

Exeter Statement of Community Involvement





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Chapter 1. Introduction

Planning affects us all, shaping the places we work and live and the services and facilities we use. Therefore it is important that everyone can comment on and be involved in making planning decisions. We need residents, businesses and other organisations to use local knowledge and expertise to help shape development in Exeter.

Exeter City Council, as the local planning authority, is required to explain how we will involve the community in decision making. This Statement of Community Involvement (SCI) is a legal requirement¹ and sets out how we want to involve our communities, organisations and other interested parties when we prepare our planning policies and make decisions on planning applications.

We will use different ways to work with you so that everyone can be well informed and understands how they can contribute, engage with and influence planning policy and decisions on planning applications. People with local knowledge are valuable in helping to shape the places where they live and work, particularly as they are the people who will be most affected by the decisions made.



Planning Policy:

The Development Plan - Exeter City Council, as the local planning authority, is responsible for deciding where development takes place. All local planning authorities are required to produce what is called a 'Development Plan'. The Development Plan is the starting point for determining planning applications, although there are other matters which will be considered as part of decision making.

The Development Plan can consist of a single planning document or a series of planning documents. Taken together, these documents will steer the future development of the area. More specifically the documents must set out our priorities for development, identify sites for development and provide a comprehensive set of policies to address both strategic and detailed planning issues.

Supplementary Planning Documents (SPDs) - Local planning authorities can choose to develop separate documents to provide additional detailed guidance to support the policies set out in the Development Plan. SPDs can be used to provide further guidance for development on specific sites or on a particular issue. SPDs must also be taken into account when making planning decisions.

Neighbourhood Planning - Communities may decide to produce a Neighbourhood Plan for their area; if, following a successful referendum, the plan is 'made', the policies within it become part of the Development Plan and must be considered when making decisions on planning applications. As the local planning authority, Exeter City Council has a duty to support the communities that may choose to undertake Neighbourhood Planning.

Planning Applications and Permissions:

Planning Permissions - Planning applications are required for a specific development at a specific location, which can range from an extension to someone's house to proposals for larger schemes such as new shopping centres, offices and housing developments. These applications are submitted to the local planning authority for a decision as to whether planning permission is granted. This decision will be made in accordance with the planning policies in the Development Plan and any other relevant considerations.

Other Planning Permissions - Some forms of development require a prior notification of the intention to undertake works and in some cases consultation with neighbours may be carried out in accordance with legal requirements. Certain types of development do not require planning permission as they are Permitted Development.

More information:

Further information in relation to both planning policy and planning applications can be found on our website:

www.exeter.gov.uk/planning-services

Or, if you still have questions, the teams can be contacted via email and phone:

Planning Policy

General enquiries:
planning.policy@exeter.gov.uk
01392 265080

Planning Applications and Permissions

General enquiries:
planning@exeter.gov.uk
01392 265223



Chapter 2. Community involvement in planning

This chapter sets out our general approach to involving communities in planning decisions. It covers those elements of our approach that are common to planning policy and planning applications and permissions. It answers the following questions:

- How do we consult?
- What is the best way to make a comment?
- What can you comment on?

The chapters that follow deal with the elements of our approach to consultation that are specific to planning policy (see chapter 3) and planning applications and permissions (see chapter 4).

How do we consult?

We consult in a variety of ways ensuring that methods are proportionate to the scale and impact of the plan, policy or proposal, appropriate to those we need to consult and within available resources. Such methods may include:

- **Digital communication**

Website, emails, video conferencing, social media, online discussions

- **Paper communication**

Letters, site notices, local press, documents made available at public libraries and other public buildings

- **Face to face discussions**

Meetings, exhibitions, through local elected Members, representative groups, workshops

We will always try to communicate in plain English and fully explain any necessary technical language or acronyms. Documents may also be available in different languages or formats (such as large print or Braille) if requested.

What is the best way to make a comment?

We would prefer you to contact us electronically as this saves time and cost. We prefer comments to be made to us online, as this is quicker and means that your comments are more readily available. However, we understand that not everyone can or wishes to contact us online and therefore written or emailed comments can be made, but we cannot take your views by telephone or via social media (unless part of an event formally organised by us).

With both planning policy and planning applications, the ways you can respond, and the timescales, will be set out in the consultation information and we will also give you any relevant reference numbers to quote to ensure your comments are matched with the relevant planning application or section of a policy document.



What can I comment on?

We can only take account of comments made about relevant planning matters. Some examples of relevant planning matters include:

- National and local planning policies
- Effect of the proposed development on the appearance of an area
- Quality of design and how the proposal fits in
- Significant overbearing impact and loss of sunlight and daylight (e.g. significant overshadowing from a new building)
- Loss of privacy to neighbouring properties
- Economic benefits/disbenefits of the proposal
- Effect on parking, traffic and highway safety issues
- Significant increase in noise and general disturbance
- Loss of important trees or impact on wildlife
- Intrusion into the countryside
- Impact on historic buildings or structures

Concerns which are not normally relevant to the planning process:

- Loss or harm to a private view
- Loss of property value
- Breach of private covenant
- Loss of trade to a competitor
- Level of profit a developer might make
- Personal circumstances of the applicant (other than in exceptional cases)
- Character of the applicant
- Nuisance caused by building works
- Moral objections (e.g. to uses such as amusement arcades and betting offices)
- Boundary or neighbour disputes
- Conflict with private access

Oral, defamatory, offensive or anonymous comments cannot be taken into consideration.

We need to ensure our consultation is valid and therefore we will need to ask for the names and contact details of consultees and any organisations that they represent (if appropriate). We may also need further information to help us understand who is responding and to help monitor the effectiveness of the ways we consult.

When comments are received they will be uploaded to the relevant part of the Council's website (planning application or plan consultation) once email addresses and personal signatures have been removed.



Chapter 3. Planning policy

This section focuses on planning policy; it explains how we will engage with the community and how you can get involved in the plan-making process.



Figure 1: Planning Policy

At the heart of planning policy is the Development Plan which is the starting point for making decisions on planning applications. The existing Development Plan includes the Exeter Core Strategy, which sets out the vision for Exeter and includes policies to address strategic issues, and saved policies from the Exeter Local Plan First Review, which sets out more detailed policies. We are currently working on a new Local Plan which will eventually replace these documents. The Exeter St James Neighbourhood Plan has been 'made' and also forms part of the Development Plan as do the Devon Minerals and Waste Plans.

Supplementary Planning Documents (SPDs) can be used to provide further guidance for development on specific sites (in the form of Masterplans or other site specific plans), or on specific issues and, once adopted, are also a relevant consideration when making decisions on planning applications.

Planning policy also includes other documents including this one, the Statement of Community Involvement (SCI), and the Local Development Scheme (LDS) which sets out the timescale for the production of policy documents.

Finally, related to the Local Plan, the City Council has a delivery concept called Liveable Exeter. This includes a series of ambitions to deliver high quality development on potential sites within the city. Engagement will be a key part of the Liveable Exeter concept.

Who do we consult?

We are committed to open and honest dialogue with the community and try to include a wide range of groups, organisations and individuals in the writing of planning policy. This section explains who we consider to be the 'community'.

'The community' means residents, businesses, community and interest groups, landowners, developers, adjoining local authorities, government agencies and any other individuals, groups and organisations interested in the development and use of land in the City. We have developed a list of consultees based on relevant legislation, Planning Practice Guidance, our past experience and previous consultations. Anyone can request to be added to, or removed from, this planning policy consultation database at any time.

Legislation sets out requirements for who we should consult, and when. There are certain bodies or organisations that we must consult² but we will also consider whether to consult more widely with non statutory consultees as appropriate on a case-by-case basis. Sometimes policies or proposals will have a localised impact within a particular area and in this instance consultation is carried out on an area basis rather than across the City as a whole. This is subject to fulfilling the minimum legal requirements. The specific and general statutory consultees for planning policy are set out at Appendix A.

² Town and Country Planning (Local Planning) Regulations 2012, Regulation 18 (2)(c)



Under-represented groups:

We want to hear from all members of our community, but are particularly keen to hear from those groups who may often be under-represented in the planning processes, including those groups with protected characteristics under the legislation³. These groups include, but are not limited to:

- Children and young people
- Young adults
- Lone parents
- Those with disabilities (both physical and mental)
- Those who don't speak English as their first language
- Black and minority ethnic people
- The Traveller community including Irish Traveller and Romany Gypsy community
- Liveaboard boaters / boat dwellers
- The military
- Residents who work outside Exeter
- People who work in Exeter but live elsewhere
- Religious groups
- Those from a lower socio-economic background
- Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) community
- Carers

We will work with other teams and with partner organisations (including Exeter Connect – see glossary) to help us reach the under-represented groups so they may have more of a voice in shaping planning decisions.

How do we consult?

We will select the most appropriate consultation methods depending on what document we are producing, what we are seeking to achieve and which stage in the process we have reached. We may communicate using:

- Website – to report progress on producing documents and to ensure consultation documents are available to view.
- Document deposit points – to make available paper copies of consultation documents at Exeter Civic Centre and at libraries.
- Direct notification – to notify, by email or by post, interested bodies, organisations or individuals that the Council considers would have an interest in the consultation or need to be consulted according to legislation.
- Face-to-face consultation – Presentations, exhibitions, or information events for the public and other interested parties to discuss proposals and encourage engagement. If appropriate, more involved consultation methods may include bespoke meetings of representative groups, workshops, or focus group sessions where a specific issue needs more in-depth discussion.
- Online events – the use of digital platforms for video calls, conferencing and discussions to discuss proposals and encourage engagement.
- Media advertising – the use of radio, TV, newspapers and social media to notify stakeholders of an opportunity to view and/or comment on planning documents.

All consultations relating to planning policy documents will adhere to the Consultation Charter.

Through Liveable Exeter, the Council will strengthen communities and create new neighbourhoods. Using innovative and interactive engagement tools, the Council will better inform communities about Liveable Exeter and enable them to shape emerging development proposals as they come forward, as well as feeding into the new Exeter (Local) Plan.

³Equality Act 2010



The Development Plan (formal planning policy):

Producing the Development Plan is a lengthy process. A significant amount of technical evidence is required to support the plan, we need to take account of the National Planning Policy Framework and Planning Practice Guidance (see glossary) and wide ranging input is needed from organisations and communities.

We will use a variety of approaches to obtain comments and feedback and to ensure there is ongoing engagement and exchange of information throughout the plan preparation process. The various stages of Development Plan preparation will require different forms of consultation, some formal and some less formal. However, in every case the aim is to provide residents and communities with knowledge and understanding about issues which may affect them, and provide opportunities for those interested to give us their opinions and share local knowledge. For formal stages of consultation the minimum legal requirements are set out in relevant legislation⁴. However, we may go beyond these requirements where necessary in relation to specific issues. In some cases we may engage through workshops, exhibitions and online events.

Formal consultations will be for a minimum of 6 weeks. We will try to avoid holding consultations during August and over the Christmas/New Year period. However, where this is unavoidable, due to the need to make progress, we will ensure a reasonable part of the consultation period lies outside these periods.

During each stage of consultation the scope will be made clear and we will provide a named contact so that people know who they can speak to about the proposals. There will often be a list of questions available to direct your responses. The style of questions we ask will need to evolve as the plans progress. For example, early consultations may include wide-ranging, less formal questions and in later consultations the questions may become more specific and formal. This is needed to make sure we hold consultation in line with legislation.

Once a plan is fully drafted and is submitted to the Secretary of State, an independent examination discusses whether it is 'sound' and legally compliant. The examination usually involves informal discussions which are held by the Inspector to discuss specific issues which they think are relevant. We will publicise information about the progress of the examination on the website, including any information about hearing sessions. The Inspector will have access to all the written comments made at the final publication consultation and will also have a report written by us summarising the main issues and the response to them. The Inspector may still wish to hear verbal presentations from interested people or organisations and may subsequently require us to make modifications to the plan before it goes on to be adopted by us.

The key stages of the process for Development Plan preparation are set out at Appendix B.

⁴ The Town and Country Planning (Local Planning) (England) Regulations 2012



Supplementary Planning Documents:

The process for producing SPDs also involves gathering evidence and engaging with relevant bodies and interested parties and the public, but due to the less formal (non-statutory) nature of SPDs, there is only one formal stage of consultation (for a minimum of 4 weeks) when anyone can make comments. There is no public examination of the document.

We will consider comments made through the consultation stage and, if necessary, will incorporate changes into the document.

The key stages of the process for SPD preparation are set out at Appendix C.

Neighbourhood Plans:

Neighbourhood Plans are led by the community for the community. Those communities will ultimately be asked to vote on the final draft of the Neighbourhood Plan in a referendum. Although Neighbourhood Plans form part of the Development Plan once 'made' i.e. agreed through referendum, the plans are not produced or written by us; they are usually developed by a 'Neighbourhood Forum' (NF) and cover a specific area. However, we do have responsibility for parts of the process and offer advice and assistance to support the production of a Neighbourhood Plan.

We have adopted a 'Neighbourhood Planning Protocol' which explains how we will support local communities in undertaking neighbourhood planning⁵. A process checklist is also available to help ensure that communities meet the legislative requirements. Both documents are available to view on our website:

<https://exeter.gov.uk/planning-services/planning-policy/neighbourhood-planning/>

The key stages of the process for Neighbourhood Planning are set out in Appendix D.

What happens to the comments I make?

We will take any comments you make on planning policy into account and, where appropriate, changes will be incorporated into the subsequent version of the document. All comments will be published once email addresses and personal signatures have been removed.

The comments made by individuals and organisations will be balanced against evidence, comments from statutory bodies (based on their expertise), legal requirements, national and local policies, and other relevant considerations. Inevitably there will be times when we do not consider alterations to the policy document are necessary.

In the case of the Development Plan individuals and groups will have a further opportunity to make their views known through the public examination process (see Appendix B).

⁵Under Schedule 4B of the 1990 Act local planning authorities have a statutory duty (sometimes also referred to as the 'duty to support') to give such advice or assistance to designated Neighbourhood Forums as they consider appropriate for the purpose of, or in connection with facilitating the preparation of Neighbourhood Development Plans.



Chapter 4. Planning applications and permissions

Planning applications for specific development can range from an extension to proposals for large scale residential or commercial development such as significant housing proposals, shopping centres and employment uses. Decisions must be made by applying policies in the Development Plan and other 'material considerations', including policies in the National Planning Policy Framework and Planning Practice Guidance (see glossary). There are different requirements for consultation depending on the type and scale of development, but for all planning applications, we must hold a formal period of public consultation before reaching a decision.

Who do we consult?

We must understand the views of those most likely to be affected by planning applications. This section explains who we will consult.

Once a formal planning application has been made and is valid, we will carry out consultation on that application according to the type and nature of the proposal and following the legislative requirements. In most cases we will notify immediate neighbours that share a common boundary with the application site. However, anybody can comment on a planning application and you do not need to have a direct interest in the application site or be a neighbour. You can object, comment on, or support a planning proposal.

For specific applications (including planning applications, listed building consent applications and other assessments such as Environmental Impact Assessments) we will consult with all relevant statutory consultees such as Natural England, Historic England, the Environment Agency, utility providers and Devon County Council (on education and transport and some other topics). We may also consult with other specialist organisations and internal teams, such as Environmental Health. These consultations help us to decide whether proposals would be in-line with current policy.

In addition to the statutory consultees set out in Appendix F, we will consider whether to consult more widely with non statutory consultees as appropriate on a case-by case basis.

How do we consult?

Planning applications:

This section explains how we will publicise and provide information on planning applications.

Relevant legislation⁶ sets out the minimum period of 21 days (not including bank holidays) for consultation on planning applications before the local planning authority can decide an application. Sometimes, discussions and negotiations result in additional or changed information being received. In that case, we may notify consultees or communities of changes and invite further comments. There is no minimum requirement for this additional consultation period and this is entirely at our discretion.

In most cases, we send letters to immediate neighbours that share a common boundary with a planning application site. The case officer may use a site notice when it is difficult to identify the neighbours or if the land ownership is unknown. Additionally, a site notice may be used where the case officer judges that the case is of interest to an audience not limited to the immediate neighbours. Some types of applications also require formal publicity through advertising in a local newspaper. In all cases we will provide a named contact on our consultation correspondence and on our website, so that residents and stakeholders know who they can speak to about proposals. Relevant legislation sets out requirements for the consultation process concerning the different kinds of planning applications and any advertisement necessary⁷. These are the minimum requirements and will vary according to the scale, type of application and location. Appendix F sets out the statutory publicity requirements for applications for planning permission and listed building consent.

Details of every valid planning application received are displayed and accessible on our website. We also publish a weekly newsletter that anyone can subscribe to, plus new applications out for consultation are published on the website and advertised via social media every working week. The website allows comments to be submitted on planning applications electronically when the consultation period is open. Once the decision has been issued, it will be available on the website with the Officer's report.

⁶ Town and Country Planning (Development Management Procedure) (England) Order 2015

⁷ Article 15 of The Town and Country Planning (Development Management Procedure) (England) Order 2015



Pre-application discussions:

We encourage pre-application discussions for all application types to confirm whether the principle of development is acceptable and to clarify what supporting information and level of detail is required for us to make a decision on a subsequent application. Due to their sensitive nature, these early discussions will usually be confidential. However, developers and applicants are encouraged to engage as appropriate with statutory consultees (such as Natural England, Historic England and the Environment Agency) and the broader community, as early as possible in developing their proposals. For example, a developer might hold a public meeting or exhibition to seek local people's views before applying. Such engagement is not arranged by us.

Permitted Development and Prior Notification:

Certain types of work or development may occur without the need for planning permission from us. Some forms of development do not require consent as they are 'Permitted Development' and thus have permission through the relevant legislation⁸. Some other forms of development are also permitted but need a 'prior notification' to us of the intention to undertake works. In some cases, consultation with neighbours may be carried out following the requirements of the legislation.

Enforcement:

A breach of planning control occurs when a person starts work on a building, or undertakes a new use, without obtaining the necessary planning or related permission. Our Planning Enforcement Plan sets out our priorities for investigations concerning planning enforcement, explains what we will investigate, our policies and procedures when investigating and remedying breaches, and outlines our general powers. It is available to view on our website:

<https://exeter.gov.uk/planning-services/permissions-and-applications/planning-breaches/enforcement-action/>

What happens to the comments I make?

We will take any comments you make into account when making a decision on a planning application. Where appropriate, we may seek to negotiate amendments or to discuss your comments with relevant organisations to seek their views.

The comments made by individuals and organisations will be balanced against evidence, comments from statutory bodies (based on their expertise), legal requirements, national and local policies, and other material considerations. Inevitably there will be times when we do not consider amendment to a planning application is necessary.

Comments received will be made available for others to see once private, personal information (such as email addresses and personal signatures) have been removed. These will remain visible on relevant planning files/consultation documents for a period of time as set out in our retention policy.

⁸ The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) or through a local authority grant of permission (local development order, neighbourhood development order or community right to build order).



Chapter 5. Future review of the Statement of Community Involvement

Legislation requires the SCI to be updated every five years. It will be reviewed to ensure it meets any national regulations, the needs of the community and our corporate objectives.



Glossary

Authority Monitoring Report (AMR)

A report on how we are performing on the implementation of the Development Plan policies e.g. statistics on housing land supply. The AMR is an important way in which we can keep communities informed of plan making activity.

Core Strategy

The Core Strategy is part of the current Development Plan and sets out the long term vision for the area and provides the strategic policies and proposals that will deliver that vision.

Development Plan

The Development Plan can be a single document or a number of documents that together provide adopted planning policy. For Exeter the Development Plan currently comprises the Exeter Core Strategy, saved policies from the Exeter Local Plan First Review, the Exeter St James Neighbourhood Plan and the Minerals and Waste Plans produced by Devon County Council. Planning applications must be determined in accordance with the Development Plan unless material considerations indicate otherwise.

Development Plan Document (DPD)

These are planning policy documents prepared by Councils that set out the approach to development in the local area. In Exeter these include the Exeter Core Strategy, and the Exeter Local Plan First Review and the Minerals and Waste Plans produced by Devon County Council. DPDs are subject to community involvement, consultation and independent examination.

Exeter Connect

Exeter Connect is a partnership between Exeter Community Initiatives (ECI) and Exeter City Council, funded by Exeter City Council. Exeter Connect provides free, independent, professional and practical advice and support to existing and new community organisations in the city to help them develop and become self-sustaining.

Independent examination

Development Plan Documents are subject to an examination by a planning inspector to rigorously test legal compliance and overall 'soundness.'

Local Development Scheme (LDS)

The LDS sets out the timetable for preparing the Development Plan. This includes details of the topics to be covered by individual documents.

Material considerations

A material planning consideration is one which is relevant to making the planning decision in question (e.g. whether to grant or refuse an application for planning permission). The scope of what can constitute a material consideration is very wide. However, as planning is concerned with land use in the public interest, the protection of purely private interests such as the impact of a development on the value of a neighbouring property or loss of private rights to light would not normally be material considerations.

Minerals and Waste Plans

Development Plan Documents, prepared by Devon County, that set out the planning policy and proposals for mineral extraction and waste management. These documents cover Exeter.

National Planning Policy Framework (NPPF)

This sets out the Government's planning policies for England and how these are expected to be applied. It provides guidance for local planning authorities and decision makers, both in drawing up plans and making decisions about planning applications. It must be taken into account in the preparation of Development Plan and is a material consideration in planning decisions. This is accompanied by Planning Practice Guidance which sets out how the NPPF is to be interpreted.

Neighbourhood Planning

This was introduced by the Localism Act 2011, and it gives rights and powers for local communities to shape new development by coming together to prepare Neighbourhood Plans. A neighbourhood planning process can be used to prepare a Neighbourhood Plan, a Neighbourhood Development Order or a Community Right to Build Order, or a combination of the three.

Neighbourhood Development Plan /Neighbourhood Plan

A plan generally prepared by a Neighbourhood Forum, which establishes planning policies for the development and use of land in a defined area. A Neighbourhood Plan must be in conformity with the Development Plan, and will undergo examination and a referendum.

Planning Inspectorate (PINS)

The Planning Inspectorate holds independent examinations by appointed Planning Inspectors to determine whether Development Plan Documents are 'sound'. The Planning Inspectorate also handles planning and enforcement appeals.

Planning Practice Guidance

The Government's detailed online, web based guidance on national planning policies, which adds detail to the National Planning Policy Framework.

Sound/soundness

This describes where a Development Plan Document is considered to 'show good judgement' and also to fulfill the expectations of legislation, as well as conforming to national policy.

Statement of Community Involvement (SCI)

This is a document that sets out how we will consult and involve the public in preparation of planning policy and in the determination of planning applications.

Supplementary Planning Document (SPD)

These are generally topic specific documents which provide further information and details to support the implementation and delivery of policies in development plan documents. Guidance within SPD's can be a material consideration in the determination of planning applications.



APPENDIX A: Specific and General Consultation Bodies

Specific Consultation Bodies

We will consider whether to consult the specific consultation bodies listed below on a case by case basis:

- Coal Authority
- Environment Agency
- Historic England
- The Marine Management Organisation
- Natural England
- Network Rail
- National Highways
- A 'relevant' authority in or adjoining the LPA (including Parish Councils and Police Authorities)
- Electronic communications code systems operators
- Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section
- Electricity providers
- Gas providers
- Sewerage undertakers
- Water undertakers
- Homes England

General Consultation Bodies

We will consider whether to consult the general consultation bodies listed below on a case by case basis.

- 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
- And such residents or other persons carrying on business in the authority's area from which the authority consider it appropriate to invite representations.



APPENDIX B: The Development Plan Key stages of the process

Stage 1 - Identifying scope of plan (Regulation 18) & plan preparation

- Public consultation for minimum 6 weeks on Plan content and scope (Regulation 18)
- Representations considered and incorporated into subsequent draft plan if appropriate

Stage 2 - Pre-submission (Regulations 19 & 20)

- 'Pre-submission' publication of draft Plan for at least 6 weeks
- Representations invited on issues of 'soundness' and legal compliance
- All representations are considered. Modifications to the draft Plan may be submitted with the Plan if deemed necessary

Stage 3 - Submission to Secretary of State (Regulation 22)

- Publish draft Plan and submit for independent examination
- Notify all those who made representations in previous stages
- Council publish consultation statement summarising representations made and how they were addressed

Stage 4 - Independent Examination (Regulation 24)

- Publicise information on an examination hearing 6 weeks prior to its taking place. (The inspector will design timescale and nature of community involvement in examination)
- Notify people who have already commented of opportunity to make further representations in relation to examination themes

Stage 5 - Publication of Inspector's Report (Regulation 25)

- Make the Inspector's report available online and at Council hubs
- Contact all those that requested to be notified of the publication of the report

Stage 6 - Plan adopted by Council (Regulation 26)

- Publicise adoption statement and documents on website and at Council hubs
- Copy of adoption statement sent to Secretary of State and to members who have requested it



APPENDIX C: Supplementary Planning Documents Key stages of the process

Evidence Gathering and Early Engagement

- Consultation with relevant consultees within the community to collect knowledge and experience
- Invitation to comment sent to all those that may have an interest in the SPD

Publish Draft SPD (Regulation 12 & 13)

- Notification of public consultation
- Representations accepted over a minimum 4 week period
- Variety of consultation methods considered

Adoption of SPD (Regulation 12(a))

- SPD and adoption statement are publicised
- Council publish a summary of representations made and how they were addressed
- All those who request it or who have made representations will be notified that the SPD has been adopted



APPENDIX D: Neighbourhood Plan Key stages of the process

Scoping stage: Early community engagement and evidence gathering

- Community volunteers are involved in Steering Group or in specific tasks
- Neighbourhood Forum (NF), with advice/assistance from ECC, undertake research and community involvement to identify local issues and potential approaches to addressing them

Neighbourhood Area and Neighbourhood Form designation applications

- Qualifying body submit applications to ECC who validate applications and publicise for 6 weeks
- ECC make and publicise the NA and NF designation decisions

Plan drafting stage - Land-use issues and options are developed into vision, objectives and policies

- Ongoing informal consultation with the local community and ECC
- A variety of consultation methods are used

Regulation 14 consultation

- NF invite comments from those that may have an interest in the NDP and consult ECC
- NF incorporate changes based on consultation results.

NF submit NDP to Exeter City Council

- Exeter City Council publicise the NDP for 6 weeks (Regulation 16)

Examination

- ECC use website to publicise the progress of the NDP throughout examination
- Examiner considers comments and written statements. Sometimes a public hearing is held and ECC will publicise the procedure

Referendum

- NF make any necessary changes to the NDP, as recommended by the Examiner
- ECC organise a referendum in neighbourhood area, inviting all on electoral roll to vote on the NDP

Making of the plan

- Outcome of the referendum is publicised on ECC website.
- ECC make and publicise the decision and notify interested bodies.



Appendix E Statutory Consultee List⁹

- County Planning Authorities
- Designated Neighbourhood Forum
- Environment Agency
- The Garden Trust
- Health and Safety Executive
- Local Highways Authority
- National Highways
- Historic England
- Lead Local Flood Authority
- Local Planning Authorities
- Natural England
- Parish Councils
- Rail Infrastructure Managers
- Rail Network Operators – Network Rail
- Sport England
- Theatres Trust
- Exeter Airport

⁹List draws on the Planning Practice Guidance, 'Table 2 – Statutory Consultees on applications for planning permission', but has been revised to focus on those statutory consultees more likely to be relevant in Exeter, including Exeter Airport (where development falls under the 'The town and country planning (safeguarded aerodromes, technical sites and military explosives storage areas) direction 2002'



APPENDIX F: Statutory publicity requirements for applications for planning permission and listed building consent

Type of development	Site notice	Site notice or neighbour notification letter	Newspaper advertisement	Website
Applications for major development as defined in Article 2 of the Development Management Procedure Order (which are not covered in any other entry)		✓	✓	✓
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement	✓		✓	✓
Applications which do not accord with the development plan in force in the area	✓		✓	✓
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	✓		✓	✓
Applications for planning permission not covered in the entries above e.g. non-major development		✓		✓
Applications for listed building consent where works to the exterior of the building are proposed	✓		✓	✓
Applications to vary or discharge conditions attached to a listed building consent or involving exterior works to a listed building	✓		✓	✓
Applications for development which would affect the setting of a listed building, or affect the character or appearance of a conservation area	✓		✓	✓

Statement of Community Involvement



Contact details

Local plan team, Exeter City Council,
Civic Centre, Paris Street, Exeter, EX1 1JN

01392 265080
planning.policy@exeter.gov.uk
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Please contact us to request this information in an alternative format or language. We consider requests on an individual basis.