



# PlanTeignbridge

LOCAL PLAN REVIEW 2020-2040

---

## **DRAFT STATEMENT OF COMMUNITY INVOLVEMENT**

---

May 2018

## Contents

1. How to make comments on this Statement of Community Involvement .....	3
2. How the comments you provide will be used? .....	3
3. Introduction .....	4
4. Duty to Cooperate .....	4
5. Frequently Asked Questions .....	5
7. What planning policy documents we will consult on? .....	6
What is a Development Plan or Local Plan? .....	6
What are Supplementary Planning Documents? .....	7
What is Neighbourhood Planning? .....	7
What is the Community Infrastructure Levy? .....	8
Publication of other Planning Policy Documents .....	8
Local Development Scheme .....	8
Evidence Base Documents .....	9
8. When we will consult .....	10
9. Who we will consult .....	13
10. How we will consult .....	13
11. Our Consultation timescales .....	14
Appendix 1: Glossary of Terms .....	18
Table 1: Key Stages in the Preparation of a Local Plan .....	10
Table 2: Key Stages in the Preparation of a Supplementary Planning Document .....	11
Table 3: Key Stages in the Preparation of a Neighbourhood Development Plan .....	11
Table 4: Key Stages in the Preparation of the Community Infrastructure Charging Schedule .....	12

## 1. How to make comments on this Statement of Community Involvement

- 1.1 The consultation on this draft Statement of Community Involvement is running in parallel with the public consultation on the Local Plan Review: Issues Paper and accompanying documents of the Teignbridge Local Plan Review.

**The consultation for this Statement of Community Involvement runs from 9am Monday 21<sup>st</sup> May 2018 until 5pm Monday 16<sup>th</sup> July 2018.**

**Any comments submitted through this consultation must be in writing or by way of electronic communication.**

**This can be done:-**

**online at: [www.teignbridge.gov.uk/localplanreview](http://www.teignbridge.gov.uk/localplanreview)**

**via email at: [localplanreview@teignbridge.gov.uk](mailto:localplanreview@teignbridge.gov.uk)**

**or in the post to:** Teignbridge Local Plan Review  
Spatial Planning and Delivery  
Forde House  
Brunel Road  
Newton Abbot  
TQ12 4XX

## 2. How the comments you provide will be used?

- 2.1 All comments received during this consultation on the Statement of Community Involvement will be published on the Local Plan Review [website](#). They will be considered when preparing the draft final Statement of Community Involvement.
- 2.2 The draft final Statement of Community Involvement will be presented to the Council's Executive Committee, along with a report explaining the changes that have been made following the comments submitted. If the Committee agrees, the Statement of Community Involvement will then form part of the range of Local Development documents.
- 2.3 The information you provide will be used by Teignbridge District Council for the purposes of the Statement of Community Involvement as part of the Local Plan Review. Contact details are collected to record and collate comments and to ensure we keep you informed about the consultation.
- 2.4 When submitting information you should be aware that your comments, name and organisation (if relevant) will be made available on the internet, in Council Offices and the locations identified above for public inspection. Addresses, email addresses, telephone numbers and signatures will be removed.

### 3. Introduction

- 3.1 This Statement of Community Involvement (SCI) contains our policies on consultation about, and involvement with, planning policy documents and planning applications. The document has been kept deliberately short and is written in a way to ensure that as many people as possible find it easy to read and understand.
- 3.2 This SCI does not contain consultation policies for planning applications that are dealt with by Devon County Council (such as those for minerals and waste developments), nor for planning policy documents and planning applications relating to Dartmoor National Park, which has its own Planning Authority. For information on planning in these areas please visit their websites: [Devon County Council](#) and [Dartmoor National Park Planning Authority](#)
- 3.3 The preparation of a Statement of Community Involvement is a requirement of s18 of the [Planning and Compulsory Purchase Act 2004](#) (as amended). Under s180 of the [Planning Act 2008](#), Statements of Community Involvement are considered to be Local Development Documents.
- 3.4 Once adopted, this SCI will become a statutory part of the Council's planning policies. It will supersede Teignbridge's previously adopted SCI (adopted on 21 February 2011). S6 of the [Neighbourhood Planning Act 2017](#) introduced a new requirement for SCIs to set out how the Council as local planning authority will support groups undertaking neighbourhood planning, hence the need for the SCI to be updated.
- 3.5 This SCI takes into account the Council's [Community Engagement Strategy](#) and the [Greater Exeter Strategic Plan Joint Statement of Community Involvement Draft for Consultation](#).

#### **Definitions**

- 3.6 Words that begin with capital letters in this document are defined in the Glossary at Appendix 1.

### 4. Duty to Cooperate

- 4.1 In addition to the consultation requirements set out above, Local Planning Authorities are also subject to a 'duty to cooperate' by s33A of the [Planning and Compulsory Purchase Act 2004](#) and amended by s110 of the [Localism Act 2011](#). This requires them to engage with neighbouring councils and other statutory bodies (such as the Environment Agency and Highways England) constructively, actively and on an ongoing basis when preparing planning documents which relate to strategic matters or which could have a strategic impact (an impact which affects areas outside of Teignbridge). The duty to cooperate is not a 'duty to agree,' however Local Planning Authorities are required to demonstrate how they have complied with the duty to cooperate at the independent examination of their local plan. If a Local Planning Authority cannot show that it has complied with the duty to cooperate then the proposed local development plan will be found unsound by a Planning Inspector.

## 5. Frequently Asked Questions

### **What is a Statement of Community Involvement (SCI)?**

- 5.1 A Statement of Community Involvement (SCI) is a document that Councils are required to produce that sets out what consultation will take place with the community on Planning Policy documents and planning applications. An SCI states **who** the Council will consult with, **when** and **how**.

### **What is the Teignbridge District Council Statement of Community Involvement 2011?**

- 5.2 The existing SCI was adopted on 21 February 2011. It sets out general principles of planning consultations and how, when and with whom consultation and involvement will be undertaken over Development Plan Documents, Supplementary Planning Documents and Planning Applications.

### **Why do we need to update the existing Statement of Community Involvement?**

- 5.3 There have been major changes to the planning system since 2011, including the publication of the National Planning Policy Framework (NPPF) in 2012, the transition from Local Development Frameworks to Local Plans and the introduction of the Community Infrastructure Levy (CIL) and Neighbourhood Planning.

### **What consultation will take place on the SCI?**

- 5.4 This draft Statement of Community Involvement will be published for consultation alongside the Teignbridge [Local Plan Review Issues Paper 2018](#).

### **Will my comments be considered?**

- 5.5 We will consider all responses received during the formal consultation period. While we cannot guarantee to amend documents to incorporate all comments we receive, we will seriously consider all responses and make changes where considered appropriate. We will publish a consultation statement which will set out how we have addressed responses received during consultations.

### **Why do we want to involve the local community?**

- 5.6 Planning plays an important role in shaping the places where people live, work and visit.
- 5.7 We believe that local knowledge and opinion can help to achieve the right development in the right place. The Government wants to give people and communities a greater influence over the development that happens in their area, whilst accepting the need to build more houses, improve the economy and the responsibility to develop in a sustainable way.
- 5.8 We wish to involve the local community as early as possible, to ensure greatest opportunity to influence policies and strategies. However, we also expect others to accept that engagement is a two-way process of openly sharing and exchanging information, understanding different views and, listening and responding to suggestions.

## 6. Our General Principles

### Our General Principles

We will apply the following general principles to all of our planning consultations. We will also expect the consultations done by others (for example developers, site promoters and Neighbourhood Planning Groups) to apply the principles too.

- Involvement will be open to all, regardless of gender, faith, race, disability, sexuality, age, rural isolation and social deprivation.
- We will seek views from interested and affected parties early in the process when comments can have greatest influence.
- Our level of consultation will reflect the level of influence or control we have over the outcome....ie we will focus our consultation over things we have the ability to change.
- Consultation publications will be clear and concise and will not include avoidable “jargon”, without understating the complexities of any decision.
- We will give sufficient information and reasoning to allow for an informed response and we will give sufficient time for responses to be made, taking into account any statutory time requirements.
- All responses will be considered conscientiously.
- We will inform people who respond to consultations of later stages, providing that we have consent to do so (in terms of the General Data Protection Regulations 2018).

## 7. What planning policy documents we will consult on?

- 7.1 We will consult on development plans and accompanying documents comprising the Development Plan, Supplementary Planning Documents, Neighbourhood Plans, the Community Infrastructure Levy Charging Schedule and planning applications.

### What is a Development Plan or Local Plan?

- 7.2 The Local Plan is the main planning policy document produced by the Council. It contains policies to guide the decisions made on planning applications for development and, includes allocations that indicate where development will take place over a 20 year period. The Plan must be supported by evidence and generally accord with national planning policy (the [National Planning Policy Framework](#)).

- 7.3 As required by national planning policy, the Local Plan should be drawn up by the local planning authority in consultation with the community at various stages, including “Draft Plan” and “Publication/Submission Plan”, after which it is submitted to the Government. An Independent Planning Inspector then carries out an Examination of the Publication/Submission Local Plan, considering the views of interested people. The final decision as to the policies and allocations contained within the Plan is made by an independent Planning Inspector.
- 7.4 The proposed Teignbridge Local Plan will form part of the Development Plan (along with ‘made’ [Neighbourhood Plans](#), the [Devon Minerals Plan 2011-2033](#) and the [Devon Waste Plan 2014](#)). Section 54A of the [Town and Country Planning Act 1990](#) and s38 of the [Planning and Compulsory Purchase Act 2004](#) require planning applications to be determined in accordance with the Development Plan unless other material considerations indicate otherwise.

### **What are Supplementary Planning Documents?**

- 7.5 Supplementary Planning Documents (SPDs) are documents that expand upon the level of policy information provided in the Local Plan and, provide more detailed guidance on particular issues or in relation to particular sites. They can amplify existing Local Plan policies but cannot change them. The documents must be supported by evidence and generally accord with national policies and must be a material consideration when making decisions on planning applications. We will always ensure that at least one stage of public consultation has been carried out before we adopt a Supplementary Planning Document.

### **What is Neighbourhood Planning?**

- 7.6 A Neighbourhood Development Plan (NDP) is a planning policy document that sets out policies for a designated area. They can be used to influence the shape and form of development that will take place in the Neighbourhood Plan area. They can allocate sites for development including land for housing and employment, safeguard areas of local green space and raise design standards.
- 7.7 Once it is “made” (adopted), a Neighbourhood Development Plan forms part of the Development Plan and is a material consideration when making decisions on planning applications.
- 7.8 Consultation on the early stages of the Neighbourhood Plan preparation is carried out by a Neighbourhood Forum, Town or Parish Council preparing the Neighbourhood Plan. A Statement has to be submitted to Teignbridge District Council along with the draft Neighbourhood Plan indicating what consultation has been carried out and how it has informed the preparation of the draft Neighbourhood Plan. This is called the Consultation Statement. Once the draft Neighbourhood Plan is submitted, Teignbridge District Council is required to consult on it.
- 7.9 Following receipt of the Examiner’s report and before the draft Neighbourhood Plan can be ‘made’ by the Council, a referendum must be held for the community within the area of the proposed Neighbourhood Plan to approve the Plan in its final form. A simple majority of the votes is required before Teignbridge District Council can formally ‘make’ the Plan so that it becomes part of the Development Plan.

- 7.10 Teignbridge District Council will publish any decision notices relating to the designation of a Neighbourhood Plan area, or the creation of a Neighbourhood Plan Forum, as well as all Examiner's reports on its website and in such other manner as it considers likely to bring to the attention of those who live and work or carry on business.
- 7.11 Where known, we will update details of the progress of each Neighbourhood Development Plan (including details of examination and referendum arrangements) on the Council's [website](#). However, the main point of contact should be via the relevant Neighbourhood Forum, Town Council or Parish Council.
- 7.12 We will satisfy our duty to support the production of Neighbourhood Plans by undertaking the following:
- Providing a Neighbourhood Planning Officer to provide dedicated support for Parish and Town Councils.
  - Designating Neighbourhood Development Plan areas.
  - Explaining the different stages involved with a Neighbourhood Plan.
  - Directing the relevant body towards information relevant to the Neighbourhood Plan.
  - Highlighting potential issues around compliance of the draft Neighbourhood Plan with the Local Plan and national policy.
  - Providing feedback in the form of comments on draft Neighbourhood Development Plans.
  - When a draft Neighbourhood Plan is submitted assessing the documents compliance with statutory requirements.
  - Consulting for a minimum of 6 weeks on the submitted draft Neighbourhood Plan.
  - Arranging the appointment of the Neighbourhood Plan Examiner.
  - Making arrangements for the referendum and (if approved) for "making" (adopting) the Plan.

### **What is the Community Infrastructure Levy?**

- 7.13 Community Infrastructure Levy (CIL) is a charge on new development that is used to pay for infrastructure in the community on improving and providing new infrastructure services, including roads, education, recreation and public transport as laid out in the [Regulations 123 list](#). It is a transparent and fair way of ensuring that new development contributes to the provision of essential local facilities when the development takes place.

### **Publication of other Planning Policy Documents**

#### **Local Development Scheme**

- 7.14 The timetable for the production of Development Plan documents such as the Local Plan is published in a Local Development Scheme. This is regularly reviewed and re-published when there are changes to the timetable to ensure the most update timescales are publicly available. The [Local Development Scheme](#) is subject to approval through a formal council committee process and published on the Teignbridge website.





## **Evidence Base Documents**


- 7.15 Development plan documents are based upon and supported by a wide variety of evidenced-based documents which are produced and updated throughout plan preparation stages.
- 7.16 These documents are not subject to public consultation but will be publicly available on the Teignbridge website.

## 8. When we will consult


Table 1: Key Stages in the Preparation of a Local Plan

<b>Community Involvement</b>  	<b>Evidence gathering and early engagement</b> through meetings and information gathering	
	Initial comments and evidence considered and incorporated into a <b>scoping paper</b> , which is often referred to as an <b>Issues and Options Paper</b> . There may be other documents being prepared at the same time.	
	<b>Consultation</b> on the draft Local Plan scoping paper and any accompanying documents for a minimum of <b>6 weeks</b>	<i>Regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012</i>
	<b>Consideration</b> of representations received.	
	Publication of documents for further <b>consultation</b> – these may include publication of a Draft Teignbridge Local Plan Review or any other useful information – for a minimum of <b>6 weeks</b> .	<i>Regulation 19 of the Town and Country Planning (Local Planning) Regulations 2012</i>
	<b>Consideration</b> of representations received.	<i>Regulation 20 of the Town and Country Planning (Local Planning) Regulations 2012</i>
<b>Formal representation and examination in public</b>  	<b>Submission</b> of Publication Version of draft Local Plan to Secretary of State.	<i>Regulation 22 of the Town and Country Planning (Local Planning) Regulations 2012</i>
	<b>Examination</b> of draft Local Plan by Independent Planning Inspector, who will consider the representations received and invite those who have indicated an interest in participating in the examination to either attend the hearing to discuss the issues or, prepare a written statement.  Anyone can observe the examination hearing.  At the end of the examination the Planning Inspector will issue a report to the Council containing recommendations relating to the draft Local Plan and the Council will decide whether to adopt the draft Local Plan.	<i>Regulation 24 &amp; 25 of the Town and Country Planning (Local Planning) Regulations 2012</i>
	<b>Notification</b> to all consultees about the intention to adopt the Local Plan.	<i>Regulation 26 of the Town and Country Planning (Local Planning) Regulations 2012</i>
<b>Monitoring and review every 5 years</b>		

*Table 2: Key Stages in the Preparation of a Supplementary Planning Document*

<b>Community Involvement</b>  	<b>Evidence gathering and early engagement</b> through meetings and information gathering	
	Initial comments and evidence considered and incorporated into Draft SPD	
	<b>Publication of the draft SPD for <b>consultation</b> for a minimum of <b>4 weeks</b></b>	Regulation 12 of the Town and Country Planning (Local Planning) Regulations 2012
	<b>Consideration</b> of representations received and amendments made to a draft SPD.	
<b>Adoption of the draft SPD</b> following agreement by the relevant Council Committee.		Regulation 14 of the Town and Country Planning (Local Planning) Regulations 2012


*Table 3: Key Stages in the Preparation of a Neighbourhood Development Plan*

<b>Community Involvement</b>  	<b>STEP 1 Designation of proposed Neighbourhood Area</b> If this area is not the same as the Parish or Town Council boundary, consultation for a minimum of 6 weeks. (Should application be received to change this area, we will consult on this change for a minimum of <b>6 weeks</b> ).		Regulations 5, 6 & 7 of the Neighbourhood Planning (General) Regulations 2012, 2016 & 2017
	<b>STEP 2 Draft Plan preparation</b> (scoping and evidence gathering)		
	<b>STEP 3 Pre Submission publicity and consultation</b> on draft Neighbourhood Development Plan for a minimum of <b>6 weeks</b> . This is done by the Neighbourhood Planning Group, which is part of Parish or Town Council or, by the Neighbourhood Forum.		
	<b>Preparation</b> of Proposed Submission Neighbourhood Plan and submission of this draft plan to the Local Authority.		
	<b>STEP 4 Submission to Local Planning Authority</b> <b>Consultation</b> of the proposed Submission Neighbourhood Development Plan for a minimum of <b>6 weeks</b> . This is done by Teignbridge District Council.	Regulations 15 & 16 of the Neighbourhood Planning (General) Regulations 2012, 2016 & 2017	
<b>Independent Examination</b> The Council, in liaison with the Neighbourhood Planning Group/Parish or Town Council/Neighbourhood Forum, will appoint an independent examiner (A Planning Inspector), who is sent all representations and who assesses the draft Plan against required criteria.		Regulations 17 & 18 of the Neighbourhood Planning (General) Regulations 2012, 2016 & 2017	
<b>Community Vote</b>	<b>STEP 6 Referendum</b> If more than half the votes agree (50% plus one vote) the Plan can proceed to adoption by Teignbridge Council.	Regulations 19 & 20 of the Neighbourhood Planning (General) Regulations 2012, 6	

**STEP 7 Adoption**

Following a “yes” vote, the draft Neighbourhood Development Plan is “made” or adopted.

*Table 4: Key Stages in the Preparation of the Community Infrastructure Charging Schedule*

<b>Community Involvement</b>  	<b>Evidence gathering</b> and <b>early engagement</b> through meetings and information gathering	
	Initial comments and evidence considered and incorporated into a Preliminary Draft Charging Schedule	
	<b>Consultation</b> on Preliminary Draft Charging Schedule for a minimum of <b>4 weeks</b>	Regulation 15 of the Community Infrastructure Levy Regulations 2010 (as amended)
	Consideration of representations received	Regulation 15 of the Community Infrastructure Levy Regulations 2010 (as amended)
	<b>Consultation</b> on Draft Charging Schedule for a minimum of <b>4 weeks</b>	Regulation 16 of the Community Infrastructure Levy Regulations 2010 (as amended)
	Submission of Draft Charging Schedule to Secretary of State	Regulation 19 of the Community Infrastructure Levy Regulations 2010 (as amended)
	<b>Examination</b> of Draft Charging Schedule by Independent Planning Inspector who will consider the representations received and invite those who have indicated an interest in participating in the examination to either attend the hearing to discuss the issues or, prepare a written statement.	Regulation 21 of the Community Infrastructure Levy Regulations 2010 (as amended)
Approval and <b>publication</b> of the Community Infrastructure Levy Charging Schedule.		Regulation 25 of the Community Infrastructure Levy Regulations 2010 (as amended)

## 9. Who we will consult

9.1 We will consult with those who have a role or interest in shaping the planning of Teignbridge, including:

- Statutory organisations including Councils, Parish and Town Councils, infrastructure providers and government bodies as legally required or as otherwise appropriate and Members of the Council;
- Organisations representing local geographic, economic, social or other communities or other relevant interests;
- Local businesses, voluntary or other organisations;
- Planning and development industry and consultants;
- Others who have expressed an interest in the preparation of Local Development Documents;
- Neighbourhood Forums;
- The general public.

## 10. How we will consult

10.1 We will consult with interested parties in a variety of ways, as will be set out in the Consultation Strategy that will include legal and SCI requirements. This strategy will be kept under review.

- We will contact appropriate organisations and individuals directly (providing we have the correct consent to do so under the [General Data Protection Regulation 2018](#));
- We will consult for a minimum period of 6 weeks on all Local Plan documents and Submission Neighbourhood Development Plans;
- We will consult for a minimum of 4 weeks for Supplementary Planning Documents and Community Infrastructure Levy Charging Schedule;
- We will publicise consultations by a combination of the following methods:



- We will engage with Neighbourhood Forums, Parish and Town Councils, community groups and community events, or by joining with other relevant consultation events;
- We will make consultation documents available at relevant council offices and public libraries;
- Consultation documents will be available for download on the Council's [website](#) and will be available for purchase at a price reflecting publication costs;

- We will provide consultation documents in electronic form (and hard copy if requested) to community groups, councils, Neighbourhood Forums and other statutory organisations;
- We will consider organising or supporting consultation events, such as public exhibitions and community based planning events.

10.2 We will publish comments received or a summary as soon as feasible on our [website](#). We will explain how the comments have been taken into account when decisions are taken.

## 11. Our Consultation timescales

11.1 The timescales for the statutory stages of consultation on planning policy documents are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012.

11.2 We will avoid running key consultations over established busy holiday periods (primarily Christmas, Easter and the summer holidays). However, it may not always be possible to avoid these time periods due to the need to produce documents in a timely manner. In these situations, we will seek to extend consultation timeframes to account for this, where we are able to do so in accordance with the regulations.

11.3 We will ensure that the time periods of consultations are clearly publicised, with a particular focus on ensuring that stakeholders and consultees are aware of when consultations will end. It is important that responses are made within the formal time periods. We will keep late responses on file but these will be unlikely to influence the content of documents, and will not be considered to be 'duly made.'

## 12. Planning Applications

### **What is a Planning Application?**

A planning application is submitted to the Council when development is proposed that cannot be done under “permitted development” rights. The planning application consists of an application form, accompanying plans and details.

- 12.1 We will send a weekly list of all validated planning applications to Parish and Town Councils, Members of the Council, and other non-statutory bodies with an interest in planning who have requested.
- 12.2 On receipt of a planning application, a local planning authority must undertake a formal period of public consultation, prior to deciding a planning application. This is prescribed in [Article 15 of the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#) and involves the display of a site notice or advising neighbours by letter or publishing a press advertisement and, a minimum of 21 days must be allowed for representations to be received.
- 12.3 We will consult with Parish and Town Councils, technical consultees, such as South West Water, Environment Agency and Devon County Council, as prescribed in [Articles 18, 20, 21 and 22 of the Development Management Procedure Order 2015](#). A minimum period of 21 days allows for consultation responses to be received. We will also notify Parish and Town Councils of decisions made on applications.
- 12.4 We will consult with any Neighbourhood Forum on relevant planning applications within the Neighbourhood Planning Area, if requested to do so, as set out in [article 142 of the Housing and Planning Act 2016](#). Neighbourhood Forums produce Neighbourhood Development Plans in areas where there is no Parish or Town Council.
- 12.5 Consideration of planning applications will take account of any relevant representations and consultation responses, as is set out in [Article 33 of the Development Management Procedure Order](#).
- 12.6 Where revised drawings are received, we will consider the need to re-advertise the proposal or re-consult with technical consultees.
- 12.7 There are separate arrangements for listed buildings which are set out in [regulation 5 and regulation 5A of the Listed Buildings and Conservation Area Regulations 1990](#) (as amended).
- 12.8 Consultees may include:
- [Public consultation](#) – including consultation with neighbouring residents and community groups.
  - [Statutory consultees](#) – where there is a requirement set out in law to consult a specific body, who are then under a duty to respond providing advice on the proposal in question.
  - Any consultation required by a [direction](#) – where there are further, locally specific, statutory consultation requirements as set out in a consultation direction.

- [Non statutory consultees](#) where there are planning policy reasons to engage other consultees who – whilst not designated in law – are likely to have an interest in a proposed development.
- Following the initial period of consultation, it may be that further additional consultation on [changes submitted by an applicant, prior to any decision being made](#), if considered necessary.
- Finally, once consultation has concluded, the local planning authority will consider the representations made by consultees, and proceed to decide the application.

12.9 National planning policy, as contained in paragraphs 188 - 195 the NPPF, sets out the Government's encouragement for early engagement between developers, local planning authorities and the local community, which has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. It recognises that the more issues that can be resolved at pre-application stage, the greater the benefits.

12.10 To ensure early public consultation on major development proposals, or locally sensitive schemes, the Council will encourage developers to carry out public consultations before making a planning application. Ideally this would be done within the pre-application process, but local planning authorities cannot insist that developers submit pre-application enquiries prior to planning applications.

12.11 The following approach is strongly encouraged by the Council, in an attempt to give the local community's views consideration when drawing up planning applications for major development. Major development is considered to be a development of: 10 or more dwellings; an outline application for residential development of a site of more than 0.5ha; or commercial development of a site of 1 ha or more or that creates 1,000 square metres or more of floorspace.

- To submit a pre-application enquiry to the Council. This can be done [online](http://www.teignbridge.gov.uk/planningadvice) at [www.teignbridge.gov.uk/planningadvice](http://www.teignbridge.gov.uk/planningadvice)
- To talk directly with, or submit appropriate enquiries to relevant statutory consultees and, take on board the advice received in order to minimise technical objections.
- To write a Consultation Strategy for the proposal, in consultation with the Council, taking into account this SCI. This strategy should be kept under review.
- To consult the local community on the overall and specific aspects of the proposal, in accordance with the Consultation Strategy.
- To consider the consultation responses received and submit, at planning application stage, a document explaining what consultation has been carried out, including technical and public consultation and, how it has influenced the planning application proposals.

12.12 Before making other types of planning applications, prospective applicants are also encouraged to submit a pre-application enquiry to the Council and, to consult with



and take account of the views of the people likely to be affected by the proposal. This may be as simple as talking plans through with a neighbour.

12.13 Planning applications are public documents and can be viewed on the Council's [website](http://www.teignbridge.gov.uk/planningonline) at [www.teignbridge.gov.uk/planningonline](http://www.teignbridge.gov.uk/planningonline)

12.14 The Council will conscientiously consider any comments received on planning applications. The Council will allow applicants and objectors to make a short statement on planning applications that are considered by the Planning Committee.

12.15 Decisions made on planning applications are also published on the Council's [website](#).

## Appendix 1: Glossary of Terms

**Community Infrastructure Levy:** A levy that allows local authorities to raise funds from owners or developers of land undertaking new building projects in their area.

**Development Management:** This is the management or control of development proposals through the planning system.

**Development Plan Documents:** These include the Local Plan and accompanying documents, Neighbourhood Plans, Devon Minerals Plan, Devon Waste Plan and Supplementary Planning Documents.

**Examination Hearing:** This is a public examination into the soundness of a development plan document by a Planning Inspector

**Independent Examination:** The purpose of an independent examination is to consider the 'soundness of a plan' by an independent Planning Inspector, appointed by the Secretary of State to conduct the examination to consider the document as a whole and determine its soundness. In assessing this, the independent Planning Inspector will consider all representations made on the submitted document and the changes that have been suggested by those making representations.

**Localism Act 2011:** This is an act of parliament that included the introduction of neighbourhood planning.

**Local Planning Authority:** The public authority whose duty it is to carry out specific planning functions for a particular area.

**Local Plan Issues Paper:** A document that sets out the main issues affecting an area currently and those likely to affect it throughout the plan period. It may include options for consideration.

**Made:** Refers to the final stage of Neighbourhood Development Plan (NDP) preparation in which the Plan is successfully voted for under a local referendum.

**National Planning Policy Framework (NPPF):** It sets out the government's national planning requirements, policies and objectives. It is a material consideration in the preparation of local plan documents and when considering planning applications.

**Neighbourhood Development Plans:** A plan prepared by a Parish or Town Council or a neighbourhood forum for a particular neighbourhood area.

**Planning and Compulsory Purchase Act 2004:** This is an act which makes provisions relating to spatial development and town and country planning; and the compulsory acquisition of land.

**Planning Application:** An application to the Local Planning Authority to seek permission for development or use of land.

**Representations:** Comments submitted in response to a formal or informal consultation.

**Scoping:** The act of or involving an investigation or discussion to determine the effect a proposed policy or project would have on a community or the local environment.

**Statement of Community Involvement (SCI):** A document that sets out what consultation will take place with the community on planning policy documents and planning applications

**Supplementary Planning Documents:** These documents contain policy guidance to supplement the policies and proposals in the Local Plan.

