



**Causeway
Coast & Glens
Borough Council**

2016

Statement of Community Involvement in Planning

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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.

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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 within this Borough to become fully involved in shaping the areas in which they live.

1.2 It is important to the Council that all local communities and other interested parties within the Borough are fully engaged in the planning system, including the early stages of both the Local Development Plan 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 both the local community and key stakeholders in exercising its planning functions. This includes the preparation of its Local Development Plan and in the determination of planning applications within the Borough.

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 throughout the Local Development Plan 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.

A Vision of Participation

2.5 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.

2.6 *"A sustainable society must be instilled with democratic values. Its citizens must share a sense of effective participation in the decision making process. They must feel they have a say in their society's development and the skills, knowledge and ability to assume responsibility for that development."* Source: The Sustainable Development Strategy for Northern Ireland – First Steps towards Sustainability (Department of the Environment (DOE), 2006).

2.7 Council's vision for the Borough is to: *"Maximise the benefits of our unique location and landscape by providing ambitious, accessible, innovative and efficient services which fulfil customer expectations."* Source: Causeway Coast and Glens Borough Council, Council Strategy (2015-2019).

2.8 This SCI 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.

2.9 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

2.10 The Council is committed to upholding the following principles of community involvement in the local development plan process; in the determination of planning applications; in planning enforcement; and in relation to other 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 Local Development Plan document or planning application being considered, but realistic in terms of available resources.

- **Clarity**

The planning process and timetables for producing or reviewing Local Development Plan documents will be clear to ensure that the community can avail of the opportunity to participate in a timely and effective manner. We will endeavour to use plain English in our publications and avoid 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 2030.

3.2 Our new LDP will be prepared within the context of the Council's Strategy (2015-2019 and its subsequent versions) and will co-ordinate with the Community Planning process to enable us to plan positively for the future of our 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 must take account of the regional policy context set by the Northern Ireland Executive and Central Government Departments. This includes, amongst others, The Programme for Government, The Sustainable Development Strategy; The Regional Development Strategy and The Strategic Planning Policy Statement.

3.4 The LDP will comprise two new and separate Development Plan Documents (DPD's) that will shape development within our Borough in the period to 2030. 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 (Northern Area Plan 2016) and any operational planning policies produced by the Department for Infrastructure.

3.6 Before the two DPD's are prepared Council will identify key planning issues and define a range of options for addressing these. This will culminate in the publication of a **Preferred Options Paper (POP)**.

3.7 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, locations where different types of development will be promoted.

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

3.9 At the same time we will undertake an ongoing process of **Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA)** which will run parallel to the preparation of the Preferred Options Paper, Plan Strategy and Local Policies Plan. This appraisal process aims to ensure that the policies and proposals contained within the LDP are socially, economically and environmentally sustainable.

3.10 Relevant reports will be published at each of the key stages of the plan making process. This will include consultation on the scope of the Sustainability Appraisal at the Preferred Options Paper stage.

Who Can Get Involved?

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

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

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

3.13 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

3.14 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.

3.15 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 screening documents or draft Equality Impact Assessments (EQIA’s) will also be sought (within the specified period) along with the draft Plan Strategy and draft Local Policies Plan.

3.16 To ensure that all documents associated with the preparation of the LDP are accessible to everyone, they will be made available in different formats (upon request). A telephone, fax number 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.

3.17 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?

3.18 The LDP process involves a number of key stages, each presenting opportunities for community involvement. The stages are explained in detail at Table 1: Appendix 1. The actions fulfil the statutory requirements for public consultation.

3.19 The LDP Timetable (when agreed), will outline an indicative timeframe for each of the stages. Council will give notice, by local advertisement, of the availability of the timetable and the place and times at which it can be inspected.

Next Steps

3.20 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 the Department for Infrastructure.

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 the DFI and applicants will be required to enter into consultation with them. In certain circumstances the DFI may determine that a proposal is not of significance and advise that a local Council should determine the planning application.

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 exceeds 2 hectares.
- A retail development involving 1,000sqm or more of gross retail floor space outside town centres, or where the area of the site 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 are likely to 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.

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 the DFI) must undertake community consultation before submitting their application. Council will require the following actions to be undertaken **before** the application is submitted:-

- Notify 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.
- Hold at least one public event where the community will be afforded the opportunity to make comment.
- Publish details of the proposal in agreed newspaper(s), outlining where further details can be obtained and the date, time and location of a public 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 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 Council will decline to determine the planning application.

Application Stage

4.13 When a planning application is submitted for determination 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 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 Council will advertise all new planning applications on a weekly basis in “The Chronicle” (in accordance with Section 41 of the 2011 Act). The weekly list of all applications received on the Council’s website at 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 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, 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. 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, although 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:

- 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: www.planningni.gov.uk as well at the Council's Planning Office during normal working hours. Planning Officers are available to give advice on current or proposed applications (however, you are advised to make an appointment if you wish to speak to a particular officer).

Public Register

4.24 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 Council will make the application file available for inspection, by appointment. 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 even if they have not been neighbour notified by Council in relation to that proposal. All comments will be carefully considered. Care should be taken when making comments to 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 genuine 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, 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

By post to: Causeway Coast and Glens Borough Council
Planning Section
County Hall
Castlerock Road
Coleraine
BT51 3HS

*(Please quote the application number at all times)

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 hand written 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. 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 fully 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. 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 Council may, if it considers it appropriate to do so, stage public exhibitions, issue press releases or arrange public meetings to provide information about major developments or proposals which it considers may have particular significance and/or wide-spread effects on communities.

4.34 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 will be copied to the appropriate consultee for consideration and comment. Council will carefully take any comments made into account before a decision is made.

4.35 Council may negotiate changes to applications where these are deemed expedient. Reconsultation (for 14 days) will take place on changes only if Council considers that they raise new issues that could lead to further comment. If any change is considered to be substantive, 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. The meeting commences at 2.00pm sharp (unless otherwise stated and may be subject to change).

Scheme of Delegation

4.37 The majority of planning applications submitted to 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 Council's **Scheme of Delegation**. It should be noted that this document will be subject to regular review. The most up to date version of the document can be accessed at: www.causewaycoastandglens.gov.uk. A copy is also available for inspection, during normal working hours, at the Council Planning Office.

4.38 As well as determining planning applications, under this scheme 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 Planning Committee for decision. Council's **Protocol for the Operation of the Planning Committee** sets out the detailed procedures for this Committee (which are not already covered by 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, during normal working hours, at the Council Planning Office.

4.40 The main role of the Planning Committee in relation to Development Management is to consider applications made to 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 Council's Enforcement functions. Decisions on enforcement cases are however delegated to an appointed planning officer who presents a quarterly report to the Council 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 For those major applications that have been notified to the DFI but have been returned to Council for determination, the applicant will be afforded the opportunity of appearing and being heard by Council.

4.45 When any planning application goes before the Planning Committee, 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 (available to view on the Council's website or at the local planning office).

4.46 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.

4.47 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 (available to view on the Council's website or at the local planning office). 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)

4.48 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 Council's decision and the reason for that decision. The decision is recorded on the Council website and in the statutory Planning Register. If it is a case that has been considered by the Planning Committee, it can be found either by contacting the Planning Development Management team the day after the Committee meeting, or by viewing the minutes of the committee meeting published on Council's website.

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

4.49 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 Council's decision on an application or a condition attached to a permission, he/she may appeal to the Planning Appeals Commission (PAC). An applicant may also appeal to the PAC where 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 deemed to have been refused. Appeals must be lodged with the PAC within four months from the date of notification of 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.

4.50 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

4.51 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 Council or the 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.

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

By e-mail: planning@causewaycoastandglens.gov.uk

By post: Causeway Coast and Glens Borough Council
Enforcement Planning Section
County Hall
Castlerock Road
Coleraine
BT51 3HS

By phone: 0300 200 7830 Text Phone: 028 7034 7056

By Fax: 028 7034 1434

4.53 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.

4.54 Currently, anonymous complaints are not considered. However, all planning enforcement related complaints are treated confidentially and investigated. 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.

4.55 Many initial complaints relate to non-enforcement issues in the Borough, such as householder permitted development type extensions or alterations to a dwelling house. In such cases, Council will provide the complainant with the guidelines for 'permitted development' which does not require planning permission.

4.56 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.

4.57 Council's priorities for enforcement action are contained within its Enforcement Strategy. It should be noted that this Strategy is subject to review. The most up to date version is available to view on the Council's website at: www.causewaycoastandglens.gov.uk. A copy is also available for inspection, during normal working hours, at the Council Planning Office.

OTHER PLANNING FUNCTIONS

5.0 Local Community Involvement in Council's other planning functions

Community Involvement in Supplementary Planning Guidance (SPG)

5.1 Council may prepare non-statutory planning guidance to support its LDP. SPG includes for example design guides and advice notes. These will be published for public consultation and comment prior to the publication of the final document. There will, however, be no opportunity for formal objection to this type of document. Any comments received through this process will be published for public viewing on the Council's website.

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. 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. Council will involve the community in the designation, variation or cancellation of a Conservation Area. This will entail formal consultation with the Historic Buildings Council and Department for Infrastructure, advertisement by way of a public notice in "The Chronicle" and public meetings to discuss and present proposals. Upon formal designation 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 Council proposes to commence work on a simplified planning zone it will undertake consultations with the neighbouring District Council (where relevant), the land owner and occupier, the Department for Communities and will notify the Department for Infrastructure.

5.4 Once details of a scheme have been prepared Council will; make copies available for inspection 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.

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 Council. Should 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 who have made representation.

5.6 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 Council will notify all those who have made representations.

5.7 Following the independent examination 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, during normal working hours, at the Council Planning Office.

6.0 APPENDICES

APPENDIX 1

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

THE PLAN STRATEGY	
STAGE 1:- Data Collection	
Details	What we will do
<p>Baseline data will be collected to establish:</p> <ul style="list-style-type: none"> • If a new plan is required; • Key issues to be addressed; • Options to address them; • If bespoke strategic planning policies are required. <p>This is undertaken using a topic based approach accompanied with a Countryside Assessment.</p> <p>By the end of this stage the following will be agreed;</p> <ul style="list-style-type: none"> • Timetable for LDP preparation • Statement of Community Involvement in Planning <p>The following will also have been prepared;</p> <ul style="list-style-type: none"> • A Preferred Options Paper (POP) • Scoping Reports for the Sustainability Appraisal, EQIA and any other necessary assessments and appraisals. 	<p>(a) Set up a Steering Group: Comprising the Council;</p> <ul style="list-style-type: none"> • Planning Committee • Head of Planning <p>This is the high-level co-ordinating body that will ensure overview and strategic input on behalf of the whole community, as well as from the planning professionals.</p> <p>(b) Prepare the LDP Timetable and consult with the PAC & relevant Consultation Bodies.</p> <p>(c) Prepare the Statement of Community Involvement in Planning (SCI); This document lists key consultees, community groups, under-represented (Section 75) groups and the general public as groups that will be actively encouraged to participate in the process.</p> <p>(d) Set up a Project Management Team: Comprising;</p> <ul style="list-style-type: none"> • Senior Council Officers • Principal Planning Officer • Key statutory/government departments. <p>The purpose of the team is to ensure key consultees co-operate in the plan making process. This team will be consulted on and act as the screening and scoping group for the Sustainability Appraisal, EQIA & any other necessary assessments and appraisals.</p> <p>(e) Invite key consultees (see Appendix 3) to participate by providing information on key strategic issues that the LDP should address.</p> <p>(f) Invite 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) Send the draft Scoping Report of the Sustainability Appraisal to the statutory consultation body.</p>

STAGE 2:- Formal Notice of LDP Preparation	
Details	What we will do
<p>This stage represents the formal commencement of work on the LDP.</p> <p>It commences with the publication of the POP setting out the key plan issues and the preferred options available to address them.</p> <p>The POP is a public consultation paper to promote debate on issues of strategic significance which are likely to influence the shape of future development within the Borough.</p> <p>The intention is to stimulate a wide-ranging yet focused debate and encourage feedback from a wide variety of interests.</p> <p>Any representations or views received as a consequence of its publication will be considered whilst formulating the draft Plan Strategy.</p> <p>The POP will also be subject to Sustainability Appraisal, EQIA and any other necessary assessments and appraisals.</p>	<p>(a) Issue a Public Notice in “The Chronicle” (for two consecutive weeks) and on the Council’s website of:</p> <ul style="list-style-type: none"> (i) Intention to prepare an LDP; (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; (iii) Publication of the LDP Timetable; (iv) Publication of the POP, inviting comment (12 week consultation period); and (v) Details of any launch events, community workshops or information sessions during the consultation period. <p>(b) Make all of the documents listed above available to view on the Council’s website and at Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate).</p> <p>(c) Make Topic Papers & Countryside Assessment available to view on the Council’s website and at Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate). Hard Copies can be provided (at a specified price).</p> <p>(d) Issue a Press Release regarding the intention to prepare the LDP, drawing attention to the Preferred Options Paper and the public consultation.</p> <p>(e) Hold a launch event.</p> <p>(f) Invite key consultees and hold Public Workshops.</p> <p>(g) Write 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) Write to local community groups and under-represented groups (Section 75); Provide them with a copy of the POP. Invite them to; comment (within 12 weeks); attend public meetings, exhibitions, etc; and offer the opportunity of a meeting with a planning officer to record their views.</p> <p>(i) Present a Public Consultation Report to Elected Members (following the 12 week consultation period). This will contain a summary of issues raised and professional comment,</p>

	<p>recording where Members take a different view and the rationale for that view. This will be taken into account when formulating the draft LDP.</p> <p>(j) 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.</p>
STAGE 3:- Publication of draft Plan Strategy	
Details	What we will do
<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) 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"> (i) Publication of draft Plan Strategy and accompanying Sustainability Appraisal, EQIA and any other necessary assessments or appraisals and how to view/obtain copies; (ii) The dates and locations of any public engagements events; and (iii) The 8 week consultation period and closing date for receipt of representations to the draft Plan Strategy and accompanying Sustainability Appraisal (including SEA), EQIA as well as any other necessary assessments and appraisals. <p>(b) Make the draft Plan Strategy, Sustainability Appraisal EQIA and Public Consultation Report available for inspection on the Council's website and at the Council's Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate); and provide hard copies upon request (at a specified price).</p> <p>(c) Issue a Press Release & hold a Launch event.</p> <p>(d) Hold Public workshops where Planning Officers will be available to answer any questions.</p> <p>(e) Write to key consultees, and Elected Members informing them of;</p> <ul style="list-style-type: none"> (i) Publication of the draft Plan Strategy; (ii) Provide them with a copy; (iii) Community workshops/information sessions; (iv) The 8 week consultation period; and (v) Closing date for receipt of representations. <p>(g) Report on representations received to Elected Members before being forwarded to DFI prior to the Independent Examination.</p>

STAGE 4:- Public Inspection of representations received to draft Plan Strategy and submission of counter-representations	
Details	What we will do
<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”.</p> <p>All representations and counter-representations will be fully considered by the Council before it submits the draft Plan Strategy to the Department for Independent Examination.</p>	<p>(a) Make copies of representations available for inspection on the Council’s website and in the Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate);</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 at the Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate).</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 8 week consultation period including closing date for counter- representations.</p> <p>(d) Make all counter-representations available for inspection on both the Council’s website and at the Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate).</p> <p>(e) Report on counter representations to the Elected Members before being forwarded to DFI prior to the examination.</p>
STAGE 5:- Submission of the Plan Strategy (and associated documents) for Independent Examination	
Details	What we will do
<p>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>DFI must then cause an Independent Examination to be held, unless it issues a direction to Council to withdraw the draft</p>	<p>(a) Submit the following documents to DFI:</p> <p>(i) draft Plan Strategy;</p> <p>(ii) Statement of Community Involvement (SCI);</p> <p>(iii) Evidence of compliance with SCI;</p> <p>(iv) LDP Timetable;</p> <p>(v) Sustainability Appraisal;</p> <p>(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</p> <p>(vii) Such other documents as required or as Council considers relevant to the preparation of the draft Plan Strategy.</p>

<p>Plan Strategy, or intervenes to direct Council to modify it.</p> <p>In either scenario, the DFI will be expected to give reasons for its decision.</p>	<p>(b) As soon as reasonably practicable after the submission of the draft Plan Strategy and associated documents (see (a) above) to DFI we will;</p> <p>(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 DFI;</p> <p>(ii) Make draft Plan Strategy and the associated documents (see (a) above) available for inspection on the Council’s website and at the Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate);</p> <p>(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;</p> <p>(iv) Notify any person who has made (and not withdrawn) a representations or counter representation.</p> <p>(v) Publish the public notice on Council’s website.</p>
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STAGE 6:- Independent Examination of draft Plan Strategy

Details	What we will do
<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 DFI. 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 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 at the Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate) and provide hard copies upon request (at a specified price).</p>

STAGE 7:- Adoption of Plan Strategy	
Details	What we will do
<p>Following the completion of the Independent Examination the PAC, or other person appointed by DFI, will send their recommendations and reasoning to DFI.</p> <p>DFI will the issue a “Direction” to the Council, requiring us to adopt the draft Plan Strategy as originally prepared or with modifications.</p> <p>DFI may also direct the Council to withdraw the draft Plan Strategy.</p> <p>In either scenario, DFI will be expected to give reasons for its decision.</p> <p>Council must comply with the Direction within such timeframes as may be prescribed by DFI.</p> <p>The Plan Strategy must be adopted by resolution of Council.</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 Council re adoption; Sustainability Appraisal; Independent Examiner’s Report; DFI Direction (and any accompanying documents) on the Council’s website and also make available for inspection at the Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate) and provide hard copies 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 the statement from 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 DFI Direction and the Independent Examiner’s Report.</p> <p>(e) Send DFI a copy of the Plan Strategy and other necessary documents.</p> <p>(f) Notify any person who has asked to be notified of the adoption of the Plan Strategy.</p>

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"> (i) Publication of draft Local Policies Plan and accompanying Sustainability Appraisal, EQIA and any other necessary assessments or appraisals and how to view/obtain copies; (ii) The dates and locations of any public engagements events; and (iii) The 8 week consultation period and closing date for receipt of representations to the draft Local Policies Plan and accompanying Sustainability Appraisal (including SEA), EQIA and any other necessary assessments or appraisals. <p>(b) Make the draft Local Policies Plan, Sustainability Appraisal, EQIA, any other necessary assessments or appraisals available for inspection on the Council’s website and at the Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate); and provide hard copies upon request (at a specified price).</p> <p>(c) Issue a Press Release & hold a Launch event.</p> <p>(d) Hold Public workshops where Planning Officers will be available to answer any questions.</p> <p>(e) Write to key consultees, and Elected Members informing them of;</p> <ul style="list-style-type: none"> (i) Publication of the draft Local Polices Plan; (ii) Provide them with a copy; (iii) Community workshops/information sessions; (iv) The 8 week consultation period; and (v) Closing date for receipt of representations. <p>(g) Report on representations received to Elected Members before being forwarded to DFI prior to the Independent Examination.</p>

STAGE 2:- Public Inspection of Representations received to draft Local Policies Plan	
Details	What we will do
<p>All representations to the draft Local Policies Plan will be made 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”.</p> <p>All representations and counter-representations will be fully considered by the Council before it submits the draft Local Policies Plan to the Department for Independent Examination.</p>	<p>(a) Make copies of representations available for inspection on the Council’s website and in the Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate);</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 at the Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate).</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 8 week consultation period including closing date for counter representations;</p> <p>(d) Make the counter-representations available for inspection on the Council’s website and at Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate);</p> <p>(e) Report on counter representations received to Elected Members before being forwarded to DFI prior to the Independent Examination.</p>
STAGE 3:- Submission of the draft Local Policies Plan (and associated documents) for Independent Examination	
Details	What we will do
<p>As per the previous Plan Strategy document Council will only submit the draft Local Policies Plan, associated documents and supporting evidence to DFI if it considers that they are ready for examination.</p> <p>DFI must then cause an Independent Examination to be held, unless it issues a direction to Council to withdraw the draft</p>	<p>(a) Submit the following documents to DFI:</p> <ul style="list-style-type: none"> (i) draft Local Policies Plan; (ii) Statement of Community Involvement (SCI); (iii) Evidence of compliance with SCI; (iv) LDP Timetable; (v) Sustainability Appraisal; (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 (vii) Such other documents as required or as Council considers relevant to the preparation of the draft Local Policies Plan.

<p>Local Policies Plan, or intervenes to direct Council to modify it.</p> <p>In either scenario, the DFI will be expected to give reasons for its decision.</p>	<p>(b) As soon as reasonably practicable after the submission of the draft Local Policies Plan and associated documents (see (a) above) to DFI we will;</p> <p>(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 DFI;</p> <p>(ii) Make draft Local Policies Plan and the associated documents (see (a) above) available for inspection on the Council’s website and at the Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate);</p> <p>(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;</p> <p>(iv) Notify any person who has made (and not withdrawn) a representations or counter representation.</p> <p>(v) Publish the public notice on Council’s website.</p>
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STAGE 6:- Independent Examination of draft Local Policies Plan

Details	What we will do
<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 DFI. They must consider all representations before they make recommendations, giving reasons.</p> <p>Council planning officers, consultees and any consultants (acting on behalf of 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 at the Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate) and provide hard copies upon request (at a specified price).</p>

STAGE 7:- Adoption of Local Policies Plan	
Details	What we will do
<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 DFI will send their recommendations and reasoning to DFI.</p> <p>DFI will the issue a “Direction” to the Council, requiring us to adopt the draft Local Policies Plan as originally prepared or with modifications.</p> <p>DFI may also direct the Council to withdraw the draft Local Policies Plan.</p> <p>In either scenario, DFI will be expected to give reasons for its decision.</p> <p>Council must comply with the Direction within such timeframes as may be prescribed by DFI.</p> <p>The Local Policies Plan must also be adopted by resolution of Council.</p>	<p>(a) Adopt the Local Policies Plan as soon as reasonably practicable after receipt of the Direction from DFI.</p> <p>(b) On the date of adoption, publish: Local Policies Plan; Statement from Council re adoption; Sustainability Appraisal; Independent Examiner’s Report; DFI Direction (and any accompanying documents) on the Council’s website and also make available for inspection at the Council’s Planning Office during normal working hours (and any other places within the Borough that Council considers appropriate) and provide hard copies 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, DFI 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 DFI Direction and the Independent Examiner’s Report.</p> <p>(e) Send DFI a copy of the Local Policies Plan and other necessary documents.</p> <p>(f) Notify any person who has asked to be notified of the adoption of the Local Policies Plan.</p>

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;
- 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; and
- The Northern Ireland Housing Executive.

Where 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 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) 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

Not all information required to process an application will be from statutory consultees. There will be occasions when non-statutory consultees, e.g. the Environmental Health section of 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 Council each application will be carefully considered and consultations will be undertaken in line with statutory requirements.

The need for consultations will vary between applications depending on the nature and scale of the proposal.

Transboundary consultation may also be required with our neighbouring Councils;

- Mid and East Antrim Borough Council;
- Mid Ulster District Council; and
- Derry City and Strabane District Council.

APPENDIX 3

PREPARATION OF THE LOCAL DEVELOPMENT PLAN*

Statutory Consultation Bodies:

1. Northern Ireland Government Departments:

- The Executive Office
- Department of Agriculture, Environment and Rural Affairs;
- Department for Infrastructure;
- Department for the Economy;
- Department of Education;
- Department of Finance;
- Department of Health;
- Department of Justice
- Department for Communities

2. **Adjoining Councils/Planning Authorities with common boundaries;**

- Mid and East Antrim Borough Council;
- Mid Ulster District Council; and
- Derry City and Strabane District Council.

3. **Water or Sewerage Undertakers:**

NIWater

4. **Health & Safety:**

Health & Safety Executive for Northern Ireland (HSENI);

5. **Aviation:**

Civil Aviation Authority (CAA)

6. **Housing:**

The Northern Ireland Housing Executive (NIHE).

7. **Any Person to whom the electronic communications code applies by virtue of a direction given under Section 106(3) of The Communications Act 2003;**

8. **Any person to whom a licence has been granted under Article 10(1) of the Electricity (NI) Order 1992;**

9. **Any person to whom a licence has been granted under Article 8 of the Gas (NI) Order 1996.**

* There may be additional consultations required at specific times throughout the LDP process.

