



Newark & Sherwood Local Development Framework

Draft Statement of Community Involvement

~~March 2015~~ xxx 2024

Document Passport **TO BE UPDATED FOR CONSULTATION**

Title: Newark & Sherwood Local Development Framework Statement of Community Involvement.

Status: Adopted document.

Summary: This document sets out the District Council's methods for consulting the public on planning policy documents and planning applications.

Date of adoption: 11th March 2015.

Adopted by: Economic Development Committee.

Please note: This document is available in alternative formats upon request.

Consultation Summary: The consultation sought views from neighbouring authorities, developers, Town and Parish Councils, Parish Meetings and other stakeholders for a period of six weeks from 7th January 2015 until 17th February 2015. Following consideration of representations received the document was revised and the final version was submitted to the Council's Economic Development Committee on 11th March 2015 for adoption.

Availability of document: Copies are deposited at Kelham Hall (open between 8.30 a.m. and 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.45 p.m. on Friday), the District's libraries and the Council's website: <http://www.newark-sherwooddc.gov.uk/planningpolicy/>

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PART 1

1.0 Introduction

Statement of Community Involvement

1.1 This Statement of Community Involvement (SCI) explains how Newark and Sherwood District Council helps individuals, groups and communities with an interest in the District to participate in the planning system. This document is a revision of the existing Newark & Sherwood Statement of Community Involvement which was adopted in March ~~2015~~ 2006. ~~There have been significant changes to the planning system since then, so it is necessary to update the SCI to respond to the requirements of new legislation and regulations.~~

~~1.2 At a national level, major changes to planning policy since 2006 include the introduction of the National Planning Policy Framework (NPPF) and Planning Practice Guidance, and the enactment of the Localism Act 2011 (see web links below). The NPPF sets out that the District Council as Local Planning Authority (LPA) should seek early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses (Paragraph 155).~~

~~[National Planning Policy Framework \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)~~

~~<http://planningguidance.planningportal.gov.uk/>~~

~~<http://www.legislation.gov.uk/ukpga/2011/20/contents>~~

1.2 The policies that manage development in the District have ~~also~~ changed since the production of the ~~original~~ ~~2015~~ SCI. The District Council has adopted the Amended Core Strategy Development Plan Document (DPD) ~~and the Allocations & Development Management DPD~~, which updated ~~replaced~~ the policies of the Core Strategy adopted in 2011. ~~Newark & Sherwood Local Plan (1999)~~. The Allocations & Development Management DPD is currently under review and will hopefully be replaced by the end of 2024. These ~~new~~ documents form part of the Newark & Sherwood Local Development Framework (LDF) (see web link below) which alongside the SCI includes the following additional documents:

- Supplementary Planning Documents (SPDs) which provide detail on the interpretation and implementation of policies;
- The Policies Map, which shows the geographical scope of policies;
- The Annual Monitoring Report (AMR) which records progress in implementing the LDF; and
- The Local Development Scheme (LDS) which is the timetable for LDF document production.

1.3 This document sets out the District Council's approach to public consultation in two areas of planning:

- Planning policy documents: how the public and interested groups are involved in the preparation and review of planning policy documents is described in Part 2.
- Planning applications: how people are consulted about planning applications that the District Council is responsible for determining is explained in Part 3.

1.4 Although every effort has been made to present this document in the clearest possible language, the use of certain specialist words and phrases, and sets of initials, cannot be avoided. A glossary is provided in Appendix 1, and the reader is encouraged to refer to this when unfamiliar language is encountered, or to see precisely how words are used in the context of this document. In January 2015, the Government published a plain English guide to the planning system which may also be useful to those unfamiliar with the specialist language associated with planning (see web link below).

<https://www.gov.uk/government/publications/plain-english-guide-to-the-planning-system>

The role of Nottinghamshire County Council

1.5 Some aspects of the planning system within the District are the responsibility of Nottinghamshire County Council. The County Council deals with policies and applications concerning minerals and waste, as well as applications for their own developments including schools, libraries and roads. The District Council, and relevant Town and Parish Councils, will be consulted on these types of policies and applications. Further information on the County Council's planning role can be found on their website (see web link below).

<http://www.nottinghamshire.gov.uk/thecouncil/democracy/planning/>

The Community Infrastructure Levy

1.6 The Community Infrastructure Levy (CIL) is a charge that the District Council introduced on 1st December 2011 [and updated in 2018](#). CIL charges apply only to certain types of development and are based on its size, type and location. The money raised goes to pay for new infrastructure to support growth. To make sure that the views of communities within the District were taken into account when deciding which infrastructure projects would be paid for, consultation on the Preliminary Draft Charging Schedule [for CIL was undertaken](#). ~~for CIL took place between 8th November 2010 and 20th December 2010.~~ More detailed information about CIL is available on the Council's website (see web link

below). Whilst the detailed regulations around CIL differ from those that apply to planning applications and the production of planning policy documents, the District Council will use the SCI as a guide for conducting consultation on any future changes to the CIL charging schedule.

<http://www.newark-sherwooddc.gov.uk/cil/>

Neighbourhood planning

- 1.7 The Localism Act 2011 introduced new powers for local communities to have greater influence over the way their area is developed by participating in neighbourhood planning. Town and Parish Councils or 'neighbourhood forums' can set general planning policies for their area by producing neighbourhood development plans, or permit particular kinds of development by introducing neighbourhood development orders. Neighbourhood forums are community groups designated by the LPA that work on neighbourhood planning in areas without parishes.
- 1.8 Neighbourhood plans must comply with national policy and guidance and be in general conformity with local policy, and be compatible with ~~EU obligations~~ [habitat regulations](#) and human rights requirements. It is important to note that neighbourhood plans cannot influence planning decisions already taken, and cannot prevent development from happening. Neighbourhood development plans or orders do not take effect unless there is majority support in an area-wide referendum. The District Council supports neighbourhood planning by:
 - Publishing neighbourhood forum ~~and neighbourhood area~~ applications for consultation ([and Neighbourhood Area Application which are not related solely to one Parish](#));
 - Publishing draft neighbourhood plans for consultation;
 - Arranging for referendums and appointing independent examiners; and
 - Making (adopting) plans that achieve majority support at a referendum and publishing them on the Council's website.
- 1.9 While the District Council is not responsible for the production of neighbourhood plans, it will provide advice and assistance. The Town or Parish Council, or neighbourhood forum, representing an area should engage with and consult the wider community as much as possible at all stages of the process of creating a neighbourhood plan and this SCI should be used by them to help plan such consultation. More detailed information about neighbourhood planning can be found on the Government's Planning Portal website (see web link below).

[Introduction - Neighbourhood planning - Planning Portal](#)

Planning Aid

- 1.10 People who need advice or assistance to participate in the planning system beyond that which can be provided by the District Council may wish consider contacting Planning Aid (see web link below). This organisation provides free and independent professional planning advice to community groups and individuals who cannot afford to pay professional fees. There is a ~~web based resource called Planning Aid Direct and an~~ [online Advice Service](#), ~~which operates between 9.30 a.m. and 4.30 p.m. Monday to Friday, and~~ that can be contacted via the website [RTPI | Online advice service](#) ~~on 0330 1239244 or by~~ email at advice@planningaid.rtpi.org.uk. In some circumstances further support may be available to people on low incomes, and to groups or individuals who have traditionally not been involved in the planning system.

[RTPI | Planning Advice](#)

SCI monitoring

- 1.11 To ensure that the Statement of Community Involvement is meeting the needs of those with an interest in the District and promoting positive public involvement in planning applications, it will be kept under review as part of the Annual Monitoring Report, and will be updated as required.

PART 2

2.0 Planning policy documents

Principles

- 2.1 As the LPA, Newark & Sherwood District Council will abide by the principles set out below when consulting on planning policy documents:

Principles of consultation on planning policy documents:

- 1. The LPA will involve the public and consultees at the earliest opportunity when producing planning policy documents, and throughout the process.**
- 2. Consultation will be transparent, open and accessible to all communities. The LPA will enable all people to engage with the planning system.**
- 3. The consultation process will allow local communities and consultees to see how ideas have developed at various stages, and will include effective feedback.**
- 4. Where possible, consultation will be carried out together with other community engagement initiatives.**

- 2.2 The Local Development Framework (LDF) currently comprises DPDs and SPDs, and contains the policies and allocations that will shape the way that the District develops. The documents that make up the LDF are supported by a range of research, reports and other material that contribute to, explain and justify their preparation. These supporting documents are made publicly available alongside policy documents to support consultation on the District Council's website (see web link below). The regulations which guide the production of planning policy documents have changed and now DPDs are referred to as Local Plans. The rest of this section refers to Local Plans in accordance with this new approach.

[Local development framework | Newark & Sherwood District Council \(newark-sherwooddc.gov.uk\)](http://newark-sherwooddc.gov.uk)

Developing planning policy

- 2.3 Planning is a democratic process and decisions are ultimately the responsibility of elected Councillors. At Newark & Sherwood District Council the group of Councillors responsible for the development of planning policy and guidance are called the ~~Economic Development Committee~~ Cabinet. Each Councillor is responsible for different Council services and is called a Portfolio Holder, this includes the Portfolio Holder for Sustainable Economic Development who is responsible for Planning Policy. ~~This Committee~~ It has the power to adopt SPDs and guidance notes, although Local Plans must be adopted by Full Council. Detailed scrutiny of the development of planning policy is carried out by the Planning Policy Board ~~LDF Task Group~~, which is made up of the Portfolio Holder for Sustainable Economic Development ~~Leader of the Council~~ and members who sit on ~~a range of Committees including Policy & Finance, Homes & Communities, Economic Development and Planning~~ Committee and Policy & Performance Improvement Committee.

Plan Review

- 2.4 In order to ensure that the Local Plan remains robust and up-to-date, it will be subject to regular review. The current review process is just in its final stages and is scheduled to end in 2024 ~~elements of it will be reviewed in 2015 / 2016~~. This ~~will~~ has included updating the evidence base for the Plan, reviewing development targets housing and retail need and assessing the delivery of housing and employment sites. Consultation with communities within the District ~~will be~~ was central to this process.
- ~~2.5 The first stage will be a scoping exercise to determine how extensive the updating or replacement of elements of the Plan will need to be. Then, a series of topic papers will be prepared that set out potential future approaches. The Council will engage with the public in a consultation on these, in order to gain an understanding of stakeholders' views on the Plan Review. This will lead to the production of a Plan Review Preferred Approach Document, which will also be consulted upon. Having taken account of consultation responses, the Council will publish a Draft Plan which will again be consulted upon. This Plan, alongside any suggested modifications, will then be subject to public examination.~~

~~Sustainability Appraisal~~ Integrated Impact Assessment

- 2.5 The District Council seeks to ensure that the wider impacts of the Local Plan are considered as part of the process. These are documented in an Integrated Impact Assessment (IIA) which considers the social, economic, environmental, health and equalities impacts of the plan. These integrate three separate appraisals in one place:
- **Sustainability Appraisal** - The delivery of sustainable development is central to the LDF. An important part of the process of preparing a Local Plan is the

Sustainability Appraisal (SA), which in this District is usually produced along with a Strategic Environmental Assessment (SEA) as a single process document. ~~This document~~ It assesses the social, environmental and economic impact of the Local Plan's policies. A SA is carried out throughout the preparation of a Local Plan and there will be opportunities for consultation at each stage that the Local Plan is consulted upon. There is usually no need to subject SPDs to a SA because the policies that they are based on have already been assessed. Occasionally, however, an SPD may be considered likely to give rise to significant effects which have not been assessed in a higher-level planning document, and in these circumstances an SA will be required.

- **Health Impact Assessment** is a tool to assess the impact of the plan on health and is a voluntary assessment recommended by public health and planning professionals.
- **Equalities Impact Assessment** - The purpose of an Equalities Impact Assessment (EqIA) is to ensure that planning policies do not discriminate and that, where possible, they promote equalities. All policy documents will be subject to an EqIA initial screening stage to determine whether they would result in significant equalities issues which would require a full EqIA. If the initial screening stage highlights anything that may have a negative impact on any of the identified equalities groups, a full EqIA will be carried out. In this District, a full EqIA will assess the impact of policies on equalities groups relating to gender, race, disability, pregnancy and maternity, age, faith, social inequality and sexual orientation. The results of this full EqIA will highlight changes that can be made to the policies to mitigate any negative impacts on the equalities groups. To ensure that no possible equalities implications are missed, the EqIA is consulted on alongside the document that it relates to.

Habitats Regulations Assessment

- 2.6 A Habitats Regulations Assessment (HRA) is required when a Plan could impact upon the integrity of a site or sites of international nature conservation importance in Europe. This District contains one of these sites – the Birklands and Bilhaugh Special Area of Conservation (SAC), and therefore an HRA may be necessary when producing a Local Plan (but not normally a SPD). HRAs are consulted on alongside the Local Plans that they relate to.

Equalities Impact Assessment

- ~~2.8 The purpose of an Equalities Impact Assessment (EqIA) is to ensure that planning policies do not discriminate and that, where possible, they promote equalities. All policy documents will be subject to an EqIA initial screening stage to determine whether they would result in significant equalities issues which would require a full EqIA. If the initial screening stage highlights anything that may have a negative impact on any of the~~

~~identified equalities groups, a full EqIA will be carried out. In this District, a full EqIA will assess the impact of policies on equalities groups relating to gender, race, disability, pregnancy and maternity, age, faith, social inequality and sexual orientation. The results of this full EqIA will highlight changes that can be made to the policies to mitigate any negative impacts on the equalities groups. To ensure that no possible equalities implications are missed, the EqIA is consulted on alongside the document that it relates to.~~

LDF Consultation

- 2.7 There is consultation throughout the process of producing Local Plans and SPDs. The Town and Country Planning (Local Planning) (England) Regulations 2012) set the minimum requirements for consultation, which the District Council meets or exceeds. The stages at which the public are involved in the production of Local Plans and SPDs are set out below:

Local Plan Production

Production	Consultation/Examination
<p>Evidence gathering</p> <p>To begin with, the District Council will collect information on a range of social, economic and environmental matters relevant to the Local Plan. Certain stakeholders with specialist knowledge will be consulted on their areas of expertise; other evidence gathering seeks to assess conditions for all the communities in the District. The Council will consult with neighbouring authorities and other bodies as required by the Duty to Co-operate (see paragraph 2.12).</p>	
<p>Produce Issues and Options Paper(s)</p> <p>The findings of the previous stage of production are used to identify the main issues that need to be addressed by the Local Plan, and the options that are available.</p>	
	<p>Consult on Issues and Options Paper(s)</p> <p>In line with Regulation 18, the Council will publicise what the Local Plan is about and seek representations. As well as the specific consultation bodies that the Council is required to consult at this stage, views will also be sought from general</p>

	<p>consultation bodies, people who have previously expressed an interest in the LDF, and all the District's communities. People will be invited to submit representations, and views expressed at meetings and exhibitions will be noted.</p>
	<p>Consider responses to the Consultation on the Issues and Options Paper(s) The representations received and the views expressed during the Consultation on the Issues and Options Paper will be considered. These representations, the District Council's responses, and any changes made will be set out in a Consultation Responses Document.</p>
<p>Produce Preferred Approach Report In the light of the responses to the Consultation, a Preferred Approach Report will be produced.</p>	
	<p>Consult on Preferred Approach Report The Preferred Options Report Consultation is an important opportunity for the Council to take account of the views of local communities. Great care is therefore taken to ensure that appropriate consultation and participation methods are employed.</p>
<p>Produce Publication Local Plan The publication stage of a Local Plan is different from the previous stages in that it represents the version of the document that the Council wishes to submit to the Secretary of State.</p>	
	<p>Publication stage representation period The Council will publicise the publication stage of the Local Plan and seek representations on it in accordance with regulations 19, 20 and 35. The Council will seek representations on the soundness of the Publication Local Plan. Following the close of the representation period, meetings of Economic Development Committee and Full Council consider the submission of the Local Plan.</p>
<p>Produce Submission Local Plan In conformity with regulation 22, the Council will produce a Submission Local</p>	

<p>Plan and send this along with supporting documents to the Secretary of State to be examined. Specific and general consultees and anyone else who has expressed an interest will be informed that the documents have been submitted and that copies are available for inspection at the Council's offices and libraries throughout the District.</p>	
	<p>Independent examination An Inspector appointed by the Government will consider representations submitted and carry out an independent examination of the soundness of the plan, as set out in regulations 23 and 24. People who made representations on the plan may be allowed to appear in front of the Inspector in person so that their views can be discussed. These are called Hearing sessions. If during the process of examination it is identified that changes are required to make the plan sound then consultation on these will be undertaken. This is normally after the hearing sessions have occurred so the Inspector can consider what those who have made representations think of these proposed changes before writing their report. This consultation will follow the approach set out in regulations 19, 20 and 35.</p>
<p>Publication of the Inspector's report and adoption Following the examination, the Inspector will write a report and indicate any changes that are required. The Inspector's report will be published online and Full Council will consider its findings and any required changes. If Full Council is happy with these it will adopt the Plan including the changes in line with regulation 26.</p>	

SPD Production*

Production	Consultation
<p>Evidence gathering The first stage is collecting information on social, economic and environmental matters relevant to the SPD.</p>	
<p>Produce Draft SPD A draft version of the SPD is produced, based on the evidence collected at the first stage.</p>	
	<p>Consult on Draft SPD The draft SPD is put out to consultation. As required by regulations 12 and 13, views will be sought from the general public, representatives of communities within the District and bodies with responsibility for or specialist knowledge of topics relevant to the SPD.</p>
	<p>Consider responses to Draft SPD The SPD will be amended in the light of representations received. These representations, the District Council's responses, and any changes made will be set out in a Consultation Responses Document, as required by regulations 12 and 13.</p>
<p>Produce finalised SPD The final version of the SPD will be produced.</p>	
<p>Adopt SPD The SPD will be adopted in line with regulation 14.</p>	

*The production stages set out in this table also apply to updating the SCI.

Consultation groups

2.8 There are seven main groups that the District Council seeks representations from during consultations:

- The general public;
- Hard to reach groups;
- Local voluntary groups / interest groups;
- Town Councils, Parish Councils and Parish Meetings;
- Businesses;
- Statutory bodies; and

- Developers.

For more detailed information about organisations that the Council consults about policy documents, please see Appendix 4.

2.9 Hard to reach groups are those sections of the community whose opinions can be difficult to obtain because they have less day to day contact with the planning system than other groups of consultees. In Newark & Sherwood District, these are:

- Young people;
- Older adults;
- Ethnic minorities, including gypsies and travellers;
- People with disabilities; and
- Homeless people.

The District Council will work together with organisations representing hard to reach groups to ensure that the most appropriate consultation methods are used to seek their opinions, and that the views of people within these groups are properly taken account of. The Council will also draw upon the expertise of these representative groups by inviting them to comment on policy documents.

Consultation methods

2.10 Although there are differences in the ways that Local Plans and SPDs are produced and adopted, the methods used to consult on them are the same. The consultation period will be for a minimum of six weeks. As part of each consultation, the methods being used and the groups being contacted will be set out along with other information such as the closing date and details of how people can respond. The District Council will:

- Contact appropriate people and organisations by email or by letter if that is their preference;
- Publicise the consultation via appropriate local media ~~and if possible in the Council's Voice magazine;~~
- Announce the consultation on social media;
- Provide details of the document or documents being consulted on as well as comments forms on the Council's website;
- Place consultation documents on deposit in libraries in areas affected by the subject of the document, at the Council's headquarters and on the Council's website;
- Consider organising exhibitions, briefing sessions, workshops or meetings; and
- Produce and distribute a Consultation Responses Document as soon as possible.

How to comment and make representations on policy documents

- 2.11 The District Council makes it as easy as possible to comment on policy documents. Most people prefer to respond to consultations via the Council's website, with the appropriate web link being given out along with the documents. Comments forms are [available at](#) ~~given out in~~ District libraries, where paper copies of the document being consulted on are made available. The Council also accepts comments via email, post or telephone. Sometimes the Council will hold consultation events and Officers will take note of issues commonly raised by members of the public and address these formally, as well as responding in person.
- 2.12 After the Consultation period has concluded and the Council has taken account of consultees' representations, a Publication Local Plan will be produced. This will be publicised and made available in the same way as consultation documents, and the Council will seek representations on this document for at least six weeks. This is different to the consultation stage because the Council is not seeking views about the subject of the document, but only representations on the soundness of the Local Plan. Representations can be submitted either in writing or electronically.

How comments received about policy documents are used

- 2.13 At the end of the consultation period, Officers will consider all of the representations received , [subject to complying with our Planning privacy notice](#), and make changes to the document if appropriate. All of the comments received will be made public. This means that they will be available for other people to view upon request. A Statement of Consultation will be produced which contains an overview of the consultation activities undertaken, a summary of the responses received and how these have been taken into account when producing the final version of the document. A copy of this Statement will be placed on the Council's website and will be made available to view at libraries throughout the District and at the Council's offices.

The Duty to Co-operate

- 2.14 The Localism Act 2011 introduced the Duty to Co-operate. This requires LPAs to engage with neighbouring authorities and other organisations to work jointly on 'strategic matters' including the preparation of planning documents. The other organisations include the Environment Agency, English Heritage, Natural England, the Civil Aviation Authority and further groups with responsibility for their areas of expertise. Newark & Sherwood District Council complies fully with the Duty to Co-operate.

PART 3

3.0 Planning applications

Principles

- 3.1 As the LPA, Newark & Sherwood District Council will abide by the principles set out below when consulting on planning applications:

Principles of consultation on planning applications:

- 1. The Council welcomes and encourages comments on planning applications from members of all communities in the District.**
- 2. To enable all communities in the District to comment on planning applications, they will be made available to view online.**
- 3. The Council encourages people intending to submit significant applications to first:**
 - engage with the LPA in pre-application discussions; and**
 - consult with communities within the District.**

- 3.2 A guide to how to apply for planning permission is included in this document at Appendix 2.

Pre-application advice

- 3.3 The District Council's role as the LPA is to facilitate sustainable development unless material considerations indicate otherwise. Applicants are strongly encouraged to ~~arrange an appointment for~~ **apply for** pre-application advice before submitting a **planning** significant (i.e. not domestic or small scale) application. Details of this service including the pre-application advice form are available on the Council's website (see web link below).

[Our pre application service | Newark & Sherwood District Council \(newark-sherwooddc.gov.uk\)](https://www.newark-sherwooddc.gov.uk)

- 3.4 Guidance about domestic applications within Newark & Sherwood can be found in the Council's 'Householder Development SPD' (see web link below).

[Adopted-Householder-Development-SPD.pdf \(newark-sherwooddc.gov.uk\)](https://www.newark-sherwooddc.gov.uk)

3.5 The pre-application phase of development management can be critically important and should provide the applicant and the Council with the opportunity to gain a clear understanding of the objectives of, and constraints on, development. It also provides an opportunity for wider engagement, where appropriate, with other stakeholders, including the local community, which can deliver better outcomes for all parties. Pre-application advice will help applicants:

- Identify aspects of proposals that may need amending;
- Identify information that it is necessary to include in an application;
- Receive advice on any consultation that should be carried out before an application is submitted;
- Discuss planning policies and how they are applied; and
- Find out whether a proposed development will be liable for the Community Infrastructure Levy (CIL) (see paragraph 1.8).

For more detailed guidance about the process of pre-application discussions and what can be expected from them, please see the Government's Planning Practice Guidance on the subject (see web link below).

<http://planningguidance.planningportal.gov.uk/blog/guidance/before-submitting-an-application/>

Pre-application consultation with local communities

3.6 Some applications, particularly for larger scale or controversial developments, have the potential to affect whole communities rather than just residents of neighbouring properties. For some, there is a legal requirement to undertake engagement and consultation with communities and other bodies e.g. Nationally Strategic Infrastructure Projects (NSIPs) which are determined by the Secretary of State (see weblink below). For developments that are not NSIPs but are larger scale or controversial, the Council encourages developers to consult with local communities before submitting an application. Community consultation is compulsory for many ~~wind turbine~~ large-scale renewable and low carbon energy proposals (for further details, see the Government's Planning Practice Guidance via the web link below). The District Council will expect developers of ~~most wind turbines~~ such development proposals to demonstrate that they have consulted with residents of affected parishes and representatives of the Parish Councils or Meetings, and taken account of their views. Large scale ground-mounted solar photovoltaic farms can also be controversial and the Council will expect developers to show evidence of meaningful community consultation. Whether

compulsory or not, well publicised pre-application consultation can facilitate development by identifying community concerns at an early stage and offering local residents an opportunity to engage with the development process.

[National Infrastructure Planning \(planninginspectorate.gov.uk\)](http://planninginspectorate.gov.uk)

[Renewable and low carbon energy - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The table below sets out the minimum level of consultation required by national policy for various types of major development, as well as the consultation methods that the District Council requests developers to use:

Type of development	Minimum consultation legally required	Consultation requested by the District Council
Wind turbine development involving more than two turbines or where the hub height of any turbine exceeds fifteen metres.	<p>A developer must:</p> <p>Publicise the proposal widely enough that most people living or using premises nearby will be aware of it;</p> <p>Make clear how people can contact them about the proposal and when they need to submit their comments by;</p> <p>If they apply for planning permission, have regard to any responses received when finalising the application; and</p> <p>When submitting their application, explain how the local community has been consulted, what comments have been received, and how account has been taken of those comments.</p>	<p>The Council will expect developers to show that they have consulted with representatives of the Parish Councils or Meetings of all affected parishes, as well as residents.</p> <p>The developer should erect site notices and hold a well-publicised consultation event to allow local residents to view the proposals.</p> <p>Any benefit that the community could expect to gain from the development of a wind energy scheme should be clearly stated as part of the consultation. The Council may request that an applicant consult with the local community even if the application is for a single turbine of less than fifteen metres.</p>
Large scale ground-mounted solar photovoltaic farms.	N/a	The developer should show that they have consulted with

		<p>representatives of the Parish Councils or Meetings of all affected parishes, as well as residents.</p> <p>The Council will expect to see evidence that people were fully informed about the proposal and given adequate time to respond to the consultation. The developer should show how account has been taken of views expressed.</p>
Other major developments (residential development of ten or more houses or with a site area of more than 0.5 hectares; and development with new floorspace of more than 1000 metres or with a site area of more than 1 hectare).	N/a	The Council will expect to see evidence of meaningful community consultation which may include public exhibitions and meetings, surveys of opinion and consultation with key local groups.
Development that may involve the loss of community facilities.	N/a	The Council will expect to see evidence of meaningful community consultation which may include public exhibitions and meetings, surveys of opinion and consultation with key local groups.

[We also hold Development Consultation Forums for large schemes with the aim of improving Councillor and public involvement in the pre-application process, and provide greater understanding of potential large developments within the District. Further information may be found via the above link.](#)

Consultation on planning applications

- 3.7 When the District Council receives a planning application, it is checked to see whether it contains all the information necessary for it to be considered – if so, it is a valid application. For more information about the requirements of the validation process, please see the Council’s website (see web link below). During the process of validation,

a decision is taken as to who should be consulted about a planning application. All properties that share a boundary with the application site are sent a letter informing them that the Council has received the application and has begun the process of determining it. Where the ownership of land or property adjoining an application site is unknown, the Council will put up a site notice to try and ensure that everyone potentially affected by a development is informed. An example site notice can be seen in Appendix 3.

<http://www.newark-sherwooddc.gov.uk/validationchecklists/>

- 3.8 The Council has a wide range of consultees that it may choose to contact about applications. There are some organisations that regulations require the LPA to contact about certain types of application, and these are known as Statutory Consultees. There are other consultees whose opinions are sought because of their specialist expertise or local knowledge. Town Councils, Parish Councils and Parish Meetings are consulted about all applications in their area, along with those in neighbouring areas which might have a significant impact upon them.
- 3.9 With some applications, such as those to develop ~~larger scale wind energy~~ large-scale renewable and low carbon energy projects, the developer will be legally obliged to consult with local communities and demonstrate that they have taken account of consultation responses. Community consultation can help make proposals more acceptable, and it can sometimes be advisable even when it is not obligatory. Following the initial period of consultation, it may be that further additional consultation on changes submitted by an applicant is considered necessary, prior to any decision being made.
- 3.10 The Council is legally obliged to publicise all valid applications that it receives, and will decide which methods to use and who to contact depending on the type of application. Communities within the District will be made aware of and consulted on applications and development proposals in different ways. Larger developments will be advertised in local newspapers. It may be appropriate for a developer to hold community meetings, workshops or other events. The minimum requirements for publicity that Council must carry out, depending on the type of application, are set out in the table below (an X indicates that this measure is required):

Type of development	Site notice	Site notice or neighbour notification letter	Newspaper advertisement	Website
Applications for major development		X	X	X

Applications for developments likely to have a significant effect on the environment which are accompanied by an environmental statement	X		X	X
Applications which do not accord with the development plan in force in the area	X		X	X
Applications which would affect a right of way (as defined in Part 3 of the Wildlife and Countryside Act 1981)	X		X	X
Applications for planning permission not covered in the entries above e.g. non-major development		X		X
Applications for listed building consent where works to the exterior of the building are proposed	X		X	X
Applications to vary or discharge conditions attached to a listed building consent or conservation area consent, or involving exterior works to a listed building.	X		X	X

3.11 To ensure that communities in the District have the opportunity to engage with the planning system, the District Council frequently does more than is required by the regulations to publicise and invite comment on planning applications. With major applications, the Council will often erect site notices and also send letters to residents of properties adjoining the proposed development. For proposed developments affecting a Conservation Area or its setting, the Council will usually display a site notice and publish an advertisement in local newspapers, and for all developments a site notice will be displayed if neighbours cannot be contacted.

3.12 The District Council is not the authority responsible for determining all the planning applications in the District. Nationally significant infrastructure projects are the

responsibility of national government. The County Council deals with applications for minerals and waste, as well as its own development such as schools, libraries and roads. While the District Council will often be asked to comment on national or County developments, it is not responsible for consulting communities about them.

Viewing planning applications

- 3.13 The Council's website allows anyone who wants to search and view detailed information about valid applications submitted within the District (see web link below). It is possible to see weekly or monthly application lists, to search using a map, to search by address or reference number or to look at particular types of application. Documents associated with an application will be displayed when they are available. People who register are able to track the progress of applications. Planning applications can also be viewed at the Council's offices, at District libraries using the free internet facilities, or sometimes through the clerks of relevant Parish and Town Councils.

[Simple Search \(newark-sherwooddc.gov.uk\)](http://newark-sherwooddc.gov.uk)

Commenting on planning applications

- 3.14 Anyone can comment on a planning application, whether or not they live in the District or have received a letter about it. Comments ~~should~~ **must** be made in writing, ~~either by letter or email~~ **preferably** via the Council's planning application website **or by email or letter** within 21 days (**plus any UK bank holidays**) of the date of the notification letter, site notice or press advertisement (see web link below). After this time comments can still be submitted if the outcome of the application has not yet been decided, but the Council can make its decision at any time after the 21 day notification period has expired. Anyone wishing to comment after the notification period has elapsed is strongly advised to check the Council's website to see if the application has been decided.

[Simple Search \(newark-sherwooddc.gov.uk\)](http://newark-sherwooddc.gov.uk)

- 3.15 Most people who comment on applications do so online, because this is an immediate and simple way to make their views known. Although not everyone has a device that gives them access to the internet, computers are available to book for free in all District libraries. All these computers have screen magnification software to aid those with visual impairment, and adaptive hardware is also available. For more information about using computers in libraries including how to book them, please see Nottinghamshire County Council's website (see web link below).

[Computers in Libraries | Inspire - Culture, Learning, Libraries \(inspireculture.org.uk\)](http://inspireculture.org.uk)

Material considerations

3.16 Only certain matters, known as ‘material considerations’, can be taken into account by Council Officers and the Planning Committee when assessing a planning application.

Material considerations include, but are not limited to:

- The suitability of the land for the proposed use;
- The effect on the character of the area;
- Loss of privacy;
- Loss of light;
- The proposed design, appearance and layout;
- Environmental constraints including flood risk and water management;
- Issues surrounding access, parking and road safety; and
- The effect on trees and landscape.

3.17 Issues which are not material considerations and therefore cannot be taken into account when determining a planning application include:

- Issues relating to the loss of a private view;
- The effect on property values;
- Disputes regarding boundaries, private rights of way and land ownership;
- The character of the applicant or their agent;
- Whether a lot of other people have objected;
- Whether the work was started without planning permission; and
- Matters covered by other legislation such as building regulations.

Publication of comments on planning applications

3.18 ~~Comments made by members of the general public are available to view on request. Personal information such as telephone numbers, email addresses and signatures will not be displayed. Anyone providing information about a third party should ensure that they have permission to do this. All other comments received about planning applications are made available for the public to view on the Council’s website and at the Council’s headquarters, subject to complying with our Planning privacy notice. Personal information such as telephone numbers, email addresses and signatures will not be displayed. If there is an appeal against a decision, the Planning Inspector will ~~look~~ at be provided with all of the comments that were received and accepted about the application.~~

Decisions on planning applications: Planning Officers

- 3.19 Usually, an application will be decided by Planning Officers under delegated powers arrangements, once the consultation period has concluded. In these circumstances, a case planning officer will prepare a report for an Authorised Officer who will either approve or refuse the application, and impose any conditions thought appropriate. All comments submitted about the application that concern material considerations will be taken into account. The decision notice will then be sent to the applicant, or their agent, and published on the Council's website (see web link below).

[Simple Search \(newark-sherwooddc.gov.uk\)](http://newark-sherwooddc.gov.uk)

Decisions on planning applications: Planning Committee

- 3.20 Sometimes, an application will be decided by a group of Councillors called Planning Committee. Any application can be dealt with by Planning Committee, but they often determine larger scale or more controversial applications, ~~or look at cases where the recommendation of a Planning Officer is contrary to the response received from a consultee.~~ For each application that goes to Planning Committee, Officers will prepare a report that includes details of all comments received. The agenda, minutes from previous meetings and reports for each meeting of Planning Committee are matters of public record and are available to view on the Council's website (see web link below).

[Browse meetings - Planning Committee - Newark and Sherwood District Council \(newark-sherwooddc.gov.uk\)](http://newark-sherwooddc.gov.uk)

- 3.21 ~~The public are~~ **Anyone is** entitled to attend Planning Committee. **Public speaking is also permitted. The Council's Protocol for Planning Committee details the full process which includes who is able to speak, for how long and how to register. This might include members of the public,** Ward Councillors (that is, District Councillors whose ward includes the location of the application site) or representatives from their Parish or Town Councils or Parish Meetings **or statutory consultees** ~~are able to speak to set out the considered view of the local community. Members of the public can contact them to make their views known.~~ **Further information may be found via the weblinks below.**

[Attach link to Protocol](#)

[Attach link to any other relevant page](#)

- 3.22 ~~Neither applicants (those who submit applications) nor objectors (those who object to a scheme) are able to speak at the meeting. This is because the details of the application~~

~~and comments received (including objections) have already been set out in the report that the Councillors consider. The Council believes that this enables the maximum amount of information to be given to the decision maker, rather than relying on the eloquence of either an applicant or objector to state their case. applicants (those who submit applications) nor objectors (those who have objected to a scheme) are able to speak at the meeting.~~

Planning appeals

3.22 People who have submitted an application have the right to appeal to the planning inspectorate if:

- The application has been refused;
- A decision about the application has not been reached within the statutory period (which is usually either eight or thirteen weeks from the date that the application was registered); or
- Approval has been granted, but there are conditions applied that the applicant disagrees with.

For more information, please see the Planning Portal website (web link below).

<http://www.planningportal.gov.uk/planning/appeals/appeals>

3.23 Most appeals are decided by an Inspector appointed by the Secretary of State, although occasionally some, usually the largest or most controversial cases, will be decided by the Secretary of State themselves. Appeals are usually dealt with by the submission and exchange of written representations by the Appellant and the LPA. People who have commented earlier on applications which have gone to appeal will be contacted and invited to make further comments with the exception of Fast Track appeals, and if there is a Hearing, they will be invited to appear at that.

Complaints

3.25 The District Council takes all complaints seriously and they are dealt with under the 'customer comments procedure'. Complaints about planning matters, or anything else, will be dealt with in accordance with the Council's Customer Complaints and Feedback Policy.

- ~~Passed to the Chief Executive;~~
- ~~Acknowledged within three working days of receipt; and~~
- ~~Responded to by the relevant manager within ten working days from the acknowledgement.~~

Further information and online comments forms can be found on the Council's website (see web link below).

[Customer feedback | Newark & Sherwood District Council \(newark-sherwooddc.gov.uk\)](https://www.newark-sherwooddc.gov.uk/customer-feedback)

- 3.26 If a complaint about planning concerns a procedural matter and the complainant feels that the Council has not responded satisfactorily, they can go to the Local Government [and Social Care](#) Ombudsman. The Ombudsman may also look at complaints where the Council's response is considered inadequate. For more information, please see the Local Government [and Social Care](#) Ombudsman's website (web link below).

[Complaints about how your planning application is dealt with - Local Government and Social Care Ombudsman](#)

Appendix 1 - Glossary

Allocations & Development Management DPD	A Newark & Sherwood District planning policy document that forms part of the Local Plan and LDF and was adopted on 16 th July 2013. This document sets out allocations of land for new housing, employment and other development in the District's main settlements. It also contains development management policies that are used in the consideration of planning applications.
Annual Monitoring Report	A report that monitors the effectiveness of the policies within the Local Development Framework, and progress towards the delivery of its objectives. It also sets out details of the amount of residential, employment and other development within the District.
Community (or Public) engagement	This is defined by the Royal Town Planning Institute as 'actions and processes taken or undertaken to establish effective relationships with individuals or groups so that more specific interactions can then take place'. (Compare with Community (or Public) involvement).
Community Infrastructure Levy (CIL)	CIL is a levy that the Council charges on new developments in the District. The money can be used to fund a wide range of infrastructure that is needed as a result of development. This includes new or safer road schemes, flood defences, schools, hospitals and other health and social care facilities, park improvements, green spaces and leisure centres.
Community (or Public) involvement	This is defined by the Royal Town Planning Institute as 'effective interactions between planners, decision-makers, individual and representative stakeholders to identify issues and exchange views on a continuous basis'. (Compare with Community (or Public) engagement).
Community right to build orders	Under neighbourhood planning legislation, a Community Right to Build Order can be used to grant planning permission for development schemes (see 'Neighbourhood planning').
Consultation	The dynamic process of dialogue between individuals or groups, based upon a genuine exchange of views, and normally with the objective of influencing decisions, policies or programmes of action.
Amended Core Strategy DPD	A Newark & Sherwood District planning policy document that forms part of the Local Plan and LDF and was adopted on 29th <u>7th</u> March 2019 <u>2011</u> . This document sets out the spatial policy framework for delivering the development and change needed to realise the District Council's vision for the District up to 2033 <u>2026</u> .
Councillors	In Newark & Sherwood District, there are 46 <u>39</u> Councillors who run the Council, who may also be referred

	<p>to as Elected Members. The District is divided into areas known as wards, and the people in each ward elect a Councillor to represent them for four years.</p> <p>Councillors are responsible for making decisions on behalf of the local community about local services and budgets, including the level of the council tax.</p>
Delegated powers	These are powers which allow an Officer to determine certain planning and related applications without reference to Planning Committee, under the Scheme of Delegation operated by the Council.
Development Plan	Applications for Planning Permission are considered in line with contents of this document. See DPD and Local Plan below.
Development Plan Document (DPD) now referred to as a Local Plan (see below)	A document setting out the plan for the development of the local area, drawn up by the District Council in consultation with the community and subject to independent examination. Both the Allocations & Development Management DPD and the <u>Amended</u> Core Strategy DPD are examples.
District Council	A local government body with responsibility for running some of the area's services. Newark & Sherwood District Council is a non-metropolitan district council and is responsible for processing most planning applications and setting local planning policy, as well as refuse collection, recycling, street cleaning, environmental health and other services.
Duty to Co-operate	A legal duty on Local Planning Authorities such as the District Council, as well as English County Councils and certain other public bodies to work together. They should engage constructively, actively and on an ongoing basis on strategic and cross boundary issues when preparing plans.
Elected Members	See 'Councillors'.
<u>Integrated Impact Assessment (IIA)</u>	<u>The Integrated Impact Assessment (IIA) fulfils the statutory requirements to carry out a Sustainability Appraisal (SA) and a Strategic Environmental Assessment (SEA) as well as an Equalities Impact Assessment (EqIA). While there is no statutory obligation to undertake a Health Impact Assessment (HIA), this is a recognised process for considering the health impacts of plans and is widely seen as best practice. The IIA therefore also incorporates a HIA. See 'SA', 'SEA' below.</u>
Local Development Framework (LDF)	This is a set of documents that contain the policies that will shape how the District develops. These documents are the <u>Amended</u> Core Strategy DPD, the Allocations & Development Management DPD, the Policies Map, the

	Annual Monitoring Report (AMR), the Local Development Scheme (LDS), the Statement of Community Involvement, (SCI) and a number of Supplementary Planning Documents (SPDs).
Local Development Scheme (LDS)	The Local Development Scheme (LDS) sets out the timetable for the production and review of Newark & Sherwood's Development Plan.
Local Plan	In this District, this phrase refers to the Amended Core Strategy DPD and the Allocations & Development Management DPD. Taken together, these documents form the development plan for the future development of the District. Along with Supplementary Planning Documents (SPDs) and other documents, the Local Plan makes up the Local Development Framework.
Local Planning Authority (LPA)	A public authority with responsibility for carrying out certain planning functions for a particular area. The District Council is the Local Planning Authority (LPA) for Newark & Sherwood, and is an example of a non-metropolitan district council. Other types of LPAs in England include London borough councils, metropolitan borough councils and unitary authority councils.
Localism Act 2011	The Localism Act 2011 was intended to give more power to councils and to local communities. The Duty to Co-operate, the Community Infrastructure Levy and new rights to create Neighbourhood Plans were all introduced by this Act.
Material considerations	Matters that should be considered when reaching a decision about a planning application or appeal.
National Planning Policy Framework (NPPF)	This document sets out the Government's planning policies for England and how these are expected to be applied. The NPPF is a material consideration in the preparation of planning documents and when considering planning applications.
Neighbourhood development order	Under neighbourhood planning legislation, a means of granting permission for a particular kind of development within a specified area. This can be the whole neighbourhood or just a part of it.
Neighbourhood Forum	Neighbourhood forums are community groups that are designated to take forward neighbourhood planning in areas without parishes. It is the role of the local planning authority to agree who should be the neighbourhood forum for the neighbourhood area.
Neighbourhood planning	Neighbourhood planning was introduced through the Localism Act 2011 and the legislation has been in effect since April 2012. It allows communities (represented by a Neighbourhood Forum or Parish Council) to influence development in their area. This could be through a

	Neighbourhood Plan, Neighbourhood Development Orders or Community Right to Build Orders. It is necessary to gain a more than 50% 'yes' vote in a public referendum to bring these plans and orders into force.
Neighbourhood plan (or neighbourhood development plan)	<p>A plan prepared by a Parish Council or Neighbourhood Forum for a particular area. It may set out planning policies, describe aims for an area or allocate sites for a particular kind of development.</p> <p>A neighbourhood plan may focus on a single topic or address a wide range of issues. Any policies must conform with wider local and national policies. The plan cannot affect planning decisions that have already been taken, and it cannot be used to prevent development. Neighbourhood plans will be subject to an independent examination and must gain a more than 50% 'yes' vote in a public referendum to come into force.</p>
Parish Council	A parish council is an elected body that represents a civil parish, and is the first tier of local government. Smaller parishes, typically those with fewer than 200 electors, have parish meetings instead. Some parishes may share councils with neighbouring parishes. Newark & Sherwood District has 54 Parish Councils, including 3 Town Councils, and 22 Parish Meetings.
Parish Meeting	See 'Parish Council'.
Participation	The extent and nature of activities undertaken by those who take part in public or community involvement.
Planning Committee	<p>A formal meeting of councillors who make decisions on certain planning applications, often large scale or controversial proposals. Other planning applications are determined by Officers under a scheme of delegation.</p> <p>Planning committee is usually held every four weeks and is open to the public, <u>members of the public can attend and register to speak in accordance with the adopted Protocol for Planning Committee.</u> although only local members and representatives of parish councils can speak, for three minutes each.</p>
Public Engagement	See 'Community (or Public) Engagement'.
Public Involvement	See 'Community (or Public) Involvement'.
Soundness	To be considered sound, a Development Plan Document (DPD) must be justified and effective. This means that it must be founded on robust and credible evidence and be the most appropriate strategy, and also it must be deliverable, flexible and able to be monitored.

Statement of Community Involvement	A document that Local Planning Authorities have to produce that sets out the standards which they uphold in relation to involving local communities in the preparation, amendment and review of planning policy documents and in the determination of planning applications.
Strategic Environmental Assessment (SEA)	An assessment of the environmental impacts of the policies and proposals of the LDF. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment' of plans and programmes that set the framework for development in various fields, including planning. <u>See also 'IIA'</u>
Supplementary Planning Document (SPD)	A document that provides detailed guidance on the interpretation and implementation of adopted policies, but cannot introduce new policies. SPDs can be material considerations.
Sustainability Appraisal (SA)	An evaluation of the social, economic and environmental implications of strategies, policies and proposals to ensure that they contribute to the achievement of sustainable development objectives. This will be carried out at the same time as the Strategic Environmental Assessment (SEA). All Development Plan Documents (DPDs) must be subject to SA. Supplementary Planning Documents (SPDs) only need to be subject to SA if they are found likely to give rise to significant effects which have not been formally assessed in the context of a higher level planning document (e. g. a DPD). The District Council screens SPDs to see if they require an SA.
Sustainable development	Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs. Paragraph 8 of the NPPF states: Achieving sustainable development means that the planning system has 3 overarching objectives, which are interdependent and need to be pursued in mutually supportive ways (so that opportunities can be taken to secure net gains across each of the different objectives): <ul style="list-style-type: none"> • an economic objective – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right

	<p>time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure</p> <ul style="list-style-type: none"> • a social objective – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering well-designed beautiful and safe places, with accessible services and open spaces that reflect current and future needs and support communities’ health, social and cultural well-being; and • an environmental objective – to protect and enhance our natural, built and historic environment; including making effective use of land, improving biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.
Validation	<p>This is the process of making sure that all the information necessary to reach an informed decision is submitted with a planning application. There are both local and national requirements. Only when an application has been through validation will it begin to be assessed on its merits.</p>

Appendix 2 - How to apply for planning permission

Pre-application advice

Prior to the submission of a planning application (including revisions to refused proposals) pre-application advice can be sought. This has many benefits - the most obvious being the understanding of how development plan policies will be applied to your proposal, the resolving of particular issues before the submission of an application and establishing the likelihood of planning permission being gained.

In the case where a bold and contemporary design is proposed then applicants are particularly recommended to take advantage of this service. For all applications, those Applications that have been submitted in the absence of any pre-application discussions are likely to **might** be refused without further negotiation where significant amendments are required to make the development acceptable. [Details of our service provision will be regularly reviewed, in light of Government Guidance and Regulations, and the latest information provided on the pre-application service page of our website.](#)

Please note that a fee ~~may~~ will be charged for advice. Further detail on how to apply for pre-application advice and any fees involved is available through our website (link below).

[Our pre application service | Newark & Sherwood District Council \(newark-sherwooddc.gov.uk\)](#)

Planning application process

Stage 1 - Submission

Submit a completed application form along with **as a minimum** your ownership certificates, site location plan, site layout plan, detailed drawings and application fee. Dependent on site circumstances there may be further submission requirements. Please refer to the District Council's website for more detail on:

How to apply & application fees:

<http://www.newark-sherwooddc.gov.uk/planning/submittinganapplication/> Submitting an application | Newark & Sherwood District Council (newark-sherwooddc.gov.uk)

Validation Requirements:

<http://www.newark-sherwooddc.gov.uk/validationchecklists/>



Stage 2 - Validation

Upon receipt, the application will be allocated to a Case Officer who will deal with the application and be the main contact point throughout the process. In order to run the application the Officer will check **checked to ensure** that it is valid and that all the information required has been submitted (see validation requirements above).

To help ensure the application process runs smoothly and to avoid unnecessary delays applicants should ensure that all necessary information and the correct fee have been submitted. Should this not be the case then the application will not be valid and further information will be requested from the applicant.



Stage 3 – Publicity & Consultation

Various bodies will be consulted to obtain their expert input on the proposal. This may include the Highway Authority, ~~English Nature, English Heritage~~ **Natural England, Historic England** or the Environment Agency. Adjoining properties will also be notified to let them know that an application has been submitted. Depending on the type and location of development proposed a site notice and/ or notice in the local press may also be used to advertise the application. Usually all parties will be given 21 days to make comments.



Stage 4 – **Allocation & Site Visit**

The application will be allocated to a Case Officer who will deal with the application and be the main contact point throughout the process.—The Case Officer will carry out a site visit to assess the proposal, with this normally being within four weeks of an application being registered. At the site visit the Officer will look at the plans, make notes and take photographs of the site as required.



Stage 5 - Consideration

The application will be assessed by the Case Officer who will take into account national planning policy and all relevant planning policies in the District's development plan, consultation responses, ~~and~~ comments from local residents received at Stage 3 **and any other material considerations**.



Stage 6a – Negotiation

In certain circumstances where the application, as submitted, is not acceptable but could become so through the making of amendments then these may be requested. If the changes necessary are significant then the re-notification of the application may take place with further comments being sought from stakeholders.



Stage 6b – Application Progresses to Determination

Following consideration of the application against relevant planning policy, the taking account of consultation responses / comments and the outcome from any negotiations the Case Officer will make a recommendation over whether the application should be approved or refused.



Stage 7 – Decision

After the Case Officer makes their recommendation, a decision over the application will be made ~~(the target date for the issuing of this decision is 8 weeks after registration~~ within the target date or extended date, as may be agreed). This decision will either be made ~~by an authorised officer~~ Authorised Officer of the District Council under delegated powers or through its referral on to Planning Committee.

The Council's Constitution and Scheme of Delegation sets out under what circumstances and application can be decided through the exercising of delegated powers.

<http://www.newark-sherwooddc.gov.uk/constitution/>

Once a decision has been made, a decision notice will be sent out to the applicant or their agent. Those who have commented on the application will however not be directly informed that the decision has been issued; all decisions will be available to view through the ~~Council's~~ planning Council's website.

<http://www.newark-sherwooddc.gov.uk/planningapplications/>



Stage 8a – Planning Permission Granted

Planning Conditions are applied to almost every grant of planning permission. It is important that applicants read and understand these Conditions as they can limit and control the way in which the permission may be implemented.

Informatives may also be attached to the decision notice to guide the applicant in properly carrying out the development.

[There may also be a s106 Planning Obligation, requiring the developer, Council or other party to undertake certain actions or pay monies as a result of the development. Obligations are available on the District Council's website.](#)

Please refer to the District Council's

Stage 8b – Planning Permission Refused

If the application has been refused then the decision notice will set out the reasons why. Any applicant who has an application refused has a right of appeal to the Secretary of State. Details of how to appeal are set out in the decision notice.

Prior to appealing it is however advised that applicants talk to the District Council as there may be changes which can be made to the proposal to make it acceptable. ~~Applications which are re-submitted can often be exempt from a planning application fee providing they are submitted within 12 months from a date of refusal or having been withdrawn.~~

Extensions and alterations may also require Buildings Regulations approval regardless of whether planning permission is required or not. The District Council's Building Control team offers a full plan checking and site inspection service. Further details can be found through the link below:

[Local Building Control | East Midlands Building Consultancy \(eastmidlandsbc.com\)](http://eastmidlandsbc.com)

Appendix 3 – Example of a site notice

Site Address:	1A Example Street Newark On Trent Nottinghamshire NG23 5QX
Proposal:	Householder application for demolition of existing single storey rear extension and construction of new single storey rear extension
Applicant:	Mrs. A. N. Example
Application Number:	14/99999/FUL
Reason for Site Notice:	Development in a Conservation Area

We have received the above application and would like to know your views.

Application details, including plans and supporting information are available to view on our website at www.newark-sherwooddc.gov.uk/planningapplications, or at your local Town/Parish Council by appointment. You can also track the progress of the application online.

You can submit your comments using the above website, or by e-mail to planning@nsdc.info or in writing to Technical Support (Growth) Business Unit, Newark and Sherwood District Council, Kelham Hall, Newark, Nottinghamshire NG23 5QX by the expiry date shown below. Please ensure you include application number **14/99999/FUL** on your comment.

~~Expiry date for comments: 7th January 2015~~

We regret that we are unable to provide detailed responses to your comment, however, a copy of the final decision (including any conditions or reasons for refusal) when this is made, will be available on our website for you to view.

Please be aware that all information you send to us is public information. Your comments will be available for public inspection on both the paper and electronic file held by us. We will not display anything which is personally identifiable including your name, address, telephone number or email address to the public.

If you are providing us with information about someone else, please make sure you have their permission before sending it to us.

Information regarding making comments on an application is available on our website at www.newark-sherwooddc.gov.uk/planning/vieworcommentonaplanningapplication/

In the event of an appeal against a refusal of planning permission, any comments made regarding a 'householder application'* will be sent to the Planning Inspectorate and there will be no further opportunity to comment at appeal stage. Further information can be found on their website at www.planning-inspectorate.gov.uk.

~~Click online to visit our website for your essential guide to planning and building control in Newark and Sherwood.~~

We have received the above application and would like to know your views. Application details, including plans and supporting information are available to view on our website at <https://publicaccess.newark->

sherwooddc.gov.uk/onlineapplications/ (or scan the QR code below), or at your local Town/Parish Council by appointment. You can also track the progress of the application online.

We are committed to protecting your personal data and privacy. The personal information you provide will only be used by Newark and Sherwood District Council, the Data Controller, in accordance with UK Data Privacy laws. For further information about how we process your data, please read the Planning Privacy Notice.

It is important you consider the content of your comment as this will be published on our website. Prior to publishing on our website, we will remove the author's telephone numbers, email address and signature but all comments relating to an application together with your name and address will be visible.

You can submit your comments using the above website or in writing to Planning Development Business Unit, Castle House, Great North Road, Newark, NG24 1BY, by the expiry date shown below. Please ensure you include application number 23/1234/FUL on your comment.

Expiry date for comments: 7th April 2024

We regret that we are unable to provide detailed responses to your comment, however, a copy of the final decision (including any conditions or reasons for refusal) when this is made, will be available on our website for you to view.

In the event of an appeal, comments must be provided to the Planning Inspectorate and the appellant. We will only remove the author's telephone numbers, email addresses and signatures. Further information can be found on their website www.gov.uk/government/organisations/planning-inspectorate. Please see our website for further information regarding commenting on a planning application and our privacy notice.

Scan the QR Code below to visit our planning application website and enter the above application number to view further details of this application.

Appendix 4 – Consultation bodies

The District Council is required by regulations (The Town and Country Planning (Local Planning) (England) Regulations 2012) to notify certain organisations that a local plan is being prepared or consulted on. These include any of the specific consultation bodies that the Council considers may have an interest in the subject of the proposed plan, and general consultation bodies or anyone else with an interest in the District that the Council thinks it is appropriate to consult. This will change over time and differ according to the documents being consulted on, so the list here should be taken as indicative rather than exhaustive, and as referring to successor bodies where reorganisations occur. DC stands for District Council and BC for Borough Council.

<p>Specific consultees may include:</p> <p>Neighbouring Local Planning Authorities (Ashfield DC, Mansfield DC, Bassetlaw DC, West Lindsey DC, North Kesteven DC, South Kesteven DC, Melton BC, Rushcliffe BC, and Gedling BC);</p> <p>Active Travel England</p> <p>Nottinghamshire County Council;</p> <p>Leicestershire County Council;</p> <p>Lincolnshire County Council;</p> <p>Central Lincolnshire Joint Planning Units;</p> <p>Nottingham City Council;</p> <p>National Grid;</p> <p>The Coal Authority;</p> <p>The Environment Agency;</p> <p>National Highways Agency;</p> <p>NHS England and local NHS;</p> <p>The Historic Buildings and Monuments Commission for England (Historic England English Heritage);</p> <p>Natural England;</p> <p>Severn Trent Water;</p> <p>Anglian Water;</p> <p>Homes and Communities Agency;</p> <p>Upper Witham Internal Drainage Board;</p> <p>Trent Valley Internal Drainage Board;</p> <p>Telecommunications providers;</p> <p>Network Rail;</p> <p>Ofcom;</p> <p>Nottinghamshire Police; and</p> <p>Town and Parish Councils and Parish Meetings including Newark Town Council, Ollerton and Boughton Town Council and Southwell Town Council.</p>	<p>General consultees may include:</p> <p>Voluntary bodies whose activities benefit any part of the District;</p> <p>Groups representing the interests of different racial, ethnic or national groups in the District, including Gypsies and Travellers;</p> <p>Organisations representing local religious groups;</p> <p>Groups acting for disabled people including local access groups;</p> <p>Bodies representing the interests of local businesspeople;</p> <p>Other groups including local conservation groups, environmental organisations, sports and cultural associations, representatives of older adults and young people; homeless peoples’ groups and housing associations;</p> <p>Developers and landowners;</p> <p>Newark and Sherwood Homes;</p> <p>Nottinghamshire Wildlife Trust;</p> <p>Newark and Sherwood Council for Voluntary Services;</p> <p>Campaign to Protect Rural England;</p> <p>Crown Estates;</p> <p>Defence Estates;</p> <p>Sport England;</p> <p>Forestry Commission;</p> <p>Woodland Trust; and</p> <p>Royal Mail.</p>
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