

Causeway Coast and Glens Borough Council

Planning Committee

Statement of Community Involvement (SCI) – Public Consultation

To: Planning Committee

Date: 28th October 2015

For Decision

Linkage to Corporate Plan	
Strategic Theme	Protecting and Enhancing our Environments and Assets
Lead Officer	Sharon Mulhern
Cost: (If applicable)	£0 - approx. £350

1.0 Background

- 1.1 Councils are required, under Section 4 of the Planning Act (NI) 2011 to prepare a Statement of Community Involvement (SCI).
- 1.2 The Planning (Statement of Community Involvement) Regulations (NI) 2015 set out the minimum requirements for the SCI; including its form, content and availability. S.5 of the regulations require a Council to *“consider whether it is appropriate to invite representations from persons who have an interest in development in its area.”*

2.0 Detail

- 2.1 A draft Statement of Community Involvement (attached at Appendix 1) was presented and agreed at the Planning Committee on 24th June 2015. This draft document is an outline of how Council proposes to engage with both the local community and key stakeholders in exercising its planning functions. This includes the preparation of its Local Development Plan and in the determination of planning applications within the Borough.
- 2.2 The draft SCI was produced under the guidance contained within the DOE Development Plan Practice Note 02: Statement of Community Involvement (SCI), published in April 2015 to guide all new councils in the preparation of this document.
- 2.3 Public Consultation on this document is not mandatory under current legislation, therefore the decision whether to undertake it and seek representation is at the discretion of Council.

2.4 As such there are two options for Members to choose from, as follows;

Option 1 - Consult on SCI;

2.5 In this case it is suggested that a public consultation period of 8 weeks is appropriate. The Public Consultation document will be made available on the Council website and at the local planning office for inspection. The Public Consultation Process will also be advertised in the local paper and on the Council website.

Option 2 – Do not consult on SCI;

2.6 In this case the Head of Planning will prepare a final version of the SCI for presentation to, and agreement of, the Planning Committee. The agreed SCI will be presented to Full Council for ratification prior to submission to the Department of the Environment (DOE) for agreement. Following agreement with the DoE the SCI will be published on the Council's website.

3.0 Financial Implications

3.1 Advertisement costs in the local press are approx. £350 for one advert in The Chronicle. This advert will cover the entire Borough.

4.0 Other Implications

4.1 Public consultation on the SCI will have a knock on effect on the Local Development Plan Work Programme going forward as resources will be required to receive, monitor and consider all representations received. However, Members will be kept informed of this process.

5.0 Recommendation

IT IS RECOMMENDED that Members decide on their preferred option.

Appendix 1

Draft Statement of Community Involvement

STATEMENT OF COMMUNITY
INVOLVEMENT
(SCI)
DRAFT

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1.0 Introduction

1.1 The transfer of the majority of planning functions from Central to Local Government represents the most significant change to the Northern Ireland Planning System since the early 1970's. This change brings with it a real opportunity for all citizens within this Borough to become fully involved in shaping the areas in which they live.

1.2 It is important to the Council that all local communities as well as other interested parties within the Borough are fully engaged in the planning system, including the early stages of both the Local Development Plan and Development Management processes.

2.0 What is the Statement of Community Involvement (SCI)?

Purpose

2.1 This Statement of Community Involvement (SCI) is an outline of how the Council proposes to engage with both the local community and key stakeholders in exercising its planning functions. This includes the preparation of its Local Development Plan and in the determination of planning applications within the Borough.

Legislative Context

2.2 Councils are required, under Section 4 of the Planning Act (Northern Ireland) 2011 (hereafter referred to as the "2011 Act") to prepare a SCI.

2.3 The Planning (Local Development Plan) Regulations (NI) 2015 lists the SCI as one of many "submission" documents to be submitted for Independent Examination throughout the Local Development Plan process.

2.4 The Planning (Statement of Community Involvement) Regulations (NI) 2015 sets out the minimum requirements for the SCI; including its form, content and availability.

A Vision of Participation

2.5 The SCI presents a vision and strategy for involvement at various stages of the planning process and sets out the standards to be met by the Council.

"A sustainable society must be instilled with democratic values. Its citizens must share a sense of effective participation in the decision making process. They must feel they have a say in their society's development and the skills, knowledge and ability to assume responsibility for that development."

Source: The Sustainable Development Strategy for Northern Ireland – First Steps towards Sustainability (Department of the Environment (DOE), 2006).

2.6 This SCI is a shared vision of participation in decision making and it is therefore aimed to ensure that:

- (i) Everyone has an early and informed opportunity to express their views on the development of the Borough and have it considered before decisions are made;
- (ii) All groups in our community, regardless of religious belief, political opinion, racial group, age, sex, marital status, physical ability, sexual orientation, and those with and without dependants are enabled and empowered to participate.

2.7 It is intended to adopt a proactive and timely approach to community involvement through a process of providing clear information and encouraging participation during plan preparation and planning application submission, assessment and determination. The process will, therefore, be informative, user friendly, as inclusive as possible, and conducted in an open and transparent way. Every effort will be made to engage the community, record views and provide feedback.

LOCAL DEVELOPMENT PLAN

3.0 Local Community Involvement in the Preparation of the Local Development Plan

Purpose

3.1 The purpose of the Causeway Coast and Glens Borough Council Local Development Plan, comprising the Plan Strategy and Local Policies, is to inform the general public, statutory authorities, developers and other interested bodies of the policy framework and land use proposals that will implement the strategic objectives of the Regional Development Strategy (RDS) 2035, take account of the Council's Community Plan and guide development decisions within Causeway Coast and Glens Borough Council Area up to 2025 (see Fig's 1 and 2 at Appendix 2 for links to other documents).

Who Can Get Involved?

3.2 Anyone who wishes to get involved in the preparation of this local development plan will be encouraged to do so at the opportunities provided as detailed at Table 2 in Appendix 1. In particular, the views of the following groups of people will be sought:

- People living within the Borough/neighbourhoods;
- Elected representatives;
- Voluntary groups;
- Community forums/groups/umbrella organisations, etc;
- Environmental groups;
- Residents groups;
- Business interests; and
- Developers/landowners.

3.3 Elected Members, forums and community and residents groups provide a voice for the local community. Other voluntary and interest groups also bring a special knowledge and can ensure that important concerns are raised and discussed.

Empowering Disadvantaged and Under-Represented Groups

3.4 The Northern Ireland Act 1998 requires a public authority, in carrying out its functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity between:

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- men and women generally;
- persons with a disability and persons without; and
- persons with dependants and persons without.

3.5 In addition, without prejudice to the above obligations, public authorities are required to have regard to the desirability of promoting good relations between persons of different

religious belief, political opinion or race. The above “Section 75 groups” are important participants within the planning process and include people who traditionally have been under represented or disadvantaged. These groups will be targeted through the consultation process on the local development plan in order to obtain their views and contribute to the consideration of equality issues under Section 75. Their views on any equality screening documents or draft Equality Impact Assessments (EQIA’s) will also be sought within the specified period for comment along with the draft Plan Strategy and draft Local Policies Plan.

3.6 To ensure that the Local Development Plan and consultation documents are accessible to everyone, they will be made available in different formats (upon request). Plain English will be used for all publications. A telephone, fax number and a text phone number will be stated on each document for people with hearing or speech impairments. If for any reason, a request for a document in a particular alternative format cannot be met, other possible solutions will be explored.

How and When Will the Community Be Involved?

3.7 The local development plan process involves a number of different stages; each presenting opportunities for community involvement (see summary Table 2 at Appendix 1). The stages are detailed at Table 1; Appendix 1. A Consultation summary table is also listed at Table 2: Appendix 1. Both tables outline the relevant actions to be taken to involve the community throughout the Local Development Plan Process. The actions will fulfil (and in some cases exceed) the statutory requirements for public consultation. The Plan Preparation Timetable (when agreed), will outline an indicative timeframe for each of the stages and will be available to view at the Council’s Planning Office and published on the Council’s website at www.causewaycoastandglens.gov.uk.

Next Steps

3.18 Following the adoption of the Plan Strategy and Local Policies Plan, Council will identify its work priorities for the next five years in a new Timetable. It may also issue a new Statement of Community Involvement (if considered appropriate).

DEVELOPMENT MANAGEMENT

4.0 Local Community Involvement in Council’s Development Management Functions

Purpose

4.1 Causeway Coast and Glens Borough Council, as the local planning authority for the Borough, deals with planning and Listed Building applications in the Borough. It also deals with applications for works in conservation areas, works to protected trees, hazardous substances consents and advertising consent. Development Management is the process through which such applications are considered. An important part of the process is to provide information and advice to applicants and to seek and take into account the views of the general public and statutory consultees on all planning applications. The statutory requirements for consultation on planning applications are set out in legislation. These requirements vary according to the type of proposal but include notification to specified bodies and general publicity.

4.2 Council receives a wide variety of planning applications and therefore needs to involve the community to differing degrees, according to the scale and complexity of the application.

This section looks at:

- how the public can become involved at the various stages of the application process; and
- how the level of community involvement will depend on the scale of the application.

Pre-Application Stage

Pre-Application Discussions (PADs)

4.3 Pre-application discussions are encouraged for a range of types of applications, both major and local. The objective of pre-application discussions should be to provide advice and information on the content, preparation and presentation of an application likely to satisfy current and relevant planning policies applicable to the proposed development. For major applications it will also enable the applicant to discuss with Council details of how the community should be involved in the decision-making process.

Pre-Application Community Consultation (PACC)

4.4 Council strives to inform and involve the wider community in helping to create better quality developments and place making. Applicants submitting **major** applications to Council (or as the case may be the DOE) must undertake community consultation before submitting their application. Council will require the following actions to be undertaken **before** the application is submitted:-

- Notify Council at least 12 weeks in advance that an application for a major planning application is to be submitted.
- Hold at least one public event where the community will be afforded the opportunity to make comment.
- Publish details of the proposal in the local press, outlining where further details can be obtained and the date, time and location of a public event.

4.5 Pre-application consultation is likely to be more successful if the applicant makes significant efforts to open lines of communication with, and provide feedback to, local communities and work with them to secure development proposals which are acceptable to everyone.

4.6 As previously stated Council would recommend all applicants considering submitting development proposals that fall within the definition of major development to seek a Pre-Application Discussion with planning officers. Where applicants fail to fully meet the pre-application community consultation requirements Council will decline to determine the planning application.

Application Stage

4.7 When a planning application is submitted for determination Council will involve the community in the decision making process. If you feel you will be affected by development proposals you will have an opportunity to consider what is proposed and how it will affect you.

You will also have the opportunity to make your views known before a final decision is made on the application.

Advertising and Neighbour Notification

4.8 Council undertakes statutory publicity in accordance with current legislation. Government may change the statutory publicity requirements and our future approach will reflect any changes that are made.

Advertising

4.9 Council will advertise all new planning applications on a weekly basis in at least one local newspaper (in accordance with Section 41 of the 2011 Act).

EIA Development

4.10 Environmental Impact Assessment (EIA) is a method for ensuring that the likely significant impact of new development on the environment are fully understood and taken into account before consent is given for the development to proceed. The Environmental Statement (ES) produced as part of an EIA, brings together (in a single or series of documents) information about a proposed development and its likely effects on the environment.

4.11 In most cases it will fall to Council to determine if the proposal is an EIA application. It should be noted that if a proposal is an EIA application it cannot be processed until the ES is received. When a developer submits an ES in support of a planning application, Council will publish a notice of its receipt in a local newspaper and indicate where it may be purchased and the address of the Planning Office where it may be inspected. Council will also allow 4 weeks (from the date the notice is first published) for representation to be made.

Neighbour Notification

4.12 The 2011 Act states that any affected occupier of land neighbouring the land to which the application relates shall be notified by serving a notice on them. Under Council's Neighbour Notification Scheme, Council will ensure that planning applications are brought to the individual attention of the **occupiers** of buildings on neighbouring land which are within 90m of the boundary of the application site.

Neighbouring land is defined as 'land which directly adjoins the application site or which would adjoin it but for an entry or road less than 20m in width'.

4.13 The Case Officer when carrying out a site inspection will also check the accuracy of the neighbour notification details supplied on the application form and may add details as considered appropriate.

4.14 The period for responding following receipt of a neighbour notification letter is 14 days, though any late representations received before a decision is made will still be considered.

Obtaining further information and getting involved in planning applications

4.15 Information on a range of planning applications may also be found within the following lists available to view on the Council's website at www.causewaycoastandglens.gov.uk:

- Schedule of application for Planning Committee
- Applications Received
- Applications Advertised
- Applications Decided

Planning applications (including supporting documents and corresponding plans) may also be viewed online at www.planningni.gov.uk as well at the Council Planning offices during normal office hours. Planning Officers are available to give advice on current or proposed applications (however, you are advised to make an appointment if you wish to speak to a particular officer).

Public Register

4.16 Council will make the planning application, plans and any associated environmental statement available on a public register in accordance with Section 242 of the 2011 Act. Each register will contain the following information:

- a copy(which may be photographic) of each application together with copies of plans and drawings submitted in relation thereto;
- the decision notice, if any, in respect of the application, including details of any conditions subject to which permission or consent was granted;
- the reference number, the date and effect of any decision of the Planning Appeals Commission (PAC) in respect of the application; and
- brief details of any revocation or modification relating to any permission or consent, including date of issue.

File Inspection

4.17 Council will make the application file available for inspection, by appointment. Costs will be charged in line with the Council's agreed charging structure. (The amount of information held on file will be dependent on the relevant stage at which the application is at within the planning process.

Submitting Comments

4.18 Individuals, groups and organisations can comment on a planning application even if they have not been neighbour notified by Council in relation to that proposal. All comments will be carefully considered. Care should be taken when making comments to Council to ensure that no personal data is included. Comments must relate to planning matters only and to the proposal that is the subject of the planning application.

4.19 When a decision is made on a planning application only certain issues are taken into account, these are often referred to as 'material planning considerations'. Material considerations must be genuine planning considerations. The basic question is not whether owners and occupiers of neighbouring properties would experience financial or other loss from a particular development, but whether the proposal would so unacceptably affect amenities and the existing use of land and buildings that ought to be protected in the public interest.

4.20 Generally, greater weight is attached to issues which are supported by evidence rather than solely by assertion. It should be noted, however, that if an identified problem can be dealt with by means of a suitable planning condition, Council is required to consider this as an alternative to refusing an application.

4.21 You may make comment in either of the following ways:

By email to: planning@causewaycoastandglens.gov.uk

By post to: Causeway Coast and Glens Borough Council
Planning Office
County Hall
Castlerock Road
Coleraine
BT51 3HS

*(Please quote the application number at all times)

4.22 All written comments on an application will be acknowledged within five working days. Council may be unable to respond to each individual comment made due to the large number it receives, however, all comments will be summarised and fully considered within the Planning Officer's report. The acknowledgement letter will set out who is dealing with the application and who to contact if there are any questions. Council will not normally contact the respondent again until after a decision is made by the Planning Committee, the proposal is significantly altered or is withdrawn.

4.23 Council may, if it considers it appropriate to do so, stage public exhibitions, issue press releases or arrange public meetings to provide information about major developments or proposals which it considers may have particular significance and/or wide-spread effects on communities.

4.24 Your local councillor has the ability to request that an application be determined by the relevant planning committee by writing to the Head of Planning within 25 working days of the application being validated and stating the planning reasons why the application should be decided by the Planning Committee rather than delegated officers. The Head of Planning and Chair of the Planning Committee will decide if they consider the information provided justifies referral of the application to the Planning Committee. It should be noted that oral, anonymous or defamatory comments cannot be taken into account. Therefore you should ensure that your comments relate only to relevant planning matters and the proposed development.

4.25 Council will consult with a range of Statutory Consultees (see Appendix 3 to assist in the determination of an application. If a representation raises issues that are relevant to the responsibilities of the consultee (e.g. road safety) the representation will be copied to the appropriate consultee for consideration and comment. Council will carefully take any comments made into account before a decision is made. All comments are scanned and added to the web site once personal data has been removed (it should be noted that typed names and addresses remain visible).

4.26 Council may negotiate changes to applications where these are deemed expedient. Reconsultation (for 14 days) will take place on minor changes only if Council considers that they raise new issues that could lead to further comment. If any change is considered to be substantive, Council may decline to treat it as an amendment and a new application may be invited.

Community Involvement at the Planning Committee Stage

Scheme of Delegation

4.27 The majority of planning applications submitted to Council are determined by Council appointed planning officers using delegated powers (i.e. these “delegated” applications do not require to be brought before the Planning Committee for a decision to be taken). The circumstances under which an application can, or cannot, be determined using delegated powers are set out in Council’s **Scheme of Delegation**.

4.28 The Scheme of Delegation was approved by Council at the Shadow Planning Committee held on 28th January 2015 and by DOE on 1st April 2015. It will be subject to regular review. As well as determining planning applications, under this scheme Council will administer the Local Development Plan, enforcement of planning and the processing of other relevant planning consents.

4.29 The document can be accessed at www.causewaycoastandglens.gov.uk. A copy is also available for inspection at the Council Planning Office.

Protocol for the Operation of the Planning Committee

4.30 Applications which do not fall within the Scheme of Delegation must be presented to the Council Planning Committee for decision. Council’s **Protocol for the Operation of the Planning Committee** sets out the detailed procedures for this Committee (which are not already covered by Council’s Standing Orders and Councillor’s Code of Conduct). The protocol was adopted by Council on 11th February 2015. The document can be accessed at www.causewaycoastandglens.gov.uk.

4.31 The main role of the Planning Committee in relation to Development Management is to consider applications made to Council as detailed in the adopted Scheme of Delegation and decide whether they should be approved or refused. The decisions of the Planning Committee are taken under full delegated authority and therefore do not require to go before full Council for ratification.

Enforcement

4.32 The Planning Committee has an overseeing role in relation to Council’s Enforcement function. Decisions on enforcement cases are however delegated to appointed planning officers who present a quarterly report to the Council Planning Committee on performance, including; number of cases opened, cases closed, notices issued and convictions obtained. The Planning Committee may request a report from planning officers on any enforcement matter however they cannot take a decision in relation to it. It should also be noted that planning officers must exercise discretion when discussing sensitive enforcement matters at the Planning Committee to ensure that any future legal proceedings are not prejudiced

Pre-determination hearings and speaking at the Planning Committee

4.33 For those major applications that have been notified to the DOE but have been returned to Council for determination, the applicant will be afforded the opportunity of appearing and being heard by Council.

4.34 When any planning application goes before the Planning Committee, Council will also offer those who have made representations the opportunity to speak at the meeting and make direct representation to elected members. All parties wishing to address the Committee must register, in writing (which includes emails), their wish to do so with the Council’s Chief Administrative Officer/Committee Clerk by 12noon at least three working days before the meeting.

4.35 In lieu of speaking, Elected Members and the public may submit representations in writing for consideration by the Committee. All written representations must be received by the Head of Planning at least 3 working days prior to the Planning Committee. These will be reported to the Committee in an update report and circulated on the day of the meeting.

Community Involvement after a Planning Application has been determined (Post Application Stage)

4.36 A notification of decision letter is sent to the applicant/agent and all people who have responded to the consultation on the planning application, informing them of Council's decision and the reason for that decision. The decision is recorded on the Council website and in the statutory Planning Register. If it is a case that has been considered by the Planning Committee, it can be found either by contacting the Planning Development Management team the day after the Committee meeting, or by viewing the minutes of the meeting.

Involving the Community When an Appeal is made against a Planning Refusal/Granted Conditions/Enforcement Notice

4.37 Only applicants and those upon whom notices have been served have the right of appeal. There are no third party rights of appeal. Where an applicant is unhappy with Council's decision on an application or a condition attached to a permission, he/she may appeal to the Planning Appeals Commission (PAC). An applicant may also appeal to the PAC where Council has not determined an application within the relevant period prescribed by the Planning (General Development Procedure) Order (Northern Ireland) 2015. Where such an appeal is lodged, the application is deemed to have been refused. Appeals must be lodged with the PAC within four months from the date of notification of Council's decision, or expiry of the prescribed period as the case may be. Details on how to lodge an appeal are available on the PAC website at www.pacni.gov.uk.

4.38 All those people who responded on the original planning application (that is the subject of the appeal) will be advised that an appeal has been received, and provided with an opportunity to make their views known. Copies of letters already submitted will be forwarded to the PAC. For hearings and public inquiries, the interested parties have the opportunity to make their views known verbally to the PAC.

Community Involvement in Planning Enforcement

4.39 Council encourages the community to report cases where they believe there has been a breach of planning control. A breach of planning control occurs when development or other certain activities take place without the necessary planning permission or consent from either Council or the DOE. This may also include failure to carry out development in accordance with approved plans or conditions.

4.40 All planning enforcement related complaints are treated confidentially. If the complaint results in a planning application being submitted, then this application will be publicised in the normal manner and adjoining neighbours and complainants notified. Complainants are given leaflets explaining enforcement notices.

4.41 In cases where planning enforcement action is taken, complainants are informed of the action. In cases where enforcement action is not taken, a full explanation providing Council's reasons will be sent to the complainants. Many initial complaints relate to non-enforcement issues in the district, such as householder permitted development type extensions or

alterations to a dwelling house. In such cases, Council will provide the complainant with the guidelines for 'permitted development' which do not require planning permission.

4.42 Please note that due to data protection requirements the Council cannot provide updates on specific enforcement cases while the case is ongoing.

4.43 Council's priorities for enforcement action are contained within its Enforcement Strategy. The Enforcement Strategy is subject to regular review and a public consultation exercise will form part of this review process.

Community Involvement in Supplementary Planning Guidance (SPG)

4.44 Council will also prepare non-statutory planning guidance to support its development plan. Supplementary planning guidance (SPG) includes for example design guides and advice notes. These will be published for public consultation and comment prior to the publication of the final draft. There will however be no opportunity for formal objection to this type of document. Comments received will be published on the Council web site.

Community Involvement in Conservation Area Designation

4.45 A Conservation Area is an area of special architectural or historic interest, the character of which it is desirable to preserve or enhance. Council considers that consultation with, and the involvement of local people is important when undertaking work associated with Conservation Areas. This will help encourage greater ownership of the concept and greater co-operation and commitment to achieving the aims of the designation. Council will involve the community in the designation, variation or cancellation of a Conservation Area. This will entail formal consultation with the Historic Buildings Council and Department for Regional Development (DRD), advertising by way of a public notice in the local press and public meetings to discuss and present proposals. Upon formal designation Council will publish a public notice in the local press and may hold a public launch and exhibition.

Community Involvement in the Designation of a Simplified Planning Zone

4.46 Where Council proposes to commence work on a simplified planning zone it will undertake consultations with the neighbouring District Council, the land owner and occupier, the Department for Social Development (DSD) and will notify the DOE.

4.47 Once details of a scheme have been prepared Council will; make copies available for inspection at the Council's Planning Office; give notice by way of an advertisement in the local press and on the Council's website; and will serve a notice on those it has consulted with.

4.48 Following advertising of the proposed planning zone(s) details there will be an 8 week consultation period within which representations can be made to Council. Should Council subsequently decide not to proceed with the proposed planning zone it will publish a further advertisement to that effect and will notify all those have made representation.

4.49 Council may cause an independent examination to be held to consider the representations received. Where it is proposed to hold an independent examination details including the time and place of the examination will be published in the local press. Where it is decided not to hold an independent examination Council will notify all those who have made representations.

4.50 Following the independent examination Council will produce a report and statement detailing its decision and outlining reasons for its decision. Notice of publication will be advertised in the local press and the report and statement will be available for public inspection in Council offices.

APPENDICES

Appendix 1:

Table 1: Local Development Plan – Detailed Action Plan

PLAN STRATEGY (PS)	
Stage 1:- Data Collection	
Detail	Actions
<p>Baseline data will be collected to establish;</p> <ul style="list-style-type: none"> • If a new plan is required • Key issues to be addressed • Options to address them <p>This is undertaken using a topic based approach.</p> <p>By the end of this stage the following will be agreed;</p> <ul style="list-style-type: none"> • Timetable for plan preparation • Statement of Community Involvement <p>The following will also have been prepared;</p> <ul style="list-style-type: none"> • A Preferred Options Paper (POP) • Scoping Reports for the Sustainability Appraisal (including Strategic Environmental Assessment) and Equality Impact Assessment (EQIA). 	<p>Set up a Steering Group: Comprising the Council;</p> <ul style="list-style-type: none"> • Planning Committee • Chief Executive • Head of Planning. <p>This is the high-level co-ordinating body that will ensure overview and strategic input on behalf of the whole community, as well as from the planning professionals.</p> <p>Set up a Project Management Team: Comprising;</p> <ul style="list-style-type: none"> • Senior Council Officers • Principal Planning Officer • Key statutory/government departments. <p>The purpose of the team is to ensure key consultees co-operate in the plan making process.</p> <p>This team will be consulted on and act as the screening and scoping group for the Sustainability Appraisal (including SEA) and EQIA.</p> <p>Prepare the Statement of Community Involvement (SCI); This document lists key consultees, community groups; under-represented (Section 75) groups, and the general public; as groups that will be actively encouraged to participate in the process.</p> <p>Invite Key Consultees to participate by providing information on key strategic issues that the local development plan should address.</p> <p>Invite community groups to identify issues and policies which are likely to have a significant impact on the individuals they represent.</p> <p>Invite under-represented groups (Section 75) to identify issues and policies which are likely to have a significant impact on the individuals they represent.</p>

	<p>Invite the general public to identify issues that the local development plan should address.</p> <p>Where requested, this can be done through a face to face meeting with a planning official. Any comments received will be taken into account when screening and scoping the EQIA.</p> <p>These lists will be kept under review and written requests for inclusion from additional bodies will be considered on their individual merits.</p> <p>The Scoping Report of the Sustainability Appraisal (including SEA) and EQIA will be sent to the statutory consultation body.</p>
Stage 2:- Preparation	
Detail	Actions
<p>This stage represents the commencement of work on the Local Development Plan (LDP).</p> <p>It commences with the publication of Preferred Options Paper (POP) setting out the key plan issues and the preferred options available to address them.</p> <p>The POP is a consultation paper to promote debate on issues of strategic significance which are likely to influence the shape of future development within the Causeway Coast and Glens Borough Council area.</p> <p>The intention is to stimulate a wide-ranging yet focused debate and encourage feedback from a wide variety of interests.</p> <p>Any representations or views received as a consequence of its publication will be considered whilst formulating the Draft Plan Strategy.</p> <p>The POP will also be subject to a Sustainability Appraisal (including SEA) and EQIA.</p>	<p>Issue a Public Notice for two consecutive weeks in the local newspapers, the Belfast Gazette and on the Council's website of:</p> <ul style="list-style-type: none"> (i) The Intention to prepare an LDP, accompanied by a Sustainability Appraisal (including SEA) and EQIA; (ii) Publication of the Preferred Options Paper inviting comment (within 14 weeks); (iii) Community workshops and information sessions; (iv) Publication of the Screening and Scoping Papers for the SEA and EQIA. <p>Make Topic Papers available on the Council's website at (www.causewaycoastandglens.gov.uk) and provide hard copies (at a specified price).</p> <p>Issue a Press Release regarding the intention to prepare the new plan, drawing attention to the Preferred Options Paper and the public consultation.</p> <p>Hold a Launch and Exhibition to announce the publication of the Preferred Options Paper.</p> <p>Invite key consultees and hold Public Workshops in? (tbc).</p> <p>Write to key consultees and Elected Members providing them with a copy of the Preferred Options Paper and inviting them to; attend the Launch; provide comments (within 14 weeks); and inform them of the public meetings, exhibition etc.</p> <p>Write to local community groups and under-represented (Section 75) groups; Provide them with a copy of the POP</p>

	<p>Invite them to; comment (within 14 weeks); attend public meetings, exhibitions, etc; and offer the opportunity of a meeting with a planning officer to record their views.</p> <p>Present a Public Consultation Report to Elected Members (following the 14 week consultation period). This will contain a summary of issues raised and professional comment, recording where Members take a different view and the rationale for that view. This will be taken into account when formulating the Draft LDP.</p> <p>The Project Plan Team will be given an opportunity to comment on emerging policy for inclusion in the Draft Plan Strategy and will be an integral part of testing emerging policy through the Sustainability Appraisal process (including SEA) and EQIA.</p>
Stage 3:- Publication	
Detail	Actions
<p>The draft Plan Strategy is a public consultation document.</p> <p>It is not the final plan.</p> <p>It is an indication of the Council's intention regarding the future development of the Borough, and is a key part of the public participation process.</p>	<p>Issue a Public Notice for two consecutive weeks in the local newspapers, the Belfast Gazette and on the Council's website of:</p> <ul style="list-style-type: none"> (i) Publication of Draft Plan Strategy and accompanying Sustainability Appraisal (including SEA) and EQIA and how to view/obtain copies; (ii) The dates and locations of Public Exhibitions; (iii) The 8 week consultation period and closing date for receipt of representations to the Draft Plan Strategy and accompanying Sustainability Appraisal (including SEA) and EQIA. <p>Make the Draft Plan Strategy; Sustainability Appraisal (including SEA) and EQIA; and Public Consultation Report available for inspection on the Council's website (www.causewaycoastandqlens.gov.uk), and at the Council's Planning Office; and provide hard copies upon request at a specified price.</p> <p>Hold a Launch and Exhibition to announce the publication of the Draft Plan Strategy and Issue Press Releases;</p> <p>Hold Public workshops in? (Towns, Villages, Settlements etc). Planning Officers will be available to answer any questions.</p> <p>Write to key consultees, and Elected Members informing them of;</p> <ul style="list-style-type: none"> (i) Publication of the Draft Plan Strategy; and (ii) Provide them a copy; (iii) Dates of the public workshops; (iv) The 8 week consultation period; and (v) Closing date for representations.

	<p>Write to all who submitted a representation (at POP stage) to;</p> <p>(i) Inform them of the publication of the Draft Plan Strategy and accompanying documents, including the Public Consultation Report;</p> <p>(ii) Advise how they can view or obtain copies;</p> <p>(iii) Advise on dates of the public exhibitions; the 8 week consultation period and closing date for representations;</p> <p>Representations will be reported to Elected Members before being forwarded to DOE to determine whether and if appropriate, an <i>Independent Examination</i> is to be held.</p>
Stage 4:- Public Inspection of Representations	
Detail	Actions
<p>All representations will be made available for public inspection as part of the public consultation process.</p> <p>Interested parties may also comment on the site specific representations that have been received (counter-representations).</p> <p>These will also be considered at the Independent Examination.</p>	<p>Make copies of representations available for inspection in the Council's Planning Office and on the Council's website;</p> <p>Write to key consultees and Elected Members informing them that representations are available for inspection and the places and times at which they can be inspected;</p> <p>Issue a Public Notice for two consecutive weeks in the local newspapers, the Belfast Gazette and on the Council's website of;</p> <p>(i) Representations available for inspection; and</p> <p>(ii) The 8 week consultation period including closing date for counter- representations.</p> <p>Make all counter-representations available for inspection on both the Council's website and at the Council's Planning Office.</p> <p>Counter representations will be reported to the Elected Members before being forwarded to DOE.</p>
Stage 5:- Independent Examination	
Detail	Actions
<p>The purpose of the Independent Examination is to determine the "soundness" of the Draft Plan Strategy, taking into account representations and counter representations.</p>	<p>Continue to make the Draft Plan Strategy and all accompanying documentation available on the Council's website;</p> <p>Advertise dates, times and venues for the Independent Examination (at least 4 weeks before the examination is to be held) indicating that representations and counter representations are available for inspection;</p>

	<p>Notify all persons who submitted representations and counter representations of the arrangements for the Independent Examination indicating that representations and counter representations are available for inspection;</p> <p>Request Key Consultees to provide comment on the representations or consideration at the Independent Examination.</p>
Stage (6):- Adoption	
Detail	Actions
<p>Following the completion of the Independent Examination DOE will issue a “Direction” to the Council, requiring it to adopt the Draft Plan Strategy, either as originally prepared or with modifications.</p> <p>The Council may also be directed to withdraw the Draft Plan Strategy.</p> <p>In either scenario, the DOE will be expected to give reasons for its decisions.</p>	<p>Issue a Public Notice for two consecutive weeks in the local newspapers, in the Belfast Gazette and on the Council website of the:</p> <p>(i) Draft Plan Strategy adoption;</p> <p>(ii) Where to obtain copies of the adopted Plan Strategy, the DOE Direction and the accompanying Independent Examiner’s Report.</p> <p>Make the Plan Strategy, DOE Direction and accompanying Independent Examiner’s Report available on the Council website with hard copies available on request for a specified price.</p> <p>Write to key consultees and those who submitted representation advising of the adoption of the Plan Strategy, and where to obtain copies together with the DOE Direction and the Independent Examiner’s Report. Also advise them of the commencement of work on the next stage of the process; the Local Policies Plan (see below).</p>
LOCAL POLICES PLAN (LPP)	
Stage 1:- Data Collection	
Detail	Actions
<p>Gathering of information required to inform the preferred locations for development in accordance with the Plan Strategy.</p> <p>Establish if bespoke local policies are required.</p>	<p>Invite Key Consultees to participate by providing information on key local issues that the local development plan should address.</p> <p>Invite community groups to identify local issues and policies which are likely to have a significant impact on the individuals they represent.</p> <p>Invite under-represented groups (Section 75) to identify local issues and policies which are likely to have a significant impact on the individuals they represent.</p> <p>Invite the general public to identify issues that the local development plan should address.</p>

	<p>Where requested, this can be done through a face to face meeting with a planning official. Any comments received will be taken into account when screening and scoping the EQIA.</p> <p>These lists will be kept under review and written requests for inclusion from additional bodies will be considered on their individual merits.</p> <p>The Scoping Report of the Sustainability Appraisal (including SEA) and EQIA will be sent to the statutory consultation body.</p>
Stages 2 & 3:- Preparation and Publication	
Detail	Actions
<p>This stage represents the commencement of work on the Local Policies Plan (LPP).</p> <p>The Local Policies Plan is the second document comprising the Local Development Plan.</p> <p>The Draft Local Policies Plan is a public consultation document.</p> <p>It is not the final part of the plan.</p> <p>It will be consistent with the adopted Plan Strategy and will be the Council's detailed land use proposals regarding the future development of the Borough.</p> <p>This draft document is another key part of the public participation process.</p>	<p>Issue a Public Notice for two weeks in the local newspapers, Belfast Gazette and on the web site of:</p> <ul style="list-style-type: none"> (i) Draft Local Policies Plan publication; (ii) The dates and locations of Public workshops; (iii) The 8 week consultation period and closing date for receipt of representations; <p>Make the Draft Local Policies Plan and any supporting documentation available on the Council's website and at the Council's Planning Office and provide hard copies upon request at a specified price;</p> <p>Hold a Launch and Exhibition to announce the publication of the Draft Local Policies Plan and Issue Press Releases;</p> <p>Hold Public Workshops in? (tbc) (Towns, Villages, Settlements etc). Planning Officers will be available to answer any questions;</p> <p>Write to key consultees, and Elected Members informing them of; the publication of the Draft Local Policies Plan and providing them a copy; the dates of the public exhibitions; the 8 week consultation period and closing date for representations;</p> <p>Write to all who submitted representations informing them of the publication of the Local Policies Plan and accompanying documents advising how they can view or obtain copies; the dates of the public exhibitions; the 8 week consultation period and closing date for representations;</p> <p>Representations will be reported to the Elected Members before being forwarded to DOE to determine whether and if appropriate, an <i>Independent Examination</i> is to be held.</p>

Stage 4:- Public Inspection of Representations	
Detail	Actions
<p>All representations to the draft Local Policies Plan will be made available for public inspection.</p> <p>Interested parties may also comment on the representations that have been received (counter-representations).</p>	<p>Make copies of representations available for inspection in the Council's Planning Office and on the Council's website at (www.causewaycosatandglens.gov.uk).</p> <p>Write to key consultees and Elected Members informing them that representations are available for inspection and the places and times at which they can be inspected;</p> <p>Issue a Public Notice in the local newspapers for two weeks, Belfast Gazette, and on the Council website of the availability of representations for inspection and the 8 week consultation period including closing date for counter representations;</p> <p>Make the counter- representations available on the Council website and at the Planning Office for inspection;</p> <p>Counter representations will be reported to Elected Members before being forwarded to DOE.</p>
Stage 5:- Independent Examination	
Detail	Actions
<p>As with the previous Plan Strategy documents, the purpose of the Independent Examination at this next stage is to determine the "soundness" of the Local Policies Plan taking into account representations and counter representations.</p>	<p>Continue to make the Local Policies Plan, and all accompanying documentation available on the Council's website;</p> <p>Advertise dates, times and venues for the Independent Examination (at least 4 weeks before Examination is to be held) indicating that representations and counter representations are available for inspection;</p> <p>Notify all persons who submitted representations and counter representations of the arrangements for the Independent Examination indicating that representations and counter representations are available for inspection;</p> <p>Request Key Consultees to provide comment on the representations for consideration at the Independent Examination.</p>
Stage 6:- Adoption	
Detail	Actions

<p>Following the Independent Examination, DOE will issue a “Direction” to Council, requiring it to adopt the draft Local Policies Plan as originally prepared or with modifications.</p> <p>Council may also be directed to withdraw the draft Local Policies Plan. In either scenario, DOE will be expected to give reasons for their decisions.</p>	<p>Issue a Public Notice for two consecutive weeks in the local newspapers, in the Belfast Gazette and on the Council’s website of the;</p> <p>(i) adoption of the Local Policies Plan; and</p> <p>(ii) where to get copies of the Local Policies Plan, DOE Direction and accompanying Independent Examiner’s Report.</p> <p>Make the Local Policies Plan and DOE Direction and accompanying Independent Examiner’s Report available on the Council’s website with hard copies available on request for a specified price;</p> <p>Write to key consultees and those who submitted representations advising them of the adopted of the Local Policies Plan, and where to obtain copies together with the DOE Direction and the Independent Examiner’s Report.</p>
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Table 2: Community Consultation - Summary table

Stage in Plan Production	Parties to Notify (by email wherever possible)	Period of Consultation (minimum required and proposed)
<ul style="list-style-type: none"> • Data Collection • Identification of Issues • Possible Options for further investigation prior to the production of the Preferred Options Paper (POP) 	<p>Statutory Consultees</p> <p>Non statutory bodies, such as local community groups, specialist organisations</p> <p>Residents</p> <p>Businesses</p> <p>General public</p> <p>Under-represented groups (including Section 75 groups)</p>	<p>LDP Regulations, Part 3, Section 9 requires engagement with the consultation bodies.</p> <p>No time scale required. Suggested 12 -16 week period</p>
Preferred Options Paper (subject to a Sustainability Appraisal, including SEA) & EQIA	As above	Not less than 8 weeks or more than 12 weeks
Proposed Submission Documents – the Development Plan document plus any other relevant supporting documents	As above Inform all parties who submitted responses to the Preferred Options Paper	LDP Regulations, Part 5, Section 16 - states a period of 8 weeks.

<p>Availability of representations to the Development Plan document for Submission of Counter Representations</p>	<p>Consultation bodies Any person who has made a representation in accordance with the Regulations</p>	<p>LDP Regulations, Part 5, Section 17 - states a period of 8 weeks.</p>
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APPENDIX 2

Figure 1 – Local Development Plan link to SPSS & RDS 2035



Figure 2 - Statement of Community Involvement link to Local Development Plan



APPENDIX 3

Consultees List

Where Council undertakes consultations on a planning application the consultee will be required to respond within 21 days, or any other date as agreed in writing, after which time Council may determine the application whether or not a response has been received. In the case of those developments which are subject to an Environmental Impact Assessment (EIA) Council will not make a determination until 28 days have passed.

Council will undertake consultations with a number of key bodies:-

- **Department of the Environment (DOE) - NI Environment Agency** in respect of proposals that may impact on natural habitats and built heritage, entail the redevelopment of contaminated land, developments which require storage and processing of controlled waste materials and/or proposals resulting in discharges to the natural environment.
- **Department for Regional Development (DSD) - Transport NI** in respect of proposals which impact on road and rail infrastructure.
- **NI Water** in respect of proposals impacting on water and sewerage infrastructure.
- **Department of Agriculture (DARD) - Rivers Agency** where it is considered that there is potential for flooding or increased surface water run-off and/or impact on existing watercourses or flood defences.
- **Department of Enterprise, Trade and Investment (DETI)** - on all major energy infrastructure projects.

It should be noted that the above is not intended to be a definitive list of consultees nor does it cover all circumstances under which a consultation with a statutory consultee may be carried out. Due to wide range of development proposals submitted to Council each application will

be carefully considered and consultations will be undertaken in line with statutory requirements. The need for consultations will vary between applications depending on the nature and scale of the proposal.