

ADOPTED

STATEMENT OF COMMUNITY INVOLVEMENT

Peak District National Park Authority

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This report is also accessible from our website, located under 'plans and policies'.

This and other Local Development Framework documents can be made available in large copy print, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact: Brian Taylor, Policy Planning Manager, Peak District National Park at the address above, Tel: 01629 816303, or email brian.taylor@peakdistrict.gov.uk.

Adopted December 2006

PEAK DISTRICT NATIONAL PARK AUTHORITY

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Contents

Introduction	5
Part 1: The Local Development Framework	11
<u>Appendix 1</u> : Consultees for the Local Development Framework	23
<u>Appendix 2</u> : Deposit locations and public libraries	25
Part 2: Development Control	27
<u>Appendix 3</u> : Statutory consultees on planning applications	35
<u>Appendix 4</u> : Glossary	36

Introduction

i Planning shapes the places where people live, work and spend their leisure time, and the Government recognises that it is right that people should be able to take an active part in the process. When the Planning and Compulsory Purchase Act became law in July 2004, it introduced a new planning system with a key objective 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 visions for their area.

ii The Authority wants to encourage as many people and organisations as possible to get involved in the development of planning policies and the determination of planning applications. However, a reasonable balance must be achieved between the need for speed in preparation and decision-making, and the resources available to the Authority. The Authority believes a reasonable balance is achieved by the methods set out in this document. As well as its own corporate guidance and adopted strategies, the Authority will take account of links to documents prepared by other authorities and partnerships, such as Community Strategies.

What is the Statement of Community Involvement?

iii This Statement of Community Involvement (SCI) explains how the National Park Authority will involve individuals, local communities and stakeholders in the preparation and revision of Local Development Documents (LDDs) and the determination of planning applications.

iv In preparing the SCI, the Authority has consulted the regional planning body (the East Midlands Regional Assembly), constituent and adjoining local authorities and Parish Councils, the Highways Agency, and the Government Office for the East Midlands. The SCI was submitted to the Secretary of State in January 2006, and comments were invited from a wide range of stakeholders over a 6 week period. The SCI was examined by an Inspector appointed by the Secretary of State, whose recommendations have been incorporated in this final version.

v The SCI was adopted by the Authority in December 2006. All the Authority's planning documents will in future be prepared, and planning applications considered, in accordance with the SCI's requirements.

Map of constituent authorities



National Park context

- vi The Peak District National Park Authority has two statutory purposes:
- conserving and enhancing the natural beauty, wildlife and cultural heritage of the area, and
 - promoting opportunities for understanding and enjoyment of its special qualities.

In pursuing these purposes, it also has an associated statutory duty to seek to foster the social and economic well-being of its local communities. This background, together with its location across regional and local government boundaries, means that a complex and widespread range of consultees is necessary.

Resources

vii The SCI is based upon a continuation of the resources available in 2006-7 and of current Authority priorities. Responsibility for preparing the Local Development Framework lies within Planning Policy Team, and the planning control system is handled by the Planning Service; both teams are assisted by officers from relevant disciplines across the Authority.

viii The Authority is giving high priority to stakeholder engagement across all its activities and actions. ODPM (Office of the Deputy Prime Minister) Capacity Building Grant helped develop stakeholder and community engagement in 2005 and further grant was awarded for 2006-7. Additional staff resources have been provided in Planning Policy Team for preparation of the National Park Management Plan and Local Development Framework. The Planning Service has benefited from the introduction of a new computer system which enables the service to deal with enquiries more quickly and the public to have improved access to information. Staffing and management in the Planning Service was reviewed in 2006 and organisational improvements were put in place.

Monitoring and review

ix The SCI will be formally reviewed every 5 years. In addition, in December each year the Authority will produce an Annual Monitoring Report, which will consider:

- 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 these factors should trigger an earlier review of the SCI.

Principles of stakeholder engagement

x The Authority's Best Value Review of Community Engagement across all its activities and services acknowledges the importance of understanding our stakeholders and their unique perspectives. The Authority has identified various types of stakeholder, such as parish and community councils, farming

and land management interests, commerce and employment bodies, and so on. Engagement must be tailored to suit the different needs of all these groups. The Authority wants to increase effective engagement with stakeholders.

xi There are also sectors of the community who may in the past have been underrepresented in the planning process. These include young people, black and minority ethnic people, people with disabilities, and the elderly. The Authority and its partners actively encourage people from such groups to become involved through a range of engagement techniques such as:

- The Peak 11 Schools Youth Conference and work of the Youth Engagement Officer;
- The Hope Valley Forum;
- Community champions working for disadvantaged groups;
- Community planning (preparing village plans);
- Annual Parish Councils Day.

The Authority has agreed a People and Communities Strategy, which with its related action plans will further help to target the needs of various resident and user groups across the National Park. It will be necessary to refine the SCI during 2007-08 to reflect the actions emerging from this work. In addition to this, where 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.

xii There is also a range of other consultation undertaken by other bodies which cover the National Park. For example, Local Strategic Partnerships (LSPs) involve a wide range of service providers across local authority areas, and they lead consultation on the preparation of Community Strategies which contain agreed shared priorities. The National Park Authority works closely with all LSPs across the Peak District to co-ordinate consultation and share the results. The National Park Management Plan draws together aspects of the Community Strategies for the National Park area.

Using the results of consultation

xiii All comments received by the Authority will be recorded, read carefully and taken into account, whether in preparing planning documents or determining planning applications.

The benefits of engagement in the planning process

xiv The National Park Authority believes that engaging our stakeholders to contribute more to plan-making and determination of planning applications will:

- Ensure a transparent and open planning process;
- Improve community commitment to the future development of the area;
- Resolve potential conflicts between parties up-front;

- Introduce local and stakeholder skills, knowledge, experience and resources;
- Foster local ownership and strengthen delivery;
- Promote enhancement and investment opportunities;
- Strengthen the evidence base for plans.

Plain English

xv The Authority will attempt to remove jargon from its process and publications wherever possible. A glossary of terms is at Appendix 4.

Part 1: THE LOCAL DEVELOPMENT FRAMEWORK

1.1 The Authority's Local Development Scheme (LDS) sets out a timetable for the preparation of the new planning policy documents which will comprise the Local Development Framework. The LDS (which took effect from 24 June 2005 and is currently being reviewed) is the starting point for stakeholders to find out about the Authority's planning policies. It is available from the Authority or on the website www.peakdistrict.gov.uk. The LDS identifies the following documents and sets out when each document is likely to be ready for consultation:

- **Core Strategy** – this will set out the vision, objectives and spatial strategy for the National Park, and the primary policies for achieving the vision.
- **Development Control Policies** – this contains policies which will ensure that development meets certain criteria and contributes to the achievement of the Core Strategy.
- **Site Specific Policies** – this identifies sites proposed for development to meet the vision identified in the Core Strategy, and sets out the policies referring to their development.
- **Proposals Map** – this illustrates the spatial application of LDF policies and proposals on an Ordnance Survey base map.
- **Supplementary Planning Documents** – these provide guidance to support policies in the Core Strategy and Development Control Policies, to be used in assessing planning applications.

All of these documents must be subject to public participation and consultation at several stages in their preparation. In addition the Authority is required to produce:

- **Sustainability Appraisal and Strategic Environmental Assessment Reports** – these consider the social, environmental and economic effects of the options and policies proposed in the above documents. These will also be subject to public consultation.

1.2 The following documents will inform the plan preparation process, but will not be subject to public participation:

- **Background Survey Documents** – these will contribute to the evidence base of policies and proposals.
- **Annual Monitoring Report** – this sets out progress in producing documents in the LDS and implementing policies, action needed to meet targets, and any changes needed.

Stakeholders

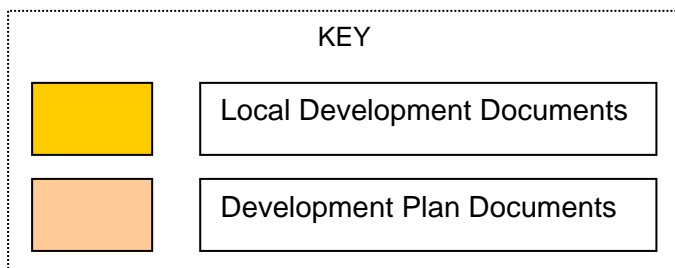
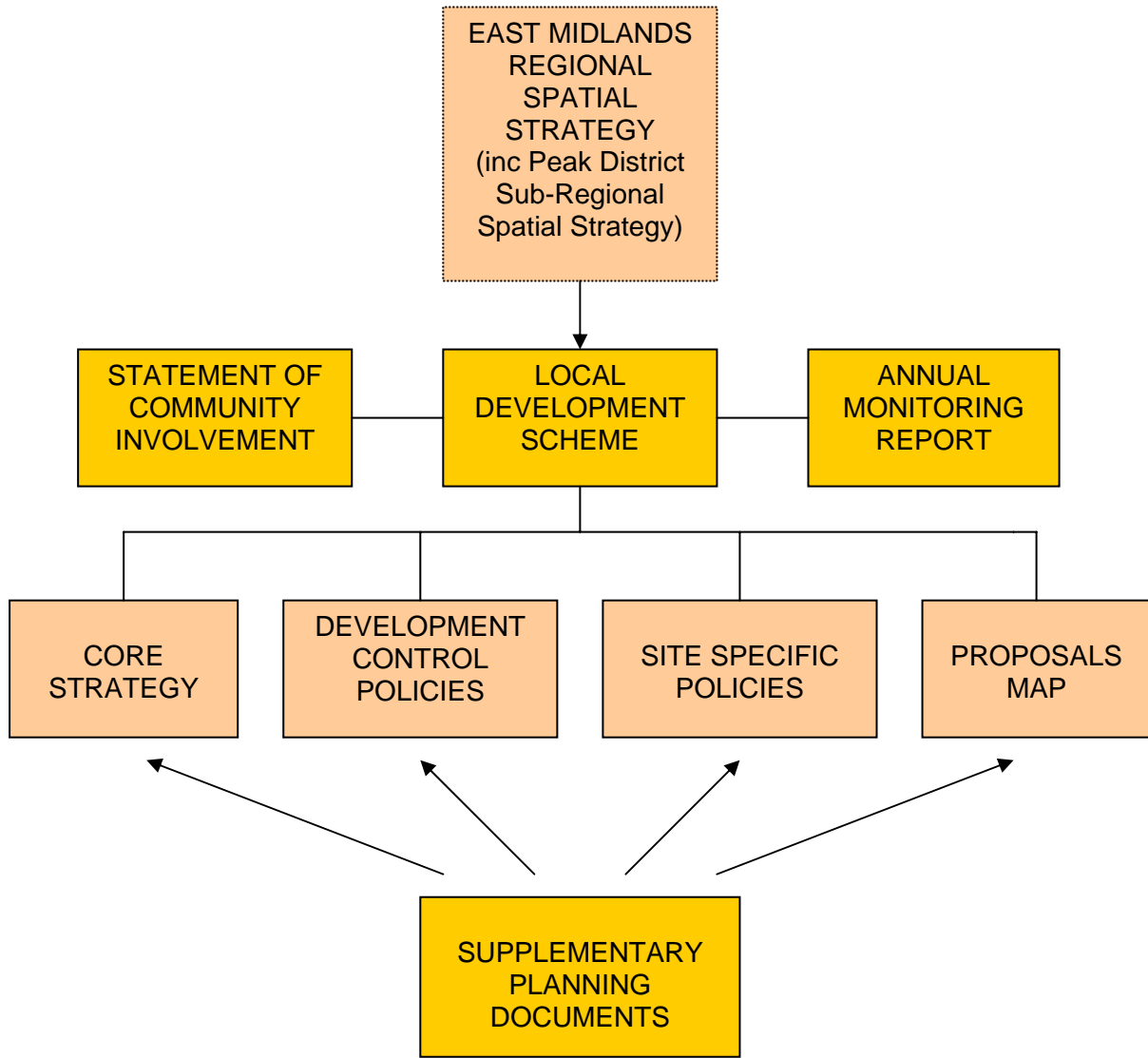
1.3 The Authority is committed to involving as many people and groups as possible in forming its planning policies for the National Park, within the resources available. Any person or organisation interested in the planning of the National Park is encouraged to get involved and make comments.

1.4 The Authority aims to engage stakeholders by:

- Creating a process that involves as many interests as possible, and makes reasonable attempts to access the views of hard to reach groups, whilst allowing scope for detailed debate with a smaller number of key stakeholders;
- Employing a variety of engagement techniques, tailored to the needs of different stakeholders;
- Involving people from an early stage, which is important to confront difficult issues and reduce the likelihood of objection as a document develops;
- Looking back and learning from previous work, but also moving forward and involving people at all stages in the process;
- Combining consultation exercises with the National Park Management Plan, 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 words and documents;
- Being innovative and consistent with the use of electronic systems, offering regular channels of information, and developing the ability for online contributions to be made;
- Making planning officers contactable during office hours, and available to meet groups and discuss specific needs or concerns; and inviting contact in person or by phone, voicemail, email, fax and post.
- Being accountable: open and clear in terms of what is being asked for, what has been said, and how responses have been used.

1.5 This SCI does not name all those groups whom the Authority intends to engage with in the plan-making process, but provides guidance on the types of stakeholder the Authority proposes to involve (see Appendix 1). The Authority will do its best within available resources to identify and engage with all interested groups at appropriate stages in the preparation of relevant documents. The Authority maintains a separate Consultation Register, updated on a continuing rolling basis, which lists all the authorities, agencies, organisations and bodies which the Authority will consult. Groups and organisations can be added to the Register at any time. The Register will be freely available from the Authority and on the website.

**SUMMARY DIAGRAM
OF THE PROPOSED PEAK DISTRICT NATIONAL PARK
LOCAL DEVELOPMENT FRAMEWORK**



Stakeholder engagement in the preparation of the Local Development Framework

1.6 The four main stages when stakeholders can be involved in the plan-making process are Information, Consultation, Participation and Feedback. Engagement in the preparation of the **Core Strategy, Development Control Policies, and Site Specific Policies documents** will be undertaken as follows:

Pre-production stage

Information, consultation and participation

As part of ongoing consultation, the officer team will gather evidence on aspects of social, economic and environmental characteristics of the National Park, to contribute to the Issues and Options report. The Sustainability Appraisal Scoping Report will be prepared. The reports will put on the website and available in electronic or paper copies on request. Public exhibitions and meetings with selected stakeholders will raise awareness and contribute to this work.

Preferred Options & Sustainability Appraisal reports

Information, consultation and participation

This stage allows people to comment on how the Authority is approaching the preparation of a particular document. A report will set out clear reasons for the selection of preferred options, and a summary of alternatives that were considered; an initial Sustainability Appraisal report will also be prepared. There will be a formal 6-week consultation period which will be advertised on the website and in a press notice. Documents will be available on the website, at main office, in constituent authority offices, and at libraries within and adjoining the Park (see Appendix 2). A comment form will be available at these venues. A telephone hotline will be available. Statutory consultees and relevant stakeholders from the list at Appendix 1 will be consulted.

Considering representations on Preferred Options & Sustainability Appraisal reports

Information, participation and feedback

All representations will be acknowledged. Comments will be considered in the finalisation of documents for submission, and will be discussed with stakeholders if necessary to clarify or consider in more detail. A summary report of all representations and the Authority's responses to them, will be prepared and made available on the website and in paper form. A report describing how the Authority has complied with the SCI will be prepared.

Submission of documents and final Sustainability Appraisal reports

Information and consultation

The final documents will be submitted to the Secretary of State together with a statement of compliance with the Regulations. Relevant stakeholders will be consulted; all respondents from the Preferred Options stage will be consulted directly. There will be a further 6-week consultation period, which will be advertised on the website and in a press notice. The documents will be available for public inspection on the website, at main office, in constituent authority offices, and at libraries within and adjoining the Park (Appendix 2). A comment form will be made available at the above venues, and comments can be sent by post, fax or email. It is hoped that in future comments can be made electronically via the website.

Considering representations on the submission documents

Information and feedback

All representations will be acknowledged. Summaries of representations will be available on the website and in paper format at locations in and around the Park. If alternative sites are suggested during this period, these will be advertised by the Authority for a 6 week period, to invite representations before Examination.

Public Examination

Participation and feedback

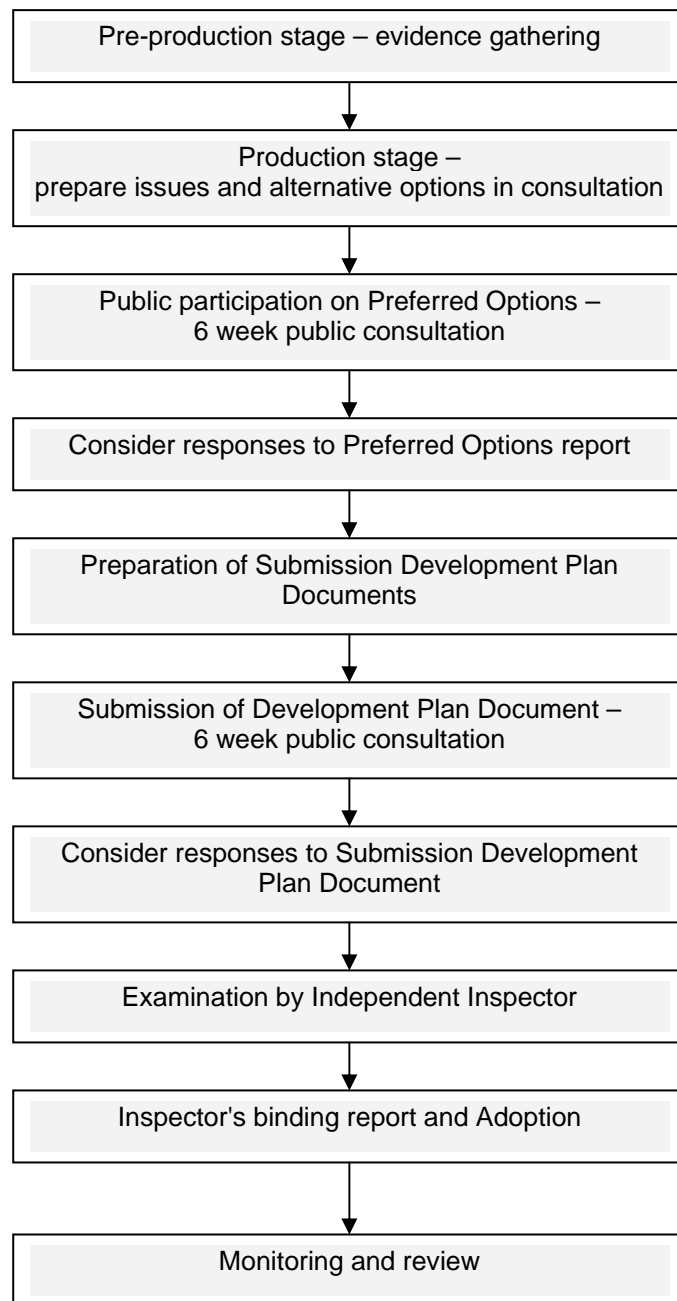
An independent Inspector appointed by the Secretary of State will consider representations on the submission document and its 'soundness'. The date, time and place of the Examination will be advertised in the local press and on the website. People making representations will be able to appear before the Inspector. After the Examination the Inspector will produce a report with recommendations which will be binding upon the Authority.

Adoption

Information and feedback

The Authority will adopt the document, incorporating changes recommended by the Inspector. This will be advertised in the press and on the website, and the document will be available on the website, and at deposit locations (see Appendix 2) and for purchase at a reasonable charge. Stakeholders, and anybody else who responded at any stage throughout the process will be notified of its adoption. Copies will be sent to the Government Office for the East Midlands and the Planning Inspectorate.

1.7 The following diagram shows stages in the preparation of the Core Strategy, Development Control Policies and Site Specific Policies documents:



1.8 Consultation on the preparation of **Supplementary Planning Documents** (SPDs) will follow a similar approach but with less extensive consultation requirements and no Examination; the process is as follows:

Pre-production stage

The officer team will gather information and evidence. Relevant stakeholders from the list at Appendix 1 (those who in the Authority's opinion are affected by the subject matter of the SPD) will be invited to contribute to this work.

Draft SPD and Sustainability Appraisal reports

The draft SPD and Sustainability Appraisal report will be prepared. There will be a 6-week consultation period which will be advertised on the website and in a press notice. Documents will be available on the website, at main office, in constituent authority offices, and at libraries within and adjoining the Park (see Appendix 2). A comment form will be available at these venues. Relevant stakeholders from the list at Appendix 1 will be consulted, and public meetings/exhibitions may be held if appropriate.

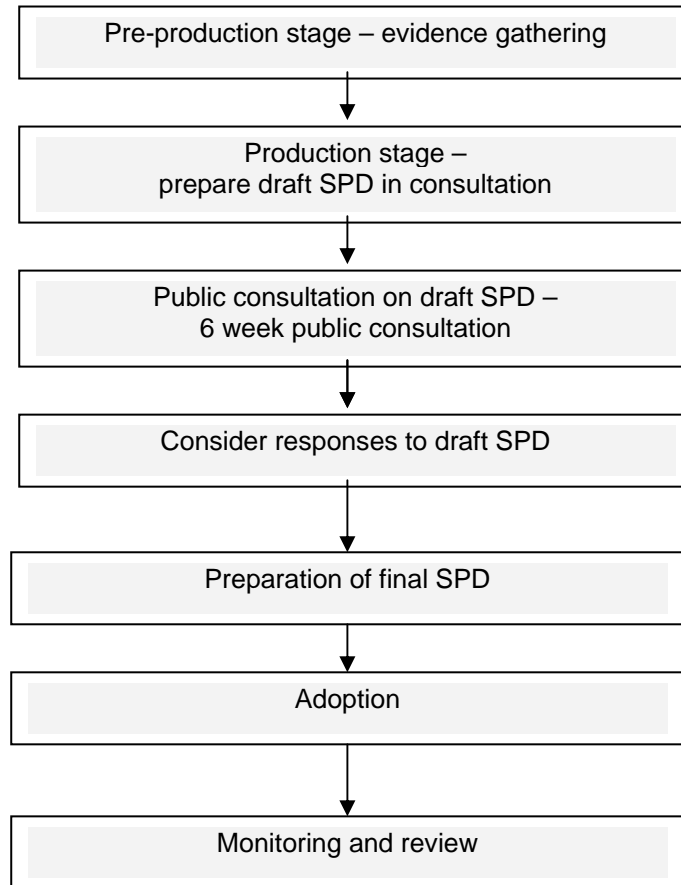
Considering representations on draft SPD and Sustainability Appraisal reports

All representations will be acknowledged. Comments will be considered in the preparing the final version of the SPD, and will be discussed with stakeholders if necessary to clarify or consider in more detail. A summary report of all responses will be prepared and made available on the website and in paper form. A report describing how the Authority has complied with the SCI will be prepared.

Adoption

The Authority will advertise on the website and in the press that the SPD has been adopted. The document will be available on the website, and at deposit locations (see Appendix 2) and for purchase at a reasonable charge. Relevant stakeholders, and anybody who responded at any stage throughout the process will be notified of its adoption. Copies will be sent to the Government Office for the East Midlands.

1.9 The following summary diagram shows stages in the preparation of Supplementary Planning Documents:



1.10 After Framework documents are adopted, the Authority will work with stakeholders and the community to make things happen and to achieve its purposes.

Table 1: Methods of stakeholder engagement to be used in preparing the Local Development Framework

Type of engagement	Method	Benefits	Resource implications	Target groups
Availability of documents	Consultation documents available at all stages for inspection and purchase at NP office. Copies available for inspection at constituent authority offices and libraries (see list at Appendix 2). Available on request in Braille, large print, language translations or in audio format.	Information accessible to a wide range of readers. Documents will explain how people can respond.	Cost: low Staff time: low Officers from Planning Policy, Design and Customer Services Teams.	Statutory consultees, interest groups, Developers and planning agents
Internet (website, email)	Documents available on Authority's website www.peakdistrict.gov.uk with details of process and progress. Email link to Planning Policy Team.	Available 24 hours a day, 7 days a week. Information can be updated regularly. Comments can be emailed directly to officers.	Cost: low Staff time: low Officers from Planning Policy Team with IT Support.	General public
Formal written consultation	Statutory consultees and a comprehensive list of other stakeholders (see Appendix 1) will be consulted at major stages of Core Strategy and DC Policies preparation process. Relevant stakeholders will be consulted in preparation of Site Specific Policies and SPD.	Informs people about the process and how they can get involved. Wide coverage can be achieved. Database can be easily expanded. Responses should help identify key interests and groups.	Cost: medium Staff time: medium Officers from Planning Policy Team.	Statutory consultees, interest groups etc, general public
Media (local press, radio etc)	Local newspapers will carry the necessary statutory advertisements at all formal stages. Press releases will be issued at major stages of process. Local newspapers & radio stations can cover items about the process and issues.	Informs people of key consultation dates. Advises when and where documents can be inspected, and formal period for response. Opportunity to report back on responses received.	Cost: low Staff time: low Officers from Communications Team.	General public

Table 1 continued

Type of engagement	Method	Benefits	Resource implications	Target groups
Publication of factsheets	To provide background information mainly at pre-production stage. Available In paper copy and on internet.	Provides background information in an easily readable form. Informs consultation responses.	Cost: medium Staff time: medium Officers from Planning Policy Team with assistance from Communications and Design Teams and Losehill Hall.	General public
Public exhibitions & shows	A series of exhibitions was held across the NP during 2005, where possible using pre-arranged events such as Agricultural Shows. Chair of Authority & Chief Executive hold an annual series of open meetings around the National Park. Public meetings may be organised at particular stages in plan preparation.	Raises awareness of plan preparation process and reaches people who may not normally get involved. Allows people to express their views and talk to planning officers. Written comments can be submitted at the event. Locations accessible to different parts of the Park.	Cost: medium Staff time: high Display material prepared with assistance from Communications & Design Teams and Losehill Hall. Attendance by Authority members and officers, including Planning Policy Team, as appropriate. Events 2007 onwards are dependent on resources.	Local interest groups, general public
Telephone Hotline	Available during office hours.	Useful for immediate queries. Allows people to express their views and talk to planning officers at any stage in the plan preparation process. Useful for those who do not have access to internet.	Cost: low Staff time: medium Serviced by officers from the Authority's Customer Service and Planning Policy Teams.	All groups and individuals
Availability of officers	Contact invited by telephone, voicemail, email, fax and post. Officers will be available to meet members of the public at the NP office by appointment.	Range of contact opportunities during office hours, at any stage in the plan preparation process. Allows people to express their views and talk to planning officers.	Cost: low Staff time: medium/high Officers from Planning Policy Team.	All groups and individuals

Table 1 continued

Type of engagement	Method	Benefits	Resource implications	Target groups
Key stakeholder and forum meetings, focus groups.	Meetings will be held with key stakeholders from early stages of plan preparation. Regular officer attendance at forum meetings eg housing & transport.	Enables direct contact between stakeholders, interested parties and planning officers. Early discussion may reduce potential conflict at later stages.	Cost: low Staff time: high Attendance by Authority members, senior managers and officers from Planning Policy Team as appropriate.	All groups. Could be targeted at hard to reach groups.
Work with young people	Officer attendance at Peak 11 Youth Conference. Young peoples' events.	Reaches young people who may not normally get involved in plan preparation process. Raises awareness. Allows people to express their views and talk to planning officers.	Cost: low Staff time: medium Officers from Planning Policy Team, Youth Engagement Officer and Losehill Hall education team.	Young people
Town and Parish Councils	Included within formal written consultation above. Annual Parish Council Day includes items relating to plan preparation. Officers to attend Parish Council meetings if requested. Parish/Village Plans and Village Design Statements will be fully considered as part of the plan making process.	Raises awareness of plan preparation process and provides updates on progress. Opportunity to talk to planning officers. Inform Authority of Parish and community aspirations.	Cost: low Staff time: medium Attendance by Authority members, senior managers and staff from Planning Policy Team.	Town and Parish Councils
'Park Life'	Copies of this free magazine sent to all residents in the Park twice a year. Copies also widely available in Information Centres. Articles explain and update plan process.	Raises awareness of plan preparation. Provides updates on progress.	Cost: medium Staff time: medium Prepared internally by Communications Team.	All residents and visitors
NPA staff and Member events	Workshop meetings at early stages in plan preparation process, focussing on topics including housing, farming etc.	Raises awareness and understanding of plan preparation and process among Authority staff. Input from range of professional interests.	Cost: low Staff time: medium Attendance by Authority members, and Authority officers, facilitated by Losehill Hall staff.	NPA staff and members

Table 2: Summary of methods to be used in preparing documents in the Local Development Framework

Document	Formal written consultation	Media	Leaflets & brochures	Exhibitions	Stakeholder meetings	Work with young people	Parish Councils	Peak District newsletter
Statement of Community Involvement	√	√	X	X	On request	X	√	X
Core Strategy	√	√	√	√	√	√	√	√
Development Control Policies	√	√	√	√	√	√	√	√
Site Specific Policies	√	√	√	√	On request	Possibly	Relevant Parish Councils	√
Proposals Map	√	√	√	√	On request	Possibly	√	√
Supplementary Planning Documents	√	√	Possibly	Possibly	On request	Possibly	Relevant Parish Councils	Possibly

Appendix 1: Consultees for the Local Development Framework

The following list is a guide to the types of stakeholders who will be consulted, as appropriate, in the course of preparing the documents in the Local Development Framework. This is not intended to be a comprehensive list of names, which may soon become out of date; the Authority maintains a separate full Consultation Register of all the authorities, agencies, organisations and groups that it will consult, available from the Authority's main office and on the website.

The Authority has a statutory obligation to consult a number of authorities, organisations and bodies during the preparation of the Local Development Framework, if it considers they will be affected by proposals. These statutory consultees are indicated by an * in the list below.

Constituent & adjoining local authorities (14)*

Parish and Community Councils

Parish Councils and Meetings whose areas lie partly or wholly within the Park (115)*; Parish Council Associations; Rural Community Councils

Regional and sub-regional bodies

Regional Assembly*; Regional Development Agencies*; Local Strategic Partnerships

Government Departments and agencies

Government Office for the East Midlands, representing other Government Departments*; others including Highways Agency, Natural England*; Environment Agency*, Historic Buildings and Monuments Commission for England*

Farming and land management

Including landowners' and livestock associations; Unions; Forest Enterprise; Peak District Land Management Forum; major landowners

Wildlife and biodiversity

Including RSPB; County Wildlife Trusts; local field, bird, animal and butterfly groups

Conservation of built environment

Including national and local civic, conservation and historic societies; Historic Buildings Trusts

Cultural heritage

Including local, regional and national archaeological organisations; EastMidlands Arts; County Museums Services

Sport and recreation interests

Including Sport England; Ramblers' Association; local and national recreation and user groups; Peak Park Recreation Forum; Local Access Forum

Utilities

Relevant gas and electricity companies*; sewerage and water undertakers*

Health

Strategic Health Authority*; Primary Care Trusts

Emergency Services

Police; Fire & Rescue; Ambulance

Communications

Relevant communications and telecommunications companies*

Access and the disabled

Regional and local organisations representing disabled people

Tourism and accommodation interests

Including local and regional tourist organisations; Destination Management Partnerships; accommodation and attraction providers

Transport interests

Including bodies and organisations providing rail, road and public transport services and infrastructure; freight transport interests; drivers' associations; Strategic Rail Authority*

Commerce and employment interests

Including Business Link; local Chambers of Commerce & Industry; local and regional business and trade groups

Housing interests

Including Housing Associations; House Builders Federation; Housing Corporation; Peak District Housing Forum

Minerals and waste interests

Including local mineral operators; national mineral and waste organisations

Racial and ethnic groups

Bodies representing the interests of different groups within or visiting the National Park

Religious groups

Bodies representing the interests of different religious groups in the National Park

Lobby groups

Including CPRE; Council for National Parks; Friends of the Earth; Greenpeace

National Park Authorities: (11)**Members of Parliament (10)****Members of European Parliament (6)****Individuals**

Contact will be maintained with all those who express a keen interest in the preparation of the Local Development Framework.

* Please note, this list is not exhaustive and also relates to successor bodies where reorganisations occur.

Appendix 2: Deposit locations and public libraries

Copies of documents and Notices will be available to view, and response forms can be obtained, at the Authority's main office:

Aldern House, Baslow Road, Bakewell, Derbyshire DE45 1AE;
tel 01629 816200

And at the following constituent authorities' offices ('deposit locations'):

Derbyshire Dales District Council, Town Hall, Matlock, Derbyshire DE4 3NN; tel 01629 761100

High Peak Borough Council, Municipal Buildings, Glossop, Derbyshire SK13 8AF; tel 0845 129 7777

Staffordshire Moorlands District Council, Moorlands House, Stockwell Street, Leek, Staffordshire Moorlands ST13 6HQ; tel 01538 483483

Macclesfield Borough Council, Town Hall, Macclesfield, Cheshire SK10 1DP; tel 01625 500500

Sheffield City Council, Town Hall, Sheffield, S1 2HH; tel 0114 272 6444

Kirklees Metropolitan Council, Civic Centre 3, Market Street, Huddersfield, HD1 1WG; tel 01484 221000

The following public libraries in and around the National Park will also hold copies of documents, statutory Notices and response forms:

Ashbourne	Delph	Hyde	Sheffield
Ashton under Lyne	Denton	Leek	Stalybridge
Bakewell	Derby	Manchester	Stockport
Barnsley	Disley	Matlock	Stocksbridge
Biddulph	Dronfield	Meltham	Tideswell
Bollington	Glossop	New Mills	Uppermill
Buxton	Greenfield	Oldham	Whaley Bridge
Chapel en le Frith	Holmfirth	Penistone	Wirksworth
Chesterfield	Honley	Poynton	
Congleton	Hope Valley	Prestbury	

Part 2: DEVELOPMENT CONTROL

2.1 Every year the Peak District National Park Authority receives around 1200 applications for planning, Listed Building and Conservation Area consent. The Authority aims to make decisions on these applications openly, impartially, with consistency, sound judgement, and for justifiable reasons.

2.2 All planning authorities are expected to deal with applications as efficiently as possible, the main target being to determine them within 8 weeks if possible. The Authority is committed to involving all interested parties in the decision making process, but must balance this with demands on staff and other resources. Appropriate levels of involvement are set out below which reflect the nature of the planning application.

Types and scale of applications

2.3 Whether something needs planning permission or not depends upon whether it is 'development' under the planning acts. The types of work which need planning permission, and those which are classed as 'permitted development' and do not need permission, are explained briefly in the Authority's Planning Handbook. Information about the planning process, including advice on how to submit an application, can be found on the Authority's website at www.peakdistrict.gov.uk.

2.4 Applications are categorised as:

Major applications: for housing, 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, a development where the floorspace to be built is 1,000 sq m or more, or where the site area is 1 hectare or more; also controversial proposals or departures from the development plan. Major applications are subject to some more stringent requirements, as explained in Table 3 below.

Minor applications: all applications smaller than the major definition.

Committee reports no longer distinguish between major and minor items.

2.5 Permission can also be granted for certain agricultural, forestry and telecommunications development, subject to 'prior notification', and a similar process applies to some demolition work.

The process of obtaining planning permission

2.6 All people seeking planning permission must follow a similar process:

Check whether permission is needed

Guidance notes on what types of development require planning permission are available from the Authority and on the website, and prospective developers are encouraged to seek pre-application advice from Planning Service officers.

Make the application

If the proposal needs permission, the necessary forms are sent out with advice on how to fill them in. Forms are also available on the Authority's website www.peakdistrict.gov.uk. A valid application with the correct fee will normally be acknowledged within 3 working days, and applicants are told which planning officer will deal with it.

Consulting with others

The Authority publicises all applications with a yellow notice placed on or near the site, giving 28 days for comment. In addition, some applications, such as those affecting Listed Buildings, Conservation Areas or public rights of way, are advertised in the local press. Planning officers can exercise their discretion to notify neighbours if in their view the proposal may significantly affect their interests and it appears that they may be unaware of the proposal. All statutory consultees and interested parties will be consulted (see Appendix 3). Any comments made in writing will be acknowledged and taken into account before any decision is made (see also paras 2.9 & 2.10 below).

Processing the application

The planning officer normally visits the site and assesses the application against the Authority's planning policies and any other material considerations (see para 2.11 below). If changes to the proposals are needed, the planning officer will contact the applicant or agent. Other interested parties are normally consulted where significant amendments are proposed. Any representations received will be fully considered. The planning officer writes a report and makes a recommendation.

Making a decision

Most decisions, where applications are straightforward and consistent with policies, are made by the Head of the Planning Service under delegated powers. Some applications may also be refused under delegated powers if the proposal is clearly contrary to approved policies or normal standards of design. (see para 2.12 below)

Major or controversial applications are considered by the Authority's Planning Committee. Members of the Committee can approve or refuse applications, or approve with conditions, and reasons must be given. Dates of Committees can be obtained from the Authority's main office or on the website. The applicant or agent can speak in support of the application at the meeting, plus any other supporters, objectors or Parish Councils. 2 days' notice must be given before the Committee date, and speakers are allowed 3 minutes (see paras 2.13 & 2.14 below).

Applications may be referred to a site visit by Members at a formal meeting, or by officers who judge 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 (see para 2.15 below).

Informing of decisions

Applicants are usually told the decision within 3 working days. People who have commented or been consulted are usually told the result within 10 working days.

Appealing against a decision

Officers can explain why a decision was made. Applicants have a right to appeal to an independent inspector appointed by the Secretary of State. There are no third party rights of appeal, although complaints about the way the application was dealt with can be raised through the Authority's complaints procedure.

Submitting a planning application

2.7 Planning application forms and guidance on how to make a planning application are available from the National Park Office and on the website. In addition to the national requirements for the validation of applications, the Authority requires submission of information on the presence of protected species. Recently, national guidance has been issued about the presentation of Access and Design Statements.

2.8 The Authority is assessing the local criteria for validation of planning applications in conjunction with the introduction of the national standard application form. It is intended that this will take place during late 2006 and will involve consultation with local agents.

Consultations

2.9 Statutory consultation requirements are set out in Article 8 of the Town and Country Planning (General Development Procedure) Order 1995 (as amended) (GDPO), and the Planning (Listed Buildings and Conservation Areas) Act 1990. These state the required periods for advertisement in the local press and on website, site notices and neighbour notification. The Authority's approach to publicising planning applications goes beyond these requirements.

2.10 The GDPO also specifies statutory consultees on planning applications (see Appendix 3). In addition, the Authority notifies neighbours, interested parties and relevant organisations when applications are submitted, depending on the type and location of the application. The Authority is hoping to introduce a code of practice for full neighbour consultation when a satisfactory electronic database is available, which should be before the end of 2006.

Assessing planning applications

2.11 Proposals for development will be assessed against all relevant policies in the Development Plan. Other material considerations which will be taken into account where appropriate in determining applications include:

- National and regional Planning Policy Guidance/Statements and Government Circulars;
- Supplementary Planning Guidance / Documents published by the National Park Authority;
- The views expressed by those consulted;
- The views expressed by neighbours and other third parties including individuals, organisations and interest groups;
- The likely effects on nearby residents and users of the area;
- The desirability of meeting special needs such as those of disabled people;
- Current best information on any matters of specific importance such as the conservation of wildlife sites and species, historic buildings and gardens, archaeological or geological sites;
- Relevant planning history of the site.

Delegation of decision-making to officers

2.12 The Authority's terms of delegation of planning decisions to officers were amended in October 2004, and over the last year approximately 80% of applications have been determined under these delegated powers. The Government has set a national target of 90% for delegation of decisions, but this target is generally considered unreasonable in the particular circumstances of the National Park. However, the Authority is considering more amendments which might lead to a further 5% of applications being determined under delegated powers. More information on delegated powers is available from the Authority and on the website.

Public speaking at Authority meetings

2.13 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 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.

2.14 The Authority's Public Participation Scheme (2004) allows any person to make representations, ask a question, make a statement, and present deputations and petitions. The procedure requires notice to be given by noon two days before the meeting. The speaker is allowed 3 minutes to make the representation. Notice can be given by letter, fax, telephone or voicemail or by email. Supporters or objectors saying more or less the same thing are asked to join together for the 3 minute slot. 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.

Member site inspections

2.15 Member site inspections are undertaken to gain a better understanding of a proposal or of unauthorised development. To ensure that referrals to site inspections are not sought in order to allow presentations and enhance the case for or against a development, the reason for referral to site inspection must be explicit.

Enforcement

2.16 In 2004 the Authority adopted a Planning Enforcement Policy and Practice Note. It closely follows Government guidance, and addresses the type and incidence of enforcement problems, the resources devoted to enforcing planning control, the procedure for dealing with complaints, and how the Authority will monitor new building activity on sites where the building control function is not being carried out by the Authority.

Table 3: Stakeholder engagement in the determination of 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 developer with NPA, interested parties and neighbours.</p> <p>Development briefs may be prepared by the NPA for specific sites.</p>	<p>Meetings can be booked with Authority planning officer.</p> <p>Duty planning officer always available for general advice on planning matters.</p> <p>Authority encourages involvement of individuals or groups with the developer.</p>	<p>Confirms whether the application is acceptable in principle, and resolves matters that might otherwise lead to refusal.</p> <p>Improves the quality of the application and clarifies the format and level of detail required to support it.</p> <p>Ensures those most directly affected by the proposal have a chance to give their views at an early stage.</p> <p>Avoids unnecessary objections at a later stage, and delays in registration of applications.</p>	<p>No formal period.</p>	<p>Comments made will be used by the applicant to inform submission proposals.</p>	<p>At discretion of developer.</p>
<p>Submission & consideration of application</p> <p>Formal application made and fee paid to NPA.</p> <p>Negotiations take place and revised plans may be submitted.</p> <p>Applications are</p>	<p><i>All applications:</i></p> <p>Letters/emails sent to statutory consultees (see Appendix), relevant Parish Councils and adjoining neighbours, advising of receipt of application.</p> <p>Site notice posted.</p> <p>Copies of weekly list of applications received available on Authority's website and at Authority's main office, and sent or</p>	<p>Seek comment 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> <p>Advises of receipt of revised plans (for significant amendments).</p>	<p>28 days for an application.</p> <p>14 days for revised plans.</p>	<p>Major applications to be determined within 13 weeks.</p> <p>Minor and other applications to be determined within 8 weeks.</p> <p>Representations of objection or support are a material consideration in assessing and determining an application. They will be used to seek improvements and changes to the</p>	<p>Representations are detailed in Committee reports.</p> <p>Minutes of Committee meetings are available to view at main office and on website.</p> <p>Committee meetings are open to the public.</p>

<p>determined under delegated powers or by Planning Committee.</p>	<p>emailed to all Members.</p> <p>Copies of applications available for inspection at main office.</p> <p>Copies of applications and plans can be obtained at copying charge.</p> <p>Letter/email to all interested parties advising of receipt of revised plans.</p> <p>Reports to Committee are available for public inspection at main office 5 days prior to meeting.</p> <p>Committee report sent to relevant Parish Council.</p> <p>Leaflet explaining committee process available for public.</p> <p>Opportunity to speak at Committee in accordance with agreed protocol.</p> <p><i>In addition to the above, for major applications, applications subject to an Environmental Statement, and applications for development affecting a listed building, Conservation Area and Public Right of Way:</i></p> <p>Local press advertisement.</p>	<p>Encourages people to stay in contact to ascertain when and how applications will be determined.</p> <p>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>Informs interested parties that an application has been submitted.</p>		<p>proposal where appropriate.</p>	
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<p>Post determination A decision notice is issued giving reasons for approval (including any conditions) or refusal.</p>	<p>Copy of decision notice is sent to those who commented on the application.</p> <p>Copies of weekly list of decisions is sent/mailed to all Members, available on website, and at main office.</p>	<p>Advises interested parties of decision taken on a planning application.</p>			
<p>Appeal If an application is refused, the applicant can lodge an appeal with the Planning Inspectorate.</p>	<p>Letter/email to all interested parties, adjoining neighbours and relevant Parish Councils, advising of lodging of appeal.</p> <p>Letter/email to all interested parties advising of arrangements for Informal Hearing or Public Inquiry.</p>	<p>Informs of lodging of appeal, and advises on how to make views known or participate.</p> <p>Gives date, time and location of Informal Hearing or Public Inquiry.</p>		<p>Representations are assessed by Inspector in deciding whether to allow or dismiss the appeal.</p>	<p>Interested parties may request to the Inspectorate to be kept informed and sent copies of the Inspector's report.</p>

Appendix 3: Statutory consultees on planning applications (based on General Development Procedure Order 1995 part 10)

Para	Description of development	Consultee
(c)	Development likely to affect land in a National Park	The county planning authority.
(d)	Development within an area notified by the Health & Safety Executive because of the presence within the vicinity of toxic, highly reactive, explosive or inflammable substances and which includes the provision of: <ul style="list-style-type: none"> i. Residential accommodation; ii. More than 250 sq m of retail floor space; iii. More than 500 sq m of office floor space; or iv. More than 750 sq m of floor space to be used for an industrial process, Or which is likely to result in a material increase in the number of persons working within or visiting the notified area.	The Health & Safety Executive.
(e)	Development likely to result in a material increase in the volume or character of traffic entering or leaving a trunk road.	The Highways Agency.
(f)	Development likely to result in a material increase in the volume or character of traffic entering or leaving a classified road or proposed highway.	The local highway authority.
(g)	Development likely to prejudice the improvement or construction of a classified road or proposed highway.	The local highway authority.
(h)	Development involving the formation, laying out or alteration of any means of access to a highway (other than a trunk road).	The local highway authority.
(i)	Development which consists of or includes the laying out or construction of a new street.	The local highway authority.
(k)	Development involving or including mining operations.	The Environment Agency.
(n)	Development likely to affect the site of a scheduled monument.	The Historic Buildings and Monuments Commission for England.
(o)	Development likely to affect any garden or park of special historic interest which is registered in accordance with S8c of the Historic Buildings and Ancient Monuments Act 1953 (register of gardens) and which is classified as Grade I or II*.	The Historic Buildings and Monuments Commission for England.
(p)	Development involving the carrying out of works or operations in the bed of or on the banks of a river or stream.	The Environment Agency.
(r)	Development involving the use of land for the deposit of refuse or waste.	The Environment Agency
(s)	Development relating to the retention, treatment or disposal of sewage, trade-waste, slurry or sludge.	The Environment Agency
(t)	Development relating to the use of land as a cemetery.	The Environment Agency
(u)	Development: <ul style="list-style-type: none"> i. In or likely to affect a Site of Special Scientific Interest (SSSI) of which notice has been given to the local planning authority by English Nature in accordance with S28 of the Wildlife & Countryside Act 1981; or ii. Within an area notified to the local planning authority by English Nature, and which is within 2 km of a SSSI of which notification has been given or has effect as if given. 	English Nature
(x)	Development within 250 m of land which: <ul style="list-style-type: none"> i. Is or has at any time in the previous 30 years been used for the deposit of refuse or waste; and ii. Has been notified to the local planning authority by the waste regulation authority for the purposes of this provision. 	The waste regulation authority concerned.
(y)	Development for the purposes of fish farming.	The Environment Agency.

Appendix 4: Glossary

Annual Monitoring Report (AMR): part of the Local Development Framework, it will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented.

Community Strategy: local authorities (but not the National Park Authority) are required by the Local Government Act 2000 to prepare these, with the aim of improving the social, environmental and economic well-being of their areas. Through the Community Strategy authorities are expected to coordinate the actions of local public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to Local Strategic Partnerships, which include local authority representatives.

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 will have the status of a Development Plan Document.

Development Plan: as set out in the Planning and Compulsory Purchase Act 2004, the authority's development plan consists of the relevant Regional Spatial Strategy and the Development Plan Documents contained within the Local Development Framework.

Development Plan Documents (DPDs): spatial planning documents that are subject to independent examination, and together with the relevant Regional Spatial Strategy, will form the development plan for a local authority area. They can include a Core Strategy, Development Control Policies, and Site-Specific allocations; they will all be shown geographically on an adopted proposals map. Individual Development Plan Documents or parts of a document can be reviewed independently from others. Each authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme.

Development Control Policies: these are 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.

Public Examination: the 'soundness' of the submission document and objections to it must be considered by an independent inspector. 'Soundness' includes assessing whether it has been prepared in the right way using the right procedures, and if it broadly conforms with Regional Spatial Strategy and national planning guidance.

Issues and Options document: produced during the early production stage of the preparation of Development Plan Documents, and issued for consultation to meet the requirements of Regulation 25.

Local Development Document (LDD): the collective term for Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

Local Development Framework (LDF): the name for the portfolio of Local Development Documents. It consists of 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.

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

Local Strategic Partnerships: partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood and how services are provided. They are often single, non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.

National Park Management Plan (NPMP): the Plan seeks to guide the management of the National Park in a way which will help to achieve its statutory purposes and duty, improving the quality of life for those who live or work in the Park, or are visitors to it.

Preferred Options document: produced as part of the preparation of Development Plan Documents, and issued for formal public participation as required by Regulation 26.

Proposals Map: the adopted proposals map illustrates on a base map the spatial application of all the policies contained in the Development Plan Documents, together with any saved policies. It must be revised as each new Development Plan Document is adopted, so it will always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map will accompany submitted Development Plan Documents in the form of a submission proposals map.

Regional Spatial Strategy (RSS): 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.

The Regulations: Town and Country Planning (Local Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

Site-specific allocations: allocations of sites for specific or mixed uses or development to be contained in Development Plan Documents. Policies will identify any specific requirements for individual proposals.

Strategic environmental assessment (SEA): a generic term used to describe formal environmental assessment of policies, plans and programmes, as required by the European 'SEA Directive' (2001/42/EC).

Supplementary Planning Documents (SPD): provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability appraisal (SA): tool for appraising policies to ensure that they reflect sustainable development objectives (ie social, environmental and economic factors), and required in the Act to be undertaken for all local development documents.

CONTACTS

If you require further information on the Peak District National Park Authority, the Statement of Community Involvement or Local Development Framework, you can visit the Authority's website at

www.peakdistrict.gov.uk/plansandpolicies

Contact the Policy Planning Team on:

Email helpshapethefuture@peakdistrict.gov.uk

Telephone 01629 816303

Contact the Planning Service on:

Email planning.service@peakdistrict.gov.uk

Telephone 01629 816200

Our address is:

National Park Office, Aldern House, Baslow Road, Bakewell,
Derbyshire DE45 1AE

EAST MIDLANDS PLANNING AID SERVICE (EMPAS)

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. EMPAS provides a free and independent advice service on all planning related matters for individuals and community groups who cannot afford consultant's fees. The service offers assistance via a helpline and through a proactive community planning programme. Both services are supported by a caseworker, community planners and a network of professional volunteers. For further information on the service contact:

Planning Advice Helpline: tel 0870 850 9802; email
emcw@planningaid.rtpi.org.uk

Community Planning: emcp2@planningaid.rtpi.org.uk

Regional Office: tel 0115 852 4266