

## Contact Community Representatives

- Contact should be made with all community groups and special interest groups who may have a specific interest in the particular proposal.
- All Borough Councillors whose ward includes or adjoins the potential application site and any parish council whose parish includes or adjoins the site must also be informed. Details of Ward Members and Parish Councils can be viewed at: [www.harrogate.gov.uk/planning](http://www.harrogate.gov.uk/planning).
- The Council's code of conduct prevents Borough Councillors from expressing any views on proposals at this stage as they must remain impartial until any application is formally presented to them at Planning Committee.

## When submitting the application

The subsequent planning application should be accompanied by two copies of a statement setting out the community involvement undertaken including:

- A list of residents, properties and businesses contacted by letter.
- A list of interest groups or other organisations contacted.
- Location and duration of any event.
- Summary of all comments received and issues raised.
- A clear indication of which comments have resulted in amendments to the scheme (and what those changes are) and those comments which have not (and why not).
- Any criticism by groups or individuals about the public engagement process.

The applicant should also retain all community involvement responses for inspection by the Council if requested.

## Failure to comply with guidelines

The Council cannot refuse to accept a planning application just because the applicant hasn't done enough pre-application community involvement. However, where this does occur the Planning Committee will be made aware of the degree of community involvement.

When significant applications are submitted without undertaking the necessary community involvement, and substantive and material planning objections are received, the Council will normally request the applicant to withdraw the application to enable the pre-application processes outlined in this document to be undertaken, or, if appropriate, will move directly to determination of the application within target timescales.<sup>5</sup>

## Further information

For full details on Community Involvement when a significant planning application is submitted and thereafter, please read the 'Submission SCI' published by the Council in October 2005. You can read and download the document from our website directly from: [www.harrogate.gov.uk/harrogate-3152](http://www.harrogate.gov.uk/harrogate-3152) or contact our office 01423 556586 for a hard copy.

## Footnotes

1. The term "Planning Applications" is used here to cover all types of application.
- 2&3. **Major Developments are defined as follows:**  
**For dwellings:** where 10 or more are to be constructed (or if number not given, area is more than 0.5 hectares).  
  
**For all other uses:** where the floorspace will be 1000sq. metres or more (or site is 1 hectare or more). Area of site is that directly involved in some aspect of the development. Floorspace is defined as the sum of floor area within the building. **Where a major development is subject to a change of use application it should be coded as a major development, not as a change of use.**
4. Large development or in a very sensitive location where a comprehensive environmental assessment of the impacts is required.
5. ODPM Best Value Performance Indicators BV109(a), (b) and (c).

[www.harrogate.gov.uk/planning](http://www.harrogate.gov.uk/planning)  
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## HARROGATE DISTRICT LOCAL DEVELOPMENT FRAMEWORK

### Community Involvement in "SIGNIFICANT" Planning Applications


## Introduction

Harrogate Borough Council is preparing a Local Development Framework (LDF) (as a replacement for the current District Local Plan) to guide development and conservation up to 2021. One of the many elements of the LDF is the Statement of Community Involvement (SCI) which details how the public and interested parties will be invited and become involved in Planning Applications.

For **significant applications** which may give rise to local controversy because they relate to sensitive sites or due to their large scale, a new approach is now required, involving wider community involvement at the earliest opportunity possible to ensure residents and other stakeholders are genuinely part of the process.

## Community Involvement before a Planning Application<sup>1</sup> is submitted

Pre-application discussions with the Planning Division can help to identify development constraints and issues and can identify opportunities or alternative solutions to development problems and are encouraged for all types and scales of development. All applicants should consider the benefits of involving the community in developments which are considered likely to have an impact on the community, even in cases where these may be below thresholds for **significant applications** referred to below. There are real benefits to be had, including:

- Early availability of good quality information enabling issues and problems to be addressed up front.
- Avoiding possible objections by resolving problems early.
- Avoiding the need to make costly revisions to proposals at an advanced stage.
- Better quality applications which can be processed quickly.

- Overcoming perception that the Council and the developer had already done a deal, by ensuring an inclusive and transparent approach.
- Buildings that are appropriate and meet the needs and aspirations of local communities.

**Early public involvement in significant planning applications will benefit everyone and the Borough Council want to improve the amount, quality and effectiveness of community involvement.**

The Council will expect the applicant to consider all material considerations, including those such as Parish Plans and Village Design Statements as part of pre-application community involvement. In carrying out consultation with the public, applicants must seek to ensure all interested parties, particularly the community and stakeholders are made aware of the proposal

## What is a “significant” application?

The Council will expect potential applicants to undertake community involvement before submitting **significant applications** of the following types:

- (A) Major<sup>2</sup> developments within or adjoining residential areas
- (B) Major<sup>3</sup> departures from the Development Plan
- (C) EIA<sup>4</sup> development
- (D) Applications which require notification to the Secretary of State
- (E) Other proposals that are likely to attract significant community interest

It will be the potential applicant's responsibility to establish if their planning application will fall within one of the above categories and they should contact the Planning Division for advice.

## What are potential applicants expected to do?

For **significant applications** potential applicants will be expected to undertake pre application community involvement that is tailored to reflect the nature and scale of the proposed development. They are strongly encouraged to agree what is expected as part of their pre application discussion with the Planning Division. The proposed arrangements are to be organised, managed and funded by the potential applicant to give the public an opportunity to have their say whilst details of the scheme are being put together. **Potential applicants will be expected to do ALL of the following:**

### Carry out publicity

- Notify local residents and businesses by letter of the proposed development and state when and where they can find out more.
- Place an advert in the local newspaper detailing the proposed development and stating when and where people can find out more.
- Additional information should be circulated as a press release.
- The closing date for comments should be set no earlier than 21 days after the close of the public engagement event.
- Publicity material should concentrate on conveying facts about the proposed scheme and avoid bias.

### Arrange a public engagement event

- Arrange at least one event at a time and place which allows for a wide section of the public to attend.
- Staff the event and include display material detailing the proposals for the site, how comments will be dealt with and an explanation of what will happen next.
- Presentation material and any questionnaires for the public should avoid bias.
- The event should be held on the application site/ building or at a venue as close as possible to the application site.