Neighbour postcard ⁹	Yes	Yes	Neighbour notification postcards will be sent out across a wider area depending on the scale and degree of sensitivity of the proposals	Yes	Yes

⁹ This will normally mean those neighbours whose property adjoins or is across the road from a boundary of an application site and which faces an elevation of a proposed new development. The City Council will however notify residents in the immediate vicinity of the site, where for example, the extent of the impact of the planning proposal will be wider e.g. development which may generate an increase in traffic.

	Letters to statutory consultees	Yes	Yes	Letters to local interest groups	Yes	Where appropriate
				Letters to ward councillors	Yes	No
				Inclusion on Weekly List and details on website	Yes	Yes
				Consultation with Area Committees or relevant sub-group	Yes	No
				Local meetings, stakeholder meetings, site meeting, press releases	Yes – Applications of particular concern	No
				Request statement from applicant outlining what consultation has taken place before submitting application	Yes – Applications of particular concern	No
				System being put in place to acknowledge receipt of responses received before applications are determined	Yes	Yes
Post-Application	Notify all those that previously made representations of the decision	Yes	Yes			
				Committee minutes available on website	Yes	Yes
				Decision available on website	Yes	Yes
				Decision lists emailed to Area Coordinators	Yes	Yes

Please Note - Methods will be decided based on the particular case that is being assessed and advice will be sought from Area Committee Chairs/Neighbourhood Managers. Not all methods will be used for every application.

Appendix 8 – Contact Details and Further information

For general enquiries/information on planning applications, please contact:

Planning Applications and Advice
Nottingham City Council
Exchange Buildings North
Smithy Row
Nottingham
NG1 2BS

Telephone: 0115 915 5426 or 5127

Email: development.control@nottinghamcity.gov.uk

Fax: 0115 915 5222

For information on planning documents, please contact:

Planning Policy and Information Team
Nottingham City Council
Exchange Buildings North
Smithy Row
Nottingham
NG1 2BS

Telephone: 0115 915 5197

Fax: 0115 915 5483

The City Council's planning website can be found at:

www.plan4nottingham.com

This contains information on both planning applications and planning documents. Web access is available at all Nottingham City libraries for free, and One2One help sessions are available for beginners or those who need support in using a computer.

You can view all Local Development Documents at:

City Development Reception
Second Floor
Exchange Buildings North
Smithy Row
Nottingham
NG1 2BS

Nottingham City Infopoint
The Guildhall,
South Sherwood Street,
Nottingham,
NG1 4BT.

You can view all planning applications at:

City Development Reception
Second Floor
Exchange Buildings North
Smithy Row
Nottingham
NG1 2BS

For any help / assistance in making representations on planning documents please contact the Planning Policy and Information Team on 0115 915 5197.

For any help / assistance in making representations on planning applications please contact the Case Officer or the Planning Applications and Advice Team on 0115 915 5426 or 5127.

Individuals with hearing impairments who wish to contact the City Council can use a service such as Typetalk. Typetalk is a national telephone relay service which assists people with communication difficulties. It allows Textphone users communicate with hearing people and is simple and free to use. A textphone user simply calls 18001 followed by the full telephone number of the person they wish to call. Once the call is answered by a hearing person a Typetalk operator will join the line to relay the call. For further information see www.typetalk.org/.

This document is available in alternative formats. If you wish to receive this document in another language other than English, or an alternative format such as Braille, large print or audio tape, we will do our best to help. Please telephone (0115) 915 4950

这是由诺丁汉市政府制作的计划文件。如果你希望收到这个文件翻译成其它语言，或另一种形式，我们将尽可能提供帮助。请致电 0115 915 4950。

આ ખાનગી દસ્તાવેજ નોર્ટિંગહામ સીટી કાઉન્સિલ દ્વારા પ્રકાશિત કરવામાં આવેલ છે. અગર આ દસ્તાવેજ તમે અન્ય ભાષા અથવા અન્ય રૂપમાં મેળવવા માંગતા હો તો તમારી મદદ કરવા અમે અમારાથી બનતી કોશિશ કરીશું. કૃપા કરી ટેલીફોન નંબર ૦૧૧૫ ૯૧૫ ૫૯૫૦ પર અમારો સંપર્ક કરો.

এটি একটি পরিকল্পনা বিষয়ক দলিল, যা তৈরি করেছেন নটিংহাম সিটি কাউন্সিল। আপনি যদি এই দলিলটি অন্য কোন ভাষায় অথবা বিকল্প ফরম্যাট এ পেতে চান, তাহলে আমরা সর্বতভাবে আপনাকে সাহায্য করব। অনুগ্রহ করে 0115 915 4950. নম্বরে ফোন করুন।

ਇਹ ਪਲੈਨਿੰਗ ਦੇ ਬਾਰੇ ਇਕ ਕਾਗਜ਼ਾਤ ਹੈ ਜੋ ਕਿ ਨੋਟਿੰਗਮ ਸਿਟੀ ਕੌਂਸਲ ਵਲੋਂ ਤਿਆਰ ਕੀਤਾ ਗਿਆ ਹੈ। ਜੇਕਰ ਤੁਸੀਂ ਇਹ ਕਾਗਜ਼ਾਤ ਕਿਸੀ ਹੋਰ ਭਾਸ਼ਾ ਜਾਂ ਫਾਰਮੈਟ ਵਿੱਚ ਹਾਸਿਲ ਕਰਨਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਅਸੀਂ ਤੁਹਾਡੀ ਮੱਦਦ ਕਰਨ ਦੀ ਖੂਹੀ ਖੂਹੀ ਕੋਸ਼ਿਸ਼ ਕਰਾਂਗੇ। ਕ੍ਰਿਪਾ ਕਰਕੇ 0115 915 4950. ਤੇ ਫੋਨ ਕਰੋ।

یہ منصوبہ بندی کی ایک دستاویز (پلاننگ ڈاکومنٹ) ہے جسے ناٹنگھم سی کونسل نے تیار کیا ہے۔ اگر آپ یہ دستاویز کسی اور زبان میں یا متبادل شکل میں حاصل کرنا چاہتے ہیں تو ہم آپ کی مدد کرنے کی پوری کوشش کریں گے۔ براہ مہربانی 0115 915 4950 پر فون کریں۔

यह एक प्लानिंग डोक्यूमेंट है जो कि नाटिंगम सिटी काउन्सिल द्वारा रचाया गया है। यदि आप इस डोक्यूमेंट को किसी अन्य फारमेट या भाषा में चाहते हैं तो हम आपकी माँग पूरी करने की पूरी कोशिश करेंगे। कृपया इस नंबर पर टेलीफोन करें 0115 915 4950.



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