

Craven District Council



Statement of Community Involvement (SCI) for Planning

Adopted by Policy Committee 20th March 2018

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STATEMENT OF COMMUNITY INVOLVEMENT

1 Introduction

- 1.1 In light of reforms to the planning system through the enactment of the Localism Act (2011), the Town and Country Planning Regulations 2012 and publication of the National Planning Policy Framework the Council has undertaken a review of its approach to community involvement in town and country planning.
- 1.2 In the current 'plan-led system' the planning process is essentially made up of two complementary functions:
1. **Planning Policy**, is concerned with planning positively for future growth and development. In preparing the Local Plan, the Council are seeking to secure sustainable development for the plan area, within the parameters established by government legislation and national planning policy.
 2. **Development Management**, is concerned with the assessment and determination of applications for planning permission. Planning applications are granted, or refused, in accordance with the Development Plan and other material considerations.

What is the Statement of Community Involvement?

- 1.3 This document is the Council's Statement of Community Involvement (SCI), which sets out how Craven District Council intends to involve the community and stakeholders throughout the preparation and review of the Craven Local Plan and during the consideration of planning applications that relate to the area of Craven outside the Yorkshire Dales National Park – the plan area. Craven District Council's first SCI was adopted in June 2006. This SCI is a revision of the one adopted in 2006.

2 The Planning System

- 2.1 The requirement to produce a SCI is included in the Planning and Compulsory Purchase Act 2004. This review is necessary to address the changes to the planning system that have occurred in response to the introduction of the following government legislation and guidance:
- April 2010 Community Infrastructure Levy Regulations 2010
 - November 2011 Localism Act 2011
 - April 2012 Town & Country Planning (Local Planning) (England) Regulations 2012
 The Neighbourhood Planning (General) Regulations 2012
 - March 2012 National Planning Policy Framework
 - May 2013 Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013
 - March 2014 National Planning Practice Guidance
 - April 2015 Town and Country Planning (Development Management Procedure) (England) Order 2015

- 2.2 This SCI update reflects these legislative and policy changes and seeks to:

- make clear when and how stakeholders¹ can expect to be asked to participate in the preparation of new planning policy;
- establish what is expected of applicants before they apply for planning permission; and
- set the standard for good practice in community engagement for those with an interest in future growth and development in Craven.

2.3 This update of the SCI takes on board these new legislative requirements and provides the Council with a valuable opportunity to reflect ‘best practice’ and build on the experience gained since the adoption of the first SCI in 2006. Furthermore, the emergence of social media channels such as Facebook and Twitter have opened up new avenues for publicity, which also need to be reflected in the SCI.

The Development Plan

2.4 The development plan is a set of statutory documents which set-out the policies, proposals and site specific allocations that are used to guide the nature and location of development in a particular area.

2.5 In Craven, the following existing and emerging development plan documents (DPDs) are relevant:

- Saved policies from the Craven (Outside the Yorkshire Dales National Park) Local Plan (adopted 1999);
- Saved policies from the North Yorkshire Minerals & Waste Local Plan (1997) and the North Yorkshire Waste Local Plan (2006)
- the emerging Craven Local Plan for Craven outside the Yorkshire Dales National Park²;
- the Joint Minerals and Waste Local Joint Plan (which sets out a strategy for minerals and waste planning in North Yorkshire outside YDNP and is prepared by North Yorkshire County Council (NYCC), the City of York Council (CYC) and the North York Moors National Park Authority (NYMNPAA)) Submission version Nov 2017 and;
- emerging Neighbourhood Plans and any that may be produced in the future.

2.6 When assessing planning applications, the Council’s Development Management Team will consider whether a planning application conforms with the Development Plan. National planning policies are also a material consideration.

The Craven Local Plan

2.7 Once adopted, the emerging Craven Local Plan and policies map will form part of the statutory development plan and, therefore be a primary consideration in decisions on a planning application, unless material considerations indicate otherwise.

2.8 The preparation of any Local Plan is an iterative process; where on-going informal engagement with key stakeholders, together with formal public consultation, help to inform early drafts of the document. The final draft is then subject to independent examination by an Inspector appointed by the Secretary of State. A DPD can only be adopted by the Council if found to be sound at Examination.

¹ Stakeholders are individuals, organisations or businesses with an interest in the planning of the area.

² The YDNP is a separate planning authority and is responsible for preparing both a local plan and a minerals and waste local plan for the Craven part of the National Park area.

- 2.9 Craven District Council is committed to preparing a new Local Plan for the district. Until this is adopted by the Council planning decisions on non-waste and mineral matters in the plan area will be guided by a mixture of saved policies from the Craven (Outside the Yorkshire Dales National Park) Local Plan (adopted 1999) and the National Planning Policy Framework (NPPF).
- 2.10 The Publication Craven Local Plan was published on 2nd January 2018 and representations were invited between 2nd January and 13th February 2018. The next stage in the local plan preparation process is to submit the plan to the Secretary of State for Communities and Local Government, who will appoint an independent Inspector to conduct an examination in public of the local plan. The Local Plan will be submitted on the 29th March 2018.

Supplementary Planning Documents

- 2.11 Supplementary Planning Documents (SPDs) offer additional information and guidance on thematic or site specific issues, in order to help with the interpretation and implementation of policies and strategies set-out new Craven Local Plan. They cannot be used to allocate land or introduce new planning policies.
- 2.12 Although SPDs go through public consultation procedures and sustainability appraisal, they are not subject to independent examination and do not form part of the Development Plan. However, the information contained in an SPD may be an important consideration in the determination of an application for planning permission.

Neighbourhood Plans

- 2.13 The Localism Act 2011 makes provision for communities to prepare their own Neighbourhood Development Plans which can add detail beyond the strategic elements of the District Council's Local Plan. These plans can set planning policies to guide future development in their area. They must be in conformity with national policy as well as the strategic policies adopted by the local authority. They are community led and can be written by Town or Parish Councils or where there is no Town or Parish Council a 'neighbourhood Forum' must be formed to lead and coordinate the plan making process.
- 2.14 As Craven is fully parished any Neighbourhood Plan must be initiated through the relevant parish or town council.
- 2.15 Whilst the Neighbourhood Plan will be written by the community, Craven District Council, as the Local Planning Authority (LPA) has the following role to play:
- In order to produce a plan for a neighbourhood area, the Parish or Town Council or neighbourhood forum must apply to the LPA to become a designated Neighbourhood Area. There will then be a 6 week consultation period on the proposal;
 - Once the Neighbourhood Area is approved, the LPA advertises this area on its website and as a press notice. The LPA is then legally required to provide support and advice covering such issues as planning matters and advice on the legal requirements for producing a Neighbourhood Plan;
 - The LPA is responsible for checking that the submitted Neighbourhood Plan has followed the proper legal process. It is also responsible for publicising the submitted plan for not less than 6 weeks and arranging for the independent examination;

- If the Neighbourhood Plan is found to be satisfactory during the examination, with modifications if necessary, Craven District Council will organise and pay for a public referendum.
- If more than 50% of those voting in the referendum vote yes to the Neighbourhood Plan being adopted it can be adopted by the local planning authority and become part of the development plan for Craven.

2.16 During the preparation of a Neighbourhood Plan, the community has an opportunity to comment on the appropriateness of the area that the Neighbourhood Plan will cover by responding to public consultation of the Neighbourhood Plan. The methods and list of stakeholders included in this Statement of Community Involvement will be useful in assisting communities in carrying out their consultations.

Supporting Documents

Sustainability Appraisal & Appropriate Assessment

- 2.17 A Sustainability Appraisal (SA) must be undertaken as part of the Local Plan, Neighbourhood Plan and Supplementary Planning Document (SPD) process and is subject to the stages of plan making, including public consultation, set out in table 4.2 below. The purpose of the SA is to assess the social, environmental and economic effects of a plan. In doing so it will help ensure that decisions are made that contribute to achieving sustainable development. These documents are prepared in parallel to the Local Plan, Neighbourhood Plans and SPDs, and continuously inform and shape their content.
- 2.18 The first stage of the SA is the production of a Scoping Report which will identify the key sustainability issues for the area. The scoping report sets out the process by which the policies and proposals in the Local Plan are to be appraised in order to ensure that they contribute to the aims of sustainable development.
- 2.19 Where scoping determines that a full sustainability appraisal is required, the process must take full account of the EU Directive on Strategic Environmental Assessment (SEA), which is required by European and UK law. SEA is the recognised method for systematically identifying and evaluating the impacts that a plan is likely to have on the environment. When combined with a full sustainability appraisal it helps to improve policies and ensure that they reflect sustainable development principles.
- 2.20 Regulation 61 of the Conservation of Habitats and Species Regulations 2010 (as amended) requires an Appropriate Assessment to be carried out for any plan or project which, either alone or in combination with other plans or projects, is likely to have a significant effect on the nature conservation objectives of a European Site. The Habitats Regulations Assessment Scoping Report, which is consulted upon with Natural England, helps to determine if such an assessment is required.

Duty to Cooperate

- 2.21 The need to engage with neighbouring authorities on issues that cross boundaries has been an important aspect of planning and plan making for some considerable time, and was previously considered and embodied in the preparation of a number of high level planning policy documents such as the former Regional Spatial Strategy for Yorkshire and the Humber and the former North Yorkshire County Structure Plan.

- 2.22 Section 109 of the Localism Act 2011 gave Government the powers to revoke the eight regional strategies in England, and section 110 introduced the Duty to Cooperate (the duty), with the specific requirements set out in paragraphs 178 - 181 of the National Planning Policy Framework (NPPF).
- 2.23 The duty requires local planning authorities, such as Craven District Council, to engage constructively, actively and on an on-going basis with neighbouring local planning authorities, county councils, prescribed and other bodies on strategic cross boundary matters in the preparation of local planning documents.
- 2.24 A strategic matter is defined as being the sustainable development or use of land that would have a significant impact on at least two local planning areas, or on a planning matter that falls within the remit of the county council. The NPPF provides further clarity at paragraph 178. The paragraph states that *“public bodies have a duty to cooperate on planning issues that cross administrative boundaries, particularly those which relate to the strategic priorities set out in paragraph 156.”*
- 2.25 Part 2 of the Town and Country Planning (England) (Regulations) 2012 defines the prescribed bodies (in addition to surrounding planning authorities and other bodies) where the Council is required to engage as part of the Duty to Cooperate. These are defined as:
- the Environment Agency;
 - the Historic Buildings and Monuments Commission for England (known as Historic England);
 - Natural England;
 - the Mayor of London;
 - the Civil Aviation Authority;
 - the Homes and Communities Agency;
 - each Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
 - the Office of Rail Regulation;
 - Transport for London;
 - each Integrated Transport Authority;
 - each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority); and
 - the Marine Management Organisation
- 2.26 Not all prescribed bodies are applicable to Craven, and the Duty to Cooperate statement provides further clarity on the extent of cooperation on cross boundary matters.

Consultation Statement

- 2.27 The requirement to publish a Consultation Statement is a reflection of the Government's desire to strengthen both stakeholder and community involvement in the planning process.
- 2.28 The Regulations require a Consultation Statement to be produced to accompany any DPD (including Local Plans) submitted to the Secretary of State (Regulation 22) in order to demonstrate;

- which bodies and persons were invited to make representations under Regulations 18 and 19 (Regulation 12 for a Supplementary Planning Document);
- how these bodies and persons were invited to make such representations;
- a summary of the main issues raised by those representations; and
- how those main issues have been addressed in the document.

2.29 To provide transparency throughout the plan making process, Craven District Council has chosen to publish policy response papers following each round of local plan public consultation and make these available for inspection. These papers set out a summary of the main issues raised by representations and how those main issues have been addressed. The Council has prepared a Consultation Statement, which was published with the Publication Draft Local Plan, then updated to reflect representations received on the Publication Draft Local Plan and submitted in line with Regulation 22 of Town & Country Planning (Local Planning) (England) Regulations 2012. Consultation statements will be published for future Neighbourhood Plans and Local Plan Reviews.

Local Development Scheme (LDS)

2.30 A Local Development Scheme (LDS) is required under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). It is a three-year project plan covering the preparation of new Local Plan documents and providing a summary of those that have already been adopted. It has three main purposes:

- To inform interested parties about the development plan documents (DPDs) that will make up the new Craven Local Plan and any supplementary planning documents (SPDs) that will provide further detailed guidance on the policies within them.
- To set out the timescales the public can expect for the preparation and review of these DPDs and SPDs.
- To establish and reflect council priorities, enabling a work programme to be set for the preparation of these planning documents.

2.31 The LDS also demonstrates how the Council's planning policies address a particular place or issue, and the current status of these policies. It must be made available publically and kept up-to-date, so that the local community and other interested parties can keep track of progress on the preparation of the Local Plan.

2.32 The Council's most recent Local Development Scheme or local plan timetable was approved by the Council's Policy Committee on the 7th December 2017. This can be viewed [here](#). This sets out what local plan documents are to be prepared and when. Once adopted, these new local plan documents will replace the current local plan, which was adopted in 1999. The Local Plan is the key component of the development plan; however other DPDs may be prepared in the future, as needed. If additional DPDs are programmed the Council's Local Development Scheme will be reviewed and updated.

Authority's Monitoring Report

2.33 The aim of the AMR is to give the authority a better understanding of the important social, economic and environmental factors influencing the District, and allow the effects of policies in the Development Plan to be measured. The Annual Monitoring Report (AMR) reviews the

effectiveness of the Saved Policies from the 1999 Craven District Council Local Plan and is prepared and published as soon as practicable after the close of the monitoring year on 31st March. As with the Local Plan, the AMR covers the area of the Craven District that falls outside of the Yorkshire Dales National Park. The AMR also monitors the progress being made on the preparation of new policy documents, against the timetable set out in the LDS, and records the usage and effectiveness of existing planning policies.

- 2.34 Once the new Craven Local Plan is adopted the AMR will review the effectiveness of these adopted policies, which will replace the saved policies from the 1999 Local Plan.
- 2.35 The AMR is the main mechanism for reviewing the relevance of Local Plan policies and for identifying any changes that may be necessary.

Other Supporting Documents

- 2.36 To help demonstrate that a submitted DPD is both legally compliant and sound, Craven District Council has also elected to complete the **Legal Compliance and Soundness Toolkits** prepared by the Planning Advisory Service (PAS).
- 2.37 The purpose of this **Equality Impact Assessment (EqIA)** is to systematically analyse the likely impact of the Craven Local Plan Policies on different groups of people in the community and how the needs of such groups have been taken into account in relation to the development of policies.

- 2.38 The Equality Act 2010 requires the Council to work towards

- eliminating unlawful discrimination, harassment and victimisation or any conduct prohibited by the Act
- advancing equality of opportunity and
- fostering good relations

with respect to the following 'protected characteristics'

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

- 2.39 This Equality Impact Statement helps in understanding the likely impacts of a proposal on protected groups. If a proposal is likely to have a negative effect on some people, the assessment may reveal ways in which the effect can be reduced or removed.
- 2.40 2.41 Where an EqIA has been prepared, it too will be subject to public consultation alongside the corresponding DPD or SPD.
- 2.42 The **evidence base** underpinning new planning policy is also subject to public scrutiny. All documents prepared or commissioned by the Council will be approved through its committee

system. Some documents will also be subject to public consultation either independently, or alongside the relevant DPD or SPD. Details of the Local Plan evidence base can be found [here](#).

Community Infrastructure Levy (CIL)

- 2.43 The Community Infrastructure Levy (CIL) is a new charge that local planning authorities in England and Wales can apply to new developments in their area to fund a wide range of infrastructure that is needed as a result of development. The system is intended to be more transparent than its predecessor in that it gives councils the freedom to set their own priorities for what the money raised should be spent on and provides developers with certainty about how much money they will be expected to contribute.
- 2.44 Under the Community Infrastructure Levy (Amendment) Regulations 2014, councils can elect to introduce a CIL Charging Schedule to help deliver the infrastructure necessary to support development in the area. The charges are set by the local council, based on the size and type of the new development. CIL will not pay for all infrastructure requirements, but will make a significant contribution. Core funding from central government will still be the primary source of funding for infrastructure.
- 2.45 Local communities receiving new development can be rewarded through the direct allocation of a proportion of levy funds collected in their area – 15% or 25% depending on whether a Neighbourhood Plan is in place.
- 2.46 At present Craven District Council do not plan to adopt a CIL charge until the emerging draft Craven Local Plan is adopted.

3 Links with other Plans and Strategies

- 3.1 The contents of this SCI not only take account of national planning policy but also complement other plans and strategies produced by Craven District Council. This allows the Council to have a consistent approach to service delivery. The most relevant plans and guidance are set out below.

Craven District Council Plan 2017-2020

- 3.2 The Council has agreed its vision and priorities for the financial years 2017 to 2020. The Council's vision is:

'For Craven to be an increasingly prosperous place with strong, vibrant communities that celebrate their unique rural and urban settings, and where all residents enjoy a good quality of life.'

- 3.3 The Council's priorities for 2017-2020 are:

ENTERPRISING CRAVEN – facilitating economic growth across Craven

What we will do:

- Enable the provision of 230 homes per year across Craven to meet the needs of our current and future communities
- Stimulate business growth
- Improve the economic vitality of Craven's market towns and villages

RESILIENT COMMUNITIES – creating sustainable communities across Craven

What we will do:

- Enable active communities and improve quality of life
- Create greener communities

FINANCIAL SUSTAINABILITY – ensuring a self-sustainable Council

What we will do:

- Eliminate the reliance on Government Revenue Support Grant by 2020.

North Yorkshire Community Plan

3.4 The North Yorkshire community plan 2014-17 sets out some key priorities for how to help make North Yorkshire a thriving county which adapts to a changing world and remains a special place for everyone to live, work and visit. The plan was formally approved by North Yorkshire County Council on 21 May 2014 and has been taken forward by a partnership comprising [Local Government North Yorkshire and York](#) ("LGNYY") and the [Chief Executives' Group - North Yorkshire and York](#) ("the CEO Group").

3.5 The plan will focus the partnership's efforts on three key priorities. These are:

- **Facilitate the development of key housing and employment sites across North Yorkshire by delivering necessary infrastructure investments through partnership**
- **Supporting and enabling North Yorkshire communities to have greater capacity to shape and deliver the services they need and to enhance their resilience in a changing world**
- **Reduce health inequalities across North Yorkshire.**

Craven District Council Community Engagement

3.6 The duty to ensure that people have greater opportunities to have their say and to embed a culture of engagement and empowerment in our public services is set out in the Local Government and Public Involvement in Health Act 2007.

3.7 Craven District Council has adopted the [North Yorkshire Partnerships Joint Working Principles for Engaging Communities \[207kb\]](#) as an in house standard that applies to all engagement and consultation activities carried out by the Council.

3.8 The Council has a Community Engagement Toolkit which sets out how to consult and engage with the wider community. The [Consultation and Community Engagement](#) section of the council's website sets out the Council's approach to engagement.

3.9 The Council will have regard to this guidance in the delivery of the SCI.

The North Yorkshire Compact

3.10 The North Yorkshire Compact is a written agreement between the voluntary and community Sector and the public sector detailing how they will work together for the benefit of communities. It plays a vital role in defining the relationship and improving the partnership between public sector organisations and voluntary, community and social enterprise organisations. Craven District Council is a signatory to the North Yorkshire Compact.

North Yorkshire Joint Health and Wellbeing Strategy 2015-2020

3.11 The North Yorkshire Health and Wellbeing Board is made up of partner organisations from across North Yorkshire. This strategy is a shared agreement between each organisation on the board with and for people of all ages living in North Yorkshire. The first health and wellbeing strategy was produced in 2013. The updated strategy for 2015-2020 reflects progress that has been made and provides an opportunity to restate the strategy's commitment to improving health and wellbeing as well as setting out the ambition to ensure that people in all communities across North Yorkshire have equal opportunities to live full and active lives from children to later years through the five themes of: Connected Communities; Start Well; Live Well; Age Well and Dying well. Once adopted, the policies within the draft Craven Local Plan contribute to meeting the outcomes of this strategy.

4 Involving the Community in Planning Policy

4.1 Table 4.1 below shows the different stages of plan preparation and how the Council intend to involve the community throughout the process. This is the minimum required by the regulations³, although the Council can carry out additional consultations if there is a need to.

Table 4.1

Stage of the Plan Making Process	What is Involved?
Stage 1 Development of evidence base	Preparing evidence base documents to support the production of the Local Plan and other supplementary guidance.
Stage 2 Public participation in the preparation of Local Plan (Regulation 18)	The Council will inform stakeholders and the public that the Local Plan is being produced and ask for views on the scope of the plan, options and preferred options. This stage in the plan making process is likely to require a number of methods of consultation, including one or more 6 week consultation periods on the draft Local Plan.
Stage 3 Preparation of Local Plan	The evidence base and representations from stages 1 and 2 assist in the production of the Publication Draft Plan.

³ Town and Country Planning (Local Planning)(England) Regulations 2012

<p>Stage 4 Publication of the Local Plan (Regulation 19)</p>	<p>The Publication Draft Plan is published and representations are invited to be made on it over a 6 week period. Consultees are asked to complete a standard representation form and to indicate whether or not in their view the plan is legally compliant and 'sound' and to give their reasons ..</p>
<p>Stage 5 Submission to the Secretary of State (Regulation 22)</p>	<p>After the end of the representations period , the Council will summarise the main issues arising from the representations and the Council will submit the representations made at stage 4 together with the Local Plan to the Secretary of State for Examination.</p>
<p>Stage 6 Independent examination (Regulation 24)</p>	<p>The Plan is examined by an Independent Inspector taking into consideration the key issues raised by representations received at stage 4. This may involve public hearings.</p>
<p>Stage 7 Receipt of Inspector's report and adoption (Regulation 25 and 26)</p>	<p>If the Inspector finds the Plan sound, the Council can then adopt the Plan.</p>

4.2 Different consultation methods may be more suitable at different stages of the plan making process and will depend on the type of document being consulted upon at the time.

Methods of consultation and engagement

4.3 The Council will ensure all consultations are well advertised. Depending on the consultation stage, we will use the following techniques, as appropriate:

- Advertise and promote consultations on the Council's website.
- Send emails (or letters if no email address) to relevant parties who have registered on the Councils local plan consultation database.
- Place a press notice in the Craven Herald and other local newspapers as appropriate.
- Make documents available for inspection at the main Council Offices, libraries and on the council's website
- Consult statutory bodies, Parish/Town councils and key stakeholders
- Undertake public exhibitions/public drop in events/public meetings as appropriate
- The use of Twitter & Facebook during consultation periods.

Who will be consulted?

4.4 The Town and Country Planning (Local Development) (England) Regulations 2012 set out the requirements for community involvement that all Local Planning Authorities (LPA) must meet when producing Local Plans. These regulations also specify a number of organisations that the Council must consult if it is considered they will be affected.

4.5 The Regulations 2012 specify that certain specific consultation bodies must be consulted if the LPA considers that body will be affected by what is proposed within a Local Development Plan. In addition to these specific consultation bodies the Council will also consult with a number of general consultation bodies and residents and other persons carrying out business in the LPA area throughout the Local Development Plan production process. A list of specific consultees and general consultees can be found in Appendix A of this SCI.

4.6 Some of the different types of consultees are shown below:

Council Members

4.7 The Council Members are representatives for the people of the Craven District and play a key role in listening and making decisions in the public interest on a number of issues including decisions during the preparation of the Local Plan. Councillors are able to advise the Council on the issues important to the area they represent.

Parish/Town Councils

4.8 The views of the Parish/Town Councils are crucial in identifying priorities at the grass roots level. Regular dialogue with Parish/Town Councils enables the District Council to engage with, and seek the views of, large sections of the community. The Parish/ Town Councils will also be asked for their assistance in promoting any consultations.

Voluntary sector and amenity groups

4.9 Consultation with the voluntary and community sector is crucial in reaching community groups. The sector helps to give a voice to the community through specialist knowledge of client groups and allows the Council to develop relationships with those groups. Paragraph 3.10 above provide details about the North Yorkshire Compact, which is a written agreement between the voluntary and community Sector and the public sector detailing how they will work together for the benefit of communities.

Hard to reach groups

4.10 Consultation with hard to reach groups is important in reaching voluntary groups and hard to reach groups across the District. Consultation with these groups will help the Council to promote and develop partnership working and ensure that the views of these groups are taken into consideration in the preparation of the Local Plan.

4.11 The Council will seek to engage with the following hard to reach groups throughout the planning process:

- Young people
- Minority ethnic groups
- People with disabilities
- The elderly
- People with learning difficulties
- Rural residents
- Non service users
- Women carers
- Gypsy, Travellers & Showpeople

Professional/Commercial sector

4.12 Other groups such as local organisations, agents, developers and businesses usually have specialist knowledge of technical and industry issues and priorities and their participation in the planning process allows the Council to make better informed decisions.

Consulting on different stages of different plans – who and how?

4.13 The stages and methods of consultation that Craven District Council will use, as set out The Town and Country Planning (Local planning) (England) Regulations 2012 (The Regulations 2012), are set out in Table 4.2 below.

4.14 The Council preference is to use email when notifying people of consultations, as well as receiving comments in an electronic format. This will save cost and time associated with postage. Letters will be issued if required but only when an email address is not available for the consultee. We are happy to receive comments by post, although hope that respondents will appreciate the benefits that electronic communication can bring.

4.15 The Council maintains a database of specific and general bodies and individuals for consultation purposes, using Mailchimp. Appendix A provides a list of organisations invited to make representations on the draft Craven Local Plan (Regulation 18 & 19). These organisations are included in the council's consultation database. The [Planning Policy News](#) web page on the Council's website provides a form for any additional individuals and organisations to subscribe to the Local Development Plan consultation database. The Council encourages individuals and organisations to self-register and explains the implications of registering or not registering. Those on the database will be kept updated on the progress of the Local Development Plan and be informed of the dates of any future Local Development Plan consultation events.

Table 4.2

Document	Stage of Production	Length of Consultation	Who and how?
Sustainability Appraisal Scoping Report	Before plans are progressed (Regulation 12)	6 weeks	The Council must consult the Environment Agency, Natural England, English Heritage. The Council will write to these consultees (email where possible) directing them to the Scoping Report which will be on the Council's website.
Local Plan and Sustainability Appraisal	Preparation (Regulation 18)	6 weeks or variable times to suit the particular type of consultation	The preparation of the Local Plan can involve one or more periods of community engagement and public consultation. Consultation methods will be wide ranging dependent upon the type of engagement and consultation. Methods of consultation include notifying those organisations and individuals registered on the local plan consultation database, the issuing of a press notice, promoting the use of the website; make documents (including response forms) available on the website and in council offices/libraries. Consultation methods may include summary leaflets/newspapers and public exhibitions. The Council will also consult all the specific and general consultation bodies and invite them to make

			<p>representations.</p> <p>Twitter and Facebook will also be used during Local Plan consultations</p>
	Publication (Regulation 19)	6 weeks	<p>At this stage , the Council will notify those on the local plan consultation database of the Publication Plan and how representations can be made (through the Statement of Representations Procedure), issue a press notice, promote the use of the website; make documents (including representation forms) available on the website and in council offices/libraries. The representation form is a standard form that requires information that the Inspector will need at Examination. The Council will ask those who respond if they wish to be kept informed of the progress of the document as it is submitted, examined and adopted. Twitter and Facebook will also be used publicise the Publication draft Local Plan (Reg 19).</p>
	Submission (Regulation 22)	N/A	<p>At Submission stage, the Council will notify those persons who have requested to be notified that the Submission documents are available for inspection on the Council's website and at appropriate public venues and that they have been submitted to the Secretary of State for independent examination. A notice will also be placed in the local press.</p>
	Examination (Regulation 24)	N/A	<p>Any consultee who made a representation and indicated that they wish to attend the Examination in Public and speak at the public hearings will be informed of the date, time, venue and format of the hearings.</p> <p>The Council will advertise the date, time, venue and format of the Examination on our website, at council offices/libraries and in a press notice.</p> <p>The Inspector may also ask someone who has made a representation to provide further information to help their understanding.</p> <p>On receipt of the Inspector's Report, the Council will place it on the website and at council offices/libraries and contact those who asked to be kept informed.</p>
	Adoption (Regulation 26)	N/A	<p>The Council will publish, advertise and make available any modifications to the submission draft Craven Local Plan and the adopted DPD on the website and at council offices/libraries. Interested parties will also be informed of adoption preferably by email.</p>
Supplementary Planning Document	Draft SPD (Regulation 12)	4 weeks	<p>The Council will notify interested parties, place documents on the website and at council offices/libraries and a press release will be issued where appropriate.</p> <p>The Council will ask those who respond if they wish to be kept informed when the SPD is adopted.</p>
	Adoption	N/A	<p>As well as informing the interested parties of adoption</p>

	(Regulation 14)		(preferably by email), the Council will place a notice in the local press, and place information at council offices /libraries.
Statement of Community Involvement	Draft SCI	Minimum of 4 weeks	Whilst there is no requirement to consult, Craven District Council will consult on any future amendments to the SCI for a minimum of 4 weeks. Those registered on the Council's local plan consultation database will be notified. Documents will be placed on the Council's website and printed documents at council offices/libraries. A press release will be issued where appropriate.
	Adoption	N/A	The Council will place the adopted SCI on the council website.
Community Infrastructure Levy*	Preliminary Draft Charging Schedule Regulation 15	6 weeks	Send a copy of the preliminary draft to each of the consultation bodies and invite those bodies to make representations as well as inviting representations from other interested parties. Make the documentation available on the Council website and appropriate public venues.
	Draft Charging Schedule (Regulation 16)	6 weeks	At this stage of the consultation, the Council will notify those on the local plan consultation database including the specific and general consultees. The Council will promote the use of the website; make documents (including response forms) available on the website and in council offices/libraries. A notice will be placed in the local press.
	Advertising statement of modifications (if required) (Regulation 19 (4))	N/A	If the Council make any significant changes to the Draft Charging Schedule, these changes must be advertised. The Council will notify those on our consultation database who have made representations, place electronic documents on our website and printed documents at council offices/libraries.
	Submission (Regulation 19 (3))		Make a copy of relevant documents available for inspection at Council Offices/libraries and on the website. Notify those that requested notification of the submission to the Inspector.
	Examination (Regulation 21)		At least two weeks before the Examination, publish details of the Examination and Inspector on the website and in the local press and notify all those that made representations to the draft charging schedule. On receipt of the Inspector's Report, the Council will place it on the website and at council offices/libraries and contact those who asked to be kept informed.
	Approval and publication (Regulation 25)	N/A	Publish charging schedule and make available for inspection at libraries/council offices and publish on website. Notify all those who requested notification and publish press notice. Send a copy to each of the relevant consenting authorities.

* Refer to the Community Infrastructure Levy Regulations 2010 (as amended)

Making representations

4.16 This section looks at how the Council will inform the community and stakeholders in the Local Plan process and shows how the Council intend to deal with representations made during consultation.

How will documents and information be made accessible to all?

- Information will be made available electronically on the website or, on request, in paper format (for the cost of printing and distribution).
- Consultation documents will be made available at the main council offices; and at local libraries across the plan area.
- All documents and information will be made available in alternative formats on request; such as large print paper (for a reasonable charge), and in different languages.
- Newspaper articles, press releases, Twitter & Facebook posts will keep people informed of key information including consultations.

How can you comment?

- Comments can be submitted to the Council in writing; consultation response forms will be available to download or print off from the Council's website, or provided in hard copy on request without charge.
- Responses can also be submitted in electronic format via email, using the pre-prepared comments forms in Word to download and complete.
- Contact details can be registered on the Council's local plan database via the [Planning Policy News](#) web page on the Council's website.

What will happen to your comments?

- Persons making representations will receive acknowledgement of receipt of their comments via email or letter, if the Council received them within the consultation period.
- The acknowledgement letter or email will include an invitation to register your contact details on the local plan consultation database via the [Planning Policy News](#) web page on the Council's website.
- Your response and details will be logged on the Council's database. The Council will abide by data protection rules.
- The key issues raised by the representations will be summarised and incorporated into a response paper. Response papers will be prepared for each draft local plan policy and include the Council's response to the comment made, an indication as to whether there is likely to be a change made to the next version of the draft local plan, and if a change is proposed, the details of the change. These response papers will be available to view on the Council's website; to allow for the consideration of comments received these papers will be published a little while after the consultation period ends.
- The Council cannot guarantee that your comment will result in changes to the plan you are commenting on. However, we can guarantee that we will read every comment and consider the responses in light of national and local guidance and local circumstances and evidence base.

How long is the Consultation Period?

- The Council will make sure that the deadline date and time for each consultation is well publicised.
- For the statutory consultations, representations must be received within a minimum six week consultation period.
- Comments must be received by the Council no later than 5pm on the last day of the consultation period to allow for responses to be read and reported on in a timely manner. Late responses will be held on file but may not influence the document.
- At the formal stages of publication of a Local Plan, late responses will not be considered as duly made.

5. Community Involvement in Planning Applications

- 5.1 The NPPF emphasises the importance of community involvement in the consideration of planning applications. The Council has produced the Craven District Council Planning Guide, which explains the different elements of planning including development management/control, planning policy, enforcement, heritage landscape and environment, and trees and hedges. The guide sets out in detail the development management system including explaining the different types of planning applications, how planning applications are considered, what advice is available, the consultations and publicity used when considering a planning application, including the pre application advice service offered by the Council. The guide also recommends, where appropriate, applicants to undertake early consultation with the local community. This document can be viewed via the following link <http://www.planningguide.co.uk/craven/> The Council's website also contains details of how planning applications are considered, including publicity and consultations used by the Council during this process. This information can be viewed [here](#). The Council has also published a guidance note '[Obtaining Pre-Application Planning Advice](#)', which provides details on the pre-application advice service available, how to obtain pre-application advice and guidance on when a charge will be made for using this service.
- 5.2 Appendix B sets out the different methods of community involvement that the Council will use when considering different types of planning application.

6. Contact Details

6.1 For more information on the Craven District SCI, please contact us using the details below:

	Planning Policy	Development Management
Telephone	01756 706472	01756 706470
Email	ldf@cravencd.gov.uk	planning@cravencd.gov.uk
Website	www.cravencd.gov.uk/planning	
Address	Craven District Council, 1 Belle Vue Mills, Broughton Road, Skipton, North Yorkshire, BD23 1FJ	

Telephone: 01756 706472 (Planning)

Email: localplan@cravencd.gov.uk

Appendix A: List of organisations invited to make representations on the draft Craven Local Plan (Regulation 18 & 19)

This appendix groups the consultees in categories in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012

SPECIFIC CONSULTATION BODIES
The Coal Authority
Environment Agency
Marine Management Organisation
Historic England
Natural England
Network Rail
Highways England
Home and Communities Agency
<p>Relevant authorities any part of whose area is in or adjoins the local planning authority's area:</p> <p><u>Local Planning Authorities</u> Yorkshire Dales National Park Bradford Metropolitan District Council Pendle District Council Ribble Valley District Council South Lakeland District Council Harrogate District Council Lancaster City Council</p> <p><u>County Councils</u></p> <p>North Yorkshire County Council (please note this list is not comprehensive): Business and Environmental Services Directorate o Strategic Policy and Economic Growth o Planning Services o Highways and Transportation (including in its capacity as Local Highways Authority) o Heritage Services o Waste Management o Flood Risk Management</p> <p>Children and Young People's Services</p> <p>Health and Adult Services o Public Health o Commissioning</p> <p>Central Services o Property Services o Library and Community Services</p> <p>Lancashire County Council (please note this list is not comprehensive): Strategic Planning and Transport Section Forest of Bowland AONB</p>

Other regional Authorities:

West Yorks Combined Authority

Leeds City Region LEP

Local Enterprise Partnership, York, North Yorkshire and East Riding (LEP)

Lancashire Local Enterprise Partnership (LEP)

Parish & Town Councils

Austwick Parish Council (split by the Yorkshire Dales National Park (YDNP) boundary)

Bank Newton Parish Meeting

Bentham Town Council

Bolton Abbey Parish Council (split by the YDNP boundary)

Bradley Parish Council

Burton-in-Lonsdale Parish Council

Carleton Parish Council

Clapham-cum-Newby Parish Council (split by the YDNP boundary)

Coniston Cold Parish Council

Cowling Parish Council

Draughton Parish Council

Elslack Parish Meeting

Embsay-with-Eastby Parish Council (split by the YDNP boundary)

Farnhill Parish Council

Gargrave Parish Council (split by the YDNP boundary)

Giggleswick Parish Council (split by the YDNP boundary)

Glusburn and Cross Hills Parish Council

Halton East Parish Meeting (split by the YDNP boundary)

Hellifield Parish Council (split by the YDNP boundary)

Kildwick Parish Meeting

Ingleton Parish Council (split by the YDNP boundary)

Langcliffe Parish Council (split by the YDNP boundary)

Lawkland Parish Meeting (split by the YDNP boundary)

Long Preston Parish Council (split by the YDNP boundary)

Lothersdale Parish Council

Martons Both Parish Meeting

Otterburn Parish Meeting (split by the YDNP boundary)

Rathmell Parish Meeting

Ribble Banks Parish Council

Settle Town Council (split by the YDNP boundary)

Skipton Town Council

Stirton With Thorlby Parish Meeting (split by the YDNP boundary)

Sutton-in-Craven Parish Council

Thornton-in-Craven Parish Council

Thornton in Lonsdale Parish Council

Parish Councils Adjoining the Craven LPA area

Within the Yorkshire Dales National Park:

Airton Parish Meeting

Eshton Parish Meeting

Beamsley Parish Meeting

Within Bradford Metropolitan District Council:

Addingham Parish Council

Keighley Town Council
Silsden Town Council
Steeton & Eastburn Parish Council

Within Lancaster City Council:
Cantsfield Parish Meeting
Ireby & Leck Parish Council
Tatham Parish Council
Wennington Parish Council

Within Ribble Valley Borough Council:
Gisburn Parish Council
Newsholme & Paythorne Parish Council
Horton Parish Council
Slaidburn & Easington Parish Council

Within Pendle Borough Council:
Barnoldswick Town Council
Bracewell & Brogden Parish Council
Earby Town Council
Kelbrook & Sough Parish Council
Laneshaw Bridge Parish Council

Local Police body
North Yorkshire Police
Office of Police and Crime Commissioner, North Yorkshire

Electronic Communications bodies:

Vodafone and O2
EE
Three

Primary Care Trusts:

Airedale, Wharfedale and Craven Clinical Commissioning Group
Cumbria Clinical Commissioning Group

Electricity & Gas Companies:

Npower Renewables Limited
Npower Yorkshire
CE Electric UK
National Grid
Northern Gas Networks

Sewerage and Water Undertakers:

United Utilities
Yorkshire Water Services Ltd
Airedale Drainage Board

GENERAL CONSULTATION BODIES

a) Voluntary Bodies in the plan area

Aire Rivers Trust
Brackenber Lane and Station Road interest group
Bradley Neighbourhood Plan Working Group
BRE
CPRE Craven

Craven Group Ramblers
Friends of the Settle-Carlisle Line
Leeds-Lancaster-Morecambe Community Rail Partnership
North Yorkshire Bat Group
Friends of Craven Landscape
Save Our Craven Countryside
Skipton and East Lancs Rail Action Partnership (SELRAP)
Settle Social Club
Skipton Town Juniors Football Club

GENERAL CONSULTATION BODIES

b) Bodies representing different racial, Ethnic or national groups in the plan area
The Gypsy Council

GENERAL CONSULTATION BODIES

c) Bodies representing different religious groups in the plan area
Parish of St Andrew, Kildwick

GENERAL CONSULTATION BODIES

d) Bodies representing the interests of disabled persons in the plan area
~~North Yorkshire Local Access Forum~~
Airedale, Wharfedale and Craven Clinical Commissioning Group
Cumbria Clinical Commissioning Group

GENERAL CONSULTATION BODIES

e) Bodies representing persons carrying on business in the plan area
Rotary Club of Settle
Settle District Chamber of Trade
Vibrant Settle Community Partnership

Land/property and developer interests

Alison Roland Town Planners Ltd
AJH Associates
Arrowsmith Associates
Barratt David Wilson Homes
Barton Willmore
Belvoir Letting and Estate Agents
Bentley Holdings Limited
Bilfinger GVA
Bowen Riley Architects
Britannia Developments
Brown and Whittaker Limited
Candelisa Housing Development
Carter Jonas LLP
CBRE
Chatsworth Settlement Trustees (Bolton Abbey Estate)
Cranbourne Properties Ltd
Craven Design Partnership
D H Design North West Ltd
Dacre Son & Hartley
Dale Eddison
David Hill
District Valuers Service
DLP Planning

DPDS Consulting Group
Edawrdson Associates
Energiekontor UK Ltd
England Lyle Good
Fisher Hopper
Fitzgerald Planning & Design
Fusion Building Consultancy
Gary Sorsby, Architect
George F White LLP
Giggleswick School
Glusburn Holdings Ltd
Graham Farmer Chartered Architect
GSC Grays
Halton Homes
Hanson Marston Mellor, Architects
Harrison Boothman
Hayfield Robinson
HBF
Henry Boot Developments Ltd
Heritage Planning Design
Historic Buildings Consultant
Hunters Estate Agents
I D Planning
Indigo Planning
J R Hopper
James Pye and Son
Janet Dixon Town Planners Ltd
Jay Everett Addison Planning
JOHN FLETCHER RIBA
Johnson Mowat
JWPC Chartered Town Planners
Ken Robinson, Architect
KeyLand Developments Ltd.
Lambert Smith Hampton
Landscape Architect
Lark Architects
Leith Planning Ltd
Lovell Homes
M.W. & R.F. Brewster & Sons Ltd
Malsis School
Mark Newby Yew Tree Associates
Mason Gillibrand Architects
McConnell Homes
Merritt and Fryers Ltd
Allison Macrae Architects
Planet Architecture
NHS Property Services
NLP Planning
Nuttall Yarwood & Partners
O'Neill Associates
Patchwork Properties Limited

Paul Elmer, Architect
PB Planning Ltd
Peacock & Smith
Pegasus Group
Persimmon Homes
Pete Gleave (ID Planning)
Peter Harrison Architects
Phil Ward and Associates
Planning Division
Planning Potential
Procter Property
R N Wooler and Co Limited
rg+p Ltd.
Richard Turner and Son
Riverside Design Studio Architects
Roger Beck, Chartered Planning Consultant
Trustees of the Tempest Estate
Roger Tiffany Ltd
Rural Solutions Ltd
Russell Armer Ltd
Signet Planning
Skipton Properties Ltd
Space Partnerships Ltd
Spawforths
SSA Planning
Stanton Mortimer Ltd
Stephen Craven Building Design Ltd
Steven Abbott Associates LLP
Stratus Environmental Limited
Sunderland Peacock
Tesni
Tetlow King Planning
The Planning Bureau Ltd
Trevor Hobday Associates
Turley Associates
Walker Singleton (Property Management) Ltd
Walton & Co
Watson Batty, Architects
WBW Surveyors
Wharfedale Homes
White Young Green
Wilman and Lodge
Windle Beech Winthrop

Other businesses

Altitude 501 Limited
Au2MateUK (Arla Foods)
Broadwood Caravans
Capella Home & Gift - Settle
CH2M (engineering)
Chinthurst Guest House

Chrysalis Arts
Craven Cattle Marts Ltd
Craven Herald
Deloitte LLP
DevPlan
Enterprise Inns
F Green and Son Limited
Fairhurst
Farmplus Constructions Ltd
Fusion Online Ltd (Dev Plan monitoring)
Gateway to Health
INSO
J D Mounsey
J N Bentley Ltd
Knights Professional Services Ltd
Knights Solicitors LLP
Linda Dickinson Ltd
Lister and Son
Mallerstang Limited
Offtree Ltd
P Waddington and Co Limited
R A Medical Services Ltd
Renewable UK
Reward Manufacturing Co Ltd
SABIC UK Petrochemicals
Sanderson Associates (Consulting Engineers) Ltd
Sutton Court RA
The Co-operative Group
The Falcon Hotel
Theatre Trust
Willis of Skipton
YDS

GENERAL CONSULTATION BODIES

f) Other bodies within the plan area

Rural Interests

Forestry Commission
Ribble Rivers Trust
RSPB
Settle Hydro
Woodland Trust
Yorkshire Gardens Trust
Yorkshire Wildlife Trust
York and North Yorkshire Local Nature Partnership

Education & learning

Free Schools Capital Education and Skills Funding Agency Department for Education
Hartley Educational Foundation
Witherslack Group Ltd

Housing Associations

Foundation Housing
Muir Group Housing Association
Yorkshire Housing

Transport Bodies

Northern Rail Limited
Office of the Rail regulator
Royal Naval Association

Conservation Groups

North Craven Heritage Trust
Skipton Civic Society
York Georgian Society

Government Departments

Sport England
Civil Aviation Authority
Health and Safety Executive
Ministry of Defence

Outdoor Recreation & Sustainable Travel

North Yorkshire Local Access Forum

Craven District Council

Strategic Housing
Environmental Health
Sports Development
Communications, Partnership & Engagement
Economic Development

Other

The Green Party

At the time of preparing this Consultation Statement, 427 individuals are registered on the local plan database, however neither their names nor other identifying particulars will be published as these persons were not advised that their information would be disclosed as part of the consultation process. This approach is consistent with the requirements of the Data Protection Act. This figure includes 30 Craven District Councillors whose details are available [here](#). Please note that the consultation database is a live online system which provides individuals with an on-going opportunity to register, therefore the number of individuals registered will change over time.

Appendix B: Methods of Community Involvement in Planning Application

Code	Application Type	Weekly list	Written details on website	Site Notice by LPA	Site Notice by Applicant	Press Notice	Neighbour Notification	Parish/ Town Council notification	View plans on website	Period for written representations	Opportunity to speak if a Committee decision
ADV	Application to display advertisements	✓	✓	✓	x	x	x	✓	✓	21 days	✓
AGRRES	Prior approval notification – agricultural building to residential	✓	✓	✓	x	x	✓	x	✓	21 days	✓
CCC	Confirmation of compliance of conditions	x	x	x	x	x	x	x	x	x	x
CND	Approval of details reserved by condition	x	✓	x	x	x	x	x	✓	x	✓
COU	Application for planning permission for a change of use	✓	✓	✓	x	✓ (if external changes)	✓	✓	✓	21 days	✓
CPE	Application for Certificate of Lawfulness of existing development	✓	✓	✓	x	x	x	✓	✓	21 days	Delegated to Head of Planning
CPL	Application for Certificate of Lawfulness of proposed development	x	✓	x	x	x	x	x	✓	x	Delegated to Head of Planning
DEM	Prior notification for demolition	✓	✓	x	✓	x	x	x	✓	21 days	x
FUL	Application for full planning permission	✓	✓	✓	x	x	x	✓	✓	21 days	✓

HAZ	Hazardous substance Application	✓	✓	✓	x	✓	x	✓	✓	21 days	✓
HH	Householder Application for full planning permission	✓	✓	✓	x	x	x	✓	✓	21 days	✓
HRN	Hedgerow Removal Notice	✓	✓	x	x	x	x	✓	✓	21 days	Delegated to Head of Planning
LBC	Application for Listed Building Consent	✓	✓	✓	x	✓	x	✓	✓	21 days	✓
LHSHLD	Prior approval notification for larger home extension	✓	✓	✓	x	x	✓	x	✓	23 days	x
MMA	Minor material amendment	✓	✓	✓	x	x	x	✓	✓	21 days	✓
NMA	Non material amendment	x	✓	x	x	x	x	x	✓	x	x
NYCC	Application on which NYCC will make decision	✓	✓	by NYCC	x	by NYCC	by NYCC	by NYCC	✓	to NYCC	x
OFFRES	Prior approval notification – office to residential	✓	✓	✓	x	x	✓	x	✓	21 days	✓
OTHERS	Prior approval notification – others	✓	✓	✓	x	x	✓	x	✓	21 days	✓
OUT	Application for outline planning permission	✓	✓	✓	x	x	x	✓	✓	21 days	✓
PNAG	Prior notification agricultural and forestry	✓	✓	x	x	x	x	x	✓	x	x
PNREN	Prior notification renewable energy	✓	✓	✓	x	x	x	✓	✓	21 days	✓
PNT	Prior notification telecommunications development	✓	✓	✓	x	x	x	✓	✓	21 days	✓

PROW	Application to divert or stop-up-a Public Right of Way	✓	✓	✓	x	✓	x	✓	✓	21 days	✓
RG3	Application by CDC for its own development	✓	✓	✓	x	x	x	✓	✓	21 days	✓
RG4	Application by HBC or NYCC for development by others	✓	✓	✓	x	x	x	✓	✓	21 days	✓
REM	Reserved Matters	✓	✓	✓	x	x	x	✓	✓	21 days	✓
RETRES	Prior approval notification – retail to residential	✓	✓	✓	x	x	✓	x	✓	21 days	✓
S106	Application to modify/discharge a Section 106 Agreement	✓	✓	✓	x	✓	x	✓	✓	21 days	✓
SCHNUR	Prior approval notification – various uses (Class S of GDPO)	✓	✓	✓	x	x	✓	x	✓	21 days	✓
SDCRES	Prior approval notification – storage or distribution	✓	✓	✓	x	x	✓	x	✓	21 days	✓
TCA	Notification of tree works in a Conservation Area	✓	✓	x	x	x	x	✓	✓	21 days	Delegated to Officer
TPO	Application for Tree Preservation Order	✓	✓	✓	x	x	x	✓	✓	21 days	✓
VAR	Application to delete or vary condition	✓	✓	✓	x	x	x	✓	✓	21 days	✓