Statement of Community Involvement

May 2025

Planning and Transport
Strategic Planning

Introduction

1.1 The role of planning is important in shaping the places where people live and work.

1.2 The planning system provides opportunities for local people to take part in making key decisions about how their local areas will develop over time. A planning system that provides many opportunities for local people to participate is essential in creating and delivering inclusive, accessible and safe sustainable communities.

1.3 BCP Council, as a local planning authority, is responsible for preparing a range of planning policy documents which collectively is known as the Local Development Plan (LDP). It is also responsible for the determination of planning applications for a range of development proposals across the area. Community involvement in both these functions is a fundamental component of the planning process.

1.4 As part of the suite of planning documents, the council is statutorily required by the Planning & Compulsory Purchase Act 2004 (as amended) to produce a Statement of Community Involvement (SCI) every five years. The purpose of the SCI is to set out how we will engage with local communities and organisations on a range of planning matters including:

- the preparation of relevant LDP documents and other local planning documents
- the consideration and determination of planning applications for development

Background

1.5 BCP Council had inherited three legacy SCIs from the preceding Bournemouth, Christchurch and Poole councils, all adopted 2015 and 2016. The new Bournemouth, Christchurch and Poole council produced a new SCI in 2020, this updated SCI will replace the 2020 version.

1.6 The National Planning Policy Framework (NPPF) revised in December 2024 values meaningful, effective engagement and making participation in public consultation genuinely easy for all. The NPPF (2024: para 16) states that the planning system should be genuinely plan led. Para 16(c) clarifies that plans should be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees. The council is committed to maintaining the fundamental elements of effective and meaningful engagement whilst recognising the social and technological behaviour changes taking place in the community.

1.7 The Localism Act (2011) introduced a duty to cooperate when plan making with adjoining authorities and other bodies on strategic cross boundary strategic infrastructure, including transport, flooding, housing and open space requirements. The three preceding local authority areas of Bournemouth, Christchurch & Poole and Dorset Council, New Forest District Council and New Forest National Park Authority have been cooperating on a range

of strategic matters for several years. BCP Council intends to continue effective discussion on such matters to enable the duty to be met in full.

1.8 The Neighbourhood Planning Act 2017 has introduced requirements for local planning authorities to set out policies in the SCI for involving interested parties in the preliminary stages of plan making including supporting communities who wish to undertake neighbourhood planning.

1.9 The council has produced this SCI to ensure local communities, individuals and other interested local organisations can be involved and engaged in local planning matters.

The SCI therefore sets out:

- the key stages in the preparation of development plan and supplementary planning documents and identifies the opportunities for consultation and involvement by communities, individuals and other local organisations

- the opportunities for local people to comment on planning applications for development which affects them

- additional guidance and assistance offered to potential and existing neighbourhood plan making bodies including the statutory stages for any modification to a 'made' neighbourhood plan

1.10 The Town and Country Planning (Local Planning) Regulations 2017 require the local planning authority to complete a review of its SCI every five years. However, it may also be reviewed within this period to accord with new regulations and guidance, or when fundamental changes take place that warrants a fresh SCI, for example to temporarily introduce changes to the methods of engaging the community and stakeholders.

1.11 We reserve the right to revise the SCI for minor changes or where temporary situations may cause temporary arrangements to methods of engagement. Where necessary revisions are made, we will continue to take steps to engage by means which are reasonably practicable. This will ensure that plan-making and decision making can progress in accordance with the regulations and the provisions of the SCI.

The benefits of involving the community

1.12 Local communities are those that are most likely to be affected by development proposals in their areas. They are also those who know the most about their neighbourhood. Involving the community in the consideration of planning matters for their area can have a number of benefits, which include:

- benefitting from detailed local knowledge, expertise and perspective of local people, organisations and community groups
- greater community support for, and ownership of policies, strategies and decisions
- community commitment to the future development of their area
- improving the quality of life and of the built and natural environment

1.13 When undertaking engagement with local communities on planning matters, the Local Planning Authority will promote fairness in the consultation process through application of the Gunning Principles. These principles state that:

a. Consultation must take place when the proposal is still at a formative stage.
b. Sufficient information is put forward with the proposal to allow for intelligent consideration and response.
c. Adequate time must be given for consideration of the proposal and response to it.
d. The consultation responses must be conscientiously considered by the decision maker.

Links with other corporate plans and strategies

1.14 The SCI has been prepared in the context of the adopted BCP Council Corporate Strategy (December 2024) which sets out what the council intends to achieve over the next 4 years. The strategy makes clear that the council is modern, accessible and accountable, committed to providing effective community leadership. It sets out two high level priorities

1. Vibrant Place, where people and nature flourish, with a thriving economy in a healthy, natural environment
2. Our People and communities. Everyone leads a fulfilled life, maximising opportunity for all. are to improve the quality of life for our residents to

1.15 The methods set out in the adopted (2021) BCP Council Community Engagement and Consultation Strategy will commit us to improve the way decisions are made by reviewing our public engagement methodology, transparency and communication and providing more satisfactory methods of communicating with the council as digital technology evolves over time.

The Council's Constitution (January 2025)

1.16 The Constitution sets out rules and procedures which explain how council business is done and how decisions are made. The Constitution gives residents and others certain rights and opportunities to participate in decision-making and contribute to public meetings. Procedures for asking questions, submitting petitions and taking part in certain meetings are contained within the Constitution and set out on the council's website.

Our engagement and consultation principles

1.17 The following general engagement and consultation principles will be applied when preparing planning documents as part of the LDP and in assessing and determining planning applications for development.

General engagement and consultation principles

We will:

Ensure public engagement and consultation is as inclusive as possible. This will be done by:

- Ensure that traditionally hard to reach groups have the opportunity to be involved in the planning process
- Ensure fair and equal treatment of all members of the community
- Use Plain English and avoid the use of planning jargon where possible
- Where required, make information available in a range of easily accessible formats (e.g. in languages, large print, electronic, paper copies).
- Utilise a range of different communication formats and methods, proportionate to the type
- Holding events or meetings in accessible locations at times appropriate for different members of the community

We will do this so that the widest range of residents and local organisations can be involved in, and influence the preparation of, local development plan documents and in the planning application decision making process.

Use consultation methods that are appropriate to each stage of the planning process. The Council will use a range of techniques to engage with the community including making use of existing community and local interest groups. Seeking the views of the community and other local organisations at the earliest possible stages and throughout the planning process.

Promote methods of engagement and consultation that make communication and involvement more meaningful, easier, faster and cost effective, such as the use of the

council's website, email, e-bulletin subscriber service and other digital and innovative technology.

Provide more opportunities for contact with the community through the use of workshops, meetings and other events and where practicable, be flexible in the timing of such events so that as wide an audience as possible can be reached.

How to use this document

1.18 This document sets out the council's commitments to consultation for both plan-making and planning application decision-taking.

Section 2 deals with plan making. All Specific and General Consultees for BCP Council are set out. Organisations and individuals can request to be included within the consultee list at any time. Details will be maintained on the council's consultation database and all those on the database will be notified of future planning policy consultations.

Section 3 explains how planning applications are dealt with and shows how individuals and the community can be involved in the planning application process, including any right of appeal.

2 The Local Development Plan for BCP Council: plan-making

2.1 The council is responsible for preparing a range of planning documents that collectively make up the Local Development Plan (LDP). Such documents provide the planning strategy, policies, site allocations and guidance aimed at managing growth and development across the Bournemouth, Christchurch & Poole areas.

2.2 There are currently two main types of local planning policy documents prepared by the council, as follows:

(i) **Development Plan Documents (DPDs)** are statutory documents, including the Local Plan that set the planning strategy, policies and site allocations for a local authority area.

(ii) **Supplementary Planning Documents (SPDs)** are non-statutory documents that provide further detail and guidance on the implementation of policies and proposals contained in adopted DPDs. Whilst SPDs do not have the same 'weight' as DPDs, they can be an important 'material consideration' in the process of assessing and determining planning applications for development.

2.3 The government is currently in the process of introducing planning reforms. Development Plan Documents will remain and consist of Local Plans and Supplementary Plans. The Supplementary Plans will be able to cover any subject matter which may be in a Local Plan or Minerals and Waste Plan, but must be site specific or relate to two or more sites which an authority consider to be 'nearby' to each other; except for design related supplementary plans which may be authority area wide. As a result SPDs are likely to remain in place until new style Local Plans and Supplementary Plans are introduced.

2.4 Alongside Local Plan production there is a current requirement to prepare Sustainability Appraisal (SA), integrated with a Strategic Environmental Assessment (SEA) to assess the environmental social and economic effects of the Plan. As part of the planning reforms changes are proposed to introduce Environment Reports and further details are anticipated in 2025. Documents prepared as part of the SA or Environmental Reporting process will be published on the council's website.

2.5 The council will also consult on changes to Community Infrastructure Levy (CIL). A locally set charge which can be applied to development to help fund infrastructure required to accommodate growth e.g. heathland mitigation; strategic borough-wide transport improvements and flood defences; additional educational, health, social care, leisure and community facilities; green infrastructure/open space and public realm improvements.

2.6 Whilst not prepared by the council, it is obliged at various key stages of the neighbourhood planning process to consult with residents and interested parties when applications for forum and/or area designations are submitted. The draft Neighbourhood Plan (at Reg 16) will also require the council to undertake public consultation in accordance with the SCI. Consultation at the referendum stage is undertaken under separate legislative

regulations. However, all consultation feedback is reported to council committees to enable informed decision making to take place, in accordance with the council's Constitution.

2.7 The Local Development Scheme 2025 sets out a programme for the preparation of new development plan documents including the BCP Local Plan. The LDS will also be published on the council's website.

The current context

2.8 A new BCP Local Plan will be produced and will replace the legacy authorities' existing planning policies set out in The Bournemouth Core Strategy, Bournemouth AAP, Bournemouth Saved policies (2022), Bournemouth AH DPD (2009), Christchurch and East Dorset LP (2014), Christchurch saved policies (2001), Poole Local Plan 2018.

2.9 The list below sets out the current Local Development Plans:

- **Bournemouth Core Strategy (2012)**
- **Bournemouth Town Centre Area Action Plan (2013)**
- **Saved policies from the Bournemouth District Wide Local Plan 2002**
- **Affordable Housing DPD (2009)**
- **Boscombe & Pokesdown Neighbourhood Plan (2019)**
- **Christchurch and East Dorset Local Plan Part 1 – Core Strategy (2014)**
- **Hurn Neighbourhood Plan (2024)**
- **Highcliffe and Walkford Neighbourhood Plan (2023)**
- **Remaining saved policies from the Borough of Christchurch Local Plan (2001)**
- **Poole Local Plan 2018**
- **Broadstone Neighbourhood Plan 2018**
- **Poole Quays Forum Neighbourhood Plan 2017**
- **Sandbanks Peninsula Neighbourhood Plan (2024)**
- **Bournemouth, Dorset & Poole Minerals Strategy (2014)**
- **Bournemouth, Christchurch, Poole and Dorset Waste Plan (2019)**
- **Bournemouth, Christchurch, Poole and Dorset Mineral Sites Plan (2019)**

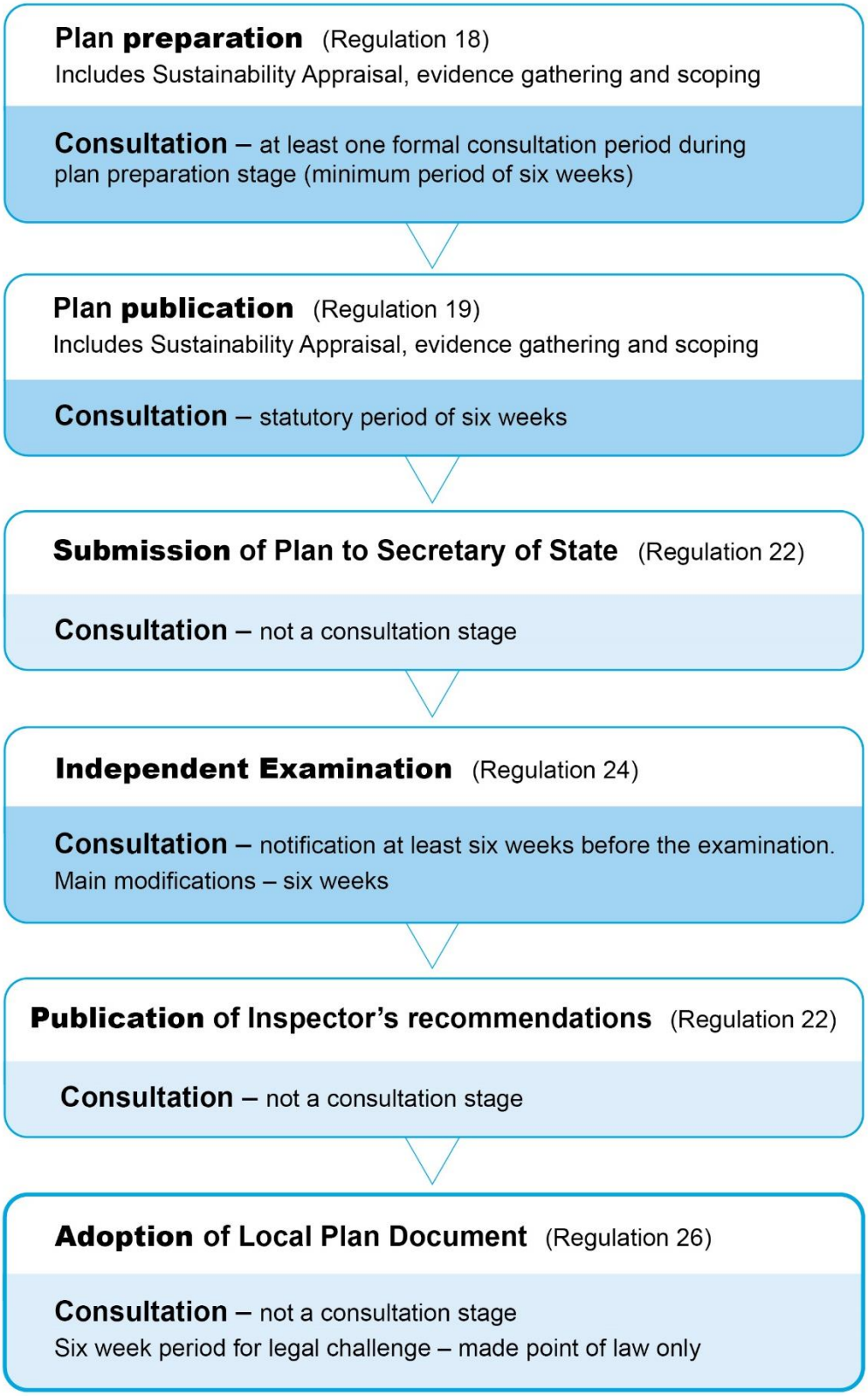
Other planning documents

Community Infrastructure Levy (CIL) Charging Schedule - an evidence based adopted local planning charge based on net additional floorspace created by new residential development. The Charging Schedule and Local Plan form the mechanisms for collecting developer contributions to enable infrastructure that supports housing growth.

Conservation Area Appraisals and Management Plans - documents that define the special character of each of Bournemouth's conservation areas and the approach to their preservation and enhancement.

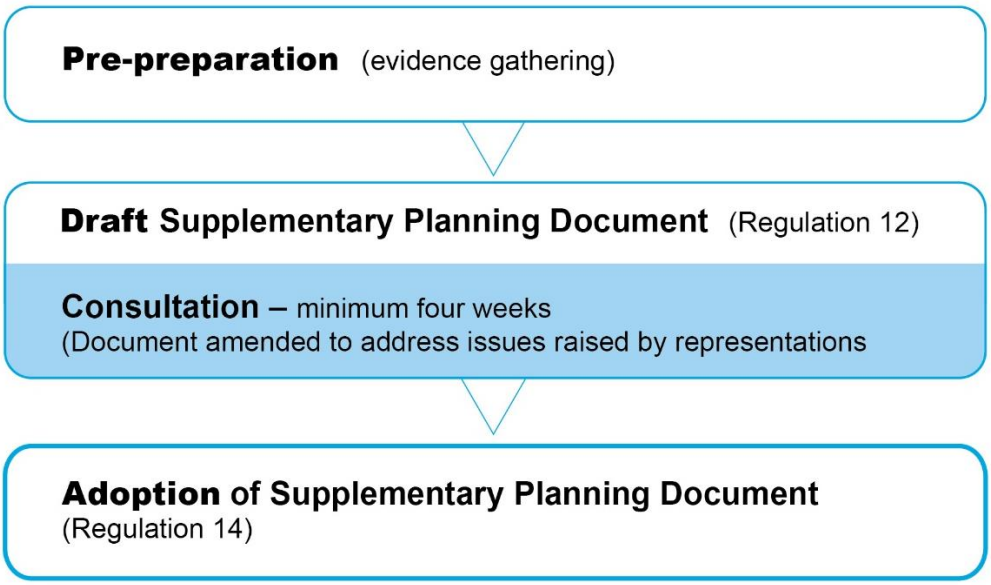
Stages in Local Plan preparation

2.10 Diagram 1 below sets out the statutory process in the preparation of local plan documents.



Stages in the preparation of Supplementary Planning Documents

2.11 Diagram 2 below sets out the stages in the preparation of supplementary planning documents, which as they are not statutory documents are subject to a more streamlined preparation process.



Ways to get involved in the development of new planning policies

2.12 The table below sets out the range of methods that can be used in engaging with the community and other stakeholders. The method(s) used will be those that are appropriate to the stage of the planning process, the issues that are being considered and the community involved.

Website	All planning policy documents, engagement, consultations and supporting information will be available on our dedicated 'haveyoursay' webpage. We may also use the website for online comment forms, questionnaires and feedback
Email	Emails may include information on consultations, responses, the stage of preparation reached, adoption and general updates.
Social media	Where appropriate, social media such as the council's Facebook or X (Formally known as Twitter) may be used to communicate planning matters with groups who are hard to reach or do not traditionally respond to other methods of communication.
Telephone	Where appropriate, to be used where alternative methods are not practical for individuals or groups who do not have internet access.
Meetings (including virtual/ digital meetings)	Meetings with individuals, businesses, groups and organisations will be used where appropriate and relevant to the document being prepared. We may offer to attend meetings which are held by existing groups to clarify or explain issues or documents we are consulting on.
Digital communication and **consultations**	We will seek to use emerging or new digital technology to engage with residents and interested parties, capturing feedback through the use of new technology.
Workshops (including virtual/ digital workshops)	Facilitated workshops may be used where appropriate and relevant to allow discussion on issues in detail and to ensure that a range of interested parties have the opportunity to express their views and opinions.
Exhibitions (including virtual/ digital exhibitions)	Exhibitions may be used to explain specific proposals and, when staffed, will be used as a method for clarifying our approach and generating feedback.
Video conferencing targeted meetings	In appropriate situations, video conference type meetings may be arranged with representative groups who are not normally engaged in planning consultations to make sure their views are heard.
Local publicity	Where appropriate, additional publicity measures may be taken at a local level.
Walkabout tours	In certain instances, 'walkabout tours' may be used as a way of engaging with a range of stakeholders with interests in a specific geographical area.

Who will be consulted in the preparation of planning documents

2.13 The Town & Country Planning (Local Planning) England Regulations 2012 identify 'specific consultation bodies' and 'general consultation bodies' that local planning authorities must consult. The Government has indicated that it may update these consultation bodies.

Specific consultation bodies:

- BCP Town and Parish Councils
- Relevant Adjoining Local Planning Authorities:
    - Dorset Council
    - New Forest District Council
- Electronic communications companies/owners or operators of telecommunications
- Apparatus: BT, Three, Openreach, Telefónica UK Ltd (O2), Vodafone Ltd
- British Gas
- Dorset Healthcare NHS Trust
- Historic England
- Environment Agency
- Highways England
- Homes England
- Marine Management Organisation
- National Grid
- Natural England
- Network Rail
- Scottish and Southern Energy PLC
- Bournemouth Water Ltd
- Wessex Water

General consultation bodies:

- Neighbourhood Forums
- Resident and community groups
- Places of worship and religious groups
- Gypsy and Traveller groups
- Heritage groups
- Leisure and recreation groups
- Healthcare and community safety groups
- Citizen, political and societal groups

- Business and economy groups
- Developers and planning agents
- Wider stakeholders and individuals

2.14 The strategic planning team maintain a database of organisations and individuals who we are statutorily obliged to consult with and those who have expressed an interest in being involved in the development plan process. As the database is capable of continuous update, any organisation or individual can sign up for notifications by adding their contact details to the mailing list, similarly they can remove their contact details as appropriate.

How your views will be taken into account

2.15 When a consultation event has ended, all the representations we have received will be fully considered and our response will be set out in a summary document. Where appropriate, the planning document consulted on will be revised to reflect the representations received. The summary consultation document will set out:

- who was consulted
- how they were consulted
- a summary of the main issues raised in the comments
- how the comments have been taken into account in the final document

2.16 The summary will be published on our website alongside the consultation documents.

Adoption of LDP and supplementary planning documents

2.17 Once the formal stages of plan preparation have been completed, as set out in Diagrams 1 and 2 (under paragraphs 2.12 and 2.13) documents are required to be formally adopted by the council. All Development Plan and Supplementary Planning Documents must be adopted by full council.

Development Plans - consultation principles

2.18 In the preparation of development plan and supplementary planning documents we will apply the following principles:

Preparing development plan and supplementary planning documents

We will:

Provide clear information on both the purpose of the engagement and consultation being undertaken and the issues under consideration.

Design engagement and consultation events to provide at least the minimum statutory consultation period and wherever practicable or appropriate, exceed these, and coordinate and combine engagement and consultation events to reduce duplication and waste.

Keep records of all representations received through consultation and wherever practicable, provide an appropriate acknowledgement.

Publish responses to representations and use the results to inform policy and service development.

Sustainability Appraisal and Strategic Environmental Assessment

2.19 As part of the preparation of Development Plan Documents the council is currently required to undertake Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). SA examines the implications of the LDP on the community, the environment and natural resources, whereas SEAs are undertaken to measure the effects of the plan, policy or programme on the environment generally. The process aims to combine social, environmental and economic considerations into the preparation of plans in order to promote sustainable development. In addition, as part of the SA process, our development plan documents are also subject to separate appraisal in respect of health and equalities issues in the form of Heath Impact Assessment (HIA) and Equalities Impact Assessment (EqIA). As part of the planning reforms the process is likely to change involving new Environmental Outcome reports but the details have not yet been released.

2.20 If the current process remains in place SA scoping will be undertaken at the commencement of the Local Plan process and the resulting SA framework and methodology applied to subsequent DPDs. An SA report will then be produced for consultation alongside a development plan document, at each stage in its preparation. A final SA report will be published prior to a development plan document being adopted by the council. However, this process may be updated through the introduction of Environmental Outcome Reports.

Fulfilling the requirements of Sustainability Appraisal/ Strategic Environmental Assessment

If the current SA system remains, we will:

Undertake and consult on a revised scoping document and develop an updated SA framework and methodology which will be applied to the review of the Local Plan and subsequent development plan documents, as appropriate.

Publish SA reports for consultation, alongside development plan documents, at each stage in their preparation.

Amend SA reports, where appropriate, in response to any comments received.

Produce a final SA report prior to a development plan document being adopted.

The Duty to Cooperate

2.21 The Localism Act 2011 introduced a new 'Duty to Cooperate', requiring local Authorities and a number of other public bodies to:

- Cooperate in relation to issues of sustainable development or the use of land that would result in a significant impact on at least two local planning authority areas.
- Set out planning policies to address these issues.
- 'Engage constructively, actively and on an ongoing basis' in developing strategic policies.
- Consider joint approaches to plan making.

2.22 The NPPF sets out the strategic issues where cooperation might be appropriate and further guidance is provided on 'planning strategically across local boundaries', highlighting the importance of joint working to meet development requirements that cannot be wholly met within a single local planning area, through either joint planning policies or informal strategies such as infrastructure and investment plans.

2.23 BCP Council will be required to demonstrate that it has complied with, and fulfilled the requirements of the Duty to Cooperate in preparing its Local Development Plan and associated documents. In this regard the commitments below will be implemented.

Fulfilling the Duty to Cooperate

We will:

Identify those issues that will require to be considered jointly with neighbouring local authorities and other public and private bodies and actively engage with them in fulfilling the requirements of the duty to cooperate.

Produce appropriate documentation that sets out duty to cooperate arrangements for identified issues and includes details of the decisions reached and why.

Neighbourhood Planning

2.24 Neighbourhood planning was introduced by the Localism Act 2011 and the Neighbourhood Planning Regulations (2012). The Localism Act sets out the areas of neighbourhood planning for which local planning authorities are responsible. In meeting these responsibilities, Strategic Planning will support community groups through their applications to become designated neighbourhood forums, as well as town or parish councils with general powers of competence to progress through key statutory stages of neighbourhood plan production.

2.25 The Neighbourhood Planning Act 2017 and Neighbourhood Planning Regulations 2012 introduced a duty on local authorities to extend advice and assistance on proposals

for modification of ‘made’ neighbourhood plans. This is reflected in our commitments in the table below.

Neighbourhood Planning

We will:

- Comply with all Neighbourhood Planning legislation and regulatory requirements.
- Provide guidance and support to prospective neighbourhood groups in wishing to establish themselves as a neighbourhood forum and designate a neighbourhood area.
- Provide advice and assistance to a designated neighbourhood forum or town or parish council in the preparation of a neighbourhood plan, subject to the availability of resources.
- Make the appropriate checks to ensure that a submitted neighbourhood plan meets basic conditions and legal requirements.
- Publish the submission version of the Neighbourhood Plan for public consultation on the council's website for a period of 6 weeks and gather representations received to be forwarded to the examiner for consideration.
- Make arrangements to appoint independent examiner for the examination of a neighbourhood plan - generally examination will be by written representations.
- Make the examiner's report available on the council's webpages.
- Progress to referendum and write to eligible residents and businesses on the council's electoral register informing them that a referendum will be held at least 28 days prior to the voting date.
- Notify residents of Neighbourhood Planning referendums in their area, on the council's website.
- Following a positive referendum and subject to the Plan meeting EU obligations, progress the Plan to adoption.
- Publicise the Neighbourhood Plan on the council's website and in libraries and put up site notices in the Neighbourhood Area publicising the adoption of the Plan.
- Provide advice and assistance to modify ‘made’ plans and provision for changing neighbourhood area boundaries.

Community Infrastructure Levy

2.26 The three preceding authority areas have separate adopted Community Infrastructure Levy (CIL) Charging Schedules. CIL provides the main mechanism for development in Bournemouth, Christchurch and Poole to contribute towards providing the infrastructure required to accommodate growth in the town. The CIL Charging Schedule sets out the rates (set at £ per square metre of new floorspace) that are applied to development depending on location in the council areas. The adopted rates will be subject to monitoring and periodic review to ensure that they remain up to date and effective. Where, in the future, the adopted Charging Schedule needs to be amended the council will ensure that it will consult widely to ensure that any proposed changes are subject to the appropriate engagement with local communities, infrastructure providers, developers and other stakeholders.

Community Infrastructure Levy

We will:

- Continue to allocate funding through the Neighbourhood Portion of CIL.
- Regularly review the operation and effectiveness of the adopted Charging Schedules.
- Report on the collection and expenditure of CIL monies
- Maintain regular engagement with communities, interested parties and infrastructure providers to ensure the town's infrastructure needs evidence base is kept up to date.
- Publish an Infrastructure Funding Statement identifying infrastructure needs, costs, sources of funding and spending.
- Undertake consultation with communities and organisations in accordance with the CIL Regulations requirements for engagement prior to any formal review of the adopted CIL Charging Schedule.

How locally elected councillors will be involved

2.27 Councillors are the locally elected representatives for the area. Councillors attend Council meetings and a number of them may be appointed to sit on various committees such as the Planning Committee. The Overview and Scrutiny Board plays a vital role in maintaining an overview of the Council's work and looking in depth at areas of particular significance or concern.

What resources does Strategic Planning have?

2.28 Undertaking engagement and consultation is an integral part of the work of the Planning Service, but it is also resource intensive. There are direct costs in terms of resources and staff time. What we have set out in this Statement of Community Involvement is capable of being resourced from within existing budgets, based on the current resources available to the service.

2.29 We will aim to use the most cost-effective methods of engagement and consultation, provide a high-quality service to all customers and where possible, will work with others to coordinate consultations where we can and use innovative technology to assist us where possible.

3 Development management - planning applications

3.1 The requirements for advertising and consulting on planning applications are set out in The Town and Country Planning (Development Management Procedure) (England) Order 2015. Table 1 sets out how BCP Council will meet the statutory publication requirements for various categories of planning application. Please also see paragraph 3.3 below.

Development type	How BCP Council will meet statutory requirements
Applications for non-major development including; household, minor, change of use, variation of condition and others.	• Site notice(s) • Publish on website
Major applications (as set out in Article 2) of the Development Management Procedure Order 2015	• Advertisement in local newspaper • Site notice(s) • Publish on website
Major applications accompanied by an environmental statement	• Advertisement in local newspaper • Site notice(s) • Publish on website
Applications for Development affecting the setting of a Listed Building or a Conservation Area.	• Advertisement in local newspaper • Site Notice(s) • Publish on website
Applications which do not accord with (departures from) the statutory development plan.	• Advertisement in local newspaper • Site Notice(s)
Applications which affect a Public Right of Way (PRoW) to which Part 3 of the Wildlife & Countryside Act 1981 applies	• Advertisement in local newspaper • Site Notice(s) • Publish on website
Notice of hedgerow removals	• Notify town/parish council (where existing)
Development by Electronic Communications Code Operators GPDO 2015 Sch 2, Part 16	**If development is not in accordance** with the development plan **or would affect a PRO** to which Part 3 of the Wildlife and Countryside Act 1981 applies: Site notice **and** advertisement in local newspaper **On sites of 1 hectare or more:** Site notice(s) Advertisement in local newspaper **All other development not covered above:** Site notice(s) Advertisement in local newspaper

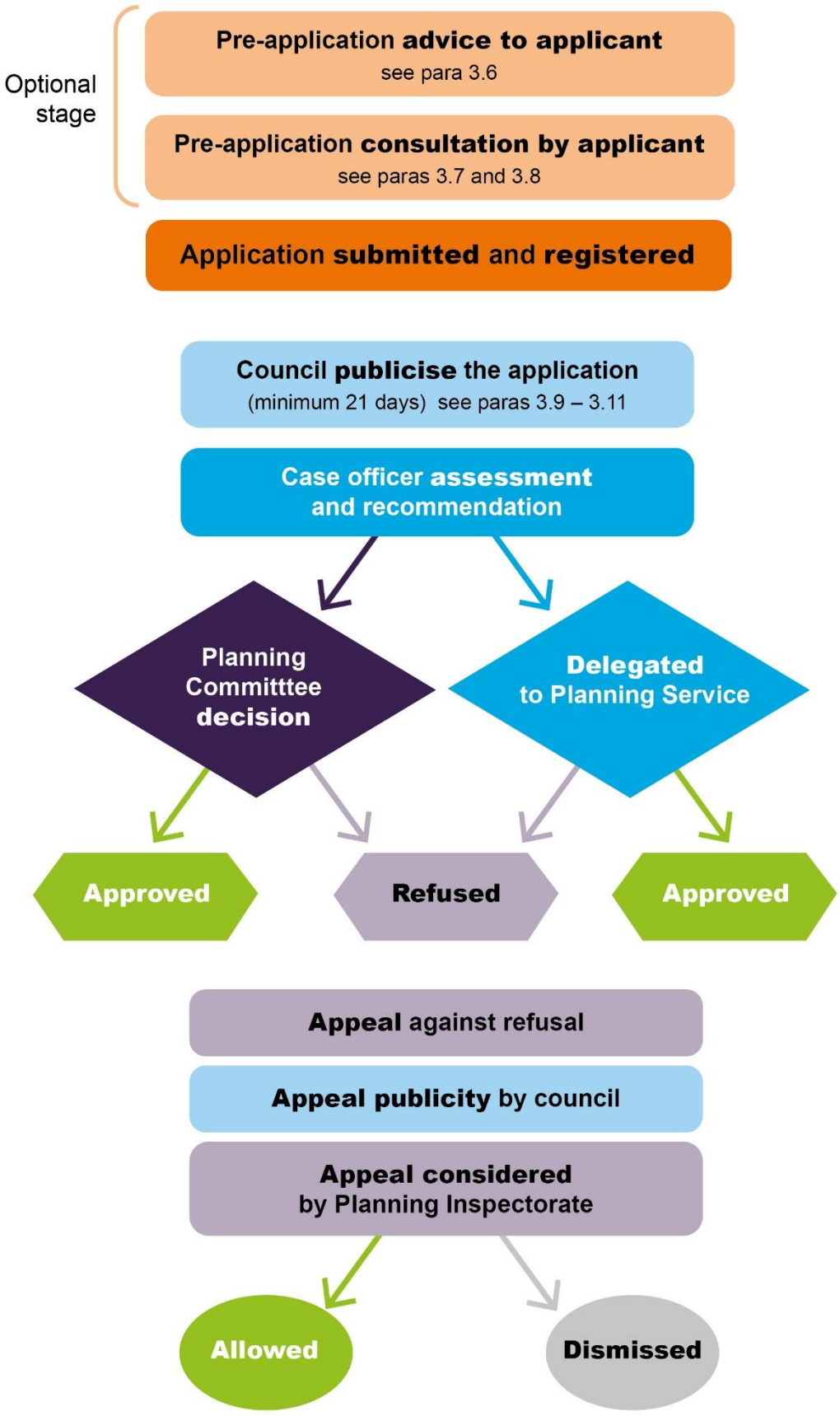
Application for non-material amendment.	No statutory requirement however, applications for non-materials amendments will be published on the BCP planning website application portals.
Certain applications for Permitted Development requiring Prior Approval as defined by the Town and Country Planning (General Permitted Development) Order 2015 as amended.	Notify each adjoining owner or occupier about a proposed development by serving on them a notice where required by the Town and Country Planning (General Permitted Development) Order 2015 as amended.

3.2 The council is committed to engagement and consultation on planning applications in line with legal requirements. Site notices are posted on or near the land to which the application relates for not less than 21 days in accordance with the relevant legislation. The council advertise applications in the local press where required. People can request a copy of the weekly list and they are encouraged to make themselves known to the local planning authority. The notice will briefly describe the proposal and specify a date by which representations should be made (not less than 21 days from the date of posting). Representations must be made in writing, preferably using the Council's online comment facility via the BCP Council website.

3.3 The council encourages pre-application engagement and consultation in line with the NPPF (2024).

3.4 The following flowchart sets out the planning application process (opportunities for public/ward councillors' involvement highlighted in pale blue).

Planning application process



Pre-application discussions with applicant

3.5 Most applications can benefit from obtaining advice at the pre-application stage, before an application is submitted. Pre-application discussions and written advice from the LPA provides greater certainty and clarity to applicants by identifying relevant planning issues and requirements that can influence the final scheme at an early stage, before it is submitted.

Pre-application consultation

3.6 Applicants are strongly encouraged to engage in pre-application consultation for major or potentially controversial development schemes where appropriate. Pre-application consultation provides an opportunity for applicants/agents/developers to explain their proposals to the local community and allow them the opportunity to express their views and raise concerns directly with applicant with the possibility of influencing the proposal prior to the submission of a planning application.

3.7 The council recognises the importance of actively and creatively engaging the community in the shaping and development of the places where people live and work and the role this can have in fostering a sense of pride and ownership in a local area. To achieve this, the council will consider the use of engagement forums and events to allow elected councillors to liaise with invited local community leaders, schools, community groups, business representatives and other relevant key stakeholders. In this way, forums can participate in discussion to consider a site's future use, design and layout, before a proposed development scheme is submitted to the council. This process aligns with the spirit of the Government's 'Localism' agenda.

How local communities are involved when a planning application is received

3.8 When a planning application is received, properties will be notified by site notice. The public normally have 21 days (extended where the period includes a bank holiday) to make comments on any application proposal and the deadline for comments will be displayed at the bottom of the site notice(s). A decision will not be made until the latest publicity period has expired. Copies of application forms, plans and supporting documents are available for the public to view on the council's website.

3.9 In addition to the weekly lists, the council has a statutory obligation to advertise specific types of applications within a local newspaper – in our case, the Daily Echo.
The council publishes public notices to advertise the following types of applications:

- Applications for Major Development as set out in article 2 of the Development Management Procedure Order 2015.
- Major Applications accompanied by an Environmental Statement.
- Applications for Development within a Conservation Area

- Applications for Listed Building Consent where works to the exterior of the building are proposed.
- Applications affecting the setting of Listed Buildings.
- Applications which do not accord with (departures from) from the statutory Development Plan.
- Applications affecting a public right of way to which Part 3 of the Wildlife & Countryside Act 1981 applies.
- Certain development by Electronic Communications Code Operators

Who makes decisions on planning applications?

3.10 A wide variety of planning applications are received each year, ranging from small householder and minor applications, change of use, variation of conditions to large commercial, retail, housing or mixed-use developments. The council makes decisions on these planning applications in one of two ways:

i. The Director of Planning and Transport can determine applications under delegated powers. This accounts for more than 90% of all applications received.
ii. Planning Committee deals with those other applications considered to be more contentious as set out in the BCP Constitution.

3.11 Planning application decisions are made taking into account the recommendation of planning officers, the adopted development plan and other relevant material considerations, including consultation comments and third-party representation. Consultation arrangements and the application of planning policy is the same whichever route is chosen.

3.12 Once a planning application has been determined, the decision will be available to view on the council's website.

3.13 The following commitments set out our approach to how the planning application process will be undertaken and what information will be made available.

Undertaking the planning application process

We will:

Encourage applicants to undertake pre-submission consultations with local communities on large or significant development proposals.

Encourage applicants to engage in pre-application discussions with the council for major or significant/controversial applications.

Encourage householders to undertake informal discussions with neighbours over householder proposals.

Allow access to all planning application files (except where confidentiality exclusions apply) and develop document management systems so that, progressively, all files are available electronically through the BCP Council website.

Negotiate minor changes with applicants where necessary and address issues identified through the publicity and consultation exercises on an application where they are considered to hold merit.

Where an application has been amended, officers will exercise their professional judgement to decide whether further publicity and consultation is necessary in the interests of fairness. The time period for any further publicity may be shorter than 21 days depending on the extent of change to the scheme.

In the interests of economy, it is not possible to respond to specific points raised in representations or to provide individual notification of the outcome of the application.

Appendix 1
Glossary of planning terms and acronyms

Community Infrastructure Levy (CIL) - the financial contribution raised from new development that is used to fund the provision of infrastructure (eg transport schemes, flood defences, parks and green spaces etc), that is needed as a result of development.

Local Plan - key document that sets out the long-term spatial vision for an area, together with the spatial objectives, strategic policies and development management policies required to deliver that vision. The Local Plan has the status of a Development Plan Document.

Development Plan - as set out in Section 38(6) of the Planning and Compulsory Purchase Act, an authority's development plan consists of relevant documents contained within its Local Plan.

Duty to Cooperate - provision of the Localism Act 2011, that has created a duty on local authorities to cooperate with each other when making plans.

Overview and Scrutiny Board - advisory committee dealing with the development of planning policy.

Equalities Impact Assessment (EqIA) - an assessment tool used to ensure that policies, plans, programmes and strategies do not discriminate against any group or individual on the grounds of age, disability, sex, gender reassignment, pregnancy/maternity, marriage/civil partnership, race, religious belief or faith, sexual orientation, armed forces communities, social inequality or human rights.

General Consultation Bodies - defined in Part 1 of The Town and Country Planning (Local Planning) (England) Regulations 2012.

Gunning Principles - following a landmark case in 1985 (R v LB Brent ex parte Gunning), Stephen Sedley QC proposed four consultation principles applicable to all public consultations by public bodies in the UK. These include ensuring consultation is undertaken when proposals are still at a formative stage, that there is sufficient information provided for the public to make an informed choice, that adequate time is given for consideration and response and, that consultation responses are conscientiously taken into account by decision makers.

Health Impact Assessment (HIA) - an assessment tool used in determining how policies, plans, programmes and strategies can contribute to improving the health and wellbeing of communities.

Annual Monitoring Report – Authorities monitoring the indicators of achievement and targets set out in the Local Plan. The monitoring report assists with identifying how well the Local Plan's key outcomes related to the strategic objectives are being implemented.

Local Development Plan (LDP) - the name for the portfolio of Local Development Documents.

Local Development Scheme (LDS) - a work programme showing when planning policy documents will be produced.

Localism Act 2011 - legislation that brought about a number of reforms to the planning system which included the abolition of regional strategies; the duty to cooperate and introduction of neighbourhood planning.

National Planning Policy Framework (NPPF) (revised 2024) - document that sets out the Government's planning policies and how these are to be applied. It also provides the framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

Neighbourhood Planning – Introduced by the Localism Act 2011, this is a means by which local communities are provided with the rights and powers to decide the future of the places where they live and work by developing a Neighbourhood Plan. When made, the plan has the same status as the Local Plan.

Local Planning Authority (LPA) - term for the body as part of the council that has responsibility for setting local planning policies and making decisions on planning applications.

Statement of Community Involvement (SCI) - sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development management decisions.

Strategic Environmental Assessment (SEA) - a generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'.

Supplementary Planning Document (SPD) - document that provides supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

Specific Consultation Bodies - defined in Part 1 of The Town and Country Planning (Local Planning) (England) Regulations 2012 , examples given in Appendix 2.

Sustainability Appraisal (SA) - tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all local development documents.

Stakeholders - any individual or organisation who has an interest in the way an area develops. This may include residents, developers, community groups, employers etc…

The Regulations - Town & Country (Local Planning) (England) Regulations 2012 No. 767

Appendix 2

List of Specific Consultation Bodies as interpreted from the Town & Country Planning (Local Planning) (England) Regulations 2012

BCP Town and Parish Councils

Relevant Adjoining Local Planning Authorities:
Dorset Council
New Forest District Council

Relevant Adjoining town and parish councils: (not exhaustive for BCP)
Arne
Colehill
Corfe Castle
Corfe Mullen
Ferndown
Lytchett Matravers
Lytchett Minster and Upton
Morden
Pamphill and Shapwick
Studland
Sturminster Marshall
Wareham St Martin
West Parley
Wimborne Minster

Electronic communications companies/owners or operators of telecommunications apparatus
BT
EE
Three
Openreach
SSE Telecoms
Telefónica UK Ltd (O2)
Vodafone Ltd

Licence granted under section 7(2) of the Gas act 1986**(9)**: British Gas
Dorset Health and Wellbeing Board
Historic England
Environment Agency
Highways England
Homes and Communities Agency
Marine Management Organisation
National Grid
Natural England
Network Rail
Licence granted under section 6(1)(b) or (c) of the Electricity Act 1989
Scottish and Southern Energy PLC
Bournemouth Water Ltd
Wessex Water