

Statement of Community Involvement 2014

1	Introduction	1
2	Context	2
3	Community Involvement in Plan Making	4
3.1	Consultation Process	4
3.2	Overview of the Plan Making Process	8
3.3	Local Plans	10
3.4	Supplementary Planning Documents	13
3.5	Neighbourhood Planning	15
3.6	Community Infrastructure Levy	18
3.7	Reporting Back	20
4	Community Involvement in the Development Management Process	21
4.1	Overview of the Development Management Process	21
4.2	Consultation Process	24
4.3	Planning Applications	25
4.4	Reporting Back	27
5	Monitoring and Review	28

Appendices

1	Glossary of Terms	29
2	Local Development Documents - duty to co-operate bodies	33
3	Local Development Documents - specific and general consultation bodies	34
4	Neighbourhood Plans - consultation bodies	37
5	Community Infrastructure Levy - consultation bodies	38
6	Local Development Documents - types of consultation	39
7	Example Template for Consultation Strategy	43
8	Example Template for Consultation Mandate	45
9	Planning Applications - consultation bodies	46
10	Planning Applications - neighbour notification	47
11	Planning Applications - types of consultation	50

List of Figures

Figure 1 Local Plan - Stages of Preparation and Consultation Options 12
 Figure 2 Supplementary Planning Documents - Stages of Preparation and Consultation Options 14
 Figure 3 Neighbourhood Plans - Stages of Preparation and Consultation Options. 17
 Figure 4 Community Infrastructure Levy - Stages of Preparation and Consultation Options. 19
 Figure 5 Planning Applications - Determination Stages and Consultation Options. 26

List of Tables

Table 1 The Stages of Local Plan Preparation 10
 Table 2 The Stages of Supplementary Planning Document Preparation 13
 Table 3 The Stages of Neighbourhood Plan Preparation 15
 Table 4 The Stages of Community Infrastructure Levy Preparation 18
 Table 5 The Stages of Planning Application Process 25
 Table 6 Glossary of Terms 29
 Table 7 Local Development Documents - Types of Consultation 39
 Table 8 Planning Applications - Types of Consultation 50

1 Introduction

Purpose of the Statement of Community Involvement

1.0.1 Planning helps define the places where people live, work and play. It affects all of us directly and indirectly. Everyone should have the chance to be involved in the planning process, and make a difference in shaping the environment around us.

1.0.2 This Statement of Community Involvement (SCI) sets out who Bracknell Forest Council will engage with on the preparation of planning policies in the Local Plan, and on planning applications, and how and when they will be engaged. It's aim is to encourage community and stakeholder involvement.

1.0.3 The SCI seeks to ensure the active, meaningful and continued involvement of local communities and stakeholders in planning. This Council first adopted a SCI in July 2006. This documents provides an update to comply with new legislation (through the Localism Act 2011 and new regulations).

1.0.4 This document is about how you can get involved in planning in Bracknell Forest Borough. The planning process involves:

- Plan Making (policy formulation, such as Local Plans, Supplementary Planning Documents, Neighbourhood Plans and Community Infrastructure Levy)
- Development Management (decision taking on planning applications)

Structure of Document

1.0.5 The following sections are included in this document:

- 2 'Context': sets out the relevant national policy and regulations.
- 3 'Community Involvement in Plan Making': provides an overview of the process, and what is required in relation to Local Plans, Supplementary Planning Documents, Neighbourhood Plans and the Community Infrastructure Levy. For each of the different document types, there is a flow chart showing the stages of document production (and which are statutory), where there is a chance to 'have your say', and type of consultation methods that may be used. This section also includes a section on reporting back and Consultation Strategies.
- 4 'Community Involvement in the Development Management Process': provides an overview of the process relating to pre-application, planning applications and appeals. There is a flow chart showing the planning application process, where there is a chance to 'have your say', and type of consultation methods that may be used.
- 5 'Monitoring and Review': sets out under what circumstances the SCI may be reviewed.
- Appendices: these set out the bodies the Council is required to engage with in preparing local planning documents and considering planning applications.

2 Context

2.0.1 The following section provides an overview of the relevant legislation and guidance that is applicable to the preparation of Local Development Documents and consideration of Planning Applications. These documents set out statutory requirements in terms of engagement with different groups and the consultation processes. In undertaking consultation, we are also aware of the need to take account of wider legislation such as the Data Protection Act, Human Rights Act and the Equality Act.

Planning and Compulsory Purchase Act (May 2004)

2.0.2 This Act sets out the key requirements in the preparation of local development documents. It says that in preparing local planning documents, the Local Planning Authority must have regard to:

- National policy and guidance
- Relevant regional spatial strategy policies
- The Community Strategy and any local development document which has been prepared by an authority
- The Statement of Community Involvement
- An appraisal of the sustainability of the proposals in each document (and produce a report of the findings of the appraisal).

Localism Act (November 2011)

2.0.3 The Localism Act introduced a number of changes which apply to consultation on planning applications and the preparation of local plans:

- Duty to Co-operate. The Act establishes the duty to co-operate in relation to the planning of sustainable development. It requires a Local Planning Authority to engage constructively, actively and on an ongoing basis on strategic matters with other Local Planning Authorities and designated bodies.
- Neighbourhood Planning. The Act also introduces a new tier of planning policy documents known as Neighbourhood Development Plans. Parish and Town Councils are able to instigate the preparation of a Neighbourhood Development Plan for all or part of their area. The Local Planning Authority has a duty to support the preparation of such a plan, including the appointment of a person to examine the document and hold a referendum. Any plan needs to conform with the strategic elements of the Development Plan and national policy.

National Planning Policy Framework (NPPF) (March 2012)

2.0.4 The NPPF replaces the Government's previous suite of Planning Policy Guidance Notes and Policy Statements, and sets out the presumption in favour of sustainable development. It identifies the following roles for the planning system:

- Economic - building a strong economy by ensuring the right type of land is available in the right places to support growth, including the provision of infrastructure.

- Social - supporting strong, vibrant and healthy communities, by providing sufficient housing to meet the needs of future generations, and creating a high quality environment with accessible local services that reflect the community's needs
- Environmental - contributing to protecting and enhancing our natural, built and historic environment, minimising waste and pollution, and adapting to climate change.

2.0.5 The NPPF promotes a plan-led system, and re-iterates the duty to co-operate on planning issues that cross administrative boundaries, particularly those related to the strategic priorities, including the homes and jobs needed in the area.

2.0.6 The NPPF sets out that Local Planning Authorities should approach taking decisions on planning applications in a positive way to help the deliver sustainable development, should look for solutions rather than problems, and should work proactively with applicants to secure development that improves the economic, environmental and social conditions of an area.

Local Plan Regulations (April 2012)

2.0.7 The Town and Country (Local Plan) (England) Regulations set out revised procedural arrangements for preparing Local Plans and Supplementary Planning Documents (SPDs), and specifies certain bodies that Local Planning Authorities must engage with in the preparation of planning policy documents.

Neighbourhood Planning Regulations (April 2012)

2.0.8 The Neighbourhood Planning (General) Regulations contain the provisions for neighbourhood planning, introduced by the Localism Act. This includes the procedures for setting up neighbourhood areas and forums and for preparing neighbourhood development plans, neighbourhood development orders and community right to build orders.

The Community Infrastructure Levy Regulations (April 2010)

2.0.9 The Community Infrastructure Levy (CIL) Regulations set out the provisions for CIL, which was introduced by the Planning Act 2008. This includes the procedures and the bodies to be consulted during the preparation of a CIL.

Development Management Procedure Order (October 2010)

2.0.10 The Town and Country Planning (Development Management Procedure) (England) Order sets out the statutory provisions for consultation on planning applications, and specifies the bodies to be consulted, depending on the type of planning application.

General Permitted Development (Amendment) Order 2013

2.0.11 The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013 sets out the requirements for statutory notices to be served on adjacent premises in respect of householder extension prior approvals..

3 Community Involvement in Plan Making

3.1 Consultation Process

Who we will consult

3.1.1 Aside from statutory consultation required by Regulations (set out in Section 2 'Context'), the nature and extent of consultation and who is involved will depend on the subject matter of the document being prepared. In identifying who should be consulted, it is necessary to consider:

- The need to reach a cross-section of the community in relation to social and economic status; age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation, and literacy.
- The roles of consultees: are they enablers, partners, funders, decision makers?
- How much time people have to contribute to the process.
- The nature of consultees: are they professionals, inexperienced, individuals, or representatives of a group?
- What sector a consultee falls within: public, private, voluntary or community?
- Whether consultees are directly affected or not at all.

3.1.2 As the preparation of documents is a public process, representations cannot be treated as confidential. However, we will not publish personal information such as postal or email addresses (although any comments submitted must include the name and address of the correspondent, as we are unable to accept anonymous comments).

Duty to Co-operate

3.1.3 As set out in Section 2 'Context' the NPPF, Localism Act and Local Planning Regulations contain the requirement to cooperate on planning issues that cross administrative boundaries. As part of this requirement, there are certain 'duty to co-operate' bodies that the Council must engage with. These are listed in Appendix 2: 'Local Development Documents - duty to co-operate bodies'.

3.1.4 As part of the consultation process, at the early stages of document preparation, we will liaise with the duty to co-operate bodies to ascertain what aspect of the plan preparation they wish to be engaged with and how. This may also provide an opportunity for joint working and establishing a shared evidence base. This will usually be undertaken by either a letter or email with meetings as appropriate.

Statutory Bodies

3.1.5 In the preparation of Local Plans, there are regulations which require various stages to be followed. These set out when consultation should take place and certain bodies that are required to be consulted and engaged with in the preparation of Local Plans (these bodies are listed in Appendix 3: 'Local Development Documents - specific and general consultation bodies'). Some of these organisations overlap with the 'duty to co-operate' bodies.

3.1.6 In the preparation of Local Development Documents, SA/SEAs are required. As part of the scoping work on the SA/SEA we will consult Natural England, English Heritage and the Environment Agency.

3.1.7 Similarly, there are relevant bodies that should be consulted in the preparation of Neighbourhood Plans and the Community Infrastructure Levy. These bodies are listed in Appendix 4: 'Neighbourhood Plans - consultation bodies' and Appendix 5: 'Community Infrastructure Levy - consultation bodies'.

3.1.8 In engaging with consultation bodies, relevant documentation will be sent out by email and/or letter. Meetings, exhibitions and workshops will be held where appropriate. Where engaging with the bodies relates to a consultation stage, the information will also be available to view on the Council's web site (<http://www.bracknell-forest.gov.uk/planningpolicy>) and the Council's Consultation Portal (<http://consult.bracknell-forest.gov.uk/portal/planning/>).

General Consultation Bodies

3.1.9 The Regulations also require consultation with 'general consultation bodies' which comprise:

- Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- Bodies which represent the interests of:
 - different racial, ethnic or national groups in the authority's area;
 - different religious groups in the authority's area;
 - disabled persons in the authority's area; and
 - persons carrying on business in the authority's area.

3.1.10 Bracknell Forest Voluntary Action Group (BFVA) (<http://www.bfva.org>) is the central support agency for voluntary and community action in the Borough with a membership of 600+ groups. The organisation was set up in 1984 with the aim of operating as the local Council for Voluntary Service for Bracknell Forest Borough. It is recognised as the main contact point for the wider sector and all information and consultations are directed through BFVA for distribution to groups and organisations. The BFVA send out consultation information (usually an email containing a letter setting out the nature of the consultation, where information can be viewed, and how they can comment) on behalf of Bracknell Forest Council.

Local Community

3.1.11 The level and type of consultation needs to be proportionate to the nature of the document being prepared. It is not always appropriate to send a notification to every resident or property within the Borough, where for example, a plan relates to specific geographical areas within the Borough. There are a number ways in which we engage with the local community:

3.1.12 We will send out notification by email and/or letter, publish articles in 'Town and Country' (the Council's newspaper), and hold exhibitions and workshops where appropriate. We will also place statutory and non-statutory advertisements in the local press and issue press releases to the media as appropriate.

3.1.13 Where engaging with the local community relates to a consultation stage, the information will also be available to view on our web site (<http://www.bracknell-forest.gov.uk/planningpolicy>) and the Council's Consultation Portal (<http://consult.bracknell-forest.gov.uk/portal/planning/>), and will also be available in hard copy at Parish/Town Council Offices, local libraries and the main Borough Council Offices (Time Square and Easthampstead House).

Planning Policy Consultation Database

3.1.14 At any stage you can request to be added or removed from our consultation database by:

- Email to: development.plan@bracknell-forest.gov.uk
- Phone: 01344 352000 and ask to speak to a member of the Spatial Policy Section
- Write to: Spatial Policy, Bracknell Forest Council, Time Square, Market Street, Bracknell, RG12 1JD

3.1.15 Alternatively, you can register to be kept informed of upcoming consultations via the Council's Consultation Portal: <http://consult.bracknell-forest.gov.uk/portal/>

Types of Consultation

3.1.16 As set out above, there are a range of ways in which the Council will seek to engage with relevant bodies and the local community in the preparation of Local Planning Documents. The Council will seek to use a diverse range of communication methods in order to ensure inclusive consultation. The consultation methods used are set out in further detail in Appendix 6: 'Local Development Documents - types of consultation', though it should be noted, that this is not a comprehensive list. There may be other suitable methods, which would be set out in a Local Plan or SPD Consultation Strategy.

3.1.17 In considering appropriate methods of consultation, there may be lessons that can be learnt from previous consultations, together with the need to consider issues that the target population may face, such as methods, venues and times. For example, previous consultations have raised concerns regarding consultations during holiday periods. Therefore, where possible (depending on the consultation stage and whether it is statutory), consideration will be given to allowing extra time or avoiding consultations during holiday periods, and holding evening exhibitions. Whilst consultation material will be available electronically, we will also, where possible, make hard copies available in principal Council offices, local libraries, Parish/Town Council offices.

3.1.18 It should also be noted that progress of documents being prepared can be followed by checking the:

- Local Development Scheme: which sets out the timetable and stages for producing documents (<http://www.bracknell-forest.gov.uk/localdevelopmentscheme>)
- Web site: which will be updated regularly in relation to the document being prepared (<http://www.bracknell-forest.gov.uk/planningpolicy>)
- Consultation Portal: this will contain any current consultation events (<http://consult.bracknell-forest.gov.uk/portal/planning/>)
- Forward Plan list : this gives notice of any reports that are due to be considered by the Council's Executive (<http://democratic.bracknell-forest.gov.uk/mgPlansHome.aspx?bcr=1>)

Equalities Impact Assessment (EqIA)

3.1.19 An EqIA Screening will be undertaken for all Local Plans and SPDs that are produced by the Council. It is an evaluation tool which analyses the effect that a policy or procedure will have on a particular group of people to highlight whether their needs are being met and if there are issues that require further action. They work to eliminate discrimination, advance equality of opportunity and promote good relations between people of different backgrounds and groups. They help the Council to anticipate and identify the potential consequences of new or existing functions, policies or services. Screening Forms are published on the Council's web site at the following link: <http://www.bracknell-forest.gov.uk/equalitiesassessmentandconsultation>.

Consultation Strategy

3.1.20 It is envisaged that for each Local Plan and SPD prepared by the Council, that a specific Consultation Strategy will be produced, and agreed by the Executive. This will set out in more detail the:

- Nature of the Plan being prepared
- Purpose of the consultation
- Nature of issues that need to be consulted upon
- Who should be consulted
- Why we are consulting them
- How they should be consulted
- When they should be consulted
- Accessible/Inclusive consultation
- How comments will be taken into account
- How they will be reported

3.1.21 Each Consultation Strategy (see Appendix 7: 'Example Template for Consultation Strategy') will vary depending on the nature of the document being prepared, as relevant policies may have Borough wide implications, or be either site specific or topic specific. In all cases, the nature of consultation will need to be proportionate, and tailored accordingly. Whilst a Consultation Strategy will need to have regard to statutory requirements and regulations, they will also need to have regard to other consultation and community strategies for example Bracknell Forest Partnership's Sustainable Community Strategy and the Community Engagement Strategy (see Section 2 'Context').

3.1.22 The preparation of Local Plans and SPDs involves a number of stages, therefore, the Consultation Strategy will have to reflect the relevant plan preparation stage. For each individual consultation stage, a short consultation mandate will be produced. This will explain in simple terms, the purpose of the consultation, the process, and what happens afterwards. As the plan preparation stages progress, there may be lessons that can be learnt that can be fed into the next consultation stage. An example of a consultation template is contained in Appendix 8: 'Example Template for Consultation Mandate'.

3.2 Overview of the Plan Making Process

The Development Plan

3.2.1 The Development Plan for the Borough consists of adopted Local Plans and will also include any Neighbourhood Plans. The determination of planning applications must be made in accordance with the Development Plan, unless material considerations indicate otherwise. Currently, the Development Plan for the Borough consists of:

- South East Plan Policy NRM6 relating to the Thames Basins Heath Special Protection Area (May 2009)
- Saved policies in the Bracknell Forest Borough Local Plan (January 2002)
- Core Strategy (February 2008)
- Saved policies of the Replacement Minerals Local Plan for Berkshire (incorporating Alterations adopted in December 1997 and May 2001)
- Saved Policies of the Waste Local Plan for Berkshire (December 1998)
- Site Allocations Local Plan (July 2013)

3.2.2 The Local Development Scheme (LDS) sets out the three year programme (including details of various stages) for preparing and reviewing each Local Plan and Supplementary Planning Document (SPD). It is reviewed regularly. The latest version of the LDS is available to view on this link:

<http://www.bracknell-forest.gov.uk/localdevelopmentscheme>

Sustainability Appraisal (incorporating Strategic Environmental Assessment)

3.2.3 Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) are used to inform the production of a Local Plan, and are both legally required and a test of soundness of the document. The SA/SEA is also used to inform the production of SPDs. Bracknell Forest Council has chosen to prepare SAs for SPDs (although this is not a requirement), as it encompasses SEA which is a statutory requirement. Neighborhood Plans will also be required to undertake the SEA process.

3.2.4 Although the SA/SEA process is distinct, it must be integral to the plan-making process, and therefore there is a very close relationship between the key stages of document preparation.

Habitat Regulations Assessment

3.2.5 In accordance with the Habitats Directive⁽¹⁾, the EC Wild Birds Directive⁽²⁾, and the Conservation of Habitats and Species Regulations (as amended) 2012 the local authority can only adopt a Local Plan or SPD once it has been ascertained that the plan will not lead to a

1 EC Directive on the Conservation of Natural Habitats and of Wild Flora and Fauna (Council Directive 92/43/EEC)
2 Council Directive 79/409/EEC

significant adverse effect on internationally designated sites such as Special Protection Areas (SPAs), Special Areas of Conservation (SACs) and Ramsar sites (listed under the Convention of Wetlands of International Importance).

3.2.6 Therefore, each Local Plan or SPD will require a Habitats Regulations Assessment (HRA) of its impact upon the Thames Basins Heaths Special Protection Area. Neighborhood Plans will also be required to undertake the HRA process.

Links with other Strategies

3.2.7 As set out in Section 2 'Context', the Planning and Compulsory Purchase Act 2004 requires LPAs to have regard to any Community Strategy prepared by the Authority. For Bracknell Forest there are two relevant documents that need to be taken into account in preparing Local Development Documents, which are produced by the Bracknell Forest Partnership.

3.2.8 The Bracknell Forest Partnership is the Local Strategic Partnership for the Borough, and is a collaboration of a number of parties and agencies that deliver public services (the Council, Parish and Town Councils, Police, Fire and Rescue Service and Primary Care Trust) together with businesses and representatives of voluntary and community organisations.

Bracknell Forest Partnership's Sustainable Community Strategy

3.2.9 This document was prepared by the Bracknell Forest Partnership and covers the period 2008-2014. It sets out a vision for Bracknell Forest and a set of priorities relating to a thriving population, a desirable place and cohesive communities. The latest version can be viewed on this link:

<http://www.bracknell-forest.gov.uk/sustainable-community-strategy-2008-to-2014.pdf>

Bracknell Forest Partnership's Community Engagement Strategy

3.2.10 This document outlines how partners will work together to ensure local communities are informed, involved, consulted and enabled to take action themselves to contribute to the vision of the Partnership in a way that is most appropriate for them.

3.2.11 The current Strategy covers the period 2013-2016.

3.3 Local Plans

3.3.1 A Local Plan (also referred to as a Development Plan Document or DPD) is a document containing policies to guide future development in the Borough. The policies are used when the Council determines planning applications, and can also allocate land for particular uses such as housing, employment and open space. There are various stages of preparation that need to be followed (which are set out in Regulations⁽³⁾). The following table provides an overview of the preparation stages:

Table 1 The Stages of Local Plan Preparation

Preparation Stage	Explanation
Commencement	It is at this stage that the Local Planning Authority will start to prepare an evidence base to support the Local Plan.
SA Scoping	The Sustainability Appraisal Scoping sets out the appraisal methodology and collates the information needed to carry this out. The scoping stage contains the framework for assessing the Local Plan against social, environmental and economic objectives.
Preparation	<p>At this stage, the Local Planning Authority must notify certain bodies (see Appendix 2: 'Local Development Documents - duty to co-operate bodies' and Appendix 3: 'Local Development Documents - specific and general consultation bodies') that they propose to prepare a Local Plan about a particular topic and invite them to make comments about what it ought to contain. The Regulations also require that the Local Planning Authority take into account any representations received in the preparation of the Local Plan. Stages of preparation can include:</p> <ul style="list-style-type: none"> • Issues and Options: This stage will set out a range of key issues that the Council wants comments on, and may also set out options/reasonable alternatives as to how these matters could be addressed. • Preferred Options: This will set out the Council's preferred approach for the Local Plan. <p>These stages of consultation are also supported by an evidence base that can be commented on. Where possible and appropriate the Council will go beyond minimum requirements to provide greater community participation.</p>
Publication	This stage involves consultation on the document that the Council intends to submit for examination. Consultation lasts for 6 weeks. At this stage the final SA/SEA is also published. Regulations require the Council to make copies of the document available at

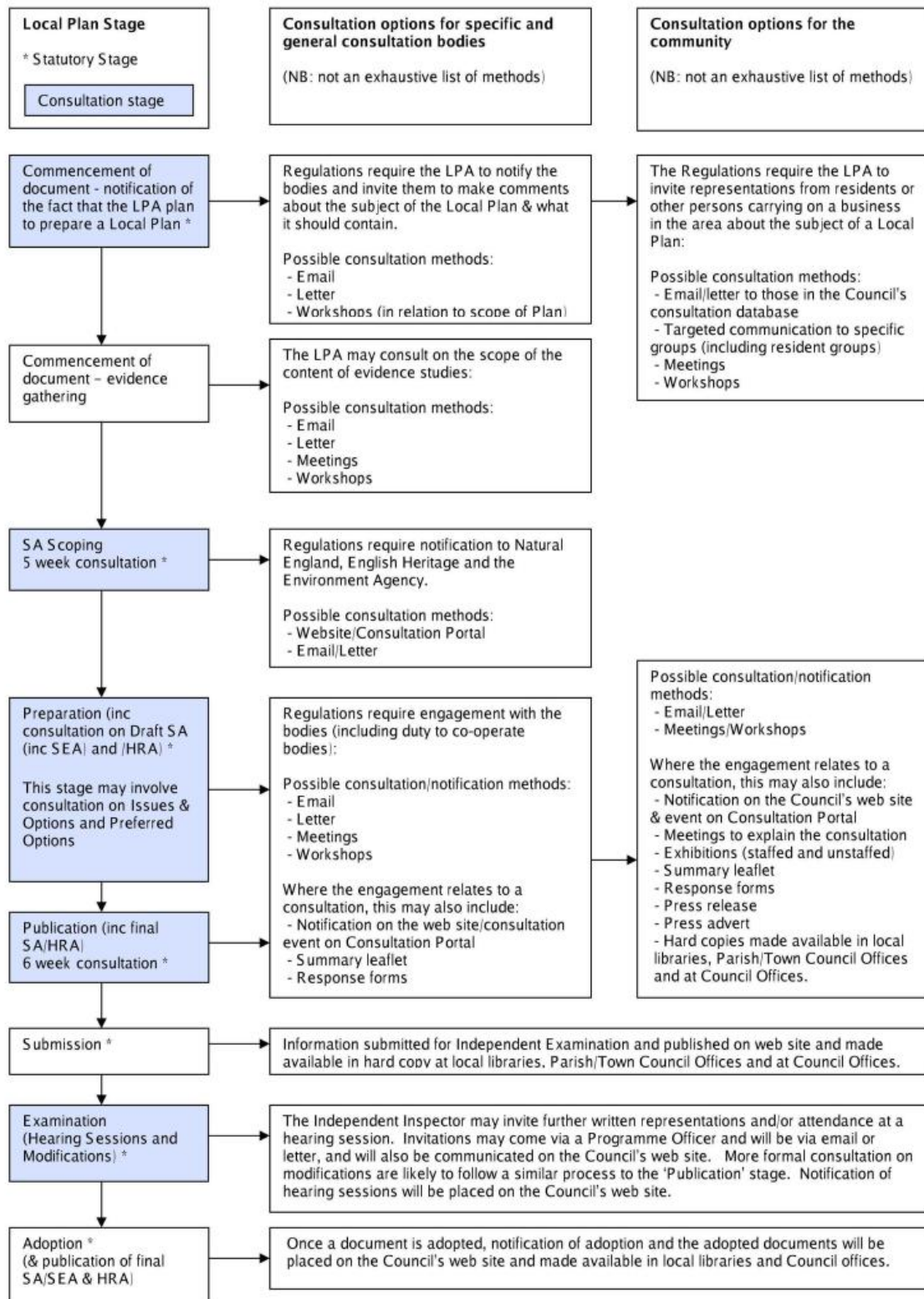
3 Section 112 of Chapter 1, Part 6 of the Localism Act 2011 and Part 6 of the Town and Country Planning (Local Planning) (England) Regulations 2012

Preparation Stage	Explanation
	principal Council offices, and other places where the Council considers it appropriate during normal office hours, and publish the information on their website.
Submission	<p>This stage involves the submission of all documentation to the Secretary of State for examination, and any changes to the Policies Map, including any consultation responses received at the Publication stage. The Council also has to submit a statement (the 'Regulation 22(1)(c) Statement') setting out:</p> <ul style="list-style-type: none"> • Which bodies were invited to make representations • How they were invited to make representations • A summary of the main issues raised • How any issues raised have been taken into account
Examination (Hearing Sessions/Modifications)	As part of the examination, public hearing sessions are held by an independent Inspector. The purpose of the examination and hearing sessions is for the Inspector to determine whether the Local Plan is sound and legally compliant . During the Examination, the Inspector may consider that main modifications are required to make the plan sound and/or legally compliant. If such modifications are proposed, formal consultation will be required, which are likely to follow a similar process undertaken at the 'Publication' stage.
Adoption	Following receipt of an Inspector's report, if it is found sound/legally compliant (with or without main modifications), the document is likely to be adopted by the Council. The Council may also decide to include minor non-material changes (such as factual updates), if cumulatively these do not materially change policies in the Local Plan. Once a document is adopted, notification of the adoption and the document itself will be placed on the Council's web site and made available in local libraries and Council offices.

3.3.2 If a Local Plan is prepared jointly with other local planning authorities, there are different procedures which would need to be followed, which are set out in Part 7 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

3.3.3 The following diagram shows the stages of preparation, whether a stage is statutory, where there is a chance for people to 'have their say' and possible methods of consultation:

Figure 1 Local Plan - Stages of Preparation and Consultation Options



3.4 Supplementary Planning Documents

3.4.1 A Supplementary Planning Document (or SPD) is a document which adds further detail to policies in a Local Plan. They can be used to provide additional guidance on the development of a specific site or on a particular issue such as parking or design. SPDs are a material consideration in determining planning applications, but do not form part of the development plan. There are various stages of preparation that need to be followed (which are set out in Regulations⁽⁴⁾). The following table provides an overview of the preparation stages:

Table 2 The Stages of Supplementary Planning Document Preparation

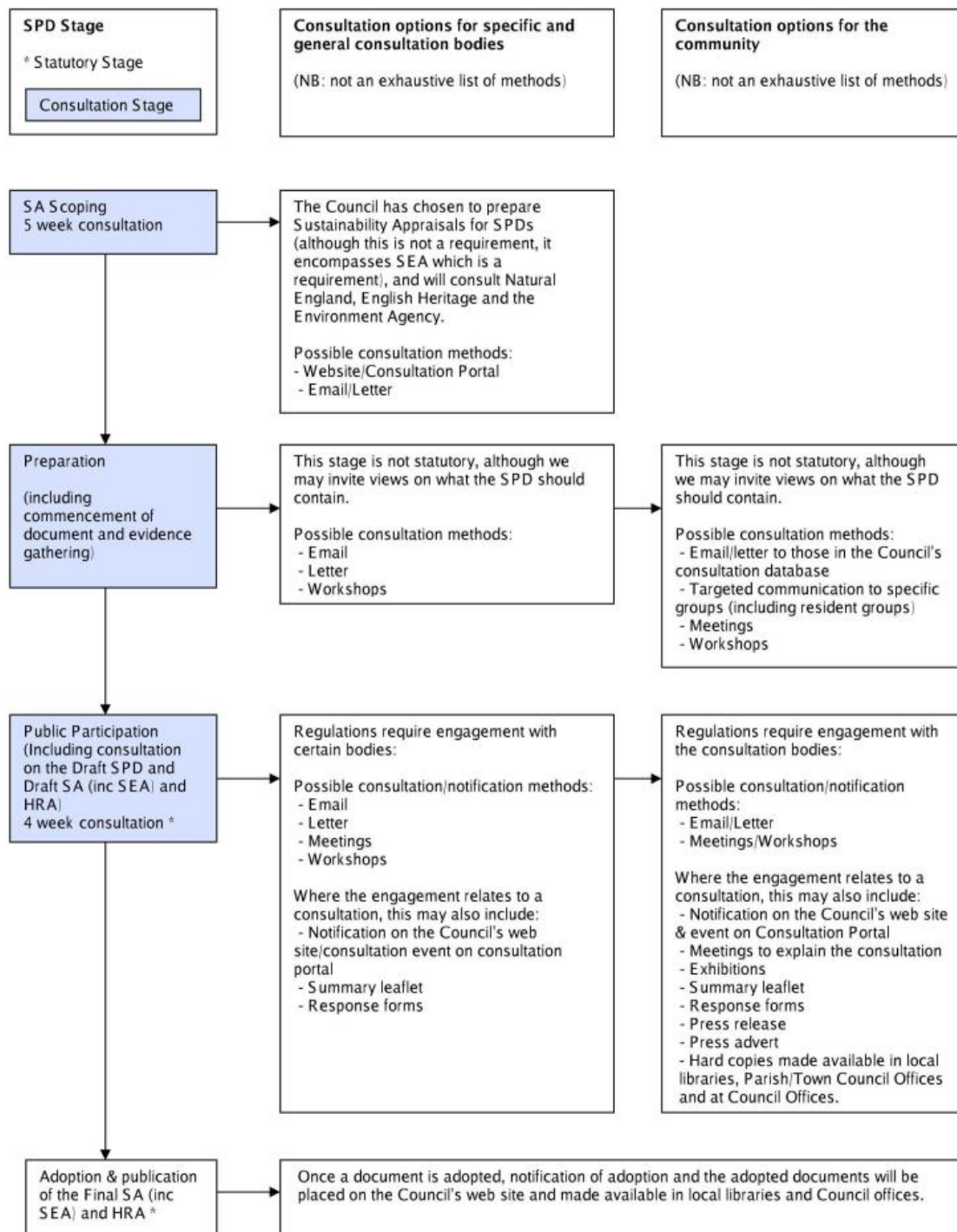
Preparation Stage	Explanation
SA Scoping	The Sustainability Appraisal Scoping sets out appraisal methodology and collates the information needed to carry this out. The scoping stage contains the framework for assessing the Local Plan against social, environmental and economic objectives.
Public Participation	<p>This stage is where the Council has to consult on the SPD it has prepared. Consultation lasts for 4 weeks.</p> <p>At this stage the final SA/SEA is also published. Regulations require the Council to make copies of the document available at principal Council offices and other places where the Council considers it appropriate during normal office hours, and publish the information on their website. The Council also has to produce a statement (referred to as the 'Regulation 12(a) Statement') setting out:</p> <ul style="list-style-type: none"> • The persons who were consulted • A summary of the main issues raised • How any issues raised have been taken into account <p>Certain bodies are required to be consulted on the preparation of documents (see Appendix 2: 'Local Development Documents - duty to co-operate bodies').</p> <p>After reviewing any responses received, the Council will consider the need for any further consultation, which may relate to a specific topic.</p>
Adoption	Following consultation, and consideration of representations, the SPD will need to be adopted by the Council. Once a document is adopted, notification of adoption and the adopted documents will be placed on the Council's web site and made available in local libraries and Council offices.

3.4.2 If an SPD is prepared jointly with other local planning authorities, there are different procedures which would need to be followed, which are set out in Part 7 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

4 Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012

3.4.3 The following diagram shows the stages of preparation, whether that stage is statutory, where there is a chance for people to 'have their say' and possible methods of consultation:

Figure 2 Supplementary Planning Documents - Stages of Preparation and Consultation Options



3.5 Neighbourhood Planning

3.5.1 As set out in Section 2 'Context', the Localism Act introduced a new right for local communities to draw up Neighbourhood Development Plans (NDPs) for their areas. For Bracknell Forest, an NDP is a document prepared by a Parish or Town Council and can contain planning policies that will be used to determine decisions on planning applications. Neighbourhoods can also grant planning permission through specific Neighbourhood Development Orders (NDOs) or Community Right to Build Orders. NDPs are required to reflect strategic policies in an up to date Local Plan, and should plan positively to support those policies. A Neighbourhood Plan should not promote less development than is set out in a Local Plan, nor undermine the strategic policies within a Local Plan. A Local Planning Authority (LPA) has a duty to support the preparation of an NDP, though is not involved in all stages of preparation, so it will be up to a Parish/Town Council to decide on methods of community consultation. The Council would expect at least the statutory minimum, which could use similar techniques as set out in the SCI. There are various stages of preparation that need to be followed (which are set out in Regulations⁽⁵⁾). The following table provides an overview of the preparation stages:

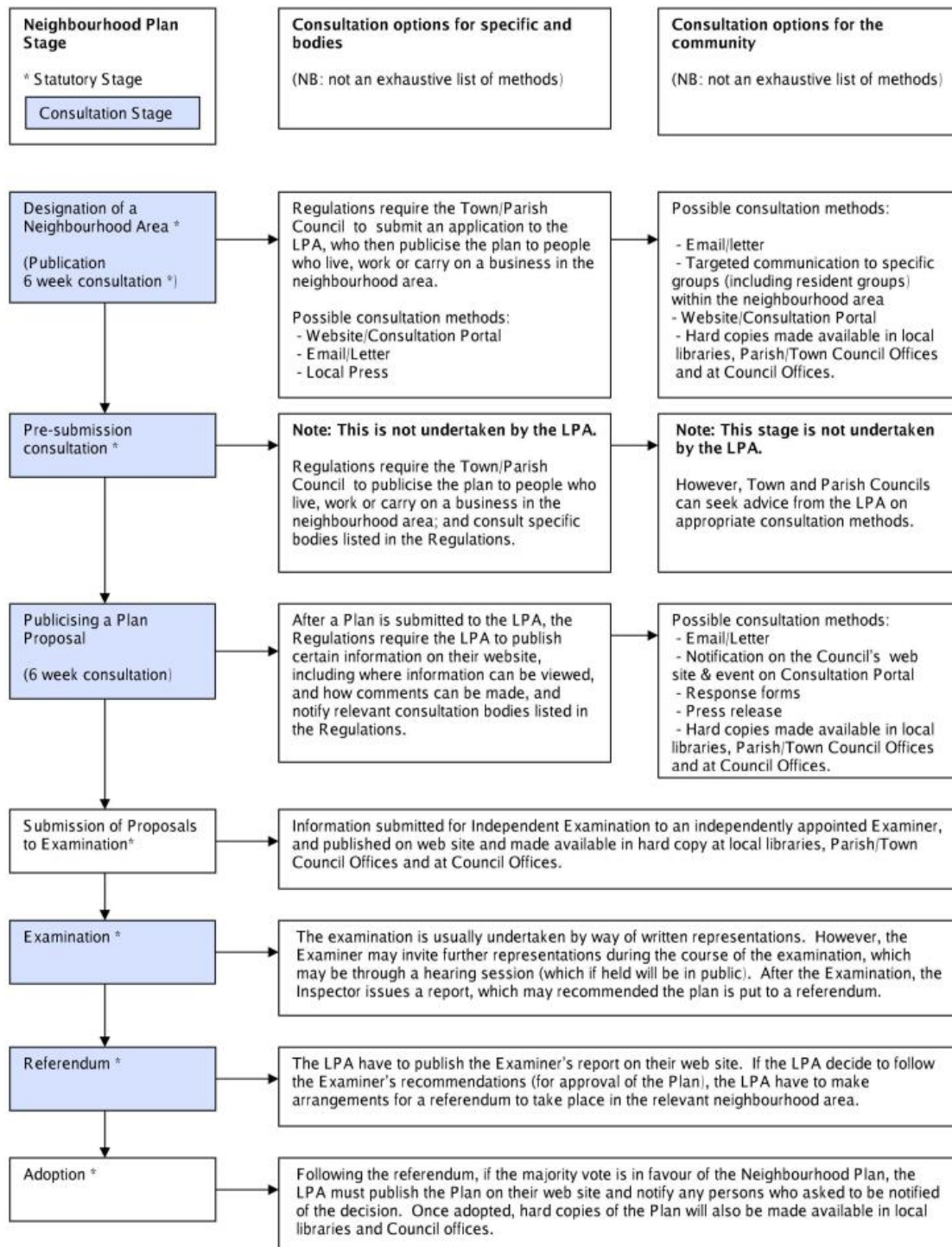
Table 3 The Stages of Neighbourhood Plan Preparation

Preparation Stage	Explanation
Designation of a Neighbourhood Area	Regulations require the Town/Parish Council to submit an application to the LPA. LPAs must determine any applications they receive to designate an area as a neighbourhood area and publicise it. In designating neighbourhood areas, LPAs must have regard to the desirability of designating the whole of the area of a Parish/Town Council as a neighbourhood area.
Pre-submission Consultation	The Town or Parish Council preparing the plan are required to publish the plan before they submit the plan to the LPA, which includes consulting relevant bodies (see Appendix 4: 'Neighbourhood Plans - consultation bodies'). When the plan is submitted to the LPA it must a statement setting out: <ul style="list-style-type: none"> • Who was consulted • How they were consulted • A summary of the main issues/concerns raised • How any issues/concerns raised have been taken into account This is referred to as the 'Regulation 15(2) Statement'.
Publicising a Plan Proposal	LPAs must consider any proposals that are submitted and publicise them on their web site (for a 6 week consultation period). The LPA also has to notify certain bodies (referred to in the Regulation 15 Consultation Statement) that they have received a Plan.

Preparation Stage	Explanation
Submission of Proposals for Examination	Following consideration of the above, the Council must submit any proposals they received for an independent examination and also make the arrangements for the examination. This includes sending a copy of any representation made at the Publication stage to the appointed Examiner.
Examination	<p>To pass the independent examination, the Neighbourhood Plan must meet 'basic conditions':</p> <ul style="list-style-type: none"> • have regard to national policy • contribute towards the achievement of sustainable development • be in general conformity with the strategic policies in the Local Plan • be compatible with relevant EU obligations and human rights requirements. <p>Examinations are usually undertaken by way of written representations. However, the Examiner may invite further representations during the course of the examination, which may be through a public hearing session.</p>
Consideration of Examiners recommendations	Following receipt of the Examiner's recommendations, the Council has to consider the report and publicise it. If the Council is then satisfied it meets prescribed 'basic' conditions (such as having regard to national policy, preserving Listed Buildings, contributing towards sustainable development, being in general conformity with strategic policies in the Development Plan and not breaching any EU obligations), it must put the proposal to a referendum.
Referendum	The Council has to make arrangements for a referendum to take place. If more than half of those voting are in favour of the plan, the Council must 'make' the plan (as soon as reasonably practicable following the referendum).
Adoption	Following the referendum, the LPA must publicise the plan and make it available for inspection.

3.5.2 The following diagram shows the stages and opportunity for engagement, in terms of the Council's duty in relation to neighbourhood planning:

Figure 3 Neighbourhood Plans - Stages of Preparation and Consultation Options.



3.6 Community Infrastructure Levy

Community Infrastructure Levy

3.6.1 The Community Infrastructure Levy (CIL) is a levy that local authorities can choose to charge on new developments in their area. The money can be used to fund infrastructure that supports development. The Council is in the process of introducing a CIL and at future stages will be subject to public consultation in accordance with the CIL regulations⁽⁶⁾. Any review of the CIL charging schedule (a schedule of the CIL rates for different land uses and areas of the Borough) will also be subject to consultation. The following table provides an overview of the preparation stages:

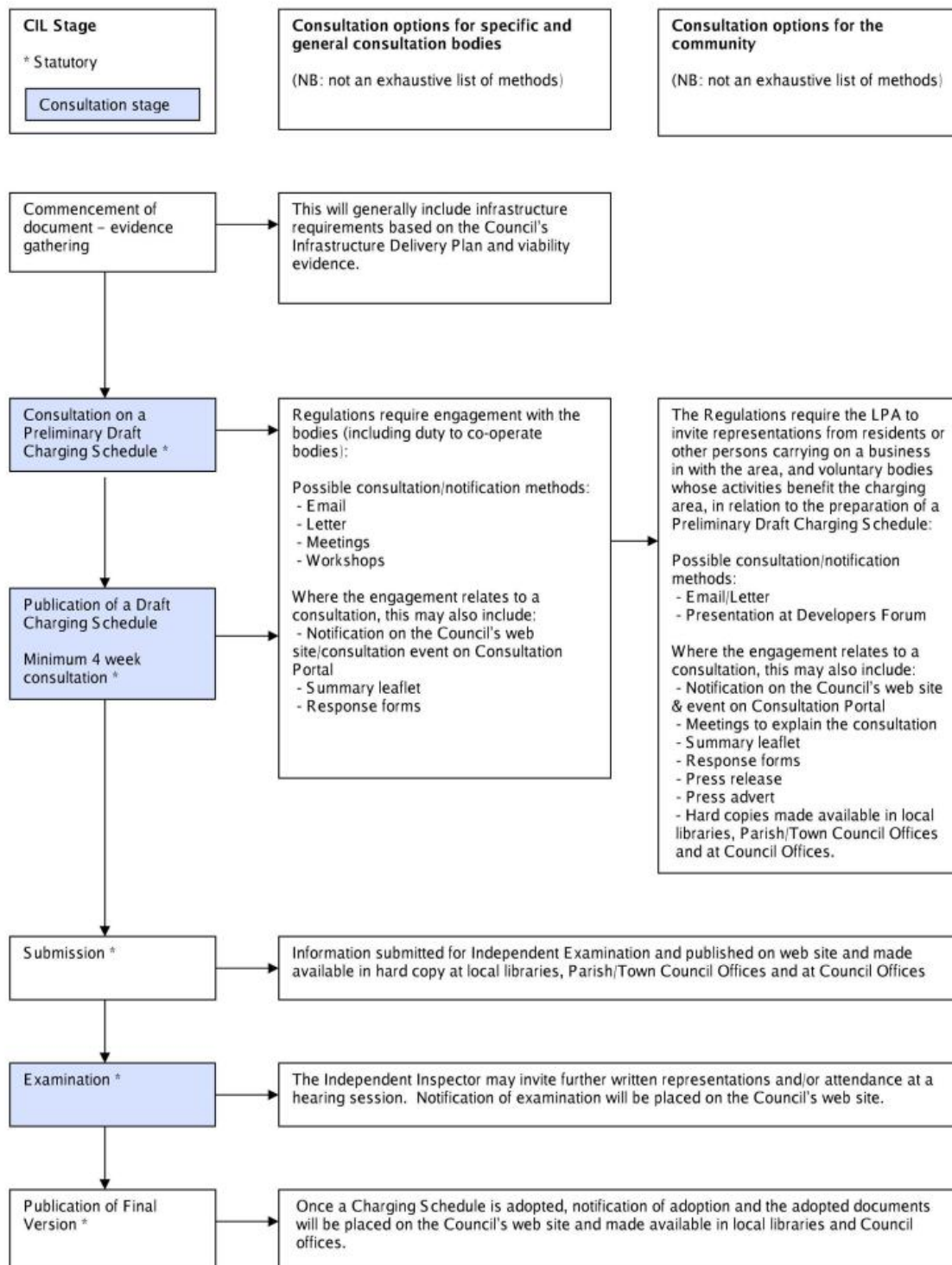
Table 4 The Stages of Community Infrastructure Levy Preparation

Preparation Stage	Explanation
Commencement	It is at this stage that the Local Planning Authority will start to prepare an evidence base to support the introduction of CIL.
Consultation on a Preliminary Draft Charging Schedule	This stage is where the Council has to consult on a draft of the charging schedule - and certain bodies (as set out in the Regulations) are required to be consulted (see Appendix 5: 'Community Infrastructure Levy - consultation bodies').
Publication of a Draft Charging Schedule	This stage is where the Council has to consult on the document it intends to submit for examination. Consultation lasts for a minimum of 4 weeks. Regulations require the Council to make copies of the document available at principal Council offices and other places where the Council considers it appropriate during normal office hours, and publish the information on its website.
Submission	This stage is where the Council has to send all documentation to an independent examiner for examination, including any consultation responses received to the Publication consultation. The Council also has to submit a statement (referred to as the 'Regulation 19(b) Statement') setting out: <ul style="list-style-type: none"> • The number of representations received • A summary of the main issues raised
Examination	As part of the examination, issues will either be considered by way of written representations, or public hearing sessions may be held, following which, the Examiner issues a set of recommendations.
Publication of Final Charging Schedule	Following receipt of an Examiner's report, the CIL charging schedule will need to be approved by the Council. Once a schedule is approved, notification of approval and the final charging schedule will be published on the Council's web site and made available in local libraries and Council offices.

6 The Community Infrastructure Levy Regulations (April 2010) and associated amendments

3.6.2 The following diagram shows the stages of preparation, whether that stage is statutory, where there is a chance for people to 'have their say' and possible methods of consultation:

Figure 4 Community Infrastructure Levy - Stages of Preparation and Consultation Options.



3.7 Reporting Back

3.7.1 Consultees will be encouraged to respond to any consultation via the Council's consultation portal, and response forms will be available electronically. However, responses made by e-mail and letters will also be accepted. As the preparation of documents is a public process, representations cannot be treated as confidential. Whilst we welcome and encourage comments, it is difficult to find solutions that satisfy all, but we do listen and seriously consider all comments and suggestions that are put forward in response to consultations.

3.7.2 Following each stage of public consultation we will:

- Give full consideration to all representations received and engage in further discussions where this will assist the Council in developing the document
- Make all responses received on the consultation publicly available via our Consultation Portal and/or web site. We will not publish personal information such as postal addresses and email addresses (although any comments submitted must include the name and address of the correspondent, as we are unable to accept anonymous comments).
- Produce a Consultation Statement (in accordance with Regulations), which will be made available on our web site and set out what consultation we have undertaken:
 - Who we invited to make representations
 - How we invited them to make representations
 - A summary of the main issues raised during the consultation
- Produce a Consultation Report (for either an SPD or the Issues and Options/Preferred Option stages of a Local Plan), which will be made available on our web site, detailing:
 - The comments we have received (usually a summary of the key issues rather than verbatim comments)
 - How we have dealt with the comments and how they have affected the Plan (the Council's response to the issues raised will be provided)
- Where we produce a Background Paper to support the production of a Local Plan stage, we will endeavour to make clear where issues that have been raised have been taken into account.

3.7.3 Where a meeting with consultees is held, a record of the meeting will be made and circulated to those in attendance.

3.7.4 Where workshops are held, the key outcomes will be summarised and published on the web site and/or circulated to those who attended.

4 Community Involvement in the Development Management Process

4.1 Overview of the Development Management Process

4.1.1 Bracknell Forest Council considers it is vital that the community and stakeholders are involved in making decisions on planning applications. Applications are normally determined in accordance with the policies and proposals of the statutory development plan for the area (at present this comprises the Core Strategy and retained Policy NRM6 from the South East Plan and saved policies from the Bracknell Forest Borough Local Plan). Whenever an application is determined contrary to the provisions of the development plan, there should be specific and justified material considerations for doing so. Community involvement in considering planning applications can be an important means of identifying such reasons. Community involvement can also help shape proposals so that they are more acceptable and appropriate.

4.1.2 There are four main stages in the Development Management Process:

- Pre-application
- Planning applications
- Appeals
- Enforcement

4.1.3 This SCI primarily deals with the planning application part of the Development Management process, however the following provides an overview of the four main elements of Development Management. Section 4.2 'Consultation Process' then deals with who we consult and types of consultation, with Section 4.3 'Planning Applications' focusing on the planning application determination stages and consultation options.

Pre-application

4.1.4 This stage happens before a planning application is submitted, and is a process where the suitability of a scheme can be confirmed and clarified before a planning application is made. This process is open to both developers on larger sites, and residents on householder applications. The Council encourages and offers a pre-application advice service (further information, including forms and a charging schedule, is available on the Council's web site: <http://www.bracknell-forest.gov.uk/makeaplanningapplication>).

4.1.5 There is currently no statutory requirement for the Council to engage with the community at the pre-application stage on pre-application schemes. However, the Localism Act does contain the provisions for a person submitting a pre-application to undertake public consultation/publicise a proposals, however, at present there are no Regulations in place setting out thresholds as to when this requirement would apply.

4.1.6 The NPPF sets out that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties, and that good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community. Where LPAs think it would be beneficial, they should encourage any applicants who are not already required to do so by law (i.e. the

Localism Act) to engage with the local community before submitting their applications. Entering into a Planning Performance Agreement with the Council provides an opportunity for identifying the preferred approach to community engagement.

Planning Applications

4.1.7 Certain types of development require planning permission, and applications therefore have to be submitted to the LPA for determination. The consideration of a planning application follows a regulatory process, and Regulations (see Section 2 'Context') require certain types of consultation to take place; and certain bodies to be consulted. There are various types of application that may be submitted. A list of application types can be viewed at the following link: <http://www.planningportal.gov.uk/planning/applications/howtoapply/permissiontypes>.

4.1.8 The Council notifies neighbours of planning applications and in some circumstances advertises them in local newspapers and/or by a site notice at or near the site. Details of all applications are also available to view on the Council's website. However, irrespective of how the community hear about a proposal, anyone can submit comments on an application. The notification letter, site notice and press advertisement explain where the planning application can be viewed both on-line and at the Council Offices. The statutory register containing the application details is available electronically either via the Public Access system or at the Council offices.

4.1.9 The planning case officer assesses the planning applications taking into account the planning policies that apply to the proposal, other material considerations and their judgement of the impact it will have. This will be based upon the site visit, the responses from people and organisations consulted on the application and any views expressed by people interested in the application (such as neighbours). The publicity requirements mean that we will not receive all of the relevant views until about a month after the council register the application and this will be longer in some cases. It is a requirement of planning law that we make all planning decisions in accordance with the provisions of the development plan unless material considerations indicate otherwise. For guidance on making a planning applications, please see the following link: <http://www.bracknell-forest.gov.uk/makeaplanningapplication>

4.1.10 The planning application process is set out in further detail in Section 4.3 'Planning Applications'.

4.1.11 The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013 introduced a prior approval arrangement for certain single storey extensions to dwelling houses with a statutory requirement being placed on the Council the Council to serve notice on any owner or occupiers of adjoining properties and give them a minimum of 21 days to object. These prior approval notifications introduce a new procedure differing from that set out for planning applications below.

Appeals

4.1.12 Applicants have the right to appeal against the refusal of a planning permission. There is no third party right of appeal (i.e. for those who objected to a planning application). The Council publishes a weekly list of appeals it has received, and will notify relevant parties who commented on the planning application and how they may make comments to the Planning

Inspectorate. Information relating to the appeal will also be available to view on the Council's Online Planning Register. Further information about planning appeals and the appeals process is available on our web site:

<http://www.bracknell-forest.gov.uk/planningapplicationsappealsagainstdecisions>

Enforcement

4.1.13 If members of the local community draw possible breaches of planning to the attention of the Council these will be investigated in accordance with enforcement protocol adopted by the Council in 2004. Further information is available on our website: <http://www.bracknell-forest.gov.uk/planningenforcement>

4.2 Consultation Process

Who we will consult

Statutory Consultation Bodies

4.2.1 The Town and Country Planning (Development Management Procedure) (England) Order 2010 (set out in Section 2 'Context') specifies the stages at which statutory consultation will take place on planning applications. The Regulations set out that certain bodies must be consulted, depending on the type of application and/or constraints that affect the site. The relevant bodies are listed in Appendix 9: 'Planning Applications - consultation bodies'. We will notify such bodies either by sending them the weekly list, an email or consultation letter. Statutory bodies are made up of both internal and external consultees. The Regulations also include a requirement to notify the relevant Parish or Town Council that an application has been received. The statutory period for consultation on a planning application is 21 days. Information on planning applications is available to view on the Council's Online Planning Register at the following link: <http://www.bracknell-forest.gov.uk/viewplanningapplications>

Non-Statutory Bodies

4.2.2 There may be non-statutory bodies that the Council decide to consult depending on the nature of the consultation. This will be undertaken by way of either a letter or email notifications. Some non-statutory bodies are also sent the 'weekly list' of applications, so are free to comment on applications as they consider appropriate.

Local Community

4.2.3 As part of the planning application process, the Development Management Procedure Order contains a statutory requirement for notifying the local community either by letter, site notice or press advertisement, or combination of these methods. The Council only advertises applications in the press where there is a statutory requirement. However, it does notify neighbours by letter and in some instances site notices are displayed (see Appendix 10: 'Planning Applications - neighbour notification'). Information on planning applications is also available electronically via the Council's online Planning Register or at the Council offices.

Types of Consultation

4.2.4 As set out above, there are a range of ways in which the Council will seek to engage with bodies and the the local community in the consideration of planning applications (some of which are statutory). The types of consultation methods used and ways to view information are set out in further detail in: Appendix 11: 'Planning Applications - types of consultation'.

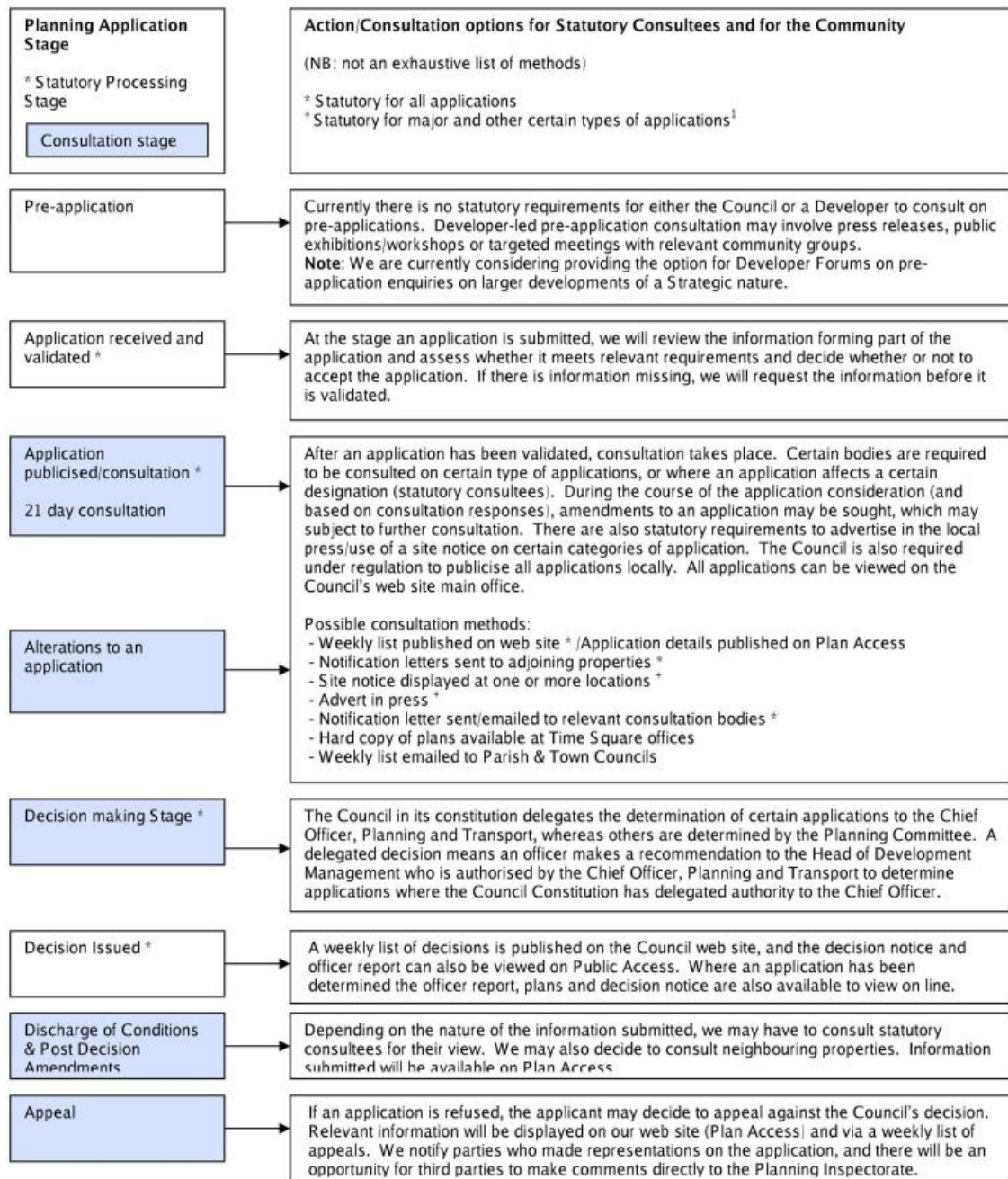
4.3 Planning Applications

Table 5 The Stages of Planning Application Process

Stage	Explanation
Application received & validated	At this stage, the Council will check the information that has been submitted. There is no public consultation at this stage.
Application publicised/consultation Alterations to application	<p>Following validation, the Case Officer will decide who should be consulted, having regard to the relevant Statutory Bodies (Appendix 9: 'Planning Applications - consultation bodies') and other necessary consultees. At this stage an application will appear on the weekly list which is e-mailed to ward Councillors, local Councils and libraries. Neighbour notifications are undertaken at this stage in accordance with Appendix 10: 'Planning Applications - neighbour notification'.</p> <p>At this stage, the application details are also made available on the Council's Planning Register. Consultation takes place for a 21 day period.</p> <p>Information on how to comment on a planning application is set out at the following link: http://www.bracknell-forest.gov.uk/howtocommentonaplanningapplication</p>
Decision Making Stage	<p>A decision can be taken in two ways:</p> <ol style="list-style-type: none"> 1. Delegated decision (where an officer is authorised to make the decision) 2. Planning Committee (Officer reports are available to view on the Council's web site at the following link: http://democratic.bracknell-forest.gov.uk/ieListMeetings.aspx?CId=585&Year=0). <p>In both cases any representations received are taken into consideration, and relevant issues are set out in a report. If the application is determined by the Planning Committee, there may be further opportunities for public participation via public speaking.</p>
Decision Issued	Once the decision is issued the decision notice, plans and officer report are available to view online, but letters of representation and other documentation are removed from the web site. A weekly list of decision is also published on the Council's web site, and circulated to ward councillors, local Councils and libraries.
Discharge of conditions and post decision amendments	<p>In many cases, planning permission is granted subject to conditions requiring certain matters to be agreed with the Council. This involves information being submitted to the Council to discharge those conditions, and often will need to be undertaken prior to commencement of development.</p> <p>In most instances, amendments to the details or plans approved under an existing planning permission will require a fresh application. However, in some instances, amendments may be non-material in which case notification of neighbours may not occur.</p>

4.3.1 The following diagram shows the planning application stages, whether it is statutory, where there is a chance for people to 'have their say' and possible methods of consultation:

Figure 5 Planning Applications - Determination Stages and Consultation Options.



¹ For certain applications, specific notification of application is required (such as a site notice and press advert). This requirements relates to:

- Major applications (defined as a minerals or waste development; where the number of dwellings is 10+ or the residential site area is greater than 0.5ha; a building which exceeds 1,000 sqm; or where site area is 1ha or more.)
- EIA applications accompanied by an Environmental Statement;
- A proposal which does not accord with the Development Plan;
- A proposal which would affect a Public Right of Way;
- Development within a Conservation Area;
- Development to (or affecting the setting of) a Listed Building.

For other types of applications, not specified above, the statutory requirement is either by a site notice or neighbour notification.

4.4 Reporting Back

4.4.1 Any comments received on an application are published on the Council's 'Online Planning Register' (<http://www.bracknell-forest.gov.uk/viewplanningapplications>) under the relevant planning application reference number, where they are available to view.

4.4.2 As part of the planning application process, comments from both statutory bodies and the local community are taken into consideration, and are set out in the report considering the application.

5 Monitoring and Review

5.0.1 The SCI will be kept under review and updated where necessary if significant changes occur, such as changes in:

- Groups we engage with
- Consultation methods
- Legislation
- Council protocol and Committee Structure
- Technology
- Results of the review of consultations, including the effectiveness of consultation methods in engaging particular groups

Appendix 1: Glossary of Terms

Table 6 Glossary of Terms

Term	Definition
Community Infrastructure Levy (CIL)	A tariff based system of developer contributions which will be used to deliver some of the infrastructure required to support development in the Borough.
Bracknell Forest Partnership (BFP)	Group of representatives from agencies that deliver public services, community and voluntary organisations and businesses in Bracknell Forest. This is also known as the Local Strategic Partnership (LSP). It produces the Sustainable Community Strategy and the Community Engagement Strategy.
Community Engagement Strategy	This document outlines how partners will work together to ensure local communities are informed, involved, consulted and enabled to take action themselves to contribute to the vision of the Partnership in a way that is most appropriate for them.
Development Plan	<p>The development plan for the Borough includes the South East Plan (SEP), the Core Strategy, and the saved policies in the Bracknell Forest Borough Local Plan. It also includes saved policies from the Replacement Minerals Local Plan for Berkshire (incorporating Alterations adopted in December 1997 and May 2001) and saved policies of the Waste Local Plan for Berkshire (December 1998). The determination of planning applications must be made in accordance with the development plan, unless material considerations indicate otherwise. It is therefore important that the separate documents that collectively comprise the development plan are not read in isolation.</p> <p>Once adopted, the development plan will also include the Site Allocations Development Plan Document.</p>
Development Plan Document (DPD)	A type of planning document that contains planning policies to be used when the Council determines planning applications. It is subject to an Examination by an independent Inspector, and once adopted, forms part of the Development Plan for the Borough.
Environment Impact Assessment (EIA)	EIA is an important procedure that may be required for certain types of development where there are likely to be significant environmental effects on the environment.
Environmental Statement (ES)	Where EIA is required the developer must produce an environmental statement (ES) describing likely significant effects of proposed development on the environment and proposed mitigation measures.

Term	Definition
Equalities Impact Assessment (EqIA)	An evaluation tool which analyses the effect that a policy or procedure will have on a particular group of people to highlight whether their needs are being met and if there are issues that require further action.
Evidence Base	Relevant up to date information to support a Local Plan, SPD, Neighbourhood Plan or CIL, which provides information on the economic, social and environmental characteristics and prospects for the area.
Habitat Regulations Assessment (HRA)	An assessment, required under the Habitats Directive, if a plan or project is judged as likely to have a significant effect on a Natura 2000 site.
Infrastructure Delivery Plan (IDP)	Identifies as far as possible, the infrastructure needs (e.g. Provision of new open space, road/junction improvements, schools and other community uses) associated with the development of sites. It is compiled following engagement with infrastructure providers and partner organisations.
Legal Compliance	To be legally compliant a Local Plan must be prepared in accordance with a Local Development Scheme and with the Statement of Community Involvement. It should have been subject to sustainability appraisal and have had regard to national policy.
Local Development Document (LDD)	Documents which taken as a whole set out the Council's planning policies for the Borough.
Local Development Scheme (LDS)	Document which sets out the Council's three year programme for producing Local Planning Documents, and identifies key milestones in the document production.
Local Plan	A plan for the future development of the local area, drawn up by the Local Planning Authority, in consultation with the Local Community.
Local Strategic Partnership (LSP)	See Bracknell Forest Partnership
Localism Act 2011	The Act received Royal Assent in November 2011 and covers a wide range of local government and other matters. The principle of localism is that power and resources should be transferred from central government to the local level. It is based on the principle that decisions should be taken as closely as possible to the people they affect. The Localism Act includes the mechanism by which Regional Strategies will be abolished
Major Application	<ul style="list-style-type: none"> • minerals or waste development

Term	Definition
	<ul style="list-style-type: none"> • where the number of dwellings is 10+ or the residential site area is greater than 0.5ha • a building which exceeds 1,000 sqm • where site area is 1ha or more
National Planning Policy Framework (NPPF)	<p>The NPPF is a single document that sets out the Government's economic, environmental and social planning policies for England. Taken together, these policies articulate the Government's vision of sustainable development. The NPPF prioritises the role of planning in supporting economic growth.</p>
Soundness	<p>A local development document has to meet the tests of soundness in an examination before it is finally approved.</p> <p>The NPPF (para. 182) contains the following definition of soundness. Plans should be:</p> <ul style="list-style-type: none"> • Positively prepared– the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so, and consistent with achieving the presumption in favour of sustainable development • Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence base • Effective – the plan should be deliverable over its period, and based on effective joint working on cross-boundary strategic priorities and • Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.
South East Plan (SEP)	<p>The SEP was partially revoked in March 2013, with the exception of Policy NRM6 relating to the Thames Basins Heath Special Protection Area.</p>
Statement of Community Involvement (SCI)	<p>A document which sets out how Bracknell Forest will engage with people in preparing Planning Policy Documents and determination of planning applications.</p>
Strategic Environmental Assessment (SEA)	<p>An internationally used term to describe high level environmental assessment as applied to policies, plans and programmes. SEA is a requirement of European law, and considers the impact of proposed plans and policies on the Environment. SEA is often undertaken in conjunction with a Sustainability Appraisal.</p>

Term	Definition
Supplementary Planning Document (SPD)	A type of planning document that provides support, and additional detail on policies contained within Local Plans/Development Plan Documents (DPDs). SPDs are a material consideration, but hold less weight than a Local Plan.
Sustainability Appraisal (SA)	Examines the impact of proposed plans and policies on economic, social and environmental factors, and ensures that these issues are taken into account at every stage so that sustainable development is delivered on the ground. It also appraises the different options that are put forward in the development of policies and the identification of allocation sites. Each Local Plan that the Council produces is accompanied by its own SA. Whilst not a requirement for SPDs, the Council has also decided to prepare SAs for SPDs in order to ensure that social, environmental and economic factors are considered.
Sustainable Community Strategy (SCS)	Sets out a vision for the Borough, which is prepared by the Local Strategic Partnership (a group of organisations that deliver public services in Bracknell Forest (the LSP)).
Thames Basins Heath Special Protection Area (SPA)	A nature conservation area comprising a group of heathland sites designated for its bird interest under a European Wildlife Directive (and subject to the assessment procedure set out in the Habitats Directive), in order to protect internationally important species of birds which live within them.

Appendix 2: Local Development Documents - duty to co-operate bodies

The Local Plan Regulations 2012 (Part 2) defines 'duty to co-operate' bodies that a Local Authority must engage with during the different stages of Local Plan preparation. Bracknell Forest engage with the following:

- Environment Agency
- English Heritage
- Natural England
- Mayor of London (As a Local Plan deals with local issues, it may not always be appropriate to consult the Mayor of London)
- Civil Aviation Authority (As BFC does not contain any Secretary of State Aerodromes (section 2 of the Civil Aviation Act 1982(c.16)), it may not always be relevant to consult with the Civil Aviation Authority).
- Homes and Communities Agency
- Primary Care Trust (as Primary Care Trusts were abolished in March 2013, we will consult an equivalent Public Health Authority, as appropriate)
- Office of Rail Regulation
- Transport for London (BFC is not part of the GLA, so it may not always be relevant to consult the TfL).
- Each Integrated Transport Authority (BFC is not within one of the integrated transport areas, so it may not always be relevant to consult them).
- Each Highway Authority
- Marine Management Organisation (within Bracknell Forest, it is not relevant to consult this body, as Bracknell Forest is not a coastal Authority)
- Local Enterprise Partnership (within Bracknell Forest, we consult the Thames Valley Berkshire LEP)

Appendix 3: Local Development Documents - specific and general consultation bodies

Specific Consultation Bodies

The Local Plan Regulations 2012 (Part 1) defines 'specific' consultation bodies that a Local Authority must engage with during the different stages of Local Plan preparation. Bracknell Forest Council engages with the following:

- The Coal Authority
- The Environment Agency
- English Heritage
- Natural England
- Network Rail Infrastructure Limited
- Highways Agency
- A relevant authority whose area is in or adjoins the Local Planning Authority (see below)
- Any person whom the electronic communications code applies or who owns or controls electronic communications apparatus situated in part of the area of the Local Planning Authority (within Bracknell Forest we consult:
 - T-Mobile
 - Hutchinson 3G
 - O2
 - Orange
 - Vodaphone
 - Cable and Wireless
 - Vtesse Networks Ltd
 - BT
 - Virgin Media
 - Berkshire Fire and Rescue
 - South Central Ambulance Service
 - Thames Valley Police)
- Primary Care Trust (as Primary Care Trusts were abolished in March 2013, we will consult an equivalent Public Health Authority, as appropriate)
- Any person to whom a licence has been granted under the Electricity Act (within Bracknell Forest we consult the National Grid and Scottish & Southern Energy)
- Any person to whom a licence has been granted under the Gas Act (within Bracknell Forest we consult British Gas and Southern Gas Networks)
- Sewerage undertaker (within Bracknell Forest we consult Thames Water)
- Water undertaker (within Bracknell Forest we consult South East Water and Veolia Water)
- Homes and Communities Agency

Within Bracknell Forest, it is not considered relevant to consult the Marine Management Organisation, as Bracknell Forest is not a coastal Authority.

Within Bracknell Forest, we consult the following relevant authorities whose area is within or adjoins Bracknell Forest:

- Adjoining County Councils (note: there is no County Council applicable to Berkshire)
 - Hampshire County Council
 - Surrey County Council

- Adjoining District/Borough Councils
 - Hart District Council
 - Royal Borough of Windsor and Maidenhead (RBWM)
 - Surrey Heath Borough Council
 - Wokingham Borough Council

- Adjoining Parish Councils
 - Blackwater and Hawley Town Council (Hart)
 - Yateley Town Council (Hart)
 - Bray Parish Council (RBWM)
 - Old Windsor Parish Council (RBWM)
 - Shottesbrooke Parish Council (RBWM)
 - Sunningdale Parish Council (RBWM)
 - Sunninghill & Ascot Parish Council (RBWM)
 - Waltham St Lawrence Parish Council (RBWM)
 - White Waltham Parish Council (RBWM)
 - Chobham Parish Council (Surrey Heath)
 - Windlesham Parish Council (Surrey Heath)
 - Hurst Parish Council (Wokingham)
 - Finchampstead Parish Council (Wokingham)
 - Wokingham Town Council (Wokingham)
 - Wokingham Without Parish Council (Wokingham)

General Consultation Bodies

The Local Plan Regulations 2012 (Part 1) defines 'general' consultation bodies that a Local Authority must engage with during the different stages of Local Plan preparation, for the purposes of the regulations, these comprise:

- voluntary bodies some or all of whose activities benefit any part of the authority's area
- bodies which represent the interests of different racial, ethnic or national groups in the authority's area,
- bodies which represent the interests of different religious groups in the authority's area
- bodies which represent the interests of disabled persons in the authority's area
- bodies which represent the interests of persons carrying on business in the authority's area

In relation to consulting general consultation bodies, as set out in 3.1 'Consultation Process', Bracknell Forest Council liaise with the Bracknell Forest Voluntary Action Group who send out consultation information on behalf of Bracknell Forest Council.

In addition, the Council may consult additional groups such as those representing the interests of Gypsy and Travellers, and economic interests such as the the Chamber of Commerce and the Federation of Small Businesses.

Appendix 4: Neighbourhood Plans - consultation bodies

The Neighbourhood Planning Regulations 2012 set out that any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan should be consulted. (Note: it is not always the responsibility of Bracknell Forest Council to engage with the following groups, as this depends on the relevant stage of the neighbourhood plan preparation, in some instances, it will be the responsibility of the qualifying body who is preparing the Plan (i.e. a Parish/Town Council):

- A Local Planning Authority, County Council or Parish Council whose area is within or adjoins the area of the relevant Local Planning Authority
- The Coal Authority
- Homes and Communities Agency
- Natural England
- The Environment Agency
- English Heritage
- Network Rail Infrastructure Company
- Highways Agency
- Marine Management Organisation
- Any person to whom the electronic communications code applies or who owns or controls electronic communications apparatus situated in part of the area of the Local Planning Authority.
- Primary Care Trust (if it exercises a function in any part of the neighbourhood area) (as Primary Care Trusts were abolished in March 2013, we will consult an equivalent Public Health Authority, as appropriate).
- Any person to whom a licence has been granted under the Electricity Act (if it exercises a function in any part of the neighbourhood area)
- Any person to whom a licence has been granted under the Gas Act (if it exercises a function in any part of the neighbourhood area)
- Sewerage undertaker
- Water undertaker
- Voluntary bodies some or all of whose activities benefit any part of the neighbourhood area
- Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area
- Bodies which represent the interests of different religious groups in the neighbourhood area
- Bodies which represent the interests of disabled persons in the neighbourhood area
- Bodies which represent the interests of persons carrying on business in the neighbourhood area

Appendix 5: Community Infrastructure Levy - consultation bodies

The Community Infrastructure Levy Regulations 2010 (Part 15) defines the consultation bodies that a Charging Authority must engage with during the different stages of CIL preparation:

- County Council (note: there is no County Council applicable to Berkshire)
- a responsible regional authority
- each Parish Council whose area is in the charging authority's area
- the Mayor if the charging authority is a London Borough Council
- any other person exercising the functions of a Local Planning Authority (within the meaning of TCPA 1990) for an area within, or which adjoins, the charging authority's area.

The charging authority must also invite representations on the preliminary draft charging schedule from:

- persons who are resident or carrying on business in its area
- voluntary bodies some or all of whose activities benefit the charging authority's area, and
- bodies which represent the interests of persons carrying on business in the charging authority's area

Appendix 6: Local Development Documents - types of consultation

The Council will seek to use a diverse range of communication methods in order to ensure inclusive consultation. The following table sets out some of the types of consultation that may be involved in the preparation of Local Development Documents, though is not an exhaustive list, and it is may not be appropriate to use at every stage of consultation on every document:

Table 7 Local Development Documents - Types of Consultation

Type of Consultation Method	Commentary
Email	<p>If you have expressed an interest in the preparation of a particular planning policy document, and are registered on our database, at the start of a consultation, you will automatically be sent a notification by email via the Consultation Portal. In other cases, we may send notification emails from our drop account.</p>
Event on Consultation Portal (Objective)	<p>The Council has an on-line consultation portal which is used to run consultations, known as 'Objective'. The portal provides an opportunity to get involved in consultations and tell us what you think, and can be used to:</p> <ul style="list-style-type: none"> • Search and view current and past consultations • Comment online on live consultations • Access past consultations and responses to them • Register to be kept informed of upcoming consultations <p>The Planning Policy consultation portal can be viewed on this link: http://consult.bracknell-forest.gov.uk/portal/planning/ and is where you can find out about consultations on Bracknell Forest's planning policies and documents. Consultations can take the form of documents, questionnaires/surveys or forums on a given topic</p>
Exhibitions	<p>Where possible and depending on the nature of the document being prepared, subject matter of the documents, and stage of consultation, exhibitions will be held around the Borough during the daytime, evenings and at weekends to reach as wide an audience as possible. The exhibitions are an opportunity to find out more information about the plan being prepared. They are not intended to be formal public meetings, and may be either staffed or unstaffed.</p>

Type of Consultation Method	Commentary
Forward Plans List	The Council produces a list of items (which gives a a minimum of 28 days notice) of key decisions that will be considered by the Council's Executive. The Forward Plan list can be viewed on this link: http://democratic.bracknell-forest.gov.uk/mgPlansHome.aspx?bcr=1 .
Frequently Asked Questions	As appropriate we will issue a set of Frequently Asked Questions to supplement a consultation where there are known issues and questions that are likely to arise. We will aim to ensure that these are in plain English.
Hard copies of documentation	Hard copies of consultation material will be made available in local libraries and Parish/Town Councils through to being available on the Council's web site. Copies of documents can also be obtained in large print, Braille, audio cassette or in other languages.
Leaflets	At certain stages of consultation, we may produce leaflets which will aim to identify the key facts and nature of the consultation being undertaken.
Letter	If we don't have an email contact for those who have expressed an interest in the preparation of a particular planning policy document, at the start of a consultation, we will write to such persons to notify them of the consultation.
Libraries	<p>At various stages of consultation, we provide hard copies of the information that we are seeking views on, in local libraries within the Borough:</p> <ul style="list-style-type: none"> • Ascot Heath • Binfield • Birch Hill (Bracknell) • Bracknell Town • Crowthorne • Great Hollands (Bracknell) • Harmanswater (Bracknell) • Sandhurst • Whitegrove (Warfield) <p>Opening times and locations of the libraries within the Borough can be viewed on this link: http://www.bracknell-forest.gov.uk/librariesgeneralinformation</p>

Type of Consultation Method	Commentary
Local Development Scheme	Sets out the three year programme (including details of various stages) for preparing and reviewing each Local Plan and Supplementary Planning Document (SPD). It is reviewed regularly. The latest version of the LDS is available to view on this link: http://www.bracknell-forest.gov.uk/localdevelopmentscheme
Meetings/Workshops/Focus Groups	As appropriate we may hold targeted meetings with specific groups to discuss a particular element of the plan preparation. Where meetings are held, minutes will be taken and circulated to those in attendance. Where workshops are held, we will summarise the key outcomes and publish these on our web site and/or circulate to those who attended.
Parish and Town Councils (Local Councils)	At various stages of consultation, we provide hard copies of the information that we are seeking views on to local Parish and Town Councils: <ul style="list-style-type: none"> • Bracknell Town Council • Binfield Parish Council • Crowthorne Parish Council • Warfield Parish Council • Winkfield Parish Council • Sandhurst Town Council
Press Release	At various stages of consultation, the Council issues a press release to various local radio stations and newspapers. The press release will also be published on the 'news' section of the Council's web site (http://www.bracknell-forest.gov.uk/news). Whilst press releases are issued, it is up to the recipient to decide how the information is reported.
Press Advert	Certain stages of consultation require the Council to publish a statutory advertisement in a local newspaper.
Principal Council Offices	At various stages of consultation, we provide hard copies of the information that we are seeking views within main Council Offices: <ul style="list-style-type: none"> • Time Square (Market Street, Bracknell, RG12 1JD) • Easthampstead House (Town Square, Bracknell, RG12 1AQ) Opening times and locations can be viewed on this link: http://www.bracknell-forest.gov.uk/contactus
Questionnaires/Response Forms	At each stage of public consultation, we will produce a response form or questionnaire, in order to gain feedback. We will endeavour to make forms available in both hard copy and electronically.

Type of Consultation Method	Commentary
Social Media	At various stages of consultation, the consultation will be advertised and streamed through the social networking sites such as the Council's Twitter and Facebook pages.
Town and Country	Town & Country is Bracknell Forest Council's newspaper, which gets delivered three times a year each March, July and November. Where appropriate we publish Planning Policy updates in the newspaper, in order to raise awareness across the Borough. We will aim to ensure that articles in Town and Country are in plain English. In addition to being delivered, copies of Town & Country can also be viewed online: http://www.bracknell-forest.gov.uk/townandcountry
Web Site	Consultations on Local Planning Documents will be published on our web site, on the relevant document page within the Planning Policy pages and also on the Council's overall 'Current Consultation' web site at the following link: http://www.bracknell-forest.gov.uk/currentconsultations .
Voluntary Groups and other local community groups and organisations	Bracknell Forest liaise with the Bracknell Forest Voluntary Action (BFVA) (http://www.bfva.org), who send out consultation information (usually an email containing a letter setting out the nature of the consultation, where information can be viewed, and how they can comment) on behalf of Bracknell Forest Council. BFVA is the central support agency for voluntary and community action in the Borough with a membership of 600+ groups. The organisation was set up in 1984 with the aim of operating as the local Council for Voluntary Service for Bracknell Forest Borough. It is recognised as the main contact point for the wider sector and all information and consultations are directed through BFVA for distribution to groups and organisations. They liaise with such groups as Bracknell Forest Minorities Alliance and Bracknell Forest Faith and Belief Forum.

Appendix 7: Example Template for Consultation Strategy

Consultation Strategy for Document Title

	Document Title
Nature of Plan being Prepared	
Purpose of Consultation	
Nature of issues that need to be consulted upon	
Who should be consulted	
Why we are consulting them	
How we will be consulting	
When consultation will take place	
Accessible/Inclusive Consultation	
How comments will be taken into account	
How comments will be reported	

Appendix 8: Example Template for Consultation Mandate

	Consultation mandate 7 elements	Your consultation mandate
1	We (identity – such as ASCH&H or Bracknell Forest Council)	
2	Need to understand the views of (target audiences/stakeholders – such as residents, local businesses)	
3	Concerning (issue)	
4	So that (actor – such as Executive or Executive Member, a Director, lead officer or team)	
5	Can (take an action)	
6	On/by (date)	
7	So as to accomplish/in order to (wider aim)	

Mandate developed and adapted with kind permission of The Consultation Institute

Appendix 9: Planning Applications - consultation bodies

Part 3 of the Development Management Procedure Order refers to consultations that have to take place before the grant of planning permission, and cross references to Schedule 5 of the Order. This sets out the various bodies that are required to be consulted depending on the type of development and any constraints that may be affected by the development.

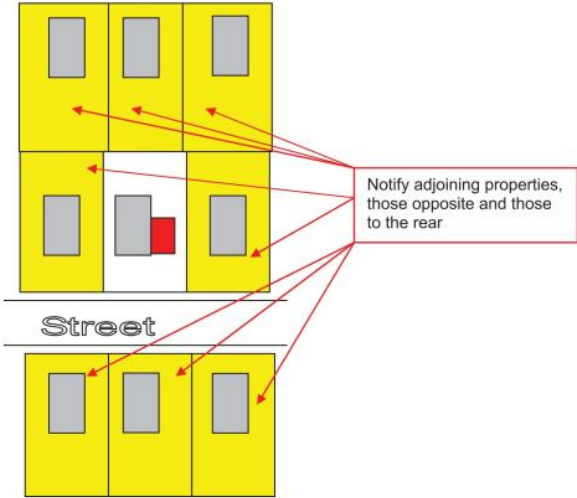
The categories for consulting certain bodies are not reproduced in this SCI, as they have to be applied on a case by case basis. The current version of the Development Management Procedure Order is available to view at the following link: <http://www.legislation.gov.uk>

Please note that the Schedule contained in the Development Management Procedure Order may be subject to change through subsequent amendments to the Order (which are issued by the Government).

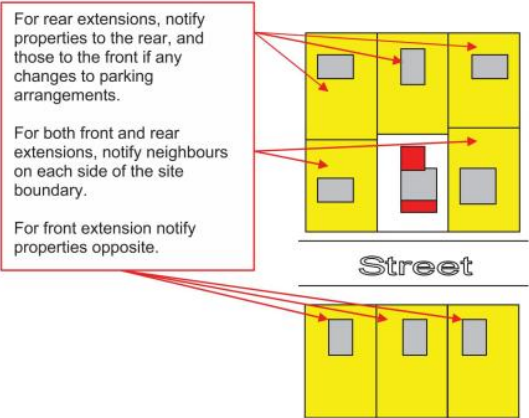
Appendix 10: Planning Applications - neighbour notification

The following diagrams give examples of the minimum letter notification undertaken in respect of planning applications for various forms of development:

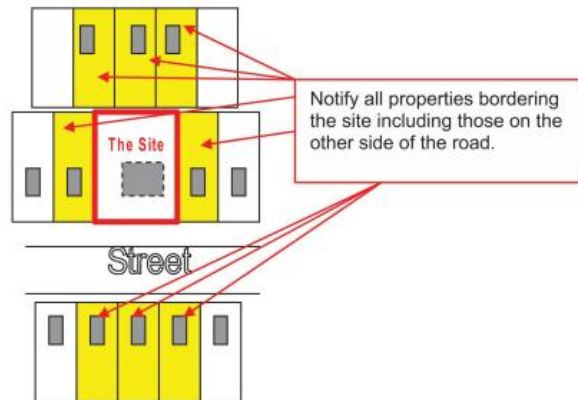
(a) Side Extensions:



(b) Front and Rear Extensions



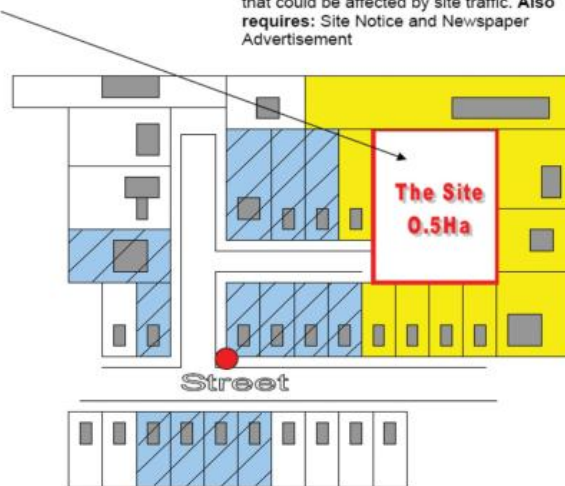
(c) **Change of Use/Minor Applications**
 (eg. large property conversion to a nursing home/flats, infill development etc)







(d) **Major Redevelopment:**

Development type:
 Major redevelopment/infilling

Notify:
 All properties bordering the site including those that could be affected by site traffic. **Also requires:** Site Notice and Newspaper Advertisement



 Notify neighbouring properties	 Notify properties affected by site traffic (where there is a long length of road, site notices may be more appropriate)
 Site Notice (to notify other properties that maybe affected by an increase in traffic and whom do not receive a neighbour notification letter)	 Newspaper advertisement (statutory requirement if site is 0.5Ha or more)

(e) Other

- Business Areas – Normally letters of notification sent to properties on each side, and additionally to the front and rear if considered appropriate by the planning officer following a site inspection. In the case of sub-divided buildings the Council may also notify occupiers above and below.
- Rural Locations – Normally letters of notification sent to any neighbour who might reasonably be construed to be affected (Depending on remoteness and scale of proposal, neighbour notification may be replaced or augmented by a site notice).
- Advertisements – Normally letters of notification sent to any neighbour or property that in the planning officer's opinion is likely to be affected.
- If there are intervening areas (such as a car park) between an application site and existing properties that would be used by the proposed development normally letters of notification sent to notify properties adjoining the car park.

Appendix 11: Planning Applications - types of consultation

The following table sets out some of the types of consultation that may be involved in the determination of planning applications. Further information on how to comment on a planning application is available at:

<http://www.bracknell-forest.gov.uk/howtocommentonaplanningapplication>

Table 8 Planning Applications - Types of Consultation

Type of consultation	Commentary
Email	In many circumstances we will send out email notifications in place of letters, this is usually to Parish and Town Councils and Statutory Consultees.
Letter *	Where we are required to undertake neighbour notification, we will send letters addressed to the occupier notifying them of the application, and give them 21 days to comment on the application.
Information on our website	<p>You can view information on our 'online planning register', or can register to be notified about applications in your area, by accessing:</p> <p>http://www.bracknell-forest.gov.uk/viewplanningapplications</p> <ul style="list-style-type: none"> • Search and view current and historic planning application records • Search and view applications for tree works to protected trees (once on the online planning register page, please enter an address or application number, for example:12/00045/TRTPO) • Register to be notified by email about new planning applications in your area. • Track the progress of current planning applications • Comment online on live planning applications • View what has been approved or rejected by the council in relation to submissions under planning conditions
Neighbour Notification *	<p>Major applications: In addition to a site notice and press advert the Council will notify in writing occupiers of properties adjoining the application site..</p> <p>Other planning applications: either notification by way of neighbour notification letter or a site notice is required.</p>
Planning Register	In accordance with Regulations, the Local Planning Authority is required to keep a Planning Register. This contains a copy of the relevant planning application information. The register is held online and can be viewed online via the Public Access system either on our web site or at the Council offices.

Type of consultation	Commentary
Press Advert	<p>For certain types of applications, there is a statutory requirement to publish a notice in a newspaper circulated in the locality in which the application site is situated:</p> <ul style="list-style-type: none"> • An EIA application accompanied by an Environmental Statement • An application which does not accord with the Development Plan for the area • An application which would affect a Public Right of Way • Listed Building Consent applications • Conservation Area Consent applications • Major development
Site Notice *	<p>For certain types of applications, there is a statutory requirement to display a site notice in at least one place near land which the application relates - for 21 days:</p> <ul style="list-style-type: none"> • An EIA application accompanied by an Environmental Statement • An application which does not accord with the Development Plan for the area • Would affect a Public Right of Way • Listed Building Consent applications • Conservation Area Consent applications • Major development⁽⁷⁾ <p>For all other types of applications, either a site notice is required or neighbour notification.</p>
Weekly List	<p>The Council publishes a 'Weekly List' of validated applications and appeals. This contains details of application site address, application number, description of development and Case Officer. This is emailed to a set circulation list (some statutory Consultees, Parish and Town Councils and Borough Councillors). It is also available to view on the Council's web site at the following link:</p> <p>Applications List: http://www.bracknell-forest.gov.uk/registeredweeklyreportlist</p> <p>Appeals List: http://www.bracknell-forest.gov.uk/planningandenforcementappealsweeklyreportlist</p>

* Neighbour notification and display of site notices is undertaken in accordance with the procedure set out in Appendix 10: 'Planning Applications - neighbour notification'

7 Major applications are defined as a minerals or waste development; where the number of dwellings is 10+ or the residential site area is greater than 0.5ha; a building which exceeds 1,000 sqm; or where site area is 1ha or more

Copies of this booklet may be obtained in large print, Braille, on audio cassette or in other languages. To obtain a copy in an alternative format please telephone 01344 352000

Nepali

यस प्रचारको सक्षेपं वा सार निचोड चाहिं दिइने छ ठूलो अक्षरमा, ब्रेल वा क्यासेट सून्नको लागी । अरु भाषाको नक्कल पनि हासिल गर्न सकिने छ । कृपया सम्पर्क गनुहोला ०१३४४ ३५२००० ।

Tagalog

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Urdu

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Polish

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Portuguese

Podemos disponibilizar resumos ou extractos deste documento em impressão grande, em Braille ou em audiocassete. Podem também ser obtidas cópias em outros idiomas. Por favor ligue para o 01344 352000.

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