



Northampton Statement of Community Involvement

Adopted

2017

Modified

2018

Statement of Community Involvement

Introduction

The purpose of planning is to help achieve sustainable development, assisting economic, environmental and social progress for existing and future communities.

Planning shapes the places where people live and work, so it is important that people should be able to take an active part in the process. This Statement of Community Involvement (SCI) has been prepared to explain how the Council will engage communities, businesses and organisations in the planning process. The benefits of community engagement include:

- Resolving potential conflicts between parties at an early stage
- Generating local ownership and fostering community pride
- Better understanding of local community priorities
- Introducing greater clarity and transparency in decision making

The Statement sets out how the Council anticipates this will be achieved, the document is set out as follows:

Section A: Sets out the context and background for the SCI

Section B: Sets out the principles that will guide community involvement

Section C: Sets out the approach to plan-making, providing details of who, when and how the Council will engage and consult in producing planning policy documents

Section D: explains how planning applications are dealt with and outlines the Council's consultation arrangements

Part A: Setting the Context

What is a Statement of Community Involvement?

The main purpose of a Statement of Community Involvement is to set out how the local community, businesses and other organisations with an interest in development in Northampton can engage with the planning system.

In particular the Statement sets out how the Council will involve the community when preparing planning documents and deciding on planning applications. It will do this by:

- Setting out when the Council will engage the community in planning decisions and plan making
- Setting out how you can get involved
- Setting out opportunities for community engagement in the planning process

When involving the community in the planning process, account will also be taken of any corporate guidance/strategies adopted by the Council; the Statement refers to examples of this below, for example the Council's Consultation Toolkit.

In summary the SCI provides a framework for involving and informing community engagement in plan making and in determining planning applications. As part of the planning process, the Council will take into account the outcomes of consultation alongside all other material considerations.

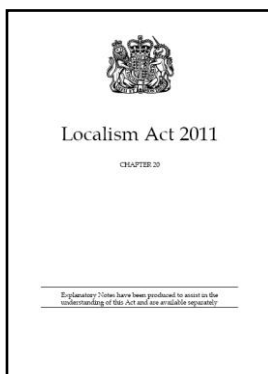
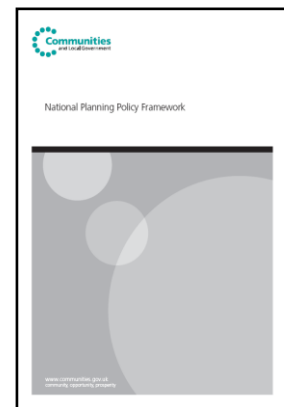
Why is a new SCI required?

The previous SCI was adopted in 2006 and there have been considerable changes to the plan making system since then.

Legislative changes have led to the minimum legal requirements for consultation on Local Plans (and other Development Plan Documents) and in the determination of planning applications being changed. Therefore the previous SCI no longer reflected the current stages of plan preparation or requirements for consulting on planning applications. This new SCI reflects these changes.

Local Planning Authorities are required to produce a Statement of Community Involvement under section 18 (Part 1) of the Planning and Compulsory Purchase Act 2004.

The **National Planning Policy Framework** (2012) states that: “Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.” (Paragraph 155)



The Localism Act (2011) shifted the balance of power from central government to local authorities and communities. The Act (Part 6 relates to Planning) introduced a number of new initiatives that widened the involvement of communities and stakeholders in shaping Local Development Documents. Key initiatives include:

- **Neighbourhood Planning:** that enables communities to write their own plans to shape development within their neighbourhood
- The **Duty to Cooperate:** the Council is required to cooperate with other authorities, statutory bodies and organisations when producing Local Development Documents
- **Consultation before applying for planning permission:** a requirement for planning applicants to consult local communities before applying for planning permission

In recognition of more recent reforms, the Government published revised Local Planning Regulations in 2012 (The Town and Country Planning (Local Planning) (England) Regulations 2012) with subsequent updates in amendments to these Regulations. In particular, these relate to a simplified plan preparation process, with fewer formal stages and quicker plan preparation, and the increased use and availability of electronic communications such as email and the web.

The Council is now preparing a new Northampton Local Plan (Part 2) which will contain the planning policies and proposals that will help shape the future of the Borough. It was therefore considered a suitable time to review the previous SCI alongside the preparation of the new Local Plan.

Part B: Principles of Engagement

This section sets out the general principles of community engagement and explains how the Council will consult, and the expectations it has, with those organisations or individuals proposing to submit or comment on planning applications or wishing to become involved in plan making.

Our Approach

The Council believes that where local people are given an effective involvement in future planning proposals, the result is greater satisfaction and understanding of the way planning decisions are made and ownership of outcomes.

Effective and widespread involvement of communities in the planning process is a key objective of the planning system. Local communities can expect to be listened to through meaningful and effective consultation and can expect that their views will be given fair consideration.

Undertaking consultation is a fundamental part of the planning process and it is resource intensive. Consultation generally incurs direct costs in terms of resources and staff time. The Council will aim to use the most cost effective methods of consultation, whilst balancing the need to carry out the highest standards of consultation.

The commitments in this SCI are framed by corporate Council strategies about community engagement, as well as being informed by consultation and other feedback.

Principles of engagement in planning

The Council's approach to community engagement is underpinned by the following principles:

- **Engaging the community and stakeholders in the early stages of plan-making and at subsequent stages**, for example at stages where they can influence the content and focus of policies and where issues can be more easily addressed
- **Encouraging pre-application advice**, by advising applicants to discuss future development proposals prior to submitting a planning application
- **Undertaking meaningful consultation**, before applications for major development are submitted
- **Establishing a sense of identity with the local area**, creating a local sense of pride and greater sense of 'community'
- **Reaching out to those whose voices are seldom heard**, being inclusive, fair and representative in the plan-making process
- **Empowering communities through supporting localism**, supporting Neighbourhood Planning and other community-related planning activities
- **Providing the opportunity for feedback**, the Council will consider all comments received through consultations on policies and make appropriate changes accordingly and explain the response. The Council will also explain how comments on planning applications have been taken into consideration in officer's reports.
- **To achieve value for money** – ensuring consultation is worthwhile and achieves value for money by balancing cost and time constraints and Council resources, ensuring that consultation is appropriate and proportionate to the issues being considered and the communities affected.

In undertaking consultation with the community and stakeholders, the Council will adhere to the principles of 'The Consultation Charter' (<http://www.northampton.gov.uk/info/200024/consultations/653/consultation-toolkit/11>) set out by the Consultation Institute as follows:

- Integrity
- Visibility
- Accessibility
- Transparency
- Disclosure
- Fair Interpretation
- Publication

The Council will expect Statements of Consultation to show evidence of these principles, observing these principles will assist organisations in demonstrating a commitment to best practice.

The Consultation Charter principles are included in the Council's [Consultation Toolkit](#). The Consultation Toolkit is essentially a corporate, internal guide outlining issues to consider when undertaking consultation. It provides an overview which has assisted the preparation of this SCI.

The methods of engagement used will need to be appropriate to the type and scale of consultation being undertaken, as well as recognising appropriateness and reasonableness in terms of cost. The approach used will therefore vary, in terms of both plan-making (for example if consulting on a detailed Local Plan review or a specific policy through Supplementary Planning Documents) and Development Management (for example if consulting on major or minor development proposals).

The **Council's Corporate Plan** describes its responsibility for encouraging individuals, communities and groups to get involved in planning in order to strengthen integration and cohesion within communities, and foster a sense of pride across the town.

The Corporate Plan includes several key priorities and business development priorities, of which the following are most relevant to community engagement:

- Love Northampton
- Empowering Communities

Linked to each priority are a set of outcomes the Council wishes to achieve, together with a list of actions it will undertake. The Council's Corporate Plan has been taken into account in drafting the Statement of Consultation and can be found at the following link:

<http://www.northampton.gov.uk/corporateplan>

How can you get involved?

The Council is keen to encourage the community to express their views on matters of concern or of interest to them. As a starting point the Council will list all key consultation activities through its website at: www.northampton.gov.uk

A Consultation and Engagement Strategy

The scale and type of community involvement in planning needs to be proportionate and appropriate, as well as reasonable in terms of cost. To reflect this aspiration before undertaking substantial work in plan making the Council will produce a Consultation and Engagement Strategy at key stages in plan production. This will set out in further detail the approach in relation to “who, when, and how” to consult. Applicants seeking major development proposals will be expected to publish a Consultation and Engagement Strategy in consultation with Development Management in the early stages of drawing up development proposals.

Whilst detailed guidance is provided in respect of the expectations of consultation for Plan Making and Development Management in sections C and D of this Statement, a Consultation and Engagement Strategy for all significant consultation exercises will address the following:

- Set out who is to be involved and why

- Set out the key milestones for plan making (or similar for major development proposals) along with key dates for consultation, indicating when people will be involved
- Outline the specific consultation and engagement methods of how people are to be involved and how they can respond
- Provide details of document availability
- Explain how feedback will be provided and how comments have been taken into account

The following table lists key activities and methods to consider when putting together a Consultation and Engagement Strategy. These should be incorporated as appropriate to the scale and type of consultation proposed to be undertaken.

Table 1 Possible Methods of Community Involvement

Informing the community activities	Consultation method
Social media and press coverage	Information
Website/ e-communication	Information/Surveys/Questionnaires
Local Advertisements	Public notice
Promotional Literature/Exhibitions	Workshops/Information
Meetings/Briefings	Information/Questionnaires/Workshops
Articles and newsletters	Information

The following list includes some of the local types of community groups that we may consult with:

- Residents associations
- Park management committees
- Community and voluntary sector networks
- Community Forums

Part C: Plan Making

The Council's Planning Policy section is responsible for plan making. Plan making sets out how an area will develop over time and provides a guide for future development.

This part of the SCI sets out the Council's standards and approach for consulting the community in the preparation of and revisions to plans and explains who, how and when the Council will consult when preparing planning policy documents.

The legal requirements for consultation and community involvement in plan-making are set by the Government in legislation including The Town and Country Planning (Local Planning) (England) Regulations 2012 as amended. The Regulations set out the procedure to be followed by local planning authorities in relation to the preparation of local plans and supplementary planning documents including who is to be consulted and which documents must be made available at each stage of the process. However the Regulations do not specify how communities or stakeholders should be involved and accordingly there is flexibility as to how and to what detail the Council undertakes its own process of engagement. Further, the scale and extent of this may vary depending on the subject of the planning document.

The Council is mindful that best practice guidance sets out the benefits of effective consultation and the Council will look to achieve this by building on the basis of the statutory requirements, as outlined in this Statement.

The Plan-making Process

The Planning and Compulsory Purchase Act 2004 (as amended) requires local planning authorities to prepare Local Plans that will guide future planning of development within their area.

It also provides for the Council to review its local plans and to publish a timetable for the preparation of future planning documents which are to become part of the Local Plan. This is referred to as a **Local Development Scheme** (LDS). The current Local Development Scheme can be found at the following link:

http://www.northampton.gov.uk/info/200205/planning_for_the_future/1746/

The Local Plan for Northampton is currently made up of the West Northamptonshire Joint Core Strategy Part 1 (2014), saved policies from the former Northampton Local Plan (1997) and the Northampton Central Area Action Plan (2013). These Plans set out the strategy for development and detailed policies for making decisions on planning applications.

Local Plans are the principal documents in terms of plan making; they set out the planning objectives for the area, identify site allocations for development and provide policies for determining planning applications. The Plans produced provide either strategic guidance (Part 1) or local guidance (Part 2).

In addition to Local Plans there are a number of other policy documents that the Council produces or assists in the preparation of:

Supplementary Planning Documents, these provide additional guidance and interpretation to support policies in the Local Plan. They can provide guidance on specific sites, or on specific planning issues, such as design. They are a material consideration in planning decisions. Although they are not subject to independent examination, they will undergo public consultation.

Sustainability Appraisals, these will be produced by the Council alongside local plans and, where appropriate, supplementary planning documents. They examine the social, economic and environmental impacts of policies or proposals in order to promote sustainable development and will be subject to formal stages of consultation.

Neighbourhood Plans (NPs) are plans drawn up in some neighbourhood areas, which set out the local communities' vision, aims, policies and proposals for their designated area. The making of a Neighbourhood Plan is subject to majority support at a local referendum and examination by an Independent Examiner. NPs can add detail and local objectives to the Council's Local Plan. The Council will support neighbourhood planning groups in the preparation of Neighbourhood Plans and Neighbourhood Development Orders (NDOs). The

Council will also support neighbourhood planning groups in the modification of NPs and NDOs. The Council will set out in a guidance note, published on the Council's website at https://www.northampton.gov.uk/info/200205/planning_for_the_future/1839/neighbourhood_planning-general_guidance , the assistance it will give to neighbourhood planning groups. In general, the approach to consultation will be a matter for the individual Neighbourhood Planning groups in preparing their plans and is therefore outside the scope of this Statement.

Annual Monitoring Reports, the performance of plans and policies are reviewed through the Annual Monitoring Report. They are not consulted upon, as a factual document, but they do provide evidence of how effective policy has been.

How can you get involved in the preparation of Planning Documents?

Much of the plan-making process is set out through legal requirements which need to be met in order to produce a sound Plan. However, the Government does not regulate the precise detail of how plans should be prepared and there are areas of flexibility which provide opportunity to reflect local aspirations and issues. The Council will take this into account in the way its approaches engagement with the local community and stakeholders in shaping future development.

Different levels of involvement may be appropriate at different stages of consultation, for example:

- **Participation** – interactions between the Council and the community and/or stakeholders to identify issues and exchange views
- **Consultation** - asking for the views of the community and stakeholders
- **Information-sharing** - providing information to the community and stakeholders

Sometimes it will be more appropriate to gather a wider-range of less detailed comments using methods such as questionnaires and surveys. This is often a good way to collect views from a large number of people, although it does not generally provide much opportunity for an in-depth discussion of the issues.

At other times we will need to talk to people in more detail, such as through workshops or meetings with specific groups, to gain a deeper understanding of views. When undertaking consultation on planning policy documents, a variety of methods to reflect the topic matters and to try to reach the different community groups that may be affected will be used.

Potential engagement opportunities are set out in the table below for the main types of policy document that the Council will produce.

Table 2 Engagement Opportunities

Local Plans/ Sustainability Appraisals	Issues stage and Options stage
	Publication of a Local Plan
	Submission Plan
	Examination
Supplementary Planning Documents	Early Engagement
	Formal Consultation
Neighbourhood Plans	Neighbourhood Area Designation
	Neighbourhood Forum or Parish Council
	Neighbourhood Plan Examination

The preparation of the Local Plan should follow the principles of community involvement and be:

- Appropriate to the level of planning
- Provide a sense of ownership of local policy decisions
- Continuous and part of an on-going programme, with clearly articulated opportunities for continuing involvement
- Transparent and accessible, whilst using methods appropriate to the communities concerned; and

- Planned as an integral part of the process for making plans

As far as possible documents prepared as part of the Local Plan preparation and other planning policy documents will be written in Plain English. Due to the required regulatory and technical nature of some documents this may not always be possible, in these cases one or all of the following may be provided to assist communities and individuals understanding and participation: Non-technical Summary, Plain English leaflets and Frequently Asked Questions.

The table below shows the different stages of Local Plan preparation. This represents a minimum standard required by the Regulations (The Town and Country Planning (Local Planning) (England) Regulations 2012) as amended. The Council is able to carry out additional consultations if appropriate.

Table 3 Key Stages of the Local Plan Making Process:

Stage of the Plan making Process	What is involved?
Stage 1 Development of evidence base	Background research and evidence gathering to inform the Local Plan
Stage 2 Preparation of a Local Plan (Regulation 18)	Council will inform stakeholders and the public that the Local Plan is being produced and consults on the scope of the plan and the issues and options it should consider. The evidence base and representations from stages 1 and 2 inform the preparation of the Local Plan.
Stage 3 Publication of a Local Plan (Regulation 19)	Formal stage leading up to consideration of the plan by the Secretary of State. The Local Plan will be published for consultation for a 6-week period
Stage 4 Submission to the Secretary of State (Regulations 22)	After consideration of the representations received at stage 3, the Council will submit the Local Plan to the Secretary of State for Examination.
Stage 5 Independent Examination (Regulation 24)	The Local Plan is publically examined by an Independent Planning Inspector taking into consideration the soundness of the plan.

<p>Stage 6 Receipt of Inspector’s Report and Adoption (Regulation 25 and 26)</p>	<p>If the Inspector finds the Local Plan sound, the Council can then proceed to adopt the Local Plan (this may be preceded by further proposed modifications).</p>
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Keeping You Informed

Throughout the process of preparing planning policy documents, from the earliest stages through to adoption, community and stakeholders will be kept informed of progress as follows:

- The latest version of any formally published consultation documents will be made available on the Council’s website;
- A database of all interested parties wishing to receive information on key consultation stages will be maintained by the Council;
- The Council will acknowledge all representations received by electronic means (email or online forms) at formal consultation stages;
- Reports to Cabinet and Council will be available on the Council’s website and these meetings are held in public;
- The Council will inform those who asked to be notified when the document has been submitted to the Secretary of State and will publish a consultation summary report on the Council’s website together with the representations submitted at the Publication stage. These representations will be made available for public inspection and will be identifiable by name or organisation;
- Any person who makes representations seeking to change a development plan document may request the opportunity to appear before the person carrying out the Examination;
- The final, adopted Plan will be published on the Council’s website; and
- Information will be supplied on the Council’s website to provide an up-to-date position on the progress of the plan whenever possible and a planning policy email inbox will be made available for the community and stakeholders to assist with further enquiries.

Part D: Development Management

The Statement of Community Involvement also sets out the Council's policy for consulting the community on planning applications.

1. Pre-application stage

Pre-application advice

The Council encourages all applicants to discuss future development proposals with the Council prior to submitting a planning application. The Planning Officer can advise on the general acceptability of proposals before they are submitted and explain what information is likely to be required to enable the determination of an application.

Pre-application advice is provided on request and a schedule of charges is available on the Council's website (http://www.northampton.gov.uk/info/200206/planning_applications).

Consultation before applying for planning permission

In respect of major development proposals the Council requires developers to undertake pre application discussions and to engage in early community consultation. The Council must register valid planning applications, however failure by the developer to effectively consult the community in advance may lead to objections being made, which could be material to the determination of the application. The aim of the process should be to encourage discussion before a formal application is made and therefore to avoid unnecessary objections being made at a later stage.

When submitting an application for major development (see Table 4) the applicant must therefore demonstrate that:

- The application for major development was publicised in a manner that brings it to the attention of the surrounding community
- Specified persons, bodies or organisations have been consulted appropriately
- Appropriate regard has been given to consultation responses in shaping a proposal for major development

Evidence submitted by the applicant of effective and representative engagement with the local community and stakeholders will be assessed according to the requirements of the relevant Town and Country Planning Acts and associated Regulations.

The Council considers that developers have a key role to play in engaging with local communities and helping them to understand what is proposed, listening to concerns and engaging in dialogue to seek to resolve these. Carrying out a Community Involvement Exercise is not a mandatory requirement when submitting a planning application, but the Council considers that genuine engagement with the surrounding community before the submission of a formal application can be beneficial for all those involved. Developers should contact the Council before commencing a Community Involvement Exercise to agree the scope of the exercise and the methods that will be employed. Table 1 (see page 8) includes a list of possible methods of community involvement.

Community involvement is the process of:

- explaining proposals to residents, workers and users of the area around the site of the proposed development
- requesting the views of people in the community
- considering those views
- where appropriate, amending the proposals to take those views into account.

The Council considers that a genuine Community Involvement Exercise can:

- provide an ideal opportunity for an explanation of proposals before minds are made up, possibly on the basis of inaccurate information
- potentially save time in obtaining a decision on a planning application
- produce more certainty about the outcome
- increase transparency
- create a more acceptable development
- avoid appeals and call-in procedures.

A large range of proposals could benefit from Community Involvement. These are set out below along with the thresholds beyond which a Community Involvement Exercise should be completed.

Table 4 Proposed thresholds for carrying out a Community Involvement Exercise

Type of Proposal	Threshold
Industrial and commercial development	1500 sq.m or above
Residential development	100 dwellings or sites of 3 ha or above
Major infrastructure projects such as roads, pipelines or overhead power lines	All proposals
New educational or institutional buildings	All proposals for new sites Extensions of 1000 sq.m or above

The Council considers that there are three stages to completing a Community Involvement Exercise:

- carrying out a Community Involvement Appraisal to determine the nature and extent of the Exercise
- carrying out a Community Involvement Exercise
- completing a Community Involvement Submission to record the Community Involvement Exercise and the outcome.

2. Planning Application Stage

The legal requirements for consultation and community involvement in planning applications is set by the Government in legislation including The Town and Country Planning (Development Management Procedure) (England) Order 2015 as amended.

Publicising planning applications

The Council is required to publicise all planning applications it receives in accordance with The Town and Country Planning (Development Management Procedure) (England) Order (2015).

The table below sets out the required publicity for various types of development:

Table 5

Type of Development	Publicity required
Development where the application is accompanied by an Environmental Statement	<ul style="list-style-type: none"> • Notice in local newspaper • Site notice
Departure from the Development Plan	<ul style="list-style-type: none"> • Notice in local newspaper • Site notice
Development affecting a public right of way	<ul style="list-style-type: none"> • Notice in local newspaper • Site notice
Major development	<ul style="list-style-type: none"> • Notice in local newspaper • Site notice <i>or</i> neighbour notification
Development affecting a listed building or its setting	<ul style="list-style-type: none"> • Notice in local newspaper • Site notice <i>or</i> neighbour notification
Development affecting a Conservation Area or its setting	<ul style="list-style-type: none"> • Notice in local newspaper • Site notice <i>or</i> neighbour notification
Other development	Site notice <i>or</i> neighbour notification

To ensure the planning process is equitable and representative, the Council will engage as appropriate with those [groups listed in its published Consultation Toolkit](#).

Notifying neighbours

In cases where neighbours are to be notified this will be undertaken in writing, either electronically or by letter.

Other publicity methods

The Council will put up site notices on site when required and also publishes on its website a weekly list of all applications received.

Parish Councils and Neighbourhood Forums

Parish Councils and Neighbourhood Forums, (and, where appropriate on significant applications, known Residents Associations and local community groups) are notified of individual planning applications in their area. If the Planning Officer considers the development is likely to have a wider impact, neighbouring Parish Councils and Neighbourhood Forums may also be notified.

Applicant's responsibility

Applicants are required to publicise applications

- a) where an Environmental Statement is submitted, after the application has been made to the Council;
- b) certain types of development for agriculture, forestry and for the demolition of buildings.

The Council also requires that a site notice is posted and a copy is submitted with the application.

Notification period

The table below outlines the time period within which comments can be made on a planning application:

Table 6

Method of publicity	Consultation period
Notice in a local newspaper	21 days from date of publication
Site notice	21 days beginning with the date that the notice was first displayed
Neighbour notification letter	21 days beginning with the day on which the notification letter was delivered
Website	21 days from date of publication

Where revised plans are submitted as part of a planning application these will be given a reduced consultation time period.

How to view planning applications

Planning applications and supporting documents are available to view online via the Council's website www.northampton.gov.uk.

Planning applications and supporting documents are also available for inspection at Northampton Borough Council's offices at the Guildhall where a Planning Officer will also be available to offer advice and answer questions with prior appointment. Office opening

hours are published on the Council's website. Parish Councils and Neighbourhood Forums are also sent electronically a copy of every application submitted within their parish or neighbourhood area.

Commenting on a planning application

Comments on planning applications should be made by email to planning@northampton.gov.uk or by using the online form available on the Council website at www.northampton.gov.uk and must include the respondent's name and address.

Comments may also be submitted by letter, posted to: **Regeneration, Enterprise and Planning, Northampton Borough Council, The Guildhall, St. Giles Square, Northampton, NN1 1DE.** (Quoting the application reference number and/ or site address).

Please note that letters will not be acknowledged by return. If you wish to receive an acknowledgement of receipt of your comments, please provide a valid email address or a stamped, self-addressed envelope.

All comments must be submitted in writing within the 21 day consultation period indicated.

All comments made in respect of a planning application will be:

- placed on the application file to enable the Planning Officer to have regard to the comments when determining the application
- considered as background papers (as defined in the Access to Information Act 1985) and accordingly will be made available for public inspection and published on the Council's website
- published on the Council's website including the respondents name and address

The following will not be accepted:

- **comments made anonymously** - all submissions must include the respondent's name and address
- **comments on social media sites** - all comments for consideration must be submitted direct to the Council , using the methods described above.

The Council will advise those who submit comments on a planning application of the date that the application will be considered by Planning Committee .

3. Decision-making stage

Determining planning applications

Northampton Borough Council is the Local Planning Authority responsible for determining most types of planning application which lie within its administrative area. Planning applications are determined against the Development Plan and other material considerations. Often, planning permission may be granted subject to conditions to ensure that the development is acceptable, or to prevent certain impacts or activities arising from the proposal.

Northamptonshire County Council is responsible for determining certain types of planning application, including proposals for minerals and waste development and operational developments on land within their ownership.

How a decision is taken

There are two ways to make decisions on planning applications which are determined by Northampton Borough Council:

Planning Committee:

The Planning Committee¹ comprises elected Councillors and is responsible for making decisions on applications received by the Council (excluding those which fall within delegated powers unless the application is called in by a councillor for determination by Planning Committee. The Committee meets at the Guildhall, (dates and times available via the Council's website). The meetings are public and everyone is welcome to attend and listen to the debate. Individuals may also be allowed to speak at Planning Committee through prior arrangement with the Council's Democratic Services Department.

¹ Planning Committee webpage including calendar of meetings
http://www.northampton.gov.uk/info/200206/planning_applications/1795/the_planning_committee

Delegated decisions:

The Council receives in excess of 1,000 applications each year, and it is impractical for all applications to be determined by the Planning Committee. Planning legislation permits the Borough Council to delegate the determination of certain planning applications to officers rather than the Planning Committee.

The outcome of a planning decision

A decision notice will be sent to the applicant, explaining the reasons why a planning application has or has not been granted planning permission. Where planning permission has been granted the decision notice will include any conditions placed upon the development. Planning decisions are published on the day of issue on the Planning page of the Borough Council's website (www.northampton.gov.uk/planning) under the relevant planning application number. The decisions can be viewed and downloaded by members of the public. If third parties making representations to an application have supplied the Planning department with an email address they will be informed by email of the planning decision.

Applicants have the right to appeal against conditions or refusal of permission. Such appeals must be lodged within the timescale shown on the relevant planning decision notice. The Council will write to individuals and organisations that have made representations to a planning application to inform them if an appeal has been made against the decision. The individual or organisation will have the opportunity to make further comments, by writing to the Planning Inspector handling the appeal.

Useful Links

Documents referred to in this Statement of Community Involvement are listed below. Where online versions are available, links have been provided.

Document	Source
<u>Central Area Action Plan</u>	http://www.northampton.gov.uk/info/200205/planning_f_or_the_future/1748/central_area_action_plan_caap
Consultation Charter (Consultation Institute)	http://www.consultationinstitute.org/#/consultation-charter/4572480510
Consultation Institute	http://www.consultationinstitute.org/#/about-us/4562374242
Definition of Major Development	In respect of residential development, the provision of 10 or more dwellings, or a site of 0.5 hectares or more; in respect of non-residential development, new floor space of 1,000 square metres or more, or a site of 1 hectare or more.
List of Statutory Consultees	http://planningguidance.planningportal.gov.uk/blog/guidance/consultation-and-pre-decision-matters/table-2-statutory-consultees-on-applications-for-planning-permission-and-heritage-applications/
<u>Localism Act 2011</u>	http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted
<u>National Planning Policy Framework</u>	https://www.gov.uk/government/publications/national-planning-policy-framework--2
Northampton Borough Council Consultation Toolkit	http://www.northampton.gov.uk/info/200024/consultations/653/consultation-toolkit/
Northampton Borough Council Corporate Plan	http://www.northampton.gov.uk/corporateplan
Planning Portal	https://www.planningportal.co.uk/
<u>West Northamptonshire Joint Core Strategy</u>	http://www.westnorthamptonshirejpu.org/connect.ti/website/view?objectId=2737424