

Subject: Review of Statement of Community Involvement

Report to: Policy & Resources Committee

17 November 2020

Report by: Samuel Hubbard – Strategic Planning Manager

SUBJECT MATTER

Adoption of revised Statement of Community Involvement which includes an amendment to state that if the Town Hall is closed or access is restricted, which means Local Plan consultation/examination documents cannot be inspected, the Council will instead send free hard copies of documents, on request, to those who have trouble viewing them on the website. The amendment is proposed to ensure that the examination of the Local Plan Part 2 is not interrupted by Covid-19 restrictions.

RECOMMENDATIONS

That the Policy & Resources Committee:

- 1) Adopts the revised Statement of Community Involvement**

1 INTRODUCTION

1.1 A Statement of Community Involvement (SCI) is a formal document each local planning authority is required to have, explaining how it will involve the public in plan preparation and decisions on planning applications. The Council's current SCI was adopted in May 2020. The reason for the review at that time was to remove the commitment to make Local Plan and other planning policy consultation documents available in public libraries due to their closure as a result of Covid-19.

1.2 The SCI still commits the Council to making Local Plan documentation available for inspection at the Town Hall during consultations, examination and following adoption. At the time of the last review this was still a legal requirement as per the Town and Country Planning (Local Planning) Regulations 2012. Due to the restrictions introduced as a result of the Covid-19 pandemic, the Government issued amended regulations in July 2020 to remove this requirement.

1.3 The Council's Local Plan Part 2 was submitted for examination in July 2020. Examination hearings are likely to take place in January. Prior to the examination hearing, the SCI currently commits the Council to making documentation available to inspect at the Town Hall for a 6 week period. Given the new Covid-19 restrictions which came into force on the 5th November 2020, it may not be possible to make documentation available to inspect at the Town Hall for the entire 6 week period. It is proposed that the SCI is therefore amended to state that if the Town Hall is closed or access is restricted, which means documents cannot be inspected, the Council will instead send free hard copies of documents, on request, to those who have trouble viewing them on the website.

2 FINANCIAL IMPLICATIONS

2.1 The commitment to send hard copies of documents will result in additional expenditure associated with printing and postage costs. These costs are expected to be relatively low as requests for hard copies of documentation are unlikely to be high. The Council offered this provision during the last consultation on the Local Plan Part 2 due to the disruption caused by Covid-19. Only two customers requested copies of documentation at this time. At present it is considered that costs can be met by the agreed budget.

3 RISK AND LEGAL IMPLICATIONS

3.1 Risks are considered low. The July 2020 amendments to the Town and Country Planning (Local Planning) Regulations 2012 remove the requirement to make planning policy documentation available for inspection at the Town Hall. The amendments proposed to the Statement of Community Involvement reflect this.

4 CONCLUSIONS

4.1 Following changes to the Town and Country Planning (Local Planning) Regulations 2012, this report recommends that the Statement of Community Involvement is amended to state that if the Town Hall is closed, which means documents cannot be inspected, the Council will instead send free hard copies of documents, on request, to those who have trouble viewing them on the website. This will help ensure the progress of the Local Plan Part 2 examination is not interrupted by Covid-19 restrictions.

5 RECOMMENDATIONS

That the Policy & Resources Committee:

- 1) Adopts the revised Statement of Community Involvement**

6 ATTACHMENT

1. Revised Statement of Community Involvement

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated?

Area for consideration	Comment
Monitoring Officer Consultation:	Yes
Section 151 Officer Consultation:	N/A
Existing Council Policies:	Corporate Plan; Local Plan Core Strategy
Financial Implications:	Addressed in the report

Legal Implications (including human rights):	Addressed in the report
Risk Implications:	Addressed in the report
Equality Issues/EQIA assessment:	Addressed in the report
Crime & Disorder:	None.
Every Child Matters:	None.

GREAT YARMOUTH – LOCAL PLAN

STATEMENT OF COMMUNITY INVOLVEMENT



GREAT YARMOUTH
BOROUGH COUNCIL

Adopted: TBC

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Section 1: Introduction

1.1 What is the Statement of Community Involvement (SCI)?

- 1.1.1 For community involvement to be successful, it needs to be inclusive and recognise the needs of different sectors of the community. The Statement of Community Involvement (SCI) is a key tool in ensuring that everyone who wants to have the opportunity to have their say on planning related matters within the borough outside of the Broads Authority Executive Area.
- 1.1.2 The SCI is part of the new Great Yarmouth Borough Local Plan. It sets out how the Council will involve individuals, local communities and stakeholders in the preparation of planning policy documents and the determination of planning applications. It also provides communities with information about how to get involved in neighbourhood planning.
- 1.1.3 All future community engagement on planning policy documents and planning applications will need to be carried out in accordance with the guidance set out in the SCI.

1.2 Review & update of the SCI

- 1.2.1 The government required that SCIs are reviewed and published every five years. The SCI was last reviewed and updated in May 2020 (following its publication in March 2014 and previous update in March 2019). The May 2020 update just makes minor changes to provide more flexibility in where documents might be deposited during consultations in case of closures of venues (particularly due to Covid-19). Following changes to the Town and Country Planning Act (Local Planning) Regulation 2012, this update removes the explicit commitment to make documentation available at the Council's principle office, the Town Hall, Great Yarmouth. The ongoing Covid-19 pandemic may result in further closures to the Town Hall or restrictions on leaving the home. Therefore this revised SCI states that if the Town Hall is closed or access is restricted, the Council will instead send free hard copies of documents, on request, to those who have trouble viewing them on the website.

1.3 How will the SCI be kept up to date?

- 1.3.2 To maintain its effectiveness, the SCI will be regularly reviewed and updated to take account of any resource issues and ensure that the Council are involving the community as much as possible. To help monitor community involvement in the future the following indicators will be used:
 - The effectiveness of each consultation technique with regard to the number and quality of responses generated
 - The proportion of 'hard to reach groups' that participate (where this data is available)
 - Consulting with participants to establish if they feel valued in the plan making process and if their opinions are making a difference.

Section 2: Getting involved with planning

2.1 Why should you get involved in planning?

2.1.1 Planning involves balancing competing uses for space with the need to make places that are valued and have identity. These activities focus on the location and quality of social, economic and environmental change. The planning system affects everybody who lives, works or visits a place by making policies, setting out visions for places and making decisions about matters ranging from the location of major new transport or energy facilities and employment development, through to the development of new shops, schools, houses or parks needed by local communities.

2.1.2 To ensure that community engagement is effective and meaningful, the Council will:

- Ensure that the level of community involvement is appropriate to the type of planning document being consulted on
- Clearly set out opportunities for stakeholders to get involved
- Involve stakeholders as early in the process as possible
- Tailor consultation events to local circumstances ensuring that resources and time are managed appropriately
- Be open and clear about what is being asked for and how the responses will be used
- Create consultation materials that are understandable by limiting the use of technical terms and using plain English wherever possible.

2.1.3 To ensure that community engagement is effective and meaningful, you will be expected to:

- Provide your comments in a clear and concise format
- Comment within the published time period
- Be open and willing to listen to the opinions of others
- Be aware that your comments will be made publicly available
- Ensure that any responses made on behalf of a group/ organisation take into consideration the full range of members' views and note where agreement and disagreement exists.

2.2 Who do we consult on planning matters?

2.2.1 Consultations often need to find out the views of a cross-section of the population, so it is important that we encourage as many people as possible to get involved in the planning process.

2.2.2 Local people contribute their knowledge and understanding of the locality, its past and its distinctive and valuable features which may otherwise be overlooked. Including all sectors of the community in plan and decision making, increases awareness of planning issues and ensures that the responses we receive are an accurate reflection of the local community's wants and needs.

2.2.3 However, it is recognised that certain sections of the community may be difficult to reach using standardised consultation techniques. In the Borough of Great Yarmouth these include

the business community, young people, ethnic minorities and people with disabilities. These groups may have needs or views that are different from those of the majority. If they are not consulted effectively, these needs or views may remain unrecognised.

2.2.4 In general terms, we consider that the key groups we need to involve are:

- Government agencies and statutory bodies
- Businesses, including local and national business organisations, developers, landowners and their agents
- Interest groups, including environmental, amenity and local community and voluntary groups
- General public, including people who live, work and visit the borough and groups that may be difficult to reach

2.2.5 We will seek to involve these groups, as appropriate, in producing planning policies or dealing with planning applications. There are some groups that we are required to consult by law, these are referred to as statutory bodies. (See Appendix 1 for a list of Local Plan consultees).

2.2.6 In addition, we also maintain a Local Plan consultee database that contains the details of all individuals and organisations who have stated a wish to be kept informed of the development of the Local Plan. If you would like to be added to our Local Plan consultee database please contact a member of the Strategic Planning Team (see the contact details in Section 6).

2.3 How will we engage with groups that may be more difficult to reach?

2.3.1 In order to encourage participation from all parts of the community, it is important to realise the diversity within the borough and the need to treat everybody as an individual. We recognise that some parts of the community often have less chance than others to get involved and are therefore under represented in the planning process. Examples of these hard to reach groups may include, younger people, people who are homeless, temporary residents, people with disabilities, ethnic minorities and businesses. Engaging effectively with these groups requires more initiative and imagination. In addition, there are often real barriers that prevent people taking part in public consultations, most common of which relate to language, accessibility and understanding. If these barriers can be overcome, then these groups can be effectively involved in more general community consultation activities. Table 1 below illustrates some of these issues and their possible solutions (please note, that this list is not exhaustive).

Table 1: Addressing potential barriers to consultation

Consultation barrier	Potential solutions
Difficulties with written information	<ul style="list-style-type: none"> • Provide accessible written information including large font, translations, good colour contrast and avoiding abbreviations • Drop in sessions • Focus groups • Face to face surveys

Consultation barrier	Potential solutions
(Literacy problems, learning disabilities and English as a second language)	
Intimidated or alienated by approach (Put off by 'officialdom' of process, long-standing hostility to the council, lack of confidence or self-esteem)	<ul style="list-style-type: none"> • Use representatives who are already known and trusted by the target group • Contact community representatives such as health workers or teachers • Consider engaging a specialist consultant, voluntary or community group to carry out consultation on the Council's behalf
Cannot access meeting venue (No transport available, cannot physically access the venue, timing makes attendance difficult or impossible)	<ul style="list-style-type: none"> • Plan the event around the needs of the group • Plan meetings in accessible locations • Choose a location where public transport and parking are easily accessible • Check that the venue meets Disability Discrimination Act (DDA) requirements
Lack of time or resources (Busy working families/lone parents, poorly funded community / voluntary groups)	<ul style="list-style-type: none"> • Go to respondents directly • Try to reduce the time it takes to participate in the consultation
Rarely reached by publicity material (Those living in isolated rural communities, publicity material is in an inappropriate format, no access to the internet)	<ul style="list-style-type: none"> • Parish newsletters and village notice boards can help reach rural areas • Make sure material is clearly presented and follows good practice guidelines for written information • Identify local events that we can participate in • Use community notice boards in local shops, supermarkets and sports centres

2.4 How will we utilise existing local partnerships?

2.4.1 Within the borough there are a number of well established local partnerships that operate effectively and already engage with key organisations and groups. It is easy to think that all public services are provided by the police, Council or health service, but local community and voluntary groups are important too, often having a closer understanding of the way residents are feeling than larger statutory bodies. To help make the most efficient use of our resources, we will seek to engage with existing partnerships and utilise these communication networks whenever it is possible and appropriate to do so. These partnerships include, but are not limited to, the following:

- Great Yarmouth Town Centre Partnership
- Comeunity
- MESH – Bringing Gorleston Together
- Make It Happen (network covering Southtown, Cobholm and Halfway House)

2.5 How will we use your personal data?

- 2.5.1 In accordance with the General Data Protection Act 2018 (GDPR) we will use your personal information for the purposes of the provision of the Council services. The processing of this information is necessary for the Council to undertake a public task as defined under Article 6(1)(e) of the Act, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law.

Section 3: Getting involved with the Local Plan

3.1 The Great Yarmouth Borough Local Plan and other planning policy documents.

3.1.1 The Local Plan is a group of documents that sets out how the Borough of Great Yarmouth (outside of the Broads Authority Executive Area) will develop over the next 15 years. It ensures that development meets the overall strategic needs identified in the Core Strategy. The content of the documents in the Local Plan and how they will be implemented are agreed through consultation with relevant stakeholders. Therefore, it is important to secure widespread community involvement with all the documents contained in the Local Plan.

3.1.2 Planning policy documents in the Borough of Great Yarmouth include:

- **Local Plan Documents (LPDs):** LPDs contain strategic and development control based planning policies and site allocations. Some LPDs may also set out frameworks for specific areas where significant change is intended.
- **Supplementary Planning Documents (SPDs):** provide more detailed guidance on how policies should be used.

3.2 How is a Local Plan Document (LPD) prepared?

3.2.1 Before work formally begins on producing an LPD, the Council produces a Sustainability Appraisal Scoping Report to identify the content of a LPD and the different sustainability issues to be addressed. At this Scoping Stage, a focussed consultation will be carried out with key stakeholders to help inform the future direction of the document.

Developing Options

3.2.2 All Local Plan Documents are required to have an evidence base to draw from during their preparation to ensure that accurate, robust and up to date information is available to formulate meaningful and effective policies. The scale and type of consultation that will be undertaken during this stage will depend on the specific topics and issues to be addressed in the LPD. Generally speaking, the process will typically involve:

- Using evidence and consultations with stakeholders and the community to identify the key issues
- Undertaking consultations with stakeholders and the community on the issues and potential options
- Using the responses from the consultations along with other evidence to develop the options which the Council considers to be the most appropriate
- Consulting on the preferred options

3.2.3 In developing options the Council will also consider its Duty to Co-operate which was introduced by the Localism Act 2011. Whilst the Council has always consulted with neighbouring Parish, District and County Councils, this has added a formal duty on local planning authorities, County Councils and other bodies to engage constructively, actively and on an ongoing basis in the preparation of their Local Plans and on other major strategic

matters such as infrastructure. The Council's compliance with the Duty to Co-operate will now be part of the Planning Inspector reasoning on whether the document is sound.

3.2.4 In practice the 'Duty to Co-operate' requires the Council to:

- Work with neighbouring local authorities to identify and address strategic cross-boundary issues;
- Work with the County Council to address strategic issues both within and outside the Borough
- Work with other public bodies and infrastructure providers to ensure that relevant strategic planning matters are identified and addressed

3.2.5 Appendix 2 lists the different stakeholders that the Council will work with in order to fulfil the Duty to Cooperate.

Pre-submission

3.2.6 When the Council has considered all practical options and is satisfied that the chosen preferred options are sound, it will begin work on preparing a 'pre-submission document', this is effectively the final draft.

3.2.7 Unlike the previous stage, the consultation on the pre-submission document is strictly regulated. In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 the pre-submission document will be subject to a 6 week public consultation. During this time the pre-submission document, accompanying sustainability appraisal report and statement of the representation procedure will be made available to inspect at the Town Hall, Hall Plain, Great Yarmouth and on the Council's website (www.great-yarmouth.gov.uk). If the Town Hall is closed, or access is restricted, for any reason for an extended period of time which means documents cannot be inspected, the Council will instead send free hard copies of documents, on request, to those who have trouble viewing them on the website. The document may also be made available at other venues considered appropriate at the time of the consultation.

3.2.8 Any representations made during this stage will be required to relate to the legal compliance and soundness of the document and they will be submitted to the Secretary of State alongside the document for consideration at an Examination in Public.

3.2.9 In addition, the Council will also submit a Consultation Statement to the Secretary of State. This will set out how we have sought to meet our community involvement obligations outlined in this document. The Inspector, when testing the soundness of a Local Plan Document at examination, will use the Consultation Statement to determine whether the SCI has been correctly followed. If there has been a failure to comply with the SCI or the Regulations, in a way that undermines the LPD, the Inspector can recommend that the document be withdrawn.

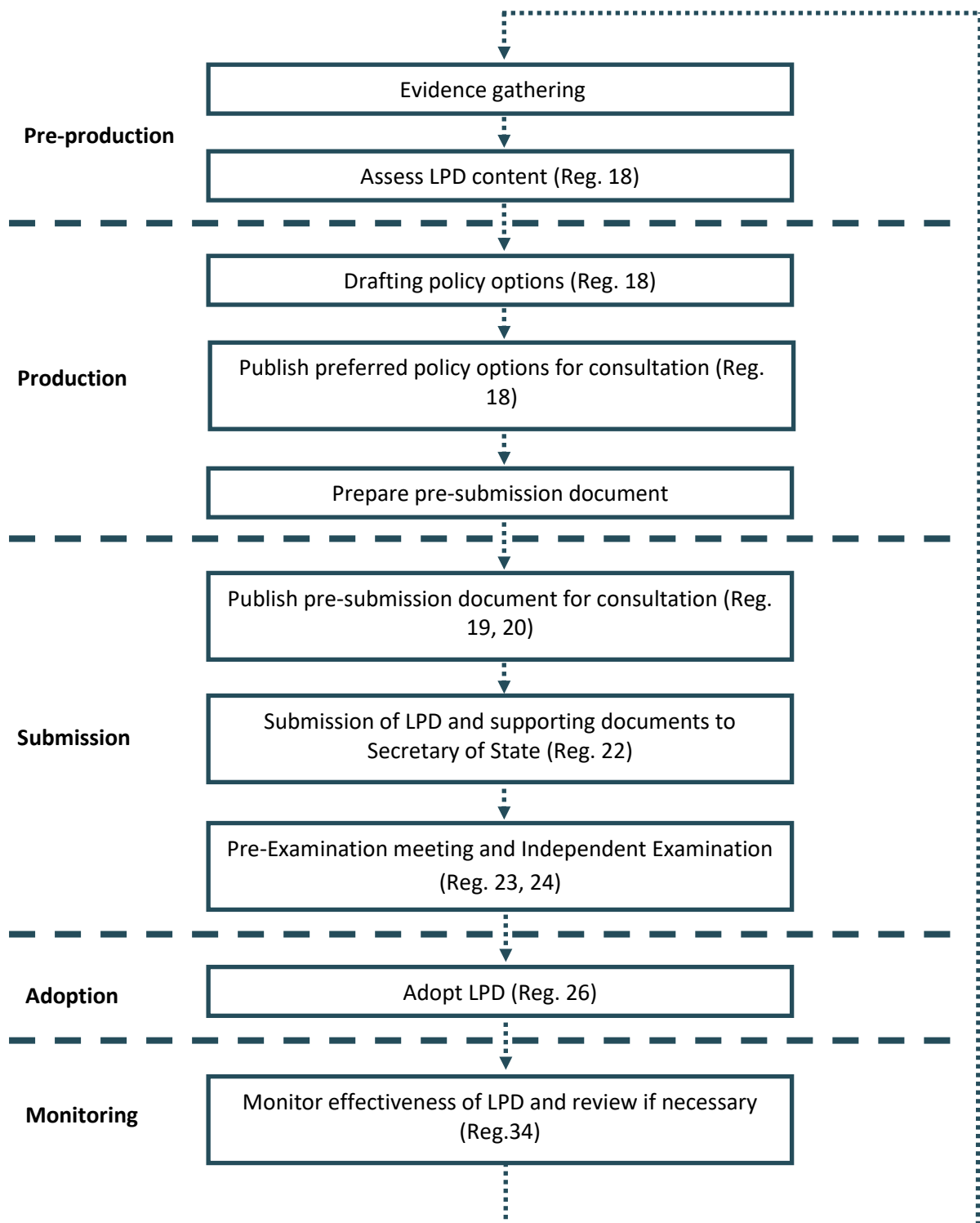
Examination in Public

- 3.2.10 Once a LPD has been submitted to the Secretary of State, it will undergo an Examination in Public carried out by an independent Planning Inspector. This will involve considering all the consultation responses and determining the 'soundness' of the LPD. In order to be judged as 'sound' the LPD must be positively prepared, justified, effective in delivering its aims and consistent with national policy.
- 3.2.11 The Inspector may hold hearing sessions during the examination where people are invited to speak about the document. Once the Inspector has considered all the issues, they will publish a report outlining any changes that need to be made.

Adoption

- 3.2.12 If a document is judged to be sound then it will be adopted by the Council. This will be publicised by placing a notice in the local press, publishing details on the Council's website and sending acknowledgement letters to all consultees that have requested notification.
- 3.2.13 For further details on the types of consultation methods that will or may be used in the preparation of a Local Plan Document please refer to Appendix 3.
- 3.2.14 Figure 1 sets out the different stages for the preparation of LPDs, which are described above. Each identified stage will be carried out in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.

Figure 1: Key stages in preparing a Local Plan Document



3.3 How is a Supplementary Planning Document prepared?

- 3.3.1 Supplementary Planning Documents (SPDs) are produced to expand on policies within Local Plan Documents, providing additional information and guidance. They can be site specific or topic based. Details of the SPDs the Council intends to prepare are set out in the Local Development Scheme which is a separate document timetabling the overall production of Local Plan Documents.

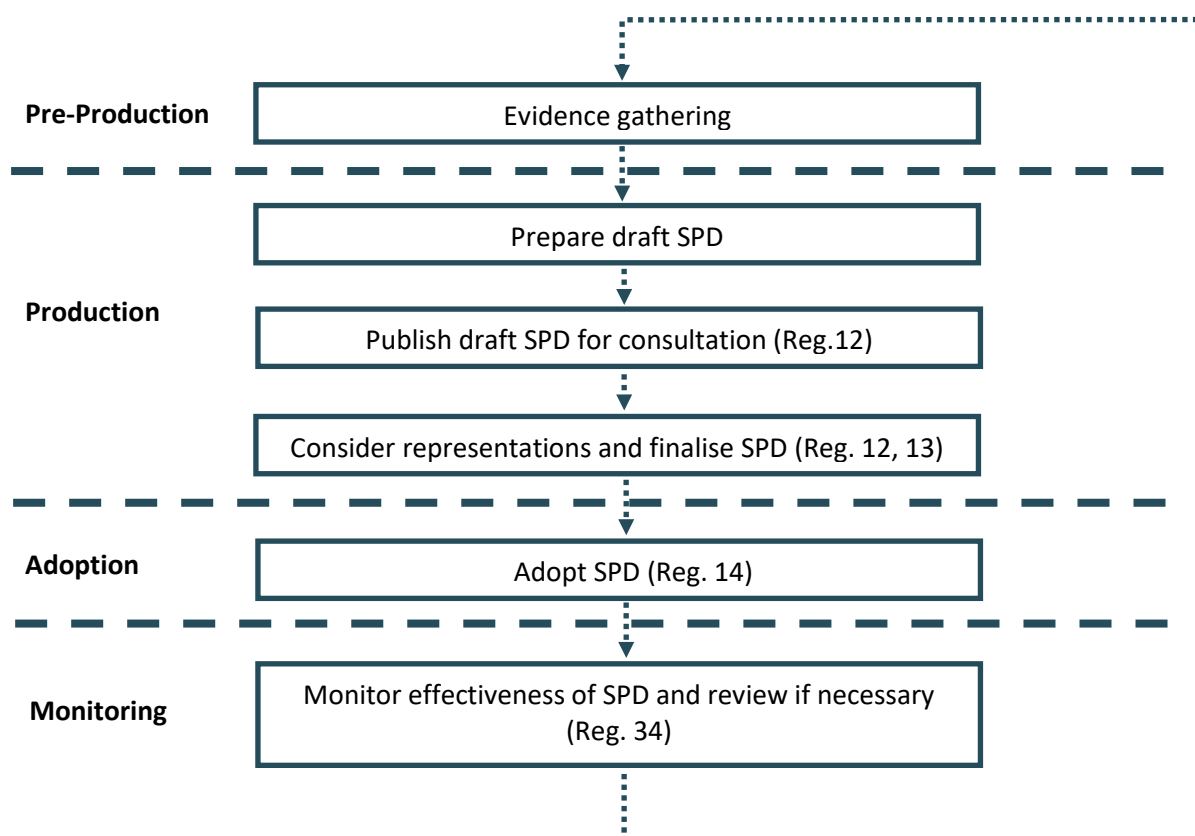
Drafting the SPD

- 3.3.2 As with LPDs, the preparation of SPDs is informed by community involvement through consultation on evidence and information relating to a specific topic. The scale and type of consultation that will be undertaken during this stage will depend on the specific topics and issues to be addressed in the SPD.
- 3.3.3 When a draft SPD is finalised it will be subject to a 4-6 week public consultation period when the Council will invite written representations to be made. This is in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012. During this time the draft SPD and any relevant accompanying materials will be made available to inspect at the Town Hall Hall Plain, Great Yarmouth and on the Council's website (www.great-yarmouth.gov.uk). If the Town Hall is closed for any reason or access is restricted for an extended period of time which means documents cannot be inspected, the Council will instead send free hard copies of documents, on request, to those who have trouble viewing them on the website. The document may also be made available at other venues considered appropriate at the time of the consultation.
- 3.3.4 Following the consultation, the document will be revised to take account of the comments received.

Adoption

- 3.3.5 The final version of the SPD will be adopted by the Council as soon as possible after consultation. This will again be publicised by placing a notice in the local press, publishing details on the Council's website and sending acknowledgement letters to all consultees that have requested notification.
- 3.3.6 Figure 2 sets out the different stages for the preparation of SPDs, which are described above. Each identified stage will be carried out in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.

Figure 2: Key stages in preparing a Supplementary Planning Document (SPD)



3.4 What is a Sustainability Appraisal?

- 3.4.1 Sustainability Appraisal is an ongoing process that assesses the extent to which plans and programmes will contribute to achieving economic, social and environmental objectives. It is required for all Local Plan Documents and some Supplementary Planning Documents and it is carried out alongside their preparation. The Sustainability Appraisal should help inform policy development by ensuring that the most sustainable options are selected.

3.5 What is a Habitats Regulations Assessment?

- 3.5.1 A Habitats Regulations Assessment may also be required for Local Plan Documents and Supplementary Planning Documents. The purpose of Habitats Regulations Assessment is to determine whether or not the documents would have significant adverse effects on internationally important nature conservation sites. If applicable Sustainability Appraisals and Habitats Regulations Assessments will be subject to consultation at the same time as the LPD or SPD to which it relates.

Section 4: Getting Involved in Planning Applications

4.1 Planning Applications

- 4.1.1 The Council receives planning applications for new development ranging from house extensions to major infrastructure projects. Managing development is an important function of the Council as development proposals can often be controversial. This is why it is particularly important to involve the community in making decisions on major applications that could affect a large number of people.
- 4.1.2 The SCI sets out the Council's policy for consultations on planning applications within the Borough (outside of the Broads Authority Executive Area) stating what we will do and when. For information on planning application procedures within the Broads Authority Executive Area, please contact the Broads Authority directly (see Section 6 for their contact details).

4.2 Do I need a pre-application discussion?

- 4.2.1 The National Planning Policy Framework advocates good quality pre-application discussion which enables better co-ordination between public and private resources and improved outcomes for the community. Early engagement with the community has the potential to improve the efficiency and effectiveness of the planning system for all stakeholders.
- 4.2.2 We will be happy to advise developers on when and how they might involve the community before submitting a planning application, based on the significance of the proposals for the community, previous planning history and experience, but developers will carry out the consultation process. Suggested methods include, but are not limited to:
- Advertising the proposal locally to raise awareness
 - Informing local residents, interest groups and neighbours about the proposals in writing
 - Arranging public events at which proposals can be explained, giving opportunity for public comment and suggestions. If a public event is to be held ensure that it is at a time and place which allows for a large section of the public to attend.

4.3 What is a major planning application?

- 4.3.1 A Major Planning Application is defined as one of the following:
- Residential development for 10 or more dwellings
 - Residential development on a site of 0.5 hectares or more
 - Development involving a building(s) with a floorspace of 1,000 square metres or more
 - Any other development on a site of 1 hectare or more

4.4 How are consultations on planning applications carried out?

- 4.4.1 The Council will conduct consultations on all planning applications submitted in line with statutory requirements. This will include consulting statutory bodies such as the Environment

Agency, Natural England, Local Authorities, Parish Councils and members of the local community who may occupy homes or businesses in the vicinity of the site.

- 4.4.2 For certain planning applications, for example major developments, proposals for listed buildings or environmentally protected areas, the Council will publish details in the local press and put up a site notice. In addition, details of these applications will also be made available on the Council's website which will include a copy of the planning application with plans and any other relevant documents. These are available to view and to be commented upon.
- 4.4.3 Our standard approach for involving the community on individual planning applications is set out in detail in Appendix 5. This incorporates the minimum legal requirements for consultation and publicity for planning applications (as stated in the Town and Country Planning (General Development Procedure) Order 1995).
- 4.4.4 We set out our approach for involving the wider community and neighbouring occupiers based on the different stages of the planning application process:
- At pre-application stage - before a planning application is submitted
 - When a planning application has been received and registered
 - When the planning application is processed and determined
 - When the decision has been made
 - If an appeal against the decision is lodged
- 4.4.5 Unless otherwise stated, the standards apply to all planning applications. It is made clear if a different approach is used for different types of planning application, for example, major applications and/or those that might cause local controversy.

4.5 How do I comment on a planning application?

- 4.5.1 Representations on Planning Applications must be made within 21 days of the date of consultation letter or site notice. Representations received after 21 days will be accepted at the discretion of the case officer. There are three principle ways in which people can make comments on planning applications, these are:
- Great Yarmouth Borough Council's Online Planning Search accessed through www.great-yarmouth.gov.uk
 - Via E-mail
 - Via Letter
- 4.5.2 Comments on planning applications must be related to a relevant planning issue in order to be considered by the Council in reaching a decision. These issues are known as 'material considerations' and include, but are not restricted to, the following:
- **Plan policies** contained in existing 'saved' local plans and emerging or adopted Local Plan Documents
 - **Supplementary guidance** contained in Supplementary Planning Documents or interim statements
 - **Local strategies**, such as relevant Parish and Town plans or Village Design Statements
 - **Visual appearance** (including building materials and design issues)
 - **Environmental impacts**
 - **Conservation issues**

- **Impacts on safety**
- **Privacy issues**
- **Infrastructure provision and other community benefits**

4.5.3 Issues such as the impact of a proposal on the value of property or land are not 'material considerations', and therefore will not be considered when assessing planning applications.

Section 5: Getting Involved in Neighbourhood Planning

5.1 What is Neighbourhood Planning?

- 5.1.1 The Government's Localism Act introduces new rights and powers for communities and individuals to enable them to get more involved in planning for their areas. Neighbourhood planning will allow communities to come together through a local parish council or neighbourhood forum and say where they think new houses, businesses and shops should go and what they should look like.
- 5.1.2 There are three tools that communities can use to aid them in planning for their neighbourhoods, they are:
- **Neighbourhood Development Plan (NDP):** is like a Local Plan for a neighbourhood, setting out policies in relation to the development and use of land, against which planning applications will be judged. Provided it is in general conformity with the Core Strategy, it could, for example, allocate sites for housing or employment use, protect locally valued buildings or green space, set out design criteria for new buildings, and generally adds detail to Core Strategy policies. Almost anything that uses land and needs planning permission can be included in a NDP.
 - **Neighbourhood Development Order (NDO):** can be used to grant planning permission for certain types of development in certain locations, without the need to submit a planning application to the Borough Council.
 - **Community Right to Build Order:** is a specific type of NDO. They allow a local community group to bring forward a small development, which might include proposals for new homes, business premises and/or community facilities.

5.2 Which bodies are responsible for neighbourhood planning?

- 5.2.1 There are two types of bodies that are able under the regulations to prepare a NDP or a NDO, these are Parish Councils and Neighbourhood Forums. In areas where a Parish Council exists, these are the only bodies that can prepare a Neighbourhood Plan. Where a Parish Council does not exist, community members can create a Neighbourhood Forum.
- 5.2.2 Only one Neighbourhood Forum is allowed to exist for each neighbourhood to be covered by a NDP or NDO. The Neighbourhood Forum must have the purpose of furthering the social, economic and environmental well-being of the area and seek to have representative membership from across the neighbourhood area. It must also have a written constitution and a minimum of 21 members.
- 5.2.3 To become a recognised Neighbourhood Forum an organisation or body must submit an application to the local planning authority. This must include the name of the proposed neighbourhood forum and a map specifying the area that it covers. The application must also include a copy of the Forum's written constitution and a statement explaining how the proposed Neighbourhood Forum meets the conditions contained in section 61F(5) of the Town and Country Planning Act (1990).

- 5.2.4 A Community Right to Build Order is the only neighbourhood planning provision that does not need to be prepared by a Parish Council or Neighbourhood Forum. For a community group to be eligible to produce a Community Right to Build Order, at least half of the community organisation's members must live in the neighbourhood area to which the Community Right to Build Order will apply. The organisation must also exist to further the social, economic and environmental well-being of the area in question.

5.3 What is a Neighbourhood Area?

- 5.3.1 In parished areas the 'neighbourhood area' will generally follow parish boundaries. However, a neighbourhood area can cover only part of a parish or can be a combination of parishes. If the proposed neighbourhood area covers more than one parish, then consent must be sought from each of the relevant Parish Councils.
- 5.3.2 In non-parished areas the 'neighbourhood area' would need to be defined. The following factors could be used to help define a neighbourhood area: natural land divisions/features (e.g. rivers, woodland and field boundaries), unnatural land divisions/features (e.g. roads, railway lines and settlement edge), character areas or areas of a particular type or style of development, catchment areas (e.g. school or retail) or local authority ward boundaries.

5.4 How are Neighbourhood Development Plans and Orders prepared?

- 5.4.1 NDPs, NDOs and Community Right to Build Orders are prepared through a formal process including a public consultation and an assessment by an independent examiner. They must also be agreed at a local referendum before they can be adopted. Figure 3 set's out the broad stages for the preparation of NDPs, NDOs and Community Right to Build Orders. Each identified stage will be carried out in accordance with the Neighbourhood Planning (General) Regulations 2012.

5.5 How are NDPs, NDOs and Community Right to Build Orders approved?

- 5.5.1 NDPs, NDOs and Community Right to Build Orders have to meet a number of conditions before they can be put to a community referendum and legally come into force. These conditions are to ensure plans are legally compliant and take account of wider policy considerations (e.g. national policy). The conditions are:
- they must have regard to national planning policy
 - they must be in general conformity with strategic policies in the Local Plan for the area prepared by the Council, including policies in the Core Strategy
 - they must be compatible with EU obligations and human rights requirements
- 5.5.2 An independent qualified person then checks that the document meets these conditions before it can be voted on in a local referendum.
- 5.5.3 Figure 3 sets out the different stages for the preparation of NDPs and NDOs which are described above. Each identified stage will be carried out in accordance with the Neighbourhood Planning (General) Regulations 2012.

5.6 What is the Council's role in the Neighbourhood Planning process?

- 5.6.1 The Council has a duty to support local communities in neighbourhood planning. This includes confirming arrangements for new Neighbourhood Forums, approving neighbourhood area boundaries, providing expertise and advice to Neighbourhood Forums and Parish Councils (where required) and arranging and funding the independent examination and community referendum. See **Addendum 1** (below) which sets out how the Borough Council will provide advice and assistance to those preparing a neighbourhood plan.

5.7 Addendum 1: Neighbourhood Plan Advice & Assistance

The following Table sets out in general terms how the Borough Council will provide advice and assistance to those preparing neighbourhood plans. This is organised under the main stages of neighbourhood planning, and also guides communities through the variety of responsibilities and decision making that will need to be addressed in preparing a plan.

In practice, the types and amount of advice and assistance will depend to a large extent on the wishes of the body preparing the neighbourhood plan, and the issues it faces.

Note that:

1. References below to a parish council should be taken to include a town council or a neighbourhood forums (who can also prepare neighbourhood plans).
2. The Borough Council will provide advice and assistance, if required, regardless of whether it agrees with the content of the neighbourhood plan.
3. In addition to the provision of advice and assistance, the Borough Council has certain formal statutory responsibilities in processing and deciding on neighbourhood plans (in bold below), and these must be undertaken as set out in legislation. The summaries of those responsibilities below are not intended to be definitive.

Stage	Qualifying Body (Parish/Town Council or Neighbourhood Forum) Suggested Actions (formal stages in bold)	Great Yarmouth Borough Council Advice & Assistance Examples	Great Yarmouth Borough Council formal responsibilities
<p>Initial consideration:</p> <p>Does your community want to prepare a neighbourhood plan?</p> <p>What does it hope to achieve by doing so?</p>	<ul style="list-style-type: none"> • Weigh up possibilities, potential opportunities, and any potential constraints such as resources, time and monetary costs when preparing a neighbourhood plan • Understand the statutory requirements and constraints for neighbourhood plans. • Have regard to Strategic Policies (such as settlement strategy and housing requirements), and existing/emerging Local Plan(s) and national planning policy • Consider setting up a steering group / neighbourhood forum to lead on the development of the plan 	<p>Attend parish council meeting to provide general outline and advice on neighbourhood plans, and answer questions.</p> <p>Provide in person, by phone or in writing more specific guidance, advice and support. This will likely help with</p> <ul style="list-style-type: none"> • understanding the process of preparing a plan, 'what happens next?', and central government funding opportunities. • what neighbourhood plans, can, can't and must do. • how the Borough's Strategic Policies might affect the approach to the neighbourhood plan • what evidence is, and isn't, required to support the proposals, • providing contacts for advice and information from others who have prepared neighbourhood plans. 	
<p>Designation of Neighbourhood Area (and Forum if required)</p>	<ul style="list-style-type: none"> • Decide upon an appropriate area for the plan (usually, but not always the whole parish area) • Apply to the Council with a map and justification of the area 	<p>The Borough Council can provide a map (subject to being signed up to the Public Sector Mapping Agreement).</p>	<p>Decide if the area is appropriate and designate it as soon as possible (this may require the Council to consult).</p>

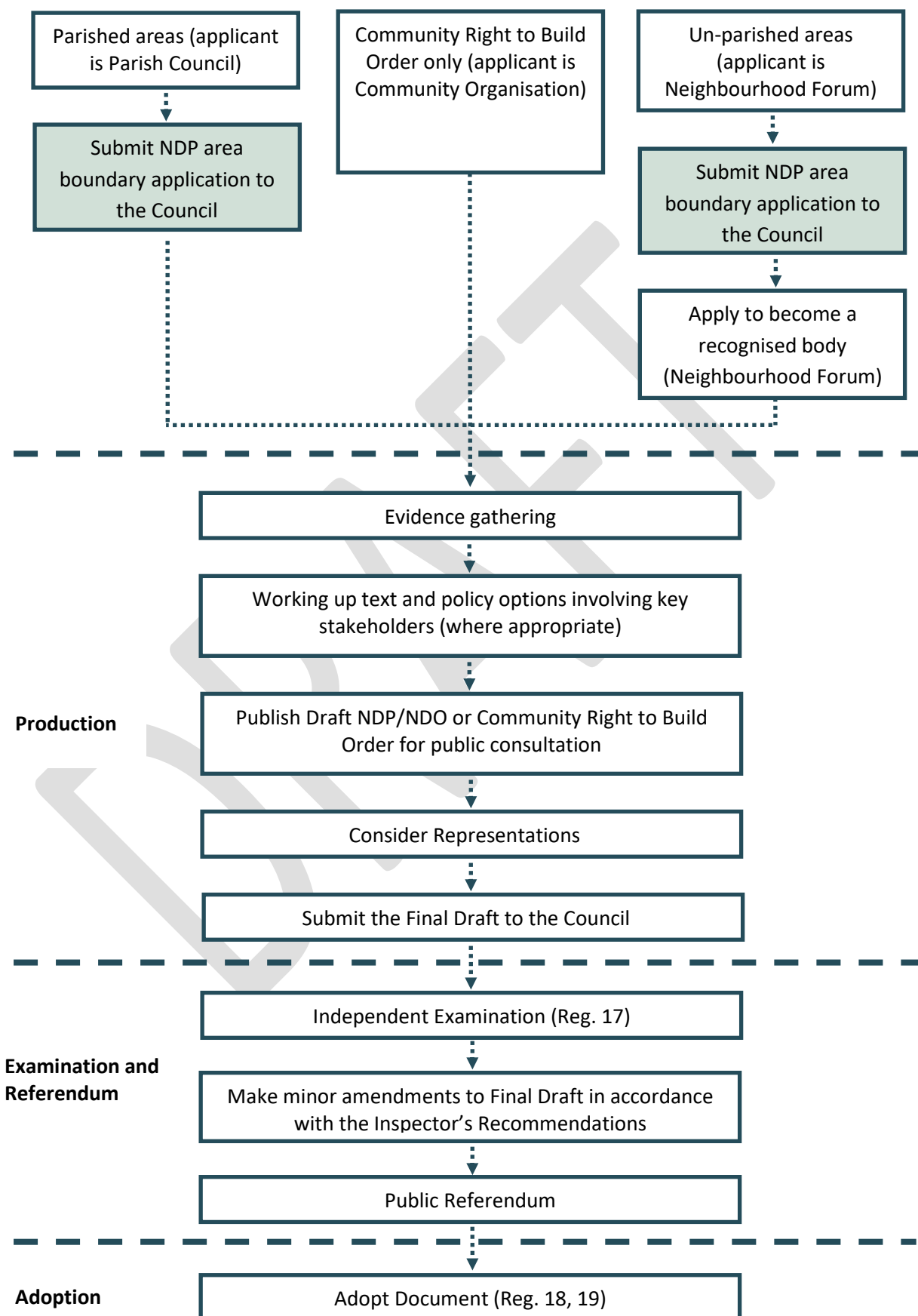
Develop plan's aims and policies	<ul style="list-style-type: none"> Consider and develop main aims (focus) of the plan Draft clear policies If allocating sites – carry out an appraisal against identified criteria, demonstrate what alternative sites have been considered Consult the community Constructively engage with the Council 	The Borough Council will provide assistance if required (including mapping assistance, subject to resources). It is good practice at this stage to share plan proposals, but more generally to regularly engage with the Council, which can assist in: considering draft policies, where possible supporting evidence in making site allocations, and providing advice in meeting the 'basic conditions', and identifying issues which may cause problems later in the process	
Consider environmental effects - Prepare Strategic Environmental Assessment (SEA) Screening Report & Habitat Regulations Assessment (HRA) screening	<ul style="list-style-type: none"> Consider whether the plan may have significant environmental effects Consider using a Sustainability Appraisal to assess sites (if you are seeking to allocate sites) Consider whether the plan may have significant effects on internationally protected species and/or habitat sites [Note that if there are potential effects – suitably qualified consultants may be needed to carry out a full 'HRA' assessment] 	The Borough Council will advise on these important but complex processes.	
Pre-submission consultation	<ul style="list-style-type: none"> Undertake a six week pre-submission public consultation on the draft plan options (including SEA/HRA Report – if they are required) Also provide any necessary supporting documents such as a Consultation Statement explaining what is being consulted (and what the next steps are). 	The Borough Council can provide guidance on who needs to be consulted, and could potentially host the consultation on its website.	
Revising the pre-submission plan	<ul style="list-style-type: none"> Consider making amendments to the plan based on comments received at consultation Produce a representations report setting out how comments have been taken into consideration 	The Borough Council can provide advice, if required.	

Optional independent 'health check' of the plan	<p>Following pre-submission consultation and amendments, the Borough Council strongly recommends that the draft plan is submitted for a 'health check' to be reviewed by an independent examiner. Those who have done this and successfully progressed their plans to adoption have found this very useful, and time saving in the long run. (It is much better to find out any problems at this stage, rather than later.) The key focus of the review is considering whether the plan has met the 'Basic conditions' and other legislative requirements, and therefore whether the plan is likely to have difficulties in the formal examination. This enables the parish council to address any concerns before the plan is formally submitted for examination, at which point it is largely out of the hands of the parish council and any changes must be decided by the Borough Council in the light of the advice of the Examiner.</p> <p>The cost of a health check review depends on the scope of the plan, but is typically approx. £1,000.</p>	<p>If the parish council is willing to submit the plan to an independent 'health check' review jointly with the Borough Council, the Borough Council will consider contributing to the cost of the review, and organise the review using the Neighbourhood Plan Independent Examiners Referral Service (NPIERS).</p>	
Further revisions to draft plan	<p>Following an independent 'health check' – further amendments may be recommended to the plan prior to its submission (which should help it to progress through examination).</p>	<p>The Borough Council can provide support if required.</p>	

Submitting the plan to the Council	<p>Submit neighbourhood plan once content with the finalised document, with or including:</p> <ul style="list-style-type: none"> • Map of neighbourhood plan area • Consultation Statement – setting out details of consultation and how they were considered • Statement setting out how the plan meets legislation (in particular, the Basic Conditions) • Environmental Report (screening or full report). <p>Optional supporting documents could include:</p> <ul style="list-style-type: none"> • Sustainability Appraisal • Viability Assessment 		<p>The Borough Council will check that all relevant documents have been submitted and the legislative requirements have been adequately met to publish the plan and commence a six week consultation (to be held by the Council).</p>
Independent examination	<p>An independent examiner will conduct the examination of the plan usually with written representation and potential site visits. There is also the potential that a meeting/hearing may be required.</p>		<p>The Borough Council will:</p> <ul style="list-style-type: none"> • consult the neighbourhood plan body on the choice of examiner • appoint the Examiner • Receive the examiner's report
Examiner's recommendations	<p>The parish council will receive a copy of the Examiner's Report.</p> <p>This can recommend that plan –</p> <ul style="list-style-type: none"> • Can proceed unchanged to a referendum; or • (most likely) Can proceed to a referendum if it is first amended by the Borough Council to address any problems; or • Should not proceed to a referendum 		<p>The Borough Council will consider the Examiner's conclusions and decide whether the legislative requirements require any amendments to be made to the plan, and whether it can (then) proceed to a referendum.</p>

Referendum	Receive referendum results.		The Borough Council will hold the referendum (with at least 28 days' notice prior to it taking place).
Adoption	Receive notice when the neighbourhood plan 'comes into force' – forming part of the Development Plan		<ul style="list-style-type: none"> • Upon a 'yes' vote in the referendum, the Borough Council will adopt the neighbourhood plan • A neighbourhood plan in force will form part of the Development Plan – and will be used to guide and support planning applications and decisions.

Figure 3: Key stages in preparing a Neighbourhood Development Plan (NDP) or Neighbourhood Development Order (NDO)



Section 6: Contact Information

6.1 Great Yarmouth Borough Council

- 6.1.1 A member of the Strategic Planning team is available to answer any questions you may have relating to the Statement of Community Involvement or the Local Plan. Planning officers are available between the following times:

Monday – Friday 9:00am – 5:00pm

- 6.1.2 You can also contact the Strategic Planning team using the following details:

Strategic Planning,
Town Hall,
Hall Plain,
Great Yarmouth,
Norfolk,
NR30 2QF

Tel: (01493) 846626

Email: localplan@great-yarmouth.gov.uk

- 6.1.3 For any queries relating to planning applications please contact the Development Control team using the following details:

Development Control,
Town Hall,
Hall Plain,
Great Yarmouth,
Norfolk,
NR30 2QF

Tel: (01493) 846430 or Planning Technicians and Assistants: 01493 846169

Email: plan@great-yarmouth.gov.uk

6.2 The Broads Authority

- 6.2.1 The Broads Authority is responsible for planning matters within their executive area of the borough. For any queries relating to Broads Authority matters please use the contact details below:

Broads Authority,
Yare House,
62-64 Thorpe Road,
Norwich,
NR1 1RY

Tel: (01603) 610734

Website: www.broads-authority.gov.uk

Section 7: Appendices

Appendix 1: Local Plan consultees

Under the conditions contained within the Town and Country Planning (Local Planning) (England) Regulations, 2012, the Council must consult specific and general bodies as well as those residents and/or businesses the Council considers appropriate.

The following are statutory consultation bodies that must be consulted:

- Historic England
- Natural England
- Network Rail
- The Coal Authority
- The Environment Agency
- Highways England
- Homes England
- The Marine Management Organisation
- Clinical Commissioning Group and NHS England
- Relevant authorities who operate within or adjacent to the boroughs boundary including:
 - Norfolk County Council
 - Suffolk County Council
 - The Broads Authority
 - North Norfolk District Council
 - Broadland District Council
 - South Norfolk Council
 - East Suffolk Council
 - Parish Councils
- Relevant telecommunications companies
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers

The Regulations also require that the Council consult general consultation bodies. The Regulations identify five types of bodies as general consultation bodies that relate to voluntary organisations representing certain groups within the community. The general consultation bodies are:

- Voluntary bodies whose activities benefit any part of the authority's area
- Bodies that represent the interests of different racial, ethnic or national groups
- Bodies that represent the interests of different religious groups
- Bodies that represent the interests of disabled persons
- Bodies that represent the interests of businesses in the area

Where appropriate the Council will consult with a range of other consultees where the scope of the Local Plan Documents relates to their role or area of interest in the planning system. Examples of the types of agencies and organisations include:

- National controllers of waterways and navigation authorities
- Airport operators
- Government departments
- RSPB
- Sport England
- Network Rail
- Fire authorities
- HM Prison Service
- Landowners
- House builders and developers

This list is not exhaustive and consultees will be updated to include successor bodies when reorganisations occur.

Appendix 2: 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 borough will cooperate 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:

Neighbouring Local Authorities and County Councils:

North Norfolk District Council
Broadland District Council
South Norfolk Council
East Suffolk Council
Norfolk County Council
Suffolk County Council
Broads Authority

Other public bodies and infrastructure providers:

Homes England
The Environment Agency
Natural England
Historic England
Clinical Commissioning Group and NHS England
The Office of Rail Regulation
Integrated Transport Authorities
Highways England
Anglian Water
Essex and Suffolk Water
The Marine Management Organisation
Civil Aviation Authority

Appendix 3: Who is involved when preparing the planning policy documents?

Those to be Involved	Statement of Community Involvement	Local Development Scheme	Core Strategy	Local Development Documents AAPs and SPDs	Environmental And Sustainability Assessment Scoping Report	Environmental and Sustainability Report(s)	Notes
See list of statutory consultees shown in Appendix 1.	•		•	•	•	•	
The general public	•		•	•		•	
Housing sector (developers, private and social landlords)	•	•	•	•	•	•	
Additional Government Agencies and Departments, Local MPs	•	• *	•	•	•	•	*Planning Inspectorate only
Utility, energy and telecoms providers	•		•	•	• *		*Green energy, for example, companies who provide wind power
Transport companies and organisations (for example, the Strategic Rail Authority and local transport operators)	•		•	•	•	•	

Those to be Involved	Statement of Community Involvement	Local Development Scheme	Core Strategy	Local Development Documents AAPs and SPDs	Environmental And Sustainability Assessment Scoping Report	Environmental and Sustainability Report(s)	Notes
Local neighbourhood groups (MESH, ComeUnity)	•	•	•	•		•	
Community diversity (faith groups, disability groups, young people and gypsies)	•		•	•	•	•	
Rural and countryside interests, (farmers groups, country landowners and government agencies)	•		•	•	•	•	
Land, property and housing organisations (developers, housing providers and planning consultants)	•		•	•	• *	•	*Planning consultants only
Business, industrial and commercial organisations.	•		•	•			
Retail and town centre organisations (Great Yarmouth Town Centre Partnership, Great Yarmouth Location Forum)	•		•	•		•	

Those to be Involved	Statement of Community Involvement	Local Development Scheme	Core Strategy	Local Development Documents AAPs and SPDs	Environmental And Sustainability Assessment Scoping Report	Environmental and Sustainability Report(s)	Notes
Land and property owners and occupiers	• *		• *	• *			*Major landowners only – those directly affected
Minerals and waste interests	•		•	• *	•	•	* Only where relevant.
Tourism interests, (hospitality sector)	•		•	• *			* Tourism locations only, for example, town centre and parks
Other local community and voluntary groups, (Council for Voluntary Services)	•		•	•			

Appendix 4: Key consultation stages in preparing a Local Plan Document

Key Consultation Points	Consultation activities the Council will/may do
<p>Regulation 18:</p> <p>Preparing a Local Plan Document</p> <p>Gathering evidence and assessing options stage</p>	<p>The Council will:</p> <ol style="list-style-type: none"> 1. Inform all statutory consultees specified in Appendix 1 of the proposed LPDs subject matter and invite consultees to comment on what content the LPD ought to contain. 2. Inform all appropriate general consultees specified in Appendix 2 of the proposed LPDs subject matter and invite consultees to comment on what content the LPD ought to contain. 3. Ensure that where appropriate, draft versions of the LPD are made available to view at: <ul style="list-style-type: none"> • Reception, Town Hall, Hall Plain, Great Yarmouth, Norfolk, NR30 2QF (if open) • The Council's website (www.great-yarmouth.gov.uk) • Other venues considered appropriate at the time of the consultation. 4. Send free hard copies of documents, on request, to those who have trouble viewing them on the website if the Town Hall or other advertised inspection points are closed (or access is restricted) for an extended period during the consultation(during normal opening hours). 5. Prepare press releases advertising consultations on draft versions of the LPD. 6. Take into consideration all representations made at this stage alongside the wider evidence base. 7. Provide feedback on all representations made at this stage. <p>The Council may also:</p> <ol style="list-style-type: none"> 8. Organise consultation events to gather additional information about geographical areas, specific topics or preferred options. Potential methods that may be used include but are not limited to:

	<ul style="list-style-type: none"> • Leaflet drops • Drop in sessions • Stakeholder meetings • One-to-one meetings • Action planning/workshops • Presentations • Questionnaires/surveys • Focus groups
<p>Regulation 19:</p> <p>Publication of a Local Plan Document</p>	<p>The Council will:</p> <ol style="list-style-type: none"> 1. Invite all statutory consultees specified in Appendix 1 to make representations on the soundness and legal compliance of the draft LPD within the specified period of time, which will be at least six weeks from the time the draft LPD is made publicly available. 2. Inform all appropriate general consultees specified in Appendix 2 to make representations on the soundness and legal compliance of the draft LPD within the specified period of time, which will be at least six weeks from the time the draft LPD is made publicly available. 3. Make copies of the proposed submission document available for inspection at the Town Hall, Hall Plain, Great Yarmouth (if open) and on the Council's website (www.great-yarmouth.gov.uk). The document may also be made available at other venues considered appropriate at the time of the consultation. The Council will send free hard copies of documents, on request, to those who have trouble viewing them on the website if the Town Hall or other advertised inspection points are closed (or access is restricted) for an extended period during the consultation(during normal opening hours). 4. Send a copy (normally electronic) of the proposed submission document, accompanying sustainability report and statement of the representation procedure to each of the specific and general consultation bodies as specified in Appendix 1, that were invited to make representations. 5. Publish guidance notes on how to make a representation and what will happen when a representation has been received and produce a standard response form to enable people to make representations in writing or on-line via the Council's website.

	<p>The Council may also:</p> <ol style="list-style-type: none"> 6. Publish by local advertisement a formal notice inviting representations, indicating where and when documents will be available for inspection. 7. Prepare press releases inviting representations, indicating where and when documents will be available for inspection. 8. Organise and attend drop in sessions and stakeholder meetings to allow consultees to talk through potential issues before submitting a formal response.
<p>Regulation 22:</p> <p>Submission of documents and information to the Secretary of State (represented by the Planning Inspectorate).</p>	<p>The Council will:</p> <ol style="list-style-type: none"> 1. Make the LPD and all documents submitted to the Secretary of State available to inspect at: Reception, Town Hall, Hall Plain, Great Yarmouth, Norfolk, NR30 2QF (if open). The Council will send free hard copies of documents, on request, to those who have trouble viewing them on the website if the Town Hall or other advertised inspection points are closed (during normal opening hours), or access is restricted, for an extended period during the examination. 2. Publish on the website the LPD and all related documents sent to the Secretary of State including details of where, when and how the LPD and other information can be inspected. 3. Inform all statutory consultees specified in Appendix 1 that the LPD has been submitted to the Secretary of State and advise them of where and when documents will be available for inspection. 4. Inform all other consultees (that have requested to be notified) that the LPD has been submitted to the Secretary of State and advise them of where and when documents will be available for inspection. <p>The Council may also:</p> <ol style="list-style-type: none"> 5. Make copies of the LPD, Sustainability Appraisal and summary of consultation responses available to view at other venues throughout the borough.

	<p>6. Publish by local advertisement a formal notice to inform consultees that the LPD has been submitted to the Secretary of State and advise them of where and when documents will be available for inspection.</p> <p>7. Prepare press releases inviting representations, indicating where and when documents will be available for inspection.</p>
<p>Regulation 24:</p> <p>Independent Examination</p>	<p>The Council will at least 6 weeks before the examination hearing commences:</p> <ol style="list-style-type: none"> 1. Make a statement indicating the date, time, place of the examination and name of person carrying out the examination available together with to view at : <ul style="list-style-type: none"> • Reception, Town Hall, Hall Plain, Great Yarmouth, Norfolk, NR30 2QF (only if open and accessible) • The Council's website (www.great-yarmouth.gov.uk) 2. Publish on the website the LPD and all related documents sent to the Secretary of State including details of where, when and how the LPD and other information can be inspected. 3. Inform all statutory consultees specified in Appendix 1 of the date, time, place of the examination and name of person carrying out the examination. 4. Inform all other consultees (that have requested to be notified) of the date, time, place of the examination and name of person carrying out the examination. <p>The Council may also:</p> <ol style="list-style-type: none"> 5. Publish by local advertisement a formal notice to inform consultees of the date, time, place of the examination and name of person carrying out the examination.
<p>Regulation 25:</p> <p>Publication of the Inspector's Report</p>	<p>The Council will:</p> <ol style="list-style-type: none"> 1. Make the recommendations of the person appointed and the reasons given by that person for those recommendations available to view at the Town Hall, Hall Plain, Great Yarmouth (if open) and on the Council's website (www.great-yarmouth.gov.uk). The report may also be made available at other venues considered appropriate at the

	<p>time of the consultation. The Council will send free hard copies of the report, on request, to those who have trouble viewing it on the website if the Town Hall or other advertised inspection points are closed (or access is restricted)(during normal opening hours).</p> <p>2. Inform all consultees that have requested to be notified of the publication of those recommendations, that the recommendations are available.</p> <p>The Council may also:</p> <p>3. Prepare press releases to inform consultees that the publication of the appointed persons recommendations are available</p>
<p>Regulation 26:</p> <p>Adoption</p>	<p>The Council will:</p> <p>1. Make the adopted LPD, Sustainability Appraisal and the adoption statement available for inspection for at least 6 weeks at:</p> <ul style="list-style-type: none"> • Reception, Town Hall, Hall Plain, Great Yarmouth, Norfolk, NR30 2QF (if open) • The Council's website (www.great-yarmouth.gov.uk) • Other venues considered appropriate at the time of publication. <p>2. The Council will also send free hard copies of documents, on request, to those who have trouble viewing them on the website if the Town Hall or other advertised inspection points are closed (or access is restricted) (during normal opening hours) during the 6 weeks following adoption.</p> <p>3. Send all consultees that have requested to be notified of the LPDs adoption a copy of the adoption statement</p> <p>4. Send a copy of the adoption statement to the Secretary of State</p> <p>The Council may also:</p> <p>5. Publish by local advertisement a formal notice to inform consultees that the LPD has adopted.</p>

	6. Prepare press releases to inform consultees that the LPD has adopted.
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Appendix 5: Consultation stages and methods used in producing a Supplementary Planning Document

Key Consultation Points	Consultation activities the Council will/may do
<p>Regulations 12 & 13:</p> <p>Preparing a Supplementary Planning Document</p> <p><i>(Evidence gathering stage with the opportunity to informally involve local communities and stakeholders in preparing draft policy)</i></p>	<p>The Council will:</p> <ol style="list-style-type: none"> 1. Make copies of the draft SPD and accompanying sustainability appraisal report available for inspection at the Town Hall, Hall Plain, Great Yarmouth (if open) and on the Council's website (www.great-yarmouth.gov.uk). The document may also be made available at other venues considered appropriate at the time of the consultation. The Council will send free hard copies of documents, on request, to those who have trouble viewing them on the website if the Town Hall or other advertised inspection points are closed (or access is restricted) for an extended period during the consultation (during normal opening hours). 2. Prepare a statement setting out who the Council consulted in preparing the draft SPD, the main issues raised and how they have been addressed. 3. Publish the draft SPD, accompanying sustainability report and consultation statement and any other supporting documents on the Council's website. 4. Publish by local advertisement a formal notice inviting representations within a specified 4 - 6 week period, indicating where and when documents will be available for inspection. 5. Send copies of the draft SPD, accompanying sustainability appraisal report, consultation statement and any other supporting documents to those specific and general consultation bodies the Council considers appropriate. 6. Acknowledge receipt of all representations received within the specified 4 - 6 week period. 7. Consider all valid representations received and use them to prepare the final version of the SPD.
<p>Regulation 14:</p>	<p>The Council will:</p>

<p>Adoption and publication</p> <p><i>(The Authority will adopt the SPD having considered any representations received)</i></p>	<ol style="list-style-type: none"> 1. Prepare a statement setting out the main issues raised by representations received and how they have been addressed in the SPD the Council intends to adopt. 2. Notify those specific and general consultation bodies that were consulted at draft stage that the SPD has been adopted and send them a copy of the adoption statement. 3. Make copies of the adopted SPD, adoption statement and statement of representations received available for inspection at: <ul style="list-style-type: none"> • Great Yarmouth Town Hall, Hall Plain, Great Yarmouth, Norfolk, NR30 2QF (if open) • Other venues considered appropriate at the time of publication. • The Council's website (www.great-yarmouth.gov.uk) 4. The Council will send free hard copies of documents, on request, to those who have trouble viewing them on the website if the Town Hall or other advertised inspection points are closed (or access is restricted) for an extended period during the consultation(during normal opening hours).
<p>Regulation 34:</p> <p>Monitoring</p>	<p>The Council will:</p> <ol style="list-style-type: none"> 1. SPDs will be monitored on an annual basis through the Annual Monitoring Report (AMR). SPDs will be reviewed at least every three years.

Appendix 6: Processes for Major Planning Applications

Key Consultation Points	Involvement – We Will
<p>Pre-application stage - before an application is submitted</p>	<p>1. Positively promote pre-application discussions.</p> <ul style="list-style-type: none"> - For minor and other less significant applications, we will encourage applicants to discuss their proposals with neighbours and other interested parties before finalising their application and submitting it. - For major and/or applications likely to generate local controversy, we will encourage developers and their agents to consider undertaking pre-application discussions and community consultation commensurate with the nature and scale of their proposal (while we will encourage this, we cannot prescribe that it takes place).
<p>When a planning application has been received and registered</p>	<p>Site Notice</p> <p>1. Display a site notice providing information on the nature of the application, where the plans can be inspected and the deadline for making comments (site notices are displayed for applications on all sites).</p> <p>Neighbour Notifications</p> <p>1. Where appropriate, notify occupiers of properties immediately adjoining the application site by letter that an application has been received, informing them that a copy of the application is available for inspection. Written comments are requested within 21 days.</p> <p>2. Undertake more extensive notification for major applications where this is justified (the planning officer dealing with the application will determine the geographical extent of the notification).</p> <p>Statutory Consultees</p>

<p>When a planning application has been received and registered (continued)</p>	<ol style="list-style-type: none"> 1. Undertake formal consultations with a range of statutory consultees. Who we consult will vary depending on the nature of the proposal and its location. 2. Notify consultees by letter, giving them 21 days in which to comment. <p>Advertisement</p> <ol style="list-style-type: none"> 1. Advertise the following types of application in the local media (Great Yarmouth Mercury): <ul style="list-style-type: none"> • Major applications • Departures from the Development Plan expected to be approved • Applications affecting a listed building or its setting • Applications within a conservation area • Applications affecting a definitive public footpath • Applications accompanied by an Environmental Impact Assessment <p>Availability of Plans</p> <ol style="list-style-type: none"> 1. Make a copy of the application available to view at Reception, Town Hall, Hall Plain, Great Yarmouth Norfolk, NR30 2QF during normal office hours (if open). 2. Provide copies of plans to Parish Councils on request. 3. For those not able to visit the Council Offices during normal office hours make copies of the application available for a charge. 4. Spend time with any member of the public who wishes to find out more about an application, the development control process and how to comment effectively. 5. If the person who wishes to view the application is housebound, arrangements can be made for an officer to visit and explain the proposal if this is complex, or a copy will be sent in the post.
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List of Applications

1. Publish a list of all planning applications received, providing details of:

- Application number
- Date application received
- Applicant
- Location
- Proposal
- Ordnance Survey grid reference
- Case officer
- Parish

2. Send the application list to all Council Members and Parish Council's and publish it on the Council's website.

3. Make the list available to inspect at the Council Offices and to purchase on request for a charge.

Press Coverage

1. Provide the local media (Great Yarmouth Mercury) with factual or background information on applications when requested. (Major and/or controversial applications tend to attract significant local press coverage).

Representations

2. Acknowledge receipt of any written representation within 3 working days (if the representation takes the form of a petition, send acknowledgement of its receipt to the organiser).

3. Make any comments received on an application open to public inspection.

Amendments to applications

	<p>1. Where significant alterations to plans are received, re-consult neighbours, the Parish Council and relevant consultees. For relatively minor amendments, re-notification will be undertaken at the discretion of the Case Officer.</p>
<p>When the planning application is processed and determined</p>	<p>Negotiation</p> <p>1. Seek to negotiate with applicants, where possible, towards achieving an acceptable scheme rather than refusing an application which could be approved with sensible amendments or submission of further details.</p> <p>Major Applications</p> <p>1. Where appropriate, hold briefing sessions for Elected Members and on occasion, joint sessions for Parish Councils and members of the public to enable developers and their agents to outline the nature of their proposed development in more detail, particularly where the proposal is complex and/or controversial.</p> <p>Decisions</p> <p>1. Seek to determine the majority of applications within the statutory 8 week period set by Government.</p> <p>2. Seek to determine major applications within the statutory 13 week period set by Government.</p> <p>Delegation</p> <p>1. In accordance with Government guidance, operate a scheme of delegation, giving the Head of Planning and Business Services delegated powers to determine the majority of planning applications.</p> <p>Development Control Committee</p> <p>1. Place the following types of application before the Development Control Committee for determination:</p> <ul style="list-style-type: none"> • Larger applications • Applications which have received objections which cannot be resolved

	<p>2. Provide a summary of the representations received on an application within the Case Officer's report to Committee.</p> <p>3. Prepare and publish a Development Control Committee Agenda, making it available 5 working days before the day of the Committee.</p> <p>4. Publish the Agenda on the Council's website.</p> <p>5. Deal with controversial applications attracting high public attendance first on the agenda at the Chairman's discretion.</p> <p>6 Report any late representations received verbally or in writing at the Committee.</p> <p>7. Continue to provide the opportunity for members of the public to speak at Committee or ask a question. Under the existing system, the following people can make a request to speak:</p> <ul style="list-style-type: none"> • One objector • One supporter • Borough Councillor (within whose ward the application lies) • Parish Council representative (from relevant Parish) • Applicant or their agent (where there is a speaker against their proposal) (Forms requesting the opportunity to speak must be received 4 working days before the Committee meeting. Those invited to speak will be notified by letter or telephone 1 working day before the meeting)
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<p>When the decision has been made <i>(If an applicant has an application refused or disagrees with conditions attached to the planning permission, they have a right of appeal. The right of appeal does not extend to a third party)</i></p>	<ol style="list-style-type: none"> 1. Inform those people who made a written representation of the planning decision within 5 working days of the decision notice being issued. 2. Publish Development Control Committee minutes and a Committee decision list and make them available for inspection at the Council offices and via the Council's website. 3. Publish a list of those applications determined under delegated powers and make it available for inspection at the Council Offices and via the Council's website. 4. Inform those people who made a written representation on the original application that an appeal has been lodged and how they can make their views known (either in writing if it is a written representations appeal or in person at an informal hearing or public inquiry). 5. Where an informal hearing or public inquiry is to be held; 6. Publicise the date, time and location of the hearing/inquiry. 7. Publish a list of appeals lodged and decided and make it available for inspection at the Council Offices and via the Council's website.
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Appendix 7: Glossary of terms

Term	Acronym	Definition
Adoption		The final confirmation of a <i>Local Plan Document</i> as having statutory status by a Local Planning Authority
Affordable Housing		Housing which meets the present and future needs of households unable to secure adequate housing at prices determined by the market.
Area Action Plan	AAP	A <i>Local Plan Document</i> that may be used by the local planning authority to provide a planning framework for areas of significant change or conservation. Intended to deal with specific areas and specific requirements such as the redevelopment of an area of derelict land and buildings
Annual Monitoring Report	AMR	A required report undertaken by a Local Planning Authority that reports on the implementation of the <i>Local Plan</i> and to what extent and effectiveness policies are being achieved.
Area of Outstanding Natural Beauty	AONB	An area of the countryside in England, Wales or Northern Ireland, specially designated by Natural England as having significant landscape value.
Biodiversity Action Plan	BAP	A strategy prepared for a local area aimed at conserving biological diversity in Norfolk.
Great Yarmouth Borough-Wide Local Plan (2001)	BWLP	A plan produced by local authorities under the former planning system. The Great Yarmouth Borough-Wide Local Plan is being replaced by the <i>Local Plan</i> .
Brownfield Land		Brownfield land (also known as Previously Developed Land) is that which is or was occupied by a permanent structure (excluding agricultural or forestry buildings), and associated fixed surface infrastructure. The definition covers the curtilage of the development although private gardens are no longer regarded as Brownfield land. Opposite to <i>Greenfield</i> land.
Conservation Area		Areas of special architectural or historical interest, where the character, appearance or setting is desirable to preserve or enhance.
Core Strategy		A <i>Local Plan Document</i> which sets the long-term spatial vision for the local planning authority area, and the spatial objectives and strategic policies to deliver that vision.

Term	Acronym	Definition
Development Control/ Development Management		The process by where a local planning authority receives and considers the merits of a planning application and in due course, whether it should be given permission having given regard to the Local Plan and all other material considerations
Development Limits		Identifies the area within which development proposals would be acceptable, subject to complying with other policies contained in the <i>Local Plan</i> . They seek to prevent development from gradually extending into the surrounding countryside.
Equality Impact Assessment	EqlA	A report produced by the local planning authority that focuses on assessing and recording the likely equalities impact of a local planning authority's strategy, policy or project on certain groups of people known as equality target groups.
Examination in Public	EiP	<i>Local Plan Documents</i> and the <i>Statement of Community Involvement</i> will be subjected to independent scrutiny by way of an Examination in Public.
Green Infrastructure		Defined as the physical environment within and between cities, towns, villages; specifically the networks of open space, waterways, green corridors and open countryside
Greenfield Land		Land (or a defined site) which has not been built on or where the remains of any structure has blended into the landscape over time (opposite of <i>Brownfield</i> land). Applies to most land outside the built up area boundaries. Not to be misinterpreted as greenbelt.
Issues and Options		Document(s) produced during the pre-submission stage of preparing <i>Local Plan Documents</i> for the purpose of gaining public consensus on proposals before submission to the government for independent examination.
Key Diagram		A Diagram which illustrates the main strategic principles of the spatial strategy of the <i>Local Plan</i> . It is not site specific, unlike the <i>Proposals map</i> .
Local Plan Documents	LPD	Sat within the <i>Local Plan</i> portfolio are <i>Local Plan Documents</i> that have been subject to independent testing and have the weight of development plan status, and <i>Supplementary Planning Documents</i> which are not subject to independent testing and do not have development plan status. The Local Plan Documents

Term	Acronym	Definition
		collectively deliver the spatial planning strategy for the local planning authority's area.
Local Plan		Is a term used to describe a folder of <i>Local Plan Documents</i> that provides the local planning authority's policies for meeting the community's economic, environmental and social aims for the future of the area where this effects development and the use of land.
Local Development Scheme	LDS	A public project plan identifying which <i>Local Plan Documents</i> will be produced within the <i>Local Plan</i> , in what order and when, over a three year period.
Local Strategic Partnership	LSP	The Great Yarmouth LSP was a partnership of public and private organisations and community groups that was disbanded in October 2011. It was replaced by the Great Yarmouth Partnership which shares the vision of creating a community offering a high quality of life and a secure future for all residents.
Local Transport Plan	LTP	The transport strategy prepared by the local transport authority, i.e. Norfolk County Council.
Ministry of Housing, Communities & Local Government	MHCLG	The department sets policy in local government, planning, housing, urban regeneration and fire services. The department is responsible for racial equality and community cohesion.
Planning and Compulsory Purchase Act 2004		This placed emphasis on statutory regional planning (The East of England Regional Spatial Strategy, which has now been disbanded) and a new system of local planning (Local Development Frameworks) now know as <i>Local Plans</i> . Amends the 1990 Town and Country Planning Act.
Localism Act		An act of Parliament which devolves greater powers to councils and neighbourhoods and gives local communities more control over housing and planning decisions. This involves replacing current regional planning legislation with a new <i>National Planning Policy Framework</i> (NPPF).
National Planning Policy Framework	NPPF	New planning legislation which has recently been adopted. The framework replaces existing Planning Policy Statements and Guidance Notes as part of Government reforms to make the

Term	Acronym	Definition
		planning system less complex and more accessible with an overarching goal of achieving sustainable development.
Planning Inspectorate	PINS	A Government body with multi-facing tasks including the processing of planning and enforcement appeals and holding enquiries into <i>Local Plan Documents</i> .
Preferred Options		Document(s) produced as part of the preparation of <i>Local Plan Documents</i> , and issued for formal public consultation.
Policy Map		The adopted Policy Map illustrates on a base map (reproduced from an Ordnance Survey map to a registered scale) all the policies contained in <i>Local Plan Documents</i> . It is site and location specific, unlike the <i>Key Diagram</i> . The proposals map is revised as each new <i>Local Plan Document</i> is adopted and reflects the up to date planning strategy in the area.
Ramsar		Ramsar sites are wetlands of international importance, designated under the Ramsar Convention - an international treaty for the conservation and sustainable utilization of wetlands.
Special Area of Conservation	SAC	Areas which have been given special protection under the European Union's Habitats Directive. They provide increased protection to a variety of wild animals, plants and habitats in an effort to conserve biodiversity.
Site Specific Allocations		A Local Plan Document that allocates land for mixed uses. Is separate from the Core Strategy, allowing the local planning authority to update allocation in light of changes to other Local Plan Documents.
Soundness		Considered against a robust and credible evidence base and being the most appropriate strategy when considered against reasonable alternatives. In order to be 'sound' a document must be deliverable, flexible and must have the capacity to be monitored.
Special Protected Area	SPA	Strictly protected sites classified in accordance with Article 4 of the European Commission Birds Directive. They are classified for rare and vulnerable birds and for regularly occurring migratory species.

Term	Acronym	Definition
Statement of Community Involvement	SCI	Document setting out how and when stakeholders and other interested parties will be consulted and involved in the preparation of the <i>Local Plan</i> and <i>Development Control</i> decisions.
Strategic Environmental Assessment	SEA	An assessment of the environmental effects of a plan or programme required by EU Directive 2001/42/EC. Combined with the <i>Sustainability Appraisal</i> .
Strategic Flood Risk Assessment	SFRA	The 2009 SFRA updates the 2006 SFRA in line with the requirements of Planning Policy Statement 25: Development and Flood Risk. It provides flood risk information to support appropriate land use allocations within the borough and includes the mapping of Flood Zones 1, 2, 3a and 3b.
Strategic Housing Land Availability Assessment	SHLAA	An assessment to inform the <i>Local Plan</i> on future development and the potential allocation of land on <i>Brownfield</i> and <i>Greenfield</i> sites. Replaces Urban Housing Capacity Studies.
Strategic Housing Market Assessment	SHMA	A study which assesses the future housing needs of the borough, in terms of size, tenure, and affordability of dwellings.
Supplementary Planning Document	SPD	<i>Local Plan Document</i> that has not been subject to independent testing and does not have the weight of development plan status; it is used to provide further detail of policies in the required <i>Local Plan Documents</i> . Replaces <i>Supplementary Planning Guidance</i> .
Sustainability Appraisal	SA	Identifies and evaluates the effects of the strategy or plan on social, environmental and economic conditions.
Sustainable Urban Drainage System	SuDS	Designed to replicate natural drainage systems, SUDS are designed to reduce the potential impact of new and existing developments with respect to surface water drainage discharges.

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