



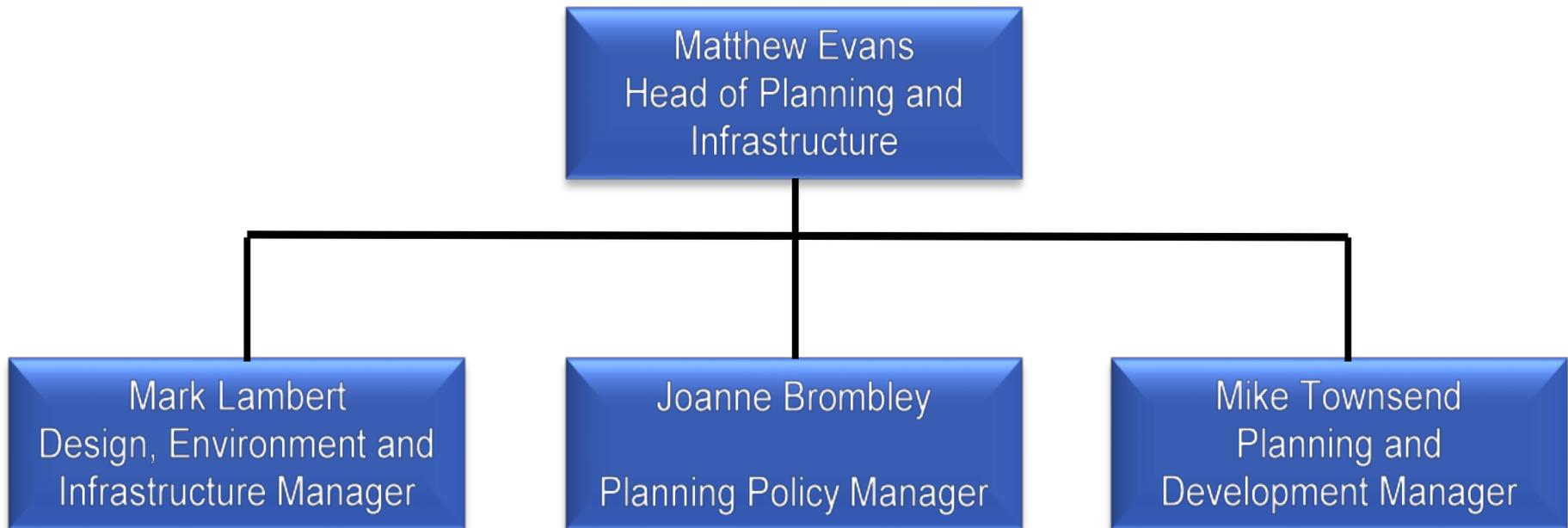
Basingstoke
and Deane

Parish Training September 2017

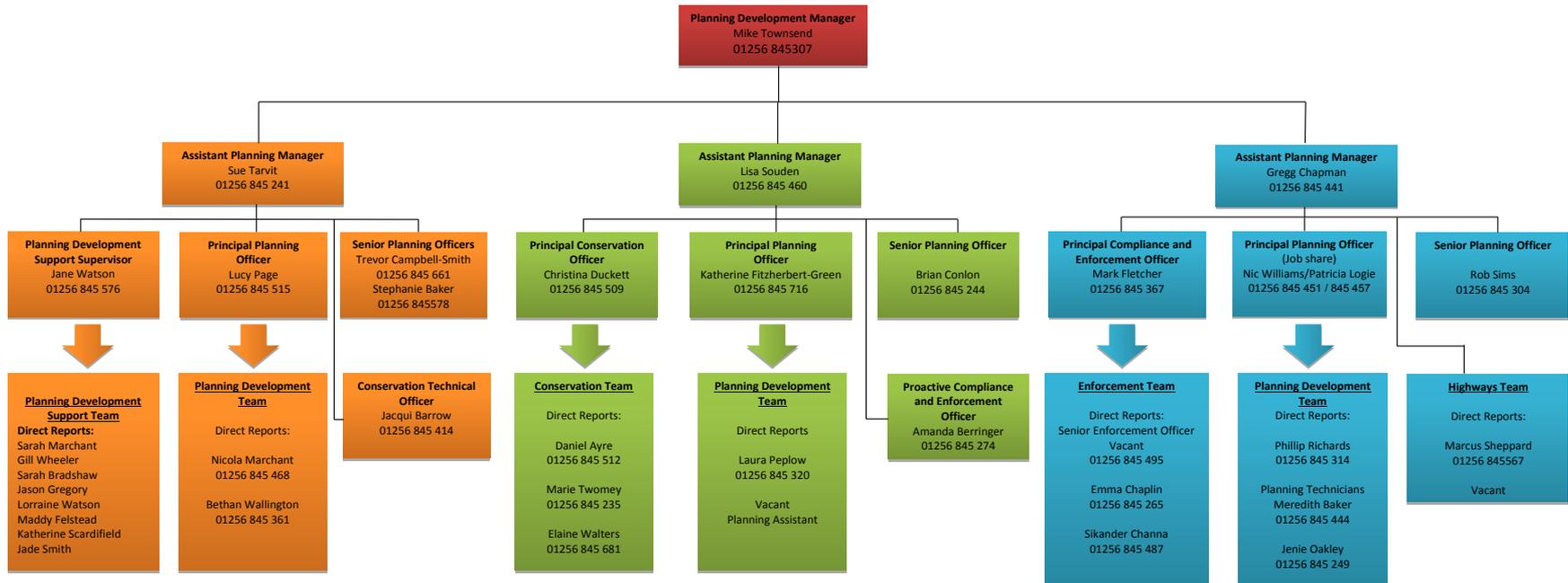
Introduction

- Brief introduction by Cllr Miller – DC Chairman
- Approach to session
- Acknowledge that audience have varying levels of planning experience
- Focus on matters typically associated with planning applications by going through each stage of the planning process
- Training is seen as part of future on-going dialogue with the Parishes

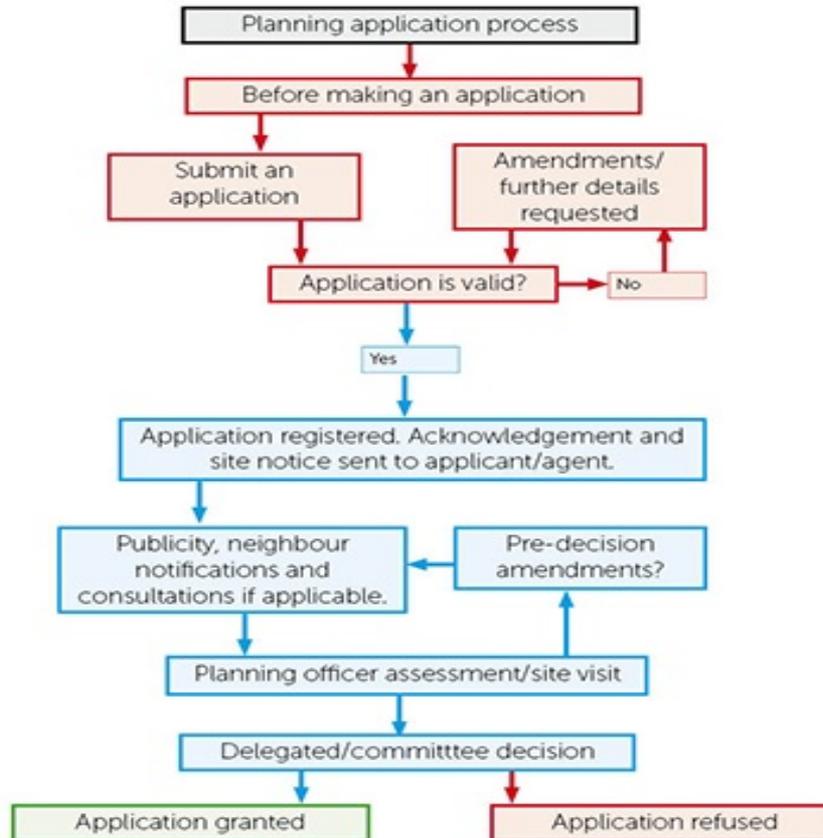
Service Structure



Who are we? - Team Structure



Planning Process



Before making an application

- Pre-application advice available in the form of the Duty Planning Service and written advice
- Duty Planning Service – bookable online via the BDBC Website. 15 minute slots for advice on small scale domestic applications (not new dwellings) and small scale business projects only.
Appointments available from 8.30 to 1pm Monday to Friday
- Written advice – available provided basic information provided and subject to a charge which is 25% of equivalent planning application fee (plus VAT). In 2016 over 700 written enquiries received.

Submitting a planning application

- Encouraging applicants to submit applications on line via the Planning Portal but still accept paper submissions – approx. 70% of applications now received on line. This makes it quicker to register because plans imported directly and no need for scanning – therefore quality of image better.
- Applicants can also now make payments for applications on line.
- Planning Development Support (PDS) Team check applications to make sure all information which we require (see 1APP requirements on website) has been submitted. If further details or amendments required the PDS Team will liaise with applicant/agent until correct details received. Once all details received application can be validated the 'clock starts'. Acknowledgement letter and site notice sent to applicant/agent.
- Site notice and Press Advert needed for all applications in Conservation Areas; Listed Building applications and all Major applications – 21 day period.
- For Householder and Other applications determination period is 8 weeks and for Major applications determination period is 13 weeks.

Consultations/Publicity

- Once application valid the PDS Team will generate all neighbours notifications and consultations – allow 21 day response time.
- Neighbour notifications – those adjoining the site. These are now being sent by 2nd Class post.
- Consultations – there are statutory and non-statutory consultees
- Statutory consultees are as set out in the General Development Procedure Order (GDPO).

Change to consultation process with HCC Highway

- HCC have decided to issue standing advice to cover some of their consultation responses;
- Specifically have set out how they do not wish to be consulted on certain size of applications;
- Focus is on 5 dwellings or less;
- Traffic generation will not be a concern from these developments.

What this means to BDBC

- Less consultations to highways;
- More emphasis on planning officers interpreting Standing Advice;
- Highways advice at DC Committee.

Consultations/Publicity

Electronic consultations

- The majority of our statutory consultations and all internal consultations are now done electronically.
- Parish consultations – as you are aware the majority of Parish consultations are still being done with paper plans – at previous Parish Conference in June 2017 we advised of trial electronic consultation carried out with Tadley TC and Oakley & Deane PC.
- We now have 3 parishes who have signed up to electronic consultations.
- We would like to encourage more to sign up – quicker process and results in less paperwork (please contact Sue Tarvit or Jane Watson to register)
- REMINDER – please remember to fill in the form regarding registering to speak at committee rather than adding to parish comments – easier to record by PDS Team

Case assessment

- Planning officer will complete a site visit on all applications – consider the proposals noting neighbours and other similar forms of development in the area. Also noting site notice posted correctly and correct neighbours consulted. Photos taken on site.
- Consider previous history on site and any extant planning permissions.
- Consider comments raised by consultees - role of case officer to balance the issues.
- Importance of Development Plan Policies

Development Plan

Importance of relating decisions made back to the Development Plan policies – Primacy of the Development Plan

- Section 38 of the Planning and Compulsory Purchase Act: “...the determination must be made in accordance with the plan unless material considerations indicate otherwise.”
- Paragraph 14 of the NPPF sets out a presumption in favour of sustainable development and for decision taking this means: “approving development proposals that accord with the development plan without delay...”

Hierarchy of Policy Documents

- Local Plan and (but needs to be NPPF compliant!!);
- Neighbourhood Plans (in general conformity with the Local Plan);
- SPDs.

Material Considerations

Material

- Design and visual impact
- Ecology
- Landscape impact
- Economic impact
- Planning history
- Fall back position (eg, PD and previous permissions)
- Noise, smell, pollution
- Overlooking
- Access/traffic

Not Material

- The applicant
- Land ownership
- Competition
- Restrictive covenants
- Property values
- “moral” issues
- Loss of view

Officer Recommendations

- Following an assessment of the proposals the case officer may require further/amended information – case officer liaises with applicant or agent.
- Depending on type of additional/amended information received further reconsultation may be required – 14 day consultation period.
- Examples of additional information often required – bat survey; details of parking provision. A bat survey cannot be covered by a condition so will always be needed prior to a decision being issued – unfortunately there are only certain times of the year when these can be carried out and can therefore cause delays.
- Officer will then complete their report – could be a delegated or committee decision.
- Report will identify relevant policies; consultee responses (Parish comments reported in full); relevant planning history; assessment; and then conditions.

Delegated decisions

Applications will be delegated (see BDBC Constitution) **unless** the following applies where the officers recommendation is for approval:

Householder, minor and other applications

- If outside an SPB and more than 3 independent letters of objection (PC responses counted within this)
- Within an SPB and more than 5 independent letters of objection received (PC responses counted within this)

Major applications (10 or more houses or >1,000sqm floor area)

- More than 10 independent letters of objection received (PC responses counted within this)

In addition to the above, Ward Members can call an application to committee

Committee decisions

Development Control Committee

- Meets monthly with dates agreed by Full Council a year in advance
- Officer's reports are written 2 weeks in advance of a committee date and Target List sent to all BDBC Councillors. This 'advance' report writing is why you will often see additional information being reported on an Update Paper on the committee day.
- Councillors can request that a site be viewed – need to give reasons
- Officers can also put forward sites for viewing with reasons

Viewing Panel

- Viewing Schedule agreed and sent to Parishes and BDBC Cllrs
- Viewing procedure – usually short presentation by officers, followed by ward members and Parish Representatives. Applicant/agent may attend and answer queries raised by Viewing Panel

Committee decisions

Public Participation at DC Committee (4 minutes for each group) with each group appearing in the following order:

- Parish/Town Councils
- Those objecting to an application
- Those in support of an application
- Any visiting Borough Councillor

Committee members may ask speakers questions and seek clarification from officers on particular points

Decision notices & Conditions

Decisions -

- Once a decision has been made (delegated or committee) we aim to issue the decision notice within 2 days.
- In August 95% of decisions were issued in 2 days by the PDS Team

Conditions –

- When planning permission is granted, it is usually subject to a number of conditions. Some of these conditions can require the submission of details for approval before development begins. If development begins and the details required by conditions have not been approved the planning permission may not be valid.
- Details of how to submit condition details for approval can be found on the decision notice.
- Discharge of conditions requires separate form and fee. The target is to deal with all discharge of condition submissions within eight weeks.
- If requirements of condition are not complied with then referred to Compliance and Enforcement Team

Appeals

Planning Appeals

- Role of the Planning Inspectorate
- Refusal and non-determinations
- Time limits – 6 months
- Written representations and Householder appeals
- Informal hearings
- Inquiries

Enforcement

- Enforcement action is discretionary
- Voluntary resolution where possible
- Types of formal action – this can include serving various types of notices or in rare situations injunctions and prosecutions
- Appeals – note that an appeal against an enforcement notice can appeal the fact that planning permission should be granted
- Planning Enforcement Statement – available of BDBC website

Improvements/changes 2017/2018

There are lots of improvements for the future but those that are of most relevance to you are:

Encourage greater use of electronic consultations with Parish/Town Councils

Encourage greater use of website – all documents received in relation of a planning application are now available on the website. This includes:

- Plans and supporting documents
- Consultee responses
- Neighbour letters
- Officer reports

Encourage greater use of Public Access –

- Can be used to register your comments on an application
- Can be used to run weekly/daily/monthly lists of applications within your area or neighbouring areas – at the beginning of 2018 we are proposing to stop producing the 'weekly list'. Therefore details will be circulated on how to run the weekly list via Public Access, then will be a trial period for Parishes to get used to using the website between now and December with no electronic weekly lists being sent in 2018.
- Benefits – quicker to access information via the website; no need to wait for email from us so can better fit with your Parish Meetings

Site notices will no longer be printed on yellow paper

Key contacts for planning applications

Reminder that for planning applications your first contact should be with the Case Officer

If you are unable to contact the Case Officer then the next point of contact will be their line manager – see Team Structure

Finally, if you are unable to contact the Line Manager contact the relevant Assistant Planning Manager – see Team Structure

Future topics??

Are there any topics you would like us to run training sessions on?

Email ideas/topics to

planningmanagers@Basingstoke.gov.uk