

<b>Revised Statement of Community Involvement in Planning (SCI)</b>	<b>24<sup>th</sup> February 2021</b>
<b>Planning Committee</b>	

<b>Linkage to Council Strategy (2015-19)</b>	
<b>Strategic Theme</b>	<b>Outcome</b>
Leader and Champion	<ul style="list-style-type: none"> <li>We will establish key relationships with Government, agencies and potential strategic partners in Northern Ireland and external to it which helps us to deliver our vision for this Council area.</li> </ul>
Innovation and Transformation	<ul style="list-style-type: none"> <li>The Council will continuously examine and introduce ways to provide services in more accessible and efficient ways.</li> <li>The Council will embrace new technologies and processes where they can bring about better experiences for citizens and visitors.</li> </ul>
<b>Lead Officer:</b>	Principal Planning Officer
<b>Cost:</b>	N/A

## **For Decision**

### **1.0 INTRODUCTION**

- 1.1 Councils are required, under Section 4 of the Planning Act (NI) 2011 to prepare a Statement of Community Involvement in Planning (SCI). An SCI sets out how a Council proposes to engage with interested parties, including the local community and key stakeholders, in exercising its planning functions.
- 1.2 The Planning (Statement of Community Involvement) Regulations (NI) 2015 set out the minimum requirements for an SCI including its form, content and availability. It also lists the SCI as one of many “submission” documents to be submitted for Independent Examination during the Local Development Plan process.
- 1.3 Public consultation on an SCI is not mandatory, therefore a decision to undertake it is at a Council’s discretion. If it does take the decision to consult, a Council must make appropriate arrangements to do so and take into account any representations received.

### **2.0 DETAIL**

- 2.1 The Council first published its SCI in November 2016, following an 8-week public consultation exercise, during which it received no representations.

- 2.2 An updated SCI was published in December 2017. As the update related only to a change of contact details, following the Planning Department's move from County Hall to Cloonavin, it was considered (in consultation with the Department for Infrastructure) that it was not necessary to take a decision on whether or not to publish it for comment.

#### Need for a Revised SCI (2020)

- 2.3 Following the Covid-19 outbreak and subsequent government advice re social distancing measures, a revision to the SCI is required to ensure that the Council's advice and guidance remains up to date, and the Council can carry on its planning functions in line with government advice.
- 2.4 The revised SCI (attached at Appendix 1) provides an update of how Council proposes to engage with interested parties in the current circumstances. The revisions mainly relate to the Development Management process, particularly finding alternatives to face-to-face meetings and public consultation events. They may also impact on other key areas, e.g. LDP public meetings/workshops, etc.
- 2.5 The SCI has been kept under review considering the ongoing Covid-19 situation and prevalent government and public health advice.

#### Revised SCI

- 2.6 Following agreement on the previous Revised SCI at the June 2020 Planning Committee further discussions have taken place regarding how the Council can continue to provide its range of services whilst ensuring compliance with prevailing government and public health guidelines. This has resulted in the need to further update the SCI text.

#### Public Consultation

- 2.7 At the June 2020 Planning Committee Members agreed that (discretionary) public consultation would not take place, given that the Council received no representations during the original SCI public consultation exercise back in 2016. As it is not a mandatory requirement to undertake such consultation, it is recommended that on this occasion also, a public consultation exercise is not undertaken.
- 2.8 Any revision must still be formally agreed with DfI before being advertised in the local paper and made available to view on the Council's website.

### **3.0 RECOMMENDATION**

- 3.1 **IT IS RECOMMENDED** that Members agree to the revised SCI, attached at Appendix 1, and that a public consultation exercise will not be carried out.





**Causeway  
Coast & Glens**  
Borough Council

2021

# Statement of Community Involvement in Planning (SCI) (Revised)

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You can use Sign Video to call and speak to a Council Officer through an interpreter (free of charge) by clicking on this link: <https://www.causewaycoastandglens.gov.uk/signvideo/how-to-connect-to-a-signvideo-interpreter-from-home> and following the written steps.

**Advisory Note:**

This Statement of Community Involvement in Planning is not intended to be a source of definitive legal advice. Reference should be made to the actual legislation referred to in this statement and if any discrepancy exists the provisions of the legislation will prevail.

Revised February 2021

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## **1.0 Introduction**

1.1 The transfer of the majority of planning functions from Central to Local Government represents the most significant change to the Northern Ireland Planning System since the early 1970's. This change brings with it a real opportunity for all citizens, stakeholders and other interested parties to become involved in shaping the Borough, with an opportunity to become fully engaged in the planning system, including the early stages of both the Local Development Plan (LDP) and Development Management processes.

## **2.0 What is the Statement of Community Involvement in Planning (SCI)?**

### **Purpose**

2.1 This Statement of Community Involvement (SCI) is an outline of how the Council proposes to engage with all interested parties in exercising its planning functions. It relates mainly to the preparation of its LDP and in the determination of planning applications within the Borough. It is set within the context of the Council's Corporate Plan and Community Plan.

### **Legislative Context**

2.2 Councils are required, under Section 4 of the Planning Act (Northern Ireland) 2011 (hereafter referred to as the "2011 Act") to prepare an SCI.

2.3 The Planning (Local Development Plan) Regulations (NI) 2015 lists the SCI as one of many "submission" documents to be submitted for Independent Examination (IE) throughout the LDP process.

2.4 The Planning (Statement of Community Involvement) Regulations (NI) 2015 set out the minimum requirements for the SCI, including its form, content, and availability.

2.5 Development Management Practice Note 02 and Development Plan Practice Note 02, published by the Department for Infrastructure (DfI) provide further guidance on preparing the SCI.

### **A Vision of Participation**

2.6 The SCI presents a vision and strategy for involvement at various stages of the planning process and sets out the standards to be met by the Council. This is a shared vision of participation in decision making and it is therefore aimed to ensure that:

(i) Everyone has an early and informed opportunity to express their views on the development of the Borough and have it considered before decisions are made; and

(ii) All groups in our community, regardless of religious belief, political opinion, racial group, age, sex, marital status, physical ability, sexual orientation, and those with and without dependants are enabled and empowered to participate.

2.7 It is intended to adopt a proactive and timely approach to community involvement through a process of providing clear information and encouraging participation during plan preparation and planning application submission, assessment, and determination. The process will, therefore, be informative, user friendly, as inclusive as possible, and conducted in an open



and transparent way. Every effort will be made to engage the community, record views and provide feedback.

## **Principles of Community Involvement**

2.8 The Council is committed to upholding the following principles of community involvement in planning matters.

- **Culture of Engagement**

People should be aware of the opportunity to participate in the planning process and be encouraged to take part in the knowledge that the Council is truly interested in all opinions.

- **Early Involvement**

We will adopt a pro-active approach to ensure that the community are given the opportunity to engage in the planning process at an early stage to facilitate the greatest potential benefit.

- **Continuing Involvement**

Opportunities for ongoing involvement will be provided as part of a continuous process – both formal and informal.

- **Open, Transparent, Inclusive, and fit for purpose**

Methods of engagement will be tailored to the experience and needs of the community, and to the type of document or planning application being considered, but realistic in terms of available resources.

- **Clarity**

The planning process and timetables for producing or reviewing documents will be clear to ensure that the community can avail of the opportunity to participate in a timely and effective manner. We will use plain English in our publications and avoid planning jargon whenever possible.

## THE LOCAL DEVELOPMENT PLAN (LDP)

### 3.0 Local Community Involvement in the Preparation of the Local Development Plan

#### Purpose

3.1 The purpose of a **Local Development Plan (LDP)** is to inform the general public, statutory authorities, developers and other interested parties of the policy framework and land use proposals that will guide development decisions in this Borough up to 2035.

3.2 Our new LDP is being prepared within the context of the Council's Corporate Plan and co-ordinates with its Community Planning process to enable us to plan positively for the future of the Borough. It will ensure that lands are appropriately zoned and that our infrastructure is enhanced to develop the Borough for future generations.

3.3 The LDP takes account of the regional policy context set by the Northern Ireland Executive and government departments. This includes, but is not limited to, the Programme for Government (PFG), the Sustainable Development Strategy (SDS); the Regional Development Strategy (RDS) and the Strategic Planning Policy Statement (SPPS).

3.4 The LDP will comprise two new and separate Development Plan Documents (DPDs) that will shape development within our Borough in the period to 2035. The first DPD is the **Plan Strategy (PS)** and this will be followed by the **Local Policies Plan (LPP)**.

3.5 The new LDP will, on adoption, replace the current development plan for the Borough (the Northern Area Plan (NAP) 2016) and any operational planning policies produced by the Department for Infrastructure or its predecessors.

3.6 In advance of preparing the two DPD's the Council identified key planning issues affecting the Borough and defined a range of options for addressing these, including its 'preferred option'. This culminated in the publication of a **Preferred Options Paper (POP)** and associated documents in June 2018. This public consultation exercise provided the basis for the Council to consult with its citizens, stakeholders, and other interested parties on a series of options for dealing with key planning issues in the Borough. Stimulating public comment early in the process was crucial, particularly in identifying relevant local issues which needed to be considered from the outset of plan preparation.

3.7 The next document to be prepared, the **Plan Strategy**, will define the strategic objectives for the future development of the Borough. It will include a range of strategic policies to facilitate and manage development and a spatial strategy that indicates, in broad strategic terms, the locations where different types of development will be promoted.

3.8 Once the Plan Strategy is adopted, the Council will prepare its **Local Policies Plan**. This will include the more site-specific proposals, policy designations and land-use zonings that will be required to deliver the Council's vision, objectives, spatial strategy and strategic policies outlined in its Plan Strategy.

3.9 At the same time we will undertake an ongoing process of **Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA)** which has run parallel to the preparation of the Preferred Options Paper. This will continue during both the Plan Strategy and Local Policies Plan stages. This appraisal process aims to ensure that the policies and

proposals contained within the LDP are socially, economically and environmentally sustainable.

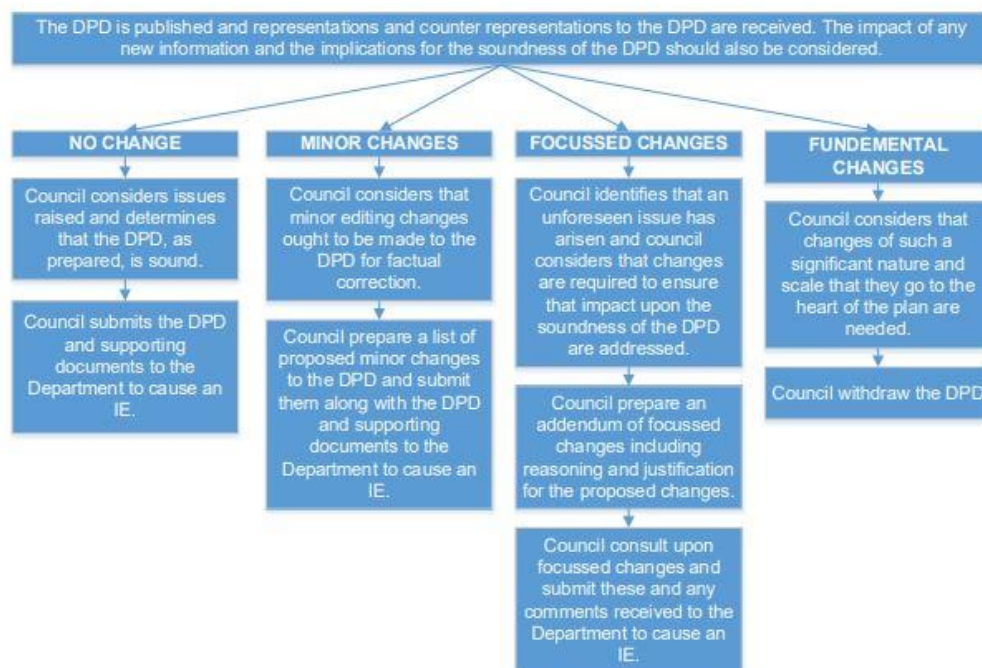
3.10 Other relevant reports will be published at each of the key stages of the plan-making process.

3.11 Each DPD will be subject to a formal consultation process. Following receipt of representations and counter representations the Council will consider the issues raised. The impact of any new information and the implications for the soundness of the DPDs will also be considered. The Council may decide, for example, to revisit the evidence base or engage with the relevant parties to determine how to address the issue(s). Ultimately, the Council will consider each issue raised and determine whether there will be:

- **No Change** – If it determines that the DPD as prepared is sound and does not need to be changed.
- **Minor Changes** – Notes the issues and whilst determines that the DPD as prepared is sound, proposes minor changes that could be acceptable, which would not impact upon the soundness of the DPD.
- **Focussed Changes**- Identifies that an unforeseen issue has arisen and considers that changes are required to ensure that any impact upon the soundness of the DPD is addressed.
- **Fundamental Changes** - Agrees that an issue is fundamental and goes to the heart of the DPD and withdraws the DPD.

3.12 Any changes will be undertaken in line with prevailing legislation and guidance set out in “Development Plan Practice Note (DPPN) 10: Submitting Development Plan Documents for Independent Examination”. Figure 1 below is an extract from DPPN 10:

**Figure 1 – Indicative Illustration of How a DPD Progresses from the Representation Stage to Submission of a DPD to the Department.**



## Who Can Get Involved?

3.13 Anyone who wishes to get involved in the preparation of the LDP will be encouraged to do so at the opportunities provided.

3.14 In particular, the views of the following groups of people will be sought:

- People living within the Borough;
- Elected representatives;
- Voluntary groups;
- Community forums/groups/umbrella organisations, etc;
- Environmental groups;
- Residents groups;
- Business interests; and
- Developers/landowners.

3.15 Elected Members, forums and community and residents' groups provide a voice for the local community. Other voluntary and interest groups also bring a special knowledge and can ensure that important concerns are raised and discussed.

## Empowering Disadvantaged and Under-Represented Groups

3.16 The Northern Ireland Act 1998 requires a public authority, in carrying out its functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity between:

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- men and women generally;
- persons with a disability and persons without; and
- persons with dependants and persons without.

3.17 In addition, without prejudice to the above obligations, public authorities are required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or race. The above, known as, "Section 75 groups" are important participants within the planning process and include people who traditionally have been under-represented or disadvantaged. These groups will be targeted through the consultation process on the LDP in order to obtain their views and contribute to the consideration of equality issues under Section 75. Their views on any Equality Impact Assessments (EQIA's) will also be sought (within the specified period) alongside the draft Plan Strategy and draft Local Policies Plan.

3.18 To ensure that all documents associated with the preparation of the LDP are accessible to everyone, they can be made available in different formats (upon request). A telephone and a text phone number will be stated on each document for people with hearing or speech impairments. If for any reason, a request for a document in a particular alternative format cannot be met, other possible solutions will be explored. Sign Video also enables you to call and speak to a Council Officer through an interpreter (free of charge) by clicking on this link:<https://www.causewaycoastandglens.gov.uk/signvideo/how-to-connect-to-a-signvideo-interpreter-from-home> and following the written steps.

3.19 Planning officials will work to explore new and innovative ways to engage with our children and young people. This may involve the use of appropriate social media and other relevant e-based learning initiatives and possibly partnerships with other groups.

### **How and When Will the Community Be Involved?**

3.20 The LDP process involves a number of key stages, each presenting opportunity for community involvement. The stages are explained in detail at Table 1: Appendix 1. The actions listed fulfil the statutory requirements for public consultation. However, due to the pandemic or similar circumstances, changes to normal working practices may be required to ensure compliance with prevailing government and public health guidelines.

3.21 The LDP Timetable outlines an indicative timeframe for each of the stages. The Council will give notice, by local advertisement, of the availability of the timetable, which can be viewed on the Council's website and, by appointment during normal working hours at the Council's Planning Office (and any other places within the Borough that Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor. It should be noted that the LDP Timetable is subject to regular review.

### **Next Steps**

3.22 The Council must carry out a review of its LDP every five years and no later than five years from the date that the Local Policies Plan was first adopted or approved. A report on the findings of the review must be sent to Dfl.

## THE DEVELOPMENT MANAGEMENT (DM) PROCESS

### 4.0 Local Community Involvement in Council's Development Management Functions

#### Purpose

4.1 The Council, as the local planning authority for the Borough, has responsibility for determining the following:

- The majority of planning applications;
- Listed Building Consents;
- Conservation Area Consents;
- Works to protected trees;
- Hazardous Substance Consents; and
- Advertising Consents.

4.2 Development Management is the process through which such applications are considered. An important part of the process is to provide information and advice to applicants and to seek and take into account the views of the general public and statutory consultees on all planning applications. The statutory requirements for consultation on planning applications are set out in legislation. These requirements vary according to the type of proposal but include notification to specified bodies and general publicity.

4.3 Council receives a wide variety of planning applications and therefore needs to involve the community to differing degrees, according to the scale and complexity of the application.

4.4 All planning applications are now categorised on receipt as local, major or regionally significant. Council is responsible for the determination of the majority of local and major applications.

4.5 Regionally significant developments are those which are considered to have a critical contribution to make with regard to economic and social success of Northern Ireland as a whole or to a substantial part of the region. Such proposals also include developments which have significant effects beyond Northern Ireland or involve a substantial departure from the LDP. Regionally significant applications are currently dealt with by DfI and applicants will be required to enter into consultation with them. In certain circumstances DfI may determine that a proposal is not of significance and advise that a local Council should determine the planning application. There is provision within the Planning Act (Northern Ireland) 2011 for DfI to 'call in' a planning application, an application for Listed Building Consent or an application for Hazardous Substance Consent.

4.6 Major developments have important economic, social and environmental implications for the Council. Due to the potential for these proposals to deliver important benefits to the community, major applications are prioritised to avoid any undue delay. Examples include:

- A housing development involving the construction of 50 units or more or where the area of the site is or exceeds 2 hectares.
- A retail development involving 1,000sqm or more of gross retail floorspace outside town centres, or where the area of the site is or exceeds 1 hectare; and

- A wind or solar farm (or other types of electricity generating stations) where its capacity is or exceeds 5 megawatts.

4.7 Local applications are those which are not considered to be either regionally significant or major. The vast majority of applications fall within this category. These will include most commercial and housing proposals as well as minor schemes and householder developments.

4.8 This section looks at:

- How the public can become involved at the various stages of the application process; and
- How the level of community involvement will depend on the scale of the application.

### Pre-Application Stage

#### Pre-Application Discussions (PADs)

4.9 Pre-application discussions are encouraged for a range of types of applications, both major and local. The objective of pre-application discussions should be to provide advice and information on the content, preparation and presentation of an application likely to satisfy current and relevant planning policies applicable to the proposed development. For major applications it will also enable the applicant to discuss with Council details of how the community should be involved in the decision-making process.

NB: Given the need to follow government and public health guidelines on maintaining social distancing, etc. the Council shall consider alternatives to face to face meetings in the PAD process. Such alternatives include telephone and video conferencing. Where face to face meetings are arranged, the number of individuals attending shall be limited as agreed by the Planning Department.

#### Pre-Application Community Consultation (PACC)

4.10 Council strives to inform and involve the wider community in helping to create better quality developments and place-making. Applicants submitting **major** applications to Council (or as the case may be DfI) must undertake community consultation before submitting their application.

NB: Given the Global Pandemic, the Department for Infrastructure has introduced The Planning (Development Management) (Temporary Modifications) (Coronavirus) Regulations (Northern Ireland) 2020. This temporarily amends the Planning (Development Management) Regulations (Northern Ireland) 2015 to not require a public consultation event to take place prior to submitting a major application. The temporary modifications to the PACC requirements remain in place until 31<sup>st</sup> March 2021, or as extended by subsequent legislation. It is recommended that applicants investigate alternative consultation measures to replace the public event. The Department has also published guidance relating to PACC, available at: <https://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/covid19-epg-pacc-oct2020.pdf>. Applicants will still need to comply with other requirements to ensure communities are aware of and can input to major development proposals for their areas. However, this temporary change will allow major planning applications to continue to be submitted during the Pandemic.

Council will require the following actions to be undertaken **before** the application is submitted:-

- Notify the Council, by means of a Proposal of Application Notice (PAN) at least 12 weeks in advance that an application for a major planning application is to be submitted.
- Publish details of the proposal in agreed newspaper(s), outlining where further details can be obtained and how representations can be made.
- Provide an account of what consultation the prospective applicant proposes to undertake, when such consultation is to take place, with whom and what form it will take. This must ensure that the local community is able to access and comment on information about a proposed development, despite the absence of a pre-application community consultation event.
- Submit a pre-application community consultation report on submission of the planning application.

4.11 Pre-application consultation is likely to be more successful if the applicant makes significant efforts to open lines of communication with, and provide feedback to, local communities and work with them to secure development proposals which are acceptable to everyone.

4.12 As previously stated the Council would recommend all applicants considering submitting development proposals that fall within the definition of major development to seek a Pre-Application Discussion with planning officers. Where applicants fail to fully meet the pre-application community consultation requirements the Council will decline to determine the planning application.

### **Application Stage**

4.13 When a planning application is submitted for determination the Council will involve the community in the decision-making process. If you feel you will be affected by development proposals, you will have an opportunity to consider what is proposed and how it will affect you. You will also have the opportunity to make your views known before a final decision is made on the application.

### **Advertising and Neighbour Notification**

4.14 The Council undertakes statutory publicity in accordance with current legislation. Government may change the statutory publicity requirements and our future approach will reflect any changes that are made.

#### **Advertising**

4.15 The Council will advertise all new planning applications on a weekly basis in “The Chronicle” (in accordance with Article 8 of the Planning (General Development Procedure) Order (NI) 2015). The weekly list of all applications received is also available to view on the Council’s website at [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk) .



## EIA Development

4.16 Environmental Impact Assessment (EIA) is a method for ensuring that the likely significant impact of new development on the environment are fully understood and taken into account before consent is given for the development to proceed. The Environmental Statement (ES) produced as part of an EIA, brings together (in a single or series of documents) information about a proposed development and its likely effects on the environment.

4.17 In most cases it will fall to the Council to determine if the proposal is an EIA application. It should be noted that if a proposal is an EIA application it cannot be processed until the ES is received. When a developer submits an ES in support of a planning application, the Council will publish a notice of its receipt in "The Chronicle" and indicate where it may be purchased and the address of the Planning Office where it may be inspected by appointment and that it is available to view online at <https://www.nidirect.gov.uk/articles/finding-planning-application> Where an appointment cannot be facilitated and the customer is unable to access the information online, they will be directed to the relevant author/agent to request a copy. The Council will also allow 4 weeks (from the date the notice is first published) for representation to be made.

## Neighbour Notification

4.18 The 2011 Act states that, upon receipt of a development proposal, the Council (or where relevant the Department for Infrastructure) shall serve notice of the application to any identified **occupier** on neighbouring lands.

4.19 In accordance with the statutory scheme, notification letters should be sent to the occupiers of neighbouring premises which fulfil **both** of the following criteria:

- The property in question is within 90 meters; **and**
- It directly adjoins the boundary of the application site or would adjoin the boundary but for an entry road less than 20 metres wide.

4.20 When carrying out a site inspection the Case Officer will also check the accuracy of the neighbour notification details supplied on the application form and may add or amend details as considered appropriate.

4.21 The period for responding following receipt of a neighbour notification letter is 14 days, though any late representations received before a decision is made will still be considered.

## Obtaining further information and getting involved in planning applications

4.22 Information on a range of planning applications may also be found within the following lists available to view on the Council's website at: [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk):

- Schedule of applications for Planning Committee
- Applications Received
- Applications Advertised
- Applications Decided
- Delegated decisions ready to issue (subject to review) weekly list

4.23 Planning applications (including supporting documents and corresponding plans) may also be viewed online at: <https://www.nidirect.gov.uk/articles/finding-planning-application> as well as by appointment at the Council's Planning Office during normal working hours. Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor. Planning Officers are available to give advice on current or proposed applications via telephone, e-mail or video conferencing facilities

#### Public Register

4.24 The Council will make the planning application, plans and any associated environmental statement available on a public register in accordance with Section 242 of the 2011 Act. Each register will contain the following information:

- a copy (which may be photographic) of each application together with copies of plans and drawings submitted in relation thereto;
- the decision notice, if any, in respect of the application, including details of any conditions subject to which permission or consent was granted;
- the reference number, the date and effect of any decision of the Planning Appeals Commission (PAC) in respect of the application; and
- brief details of any revocation or modification relating to any permission or consent, including date of issue.

#### File Inspection

4.25 The Council will make the application file available for inspection, by appointment. Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor. Costs, if applicable, will be charged in line with the Council's agreed charging structure. The amount of information held on file will be dependent on the relevant stage at which the application is at within the planning process.

#### Submitting Comments

4.26 Individuals, groups and organisations can comment on a planning application, including those who have not been neighbour notified by the Council in relation to that proposal. All comments will be carefully considered. Care should be taken when making comments to the Council to ensure that no personal data is included.

4.27 Only certain issues, referred to as "material planning considerations" are taken into account when determining a planning application. The basic question is not whether owners and occupiers of neighbouring properties would experience financial or other loss from a particular development, but whether the proposal would so unacceptably affect amenities and the existing use of land and buildings that ought to be protected in the public interest.

4.28 As such, any comments submitted must be material planning considerations and relate only to the proposal that is the subject of the planning application. Examples of material considerations include:

- Potential impact of a proposal on the environment;
- The design of a proposal and its relationship to its surroundings;

- Access and provision of infrastructure;
- Loss of sunlight and/or daylight;
- Loss of privacy
- Noise, disturbance and smells;
- Road Safety; and
- Landscaping

4.29 Generally, greater weight is attached to issues which are supported by evidence rather than solely by assertion. It should be noted, however, that if an identified problem can be dealt with by means of a suitable planning condition, the Council is required to consider this as an alternative to refusing an application. However, planning conditions will only be attached to a decision where they are necessary, relevant to planning, relevant to the specific development to which they relate, enforceable, precise and reasonable.

You may make comment in either of the following ways\*:

By email to: [planning@causewaycoastandglens.gov.uk](mailto:planning@causewaycoastandglens.gov.uk)

By post to: Causeway Coast and Glens Borough Council  
Planning Department  
Cloonavin  
66 Portstewart Road  
Coleraine  
BT52 1EY

\*(Please quote the application number at all times)

By commenting on a specific application using Public Access on the NI Planning Portal.

4.30 All representations received will be scanned and uploaded onto the Planning Portal for public viewing, once personal e-mail addresses and telephone numbers and handwritten signatures have been removed (it should be noted that typed names and addresses remain visible). If a request is made in a representation for it not to be uploaded the Council is unable to consider that representation further. This is to ensure the transparency of the decision-making process.

4.31 Any personal information contained within representations will be redacted, as will any comments or information deemed to be derogatory or offensive in nature. Comments relating to neighbour disputes or made for moral reasons are not relevant planning matters and cannot therefore be taken into account. Where representations are solely based on such matters and raise no material planning considerations, they may be returned.

4.32 Written representations will normally be acknowledged within five working days. The Council may be unable to respond to each individual comment made due to the large number it receives, however, all comments will be summarised and considered within the Planning Officer's report. The acknowledgement letter will set out who is dealing with the application and who to contact if there are any questions. The Council will not normally contact the respondent again until after a decision is made by the Planning Committee, the proposal is significantly altered or is withdrawn.

4.33 The Council may, if it considers it appropriate to do so, issue press releases to provide information about major developments or proposals which it considers may have particular significance and/or wide-spread effects on communities.

4.34 The Council will consult with a range of Statutory Consultees (see Appendix 2) to assist in the determination of an application. If a representation raises issues that are relevant to the responsibilities of the consultee (e.g. road safety) the representation may be copied to the appropriate consultee for consideration and comment. The Council will carefully take any comments made into account before a decision is made.

4.35 The Council may negotiate changes to applications where these are deemed expedient. Reconsultation (for 14 days) will take place on changes only if the Council considers that they raise new issues that could lead to further comment as considered necessary by the Council. If any change is considered to be substantive, the Council may decline to treat it as an amendment and a new application may be invited.

### **Community Involvement at the Planning Committee Stage**

4.36 The Planning Committee meeting is normally held on the fourth Wednesday of every month in the Council Chamber at Cloonavin, Portstewart Road, Coleraine.

#### **Scheme of Delegation**

4.37 The majority of planning applications submitted to the Council are determined by Council appointed planning officers using delegated powers (i.e. these “delegated” applications do not require to be brought before the Planning Committee for a decision to be taken). The circumstances under which an application can, or cannot, be determined using delegated powers are set out in the Council’s **Scheme of Delegation**. It should be noted that this document is subject to regular review. The most up to date version of the document can be accessed at: [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk). A copy is also available for inspection, by appointment, during normal working hours, at the Council’s Planning Office. Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor.

4.38 As well as determining planning applications, under this scheme the Council will administer the Local Development Plan, enforcement of planning and the processing of other relevant planning consents.

#### **Protocol for the Operation of the Planning Committee**

4.39 Applications which do not fall within the Scheme of Delegation must be presented to the Council’s Planning Committee for decision. The Council’s **Protocol for the Operation of the Planning Committee** sets out the detailed procedures for this Committee (which are not already covered by the Council’s Standing Orders and Councillor’s Code of Conduct). It should be noted that this Protocol is also subject to change. The most up-to date version of the document can be viewed on the Council’s website. A copy is also available for inspection, by appointment, during normal working hours, at the Council’s Planning Office. Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor.

4.40 The main role of the Planning Committee in relation to Development Management is to consider applications made to the Council as detailed in the adopted Scheme of Delegation and decide whether they should be approved or refused. The decisions of the Planning Committee are taken under full delegated authority and therefore do not require to go before full Council for ratification.

## Enforcement

4.41 The Planning Committee has an overseeing role in relation to the Council's Enforcement functions. Decisions on enforcement cases are however delegated to an appointed planning officer who presents a quarterly report to the Council's Planning Committee on performance, including; number of cases opened, cases closed, notices issued and convictions obtained. The Planning Committee may request a report from planning officers on any enforcement matter, however, they currently cannot take a decision in relation to it. It should also be noted that planning officers must exercise discretion when discussing sensitive enforcement matters at the Planning Committee to ensure that any future legal proceedings are not prejudiced.

## Pre-determination hearings and speaking at the Planning Committee

4.42 There may be occasions when major planning applications will raise particularly complex planning issues or attract a significant level of objection. In such cases the Planning Committee may decide to hold a pre-determination hearing prior to making its decision at the scheduled monthly Planning Committee meeting.

4.43 A pre-determination hearing will provide the opportunity for the applicant and their agent, as well as those who may have made representations, to present their case to the Committee and for Members to ask questions and clarify matters. Key consultees may also be invited to report their expert views. Where the Planning Committee agrees to such a hearing, the applicant will be advised and the detailed arrangements will be advertised in "The Chronicle".

4.44 When any planning application goes before the Planning Committee, the Council will also offer those who have made representations the opportunity to speak at the meeting and make direct representation to elected members. All parties wishing to address the Committee must register, in writing (which includes emails), in line with the Protocol for the Operation of the Planning Committee.

4.45 It should be noted that late requests to speak will not be granted. Please also note that, whilst not presently carried out, future Planning Committee Meetings may be audio and/or video recorded and such recordings will be made available to the public.

4.46 In lieu of speaking, Elected Members and the public may submit representations in writing for consideration by the Committee. All written representations must be submitted in line with the Protocol. These will be reported to the Committee in an update report and circulated on the day of the meeting.

## **Community Involvement after a Planning Application has been determined (Post Application Stage)**

4.47 Notification of decision is sent to the applicant/agent and all people who have responded to the consultation on the planning application, informing them of the Council's decision and the reason for that decision. The decision is recorded on the Northern Ireland Planning Portal and in the statutory Planning Register.

## **Involving the Community When an Appeal is made against a Planning Refusal/Granted Conditions/Enforcement Notice**

4.48 Only applicants and those upon whom notices have been served have the right of appeal. There are no third-party rights of appeal. Where an applicant is unhappy with the Council's decision on an application or a condition attached to a permission, they may appeal to the

Planning Appeals Commission (PAC). An applicant may also appeal to the PAC where the Council has not determined an application within the relevant period prescribed by the Planning (General Development Procedure) Order (Northern Ireland) 2015. Where such an appeal is lodged, the application is considered as if it has been refused. Appeals must be lodged with the PAC within four months from the date of notification of the Council's decision, or expiry of the prescribed period as the case may be. Details on how to lodge an appeal are available on the PAC website at: [www.pacni.gov.uk](http://www.pacni.gov.uk) .

4.49 All those people who responded on the original planning application (that is the subject of the appeal) will be advised that an appeal has been received and provided with an opportunity to make their views known. Copies of letters already submitted will be forwarded to the PAC. For hearings and public inquiries, the interested parties have the opportunity to make their views known verbally to the PAC.

### **Community Involvement in Planning Enforcement**

4.50 The Council encourages the community to report cases where they believe there has been a breach of planning control. A breach of planning control occurs when development or other certain activities take place without the necessary planning permission or consent from either the Council or DfI. This may also include, but is not limited to, the failure to carry out development in accordance with a grant of planning permission or the conditions attached thereto, or to the display of advertisements without the required consent.

4.51 Suspected breaches of planning control can be reported in the following ways:

By e-mail: [planning@causewaycoastandglens.gov.uk](mailto:planning@causewaycoastandglens.gov.uk)

By post: Causeway Coast and Glens Borough Council  
Planning Enforcement Department  
Cloonavin  
66 Portstewart Road  
Coleraine  
BT52 1EY

By phone: 028 7034 7100      Text Phone: 028 7034 7056

4.52 You may also wish to raise the matter with an Elected Member who can bring the matter to the attention of Planning Officers on your behalf.

4.53 With some limited exceptions set out in the Enforcement Strategy, anonymous complaints are not considered. All planning enforcement related complaints are treated confidentially. If the complaint results in a planning application being submitted, then this application will be publicised in the normal manner and adjoining neighbours and complainants notified in accordance with the required procedures.

4.54 Please note that due to data protection requirements the Council cannot provide updates on specific enforcement cases while the case is ongoing. However, complainants and alleged offenders will be updated when the case has concluded.

4.55 The Council's priorities for enforcement action are contained within its Enforcement Strategy. The most up to date version is available to view on the Council's website at: [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk). A copy is also available for inspection by appointment,

during normal working hours, at the Council's Planning Department. Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor.

## **OTHER PLANNING FUNCTIONS**

### **5.0 Local Community Involvement in Council's other planning functions**

#### **Community Involvement in Supplementary Planning Guidance (SPG)**

5.1 The Council may prepare non-statutory planning guidance to support its Local Development Plan (LDP). Supplementary Planning Guidance (SPG) includes for example design guides and advice notes. These will be published for public consultation to allow comment prior to the publication of the final guidance document. There will, however, be no opportunity for formal objection to this type of document. Such consultation will be proportionate to the nature of the guidance and where the Council considers it will be beneficial to give additional regard to the opinions of stakeholders and the general public. Any comments received through this process will be considered by the Planning Committee. It is not necessary for SPG to go through the public examination process.

#### **Community Involvement in Conservation Area Designation**

5.2 A Conservation Area is an area of special architectural or historic interest, the character of which it is desirable to preserve or enhance. The Council considers that consultation with, and the involvement of, local people is important when undertaking work associated with Conservation Areas. This will help encourage greater ownership of the concept and greater co-operation and commitment to achieving the aims of the designation. The Council will involve the community in the designation, variation or cancellation of a Conservation Area. It will also formally consult with the Historic Buildings Council (HBC), Department for Communities (DfC) Historic Environment Division, Department for Infrastructure (DfI) Roads, and any other water or sewerage undertakers (currently NI Water), advertisement by way of a public notice in "The Chronicle" and public meetings to discuss and present proposals. Upon formal designation the Council will publish a public notice in "The Chronicle" and may hold a public launch and exhibition.

#### **Community Involvement in the Designation of a Simplified Planning Zone**

5.3 Where the Council proposes to commence work on a simplified planning zone it will undertake consultations with neighbouring Councils, the landowner/s and occupier/s, the Department for Communities (DfC) and will notify DfI.

5.4 Once details of a scheme have been prepared the Council will; make copies available for inspection, by appointment at its Planning Office; give notice by way of an advertisement in "The Chronicle" and on the Council's website; and will serve a notice on those it has consulted with. Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor.

5.5 Following advertisement of the proposed planning zone(s) details, there will be an 8-week consultation period within which representations can be made to the Council. Should the Council subsequently decide not to proceed with the proposed planning zone, it will publish a further advertisement to that effect and will notify all those have made representation.

5.6 The Council may cause an independent examination to be held to consider the representations received. Where it is proposed to hold an independent examination details



including the time and place of the examination will be published in “The Chronicle”. Where it is decided not to hold an independent examination the Council will notify all those who have made representation.

5.7 Following the independent examination the Council will produce a report and statement detailing its decision and outlining reasons for its decision. Notice of publication will be advertised in “The Chronicle” and the report and statement will be available for public inspection, by appointment, during normal working hours, at the Council’s Planning Office. Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor.

## 6.0 APPENDICES

## APPENDIX 1

Table 1: Local Development Plan (LDP) preparation – Detailed Action Plan

<b>THE PLAN STRATEGY</b>	
<b>STAGE 1:- Data Collection</b>	
<b>Details</b>	<b>What we did</b>
<p>Baseline data was collected to establish:</p> <ul style="list-style-type: none"> <li>• Key issues to be addressed;</li> <li>• Options to address them;</li> <li>• If bespoke strategic planning policies were required.</li> </ul> <p>This was undertaken using a topic-based approach.</p> <p>By the end of this stage the following were agreed and published;</p> <ul style="list-style-type: none"> <li>• Timetable for LDP preparation; and</li> <li>• Statement of Community Involvement in Planning</li> </ul> <p>The following were also prepared;</p> <ul style="list-style-type: none"> <li>• A Preferred Options Paper (POP)</li> <li>• Scoping Reports for the Sustainability Appraisal, EQIA and any other necessary assessments and appraisals.</li> </ul>	<p>(a) Set up a Steering Group: Comprising the Council;</p> <ul style="list-style-type: none"> <li>• Planning Committee</li> <li>• Head of Planning</li> </ul> <p>This is the high-level co-ordinating body that ensures overview and strategic input on behalf of the whole community, as well as from the planning professionals.</p> <p>(b) Prepared the LDP Timetable and consulted with the PAC &amp; Dfl.</p> <p>(c) Prepared the Statement of Community Involvement in Planning (SCI) and consulted with Dfl; This document lists the general public, key consultees and stakeholders, and Section 75 groups as those that will be encouraged to participate in the process.</p> <p>(d) Set up a Project Management Team, comprising;</p> <ul style="list-style-type: none"> <li>• Senior Council Officers</li> <li>• Principal Planning Officer</li> <li>• Invite key statutory/government departments.</li> </ul> <p>The team facilitates key consultee co-operation in the plan-making process.</p> <p>(e) Invited key consultees to participate by providing information on key strategic issues that the LDP should address.</p> <p>(f) Invited under-represented groups (Section 75) to identify issues and policies which are likely to have a significant impact on the individuals they represent.</p> <p>(g) Sent the draft Scoping Report of the Sustainability Appraisal to the statutory consultation body.</p>

<b>STAGE 2:- Formal Notice of LDP Preparation</b>	
<b>Details</b>	<b>What we did</b>
<p>This stage represented the formal commencement of work on the LDP.</p> <p>It commenced with the publication of the POP document in June 2018 - setting out the key plan issues and the Council's "preferred options" to address them.</p> <p>The POP was a public consultation paper that promoted a wide-ranging yet focussed debate on issues of <b>strategic significance</b> which are likely to influence the shape of future development within the Borough.</p> <p>Any representations or views received as a consequence of its publication are being considered whilst formulating the LDP.</p> <p>The POP was also subject to Sustainability Appraisal, EQIA and other necessary assessments and appraisals.</p>	<p>(a) Issued a Public Notice in "The Chronicle" (for two consecutive weeks) and on the Council's website of:</p> <ul style="list-style-type: none"> <li>(i) Intention to prepare an LDP;</li> <li>(ii) Publication of the Sustainability Appraisal Interim Report (consisting of a Scoping Report and assessment of alternatives) and screening reports for Habitats Regulations Assessments (HRA) and EQIA as well as any other necessary assessments and appraisals;</li> <li>(iii) Publication of the LDP Timetable;</li> <li>(iv) Publication of the POP, inviting comment (<b>12-week consultation period</b>); and</li> <li>(v) Details of any launch events, community workshops or information sessions during the consultation period.</li> </ul> <p>(b) Made all of the documents listed above available to view on the Council's website and during normal working hours at the Council's Planning Office (and any other places within the Borough that the Council considered appropriate).</p> <p>(c) Made background papers available to view on the Council's website and during normal working hours at the Council's Planning Office (and any other places within the Borough that the Council considered appropriate). Hard Copies were provided (at a specified price).</p> <p>(d) Issued a Press Release regarding the intention to prepare the LDP, drawing attention to the Preferred Options Paper and the public consultation.</p> <p>(e) Held a launch event.</p> <p>(f) Held Public and Key Group workshops.</p> <p>(g) Wrote to key consultees and Elected Members providing them with a copy of the Preferred Options Paper and inviting them to; attend the Launch; provide comments (within 12 weeks); and inform them of the public meetings, exhibitions etc.</p> <p>(h) Wrote to local community groups and under-represented groups (Section 75); Provided them with a copy of the POP. Invited them to; comment (within 12 weeks); attend public meetings, exhibitions, etc; and offered the opportunity of a meeting, by appointment, with a planning officer to record their views.</p>

	(i) Presented an interim Public Consultation Report to Elected Members (following the 12 week consultation period). This contained a summary of the representations received. The report was also made available to view on the Council's website and at the Council's planning office.
<b>STAGE 3:- Publication of draft Plan Strategy</b>	
<b>Details</b>	<b>What we will do</b>
<p>The draft Plan Strategy is a public consultation document. It is not the final plan.</p> <p>It is an indication of the Council's intention regarding the future development of the Borough, and is a key part of the public participation process.</p> <p>It will include a range of strategic policies to facilitate and manage development and a spatial strategy that indicates, in broad strategic terms, the locations where different types of development will be promoted.</p>	<p>(a) Present a final Public Consultation Report to Elected Members which will contain a summary of issues raised and professional planner comment. Member views will be recorded and the rationale for decisions outlined.</p> <p>(b) The Project Management Team will be given an opportunity to comment on emerging policy for inclusion in the draft Plan Strategy; an integral part of testing emerging policy through the Sustainability Appraisal process and EQIA/RNIA (at present).</p> <p>(c) Issue a Public Notice in "The Chronicle" and "Belfast Gazette" (for two consecutive weeks) and on the Council's website of:</p> <ul style="list-style-type: none"> <li>(i) Publication of draft Plan Strategy and other key documents and how to view/obtain copies;</li> <li>(ii) The dates and locations of any public engagements events; and</li> <li>(iii) <b>The 8-week consultation period</b> and closing date for receipt of representations to the draft Plan Strategy and other key documents. This will be followed by an 8 week period for counter representations.</li> </ul> <p>(b) Make the draft Plan Strategy, and other key documents available for inspection on the Council's website and, by appointment during normal working hours at the Council's Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor. Hard copies can be provided upon request (at a specified price).</p> <p>(c) Issue a Press Release &amp; hold a Launch event.</p> <p>(d) Hold Public workshops.</p> <p>(e) Write to key consultees, and Elected Members informing them of;</p> <ul style="list-style-type: none"> <li>(i) Publication of the draft Plan Strategy;</li> <li>(ii) Provide them with a copy;</li> </ul>

	<p>(iii) Community workshops/information sessions;</p> <p>(iv) The 8-week consultation period; and</p> <p>(v) Closing date for receipt of representations.</p> <p>(vi) Write to all who submitted a representation to the POP informing them of the publication of the Draft Plan Strategy and other key documents advising how they can view or obtain copies; the dates of the public exhibitions; the 8 week period and closing date for representations;</p> <p>(g) Report on representations received to Elected Members.</p>
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#### **STAGE 4:- Public Inspection of representations received to draft Plan Strategy and submission of counter-representations**

<b>Details</b>	<b>What we will do</b>
<p>All representations made to the draft Plan Strategy will be available for public inspection as part of the public consultation process.</p> <p>Interested parties may comment on the representations received. These are known as “counter-representations”. Counter-representations must not propose any changes to the development plan document.</p> <p>The Council may consider that issues raised in the representations and counter-representations received require further consideration. The impact of any new information and the implications for the soundness of the Plan Strategy will also be considered (see paragraph 3.11, Page 8).</p> <p>The representations and counter representations (and any subsequent changes or comments arising out of these) will be considered at the Independent Examination (IE).</p>	<p>(a) Make copies of representations available for inspection on the Council’s website and, by appointment during normal working hours at the Council’s Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor;</p> <p>(b) Write to key consultees, Elected Members and any person who has made (and not withdrawn) a valid representation, informing them that representations are available for inspection on both the Council’s website and, by appointment during normal working hours at the Council’s Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor;</p> <p>(c) Issue a Public Notice in “The Chronicle” and “Belfast Gazette” (for two consecutive weeks) and on the Council’s website of:</p> <p>(i) Availability of representations for inspection; and</p> <p>(ii) The <b>8-week consultation period</b> including closing date for counter-representations.</p> <p>(d) Make counter-representations available for inspection on both the Council’s website and, by appointment during normal working hours at the Council’s Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor;</p>

	(e) Report on counter-representations received to Elected Members before being forwarded to Dfl prior to the examination.
<b>STAGE 5:- Submission of the draft Plan Strategy (and other key documents) for Independent Examination</b>	
<b>Details</b>	<b>What we will do</b>
<p>The Council will only submit the draft Plan Strategy, associated documents and supporting evidence to the Department for Infrastructure (DfI) if it considers that they are ready for examination.</p> <p>Dfl must then cause an Independent Examination to be held, unless it issues a direction to the Council to withdraw the draft Plan Strategy or intervenes to direct the Council to modify it.</p> <p>In either scenario, Dfl will be expected to give reasons for its decision.</p>	<p>(a) Submit the following documents to Dfl:</p> <ul style="list-style-type: none"> <li>(i) draft Plan Strategy;</li> <li>(ii) Statement of Community Involvement (SCI);</li> <li>(iii) Evidence of compliance with SCI;</li> <li>(iv) LDP Timetable;</li> <li>(v) Sustainability Appraisal;</li> <li>(vi) Statement setting out the main issues raised in representations made and how they been taken into account in the preparation of the draft Plan Strategy; and</li> <li>(vii) Such other documents as required or as the Council considers relevant to the preparation of the draft Plan Strategy.</li> </ul> <p>(b) As soon as reasonably practicable after the submission of the draft Plan Strategy and associated documents (see (a) above) to Dfl we will;</p> <ul style="list-style-type: none"> <li>(i) Issue a Public Notice in “The Chronicle” and “Belfast Gazette” (for two consecutive weeks) and on the Council’s website of the submission of draft Plan Strategy and the associated documents (see (a) above) to Dfl;</li> <li>(ii) Make draft Plan Strategy and the associated documents (see (a) above) available for inspection on the Council’s website and, by appointment during normal working hours at the Council’s Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor;</li> <li>(iii) Notify the consultation bodies that the draft Plan Strategy and all associated documents are available for inspection and places and times at which they can be inspected;</li> <li>(iv) Notify any person who has made (and not withdrawn) a representations or counter representation.</li> <li>(v) Publish the public notice on the Council’s website.</li> </ul>

<b>STAGE 6:- Independent Examination of draft Plan Strategy</b>	
<b>Details</b>	<b>What we will do</b>
<p>The purpose of the Independent Examination is to determine the “soundness” of the draft Plan Strategy, taking into account all representations received.</p> <p>The examination will be carried out by either the Planning Appeals Commission (PAC) or other persons appointed by Dfl. They must consider all representations and counter representations before they make recommendations, giving reasons.</p> <p>Council planning officers, consultees and any consultants (acting on behalf of the Council) will be available at the examination to answer questions and provide comment on representations.</p>	<p>(a) Request that key consultees provide comment on the representations for consideration at the examination.</p> <p>(b) At least 4 weeks before the opening of the Independent Examination;</p> <p>(i) Issue a Public Notice in “The Chronicle” and “Belfast Gazette” (for two consecutive weeks) and on the Council’s website advising of the time and place at which the examination is to be held and whether the PAC or another (identified) person appointed will carry out the examination.</p> <p>(ii) Notify the consultation bodies of the time and place at which the examination is to be held and whether the PAC or another (identified) person appointed will carry out the examination.</p> <p>(iv) Notify any person who has made (and not withdrawn) a representations or counter representation.</p> <p>(c) Continue to make the draft Plan Strategy and all associated documentation available on the Council’s website and, by appointment during normal working hours at the Council’s Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor. Hard copies can be provided upon request (at a specified price).</p>
<b>STAGE 7:- Adoption of Plan Strategy</b>	
<b>Details</b>	<b>What we will do</b>
<p>Following the completion of the Independent Examination the PAC, or other person appointed by Dfl, will send their recommendations and reasoning to Dfl.</p> <p>Dfl will the issue a “Direction” to the Council, requiring us to adopt the draft Plan Strategy as originally prepared or with modifications.</p>	<p>(a) Adopt the Plan Strategy as soon as reasonably practicable after receipt of the Direction from DFI.</p> <p>(b) On the date of adoption, publish: Plan Strategy; Statement from the Council re adoption; Sustainability Appraisal; Independent Examiner’s Report; Dfl Direction (and any accompanying documents) on the Council’s website and, by appointment during normal working hours at the Council’s Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor. Hard copies can be provided upon request (at a specified price).</p>



<p>Dfl may also direct the Council to withdraw the draft Plan Strategy.</p> <p>In either scenario, Dfl will be expected to give reasons for its decision.</p> <p>The Council must comply with the Direction within such timeframes as may be prescribed by Dfl.</p> <p>The Plan Strategy must be adopted by resolution of the Council.</p>	<p>(c) Issue a Public Notice in “The Chronicle” and “Belfast Gazette” (for two consecutive weeks) and on the Council’s website of the statement from the Council specifying the date of adoption of the Plan Strategy and the times and places at which it can be inspected.</p> <p>(d) Write to key consultees advising of the adoption of the Plan Strategy and where to obtain copies together with the Dfl Direction and the Independent Examiner’s Report.</p> <p>(e) Send Dfl a copy of the Plan Strategy and other necessary documents.</p> <p>(f) Notify those on the Council’s online “Register of Interest” of the adoption of the Plan Strategy.</p>
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## THE LOCAL POLICES PLAN

### STAGE 1:- Publication of draft Local Policies Plan

Details	What we will do
<p>This stage represents the commencement of work on the draft Local Policies Plan; the second Development Plan Document.</p> <p>This is a public consultation document and another key part of the public participation process. It is not the final plan.</p> <p>The Local Policies Plan must be consistent with the adopted Plan Strategy. It will provide detailed zonings and designations throughout the Borough.</p>	<p>(a) Issue a Public Notice in “The Chronicle” and “Belfast Gazette” (for two consecutive weeks) and on the Council’s website of:</p> <ul style="list-style-type: none"> <li>(i) Publication of draft Local Policies Plan and other key documents and how to view/obtain copies;</li> <li>(ii) The dates and locations of any public engagements events; and</li> <li>(iii) The <b>8-week consultation period</b> and closing date for receipt of representations to the draft Local Policies Plan and other key documents.</li> </ul> <p>(b) Make the draft Local Policies Plan and other key documents available for inspection on the Council’s website and, by appointment during normal working hours at the Council’s Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor. Hard copies can be provided upon request (at a specified price).</p> <p>(c) Issue a Press Release &amp; hold a Launch event.</p> <p>(d) Hold Public workshops.</p>

	<p>(e) Write to key consultees, and Elected Members informing them of;</p> <ul style="list-style-type: none"> <li>(i) Publication of the draft Local Policies Plan;</li> <li>(ii) Provide them with a copy;</li> <li>(iii) Community workshops/information sessions;</li> <li>(iv) The 8-week consultation period; and</li> <li>(v) Closing date for receipt of representations.</li> </ul> <p>(g) Report on representations received to Elected Members.</p>
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## STAGE 2:- Public Inspection of Representations received to draft Local Policies Plan and submission of counter-representations

Details	What we will do
<p>All representations made to the draft Local Policies Plan will be available for public inspection as part of the public consultation process.</p> <p>Interested parties may comment on the representations received. These are known as “counter-representations”. Counter-representations must not propose any changes to the development plan document.</p> <p>The Council may consider that issues raised in the representations and counter-representations received require further consideration. The impact of any new information and the implications for the soundness of the Local Policies Plan will also be considered (see paragraph 3.11, page 8).</p> <p>The representations and counter-representations (and any subsequent changes or comments arising out of these) will be considered at the Independent Examination (IE).</p>	<p>(a) Make copies of representations available for inspection on the Council’s website and, by appointment during normal working hours at the Council’s Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor.</p> <p>(b) Write to key consultees, Elected Members and any person who has made (and not withdrawn) a valid representation, informing them that representations are available for inspection on both the Council’s website and, by appointment during normal working hours at the Council’s Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor.</p> <p>(c) Issue a Public Notice in “The Chronicle” and “Belfast Gazette” (for two consecutive weeks) and on the Council’s website of the availability of representations for inspection and the <b>8-week consultation period</b> including closing date for counter representations;</p> <p>(d) Make the counter-representations available for inspection on the Council’s website and, by appointment during normal working hours at the Council’s Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access</p>

	<p>the information online, a copy will be e-mailed or posted to the requestor;</p> <p>(e) Report on counter representations received to Elected Members before being forwarded to Dfl prior to the Independent Examination.</p>
<b>STAGE 3:- Submission of the draft Local Policies Plan (and other key documents) for Independent Examination</b>	
<b>Details</b>	<b>What we will do</b>
<p>As per the previous Plan Strategy document the Council will only submit the draft Local Policies Plan, associated documents and supporting evidence to Dfl if it considers that they are ready for examination.</p> <p>Dfl must then cause an Independent Examination to be held, unless it issues a direction to the Council to withdraw the draft Local Policies Plan, or intervenes to direct the Council to modify it.</p> <p>In either scenario, the Dfl will be expected to give reasons for its decision.</p>	<p>(a) Submit the following documents to Dfl:</p> <ul style="list-style-type: none"> <li>(i) draft Local Policies Plan;</li> <li>(ii) Statement of Community Involvement (SCI);</li> <li>(iii) Evidence of compliance with SCI;</li> <li>(iv) LDP Timetable;</li> <li>(v) Sustainability Appraisal;</li> <li>(vi) Statement setting out the main issues raised in representations made and how they been taken into account in the preparation of the draft Local Policies Plan; and</li> <li>(vii) Such other documents as required or as the Council considers relevant to the preparation of the draft Local Policies Plan.</li> </ul> <p>(b) As soon as reasonably practicable after the submission of the draft Local Policies Plan and associated documents (see (a) above) to Dfl we will;</p> <ul style="list-style-type: none"> <li>(i) Issue a Public Notice in “The Chronicle” and “Belfast Gazette” (for two consecutive weeks) and on the Council’s website of the submission of draft Local Policies Plan and the associated documents (see (a) above) to Dfl;</li> <li>(ii) Make draft Local Policies Plan and the associated documents (see (a) above) available for inspection on the Council’s website and, by appointment during normal working hours at the Council’s Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor;</li> <li>(iii) Notify the consultation bodies that the draft Local Policies Plan and all associated documents are available for inspection and places and times at which they can be inspected;</li> <li>(iv) Notify any person who has made (and not withdrawn) a representations or counter representation.</li> <li>(v) Publish the public notice on the Council’s website.</li> </ul>

<b>STAGE 6:- Independent Examination of draft Local Policies Plan</b>	
<b>Details</b>	<b>What we will do</b>
<p>As with the Plan Strategy document the purpose of the Independent Examination is to determine the “soundness” of the draft Local Policies Plan, taking into account all representations received.</p> <p>The examination will be carried out by either the Planning Appeals Commission (PAC) or other persons appointed by Dfl. They must consider all representations before they make recommendations, giving reasons.</p> <p>Council planning officers, consultees and any consultants (acting on behalf of the Council) will be available at the examination to answer questions and provide comment on representations.</p>	<p>(a) Request that key consultees provide comment on the representations for consideration at the examination.</p> <p>(b) At least 4 weeks before the opening of the Independent Examination;</p> <p>(i) Issue a Public Notice in “The Chronicle” and “Belfast Gazette” (for two consecutive weeks) and on the Council’s website advising of the time and place at which the examination is to be held and whether the PAC or another (identified) person appointed will carry out the examination.</p> <p>(ii) Notify the consultation bodies of the time and place at which the examination is to be held and whether the PAC or another (identified) person appointed will carry out the examination.</p> <p>(iv) Notify any person who has made (and not withdrawn) a representations or counter representation.</p> <p>(c) Continue to make the draft Local Policies Plan and all associated documentation available on the Council’s website and, by appointment during normal working hours at the Council’s Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-mailed or posted to the requestor. Hard copies can be provided upon request (at a specified price).</p>
<b>STAGE 7:- Adoption of Local Policies Plan</b>	
<b>Details</b>	<b>What we will do</b>
<p>As per the Plan Strategy document, following the completion of the Independent Examination into the Local Policies Plan, the PAC or other person appointed by Dfl will send their recommendations and reasoning to Dfl.</p> <p>Dfl will the issue a “Direction” to the Council, requiring us to adopt the draft Local Policies</p>	<p>(a) Adopt the Local Policies Plan as soon as reasonably practicable after receipt of the Direction from Dfl.</p> <p>(b) On the date of adoption, publish: Local Policies Plan; Statement from the Council re adoption; Sustainability Appraisal; Independent Examiner’s Report; Dfl Direction (and any accompanying documents) on the Council’s website and, by appointment during normal working hours at the Council’s Planning Office (and any other places within the Borough that the Council considers appropriate). Where an appointment cannot be facilitated and the customer is unable to access the information online, a copy will be e-</p>

<p>Plan as originally prepared or with modifications.</p> <p>Dfl may also direct the Council to withdraw the draft Local Policies Plan.</p> <p>In either scenario, Dfl will be expected to give reasons for its decision.</p> <p>The Council must comply with the Direction within such timeframes as may be prescribed by Dfl.</p> <p>The Local Policies Plan must also be adopted by resolution of the Council.</p>	<p>mailed or posted to the requestor. Hard copies can be provided upon request (at a specified price).</p> <p>(c) Issue a Public Notice in “The Chronicle” and “Belfast Gazette” (for two consecutive weeks) and on the Council’s website of:</p> <p>(i) adoption of the Local Policies Plan; and  (ii) where to get copies of the Local Policies Plan, Dfl Direction and accompanying Independent Examiner’s Report.</p> <p>(d) Write to key consultees advising of the adoption of the Local Policies Plan and where to obtain copies together with the Dfl Direction and the Independent Examiner’s Report.</p> <p>(e) Send Dfl a copy of the Local Policies Plan and other necessary documents.</p> <p>(f) Notify those on the Council’s online “Register of Interest” of the adoption of the Local Policies Plan.</p>
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## APPENDIX 2

### THE DEVELOPMENT MANAGEMENT PROCESS

#### Statutory Consultation Bodies:

Planning Officers frequently need to obtain specialist advice to enable them to consider the potential impacts of a development proposal before determining a planning application. This is referred to as the “consultation process”. Consultation with statutory and non-statutory bodies should be carried out only when deemed necessary to inform a planning decision.

Statutory Consultees (listed below) are those government bodies or other organisations with whom the Council must liaise, and are dependent upon the individual nature of each planning application:

- The Department for Infrastructure.
- Department for Communities.
- The Health & Safety Executive for Northern Ireland.
- The Department for Infrastructure or other water undertaker as defined under Article 13 of The Water and Sewerage Services (NI) Order 2006.
- Licensed Aerodromes.
- The Department of Agriculture, Environment and Rural Affairs.
- The Department for the Economy.
- The Northern Ireland Housing Executive.

Where the Council undertakes consultations on a planning application the consultee will be required to respond within 21 days, or any other date as agreed in writing, after which time the Council may determine the application whether or not a response has been received.

In the case of those developments which are subject to an Environmental Impact Assessment (EIA) the Council will not make a determination until 28 days have passed.

It should be noted that the above is not intended to be a definitive list of consultees nor does it cover all circumstances under which a consultation with a statutory consultee may be carried out.

#### Non-Statutory Consultees

There will be occasions when non-statutory consultees, e.g. the Environmental Health Section of the Council, need to be consulted.

It may also include external organisations and bodies. These consultees are not bound by the 21-day response time, however, they are encouraged to respond in a timely manner so as not to delay the planning process.

Due to the wide range of development proposals submitted to the Council each application will be carefully considered and consultations will be undertaken in line with statutory requirements.

Transboundary consultation may also be required with neighbouring Councils.

## **APPENDIX 3**

### **PREPARATION OF THE LOCAL DEVELOPMENT PLAN**

#### **Statutory Consultation Bodies:**

1. Northern Ireland Government Departments.
2. Adjoining Councils.
3. Water or Sewerage Undertakers.
4. Civil Aviation Authority (CAA).
5. The Northern Ireland Housing Executive (NIHE).
6. Any Person to whom the electronic communications code applies by virtue of a direction given under Section 106(3) of The Communications Act 2003.
7. Any person to whom a licence has been granted under Article 10(1) of the Electricity (Northern Ireland) Order 1992.
8. Any person to whom a licence has been granted under Article 8 of the Gas (Northern Ireland) Order 1996.

