



The East Hampshire District Local Plan

Statement of Community Involvement

July 2018

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1. Introduction and Background

What is a Statement of Community Involvement?

- 1.1 The Planning System is complex and as a result some local communities, individuals and groups don't understand how they can get involved in the planning process. A Statement of Community Involvement (SCI) seeks to address this by describing how the public, businesses and interested groups within East Hampshire District can get involved in the creation of local planning policy, neighbourhood planning and the planning application decision making process.
- 1.2 The SCI identifies how people and groups can engage with the planning system in the best way. Effective consultation enables stakeholders and the public to express their views. However, there may be instances where the Council has to balance all relevant issues and this may mean a different outcome to some of the views expressed. Where this is the case, the Council will be transparent in its reasoning.
- 1.3 The Council's Corporate Strategy 2014 – 2019 sets out the Council's values including that we put the customer at the centre of everything we do. The Corporate Strategy identifies that our approach to service delivery adopts the principles of marketing which are to assess the needs of the resident, business and visitor population using customer insight.
- 1.4 Whilst the SCI primarily sets out how the Council will engage with communities, it also provides useful guidance to help inform neighbourhood planning groups undertake effective consultation.

2. Why has a new Statement of Community Involvement been produced?

- 2.1 The preparation of a SCI is a legal requirement of the Planning and Compulsory Purchase Act 2004 (section 18) as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017. This legislation requires the Local Planning Authority (in this case the Council) to prepare a statement for how it will involve those with an interest in development in the area, including the preparation and review of the Local Plan and Supplementary Planning Documents, Neighbourhood Plans/Orders, Community Infrastructure Levy and the consideration of planning applications.
- 2.2 This is the third SCI produced by the Council which has been produced to take account of legislative changes and the fact that the Council is now reviewing its Local Plan for those parts of the district outside of the South Downs National Park.
- 2.3 The Council recognises that there have been significant changes in the way communities and the Council interact. Access to the internet has increased and there has been a shift towards online services and correspondence by email and social media. However, despite these changes, there remain a significant number of

people that are unable to use electronic forms of communication and access to information, or prefer not to do so. As such, we will continue to ensure that consultation materials are available in a variety of formats and that there are varied ways of participating in consultations.

- 2.4 The SCI should be reviewed at least every five years. Therefore, the document will be assessed on a regular basis to ensure it remains appropriate and effective. This will also take account of any legislative changes and any resulting requirements.

3. Why should I / my community get involved?

- 3.1 The Planning process seeks to promote sustainable development through managing, guiding and facilitating the building of new homes, economic growth and investment, leisure and recreation facilities, retail and provision of new infrastructure. The principal purpose of the planning system is to ensure that new development meets the social and economic needs of our communities whilst at the same time protecting the natural and built environment.
- 3.2 Planning has a direct impact on the daily lives of residents and the business community therefore it is very important that development proposals are transparent and that you have the opportunity to have a say in the planning decisions that are made by the Council. The public has a right to get involved and the only way that the Council will understand what people's views are, is if they are told by the public.
- 3.3 There are different aspects of the Planning system that people can get involved with such as, Planning Policy Documents, Planning Applications as well as Neighbourhood Planning. This SCI is designed to assist you with the different aspects of the planning system and provide you with information about how and when you can get involved.

4. Planning Policy

What is Planning Policy?

- 4.1 To put it simply, the Council's Planning Policy team is responsible for preparing a range of documents including:
- The Local Plan, which sets the strategic direction for the district (outside of the SDNPA), allocates land for development and includes a suite of policies to guide development decisions;
 - Supplementary Planning Documents which support policies within the Local Plan by providing guidance on particular subjects;
 - Neighbourhood Plans, which are prepared by communities. These may also allocate land and include policies to guide development at a local level;
 - Community Infrastructure Levy which is a charge that allows local authorities to raise funds from most types of new development in their area to fund essential infrastructure.

Getting involved in Local Plan Making

- 4.2 The National Planning Policy Framework (NPPF) requires Local Planning Authorities to prepare Local Plan Documents to set out a vision ("forward planning") for the future development of the District (usually 15-20 years), addressing needs and opportunities in relation to population growth, housing, the economy, community facilities and infrastructure - as well as a basis for safeguarding the environment, adapting to climate change and securing good design. Local Plan Documents are informed by a wide range of evidence base studies.
- 4.3 The Council has commenced work on undertaking a review of the Local Plan. The Council is legally required to monitor the effectiveness of the Local Plan and ensure that it is kept up-to-date. Whilst Local Plans cover a minimum plan period of 15 years, changes happen regularly, both nationally and locally. Legislation requires that plans be reviewed at least every five years to ensure that its policies are up-to-date. Your local community can make a contribution to the review of the Local Plan, for instance you can undertake studies of local green spaces to protect, traffic studies and audits of local facilities.

How can you get involved?

- 4.4 If you are interested in your area and would like to be involved in shaping future planned growth then Local Plan Documents will be relevant to you.
- 4.5 Planning Policy maintains a 'Consultation Database' of individuals, groups, stakeholders and statutory consultees who we regularly contact on Local Plan matters (that are of interest and relevant to them). You can [register](#) your contact details online. If you do not have access to email, please contact us by phone 01730 234102 and we will register your contact details. Your details will not be passed on to third parties and you can request to have your details removed at anytime. This applies to the development of planning policy only and not the determination of planning applications.

Who will the Council consult on Local Plan Documents?

- 4.6 Government Regulations¹ require us to ensure that certain organisations (known as Specific Consultation Bodies) are consulted at key stages during the preparation of the Local Plan. These include for example neighbouring Councils (through a process called Duty to Cooperate²), Town and Parish Councils, Councillors, Environment Agency and utility companies. The full list of consultees is provided in Appendix A.
- 4.7 In addition to consulting Specific Consultation Bodies, Planning Policy has a further extensive list of organisations, bodies, businesses, consultancies, landowners and individuals that we will consult (known as General Consultation Bodies). Examples of General Consultation bodies are contained within Appendix B.
- 4.8 The above list is not exhaustive and is amended or added to as required. In some cases, we have a degree of discretion over whether to notify certain general bodies if the topic of the document in question is not likely to be of interest or relevance to that body. We will target consultation towards those most likely to be affected, for example by setting up workshops on particular topics or hosting public exhibitions in areas of site allocation proposals.
- 4.9 In addition to the 'specific' and 'general' consultation bodies, Planning Policy are committed to involving a wide range of 'other' individuals and organisations, including members of the 'hard to reach' groups. This is to ensure that the Council meets the public sector equality duty (Equality Act 2010), which aims to promote equality, eliminate discrimination and encourage good relations between different groups associated with age, disability, gender/gender reassignment, race, religion and other protected characteristics. Engaging with residents and other stakeholders is key to meeting this duty to better understand the needs of diverse groups.

How will we consult?

- 4.10 The Government sets out statutory³ consultation requirements that the Council must follow. In addition to the requirements, Planning Policy will carefully consider options for additional community involvement to ensure that all residents in East Hampshire District are made aware of any planning proposals and of the opportunity to comment on them.
- 4.11 Local Plan Documents are supported by additional documents (i.e. Sustainability Appraisal and Habitat Regulations Assessments) and technical studies (referred to as the evidence base). The Council will only provide paper copies of the main

¹ Town and Country Planning (Local Planning) (England) Regulations 2012 [S.I 2012 No. 767]: http://www.legislation.gov.uk/uksi/2012/767/pdfs/uksi_20120767_en.pdf

² Duty to Cooperate: The Localism Act (2011) places a legal duty on Local Planning Authorities, County Councils and public bodies to engage constructively, actively and on an ongoing basis on strategic cross boundary matters.

³ Town and Country Planning (Local Planning) (England) Regulations 2012 [S.I 2012 No. 767]

consultation documents (i.e. the Plan), Sustainability Appraisal⁴ and Habitat Regulations for reference purposes at the Council Offices and other deposit locations. All evidence base reports will be publicly available on the Council's website, however should you wish to receive a hard copy of the consultation document and any evidence base document (this will be subject to staff costs of printing, postage and packaging) please contact the Planning Policy team.

Consultation Principles – Planning Policy

4.12 **To Inform:** Planning Policy will inform people of the planning process and to provide people with the information they need to get involved at the earliest opportunity possible. The following approaches, where relevant will be used to inform people:

4.13 Statutory Requirements:

- Electronic versions of the consultation documents will be made publicly available on the Council's website
- Hard copies for reference use will be made available during office hours at the Council Office
- Hard copies for reference use will be made available at local libraries and deposit locations
- Statutory Notice in local newspapers
- Consultation notifications will be sent via email / post

4.14 Additional notification methods that may be used to advertise consultation:

- East Hampshire District Planning Policy Consultation Portal
- Advertised on the front page of the Council's website within the News section
- Consultations will be publicised via social media – Twitter / Facebook

4.15 **To Involve:** Planning Policy will encourage the active participation of individuals, groups, landowners and developers in the planning process through a variety of techniques such as:

- Public exhibitions
- Council Officers to attend Town / Parish Council meetings
- Workshops

⁴ Planning Policy will consult the local community on its Sustainability Appraisals and involve key stakeholders such as the Environment Agency, Historic England, and Natural England in its preparation

- 4.16 Planning Policy, wherever possible, undertake these consultation exercises in locations which are accessible to the local community, for example at village / community halls and at a variety of times of day (for example events run from the early afternoon until the evening).
- 4.17 The Council will continue to develop its Customer Insight intelligence. Customer Insight looks at the different demographic, social and economic groups throughout the District and the best ways of engaging with them e.g. newspapers, letters, social media, website, emails. The use of Customer Insight gives better value for money for our customers, breaks with 'traditional' methods and provides an opportunity to engage more widely than has previously been the case. The benefits of Customer Insight are recognised as part of the Council's Strategy 2014 -2019, which puts the customer at the heart of what the Council is doing.
- 4.18 **To Consult:** The local community's statutory right to be consulted and make representations is a legal requirement. Planning Policy intends to do more than just meet the minimum statutory requirements and will also actively promote social inclusion amongst the hard to reach groups. We will understand the needs of different stakeholders and engage and consult using appropriate and relevant consultation methods, making best use of new technologies.
- 4.19 **To Respond:** Planning Policy will take account of all responses to consultation and will identify on how views expressed in representations have been incorporated into the Council's decision-making processes.
- 4.20 Planning Policy will, where appropriate, undertake additional consultation and engagement approaches at various stages of the document preparation process. However, not all methods will be used; they will be tailored to the specific stage, be proportionate to the importance of the document in question and take account of the resources available.
- 4.21 Table 1 overleaf provides an assessment of consultation methods with regards to their effectiveness. This table also provides useful information to be considered by Developers when undertaking public consultation on draft development proposals and it also provides a source of information for those local communities who wish to prepare Neighbourhood Plans.

Table 1 – Consultation Methods

Consultation Method	Benefits	Limitations
Electronic copy of consultation document and associated documents on the Council’s website	Relevant documents will be made available on the Council’s website. The Council Offices in addition to local libraries, offer internet access and assistance to those who need it. There are also opportunities to respond to consultations via our online portal, email and using response forms.	<ul style="list-style-type: none"> • Not everyone has access to the internet • Not everyone is able to use the internet
Hard copies of main consultation documents and any key associated documents for reference use at the Council Offices during office opening hours.	<ul style="list-style-type: none"> • Accessible location • Inclusive for those who do not have access to the internet or not able to use the internet • Easy to read • Access to Council Officers for information 	<ul style="list-style-type: none"> • Restricted opening hours • Not able to take documents away
Electronic and hard copies of main consultation document and any key associated documents for reference use at Libraries and other deposit locations.	<ul style="list-style-type: none"> • Accessible location • Inclusive for those who do not have access to the internet • Easy to read • Reaches residents on cross boundary issues 	<ul style="list-style-type: none"> • Restricted opening hours • Not able to take documents away
Notification emails / letters to Specific Consultation Bodies upon commencement of consultation.	<ul style="list-style-type: none"> • Direct notification • Provides accurate information 	<ul style="list-style-type: none"> • Contact details may have changed that the Council is not aware of
Notification emails / letters to those who are registered on the Council’s Planning Policy Consultation Database	<ul style="list-style-type: none"> • Direct notification • Provides accurate information 	<ul style="list-style-type: none"> • Contact details may have changed that the Council is not aware of • Not everyone has access to email

Consultation Method	Benefits	Limitations
	<ul style="list-style-type: none"> • People can have their contact details removed at any time if they no longer wish to be kept informed 	<ul style="list-style-type: none"> • May not be accessible for those people whose first language is not English • May not be the most inclusive method for hard to reach groups
<p>Statutory Notice in local newspapers – the notice will provide details of where and when documents can be inspected. It will also detail how and when to respond to consultation documents</p>	<ul style="list-style-type: none"> • Statutory requirement • Can reach a wide audience • Provides the public with accurate information 	<ul style="list-style-type: none"> • May not be accessible for those people whose first language is not English • May not be the most inclusive method for hard to reach groups
<p>Social media</p>	<ul style="list-style-type: none"> • Effective way of reaching hard to reach including youth, people with limited time e.g. business/professional people, working people with families • Information can be accessed at anytime during the consultation period. 	<ul style="list-style-type: none"> • Not everyone has access to the internet or a social media account • Difficult to manage posted comments / content
<p>Posters</p>	<ul style="list-style-type: none"> • Can be used to publicise consultation information / events. 	<ul style="list-style-type: none"> • May not be located in places visited by all sectors of the community so not wholly inclusive • May not be accessible for those people whose first language is not English
<p>Leaflets</p>	<ul style="list-style-type: none"> • Can be used to publicise information/events • Provides a useful summary of the main planning proposal • Small leaflets are easier to provide in a variety of formats to improve accessibility 	<ul style="list-style-type: none"> • Limited information • May not be accessible for those people whose first language is not English

Consultation Method	Benefits	Limitations
Public exhibitions	<ul style="list-style-type: none"> • Enables people to access information on display boards • Provides the opportunity to speak with Council officers for further information / discuss concerns • Provides accessibility • People can fill out comment forms 	<ul style="list-style-type: none"> • May not be attended by hard-to-reach groups • May not be accessible for those people whose first language is not English • Creating and updating displays is expensive and time consuming
Council Officers attending Public Meetings	<ul style="list-style-type: none"> • Reaches out to people in the local area • Provides the opportunity to speak with Council Officers for further information / discuss concerns • Council Officers can understand the views of the public 	<ul style="list-style-type: none"> • Need to ensure there is sufficient publicity in order to have a good attendance rate to encourage a constructive / meaningful meeting • Sometimes there can be too many views to be heard in a limited time frame • People may not want to discuss their views in a public forum • The loudest voices tend to get heard • Not fully inclusive / representative of local community • May not be accessible for those people whose first language is not English

5. Involvement in Local Plans

- 5.1 The Local Plan is the statutory plan setting out the principal policies and proposals for land use and development in the district (outside of the South Downs National Park). It contains the overall vision and objectives, the development strategy, allocates sites for development and sets out a suite of policies used in decision making on planning matters.
- 5.2 The process for preparing the Local Plan is summarised in Table 2 which identifies each of the stages and the key opportunities for community involvement in the process.

Table 2: Statutory Stages of Local Plan Production

Key stages of production	Your opportunities for involvement
<p>Initial Evidence Gathering and Informal Engagement</p> <ul style="list-style-type: none"> • Begin initial evidence gathering process (commissioning technical studies, identifying available sites, collating data, identifying the scope of the Plan) • Formulate initial aims and objectives • Start preparing the Sustainability Appraisal Scoping Report and collating baseline data • Identify relevant environmental, economic and social objectives to inform the Sustainability Appraisal • Engage with duty to cooperate partners 	<ul style="list-style-type: none"> • Register your contact details on the Planning Policy Consultation Database • Provide Planning Policy with details of any sites you may wish to promote for development through the Call for Sites process • Provide Planning Policy with any local evidence studies • Providing the Planning Policy Team with information on community facilities and key services in your Town / Parish. • Providing the Planning Policy Team with information on infrastructure capacity in your Town / Parish. • Where appropriate, the Council will publish evidence base documents once they have been finalised.

Key stages of production	Your opportunities for involvement
<p>Regulation 18: Consultation</p> <p>1st Formal Public Consultation</p> <ul style="list-style-type: none"> • The Council will undertake public consultation for a minimum period of 6 weeks • Engage with local communities, businesses and other interested parties • Engage with duty to cooperate partners 	<ul style="list-style-type: none"> • Review the Local Plan, the supporting evidence base and identify any comments you may have • Submit a formal representation to the Council outlining your comments, support or objection • Attend any public exhibitions being held <p>Please Note: All submitted representations will be made public and can be viewed by others. Signatures, postal address and email address details will be redacted.</p>
<p>Regulation 19: Proposed Submission Consultation</p> <p>2nd Public Consultation and final consultation before submitting Plan for Examination</p> <ul style="list-style-type: none"> • Planning Policy will review all the representations submitted during Regulation 18 consultation and make any changes to the Plan where justified • The Council will prepare a statement summarising how they consulted during the 1st consultation, the key issues that came out of the consultation and how these will be taken into account in amending the Plan. • The Council will undertake public consultation on the revised draft Plan, Sustainability Appraisal and Habitat Regulations for a minimum period of 6 weeks. 	<ul style="list-style-type: none"> • Review the Local Plan, Sustainability Appraisal and Habitat Regulations Assessment and identify any comments you may have • If you submitted a representation during the previous consultation that remains unresolved, resubmit your representation if you wish to maintain your objection • Attend any public exhibitions <p>Please Note: This is the final opportunity to submit a duly made representation.</p>

Key stages of production	Your opportunities for involvement
	<p>You should be specific as to why you consider the Plan to be unsound, what change (s) you are seeking and why it would make the document sound.</p> <p>The Planning Inspector will only consider written representations submitted during this stage as it is considered that these representations (objections) are unresolved.</p> <p>Representations submitted during Regulation 18 Consultation will not be considered by the Planning Inspector.</p>
<p>Regulation 22: Submission of Local Plan</p> <p>Final Draft Plan</p> <ul style="list-style-type: none"> • The Council will provide a Schedule that provides Officer responses to all representations received • The Council will produce a statement setting out how it consulted throughout the development of the Plan, the issues raised and how the Plan has been amended to address relevant issues. • The Council will submit the Plan and any representations submitted during Regulation 19 and the Statement of Consultation to Secretary of State. • The Government will appoint a Planning Inspector to examine the plan. • The Planning Inspector will set the timetable for Examination in Public. 	<ul style="list-style-type: none"> • The Council will notify those on the Planning Policy Consultation Database and those who submitted representations that the Local Plan has been submitted to the Secretary of State for independent examination.

Key stages of production	Your opportunities for involvement
<p>Examination of submitted Local Plan</p> <ul style="list-style-type: none"> • An independent Inspector assesses the submitted Local Plan to determine whether it has been prepared in line with the Duty to Cooperate and other legal requirements • The Council via the Programme Officer will write to representers informing them of the hearing start date (at least 6 weeks in advance of commencing) • The Council can ask the Inspector to recommend main modifications to make Plan sound or comply with other legal requirements • Inspector issues a report at the end of Examination in Public • Exceptionally, the Inspector will recommend the draft Local Plan to be withdrawn if it has not been prepared in accordance with the Duty to Cooperate or it is likely to be found unsound. 	<ul style="list-style-type: none"> • The Inspector will invite participants (via the Programme Officer) to speak at the hearing sessions on those matters and issues considered relevant by the Inspector • Selected participants will receive a programme (via the Programme Officer) for hearing sessions including matters/issues and the Inspector’s Guidance Note • The hearing sessions are public and anyone can observe even if they haven’t been selected to participate • Further information regarding the Examination in Public process can be found within the Planning Inspectorate Procedural Practice in the Examination of Local Plans (June 2016)⁵.
<p>Adoption</p> <ul style="list-style-type: none"> • Local Plan is adopted by the Council • The Council publishes a post adoption statement. 	<ul style="list-style-type: none"> • The Council will notify those on the Planning Policy Consultation Database and those who submitted representations of receipt of the Inspectors Report and the date the Local Plan will be taken to Full Council for adoption.

⁵ <https://www.gov.uk/government/publications/examining-local-plans-procedural-practice>

Key stages of production	Your opportunities for involvement
Monitoring <ul style="list-style-type: none"> Local Plan policies are monitored against objectives and indicators and are reported within the Council's Authority Monitoring Report. 	

6. Supplementary Planning Documents

Getting involved in preparing Supplementary Planning Documents

- 6.1 Supplementary Planning Documents may cover a range of issues, both thematic and site specific, which support policies in the Local Plan. They do not set new policy or allocate land. Whilst SPDs are adopted formally by the Council and are material considerations in the determination of planning applications, they do not form part of the development plan and are not subject to independent examination.
- 6.2 The Council has produced several SPDs which can be found on the Council's website: <http://www.easthants.gov.uk/supplementary-planning-documents>.
- 6.3 The Council is committed to involving the community in the preparation of these documents, but the level and scope of consultation will vary according to the nature of the document being produced. The preparation of an SPD is different to preparing a Local Plan Document. The Government sets out statutory consultation requirements that the Council must follow. Key statutory stages and opportunities for community involvement are set out within Table 3 overleaf. It is recommended that Table 3 is read in conjunction with Part 5 of the Town and Country Planning Regulations.

Table 3 – SPD Key Stages of Production

Key Stages of SPD Production	How we will consult	Your opportunities for involvement
<p>Initial Background Work</p> <p>Planning Policy will carry out research to identify the issues and relevant policy context as part of evidence gathering.</p>	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Register your contact details on the Planning Policy Consultation Database
<p>Regulation 12 & 13: Publish the draft SPD for consultation</p> <p>Planning Policy will undertake public consultation on the draft SPD for a minimum statutory period of 4 weeks.</p>	<p>Statutory Requirements:</p> <ul style="list-style-type: none"> • Electronic version of the consultation document will be made publicly available on the Council’s website • Hard copies for reference use will be made available at the Council Offices, local libraries and other deposit locations • Notification to relevant specific consultation bodies 	<ul style="list-style-type: none"> • Review the SPD • Submit a formal representation to the Council outlining your comments, support or objection
<p>Finalise SPD</p> <p>Planning Policy will review all the representations submitted during consultation and make any changes to the SPD where justified.</p> <p>The Council will provide a schedule summarising the representations received and detailing the Officers responses.</p>	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Not applicable

Key Stages of SPD Production	How we will consult	Your opportunities for involvement
<p>Regulation 14: Adoption of the SPD The SPD is adopted by the Council</p> <p>The Council publishes an adoption statement.</p>	<ul style="list-style-type: none"> The Council will notify those who submitted representations of the date the SPD will be taken to Full Council for adoption. 	<ul style="list-style-type: none"> Opportunities to speak at Full Council

7. Other Policy Documents

Sustainability Appraisal Scoping Report

- 7.1 The first stage of the sustainability appraisal is to consider the scope of the appraisal process. It includes a review of other relevant plans, policies and programmes that relate to the local area; information on the present state of the local environment (the baseline); a discussion of the local sustainability issues and a series of sustainability objectives that must be considered when preparing Development Plan Documents (DPDs).
- 7.2 Consultation will be undertaken on the draft Scoping Report before it is approved by Council. The Environmental Assessment of Plans and Programmes (SEA) Regulations (2004) require that local authorities consult:
- The Environment Agency
 - Natural England; and
 - Historic England

8. Statement of Community Involvement

- 8.1 The SCI is reviewed regularly to ensure it is in accordance with the regulations and the Council's consultation procedures. Should fundamental changes take place that warrant a fresh SCI, the Council will undertake public consultation for a minimum period of four weeks.
- 8.2 There is no legal requirement to notify specific consultation bodies, however the Council will notify those bodies considered relevant. Reference copies will be made publicly available at the Council Offices. A summary of public representations submitted during consultation will be provided within the Schedule of Officer Responses to Representations Received and will be made publicly available on the Council's website. Those who submitted representations will be notified of the Cabinet and Council dates for adoption of the final document.
- 8.3 **Top Tips:**
- Register on the Council's Planning Policy Consultation Portal:
<https://easthants.jdi-consult.net/localplan/>
 - Find out what documents are going to be produced and when – look up the Local Development Scheme:
<http://www.easthants.gov.uk/planning-policy/local-plan-timetable-local-development-scheme>
 - Monitor the Council's Planning Policy webpages for updates and latest news: <http://www.easthants.gov.uk/planning-policy>
 - Contact your Town/ Parish Council and make them aware of your interest to be involved in local planning matters. Details of how to contact your Parish Council can be found here:
<http://easthants.moderngov.co.uk/mgParishCouncilDetails.aspx>

9. Neighbourhood Plans and Neighbourhood Development Orders

- 9.1 You and or your community may also be interested in getting involved in 'Neighbourhood Planning' which enables your community to shape local development in your area through the Localism Act 2011. It is a way for communities to decide the future of the places where they live and work by having more of a say in where new homes, businesses, shops and community facilities should be placed in their local area, along with being able to allocate sites for development. Where they choose to, local people can draw up a plan or a development order:
- Neighbourhood Plans allow communities to establish general planning policies for the development of land in the area. A neighbourhood plan comes into force as part of the statutory development plan once it has been approved at referendum. This means that the Council and planning inspectors will need to take the plan into consideration when making planning decisions.
 - Neighbourhood Development Orders (including community right to build orders) grant planning permission for a specific type of development in a particular area. This could be either a particular development or a particular class of development such as housing or retail
- 9.2 It is important to note regulations cover neighbourhood plan/orders preparation, including consultation requirements. Regulations also cover the referendum stages. The council's role is to provide advice and support to groups developing a plan. Up to submission of the final draft ('proposed submission') plan, it is the town or parish council (or forum) that is responsible for public consultation and engagement in its preparation.
- 9.3 The Council doesn't initiate the preparation of a Neighbourhood Plan as this is a tool available to local communities to prepare their own planning policies (including site allocations). Therefore, Neighbourhood Plan initiation rests with a Town or Parish Council. However, the Council will support qualifying bodies through the provision of the following:
- Initial advice regarding the suitability of completing a plan or order
 - On-going advice and support throughout the process including conformity of the Neighbourhood Plan/Order with the national and local planning framework

- Provide examples of best practice from plans or case-law.
- Guidance to ensure that allocations and policies are fit for purpose and deliverable.
- Guidance of the relevant legislative requirements.
- Relevant contact information for consultation including statutory consultees and local interest groups and bodies.
- Following submission of the Plan/order the council will undertake the relevant consultation and organise and fund the examination and referendum in the timescales prescribed in legislation, wherever possible.
- Advice relating to the monitoring and review of adopted plans/orders.

9.4 The Council has produced more detailed guidance in relation to Neighbourhood Planning for use by the community which can be accessed on our Neighbourhood Planning Webpage: <http://www.easthants.gov.uk/neighbourhood-planning-guidance>

10. Community Infrastructure Levy

- 10.1 The CIL Regulations enable local planning authorities to raise funding for new infrastructure by levying a charge on new development within their area. The Community Infrastructure Levy (CIL) is an important mechanism for the Council and its partners to fund infrastructure provision to mitigate the impact of new development within the District.
- 10.2 The Council adopted its CIL charging schedule for those parts of the district located outside of the South Downs National Park Authority in April 2016. As part of the CIL process, the Council as the charging authority has produced the following documents:
- Charging Schedule
 - Regulation 123 List
 - CIL Spending Protocol

Charging Schedule

- 10.3 The Community Infrastructure Levy (CIL) is a levy that local authorities can charge on developments in their area. CIL income can be used to fund additional infrastructure required to support new development including roads, schools, green spaces and community facilities.
- 10.4 The levy is charged in pounds (£) per square metre on new floorspace (measured as gross internal area) of any type of development which has a CIL rate set in the Charging Schedule. The Council adopted its CIL Charging Schedule on the 25 February 2016 and it was implemented on the 8th April 2016. Where CIL is applicable, planning applications determined on or after the implementation date may be subject to a CIL charge.
- 10.5 Although the Council has implemented its Charging Schedule, the Charging Schedule has to be reviewed to ensure it is up to date. In the future the Council will need to produce a revised Charging Schedule thus repeating the preparation and consultation process.
- 10.6 This SCI will set out the key statutory procedures that the Council must follow prior to adopting a revised Charging Schedule as enclosed within Table 4. It is recommended that Table 4 is read in conjunction with Part 3 of the CIL Regulations.

10.7 Further information regarding the operation of CIL in the district can be found here:

<http://www.easthants.gov.uk/planning-policy/developers-contributions>

10.8 Further information can also be found on The National Planning Practice Guidance website: <https://www.gov.uk/guidance/community-infrastructure-levy>

Table 4: CIL Charging Schedule Key Stages of Production

Key stages of production	How we will consult	Your opportunities for involvement
<p>Initial Evidence Gathering</p> <p>Planning Policy will carry out research and evidence work to inform the proposed levy rates to be set out within the Preliminary Charging Schedule.</p>	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • Register your contact details on the Planning Policy Consultation Database
<p>Regulation 15: Publish the Preliminary Draft Charging Schedule for consultation</p> <p>1st Public Consultation</p> <p>Planning Policy will undertake public consultation on the CIL Preliminary Draft Charging Schedule for a minimum period of 6 weeks</p>	<p>Statutory Requirements:</p> <ul style="list-style-type: none"> • Send a copy of the preliminary draft to Local Planning Authorities that adjoin the charging authority’s area, Hampshire County Council and all Town and Parish Councils that fall within the charging authority’s area • Notification to be sent to persons who are resident or carrying on business in its area, appropriate voluntary bodies and bodies which represent the interests of persons carrying on business in the charging authority’s area • Notice within relevant newspaper 	<ul style="list-style-type: none"> • Review the CIL Preliminary Draft Charging Schedule • Submit a formal representation outlining your comments, support or objection <p>Please Note: Representations submitted during this consultation stage will not be considered by the Inspector.</p>

Key stages of production	How we will consult	Your opportunities for involvement
	<p>Additional notification methods to be used where relevant.</p> <ul style="list-style-type: none"> • Electronic version of the consultation document will be made publicly available on the Council's website • Hard copies for reference use will be made available at the Council Offices, local libraries and other deposit locations. 	
<p>Regulation 16: Publish the CIL Draft Charging Schedule for consultation</p> <p>2nd Public Consultation</p> <p>Planning Policy will undertake public consultation on the Draft charging Schedule for a minimum period of 6 weeks</p>	<p>Statutory Requirements:</p> <ul style="list-style-type: none"> • Electronic version of the consultation document, relevant evidence, statement of the representations procedure and statement of how to view hard copies will be made publicly available on the Council's website • Hard copies of the consultation document, relevant evidence, statement of the representations procedure use will be made available at the Council Offices, local libraries and other deposit locations. • Send a copy of the consultation document and statement of representation procedure to Local Planning Authorities (that adjoin the 	<ul style="list-style-type: none"> • Review the Draft Preliminary Charging Schedule • Submit a formal representation outlining your comments, support or objection • This is the final opportunity to submit a duly made representation. • The Planning Inspector will only consider representations submitted during this stage as it is considered that these representations (objections) are unresolved.

Key stages of production	How we will consult	Your opportunities for involvement
	<p>Charging Authority's area), Hampshire County Council and all Town /Parish Councils that fall within the charging authority's area</p> <ul style="list-style-type: none"> • Statutory Notice 	
<p>Regulation 19: Submission of CIL Draft Charging Schedule to Examiner</p> <p>Final Draft Charging Schedule</p> <ul style="list-style-type: none"> • Submit CIL Draft Charging Schedule, evidence base and representations received during Regulation 16 • Submit statement setting out the representations made during Regulation 16 and a summary of the main issues raised by representations • The Council will then wait for the Planning Inspector to set the timetable for the Examination of the Charging Schedule. 	<p>Statutory Requirements:</p> <ul style="list-style-type: none"> • All submission documents will be electronically available on the Council's website and reference copies available at the Council Offices • Give notice to those persons who requested to be notified of the submission of the CIL Draft Charging Schedule 	<ul style="list-style-type: none"> • The Council will notify those on the Planning Policy Consultation Database, elected Members, Town / Parish Councils and those who submitted representations that the CIL Draft Charging Schedule has been submitted for Examination

Key stages of production	How we will consult	Your opportunities for involvement
<p>Regulation 25: Approval & Publication of CIL Charging Schedule</p> <ul style="list-style-type: none"> • CIL Charging Schedule is adopted by the Council and published 	<p>Statutory Requirements:</p> <ul style="list-style-type: none"> • Publish CIL Charging Schedule on the Council's website • Make the CIL Charging Schedule available for inspection • Statutory notice in local newspapers • Give notice to those persons who requested to be notified of the approval of the CIL Charging Schedule 	<p>The Council will notify those on the Planning Policy Consultation Database, elected Members, Town / Parish Councils and those who submitted representations that the CIL Charging Schedule has been approved</p>

Regulation 123 List (CIL Expenditure)

- 10.9 The CIL Regulation 123 List sets out the strategic infrastructure types or projects that East Hampshire District Council may fund, in whole or in part, through CIL. It does not apply to the proportion of CIL passed to Town and Parish Councils. The Regulation 123 List is intended to support the adopted CIL Charging Schedule and the projects listed within will support the level of development identified in the adopted Local Plan.
- 10.10 The Council's Regulation 123 List became valid on the 8th April 2016. Although the Council has adopted its Regulation 123 List, the List has to be regularly reviewed to ensure it is up to date and subsequently the Council may produce a revised Regulation 123 List. The Regulations do not set out any statutory consultation requirements however National Planning Practice Guidance states that Charging Authorities should ensure that changes are clearly explained and subject to local consultation.

10.11 For future consultations on an updated Regulation 123 List the Council will provide an electronic copy of the consultation document on its website as well as providing hard copies for reference use during office hours at the Council Offices, libraries and other deposit locations. Notifications will be sent to elected members, Parish and Town Councils, those bodies who the Council considers to have an interest and those on the Planning Policy Consultation Database.

10.12 Further information regarding the Regulation 123 List (April 2016) can be found here:

<https://www.easthants.gov.uk/planning-policy/developers-contributions>

CIL Spending Protocol

10.13 The CIL Spending Protocol will set out how the Council intends to spend the CIL receipts received in the district (outside of the South Downs National Park). The Spending Protocol will set out:

- the proportion the Council will utilise for monitoring,
- the frequency by which the Council will provide the Neighbourhood Proportion of the Levy to Town or Parish Councils,
- how the Council will allocate the remaining CIL funding to strategic infrastructure types or projects set out on the Regulation 123 List.

10.14 The Council will initially undertake a targeted consultation on the draft CIL Spending Protocol with infrastructure providers and Town / Parish Councils to obtain the views of these stakeholders on what is being proposed. The responses received to this consultation will be presented to the Councils Cabinet alongside the final CIL Spending Protocol that is proposed to be presented to Full Council for Adoption.

11. Planning Applications

- 11.1 East Hampshire District Council is the Planning Authority for those parts of the district outside of the South Downs National Park Authority. As Planning Authority, the Council considers and determines planning applications made under planning legislation with proposals ranging from minor household developments such as extensions, through to major applications for residential development, retail, office schemes, industrial schemes and infrastructure schemes (e.g. new roads).
- 11.2 The Council does not determine planning applications relating to mineral processing and waste disposal. Such proposals are determined by Hampshire County Council. Further information can be found here: <http://www3.hants.gov.uk/mineralsandwaste.htm>
- 11.3 The Council wishes to ensure that any person, group and service providers affected by or interested in a planning application has an opportunity to comment on planning applications.

Pre-Application Advice

- 11.4 The Council considers it very important that the local community is involved in the development management process as early as possible. The Council therefore encourages applicants of major, significant or sensitive sites to engage with the local community before a planning application is submitted to ensure that issues are identified and that applicants have the opportunity to make appropriate amendments to their scheme.
- 11.5 The Council encourages potential applicants to engage with the local community on major development at the pre-application stage. However, pre-application community engagement is only mandatory where the planning application / proposal is for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres.
- 11.6 The Council would expect applicants to undertake high quality consultation that is transparent for the community, is not misleading and makes it clear that no decision has been made by the Council. The Local Planning Authority wishes to encourage pre-application engagement with communities and developers where it will add value to the process and the outcome.

- 11.7 Wherever possible, the Council will discuss the need for community involvement with applicants and agents at the pre-application stage. Further information on the Council's pre-application advice service can be found at the following link:
<https://www.easthants.gov.uk/planning-permission/pre-application-planning-advice>

Design Review Panel

- 11.8 Where appropriate the Council will utilise the services of the Design Review Panel (also known as the Architects panel) which is a process whereby significant development proposals may be referred to either the South East Regional Design Panel or the East Hampshire Design Review Panel. These panels consist of independently appointed architects, designers and development professionals who provide unbiased design advice to the Council. There is the opportunity for the designer to present their scheme to the Panel.

Development Consultation Forum

- 11.9 Where appropriate, the Council will establish a Development Consultation Forum as a mechanism to allow a developer of significant proposals to explain their proposals to councillors, public and key stakeholders at an early stage. The Forum will seek to:
- Identify any issues that may be considered in a formal application;
 - Inform pre-application discussions between officers and the developer; and
 - Enable the developer to shape an application to address community issues.

Planning Applications

- 11.10 Applicants should undertake early consultation with the community and the Council will, wherever possible encourage applicants to do so. Applicants may also wish to discuss proposals with the local Councillor(s) or Town / Parish Council.

Publicity

- 11.11 All planning applications are subject to statutory consultation requirements and these are set out in Appendix B together with the additional actions the Council undertakes over and above the statutory minimum. East Hampshire District Council will continue to engage its community based on these requirements.

- 11.12 Where a press advertisement is required this is published in The Hampshire Independent.
- 11.13 Site Notices - Statutory site notices and major application site notices will be placed on or close to the planning application site advertising the details of the proposed development.
- 11.14 Neighbour notification letters are sent to the occupiers of any “adjoining property” and give 28 days from the date of the letter to make comment. The definition of this is set out at the end of Appendix B. Where that property lies outside the East Hampshire District Council planning area (i.e. within the South Downs National Park or within an adjoining administrative area) the Council will notify the occupier of that property. For major or significant schemes the Council may, at its discretion, notify the occupiers of more properties than the minimum.
- 11.15 Where significant amendments are made to an application the Council may undertake additional publicity in the form of a subsequent round of neighbour notification. This will be for a period of 14 days and will only be undertaken where the amendments may have a material impact off the site.
- 11.16 When submitting a planning application, it would be helpful to include within the Planning Statement (or provide a separate statement on community involvement) how the community has been consulted, a summary of what comments have been received and how the scheme has been amended to address matters of concern.

Viewing / Commenting on a Planning Application

- 11.17 Planning applications can be viewed on the Council’s website and at the Council Offices at Penns Place, Petersfield during working hours. The online planning application search register can be viewed here: <https://planningpublicaccess.easthants.gov.uk/online-applications//>.
- 11.18 Anyone can make comment on planning applications and comments can be made online via the [planning application search register](#).
- 11.19 Comments can also be submitted via email / post. Representations received cannot be treated in confidence and will form part of the public planning application file which (subject to the Data Protection Act) is available on line, or, for inspection by appointment for ‘live’ files, at the Council Offices.

11.20 All representations will be taken into account in the decision making process and will be summarised. Representations should be sent in to the Council before the end of the consultation period, which will be the last of the neighbour notification, site notice or press advertisement periods. Where an application is considered at Planning Committee any late representation will also be brought to the attention of the committee.

11.21 The Council has a scheme to allow the public to speak at its Planning Committee but there are some rules that must be followed. You can speak only on a planning application where you have submitted comments in writing within the publicised date for comments and where that application is to be determined by the Planning Committee. If you are an applicant or an objector we will tell you in advance when you have a right to speak to the committee and you must let us know 48 hours before the meeting if you do wish to speak.

12. Appendix A – Specific and General Consultation Bodies

- 12.1 The Town and Country Planning (Local Development) (England) Regulations 2012 require the Council to consult the following ‘specific’ and ‘general’ consultation bodies if proposals in planning policy documents affect them. A number of these bodies are also considered to be Duty to Co-operate bodies). It is important to note that the Neighbourhood Planning (General) Regulations 2012 (schedule 1) also requires qualifying bodies to consult the same consultation bodies in the preparation of Neighbourhood Development Plans. In instances where any of the organisations (bodies) detailed below cease to exist, successor bodies will be consulted.

Specific Consultation Bodies	
<p>Local Planning Authorities</p> <ul style="list-style-type: none"> • Basingstoke and Deane Borough Council • Chichester District Council • Hampshire County Council • Hart District Council • Havant Borough Council • South Downs National Park Authority • Waverley Borough Council • Winchester City Council <p>Town / Parish Councils</p> <ul style="list-style-type: none"> • All Town and Parish Councils within and adjoining East Hampshire District <p>Local Enterprise Partnerships</p> <ul style="list-style-type: none"> • Enterprise M3 LEP • The Solent LEP 	<p>The Coal Authority Homes and Communities Agency Natural England The Environment Agency Historic England Network Rail Infrastructure Ltd Highways England Marine Management Organisation Relevant telecommunications companies Hampshire Constabulary/ Police and Crime Commissioner Relevant health bodies e.g. Clinical Commissioning Group Relevant electricity and gas companies South East Water and Portsmouth Water (Water Supply) Southern Water and Thames Water (Waste Water)</p>

In addition to the specific consultation bodies listed above, the council/qualifying body will involve as many people and groups as possible in the categories below:

General Consultation Bodies	
<ul style="list-style-type: none"> • voluntary bodies some or all of whose activities benefit any part of the local planning authority's area, • bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area, • bodies which represent the interests of different religious groups in the local planning authority's area, 	<ul style="list-style-type: none"> • bodies which represent the interests of disabled persons in the local planning authority's area, • bodies which represent the interests of persons carrying on business in the local planning authority's area;

Examples of organisations which are General Consultation Bodies	
Environment and conservation groups (e.g. the Royal Society for the Protection of Birds and Hampshire and Isle of Wight Wildlife Trust)	Landowners and developers
Minority ethnic groups	Local businesses/ bodies which represent local businesses
Gypsy and Traveller groups	Local resident associations
Sport England and Sport Hampshire	Older persons groups
Youth groups, schools and colleges	Religious groups
Health care groups	Transport providers/operators
Housing interest groups	

13. Appendix B – Publicity for Planning Applications

- 13.1 Publicity for Planning Applications within the East Hampshire Planning Area (i.e. that area of East Hampshire outside the South Downs National Park)
- 13.2 In addition to the publicity set out in these tables the Council will also consult those bodies set out the Town and Country Planning Development Management Procedure Order or Planning Practice Guidance.

Pre-submission of planning applications		
Nature of Proposed Development	Statutory Publicity	Additional publicity carried out by East Hampshire District Council
Applications for planning permission and listed building consent	Where the applicant is not the owner of the land, notice served upon the owner where known, or if not known, press advertisement	Encourage the discussion of major development proposals with interested parties and local communities. For example, meet Parish or Town Council, notify neighbours, local exhibitions, newsletters, leaflets and websites.

Post Submission of Planning Applications		
Nature of Proposed Development	Statutory Publicity	Additional publicity carried out by East Hampshire District Council
<p>All applications except for:</p> <ul style="list-style-type: none"> • Listed Building Consent • Prior Approval demolition of buildings • Agricultural determinations as to whether prior approval is required • Permitted development prior determinations, apart from those relating to dwellings • Applications for Certificate of lawful development or use 	<ul style="list-style-type: none"> • Details of valid application entered on statutory register • Site notice <u>or</u> neighbourhood notification 	<ul style="list-style-type: none"> • Neighbour notification, or, where no neighbours, site notice
Applications (except for a Certificate of Lawful Development or use) affecting the character or appearance of a conservation area	<ul style="list-style-type: none"> • Press notice published by the Council • Site notice displayed by Council for at least 7 days. 	<ul style="list-style-type: none"> • Site notice displayed for 21 days
Applications (except for a Certificate of Lawful Development or use) affecting the setting of a listed building.	<ul style="list-style-type: none"> • Press notice published by the Council • Site notice displayed by Council for at least 7 days. 	<ul style="list-style-type: none"> • Site notice displayed for 21 days
Application accompanied with an Environmental Statement when application initially submitted	<ul style="list-style-type: none"> • Press notice published by the Council • Site notice displayed by Council for at least 21 days. 	<ul style="list-style-type: none"> • Nil
Application accompanied by an Environmental Statement when statement submitted at a later date	<ul style="list-style-type: none"> • Press notice published by the Council • Site Notice displayed by the applicant for a least 7 days. 	<ul style="list-style-type: none"> • Site notice displayed for 21 days

Post Submission of Planning Applications		
Nature of Proposed Development	Statutory Publicity	Additional publicity carried out by East Hampshire District Council
Application for planning permission which represents a departure from the Development Plan	<ul style="list-style-type: none"> • Press notice published by the Council • Site notice displayed by Council for at least 21 days. 	<ul style="list-style-type: none"> • Nil
Application for planning permission which affects a public right of way	<ul style="list-style-type: none"> • Press notice published by the Council • Site notice displayed by Council for at least 21 days. 	<ul style="list-style-type: none"> • Nil
Application for planning permission for: <ul style="list-style-type: none"> • 10 or more dwellings; • Residential development on a site of 0.5ha or more where number of dwellings not known; • 1000m² or more of commercial floorspace; or • Site area of 1.0ha or more. 	<ul style="list-style-type: none"> • Press notice published by the Council • A site notice to be displayed by the Council for at least 21 days or neighbour notification 	<ul style="list-style-type: none"> • Site notice to be displayed by the Council for at least 21 days <u>and</u>, where they exist, neighbour notification
Application for planning permission for: <ul style="list-style-type: none"> • 9 or less dwellings; • Residential development on a site of less than 0.5ha where number of dwellings not known; • Less than 1000m² of commercial floorspace; • Site area of less than 1.0ha; or • Householder development. 	<ul style="list-style-type: none"> • A site notice to be displayed by the Council for at least 21 days <u>or</u> neighbour notification 	<ul style="list-style-type: none"> • Neighbour notification, or, where no neighbours, site notice
Application for Listed Building Consent <u>except</u> <ul style="list-style-type: none"> • Those where the proposal will only alter the interior of a Grade II listed building or to vary/discharge conditions on a consent already granted 	<ul style="list-style-type: none"> • Press Notice published by the Council; • Site notice displayed by the Council for at least 7 days 	<ul style="list-style-type: none"> • Site notice displayed by the Council for at least 21 days • Neighbour notification

Post Submission of Planning Applications		
Nature of Proposed Development	Statutory Publicity	Additional publicity carried out by East Hampshire District Council
Application for Listed Building Consent where the proposal will only alter the interior of a Grade II listed building or to vary/discharge conditions on a consent already granted	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Site notice displayed by the Council for at least 21 days • Neighbour notification
Application for express consent to display advertisements	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Neighbour notification
Application to undertake works to trees covered by Tree Preservation Order	<ul style="list-style-type: none"> • Details of valid application entered on statutory register 	<ul style="list-style-type: none"> • Nil
Notification to undertake works to trees in a Conservation Area not covered by Tree Preservation Order	<ul style="list-style-type: none"> • Details of valid application entered on statutory register 	<ul style="list-style-type: none"> • Nil
Application for demolition of buildings where determination as to whether prior approval of the Local Planning Authority is required (when not associated with an application for planning permission)	<ul style="list-style-type: none"> • Site Notice displayed by applicant 	<ul style="list-style-type: none"> • Nil
Application for approval of method of demolition and/or restoration of site associated with the demolition of a building (when not associated with an application for planning permission)	<ul style="list-style-type: none"> • Details of valid application entered on statutory register 	<ul style="list-style-type: none"> • Nil

Post Submission of Planning Applications		
Nature of Proposed Development	Statutory Publicity	Additional publicity carried out by East Hampshire District Council
Application for agricultural or forestry development as to whether prior approval of Local Planning Authority is required	<ul style="list-style-type: none"> • Details of valid application entered on statutory register 	
Application for approval of siting, design and/or external appearance of agricultural or forestry development	<ul style="list-style-type: none"> • Site Notice displayed by applicant 	<ul style="list-style-type: none"> • Nil
<p>Application for Telecommunications development as to whether prior approval of Local Planning Authority is required where:</p> <ul style="list-style-type: none"> • The proposal represents a departure from the development plan; or • The proposal affects a public right of way 	<ul style="list-style-type: none"> • Press Notice published by the Council; • Site notice displayed by the Council for at least 21 days 	<ul style="list-style-type: none"> • Neighbour notification
Application for Telecommunications development as to whether prior approval of Local Planning Authority is required where the site area is 1.0ha or more	<ul style="list-style-type: none"> • Press Notice published by the Council; • Site notice displayed by the Council for at least 21 days <u>or</u> neighbour notification 	<ul style="list-style-type: none"> • Neighbour notification
<p>Application for Telecommunications development as to whether prior approval of Local Planning Authority is required where:</p> <ul style="list-style-type: none"> • The proposal is not a departure from the development plan; • Does not affect a public right of way; and • The site is less than 1.0ha 	<ul style="list-style-type: none"> • Site notice displayed by the Council for at least 21 days <u>or</u> neighbour notification 	<ul style="list-style-type: none"> • Neighbour notification

Post Submission of Planning Applications		
Nature of Proposed Development	Statutory Publicity	Additional publicity carried out by East Hampshire District Council
Application for Prior Approval for householder development	<ul style="list-style-type: none"> • Neighbour notification for 21 days 	<ul style="list-style-type: none"> • Neighbour notification
Applications for Certificate of Lawful Development for existing development or use	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Equivalent publicity for application for planning permission of that type
Applications for Certificate of Lawful Development for proposed development or use	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Nil
Change of use Prior Approval (permitted development where prior approval of the Local Planning Authority is required, depending on type, of transport, noise, flood risk or contamination)	<ul style="list-style-type: none"> • Details of valid application entered on statutory register 	<ul style="list-style-type: none"> • Nil

Definition of ‘adjoining property’: Any neighbouring property that shares a common boundary with the land subject to the proposed development.

In all cases the owners/occupiers of property are notified, land owners of open land or where the property is in extensive grounds and not within 50m of the application site, are not notified.

14. Glossary

Community Infrastructure Levy (CIL)	A levy that local authorities can choose to charge on new developments in their area. The charges are based on formula relating to the size and type of new development and money can be used to fund infrastructure.
Development Plan	Documents which set out the policies and proposals for the development and use of land. In the East Hampshire District (outside of the South Downs National Park Authority) the development plan currently comprises the Joint Core Strategy (2014), Housing and Employment Allocation Plan (2016) and the Saved Policies of the Local Plan Second Review (2006), Hampshire County Council Minerals and Waste Plan and Neighbourhood Plans.
Duty to Co-operate	The Localism Act 2011 places a legal duty on Local Planning Authorities, County Councils, and public bodies to actively engage on an on-going basis to in Local Plan preparation in the context of strategic cross boundary matters.
Evidence Base	Information gathered by the Local Planning Authority to support the Local Plan and other Development Plan Documents.
Local Development Document	The collective term for Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs) and the Statement of Community Involvement (SCI)
Local Development Scheme (LDS)	Provides a project plan identifying which development plan documents will be produced and when.
National Planning Policy Framework (NPPF)	Introduced in 2012, this framework sets out the government's planning policies and how these are expected to be applied.
Neighbourhood Plans	Neighbourhood Plans are a way for communities to allocate land for new homes, shops or offices to be built, and to have a say on what those new buildings should look like and the type of infrastructure which would be provided.
Planning Policy consultation database	Consultation database maintained by the Planning Policy team which includes anyone who has requested to be consulted on the preparation of Planning Policy documents.
Strategic Environmental Assessment (SEA)	A generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'.

Supplementary Planning Documents (SPDs)	Provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.
Sustainability Appraisal (SA)	Process to appraise policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors).