

JANUARY 2016

Planning Having your say

DARTMOOR

Statement of Community
Involvement



Contents

- 1 Introduction and key principles.....3
- 2 What do we actively engage on?4
 - Planning Policy4
 - i) Development Plan Documents
 - ii) Neighbourhood Development Plans
 - iii) Supplementary Planning Documents
 - Planning and related Applications4
 - Dartmoor National Park Local Plan Structure5
- 3 How and when do we engage?6
- 4 Who we engage with?.....7
- 5 Preparing Planning Policy9
 - What is involved in creating a plan?9
 - The main stages in preparing Planning Policy10
- 6 The main stages in considering a planning application11
- 7 Are we doing what we promised?12
 - Contact us13
 - Where can I get further help?13

1 Introduction and key principles

Dartmoor National Park Authority recognises the importance of good communication and engagement. This isn't just how we tell you what we're doing, or ask for your views, but also how we listen to you and how we explain the reasons for the decisions we have made.

We have principles of good communication and engagement which state:

- We will be clear about how people can be involved, and ensure that our processes are understandable;
- We will be open about what can and cannot change and why, and ensure we provide information to help people understand;
- We will be responsive to peoples' concerns and demonstrate how we have listened to these concerns in our decisions;
- We will communicate our decisions clearly.

This document sets the main ways in which we engage with communities, business, organisations and individuals around planning. This *Statement of Community Involvement* (SCI) sets out our plans for involving the public in considering planning applications and preparing the Local Plan for Dartmoor National Park. The SCI has the following aims:

- To ensure that everyone has the maximum opportunity to participate in and contribute to the review and preparation of planning policy and other planning guidance;
- To consult in a way which meets the needs of different groups so that public participation is helpful, effective and relevant;
- To target engagement to ensure the appropriate statutory consulted parties and interest groups are involved.

2 What do we actively engage on?

Planning Policy: Dartmoor National Park Authority (DNPA) is the Local Planning Authority (LPA) for the whole of the National Park and has to prepare and maintain an up to date 'Local Plan' for the area. The policies in the Local Plan are the basis for making decisions on planning applications in the National Park. Other documents and plans at a local level such as Supplementary Planning Documents and community plans (e.g. Parish and Neighbourhood Development Plans) are also important in linking with the Local Plan, and can be relevant or 'material considerations' in decision making. There are three different types of local planning documents:

- **Development Plan Documents** (e.g. the Local Plan): are formal planning documents containing policies and objectives for development in the local planning area. These documents are formal plans subject to rigorous procedures including several consultation stages and an independent examination. They also require a Sustainability Appraisal (SA) - an assessment of the economic, social and environmental impacts of a plan.
- **Neighbourhood Development Plans:** Communities have the opportunity to supplement the Local Plan with their own Neighbourhood Development Plans. Neighbourhood Development Plans are normally led by Town/ Parish Councils and enable communities to play a greater role in determining the future of their area. They are examined by an independent examiner and are also subject to a community referendum before being formally adopted.
- **Supplementary Planning Documents:** provide additional guidance on the implementation of Local Plan policies. These need to be consulted on and are agreed by the Authority without the need for independent examination.

Planning and related applications¹ (Development Management): Planning Applications relate to specific, detailed decisions being made about what happens to a piece of land or building. Applications are judged against the relevant adopted policies in the local plan, neighbourhood development plans, guidance in any supplementary planning documents, government guidance on policy and any other matters 'material' to the application.

It is important to make comments on policy documents as these are the foundation of all our decisions on planning applications

¹ Planning Applications include; applications for planning permission, listed building consent, change of use and certificates of lawfulness

Dartmoor National Park Local Plan Structure



3 How and when do we engage?

	General News	Planning Policy	Planning or listed building application	Masterplan or Development Brief	Neighbourhood planning	
Website	✓	✓	✓	✓	✓	www.dartmoor.gov.uk
Print copies		✓		✓	✓	Contact our Forward Planning Team
News release	✓	✓	✓	✓	✓	Visit www.dartmoor.gov.uk and sign up to our news releases to receive email notification
Social media	✓	✓		✓	✓	Follow us on twitter @dartmoornpa
Direct mail			✓	✓		We will write to properties adjoining the proposal site and may write to others affected by the proposal
Specific newsletter		✓		✓		We may prepare newsletters for some specific pieces of work or consultations
Email/mail circulation		✓		✓	✓	We will hold a list of names and addresses of people who wish to be notified about a specific issue
Public meeting or exhibition		✓		✓		We will sometimes hold meetings or exhibitions to raise awareness and get public views. These will be advertised locally
Formal consultation		Minimum 6 weeks	21 days	Minimum 4 weeks	✓	Some will have a formal consultation period
Special interest groups		✓	✓	✓	✓	Certain groups, organisations or agencies working locally or nationally will be notified of issues which we think may be relevant to them
Parish Council	✓	✓	✓	✓	✓	Parish Councils will be notified or consulted directly on a range of issues in their area
Authority Member	✓	✓	✓	✓	✓	Authority Members will be notified or made aware of a range of issues

4 Who we engage with?

Who we engage with depends on the type of planning document or application being considered. There are a number of bodies that the Authority is required to engage with and invite to participate.

Planning Policy

- Those on the [Local Plan Regulations list](#) who must be consulted at certain key stages of plan production, these are known as the 'specific consultation bodies'. This list is not prescriptive but shows the broad range of people that are consulted. An up-to-date list of all the organisations on the database is available on our website.
- We may also wish to identify a number of other bodies at key stages, these are known as the 'general consultation bodies'.
- We are committed to involving a wide range of other individuals and organisations including members of the community and 'hard-to-reach' groups. We will use a range of consultative methods, tailored to the audience.
- We will maintain a database of individuals, groups and other interested parties wishing to be informed when documents are published, which will be updated regularly. To add your information to this list please contact the forward planning team at forwardplanning@dartmoor.gov.uk
- The following groups will be consulted as required throughout the preparation of Planning Policy. They are also indicated in the Town and Country Planning (Local Development) (England) Regulations 2012.

- The Coal Authority
- Local Enterprise Partnership
- Environment Agency
- Historic England
- Natural England
- Network Rail Infrastructure Limited
- Highways England
- Relevant Telecommunications Companies
- Relevant utility companies
- Clinical Commissioning Group
- The Homes and Communities Agency
- Local Authorities (Devon County Council, Teignbridge District Council, Mid Devon District Council, South Hams District Council and West Devon Borough Council)
- Parish and town councils within or next to the Dartmoor National Park

- There are many other groups and organisations that have an interest. Listed are some of the people that we will keep informed and involve where appropriate.

- Developers and Planning Agents
- Environmental groups (local and regional)
- Voluntary bodies
- Business groups and forums
- Sport and open space organisations
- Transport representatives and organisations
- Local civic and amenity societies
- Fire and Police services
- Youth organisations
- Community Groups/Organisations

Neighbourhood Development Plans

- Neighbourhood Development Plans are prepared by communities for their own parishes or areas and community engagement and consultation will have been carried out at all stages of preparation.
- There are several key formal consultation stages that a Neighbourhood Development Plan must go through before it is 'made' and becomes planning policy. These include a 6 week consultation undertaken by the Neighbourhood Planning Group, followed by a further 6 week consultation undertaken by the Local Planning Authority. A referendum that allows those who live and work in the area to vote on whether they want to accept or reject the proposed Plan will also be carried out.

Planning Applications

- We are required to consult various organisations and bodies and are advised to consult others depending on the type of application². A complete list can be accessed on the [Government's website](#).
- Officers will use their professional judgement to contact the relevant organisations for specific planning applications.

² as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO)

5 Preparing Planning Policy

What is involved in creating a plan?

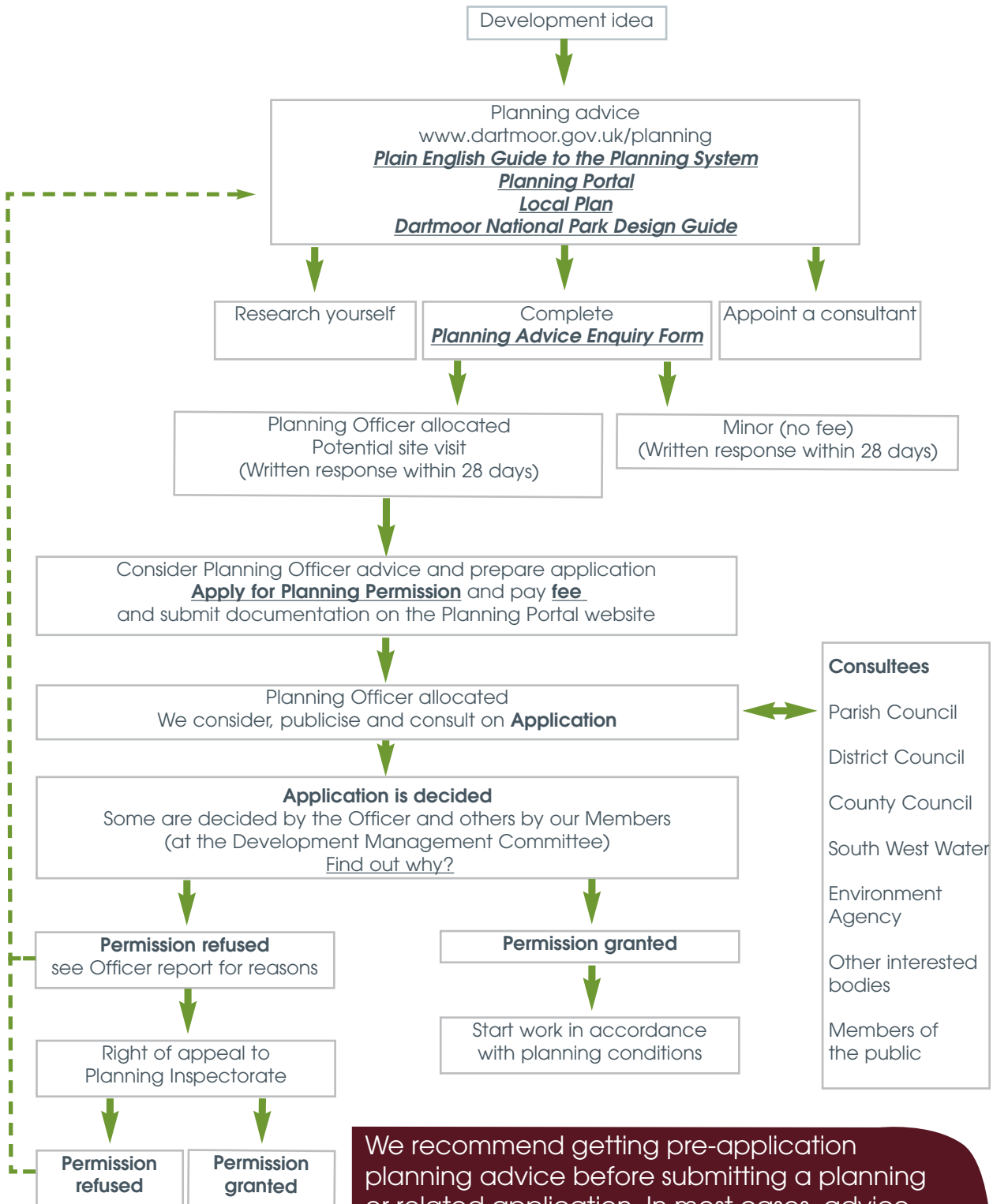


The Local Development Scheme is updated regularly and sets out the timetable and processes for each part of the Local Plan that is being developed or reviewed. Have a look at the latest copy on our website so you know what is happening and when. The earlier you can get involved in the process of creating a plan the more influence you can have.

The main stages in preparing Planning Policy

	What is it?	Who is consulted?	How does consultation happen?	What is the outcome of the consultation?
Stage 1 Issues and Options (Topic Papers)	A continuous process of informal discussion on the topic papers (housing, economy, sustainable communities, minerals/ resources and environment)	Informal discussions will be targeted towards specific groups depending on the topic paper being considered. Everyone who wants to get involve should do at this stage; it is important to raise issues early in the process	Topic and Issue papers will be published in stages; there is no statutory timescale	A full range of issues and options is considered to make sure all the important spatial planning issues are highlighted
Stage 2 Preferred Options Stage	A wide-ranging public consultation exercise. The approach and detail of the relevant Local Plan document will be clear	Everyone who commented under stage 1	See sections 3 and 4. For 6 weeks from when it is published	The comments received will be formally registered and considered by us before changing the document as necessary. If significant changes are required further consultation may be needed before moving to the next stage
Stage 3 Submission Stage	We formally submit the document to the Secretary of State	Everyone who commented under stage 1 and 2	For 6 weeks from publication. The document is then submitted to the Secretary of State together with any comments received	The comments received will be considered as part of the examination
Stage 4 Examination in Public	The plan is examined by an independent Planning Inspector (there may be public hearings)	The Examination is publicised and those who submitted a formal representation at the submission stage with be notified	Notifications will be sent at the start of the Examination	If the Independent Planning Inspector finds the Local Plan sound, the Plan can be adopted by the Authority

6 The main stages in considering a planning application



We recommend getting pre-application planning advice before submitting a planning or related application. In most cases, advice on the majority of small scale development is free of charge; however we do operate a charging system for more significant proposals. To see our charging schedule and what development is exempt from charges please visit our website.

It is important to make comments on planning applications if you support or object to something which affects you. Comments should consider 'material' planning considerations; including for example:

- Amenity (e.g. loss of sunlight, outlook, privacy and overshadowing)
- Highway issues (e.g. traffic generation, vehicular access, highway safety)
- Capacity of physical infrastructure (e.g. in the public drainage or water systems)
- Deficiencies in social facilities (e.g. spaces in schools and health facilities)
- Environmental Health (e.g. noise, disturbance, smells, hazardous materials)
- Loss or effect on trees
- Adverse impact on natural conservation interests and biodiversity opportunities
- Effect on listed buildings and conservation areas
- Layout and density of building design, visual appearance and finishing materials

7 Are we doing what we promised?

We are committed to good quality engagement and to provide opportunities for you to be involved. If you have any comments about our engagement please get in touch with the Forward Planning team at forwardplanning@dartmoor.gov.uk

If you feel we have not been doing what we promised and would like to send us a complaint please see our complaints procedure, which is available on our website. Before making a formal complaint we would encourage you to discuss your concerns with a senior manager of the Planning Team.

We will review the Statement of Community Involvement every 5 years. However it may be reviewed sooner if necessary.

All documents, and their supporting evidence base, are available on our website. We are committed to using material wisely to protect the environment and costs. As such, we have to charge for paper documents at the more formal stages of plan production. You can order these from our Forward Planning Team.

Contact us

Dartmoor National Park Authority
Parke, Bovey Tracey,
Newton Abbot,
TQ13 9JQ

Tel: (01626) 832093

Email: hq@dartmoor.gov.uk

Website: www.dartmoor.gov.uk

Where can I get further help?

The Planning Portal

The Planning Portal is the Government gateway to planning information throughout the UK. It provides information on plans, appeals, applications, contact details and research areas. You can access the Planning Portal online: www.planningportal.gov.uk

Planning Aid

Planning Aid offers free and independent professional planning advice to community groups and individuals who cannot afford to pay professional fees.

You can contact Planning Aid England (general enquiries) at:

Helpline: 0203 206 1880

Email: info@planningaid.rtpi.org.uk

Web: www.rtpi.org.uk/planning-aid