

# **Revised Statement of Community Involvement**

## **Covid-19 Addendum**

**July 2020**



Derby City Council

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## **1. Introduction**

- 1.1 On the 13 May 2020, the Government made changes to the Planning Practice Guidance which required Local Planning Authorities to make amendments to their adopted Statement of Community Involvement (SCI) in response to the Covid-19 pandemic.
- 1.2 This document does not replace the adopted SCI but sets out the temporary measures put in place by the Council during this pandemic. These measures ensure that, wherever possible, you will be able to engage with Planning Officers and make your views known while we still accord with the requirements of the relevant regulations.
- 1.3 This addendum will be amended as restrictions are lifted or are changed in response to the outbreak.

## **2. Contacting the Planning Department**

- 2.1 Officers are currently working from home so the best way to contact us is either through our individual emails or, alternatively, you can use the following emails:
  - To contact the Planning Policy Team [PlanningPolicy@derby.gov.uk](mailto:PlanningPolicy@derby.gov.uk)
  - To contact the Development Management Team [developmentcontrol@derby.gov.uk](mailto:developmentcontrol@derby.gov.uk)

## **3. Community Involvement in the Development Plan Process**

- 3.1 Forthcoming consultations will focus on the early stages of the plan preparation process and will be undertaken in accordance with the requirements of Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Therefore we will:
  - Inform stakeholders by email or letter who have said they wish to be notified on the preparation of our Local Plan
  - Make information available on the Council's website. For those without access to the internet we will post hard copies of all consultation documents where requested
  - Place adverts in the Derby Telegraph
  - Place an article in the Derby Newsroom
  - Publicise the consultation through the Council's consultation tool - Your City Your Say
  - Use the Council's internal communications network
  - Use social media
  - Use our Diversity Forums to engage with difficult to reach groups
  - Use video conferencing as a direct replacement for face-to-face meetings
- 3.2 However, we will not be holding exhibitions or drop-in events but Officers will be available to discuss any issues via email, phone or video conferencing.

- 3.3 We recognise that, because of some of the lockdown restrictions, it will be a challenge for people to participate in our consultations so we will endeavour to run extended consultation periods to address this.

#### **Methods of Engagement in the Preparation of Supplementary Planning Documents**

- 3.4 On the whole, nothing has changed but we will not be holding exhibitions or drop-in events and we will place multiple copies of consultation material in local libraries. We recognise that, because of some of the restrictions, it will be a challenge for people to participate in our consultations so we will endeavour to run extended consultation periods to address this.

#### **Neighbourhood Planning**

- 3.5 Again, the majority of the consultation methods remain unchanged. However, we will place multiple copies of consultation material in local libraries to ensure that documents can be quarantined for a short period of time after inspection.

### **4. Community Involvement in the Development Management Process**

- 4.1 We are attempting to ensure that the Development Management service continues to function and process applications as normal, with the following temporary changes.

#### **Pre-application advice**

- 4.2 Due to the current restrictions, officers will not be holding face-to-face meetings but pre-application advice will still be given as a written response. In addition, if necessary, officers are available to hold meetings using various virtual platforms such as Skype, Teams and Zoom.

#### **Submitting an application**

- 4.3 The preferred method of submitting an application is through the Planning Portal. Hard copies of planning applications will also be accepted but there will be a delay in processing them.

#### **Application Stage**

- 4.4 Officers will not be able to hold face-to-face meetings but are available to discuss applications either by email, phone or various virtual platforms such as Skype, Teams and Zoom.
- 4.5 Messages left on the general Development Management answerphone are still being picked up on a regular basis, but not daily. We will endeavour to contact everyone who leaves a message as soon as possible.
- 4.6 Unfortunately, we are temporarily suspending the opportunity for members of the public to inspect planning applications at the Council House. However if there were special circumstances where hard copy plans were requested we could send them out if there is a genuine need. All applications will be available for inspection on the Council's website:

<https://www.derby.gov.uk/environment-and-planning/planning/development-control/online-planning-register/>

- 4.7 Our approach to notifying people of an application remains unchanged and follows our pre-pandemic procedures. We will follow the requirements of the Town and Country Planning (Development Management Procedure) (England) Order 2015. The Council has previously used its own range of publicity arrangements that are above and beyond the statutory level outlined by central government. To simplify arrangements it has been decided to follow the statutory publicity requirements for the various application categories. The publicity and notification arrangements are appended to this document.
- 4.8 When most small-scale applications are registered and validated, we will still send notification letters to the occupiers of the property or land which immediately abut the application site. In some situations, as well as the notification letter, there will be a site notice displayed near to the application site. In other situations, a site notice may be the sole means of publicity. The letter, and site notice, will state the timescales for submitting comments which will be a minimum of 21 days.
- 4.9 For large scale applications, we will still send notification letters to the occupiers of the property or land which immediately abut the application site. These applications will also be publicised by a site notice displayed near to the application site and an advertisement in the local press. These will state the timescales for submitting comments which will be a minimum of 21 days.
- 4.10 Consultations for applications affecting Listed Buildings or Conservation Areas remain at 21 days.

#### **Site Visits**

- 4.11 Officers will undertake site visits where necessary and in-line with current social distancing guidelines. Applicants should provide comprehensive photographs of the application site, relevant views and the outside/inside of the property.

#### **Making Comments on applications**

- 4.12 Comments or representations on planning applications can be submitted as written responses, via email or by using the Council's e-planning system.

#### **Determining Planning Applications**

- 4.13 Most planning applications will continue to be decided without the need to be considered by Planning Control Committee, using the Council Scheme of Delegation. Those applications that need to be considered by Planning Control Committee will still be considered. However, for a temporary period, Planning Control Committee will be held virtually and is governed by the Council's remote meetings protocol. The following is an extract of the Protocol relating to interested parties speaking at the Planning Control Committee.

4.14 For a temporary period, Planning Control Committee will be held virtually and is governed by the Council's remote meetings protocol. The following is an extract of the Protocol relating to interested parties speaking at the Planning Control Committee.

RM25 Where a meeting of the Planning Control Committee has been convened wholly remotely, members of the public who have provided the necessary notice of their intention to speak to an application under consideration will be invited to join the remote meeting at the point at which their application is due to be considered.

RM26 At least 72 hours prior to the meeting taking place, public speakers will be advised of the Council's preferred software for administering remote meetings. Public speakers will be asked to provide contact details to facilitate remote access to the meeting and will be advised of an approximate time period in which they are able to make themselves available to be contacted. Public speakers may provide supplementary evidence in accordance with Remote Procedure Rule RM29.

RM27 Where public speakers do not have access to the appropriate technology to allow them to participate in the meeting remotely, they may instead be invited to make a written submission of no more than 1000 words.

RM28 The deadline for receipt of written submissions and any accompanying supplementary evidence by the Planning Department will be 48 hours prior to the commencement of the meeting. Written submissions and supplementary evidence will be circulated to members of the committee at least 24 hours prior to the commencement of the meeting.

RM29 Where a meeting of the Planning Control Committee has been convened wholly remotely, ward councillors who have provided the necessary notice of their intention to speak to an application under consideration will be invited to participate in the meeting remotely.

#### **Finding out the result of an application**

4.15 The way you can find out about a planning application remains unchanged. Decision can still be accessed on the Council's website.

4.16 Applicants have a right to appeal against refusal of an application or against any conditions imposed on a permission to the Planning Inspectorate. However, there is no third party right of appeal.

## **Appendix 1: Publicity and Notification Arrangements**

In broad accordance with statutory requirements the Council will publicise the application types listed below as follows:

- 1) Applications for ‘major’ development (including all applications for waste development)**
  - By site notice and/or neighbour notification letter
  - By press advertisement
  - On the Council’s website
  
- 2) Applications subject to Environmental Impact Assessment (EIA) which are accompanied by an Environmental Statement (ES)**
  - By site notice and neighbour notification letter – only when individual neighbour notification is deemed necessary
  - By press advertisement
  - On the Council’s website
  
- 3) Applications which do not accord with the development plan (frequently known as ‘departures’)**
  - By site notice and neighbour notification letter – only when individual neighbour notification is deemed necessary
  - By press advertisement
  - On the Council’s website
  
- 4) Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies**
  - By site notice
  - By press advertisement
  - On the Council’s website
  
- 5) Applications for planning permission not covered under 1 to 4 above, for example ‘non-major’ development**
  - By site notice and/or neighbour notification letter
  - On the Council’s website

Under this category the following exceptions apply, which do not require publicity. However, the Council reserve the right to publicise individual applications in this ‘exceptions list’ subject to an individual assessment of the applications in question:

- Hedgerow removal notices
- High hedge complaints
- Prior notification applications
- Certificates of lawfulness for proposed use or development
- Section 211 Notices (works to trees in Conservation Areas)
- Discharge of condition applications (aside from those in category 8 below)
- Non-material amendment applications
- Applications for express advertisement consent
- Tree Preservation Orders

**6) Applications for listed building consent where works to the exterior of the building are proposed**

- By site notice
- By press advertisement
- On the Council's website

**7) Applications for listed building consent where only works to the interior of the building are proposed**

- By site notice
- On the Council's website

**8) Applications to vary or discharge conditions attached to a listed building consent, or involving interior works to a listed building**

- By site notice
- By press advertisement
- On the Council's website  
<http://planningguidance.communities.gov.uk/blog/guidance/consultation-and-pre-decision-matters/table-1-statutory-publicity-requirements-for-planning-and-heritage-applications/>



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We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332 640807  
Minicom: 01332 640666

### Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt: 01332 640807 Tel. tekstowy: 01332 640666

### Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ 01332 640807 ਮਿਨੀਕਮ 01332 640666 ਤੇ ਸੰਪਰਕ ਕਰੋ।

### Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č:01332 640807 Minicom 01332 640666

### Urdu

01332 640807 یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم منی کام 01332 640666 پر ہم سے رابطہ کریں۔



Derby City Council