



REVISED

# **STATEMENT OF COMMUNITY INVOLVEMENT**

Consultation Document, March 2018

## **Peak District National Park Authority**

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**This and other Development Plan Documents can be made available in large copy print, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact: Brian Taylor, Head of Policy and Communities, Peak District National Park Authority at the address above, Tel: (01629) 816303, or email: [brian.taylor@peakdistrict.gov.uk](mailto:brian.taylor@peakdistrict.gov.uk).**

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## **1. Introduction**

- 1.1 Planning shapes the places where people live, work and spend their leisure time, and the Government recognises that it is right that people should be able to take an active part in the process. A key objective of the planning system is to encourage more meaningful community and stakeholder involvement. By developing partnerships with local communities, groups and individuals, they can be encouraged to contribute to the development of visions for their area.
- 1.2 The National Park Authority is also a Local Planning Authority. The Authority wants to encourage as many people and organisations as possible to get involved in the development of planning policies and the determination of planning applications. However, this needs to be balanced with the need to prepare plans and make decisions in a timely way, and within the resources available to the Authority. The Authority believes a reasonable balance is achieved by the methods set out in this document. As well as its own corporate guidance and adopted strategies, the Authority will take account of links to documents prepared by other authorities and partnerships.

### **What is the Statement of Community Involvement?**

- 1.3 This Statement of Community Involvement (SCI) explains how the National Park Authority will involve individuals, local communities and stakeholders in the preparation and revision of planning policy documents and the determination of planning applications.
- 1.4 Once adopted, all the Authority's planning documents will in future be prepared, and planning applications considered, in accordance with the SCI's requirements.

### **The National Park Context**

- 1.5 The Peak District National Park Authority has two statutory purposes, which were confirmed in the 1995 Environment Act:
- To conserve and enhance the natural beauty, wildlife and cultural heritage of the area; and
  - To promote opportunities for the understanding and enjoyment of its special qualities by the public.
- 1.6 In pursuing these purposes, the National Park Authority also has an associated statutory duty to seek to foster the social and economic well-being of its local communities. Section 62(2) of the Act places a general duty on all relevant authorities to have regard to these purposes. This background, together with the Peak District National Park Authority's location across different regions and different local government boundaries (as seen on the following map), means that a complex and widespread range of consultees is necessary.

## Constituent and Neighbouring Local Authority Areas and the Regions



### Responsibilities

- 1.7 The Authority gives high priority to community involvement and stakeholder engagement across all its activities and actions. Responsibility for preparing planning policy documents lies within the Policy & Communities Service, and planning applications are handled by the Development Management Service. Both Services are assisted by officers from other relevant disciplines across the Authority.

## **Monitoring and Review**

- 1.8 The SCI was first prepared in 2006 and was reviewed in 2012. It will continue to be formally reviewed every 5 years, when we will consider:
- Whether the procedures set out in this document have achieved a representative level of public involvement;
  - Whether there have been any significant changes in priorities or resources; and
  - Whether these factors should trigger an earlier review of the SCI.

## **Involving the Community and Stakeholders**

- 1.9 The planning system is often complex and can be difficult to understand, but it can affect everybody who lives in the National Park, works here, or visits it for leisure and recreation purposes. Providing information on planning applications and encouraging peoples' involvement in policy preparation and decision-making plays a vital part in increasing understanding of, and support for, the planning responsibilities of the National Park Authority.
- 1.10 The Authority acknowledges the importance of understanding our stakeholders and their interests and perspectives (i.e. other Authorities, government agencies, groups and organisations, Parish and community councils, farming and land management interests, commerce and employment bodies). Engagement can be tailored to suit the different needs of all these groups. The Authority wants to increase effective involvement, and will employ a range of techniques including community and neighbourhood planning, public meetings and exhibitions, and workshops with groups living and working in the National Park.
- 1.11 There are sectors of the community who in the past have been under-represented in the planning process. These include young people, black and minority ethnic people, people with disabilities, and the elderly. The Authority will seek to involve those who do not normally get involved, and identify issues that may be of interest to specific groups in the community. Whenever individuals or groups make informal approaches to the Authority seeking involvement or discussion on plan review matters, officers will seek to meet and discuss their particular concerns, and they will be invited to receive future correspondence.
- 1.12 There is also a range of consultation undertaken by other Authorities and bodies which cover the National Park. For example, the National Farmers' Union, Business Peak District and Local Enterprise Partnerships (LEPs) involve businesses and Local Authorities aiming for an integrated approach to business development, housing and planning.

## **Parish Councils and Meetings**

- 1.13 The Parishes Accord was agreed in November 2011 and outlines the Authority's commitment to Parish Councils and Meetings, and what the Parishes will do in return. (A copy of the Parishes Accord is contained at Appendix 1).
- 1.14 Whilst the Parishes Accord is still followed by both parties, two changes have occurred since 2011, namely:
- The Authority now sends a copy of the Decision Notice to the Parish Council/Meeting in which the application site is located, not just those that are determined contrary to the Parish's recommendation, but the Officer's report is no

longer attached. The Officer's report can be found on the Authority's website if the Parish wishes to look in detail at the assessment that has been taken.

- Information is no longer provided to Parishes through 'Parish Speak' or by updates between additions from the Service or the Chair of Planning. Instead, Parish Bulletins are used.

### **Using the Results of Consultation**

1.15 All comments received by the Authority will be recorded, read carefully and taken into account, whether in relation to the preparation of planning policy documents or the determination of planning applications. Anonymous comments however will be disregarded by the Authority.

### **Customer Service**

1.16 The Authority aims to provide an effective and efficient high standard of service to everybody, and will always strive to meet customer service standards as set out in the Customer Service Charter (see Appendix 5). The Charter will be used alongside this SCI and other statutory requirements.

### **Plain English**

1.17 The Authority will attempt to remove jargon from its processes and publications wherever possible, but there is sometimes a need to use legal or technical language and phrases. A glossary of terms is at Appendix 6.

## 2 PART A: PLANNING POLICY

- 2.1 Changes to the planning system have been implemented by the Government through the Localism Act (2011) and the National Planning Policy Framework (2012). At the time of preparing this review, the National Park has adopted strategic policies in the Core Strategy and is preparing a Development Management Policies document that is likely to be adopted later this year. Through a future review, it is envisaged that the planning policies in the two documents will be brought together into a single Local Plan document for the National Park. The Authority will apply the same commitment to wide consultation and involvement in whatever format strategic and local planning takes in the future.
- 2.2 The Authority's Local Development Scheme (LDS) sets out a timetable for the preparation of planning policy documents. The current LDS is available from the Authority or on the website [www.peakdistrict.gov.uk](http://www.peakdistrict.gov.uk).
- 2.3 The LDS identifies the following documents:
- **Core Strategy DPD (adopted 2011)** – This sets out the vision, objectives and spatial strategy for the National Park, and the primary policies for achieving the vision.
  - **Development Management Policies DPD (expected adoption later this year)** – This will contain policies which will ensure that development meets certain criteria and contributes to the achievement of the Core Strategy.
  - **Proposals Map (expected adoption later this year)** – This will illustrate the spatial application of the planning policies and proposals on an Ordnance Survey base map.
  - **Supplementary Planning Documents** – These provide guidance to support policies in the Core Strategy and Development Management Policies DPD, to be used in assessing planning applications.
- 2.4 All of these documents must be subject to public participation and consultation during their preparation.
- 2.5 The Authority is also required to produce Sustainability Appraisal, Strategic Environmental Assessment and Habitats Regulations Assessment reports. These consider the social, environmental and economic effects of the options and policies proposed in the Core Strategy and Development Management Policies documents and any subsequent review. These are also subject to public consultation.
- 2.6 The following documents also inform part of the plan preparation process, but will not be subject to public participation:
- **Background survey and evidence documents** – These contribute to the evidence base of policies and proposals.
  - **Annual planning policy Monitoring Report (AMR)** – This sets out the progress in producing documents in the LDS and implementing policies, the actions needed to meet targets, and any changes needed.
- 2.7 All of the documents referred to above are available to view on the Authority's website.

## Localism and Neighbourhood Planning

2.8 The Localism Act (2011) encourages the preparation of Neighbourhood Plans and Neighbourhood Development Orders. These can become part of the Development Plan. They set the context for some planning decisions, but must be in line with the Authority's own planning policies, have regard to national policy, and be compatible with EU obligations. A Parish Council or neighbourhood forum can initiate and undertake neighbourhood planning. The Authority will provide technical or practical support to help produce the plan. The process for preparing a Neighbourhood Plan or Neighbourhood Development Order is as follows:

1. A Parish Council or neighbourhood forum state they wish to produce a Neighbourhood Plan or Neighbourhood Development Order. The National Park Authority provides advice and assistance.

2. The Parish Council or neighbourhood forum submits a draft plan or a Development Order to the National Park Authority to determine conformity.

3. Independent examination triggered and organised by the National Park Authority.

4. Examiner's report recommends the:  
a) The draft is submitted to referendum; or  
b) Modifications need to be made and agreed by both sides then submitted to referendum; or  
c) The order is refused.

5. Referendum organised by 'relevant council' (District Council not the National Park Authority).

6. If more than 50% of voters agree, the National Park Authority must adopt and treat the Neighbourhood Plan or Neighbourhood Development Order as part of the Development Plan for the area.

## Duty to Cooperate

2.9 The 'Duty to Cooperate' under the Localism Act (2011) requires Councils and public bodies *"to engage constructively, actively and on an ongoing basis"* to develop strategic policies on issues such as housing, minerals and infrastructure. The Authority will maintain close contact on cross-boundary issues with all 11 constituent Authorities and three adjoining Authorities around the National Park (see Appendix 2 for the full list of Authorities).

## Involving the Community and Stakeholders

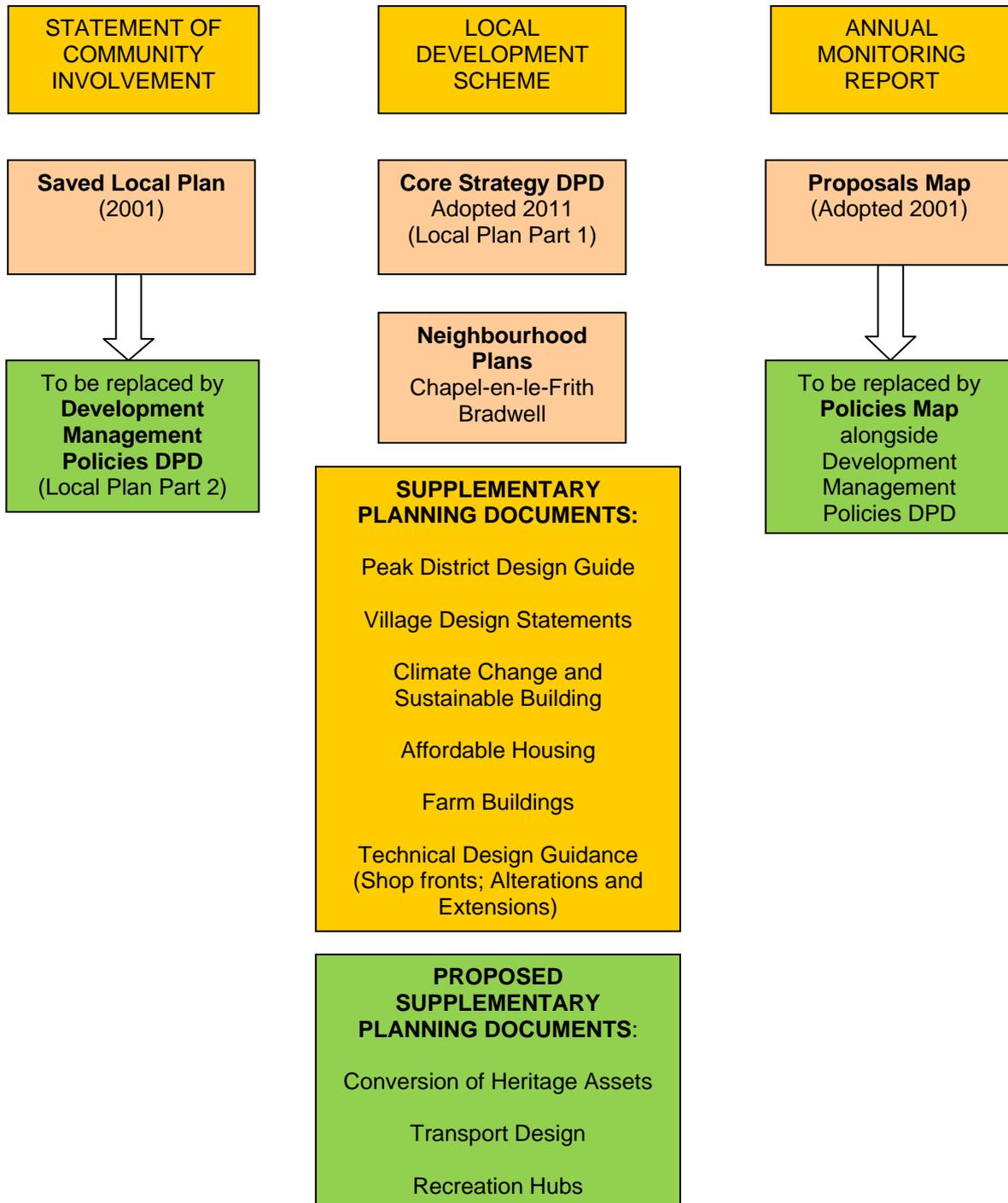
2.10 The Authority is committed to involving as many people and groups as possible in forming its planning policies for the National Park, within the resources available. Any person or organisation interested in the planning of the National Park is encouraged to get involved and make comments.

2.11 The Authority aims to engage the community and stakeholders by following these principles:

- Creating a process that involves as many interests as possible, and makes reasonable attempts to access the views of hard to reach groups, whilst allowing scope for detailed debate with a smaller number of key stakeholders;
- Employing a variety of engagement techniques, tailored to the different needs of local communities and stakeholders;
- Informing and involving people from an early stage, which is important to confront difficult issues and reduce the likelihood of objection as a document develops;
- Positively seeking opportunities to meet and involve people at all stages in the process;
- Where possible, combining consultation exercises with other documents, and where appropriate, with other Authorities' consultation events, to improve the process and make the best use of resources;
- Giving sufficient advance warning of key events and consultation periods by using advertising, publicity and media effectively;
- Being welcoming and accessible, with meaningful and user-friendly language and documents;
- Being innovative and consistent with the use of electronic systems, offering accessible channels of information, and developing the ability for online contributions to be made;
- Making Planning Officers available to meet groups or individuals to discuss specific needs or concerns; and inviting contact in person or by phone, voicemail, email and post; and
- Being accountable: open and clear in terms of what is being asked for, what has been said, and how responses have been used.

2.12 This SCI does not name all those groups whom the Authority intends to engage with in the plan-making process, but provides guidance on the types of people and bodies the Authority will involve (see Appendix 2). The Authority will do its best within available resources to identify and engage with all interested groups at appropriate stages in the preparation of relevant documents. The Authority maintains a separate planning policy consultation list, updated on a continuing rolling basis, which includes all the Authorities, agencies, organisations, bodies and individuals that the Authority will consult. Groups and organisations can be added to the list at any time.

## SUMMARY DIAGRAM OF THE PEAK DISTRICT NATIONAL PARK AUTHORITY'S DEVELOPMENT PLAN DOCUMENTS



	Adopted Development Plan Documents (DPDs)
	Local Development Documents
	Other Scheduled Documents in the LDS

## **Opportunities for Involvement in the Preparation of Planning Policy Documents: Development Plan Documents**

2.13 As with the production of the Core Strategy and Development Management Policies DPDs, there will be opportunities to get involved in the preparation of other Development Plan Documents, such as the future review of the Local Plan. The different stages involved in this process are as follows:

### Pre-Production Stage

The officer team gathers evidence on aspects of social, economic and environmental characteristics of the National Park relevant to the document being prepared. Statutory consultees and other relevant stakeholders from the list at Appendix 2 will be invited to contribute to this work, and to test early thoughts and opportunities.

### Consultation on the Issues and Preferred Options Document

This document will set out the issues and the reasons for selection of preferred options, and a summary of the alternatives that were considered. There will be a 12-week consultation period which will be advertised on the website and in a press notice.

Statutory consultees, local communities and other relevant stakeholders from the list at Appendix 2 will be consulted by email or letter. Public meetings/exhibitions and workshops will be arranged where appropriate. Documents will be placed on the website, and copies will be available to read at the Authority's office, and in a number of constituent Authority offices and libraries within and adjoining the National Park (see Appendix 3). Representations can be made by post, email or on-line via the Authority's website.

All representations will be acknowledged. All comments (other than anonymous comments) will be considered in finalising documents for publication, and will be discussed with respondents if necessary to clarify or consider in more detail. A summary of representations and the Authority's responses will be prepared and made available on the website.

### Publication of the Draft Plan

The draft plan and supporting documents will be offered for an 8-week consultation period, which will be advertised on the website and in a press notice. A Statement of Consultation will be prepared, describing how the requirements of the SCI have been met, and summarising all previous representations and the Authority's responses.

At this stage comments can only be made on the 'soundness' of the plan. Statutory consultees and other relevant stakeholders, and everybody who responded at the Preferred Options stage, will be consulted by letter or email. The documents will be placed on the website, and copies will be available to read at locations as before. Representations can be made by post, email or on-line via the Authority's website. All representations other than anonymous comments will be acknowledged.

### Submission

The draft plan will be submitted to the Secretary of State with supporting documents including a Statement of Representations which were received at the final consultation stage. A press notice will be prepared. All documents will be placed on the website and copies will be available to read at locations as before.

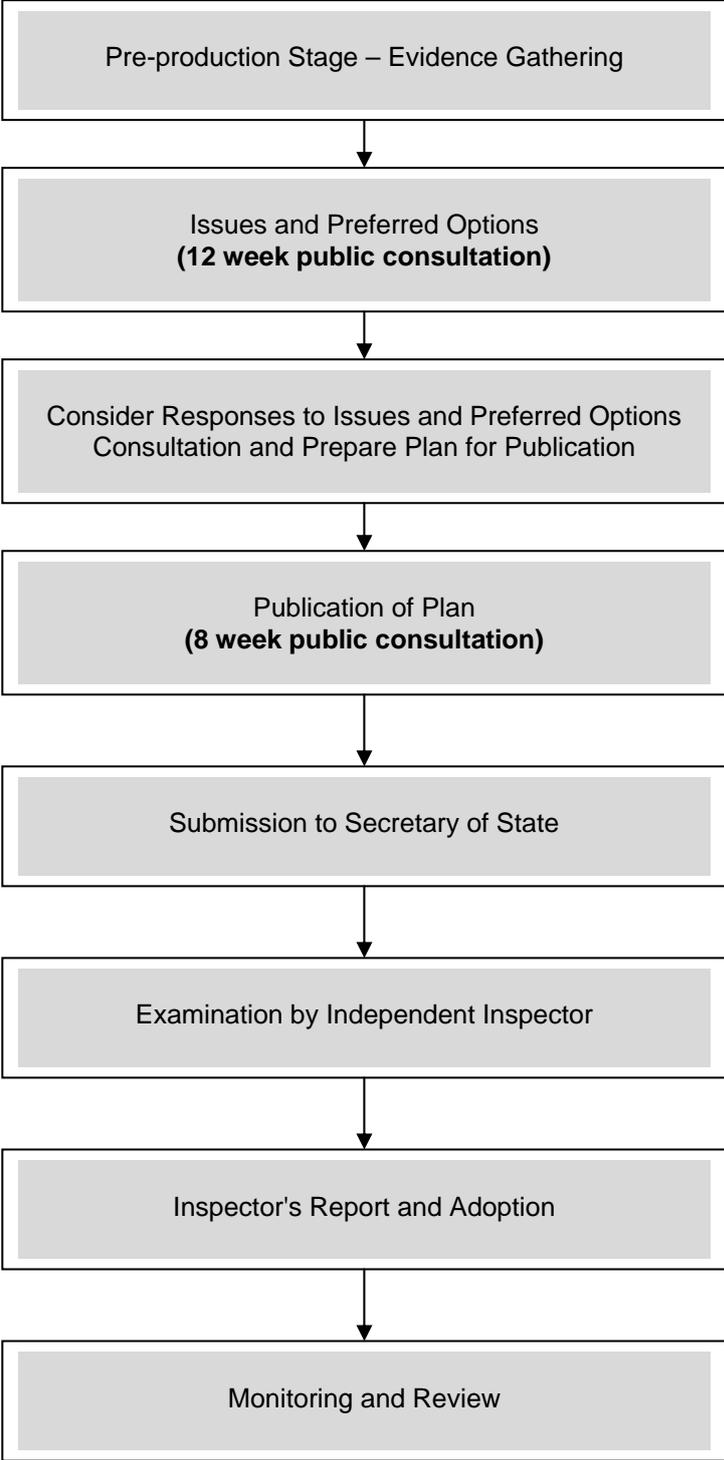
### Public Examination

An Independent Inspector appointed by the Secretary of State will consider representations on the submission document and its 'soundness'. The date, time and place of the Examination hearings will be advertised in the local press and on the website. Anyone can attend the hearing to listen to proceedings and those people who made representations on the submission draft will be able to speak at the hearing if they requested to do so. After the Examination, the Inspector will produce a report with recommendations. There is no opportunity for further amendment or public involvement.

### Adoption

The Authority will adopt the plan, which may incorporate changes suggested by the Inspector. This will be advertised in the press and on the website, and the plan will be available on the website, to read at locations as described before, and for purchase at a reasonable charge. Consultees, and anybody else who responded at any stage throughout the process, will be notified of its adoption.

2.14 The following diagram shows the stages in the preparation of Development Plan Documents (DPDs):



**Opportunities for Involvement in the Preparation of Planning Policy Documents:  
Supplementary Planning Documents**

2.15 Consultation on the preparation of Supplementary Planning Documents (SPDs) will follow a similar approach as for Development Plan Documents but with less extensive consultation requirements and no Examination. Opportunities to get involved in the SPD process are as follows:

Pre-production Stage

The officer team gathers information and evidence. Relevant stakeholders from the list at Appendix 2 (those who in the Authority’s opinion are affected by the subject matter of the SPD) will be invited to contribute to this work.

Consultation on a Draft SPD

The draft SPD will be prepared. There will be an 8-week consultation period, which will be advertised on the website and in a press notice. Documents will be placed on the website, and copies will be available to read at the Authority’s office, and in a number of constituent Authority offices and libraries within and adjoining the National Park (see Appendix 3). Relevant stakeholders from the list at Appendix 2 will be consulted, and public meetings/exhibitions may be held if appropriate.

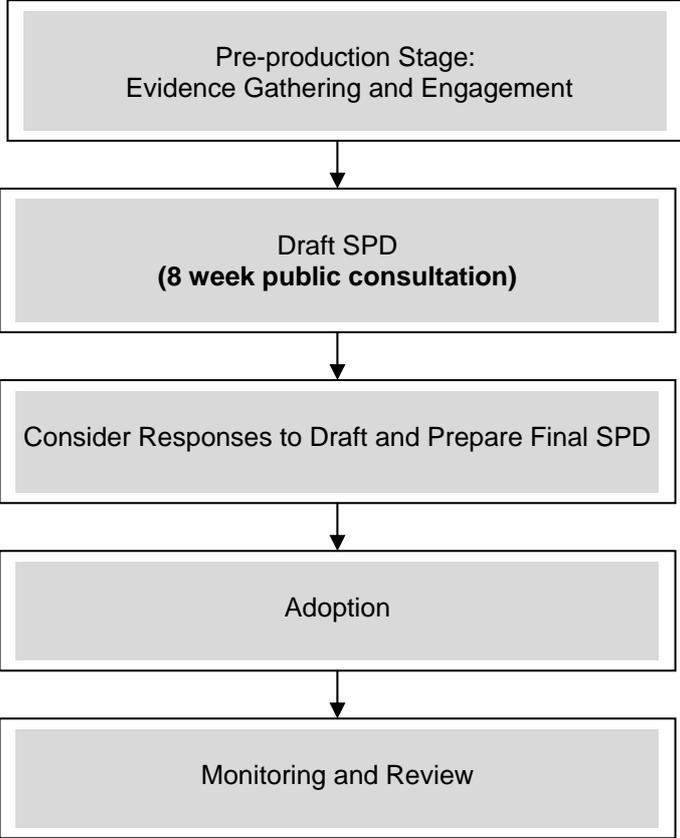
Considering Representations on a Draft SPD

All representations (other than those that are anonymous) will be acknowledged. Comments will be considered in preparing the final version of the SPD, and will be discussed if necessary to clarify or consider in more detail. A summary report of all responses and how the Authority has complied with the Statement of Community Involvement will be prepared and made available on the website and in paper form.

Adoption

The Authority will advertise on the website and in the press that the SPD has been adopted. The document will be placed on the website, and copies will be available to read at locations as previously outlined and for purchase at a reasonable charge. Relevant stakeholders, and anybody who responded at any stage of the process, will be notified of its adoption.

2.16 The following summary diagram shows the stages in the preparation of Supplementary Planning Documents (SPDs):



2.17 After planning policy documents are adopted, the Authority will work with stakeholders and the community to make things happen and to achieve its purposes.

**Table 1: Methods of Involvement to be used in Preparing Planning Policy Documents**

Type of Engagement	Method	Benefits	Limitations	Target Groups	Resource Implications
Availability of documents	<p>Consultation documents available at all stages to read or purchase at National Park office.</p> <p>Copies available to read at constituent Authority offices and libraries.</p> <p>Paper copies available at reasonable charge.</p> <p>Other formats available on request.</p>	<p>Information accessible locally to a wide range of readers.</p> <p>Documents explain how people can respond to consultation.</p>	<p>Limited to office hours.</p> <p>Some people do not visit libraries or Council offices.</p>	<p>General public with no usual involvement in planning.</p> <p>Interest groups, developers and planning agents.</p>	<p>Staff time in Policy &amp; Communities and Customer Service Teams.</p> <p>Cost of production of paper copies.</p> <p>Cost of postage or delivery.</p>
Website	<p>Documents available on the Authority's website <a href="http://www.peakdistrict.gov.uk">www.peakdistrict.gov.uk</a> with details of process and progress.</p> <p>Email link to Policy &amp; Communities Service.</p>	<p>Always available.</p> <p>Can access at home or work.</p> <p>Information can be updated regularly.</p> <p>Responses can be emailed directly to officers.</p>	<p>Disadvantages those without access to a computer.</p> <p>Some areas have poor broadband capability.</p> <p>Website needs to be kept updated.</p>	<p>General public, interest groups, developers and planning agents.</p>	<p>Staff time in Policy &amp; Communities Team with IT Support.</p>
Availability of officers	<p>Contact with officers invited by telephone, email and letter.</p> <p>Officers can meet stakeholders and members of the public at the National Park office by appointment.</p>	<p>Range of contact opportunities at any stage in the plan preparation process.</p> <p>Allows people to express their views and talk to Planning Officers.</p>	<p>Limited to office hours.</p>	<p>All groups and individuals.</p>	<p>Staff time in Policy &amp; Communities Team.</p>

Type of Engagement	Method	Benefits	Limitations	Target Groups	Resource Implications
Emails or letters	<p>We will use emails as our main method of consultation; letters will only be used where electronic consultation is not possible.</p> <p>Statutory consultees and a comprehensive list of stakeholders will be consulted on the preparation of the Development Management Policies documents and any future Local Plan review.</p> <p>Relevant stakeholders will be consulted on the preparation of Supplementary Planning Documents.</p>	<p>Wide coverage can be achieved.</p> <p>Consultation list can be easily expanded.</p> <p>Can target specific groups - responses can help to identify key interests and groups.</p>	<p>Consultation list needs to be continually updated.</p> <p>Email consultation via large documents is cheaper but not always well received.</p>	Statutory consultees, interest groups, developers and planning agents.	<p>Staff time in Policy &amp; Communities Team.</p> <p>Cost of postage reduced by using email where possible.</p>
Media (local press, radio etc)	<p>The Peak Advertiser and other local newspapers will carry the necessary statutory notices at all stages.</p> <p>Press releases may be issued at major stages of process, to encourage local media to cover the process and issues.</p>	<p>Reaches a wide cross-section of people. The Peak Advertiser is currently free and delivered to all households in some parts of the National Park.</p> <p>Advises when and where documents can be inspected, and formal period for response.</p> <p>Opportunity to report back on responses received.</p>	<p>Large number of newspapers which cover different parts of the National Park.</p> <p>Not everyone reads the local press.</p>	General public, including those outside the National Park.	<p>Staff time in Policy &amp; Communities and Communications Teams.</p> <p>Cost of notices.</p>
Questionnaires/surveys	Can be used in early stages of plan preparation to gather information.	<p>Gathers evidence and information.</p> <p>Can be online or postal.</p>	Feedback needs analysing, therefore time delay.	Can target specific groups.	Staff time and cost of software packages.

Type of Engagement	Method	Benefits	Limitations	Target Groups	Resource Implications
Public meetings, exhibitions & shows	<p>Public meetings or exhibitions will be organised at venues around the National Park during plan preparation.</p> <p>May use pre-arranged events such as Agricultural Shows for exhibitions.</p>	<p>Raises awareness of plan preparation process.</p> <p>Reaches people who may not normally get involved.</p> <p>Visual display of information.</p> <p>People can express their views and talk to Planning Officers.</p> <p>Selected venues in different parts of the National Park.</p>	<p>Suitably located and accessible venues may be hard to find.</p> <p>Resource intensive.</p>	Local interest groups, general public.	<p>Preparation of display material.</p> <p>Attendance by Authority Members and Planning Policy Officers, as appropriate.</p> <p>Cost of room hire.</p>
Workshops, forum meetings & focus groups	<p>Workshops and meetings will be held with key stakeholders from the early stages of plan preparation.</p> <p>Regular forum meetings e.g. housing, transport, land managers.</p> <p>Targeted meetings may be necessary for hard-to-reach groups.</p>	<p>Enables direct contact between interested parties and Planning Officers.</p> <p>Early discussion may reduce potential conflict at later stages.</p>	Resource intensive.	<p>All groups.</p> <p>Can be targeted at hard to reach groups.</p>	<p>Attendance by Authority Members and Planning Policy Officers as appropriate.</p> <p>Cost of room hire.</p>
Leaflets and brochures	<p>Particularly appropriate at early stages in preparation e.g. Issues and Preferred Options.</p> <p>Possible explanatory leaflets on application of policy once adopted.</p>	<p>Raises awareness of plan preparation process and development of policy in response to comments.</p> <p>Reaches people who may not normally get involved.</p>	Resource intensive.	General public with no usual involvement in planning.	Staff time and cost of preparation and delivery.

Type of Engagement	Method	Benefits	Limitations	Target Groups	Resource Implications
Contact with Town & Parish Councils and Meetings	<p>Annual Parish Council's Day can include items relating to plan preparation.</p> <p>Parish Bulletin sent to all Parish Councils and Meetings.</p> <p>Officers can attend Parish Council meetings if requested.</p> <p>Community-led planning will be fully considered as part of the plan making process.</p> <p>Regular meetings with Peak Park Parishes Forum.</p>	<p>Raises awareness of plan preparation process and provides updates on progress.</p> <p>Opportunity to talk to Planning Officers.</p> <p>Informs Authority of Parish and community aspirations.</p>	Requires time resource of attendees during daytime or evening.	Town and Parish Councils and Meetings	Attendance by Authority Members, senior managers and Policy & Communities Team.
National Park Authority staff and Member events	Workshop meetings at early stages in plan preparation process, focussing on topics including housing, farming etc.	<p>Raises awareness and understanding of plan preparation and process amongst Authority staff and Members.</p> <p>Input from range of professional interests.</p>	Requires time resource of attendees.	National Park Authority staff and Members.	Attendance by Authority Members and Officers.
'Park Life'	<p>Free magazine sent to all residents in the Park twice a year; copies also available in Information Centres and at the National Park Authority's main office.</p> <p>Articles can explain and update on plan preparation.</p>	<p>Raises awareness of plan preparation.</p> <p>Provides updates on progress.</p>	Timing not always convenient to stages in plan process.	All residents and visitors.	Prepared by Communications Team.

**Table 2: Summary of Methods to be used in Preparing Planning Policy Documents**

<b>Document</b>	<b>Formal Written Consultation</b>	<b>Media</b>	<b>Leaflets and Brochures</b>	<b>Community and Stakeholder Meetings</b>	<b>Town and Parish Councils</b>	<b>'Park Life' Newsletter</b>
Statement of Community Involvement	√	X	X	On request	√	X
Core Strategy	√	√	Possibly	√	√	√
Development Management Policies	√	√	Possibly	√	√	√
Proposals Map	√	√	Possibly	On request	√	√
Future Review of Local Plan	√	√	Possibly	√	√	√
Supplementary Planning Documents	√	√	Possibly	Targeted	Relevant Parish Councils	Possibly
Monitoring Report	X	X	Possibly	Targeted	On request	Possibly

## **Appendix 1: Planning Service & Parishes Accord**

This document outlines our commitment to parishes from the Planning Service, and also what the Planning Service would like in return from Parishes.

The Planning Service will:

- Allow 28 days for Parish responses to planning application consultations.
- Whenever possible allow eight weeks for Parish consultation responses on matters other than planning applications.
- Consult the Parish on amendments to a planning application when these are considered to be substantial and warrant further public consultation.
- In the event of an application being determined contrary to the recommendations of the Parish representations, attach a copy of the Planning Officer's report to the copy of the Decision Notice sent to that Parish Council/Meeting.
- Endeavour to use electronic means of communication and access to information whenever possible.
- Provide planning information/articles to Parishes through 'Parish Speak', with updates between editions from the Service or the Chair of Planning.
- Provide planning training events to Parish representatives by arrangement with the Peak Park Parishes Forum.
- Respond to requests from Parishes or groups of Parishes to provide speakers on general planning and enforcement issues.

Parishes will:

- Respond to planning application consultations within the 28 days allowed by the Authority and endeavour to reply within the national minimum deadline of 21 days.
- Ensure that consultation responses give reasons based on material planning considerations for the Parish view.
- Inform the Planning Service of possible breaches of planning.
- Endeavour to use electronic means of communication whenever possible.
- Notify the Authority of changes in Parish Clerk and contact address and other details.

## **Appendix 2: Consultees for Planning Policy Documents**

The following list is a guide to the types of stakeholders who will be consulted, as appropriate, in the course of preparing planning policy documents. This is not intended to be a comprehensive list of names, which may soon become out of date; the Authority maintains a full consultation list of all the Authorities, agencies, organisations, groups and individuals that it will consult, to which individuals or organisations can be added to on request.

The Authority has a statutory obligation to consult a number of Authorities, organisations and bodies during the preparation of Development Plan Documents, if it considers they may have an interest. These statutory consultees are indicated by an \* in the list below.

### **Constituent (11\*) & Adjoining (3\*) Local Authorities**

Derbyshire, Staffordshire, Derbyshire Dales, High Peak, Staffordshire Moorlands, North East Derbyshire, Cheshire East, Oldham, Kirklees, Barnsley and Sheffield Councils (with particular reference to their responsibility for matters such as education, highways and transport, and housing provision); and Tameside, Stockport and East Staffordshire as adjoining Councils

### **Parish Councils and Parish Meetings**

Parish Councils and meetings whose areas lie partly or wholly within, or adjoin, the National Park (131)\*; Parish Council Associations

### **Government Departments and Agencies**

Secretary of State for Transport\*; Natural England\*; Environment Agency\*, Historic England\*; Homes and Communities Agency\*

### **Community and Voluntary Sector**

Including Rural Community Council, Council for Voluntary Services (CVS)

### **Farming and Land Management**

Including landowners' and livestock associations; National Farmers Union (NFU); Forestry Authority; Peak District Land Management Forum; major estates and landowners

### **Wildlife and Biodiversity**

Including RSPB; County Wildlife Trusts; local field, bird, animal and butterfly groups

### **Conservation of the Built Environment**

Including national and local civic, conservation and historic societies; Historic Buildings Trusts

### **Cultural Heritage**

Including local, regional and national archaeological organisations; East Midlands Arts; County Museums Services

### **Sport and Recreation Interests**

Including Sport England; Ramblers' Association; local and national recreation and user groups; Local Access Forum

### **Utilities**

Relevant gas and electricity providers\*; sewage and water undertakers\*; communications and telecommunications companies\*

**Health and Emergency Services**

Primary Care Trusts\*, Police, Fire and Rescue\*

**Access and Disabled People**

Regional and local organisations representing disabled people

**Tourism and Accommodation Interests**

Including local and regional tourist organisations; Destination Management Partnerships; accommodation and attraction providers

**Transport Interests**

Including companies and organisations providing rail, road and public transport services and infrastructure; freight transport interests; drivers' associations

**Commerce and Employment Interests**

Local Enterprise Partnerships; Local Strategic Partnerships; Business Link; local Chambers of Commerce & Industry; local and regional business and trade groups

**Housing Interests**

Including Housing Associations; Home Builders Federation; Peak District Housing Forum

**Minerals and Waste Interests**

Including local mineral operators; national mineral and waste organisations; The Coal Authority\*

**Racial and Ethnic Groups**

Bodies representing the interests of different groups within or visiting the National Park

**Religious Groups**

Bodies representing the interests of different religious groups in the National Park

**Lobby Groups**

Including Campaign for National Parks; Friends of the Peak District

**National Park Authorities (15)****Members of Parliament (10) and Members of European Parliament (5)****Individuals**

Contact will be maintained with all those who express an interest in the preparation of a Development Plan Document.

Please note: This list is not exhaustive and also relates to successor bodies where re-organisations occur.

### **Appendix 3: Where Planning Policy Documents can be Viewed**

Copies of planning policy documents and notices will be available to view, and response forms can be obtained, at the Authority's main office:

**Peak District National Park Authority**, Aldern House, Baslow Road, Bakewell, Derbyshire, DE45 1AE  
Tel: (01629) 816200

And at the following constituent Authorities' offices:

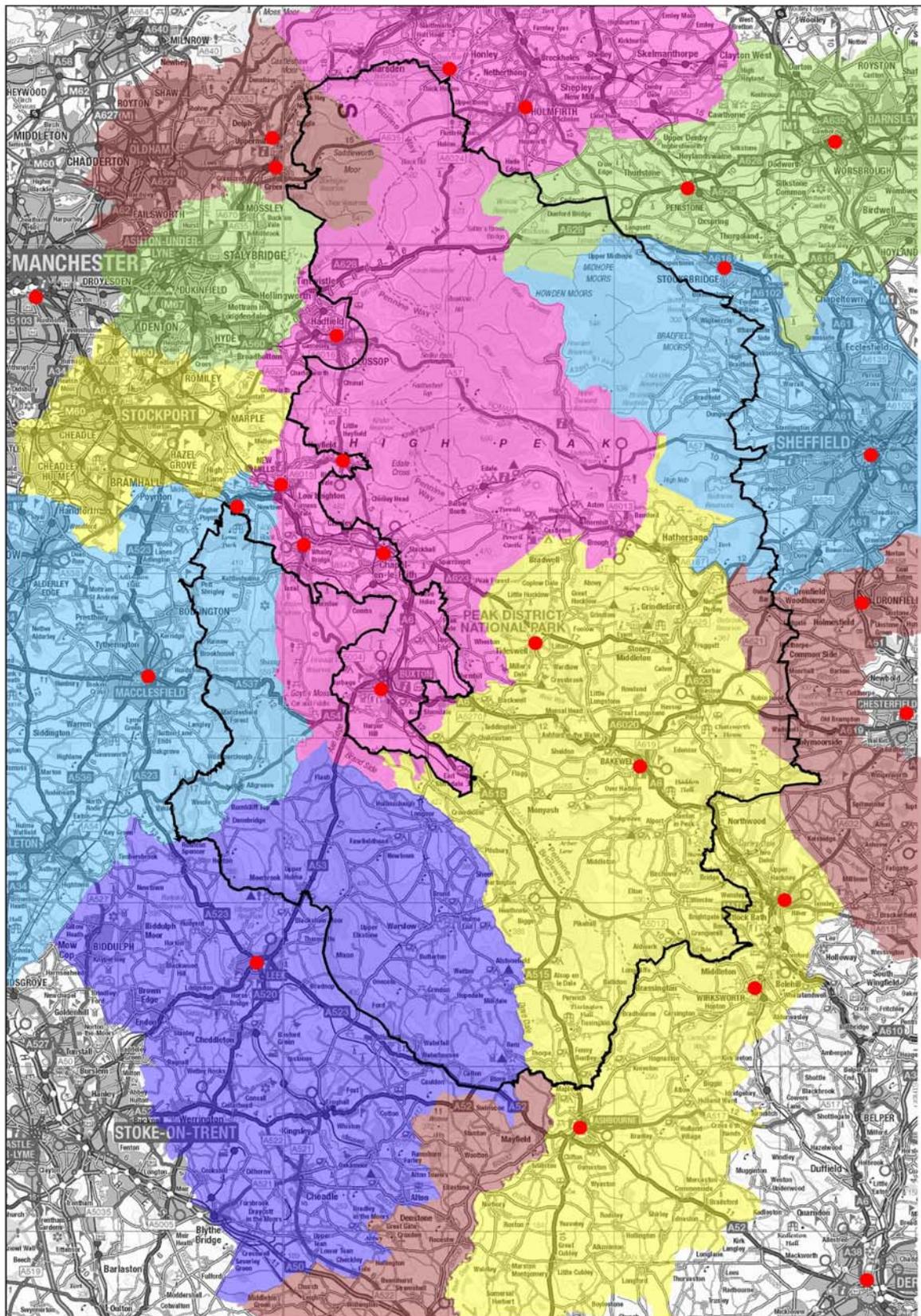
- **Barnsley Metropolitan Borough Council**, Wellington House, Wellington Street, Barnsley, S70 1WA Tel: (01226) 773555
- **Cheshire East Council**, Town Hall, Market Place, Macclesfield, Cheshire, SK10 1EA  
Tel: (0300) 123 5500
- **Derbyshire Dales District Council**, Town Hall, Bank Road, Matlock, Derbyshire DE4 3NN  
Tel: (01629) 761100
- **High Peak Borough Council**, Buxton Town Hall, Market Place, Buxton, Derbyshire, SK17 6EL Tel: (0345) 129 7777
- **Kirklees Metropolitan Borough Council**, Civic Centre, 3 Market Street, Huddersfield, HD1 2YZ Tel: (01484) 221000
- **Oldham Metropolitan Borough Council**, Civic Centre, West Street, Oldham, OL1 1UT  
Tel: (0161) 770 3000
- **North East Derbyshire District Council**, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG Tel: (01246) 231111
- **Sheffield City Council**, 1 Union Street, Howden House, Sheffield, S1 2SH  
Tel: (0114) 273 4567
- **Staffordshire Moorlands District Council**, Moorlands House, Stockwell Street, Leek, Staffordshire, ST13 6HQ Tel: 0345 605 3010

The following public libraries in and around the National Park will also hold copies of documents, statutory notices and response forms:

Ashbourne	Disley	Macclesfield	Stocksbridge
Bakewell	Dronfield	Manchester	Tideswell
Barnsley	Glossop	Matlock	Uppermill
Buxton	Greenfield	Meltham	Whaley Bridge
Chapel en le Frith	Hayfield	New Mills	Wirksworth
Chesterfield	Holmfirth	Penistone	
Derby	Leek	Sheffield	

The locations of the above libraries are shown on the following map.

# Map showing Library Locations where Planning Policy Documents can be Viewed



### 3. PART B: PLANNING APPLICATIONS

- 3.1 Every year the Peak District National Park Authority receives around 1,100 applications for Planning, Advertisement and Listed Building Consent, Non-Material Amendments, Discharge of Conditions, Prior Notifications, and Lawful Development Certificates. The Authority aims to make decisions on these applications openly, impartially, with consistency, sound judgement, and for justifiable reasons.
- 3.2 All Planning Authorities are expected to deal with applications as efficiently as possible. The statutory time limits are usually 16 weeks if an application is subject to an Environmental Impact Assessment, 13 weeks for applications for major development, and 8 weeks for all other types of development. The Authority is committed to involving all interested parties in the decision making process, but must balance this with the need for efficient and timely decision-making and the demands on staff and other resources. Appropriate levels of involvement are set out below which reflect the nature of the planning application.

#### Type and Scale of Applications

- 3.3 Whether something needs planning permission or not depends upon whether it is 'development' under the Planning Acts. Some types of work need planning permission, whilst others are classed as 'permitted development' and do not need planning permission but can require prior notification.
- 3.4 Information about the planning process, including advice on how to submit an application and whether a proposal requires planning permission can be found on the Authority's website at: [www.peakdistrict.gov.uk/planning/advice](http://www.peakdistrict.gov.uk/planning/advice).
- 3.5 In respect of consultation requirements, planning applications are categorised in the following ways:
- **Major Development:** All applications relating to the winning and working of minerals or the use of land for mineral-working deposits. All applications for waste development. Developments of 10 or more dwellings or, where the number of dwellings is not given in the application, a site area of 0.5 hectares or more. For all other uses (offices/light industrial/retail): a development where the floorspace to be built comprises 1,000 sq m or more, or where the site area is 1 hectare or more.
  - **Minor Developments:** Developments of between 1-9 dwellings, providing the site is under 0.5 hectares. For all other uses (offices/light industrial/retail): a development where the floorspace to be built comprises up to 999 sq m or the site is under 1 hectare in size.
  - **'Other' Developments** are those that don't fall within either of the above categories and include householder applications, change of use with no operational development, adverts, Listed Building extensions/alterations/demolitions, Certificates of Lawfulness, Prior Notifications, telecommunications developments etc.
- 3.6 Some specific types of 'permitted development' must be formally notified to the Authority in advance (i.e. prior to commencing) via the prior notification procedure, and depending on the type of development the Authority has either 28 days or 56 days in which to call for a formal application. This 'prior notification' procedure applies to certain changes of use, agricultural, forestry, telecommunications development, tree felling, hedgerows and demolition work.

## Opportunities for Involvement in the Process of Obtaining Planning Permission

3.7 All proposals seeking planning permission follow a similar process, as outlined below:

### Pre-Application Discussions

Guidance on what types of development require planning permission is available from the Authority's Customer & Business Support Team and on the Authority's website. A 'Do I Need Planning Permission?' service is available, for which there is no charge. There is also a chargeable pre-application advice service for those developments that require planning permission. Full details and forms are available to download at [www.peakdistrict.gov.uk/planning/advice](http://www.peakdistrict.gov.uk/planning/advice). Applicants are encouraged to have pre-application discussions with the Authority, and to undertake their own discussions with interested parties and neighbours, particularly for larger scale or complex schemes.

### Consulting with Others

Neighbouring owners or occupiers are notified according to statutory requirements and the Authority's agreed protocol (see Table 3). In cases which do not have direct neighbour notification, the Authority publicises applications with a yellow site notice placed on or near the site, giving 21 days for comment. In addition, some applications, such as those affecting Listed Buildings or Public Rights of Way, are advertised in the local press and have a separate site notice. All relevant statutory consultees and interested parties are consulted (see list at Appendix 4). All third party comments made in writing (other than anonymous comments) will be acknowledged and taken into account before any decision is made. Comments can be made by letter, email or via the Authority's website.

### Assessing the Application and Making a Recommendation

The Planning Officer normally visits the site and the application is assessed against the Authority's planning policies, comments made during the consultation period, and any other material considerations. If changes to the proposals are needed, the Planning Officer will contact the applicant or agent. Where significant amendments are proposed, interested parties/those most affected are normally re-consulted.

A report will be written which recommends either approval or refusal and gives the reasons why. If it recommends approval, it may include conditions.

### Making a Decision

Applications which are straightforward and consistent with policies are usually decided by the senior planning managers under delegated powers prescribed in the Authority's Standing Orders.

Major applications, 'departures' (those which go against policy), or those that fall within the requirements of the Authority's Standing Orders are considered by Members at Planning Committee.

Applications will be approved, approved with conditions, refused, or can be withdrawn by the applicant/agent. In cases where Planning Committee Members resolve to make a decision contrary to the Planning Officer's recommendation, the application may be deferred to a subsequent meeting to allow officers time to prepare a further report, setting out planning policy and other considerations to ensure that the final decision is sound.

The dates of Planning Committee and other Authority meetings can be obtained from the Authority's main office or on the website.

At the Planning Committee, applicants or agents can speak in support of the application. Objectors and supporters can also speak about an application through the public participation scheme (see paragraphs 3.13 – 3.16).

Applications may be referred to a site visit by Members at a formal meeting or by officers if they consider that a Member site visit is the most appropriate means of ensuring that Committee Members get a clear understanding of the proposal and the issues raised (see paragraph 3.18 below).

### Informing of Decisions

Applicants or agents are usually sent a decision letter within 3 working days of the decision being made. The Decision Notice will also be made available on the Authority's website. People who have commented or have been consulted are directed to the Authority's website to view the decision. Parish Councils/Meetings will be sent a copy of the Decision Notice for a site that is located within their area or will be notified if an application is withdrawn.

### Appealing Against a Decision and Complaints

Applicants have a right of appeal to a Planning Inspector appointed by the Secretary of State. All comments received through the planning application process (with the exception of anonymous comments) are sent to the Planning Inspector and, depending on the type of appeal, an opportunity may be provided by the Planning Inspector for further comments to be made either in writing or in person. There are no third party rights of appeal.

Complaints about the way the application was dealt with can be raised through the Authority's complaints procedure.

## **Consultations on Planning Applications**

3.8 *'The Town and Country Planning (Development Management Procedure) (England) Order 2015, Schedule 4: Consultations before the Grant of Permission'* specifies statutory consultees on planning applications including public agencies such as the Environment Agency, Natural England and Government Departments (see Appendix 4).

3.9 In addition, the Authority notifies neighbours, interested parties and relevant organisations when applications are submitted, depending on the type and location of the application. Table 3 is the Authority's agreed protocol for direct notification to neighbours of planning applications. Please note these are guidelines and the Authority has discretion to undertake extra direct neighbour notification, if required.

**Table 3: Protocol for Direct Notification to Neighbours of Planning Applications**

Type of Application (see paragraph 3.5)	Notification Requirements
Major Development, Applications accompanied by an Environmental Impact Assessment (EIA), Departure to the Development Plan, Development affecting a Public Right of Way	All owners or occupiers will receive a letter telling them about a planning application if their building is within 20 metres of any part of the application site. A site notice will also be placed on or near the site, as required by law. We will also advertise these applications in the relevant local newspaper.
Minor Development	All owners or occupiers will receive a letter telling them about a planning application if their building is within 20 metres of any part of the application site. If there are no such neighbours, a site notice will be placed on or near the site.
Other Development, including Householder Development	All owners or occupiers will receive a letter telling them about a planning application if their building is within 10 metres of any part of the application site. If there are no such neighbours, a site notice will be placed on or near the site.
Listed Building Consent	All owners or occupiers will receive a letter telling them about an application if their building is within 10 metres of any part of the application site. A site notice will also be placed on or near the site, as required by law.
Advertisement Consent	Whilst there is no statutory requirement for an Authority to publicise applications for advertisement consent, the Authority will notify all owners or occupiers by letter telling them about an application if their building is within 20 metres of any part of the application site. If there are no such neighbours, a site notice will be placed on or near the site.
Lawful Development Certificates	No statutory requirement to consult.

3.10 Site notices will be placed on or near the site for all applications where letters have not been sent to people in neighbouring properties. This will usually be in isolated locations where there are no immediate neighbours.

### **Commenting on a Planning Application**

3.11 A weekly list of planning applications received is published on the Authority's website, and all the information received with an application is available online. Information on planning history files is also available for public inspection by appointment at Aldern House, Bakewell; in some cases it is also available on the Authority's website.

3.12 Anyone is entitled to make comments on a current planning application. Comments must be made in writing by post, email or via the Authority's website, must not be

anonymous and must be based on 'material planning considerations' such as design and appearance, impact on the landscape, overlooking, loss of privacy etc. Advice on material considerations can be found on the Planning pages of the website. All third party comments (other than those that are anonymous) will be acknowledged. Any comments received will become public documents and may be viewed by the applicant or any other member of the public on our website. Any anonymous comments received however will be disregarded by the Authority.

### **Delegation of Decision Making to Officers**

3.13 The 'Making a Decision' box in paragraph 3.7 above describes the delegation arrangements for planning applications. More information on delegated powers is outlined within the Authority's Standing Orders which are available from the Authority and on the Authority's website.

### **Public Speaking at Authority Meetings**

3.14 Public speaking at Authority meetings is not a statutory right nor is it intended to give an opportunity for speakers to participate in the Committee debate. The aim is to allow applicants and the public to inform Members, taking into account that most speakers have already made written submissions. Following consultation, the Authority believes that the current procedure offers a good balance, which permits informed debate within an effective decision-making framework.

3.15 The Authority's Public Participation Scheme (available on the website) allows any person to make representations, ask questions, make a statement, and present deputations and petitions. The procedure requires notice to be given by noon two working days before the meeting. The speaker is allowed 3 minutes to make the representation. Notice can be given by letter, telephone, voicemail, email, or in person at Aldern House, Bakewell. The Chair of the meeting has discretion to allow a speaker to answer questions or clarify points raised by Members following the representation and during the debate.

3.16 By participating in the meeting, speakers are giving consent to their contributions being recorded, published and retained at the discretion of the Authority. Authority meetings, including the Planning Committee, are now broadcast live via the website. Such meetings can also be listened to at a later date via the 'listen again' function on the website.

3.17 Under the Local Audit and Accountability Act 2014, the Authority permits any member of the public to record and report on open meetings of the Authority and its Committees using text, sound, video, film or photographs without the prior consent of the Authority.

### **Member Site Inspections**

3.18 Member site inspections are undertaken to gain a better understanding of a proposal or of unauthorised development. As the site visit is not a public meeting, it is not intended to give the applicant, agent or third parties an opportunity to make representations. The reason for referral to site inspection is made explicit, and is generally on the basis of the need to view the site and its setting/context. Applicants, agents, statutory consultees and other people may be invited to attend site inspections at the Chair's discretion but are only allowed to answer questions of fact from officers or Members.

## **Brownfield Land Register, Permission in Principle and Technical Details Consent**

3.19 The Brownfield Land Register provides up-to-date and consistent information on sites that the Local Planning Authority considers to be appropriate for residential development and meets specific criteria, namely:

- The site must be at least 0.25 hectares or can support at least 5 dwellings.
- It must be suitable for development.
- It must be available for residential development.
- It must be achievable (i.e. likely to take place within 15 years).

3.20 The Authority's Brownfield Land Registry can be found at <http://www.peakdistrict.gov.uk/planning/brownfield-land-register>.

3.21 The Brownfield Land Register is split into two parts:

- **Part 1** comprises all brownfield sites the Local Planning Authority considers appropriate for residential development.
- **Part 2** comprises those sites granted 'Permission in Principle'.

### Permission in Principle

3.22 Sites put on Part 2 of the Brownfield Land Register will (subject to the necessary publicity, notification and consultation – see Regulations 6-13 of The Town & Country Planning (Brownfield Land Register) Regulations 2017) trigger a grant of Permission in Principle (PIP). PIP relates only to the location, land use and amount of development. Conditions cannot be imposed on the decision. There is no right of appeal if the Authority does not choose to put a site onto Part 2 of the Register.

### Technical Details Consent

3.23 Following a grant of Permission in Principle, the site must obtain Technical Details Consent (TDC) before development can proceed. TDC must be applied for within 5 years of the site gaining Permission in Principle. The consultation procedures for TDC will mirror the approach taken for planning applications, as detailed in Table 3. A decision notice will be issued by the Authority setting out any conditions/reasons for refusal and a s106 legal agreement can be sought, if necessary. TDC can be appealed on grounds of non-determination, refusal or against any condition imposed.

3.24 For more information on Brownfield Land Registers, Permission in Principle and Technical Details Consent please visit:

<http://www.peakdistrict.gov.uk/planning/brownfield-land-register>

**Table 4: Community and Stakeholder Involvement in the Determination of Planning Applications**

Stage	Who is involved and how?	Benefits	Consultation period	How are comments assessed?	Feedback
<p><b>Pre-application</b></p> <p>Guidance notes and policies are available on the website and at the NP office.</p> <p>Discussion by a developer with the National Park Authority, interested parties and neighbours.</p>	<p>A 'Do I Need Planning Permission?' service is free and available by contacting the Authority by telephone or email.</p> <p>A charged for pre-application advice service is available where written advice can be provided and in certain instances a meeting/site visit can be arranged with a Planning Officer/Conservation Officer.</p> <p>The Authority encourages the developer to contact and involve individuals or groups about their proposals prior to submitting a planning application.</p> <p>Statutory agencies, internal consultees and constituent Authorities will be involved where appropriate.</p>	<p>Confirms whether a development is acceptable in principle, and resolves matters that might otherwise lead to refusal.</p> <p>Improves the quality of a subsequent application and clarifies the format and level of detail required to support it.</p> <p>Ensures those most directly affected by a proposal have a chance to give their views directly to a developer at an early stage.</p> <p>Avoids unnecessary objections at a later stage, and delays in the registration of applications.</p>	<p>No formal period.</p>	<p>Comments made will be used by the applicant to inform submission proposals.</p>	<p>At the discretion of the developer.</p>
<p><b>Submission &amp; consideration of application</b></p> <p>Formal application made and fee paid to National Park Authority.</p>	<p>Letters/emails sent to statutory consultees (see Appendix 4), relevant Parish Councils and where necessary, adjoining neighbours, advising of receipt of application.</p> <p>A site notice is posted and/or an advert is placed in the local press in accordance with the Authority's agreed protocol (see Table 3).</p> <p>A weekly list of applications received is available on the Authority's website.</p>	<p>Seek comments from statutory consultees and stakeholders.</p> <p>Informs interested parties that an application has been submitted.</p> <p>Invites people to inspect the plans and make written comments.</p> <p>Advises receipt of revised plans for significant amendments.</p>	<p>21 days to comment on a planning application (Parish Councils are given 28 days).</p> <p>14 days to comment on revised plans.</p>	<p>Comments from statutory consultees are considered in relation to government advice and materials planning considerations.</p>	<p>Representations are detailed in committee reports and Officer delegated reports, which are available to view at the Authority's main office by appointment and on the website.</p>

Stage	Who is involved and how?	Benefits	Consultation period	How are comments assessed?	Feedback
<p><b>Submission &amp; consideration of application Continued</b></p> <p>A site visit is usually undertaken, comments received are considered and an assessment is made.</p> <p>Negotiations can take place with the agent/ applicant and revised plans may be submitted.</p> <p>Applications are Determined under delegated powers or by Planning Committee, unless the application is withdrawn by the agent/ applicant.</p>	<p>Planning applications are available to inspect on the website &amp; by appointment at the Authority's main office.</p> <p>Copies of applications and plans can be obtained, subject to a copying charge.</p> <p>A letter/email is sent to all interested parties advising of receipt of significant revised plans.</p> <p>Delegated reports are available to view on the Authority's website.</p> <p>Reports to Committee are available for public inspection on the website and at the Authority's main office a week prior to the meeting.</p> <p>The Committee report is sent to the relevant Parish Council or Meeting.</p> <p>Details are provided on the website and a leaflet is available explaining the committee process for the public.</p> <p>Opportunity to attend and/or speak at Committee in accordance with the agreed protocol (available to view on the website).</p>	<p>Encourages people to stay in contact to ascertain when and how applications will be determined.</p> <p>The public nature of Committee meetings ensures transparency of decision making and understanding of the process.</p> <p>Speaking at Committee meetings allows views to be put to Members directly.</p>		<p>Representations of objection or support are a material consideration in assessing and determining an application.</p> <p>Comments received can be used to seek improvements and changes to the proposal, where appropriate.</p>	<p>Minutes of Committee meetings are available to view at the Authority's main office and on the website.</p> <p>Committee meetings are open to the public.</p>

Stage	Who is involved and how?	Benefits	Consultation period	How are comments assessed?	Feedback
<p><b>Post-determination</b></p> <p>A decision notice is issued including any conditions or reasons for refusal.</p>	<p>A copy of the decision notice is sent to the relevant Parish Council.</p> <p>Those who commented on the application are directed to the Authority's website to view the decision.</p> <p>A copy of the weekly list of decisions is available on the website, and at the Authority's main office.</p>	<p>Advises interested parties of the decision taken on a planning application.</p>	<p>N/A</p>	<p>N/A</p>	<p>Parish Councils are sent a copy of the decision notice.</p>
<p><b>Appeal</b></p> <p>If an application is refused, the applicant can lodge an appeal with the Planning Inspectorate.</p>	<p>A letter/email is sent to all interested parties, adjoining neighbours and relevant Parish Councils, advising them that an appeal has been lodged.</p> <p>A letter/email is sent to all interested parties advising them of the arrangements for a Hearing or Public Inquiry.</p>	<p>Informs people that an appeal has been lodged, and advises them of how to make their views known or how to participate.</p> <p>Gives the date, time and location of a Hearing or Public Inquiry should they wish to attend/participate.</p>	<p>N/A</p>	<p>Representations are assessed by the Planning Inspector in deciding whether to allow or dismiss the appeal.</p>	<p>Interested parties may request to the Planning Inspectorate to be kept informed and sent copies of the Inspector's report/decision.</p>

## **Appendix 4: Statutory Consultees on Planning Applications**

Based on the Town and Country Planning (Development Management Procedure) (England) Order 2015 and other legislation, the statutory bodies that we have to consult in respect of relevant planning applications are:

- Canal and River Trust
- Coal Authority
- Civil Aviation Authority (CAA)
- Department for Transport
- Environment Agency
- Historic England
- Garden History Society
- Health and Safety Executive
- Highways England
- Local Planning Authorities and Local Highway Authorities
- Natural England
- National Amenity Societies (including Ancient Monuments Society, Council for British Archaeology, Georgian Group, Society for the Protection of Ancient Buildings, Victorian Society and Twentieth Century Society)
- NATS Holdings (National Air Traffic Services) and operators of Officially Safeguarded Civil Aerodromes
- Rail Network Operators
- Sport England
- Theatres Trust

## Appendix 5: Customer Service Charter

The Authority aims to provide an effective and efficient high standard of service to all our customers and sets out the standards that you can expect from us, as well as what we expect from you:

All our staff will:

- Be polite, friendly, open and honest
- Treat you with respect
- Treat you fairly and equally
- Explain what will happen
- Keep you informed and explain if there will be a delay
- Carry identification
- Be clean, tidy and appropriately dressed for our job

If you telephone us we will:

- Be prompt in answering calls
- Tell you who you are speaking to
- Try to deal with your enquiry within 2 working days

If you write, fax or email us we will:

- Acknowledge your email within 24 hours
- Reply to you within 15 working days
- Use plain language

If you visit us, we will:

- Always be pleasant and put you at ease
- We will make you feel welcome
- Reduce waiting times to a minimum
- Provide a courteous, helpful and responsive service
- Keep our reception areas, clean, warm and comfortable

If we visit you, we will:

- Always have identification and inform you of the nature of our visit

What we expect from you:

- We will not tolerate rude or abusive behaviour towards any of our staff

## Appendix 6: Glossary

**Annual Planning Policy Monitoring Report (AMR):** This assesses the implementation of the Local Development Scheme and the extent to which policies in planning policy documents are being successfully implemented.

**Brownfield Land Register:** The Brownfield Land Register provides up-to-date and consistent information on sites that the Local Planning Authority considers to be appropriate for residential development and meets specific criteria.

**Core Strategy:** Sets out the long-term spatial vision for the Local Planning Authority area, and the spatial objectives and strategic policies to deliver that vision. The Core Strategy is a Development Plan Document (DPD).

**Development Plan Documents (DPDs):** All proposals for development in the Peak District National Park must comply with policies in the Development Plan. This is currently made up of the Core Strategy DPD (adopted October 2011), and some remaining 'saved' policies in the Local Plan (2001). The Local Plan has already been partially replaced, and the remaining parts will be subsequently replaced by the Development Management Policies DPD and a replacement Proposals Map.

**Development Management Policies DPD:** A suite of criteria-based policies which are required to ensure that all development within the area meets the spatial vision and spatial objectives set out in the Core Strategy. This will replace the 'saved' policies in the Local Plan (2001).

**Local Development Scheme (LDS):** Sets out the programme for preparing Development Plan Documents.

**Permission in Principle:** Sites put on Part 2 of the Brownfield Land Register will trigger a grant of Permission in Principle (PIP). PIP relates only to the location, land use and amount of development. A further Technical Details Consent is required before work can commence.

**Proposals Map:** The adopted Proposals Map illustrates on a base map the spatial application of some of the policies. It must be revised so that it always reflects the up-to-date planning policies for the area. Changes to the adopted Proposals Map will accompany a Development Plan Document.

**The Regulations:** The Town and Country Planning (Local Development) (England) Regulations 2004, amended in 2008 and 2009.

**Soundness:** The 'soundness' of a Development Plan Document, and objections to it, must be considered when it is submitted to an independent Planning Inspector for Examination. 'Soundness' includes assessing whether the document has been prepared in the right way using the right procedures, and if it broadly conforms with national planning guidance.

**Strategic Environmental Assessment (SEA):** A formal environmental assessment of policies, plans and programmes, as required by the European 'SEA Directive' (2001/42/EC).

**Supplementary Planning Documents (SPD):** Provide supplementary/more detailed information in respect of the policies in the Development Plan Documents (i.e. the Core Strategy and Development Management Policies DPDs). They usually cover a specific topic/subject area (e.g. climate change, barn conversions, design guidance etc.) They are not subject to independent examination by the Planning Inspectorate.

**Sustainable Community Strategy:** Local Strategic Partnerships and Local Authorities (but not the National Park Authority) must prepare Sustainable Community Strategies, with the aim of improving the social, environmental and economic well-being of their areas. The Strategies are intended to coordinate the actions of local public, private, voluntary and community sectors.

**Sustainability Appraisal (SA):** A tool for appraising policies to ensure that they reflect sustainable development objectives (i.e. social, environmental and economic factors), which must be undertaken for Development Plan Documents, and sometimes for Supplementary Planning Documents.

**Technical Details Consent:** Following a grant of Permission in Principle, the site must obtain Technical Details Consent (TDC) before development can proceed.

## CONTACTS

If you require further information on the Peak District National Park Authority, the Statement of Community Involvement or Development Plan Documents, you can visit the Authority's website at [www.peakdistrict.gov.uk](http://www.peakdistrict.gov.uk)

**Contact the Planning & Communities Service on:**

Email: [policy@peakdistrict.gov.uk](mailto:policy@peakdistrict.gov.uk)

Telephone: (01629) 816303

**Contact the Development Management Service on:**

Email: [customer.service@peakdistrict.gov.uk](mailto:customer.service@peakdistrict.gov.uk)

Telephone: (01629) 816200

**Our address is:**

Peak District National Park Authority  
Aldern House  
Baslow Road  
Bakewell  
Derbyshire  
DE45 1AE

## PLANNING AID

The Authority recognises that its officers are not always best placed to work with community groups, and that some people prefer to seek independent advice. Planning Aid is a service provided by the Royal Town Planning Institute that maintains a 'Planning Aid Direct' web resource which is free to use, or an email 'Advice Service' that offers fifteen minutes of free professional advice via email. In some circumstances, Planning Aid can offer bespoke support for eligible individuals or groups who can receive further advice through a network of professional volunteers, who give their services free of charge to those who are unable to afford professional fees.

Email: [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)