

STATEMENT of COMMUNITY INVOLVEMENT



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Harrogate
BOROUGH COUNCIL

Glossary of Terms

AMR	Annual Monitoring Report	Part of the Local Development Framework, the Annual Monitoring Report will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented.
DPD	Development Plan Document	Spatial planning documents that are subject to independent examination and, together with the Regional Spatial Strategy, will form the development plan for a local authority area for the purposes of the Act. They can include a Core Strategy, Site Specific Allocations of Land, and Area Action Plans (where needed). Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme.
LDF	Local Development Framework	The name for the portfolio of Local Development Documents. The LDF includes Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports. Together these documents will provide the framework for delivering the spatial planning strategy for a local authority area.
LDD	Local Development Document	The collective term in the Act for Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
LDS	Local Development Scheme	Sets out the programme for preparing Local Development Documents. All authorities must submit a Scheme to the Secretary of State within six months of commencement of the Act and review the LDS on an annual basis.
PPG	Planning Policy Guidance	Government statements of national planning policy (being superseded by PPSs).
PPS	Planning Policy Statement	Government statements of national planning policy (being phased in to supersede PPGs).
RSS	Regional Spatial Strategy	Sets out the region's policies in relation to the development and use of land and forms part of the development plan for local planning authorities. Planning Policy Statement 11 'Regional Spatial Strategies' provides detailed guidance on the function and preparation of Regional Spatial Strategies.
SA	Sustainability Appraisal	Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for Development Plan Documents and Supplementary Planning Documents.
SCI	Statement of Community Involvement	Sets out the standards which authorities will achieve with regard to involving local communities in the preparation of Local Development Documents and development control decisions. The Statement of Community Involvement is not a Development Plan Document but is subject to independent examination.
SEA	Strategic Environmental Assessment	A generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'.
SPD	Supplementary Planning Document	Provides supplementary information in respect of the policies in the Development Plan Document. They do not form part of the Development Plan and are not subject to independent examination.

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1 Introduction

The new Planning system

- 1.1 In 2004 the Government introduced the Planning and Compulsory Purchase Act, which has brought major changes to the way the planning system operates. It replaces the old system of Local Plans and Supplementary Planning Guidance with a new system of Local Development Documents, which together make up a Local Development Framework.
- 1.2 The new Act has mainly affected the plan making process, but changes to the process of determining planning applications have also been made. Sections 10 to 15 of this statement provide details of community involvement in relation to planning applications.
- 1.3 The Government's main reasons for reforming the planning system are to:

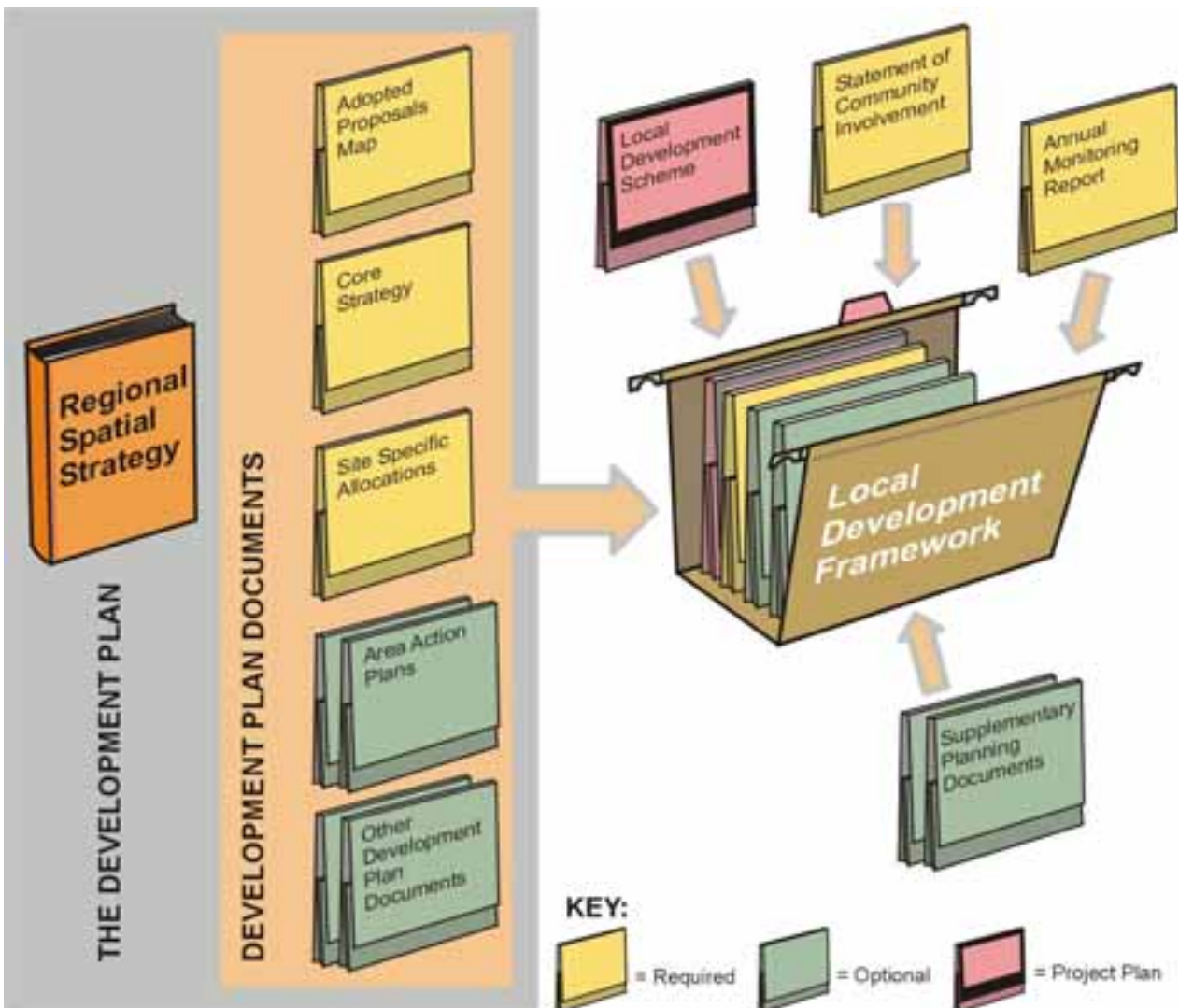
- 1. Speed up the preparation of development plans
- 2. Ensure that plans are monitored, reviewed and kept up to date
- 3. Achieve more effective community involvement in all aspects of the planning system

1.4 The Council is required to produce this Statement of Community Involvement (SCI) in order to meet the requirement of the new Planning and Compulsory Purchase Act

1.5 The diagram below shows the different types of Local Development Document (LDD) within the Local Development Framework (LDF). More detailed information on the content of these documents and the timetable for producing them can be found within the Harrogate District Local Development Scheme (LDS), which sets out a three year project plan for the preparation of Harrogate's LDF. This document can be viewed on the Council's website:

(www.harrogate.gov.uk/localdevelopmentframework).

Figure 1.



- 1.6 This SCI will itself be subject to public consultation with all stakeholders and consultees. Please refer to the LDS for details of when these consultations will take place.
- 1.7 Many of the LDDs in figure 1 will be subject to a Sustainability Appraisal (SA), carried out jointly with a Strategic Environmental Assessment (SEA). These processes will assess the environmental, social and economic implications of the documents so that policies will reflect the objectives of sustainable development. Where an SA/SEA report is produced, it will itself be subject to public consultation at the same time as the LDD. More information on SA and SEA can be found in the LDS.
- 1.8 The Regional Spatial Strategy (RSS) is produced by the Yorkshire and Humber Regional Assembly and also forms part of the development plan. It is a very important document and the Council's LDD must be in general conformity with the RSS. At a national level, Planning Policy Guidance notes (PPG's) are being gradually replaced by Planning Policy Statements (PPS's). Harrogate Borough Council must have regard to the content of these guidance notes and statements when compiling the new LDF and in determining planning applications. These documents are available to view at the Office of the Deputy Prime Minister's (ODPM) website (www.odpm.gov.uk).

What is the Statement of Community Involvement?

- 1.9 This document is the Council's Statement of Community Involvement, which sets out how Harrogate Borough Council intends to involve the community and stakeholders throughout the preparation of the Harrogate District LDF and during the consideration of planning applications. It is important that all sections of the community are provided with the opportunity to take part in the planning process at the earliest opportunity so that decisions can take account of the range of community views and reflect, as far as possible, the concerns and aspirations of the people affected by them. This document identifies and explains how the Council will meet the requirements for community involvement, so that peoples' experience of the planning process will be a positive one.
- 1.10 This SCI shows the methods that will be used to encourage and facilitate participation at the different stages of LDD preparation and encourages community involvement at the early stages when ideas are being developed. The methods of community involvement used will depend on the document in question, and the stage of preparation.
- 1.11 **Production of the SCI is a legal requirement and once approved, the Council will comply with these requirements for engagement.**

2 Benefits of Community Involvement

- 2.1 The purpose of community involvement is to create dialogue with, and seek the views of, the community and stakeholders on the land use development issues affecting their locality. The Council can then take account of those views to make balanced and well informed decisions. If the facilitation of community involvement is effective, more people will benefit from it and the Council's overall service delivery will be improved.
- 2.2 **Benefits for the Harrogate District:**
- The creation of a sense of public ownership and democracy
 - Raising awareness of the local issues and priorities
 - Improving community cohesion
 - Improvement in the delivery of local services in the public interest
 - More attention given to public priorities
 - A better understanding of the planning issues

and the planning process

2.3 **Benefits to individuals, groups and organisations within Harrogate District:**

- The opportunity to influence decision making
- A positive experience of working with the Council
- The creation of a sense of shared ownership
- A better understanding of local issues and the planning process
- The opportunity to work collaboratively with other individuals and organisations

2.4 **Benefits for Harrogate Borough Council:**

- A shared responsibility for decision making
- Improved quality of decisions and problem solving
- The opportunity to work collaboratively with the community and stakeholders
- A more effective and efficient use of resources
- Raising the profile of Harrogate Borough Council

3 Community & Character Profile of Harrogate District

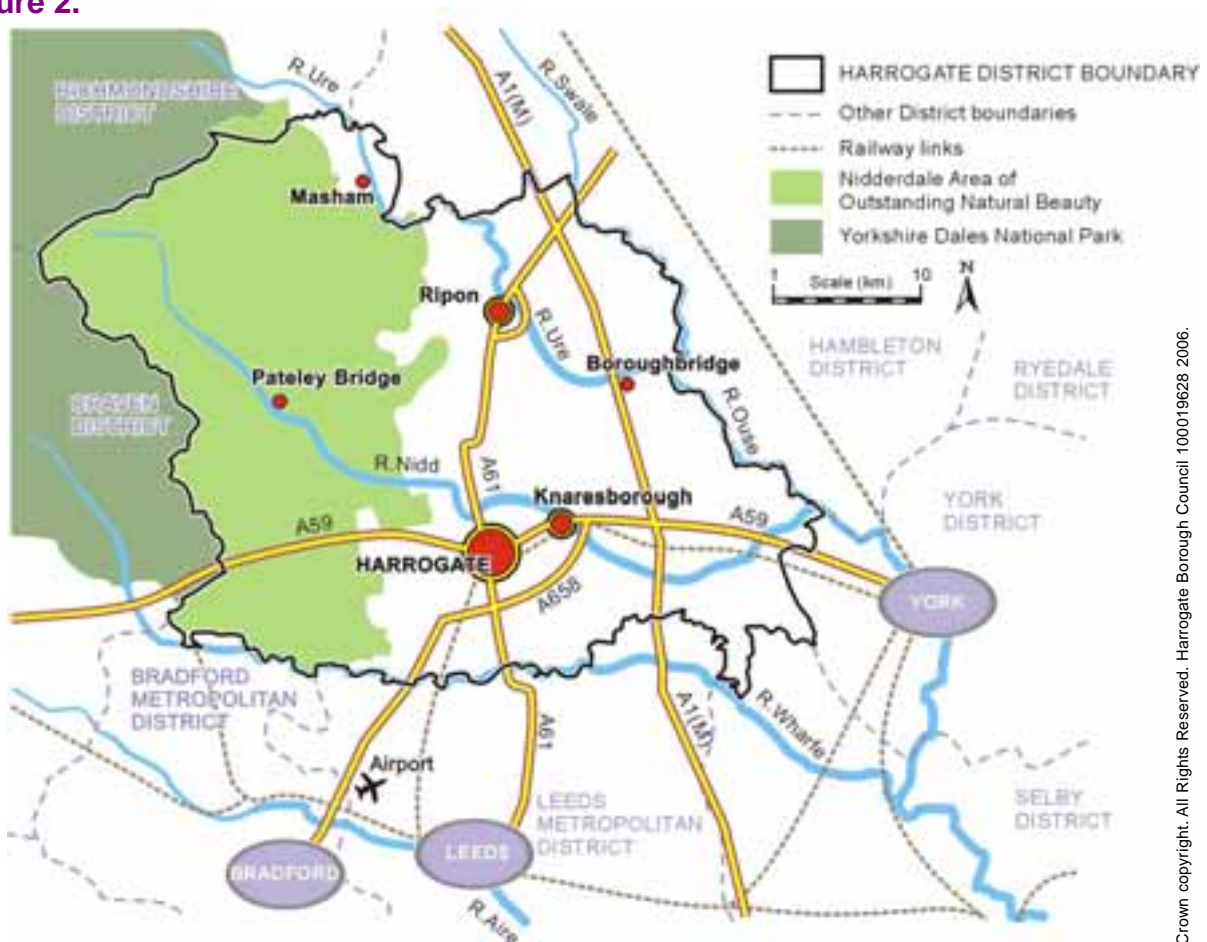
3.1 Harrogate District forms part of the County of North Yorkshire and covers 1308 sq km, comprising a large rural area extending north of Leeds and Bradford up to the eastern fringes of the Yorkshire Dales National Park. The rivers Ouse, Swale, Ure, Nidd and Wharfe run through the District and flow southwards towards the Vale of York.

3.2 The exceptional quality and diversity of the landscape and wildlife of Harrogate District is vital to its community and economy. The western upland part of the District is designated an Area of Outstanding Natural Beauty (AONB) in recognition of its nationally important status, while the eastern part of the District comprises relatively flat, high quality farmland within the Vale of York. The District contains a World Heritage Site (Fountains Abbey and Studley Royal), 52 conservation areas,

2900 listed buildings, 150 ancient monuments, 3 historic battlefield sites, 12 historic parks and gardens, 4 local nature reserves, 25 Sites of Special Scientific Interest and 2 areas of European wildlife importance.

3.3 Harrogate is the most populous district within North Yorkshire. In 2001, at the time of the last Census, the population of the District was 151,336 of which 48% were male and 52% female. Between 1991 and 2001 the population increased by 7.5%, the second fastest increase in the region and well above the national average. About 65% of the population live in the towns of Harrogate, Knaresborough or Ripon. Of these, Harrogate is the largest, with around 69,400 residents. There are many small villages in the district, which look to these centres, and the market towns of Boroughbridge, Masham, and

Figure 2.



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Pateley Bridge to provide services and employment opportunities. The dispersed nature of the population raises issues in finding the most effective methods of consultation in order that all sections of the community are fairly represented through the planning process.

- 3.4 The following map shows Harrogate District in its sub-regional setting and highlights its main geographical features.
- 3.5 The population profile of the District is similar to the UK average but with fewer young people and a greater proportion of older residents. In particular there are fewer people in the 20-34 age group, which accounts for only 17.2% of the Harrogate District population. Similarly, 17.4% of the District's population is over 65 compared to 15.9% nationally.
- 3.6 The 2001 census revealed the District's ethnic breakdown, with 98.4% of the total population being white, and less than 2% of the population representing black and minority ethnic backgrounds. With Harrogate having a very limited ethnic diversity, it is important that the smaller ethnic groups are represented through the community involvement process.
- 3.7 Harrogate has seen an influx of middle-aged people with families seeking the attractive educational and environmental opportunities available to local residents. Harrogate is also a desirable place to retire to. These factors have implications for the future growth of the Harrogate District and the need to plan for and provide different forms of accommodation for all sections of the community. Demand has led to house prices in the Harrogate District exceeding both the national and regional averages by a significant amount. Whilst this rise in house prices is indicative of a successful local economy, average earnings in Harrogate District remain on a par with those in the region, thus leading to an inconsistency between the cost of housing and the borrowing available to a significant proportion of the District's population.
- 3.8 The Index of Multiple Deprivation (DETR, 2000) measures deprivation in relation to six indicators including income, employment, health and disability, education and training, geographical access to services and housing. It shows low levels of deprivation throughout the District, with only one ward located in the top 40% of most deprived wards, and 2 others in the 50% most deprived. Almost half the District's wards are within the top 20% of areas with the least deprivation. This clearly illustrates the high quality of life to be found in the Harrogate District.
- 3.9 The 2001 census reported 77,943 economically active individuals of working age within the District, representing an economic activity rate of 71.4%, which is a full 5% above the national rate.
- 3.10 Harrogate is home to an impressive range of national and international businesses, with some developing organically here whilst others have chosen to make Harrogate their home through relocation.
- 3.11 Almost half of the District's labour market is employed in managerial/professional jobs (48.1% Harrogate District, 39.7% GB), and the service sector (particularly hotels and restaurants) continues to dominate as the main employer in the district (85.1% of total employment in Harrogate District, 80.4% GB).
- 3.12 Household income in the District is higher than both regional and national averages and unemployment rates remain low and stable. The District has a well-qualified workforce, with a higher than national average percentage of the population achieving NVQ level 4 or above.
- 3.13 The businesses within Harrogate District form an important part of the community as a whole and the Council will seek to engage with these businesses throughout the planning process.
- 3.14 Due to the diversity of the Harrogate District there are many issues and challenges that need to be resolved through the land use planning system. In doing so, Harrogate Borough Council intend to make the best use of resources available to carry out effective community involvement so that all sections of the community have an opportunity to take part in the planning process.

4 Principles of Community Involvement

- 4.1 This section examines what Harrogate Borough Council consider to be the guiding principles in the successful delivery of community involvement, and how these principles will be addressed throughout consultation.
- 4.2 **1) Make information accessible to all:**
- Documents will be made available in a variety of formats on request, such as Braille, large print, audio, electronic, paper and translations into different languages.
- 4.3 **2) Provide everyone with the opportunity to get involved:**
- The Council will try to reach all sections of the community via a variety of methods and wide consultation
 - There will be clear instructions on how, when and where to respond
 - You will be able to respond both by post, fax or electronically to suit your individual preference
 - Any consultation events will be easily accessible to people with a disability
 - If you make contact with the LDF team and English is not your first language, the council will provide an interpreter
 - The members of the LDF team will try to answer any questions you may have during consultation via telephone, email or in person
- 4.4 **3) Take into account ideas and comments fairly:**
- Give members of the community the opportunity to voice their views and concerns in good time
- 4.5 **4) Provide information and feedback regarding the progress and outcomes:**
- Draft planning documents and background reports will be made available on the Council's Website and as paper copies in Council offices and the District Libraries
 - All comments made will be considered and feedback will be provided
 - Any views or concerns will be considered and responded to appropriately
 - Your comments will be made publicly available unless they contain material submitted to the Council in confidence.
 - The Council will keep a record of comments made and the people who made them so that they can be contacted directly in the future
 - The Council will keep the community informed of any progress and outcomes through a variety of methods
 - The document containing the final approval of policies and major issues will be available in Public Libraries as set out in Appendix C
 - Copies of approved documents will be made available to the public at the cost of printing
- 4.6 **5) Learn from our mistakes:**
- The Council will measure the success or otherwise of community involvement methods, and improve on them where necessary.

5 Links with other plans & strategies

- 5.1 The contents of this SCI not only take account of national and regional planning policy and guidance, but also complement other plans and strategies produced by Harrogate Borough Council. This allows the Council to have a consistent approach to service delivery. The most relevant plans and guidance are set out below.

Harrogate Borough Council Corporate Vision & priorities

- 5.2 Harrogate Borough Council has six corporate priorities which are reflected through the delivery

of services. These priorities are focused on the delivery of affordable housing, supporting the local economy, caring for the environment, keeping the district safe, tackling traffic issues and delivering first class public services. Prioritising these issues will help to deliver the Council's vision:

“To make the Harrogate District a better place to live, work and visit by preserving its heritage, enhancing its unique environment, delivering first-class services and ensuring everyone can share its success”

Harrogate District Community Plan

- 5.3 The Harrogate District Community Plan (October 2003) has been produced by the Harrogate District Strategic Partnership. Its purpose is to show how the public, private and voluntary sector organisations can work together to improve the quality of life for all who live in, work in or visit the District.
- 5.4 The Community Plan has been shaped through discussions with the Partnership and focuses on four cross cutting principles:
- Sustainability ● Inclusion
 - Partnership ● Equality
- 5.5 The vision set out within the Community Plan, achieved through detailed consultation, aims to establish a framework that everyone can contribute to in protecting the unique characteristics of the District:
- “Working together to enhance the many and varied communities, economies and environment of our towns and dales, we will make the District a place where people are valued and protected and where access, opportunity, prosperity and support are available to all”**

- 5.6 The ambitions and vision highlighted within the Community Plan are directly relevant to the implementation of the SCI. Community involvement in LDD production will, where possible, take account of and link to that of other strategies such as the Community Plan. The Council will work closely with the Strategic Partnership in future consultations regarding the LDF.

Harrogate Borough Council’s Community Engagement Strategy

- 5.7 The Community Engagement Strategy (2003 - 2006) provides a framework for the development of community engagement in the Council. This document has influenced the setting up of the Community Engagement Working Group and the District Panel in 1999.
- 5.8 The Council also has its own Community Engagement Guidance (September 2000), which sets out the Council’s overall approach to carrying out community engagement. This document has been produced by the Community Engagement Working Group, whose membership includes a range of expertise in different areas of consultation and participation. The Council will have regard to this guidance in the delivery of the SCI.

6 The LDF: who will be consulted?

- 6.1 The Town and Country Planning (Local Development) (England) Regulations 2004 require all Local Planning Authorities (LPA) to meet a minimum level of community involvement when producing LDF’s. These regulations also specify a number of organisations that the Council must consult if it is considered they will be affected.
- 6.2 A list of specific consultees and general consultees can be found in Appendix A of this SCI. **A comprehensive up to date list of all individuals, groups and organisations the Council consults with is available to view on the Council’s website: (www.harrogate.gov.uk/localdevelopmentframework).** This electronic list will be amended as appropriate.
- 6.3 Some of the different types of consultees are shown below:

Council Members

- 6.4 The Council Members are representatives for the people of the Harrogate District and play a key role in listening and making decisions in the public interest on a number of issues including decisions during the preparation of the LDF. Councillors are able to advise the Council on the issues important to the area they represent.
- 6.5 County Councillors are representatives for the people of North Yorkshire and also have a role in making representations on the content of the LDF for each of the seven districts and two National Parks within the County. The County Council Members representing the wards within the Harrogate District will be consulted on the Harrogate District LDF.

Parish Councils

- 6.6 The views of the Parish Councils are crucial in identifying priorities at the grass roots level. Regular dialogue with Parish Councils enables the District Council to engage with, and seek the views of, large sections of the community.

Local Strategic Partnership

- 6.7 The Harrogate District Strategic Partnership brings together the key stakeholders from the District who operate in the public interest e.g. police, health authority etc.

Voluntary sector & amenity groups

- 6.8 Consultation with the voluntary and community sector is crucial in reaching community groups. The sector helps to give a voice to the community through specialist knowledge of its client groups and allows the Council to develop relationships with those groups.

Hard to reach groups

- 6.9 As part of the general consultee list, Government guidance suggests that the Council should consult with voluntary groups and hard to reach groups across the Harrogate District. This will help the Council to promote and develop partnership working and ensure that the views of these groups are taken into consideration in the preparation of the LDF.
- 6.10 The following groups are considered by the Council as hard to reach groups:
- Young people
 - Black and minority ethnic groups
 - People with disabilities
 - The elderly
 - People with learning difficulties
 - Rural residents
 - The economically disadvantaged
 - Women's groups
 - Travellers and armed forces personnel

- 6.11 The Council will pay particular attention to engaging these groups throughout the planning process. For example, during the Issues and Options stage of the preparation of the LDF Core Strategy:

- Rural residents in the Nidderdale Area of Outstanding Natural Beauty (AONB) were consulted via household questionnaires in order to seek views on whether planning policies in the AONB need to be changed.
- All secondary schools and colleges in Harrogate District were contacted to find the views of young people by putting together a short questionnaire tailored to appeal to young people.
- All hard to reach groups (as listed on the Council's Website) were sent consultation newspapers. This newspaper has been written in plain English and summarises the options for planning for Harrogate District up to 2021.
- All rural Parish Councils were sent copies of the newspaper and requested to distribute them amongst their communities.

Professional/ Commercial sector

- 6.12 Other Groups such as local organisations, agents, developers and businesses are also crucial to the delivery of balanced planning decisions. These groups usually have specialist knowledge of issues and priorities and their participation in the planning process allows the Council to make better informed and balanced decisions.

7 The LDF: what methods of consultation will be used?

- 7.1 In July, August and September 2004 Harrogate Borough Council held an Issues Consultation, which asked for views from residents and stakeholders on a number of key planning issues. The first part of the Issues Consultation Questionnaire asked for responses in relation to the level of community involvement in planning issues across the Harrogate District. A list of the questions can be found in Appendix B of this SCI.
- 7.2 The results of the Issues Consultation showed a clear support for the use of local newspaper articles as a means of communicating with the public due to their wide coverage to all sections of the community. Other forms of media such as television and radio proved to be less popular due to the short airtime devoted to planning issues.
- 7.3 Leaflet distribution to homes received a positive response because of the ability to reach a large cross section of community groups. However, the distribution of leaflets in town centres and in other public buildings was less popular and would target only a small section of the community.
- 7.4 Communication via the council's website and email hotline showed a mixed response depend-
- ing on whether or not people have access to the internet or know how to use it. It seems that regular users of the internet are pleased with the access to planning related documents and online application forms, but for people who are not regular users or do not have access, it has been stressed that having to find and print information and documents from the website can be a deterrent to involvement. It was made clear that documents should be easily available both on the internet and as hard copies when requested.
- 7.5 The use of staffed exhibitions showed encouraging support, and it seems that the opportunity to speak directly to local planners is preferable to a display only exhibition, giving more opportunity to ask questions and to seek advice.
- 7.6 The responses to the questionnaire along with the methods and consultees listed in PPS12 and the council's own existing practices, have been used to inform the list of consultees and methods of community involvement within this SCI. **Figure 3, below, shows a list of methods of Community Involvement, which will be used at appropriate stages throughout the preparation of the LDF.**

Figure 3.

A Documents available for inspection at Council offices

Documents will be placed at offices across the District for inspection during normal office hours, and will be accessible to people with disabilities. There will be clear instructions as to how, where and when people can respond through formal consultation.

B Documents available for inspection at libraries within the District

These will be available within the main libraries and mobile libraries in order to reach the more rural locations across the district. There will be clear instructions as to how, where and when people can respond through formal consultation.

C Contact with statutory bodies

Statutory bodies will be consulted and invited to respond in writing with clear instructions on how to view the relevant documents and how and when to respond to formal consultation.

D Contact with Parish Councils

Parish Councils will be consulted and invited to respond in writing with clear instructions on how to view the relevant documents and how and when to respond to formal consultation.

E Contact with Respondents

Respondents, including individuals as well as national, regional and local interest groups will be consulted and invited to respond in writing with clear instructions on how to view the relevant documents and how and when to respond to formal consultation. Respondents will also be kept informed of how their representations are dealt with through the later stages of the planning process.

F Contact with Key Stakeholders

Variable depending on the type, topic and geographic extent of the LDD. Organisations and residents with a particular interest in the LDD (key stakeholders) will be contacted and invited to discuss and / or comment in writing on, the emerging LDD.

G Harrogate Borough Council Website

Copies of documents and reports will be available to view on the council website, along with details of where, how and when to respond, and electronic response forms.

H Email

Consultees will be kept informed via email wherever possible.

I Press releases/briefings

Press releases / briefings are a statutory requirement and will give details of progress of the planning documents and where, how and when to respond to planning documents and how they can be viewed.

J Newspaper articles and/or advertisements

Newspaper articles and / or advertisements will raise awareness of the stages of plan preparation and how communities can be involved in commenting on planning documents.

K Leaflets to homes

Leaflets will be distributed directly to peoples homes containing information on the preparation of planning documents and stating how the community can be involved in commenting on them.

L Public exhibitions/roadshows

Staffed public exhibitions and roadshows will allow members on the community to meet with their local planning team and to ask questions and share their views on planning matters in their areas.

M District Panel

The District Panel (1500 residents drawn from the electoral register to represent the District) provides useful views on planning issues from a representative cross section of the community both within urban and rural parts of the district, and will be used at appropriate stages.

N Telephone

A telephone contact number will provide a service whereby members of the public can speak directly to the planning policy team to discuss their thoughts and to ask questions regarding the content of planning documents.

O One to one meetings with selected stakeholders

One to one meetings provide a useful means of identifying key issues, getting key people involved and achieving alignment with other strategies and initiatives.

P Public meetings (e.g. area, town and village)

Public meetings are an open way for people to engage in robust debate on planning issues in their locality.

Q Interactive workshops/Focus Groups

Interactive workshops act as a means of engaging local communities and developing 'ownership' of proposals. It is a more informal approach than public meetings and encourages members of the community to contribute who otherwise would not.

R Area Topic based forums

Area topic based forums are an effective means of discussing issues relevant to a particular area or subject, for example, discussing area based policies on affordable housing policy.

S Planning Aid

Planning aid is a valuable source of advice and help.

8 The LDF: the consultation process

8.1 The following tables and charts show the process of preparing Development Plan Documents and Supplementary Planning Documents. They make clear what the council will do at each stage of production, and how the community can respond

and contribute to the process of preparing the documents. If appropriate and practicable, consultation exercises on different LDDs will be linked to help reduce the number of consultations.

Figure 4. The Process of Preparing DPDs

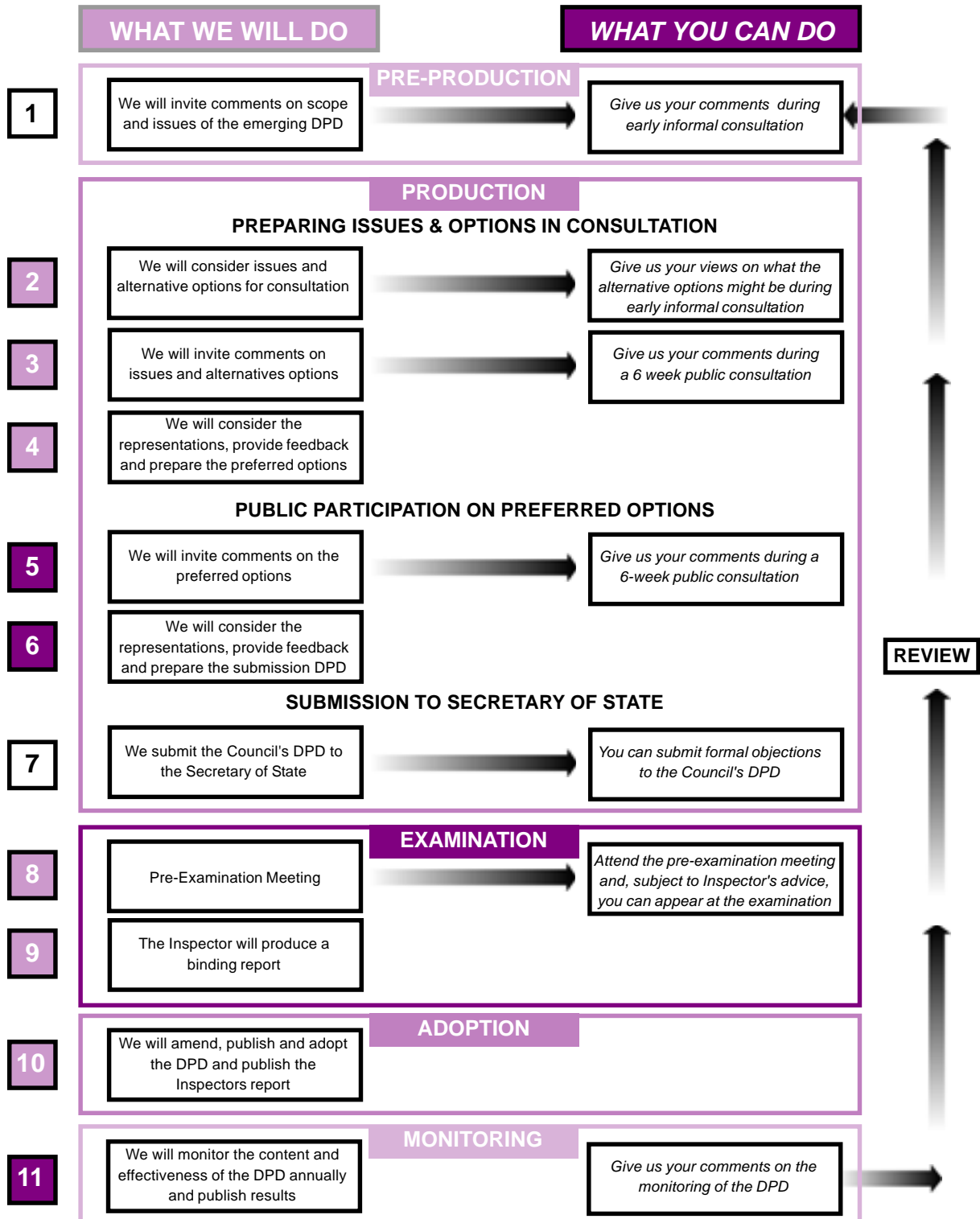


Figure 5. Matching DPD production with Community Involvement

Stage	WHAT WE WILL DO	METHODS
1 Drawing up Issues	PRE-PRODUCTION We will, as a minimum, seek the views of key stakeholders on what issues should be considered in the emerging DPD We will publish and make available all new or revised planning documents, inform the public of their availability and seek views on what issues should be considered in the emerging DPD	Minimum: F Maximum: <i>All methods</i>
2 Drawing up Options	PRODUCTION We will, as a minimum, seek to identify with key stakeholders the alternative ways to tackle the planning issues of the emerging DPD (options) If necessary we will publish and make available all new or revised planning documents, inform the public of their availability and seek all views on what options should be considered in the emerging DPD (Regulation 25)*	Minimum: F & G Maximum: <i>All methods</i>
3 Consultation on Issues & Options	We will, as a minimum, seek the views of key stakeholders on whether we have identified all the appropriate issues and options and seek preferred options for inclusion in the DPD If necessary, we will publish and make available all new or revised planning documents, inform the public of their availability and seek views on preferred options (Regulation 25)*	Minimum: F Maximum: <i>All methods</i>
4 Preparing preferred Options	We will, if necessary, attempt to resolve any conflicts between key stakeholders relating to options and preferred options (Regulation 25)*	Minimum: <i>None</i> Maximum: F, O, P, Q, R & S
5 Consultation on preferred Options	We will, as a minimum, publish, advertise and make available all new and revised planning documents We will inform the public and all interested groups of the availability of these documents and seek views on the Council's preferred options (Regulation 26)*	Minimum: <i>All apart from M, O, Q & R</i> Maximum: <i>All</i>
6 Preparing sub-mission DPD	We will consider all representations made on the Council's preferred options and, these will be taken into account in decisions on the content of the DPD made by and on behalf of the Council. If necessary we will attempt to resolve any conflicts relating to comments received. (Regulation 27)*	Minimum: <i>None</i> Maximum: F, O, P, Q, R & S
7 Submission of DPD to Secretary of State	We will publish, advertise and make available all new and revised planning documents and will seek conformity with the Regional Spatial Strategy For all representations received we will make copies available at the Council's offices and District Libraries and publish on the Council's website. A summary of the main issues raised in the representations will also be published When representations on site allocations are submitted, as well as the above, we will advertise details of these and request representations on them within a 6 week period (Regulations 28 - 33)*	Minimum: <i>All except K, L, M, P, Q & R</i> Maximum: <i>All</i>
8 Independent Examination	EXAMINATION We will notify consultees, as appropriate, of the convening of a pre-examination meeting and the Independent Examination itself. We will give notice by local advert of the latter(Regulation 34)*	E, F, G & J
9 Publication of Binding Report by Inspector	We will publish and make available the Inspector's report and notify those persons who requested notification (Regulation 35)*	A, B, C ,D, E, F & G
10 Adoption of DPD	ADOPTION We will publish, advertise and make available the adopted DPD (Regulation 36)*	A, B, C ,D, E, F & G
11 Monitoring content & effectiveness of DPD & production of Annual Report	MONITORING We will publish and make available annual reports and other relevant information in the process of monitoring and reviewing the effectiveness of DPD's (Regulation 48)*	Minimum: F & G Maximum: <i>All methods</i>

* Regulations set, out in broad terms, the minimum requirements for community involvement for relevant stages of DPD preparation (The Town and Country Planning (Local Development) (England) Regulations 2004)

Figure 6. The Process of Producing SPDs

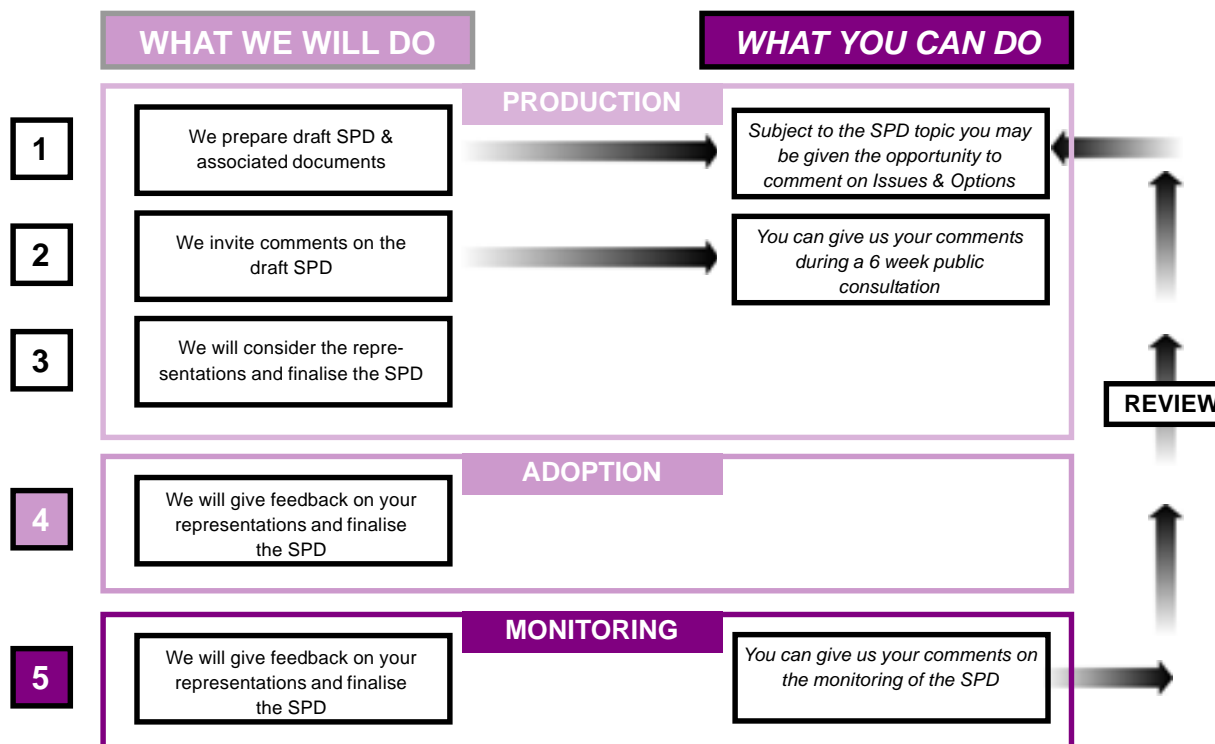


Figure 7. Matching SPD production with Community Involvement

Stage	WHAT WE WILL DO	METHODS
1 Preparing draft SPD	<p>PRODUCTION</p> <p>We will, as a minimum, seek to identify with key stakeholders the alternative ways to tackle the planning issues of the emerging SPD</p> <p>We will publish and make available all new or revised planning documents, inform the public of their availability and seek all views on what options should be considered in the emerging SPD (Regulation 17)*</p>	<p>Minimum: F & Q</p> <p>Maximum: All methods</p>
2 Consultation on draft SPD	<p>We will as a minimum, seek the views of key stakeholders on whether we have identified all the appropriate issues and options and seek preferred options for inclusion in the SPD</p> <p>We will publish and make available all new or revised planning documents, inform the public of their availability and seek views on preferred options (Regulation 17)*</p>	<p>Minimum: A, B, C, D, F, G & J</p> <p>Maximum: All methods</p>
3 Preparing draft SPD	<p>We will consider all representations made on the Council's draft SPD and these will be taken into account in decisions on the content of the SPD made by and on behalf of the Council. If necessary we will attempt to resolve any conflicts relating to comments received (Regulation 18)*</p>	<p>Minimum: None</p> <p>Maximum: F, O, P, Q, R & S</p>
4 Adoption of draft SPD	<p>ADOPTION</p> <p>We will publish, advertise and make available the adopted SPD (Regulations 19)*</p>	A, B, C, D, E, F & G
5 Monitoring content & effectiveness of SPD & production of Annual Report	<p>We will publish and make available annual reports and other relevant information in the process of monitoring and reviewing the effectiveness of SPDs (Regulation 48)*</p>	<p>Minimum: F & Q</p> <p>Maximum: All</p>

* Regulations set, out in broad terms, the minimum requirements for community involvement for relevant stages of DPD preparation (The Town and Country Planning (Local Development) (England) Regulations 2004)

Figure 8. Examples of consulting at the early stages of LDD production

Drawing up Issues and Options for an Area Action Plan (future approach)

At this early stage of consultation on an Area Action Plan (AAP), the Council will need to engage with local groups to raise awareness of local issues and to help identify what is important to the local community and what constraints affect the planning of the area. This would be achieved through informal discussions, for example, by inviting consultees to a preliminary workshop.

Because this type of LDD is area specific it is important to raise awareness with the local community, stakeholders and other interested parties as early as possible so that everyone has the opportunity to take part in the consultation process. Up to the Preferred Options Stage, consultation will be very informal and encourage constructive and positive debate on the future of the area.

Stages of SPD Production (Village Halls and Open Space SPD - past approach)

During stage 1 (Preparing the Draft SPD), due to the complexity and importance of the content of the SPD, particularly to rural residents, the Council used the District Panel (1500 residents) and small focus groups to provide feedback and it was decided to hold two workshops. All the consultees on the comprehensive consultee list, including parish councils, developers and other interested parties, were invited for informal discussion about the issues and options. Consultation methods for this stage included a presentation, a question and answer session, and the use of the Council's Website to access the consultation material.

9 The LDF: making representations

- 9.1 This section looks at how the Council will inform the community and stakeholders in the LDF process and shows how the Council intend to deal with representations made during consultation.
- 9.2 All consultations carried out by Harrogate Borough Council will have regard to the principles and objectives identified in the documents set out in section 5 of this SCI.
- 9.3 **How will documents and information be made accessible to all?**
- Information will be made available in paper or electronically on request.
 - Documents will be made available at local libraries and in Council offices across the District (see Appendix C).
 - All documents and information will be made available in Braille, large print, audio and in different languages on request.
 - Newspaper articles and press releases will keep people informed of key information including consultations.
- 9.4 **How can you comment?**
- Comments can be submitted to the Council in writing on the response form provided, and via email on an electronic response form.
- 9.5 **What will happen to your comments?**
- Persons making representations will receive acknowledgement of the receipt of their comments if the Council received them within the consultation period.
- Copies of representations will be made available to view at the Department of Development Services along with information on how the representations have been dealt with.
 - Representations will often need to be summarised and incorporated into a report of consultation. These will be available to view on the Council's website and in paper format on request.
 - Consultees will be notified of progress on the LDF at key stages.
 - Consultees will be informed of how the Council intends to respond to the representations and the reason/s for doing so.
 - The Council will consider the responses in light of national, regional and other local guidance and local circumstances.
- 9.6 **How long is the Consultation Period?**
- For the statutory consultations on Preferred Options and Submission of DPD to the Secretary of State representations must be received within the six-week consultation period.
 - Comments must be received by the Council no later than 4.30pm on the last day of the six-week consultation period.
 - It is stressed that persons making representations must not rely on email and Fax facilities on the final day of consultation, as it is not guaranteed that the Council will receive comments made before the deadline.

10 Community involvement in Planning Applications

10.1 The Planning and Compulsory Purchase Act 2004 requires the SCI to set out how communities will be engaged in the consideration of planning applications¹. Section 13 of the SCI covers the legal requirements for publicising planning applications and sets out how the authority intends to implement those requirements at a local level. For **significant applications** which

may give rise to local controversy because they relate to sensitive sites or due to their large scale, a different approach is required, involving wider community involvement at the earliest opportunity possible to ensure residents and other stakeholders are genuinely part of the process. The SCI follows the different stages of the planning application process.

11 Community Involvement before a Planning Application is submitted

11.1 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.

11.2 **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.**

11.3 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?

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

- Major² developments within or adjoining residential areas
- Major³ departures from the Development Plan
- EIA development
- Applications which require notification to the Secretary of State
- Other proposals that are likely to attract significant community interest

11.5 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.

¹ The term “Planning Applications” is used here to cover all types of application as set out in Appendix D.

^{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.**

12 Significant Applications: what are potential applicants expected to do?

12.1 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 discuss this with the case officer 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.

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.
- 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 a Development Control Committee.

When submitting the application

- 12.2 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 which comments have not and why not.
 - Any criticism by groups or individuals about the public engagement process.
- 12.3 The applicant should also retain all community involvement responses for inspection by the local planning authority if requested.

Failure to comply with these guidelines

- 12.4 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 Development Control Committee will be made aware of the degree of community involvement.
- 12.5 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.⁴

13 Community Involvement when a Planning Application is submitted

- 13.1 The Government has set the Council minimum standards for publicising planning applications. Set out below is the Council's strategy for fulfilling its statutory obligations and for involving a wide range of individuals, groups and other stakeholders in the determination of planning applications.
- 13.2 No system for publicising planning applications can be foolproof, however extensive. There needs to be a balance between consideration of cost, speed of decision making and providing a reasonable opportunity for public comment. The system described below and at Appendix D aims to balance these conflicting interests.
- 13.3 North Yorkshire County Council is responsible for processing certain types of planning applications. Any proposals for minerals or waste development affecting Harrogate District will require the County Council to consult with Harrogate Borough Council. The details of how the community will be consulted will be dealt with by the County Council in its SCI
- 13.4 The present system for consulting with statutory and non statutory consultees is for a letter and copy of the application to be sent to them asking for comments within 21 days. Many consultees now email their response to us.
- 13.5 From August 2005 all applications are scanned and available on the website. This may lead to some consultees being consulted via email with a link to the scanned application, but will not supersede the hard copy postal system for those who want to use that.
- 13.6 Decision Notices will also be posted on the Council's website.
- 13.7 The weekly list of planning applications received is published on the Borough Council's website www.harrogate.gov.uk/planning and distributed free of charge to a number of interest groups, public libraries and by email to ward members.
- 13.8 Each application⁵ is publicised by posting a notice on or near the site and applications requiring Environmental Impact Assessment or relating to major developments and listed buildings etc are also publicised by press notice in the Ackrill group of newspapers. A period of 21 days is given to respond.
- 13.9 Individual neighbour notification of householder planning applications will be given to properties adjoining the site. This procedure will be carried out when the Council's Local Land and Property Gazetteer (LLPG) has been launched (April 2006). These applications will not be the subject of Press or Site Notices. The period for response will be 21 days. When considering a planning application the Council will undertake a range of statutory and non-statutory consultations and give a period of 21 days for observations to be made. The current list of consultees and the criteria for consultation is set out in the Consultation Manual which can be viewed on the Council's website at: www.harrogate.gov.uk .
- 13.10 Applications and plans are available for inspection at Planning Enquiries, Dept of Development Services, Knapping Mount, West

⁴ ODPM Best Value Performance Indicators BV109(a), (b) and (c).

⁵ The exception being householder applications which from 2006 will be subject only to neighbour notification

Grove Road, Harrogate, HG1 2AE during office hours 8.30am to 4.00pm Monday to Friday and copies are available for a charge. Planning Enquiries staff are available to provide people with assistance.

- 13.11 **Applications and plans are available to view on the Council's website at:**
www.harrogate.gov.uk/planning .
- 13.12 Parish Councils are sent copies of applications and plans within their area and have 21 days in which to respond.
- 13.13 In considering major planning applications with significant cross-boundary issues, the Council will consult with all appropriate adjoining authorities.
- 13.14 Negotiation and amendment may occur on planning applications during the course of an application. However these will only involve minor alterations to any plan. If a lot of alteration is required to make a proposal acceptable then it is likely that the applicant will be advised to withdraw the application, or it be taken directly for determination as a refusal in line with the Council's adopted policy. Any further application when received would undergo fresh publicity in the normal manner.
- 13.15 Renotifying representors⁶ of minor alterations to an application can significantly delay its consideration. On the whole most alterations to applications are normally made to seek a better quality development or are made to overcome representors' concerns or as a result of observ-

ations made by consultees.⁷ Essentially the question of renotification of representors is at the discretion of the case officer. However, bearing in mind the pressure to determine applications speedily we will reduce the time for a response to 10 days. No re-publicity (Press and/or Site Notice) would normally take place. No hard and fast rules are possible and any renotification is therefore at the case officer's discretion within the above framework and the requirement to meet target timescales for the determination of applications set by government.⁸

- 13.16 If an application is to go to committee then all representors⁶ will be advised in writing of the time and date of the committee to which the application will be reported. The letter also encloses a leaflet advising them of the Council's 'Opportunity to Speak' scheme. There is an opportunity for representatives of the parish council, objectors and the applicant/supporters to address the committee for a maximum of 3 minutes for each category and thereafter answer councillors' questions.
- 13.17 Copies of committee reports are available for a charge five clear days prior to the meeting and from summer 2005 will be available to view together with the Development Control Committee agenda and minutes and list of delegated decisions on the Council's website:
www.harrogate.gov.uk/planning .

14 Community Involvement after the decision has been made on an Application

- 14.1 After a decision has been made whether this be under officer delegated powers⁹ or at committee, the following actions are carried out:
- 14.2 A letter is sent to all representors informing them of the decision, with the reasons for refusal and conditions of approval, as appropriate.
- 14.3 A copy of the Council's official Decision Notice is sent to the Parish Council.
- 14.4 The list of delegated decisions is included within the Committee Agenda, and from summer 2005 can be accessed on the internet.

6 Representors are defined as Parish Councils and people and interest groups who have submitted written comments in response to the original publicity exercise undertaken on the application and whose names and addresses are held on the Council's Uniform Planning database.

7 Statutory consultees have a special place in the planning process and a list of these is available to view at www.harrogate.gov.uk/localdevelopmentframework. Not all bodies are consulted on each application - who to consult will vary with the nature of the proposal and location. Consultees are notified in writing or by email and have 21 days in which to respond. Some consultation is dealt with using "standing advice".

8 BV109 (a), (b) and (c)

9 About 90% of applications are decided by the Head of Planning Services on his own or acting in consultation with the Chairman.

14.5 If an applicant has an application refused or disagrees with conditions attached to the granting of permission they have a right of appeal. Only applicants have the right to appeal. There are no third party¹⁰ rights of appeal. The appeal is made to the Secretary of State and is handled on his behalf by the Planning Inspectorate. All those people who made written representations on the original planning application will be advised by letter that an appeal has been received. Standard notifications are also sent to Council members and Parish Councils and the press are informed for appeals to be dealt with by Hearings or Public Inquiries. There is no need to resubmit previous

representations sent in on the planning application as all this information is copied by the Council and sent to the Planning Inspectorate. The Council's letter will provide information on how to make views known either in writing if the appeal is to be dealt with by the written method or in person at an informal hearing or public inquiry. For public inquiries a notice is displayed at the Council Offices and in the press to publicise the date/time and location of the inquiry. The community can have an important role in the appeal process as it is often their views that reinforce the Council's decision to refuse planning permission or impose specific conditions.

15 How else do we involve Community in Planning Applications?

- 15.1 ● Councillors receive weekly lists of applications and have direct access to officer advice.
- The Planning Enquiries Team provide the public with advice on planning matters through face-to-face meetings and over the phone.
 - Meetings are held with the Harrogate Civic Society twice a year for an exchange of views on particular topics and to give them an opportunity to raise any issues that are troubling them. The Harrogate Civic Society also attend Planning Enquiries to hold a weekly plans meeting.
 - Annually the Council holds a series of joint Parish Council meetings at various locations within the district. This gives the opportunity for raising procedural and policy issues directly with Cabinet Members and chief officers.

- The chief officers of the council meet with all Chambers of Trade on a quarterly basis. This gives the business community the opportunity to raise issues of importance to them and to be briefed on relevant planning issues/ applications the Council is progressing.

How do we involve the community in Enforcement issues?

- 15.2 The Council encourages the community to report cases where they feel that permission has not been given or work is not proceeding in accordance with the approval given. All reports are treated confidentially. If the subsequent action results in a planning application being submitted then this will be publicised in the normal manner.

16 Resource implications

16.1 The Planning Division will undertake the majority of work involved in carrying out community involvement during the production of LDDs and once a planning application has been submitted. Pre-application community involvement will be the responsibility of the applicant. Assistance from other staff within the Council and external facilitators or consultants may also be required to help with particular participation events as appropriate.

16.2 The planning budget takes into account the need to fund the delivery of community and stakeholder involvement identified within this SCI. The Council recognises that community involvement is a continuous process, and with this in mind, will allocate appropriate resources accordingly. With regards to pre-application consultation, the developer will fund community involvement. Post application consultation will be funded by

¹⁰ Anyone other than the applicant and the local planning authority.

the Council's development control base budget. The base LDF budget will cover consultations carried out as part of the Council's LDF process. Information on the budget can be found in the Planning Improvement Plan (revised 2005). Harrogate Borough Council is also aware of the importance of being realistic about how much community involvement can be achieved, so that the community and stakeholders do not become dissatisfied with the planning process or overloaded with the consultation process.

16.3 It is important to remember that the Council have a statutory duty to develop the LDF and to make decisions on planning applications within a specific time. This allows the successful delivery of service and ensures the LDDs and other information does not become outdated before decisions can be made.

16.4 Harrogate Borough Council will make every effort to use the resources available to obtain maximum benefits to the community, stakeholders and the Council itself bearing in mind staffing levels and finance.

17 Monitoring and Review

17.1 The SCI will be monitored and reviewed through the LDF Annual Monitoring Report, which will identify any necessary changes resulting from consultation with the community and stakeholders, joint working experiences and unforeseen

changes in circumstances or opportunities. The community and stakeholders will be consulted on proposals for the revision of the SCI and any other LDD.

APPENDIX A:

Specific & General Consultees

Specific consultation bodies (LDF preparation)

Planning Policy Statement 12 (PPS12) Local Development Frameworks (2004) specifies that the following bodies must be consulted if the Council considers that body will be affected by what is proposed to be covered in a Development Plan Document:

Government Office for Yorkshire and Humber
Yorkshire and Humber Regional Assembly
Yorkshire Forward
North Yorkshire County Council

Adjoining Local Authorities:

- Bradford Metropolitan District Council
- Craven District Council
- Hambleton District Council
- Leeds City Council
- Richmondshire District Council
- Selby District Council
- City of York Council
- Yorkshire Dales National Park Authority

Town and Parish Councils within and adjoining Harrogate District

The Environment Agency

The Countryside Agency

English Nature

English Heritage

Network Rail

Relevant telecommunications companies

Strategic Health Authority

Relevant electricity and gas companies

Yorkshire Water

Highways Agency

Adjoining LSPs:

- Leeds
- York
- Craven

Any Government departments or agencies who have large land holdings in the area covered by a LDD:

- Department of Education
- Department of Transport
- Department of Trade and Industry
- Ministry of Defence

General consultation bodies (LDF preparation)

In addition to the specific consultees, Harrogate Borough Council will normally consult the following groups where they are likely to be affected by what is proposed in a Local Development Document or Supplementary Planning Documents:

Amenity Groups/Local, Regional and National Environment/Conservation Groups

Ethnic Minority Groups

Health Care Groups

Local Businesses/Business Groups

Local Developers/House Builders

Local Disability Groups

Local Residents Associations

Local Strategic Partnership

Local Women's Groups

Older Persons Groups

Planning Agents

Religious Groups

Generation/Renaissance Groups

Schools, Colleges Higher & Further Educational Institutions

Youth Groups

Landowners

Other Groups:

- Community Action
- Districts Sports Council
- District Cultural Partnership
- Citizens Advice Bureau
- Equal Opportunities Commission
- Fire And Rescue Services
- Major Retailers
- National Air Traffic Services Ltd
- Regional Operators
- Tourist Board
- Sport England
- The Ramblers Association
- Police
- The Post Office

Other consultees

Harrogate Borough Council will also consider the need to consult, where appropriate the following agencies and organisations in the preparation of local development documents.

- Age Concern;
- Airport operators;
- British Chemical Distributors and Traders Association;
- British Geological Survey;
- British Waterways, canal owners and navigation authorities;
- Centre for Ecology and Hydrology;
- Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- Church Commissioners;
- Civil Aviation Authority;
- Coal Authority;
- Commission for Architecture and the Built Environment;
- Commission for New Towns and English Partnerships;
- Commission for Racial Equality;
- Crown Estate Office;
- Diocesan Board of Finance;
- Disability Rights Commission;
- Disabled Persons Transport Advisory Committee;
- Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company;
- Environmental groups at national, regional and local level, including:
 - i. Council for the Protection of Rural England;
 - ii. Friends of the Earth;
 - iii. Royal Society for the Protection of Birds;and
 - iv. Wildlife Trusts;
- Equal Opportunities Commission;
- Fire and Rescue Services;
- Forestry Commission;
- Freight Transport Association;
- Gypsy Council;
- Health and Safety Executive;
- Help the Aged;
- Housing Corporation;
- Learning and Skills Councils;
- Local Agenda 21 including:
 - i. Civic Societies;
 - ii. Community Groups;
 - iii. Local Transport Authorities;
 - iv. Local Transport Operators;and
 - v. Local Race Equality Councils and other local equality groups;
- National Playing Fields Association;
- Network Rail;
- Passenger Transport Authorities;
- Passenger Transport Executives;
- Police Architectural Liaison Officers/ Crime Prevention Design Advisors;
- Port Operators;
- Post Office Property Holdings;
- Rail Companies and the Rail Freight Group;
- Regional Development Agencies;
- Regional Housing Boards;
- Regional Sports Boards;
- Road Haulage Association
- Sport England;
- The House Builders Federation;
- Transport for London;
- Traveller Law Reform Coalition;
- Water Companies; and
- Women's National Commission.

APPENDIX C: Local libraries & Council Offices

Harrogate Borough Council offices

LOCATION	DAYS	OPENING HOURS
Department of Development Services Knapping Mount West Grove Road Harrogate, Tel: 500600	Monday - Friday	8.30 - 5.00 (4.30 on Fridays) NB. Planning Enquiries closes at 4pm. No documents can be viewed after this time.
Crescent Gardens Harrogate, Tel: 500600	Monday - Friday	8.30 – 5.15 (4.45 on Fridays)
Knaresborough House (Housing Office) Tel: 869499	Monday, Thursday, Friday	9.30 – 12.30
	Tuesday, Wednesday	9.00 – 12.30
	Monday, Tuesday, Wednesday, Friday (closed Thursday afternoon)	1.30 – 4.30
Ripon Town Hall (Housing Office), Tel: 01765 605481	Monday – Friday	9.30 – 12.30
	Monday, Tuesday, Thursday, Friday	1.30 – 4.30

Libraries in Harrogate District

LOCATION	DAYS	OPENING HOURS
Victoria Avenue Harrogate Tel: 502744 or 720300	Monday, Tuesday, Wednesday, Friday	9.30 – 7.00
	Thursday, Saturday	9.30 – 5.00
The Old Vicarage Bilton Lane Bilton Harrogate Tel: 563609	Monday	1.00 – 7.00
	Tuesday, Thursday	9.30 – 12.00 & 1.00 – 5.00
	Wednesday	Closed
	Friday	9.30 – 12.00 & 1.00 – 7.00
	Saturday	9.30 – 1.00
Starbeck The Avenue Harrogate Tel: 885450	Monday, Friday	2.15 – 7.00
	Tuesday	10.00 – 1.00 & 2.15 – 5.00
	Wednesday	2.15 – 5.00
	Thursday	Closed
	Saturday	9.30 – 1.30
Knaresborough Market Place Tel: 863054	Monday, Friday	9.30 – 7.00
	Tuesday, Wednesday	9.30 – 5.00
	Thursday, Saturday	9.30 – 1.00
Masham HSBC Bank 13 Park Square Tel: 01765 689723	Monday, Friday	5.30 – 7.30
	Tuesday	2.30 – 5.00
	Wednesday	10.00 – 12.30 & 2.30 – 5.00
	Thursday	Closed
	Saturday	10.00 – 12.30
Pateley Bridge 28 High Street Tel: 711516	Monday	5.00 – 7.30
	Tuesday, Thursday	Closed
	Wednesday	10.00 – 12.30 & 2.30 – 7.30
	Friday	10.00 – 12.30 & 2.30 – 6.00
	Saturday	10.00 – 12.30

(continued overleaf)

Ripon	Monday, Friday	9.30 – 8.00
The Arcade	Tuesday	9.30 – 1.00
Tel: 01765 689723	Wednesday, Thursday	9.30 – 5.30
	Saturday	9.30 – 5.00
<hr/>		
Boroughbridge	Monday	2.30 – 5.00
17 St James Square	Tuesday, Friday	2.30 – 7.00
Tel: 322649	Wednesday, Saturday	10.00 – 12.00
<hr/>		
Poppleton Library	Monday	2.00 – 4.00 & 5.30 – 7.30
Main Street	Tuesday, Thursday	Closed
Upper Poppleton	Wednesday, Friday	10.00 – 1.00 & 2.00 – 4.30 &
Tel: 01904 794877		5.30 – 7.30
	Saturday	9.30 – 12.30

Also available on Mobile Libraries

APPENDIX D: Methods of Community Involvement in Planning Applications

Code	Application Type	Weekly list	Written details on website	Site Notice by LPA	Site Notice by applicant	Press Notice	Neighbour Notification letter in 2006	Parish Council notification	View plans at Knapping Mount	View plans on website	Period for written representations	Opportunity to speak if a Committee decision
ADV	Application to display advertisements	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓
CCA ¹	Application by NYCC to SoS for Conservation Area Consent	✓	✓	by NYCC	X	by NYCC	by NYCC	by NYCC	✓	✓	to NYCC	X
CLB ¹	Application by NYCC to SoS for Listed Building Consent	✓	✓	by NYCC	X	by NYCC	by NYCC	by NYCC	✓	✓	to NYCC	X
CLEUD	Application for Certificate of Lawfulness of existing development	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	Delegated to Solicitor to Council
CLOPUD	Application for Certificate of Lawfulness of proposed development	✓	✓	X	X	X	X	X	✓	✓	X	Delegated to Head of Planning Services (HOPS)
CMA ¹	Application on which NYCC will make decision	✓	✓	by NYCC	X	by NYCC	by NYCC	by NYCC	✓	✓	to NYCC	X
CMACD ¹	County Matters Application - Crown Development	✓	✓	by NYCC	X	by NYCC	by NYCC	by NYCC	✓	✓	to NYCC	X
CON	Application for Conservation Area Consent	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
COU	Application for planning permission for a change of use	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓

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COUMAJ	Change of Use - Major	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
CROWN ND ¹	Notification of proposed Crown Development for HBC observations only	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓
DVCON	Application to delete or vary condition	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓
DVCM AJ	Application to delete or vary condition - major	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
EIAMAJ	Environmental Impact Assessment planning application - major	✓	✓	✓	✓	✓	X	✓	✓	✓	21 days	✓
EXTP	Application to extend a temporary permission	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓
FUL	Householder Application for full planning permission	✓	✓	X	X	X	✓	✓	✓	✓	21 days	✓
FUL	Application for full planning permission	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓
FULMAJ	Full application - major	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
HEDGE	Hedgerow Removal Notice	✓	✓	X	X	X	X	✓	✓	✓	21 days	Delegated to HOPS
HSC	Application for Hazardous Substances Consent	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓

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LB	Application for Listed Building Consent	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
LBDEM	Application for Listed Building Consent including demolition	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
LBX ¹	Listed Building Ecclesiastical Exemption Consultation	✓	✓	X	X	X	X	X	✓	✓	X	✓
MR ¹	Consultation by NYCC on review of old mining permission	✓	✓	by NYCC	X	by NYCC	by NYCC	by NYCC	✓	✓	to NYCC	✓
OHL ¹	Notification of proposal to erect overhead electricity line	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓
OUT	Application for outline planning permission	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓
OUTMAJ	Outline application - major	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
PDUCCO	Application for planning permission because permitted development or use class rights have been removed	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓
PROW ¹	Application to divert or stop-up a Public Right of Way	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓

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PNA	Prior notification agricultural development	✓	✓	X	✓	X	X	✓	✓	✓	21 days	✓
PND	Prior notification of demolition of dwelling or adjacent building	✓	✓	X	X	X	X	X	✓	✓	X	✓
PNE	Prior notification electricity development	✓	✓	X	X	X	X	X	✓	✓	X	Delegated to HOPS
PNF	Prior notification forestry development	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
PNT56	Prior notification telecommunications development	✓	✓	✓	✓	✓	X	✓	✓	✓	21 days	✓
REM	Application for approval of reserved matters	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓
REMMAJ	Reserved Matters - major	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
RENEW	Application for renewal of an unimplemented permission	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓
RENEWM	Renewal - major	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
RG3	Application by HBC for its own development	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓
RG3MAJ	Regulation 3 - major	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓

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RG4	Application by HBC or NYCC for development by others	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓
RG4MAJ	Regulation 4 - major	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
S106	Application to modify/discharge a Section 106 Agreement	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
S17	Application for a certificate of alternative development	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
SOS CON ¹	Application by HBC to SoS for Conservation Area Consent	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
SOSLB ¹	Application by HBC to SoS for Listed Building Consent	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
SOSLBD ¹	Application by HBC to SoS for Listed Building Consent including demolition	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
SOSTPO ¹	Application by HBC to SoS for Tree Preservation Order consent	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓

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TABLE	Application for use of highway for the consumption of food and drink and the placing of tables and chairs etc on the footway	✓	✓	✓	X	✓	X	✓	✓	✓	21 days	✓
TCON	Notification of tree works in a Conservation Area	✓	✓	X	X	X	X	X	✓	✓	X	X
TPO	Application for Tree Preservation Order	✓	✓	✓	X	X	X	✓	✓	✓	21 days	✓

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