



Guidance for applicants

Community involvement in major and large scale planning applications

'leading for tomorrow'



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Type of scheme	Community Involvement
Large scale proposals (such as for over 100 houses or a town centre scheme)	<ul style="list-style-type: none"> • Developers will be asked to carry out a pre-application consultation as above. • This should also include key stakeholders such as the Primary Care Trust, Environment Agency, etc. • In addition, they will also be asked to hold forums, meetings and exhibitions at which the community has the chance to ask questions and make comments on the scheme. • Officers of the Council may be able to assist by attending forums and Parish Council meetings (at their invitation) to give a factual presentation. • It is, however important that the impartiality of the Borough Council is maintained in the pre-application process. For major schemes within Camberley Town Centre a Consultation Code of Practice is already available.

The Council can only request, not require developers to involve the local community. The Council cannot refuse planning applications because a developer refuses to contact and involve the local community.

Contact

For further information or to discuss these procedures, please contact: **The Planning Policy & Conservation Team** on **01276 707245** or e-mail planning.policy@surreyheath.gov.uk

Procedures for community involvement in major and large scale planning applications

Guidance for applicants

What is a statement of community involvement?

The Council's Statement of Community Involvement was adopted in February 2006. It sets out how the Local Planning Authority intends to achieve continuous community involvement in the determination of major and large scale planning applications as well as the preparation of the Local Development Framework. This leaflet provides guidance to developers on what is expected in terms of Community Involvement for major and large scale planning applications in the Borough.

Major Planning Applications

A major planning application is defined as set out in the Town and Country Planning (General Development Procedure) Order 1995, as one of the following:

- Any development involving the winning and working of minerals or the use of land for mineral-working deposits
- Waste development
- A residential development for 10 or more dwellings
- Residential development on a site of 0.5 hectares or more
- Development involving a building(s) with a floorspace of 1,000 square metres or more
- Any other development on a site of 1 hectare or more

Consultation on Major Planning Applications

What the Council is required to do

- A site notice displayed in at least one place on or near the development site for at least 21 days, or
- Serving a notice on adjoining owners or occupiers, and
- Advertisement in the local newspaper
- In addition depending on the type of development being proposed, the Council have to consult statutory bodies.

What else the Council does

- Consult other non-statutory bodies and organisations which represent specialist interest groups
- Publish a weekly list of all valid planning applications received. This list is circulated to Councillors, Parish Councils, local Libraries and is published on the Council's website.
- Send individual letters to the owners/occupiers of properties that immediately adjoin all application sites. In some cases, depending on the scale of the proposed development, the Council will also send letters to other properties near the site where it may reasonably be anticipated that the residents may consider themselves to be affected by the proposal.
- Welcome pre-application discussions with prospective developers/applicants and/or their agents. There is no public consultation or publicity connected with pre-application discussions and such contacts are normally treated as confidential.
- The Council also encourages applicants and developers to discuss their proposals informally with their neighbours or the community before submitting their formal application.

Community Involvement in Large Scale Planning Applications

For certain, very large planning applications the Council is proposing to undertake additional measures to involve the community. The large scale planning applications for which the Council will seek additional community involvement are as follows:

Type of scheme	Community Involvement
30–99 residential units	<ul style="list-style-type: none"> • Ask developers to notify all households within the area and seek their views before submitting a planning application. Such notification should include a plan of the scheme showing the site boundary and if possible an indication of the layout and number and type of units
Industrial and commercial schemes of more than 5,000 square metres	<ul style="list-style-type: none"> • Ask developers to provide details of the scheme to adjoining households and business premises, and seek their views before submitting a planning application. • In addition, the views of occupiers and owners of other properties that may be affected should also be sought.

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