



**PEAK
DISTRICT
NATIONAL
PARK**

DRAFT

STATEMENT OF COMMUNITY INVOLVEMENT

Post-consultation draft (July 2023)

Peak District National Park Authority
Member of National Parks England

Aldern House
Baslow Road
Bakewell
Derbyshire
DE45 1AE

Tel: (01629) 816 200
E-mail: customer.service@peakdistrict.gov.uk
Website: www.peakdistrict.gov.uk

This and other Local Development Plan documents can be made available in large copy print, audio recording or languages other than English. If you require the document in one of these formats please contact the Policy and Communities Team, Peak District National Park at the address above or email policy@peakdistrict.gov.uk



STATEMENT OF COMMUNITY INVOLVEMENT

Post-consultation draft (July 2023)

Contents

1. Introduction	4-6
2. Community involvement in planning	7-8
3. Plan making in the Peak District National Park	9-11
4. Getting involved in the plan making process	12-13
5. Planning Applications in the Peak District National Park	14-16
6. Getting involved in the planning application process	17-21
<ul style="list-style-type: none">• Appendix 1: Consultation bodies for plan making• Appendix 2: Stages of plan making• Appendix 3: Where can planning policy documents can be viewed?• Appendix 4: Consultation bodies for planning applications• Appendix 5: Stages of planning applications• Appendix 6: Glossary• Appendix 7: Contacts	

1 Introduction

What is a Statement of Community Involvement?

- 1.1 This Statement of Community Involvement (SCI) explains how the Peak District National Park Authority (PDNPA) will involve individuals, local communities and stakeholders when preparing and revising planning policy documents, and determining planning applications.
- 1.2 The Authority will prepare all planning policy documents and consider all planning applications, in accordance with the SCI.

Why are we updating the Statement of Community Involvement?

- 1.3 Local Planning Authorities are required to keep their Statement of Community Involvement up-to-date and, as a minimum, carry out a review every 5 years from the adoption date.
- 1.4 The SCI was first prepared in 2006 and reviewed in 2012 and 2018. (It was temporarily amended during the COVID-19 pandemic).
- 1.5 The review process considers:
 - whether the procedures set out in this document have achieved a representative level of public involvement;
 - whether there have been any significant changes in priorities or resources; and
 - whether any factors should trigger an earlier review of the SCI.

The planning system and community involvement

- 1.6 Planning shapes the places where people live, work and spend their leisure time. The Government recognises that people should be able to take an active part in the process. A key objective of the planning system is to encourage more meaningful community and stakeholder involvement. By developing partnerships with local communities, groups and individuals, they can be encouraged to contribute to the development of a vision for their area

The SCI is required by the Planning and Compulsory Purchase Act (2004). The legal requirement for consultation is set out in various Acts and accompanying Regulations¹.

- 1.7 The Authority will encourage and enable people and organisations to get involved in the development of planning policies and the determination of planning applications. In doing so we must also prepare plans and make decisions in a timely way, and within the resources available. The

¹ [1 The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukreg/2012/1200)

Authority believes a reasonable balance is achieved by the methods set out in this document.

- 1.8 The Policy & Communities Team is responsible preparing planning policy documents and the two Development Management Area Teams deal with planning applications. The Minerals Teams is responsible for strategic policy and determining applications with regard to minerals and waste.

Peak District National Park context

- 1.9 The Peak District National Park Authority has two statutory purposes, which were confirmed in the 1995 Environment Act:
- To conserve and enhance the natural beauty, wildlife and cultural heritage of the area; and
 - To promote opportunities for the understanding and enjoyment of its special qualities by the public.
- 1.10 In pursuing these purposes, the National Park Authority also has an associated statutory duty to seek to foster the social and economic well-being of its local communities. Section 62(2) of the Act places a general duty on all relevant Authorities to have regard to these purposes. This background, together with the Peak District National Park Authority's location across different regions and different local government boundaries (as seen on the following map), means that a complex and widespread range of consultees is necessary.



Fig 1. Local Administrative Context Showing Constituent and Neighbouring Authorities

2 Community involvement in planning

- 2.1 The planning system is often complex and can be difficult to understand, but it can affect everybody who lives or works in the National Park, or visits it for leisure and recreation purposes. Providing information and opportunities to comment on planning applications, and encouraging peoples' involvement in policy preparation and decision-making plays a vital part in increasing understanding of, and support for, the planning responsibilities of the National Park Authority.
- 2.2 The Authority acknowledges the different interests and perspectives of our stakeholders so engagement will be tailored to suit their different needs (including other Authorities, government agencies, and organisations, Parish, Town and community councils, farming and land management interests and commerce and employment bodies). To increase effective involvement we will employ a range of techniques including community and neighbourhood planning, public meetings and exhibitions, and workshops with groups living and working in the National Park. These can take place in person, online or as hybrid meetings.
- 2.3 We monitor the response to policy consultations and will target under-represented groups. Whenever individuals or groups make informal approaches to the Authority seeking involvement or discussion on plan review matters, officers will seek to meet and discuss their particular concerns, and they will be invited to receive future correspondence.
- 2.4 We will represent national park purposes and respond constructively to consultations undertaken by other Authorities and bodies which cover the National Park. For example, the National Farmers' Union, Business Peak District and Local Enterprise Partnerships (LEPs)².

Parish Councils and Meetings

- 2.5 The Planning Service & Parishes Accord was agreed in November 2011 and outlines the Authority's commitment to Parish Councils and Meetings, and what the Parishes will do in return. Its provisions have now been incorporated in full into the SCI (at para 2.6 below, Appendix 2 and Appendix 5.)
- 2.6 The Peak Park Parishes Forum (PPPF) plays a role in enabling consultation between the National Park and Parishes. The context of that role is:
- 2.6.1 National Park Authorities (NPA) have a duty, under Environment Act 1995, schedule 7, para 16, to "make arrangements with each parish council for informing and consulting them about the NPA's discharge of its functions".

² It is acknowledged that government support for LEP's is due to be withdrawn. PDNP will work with any subsequent alternative.

2.6.2 PPPF was established in 1994 at the behest of PDNPA (Peak Park Planning Board as it then was) to help make necessary Parish consultations more effective, it being seen as very onerous for the Authority to consult with each Parish individually.

2.6.3 Accordingly, PPPF comments or makes representations on behalf of member Councils on any matter upon which PPPF is consulted by PDNPA.

2.7 The Planning Service will provide planning training events periodically to Parish representatives by arrangement with the Peak Park Parishes Forum.

2.8 Whenever possible, Parishes will be allowed eight weeks for parish consultations responses on matters other than planning applications.

2.9 For parish engagement to be correctly targeted, it is necessary for parishes to ensure the Authority is informed of any changes of contact details.

Using the Results of Consultation

2.10 All comments received by the Authority will be recorded, read carefully and taken into account, whether in relation to the preparation of planning policy documents or the determination of planning applications. Anonymous comments on planning applications and planning policy documents will usually be disregarded by the Authority.

Customer Service

2.11 The Authority aims for effective and efficient service to all customers, as set out in the Customer Service Charter³. The Charter will be used alongside this SCI and other statutory requirements.

Plain English

2.12 The Authority will use concise, clear language and produce accessible, easy-to-use documents. A glossary of terms is at Appendix 6.

³ [Customer service charter: Peak District National Park](#)

3 Plan making in the Peak District National Park

- 3.1 At the time of writing the Authority is reviewing its development plan documents (the Core Strategy and the Development Management Policies.) This review will combine the two documents into a single Local Plan document for the National Park.
- 3.2 The Authority's [Local Development Scheme](#) (LDS) sets out a timetable for the preparation of planning policy documents. The current LDS is available from the Authority or on the website⁴.
- 3.3 The Local Development Plan sets out spatial policies and guidance for the use and development of land to achieve the statutory purposes of the National Park.
- 3.4 The LDS identifies the following documents:
- Core Strategy (adopted 2011) – This sets out the vision, objectives and spatial strategy for the National Park, and the primary policies for achieving the vision.
 - Development Management Policies (adopted 2019) – This contains policies to ensure that development meets certain criteria and contributes to the achievement of the Core Strategy.
 - Policies Map – This illustrates the spatial application of the planning policies and proposals on an Ordnance Survey base map.
 - Supplementary Planning Documents – These provide guidance to support policies in the Core Strategy and Development Management Policies DPD, to be used in assessing planning applications.
 - Made Neighbourhood Plans – These contain policies for the relevant neighbourhood area, written by a parish council or neighbourhood forum.
- 3.5 The Authority is also required to produce Sustainability Appraisal, Strategic Environmental Assessment and Habitats Regulations Assessment reports. These consider the social, health, environmental and economic effects of the options and policies proposed in the review of the Local Plan. These are also subject to public consultation.
- 3.6 The following documents also inform part of the plan preparation process, but are not subject to public participation:
- Background survey and evidence documents – These contribute to the evidence base of policies and proposals.
 - Annual planning policy Monitoring Report (AMR) – This sets out the progress in producing documents in the LDS and implementing policies, the actions needed to meet targets, and any changes needed.
- 3.7 All of the documents referred to above are available to view on the Authority's website⁵.

⁴ www.peakdistrict.gov.uk/planning/policies-and-guides/supporting-documents

⁵ www.peakdistrict.gov.uk/planning/policies-and-guides

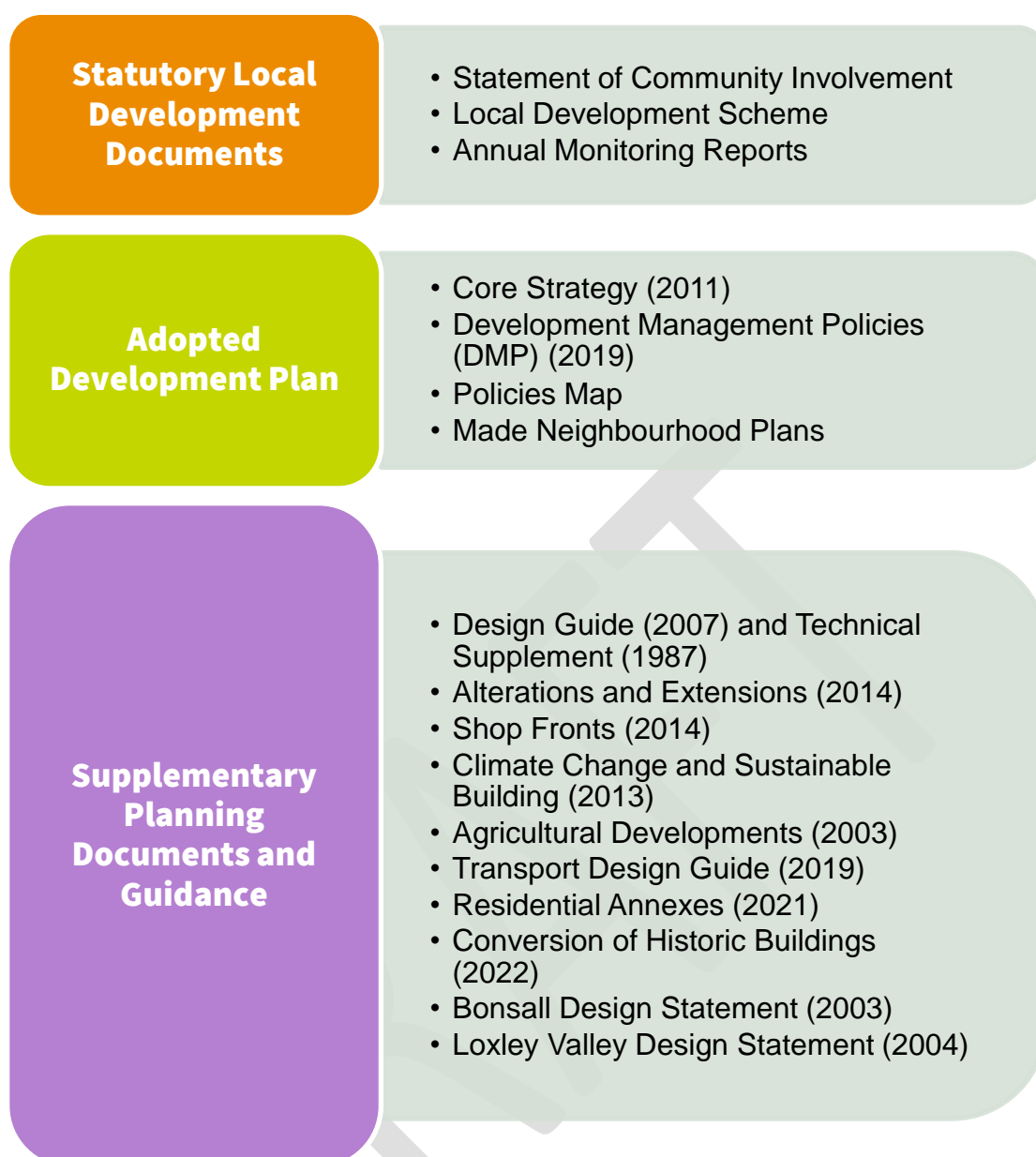


Fig 2. Peak District National Park Development Plan documents

Neighbourhood Plans

- 3.8 Neighbourhood Plans (introduced by the 2011 Localism Act) offer local communities the opportunity to prepare locally specific planning policies that are part of the Development Plan.
- 3.9 A Parish Council or (in non-parished areas) a Neighbourhood Forum can initiate and undertake neighbourhood planning. Neighbourhood Areas can cross local planning authority boundaries, in which case a lead Authority acts as the main point of contact. The Authority has a legal obligation to give advice and assistance to parish councils undertaking a neighbourhood plan and as part of this we will provide technical or practical support.
- 3.10 The main stages involved in the preparation of a Neighbourhood Plan are shown in Appendix 2.

Supplementary Planning Documents (SPD) and Supplementary Planning Guidance (SPG)

- 3.11 Supplementary Planning Documents (SPDs) give more detailed advice on how to comply with the policies contained in Development Plan Documents (DPDs). They will be subject to full public consultation but will not be subject to independent examination.
- 3.12 A list of all SPDs and earlier Supplementary Planning Guidance (SPG) can be found in Fig. 2 on page 10. The adopted SPDs and SPGs are not formally part of the development plan, but are material considerations in planning decisions. These will remain in force until they are replaced.
- 3.13 Consultation on the preparation of Supplementary Planning Documents (SPDs) will follow a similar approach as for Development Plan Documents but with less extensive consultation requirements and no Examination. The main stages involved in the preparation of an SPD are shown in Appendix 2.
- 3.14 It should be noted that government proposals for a reformed planning system under the Levelling Up and Regeneration Bill replaces SPDs with Supplementary Plans. These will be afforded the same weight as a local plan. It is proposed that when the new system comes into force (expected late 2024) existing SPDs will automatically cease to have effect at the point at which Local Planning Authorities are required to have a new-style plan in place⁶.

Duty to Co-operate

- 3.15 The 'Duty to Cooperate' under the Localism Act (2011) requires Councils and public bodies "to engage constructively, actively and on an ongoing basis" to develop strategic policies on issues such as housing, minerals and infrastructure. The Authority will maintain close contact on cross-boundary issues with all 11 constituent Authorities and three adjoining Authorities around the National Park (see Appendix 2 for the full list of Authorities).
- 3.16 It should be noted that government proposals for a reformed planning system under the Levelling Up and Regeneration Bill would replace Duty to Co-operate with a new 'Alignment Policy' to secure appropriate engagement between authorities where strategic planning considerations cut across boundaries.
- 3.17 However, plan makers will have until 30 June 2025 to submit their local plans, neighbourhood plans, minerals and waste plans, and spatial development strategies for independent examination under the existing legal framework; this will mean that existing legal requirements and duties, for example the Duty to Cooperate, will still apply.

⁶ <https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy>

4 Getting involved in the plan making process

- 4.1 The Authority is committed to involving as many people and groups as possible in forming its planning policies for the National Park, within the resources available. Any person or organisation interested in the planning of the National Park is encouraged to get involved and make comments.
- 4.2 The Authority aims to engage the community and stakeholders by following these principles:
- Creating a process that involves as many interests as possible, and makes reasonable attempts to access the views of hard to reach groups;
 - Allowing scope for detailed debate with key stakeholders;
 - Employing a variety of engagement techniques, tailored to the different needs of local communities and stakeholders;
 - Informing and involving people from an early stage and throughout the process. This is important in order to confront difficult issues and reduce the likelihood of objection as a document develops;
 - Where possible, combining consultation exercises with other documents, and where appropriate, with other Authorities' consultation events, to improve the process and make the best use of resources;
 - Giving sufficient advance warning of key events and consultation periods by using advertising, publicity and media effectively;
 - Being welcoming and accessible, with meaningful and user-friendly language and documents;
 - Being innovative and consistent with the use of electronic systems, offering accessible channels of information, and developing the ability for online contributions to be made;
 - Making Planning Officers available to meet groups or individuals to discuss specific needs or concerns; and inviting contact in person or by phone, voicemail, email and post; and
 - Being accountable: open and clear in terms of what is being asked for, what has been said, and how responses have been used.
- 4.3 Statutory consultees, [referred to as specific/ general consultation bodies](#) and outlined by the Town and Country Planning (Local Planning) (England) Regulations 2012, can be found in Appendix 1.
- 4.4 In addition to statutory consultees the Authority will do its best within available resources to identify and engage with all non-statutory interested groups at appropriate stages in the preparation of relevant documents. The Authority maintains a separate planning policy consultation list, updated on a continuing rolling basis, which includes all the Authorities, agencies, organisations, bodies and individuals that the Authority will consult. Anyone wishing to be kept informed of consultations on Planning Policy documents can request to be added to the database by emailing policy@peakdistrict.gov.uk

- 4.5 The Town and Country Planning (Local Planning) (England) Regulations 2012 state that during various stages copies of policy documents should be placed on deposit (as outlined by Appendix 2). Appendix 3 outlines where these documents can be viewed.

DRAFT

5 Planning Applications

- 5.1 Every year the Peak District National Park Authority receives around 1,100 applications for Planning, Advertisement and Listed Building Consent, Non-Material Amendments, Discharge of Conditions, Prior Notifications, and Lawful Development Certificates. The Authority aims to make decisions on these applications openly, impartially, with consistency, sound judgement, and for justifiable reasons.
- 5.2 All Planning Authorities are expected to deal with applications as efficiently as possible. The statutory time limits are usually 16 weeks if an application is subject to an Environmental Impact Assessment, 13 weeks for applications for major development, and 8 weeks for all other types of development. The Authority is committed to involving all interested parties in the decision making process, but must balance this with the need for efficient and timely decision-making and the demands on staff and other resources. Appropriate levels of involvement are set out below which reflect the nature of the planning application.

Type and scale of development

- 5.3 Whether something needs planning permission or not depends upon whether it is 'development' under the Planning Acts. Some types of work need planning permission, whilst others are classed as 'permitted development' and do not need planning permission.
- 5.4 Most permitted development is subject to conditions and limitations. One such condition on certain classes of permitted development is the need to apply to the Local Planning Authority for its 'Prior Approval'; or to determine if its 'Prior Approval' will be required. This allows the Local Planning Authority to consider the proposals, their likely impacts in regard to certain factors and how these may be mitigated.
- 5.5 Information about the planning process, including advice on how to submit an application and whether a proposal requires planning permission can be found on the Authority's website at: www.peakdistrict.gov.uk/planning/advice.
- 5.6 In respect of consultation requirements, planning applications are categorised in the following ways:
- Major development:
 - All applications relating to the winning and working of minerals or the use of land for mineral-working deposits;
 - All applications for waste development;
 - Developments of 10 or more dwellings or, where the number of dwellings is not given in the application, a site area of 0.5 hectares or more;
 - For all other uses (offices/light industrial/retail) - a development where the floorspace to be built comprises 1,000 sq m or more, or where the site area is 1 hectare or more;
 - Notwithstanding the above, the National Park has the ability to consider whether any proposal should be classed as major

development, taking into account its nature, scale and setting, and whether it could have a significant adverse impact⁷.

- Minor development:
 - Developments of between 1-9 dwellings, providing the site is under 0.5 hectares;
 - For all other uses (offices/light industrial/retail) - a development where the floorspace to be built comprises up to 999 sq m or the site is under 1 hectare in size;
 - The National Park has the ability to consider whether any 'minor' development should fall within the 'major' category.
- 'Other' development does not fall within either of the above categories and can include:
 - Householder applications;
 - Change of use with no operational development;
 - Advertisement;
 - Listed Building extensions/alterations/demolitions;
 - Certificates of Lawfulness;
 - Prior Notifications; and
 - Telecommunications developments etc.

5.7 Some specific types of 'permitted development' must be formally notified to the Authority in advance (i.e. prior to commencing) via the prior notification procedure, and depending on the type of development the Authority has either 28 days or 56 days in which to call for a formal application. This 'prior notification' procedure relates to: certain changes of use, agricultural development, forestry development, telecommunications development, tree felling, hedgerows and demolition work.

Brownfield Land Register, Permission in Principle and Technical Details Consent

5.8 The Brownfield Land Register provides up-to-date and consistent information on sites that the Local Planning Authority considers to be appropriate for residential development and meets specific criteria, namely:

- The site must be at least 0.25 hectares or can support at least 5 dwellings.
- It must be suitable for development.
- It must be available for residential development.
- It must be achievable (i.e. likely to take place within 15 years).

5.9 The Brownfield Land Register is split into two parts:

- Part 1 comprises all brownfield sites the Local Planning Authority considers appropriate for residential development.
- Part 2 comprises those sites granted 'Permission in Principle'.

Permission in Principle

⁷ See Footnote 60 [National Planning Policy Framework - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/national-planning-policy-framework-guidance)

- 5.10 Sites put on Part 2 of the Brownfield Land Register will (subject to the necessary publicity, notification and consultation – see Regulations 6-13 of The Town & Country Planning (Brownfield Land Register) Regulations 2017) trigger a grant of Permission in Principle (PIP). PIP relates only to the location, land use and amount of development. Conditions cannot be imposed on the decision. There is no right of appeal if the Authority does not choose to put a site onto Part 2 of the Register.

Technical Details Consent

- 5.11 Following a grant of Permission in Principle, the site must obtain Technical Details Consent (TDC) before development can proceed. TDC must be applied for within 5 years of the site gaining Permission in Principle. The consultation procedures for TDC will mirror the approach taken for planning applications, as detailed in Fig. 3 on page 18. A decision notice will be issued by the Authority setting out any conditions/reasons for refusal and a Section 106 legal agreement can be sought, if necessary. TDC can be appealed on grounds of non-determination, refusal or against any condition imposed.
- 5.12 For more information on Brownfield Land Registers, Permission in Principle and Technical Details Consent please visit: <http://www.peakdistrict.gov.uk/planning/brownfield-land-register>

6 Getting involved in the planning application process

6.1 All proposals seeking planning permission follow a similar process, as outlined below:

Pre-application discussions

6.2 Guidance on what types of development require planning permission is available from the Authority's Customer & Business Support Team and on the Authority's website. A 'Do I Need Planning Permission?' service is available, for which there is no charge. Applicants are encouraged to have pre-application discussions with the Authority, and to undertake their own discussions with interested parties and neighbours, particularly for larger scale or complex schemes.

6.3 The Authority has a non-statutory, chargeable pre-application advice service for development that requires planning permission. Currently, this service is temporarily suspended (other than for schemes relating to Grade 1 and Grade 2* listed buildings) until at least Autumn 2023 due to resource issues. It is advised that applicants refer to our website for the latest updates and information⁸ and that independent planning advice is obtained where necessary.

Consultations on planning applications

6.4 Neighbouring owners or occupiers are notified according to statutory requirements and the Authority's agreed protocol (see Fig. 3 on page 18). In cases which do not have direct neighbour notification, or fall within the Conservation Area, the Authority publicises applications with a yellow site notice placed on or near the site, giving 21 days for comment. In addition, some applications, such as those affecting Listed Buildings or Public Rights of Way, are advertised in the local press and have a separate site notice.

6.5 All relevant statutory consultees and interested parties are consulted (see list at Appendix 4). Third party comments received by the Authority via post and email will be acknowledged. All third-party comments will be taken into account before any decision is made. Anonymous comments will not be acknowledged and will not usually be taken into consideration in determining planning applications. Comments can be made by letter, email or via the Authority's website.

⁸ www.peakdistrict.gov.uk/planning/advice/pre-application-advice

Type of Application (see paragraph 5.6)	Notification Requirements
Major Development, Applications accompanied by an Environmental Impact Assessment (EIA), Departure to the Development Plan, Development affecting a Public Right of Way	All owners or occupiers will receive a letter telling them about a planning application if their property* is within 20 metres of any part of the application site. A site notice will also be placed on or near the site, as required by law. We will also advertise these applications in the relevant local newspaper.
Minor Development	All owners or occupiers will receive a letter telling them about a planning application if their property* is within 20 metres of any part of the application site. If there are no such neighbours, or the site falls within a Conservation Area, a site notice will be placed on or near the site.
Other Development, including Householder Development	All owners or occupiers will receive a letter telling them about a planning application if their property* is within 10 metres of any part of the application site. If there are no such neighbours, or the site falls within a Conservation Area, a site notice will be placed on or near the site.
Listed Building Consent	All owners or occupiers will receive a letter telling them about an application if their property* is within 10 metres of any part of the application site. A site notice will also be placed on or near the site, as required by law. We will also advertise these applications in the relevant local newspaper.
Advertisement Consent	Whilst there is no statutory requirement for an Authority to publicise applications for advertisement consent, the Authority will notify all owners or occupiers by letter telling them about an application if their property* is within 20 metres of any part of the application site. If there are no such neighbours, a site notice will be placed on or near the site.
Lawful Development Certificates	No statutory requirement to consult.

* The identification of a property is by an address point.

Fig 3. Protocol for direct notification to neighbours of planning applications

Assessing the application and making a recommendation

6.6 In the vast majority of cases the Planning Officer will ~~normally~~ visit the site. It is standard practice for a planning officer to undertake a site visit but occasionally it may not be necessary, for example when a site has already recently been visited by the officer. The application is assessed against the Authority's planning policies, comments made during the consultation period, and any other material considerations. If changes to the proposals are needed, the Planning Officer will contact the applicant or agent. Where significant amendments are proposed, interested parties/those most affected are normally re-consulted.

6.7 A report will be written which recommends either approval or refusal and gives the reasons why. If it recommends approval, it may include conditions.

Making a decision

6.8 Applications which are straightforward and consistent with policies are usually determined by the planning managers under delegated powers prescribed in the Authority's Standing Orders⁹.

6.9 Applications shall not be determined in a manner substantially contrary to the planning views of the relevant authority, Town Council, Parish Council or Parish Meeting, provided that these views are based on material planning considerations relevant to the application, and are consistent with planning policy. This will not prevent the approval or refusal of applications where the consultee response is either 'no comment' or 'no objection', or the approval of applications where objections can be overcome by the use of conditions, or amendments to the proposal.

6.10 Major applications, 'departures' (those which go against policy), or those that fall within the requirements of the Authority's Standing Orders are considered by Planning Committee.

6.11 Applications will be approved, approved with conditions, refused, or can be withdrawn by the applicant/agent. In cases where Planning Committee Members resolve to make a decision contrary to the Planning Officer's recommendation, the application may be deferred to a subsequent meeting to allow officers time to prepare a further report, setting out planning policy and other considerations.

6.12 The dates of Planning Committee and other Authority meetings can be obtained from the Authority's main office or on the website.

6.13 At the Planning Committee, applicants or agents can speak in support of the application. Objectors and supporters can also speak about an application through the public participation scheme (see paragraphs 6.21 – 6.23 below).

⁹ www.peakdistrict.gov.uk/looking-after/about-us/who-we-are/members/standards-and-behaviour

- 6.14 Applications may be referred to a site visit by Members at a formal meeting or by officers if they consider that a Member site visit is the most appropriate means of ensuring that Committee Members get a clear understanding of the proposal and the issues raised.
- 6.15 Member site inspections are undertaken by those that sit on the Authority's Planning Committee and are made up of County, District, City or Parish Council elected Members together with those appointed directly by the Secretary of State. A site inspection is used to gain a better understanding of a proposal or of unauthorised development. As the site inspection is not a public meeting, it is not intended to give the applicant, agent or third parties an opportunity to make representations. The reason for referral to site inspection is made explicit, and is generally on the basis of the need to view the site and its setting/context. Applicants, agents, statutory consultees and other people may be invited to attend site inspections at the Chair's discretion but are only allowed to answer questions of fact from officers or Members.

Informing of decisions

- 6.16 Applicants or agents are usually sent a decision letter within 3 working days of the decision being made. The Decision Notice will also be made available on the Authority's website. People who have commented (via post or email as per para 6.5) or have been consulted are directed to the Authority's website to view the decision. Parish Councils/Meetings will be notified if an application is withdrawn for a site that is located within their area.

Appealing against a decision and complaints

- 6.17 Applicants have a right of appeal to a Planning Inspector appointed by the Secretary of State. All comments received through the planning application process (with the exception of anonymous comments) are sent to the Planning Inspector and, depending on the type of appeal, an opportunity may be provided by the Planning Inspector for further comments to be made either in writing or in person. There are no third party rights of appeal.
- 6.18 Complaints about the way the application was dealt with can be raised through the Authority's complaints procedure.

Commenting on a planning application

- 6.19 A weekly list of valid planning applications received is published on the Authority's website, and all the information received with an application is available online. Information on planning history files is also available for public inspection by appointment at Aldern House, Bakewell; in some cases it is also available on the Authority's website.
- 6.20 Anyone is entitled to make comments on a current planning application. Comments must be made in writing by post, email or via the Authority's

website, should not be anonymous and must be based on 'material planning considerations' such as design and appearance, impact on the landscape, overlooking, loss of privacy etc. Advice on material considerations can be found on the Planning pages of the website. Third party comments (other than those that are anonymous) received via post or email to the Authority will be acknowledged. Any comments received will become public documents and may be viewed by the applicant or any other member of the public on our website. Any anonymous comments received however will usually be disregarded by the Authority.

Public speaking at Authority meetings

- 6.21 Public speaking at Authority meetings is not a statutory right nor is it intended to give an opportunity for speakers to participate in the Committee debate. The aim is to allow applicants and the public to inform Members, taking into account that most speakers have already made written submissions. Following consultation, the Authority believes that the current procedure offers a good balance, which permits informed debate within an effective decision-making framework.
- 6.22 The Authority's Public Participation Scheme (available on the website) allows any person to make representations, ask questions, make a statement, and present deputations and petitions. The procedure requires notice to be given by noon two working days before the meeting. The speaker is allowed 3 minutes to make the representation. Notice can be given by letter, telephone, voicemail, email, or in person at Aldern House, Bakewell. The Chair of the meeting has discretion to allow a speaker to answer questions or clarify points raised by Members following the representation and during the debate.
- 6.23 By participating in the meeting, speakers are giving consent to their contributions being recorded, published and retained at the discretion of the Authority. Authority meetings, including the Planning Committee, are now broadcast live via YouTube. Such meetings can also be watched at a later date via the 'listen again' function which can be found when you click on the date of the relevant meeting on the Authority's website.
- 6.24 Under the Local Audit and Accountability Act 2014, the Authority permits any member of the public to record and report on open meetings of the Authority and its Committees using text, sound, video, film or photographs without the prior consent of the Authority.

DRAFT

Appendix 1 – consultation bodies for plan-making

Specific consultation bodies

The Authority is required to consult ‘specific’ consultation bodies as appropriate on planning policy documents. We will consult with these bodies, as required, on all development plan documents, neighbourhood plans and where relevant supplementary planning documents and other planning documents as required:

Specific consultation bodies
A relevant authority within or adjoining the national park (local planning authorities, county councils, parish councils* and local policing bodies) <u>*to include the Peak Park Parishes Forum</u>
The Coal Authority
The Environment Agency
Historic England
Natural England
Electronic Communication Operators
Electricity Undertakers
Gas Undertakers
Sewerage Undertakers
Water Undertakers
Network Rail
National Highways
<u>NHS Trust and Derby and Derbyshire Integrated Care Board</u>
Homes England

General consultation bodies

The Authority is required to consult 'general' consultation bodies as appropriate on planning policy documents. The relevant bodies are as follows:

General consultation bodies
Voluntary bodies
Bodies representing racial/ethnic/national groups
Bodies representing religious groups
Bodies representing disabled persons
Bodies representing business persons

Other Consultees

The Authority is required to consult 'other consultees as appropriate on planning policy documents. Other consultees include residents who have been asked to be informed and other interested parties.

Appendix 2 – Stages of plan-making

Development Plan Documents

Stage	Consultation methods	Consultation Bodies
Pre-production stage – evidence gathering	Website Emails/letters Social media Workshops (online/in person)	As appropriate from Appendix 1 Open to public
Preparation Stage (Regulation 18) Also known as Issues and Options – 12 week public consultation	Website Emails/letters Social media Publicity materials Document made publicly available at outlined deposit locations Workshops (online/in person)	All groups in Appendix 1 Open to public
Consider responses to Reg 18 and prepare plan for publication (a summary of representations and the Authority's responses will be prepared and made available on the website)		
Publication stage (Regulation 19) - 8 week public consultation	Website Emails/letters Social media Publicity materials Document made publicly available at outlined deposit locations	All groups in Appendix 1 Open to the public (comments can only be made on 'soundness' of the plan)
Submission to the Secretary of State (Regulation 22) including a statement of representation	Website Emails/letters Social media Publicity materials Document made publicly available at outlined deposit locations	All those in Appendix 1 Those that requested to be informed at Publication Stage
Independent examination (Regulation 25) to consider the 'soundness' of the plan	Website Emails/letters Social media Publicity materials Document made publicly available at outlined deposit locations	Those that responded at Publication Stage Anyone can attend the hearing, those who made representation on the submission draft will be able to speak if they request to do so
Examiners report with recommendation		
Adopting the Local Plan document (Regulation 26)	Website Emails/letters Social media Document publicly available	All in Appendix 1 Those who requested to be informed of adoption
Ongoing monitoring and review		

Supplementary Planning Documents

Stage	Consultation methods	Consultation Bodies
Pre-production stage: information and evidence gathering	Emails/letters Workshops (online/in person)	As appropriate from Appendix 1
Public Involvement (Regulations 12 and 35) – 8 week consultation on draft SPD	Website Emails/letters Workshops (online/in person) Social media Publicity materials Document made publicly available at outlined deposit locations	Specific and general consultees from Appendix 1 Other consultees as appropriate
Consider responses and prepare final version of document (a summary of representations and the Authority's responses will be prepared and made available on the website)		
Adoption (Regulations 14 and 35)	Website Emails/letters Social media Publicity materials Document made publicly available at outlined deposit locations	Specific and general consultees from Appendix 1 Other consultees as appropriate Those who requested to be informed of the adoption

Neighbourhood Plans

Stage	Consultation method	Consultation Bodies
A Parish Council or neighbourhood forum state they wish to produce a Neighbourhood Plan or Neighbourhood Development Order. The National Park Authority provides advice and assistance.		
Application and Designation	Website Emails/Letters Document made publicly available at relevant deposit locations	Specific and general consultees from Appendix 1 Other consultees as appropriate
Pre-submission consultation	This stage is carried out by the parish council or neighbourhood forum	
Submission Consultation and publicity of plan	Website Emails/letters Documents made publicly available at relevant deposit locations	Specific and general consultees from Appendix 1 Other consultees as appropriate
Submission of plan for independent examination and publication of report	Website Emails/letters	Specific and general consultees from Appendix 1 Other consultees as appropriate Those who asked to be notified of the decision.
If the plan is approved by the Independent Examiner it moves to referendum stage. If the plan is not approved by the Independent Examiner the plan does not progress to referendum.		
Referendum on neighbourhood plan coming into force	This stage is organised by the 'relevant council' (District Council not the National Park Authority)	
If more than 50% of voters agree, the neighbourhood plan is adopted and considered part of the Development Plan for the National Park	Website Emails/Letters	Specific and general consultees from Appendix 1 Other consultees as appropriate Those who asked to be notified of the outcome.

Appendix 3: Where can planning policy documents can be viewed?

Copies of planning policy documents and notices will be available to view at the Authority's main office:

Peak District National Park Authority, Aldern House, Baslow Road, Bakewell,
Derbyshire, DE45 1AE
Tel: (01629) 816200

And at the following constituent Authorities' offices:

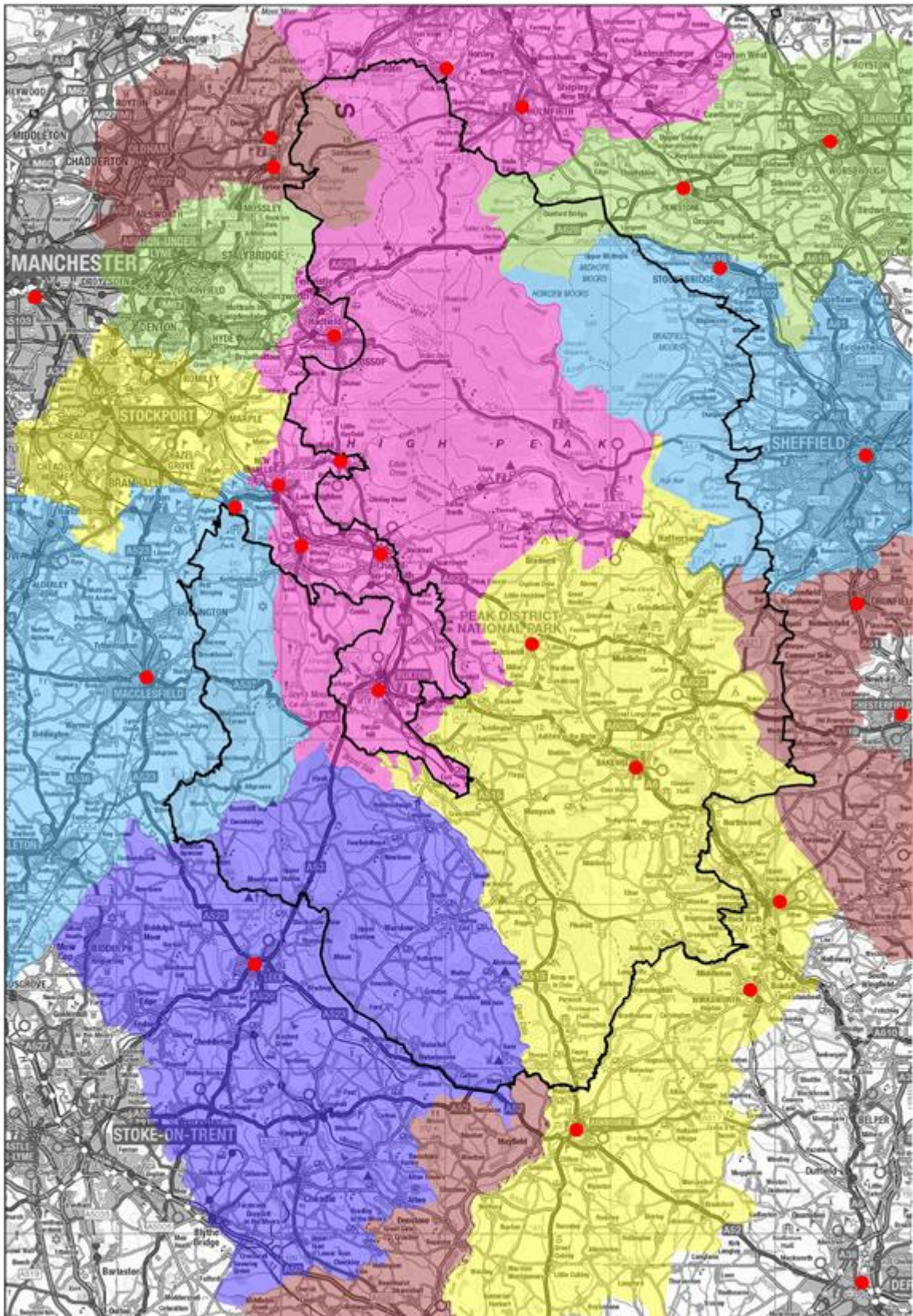
- Barnsley Metropolitan Borough Council, Wellington House, Wellington Street, Barnsley, S70 1WA Tel: (01226) 773555
- Cheshire East Council, Town Hall, Market Place, Macclesfield, Cheshire, SK10 1EA Tel: (0300) 123 5500
- Derbyshire Dales District Council, Town Hall, Bank Road, Matlock, Derbyshire DE4 3NN Tel: (01629) 761100
- High Peak Borough Council, Buxton Town Hall, Market Place, Buxton, Derbyshire, SK17 6EL Tel: (0345) 129 7777
- Kirklees Metropolitan Borough Council, Civic Centre, 3 Market Street, Huddersfield, HD1 2YZ Tel: (01484) 221000
- Oldham Metropolitan Borough Council, Civic Centre, West Street, Oldham, OL1 1UT Tel: (0161) 770 3000
- North East Derbyshire District Council, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG Tel: (01246) 231111
- Sheffield City Council, 1 Union Street, Howden House, Sheffield, S1 2SH Tel: (0114) 273 4567
- Staffordshire Moorlands District Council, Moorlands House, Stockwell Street, Leek, Staffordshire, ST13 6HQ Tel: 0345 605 3010

The following public libraries in and around the National Park will also hold copies of documents and statutory notices:

Ashbourne	Disley	Macclesfield	Stocksbridge
Bakewell	Dronfield	Manchester	Tideswell
Barnsley	Glossop	Matlock	Uppermill
Buxton	Greenfield	Meltham	Whaley Bridge
Chapel en le Frith	Hayfield	New Mills	Wirksworth
Chesterfield	Holmfirth	Penistone	
Derby	Leek	Sheffield	

The locations of the above libraries are shown on the following map.

Map showing library locations where planning policy documents can be viewed



Appendix 4 – consultation bodies for planning applications

Based on the Town and Country Planning (Development Management Procedure) (England) Order 2015 and other legislation, the statutory bodies that we have to consult in respect of relevant planning applications are:

Statutory consultees
Canal and River Trust
The Coal Authority
Control of major-accident hazards competent authority (COMAH)
County Planning Authorities
Crown Estate Commissioners
Department for Business Energy and Industrial Strategy
Designated Neighbourhood Forums
Environment Agency
Forestry Commission
The Gardens Trust
Health and Safety Executive
Highways Authority including National Highways
Historic England ¹⁰
Lead local flood authority
Local Planning Authorities
National Amenity Societies ¹¹ <ul style="list-style-type: none"> ○ Society for the Protection of Ancient Buildings ○ Ancient Monuments Society ○ Council for British Archaeology ○ Georgian Group ○ Victorian Society ○ Twentieth Century Society
Natural England
Office for Nuclear Regulation
Oil and Gas Authority

¹⁰ [i\) for works in respect of any grade I or II* listed building; and \(ii\) for relevant works in respect of any grade II \(unstarred\) listed building; as per para 65 and 66 of the national Planning Policy Guidance](#)

¹¹ (aa) for works for the demolition of a listed building; or (bb) for works for the alteration of a listed building which comprise or include the demolition of any part of that building as per [150316 Final Arrangements for handling heritage applications direction.pdf \(publishing.service.gov.uk\)](#)

Parish Councils
Rail Infrastructure Managers
Rail Network Operators
Sport England
Theatres Trust
Toll Road Concessionaries
Water and sewerage undertakers

DRAFT

Appendix 5 – consultation stages for planning applications

Stage	Who is involved and how?	Benefits	Consultation period	How are comments assessed?	Feedback
<p>Pre-application</p> <p>Guidance notes and policies are available on the website and at the NP office.</p> <p>Discussion by a developer with the National Park Authority, interested parties and neighbours.</p>	<p>A ‘Do I Need Planning Permission?’ service is free and available by contacting the Authority by telephone or email.</p> <p>A charged for pre-application advice service is available where written advice can be provided and in certain instances a meeting/site visit can be arranged with a Planning Officer/Conservation Officer¹².</p> <p>The Authority encourages the developer to contact and involve individuals or groups about their proposals prior to submitting a planning application.</p> <p>Statutory agencies, internal consultees and constituent Authorities will be involved where appropriate.</p>	<p>Confirms whether a development is acceptable in principle, and resolves matters that might otherwise lead to refusal.</p> <p>Improves the quality of a subsequent application and clarifies the format and level of detail required to support it.</p> <p>Ensures those most directly affected by a proposal have a chance to give their views directly to a developer at an early stage.</p> <p>Avoids unnecessary objections at a later stage, and delays in the registration of applications.</p>	No formal period.	Comments made will be used by the applicant to inform submission proposals.	At the discretion of the developer.
<p>Submission & consideration of application</p> <p>Formal application made and fee paid to</p>	<p>Letters/emails sent to statutory consultees (see Appendix 4), relevant Parish Councils and where necessary, adjoining neighbours, advising of receipt of application.</p> <p>A site notice is posted and/or an advert is placed in the local press in accordance with the Authority’s agreed protocol (see Fig 3 on page 18).</p>	<p>Seek comments from statutory consultees and stakeholders.</p> <p>Informs interested parties that an application has been submitted.</p> <p>Invites people to inspect the plans and make written comments.</p>	21 days to comment on a planning application (Parish Councils are given 28 days but will endeavour to respond within 21).	Comments from statutory consultees are considered in relation to government advice and material planning considerations.	Representations are detailed in committee reports and Officer delegated reports, which are available to view at the Authority’s main office by

¹² Dependent on availability, please refer to [Pre-application advice service: Peak District National Park](#)

National Park Authority.	A weekly list of applications received is available on the Authority's website.	Advises receipt of revised plans for significant amendments.	14 days to comment on revised plans.	Parishes should ensure that their comments are based on material considerations	appointment and on the website.
Stage	Who is involved and how?	Benefits	Consultation period	How are comments assessed?	Feedback
<p>Submission & consideration of application Continued</p> <p>A site visit is usually undertaken, comments received are considered and an assessment is made.</p> <p>Negotiations can take place with the agent/ applicant and revised plans may be submitted.</p>	<p>Planning applications are available to inspect on the website and by appointment at the Authority's main office.</p> <p>Copies of applications and plans can be obtained, subject to a copying charge.</p> <p>A letter/email is sent to all interested parties, including parish councils advising of receipt of significant revised plans.</p> <p>Delegated reports are available to view on the Authority's website.</p> <p>Reports to Committee are available for public inspection on the website and at the Authority's main office a week prior to the meeting.</p> <p>The Committee report is sent to the relevant Parish Council or Meeting.</p> <p>Details are provided on the website explaining the committee process for the public.</p>	<p>Encourages people to stay in contact to ascertain when and how applications will be determined.</p> <p>The public nature of committee meetings ensures transparency of decision making and understanding of the process.</p> <p>Speaking at committee meetings allows views to be put to Members directly.</p>		<p>Representations of objection or support are a material consideration in assessing and determining an application.</p> <p>Comments received can be used to seek improvements and changes to the proposal, where appropriate.</p>	<p>Minutes of committee meetings are available to view at the Authority's main office and on the website.</p> <p>Committee meetings are open to the public.</p>

Applications are determined under delegated powers or by Planning Committee, unless the application is withdrawn by the agent/ applicant.	Opportunity to attend and/or speak at Committee in accordance with the agreed protocol (available to view on the website).				
Stage	Who is involved and how?	Benefits	Consultation period	How are comments assessed?	Feedback
<p>Post-determination</p> <p>A decision notice is issued including any conditions or reasons for refusal.</p>	<p>A copy of the withdrawal letter is sent to the relevant Parish Council in order to notify them if an application is withdrawn.</p> <p>Those who comment on the application (via letter or post) are directed to the Authority's website to view the decision.</p> <p>A copy of the weekly list of decisions is available on the website, and at the Authority's main office.</p>	<p>Advises how interested parties can view the decision taken on a planning application.</p>	N/A	N/A	<p>Parish Councils are sent a copy of the withdrawal letter.</p> <p>People are directed to the Authority website to view the planning decision.</p>
<p>Appeal</p> <p>If an application is refused, the applicant can lodge an appeal with the Planning Inspectorate.</p>	<p>A letter/email is sent to all interested parties, and relevant Parish Councils, advising them that an appeal has been lodged.</p> <p>A letter/email is sent to all interested parties advising them of the arrangements for a Hearing or Public Inquiry.</p>	<p>Informs people that an appeal has been lodged, and advises them of how to make their views known or how to participate.</p> <p>Gives the date, time and location of a Hearing or Public Inquiry should they wish to attend/participate.</p>	N/A	Representations are assessed by the Planning Inspector in deciding whether to allow or dismiss the appeal.	Interested parties may request to the Planning Inspectorate to be kept informed and sent copies of the Inspector's report/decision.

Appendix 6 – Glossary

Annual Planning Policy Monitoring Report (AMR): This assesses the implementation of the Local Development Scheme and the extent to which policies in planning policy documents are being successfully implemented.

Brownfield Land Register: The Brownfield Land Register provides up-to-date and consistent information on sites that the Local Planning Authority considers to be appropriate for residential development and meets specific criteria.

Core Strategy: Sets out the long-term spatial vision for the Local Planning Authority area, and the spatial objectives and strategic policies to deliver that vision. The Core Strategy is a Development Plan Document (DPD).

Development Plan Documents (DPDs): The documents that contain the planning policies for the PDNP. Currently the Core Strategy (adopted October 2011), the Development Management Policies and the made neighbourhood plans.

Development Management Policies DPD: A suite of criteria-based policies which are required to ensure that all development within the area meets the spatial vision and spatial objectives set out in the Core Strategy.

Local Development Scheme (LDS): Sets out the programme for preparing Development Plan Documents.

Permission in Principle: Sites put on Part 2 of the Brownfield Land Register will trigger a grant of Permission in Principle (PIP). PIP relates only to the location, land use and amount of development. A further Technical Details Consent is required before work can commence.

Policies Map: The adopted Proposals Map illustrates on a base map the spatial application of some of the policies. It must be revised so that it always reflects the up-to-date planning policies for the area. Changes to the adopted Proposals Map will accompany a Development Plan Document.

The Regulations: The Town and Country Planning (Local Development) (England) Regulations

Soundness: The 'soundness' of a Development Plan Document, and objections to it, must be considered when it is submitted to an independent Planning Inspector for Examination. 'Soundness' includes assessing whether the document has been prepared in the right way using the right procedures, and if it broadly conforms with national planning guidance.

Strategic Environmental Assessment (SEA): A formal environmental assessment of policies, plans and programmes, as required by the European 'SEA Directive' (2001/42/EC).

Supplementary Planning Documents (SPD): Provide supplementary/more detailed information in respect of the policies in the Development Plan Documents (i.e. the Core Strategy and Development Management Policies DPDs). They usually cover a specific topic/subject area (e.g. climate change, historic building conversions, design guidance etc.) They are not subject to independent examination by the Planning Inspectorate.

Sustainability Appraisal (SA): A tool for appraising policies to ensure that they reflect sustainable development objectives (i.e. social, environmental and economic factors), which must be undertaken for Development Plan Documents, and sometimes for Supplementary Planning Documents.

Technical Details Consent: Following a grant of Permission in Principle, the site must obtain Technical Details Consent (TDC) before development can proceed.

DRAFT

Appendix 7 - Contacts

If you require further information on the Peak District National Park Authority, the Statement of Community Involvement or Development Plan Documents, you can visit the Authority's website at www.peakdistrict.gov.uk

Contact the Planning & Communities Team on:

Email: policy@peakdistrict.gov.uk

Telephone: (01629) 816200

Contact the Planning Service on:

Email: customer.service@peakdistrict.gov.uk

Telephone: (01629) 816200

Our address is:

Peak District National Park Authority
Aldern House
Baslow Road
Bakewell
Derbyshire
DE45 1AE

PLANNING AID

The Authority recognises that its officers are not always best placed to work with community groups, and that some people prefer to seek independent advice. Planning Aid is a service provided by the Royal Town Planning Institute that maintains a 'Planning Aid Direct' web resource which is free to use, or an email 'Advice Service' that offers fifteen minutes of free professional advice via email. In some circumstances, Planning Aid can offer bespoke support for eligible individuals or groups who can receive further advice through a network of professional volunteers, who give their services free of charge to those who are unable to afford professional fees.

Email: advice@planningaid.rtpi.org.uk