

Crawley Borough Council Statement of Community Involvement

A guide to participating in the planning system
June 2020



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Part 1: Introduction

What is the Statement of Community Involvement?

- 1.1 Welcome to Crawley's Statement of Community Involvement (SCI). This document has been produced to help explain how the planning system works and to set out the different ways in which the council will engage with people to enable their involvement in the planning process.
- 1.2 We are all affected by planning. The homes we live in, the places we work in, the open spaces where we relax and the roads we travel on are all a result of planning decisions that have been made. The way that Crawley develops in the future will be determined by planning, and it is important that people and organisations are able to participate in the planning process to put across their views and help inform the planning decisions that affect the town.
- 1.3 For many people, planning is something that they may get involved with only when they want to extend their house or there is a development proposal that directly affects them. Although this is certainly a valid reason for participating in the process, and this document explains the different ways in which you can comment on the different planning applications which the council has to determine, there are also ways to become involved at an early stage as the council prepares local planning documents and policies, and also the option for communities to develop their own Neighbourhood Plans.
- 1.4 The council's vision is for Crawley to be a friendly, prosperous, forward-looking and enjoyable town where people want to live, work, and visit. It is vital that the council understands the needs and aspirations of the people, communities and organisations who live and work in the borough, to ensure their needs can be considered in future plans. The SCI is therefore a document for anyone who wants to have a say in the planning decisions that affect Crawley. Its role is to explain when and how it is possible to interact with the planning system to enable people to have a meaningful say in the planning decisions that affect them.

About this document

- 1.5 The preparation of a Statement of Community Involvement (SCI) is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). The previous SCI was adopted by the council on 29 October 2019. Since this date, due to the national challenges faced by COVID-19, the approach taken for public consultation of planning documents has required further consideration to ensure plan-making can continue¹.
- 1.6 This SCI incorporates minor amendments and factual updates to the previous SCI (November 2019), and has been approved as the council's adopted SCI through the council's powers of delegation established by the Constitution.

¹ Coronavirus (COVID-19): Planning Update, Local Plans (May 2020) MHCLG: [Coronavirus \(COVID-19\) – Planning update](#) / Planning Practice Guidance; Plan-Making; Statement of Community Involvement: Should the Statement of Community Involvement be reviewed and updated in response to the coronavirus (COVID-19) pandemic? Paragraph 077 Reference ID: 61-077-201200513: [Statements of Community Involvement](#).

Part 2: Introduction to the Planning System

How does the planning system work?

- 2.1 The role of the planning system is to ensure that the right type of development comes forward in the right place, at the right time, having regard to its impact on communities, the economy and the environment. It plays a critical role in identifying what development is needed and where, what areas need to be protected or enhanced, and in assessing if proposed development is suitable.
- 2.2 Local Government is responsible for administering most of the planning system, most specifically through preparing local planning documents, determining planning applications, and investigating and where necessary enforcing against unauthorised developments. These functions are dealt with by two departments within Crawley Borough Council who carry out their statutory responsibilities as the 'Local Planning Authority' (LPA).

What is the Local Planning Authority at Crawley Borough Council responsible for?

- 2.3 The council's planning responsibilities fall within two key areas:
- **Planning Policy** relates to the production of planning documents and guidance, such as the Local Plan, that are used to guide development in Crawley. The documents must comply with relevant government legislation and guidance, and there are specific regulatory procedures which must be followed during their production. This work is led by the Strategic Planning team.
 - **Development Management** is responsible for the processing and determination of planning applications and prior approval notifications, as well as other applications relating to advertisements, listed buildings, conservation areas, and works to trees. The Development Management team also provide pre-application planning advice and investigate possible breaches of planning control.

What is the Local Planning Authority at Crawley Borough Council not responsible for?

- 2.4 There are some planning functions which are not the responsibility of Crawley Borough Council's LPA:
- Matters relating to education, transport, minerals and waste planning are the responsibility of West Sussex County Council.
 - Nationally significant infrastructure projects, for example power stations or major transport schemes, are administered by the Planning Inspectorate and determined by the Secretary of State.

Part 3: Making Decisions on Planning Applications

What is Development Management?

- 3.1 Development Management is the process through which decisions are made about the future use of a particular piece of land or building. The council receives around 1,000 applications every year, predominantly applications for planning permission, but also relating to listed building consent, prior approvals and notifications, works to protected trees, discharge and varying of planning conditions, telecommunications and lawful development certificates.
- 3.2 The Development Management team is responsible for processing the applications that are received and validated by the council, forming a view as to whether or not an application should be permitted. In reaching a decision on a particular application, the council must have regard to all considerations that are material to the application. This includes assessing whether the application is consistent with the relevant national and local planning policies (known as the Development Plan), and having regard to the advice of statutory consultees such as the Environment Agency or Historic England, as well as feedback provided by residents and other interested parties.
- 3.3 Crawley Borough Council recognises that people will want to have a say about planning applications, particularly where they feel this could affect their property or area. Ensuring that people are able to feed into planning decisions is an important part of the planning system, and the feedback that is received must be considered by the council as part of the formal decision making process.
- 3.4 The Development Management process, including the way in which people are able to feed into planning decisions, is guided by statutory planning legislation. It can be a technical and sometimes challenging process, and this part of the SCI therefore sets out the different stages of the Development Management process, identifying and explaining when and how to make sure that your views are considered as the LPA determines an application.

Pre-application consultation

- 3.5 Pre-application consultation is an important way of enabling people to have a say on developments at an early stage in the process. The LPA does not undertake pre-application consultation. Rather, this would be undertaken by a developer before a planning application is formally submitted.
- 3.6 Pre-application consultation is valuable because discussions between local residents and a developer can identify potential problems or improvements that could be made to proposals at an early stage. Residents can benefit from this by providing their input to help ensure that the development is acceptable. It can also assist developers by raising awareness of proposals and potentially reducing the scope for objections at a later stage.
- 3.7 Development Management strongly recommend that developers undertake pre-application consultation with local residents prior to submitting any planning applications for major developments and other developments which would invoke significant public interest. In some cases, it may also be beneficial to liaise with other organisations, such as business groups and statutory consultees at an early stage.

- 3.8 Developers undertaking pre-application consultation are asked to address the following:
- Set clear objectives and agree the consultation approach with Development Management, including who will be consulted.
 - Be clear to publicise where and when any consultation event is to be held in order to maximise opportunities for people to participate.
 - Let people know what the scheme is proposing, and be clear about what they can influence by making comments.
 - Use different engagement approaches to maximise opportunities for people to influence the proposals. Particular steps should be taken to involve any groups or individuals that could be affected by a proposal.
 - Submit a statement alongside the final planning application outlining any community involvement work that has been undertaken. This is now a mandatory validation requirement. This should include a summary of any responses received at the pre-application consultation stage, and should explain how feedback has influenced the proposals. Further details of what should be provided is set out in the validation checklist.
- 3.9 Much of Crawley is subject to **Gatwick Airport Aerodrome Safeguarding**, which is in place to ensure that development does not impact upon the operational integrity and safety of the airport. This can place restrictions on the type of development that is able to come forward. Particular consideration should be given to the heights of buildings and structures, as well as landscaping, lighting and renewable energy schemes. Developers are encouraged to consult with Gatwick Airport Limited (Aerodrome Safeguarding), who can be contacted via gal.safeguarding@gatwickairport.com, at an early stage.
- 3.10 The LPA currently offers a free pre-application advice service for householders and small scale proposals, with some other exemptions. It also provides a chargeable service for minor and major developments (e.g. for one or more dwellings or non-residential developments of 100 square meters floorspace and above). Advice on whether planning permission is required is provided on the council's website at <https://crawley.gov.uk/planning/planning-applications/you-apply/do-i-need-planning-permission> by clicking on the 'Do I Need Permission?' link. The enquiry form and further advice is available on the <https://crawley.gov.uk/planning/planning-applications/you-apply/planning-pre-application-advice> pages. The LPA's response can only be based on the level and quality of information that is provided, and as part of the enquiry form, developers will be asked to provide supporting information such as sketch drawings, written dimensions and photographs.

Planning application publicity

- 3.11 It is the LPA's responsibility to carry out consultation on planning applications through statutory publicity and notification². Once an application has been received and validated by the LPA, a Case Officer will be allocated, who is responsible for assessing

² This is set out in Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and the Listed Buildings and Conservation Area Regulations 2010.

the application and making a recommendation as to whether or not it should be permitted. From the date that an application is validated, the LPA will carry out the required publicity and will, if appropriate, invite comments over a statutory consultation period of 21 days. During this time, anyone can submit comments on the proposal, even if they have not received a formal notification letter.

3.12 The council will publicise validated planning applications in the following ways:

- **Undertake appropriate notification.** Depending upon the type of application being consulted upon, the LPA will undertake notification as appropriate. This could be notifying adjoining neighbours by letter or by putting up a notice near to the application site. Sometimes applications will also be advertised in the local press. The LPA will also consult statutory consultees as required by national planning legislation.
- **Publishing details of planning applications online.** You can view details of planning applications on the council's website <https://planningregister.crawley.gov.uk/> . This can be used to see which planning applications have been registered in the last seven days and to access plans and supporting information relating to both current applications and historic planning decisions. Applications can be searched by address or by an individual planning reference (this will begin with 'CR'). 'Live' applications can now be tracked online by entering a name and email address.
- **Weekly List of Planning Applications.** As well as being able to view on-line the list of planning applications registered in the last seven days, you can also sign-up to receive the Weekly List of Planning Applications by email. To do this, please contact development.control@crawley.gov.uk to register your interest.

Commenting on a planning application

3.13 Should you wish to comment on a planning application, your comments must be submitted to the council in writing within the 21 day consultation period. You will need to provide details of your name and address, if you are a local resident your address but not your name will appear with your comments on the council website. The names of consultees will be published. The LPA does not acknowledge receipt of or directly respond to any comments made but will take them into account in the decision making process within the officer's report.

3.14 The comments that the LPA receives in response to planning applications are a matter of public record. This means that they cannot be treated as confidential, and they will be made available to view on the LPA's website, alongside the address of the person making the comment. The council will not publish your name, telephone numbers or email addresses, but if you do not provide your name and address then your comments will be treated as anonymous and cannot be taken into account.

3.15 The LPA will not publish any comments or parts of comments that are not considered suitable for public view. This includes any comments that are offensive or personal.

3.16 All valid comments received within the statutory consultation period will form a material consideration that must be taken into account in determining the application. Comments received after the consultation period will be taken into account wherever possible, up until the point that the application is determined. If a consultee is having

difficulty meeting the deadline, they should contact the Case Officer to see whether a late comment will be acceptable.

- 3.17 The easiest way to comment on a planning application is to search for it on the council's website via <https://planningregister.crawley.gov.uk>. You can search for an application by entering its address and/or planning reference number or using the map. You can make a comment by clicking on the 'comment on this application' button (which will display only during the consultation period for the application and for those records where valid public comments can be made). You can also view any comments that other people have submitted in this way, these will remain on the website until a decision is taken on an application or during the determination of any planning appeal.
- 3.18 Should you wish to submit comments by email, these should be sent to development.control@crawley.gov.uk, clearly stating the application number and address of the proposed development.
- 3.19 If you would prefer to submit your comments by post, please address these to the relevant case officer quoting the planning application reference in writing to Development Management, Crawley Borough Council, Town Hall, The Boulevard, Crawley, West Sussex, RH10 1UZ. Please note representations received this way take longer to be added to the application record, particularly due to reduced staffing levels at the Town Hall during the Covid crisis, so it is strongly advised to ensure these are sent well in advance of the response deadline.

Prior approval notifications and permitted development

- 3.20 In recent years, the planning system has been made increasingly more flexible at a national level, and specific building works and changes of use can be carried out without the requirement to obtain planning permission. These are described within the Town and Country (General Permitted Development) (England) Order (as amended) 2016.
- 3.21 It may be necessary for a developer to obtain a prior approval from the LPA before carrying out permitted development. Where a Prior Approval notification is submitted, the LPA is only able to consider whether a proposal is acceptable against specific criteria, including transport and highway impact of the development, contamination risks on site, flood risk, impact of noise from commercial premises, and in some cases design. The LPA cannot consider a Prior Approval notification against other criteria, including the policies in the Local Plan, as it otherwise would for a planning application.
- 3.22 Where a Prior Approval notification is submitted, the council will publicise the prior approval in line with the national publicity requirements by letters or site notices if required and, where relevant, comments are invited for a statutory 21 day period.

What can I comment on?

- 3.23 If you comment on a planning application it is important that your comments relate to planning matters, as it is only these matters that can be taken into account by the council when making a decision. Some of the issues that are considered to be planning matters are:

- External appearance and design;
- Highway safety, traffic and parking issues;
- Impact on the street scene or character of the local area;
- Issues of noise, privacy, disturbance and amenity;
- Drainage and flood risk;
- Loss of light or overshadowing;
- Loss of trees or impact on conservation issues.

This list is for guidance only, and is not exhaustive. There may be other relevant issues that you wish to comment on.

3.24 Some issues are not regarded as planning matters, and are not, therefore, usually taken account of when reaching a planning decision. These include the following:

- Loss of private view;
- Property value;
- Possible future uses outside the scope of the application;
- Private property matters such as boundary and ownership disputes, or private rights of way;
- Personal matters relating to the identity of the applicant;
- Moral issues or applicant's motives;
- Matters covered by other legislation, such as building regulations, licensing or restrictive covenants.

Making a decision

3.25 There are two main ways in which the LPA will reach a decision on a planning application, as set out in the council's constitution. These are through the officers of the council, which is known as a delegated decision, or through a Planning Committee made up of elected Council Members.

- **Delegated Decisions:** Once the application consultation period has closed, the planning case officer will take into account all material considerations, including all valid comments on the application, and will make a recommendation to either permit or refuse the application. The reasoning behind the case officer's recommendation will be set out in a report that explains the reasons for the recommendation that has been made. A final decision will then be made in accordance with the council's Scheme of Delegation by authorised officers on behalf of the Head of Economy and Planning.
- **Planning Committee:** There are some cases where a decision cannot be made under the council's scheme of Delegation and it must instead be decided by a councillor vote at a meeting of the Planning Committee. The main reasons that an application may be referred to the Planning Committee are:
 - the planning application is classified as a 'major' application;
 - four or more persons in different households have written to the council to object to the application and the officer is minded to approve the application;

- a Conservation Area Advisory Committee or statutory consultee has objected to the application and the officer is minded to approve the application;
- a councillor has referred the decision;
- the decision would conflict with the council's Development Plan (i.e. it would be a 'departure' from the Development Plan);
- the applicant is a council employee or Councillor;
- the application is made by, or on behalf of, the council (either alone or jointly with another person).

3.26 As a general rule, individuals and those representing a group can speak at meetings of the Planning Committee provided that they have submitted written representation on the planning application or planning matter. The rules have been changed during the Covid crisis and virtual planning meetings have been introduced³. Public speaking is not currently possible but a pre-prepared speech can be read out to the committee on your behalf. If you would like to provide a speech, or speak at a meeting when physical meetings take place again, you will need to contact Democratic Services on democratic.services@crawley.gov.uk no later than 12 noon on the day of the meeting. Speakers will be encouraged to provide a note on what they intend to say for record purposes. Further information can be found on the council's website at: <https://planningregister.crawley.gov.uk/downloads/Having%20Your%20Say%20at%20a%20Virtual%20Planning%20Committee%202020.pdf>

Notification of decisions

3.27 Once a decision has been made on an application, either under the council's Scheme of Delegation or by the Planning Committee, the council will notify the applicant or agent of the council's decision. Anyone who commented on the application will also be notified. All decision notices are made available for inspection at Crawley Town Hall and are available to view on the council's website via: <https://planningregister.crawley.gov.uk/>

Planning appeals

3.28 In circumstances where a planning application is refused or a decision is not made within the required timescale, the applicant may choose to appeal. It is the responsibility of an independent planning inspector, or in certain cases the Secretary of State, to make a final decision on the application. There may be a further opportunity at this stage for public involvement. Further information on the appeals process can be viewed at www.gov.uk

Contact us

3.29 If there is a planning application-related issue that you would like to discuss, you can contact the Development Management team on 01293 438512 or by email at development.control@crawley.gov.uk

³ The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (2 April 2020) provide the power for local authorities to hold virtual meetings. These regulations apply to all local authority meetings up to 7 May 2021. Any subsequent updates will apply.

Part 4: Preparing Local Planning Documents

What are local planning documents?

- 4.1 One of the council's key planning functions is to consider the range of different issues facing Crawley borough in the future, and to put in place local planning documents that enable these issues to be planned for on a strategic basis. This work is led by the Strategic Planning team.
- 4.2 The adopted Crawley Borough Local Plan (2015-2030) is the principal local planning document guiding development in Crawley. It considers a range of different issues including the provision of new housing and the delivery of employment, retail and open space, and sets out planning policies to guide future development in the Borough. Local Plan policies also seek to protect and enhance Crawley's special environmental and heritage assets, and ensure that issues such as design, amenity and climate change are considered in planning decisions.
- 4.3 There are two main types of planning policy documents; Development Plan Documents and Supplementary Planning Documents:
- **Development Plan Documents (DPDs)**, such as the adopted Crawley Borough Local Plan (2015-2030), are formal plans that set out policies for a particular geographical area. They are subject to public consultation and Sustainability Appraisal (an assessment of the economic, social and environmental impacts of a plan). They must also be considered at independent examination and obtain Full Council approval before they can be adopted.
 - **Supplementary Planning Documents (SPDs)** are supporting documents which expand upon a particular theme covered in a Development Plan Document to provide additional detail and guidance. They may cover a range of topics or relate to specific sites, they can include Development Briefs and Conservation Area Statements (a more comprehensive list is found in the Local Development Scheme (LDS)). An SPD is subject to statutory consultation and may require a Sustainability Appraisal. Although SPDs are not subject to independent examination, they must be consistent with the Local Plan and need to obtain Cabinet Member approval in order to be adopted.
- 4.4 The council also produces other supporting planning documents, including: the LDS, Authority Monitoring Report, Brownfield Land Register, Local List and validation requirements. These have various consultation, procedural and adoption requirements.

Production of local planning documents

- 4.5 The council is required to produce new planning documents or update existing documents in accordance with legal requirements. The LDS sets out the production timetable for the planning documents that the council will be producing over the next three years, detailing the different stages as a document is drafted, consulted upon and adopted.
- 4.6 Depending on whether the council is working to produce a Development Plan Document or a Supplementary Planning Document, there will be different preparation and consultation stages to undertake. When the council produces a local planning

document, it will seek to involve people as early as possible and will invite feedback on draft documents. The council will also work to ensure that people are kept informed throughout the document production process. The sequence of steps involved in producing a planning document, and the stages at which you will be able to get involved, are summarised in Figure 1.


- 4.7 People may want or need to be engaged in different ways. The council will seek to use engagement approaches that are appropriate to the significance of the document being produced, and which best meet the needs of the particular individuals or groups being consulted. By using a range of methods to inform, consult and involve people in the right ways at the right times, the council will work to ensure that people are able to influence the approach of planning documents as they come forward through the planning process.

Meeting regulatory requirements

- 4.8 There are statutory consultation requirements that the council must adhere to when it is producing a local planning document, which are currently set out in the Town and Country (Local Development) (England) Regulations 2012⁴. In undertaking public consultation on planning documents, the council will ensure it at least meets these requirements, or any temporary or permanent amendments or revisions to the regulations.

⁴ Town and Country (Local Development) (England) Regulations 2012:
<http://www.legislation.gov.uk/uksi/2012/767/contents/made>

Figure 1: Steps involved preparing a local planning document

	INFORM	INVOLVE	Stage one – early engagement
			<p>Gather evidence, including independent studies and advice, to input and support production of the document.</p> <p>Notify and work with people, groups and other organisations to identify the key issues that need to be addressed by the plan. Engagement will be in a variety of different forms to include targeted stakeholder and general public consultation, and a list of interested parties will be maintained to ensure people are aware of consultation.</p> <p>Consider if issues identified can be addressed by the plan and make available feedback to show how responses have been considered.</p> <p>For Development Plan Documents, additional consultation may be undertaken to invite feedback on the council’s preferred approach. This will have been drafted taking into account all comments submitted at early engagement.</p>
		CONSULT	Stage two – publication
			<p>Draw upon evidence and feedback received through early engagement to produce a final draft planning document.</p> <p>Undertake consultation to allow comment on the draft plan and any supporting documents including the Sustainability Appraisal (if required). For Development Plan Documents this will be a minimum six-week period. For Supplementary Planning Documents, this will be a period of between four and six weeks.</p> <p>Publicise consultation and ensure that all documents are readily available to view to make sure that everyone has sufficient opportunity to comment.</p>
		INSPECT	Stage three – independent examination
			<p>Consider feedback received at stage three and any other new evidence to inform a final plan.</p> <p>Publish a consultation statement to demonstrate how the commitments outlined in the Statement of Community Involvement have been met. This will set out how consultation responses have been taken into account in producing the plan.</p> <p>If a Development Plan Document is being produced, this must be submitted to the Secretary of State for independent examination. Interested parties may submit written representations to the Inspector and may request to take part in the examination. The Inspector makes this decision. Anyone can observe the examination. Provided the plan is found ‘sound’ at the examination it can be considered at Full Council for formal adoption.</p> <p>A Supplementary Planning Document does not require independent examination, and would be considered directly by the Cabinet Member for Planning and Economic Development for adoption.</p>
		MONITOR	<p>Monitor the plan to make sure that policies are achieving their aims, and consider, if necessary, reviewing them to reflect any changes. Monitor the effects of plan policies as required by European Directives, or any new legislation which replaces these.</p>

Who will be consulted?

- 4.9 The council is required to send details of planning document consultations to the 'specific consultation bodies' as required by national planning legislation. This includes government bodies, adjoining local planning authorities, infrastructure providers, utility and water companies, and transport bodies.
- 4.10 In addition to the statutory consultees and members of the general public, there are many other groups and organisations that will have an interest in the future of Crawley and may wish to comment on local planning documents. These consultees will have a variety of different interests and priorities, and can contribute expertise and knowledge across a range of subject areas.
- 4.11 This includes key business groups, such as the Manor Royal Business Improvement District (BID) and Gatwick Diamond Initiative, as well as key transport infrastructure operators such as Gatwick Airport Ltd and Network Rail. It also includes local environmental groups and resident organisations including the neighbourhood forums and Conservation Area Advisory Committees, as well as a wider range of organisations such as housing associations, disability groups, youth groups, faith groups and other stakeholders.
- 4.12 The General Data Protection Regulation (GDPR) requires councils to manage personal data appropriately. This involves seeking consent for the use of personal data and ensuring that people are given clear and adequate information about how their information will be protected. Further explanation, including Privacy Notices, can be found on the council's [Data Protection and GDPR](#) webpages.
- 4.13 If you would like to be automatically notified of new consultations on local planning documents, you can sign up to receive email alerts by clicking on the 'register for email updates' link at the top of the webpage at www.crawley.gov.uk/crawley2030.

Adoption of planning documents

- 4.14 The final stage in producing a local planning document is the formal process of adoption. A Development Plan Document must be presented to Full Council where elected members will consider if it should be adopted. Supplementary Planning Documents will be adopted by the council through its delegated functions to Cabinet Member for Planning and Economic Development. Appendix 2 of the LDS sets out the consultation and adoption process for Planning Documents.
- 4.15 As soon as is reasonably practicable after adoption, the council will send a copy of the adoption statement to any person who has asked to be notified of the adoption. The council will also publish the adoption notice in the local press and will make copies of the documents available to view on its website and at Crawley Town Hall and Crawley Library.

Part 5: Neighbourhood Planning

What is neighbourhood planning?

- 5.1 A neighbourhood plan is a community-produced document that enables people to take a more direct role in shaping the places where they live. It must build upon the broader policies set out in the council's local planning documents and represents an opportunity for people to influence the location, appearance and type of development that comes forward in their neighbourhood.
- 5.2 A neighbourhood plan can be used to help plan for the future development, regeneration and/or conservation of an area, and can deal with a wide range of social, economic and environmental issues, including housing, employment, heritage or transport. Alternately, it may elect to focus specifically on one or two issues only.

What legislation is relevant to a neighbourhood plan?

- 5.3 Neighbourhood plans must comply with legislation, including the National Planning Policy Framework (2012), and must also be consistent with the policies and allocations set out in the Local Plan.
- 5.4 The NPPF is guided by an overarching presumption in favour of sustainable development, i.e. that development proposals should be viewed positively where they are sustainable. For this reason, neighbourhood plans cannot prevent development from coming forward or promote less development than has been identified in the Local Plan. They can be used to allow for greater development if this is what the community wants, and they can provide guidance to help guide the type of development that comes forward.

Preparing a neighbourhood plan

- 5.5 There are five stages in making a Neighbourhood Plan:
 - 1. Stage 1: Area Designation;
 - 2. Stage 2: Drafting and Consulting;
 - 3. Stage 3: Independent Examination;
 - 4. Stage 4: Referendum;
 - 5. Stage 5: Making the Neighbourhood Development Plan.
- 5.6 A neighbourhood plan can be produced by an interested neighbourhood forum, and in some cases two neighbourhood forums may choose to work together to produce a joint plan that covers a wider area. The forum need to apply to the council to be formally designated as the neighbourhood plan producing forum and must submit details of the area which the proposed neighbourhood plan is intended to cover. The council is required to publish the application for a statutory six week consultation period, following which it should issue a decision on the forum and proposed neighbourhood plan area.

- 5.7 The preparation of a neighbourhood plan follows a formal legal process, and is subject to a minimum of two stages of consultation undertaken first by the local community and then by the council⁵, followed by an independent examination. If the Examiner concludes that the Plan (with or without recommended changes) meets a set of tests known as basic conditions, the next stage is to submit the plan to a referendum where the local community can vote on whether the plan should be used to determine planning applications in the Neighbourhood Plan area.
- 5.8 If the plan is supported by a majority at the referendum (i.e. more than 50%), then it comes into force and the Plan will be 'made' by Crawley Borough Council unless exceptional circumstances arise. This process is similar to the formal adoption of a DPD. Once 'made', the neighbourhood plan will form part of the council's development plan and will be used together with the council's planning policies to determine planning applications in the area it covers.

Who is responsible for producing a neighbourhood plan?

- 5.9 The government has placed responsibility on community groups, such as neighbourhood forums, to take the lead in producing neighbourhood plans and consulting upon them. It is recognised that this requires a significant commitment from local communities in terms of time and resources. The council will provide support and advice on a range of issues, including consultation and the process of document production.
- 5.10 If you are interested in becoming involved in producing a Neighbourhood Plan, or would like to find out more, please contact the Strategic Planning team on 01293 438761 or email forward.plans@crawley.gov.uk

⁵ Consultation procedures for Neighbourhood Plans are set out in the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012 (as amended)

Glossary of Terms

Advertisement Consent applies where proposals to display an advertisement or sign which requires planning permission. The term advertisement covers a very wide range of advertisements and signs including posters and notices, fascia signs and projecting signs, and pole and canopy signs.

Cabinet consists of Cabinet Members of the majority political party and the Leader of the council. Each Cabinet Member has responsibility for a particular area of the council's activity. For Planning, the relevant Councillor is the Cabinet Member for Planning and Economic Development. Members of the public are able to attend meetings of the Cabinet and can ask questions at the start of the meeting. To find out more about asking questions at Cabinet or Full Council, please contact Democratic Services on 01293 438549.

Conservation Area: Areas of special architectural or historic interest, the character or appearance of which it is important to preserve or enhance.

Conservation Area Advisory Committees: These are independent groups made up of residents and businesses that have an interest in protecting and enhancing the character of Crawley's conservation areas. If you would like to find out more about conservation areas or joining a committee, please call us 01293 438761 or email forward.plans@ Crawley.gov.uk

Delegated Decision: A final decision on a planning application that is made in accordance with the council's Scheme of Delegation by authorised officers on behalf of the Head of Planning and Environmental Services.

Development Management is responsible for the processing and determination of planning applications and prior approval notifications, as well as other applications relating to advertisements, listed buildings, conservation areas, and works to trees. The Development Management team also provide pre-application planning advice and investigate possible breaches of planning control.

Development Plan: Planning applications have to be decided in line with the relevant local planning authority's (LPA) development plan, unless there is a very good reason not to do so. The key document in the development plan is the Adopted Crawley Borough Local Plan (2015), but the term also includes Supplementary Planning Documents and Development Briefs.

Development Plan Documents (DPDs), for example the Local Plan, are formal plans that set out policies for a particular geographical area. They are subject to public consultation and Sustainability Appraisal. They must also be considered at independent examination and obtain Full Council approval before they can be adopted.

Full Council is made up of all 36 councillors in the borough. It is responsible for taking all of the major decisions made by the council, including the adoption of Development Plan Documents such as the Local Plan. Members of the public are able to attend meetings of the Full Council and may ask questions at the start of the meeting.

To find out more about asking questions at Cabinet or Full Council, please contact Democratic Services on 01293 438549.

Listed Building Consent: You will need to apply for listed building consent if you want to demolish a listed building, or you want to alter or extend a listed building in a manner which would affect its character as a building of special architectural or historic interest. It is important to check the position carefully with the council before undertaking any works, as it is a criminal offence to carry out work which needs listed building consent without obtaining it beforehand.

Local Development Certificate: If you want to be certain that the existing use of a building is lawful for planning purposes or that your proposal does not require planning permission, you can apply to the Local Planning Authority for a 'Lawful Development Certificate' (LDC).

Local Development Scheme (LDS) sets out the production timetable for the planning documents that the council will be producing over the next three years, detailing the different stages as a document is drafted, consulted upon and adopted.

Local Plan: The Crawley Borough Local Plan is the principal local planning document guiding development in Crawley. It sets out different planning policies relating to a range of different issues which must be considered as a material consideration when assessing how a planning application should be determined. The Crawley Borough Local Plan 2015-2030 is the current adopted Local Plan.

Local Planning Authority: The public authority whose duty it is to carry out specific planning functions for a particular area. In this document it refers to Crawley Borough Council.

Local Planning Documents: A set of documents that set out a strategic vision for the future of an area and put in place the planning policies and strategies to help guide development.

Material Considerations: These are factors that must be taken into account when reaching a decision on a planning application or planning appeal. Typically a material consideration will relate to the use or development of land.

National Planning Policy Framework (NPPF) sets out the government's planning policies for England and how these are expected to be applied to produce distinctive local and neighbourhood plans that reflect the needs and priorities of communities.

National Planning Practice Guidance adds further context to the National Planning Policy Framework, expanding upon its policy requirements to provide further guidance across a range of different topic areas.

Neighbourhood Plan: A plan prepared by a Neighbourhood Forum for a particular neighbourhood area.

Neighbourhood Forum: Residents groups or forums are places in which residents come together to discuss and address issues, get involved with community projects and work together to make a difference on important community issues. There is a group for most of Crawley's neighbourhoods, and you can find out more about the Neighbourhood Forums by contacting the Community Development team at communitydevelopment@crawley.gov.uk

Permitted Development Rights: These are certain types of work that can be performed without needing to apply for planning permission. They derive from a general planning permission granted not by the local authority but by Parliament, which established through the Town and Country Planning (General Permitted Development) (England) Order (as amended) 2016.

Planning Committee is a group of elected members that is responsible for determining any planning applications which are presented to it. The Committee usually meets once every four weeks.

Planning Inspectorate: deals with planning appeals, national infrastructure planning applications, examinations of local plans and other planning-related and specialist casework in England and Wales.

Planning Legislation: Planning Policy is supported by legislation, which mainly takes the form of Acts of Parliament and Statutory Instruments. Some of the key legislation relating to planning includes the Town and Country Planning Act 1990, the Planning and Compulsory Purchase Act 2004, the Localism Act 2011, and the Town and Country (General Permitted Development) (England) Order (as amended) 2016.

Planning Permission, in simple terms, is the process of applying to the local planning authority to ask if you can undertake specific development works. It will be granted (possibly subject to certain conditions) or refused.

Planning Policy relates to the production of planning documents and guidance, such as the Local Plan, that are used to guide development in Crawley. The documents must comply with relevant government legislation and guidance, and there are specific regulatory procedures which must be followed during their production. In Crawley, this work is led by the Forward Planning team.

Planning Regulations: Sets out the statutory requirements that planning documents and decisions must meet.

Prior approval means that a developer has to seek approval from the local planning authority to confirm that specified elements of a development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant parts in Schedule 2 to the General Permitted Development Order. A local planning authority cannot consider any other matters when determining a prior approval application.

Prior Notification: Some proposals for developments involving telecommunications, demolition, agriculture or forestry are subject to a process whereby details are notified to the local planning authority prior to the development taking place.

Scheme of Delegation: This outlines which councillors, committees, and council employees have powers to make a particular decision.

Statement of Community Involvement (SCI) is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). It sets out the different ways in which the council will engage with people to enable their involvement in the planning process.

Statutory: A legal requirement that must be met.

Statutory consultees: these are organisations that must be consulted on a draft planning documents or planning applications.

Supplementary Planning Documents (SPDs) are supporting documents which expand upon a particular theme covered in a Development Plan Document to provide additional detail and guidance. They may cover a range of topics or relate to specific sites.

Sustainability Appraisal: Under the regulations of the Planning and Compulsory Purchase Act 2004, a Sustainability Appraisal is required to assess the impacts of the Local Plan, and other planning documents where required, in order to consider if the plan is sustainable in social, environmental and economic terms.

Weekly List of Planning Applications. A list of planning applications registered in the last seven days. It can be viewed at www.crawley.gov.uk/plansearch or by emailing development.control@crawley.gov.uk to register your interest.

If you or someone you know would like help with understanding this document please contact Forward Planning on **01293 438761** or email **forward.planning@ Crawley.gov.uk**

You can also write to us at:

Forward Planning
Crawley Borough Council
Town Hall
The Boulevard
Crawley
West Sussex
RH10 1UZ

