South Hams & West Devon Statement of Community Involvement

April 2012

Working together

South Hams District Council

West Devon Borough Council
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Details</td>
<td>4</td>
</tr>
<tr>
<td>Foreword</td>
<td>5</td>
</tr>
<tr>
<td><strong>1. Introduction</strong></td>
<td>7</td>
</tr>
<tr>
<td>1.1 What is the Statement of Community Involvement?</td>
<td>7</td>
</tr>
<tr>
<td>1.2 Why are we reviewing it together?</td>
<td>7</td>
</tr>
<tr>
<td>1.3 How has it been prepared?</td>
<td>7</td>
</tr>
<tr>
<td>1.4 What geographical area is covered by this Statement of Community Involvement?</td>
<td>8</td>
</tr>
<tr>
<td>1.5 How does it link to the Community Engagement Strategy?</td>
<td>8</td>
</tr>
<tr>
<td>1.6 Getting involved – legal requirements</td>
<td>8</td>
</tr>
<tr>
<td><strong>2. Key Principles of Community Involvement</strong></td>
<td>9</td>
</tr>
<tr>
<td>2.1 Who is the community?</td>
<td>9</td>
</tr>
<tr>
<td>2.2 Duty to Co-operate</td>
<td>10</td>
</tr>
<tr>
<td>2.3 Our Commitments</td>
<td>10</td>
</tr>
<tr>
<td><strong>3. Plan-Making</strong></td>
<td>11</td>
</tr>
<tr>
<td>3.1 What are the different types of plans that can be prepared?</td>
<td>11</td>
</tr>
<tr>
<td>3.2 The six stages of plan-making</td>
<td>12</td>
</tr>
<tr>
<td>3.3 Sustainability Appraisal</td>
<td>14</td>
</tr>
<tr>
<td>3.4 The role of Elected Councillors</td>
<td>14</td>
</tr>
<tr>
<td><strong>4. Planning Applications</strong></td>
<td>15</td>
</tr>
<tr>
<td>4.1 Community involvement in planning applications</td>
<td>15</td>
</tr>
<tr>
<td>4.2 Pre-application advice and fees</td>
<td>20</td>
</tr>
<tr>
<td>4.3 Enforcement</td>
<td>20</td>
</tr>
<tr>
<td>4.4 Decision making</td>
<td>20</td>
</tr>
<tr>
<td><strong>Glossary of Terms</strong></td>
<td>21</td>
</tr>
</tbody>
</table>
Contact Details

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Development Management
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Tel: 01822 813600
Foreword

At both South Hams and West Devon, we want to involve you more effectively in planning.

We want to make it easier for local people to be involved in shaping plans and influencing planning decisions in the local area and, importantly, we want to encourage more of you to get involved. To do this, we have made strong commitments in this joint Statement of Community Involvement that will make sure planning processes in South Hams and West Devon are as fair, transparent and inclusive as possible.

In particular, we want to change the top-down manner of planning so that you have much more involvement in the decisions that affect you and where you live. We are writing this at a time when the Localism Bill is empowering communities to really get involved in shaping plans for their area. Local people are often the best source of information about their local area and better decisions can be made by tapping into this wealth of knowledge.

We also want you to feel that your ideas and concerns have been properly listened to and considered. Although getting involved does not guarantee that we will make changes or decisions that reflect everyone’s views, we can ensure that we explain clearly to you why we have made the decisions we have made.

We look forward to working with you to help shape planning decisions in South Hams and West Devon in the future.

Cllr. R J Carter
Portfolio Holder for Planning, Economy and Community
South Hams District Council

Cllr. M Ewings
Chair of Future Planning and Housing Committee
West Devon Borough Council
1. Introduction

1.1 What is the Statement of Community Involvement?
The 2004 Planning and Compulsory Purchase Act requires local planning authorities to prepare a Statement of Community Involvement (SCI). This document sets out how and when we will involve the community in preparing development plans and processing planning applications.

The Council is required to follow these procedures when preparing Local Development Documents (LDDs) and when consulting on planning applications.

1.2 Why are we reviewing it together?
In recent years, various changes to the planning system have meant that both councils have needed to update their Statements of Community Involvement. We have taken this opportunity to work jointly on revising this document to ensure better and more consistent ways of involving communities in planning across both authorities.

1.3 How has it been prepared?
We started the review of the Statement of Community Involvement by gathering the views and ideas of the community about how they want to be involved in planning in the future. This was done through a questionnaire available for anyone to complete between 11th April and 27th May 2011 and a series of workshops held for local groups and organisations.

The questionnaire was designed to find out information from the community about how they currently get involved in planning and what ideas they might have for better ways to involve communities in the future. Individuals from a range of backgrounds and interests responded, helping us to get a good picture of how, when and to what extent different people and groups affected by planning like to be involved.

We also arranged for three workshops to be held across South Hams and West Devon where we invited community representatives, local groups, businesses and parish and town councils to talk about the key things that could be done to improve community involvement in planning.

After gathering feedback from the questionnaires and community workshops, we started thinking about what the key messages were from the community about their involvement in planning. This was followed by a workshop for Elected Members where we talked about these key messages and developed a set of commitments we will follow when involving communities in planning in the future. These are set out in Chapter 2.

A “Summary of the Early Consultation (September 2011)” and “Summary of Key Issues (March 2012)” are available alongside this SCI. These set out the ideas and feedback we received from the consultation exercises and how we have used them to write this document.
1.4 What geographical area is covered by this Statement of Community Involvement?
This Statement of Community Involvement covers all of the South Hams District and West Devon Borough outside of the Dartmoor National Park.

The National Park is governed by its own planning authority and has its own adopted Statement of Community Involvement. You can view this on their website – www.dartmoor-npa.org.uk

1.5 How does it link to the Community Engagement Strategy?
South Hams and West Devon Councils have agreed four joint priorities for action and have adopted a Joint Community Engagement Strategy (CES) to support this work. This strategy sets out the key community engagement principles to be followed in all the work both authorities carry out. These principles are to:

- Empower our communities to take responsibility for the area in which they live;
- Enable our communities to have a ‘voice’;
- Put communities at the heart of what we do by involving them in decision making;
- Reduce duplication and consultation fatigue; and
- Become more transparent and accountable to the public.

The SCI shares these principles and sets out how we can deliver them in the planning services we provide to our communities.

1.6 Getting Involved – Legal Requirements
The legal requirements for consultation and community involvement in plan-making and planning applications are set out in:

**Plan-making:** Town and Country Planning (Local Development) (England) Regulations 2012; Planning and Compulsory Purchase Act 2004


This SCI demonstrates how these requirements will be met to ensure that the whole community has the opportunity to be fully involved in the planning process.

Both South Hams and West Devon Councils are committed to involving as many people as possible in preparing plans and determining planning applications. We are however aware that there are parts of the community that are under-represented in the planning process and we are keen to ensure that, through this review, we make it easier for all individuals to become involved, regardless of their circumstances.
2. Key Principles of Community Involvement

2.1 Who is the community?
There are many individuals and groups in the local community who will be given the opportunity to be involved in the preparation of planning documents and comment on relevant planning applications.

These are:
- Housebuilders, Registered Providers and other developers
- Landowners
- Local residents and businesses
- Minerals and waste management authorities and industries
- Other Council departments, including Strategic Housing and Environmental Health
- Planning agents
- Schools and Local Learning Communities
- Town and Parish Councils
- Non-statutory organisations and interest groups to include the following areas:
  - Access groups
  - Biodiversity
  - Business
  - Community and voluntary sector
  - Culture – arts, drama, music
  - Elderly support
  - Faith and religion
  - Gypsies and Travellers
  - History and heritage
  - Natural environment and landscape
  - Race and equality
  - Young people
- Statutory Consultees to include:
  - Environmental organisations - Natural England, Environment Agency and English Heritage
  - Local service and infrastructure providers, including the highways authority, Highways Agency, utilities companies, public transport providers, local education authorities, police and Primary Care Trust/GP Consortia.
  - Neighbouring authorities
  - Town and Parish Councils
2.2 Duty to Co-operate
Section 110 of the Localism Act sets out a new ‘duty to co-operate’. It is a requirement for local planning authorities, national park authorities, county councils and a number of other public organisations to engage with one another and consider joint approaches to plan-making.

South Hams and West Devon Councils will continue to work closely with partner organisations to deliver planning in our area and fulfil our requirements under the duty to co-operate.

2.3 Our Commitments
Our aim is to give communities every opportunity to shape the way planning happens in South Hams and West Devon. To achieve this, we have developed the following six commitments:

- **We will link effectively with town/parish councils, community groups and other local representatives to help your community take a more active role in planning.**

- **We will be readily approachable and will work effectively to build open and honest relationships with you.**

- **We will help you to understand more about planning and will use plain English in all the plans we prepare.**

- **We will go out into the community to discuss our plans with you face-to-face.**

- **We will develop a network of community links to enable the flow of information and views both ways.**

- **We will feedback information throughout the planning process and will consider everyone’s views.**
3. Plan-Making

As local planning authorities, we are required to make plans about what new development is needed in the local area and where it should go. This includes deciding what facilities are needed (such as schools, public transport and hospitals), how much new housing is required and where these should be built and ensuring land is available for employment and local jobs. Involving our communities in making these plans is very important.

Please note: Devon County Council is the responsible authority for minerals and waste planning and will prepare any plans relating to these areas. The County Council’s consultation procedures are covered by their own Statement of Community Involvement which can be viewed online at www.devon.gov.uk.

3.1 What are the different types of plans that can be prepared?

There are a number of different types of plans that can be prepared. We can group these into three broad categories:

**Development Plan Documents (DPDs) & Local Plans**

These documents set out policies about what types of development will be allowed and make proposals about future development. These documents have to be prepared with involvement from the community. They must be examined by an Independent Inspector and found sound before they can be adopted by Full Council.

DPDs and Local Plans must be taken through all six stages of plan-making (see section 3.2).

**Supplementary Planning Documents (SPDs)**

These documents can take the form of Design Briefs, Masterplans, Codes of Practice or other issue-based documents which add detail to policies or proposals in a DPD or Local Plan. These documents will also be prepared with the involvement of the community. They are not subject to examination by an Independent Inspector but are adopted following agreement by Full Council.

SPDs are not taken through the ‘Examine’ stage of plan-making (see section 3.2).

**Neighbourhood, Community and Parish Planning**

The Localism Bill makes provision for communities to prepare their own Neighbourhood Development Plans. These plans can set planning policies to guide future development in the parish. They must be in conformity with national policy as well as any Development Plans that have been adopted by the local authority.

Both South Hams and West Devon Councils are working with local communities to develop tools to enable them to prepare Neighbourhood Development Plans or other forms of community and parish plans.

In preparing a Neighbourhood, Community or Parish Plan, we would encourage all communities to follow the first four stages of plan-making (see section 3.2). Neighbourhood Development Plans must be subject to a local referendum and examined by an Independent Inspector.
3.2 The six stages of plan-making

There are six key stages to plan-making:

1. Inform
   - Put information in relevant local magazines, newspapers and websites about the plan we are preparing.
   - Contact you directly either by letter or email if you are on our planning consultation database.
   - Manage expectations, telling you clearly what the scope of the plan is, what you can influence and how you can get involved.
   - Explain what the relevant planning and legal processes are.
   - Notify all of our statutory consultees

   You can:
   - Ask to be added to our planning consultation database at any time by contacting the Strategic Planning Team:
     - Email: strategic.planning@swdevon.gov.uk
     - Telephone: (South Hams) 01803 861234 / (West Devon) 01822 813600

2. Engage
   - Invite parish councils, town councils and local interest groups to interactive workshops to discuss issues and develop options.
   - Engage key stakeholders, including neighbouring authorities, the County Council, local healthcare providers and schools so we understand their views and development needs for the future.
   - Hold public exhibitions for the community where they can find out more about the plan and contribute their ideas.
   - Run community events when most people are available (mainly weekday evenings and Saturdays).
   - Make our plans available on our website, in our Council Office receptions and in local libraries.
   - Make printed copies of the plan available at a reasonable charge.

   You can:
   - Share ideas and issues.
   - Influence decision-making.
   - Suggest options for future development.
3. Feedback

We will:
- Make all of the comments and options for development received at the Engage stage publicly available.
- Prepare and publish a summary of all the key ideas and issues raised.
- Explain clearly why decisions have been made.
- Share information about the benefits of the preferred plan.

You can:
- Read the summary and send us any comments if you feel that your ideas or concerns have not been properly understood or considered.

4. Plan

We will:
- Prepare and publish a final draft of the plan and consult on it for a minimum six week period.
- Advertise the publication of the plan in the local press.
- Contact you directly either by letter or email if you are on our planning consultation database.
- Notify all of our statutory consultees.
- Make our plans available on our website, in our Council Office receptions and in local libraries.
- Make printed copies of the plan available at a reasonable charge.
- Where appropriate, make changes to the plan in response to the consultation.
- Prepare and publish accompanying documents as required (e.g. Sustainability Appraisal, Habitats Regulation Assessment, Equalities Impact Assessment).
- Write a statement demonstrating how the requirements of the SCI have been met.

You can:
- Comment on the final draft of the plan.

5. Examine
(DPDs, Local Plans and Neighbourhood Development Plans)

We will:
- Submit the plan to the Secretary of State and take it through a public examination.
- Publish full details of the Submission and Examination of the plan on our website and in the local press.
- Where appropriate, make changes to the plan.
- Adopt and publish the final plan.

You can:
- If you made written comments about the plan at an earlier stage, you can appear at the public examination to speak in support of, or against, the plan.
6. Review

We will:
- Set clear targets for achieving the outcomes of the plan and monitor these regularly to check whether the plan is being effective.
- Review our plans regularly to ensure that they are up to date and accurately reflect the needs of our communities.

You can:
- View regular monitoring reports and see what the plan is achieving for the community.

3.3 Sustainability Appraisal
All Development Plan Documents, Local Plans and Supplementary Planning Documents the Council’s prepare must be checked to make sure they consider the social, economic and environmental needs of the area. To do this, a Sustainability Appraisal is carried out on all plans. This assesses the different options for development to make sure only the most sustainable proposals are taken forward. The Sustainability Appraisal can also be used to suggest ways for new development to address or limit any negative impacts they might have.

The Sustainability Appraisal will be made available for public comment alongside plans that are published.

3.4 The Role of Elected Councillors
Councillors have a key role to play in plan-making. In particular, they are:

Community representatives:
If you would like to, you can share your views about draft plans directly with your Ward Member.

Information providers:
Councillors can act as a link between planning officers and people in the community.

Decision-makers:
Before any plans are published, Councillors will discuss the plan and decide whether it is ready for consultation. In order for a plan to be submitted to the Secretary of State or adopted, it must be agreed by Full Council.
This section sets out how the community will be informed about planning applications and how they can be involved in influencing decisions. Currently South Hams and West Devon Councils have different procedures for doing this. Should any changes to these procedures be made, the Councils will consult on, and publish them, as an addendum to this Statement of Community Involvement.

### 4.1 Community Involvement in Planning Applications

Both Councils have an established set of procedures for publicising planning applications and inviting comments from the community.

The table below lists the standard procedures the Councils will follow in involving the community in planning applications:

<table>
<thead>
<tr>
<th>How can you be involved?</th>
<th><strong>South Hams</strong></th>
<th><strong>West Devon</strong></th>
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</thead>
</table>
| How will the Council tell you about it? | - All consultees of original application and those who commented on the application will be re-notified.  
- If the appeal is to be heard by informal hearing or public inquiry, all consultees of original application will be re-notified, with information about the date, time and venue of the hearing. If it is a significant hearing/inquiry a site notice detailing the date, time and location of the hearing/inquiry will be posted on or near the site.  
- If the appeal is for a householder application, all consultees of original application and those who commented on the application will be re-notified. However, you cannot send any further comments on the appeal to the Planning Inspectorate – Your original comments/statutory consultee comments will be forwarded to the Planning Inspectorate. | - All consultees of original application and those who commented on the application will be re-notified.  
- If the appeal is to be heard by informal hearing or public inquiry, all consultees of original application will be re-notified, with information about the date, time and venue of the hearing. If it is a significant hearing/inquiry a site notice detailing the date, time and location of the hearing/inquiry will be posted on or near the site.  
- If the appeal is for a householder application, all consultees of original application and those who commented on the application will be re-notified. However, you cannot send any further comments on the appeal to the Planning Inspectorate – Your original comments/statutory consultee comments will be forwarded to the Planning Inspectorate. |

- If you commented on the application, your comments and all statutory consultee comments will be forwarded to the Planning Inspectorate.  
- You can attend and listen to an informal hearing or public inquiry.  
- You can speak at the hearing/public inquiry at the discretion of the Inspector.
**Full Planning Applications, Listed Building, Conservation Area, Advertisement, CLUED, Change of Condition, Change of Use, Outline, Reserved Matter, Removal of Condition/Variation of Condition, Electricity, Prior Approval Telecom**

<table>
<thead>
<tr>
<th>How will the Council tell you about it?</th>
<th>SOUTH HAMS</th>
<th>WEST DEVON</th>
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</table>
| **How will the Council tell you about it?** | - Every application advertised in local newspaper.  
- Site Notices displayed.  
- Statutory Consultees informed in writing.  
- Town/Parish Councils informed in writing.  
- Weekly List of applications available on Council’s website. | - Applications advertised in local newspaper if affecting Listed Building, conservation area, public footpath or departure.  
- Site Notices displayed.  
- Statutory Consultees informed in writing.  
- Town/Parish Councils informed in writing.  
- Weekly List of applications available on Council’s website.  
- Individual letters of notification sent to residential postal addresses which adjoin or share a common border with the site. |

<table>
<thead>
<tr>
<th>How can you be involved?</th>
<th>BOTH</th>
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</table>
| **How can you be involved?** | - Submit comments online, by email or in writing to the Development Management Team. You must supply your name and address for your comments to be considered.  
- You have 21 days to respond to the application.  
- Possibly speak at Committee in line with Council’s procedures. |

**Householder Applications**

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<tr>
<th>How will the Council tell you about it?</th>
<th>SOUTH HAMS</th>
<th>WEST DEVON</th>
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</table>
| **How will the Council tell you about it?** | - Every application advertised in local newspaper.  
- Site Notices displayed.  
- Statutory Consultees informed in writing.  
- Town/Parish Councils informed in writing.  
- Weekly List of applications available on Council’s website. | - Site Notices displayed.  
- Statutory Consultees informed in writing.  
- Town/Parish Councils informed in writing.  
- Weekly List of applications available on Council’s website.  
- Individual letters of notification sent to residential postal addresses which adjoin or share a common border with the site. |

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<thead>
<tr>
<th>How can you be involved?</th>
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</table>
| **How can you be involved?** | - Submit comments online, by email or in writing to the Development Management Team. You must supply your name and address for your comments to be considered.  
- You have 21 days to respond to the application.  
- Possibly speak at Committee in line with Council’s procedures. |
### Major Applications, Listed Building Consent, Conservation Area Consent, Departures from the Development Plan, or applications affecting a public right of way

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<tr>
<th>How will the Council tell you about it?</th>
<th>SOUTH HAMS</th>
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<tr>
<td>- Advertised in local newspaper.</td>
<td>- Site Notices displayed.</td>
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<tr>
<td>- Statutory Consultees informed in writing.</td>
<td>- Town/Parish Councils informed in writing.</td>
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<tr>
<td>- Weekly List of applications available on Council’s website.</td>
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<th>How will the Council tell you about it?</th>
<th>WEST DEVON</th>
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<tr>
<td>- Advertised in local newspaper.</td>
<td>- Site Notices displayed.</td>
</tr>
<tr>
<td>- Statutory Consultees informed in writing.</td>
<td>- Town/Parish Councils informed in writing.</td>
</tr>
<tr>
<td>- Weekly List of applications available on Council’s website.</td>
<td>- Individual letters of notification sent to residential postal addresses which adjoin or share a common border with the site.</td>
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<th>How can you be involved?</th>
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<tr>
<td>- Submit comments online, by email or in writing to the Development Management Team. You must supply your name and address for your comments to be considered.</td>
<td>- You have 21 days to respond to the application.</td>
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<tr>
<td>- Possibly speak at Committee in line with Council’s procedures.</td>
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### Prior Approval Agricultural/Forestry

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<tr>
<th>How will the Council tell you about it?</th>
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<tr>
<td>- Town/Parish Councils and Statutory Consultees informed in writing.</td>
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<tr>
<th>How can you be involved?</th>
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<td>- The principle of this type of development is already established, leaving relatively minor issues for the Council to consider.</td>
<td>- Consultation is limited to the Town or Parish Council and statutory consultees only. They have seven days to respond.</td>
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</table>
## Applications and Notices relating to Trees and Hedgerows

### Application for works to a tree protected by a Tree Preservation Order (TPO)

<table>
<thead>
<tr>
<th>How will the Council tell you about it?</th>
<th>SOUTH HAMS</th>
<th>WEST DEVON</th>
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</table>
| How will the Council tell you about it? | - Weekly list on Council’s website.  
- Town/Parish Council consulted in writing.  
- Consultation with Parish Tree Warden. | - Applications advertised in local press if affecting Listed Building, conservation area, public footpath or departure.  
- Site Notices displayed.  
- Statutory Consultees informed in writing.  
- Town/Parish Councils informed in writing.  
- Weekly List on Council’s website.  
- Individual letters of notification sent to residential postal addresses which adjoin or share a common border with the site.  
- Consultation with Parish Tree Warden. | |

### How can you be involved? - BOTH

- Submit comments online, by email or in writing. You must supply your name and address for your comments to be considered.  
- You have 21 days to respond to the application.  
- Possibly speak at Committee in line with Council’s procedures.

### Notice to undertake works to trees in Conservation Areas

<table>
<thead>
<tr>
<th>How will the Council tell you about it?</th>
<th>SOUTH HAMS</th>
<th>WEST DEVON</th>
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</table>
| How will the Council tell you about it? | - Weekly list on Council’s website.  
- Town/Parish Council informed in writing. Consultation with Parish Tree Warden. | - Weekly List on Council’s website.  
- Town/Parish Councils informed in writing.  
- Consultation with Parish Tree Warden. | |

### How can you be involved? - BOTH

- Submit comments online, by email or in writing. You must supply your name and address for your comments to be considered.  
- You have 21 days to respond to the Notice.
### Serving, confirming, varying and revocation of Tree Preservation Orders (TPO)

<table>
<thead>
<tr>
<th>How will the Council tell you about it?</th>
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<tr>
<td>- Owners, Neighbours and Interested parties served with TPO.</td>
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<td>- Parish/Town Council and Parish Tree Wardens informed.</td>
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<td>- Placed on public register.</td>
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<tr>
<th>How will the Council tell you about it?</th>
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<tr>
<td>- Statutory requirements by Legal Services.</td>
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<th>How can you be involved?</th>
<th>BOTH</th>
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<tr>
<td>- Submit comments online, by email or in writing. You must supply your name and address for your comments to be considered.</td>
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<td>- You have 28 days to respond to the serving of the order.</td>
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<td>- Possibly speak at Committee or appeal group in line with Council’s procedures.</td>
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### Hedgerow Regulation Notices

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<thead>
<tr>
<th>How will the Council tell you about it?</th>
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<tbody>
<tr>
<td>- Parish/Town Council consulted.</td>
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<tr>
<td>- Consult Specialist Consultees.</td>
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<tr>
<td>- Placed on Public register.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How can you be involved?</th>
<th>BOTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Submit comments online, by email or in writing. You must supply your name and address for your comments to be considered.</td>
<td></td>
</tr>
<tr>
<td>- You have 21 days to respond to the notice.</td>
<td></td>
</tr>
</tbody>
</table>

### High Hedge Notices

<table>
<thead>
<tr>
<th>How will the Council tell you about it?</th>
<th>SOUTH HAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Interested parties consulted.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How will the Council tell you about it?</th>
<th>WEST DEVON</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Interested parties consulted</td>
<td></td>
</tr>
<tr>
<td>- If in AONB consult Tamar Valley Services.</td>
<td></td>
</tr>
</tbody>
</table>
4.2 Pre-Application Advice and Fees
Both South Hams and West Devon Councils welcome and encourage discussions before an application is submitted. These discussions can take place as an initial scoping meeting and/or a more formal pre-application stage.

The scoping meeting is without charge and is intended to offer an initial opportunity to discuss the basis of the proposal and clarify any issues and requirements that may arise during consideration of an application. These discussions are valuable and will assist in the delivery of good development.

These early discussions aim to:
- Help to achieve better quality applications with more chance of a successful outcome;
- Identify at an early stage whether specialist input is required;
- Ensure all the necessary drawings and information is provided to enable the application to be registered as valid; and
- Highlight any key considerations at the beginning of the process, including whether there are any major issues with the proposal or what contributions may be required to make the proposal acceptable in policy terms. Where it is indicated that a proposal is completely unacceptable, this could save considerable costs in pursuing a formal application.

Guidance on the process and charges for pre-application advice are available on the relevant Council’s website.

4.3 Enforcement
Alleged breaches of planning control arise from a number of sources, for example Members, Officers and members of the public. All referrals are treated confidentially. There is no consultation with the community on enforcement cases. However, enforcement cases are often resolved by the submission of a retrospective planning application which is then publicised and consulted upon in the normal way.

4.4 Decision Making
Most applications can be determined by officers under delegated powers. Where the officer recommendation differs from comments made by the public or by statutory consultees, a decision will be made in consultation with the Ward Member(s) unless the Ward Member(s) wish the application to be determined by the Planning Committee. Members of the public have the right to speak either in favour or against planning applications at this committee. Where the committee considers it necessary, it will defer a decision until after a site inspection has been carried out by a panel of members. During the site inspection, a representative of the town / parish council will be allowed to speak but neither the applicant nor the public may accompany the visit as it is not a public meeting. The application will then be reported back to Committee for discussion and determination. All those who have either supported or objected to a planning application in writing will be informed of the outcome by letter. The Council (in accordance with the Town and Country Planning General Development Order 1995) is required to give reasons for all decisions made on planning applications.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal</td>
<td>Process by which a planning applicant can challenge an adverse decision.</td>
</tr>
<tr>
<td>Equalities Impact Assessment</td>
<td>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 any issues requiring further action. The tool promotes equality and aims to ensure there are no discriminatory effects.</td>
</tr>
<tr>
<td>Habitats Regulation Assessment</td>
<td>A requirement under regulation 85 of the Habitats Regulation 2007 (as amended) to assess the possible effects of a plan on European-protected areas.</td>
</tr>
<tr>
<td>Informal Hearing</td>
<td>A planning appeal hearing undertaken in a structured way but without the full formality of a local inquiry.</td>
</tr>
<tr>
<td>Public Inquiry</td>
<td>An independent inquiry carried out by the Planning Inspectorate assessing planning decisions made by the local planning authority allowing applicants the right to appeal against the refusal of permission/consent/enforcement proceedings. The inspector produces a decision after hearing evidence in person. This can be overturned by the secretary of state or challenged on legal grounds through judicial review.</td>
</tr>
<tr>
<td>Public Register</td>
<td>Contain information that the Council has a legal duty to make publicly available.</td>
</tr>
<tr>
<td>Planning Inspectorate</td>
<td>The Planning Inspectorate is responsible for processing planning and enforcement appeals and conducts examinations into local plans.</td>
</tr>
<tr>
<td>Statement of Community Involvement</td>
<td>A document that sets out how and when communities will be involved in preparing development plans and processing planning applications.</td>
</tr>
<tr>
<td>Sustainability</td>
<td>Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.</td>
</tr>
<tr>
<td>Sustainability Appraisal</td>
<td>Sustainability Appraisal is mandatory under the Planning and Compulsory Purchase Act 2004 and helps to fulfil the objective of achieving sustainable development in preparing projects, policies and plans. The purpose of the SA/SEA is to appraise the social, environmental and economic effects of policies and proposals in Local Development Documents.</td>
</tr>
</tbody>
</table>
South Hams District Council and West Devon Borough Council are committed to acknowledging the full diversity of our communities and to promoting equality of opportunity for everyone.

This document can be made available in large print, Braille, tape format or in any other language on request.

For further information please contact:

**South Hams District Council**  
Email: strategic.planning@swdevon.gov.uk  
Tel. 01803 861234

**West Devon Borough Council**  
Email: strategic.planning@swdevon.gov.uk  
Tel. 01822 813600