

Nottingham City Council

Statement of Community Involvement



June 2023

Quick guide to the Statement of Community Involvement

This document sets out:

- How the City Council will engage on planning applications and planning documents
- How you can be involved in planning engagement and placemaking process
- Information on how to access planning information, policy and design guidance
- Statutory consultation and community engagement/involvement

The primary function of the Statement of Community Involvement is to inform interested parties on the planning processes undertaken, and to explain the statutory requirements giving rise to opportunities for engagement by all stakeholders. The City Council will endeavour, wherever possible, to maximise engagement with communities beyond statutory requirements, in accordance with its Community Engagement Guide.

Contents

1.	Introduction.....	1
	What is a Statement of Community Involvement?	1
2.	Involving the Community in the Local Plan	3
	What is a Local Plan?.....	3
	Involving the Community in Planning Policy	3
3.	What you can expect from us	4
	What we expect from you	4
	Who the Council will involve and the Duty to Cooperate.....	4
	Statements of Common Ground	6
	Development Plan Preparation Stages	6
	Consultation Methods.....	7
	Contact information for the Planning Policy and Research Team	9
	Supplementary Planning Documents	9
	What are Supplementary Planning Documents?	9
	Supplementary Planning Document Preparation Stages	9
	Consultation Methods.....	10
	Neighbourhood Development Plans.....	11
	What is a Neighbourhood Development Plan?	11
	Consultation Methods.....	11
	Support for Neighbourhood Planning.....	12
	Planning Applications	13
	Community Involvement in the Development Management Process	13
	Planning Applications	Error! Bookmark not defined.
	Planning Application consultations	14
	Neighbour Notification and Site Notices.....	15
	Other Types of Planning Applications	Error! Bookmark not defined.
	Amended Plans	17
	How to view planning applications and comment.....	17
	Contact information for the Development Management Team	18
4.	Determining Planning Applications	19
	Who decides planning applications?.....	19
	Applications determined by Planning Officers.....	19
	Applications determined by Planning Committee.....	19

Decisions on Planning Applications	19
Planning decision time limits.....	20
Notification of decisions	20
5. Planning Appeals.....	21
Planning Appeals	Error! Bookmark not defined.
6. How we use your data	22
7. Equality and diversity.....	23
8. We are interested in your views.....	24
9. Monitoring and Review	25
Appendix A: Consultation Bodies for a Local Plan	26
Duty to cooperate bodies.....	26
Specific Consultation Bodies	26
General Consultation Bodies	27
Other Design/Townscape/Urban design Consultees.....	27
Appendix B: Publicity and Notification Arrangements.....	28
Appendix C: Glossary of Terms	30
Appendix D: Further Information	33
Legislation	33
National Policy/Guidance.....	33
Nottingham City Council	33

1. Introduction

What is a Statement of Community Involvement?

- 1.1 Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended) requires local planning authorities to produce a Statement of Community Involvement (SCI), which should explain how they will engage local communities and other interested parties in producing their planning policy documents and determining planning applications.
- 1.2 An SCI provides clarity on the nature of community involvement that will take place. It sets out clear engagement procedures and minimum standards the Council will follow. It states which statutory obligations the council must meet, and what organisations and agencies the council must formally invite to comment in accordance with national planning law.
- 1.3 There is a legal requirement on the Council to carry out public consultation on planning policy documents, which include the Local Plan, Design Code, Supplementary Planning Documents, Neighbourhood Plans, Development Briefs, Masterplans and on planning applications. It is important this is undertaken effectively in an efficient, proportionate and cost-effective manner.
- 1.4 This SCI replaces the SCI previously adopted by the Council in November 2019, as well as the June 2020 Interim SCI which contained temporary amendments in response to the restrictions associated with the COVID-19 pandemic.
- 1.5 The COVID-19 pandemic has demonstrated that there may be some circumstances that are beyond the Council's control. During these times the Council will remain committed to community engagement, however, it may be necessary to vary/adapt the main methods as traditional forms of planning engagement such as physical events, public availability of paper copies of documents and public meetings, may not be possible.

Community Engagement

- 1.6 The Planning and Compulsory Purchase Act 2004 (as amended) sets out standards of consultation required throughout the planning process. The Statement of Community Involvement explains, primarily, how the Council will meet the statutory requirements. In addition, the council is committed, whenever possible, to maximise opportunities for stakeholder engagement by moving from a process of 'consultation' to one of 'engagement' for all schemes going through the planning process.
- 1.7 Nottingham City Council has recently embraced Place-making as the ethos for design and planning processes in the city. An inclusive city is only achievable if all voices and experiences are heard. The planning system offers a great opportunity to deliver social targets through Place-making and to help individuals and communities to grow, thrive and develop along the process.
- 1.8 The Council has developed, in collaboration with Community engagement for projects the Community Engagement Guide. The guide explains that engagement needs to begin as soon as there is an intention to submit a proposal for pre-application or planning permission, and must continue through the design process, setting up frameworks that allow communities to build upon the learnings of the process.

- 1.9 Such engagement creates a culture of collaboration and trust. All parties will then understand their limitations from the outset so that they can contribute according to their capacities and in relation to their roles.

2. Involving the Community in the Local Plan

What is a Local Plan?

- 2.1 Local Plans are the main planning policy documents produced by the Council. They contain strategic and local policies to guide the development of an area, including site allocations that indicate where development will take place and areas that will be protected from development over a period of usually 15-20 years from the adoption of the Plan. As required by national planning policy, the local planning authority should produce Local Plans in consultation and collaboration with the community.
- 2.2 Local Plans form part of the Development Plan (along with Neighbourhood Plans approved in a referendum and by the Council) and planning applications must be determined in accordance with the Development Plan, unless other [material considerations](#)¹ indicate otherwise.

Involving the Community in Planning Policy

- 2.3 Nottingham City Council seeks to put citizens at the heart of everything it does and attaches great importance to undertaking effective community engagement in order to give everyone the opportunity to have their say on planning policy. As part of this process the City Council will maintain an up-to-date engagement database so that anyone or any organisation that wishes to be formally notified of the progress of planning policy documents is consulted directly. Anyone wishing to be added to the database can do so by uploading their details as explained in para 8.2.
- 2.4 Nottingham City Council has produced a [Community Engagement Guide](#)². This document sets out the City Council's approach regarding public involvement in design, planning and placemaking processes. It aims to assist designers, developers, officers and stakeholders in the process of community engagement for projects within the City. The document explains the process of 'engagement', how it is different from 'consultation' and why it is important to empower communities to achieve place democracy. It also lists the minimum criteria to achieve best practice.

¹ What are material considerations? - Planning Portal

<https://www.planningportal.co.uk/services/help/faq/planning/about-the-planning-system/what-are-material-considerations>

² Community Engagement Guide <https://www.dqfnottingham.org.uk/community-engagement-guide>

3. What you can expect from us

3.1 We want to ensure that people are involved at an early stage of the Local Plan preparation and in the consideration of planning applications. The City Council's [Community Engagement Guide](#) sets out the approach taken to community engagement in order to ensure that planning decisions take account of local views it is crucial that we engage effectively with our local communities and we will use the following principles as guidance:

- **Communicate clearly** – planning is technical but we will strive to ensure that documents are written in plain English and we will explain any planning terms that we use.
- **Early involvement** – we will seek early involvement with our local communities in the preparation of Planning Policy documents.
- **Recognising the needs of different groups in the community** – we will communicate in ways that are relevant and accessible to all members of the community.
- **Providing clear opportunities for engagement** – we will provide clear and up-to-date information on our consultation processes and ensure information is available at the earliest opportunity to allow time to respond.
- **Ease of access to information** – we will communicate through a variety of channels including the City Council's website, social media, press releases and through local venues such as libraries. This communication will be subject to compliance with any government legislation or guidance relating to public health (for example COVID-19 restrictions). In such circumstances, access to hard copy documentation may necessarily be limited – for example in the event of a national or local lockdown, where it is a requirement that offices and public libraries are closed.
- **Provide feedback and share information** – we will make all planning documents, background studies and responses to consultation available on our website. Paper copies of documents will also normally be made available on request.

What we request from you

3.2 We request of you:

- Make your comments in writing, preferably by using our online consultation facilities or alternatively by email (or letter, where you are not able to do so).
- Agree to our [Nottingham City Council Privacy Notice](#). Nottingham City Council is a data controller. This means that we have to look after all the personal information we collect and use and make sure that we do this appropriately, correctly and safely.
- Be reasonable and respectful.
- Use valid planning reasons if objecting to a development proposal.

Who the Council will involve and the Duty to Cooperate

3.3 Section 110 of the Localism Act 2011 and paragraphs 24-27 of the National Planning Policy Framework (NPPF) state that all local planning authorities, neighbouring councils and other relevant organisations are under a 'duty to cooperate' with each other and should work collaboratively in order to address strategic planning issues that cross administration boundaries. In accordance with the Town and Country Planning (Local

Planning) (England) Regulations 2012, the City Council will work together on strategic planning issues with those organisations and bodies listed in Appendix A.

- 3.4 In addition to the statutory bodies covered under the duty to cooperate, the City Council is required to consult 'specific' and 'general' consultation bodies and other consultees when consulting on planning policy documents, including:
- 'Specific Consultation Bodies' which include statutory authorities such as neighbouring districts, government agencies and utility providers.
 - 'General Consultation Bodies' which include interest and amenity groups, residents' associations, property, trade and business associations, voluntary organisations and bodies that represent issues of race, ethnicity, gender, age, sexual orientation, disabilities and those with caring responsibilities [legislation](#)³.
 - Residents, businesses and landowners located in the Nottingham City local authority area.
- 3.5 Appendix A provides a list of those organisations that will be informed, where appropriate, of any consultation being undertaken.
- 3.6 It should be noted that not everyone will be contacted directly in respect of every planning document, as details of the engagement will be made available by a range of communication methods outlined in this document. The City Council will aim to develop a flexible, sensitive, proportionate and targeted approach to consultation across the City Council area by involving interested and affected parties. Councillors will be notified directly of consultation on every planning policy document.
- 3.7 Nottingham City Council aims to seek the diverse views of the community and demonstrate due regard under the Equality Duty. The Council recognises its consultation measures and communication channels are important considerations to ensure accessibility; as such, we will:
- Ensure that public consultation events are held at accessible venue.
 - Work proactively with individual members of the public, community groups and organisations.
 - Make reasonable adjustments to enable participation and involvement in consultations.
- 3.8 Once consultation has taken place on draft planning policy documents, the Council will produce a Report of Consultation – a consultation summary covering the key points made and provide a response to the issues raised before the document is finalised. The City Council will publish this summary on the Planning Policy [website](#).

³ <https://www.legislation.gov.uk/uksi/2012/767/made>

Statements of Common Ground

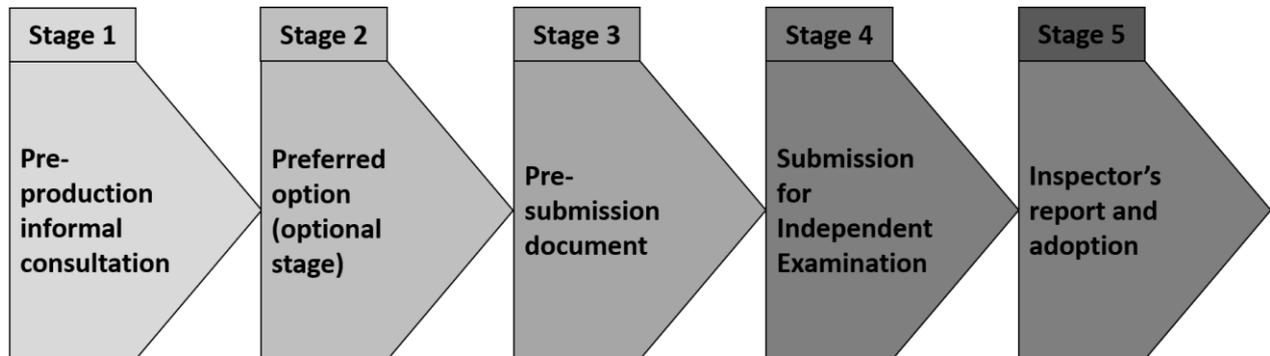
- 3.9 The National Planning Policy Framework states that in order to demonstrate effective and on-going joint working, strategic policy making authorities should prepare and maintain one or more Statements Of Common Ground (SOCG), documenting the cross-boundary matters being addressed and progress in cooperating to address these. These should be produced using the approach set out in national planning guidance, and be made publicly available throughout the plan-making process.
- 3.10 The City Council prepared a draft SOCG with the other Greater Nottingham Councils, in 2019. A number of other SOCG will also be prepared, to cover strategic planning matters such as the emerging Greater Nottingham Strategic Plan and planning for minerals extraction.

Development Plan Preparation Stages

- 3.11 The stages of community involvement within the National statutory regulations during the preparation of Local Plans are set out below:

Stage	Detail
Stage 1: Pre-production informal consultation	<ul style="list-style-type: none"> • The Council will publicise on its website when commencing with the preliminary survey stages and timetabling of plan making. It will undertake informal consultation at document scoping stage. • Collect and publish evidence through various sources. • Notify and work with groups, organisations & residents. • Consider issues and alternatives. • Prepare the content of the draft document and provide feedback where possible. • Produce a draft local plan if appropriate, and an interim sustainability appraisal report. If so, the Council will consult for a minimum period of six weeks, making the documents available on the website and at 'deposit points', such as specified local libraries.
Stage 2: Preferred option (optional stage)	<ul style="list-style-type: none"> • 6 weeks (minimum) public consultation undertaken to invite comments on plan, sustainability appraisal and supporting evidence. • Documents made available for inspection on the Council's website and at 'deposit points'. • Representations received at Stage 2 summarised and made publicly available. • Consideration of representations made and documents amended where appropriate.
Stage 3: Pre-submission document	<ul style="list-style-type: none"> • Publication of Pre-submission document and request for submission of representations. • Statutory stage – 6 weeks (minimum) public consultation undertaken to invite comments on the document, sustainability appraisal and supporting evidence. • Documents made available for inspection on the Council's website and at 'deposit points'.
Stage 4: Submission for Independent Examination	<ul style="list-style-type: none"> • Local Plan Documents and representations received submitted to Secretary of State for independent examination • 'Statement of Consultation' produced to demonstrate that the Statement of Community Involvement has been followed. • Independent examination.

Stage 5: Inspector's report and adoption	<ul style="list-style-type: none"> • Inspector may recommend modifications to the plan which are consulted upon – 6 weeks. • Inspector considers responses to this consultation and then issues report. • Document is adopted by Council if found 'sound' by Inspector and agreed by Council.
Stage 6: Monitoring	<ul style="list-style-type: none"> • Final plan is regularly monitored, where possible, to ensure that the plan and associated policies are achieving the aims. • Plan must be reviewed at least once every 5 years.



Consultation Methods

3.12 Details of statutory consultation stages of plan preparation are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 ('The Regulations'), these are:

- Preparation of a Local Plan ([Regulation 18](#))⁴
- Publication of a Local Plan ([Regulations 19](#))⁵
- Representations relating to a Local Plan ([Regulation 20](#))⁶; and
- Submission of a Local Plan and information to the Secretary of State ([Regulation 22](#))

⁴ <https://www.legislation.gov.uk/uksi/2012/767/regulation/18/made>

⁵ <https://www.legislation.gov.uk/uksi/2012/767/regulation/19/made>

⁶

<https://www.legislation.gov.uk/uksi/2012/767/regulation/20/made#:~:text=Representations%20relating%20to%20a%20local%20plan&text=20.,to%20the%20Secretary%20of%20State>
<https://www.legislation.gov.uk/uksi/2012/767/regulation/22/made>

Table 1: Details of the City Council's methods of consultation during Local Plan preparation

	Pre- production informal Consultation	Preferred option (Optional stage)	Pre-Submission document	Submission	Receipt of the Inspectors Report	Adoption	Required or Optional
Written / email notification to statutory and general consultees on our database, other relevant stakeholders, individuals, and organisations who have expressed a wish to be consulted or have made comments on previous stages	✓	✓	✓	✓	✓	✓	Required
Make consultation documents, supporting documentation and information available as appropriate on the Council's website and in paper copy format at Loxley House and the central library. Key documents will also be available at all Public libraries	✓	✓	✓	✓	✓	✓	Required
Publicise with press releases and on the Council's website	✓	✓	✓	✓	✓	✓	Optional
Where a local plan identifies a development proposal relating to a specific area of land, post notices in prominent locations in the area	✓	✓	✓	✗	✗	✗	Optional
Public consultation event(s) with such events held in accessible locations	✓	✓	✓	✗	✗	✗	Optional
Publicise using Council publications, where timescales permit	✓	✓	✓	✓	✓	✓	Optional
Publicise on social media outlets such as the Council's Twitter and Facebook pages	✓	✓	✓	✓	✓	✓	Optional

- 3.13 In addition to the methods used during particular plan preparation consultation stages (as detailed above), the Council will provide details of emerging Planning Policy documents, including any Local Plan review, and the latest news on the [Local Plan website](#)⁷.
- 3.14 The Council also has a dedicated engagement and consultation webpage that gives the opportunity for citizens and the community to comment on various local matters. Details of any planning policy consultation documents including any Local Plan review will be provided on the Council's [Engage Hub website](#)⁸.
- 3.15 The Council is working towards a digital planning process. Anyone wishing to comment is reminded that comments should ideally be entered via the [Council's consultation platform Inovem](#)⁹. If this is not possible then comments can be emailed to the City Council. Only exceptionally, where this is not possible, they may also be accepted by post.

Contact information for the Planning Policy and Research Team

Email: localplan@nottinghamcity.gov.uk

Post: Planning Policy and Research Team, Nottingham City Council, Loxley House, Station Street, Nottingham, NG2 3NG

Telephone: 0115 876 4594

Supplementary Planning Documents

What are Supplementary Planning Documents?

- 3.16 Supplementary Planning Documents (SPDs) are documents that expand upon Local Plan policies and allocations. They give more detailed guidance on particular issues, for instance in relation to the development of specific sites, or on areas such as design or planning obligations. SPDs can be a material consideration in planning decisions.

Supplementary Planning Document Preparation Stages

- 3.17 The preparation of an SPD follows the requirements of Part 5 of The Town and Country Planning (Local Planning) (England) Regulations 2012. The following three stages set out the minimum consultation processes the Council will undertake during the preparation of an SPD. Additional methods or periods of consultation may be considered where appropriate. SPDs are subject to a minimum of a 4-week consultation period that may be extended at the Council's discretion.

⁷ <https://www.nottinghamcity.gov.uk/localplan>

⁸ <https://www.nottinghamcity.gov.uk/engage-nottingham-hub>

⁹ <https://gnplan.inconsult.uk/system/register>

Stage	Details
1. Preparation of a Draft SPD	Consultation at this stage will focus on groups and individuals with an interest in the topic covered by the SPD. In particular, the Council will seek to engage groups with particular knowledge and expertise of the topic, those likely to use the Development Plan policy and the SPD, and be most affected by it. Stakeholders involved with the development of the relevant Development Plan policy will be included at this consultation stage. Once a draft document has been prepared the Council will seek to reach a wider cross-section of the community, whilst focussing on those groups likely to be most affected by the contents of the document.
2. Prepare the Final SPD	Any representation made during the previous stage will be considered and appropriate amendments will be made to the draft SPD.
3. Adoption of the SPD	The final SPD will be adopted in-line with the requirements of regulation 14 of The Town and Country Planning (Local Planning) (England) Regulations 2012.

Consultation Methods

3.18 When preparing SPDs the Council will use the following methods to engage with the local community. These methods will also be used when revising the Statement of Community Involvement.

Table 2: Details of the City Council's methods of consultation during SPD preparation

	Draft SPD	Final SPD	Adoption	Required or Optional
Written / email notification to statutory and general consultees on our database, other relevant stakeholders, individuals and organisations who have expressed a wish to be consulted or have made comments.	✓	✓	✓	Required
Make consultation documents, supporting documentation and information available on the Council's website and in hard copy format at Council offices and public libraries (as appropriate).	✓	✓	✓	Required
Publicise with press releases and on the Council's website.	✓	✓	✓	Optional
Where an SPD identifies a development proposal relating to a specific area of land, post notices in prominent locations in the area.	✓	✗	✗	Optional

3.19 Further to the above methods of consultation, the Council will provide details of the progress of emerging SPDs (and SCIs) on its [Local Plan website](#)¹⁰.

3.20 The Council also has a dedicated engagement and consultation webpage that gives the opportunity for citizens and the community to comment on various local matters. Details of any emerging SPDs (including any review) will be provided on this [Engage Nottingham webpage](#)¹¹. In addition, any evidence supporting the SPD will be made available to the public. As with the Local Plan, anyone wishing to comment is reminded that comments should be sent via email to the Council using localplan@nottinghamcity.gov.uk.

¹⁰ <https://www.nottinghamcity.gov.uk/localplan>

¹¹ <https://www.nottinghamcity.gov.uk/engage-nottingham-hub/>

Neighbourhood Development Plans

What is a Neighbourhood Development Plan?

- 3.21 The Localism Act 2011 introduced further devolved powers to local communities by giving them more control over housing and planning decisions. These powers include rights to prepare Neighbourhood Development Plans, Neighbourhood Development Orders and Community Right to Buy Orders.
- 3.22 A Neighbourhood Development Plan (NDP) is a planning policy document that sets out policies for the area in question and can be used to influence the shape and form of development that will take place in the Neighbourhood Plan area and protect land from development. A NDP can also allocate sites for development including land for housing and employment.

Consultation Methods

- 3.23 The approach taken to engaging and involving local residents, business and other stakeholders is a matter for the designated group/Neighbourhood Forum. The Council does have some statutory functions regarding the development of Neighbourhood Plans, which are set out in the [Neighbourhood Planning \(General\) Regulations 2012¹²](#).
- 3.24 The City Council will be involved in consulting with the public at the following stages:
- The designation of a Neighbourhood Area for the purposes of producing a Neighbourhood Plan.
 - The approval of a specific group who will prepare a Neighbourhood Plan for a specific area.
 - Consultation on a draft Neighbourhood Plan prior to submitting the document for independent examination.
 - Publication of the examiner's report.
 - Decision on whether to "Make" (accept) or refuse a plan.
 - Publicising the decision to "Make" (i.e. formally adopt) the Neighbourhood Plan.
- 3.25 The City Council is required to ensure that everyone who lives, works or has a business in the neighbourhood area has the opportunity to make comments. Given that a Neighbourhood Area can cover a ward, part of a ward, a specific district in the City and even extend into a neighbouring local authority, any consultation will be specifically tailored to that particular area.
- 3.26 At the pre-submission stage, a consultation period of a minimum of 6 weeks (excluding bank holidays) will be carried out on draft Neighbourhood Plan or Order.
- 3.27 The City Council may use the following methods of consultation when it becomes involved in the preparation of a NDP.

¹² <https://www.legislation.gov.uk/uksi/2012/637/contents/made>

- 3.28 Nottingham City Council will publish any decision notices relating to the designation of a Neighbourhood Plan area, or the creation of a Neighbourhood Plan Forum, as well as all Examiner's reports on its [neighbourhood planning webpage](#)¹³.
- 3.29 It will also publish this information in an appropriate manner to bring it to the attention of those who live and work or carry on business in the area once a decision has been made.
- 3.30 Where known, the Council will update details of the progress of each Neighbourhood Development Plan (including details of examination or referendum arrangements) on the above website. However, the main point of contact will be via the relevant Neighbourhood Forum.

Table 3: Details of the City Council's methods of consultation during NDP preparation

	Proposed Area	Proposed Group	Publicising a draft Plan	Publish the Examiner's rep	Decision on a Plan Proposal	"Making" a Plan
Make available consultation documents and supporting documentation on the Council's website	✓	✓	✓	✓	✓	✓
Make available consultation documents and supporting documentation in hard copy format at Council offices and public libraries	✓	✓	✓	✓	✓	✓
Publicise with press adverts and Council publications	✓	✓	✓	✓	✓	✓
Public consultation event(s) with such events held in accessible locations	✓	✓	✓	X	X	X
Publicise on social media outlets such as the Council's Twitter and Facebook pages	✓	✓	✓	✓	✓	✓
Written / email notification to statutory and relevant general consultees on our database	✓	✓	✓	✓	✓	✓
Written / email notification to individuals and organisations who have expressed a wish to be consulted or have made comments	✓	✓	✓	✓	✓	✓

Support for Neighbourhood Planning

- 3.31 In addition to its statutory duties, the Council will undertake its duty to support the production of Neighbourhood Plans by offering the following:

¹³ <https://www.nottinghamcity.gov.uk/information-for-business/planning-and-building-control/planning-policy/neighbourhood-planning/>

Initial support

- 1.10 The Council can offer initial advice to groups interested in producing Neighbourhood Plans. Primarily this will relate to the processes and legislation involved in establishing a Neighbourhood Forum and in preparing a Neighbourhood Plan.

Ongoing support to approved Forums

- 3.32 Following approval of a Neighbourhood Forum and Neighbourhood Area, the Council can provide background demographic and evidence-base information that is readily available to the Council. It may also be able to undertake a meeting with the forum at the following key stages in the process:
- Meeting 1: Issues/Options/Project planning
 - Meeting 2: Developing Vision/Objectives
 - Meeting 3: Evidence Review
 - Meeting 4: Policy development
 - Meeting 5: Pre-submission / Pre-examination
 - Meeting 6: Post Examination / Referendum

Further planning assistance on emerging Neighbourhood Plans

- 3.33 The Council will offer to provide a Strategic Environmental Assessment (SEA) Screening Opinion. It will not, however, be able to undertake any further work on an Environmental Impact Assessment should the SEA screening opinion determine the need to carry out such an assessment. The Council will also offer comments on draft plans prior the statutory consultation phase
- 3.34 Throughout the Neighbourhood Plan preparation stage and following its adoption, the Council will advise Neighbourhood Forums of planning applications that have been validated with the Plan area.

Planning Applications

Community Involvement in the Development Management Process

- 3.35 It is important that interested parties, such as residents or organisations, are able to have their say on development management decisions; decisions that will help shape the character of the City.
- 3.36 The consultation method carried out by applicants and developers will vary depending on the scale and nature of the proposal. For smaller developments such as household extensions, this may involve applicants talking to their immediate neighbours and people who may be affected by proposals and showing them draft plans to ascertain their views. On larger schemes, such as major applications we strongly recommend developers consider additional measures and undertake wider engagement with the local community, as set out in the Councils [Community Engagement Guide](#).

- 3.37 Applicants and developers for major proposals are strongly encouraged to notify the City Council of any publicity or consultation events planned prior to them occurring.
- 3.38 Developers are also encouraged to engage at an early stage with statutory consultees such as the Lead Local Flood Authority [National Highways](#)¹⁴ and the [Environment Agency](#)¹⁵ National Highways¹⁶ has produced a document titled [The Strategic Road Network: Planning for the Future](#)¹⁷ (which is a guide to working with Highways England on planning matters).
- 3.39 Unless the applicant wishes otherwise, early dialogue with the Council will be confidential to reflect the sensitive nature of pre-application discussions. Developers are however, encouraged to undertake their own public consultation where appropriate in order to further refine their development proposals. Pre-application discussions can help identify key issues that will need addressing in any formal submission and allow the informal views of Council Officers and other interested parties to be made known at an early stage. It is a useful way of resolving early design and development issues, reducing the likelihood of future objections, and helping to ensure that higher quality applications (that can be fully validated) are lodged overall.
- 3.40 Most people become involved in the planning system when they put in planning applications for their own projects or when they make comments on proposals.
- 3.41 Once a planning application has been received and validated there is a process of publicity, notification and consultation that is undertaken to ensure that stakeholders and the community have the opportunity to have their say on the development proposed. As part of notifying the community when planning applications are received, the City Council will ensure there is appropriate publicity to enable members of the public to comment on proposals. Appendix B provides details of the publicity and notification arrangements.

Planning Application consultations

- 3.42 Local planning authorities are required to undertake a formal period of public consultation, prior to determining a planning application. Local Planning Authorities will notify the community and consult statutory consultees and other stakeholders before determining applications, and consider any comments made.
- 3.43 Article 15 of the Town & Country Planning (Development Management Procedure) (England) Order 2015 sets out the statutory framework for publicity for applications for planning permission. This legislation provides the minimum requirements for public consultation, requiring certain types of application to be publicised by way of a site notice and newspaper advertisement, and in some cases by way of notification to adjoining owners or occupiers. This is in addition to a general requirement for all application-related information to be available on the Council's website. To ensure a consistent approach to planning application publicity and consultation arrangements the Council will follow the

¹⁴ <https://nationalhighways.co.uk/>

¹⁵ <https://www.gov.uk/government/organisations/environment-agency>

¹⁶ <https://nationalhighways.co.uk/>

¹⁷

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/461023/N150227_-_Highways_England_Planning_Document_FINAL-lo.pdf

requirements of the aforementioned legislation. Appendix B provides the publicity and notification arrangements.

Neighbour Notification and Site Notices

- 3.44 For the majority of planning applications, the Council has a statutory duty to either notify any adjoining occupier or display a site notice close to the site. All letters are addressed to 'The Occupier' as we do not hold details of ownership.
- 3.45 The City Council meets this statutory duty either by notifying adjoining occupiers, or, if it has not been possible to identify all adjoining properties or where sending individual letters is impractical, by a site notice displayed as close as possible to the proposed development site. A combination of the two will often be used, for example where a site adjoins properties with clear postal addresses, but also adjoins open land or other property where a postal address does not exist or cannot readily be identified.
- 3.46 Site notices are also displayed in other circumstances such as; applications in a Conservation Area, works to a listed building, major applications, and 'departures' from the development plan. In such circumstances a newspaper advertisement also appears in the local press, currently the Metro.
- 3.47 The Council will also consult with statutory and non-statutory bodies such as the Lead Local Flood Authority, Highways England, Natural England, Historic England, the Environment Agency, and various departments within the Council, including Environmental Health and Safer Places, Heritage and Urban Design, and Traffic and Transport where appropriate.
- 3.48 Details of minimum publicity requirements for planning applications and a list of when statutory consultees are required to be consulted are provided in Tables 1 to 2 of the Government's document: ['Consultation and pre-decision matters' Planning Practice Guidance](#)¹⁸ ..
- 3.49 In addition to the consultation methods set out in this SCI, there may be instances where a particular application is of 'wider interest' and warrants fuller consultation than the standard methods described. In these cases the Council may also; post a site notice, publish a press advertisement, and notify local groups, amenity societies and specialist organisations.
- 3.50 Regardless of where you hear about a proposal, anyone can submit comments on planning applications to the Council, with details of how to submit comments in section 3.63.
- 3.51 The City Council will carry out consultations on other application types detailed below in accordance with statutory requirements. Consultations are undertaken according to the following general principles:

¹⁸ <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

Listed Building Consent

- 3.52 For development involving the demolition, in whole or part, or the material alteration of Grade I or II listed buildings, Listed Building Consent is required and for works that affect its character as a building of special architectural or historic interest.
- 3.53 These applications are advertised in the local newspaper and by site notice, except where the works are only internal and where the building is listed Grade II. Where demolition of a listed building is involved, or for works for the alteration of a listed building which comprise or include the demolition of any part of that building we consult the National Amenity Societies.
- 3.54 The Council consults Historic England in accordance with government guidance. Additional consultation is carried out as appropriate for the individual application.

Certificates of Lawfulness

- 3.55 This is a process for determining if the existing use of a building is lawful for planning purposes or to confirm when a proposal does not require planning permission. Decisions on these applications are a matter of law, not of planning policy so the Council does not normally consult on them.

Advertisement Consent

- 3.56 The City Council consults in accordance with the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

Prior Approval

- 3.57 For prior approval applications, we consult as required by the relevant legislation (Town and Country Planning (General Permitted Development Order) 2015) by serving a notice on adjoining owners or occupiers immediately adjoining the site for example and by displaying a site notice for the change of use from offices or retail to residential.

Permission in Principle (PiP)

- 3.58 The City Council has a duty to publish a Brownfield Land Register of previously developed land suitable for housing. PiP separates the consideration of matters of principle for proposed development from the technical detail of the development. Consultation requirements to be undertaken before sites entered on the Brownfield Land Register can be granted PiP are set out in the [Town and Country Planning \(Brownfield Land Register\) Regulations 2017¹⁹](#). Statutory bodies are consulted and site notices and an online notice will be made available during this period.

¹⁹ <https://www.legislation.gov.uk/uksi/2017/403/contents/made>

Amended Plans

- 3.59 During the life of a planning application, there may be instances where amended plans, layouts, or further supplementary information is submitted. In these circumstances, the City Council will consider whether the new information materially alters a proposal. Further (although not exhaustive) detail of what are (and are not) [material considerations](#)²⁰ can be viewed on the [Planning Portal webpage](#).
- 3.60 If the City Council considers that a proposal has 'materially changed' it may undertake a further consultation and notification exercise, appropriate with the type and size of amendments or the level of information submitted. Any additional publicity on changes to an application will be at the case officer's discretion and will depend on the degree of change from the original submission. If an application is reduced in scale or form from the original submission it is unlikely additional publicity will be undertaken as it is likely to have less of an impact than the original application. The City Council will place any additional information received on its website relating to the [specific planning application](#).

How to view planning applications and comment

- 3.61 All planning applications, including plans, elevation drawings and any supporting information provided by the applicant, are available to view on the City Council's website. Assistance can also be provided by the Development Management team (via the details below) to those unable to access such information online.
- 3.62 Anyone can comment on planning applications. However, only those representations that relate to planning matters can be taken into account. All representations received are "public documents", and will be open to public view, including on the Council's website, and cannot remain confidential, although personal details will be redacted in accordance with General Data Protection Regulation.
- 3.63 Comments or representations on planning applications must be made in written form by emailing comments directly to planningcomments@nottinghamcity.gov.uk or submitting comment through the [planning website](#)²¹. The following information should be included in a person's representation:
- Their name and address.
 - The planning application reference number.
 - Their concerns about the proposal based on relevant planning matters or "[material considerations](#)²²."
- 3.64 Generally (unless our notification says otherwise), there is a deadline of 21 calendar days (excluding Bank Holidays) in which to make comments. External bodies such as Highways England will be given a longer period to comment on applications where this is prescribed by legislation.

²⁰ <https://www.planningportal.co.uk/services/help/faq/planning/about-the-planning-system/what-are-material-considerations>

²¹ <https://publicaccess.nottinghamcity.gov.uk/online-applications/>

²² <https://www.planningportal.co.uk/services/help/faq/planning/about-the-planning-system/what-are-material-considerations>

Contact information for the Development Management Team

3.65 Please contact the Development Management Team by email:
planning@nottinghamcity.gov.uk

4. Determining Planning Applications

Who decides planning applications?

- 4.1 Decisions on planning applications submitted to the Council are made by either planning officers or by planning committee, unless, in the rare instance an application is 'called in' to be decided by the Secretary of State.

Applications determined by Planning Officers

- 4.2 For applications dealt with by planning officers, the Council will produce a report that will be published online. This will contain a summary of the comments received together with our assessment of each application. Further information on applications generally decided by Planning Officers under delegated powers can be viewed on the [Council scheme of delegation](#)²³.

Applications determined by Planning Committee

- 4.3 Applications which give rise to complex or sensitive issues will normally be referred to Planning Committee for determination (for example a major application on a prominent site, where there are important land-use, design or heritage considerations). For applications considered by Planning Committee, planning officers will summarise comments received from statutory consultees, and interested bodies including residents in a report that will be available to view on our website. Residents can also ask Councillors to consider referring applications normally dealt with under delegated powers so they can be heard at Planning Committee. To assist Councillors in making decisions, a planning officer's report is produced with a recommendation. Details and decisions of meetings are available online at the City Council's Committee web page.
- 4.4 Note that this Section does not apply to the determination of Certificates of Lawfulness which are matters of law and not planning policy. Such applications are subject to an 8 week statutory time limit for determination and will be determined in accordance with the Council's Constitution. Determinations will be sent to the applicant/agent and published on the Council's website).

Decisions on Planning Applications

- 4.5 Consultation and notification responses will be taken into account when determining planning applications. However, decisions on planning applications must be made in accordance with the development plan unless material considerations dictate otherwise. (S38(6) of the Planning and Compulsory Purchase Act 2004).
- 4.6 Public opposition or support (following notification) by itself is not a valid reason to refuse or approve a planning application.

Planning decision time limits

- 4.7 The statutory time limits to determine planning applications are 13 weeks for applications for major development (unless an application is subject to an Environmental Impact Assessment, in which case a 16-week limit applies), and eight weeks for most other types of development. The aim of Environmental Impact Assessment is to protect the environment by ensuring that a local planning authority when deciding whether to grant planning permission for a project, which is likely to have significant effects on the environment, does so in the full knowledge of the likely significant effects, and takes this into account in the decision making process.

Notification of decisions

- 4.8 Following a decision on an application, the decision is sent to the applicant/agent advising them of the decision that has been made, including details of any conditions that have been imposed in order that the proposal is considered acceptable. All decisions are available to view on Nottingham City Council's website, and notices of decisions may be sent out on request, at an administration cost. If the decision is made by the Planning Committee then the decision is also published in the minutes of the meeting on the Council's website.

5. Planning Appeals

- 5.1 If a planning application is refused, or the decision is not made within the statutory time limits, the applicant may decide to appeal against the Local Authority's decision if they feel the decision made is unreasonable or if a decision has not been made within the set time period. Applicants can also appeal against the imposition of planning conditions if they consider these unreasonable.
- 5.2 Appeals are determined by the Planning Inspectorate or, in cases of significant national importance, by the Secretary of State. There are time limits to appeal decisions; more details on the appeal process are available at the following links:
- [How to appeal²⁴](#)
 - [Planning appeal procedure guide²⁵](#)
 - [Planning appeal for list building or enforcement appeal²⁶](#)
- 5.3 If an appeal is submitted the Council will notify any interested parties of the appeal, including those who made representations before the application was determined. These representations will be sent to the Planning Inspectorate and the appellant (applicant) and will be considered by the Inspector when determining the appeal.
- 5.4 Interested parties are advised that any further written representations should be sent to the Planning Inspectorate within 5 weeks of the start date of the appeal. However, interested persons cannot make representations on a householder appeal due to a 'fast track' appeal process. In this instance, only representations received during the planning application consultation process will be considered by the Inspector.
- 5.5 Planning Appeals are determined by one of three methods:
- a) **Written Representations** – an exchange of written statements and, where necessary, a site visit by an Inspector from the Planning Inspectorate;
 - b) **Informal Hearings** – discussions between the appellant and the Council about the merits of the case chaired by an Inspector from the Planning Inspectorate; or
 - c) **Public Inquiries** – These are often used for major cases and are much more formal often involving legal expertise etc.
- 5.6 The Inspector makes a decision to allow or dismiss an appeal or send a report to the Secretary of State. A copy of the decision notice will be sent to the appellant, the Council, and any interested person who has requested a copy. It will also be available to view on the [Planning Inspectorate website²⁷](#)

²⁴ <https://www.gov.uk/appeal-planning-decision>

²⁵ <https://www.gov.uk/government/publications/planning-appeals-procedural-guide>

²⁶ <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>

²⁷ <https://acp.planninginspectorate.gov.uk/CaseSearch.aspx>

6. How we use your data

- 6.1 Planning is an open and public activity. As such, any representations or comments made by the community or stakeholders in the course of the development of the Local Plan or in relation to a planning application may and can be made public, including publishing on the Council's website. However, personal information is redacted from any comments published.
- 6.2 To view how the Council uses and manages the personal data of those who have requested to be kept informed of the development of planning policy documents, and those who have made representations relating to policy documents, please view the [Planning Policy and Research team privacy notice²⁸](#) and the [Nottingham City Council privacy notice²⁹](#).

²⁸ <https://www.nottinghamcity.gov.uk/media/3371915/policy-planning-and-research-privacy-notice.pdf>

²⁹ <https://www.nottinghamcity.gov.uk/privacy-statement>

7. Equality and diversity

- 7.1 The Council's Equality & Diversity Policy covers discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and/or belief, sex and sexual orientation as set out in the [Equality Act \(2010\)](#)³⁰.
- 7.2 By adopting and implementing this policy we aim to tackle the imbalances caused by disadvantage and discrimination, to ensure all communities have opportunities to be involved in what we do. The Council will consult with people from all the diverse communities in Nottingham to help shape the services we deliver, and our policies and practices.
- 7.3 The City Council recognises that the diversity of Nottingham's communities is a huge asset, which should be valued and seen as one of the City's great strengths. It is committed to providing equality of opportunity and tackling discrimination, harassment, intimidation and disadvantage. We are also committed to achieving the highest standards in service delivery, decision-making and employment practice. Our aim is that everyone should be able to make their views known on planning issues in ways that suit their needs.
- 7.4 In accordance with the [Council's Equality and Diversity Policy](#)³¹ we will make our information simple and easy to understand, accessible to all citizens of Nottingham, providing alternative formats where necessary. If you require planning information in an alternative format please contact Planning and Building Control Services at: planning@nottinghamcity.gov.uk.
- 7.5 An Equalities Impact Assessment which examines the likely impact of this document has been undertaken in the process of its development. Please view the [Equalities Impact Assessment](#)³².

³⁰ <https://www.legislation.gov.uk/ukpga/2010/15/contents>

³¹ <https://documents.nottinghamcity.gov.uk/download/5757>

³² <https://www.nottinghamcity.gov.uk/media/3374533/draft-final-sci-eqia-v2.docx>

8. We are interested in your views

- 8.1 All planning applications, including plans, elevation drawings and any supporting information provided by the applicant, are available to view on the City [Council's website](#). Additionally, if you wish to register your details, using the 'register' option on the 'View and Comment on [Planning Applications](#)' page you can be notified of planning applications that interest you.
- 8.2 The Planning Policy & Research Team maintains a database of contact details of those people wishing to be informed regarding key stages in the development of the Local Plan and associated documents. If you wish to be added to this database, please visit the [Local Plan Webpage](#), which includes information on the Greater Nottingham Consultation database where you will be asked to accept our privacy agreement and enter your contact details.
- 8.3 Information regarding major development projects is available at the [Council's regeneration webpage](#).
- 8.4 Nottingham City Council also has a dedicated engagement and consultation webpage called Engage Nottingham Hub that gives citizens and the community the opportunity to comment on local matters. The Council will provide details of any emerging Local Plans and SPDs (including any review) on the [Council's Engage Nottingham Hub webpage](#).
- 8.5 You can also stay connected with the latest news updates from Nottingham City Council by submitting your e-mail details at the [My Nottingham News web page](#).

9. Monitoring and Review

- 9.1 Amendments to the Local Planning Regulations in 2017 mean that it is now required that local authorities review their SCI every 5 years. The next update for Nottingham City's SCI will therefore be published in 2028.

Appendix A: Consultation Bodies for a Local Plan

Duty to cooperate bodies

- Environment Agency
- Historic England
- Natural England
- Civil Aviation Authority
- Homes England
- NHS England
- Clinical Commissioning Groups
- Office of Rail and Road
- Integrated Transport Authorities
- Highway Authorities
- National Highways
- Marine Management Organisation
- Local Enterprise Partnerships
- Greater Nottingham Planning Partnership Authorities
(Ashfield District Council, Broxtowe Borough Council, Erewash Borough Council, Gedling District Council, Rushcliffe Borough Council, Derbyshire County Council, Nottinghamshire County Council)
- Neighbouring Local Authorities
- Lead local Flood Authority

Specific Consultation Bodies

- Adjoining Authorities (this includes Ashfield District Council, Broxtowe Borough Council, Erewash Borough Council, Gedling Borough Council, Rushcliffe Borough Council, and Nottinghamshire County Council)
- All parish councils within and adjoining the boundary of Nottingham City Council
- Nottinghamshire Constabulary
- The Coal Authority
- Electricity Operators
- Electricity and Gas Companies
- Electronic Communications Operators
- The Environment Agency
- Gas Undertakers
- Highways England
- Historic England
- Homes England
- Marine Management Organisation
- Natural England
- Network Rail
- Public Health England
- The Secretary of State for Transport
- Telephone Operators

- Sewage Undertakers
- Water Undertakers
- Active Travel England

General Consultation Bodies

- Business Support Agencies
- Groups representing people with Disabilities
- Ethnic/Racial/National Groups
- Local Businesses
- Religious Groups and Churches
- Voluntary Bodies

Other Design/Townscape/Urban design Consultees

- Conservation Bodies
- Design/Townscape/Urban organisations
- The Development Industry
- Environmental Groups
- Health Agencies
- Infrastructure and Service Providers
- Learning Agencies
- Nature Conservation/ Countryside Bodies
- Planning Consultants and Agents
- Recreation Bodies
- Schools
- Sports Clubs/Bodies
- Transport Bodies and Groups
- Other miscellaneous bodies

Appendix B: Publicity and Notification Arrangements

In accordance with statutory requirements, the Council will publicise the application types listed below as follows:

Type of Application	How the Council will consult
1. Applications for 'major' development (including all applications for waste development) – (See glossary of terms).	<ul style="list-style-type: none"> • By site notice and, where deemed necessary, a neighbour notification letter • By press advertisement • On the Council's website
2. Applications subject to Environmental Impact Assessment (EIA) which are accompanied by an Environmental Statement (ES)	<ul style="list-style-type: none"> • By site notice and, where deemed necessary, a neighbour notification letter • By press advertisement • On the Council's website
3. Applications that do not accord with the development plan (known as 'departures')	<ul style="list-style-type: none"> • By site notice and, where deemed necessary, a neighbour notification letter • By press advertisement • On the Council's website
4. Applications that would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	<ul style="list-style-type: none"> • By site notice and, where deemed necessary, a neighbour notification letter • By press advertisement • On the Council's website
5. Applications for planning permission not covered under 1 to 4 above, for example 'non-major' development	<ul style="list-style-type: none"> • By neighbour notification letter unless it is not possible to identify all adjoining properties, or otherwise impractical to carry out notification of individual addresses, in which case a site notice is displayed as close as possible to the proposed development site. Where some addresses are available, letters may also be sent in addition to a site notice. • On the Council's website <p>Under this category the following exceptions apply, which do not require publicity. However, the Council reserve the right to publicise individual applications in this 'exceptions list' subject to an individual assessment of the applications in question:</p> <ul style="list-style-type: none"> • Prior notification applications • Certificates of lawfulness for proposed use or development • Section 211 Notices (works to trees in Conservation Areas) • Discharge of condition applications (aside from those in category 8 below) • Non-material amendment applications • Applications for express advertisement consent • Tree Preservation Orders.
6. Applications for listed building consent where works to the exterior of the building are proposed	<ul style="list-style-type: none"> • By site notice • By press advertisement • On the Council's website

7. Applications for listed building consent where only works to the interior of the building are proposed	<ul style="list-style-type: none"> • By site notice • On the Council's website
8. Applications to vary or discharge conditions attached to a listed building consent, or involving interior works to a listed building	<ul style="list-style-type: none"> • By site notice • By press advertisement • On the Council's website

Appendix C: Glossary of Terms

Term	Definition
Aligned Core Strategy (ACS)	The Nottingham City ACS sets out strategic planning policies and development principles for Nottingham City to guide development until 2028. The ACS was jointly prepared with Broxtowe and Gedling Borough Councils with close alignment to the Core Strategies of the other Councils that which make up Greater Nottingham, namely Erewash and Rushcliffe Borough Councils.
Authority Monitoring Report (AMR)	Monitors progress in relation to the Local Development Scheme, and policies and proposals in Local Development Documents.
Consultation Statement	The document describes the consultations undertaken, outlines who was consulted, how they were consulted, and presents a summary of the main issues raised and explains how they have shaped the Local Plan.
Development Plan Document (DPD)	Development Plan Documents perform a similar function to the old style local plans. They can include a Core Strategy, Site Specific Allocations of land and other Development Plan Documents, such as generic development control policies. The Council sets out its programme for preparing Development Plan Documents in the Local Development Scheme (LDS).
Development Management	The process of reviewing planning applications submitted by developers, homeowners or businesses. The decision will normally be made in accordance with the Development Plan, central government guidance and advice, and any other 'material considerations'. If the application is successful, planning permission will be granted, sometimes with conditions, and the development may go ahead.
Examination	Formal examination of the Local Plan and supporting documents by an independent inspector appointed by the Secretary of State to consider if the plan is sound and legal.
Issues and Options	The first stage of production, consultation and engagement in the production of a Development Plan Document. At this stage the Local Planning Authority will set out in a document / or documents issues that will should be tackled and potential options which could resolve those issues.
Local Development Scheme (LDS)	Sets out the Council's timetabled programme for preparing Local Development Documents. The LDS must be reviewed annually.
Local Plan	A Development Plan Document, which plans for the future development within an administrative area, drawn up by local planning authorities in consultation with communities and other stakeholders.
Major applications	Residential development of 10 or more dwellings or site area of 0.5 hectares or more. For other proposals 1000sqm floor space or a site area of one hectare or more.

Material considerations	Factors that will be taken into account when reaching a decision on a planning application or appeal. Any consideration that relates to the use or development of land is capable of being a material consideration. Examples are traffic, access, and impact on street scene.
National Amenity Societies	Statutory bodies to be notified in certain for listed building consent: i) the Society for the Protection of Ancient Buildings, ii) the Ancient Monuments Society, iii) the Council for British Archaeology, iv) the Georgian Group, v) the Victorian Society, and vi) the Twentieth Century Society
National Planning Policy Framework (NPPF)	The NPPF replaces the majority of national planning policy documents (PPGs/PPSs) and many circulars, streamlining them all into one document. It sets out the Government's planning policies for England and how these are expected to be applied. It provides a framework within which local and neighbourhood plans can be produced reflecting the needs and priorities of the local area.
National Planning Practice Guidance (NPPG)	The National Planning Practice Guidance adds further context to the National Planning Policy Framework (NPPF) and it is intended that the two documents should be read together. Key topics of the NPPG include what should be included in Local Plans, Design, Ensuring the viability of town centres, and guidance relating to the planning application process.
Neighbourhood Development Plan	The Localism Act 2011 gave communities the power to establish general planning policies for the development and use of land in a neighbourhood such as where new homes and offices should be built and what they should look like (within Neighbourhood Development Plan).
Planning Inspector	A Planning Inspector is a person appointed on behalf of the Planning Inspectorate (itself an executive agency of Government) to conduct the planning appeals for individual planning applications and examines Local Plans (and other Development Plan Documents) to ensure they are Sound.
Planning Permission	A written consent to the carrying out of "Development" issued by a local planning authority or, on appeal, by a Planning Inspector or the Secretary of State. The permission is normally subject to conditions and will lapse if the development is not started within a stated period of time. Planning permission for buildings may be in outline where the principle is approved, subject to the later submission of further applications for the approval of reserved matters.
Preferred Options	After Issues/Option stage (see Issues/Options above) the next stage of consultation and engagement in the production of Development Plan Documents. At this stage the Local Planning Authority will set out what it believes are its preferred options for a document and invite comment (see next stage Submission).
Soundness	A Development Plan Document is considered sound if it is based upon good evidence and has been prepared in accordance with

	all the necessary procedures including the measures set out in the authority's Statement of Community Involvement.
Stakeholders	Groups, individuals or organisations who may be affected by, or have a key interest in, a development proposal or planning policy. They may often be experts in their field or represent the views of many people.
Statement of Community Involvement (SCI)	Sets out the standards that authorities will achieve with regard to involving local communities in the preparation of Local Development Documents and Development Management decisions.
Submission	Once any Development Plan Document has been consulted upon it must be submitted to the Government so that it can be tested for soundness. The Submission Development Plan Document is effectively a draft of what the final document will look like.
Supplementary Planning Document (SPD)	Forms part of the Local Development Framework and provides detail on policies in the Development Plan Documents. They are not subject to independent examination and are not part of the statutory development plan.
Sustainability Appraisal (SA)	A tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all Development Plan Documents. The SA incorporates the requirements of the Strategic Environmental Assessment Directive.

Appendix D: Further Information

Legislation

- [Planning and Compulsory Purchase Act 2004](#)
- [Localism Act 2011](#)
- [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)
- [The Neighbourhood Planning \(General\) Regulations 2012](#)
- [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)
- [Neighbourhood Planning Act 2017](#)
- [The Neighbourhood Planning Act 2017 \(Commencement No. 3\) Regulations 2018](#)

National Policy/Guidance

- [National Planning Policy Framework and Planning Practice Guidance.](#)
- [Plain English Guide to the Planning System](#)
- [Planning Aid](#)
- [Planning Portal.](#)

Nottingham City Council Information

- [Planning and Building Control Webpage.](#)