Guildford borough
Community involvement in planning
Local Development Document 2013

June 2013
Alternative formats
If you would like a summary of the Community involvement in planning document in a different format such as large print please let us know by calling us at Planning Policy on 01483 444471 or email us at planningpolicy@guildford.gov.uk
Community involvement in planning

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1 Introduction

1.1 Planning affects all of us

1.1.1 Planning shapes the environment that we live in, where we live, work, shop and play. Planning decisions determine where new homes, offices, shops and leisure facilities go and what happens to our countryside, open spaces and historic environment.

Did you know…

The Council has a duty to involve you? You have the right to be heard. This document is a legal requirement of Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act in 2008 and the Localism Act in 2011) and it sets out how and when we will involve and consult with you on planning matters.

1.1.2 For many people planning is something they only get involved with when a development directly affects them, and this can sometimes be too late to really influence the process. You can be involved in how our borough develops from the early stages of local planning policy formulation to the end stage of commenting on planning applications. This document sets out how.

1.2 Your thoughts matter

1.2.1 What you think matters; we will try to reflect this in the documents we produce and the decisions we make. Whilst there will not always be a consensus of views, we will always listen to what you have to say.

1.2.2 We are working within a framework and must follow guidance set by others, for example, planning law and Government guidance. There are certain things we can’t influence or change, and we will let you know when this is the case.

Note

This document reflects the current planning situation but we recognise that Acts and regulations may well change. We will consult in line with new legislation and update this document to reflect this. See www.legislation.gov.uk for the latest information.
1.3 Purpose of this document

1.3.1 This document replaces Guildford’s Statement of Community Involvement document and is a factual update on the July 2011 version of Community involvement in planning. It should be read alongside the Guildford Community engagement strategy which sets out in detail how we and our partners on the public service board will engage with you. Further details of the Community engagement strategy can be found at www.guildford.gov.uk/ces.

The purpose of this document is:

- to clearly set out how and when you can get involved
- to set out how the Councils planning services implement the commitments in the Guildford Community engagement strategy
- to include a brief explanation about how planning works and what you can expect when you get involved
- to provide a baseline against which all planning consultation can be measured
- to explain how this document will be reviewed and improved.
1.4 The planning system

1.4.1 The planning system in England is plan-led. This involves preparing local plans that give firm guidance on what can be built and where. The Planning and Compulsory Purchase Act 2004 (and amendments in subsequent Acts) requires all councils to produce a Local Plan. The Local Plan sets out the policies that will guide the determination of planning applications.

1.4.2 The Council is also proactive in the management of its conservation areas, heritage and in implementing environmental improvements. This includes landscape planning and improvements, undertaking conservation area appraisals and improving the appearance of our local environment. The engagement undertaken in relation to this work follows the guidelines set out in the Guildford Community engagement strategy.
Introduction

1.5 Neighbourhood planning

1.5.1 Each neighbourhood is unique and has its own individuality that makes up its local character. This localism is something we should focus on to build upon the strengths of an area. Your on the ground knowledge of what makes a place tick and what needs protecting improving or changing is vital. As well as getting involved in planning policy formation or planning decisions you can also get involved more locally. Parish councils and some community groups can get involved in community led planning. You can find out more from Surrey Community Action (www.surreyca.org.uk).

1.5.2 New statutory legislation and guidance on neighbourhood plans was introduced in the Localism Act 2011. A neighbourhood plan is produced by a parish council or body designated as a neighbourhood forum. It must conform with the strategic policies of the existing development plan for the local area, have regard to national policy and be compatible with European Union regulations and human rights regulations. Alternatively a community may wish to produce a neighbourhood development order or a community right to build order. Further information is available on our website at www.guildford.gov.uk/neighbourhoodplans.

1.5.3 Neighbourhood forums are steering groups facilitating the development of neighbourhood plans and do not play any role in making day-to-day planning decisions. They have the right to respond during public consultations and can be added to the ‘weekly list of planning applications’ if they wish to be kept abreast of developments across the borough. The same rights apply to all other people and organisations.

Top tip
The earlier you can get involved in planning decisions the more influence you may have. Planning Services support this by investing our time and resources at the early stages when comments and ideas can best be considered and included.

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1 Surrey Community Action is a countywide charity offering advice, support and information to both voluntary and community groups. Phone: 01483 566072 Email: info@surreyca.org.uk Web: www.surreyca.org.uk/com
2 Planning policy

2.1 The Local Plan

2.1.1 The Local Plan is central to delivering Guildford’s vision for the future. It sets out how the borough will grow and develop over the next 20 years. It includes strategy, site allocations and development control policies (Development Plan Documents). Other Local Development Documents are Supplementary Planning Documents, the Community Infrastructure Levy, Community Involvement in Planning (the statement of community involvement) and the Monitoring Report. Details of Guildford’s Local Development Documents are set out in our Local Development Scheme for Guildford Borough Council at www.guildford.gov.uk/lds.

Types of Local Development Documents

Local Development Documents include:

Development Plan Documents (DPD):
These are formal plans for the development management and use of land or site allocation. They are subject to rigorous procedures including public consultation and an independent examination by a Planning Inspector. They also require a Sustainability Appraisal (SA) – an assessment of the economic, social and environmental impacts of a plan and its policies.

- Local Plan Strategy and Sites Document - the Local Plan Strategy is the main, over-arching, strategic framework for Guildford borough that sets out where and when different areas of the borough are likely to change in the future and how this will happen. It makes planned decisions about the future use of land in the borough. The Local Plan vision is compatible with the vision of the Sustainable Community Strategy.

- Local Plan Delivery and Development Control Policies Document - Contains detailed development control policies to guide development and assess planning applications in the borough.

Other Local Development Documents:
These include documents for partial areas of the borough, areas of significant change or special conservation, planning policies for an area and documents which include a site allocation policy.

- Supplementary Planning Documents (SPD’s) - these provide further planning guidance and details in addition to the Development Plan Document
policies. They may be guides for design, sustainability, infrastructure and conservation and are useful tools when designing or considering planning proposals. These documents are consulted on and agreed by the Council.

- **Community involvement in planning** - this document, which sets out how we will consult on planning applications, local development documents and other planning policy documents. Often called a Statement of Community Involvement.

- **Monitoring Report (MR)** - provides a yearly update on the progress of the Local Plan and the implementation of planning policies. It is published annually at the end of each year.

- **Community Infrastructure Levy (CIL)** - The Community Infrastructure Levy (CIL) is a statutory charge on new buildings and extensions used to fund infrastructure provision required as a result of the new development.

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**Top tip**

The [Local Development Scheme](http://www.guildford.gov.uk/lds) sets out the timetable and processes for the Local Plan. Have a look at the latest copy at [www.guildford.gov.uk/lds](http://www.guildford.gov.uk/lds) so you know what is happening when.
2.2 **What we have to do by law**

2.2.1 We must follow the law, relevant planning regulations and guidance set out in this Community involvement in planning document when preparing development plan documents. In order for development plans to be found sound (approved) by a Planning Inspector all development plan documents must be positively prepared, justified, effective and consistent with national policy\(^2\).

2.2.2 Specific consultation requirements are set out in the The Town and Country Planning (Local Planning) (England) Regulations 2012. A summary of the requirements for development plan documents and supplementary planning documents is set out in the following table, although we may go above and beyond this. Please note that different procedures apply to the local development scheme, monitoring report and community involvement in planning document as shown in Appendix B.

2.2.3 The Community Infrastructure Levy is a standardised, non-negotiable, local levy that is placed on new development for the purpose of helping to raise funds to support the delivery of the infrastructure that is required as a result of new development. A Community Infrastructure Levy Charging Schedule sets out the level of charge the Council will require for every additional square metre of new development. Regulations\(^3\) require local authorities to undertake a clearly defined procedure prior to adopting a Community Infrastructure Levy Charging Schedule, and the Council will follow these, and any subsequent regulations.

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\(^2\) National Planning Policy Framework 2012 paragraph 182.

\(^3\) Regulation 15 and 16 of the Community Infrastructure Regulations 2010 (as amended 2011).
Steps in producing some Local Development Documents

**Local Plan/Development Plan Document**

**INVOLVE**
Ask specific consultees and appropriate general interested bodies, residents and local businesses what a DPD on that subject should contain. Consider representations made. May involve two public consultations. Prepare a consultation statement. (Regulation 18*)

Undertake Sustainability Appraisal Habitats Regulations Assessment and Equalities Impact Assessment screening reports.

**UPDATE DOCUMENT**

**PRE-SUBMISSION**
Make documents and statement of representations available for a 6 week period. Comments limited to the SOUNDNESS of the document. (Regulation 19 and 20*)

**SUBMIT**
DPD submitted to the Secretary of State (Regulation 22*)

**EXAMINATION OF DPD**
(Regulation 24*)

**ADOPT DPD**
(Regulation 26*)

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**Supplementary Planning Document**

**DRAFT DOCUMENT**
Screen draft document to consider whether a full Strategic Environmental Assessment, Habitats Regulations Assessment and a Equalities Impact Assessment are required.

**CONSULT**
Make document available and inform appropriate general consultation bodies allowing a minimum 4 week consultation period. (Regulation 12 and 13*) Consider representations made.

**UPDATE DOCUMENT**

**ADOPT SPD**
(Regulation 14*)

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2.2.4 The Council's aims for community engagement in planning are that involvement should be appropriate and proportionate to the planning issues, transparent, accessible and well planned. Various approaches to community engagement are outlined in the Community engagement strategy 2011. As well as using specific methods of engagement during a formal consultation process, we will also keep you posted on planning issues through updates on our website.

Note
As well as commenting on development plan document, don’t forget you can also comment on the sustainability appraisal (www.guildford.gov.uk/article/3979/Sustainability-Appraisal).

2.3 Who are we involving?

2.3.1 Planning regulations\(^4\) set out minimum requirements for consulting on Local Development Documents\(^5\). The regulations require councils to consult several organisations, called **specific consultation bodies**, when preparing Local Development Documents (the Local Development Scheme, Statement of Community Involvement and Monitoring Report are not included). These organisations are mostly strategic bodies, neighbouring councils, and service suppliers such as gas and water companies. They are listed in Appendix A.

2.3.2 The Council want to involve and hear from as many sections of the community as possible in the preparation of planning policies and guidance in the borough. However, we also want to keep the consultation proportionate to the scale of the issues being addressed. The Council has an extensive list of **general consultation bodies** - all the organisations, businesses, consultancies, landowners, community groups and individuals - that it consults. This is known as the Local Plan contacts database. The following list sets out the types of groups and organisations on the Local Plan database and is not definitive.

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\(^4\) The Town and Country Planning (Local Planning) (England) Regulations 2012

\(^5\) Referred to in Government guidance as the Statement of Community Involvement.
Planning policy

- Guildford Borough and Surrey County councillors
- Other services with Guildford Borough Council and Surrey County Council
- Members of Parliament
- Parish councils and resident associations
- Non-statutory local stakeholders, civic societies
- Relevant community groups and organisations
- Working groups and partnerships
- Voluntary bodies
- Landowners
- Developers, house builders and representative organisations
- Registered providers of social housing
- Interest groups and societies
- Religious groups
- Disabled groups
- Youth and older persons organisations
- Seldom heard groups

2.3.3 The Localism Act 2011 has introduced a new requirement called duty to co-operate. This new duty requires local planning authorities, county councils and a prescribed body or person to co-operate and engage constructively with each other when preparing local or development plan documents or working on strategic matters having a significant impact on at least two planning areas (councils). Further details and definitions are in Appendix A.

2.3.4 The Local Plan contacts database also includes various other groups, organisations and individuals who have asked to be kept informed of the Local Plan process. This database is continually updated. We can note on the database if you have a particular area of interest, to avoid sending you information that is not important to you. We will carefully consider who to consult and when. Interest categories include: business and economy, community well-being, disadvantaged and vulnerable people, education, environment and sustainability, facilities and sport, Green Belt, health, housing, public safety, regeneration and transport.
Did you know?
Anyone can register their interest and be added to the database by contacting the Planning Policy team on 01483 444471 or email planningpolicy@guildford.gov.uk. If there is a specific topic or document that you are interested in let us know.

If there are any changes to your contact details please inform the Planning Policy team.

2.4 Including everyone

2.4.1 The Council aims to involve the widest possible cross-section of the community in order to get a balance of views. Many people may not belong to any of the groups and organisations already identified, but we would like to hear from you. In particular the Council is keen to involve under-represented groups of people, often referred to as hard to reach, hard to hear or seldom heard groups, and our approach is outlined in the section called including everyone in the Community engagement strategy. We will look at different ways to engage with different sections of the community to encourage everyone to have their say. If you would like a document available in a different format (e.g. Braille, audiotape, large print, colour of font or page, podcast, or a different language) please let us know and we will try to help.

Top tip
Documents, and their supporting evidence base, are available for free on the Councils website (www.guildford.gov.uk) and/or at Planning Reception at the Council’s offices at Millmead House, Millmead, Guildford. Some documents are also available in local libraries.

Documents are available on request in hardcopy, although Planning Services is committed to using material wisely to protect the environment and minimise costs. Consequently, we may charge for paper documents.
2.5 When you’ll be involved

2.5.1 The following table gives an idea of who will be involved and when, although its flexible and certain groups will be targeted according to the subject matter of the document.

<table>
<thead>
<tr>
<th>Consultation body</th>
<th>Development Plan Documents</th>
<th>Supplementary Planning Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific consultation bodies&lt;sup&gt;6&lt;/sup&gt;</td>
<td>Yes</td>
<td>Recommended</td>
</tr>
<tr>
<td>General consultation bodies</td>
<td>Yes</td>
<td>Recommended</td>
</tr>
<tr>
<td>General public</td>
<td>Recommended</td>
<td>Recommended</td>
</tr>
<tr>
<td>Business community</td>
<td>Yes</td>
<td>Recommended</td>
</tr>
<tr>
<td>Councilors and parish councils</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Conservation groups</td>
<td>Recommended</td>
<td>Recommended</td>
</tr>
<tr>
<td>Development professionals</td>
<td>Recommended</td>
<td>Recommended</td>
</tr>
<tr>
<td>Housing associations</td>
<td>Recommended</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

* Specific consultation bodies are defined in Appendix A.
2.6 How you’ll be involved

2.6.1 The Community engagement strategy sets out the many different ways that we can engage with you. We will tailor the engagement undertaken to the document being produced and the stage of its development. Early stage involvement helps the Council to consider how issues affect people and may include targeted emails, meetings or workshops. A draft document will then be written building upon feedback received.

2.6.2 As a minimum for all public consultation on a draft document we will normally email or write to the relevant consultees on our contacts database, issue press releases, post notices on our website and put up posters. For development plan documents we will normally hold exhibitions or drop-in sessions. Documents will be available to view on our website, at the Council’s planning reception and in most cases at local libraries. Full details are set out in Appendix B.

2.7 Making decisions

2.7.1 The information used to inform decisions within planning policy is called an evidence base. Consultation and individual comments are only part of the information used to make decisions. In addition there is a range of research and information collected from a variety of sources, including advice from experts in relevant fields. The diagram below shows the range of information that needs to be considered to make an informed decision. This often requires understanding and weighing up conflicting opinions and advice.

2.7.2 All of this information forms part of the evidence base, and should be made public so that everyone has a chance to see what information there is and how it is being used to influence a decision. This includes the Council’s response to people’s comments and an explanation of how they have been considered.
Factors informing decision-making:

- Interested parties
- People’s comments
- Councillor’s views
- Professional opinions
- Research
- Facts
- Guidance
2.8 Feedback

2.8.1 We will look at all engagement and consultation responses. Where we can act on suggestions, within reason we will do so. If not, we will explain why not.

2.8.2 Where possible we will keep those who have responded informed of subsequent consultations.

2.8.3 After a formal consultation we will summarise the comments received and our response to them in a consultation statement that will be made available on our website. Following questionnaires, workshops and other forms of engagement we will make the findings available on our website and where possible send a website link directly to participants.

2.8.4 Consultation feedback will normally be considered by councillors of the Local Plan Panel and at the Executive committee before a decision is made on the adoption or submission of a local development document to the Secretary of State. Sometimes scrutiny committees also consider consultation feedback. There may be the opportunity for members of the public to speak at committee.

2.8.5 When submitting a development plan document (DPD) to the Secretary of State for approval we will include a statement setting out who, how and when we invited bodies and people to make representations on the draft document, a summary of the main issues raised and how they have been taken into account. We will also say how many, if any, representations were made on the proposed submission document and the main issues raised (regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012).

2.8.6 For supplementary planning documents (SPD) we will produce a consultation statement setting out how we have engaged with interested people in the preparation of a draft SPD. After the formal consultation period and before adopting a SPD we will also produce a statement setting out who, how and when we invited bodies and people to make representations on the document. We will also publish a summary of the main representation issues and how those issues have been addressed in the SPD (regulation 12 of the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012).
3 Planning applications

3.1 Development control consultation

3.1.1 The Council prepares plans but also implements the plans and their policies through the planning decisions it makes. This is known as development control. Through development control the council deals with applications for planning permission. This is where specific, detailed decisions are made about what happens to a piece of land or a building. Most new buildings or major changes to land or existing buildings require planning permission.

3.1.2 Guildford Borough Council’s Planning Service is responsible for making decisions on most of the development proposals within the borough. These can range from new shops and offices to a simple house extension. However, it does not include mineral, highway or school planning applications which are determined by Surrey County Council. Guildford Borough Council also determines its own applications (for example, development on council owned land) and applications affecting historic areas such as conservation areas. These need to follow special procedures, but the consultation process is the same as for other applications.
The consultation process:

**DEVELOPERS PRE-APPLICATION CONSULTATION**

Legal requirement for large scale major planning applications

- Developer agrees engagement process with Planning Services.
- Developer consults with relevant communities, organisations and council representatives.
- Developer produces a statement on the engagement done, the issues raised and how those issues have been considered in the final application.
- Application is validated by Planning Services and recorded on the public planning register.

**APPLICATION CONSULTATION**

Legal requirement for all planning applications

- Publicise the planning application (website, letters, or site notice for specific applications).
- 21 days for you to make comments.
- The Council examines all material considerations and comments made. If new issues are raised there may be an extra 14 days to comment on amended plans.
- For applications with less than ten representations the decision is made by the Development Control Manager or Principal Planner. Otherwise the decision is made by Councillors at Planning Committee (where people can speak by prior arrangement).

**DECISION MADE**

Legal requirement for all planning applications

- Information on the decision is sent to interested parties, entered on the planning register and publicised on the Guildford Borough Council website.
3.3 There are two distinct stages for community involvement in planning applications:

1. **Pre-application consultation**: this is consultation run by a developer prior to putting in a formal planning application. Government has made this a legal requirement\(^7\) for large scale major developments.

2. **Application consultation**: once a planning application has been submitted the council is responsible for carrying out consultation through statutory publicity and notification.

**Top Tip**
For all planning applications, large or small, we’d suggest talking to your neighbours about your plans before formally submitting a planning application.

### 3.2 Pre-application consultation (by developers)

3.2.1 Early engagement on general principles with the local community and relevant organisations and groups before submitting a planning application benefits local communities as well as helping applicants, who should see faster and more informed consideration of their proposals if they address issues early on. The more people participate early on, the more likely they are to understand and be supportive of a development.

3.2.2 Developers proposing major or significant developments (e.g. over 200 homes or 4 hectares and/or floor area over 10,000 square metres or 2 hectares) are now legally obliged to consult the local community\(^8\) and any specified persons; they need to have regard to comments received before submitting their planning application. Developers are strongly advised to conform to the commitments set out in the Community engagement strategy.

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\(^7\) Localism Act 2011 Part 6 Chapter 4 Section 122 amendments to the Town and Country Planning Act 1990.

\(^8\) Localism Act 2011: ‘bring the proposed application to the attention of a majority of the persons who live at, or otherwise occupy, premises in the vicinity of the land.’
3.2.3 In particular, Planning Services expects developers to:

- set clear objectives and agree the consultation approach with Planning Service
- inform people about the details and scope of the scheme and be clear what can be influenced by making comments
- consider how to involve seldom heard groups and groups that will particularly be affected by the changes
- clearly show changes made as a result of comments based on sound planning reasons
- submit a statement outlining the community engagement that has been carried out with the planning application - stating the methods used, who was consulted and how matters raised have been addressed in the development proposal - to enable the process and outcomes to be validated.

3.2.4 Pre-application discussions and meetings between applicants and the Council will, in most cases, be confidential. The Council now charges a fee for pre-application advice. Further details can be viewed on our website at www.guildford.gov.uk/article/10487/Pre-application-advice

3.2.5 For large developments the Council and developers can also sign up to a planning performance agreement (PPA). A PPA provides a structure and key milestones for the planning stages of a development.

3.2.6 The applicant will need to manage the pre-application engagement to ensure that Planning Services remain impartial. Councillors will also have to be careful about expressing opinions during the pre-application process although they can attend discussions, seek clarification and ask questions about a proposal.

Note

For nationally significant infrastructure projects such as power stations and new electricity transmission lines there are specific pre-application processes that must be complied with. For full details please see the CLG publication ‘Planning Act 2008 Guidance on pre-application process’ January 2013 (www.gov.uk/government/publications/guidance-on-the-pre-application-process-for-major-infrastructure-projects).

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9 Some pre-application records may be subject to the freedom of information requests.
10 Webpage: www.atlasplanning.com
3.3 Planning application consultation (by the Council)

3.3.1 We aim to determine most planning applications within 8 weeks and major planning applications within 13 weeks. This time period includes formal public consultation, the details are outlined below.

- Once a planning application is submitted and registered there is a statutory 21 day consultation period.

- The consultation will be advertised on the Council website with letters sent to neighbours adjoining the site. Site notices will be put up for applications affecting listed buildings and in conservation areas and for major applications.

- The Council will publish planning applications on-line or they can be viewed at our planning reception or at parish council offices (please check their opening times.) A weekly list of newly received planning applications is also available to view at our planning reception or you can search online at www.guildford.gov.uk/searchforaplanningapplication. We also send a weekly list of new planning applications to the Surrey Advertiser, for them to publish at their discretion.

- Relevant organisations or groups (such as Parish Councils, specific Surrey County Council departments, the Environment Agency, English Heritage, electricity, sewage or gas companies, network rail) will also be contacted with 14 days to comment.

- Neighbourhood forums can request to be added to the weekly plans list for their information.

- We will notify you of the planning application by post if your home or business shares a boundary with the application site. For major applications we will also send letters to homes and businesses near the application site.

- All comments must be received in writing within the specified consultation period of 21 days of the date on our letter. You can check that your letter has been received by either calling us or looking up the application on the website and viewing documents (please allow 3-5 working days).

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12 On-line search available on Acolnet at www2.guildford.gov.uk/DLDC_Version_2/
14 http://www.guildford.gov.uk/article/6720/About-my-comments
• We encourage comments either by e-mail (planningenquiries@guildford.gov.uk) or using the website www.guildford.gov.uk but they can also be submitted as a letter.

• Comments made outside of the formal consultation period will only be considered if circumstances allow.

• If any major changes are made to the application, such as an increase in height, we will write to you again, giving you extra time to send us your comments (usually between 7 to 14 days).

3.3.2 Further information can be found on the planning frequently asked questions (FAQ) webpage at www.guildford.gov.uk.

Top tip
Comments should focus on material planning considerations, such as:

✓ transport problems
✓ noise and disturbance resulting from use
✓ loss of light or overshadowing
✓ overlooking or loss of privacy
✓ strategic views
✓ loss of trees and nature conservation
✓ local, strategic and national planning policies (e.g. the Local Plan)
✓ effect on listed building and conservation
✓ areas layout and density of building
✓ design, appearance and materials
✓ disabled persons’ access
✓ previous planning decisions (including appeal decisions).

Examples of issues that are not planning considerations include:

✗ the loss of value on a property
✗ the loss of a person’s private view
✗ the motives of the applicant.

http://www.guildford.gov.uk/article/5941/Comment-on-an-application---planning
### 3.4 Recommended planning application consultation plan

<table>
<thead>
<tr>
<th>Development*</th>
<th>Type of Engagement</th>
<th>When?</th>
<th>For how long?</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Householder and small developments e.g. change of use, householder developments, advertisements, listed building consents</td>
<td>Letter/email</td>
<td>Pre-application stage</td>
<td>Letter/email</td>
<td>Initially confidential if between Council officers and enquirer</td>
</tr>
<tr>
<td></td>
<td>Letter to neighbours</td>
<td>After application submitted and validated</td>
<td>21 days for consultees to comment on proposal</td>
<td>Application documents can be viewed online or at planning reception</td>
</tr>
<tr>
<td>Minor development e.g. 1-9 homes or 0.49ha and under or office, industry, retail, distribution and servicing, other minor development of 999sqm or less or 0.99ha and under</td>
<td>Meeting</td>
<td>Pre-application stage</td>
<td>n/a</td>
<td>Initially confidential if between Council officers and enquirer</td>
</tr>
<tr>
<td></td>
<td>Potential to hold drop-in event or meeting</td>
<td>Pre-application stage</td>
<td>n/a</td>
<td>Event to discuss proposals with interested neighbours, community and amenity groups</td>
</tr>
<tr>
<td></td>
<td>Letter to neighbours</td>
<td>After application submitted and validated</td>
<td>21 days for consultees to comment on proposal</td>
<td>Application documents can be viewed online or at planning reception</td>
</tr>
<tr>
<td>Major planning application e.g. 10 or more homes or 0.5ha or more, or office, industry, retail, distribution and servicing or other major developments of 1000 sqm or more or over 1ha</td>
<td>Meeting</td>
<td>Pre-application stage</td>
<td>n/a</td>
<td>Initially confidential if between Council officers and enquirer</td>
</tr>
<tr>
<td></td>
<td>Exhibition or public meeting</td>
<td>Pre-application stage</td>
<td>n/a</td>
<td>Exhibition or public meeting with neighbours, community /amenity groups and appropriate consultation bodies</td>
</tr>
<tr>
<td></td>
<td>Letter to neighbours</td>
<td>After application submitted and validated</td>
<td>21 days for consultees to comment on proposal</td>
<td>Application documents can be viewed online or at planning reception</td>
</tr>
<tr>
<td>Development*</td>
<td>Type of Engagement</td>
<td>When?</td>
<td>For how long?</td>
<td>Note</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------</td>
<td>-------</td>
<td>---------------</td>
<td>------</td>
</tr>
<tr>
<td>Major planning application - continued</td>
<td>Provide verbal evidence</td>
<td>Planning Committee meeting in some cases</td>
<td>Maximum of 3 minutes to speak per person at planning committee</td>
<td>A maximum of four people per item may speak at Planning Committee: two can be in favour and two against the officers recommendation</td>
</tr>
<tr>
<td>Large scale major development e.g. over 200 homes or 4 ha and over and/or a floor area of over 10,000sqm or 2ha</td>
<td>Meeting</td>
<td>Pre-application stage</td>
<td>n/a</td>
<td>Initially confidential if between Council officers and enquirer</td>
</tr>
<tr>
<td></td>
<td>Enquiry by design exercise / planning for real exercise</td>
<td>During the design stage prior to planning application being submitted</td>
<td>n/a</td>
<td>Should include media advertisement to publicise the event and development</td>
</tr>
<tr>
<td></td>
<td>Publicity, exhibition or public meeting</td>
<td>Pre-application stage</td>
<td>Suggest 6 weeks</td>
<td>Developer-run publicity of proposed application, timetable for consultation exhibition or public meeting with neighbours, community /amenity groups and appropriate consultation bodies</td>
</tr>
<tr>
<td></td>
<td>Letter to neighbours</td>
<td>After application submitted and validated</td>
<td>21 days for consultees to comment on proposal</td>
<td>Application documents can be viewed online or at planning reception</td>
</tr>
<tr>
<td></td>
<td>Provide verbal evidence</td>
<td>Planning Committee meeting</td>
<td>Maximum of 3 minutes to speak per person at planning committee</td>
<td>A maximum of four people per item may speak at Planning Committee: two can be in favour and two against the officers recommendation</td>
</tr>
</tbody>
</table>

*See the Governments planning and development glossary for information on application classification at http://www.statistics.gov.uk/hub/people-places/planning/planning-and-development/index.html.
3.5 **Who makes the decisions?**

3.5.1 Once the consultation period has been completed, a report with a recommendation on the planning application is written by a planning officer. This report will take into account the relevant legislation, facts, guidance and comments raised. The final decision is then made in accordance with the Council's scheme of delegation\(^\text{16}\) either through the Head of Planning Services, Development Control Manager or Principal Planner or by the Planning Committee.

3.5.2 An application will be determined at committee where ten or more responses are contrary to the officers recommendation, where the application will have a considerable effect on the borough, where the Council is the applicant, where a councillor or council employee or relation is the applicant, at the request of the Director or Head of Planning Services or where a councillor has identified specific planning reasons for the committee to decide the application.

3.5.3 If an application is heard at Committee four people may speak per item for up to three minutes each. Two people can speak in favour of the officer's recommendation and two people against. The Councillors will then debate the issues before voting for or against granting planning permission. You must let the Committee Clerk know in writing by midday on the working day before the meeting if you wish to speak. Details are set out in the Councils Guide to Planning Committee Meetings (May 2011), available to view in our offices or at www.guildford.gov.uk/publicparticipation. Agendas\(^\text{17}\) are normally available five working days before Planning Committee and available to view at the Council's main reception or on the Council's website.

3.5.4 In some circumstances where there is an appeal, as set out in appeals section below, the final decision will be made by an independent Planning Inspector\(^\text{18}\).

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\(^{16}\) [http://www.guildford.gov.uk/article/4020/Who-makes-the-decision-on-a-planning-application](http://www.guildford.gov.uk/article/4020/Who-makes-the-decision-on-a-planning-application)

\(^{17}\) [http://www.guildford.gov.uk/article/994/Planning-Committee](http://www.guildford.gov.uk/article/994/Planning-Committee)

\(^{18}\) [http://www.planningportal.gov.uk/planning/appeals](http://www.planningportal.gov.uk/planning/appeals)
3.6 Feedback

3.6.1 You can view all of the documents and letters received in response to a planning application on-line where you can also view the planning officer’s report and recommendation.

3.6.2 After determining an application the decision notice will be posted on the Council website at www.guildford.gov.uk/searchforaplanningapplication and a paper copy will be posted to the applicant/agent and be available to view in the office.

3.6.3 If an application has been refused or withdrawn then post-application discussions may be held with the applicants.

3.7 Appeals

3.7.1 The applicant has the right to appeal against a refused planning application, a planning condition or if the Council has not determined the application within a set timeframe. The Planning Inspectorate in Bristol deals with appeals. All those people who were originally consulted or who commented on the planning application will be notified of the appeal. The Planning Inspectorate will be sent or emailed copies of all the plans, applications forms and correspondence received regarding the original planning application so they will have all the relevant information before them when making a decision.

3.7.2 For some householder appeals interested people will not have the opportunity to make representations about the appeal. Any representations made at the application stage will be taken into account by the Planning Inspector. For all other appeals there will be the opportunity to make further representations. For further information please visit the Planning Inspectorate website at www.planningportal.gov.uk/planning/appeals.

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19 http://www.guildford.gov.uk/acolnet
20 http://www.planningportal.gov.uk/planning/appeals/online/tuituralhelp/onlineappealservice/paidges/has_faq
4 And finally...

4.1 Are we doing what we have promised?

4.1.1 Guildford Borough Council Planning Services is committed to involving you with good quality engagement and opportunities. Every year we will review Community involvement in planning in our monitoring report. We will look at the engagement undertaken when producing local development documents and whether anything can be updated or improved. We will review and update this document when practicable.

4.1.2 If you have any comments about how we are involving you, or how Community involvement in planning can be improved, please get in touch.

4.1.3 You can do this by:

- contacting us directly
- going through the Council's formal comment procedure
- comment formally as part of the planning process that we, or a developer, have not met the commitments outlined in this document.

4.2 Contact us

Write to us
Planning Services
Guildford borough council
Milmead House
Guildford GU2 4BB

Planning policy team
Email us
planningpolicy@guildford.gov.uk
Call us
01483 444471

Development control team
Email us
planningenquiries@guildford.gov.uk
Call us
01483 444609
4.3 Where will the resources come from?

4.3.1 Community involvement has clear cost implications. Planning Services will aim to run all public engagement as effectively as possible. It will also try to make the most from other engagement, consultation or existing networks to avoid duplication and reduce consultation fatigue (over-consulting).

4.3.2 Engagement carried out on Local Plan documents, and submitted planning applications will, in most cases, be resourced and run in-house by Planning Services. Pre-application consultation will be resourced by the applicant, with the assistance of Planning Services where necessary. Planning Services may also work together with other organisations to jointly fund or support events where appropriate.

4.4 Further information

4.4.1 If you do not have access to the internet please let us know and we can make paper copies of relevant documents available at our planning reception.

4.4.2 The Community engagement strategy can be viewed at www.guildford.gov.uk/ces.

4.4.3 General information about the planning system can be found on the Governments Planning Portal website at www.planningportal.gov.uk. Government guidance can be viewed at www.communities.gov.uk.

4.4.4 Planning Aid is a service offering independent free professional advice and support on town and country planning matters (e.g. Development Plan Documents and planning applications) to community groups and individuals who cannot afford to pay the fees of a consultant.

You can contact them at: South East Planning Aid
c/o Kent Architecture Centre, 1st Floor,
Admirals Offices, The Historic Dockyard, Chatham,
Kent, ME4 4TS

T 0870 850 9806
E secwo@planningaid.rtpi.org.uk
W www.planningaid.rtpi.org.uk
And finally...

4.5 Glossary

**Monitoring Report**: a yearly update report on the progress of the Local Plan and planning policies.

**Area Action Plans (AAP)**: a planning framework for areas of change or conservation.

**Community**: in this document community is considered to be a group of people who have common characteristics. Communities can be defined by location (such as a street or a neighbourhood), race, ethnicity, age, occupation, a shared interest (such as cycling or local businesses) or affinity (such as religion and faith) or other common bonds.

**Community involvement in planning**: our title for our Statement of Community Involvement. This document is linked to the Guildford Community engagement strategy.

**Community engagement strategy**: a strategy for the council and public service board (previously known as the Local Strategic Partnership) on how we will engage and involve the public.

**Consultation**: a more structured form of participation. A dialogue between individuals or groups, based upon a genuine exchange of views, and normally with the objective of influencing decisions, policies or programmes of action.

**Development Plan Document (DPD)**: spatial planning documents prepared by the relevant plan-making authority. Subject to independent examination.

**Engagement**: actions taken to establish effective relationships with individuals or groups so that more specific interaction can then take place.

**Enquiry by Design**: consultation technique, action planning workshop process involving urban designers and local stakeholders.

**Equality impact assessment (EIA)**: this looks at what we are doing and makes sure that it meets the rules and regulations we have to meet. It helps ensure we deliver services in a fair, equitable and needs-sensitive way. The six equality strands – age, disability, faith and belief, gender, race and sexual orientation – are addressed in EIA’s. By completing them, we get a better idea of what impacts there might be on those groups and how we can address any negative impacts identified.
**Involvement**: applies to a wide variety of interactions between decision makers, individuals and representatives or interested parties to identify issues and exchange views on a continuous basis.

**Interested parties**: organisations selected on the basis of their interest in the outcomes.

**Local Development Documents (LDD)**: comprises the Development Plan Documents, Supplementary Planning Documents and Statement of Community Involvement (Community involvement in planning) i.e. both statutory and non-statutory documents.

**Local Development Scheme (LDS)**: three-year project plan for the production of Local Development Documents.

**Local Plan**: the Council’s long term spatial vision for area and the primary strategic policies and proposals to deliver that vision. Defined in the Town and Country Planning (Local Planning) Regulations 2012 (page 4) as development plan documents dealing with the development and use of land, the allocation of sites, development management and site allocation policies for that area, an area of significant change or special conservation, local plan policies in relation to the area, or any other site allocations document.

**Major application**: applications for larger scale housing, retail and commercial developments. Defined as a residential development of 200 or more new homes, or if number of homes not known, a site area of four hectares or more. Any non-residential development of 10,000 square metres or more of new floorspace, or with a site area of two hectares or more.

**National Planning Policy Framework**: issued by Central Government to guide planning policy and the determination of planning applications.

**Participation**: an all round term that describes the extent and nature of activities undertaken by those who take part in public or community involvement.

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21 [http://www.communities.gov.uk/planning and building](http://www.communities.gov.uk/planning and building)
Planning committee: the planning committee is responsible for making decisions on the bigger and more sensitive planning applications received by the Council. The planning committee is made up of 23 councillors who are responsible for deciding planning applications, listed building and conservation area consents. Which items are considered by the committee is decided through the Council’s Scheme of Delegation.

Planning consideration: the councillors or council officers who decide your application must consider whether to grant permission subject to conditions or whether there are any good planning reasons for refusing planning permission. They are not permitted to reject a proposal simply because people oppose it. They will look at whether the proposal is consistent with the development plan for the area. The types of planning issues they can additionally consider include the effect on amenity, impact upon the appearance of surrounding areas and potential traffic problems. Personal circumstances of the applicant, moral issues or the effect the development may have on nearby property prices are not relevant to the consideration of a planning application and will not usually be taken into consideration by the Council.

Planning inspector/Inspectorate: the Planning Inspectorate is an agency of the Department of Communities and Local Government. It may get involved in a variety of work; for example, the processing of planning and enforcement appeals and holding inquiries into local development plans. They also deal with a wide variety of other planning-related casework including listed building consent appeals, advertisement appeals, and reporting on planning applications.

Planning performance agreement (PPA): an agreement between the Council and developer or applicant to provide a planning structure for large development discussions, assessment and decision making. It sets out a clear project management process with a project plan and critical milestones.

Planning for Real: a consultation tool, using simple models as a focus for people to put forward and prioritise ideas on how their area can be improved.

Proposals Map: illustrates policies and proposals in the development plan documents.

Scheme of delegation: sets out the roles and areas of responsibilities carried out by officers and councillors.
Statement of Community Involvement (SCI): sets out standards for involving the community in the preparation, alteration and review of local development documents and significant development control decisions. Guildford Borough Councils version is known as Community involvement in planning.

Statements of Representations: statement setting out who has been involved in the preparation of a DPD, how they were involved, the issues raised and how they have been taken into account (regulation 18). Also the number of representations made on the submission DPD, a summary of the issues raised and copies of those representations (regulation 22).

Statutory: required by law (statute), usually through an Act of Parliament.

Supplementary Planning Documents (SPD): these are written by local councils and replace Supplementary Planning Guidance. They are non-statutory documents that expand upon policies and proposals in development plan documents and are a material consideration when determining planning applications.

Sustainability Appraisal: a sustainability appraisal considers the likely social, economic and environmental effects of policies included in development plan documents.

Abbreviations

DPD = Development Plan Document
EIA = Equality Impact Assessment
LP = Local Plan
LDS = Local Development Scheme
PPA = Planning Performance Agreement
SCI = Statement of Community Involvement
SPD = Supplementary Planning Document
SA = Sustainability Appraisal
And finally...
Appendices

Appendix A
Local Plan consultees

Appendix B
Guildford’s consultation plan
Appendix A

Local Plan consultees

Specific consultation bodies

The following specific consultation bodies must be consulted in accordance with the Act and Regulations\textsuperscript{22}. The Council will consult those it considers have an interest in a DPD or will be affected by an SPD. This list is not exhaustive and also relates to successor bodies where re-organisation occurs. Please note the Acts and regulations may change - see \url{www.legislation.gov.uk} for the most up-to-date information.

- The Coal Authority.
- The Environment Agency.
- The Marine Management Organisation (where relevant).
- Natural England.
- The Civil Aviation Authority.
- Network Rail Infrastructure Ltd.
- The Highways Agency.
- A relevant authority any part of whose area is in or adjoins the local planning authority’s area (including Waverley BC, Surrey Heath BC, Elmbridge BC, Woking BC, Mole Valley DC, Rushmoor BC, Hampshire County Council and Surrey County Council).
- Any person to whom the electronic communications code applies by virtue of a direction given under Section 106(3) (a) of the Communication Act 2003.
- Any person who owns or controls electronic apparatus situated in any part of the local planning authorities area.
- Any of the bodies from the following list who are exercising functions in any part of the local planning authorities area:
  - Clinical Commissioning Group
  - person whom a licence has been granted under Section 6(1) (b) or (c) of the Electricity Act 1989 (electricity companies)

\textsuperscript{22} Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (update October 2012 No 2613)
- person whom a licence has been granted under section 7(2) of the Gas Act 1986 (gas companies)
- sewerage undertaker (i.e. Thames Water) and
- water undertaker (i.e. Thames Water)
  • The Homes and Communities Agency.

Relevant authorities are defined in the act as:
• a local planning authority
• a county council
• a parish council
• and a local policing authority.

**General consultation bodies**
The following general consultation bodies are defined in the Act and Regulations\(^\text{23}\):
• voluntary bodies, some or all of whose activities benefit any part of the local authority’s (councils) area
• bodies which represent the interests of different racial, ethnic or national groups in the local authority’s area
• bodies which represent the interests of religious groups in the local planning authority’s area and
• bodies which represent the interests of disabled persons in the local planning authority’s area and
• bodies which represent the interests of persons carrying on business in the local authority’s area.

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**Did you know?**
We also have a Local Plan contact database that includes a range of other individuals, groups and organisations who we consult when preparing Local Development Documents when we consider it appropriate.

Let us know if you’d like to be included on the database by contacting the Planning Policy team on 01483 444471 or email planningpolicy@guildford.gov.uk. If there is a specific topic or document that you are interested in let us know.

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\(^{23}\) *Town and Country Planning (Local Planning) (England) Regulations 2012*
Duty to co-operate

The Localism Act 2011 (Chapter 1 part 110) has updated Part 2 of the Planning and Compulsory Purchase Act 2004 (local development) section 33A to require a duty to co-operate in relation to planning of sustainable development. Please refer to the legislation for full details. In summary it requires a local planning authority, a county council or a prescribed body or other person to engage constructively, actively and on an ongoing basis for the following strategic matter activities:

a) the preparation of development plan documents
b) the preparation of other local development documents
c) the preparation of marine plans
d) activities to prepare the way for, or support, the above preparations.

The engagement required includes considering whether to consult, prepare, enter into and publish agreements on joint approaches to activities outlined above, or the preparation of joint local development documents.

A prescribed body or other person is defined as:

a) the Environment Agency
b) the Historic Buildings and Monuments Commission for England (known as English Heritage)
c) Natural England
d) the Mayor of London
e) the Civil Aviation Authority
f) the Homes and Communities Agency
g) a clinical commissioning group established under 14D of the National Health Service Act 2006 and the National Health Service Commissioning Board.

h) the Office of Rail Regulation
i) Transport for London
j) each Integrated Transport Authority

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k) each highway authority

l) the Marine Management Organisation

A body within 33A subsection 9 is a local enterprise partnership or local nature partnership as designated by the Secretary of State\textsuperscript{26}.

Strategic matters are defined as sustainable development or use of land that would have a significant impact on at least two planning areas (districts) in particular for strategic infrastructure.

\textsuperscript{26} The Town and Country Planning (Local Planning)(England)(Amendment) Regulations 2012
## Appendix B

### Guildford’s Local Development Documents Consultation Plan

<table>
<thead>
<tr>
<th>When</th>
<th>What we must do</th>
<th>What we may do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage of preparation</td>
<td>Legal requirements for consultation</td>
<td>Additional community engagement ideas</td>
</tr>
</tbody>
</table>

### Local Plan or Development Plan Documents

- **Preparations; Discussions, consultation and drafting document**
  - Make documents and representations available on website and for inspection.
  - Send document to the specific consultation bodies.
  - Inform general consultation bodies, residents, local businesses and organisations who the Council considers may have an interest in the subject of the proposed DPD.
  - Allow a 6 week consultation period.

- **Consult the public service board.**
- **Consult with seldom heard groups and where appropriate attend meetings with community groups.**
- **Hold workshops if appropriate or consider use of Planning for Real consultation event.**
- **Meet with service providers to discuss service and infrastructure capacity issues.**
- **Send letter or questionnaires and emails to Local Plan consultation database of groups and individuals inviting comments.**
- **Publish discussion or consultation papers if appropriate (including on website and in Council newsletters/About Guildford), inviting comments on them and make copies available at planning reception, local libraries and parish council offices for at least 6 weeks.**
- **Use exhibitions and road shows to publicise discussion or consultation papers where appropriate.**
- **If appropriate, issue press release, display information on notice boards and public places (e.g. posters).**
- **Send letters, questionnaires or emails inviting comments to the Local Plan consultation database of groups and individuals.**
- **Publicise on Guildford Borough Councils Facebook page or through Twitter.**
- **Opportunity to speak at committee when final draft document considered.**
- **Publish feedback on website.**
### Local Plan or Development Plan Documents - Continued

<table>
<thead>
<tr>
<th>Before submission of document to Secretary of State</th>
<th>Examination</th>
<th>Inspectors recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Make copy of proposed submission document and statement of the representations procedure available for inspection at the Council Office during normal office hours, and publish the document on the Council's website.</td>
<td>At least 6 weeks before the hearing starts:</td>
<td>• Make the inspectors recommendations (or Secretary of States direction) available for inspection at the Council Office and on the Council website.</td>
</tr>
<tr>
<td>• Notify specific and general consultation bodies invited to make representations under regulation 18 (above) that the documents are available for inspection (give time and place). (Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012).</td>
<td>• Publish details at the Council Office and on the Council website of the time, date and place where the hearing is to be held and the name of the person appointed to carry out the independent examination.</td>
<td>(Regulation 25 of the Town and Country Planning (Local Planning) (England) Regulations 2012).</td>
</tr>
<tr>
<td>• Notify everyone that responded to the earlier public consultation (if contact details provided) that the document is now available for inspection.</td>
<td>• Notify people who made representations (and have not withdrawn that representation) of the date, time and place of the examination and of the name of the person appointed to hold the examination (there may be the opportunity to speak). (Regulation 24 of the Town and Country Planning (Local Planning) (England) Regulations 2012).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Publish the Council's and representatives responses to the agenda on the website.</td>
<td></td>
</tr>
</tbody>
</table>

**Appendix**

**Guildford borough Community involvement in planning**
### Local Plan or Development Plan Documents - Continued

<table>
<thead>
<tr>
<th>Adoption</th>
</tr>
</thead>
<tbody>
<tr>
<td>• As soon as possible the Council will make adopted documents, adoption statement and sustainability appraisal report available for inspection at the Council Office and on the Council website. Send a copy of the adoption statement to anyone who requested to be notified of the adoption.</td>
</tr>
<tr>
<td>• Send a copy of the adoption statement to the Secretary of State. (Regulation 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withdrawal or revocation or direction not to adopt or modification (where requested by the Secretary of State)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Publish a statement of the fact available on the Council website and at the Council Office.</td>
</tr>
<tr>
<td>• Notify the specific consultation bodies.</td>
</tr>
<tr>
<td>• Cease to make withdrawn documents available.</td>
</tr>
<tr>
<td>If directed not to adopt, publish the direction on our website and make available for inspection.</td>
</tr>
</tbody>
</table>
### Supplementary Planning Document (SPD)

<table>
<thead>
<tr>
<th>When</th>
<th>What we must do</th>
<th>What we may do</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stage of preparation</strong></td>
<td>Legal requirements for consultation</td>
<td>Additional community engagement ideas</td>
</tr>
</tbody>
</table>

**Preparation**
- SPD documents made available for inspection at the Council Office and on the website for a minimum of 4 weeks.
- Any person may make representation to the LPA about the SPD within the consultation period.
- Publish a consultation statement setting out who has been consulted, a summary of the main issues raised and how those issues were considered in the SPD.


**Public Participation**
- Notify and consult relevant bodies on specific areas of the SPD where appropriate.
- Consult with the public service board.
- Consult with Seldom Heard groups.
- Publicise consultation document in the Council newspaper 'About Guildford' where appropriate.
- Send letters, questionnaires or emails to appropriate groups and individuals on Local Plan consultation database to invite comments.
- Keep those who have made representations informed of progress.
- Publicise on Facebook page or Twitter.
- In some instances we may consult for a longer period than the minimum legal requirement.
- Opportunity to speak at committee when final draft document considered.

**Adoption**
- Adopted document, adoption statement and statement of representations made available for inspection (includes on website).
- Send adoption statement to any person who has asked to be notified of the adoption of the SPD.


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**Supplementary Planning Document (SPD) - Continued**

| Withdrawal or revocation of SPD | • Publish a statement of the fact available on the Council website and at the Council Office.  
| | • Notify any body which made representations on the SPD that it has been withdrawn.  

| Direction not to adopt or modification (where requested by the Secretary of State) | • Publish a copy of the direction and the SPD available on the Council website and at the Council Office.  
| | • When adopting a SPD the Council must make available at their office and on the website the SPD and statement that the Secretary of State has withdrawn the direction or a copy of the Secretary of States notice that the authority has complied with the direction.  

| Monitoring Report, Local Development Scheme\(^{28}\) (LDS) and Community involvement in planning (statement of community involvement) | • No legal requirement to consult.  
| | • Publish the document on the Councils website.  
| | • Make paper copies available at Planning Reception at Guildford Borough Council Office. |

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\(^{28}\) *Local Development Schemes are not classed as Local Development Documents but it is included in this table for information*