



On 1st April 2019, East Suffolk Council was created by parliamentary order, covering the former districts of Suffolk Coastal District Council and Waveney District Council. The Local Government (Boundary Changes) Regulations 2018 (part 7) state that any plans, schemes, statements or strategies prepared by the predecessor council should be treated as if it had been prepared and, if so required, published by the successor council. Therefore this document applies to the part of the East Suffolk Council area formerly covered by the Waveney local planning authority area until such time that it is replaced.

How to get involved in local planning



This document was superseded on 6th April 2021 with the adoption of the East Suffolk Statement of Community Involvement by East Suffolk Council.

Statement of Community Involvement
Adopted September 2014

www.waveney.gov.uk/localplan



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1. Introduction

What is the Statement of Community Involvement?

The aim of this document is to ensure that all sections of the community understand how they are able to contribute to the planning process.

The planning system affects everybody who lives in, works in or visits a place. It balances competing land uses and shapes places by setting out the vision for how communities will change. By achieving greater levels of community engagement in the planning process, local communities, stakeholders and other organisations can contribute more to the shaping of their local environment.

The Statement of Community Involvement is a statutory planning document which the Council is required to prepare by planning legislation¹. Waveney last published a Statement of Community Involvement in January 2006. Since this time, the Government has introduced a series of changes to the planning system. These were principally brought through the Localism Act 2011 and the National Planning Policy Framework in March 2012. This review of the Council's Statement of Community Involvement takes account of the recent changes in legislation and policy. Planning legislation sets out a number of statutory requirements with respect to consultation on planning policy documents and planning applications. The Statement of Community Involvement sets out how the Council will meet these requirements along with the additional activities the Council will undertake to involve people in the planning system.

The Localism Act 2011 also sets out a 'duty to co-operate'. It is a requirement that the Council engage with neighbouring Councils and the Broads Authority and other statutory bodies to consider joint approaches to plan-making. Waveney is committed to meeting this duty and intends to work closely with neighbouring authorities and other partner organisations and stakeholders.

Involving the community

The Statement of Community Involvement is a 'code of practice' describing how and when the Council intend to involve local communities in:

- The preparation of the Local Plan and other planning policy documents; and
- The determination of planning applications.



¹See Section 18 of the Planning and Compulsory Purchase Act as amended.

Policy on engagement

Our approach to community involvement

When the Council involve you in preparing the Local Plan or consult you on a planning application the Council will:

- ✓ **Ensure the process is simple** by writing in plain English and explaining any planning terms that are used.
- ✓ **Communicate clearly** by explaining the reasons why the Council want to involve you and gather your comments.
- ✓ **Make it easy for you to get involved** by explaining when and where you can provide your views. The Council will make public events as accessible as possible for all groups, taking into account the time and potential cost of attending and making use of existing community involvement networks and groups.
- ✓ **Share information** on the Council's website, at Council offices and in local libraries.
- ✓ **Use a range of cost effective delivery methods** to ensure all individuals and groups have the opportunity to be involved.
- ✓ **Be clear about the results** by summarising the responses received and provide feedback on how these have been considered ensuring transparency and consistency.



Benefits of community involvement

The Statement of Community Involvement has been informed by the key principles in the Waveney and Suffolk Coastal District Council Equality Scheme. Planning consultations should conform to the consultation and engagement guidelines set out in this document, ensuring that everyone has the chance to be involved in the decision making process.



The planning system

The Town and Country Planning system involves making decisions about the future of our towns, villages and countryside.

It is vital to balance our desire to develop the areas where we live and work with ensuring there is minimal negative impact for the surrounding environment as a result. It also includes considering the sustainable needs of future communities.

Development across the district is influenced by local and national policies. The Local Plan can include strategic and site specific policies relating to issues such as housing targets and land allocations. The local level policies need to be broadly in accordance with national policies as shown below.

This current system of Local Plans was largely put in place by the Planning and Compulsory Purchase Act 2004, and also by reforms set out in the Localism Act 2011 and the National Planning Policy Framework 2012. The suite of documents formerly known as the Local Development Framework, are now known as the Local Plan. While the term 'Local Development Framework' is still used, the Government now uses the term 'Local Plan' which is currently the preferred term within the planning system.

Community engagement is necessary to ensure that planning policies and decisions on planning applications are effective and reflect the needs of the local area.



in partnership

The role of the Council

The planning service at Waveney District Council is shared with Suffolk Coastal District Council, although the two remain as independent local authorities.

Planning Policy and Delivery Team

This team is responsible for producing the documents, evidence base and studies that make up the Local Plan. They organise and lead consultation exercises on draft planning documents, consider responses and propose any subsequent amendments to the final documents.

Development Management

This team assesses planning applications in accordance with the adopted development plan, and other relevant material considerations such as the National Planning Policy Framework. This includes consultation responses and comments from the public. The Design and Conservation Team are part of the Development Management Team and are responsible for the protection and management of historic assets within the District, such as listed buildings. They are responsible for assessing listed building applications - this is a special form of control which is meant to protect listed buildings from inappropriate alteration or demolition. It is a criminal offence to carry out work which needs listed building consent without obtaining it beforehand.

Planning officers from both teams work together on a day-to-day basis in the preparation of planning policy and in determining planning applications. The planning team also works closely with other teams across the two district authorities and the County Council, providing professional advice on projects with land-use and spatial planning implications.

The role of Councillors

Elected local Councillors have a key role to play in the planning process:

- Councillors attend committees and working groups to help review which planning policies the Council should pursue, ensure that they are carried out and monitor services provided to ensure that they are delivered in the most efficient and effective way.
- Development Control Committee, made up of a number of Councillors, who make decisions on individual planning applications.
- Voicing support, commenting on, or raising objection to, planning applications in writing, or by speaking on the behalf of residents, at Development Control Committee.

The role of local Councillors in representing the views and concerns of residents is very important in the planning process.

2. Getting involved in the Local Plan and other planning policy documents

This section outlines how the Council will involve you in the preparation of planning policy documents such as the Local Plan.

The Council has a duty to prepare and keep an up to date Local Plan for the area. Over the next few years the Local Plan will be reviewed.

The Local Plan forms the statutory development plan for the District and sets out the strategy and policies that guide development in the area. Planning applications for development must be in conformity with the Local Plan unless material considerations indicate otherwise. The Local Plan may consist of one document or a number of documents.

All Local Plan documents must be subject to a Sustainability Appraisal which assesses the potential economic, social and environmental impacts of the policies and proposals within a Local Plan. This is done to enhance the positive effects of proposals whilst, at the same time, ensuring that any potentially adverse impacts are minimised. Sustainability Appraisals are prepared alongside the Local Plan and subject to consultation at the same time. In some instances a Habitat Regulation Assessment will also have to be undertaken. This will determine whether or not the Local Plan would have any significant effects on internationally important nature conservation sites and, if so, suggest ways in which the impacts could be mitigated. Some other planning policy documents such as Supplementary Planning Documents (see below) may also require a Habitat Regulation Assessment.

Current Local Plan

The current Local Plan for Waveney is the Waveney Local Development Framework which covers the period to 2021 (2025 for housing) and contains the following documents:

Core Strategy Development Plan Document “The approach to further development in Waveney to 2021” (Adopted 2009)

Development Management Policies Development Plan Document “Policies to help make decisions on Planning Applications” (Adopted 2011)

Site Specific Allocations Development Plan Document “Sites for Future Development” (Adopted 2011)

Lowestoft Lake Lothing and Outer Harbour Area Action Plan Development Plan Document (Adopted 2012)

The Council may also prepare a number of other planning policy documents which you can get involved in. These include:

Supplementary Planning Documents

Supplementary Planning Documents provide further advice on how Local Plan policies should be implemented. They may take the form of a development brief for a particular site or provide practical guidance on how a policy should be interpreted and implemented in practice.

Evidence base

A key component in creating a Local Plan is the evidence base. The evidence base comprises a number of studies, reports and assessments that support the Council's emerging policies. This helps to ensure all future planning policies and decisions are based on robust and up to date information. The importance of having an up to date, relevant and robust evidence base is emphasised in the National Planning Policy Framework.

Neighbourhood Plans and Neighbourhood Development Orders are prepared by Parish and Town Councils and/or by Neighbourhood Forums.

Neighbourhood Plans

Neighbourhood Plans form part of the statutory development plan for the district and are used to determine planning applications. Whilst the District Council does not produce the Neighbourhood Plan there is a duty for it to provide advice and technical assistance to communities as work progresses. This includes having a specific role to play at certain statutory stages in the process.

Local Development Orders

A Local Development Order allows certain developments to go forward in a specific area without the need for planning permission, as long as the type of development is covered by the order. This makes it more efficient for desired developments to go ahead in the future.

Community Infrastructure Levy

The Community Infrastructure Levy is a charge that local authorities can choose to collect on new development in their area. The money collected is used to fund infrastructure that has been identified as necessary, both by the Council and the local community, to support new development. Waveney adopted the levy in August 2013. It is likely the rates will be reviewed every three years.

Neighbourhood Development Orders

Similar to a Neighbourhood Plan, Neighbourhood Development Orders are prepared by Parish and Town Councils and Neighbourhood Forums. They have the same effect as a Local Development Order and can grant planning permission for specific types of development for a specific site or type of development in the neighbourhood area. As with Neighbourhood Plans the Council will provide support and advice when appropriate and has a role to play at statutory stages in the process.

A Community Right to Build Order is a form of Neighbourhood Development Order that can be used to grant planning permission for small scale development for community benefit on a specific site. These are prepared by constituted community groups rather than a Neighbourhood Forum or a Parish/Town Council.

Who the Council will involve in the preparation of planning policy documents

The Council want to give everyone the chance to have their say on emerging Local Plan documents and other planning policy documents described opposite.

Consultation exercises need to gather the views of a cross-section of the local population so as many people as possible are encouraged to get involved. Local residents can offer unique knowledge and understanding of an area, including historic information for towns and villages and important local issues.

The Council will make use of existing partnerships that already operate and engage effectively with important groups in the local area. This includes the valuable work of community and voluntary groups. Government Regulations also require that certain groups are consulted at key stages in the production of Local Plan documents, these include groups such as English Heritage and the Environment Agency. These are known as statutory consultees. In addition, the Council is required to invite comments from other "general consultation bodies" it considers appropriate. A list of the existing organisations the Council contacts at key consultation stages can be found in Appendix 1.

Town and Parish Councils are key partners in the planning application and plan making processes. Cooperation with these bodies represents an important element in the Council's approach to community involvement. The role of Town and Parish Councils has become increasingly important through the introduction of Neighbourhood Planning. More details of Neighbourhood Planning can be found on page 20 of this document and on the Council's website.

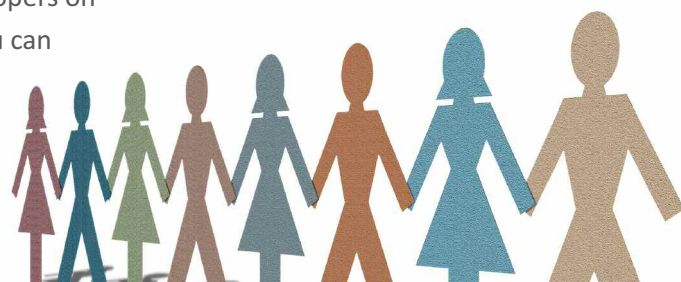
Waveney has an established local Developer Forum. The Developer Forum provides the opportunity for better communication between Waveney District Council and local developers and planning agents. The group discusses a wide range of topical issues including operational and policy issues. It also provides a useful means of updating developers on government proposals and changes in the planning system. You can apply to be a member of the Developer Forum on our website.

Register your details

If you would like your contact details to be added to our mailing list, you can sign up online by visiting www.consult.waveney.gov.uk

If you do not have internet access you can contact the Planning Policy and Delivery Team via the details provided in this document. Likewise if you wish to remove your details from the list and not receive future notifications you can do this online or by contacting the team.

This database of individuals, groups and stakeholders has been developed which the Council will continue to use to ensure the public is informed of the preparation of new planning documents. This database is continually updated and reviewed.



How will the Council involve you in the preparation of planning policy documents?

A variety of consultation methods will be used during consultations, taking into consideration the issues being consulted on and the needs of the audience.



It is important that barriers which prevent people from taking part in public consultation are overcome, as some sections of the community may be difficult to reach using standard consultation techniques. The Council will continue to develop its understanding of different consultation techniques over time and learn from what works, and what doesn't. A variety of methods have and will be used during consultations, taking into consideration the issues being consulted on and the needs of the audience. These include the use of appropriate locations, and/or the use of particular presentation media for presentations aimed at blind people, people with impaired hearing, and people with mental health issues or learning difficulties.

Consultation methods are evolving in the digital age. While most documents are made available electronically, the challenge remains as to how information can be circulated effectively to attract a wider audience. The Council will endeavour in future consultations to increase the use of social media (e.g. Twitter, Facebook) where possible to help access "hard to reach" groups, especially the younger population. The Council will also continue to use more traditional methods of consultation to include those without access to the internet. Waveney Youth Council, which formed in 2009, is one way in which the Council can engage younger people in important planning decisions.

The Council acknowledges the importance of making public consultation arrangements as extensive as possible to make sure the public can get their voice heard. However, it is not always possible or appropriate to undertake consultations using all the methods listed opposite. The Council will endeavour to carry out consultation as appropriate to the nature of the plan/policy or proposal and the stages it involves and ensure a non-IT method is used on all occasions. Involvement will be open to all those who wish to be involved regardless of gender, race, disability, sexual orientation, age, rural isolation, social deprivation and social background. At any consultation stage the Council will comply with the minimum legal requirements for consultation but will seek to go beyond these requirements where time and resources allow.

The Council will also endeavour to ensure that events such as workshops and public exhibitions will be held in accessible locations and at appropriate times.

Based on our past use of consultation methods we will endeavour to use a range of approaches as necessary. These are set out in the following list:

Social media



Social media is becoming increasingly important in the everyday lives of many people. Platforms such as Twitter and Facebook can be used to good effect in reaching members of the community and could be particularly effective for engaging with young people. Opportunities to use these methods will be explored further.

Emails and letters



If your details are held on our consultation database, we will inform you by email or letter of upcoming consultations. To add your details to the mailing list, visit www.consult.waveney.gov.uk

Public exhibitions



Public exhibitions in accessible, community locations give the public the chance to look at plans and proposals and talk to planning officers in an informal environment. Feedback forms will be provided at public exhibitions to allow members of the public to comment on what they found most and least effective.

Workshops



Workshops can provide an inclusive, interactive approach to gathering the views of a local community, helping to provide an opportunity to participate for those who prefer to discuss issues. Workshops can also be used to target specific groups such as young people or other hard-to-reach groups. Feedback forms will be provided at workshop events to allow members of the public to comment on what they found most and least effective.

Questionnaires



Questionnaires are a good way for the community to respond to issues and give their views on plans, policies and proposals. They can be used in conjunction with an exhibition or other consultation sessions.

Public notices and press releases



Local newspaper notices help to ensure that the Council communicates as widely as possible with local communities and they are often required to fulfil statutory legal requirements. Normally this will mean a notice in the newspapers circulated locally. The Council will also issue press releases for key stages in the production of important planning policy documents.

Community Led Plans



Community Led Plans can take a variety of different formats depending on the resources available to the community including Town and Parish Plans or a Village Review. These plans can cover a wide range of issues and actions which will help facilitate desired outcomes for a local area. The production of these plans will continue to be encouraged as part of the range of options for community led-planning. They are usually a very useful tool for gathering the views of the wider community and will be used as part of the evidence base in the preparation of Local Plan documents and other planning policy documents.

Council website



The internet is an effective way to communicate with individuals and community groups. There are specific planning policy pages on the website which are kept up to date with the latest news regarding the preparation of the Local Plan and other planning policy documents. The website also provides the opportunity to feedback using questionnaires and interactive documents as part of the online consultation software.

When will the Council involve you?

The preparation of planning policy documents is strictly regulated by planning law. The regulations require minimum levels of consultation at given stages of a document's preparation.

The regulations, however, do give flexibility on how to consult in the early stages of a document's preparation. The Council will always try to engage with the community at the earliest opportunity in the preparation of planning documents.

“The Council will always try to engage with the community at the earliest opportunity in the preparation of planning documents.”

Consultation events will normally take place in defined time periods.

This will usually involve consultation on a written document accompanied by a series of events such as workshops/exhibitions. Consultations on planning policy documents will usually last for 6 weeks. However, in the following circumstances the Council will aim to increase this period where it is not fixed by the regulations:

- a) Where the consultation period overlaps with the Christmas, Easter, or August holidays. In such circumstances the consultation period will usually be extended to 8 weeks.
- b) Where there has been significant additional material included within the document between first publication of draft papers and formal consultation commencing. Again in such circumstances the consultation period will usually be extended to 8 weeks.

This next section outlines the key stages required in the preparation of Local Plan documents and other planning policy documents and when you will be involved.

When will the Council involve you in the Local Plan?

A Local Plan has to be prepared in accordance with formal requirements set out in legislation. The following diagrams set out the key stages of preparation and when and how the Council will involve you.

How long does it take to prepare a Local Plan?

As Local Plans are quite complex documents to prepare, it is likely that the process outlined below will take **approximately 2 - 3 years** to complete.

1 Pre production / evidence gathering

The information needed for the plan is prepared and issues and options identified.

Involvement level

- Asking you what you think
- Deciding together

What the Council is required to do by legislation

- Invite statutory and general consultees, residents and businesses in the Waveney area to **comment on what the Local Plan ought to contain**. The Council will do this through emails and letters to people on the Council's consultation database. The Council will likely make use of questionnaires or interactive documents

What the Council will also do at this stage

- Hold **workshops/exhibitions** where necessary to help decide issues to be included in the plan
- Add **consultation information on Council website and social media** sites

2 Draft Local Plan

The information gathered in stage 1 is taken into account in the drafting of detailed policy and allocation options. Depending on the level of complexity, the draft Local Plan stage may involve more than one period of consultation.

Involvement level

- Asking you what you think

What the Council is required to do by legislation

- This stage is not specifically required by planning legislation but forms part of initial plan preparation covered above. Therefore, the Council will **notify and invite by email and letters** comments from statutory and general consultees and people on the Council's consultation database

What the Council will also do at this stage

- **Publish draft documents and supporting documents for consultation** for a minimum of six weeks, including Sustainability Appraisal and Habitat Regulation Assessment if necessary
- Consultation documents are made available on the **Council website**
- Issue **press release** to local media
- Add information on the Council's **social media** sites
- Arrange **exhibitions and workshops** as appropriate
- Make hard copies available for inspection at the **Council offices, local libraries** and other local public places considered appropriate

3 Publication of the Local Plan

The Local Plan is finalised and published for a last stage of consultation. Comments at this stage will only be sought on soundness and legal compliance.

At this stage we will also consult on the Sustainability Appraisal Report. The Sustainability Appraisal assesses the potential impact the Local Plan will have on the economy, the environment and on society.

Involvement level

- Have your say

What the Council is required to do by legislation

- **Publish the Local Plan** and supporting documents for a minimum of six weeks
- Make **hard copies available for inspection** at Council offices
- Publish electronic copies of all the documents on the **Council website**
- **Send letters/emails** to statutory and general consultation bodies and individuals and organisations on the consultation database

What the Council will also do at this stage

- Make hard copies available at **local libraries** and other local public places considered appropriate
- Add information on the Council's **social media** sites
- Issue **press release** to local media

4 Submission

The Local Plan, and all supporting documents and the comments received from public consultation, are submitted to the Secretary of State, who appoints an independent Planning Inspector.

Involvement level

- Have your say

What the Council is required to do by legislation

- Make hard copies available for inspection at **Council offices**
- Publish electronic copies of all the **documents on the Council website**
- Notify people who have requested to be **notified of submission** by email or letter

What the Council will also do at this stage

- Make hard copies available for inspection at **local libraries** and other local public places considered appropriate
- Add information on the Council's **social media** sites
- Issue **press release** to local media

5 Public examination

Involvement level

- Have your say

- The Local Plan and the **comments received are examined** by the Planning Inspector
- Anyone who made a representation and indicated that they **wish to attend the Examination** in public and speak at the public hearings will be informed of the date, time, venue and format of the hearings so the public can **voice their concerns to the Planning Inspector**

6 Adoption of the Local Plan by Full Council

The Local Plan is adopted following the Council's consideration of the recommendations in the Inspector's Report.

Involvement level

- Keeping you informed

What the Council is required to do by legislation

- Make the **Inspector's report available for inspection** on the Council's website and at Council offices
- **Inform consultees** who previously made representations about the availability of Inspector's Report
- Following adoption of the Local Plan, we will **publish the Local Plan**; make electronic copies available on the **Council website** and hard copies available at **Council offices**
- **Send adoption statement** to consultation bodies and those who made representations at previous stages or those who have asked to be notified of the adoption
- Make the **Sustainability Appraisal and other supporting documents** available for inspection for six weeks after adoption

What the Council will also do at this stage

- Publish adoption statement in **local newspapers**
- Add adoption information on Council's **social media** sites
- Make hard copies available for inspection at **local libraries**

When will the Council involve you in Supplementary Planning Documents?

Supplementary Planning Documents have to be prepared in accordance with formal requirements set out in legislation.

The following diagrams set out the key stages of preparation and when and how the Council will involve you.

How long does it take to prepare a Supplementary Planning Document?

Supplementary Planning Documents can take **between 6 months and a year** to produce.

1 Pre production / evidence gathering

The information needed for the document is prepared and potential scope is identified.

Involvement level

- Asking you what you think
- Deciding together

What the Council is required to do by legislation

- **No specific requirements** in legislation

What the Council will also do at this stage

- **Engage relevant stakeholders and the public** in deciding the level of detail to be included in the plan and to identify key issues that need to be addressed
- Where necessary, **preliminary consultations** will be carried out prior to the publication of draft Supplementary Planning Documents
- Information added to Council's **social media** sites
- Arrange **exhibitions and workshops** as appropriate
- **Questionnaires** sent to relevant stakeholders and members of the public

2 Draft Supplementary Planning Document

A Draft Supplementary Planning Document is prepared following the initial evidence gathering stage. Consultations at this stage will involve publishing a draft of the Supplementary Planning Document for comment.

Involvement level

- Have your say

What the Council is required to do by legislation

- **Publish the Draft Supplementary Planning Documents** for consultation for a minimum of four weeks
- Electronic copies of the plan and supporting documents to be made available on the **Council website**
- Make hard copies available for inspection at **Council offices**

What the Council will also do at this stage

- Make hard copies available for inspection at **local libraries** and other local public places considered appropriate
- **Extend the statutory consultation period** to a minimum of 6 weeks
- **Letters/emails sent** to consultation bodies and individuals and organisations on the consultation database
- Issue a **press release** to the local media
- Consultation information added to Council's **social media** sites

3 Adoption of the Supplementary Planning Document by Full Council

The Council will consider the representations received through the consultations and make any amendments necessary before adopting the Supplementary Planning Document.

Involvement level

- Keeping you informed

What the Council is required to do by legislation

- Publish Supplementary Planning Document – electronic copies and any supporting documents to be made available on the **Council website** and hard copies available at **Council offices**
- **Send an adoption statement** to those who have made representations during the previous consultations and those who have asked to be notified of the adoption of the Supplementary Planning Document

What the Council will also do at this stage

- Add adoption information on the Council's **social media** sites
- Make hard copies available for inspection at **local libraries**

When will the Council involve you in the Community Infrastructure Levy?

The rates of Community Infrastructure Levy are set out in a document known as a Charging Schedule.

A Charging Schedule has to be prepared in accordance with formal requirements set out in legislation. The following diagrams set out the key stages of preparation and when and how the Council will involve you.

How long does it take to prepare the Charging Schedule?

A Charging Schedule can take **approximately 18 months** to produce.

1 Evidence Stage

Undertaking viability and infrastructure evidence.



2 Public Consultation on Preliminary Draft Charging Schedule

The Preliminary Draft Charging Schedule sets out the Council's initial ideas on appropriate rates of Community Infrastructure Levy to charge.

Involvement level

- Asking you what you think

What the Council is required to do by legislation

- **Publish Preliminary Draft Charging Schedule** for a six week consultation
- Send a copy of the Preliminary Draft Charging Schedule to **Parish and Town Councils, adjoining authorities** and **Suffolk County Council** as required by the regulations
- **Invite comments** from persons who are resident or carrying out business in the local area and voluntary groups and business organisations the Council considers appropriate. The Council will:
 - Notify and invite the **Developer Forum** to comment
 - Issue **public notice** in local newspapers and publish **press release**
 - **Send letters/emails** to specific and general consultation bodies and individuals and organisations on the consultation database

What the Council will also do at this stage

- Electronic copies of the documents will be made available on the **Council website**
- Make hard copies available for inspection at **Council offices, local libraries** and other local public places considered appropriate
- Add consultation information on Council website and **social media** sites

3 Public Consultation on Draft Charging Schedule

The Draft Charging Schedule sets out the Council's proposed rates of Community Infrastructure Levy.

Involvement level

- Have your say

What the Council is required to do by legislation

- **Publish Draft Charging Schedule** for a six week consultation
- **Send a copy** of the Draft Charging Schedule to Parish and Town Councils, adjoining authorities and Suffolk County Council as required by the regulations
- Electronic copies of the documents will be made available on the **Council website**
- Make hard copies available for inspection at **Council offices**
- Issue public notice in the **local newspapers**
- We will **ask those who respond if they wish to be kept informed** of the progress of the document as it is submitted, examined and potentially adopted

What the Council will also do at this stage

- Make hard copies available for inspection at **local libraries** and other local public places considered appropriate
- **Send letters/emails** to consultation bodies and individuals and organisations on the consultation database
- Issue **press release** to local media
- Notify and invite the **Developer Forum** to comment
- Add consultation information on the **Council website** and **social media** sites

4 Submission of Draft Charging Schedule for independent examination

If modifications are made following consultation on the Draft Charging Schedule then a further consultation will take place on these modifications once the document has been submitted.

Involvement level

- Keeping you informed
- Have your say

What the Council is required to do by legislation

- Documents will be made available for inspection on the **Council website** and at **Council offices**
- People requested to be notified of submission will be **notified by letter/email**
- If minor modifications are made, a **statement of modifications** will be sent to Parish and Town Councils, adjoining authorities and Suffolk County Council as required by the regulations. The statement will also be published on the Council's website

5 Independent examination of Draft Charging Schedule

Involvement level

- Asking you what you think
- Keeping you informed

- Any **consultees who made a representation** on the Draft Charging Schedule **will be informed of the date, time, venue and format of the hearing**
- We will **advertise the date, time, venue and format of the examination** on our website and by public notice in local newspapers
- **Anybody who made a representation on the Draft Charging Schedule will be heard** at a hearing if they requested to be heard during the consultation period
- The **Examiner may also ask someone who has made a representation to provide further information** to help their understanding

6 Adoption of Charging Schedule by Full Council

Involvement level

- Keeping you informed

What the Council is required to do by legislation

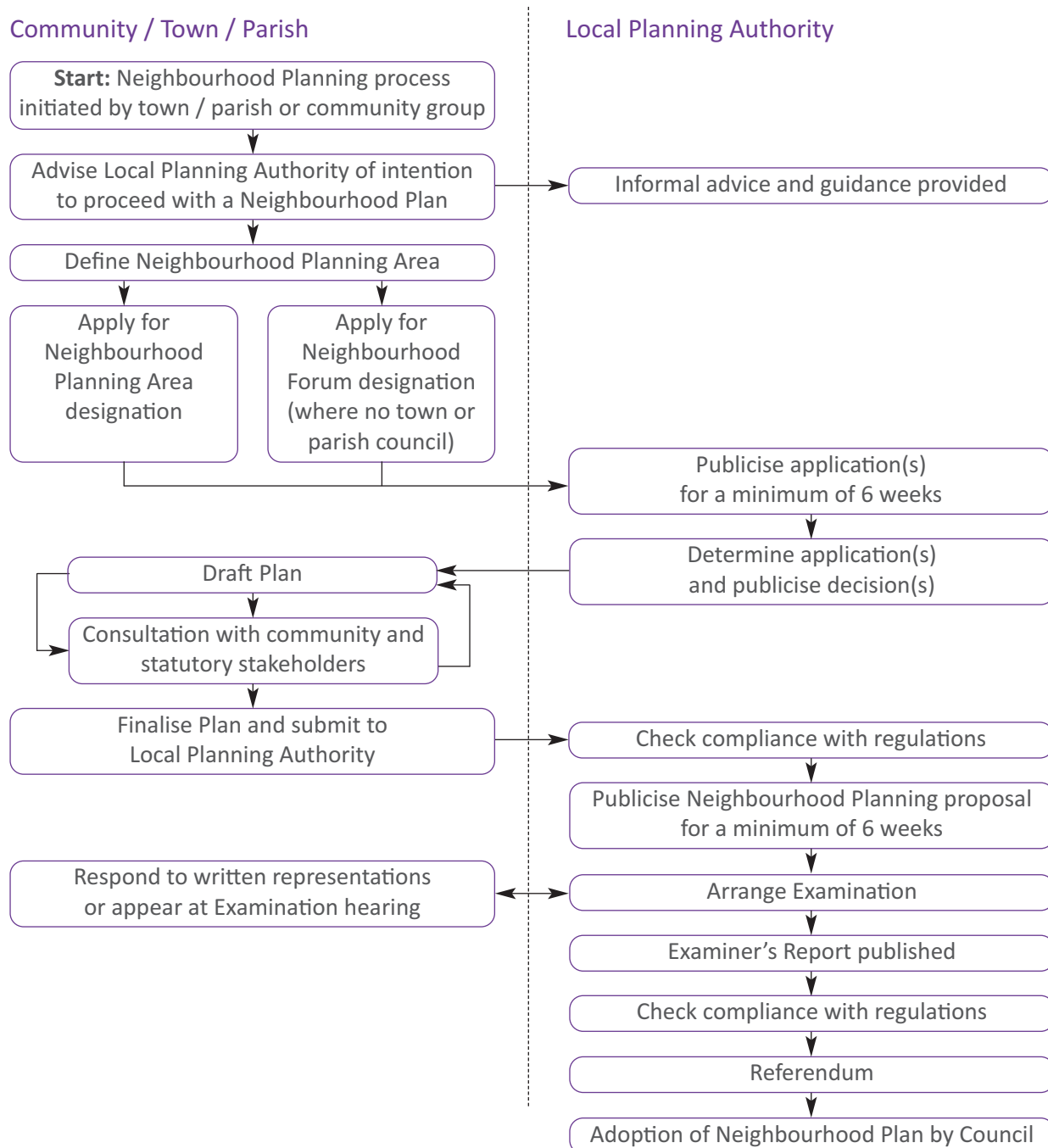
- People who requested to be notified of adoption will be **notified by letter/email**
- Issue public notice in **local newspapers**
- Make hard copies available for inspection on the **Council website** and at **Council offices**

What the Council will also do at this stage

- Add adoption information on Council's **social media** sites
- Make hard copies available for inspection at **local libraries**

How will you be involved in Neighbourhood Planning?

Parish and Town Council's and Neighbourhood Forums are responsible for preparing Neighbourhood Plans and Neighbourhood Development Orders including carrying out continued engagement throughout the process with the local community. The District Council has a duty to advise and support the preparation of these plans but also has some statutory responsibilities in their preparation. In particular, the Council is responsible for carrying out the formal stages of consultation, arranging the examination and referendum. The following diagram shows the process for preparing a Neighbourhood Plan or Development Order and where the District Council is required to get involved.



3. Getting involved in the planning application process

When can I get involved in the planning application process?

This section explains how we will involve you in the planning application process.

The Development Management Team is responsible for assessing all planning applications for development, advising Planning Committee on applications, determining certain types of application and providing advice on development proposals.

Most kinds of development require planning permission; however, there are a number of circumstances where certain types of development are automatically permitted, these are described in The Town and Country Planning (General Permitted Development) Order 1995 (as amended). Some permitted development rights are subject to a 'prior approval' process which may involve neighbour consultation.

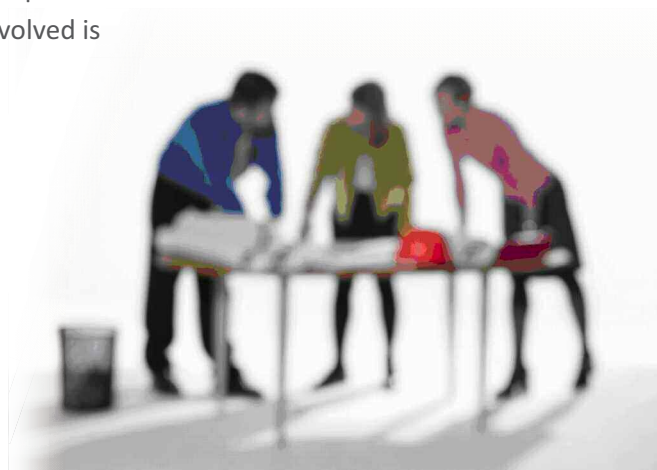
Decisions taken on planning applications must be made in accordance with the Local Plan and/or the Neighbourhood Plan unless there are material considerations to indicate otherwise. This includes taking into account national planning guidance or site specific matters relevant to the case.

The planning application process at Waveney District Council from pre-application discussion to determination and when you can get involved is shown on the following page.

Commenting on planning applications

Members of the public have the opportunity to comment on all planning applications, be these small scale housing extensions or major projects that reshape urban centres.

Waveney District Council encourages people to get involved within planning decisions, as more feedback leads to greater understanding of local requirements which in turn allows the Council to make stronger decisions to improve your local area.



Planning application process

Have your say: The speech bubbles indicate when you can have your say.

Pre-application

The Council highly recommend that developers discuss outline plans with Officers, as this speeds up the rest of the planning process.

The Council also encourages applicants to undertake pre-consultation with the community, particularly for large scale schemes. Pre-application consultation is mandatory for wind turbine proposals that involve 2 or more turbines or any turbines with a hub height of 15m or more.

Application

The Council will accept or decline the application based on validation criteria.

Publication of application

21 days consultation period commences with the public and relevant consultees such as Parish and Town Councils.

- Plans Published online on 'Public Access', the Council's planning application system
- Plans sent to Parish/Town Council
- Site notice displayed
- Neighbours notified
- Statutory consultees invited to make comments
- Press advert in local newspapers made for certain applications²

Participation

Written, emailed or online comments through Public Access can be sent to the Council during the 21 days of the public consultation period.

When responding it is important that your response relates to planning matters known as material considerations. Some examples of material and non-material considerations are found in Appendix 2.

Officer report

The case officer prepares a report on the application and provides a recommendation.

Decision

The decision will be made by Senior / Principal Officers or by the Development Control Committee depending on the scale and nature of the application.

If the application is considered at Development Control Committee, the public along with the applicant and other interested bodies can attend and can have their say.

Decision notice issued

Decision will be sent to the applicant or agent. It will then be published on Public Access. The Parish/Town Council will also be informed of the decision.

²Any application that affects a public right of way, falls within a Conservation Area, affects a listed building or involves a departure from the Local Plan or a Neighbourhood Plan.

Appendix 1

Consultation bodies

Specific consultation bodies

In accordance with government regulations the following specific consultation bodies must be consulted where the Council considers that they may have an interest in the subject of the proposed planning document:

- The Coal Authority
- Environment Agency
- English Heritage
- Marine Management Organisation
- Natural England
- Network Rail
- Highways Agency
- Norfolk County Council
- Suffolk County Council
- Parish and Town Councils within and adjoining the Waveney District
- Suffolk Constabulary
- Norfolk Constabulary
- Adjoining local planning authorities - The Broads Authority, Mid Suffolk District Council, Suffolk Coastal District Council, South Norfolk District Council, Great Yarmouth Borough Council
- NHS England and HealthEast (NHS Great Yarmouth and Waveney Clinical Commissioning Group)
- Anglian Water
- Essex and Suffolk Water
- Homes and Communities Agency
- Electronic communication companies who own or control apparatus in the Waveney District
- Relevant gas and electricity companies

General consultation bodies

In accordance with government regulations the following general consultation bodies must be consulted where the Council consider it appropriate:

- Voluntary bodies some or all of whose activities benefit any part of the District³
- Bodies which represent the interests of different racial, ethnic or national groups in the District
- Bodies which represent the interests of different religious groups in the District
- Bodies which represent the interests of disabled persons in the District
- Bodies which represent the interests of persons carrying on business in the District

³The Council also consults a wide range of other local bodies and organisations such as Societies, Trusts and Residents Associations.

Duty to co-operate

The Localism Act 2011 introduced a Duty to Co-operate, which is designed to ensure that all the organisations involved in planning work together on issues that are of bigger than local significance.

The authorities and agencies that the District Council will co-operate with is specified in Regulation 4 of the Town and Country Planning (Local Development) (England) Regulations 2012. The following bodies are designated as Duty to Co-operate stakeholders (*please note this list is not exhaustive*):

Neighbouring Local Authorities and County Councils e.g. those relevant to Waveney include:

- The Broads Authority
- Great Yarmouth Borough Council
- Mid Suffolk District Council
- Suffolk Coastal District Council
- South Norfolk District Council
- Suffolk County Council
- Norfolk County Council

Other public bodies and infrastructure providers

- Environment Agency
- English Heritage
- Natural England
- Civil Aviation Authority
- Homes and Communities Agency
- NHS England
- NHS Great Yarmouth and Waveney Clinical Commissioning Group: HealthEast
- The Office of Rail Regulation
- Integrated Transport Authorities
- Highways Agency
- Marine Management Organisation
- New Anglia Local Enterprise Partnership
- Wild Anglia Local Nature Partnership

Appendix 2

Material and non-material considerations

The following list provides some examples of material and non-material considerations; however this is not an exhaustive list.

Material considerations

Can be taken into account

- ✓ National and local policies
- ✓ Planning history and previous appeal decisions
- ✓ Case Law
- ✓ Impact on sunlight, outlook, privacy and amenity
- ✓ Highways issues (e.g. increased traffic movements)
- ✓ Conservation/ Listed Building
- ✓ Affordable Housing
- ✓ Fear of Crime (section 17)
- ✓ Local Economy
- ✓ Layout, Density, Design/Appearance, Character
- ✓ Effect on a Listed Building or Conservation Area
- ✓ Noise, smell or other disturbances
- ✓ Cumulative impact
- ✓ Highway safety

Non-material considerations

Cannot be taken into account

- ✗ Issues considered under Building Regulations
- ✗ Land/boundary disputes, including rights of access
- ✗ Opposition to business competition
- ✗ Loss of property value
- ✗ Loss of private view (this does not include 'outlook')
- ✗ Moral Objection
- ✗ Change from previous schemes
- ✗ History of the applicant
- ✗ Matters covered by other legislation
- ✗ Restrictive covenants
- ✗ Opposition to the principle of a development if permission has been granted by an outline application or appeal decision
- ✗ Work already done
- ✗ Factual misrepresentation of the proposal

⁴For further information on material and non-material considerations, visit www.waveney.gov.uk/site/scripts/documents_info.php?documentID=250&categoryID=200130

Write to us



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Planning Policy and Delivery Team
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Suffolk NR32 1HS

Call us



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01502 562111

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This document is available in alternative formats and in different languages on request. If you need support or assistance to help you read and/or understand this document, please contact the Council using one of the methods above.

www.waveney.gov.uk/localplan