



City of
Doncaster
Council

Doncaster Planning

Statement of Community Involvement

November 2023

1.	Explanatory Note	2
2.	Introduction	2
3.	Why do we need an SCI?	3
	Planning Policy	3
4.	Involving the Community in Planning Policy	3
5.	The Sustainability Appraisal	5
6.	Community Infrastructure Levy	5
7.	Supplementary Planning Documents (SPDs)	6
8.	Other Documents	6
9.	Duty to Co-operate	6
10.	Methods of Consultation and Engagement	7
11.	Who will be consulted?	7
12.	Consultation Methods	8
13.	Giving Feedback	9
	Development Management	12
14.	Consultation on Planning Applications	12
15.	Enquiries and the Role of the Applicants	13
16.	Received and Decided Applications	13
17.	Informing the Community when a Planning Application is received	13
18.	How to Make a Representation	14
19.	Notifying Consultees	15
20.	Representations Received	16
21.	Amended Applications	16
22.	Schemes of Delegation and Public Speaking	17
23.	Notifying the Applicant and Interested Parties When a Decision Has Been Made	17
24.	Involving the Community when an Appeal is received	17
	Neighbourhood Plans	18
25.	Neighbourhood Planning	18
	Planning Investigation	18
26.	Planning Investigation	18
	Monitoring and Review	19
27.	Monitoring and Review of the SCI	19

1. Explanatory Note

- 1.1. The City of Doncaster Council ('CDC') published its first Statement of Community Involvement (SCI) in November 2006 as part of the Local Development Framework planning system. Since then there have been important changes to planning law and national planning policy and guidance. The Council has responded to the flexibilities brought in by deciding to progress and adopt a single Local Plan containing both strategic policies and the more detailed decision-making ones. As such, it was necessary to review and refresh the way we communicate with the public.
- 1.2. Planning can be split into two parts:
- The preparation of the Local Plan and Supplementary Planning Documents – which set out policy and guidance on how planning applications should be determined (including identifying where and how much development should take place); and
 - Planning applications
- 1.3. A revision to the SCI was published in 2015, public consultation was undertaken for a period of 4 weeks and took account of a number of changes at that point in time. This version now takes account of the Local Plan adoption and any changes since 2015 concerning public consultation for Planning. This latest version has included some minor amendments in how the LPA is to be contacted on future planning applications in the interest of being more easily contactable.
- 1.4. The SCI is available [online](#) and the document is available for inspection upon request at Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU during normal office hours (Monday – Friday: 8:30 – 17:00).
- 1.5. For general planning queries (not concerning the SCI) please call (01302) 736000 and a member of the team will help, otherwise details of your enquiry will be taken and passed directly to the service area who will aim to help, if a planning officer is not available over the phone, the option of taking your contact details and a call back will be made to you. Alternatively, you can email tsi@doncaster.gov.uk or write to us at the following address:

Development Management (Planning Team),
Doncaster Council
Civic Office,
2nd Floor,
Waterdale,
Doncaster, DN1 3BU

2. Introduction

- 2.1. City of Doncaster Council is the planning authority for the largest geographical area covering a city region of around 225 square miles with a population in excess of 300,000 people. It prepares and implements planning policies and makes decisions on planning applications (and other related consents) that shape the development and economic growth for the borough.

- 2.2. This SCI has been prepared to explain how the Council will engage with communities, businesses and organisations in the planning process.
- 2.3. The Council places great importance on effective community involvement. It is carried out in a number of different forms dependant on what we want to achieve; whether it is to inform, consult, involve, collaborate, or empower. In planning, we are committed to public engagement in the preparation of planning policies and during the consideration of planning applications.
- 2.4. It is important to us that all sections of the community are given the opportunity to take part in the planning process at the earliest opportunity so that decisions can take account of the range of community views and reflects, as far as possible, the concerns and aspirations of the people affected by them.

3. Why do we need an SCI?

- 3.1. The Planning and Compulsory Act 2004 requires local planning authorities to produce a SCI. The Localism Act 2011 also empowers communities to have more of an input into how plans for their areas are prepared. The National Planning Policy Framework (2023) states that plans should be shaped by early, proportionate and effective engagement between plans-makers, communities, local organisations, businesses, infrastructure providers and operators and statutory consultees.
- 3.2. The Council's previous SCI was adopted September 2015. Since then the Local Plan has been adopted (September 2021) and planning guidance has been revised. Generally, there is more of an increase in the utilisation and reliance of electronic communication for both engagement and communication purposes, these are supported by Government initiatives such as Digital Regulation. There is now an acknowledgement digital technology is transforming our economy, society and daily lives; fundamentally, it is part of our everyday existence. As and when any significant changes are introduced, this statement will be updated with changes to the way we consult and engage to reflect these.
- 3.3. The SCI shows the methods that will be used to encourage and facilitate participation at different stages of planning policy preparation and encourages community involvement at the early stages when ideas are being developed. The methods of community involvement used will depend on the document in question and the stage of preparation. The SCI sets out a commitment to consultation on planning applications. Local planning authorities are required to undertake a formal period of public consultation prior to deciding a planning application.

Planning Policy

4. Involving the Community in Planning Policy

- 4.1. By law, City of Doncaster Council is required to have a Local Plan to shape the future use of land and buildings in the city. The plan determines, amongst other things, how much residential, employment and other land uses should be developed and where as well as protecting certain areas of land from inappropriate development. Table 1 shows the different stages of plan preparation. This is a minimum required by the regulations (Town and Country Planning (Local Planning) (England) Regulations 2012), although the Council can carry out additional consultations if there is a need to.

4.2. The better City of Doncaster Council's engagement is with communities in the plan making process, the less likely they are to feel their needs are not being met in local planning decisions. It is important not to forget that the engagement with the community is a 'give and take' relationship - and not consultation for the sake of it. Preparing an Engagement Strategy at the beginning of each key stage will help to make the most of what resources City of Doncaster Council already has and help link into other engagement exercises going on in the borough.

Table 1: Key Stages of the Local Plan Making Process (or Review of a Plan)

Stage of the Plan making Process	What is involved?
Stage 1 Development of evidence base	Carrying out background research that will inform the Local Plan.
Stage 2 Preparation of a Local Plan (Regulation 18)	The Council will inform stakeholders and the public that the Local Plan is being produced and ask for views on the scope of the plan at the Issues and Options stage. The evidence base and representations from stages 1 and 2 assist in the production of the Publication Draft Local Plan.
Stage 3 Publication of a Local Plan (Regulation 19)	This is a formal stage leading up to consideration of the Plan by the Secretary of State. The Local Plan will be made available for stakeholders, consultees and the public to comments over a 6-week period. The Council will consider representations made at this stage.
Stage 4 Submission to the Secretary of State (Regulation 22)	After consideration of the representations received at stage 3, the Council will submit the Local Plan to the Secretary of State for Examination.
Stage 5 Independent Examination	The Local Plan is examined by an Independent Planning Inspector taking into consideration the key issues raised by responses received at stage 3. This may involve public hearings. It is normal that there will be a need for some Modifications to the Plan compared to the version that was submitted to address any concerns from the Examination. If so, these will also be subject to full public consultation.
Stage 6 Receipt of Inspector's report(s) and adoption (Regulations 25 and 26)	If the Inspector finds the Local Plan sound, the Council can then adopt the Local Plan.

4.3. A Local Development Scheme sets out the timetable for the preparation of the Local Plan documents. Given the Local Plan has just been adopted, a new one will be prepared and produced as and when necessary and once agreed, will be available to be viewed on the Council's [website](#).

- 4.4. Different consultation methods may be more suitable at different stages of the plan making process, it will depend on the type of document being consulted on at the time as to the type of consultation undertaken. The stages and methods of consultation are set out in Table 2.

5. The Sustainability Appraisal

- 5.1. A Sustainability Appraisal (SA) must be undertaken as part of the Local Plan process. The purpose of the SA is to assess the social, environmental and economic effects of the plan. In doing so it will help ensure that decisions are made which contribute to achieving sustainable development.
- 5.2. The first stage of the SA is the production of a Scoping Report, which will identify the key sustainability issues for the area. Following the Scoping Report, subsequent versions of the SA are produced to accompany each stage of the plan making process and are published for consultation at the same time.

6. Community Infrastructure Levy

- 6.1. The Community Infrastructure Levy (CIL) allows local authorities in England and Wales to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure that is needed as a result of development. These may include new or safer road schemes, flood defences, schools, hospitals and health and social care facilities, park improvements, green spaces and leisure centres. The rate is charged in pounds per square metre of net new development. The regulations which apply to the production of CIL are The Community Infrastructure Levy (Amendment) Regulations 2012.
- 6.2. CIL is discretionary so local authorities can choose whether or not they wish to introduce it. For those that do, then the first stage of consultations on the CIL is on the Preliminary Draft Charging Schedule which takes place over a six weeks period.
- 6.3. The next stage is the publication of the Draft Charging Schedule. The council must publish the draft schedule and the appropriate available evidence on infrastructure costs, other funding sources and economic viability. This consultation must also last at least six weeks (longer if the issues under consideration are particularly complex). Any person may make representations about a Draft Charging Schedule and that person must be heard before the Inspector at the CIL examination, if they have requested to be heard and the request has been made as set out in Regulation 21.
- 6.4. If the Council makes significant changes to the Draft Charging Schedule following the publication stage, the Council then have to produce a 'statement of modifications' which is then advertised for a four week period.
- 6.5. A Charging Schedule must be examined in public by an independent person (usually a Planning Inspector) appointed by central government. Any person requesting to be heard at the examination must be heard in public. The format for the levy's examination hearings is similar to those for the Local Plan and the independent examiner may determine the examination procedures and set time limits for those wishing to be heard to ensure that the examination is conducted in an efficient and effective manner.
- 6.6. The Council's current position is that CIL is not the adopted approach and Doncaster continue to use negotiated Section 106 Agreements, however, Doncaster's position on CIL is continually under review. Government planning reforms are now looking to replace

CIL with a new locally determined Infrastructure Levy, with Section 106 Agreements remaining for only the very largest of developments.

7. Supplementary Planning Documents (SPDs)

- 7.1. SPDs are guidance documents which take the form of Design Briefs, Masterplans, Codes of Practice or other issue-based documents. They add detail to policies or proposals in a Local Plan. These documents will also be prepared with the involvement of stakeholders and the community; the period for public consultation will be at least four weeks. They are not subject to independent examination, but are adopted by the Council under the Council's decision-making process.
- 7.2. Whilst SPDs are not technically part of the Local Plan they carry weight as important material considerations in the determination of planning applications. SPDs do not introduce new policies or requirements but rather assist in the interpretation and application of existing policies and proposals. They give guidance to the public, applicants and developers when making planning applications.
- 7.3. A number of SPDs in line with the Local Plan have been adopted and are available to view on the [Council's website](#). Further ones will be subject to consultation prior to adoption in due course and will also be available to view from the same location.

8. Other Documents

- 8.1. Under the provisions of the Habitats Directive, and translated into UK law by the Habitat Regulations, the Council must carry out an assessment of whether a plan or project will significantly affect the integrity of any European Site, in terms of impacting the sites conservation objectives. The Habitats Regulations Assessment is prepared and consulted on as statutory requirement of the Local Plan therefore. Other evidence base documents will also be prepared and whilst not subject to formal public consultation, if anyone wishes to comment on these documents, they can email or write in and the council will respond accordingly.
- 8.2. Neighbourhood Plans set out policies and guidance for development and land uses in town/parish or neighbourhood areas. A number of Neighbourhood Plans are in various stages of preparation. Upon adoption, a Neighbourhood Plan forms part of the statutory development plan. Section 5 of this SCI explains the community involvement in the preparations of these.

9. Duty to Co-operate

- 9.1. Section 110 of the Localism Act sets out the '[duty to co-operate](#)' in relation to planning of sustainable development. It is a requirement for local planning authorities, national park authorities, county councils and a number of other public organisations to engage and co-operate with each another and consider joint approaches to plan-making.
- 9.2. We will continue to meet and work with neighbouring authorities and the wider South Yorkshire Mayoral Combined Authority authorities as well as the following organisations on planning issues that cross administrative boundaries, particularly those that relate to strategic priorities:

- Environment Agency
- Historic England

- Natural England
- Civil Aviation Authority
- Homes England
- Primary Care Trusts
- Office of Rail Regulation
- National Highways
- National Highways Integrated Transport Authorities

10. Methods of Consultation and Engagement

10.1. We will ensure all consultations are well advertised and depending on the consultation stage, we will use combinations of the following techniques, as appropriate:

- Advertise and promote public consultation on the Council's [website](#) and publicise on appropriate web pages;
- Send e-mails to interested parties, who have previously requested to be on our database, to notify them of the consultation;
- Place a press notice in the local press and engage with local newspapers and other media, interested in publicising articles on consultation events and plan stages;
- Use social media sites such as Twitter and Facebook to publicise public consultation stages and events and provide links to information;
- Make documents available for inspection at the main Council Office and on the [website](#);
- Consult statutory bodies, Parish and Town Councils and key stakeholders including all Ward Members;
- When helpful and appropriate hold workshops and round table meetings with interested bodies and/or stakeholders;
- Undertake public exhibitions and publicise these using social media, newsletters and/or posters;
- Prepare newsletters to various stakeholders to update when appropriate.

11. Who will be consulted?

11.1. Town and Country Planning (Local Development) (England) Regulations 2012 require all Local Planning Authorities to meet a minimum level of community involvement when producing Local Plans. These regulations also specify a number of organisations that the Council must consult if it is considered that they will be affected.

11.2. A list of specific consultees and general consultees can be found [online](#). Some of the different types of consultees are shown below:

Ward Members

11.3. City of Doncaster's Ward Members are representatives for the people of Doncaster and play a key role in listening and making decisions in the public interest on a number of issues including decisions during the preparation of the Local Plan. They have an invaluable role in community engagement and will be engaged throughout the process and will help to disseminate information about the preparation and content of the Local Plan. Ward Members are able to advise the Council on the issues important to the area they represent.

Town and Parish Councils

11.4. The views of the Town and Parish Councils, for the areas of the borough that are covered by a Town or Parish Council, are crucial in identifying priorities at the grass roots level. Regular dialogue with Town and Parish Councils enables the Council to engage with, and seek the views of, large sections of the community. Town and Parish Councils are consulted at each stage of the Local Plan preparation process and they will also be asked for their assistance in promoting any consultations.

Local Strategic Partnership

11.5. Team Doncaster is the name and ethos behind Doncaster's Local Strategic Partnership. It brings together organisations and individuals from the public, private, voluntary and community sectors to take shared ownership and responsibility for Doncaster's vision, leadership and direction. This partnership oversees the delivery and achievements of the Borough Strategy. Underneath the Team Doncaster umbrella they have numerous boards and partnerships that help progress the Wellbeing Goals. Some of the boards and partnerships are currently undergoing a review or are in development as they move towards a new structure that aligns to the new Borough Strategy '[Doncaster Delivering Together](#)'

Voluntary Sector and Community Groups

11.6. Consultation with the voluntary sector and community groups is crucial in reaching the general public. The sector helps give a voice to the community through specialist knowledge of the borough and allows the Council to develop improved relationships with them. It is also an effective way to engage with hard to reach groups.

11.7. The following groups are considered by the Council as hard to reach groups:

- Young people
- Minority ethnic groups
- People with disabilities
- The elderly
- People with learning difficulties
- Rural residents
- Women's Groups
- Travellers
- Armed Forces personnel

11.8. Although this list is not exhaustive, City of Doncaster Council will seek to engage with these groups throughout the planning process where practicable.

Professional / Commercial Sector

11.9. Other groups such as local organisations, agents, developers and businesses are also crucial to the delivery of balanced planning decisions. These groups usually have specialist knowledge of issues and priorities and their participation in the planning process allows the Council to make better informed and balanced decisions.

12. Consultation Methods

12.1. The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the government's requirements for consultation through the plan-making process. The stages and methods of consultation that City of Doncaster Council will use are set out in Table 2. The Council's preference is to use e-mail when notifying people of consultations, as well as receiving comments in an electronic format. This improves the speed in which we can engage with the public, fits in with the Council's digital agenda and reduces costs.

13. Giving Feedback

13.1. Providing feedback to participants in the planning process is an integral part of policy preparation. Full consideration will be given to all comments and representations received. Doncaster Council will engage in further discussions to assist those making comments on planning policy if requested or if planning officers feel it is of benefit.

13.2. When required, a report summarising the consultations carried out and the comments received from consultees, including how they have been taken into account by the Council, will be published on the website. Respondents will also be informed of subsequent consultation stages and the adoption of the policy document.

Table 2: Stages and Methods of Consultation

Document	Stage of Production	Length of Consultation	Who and How? *
Sustainability Appraisal Scoping Report	Before plans are progressed (Regulation 12)	5 weeks	Initial consultation on the scope of the appraisal must be undertaken with statutory consultees (Environment Agency, Natural England, and Historic England). We will e-mail these consultees and invite them to make representations.
Local Plan and Sustainability Appraisal	Preparation (Regulation 18)	6 weeks	This is the first stage of consulting on a planning document and as such consultation methods will be wide ranging. As a minimum, we will notify Ward Members, registered contacts (Appendix A) and those on our consultation database. We will also promote via the website (e.g. online response form and documents online). We will also consult all the specific and general consultation bodies and invite them to make representations. Para 10.1 above sets out a combination of methods we may use to publicise this stage of the plan preparation.
	Publication (Regulation 19)	6 weeks	At this stage of consultation, we will notify those on our consultation database, notify Ward Members, and registered contacts.

Document	Stage of Production	Length of Consultation	Who and How? *
			<p>We will also promote the use of the website and online response forms and place documents on the website.</p> <p>Para 10.1 above sets out a combination of methods we may use to publicise this stage of the plan preparation.</p> <p>We will ask those who respond if they wish to be kept informed of the progress of the document as it is submitted, examined and adopted.</p>
	Submission (Regulation 22)	N/A	At Submission stage, we will notify specific and general consultees and those on our consultation database that the Submission documents are available for inspection on the Council's website.
	Independent Examination (Regulation 24)	N/A	<p>At least 6 weeks before the examination the council will publish on the website the date, time and place where the examination is to be held, as well as the name of the person carrying out the examination. We will notify anyone who has made a comment during the publication stage.</p> <p>The Inspector may also ask someone who has made a representation to provide further information to help their understanding and attend the hearings. The Inspector and their Programme Officer are responsible for how the examination is run so they maybe in contact themselves.</p> <p>Any Main Modifications identified as being necessary to make the Plan 'sound' will be subject to their own public consultation.</p> <p>On receipt of the Inspector's Report, we will place it on the website. We will also publicise it as a news item on the website and/or via electronic or social media e.g. Twitter.</p>
	Adoption (Regulation 26)	N/A	We will publish, advertise in the local press and make available the adopted Local Plan on the website. We will inform the interested parties of adoption preferably by email.
Community Infrastructure Levy	Preliminary Draft Charging Schedule * (Regulation 15)	6 weeks	Send a copy of the Preliminary Draft Charging Schedule to each of the consultation bodies including Town and Parish Councils and invite those bodies to make representations as well as inviting

Document	Stage of Production	Length of Consultation	Who and How? *
			representations from other interested parties. Make the documentation available on the Council's website.
	Draft Charging Schedule (Regulation 16)	6 weeks	At this stage of the consultation, we will make a copy of the Draft Schedule and relevant evidence available within the Civic Office, and on our website. We will notify those on our consultation database including the specific and general consultees. We will promote the use of the website and online response forms and place documents on the website.
	Advertising statement of modifications (if required) (Regulation 19 (4))	N/A	If we make significant changes to the Draft Charging Schedule, we must advertise these changes. We will notify those on our consultation database who have made representations and place documents on our website.
	Submission (Regulation 19 (3))		Make a copy of relevant documents available for inspection at the Civic Office and on the website. Notify those that requested notification of the submission to the Inspector.
	Examination (Regulation 21)		At least two weeks before the Examination, publish details of the Examination and Inspector on the website and in the local press and notify all those that made representations to the draft charging schedule. On receipt of the Inspector's Report, we will place it on the website and contact those who asked to be kept informed.
	Approval and publication (Regulation 25)	N/A	Publish on website. Notify all those who requested notification and publish press notice. Send a copy to each of the relevant consenting authorities.
Supplementary Planning Documents (SPD)	Draft SPD (Regulation 12)	4 weeks	We will make the document available for inspection at the Council's Civic Office during normal office hours, notify interested parties including everyone on the Planning Policy database and those listed in Appendix A (if we consider they will be affected), Ward members and Town and Parish Councils, publish documents on the website and place an advertisement in the local press. We will also use social media to advertise the consultation period.
	Adoption (Regulation 14)		This is not a stage for consultation. However, we will inform interested parties of adoption (preferably by e-mail), make a

Document	Stage of Production	Length of Consultation	Who and How? *
			copy of the adopted SPD and any supporting adoption documents available to view during normal office hours at the Civic Office and on the website.
Statement of Community Involvement	Draft SCI	4 Weeks	Whilst there is no requirement to consult, the Council will consult for 4 weeks whereby there is a fundamental change in approach to consultation as set out by the SCI. We will make the document available for inspection at the Council's Civic Office during normal office hours, notify interested parties including everyone on the Planning Policy database, Ward members and Town and Parish Councils and publish documents on the website. We will also use social media to advertise the consultation period.
	Adoption		We will place the adopted SCI on the Council's website with a summary of the consultation comments received where deemed appropriate to undertake consultation on the SCI itself.
Neighbourhood Planning			In accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended), at various stages throughout the process we will publish the details on the Council's website and in such other manner we consider appropriate.

* Refer to the Community Infrastructure Levy Regulations 2010

Development Management

14. Consultation on Planning Applications

14.1. Most people only come into contact with the planning system when decisions have to be taken about whether something can be built in their area. The previous sections of this statement have dealt with how people can influence the drafting of Local Plans and other planning policy documents. However, it is likely and just as important that residents, the community and other interested parties come into contact with the Planning department regarding a planning application in their area. It is equally important to have the opportunity to become involved in the consideration of individual planning applications.

14.2. City of Doncaster Council receives and determines applications for planning permission to construct new developments, to allow an existing building to be altered or extended and for changes of use to land and buildings. The Council also receives applications for other consents covered by planning legislation such as advertisements, listed building and some demolitions.

14.3. There are many types of planning applications, but the most common are:

Outline Applications – These allow for a decision on the general principles of how a site

can be developed. As a minimum, outline applications must include information on use; amount of development; indicative layout; scale parameters; indicative access points. Outline permission is granted subject to a condition requiring the subsequent approval of one or more reserved matters applications.

Reserved Matters Applications – These must be submitted within three years of the approval of an outline application. Reserved Matters include the layout, scale, appearance, access and landscaping.

Full Applications – These provide detailed information and plans for the proposal at the outset.

Prior Notification/Approval submissions (for matters such as 5G masts and residential conversions).

15. Enquiries and the Role of the Applicants

15.1. The Council welcomes pre-application discussions with applicants and encourages those intending to submit a planning application to consult with local communities and Ward Members before making their application. Information about the types of application where pre-application advice is available can be viewed on our [website](#).

15.2. This informal process cannot prejudge the decision on a proposed application but the benefits include:

- Early identification of information requirements to submit with an application;
- General advice to help you shape the proposal;
- Better quality applications which are easier to understand and process;
- Early problem recognition and resolution, thereby avoiding possible objections at a later stage;
- Savings in time and resources spent revising proposals later;
- Quicker consultation responses once application submitted.

15.3. All applicants should consider the benefits of involving the community in developments which are likely to have a considerable impact on the community, even in cases where these may be below thresholds as being considered 'major'. This is encouraged at an early stage before the application is submitted and will be advised at pre-application for major applications.

15.4. We recognise that there are significant costs associated with undertaking consultation with the community. However, the overall aim is to encourage an inclusive and transparent process that enables communities to get involved at an early stage as well as improving the quality of applications.

16. Received and Decided Applications

16.1. A list of all received valid applications and decisions reached are available on the Council's [Planning Applications Online](#) register. Copies of the Planning Committee agenda and minutes are available on the [Council Chamber](#) website. All reports prepared under the powers delegated to officers to determine planning applications are available in Planning Applications Online, within each planning application.

17. Informing the Community when a Planning Application is received

- 17.1. The Government has set the Council minimum standards for publicising planning applications. The Development Management Procedure Order (as amended) requires Local Planning Authorities to undertake a formal period of public consultation prior to deciding a planning application.
- 17.2. Three types of publicity are recognised: notices in local newspapers; a publicly visible site notice; and neighbour notification letters. Table 3 shows the publicity requirements on planning applications. This is the Council's strategy for fulfilling its statutory obligations and involving appropriate individuals, groups and other stakeholders to gain helpful information to assist the determination of planning applications. In addition to this, details of the planning application are publicly viewable on the Council's website.
- 17.3. No system for publicising planning applications can capture 100% of all people who may be interested, however extensive the system used. There needs to be a balance between consideration of cost, speed of decision making and providing a reasonable opportunity for public comment. The system we have adopted aims to balance these interests.
- 17.4. Planning applications are advertised in the locality by site notices placed on or near to the application site, and/or letters to neighbours. In certain circumstances planning applications are advertised in the local newspaper in accordance with national regulations.
- 17.5. The Planning Officer will assess developments on a case-by-case basis and they will use their professional judgement about the extent and type of local publicity, over and above statutory requirements.
- 17.6. The site notices contain information to help the reader understand the nature of the development, where it is and how to make their comments. We try to make the notices as helpful as possible to the reader and may include a Quick Response (QR code) to enable interested parties to access the information easily with a mobile device. [Planning Applications Online](#) on the Council's website allows anyone to view the details of current planning applications. Members of the public can use this free service to register their interest, monitor the progress of an application, submit comments about proposals, search for planning applications received and decided each week, and view details of applications previously determined. Once registered, anyone can also receive automatic notification of planning applications received in their chosen area.

18. How to Make a Representation

- 18.1. Public representations on a planning application should be submitted via the Council's planning register [Planning Applications Online](#). To make a comment you will need to register on to this system but will only need to do this once. Alternatively if internet access is not available you can send a letter but in all cases stating your full postal address, within the deadline set for comments on that application. You are strongly urged to submit your representations within this deadline to ensure that they can be properly taken into consideration. A decision can be made on the application any time after the consultation period. It will not be possible to take later representations into account if the decision has already been taken.
- 18.2. Representations must be on planning grounds. Representations that are not on planning grounds cannot be taken into account. Advice on what constitutes planning grounds is contained on the [Planning Portal](#). If you are in any doubt about what you wish to say contact the planning case officer dealing with the planning application, whose

name will be on correspondence and on the application details on the Planning Applications Online. Representations should be clear and succinct, drawing out the key issues and salient points that you wish to make. Planning case officer's are available to discuss procedural matters but will not discuss the merits of any representations made (however they will be considered insofar as they raise material planning grounds). Officer's will not respond to requests for information where the information is already within the public domain.

19. Notifying Consultees

- 19.1. There are certain organisations that must be consulted about types of development. These are set out in legislation and are referred to as 'Statutory Consultees'. For example, Sport England is a statutory consultee on applications involving the loss of playing fields and the Environment Agency are consulted on development in flood risk areas and other environmental matters such as development on contaminated land. It is also normal practice to consult a range of other organisations as appropriate. A list of the Statutory Consultees can be found on the [Governments website](#).
- 19.2. There are various other internal and external consultees that provide specific technical guidance and support on the determination of a planning application. Who to consult and when beyond the statutory consultees, is determined by the planning case officer using their professional judgement.
- 19.3. The Council's system for consulting with statutory and non-statutory consultee's is for an e-mail to be sent to them with a link to the application on Planning Applications Online asking for comments within 21 days. Many consultees now e-mail their responses to us and all responses are uploaded onto the [Planning Applications Online](#) planning register.

Table 3: Publicity on Planning Applications Summary

Type of Planning Application and summary	Stakeholders	What government regulation say we must do	What additional publicity we do, where appropriate
Major Applications: Housing: 10 or more dwellings or 0.5 hectares, Other development: 1000m ² floor space or 1.0 hectares. Application that is a departure from the local plan, and/or has an environmental impact assessment and/or affects a public right of way.	Neighbours, general public and wider community. Statutory consultees and non-statutory consultees.	Press notice and post a site notice near to the site.	Neighbour notifications if necessary as identified by the Case Officer.
Development affecting the setting of a listed building.	Neighbours, general public and wider community.	Press notice and post a site notice near to the site. Notify Historic England, if the application relates to	Neighbour notifications if necessary as identified by the Case Officer.

Type of Planning Application and summary	Stakeholders	What government regulation say we must do	What additional publicity we do, where appropriate
	Historic England, national amenity groups.	Grade I or II* Listed Building	
Development affecting the character of a conservation area.	Neighbours, general public and wider community Historic England, national amenity groups.	Press notice and post a site notice near to the site. Notify Historic England if the application relates application relates to an area over 1000sqm or a building over 20m in height.	Neighbour notifications if necessary as identified by the Case Officer.
Other applications	Neighbours and general public.	Post a site notice near to the site <u>or</u> notify owners or occupiers adjoining the site boundary.	Neighbour notifications and/or site notice(s) as identified if necessary by the Case Officer.
Advertisement Applications	General public.	There is no statutory requirement.	Neighbour notifications and/or site notice(s) as identified if necessary by the Case Officer.
Listed Building consent for works affecting the exterior of the building.	General public, Historic England, national amenity groups.	Press notice and post a site notice on or near to the site.	Other amenity groups may be consulted where appropriate. Neighbour notifications if identified as being necessary by the Case Officer.

20. Representations Received

20.1. All representations received on all applications are made available on Planning Applications Online (including all names and addresses). Acknowledgements to representations received are not sent. Confirmation of receipt can be obtained by viewing the representation on the website. The planning grounds of each representation will be summarised in the planning officer's report and the appropriate weight is attached to them prior to a recommendation.

20.2. The Council cannot determine applications before the consultation period has expired. The Council encourage representations to be received via Planning Applications Online or by e-mail, but also acknowledges that not everyone has access to the internet. In such circumstances, letters will be scanned and uploaded onto Planning Applications Online however every effort should be made to making comments using online functionality.

21. Amended Applications

21.1. Planning applications may need to be amended during the course of its consideration. This is often to overcome objections or to improve the proposal. Where

the planning case officer feels that amendments would have an additional impact on the neighbours not previously considered further consultation will take place. This may be by other means including phone or e-mail direct to people who have commented previously. The period of time specified for the return of further comments on the amended plans will be at the discretion of the planning case officer. All amended plans will be published on Planning Applications Online.

22. Schemes of Delegation and Public Speaking

22.1. City of Doncaster Council operates a delegation scheme which allows the effective, speedy determination of the majority of non-contentious planning applications by planning officers and those outside the terms of Scheme of Delegation determined by Planning Committee.

22.2. The Adopted Scheme of Delegation can be found [online](#).

22.3. If an application is to go before the Planning Committee for a decision, all parties that have made representations will be informed by e-mail or letter of the time and date of the Committee meeting and how they may make a request to speak at the meeting if they wish to do so. A link is also provided which advises them of the Council's "[Having Your Say at Planning Committee](#)" scheme.

22.4. Copies of the Committee reports are made available via the [Council Chamber](#) five clear days prior to the meeting and will be available to view together with the Planning Committee agenda and minutes.

23. Notifying the Applicant and Interested Parties When a Decision Has Been Made

23.1. The minutes of the Planning Committee are made available for the public to view on the Council's [website](#). Where possible, notification that a decision has been made is sent electronically to the applicant/agent who can then access Planning Applications Online to view and, if required, print a decision notice. Where the Local Planning Authority does not have an e-mail address for the applicant, the decision will be printed and posted to them. Copies of all decision notices are attached to each application and available for viewing on [Planning Applications Online](#).

24. Involving the Community when an Appeal is received

24.1. An applicant can appeal to the Planning Inspectorate if their application is refused, or they wish to contend any of the conditions attached to a permission, or if the Council fails to determine the application within the agreed timescales. Only the applicant has the right of appeal. It does not extend to other interested people or organisations (known as 'third parties').

24.2. If an appeal is made, everyone who was originally notified of the planning application, and any contributors who made representations, will be informed in writing about the appeal and the steps they can take. There are 3 types of appeal - public inquiry, informal hearing or written representation.

24.3. Most appeals are dealt with by written representations. The Planning Inspectorate will determine the type of appeal. Third parties may attend an informal hearing or public inquiry in person to present their views.

Neighbourhood Plans

25. Neighbourhood Planning

25.1. The Localism Act 2011 makes provision for communities to prepare their own Neighbourhood Development Plans which can add detail beyond the strategic elements of the Council's Local Plan. These plans can set planning policies to guide future development in their area. They must be in general conformity with National Policy as well as the strategic policies set out in the Council's Local Plan. They are community led and can be written by Town or Parish Councils or, where there is no Town or Parish Council, by a specifically created Neighbourhood Forum.

Role of Doncaster Council

25.2. The Council has a duty to provide technical advice and support to communities producing a Neighbourhood Plan. The Council also:

- agrees the composition and designation of the neighbourhood forum;
- agrees the boundary of the area to be covered by the Neighbourhood Plan;
- organises the independent examination of the Neighbourhood Plan and arranges and funds the referendum;
- formally adopts the Neighbourhood Plan and brings it into force via resolution of Full Council.

25.3. The Council has produced a [Neighbourhood Plan Information Pack](#) that includes a process guide, this also provides more information on the role of the Council.

Community Involvement in the Neighbourhood Planning Process

25.4. It is advised that anyone wishing to be involved makes contact with the respective parish or town council and ask if they are already considering producing a Neighbourhood Plan. If you are a resident in an area without a town or parish council you might wish to start talking to neighbourhood groups in the area and decide if you would like to create a neighbourhood forum and be involved in preparing a Neighbourhood Plan. The support pack contains further issues to consider and information to help along the way.

Planning Investigation

26. Planning Investigation

26.1. Local planning authorities have a responsibility for taking whatever enforcement action may be necessary, in the public interest, in their administrative areas. It should be noted that they have a range of enforcement powers that extend beyond planning, as do the police in certain instances (e.g. dealing with illegal encampments).

26.2. There is a range of ways of tackling alleged breaches of planning control, and the Council will act in a proportionate way. The Council have discretion to take enforcement action, when they regard it as expedient to do so having regard to the development plan and any other material considerations.

26.3. A planning complaint can be made whenever you suspect there is a breach of planning. The Council will always investigate breaches of planning rules swiftly and pursue appropriate action using the powers that are available. We will also keep interested parties informed throughout the process. A planning complaint can be made [online](#).

Monitoring and Review

27. Monitoring and Review of the SCI

27.1. The SCI is monitored and reviewed through the [Local Plan Annual Monitoring Report](#). This identifies any necessary changes resulting from consultation with the community and stakeholders, joint working experiences and unforeseen changes in circumstances or opportunities. The community and stakeholders will be consulted on any significant changes and/or proposals for the revision of the SCI.

Appendix A

Specific consultation bodies (Local Plan preparation)

The Town and Country Planning Regulations 2012 specifies that the following bodies must be consulted if the Council considers that body will be affected by what is proposed to be covered in the Local Plan and Supplementary Planning Documents (SPDs).

The Coal Authority
Environment Agency
Historic England
The Marine Management Organisation
Natural England
Network Rail Infrastructure Ltd
Office of Rail Regulators
National Highways
Any relevant adjoining authority e.g. Barnsley, Rotherham, Bassetlaw, East Riding of Yorkshire, North Lincolnshire, Selby and Wakefield.
Parish Councils adjoining Doncaster Council e.g. Bramley and Hooton Roberts, Rotherham, Wroot, North Yorkshire.
Mobile Operators Association (representing the four UK mobile operators)
NHS (Public Health)
Any relevant utility company e.g. Yorkshire Water, Severn Trent Water, Northern Powergrid
South Yorkshire Passenger Transport Executive
Homes England

General Consultation Bodies

In accordance with government regulations, general consultation bodies must be consulted where the Council considers it appropriate. These may include voluntary groups and those which represent the interests of different racial, ethnic or national groups; disabled persons; different religious groups; and persons carrying out business in the Doncaster area.

Government Departments

The following Government departments will be consulted where considered appropriate:

The Home Office
Department for Levelling Up, Housing and Communities
Department for Education
Department for Environment, Food and Rural Affairs
Department for Transport
Department for Business, Energy & Industrial Strategy
Department of Health and Social Care
Ministry of Defence
Department for Work and Pensions
Ministry of Justice and
Department for Digital, Culture, Media and Sport

Other Consultees

Doncaster Council will also consider the need to consult, where appropriate, the following agencies and organisations in the preparation of local development documents.

Age UK

Aggregates Working Party
Airport operators
Traders Association
British Geological Survey
Canal and River Trust
Centre for Ecology and Hydrology;
Chambers of Commerce, Local CBI and local branch of the Institute Of Directors
Church Commissioners;
Civil Aviation Authority;
Commission for Racial Equality;
Crown Estate Office;
Diocesan Board of Finance;
Disability Rights Commission;
Disabled Persons Transport Advisory Committee;
National Grid Company;
Environmental groups at national, regional and local level, including:
i. Campaign to Protect Rural England;
ii. Friends of the Earth;
iii. Royal Society for the Protection of Birds; and
iv. Wildlife Trusts.
Equal Opportunities Commission;
Fire and Rescue Services;
Forestry Commission;
Freight Transport Association;
Garden History Society;
Gypsy Council;
Health and Safety Executive;
Home Builders Federation;
Mineral Operators and Representors (including Stakeholder groups) such as Mineral Products Association and Quarry Products Association;
National Playing Fields Association;
Passenger Transport Authorities;
Passenger Transport Executives;
Police Architectural Liaison Officers/ Crime Prevention Design Advisors;
Port Operators;
Post Office Property Holdings;
Rail Companies and the Rail Freight Group;
Local Enterprise Partnerships;
Regional Housing Boards;
Regional Sports Boards;
Road Haulage Association
Sport England;
Theatres Trust;
Toll Road Concessioners;
Traveller Law Reform Coalition;
Water Authorities
Water Companies
Women's National Commission
Woodland Trust

Appendix B

Statutory Consultees (Planning Applications)

The list below indicates the statutory consultation requirements for applications for planning permission and for heritage applications. Additional consultation requirements may be set out elsewhere (for example where Environmental Impact Assessment is relevant).

Active Travel England
Canal and River Trust
Coal Authority
Crown Estates Commissioners
Department for Digital, Culture, Media and Sport
Department for Business, Energy & Industrial Strategy
Department for Environment Food and Rural Affairs
Department for Transport (Administered in practice by the National Highways)
Environment Agency
Historic England
Forestry Commission
Garden History Society
Health and Safety Executive
National Highways
Lead Local Flood Authority
Local Planning Authorities
Local Highway Authority
County Planning Authorities
The Greater London Authority
Natural England
National Parks authorities
Parish Councils
Rail Network Operators
Sport England
Theatres Trust
Toll Road Concessionaries

Appendix C

Non-statutory Consultees (Planning Applications)

The list below shows the non-statutory consultation requirements identified in national planning policy or guidance.

Emergency Services
Multi-Agency Emergency Planning
Forestry Commission
Health and Safety Executive
Ministry of Defence
Internal Drainage Boards
Office of Nuclear Regulation
Police and Crime Commissioners
Rail Network Operators
Sport England
Water Authorities