

# Statement of Community Involvement in Planning

Engaging the community in the planning process

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)





## Foreword

We want to involve you in important planning decisions that will shape local people's lives and the future of Portsmouth.

This **Statement of Community Involvement (SCI)** sets out our vision and strategy for involving people when it matters – be it in helping to prepare citywide planning policy documents, or having a say on planning applications in your local neighbourhood.

This document is a review of the one we adopted in 2006, and takes into account recent and emerging changes to the planning system.

The new process is explained within this document, along with when and how you can get involved, and how we will take your comments into account.

We have also aimed to explain the planning system in a clearer and more succinct manner, to improve accessibility for all.

This SCI also helps developers by communicating what support you can expect from us, and if you are developing a 'major large-scale' application, how we will expect you to involve local people in the process.





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# Introduction

## Why create an SCI?

- 1.1 All local planning authorities are legally required to produce a Statement of Community Involvement (SCI) showing how they will engage local people and stakeholders in the planning process.
- 1.2 We also intend for this document to provide an introductory overview of the planning system, in order to help facilitate understanding and involvement.
- 1.3 As set out in the National Planning Policy Framework; “early and meaningful engagement and collaboration [on planning] with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.”<sup>1</sup>

## Our Vision and Principles

### Vision

All residents and stakeholders will have a convenient and meaningful opportunity to contribute towards planning policy documents and planning applications in their local area.

### Principles

<b>Relevant</b>	<ul style="list-style-type: none"><li>• Clear, timely and useful information targeted to the needs and aspirations of the audience will be provided.</li><li>• We will promote an understanding of potential impacts and change.</li><li>• An overview of the context and process will be provided and explained in clear English, as much as possible.</li></ul>
<b>Accessible</b>	<ul style="list-style-type: none"><li>• We will ensure that we are where people are or are comfortable to be.</li><li>• When possible, our consultation will complement an existing activity.</li><li>• Activities scheduled to accommodate busy and varied lifestyles.</li><li>• A balanced range of communications methods will be used.</li></ul>
<b>Responsive</b>	<ul style="list-style-type: none"><li>• Provide progress reports and explain processes.</li><li>• Check expectations and monitor change.</li><li>• Create more visible opportunities to influence.</li><li>• Effectively record and feedback – an action-orientated response.</li></ul>

## Under heard voices

- 1.5 In order to get a representative view on what the community wants, when appropriate, particular support may be given towards engaging traditionally ‘under heard’ groups, including those who:
  - have low level English language skills
  - are from black, Asian or ethnic minorities
  - do not have access to the internet
  - are on low incomes
  - are young or disabled

<sup>1</sup> [www.communities.gov.uk/planningandbuilding/planningsystem/planningpolicy/planningpolicyframework](http://www.communities.gov.uk/planningandbuilding/planningsystem/planningpolicy/planningpolicyframework)

## How we will communicate

- 1.6 Information on consultations on planning policy documents and planning applications will be made available through a wide variety of sources in order to engage the widest possible audience. This will include paper and electronic formats, and when requested, Braille, audio or another language (to arrange this please call 023 9283 4825).
- 1.7 To reduce costs and increase accessibility, Portsmouth City Council (PCC) aims to supply as much information as possible electronically. To support this, planning policy documents and planning applications will be published online with computers with free internet access being available in public libraries and the Civic Offices reception area (see Appendix 2 for addresses). Planning applications and their associated updates will be published online in live time.
- 1.8 We may also produce audio 'podcasts' for consultations on major planning policy documents. These will provide an overview of the document at hand and may include an interview with a member of the Planning Service or other relevant persons. Podcasts will be available for download from our website: [www.portsmouth.gov.uk/living/planning.html](http://www.portsmouth.gov.uk/living/planning.html)
- 1.9 If you are viewing this document on a computer you can access the document's embedded links by clicking on the email and webpage address. If you click on contents pages or phrases such as 'figure 1', you will be taken you to the relevant section in this document. If you click on technical words such as 'pre-application', you will be taken to this document's glossary.
- 1.10 For general enquiries to PCC Planning Service, please either:
- email: [planning@portsmouthcc.gov.uk](mailto:planning@portsmouthcc.gov.uk)  
telephone: 023 9283 4334  
write to: Planning Services, Civic Offices, Guildhall Square, Portsmouth, PO1 2AU
- 1.11 For information on consultations across all PCC Services, please visit our 'have your say' webpage: [www.portsmouth.gov.uk/directory/3846.html](http://www.portsmouth.gov.uk/directory/3846.html) or telephone the Customer, Community & Democratic Services on 023 9268 8508.

## How to find out about planning policy consultations

- 1.12 During consultation periods, local planning policy documents can be viewed in person during normal office hours at public libraries and the Civic Offices reception area (see Appendix 2 for addresses), or viewed online on our website: [www.portsmouth.gov.uk/living/planning.html](http://www.portsmouth.gov.uk/living/planning.html) . PCC can also supply paper copies of the consultation document to interested individuals or organisations, however this service will include a charge to cover printing costs.
- 1.13 Table 1 on page 11 shows the timetable for forthcoming planning policy document consultations, but this may be subject to change. For our current consultations please see our webpage: [www.portsmouth.gov.uk/living/planning.html](http://www.portsmouth.gov.uk/living/planning.html)
- 1.14 We maintain a database of individuals and organisations who wish to be contacted regarding consultations on general or specific planning policy documents. To join our database please send your contacts details to:
- email: [planningpolicy@portsmouthcc.gov.uk](mailto:planningpolicy@portsmouthcc.gov.uk)  
telephone: 023 9268 8633  
write to: Planning Services, Civic Offices, Guildhall Square, Portsmouth, PO1 2AU
- 1.15 As shown in this document, we will always consult with statutory consultees during the preparation of a planning policy document. We may also consult with other groups and individuals at a level appropriate to the document at hand, using a variety of consultation methods.

## How to find out about planning application consultations

- 1.16 Current planning applications can be viewed in person at the Civic Offices during normal office hours or viewed and commented online through Public Access, our online planning application system. For more information on Public Access, or to access it, please see: [www.portsmouth.gov.uk/living/3533.html](http://www.portsmouth.gov.uk/living/3533.html) . A searchable archive of all planning applications registered after 10<sup>th</sup> May 2004 is also available to view through Public Access.
- 1.17 An automatic personal email notification service for all future planning applications received within a specified perimeter of a location (such as your home) can be set-up through Public Access. For information on how to set this service up, please see page 17 of: [www.portsmouth.gov.uk/media/IDOXPAFORPLANNINGUserNotes\\_\(2\).pdf](http://www.portsmouth.gov.uk/media/IDOXPAFORPLANNINGUserNotes_(2).pdf)
- 1.18 We produce a weekly list of all planning applications that we receive which can be viewed at: [www.portsmouth.gov.uk/living/346.html](http://www.portsmouth.gov.uk/living/346.html) , or accessed through Public Access.
- 1.19 As shown later in this document, we may also use a variety of other methods for engaging residents and stakeholders in a planning application consultation.
- 1.20 Under the Localism Act developers of 'large-scale major' applications are required to undertake pre-application consultation (for more information please see paragraph 4.14).

## How to have your say

- 1.21 To find out when you can get involved in a consultation look for the stages marked **have your say** in the figures shown throughout this document - these stages will be shaded or bordered in dark blue (which may appear purple if printed out).
- 1.22 To make a 'representation' (comment) on a Portsmouth planning policy documents during its consultation period, please either:

email: [planningpolicy@portsmouthcc.gov.uk](mailto:planningpolicy@portsmouthcc.gov.uk)  
write to: Planning Services, Civic Offices, Guildhall Square, Portsmouth, PO1 2AU  
visit: the Civic Offices reception in person to view and comment on a document

To make a 'representation' (comment) on a planning application during its consultation period, please either:

comment at: [www.portsmouth.gov.uk/living/3533.html](http://www.portsmouth.gov.uk/living/3533.html)  
email: [planningreps@portsmouthcc.gov.uk](mailto:planningreps@portsmouthcc.gov.uk)  
write to: Planning Services, Civic Offices, Guildhall Square, Portsmouth, PO1 2AU  
visit: the Civic Offices reception in person to view and comment on an application

**Please note:** representations are public documents and a name and address will be needed for a representation to be taken into account. Complying with the Data Protection Act 1998, other contact details will be removed except if the consultee is a business or organisation, or if the representation is viewed in person. Any profanity / unsuitable information will be redacted from received representations, while anonymous emails / letters will not be accepted as valid representations.

## Consideration of representations

- 1.23 As we will give equal consideration to all views expressed during consultations, it is unlikely that the final outcome will fully reflect everybody's ideal outcome, but we will do our best to reach a consensus.
- 1.24 Representations from non-residents are equally valid and will not be dismissed or given less weight.
- 1.25 Final outcomes on planning policy documents and planning applications may be restricted by existing planning policies.



## Reporting policy document progress

- 1.26 A report on how the representations have been taken into account will be published on the PCC website with written copies available at the Civic Offices or accompanying the planning document at its next stage.
- 1.27 The Executive Member for Planning, Regeneration and Economic Development will need to approve our report in order for it to proceed, and may request amendments to be made.
- 1.28 We may update individuals and groups who have commented on a planning document of its progress, as we will have contact details on our database (see paragraph 3.8 for more information on this service).
- 1.29 During the production of a Development Plan Document (see paragraph 3.16) we will produce two 'consultation statements'. These will summarise who has been consulted, how they have been consulted, what has been said, and how comments have been taken into account. The first consultation statement will be released during the 'publication' stage (see paragraph 2.5). The second statement will be submitted to the Secretary of State along with the Development Plan Document.
- 1.30 We will publish adopted planning documents on our website and make copies available at the Civic Offices and at public libraries (see Appendix 2 for addresses). We will also release an 'adoption statement' which we will send to people who have expressed an interest in the document. This statement will display the adoption date and explain how an aggrieved person can apply for judicial review within three months of the document's adoption date.

## Reporting planning application progress

- 1.31 At the end of the consultation period for a planning application, the application's case officer will produce a report which will give consideration to all the material considerations. Based on the planning policies, the consultation and other material considerations, the report will make a recommendation to grant or refuse planning permission. The report will be available for viewing on Public Access and at the Civic Offices.
- 1.32 Taking into account the case officer's report, an Assistant Head of Planning will make a decision on whether or not to grant planning permission. In some circumstances the decision will go to the Planning Committee instead, who will take into account the officer's report and any deputations made before determining the application. For more information on deputations please see paragraph 4.9. The decision notice will be made publically available for viewing on Public Access or in person at the Civic Offices.

## where else to look

- Public Access: [www.portsmouth.gov.uk/living/3533.html](http://www.portsmouth.gov.uk/living/3533.html)
- Public Access usage notes: [www.portsmouth.gov.uk/media/IDOXPAFORPLANNINGUserNotes\\_\(2\).pdf](http://www.portsmouth.gov.uk/media/IDOXPAFORPLANNINGUserNotes_(2).pdf)



# The planning system

## Overview

- 2.1 The planning system is divided into three overlapping areas, as shown in figure 1. National policies inform the local policies, which both influence decisions on planning applications. The Portsmouth Planning Policy Framework is explained in more detail in figure 2.



Figure 1 – An overview of the planning system

## Assessments

- 2.2 During the preparation of Development Plan Document (DPD), the document is screened to see if it requires a Sustainability Appraisal (SA), a Strategic Environmental Assessment (SEA), a Habitat Regulations Assessment (HRA) and an Equality Impact Assessment (EIA). Supplementary Planning Documents (SPDs) undergo the same screenings to see if an assessment would add detail which was not present in their parent DPD. During the preparation of a Neighbourhood Plan we will look to support the community in the undertaking of any necessary assessments.
- 2.3 Sustainability Appraisals appraise the social, environmental and economic effects, while Strategic Environmental Assessments focus on environmental impacts. To be more efficient we incorporate our Strategic Environmental Assessments within our Sustainability Appraisals. Should a Sustainability Appraisal be needed it will be prepared alongside the document and will itself be subject to consultation with the statutory consultation bodies being the Environment Agency, English Heritage and Natural England. The results of the Sustainability Appraisal will inform the plan preparation process.
- 2.4 The 'Assessments' stage of Portsmouth Planning Policy Framework documents, as shown in figures 3, 4, and 5, refers to the screening and potential assessment / appraisal process listed in paragraph 2.2 and 2.3. Planning applications, as shown in figure 6, may be subject to an Environmental Impact Assessment (EIA) and a Habitat Regulation Assessment only, as they will be determined under the Portsmouth Planning Policy Framework which would have undergone the screening and appraisal / assessment process already.

## Plan preparation stages

2.5 The statutory preparation stages for a Development Plan Documents are shown below. Supplementary Planning Documents follow a simpler statutory process comprising a Preparation and Participation stage (which is similar to the Publication stage, but is a minimum of 4 weeks), and then Adoption. They do not have to undergo a Submission or Hearings stage. The Statement for Community Involvement follows a process similar to a Supplementary Planning Document. During the preparation of all documents we aim to exceed the minimum statutory requirements by providing additional consultation opportunities.

<b>Preparation</b>	This consists of one or more formal opportunities for the community and other stakeholders to comment on the content of the plan.
<b>Publication</b>	The draft plan is published in a form which is considered to be sound. Then follows a 6-week period for stakeholders to comment on the legal compliance and soundness of the plan.
<b>Submission</b>	The plan is submitted to the Secretary of State and the Examination stage begins. The document begins to have weight in determining planning applications.
<b>Hearings</b>	This is a crucial stage of an Examination where an Inspector may hold discussions to explore the issues the plan raises. However plans can be examined purely through written representations.
<b>Inspector's report</b>	The Inspector will issue a report on the Examination, setting out if the plan is legally compliant and sound, and setting out any changes which should be made.
<b>Adoption</b>	The final stage for all local plan documents is the formal adoption of the plan by the council. From then on it forms part of the local plan and is given full weight when determining applications.

## Forthcoming consultations

2.6 For our current consultations please see: [www.portsmouth.gov.uk/living/planning.html](http://www.portsmouth.gov.uk/living/planning.html) . Table 1 shows the timetable for forthcoming planning policy document consultations, but this may be subject to change.

	public participation	publication	submission to SoS	hearings	inspectors report	adoption
the Portsmouth Plan	From Nov 2006	April - May 2011	July 2011	October 2011	January 2012	January 2012
Community Infrastructure Levy Charging Schedule	April 2011	July 2011	August 2011	October 2011	January 2012	March 2012
Site Allocations plan	There is currently no timetable for the Site Allocations plan. Please see our website for up to date information on its progress: <a href="http://www.portsmouth.gov.uk/living/planning.html">www.portsmouth.gov.uk/living/planning.html</a>					
The Joint Minerals and Waste Plan	For the timetable of the Joint Minerals and Waste Plan please see the Hampshire Minerals & Waste Development Scheme at: <a href="http://www3.hants.gov.uk/development-scheme-3.htm">www3.hants.gov.uk/development-scheme-3.htm</a>					
Somerstown and North Southsea Area Action Plan	From Nov 2004	April - May 2010	July 2010	written representations	June 2012	July 2012
Southsea Town Centre Area Action Plan (review)	Dec 2012 – Jan 2013	June 2014	September 2014	December 2014	March 2015	April / May 2015
Statement of Community Involvement in Planning	From July 2012	n/a	n/a	n/a	n/a	October 2012

Table 1 – Forthcoming planning consultations

# Portsmouth Planning Policy Framework

## Overview

- 3.1 The Portsmouth Planning Policy Framework (PPPF) includes the Local Plan, Supplementary Planning Documents (SPDs), the Community Infrastructure Levy (CIL) and the Annual Monitoring Report (AMR). The Portsmouth Local Plan is comprised of a portfolio of policy-setting Development Plan Documents (DPDs) and is shown in figure 2. The documents within the PPPF are reviewed, consulted and replaced to different timescales, in order to ensure that planning policies are up to date.
- 3.2 All documents need to conform to national planning policies and (except in exceptional circumstances) should conform to the sub-regional Partnership for Urban South Hampshire (PUSH) strategy and the Joint Minerals and Waste Plan. Planning applications are determined in line with the National Planning Policy Framework (NPPF) and adopted local policies, unless material considerations indicate otherwise.
- 3.3 The Joint Minerals and Waste Plan is produced in partnership with Hampshire County Council, Southampton City Council, and the New Forest and the South Downs National Park Authorities.
- 3.4 Through the Localism Act, the Government has sought to give local communities more say by revoking the top-down 'regional plans' and bringing in Neighbourhood Plans. The Localism Act's 'duty to co-operate' also requires local councils, County Councils and statutory authorities to work together during the preparation of a Local Plan document.<sup>2</sup>
- 3.5 For general enquires on Portsmouth planning policies either:
- email: [planningpolicy@portsmouthcc.gov.uk](mailto:planningpolicy@portsmouthcc.gov.uk)      telephone: 023 9268 8633

## Who we will involve

- 3.6 This section sets out who we will involve in updating our planning documents.
- 3.7 In requirements with the regulations<sup>3</sup>, when preparing a Development Plan Document we must consult with 'specific consultation bodies' who we think will be affected by the document. Examples of relevant specific consultation bodies could be the Environment Agency or the Ministry of Defence, but the full list of our statutory consultation bodies is shown in Appendix 1. To meet the regulation requirements the draft document and its associated evidence will be posted or emailed to these bodies.
- 3.8 We must also consult with local residents at a level appropriate to the DPD or a SPD document. Furthermore, we must consult with relevant 'general consultation bodies'. These include local community groups and stakeholders such as developers, along with broader groups such as national charities, regional environmental groups, planning agents and consultants, and interested individuals. We will consult with general consultation bodies whose interests would be affected by the document's proposals, using consultation methods at a level appropriate to the document at hand. To join our consultation mailing list please either:

email: [planningpolicy@portsmouthcc.gov.uk](mailto:planningpolicy@portsmouthcc.gov.uk)  
telephone: 023 9268 8633  
write to: Planning Service, Civic Offices, Guildhall Square, Portsmouth, PO1 2AU

- 3.9 As a broad guide the consultees may generally include:

- local residents
- resident groups and tenant associations
- neighbourhood forums
- voluntary, community and interest groups
- environmental organisations
- local businesses
- sub-regional bodies (such as PUSH)
- the Local Strategic Partnership
- landowners and developers
- other local authorities

<sup>2</sup> The Localism Act 2011: section 110

<sup>3</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012: regulation 20



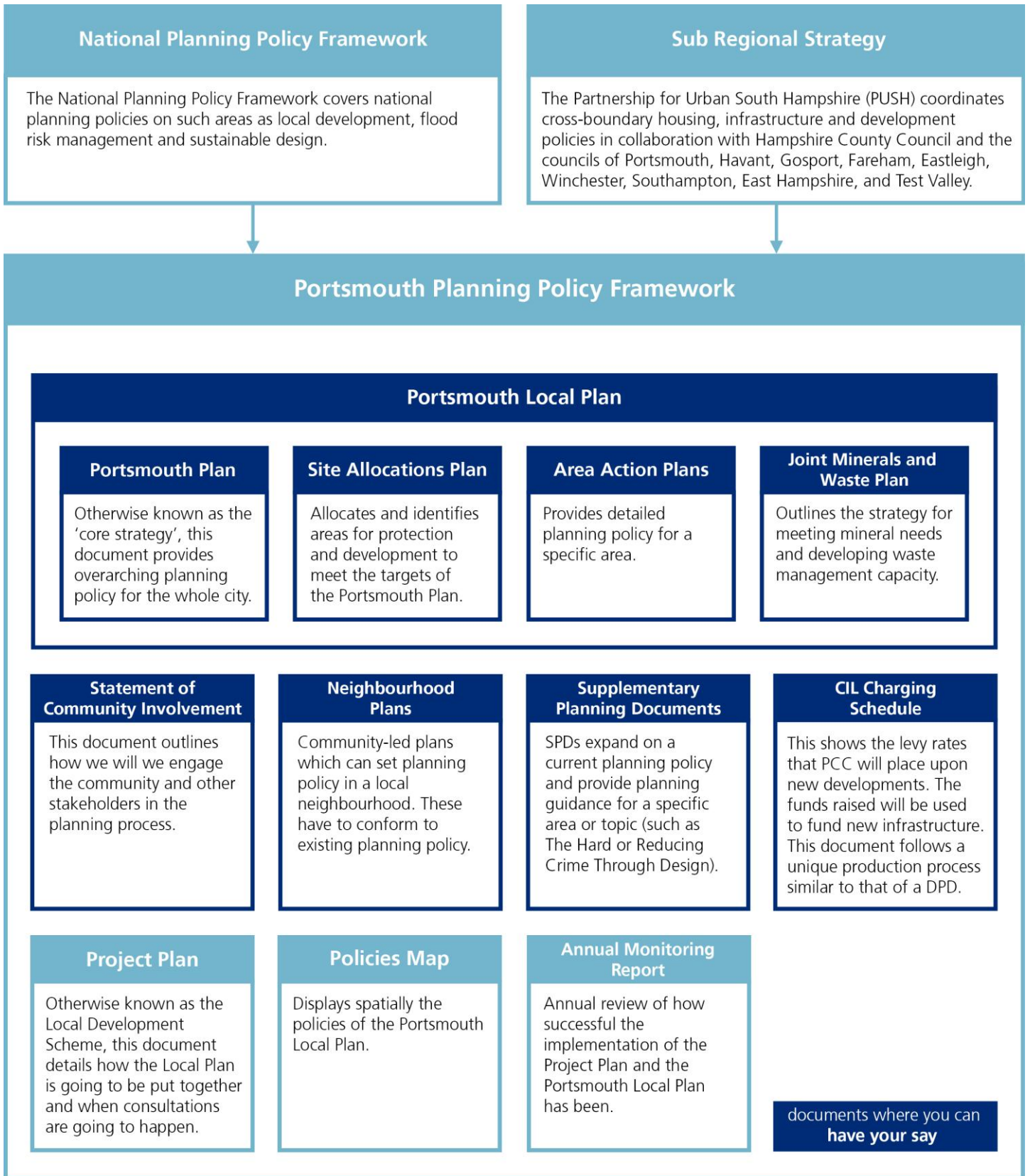


Figure 2 - Portsmouth Planning Policy Framework



## FAQs

<p>What is the 'Local Strategic Partnership'?</p>	<p>The Local Strategic Partnership is a broad framework for partnership working in the city. It includes under its umbrella a number of key strategic partnerships in the city including Children's Trust Board, Safer Portsmouth Partnership and the Health and Wellbeing Board (which is currently in 'shadow' form until April 2013 when it will become statutory).</p>
<p>What 'Area Action Plans' and 'Supplementary Planning Documents' are there?</p>	<p>The current Area Action Plans are listed below. For more information on our AAPs, please see: <a href="http://www.portsmouth.gov.uk/living/planning.html">www.portsmouth.gov.uk/living/planning.html</a></p> <ul style="list-style-type: none"> <li>• Somerstown and North Southsea</li> <li>• Southsea Town Centre</li> </ul> <p>The current Supplementary Planning Documents are shown in paragraph 3.13 or can be viewed on the above webpage.</p>

## where else to look

- Planning Service homepage: [www.portsmouth.gov.uk/living/planning.html](http://www.portsmouth.gov.uk/living/planning.html)
- Portsmouth Planning Policy Framework: [www.portsmouth.gov.uk/living/3850.html](http://www.portsmouth.gov.uk/living/3850.html)
- The Portsmouth Plan: [www.portsmouth.gov.uk/living/7923.html](http://www.portsmouth.gov.uk/living/7923.html)
- Site Allocations: [www.portsmouth.gov.uk/living/14099.html](http://www.portsmouth.gov.uk/living/14099.html)
- Area Action Plans: [www.portsmouth.gov.uk/living/7926.html](http://www.portsmouth.gov.uk/living/7926.html)
- Community Infrastructure Levy: [www.portsmouth.gov.uk/living/20443.html](http://www.portsmouth.gov.uk/living/20443.html)
- Annual Monitoring Reports: [www.portsmouth.gov.uk/living/6109.html](http://www.portsmouth.gov.uk/living/6109.html)
- National Planning Policy Framework:  
[www.communities.gov.uk/planningandbuilding/planningsystem/planningpolicy](http://www.communities.gov.uk/planningandbuilding/planningsystem/planningpolicy)
- Partnership for Urban South Hampshire: [www.push.gov.uk](http://www.push.gov.uk)
- Joint Minerals and Waste Plan: [www.portsmouth.gov.uk/living/5542.html](http://www.portsmouth.gov.uk/living/5542.html)
- Equality Impact Assessments: [www.portsmouth.gov.uk/yourcouncil/10787.html](http://www.portsmouth.gov.uk/yourcouncil/10787.html)
- Sustainability Appraisals: [www.portsmouth.gov.uk/living/4221.html](http://www.portsmouth.gov.uk/living/4221.html)



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# Supplementary Planning Documents

## Overview

- 3.10 The process we follow for producing a Supplementary Planning Document (SPD) is shown in figure 3. The minimum amount of time for the public participation stage is 4-weeks, however it may be longer. To make a representation on a SPD during a 'have your say' stage please see paragraph 1.22.
- 3.11 The figure shows consultation options, from which the most appropriate will be selected for each consultation. Therefore, except for the statutory requirements, the consultation methods used may vary. The 'Assessments' stage shown in the figure is described in more detail in paragraphs 2.2 and 2.3, while the list of statutory consultation bodies is shown in Appendix 1.
- 3.12 Supplementary Planning Documents explain how planning policies will be implemented. As such, they are a 'material consideration' when determining planning applications.
- 3.13 Currently, PCC has produced SPDs on:
- Food and Drink Uses in Albert Road
  - The Hard master plan
  - Air Quality and Air Pollution
  - Reducing Crime Through Design
  - Residential Parking Standards
  - Station Square and Station Street
  - Tall Buildings

To view these documents and their supporting documentation please visit our webpage: [www.portsmouth.gov.uk/living/3850.html](http://www.portsmouth.gov.uk/living/3850.html)

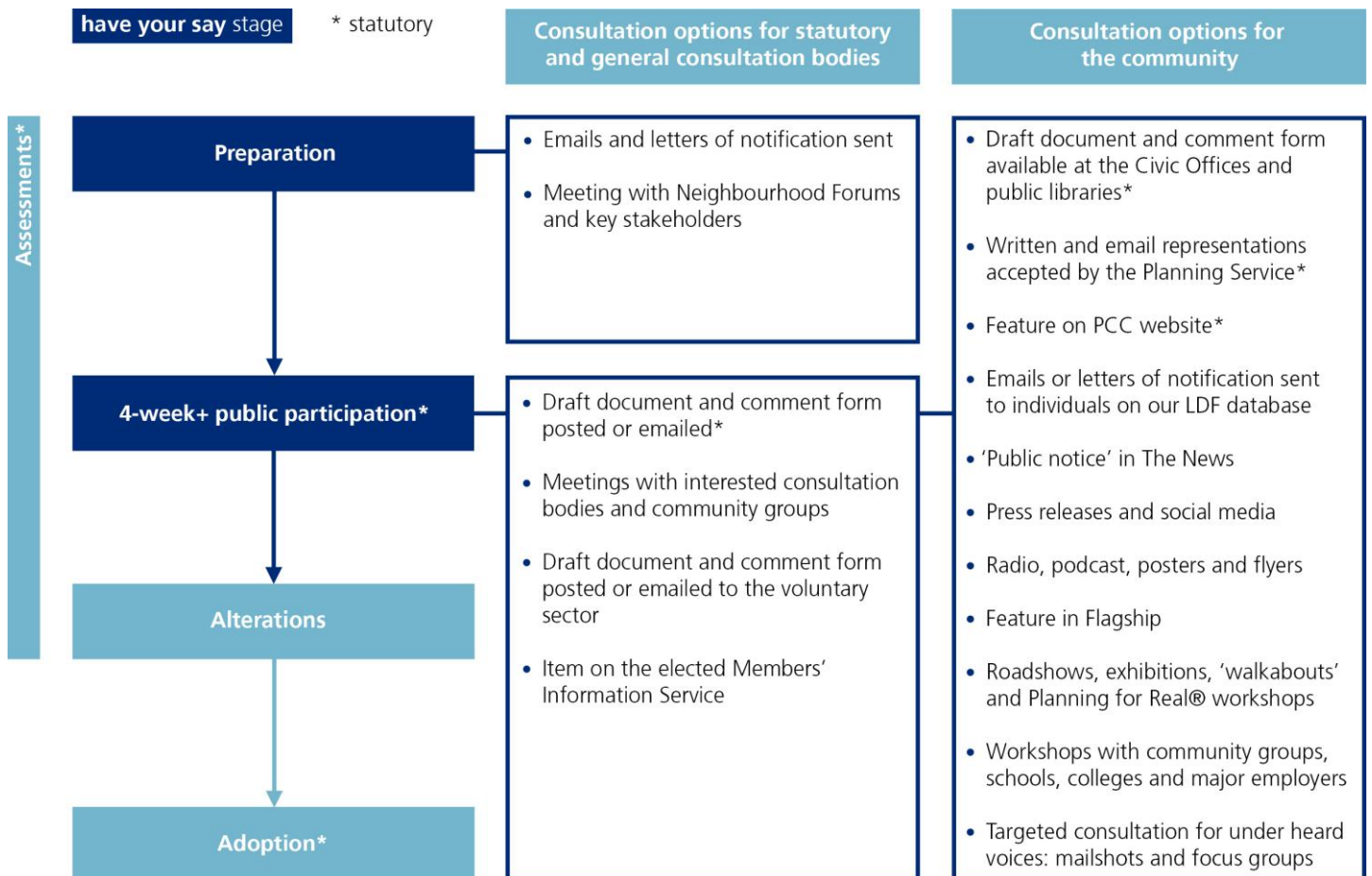


Figure 3 - the process for producing Supplementary Plan Documents / Statement of Community Involvement

## FAQs

What is 'social media'?	Social media is an internet-based means of communication. PCC uses social media sites such as Facebook and Twitter to post information on what we are doing. To follow us visit our webpage: <a href="http://www.portsmouth.gov.uk/directory/have-your-say.html">www.portsmouth.gov.uk/directory/have-your-say.html</a>
Who are the 'consultation bodies'?	Please see paragraphs 3.7 - 3.9.
What is the elected 'Members Information Service'?	This is an online system for local councillors providing them with up-to-date information on what is going on in the city. For more information to MIS please visit our webpage: <a href="http://www.portsmouth.gov.uk/yourcouncil/1458.html">www.portsmouth.gov.uk/yourcouncil/1458.html</a> . You can discuss planning concerns you may have with your local councillor. To contact your local councillor please see: <a href="http://www.portsmouth.gov.uk/yourcouncil/1120.html">www.portsmouth.gov.uk/yourcouncil/1120.html</a>
What is a 'walkabout'?	A walkabout is a proactive consultation where residents and stakeholders walk around an area together, commenting on local issues and concerns.
What is 'Planning for Real®'?	By using models Planning for Real® helps people visualise how they would like their community to look. Although it is a useful tool, it is expensive to hire, so we only use it for appropriate projects. For more information see: <a href="http://www.planningforreal.org.uk">www.planningforreal.org.uk</a>
What is 'Flagship'?	Flagship is a bi-monthly magazine produced by Portsmouth City Council which is delivered to every household in the city. For more information on Flagship and to view previous issues, please see: <a href="http://www.portsmouth.gov.uk/yourcouncil/flagship.html">www.portsmouth.gov.uk/yourcouncil/flagship.html</a>

## Statement of Community Involvement

### Overview

- 3.14 The process for producing this document - the Statement of Community Involvement (SCI) - is up to the local planning authority. When we update this document we aim to follow a preparation process similar to that of a Supplementary Planning Document as shown in figure 3, with a key difference being that there are no statutory consultation bodies for SCIs. To make a representation on the SCI during a 'have your say' stage please see paragraph 1.22. Figure 3 shows consultation options, from which the most appropriate will be selected. Therefore, except for the statutory requirements, the consultation methods used may vary.
- 3.15 In preparing this Statement of Community Involvement, we reviewed:
- current and emerging planning legislation and regulations
  - our previous and other councils' SCIs
  - Portsmouth City Council's 'Community Engagement Statement'

### where else to look

- Planning Service homepage: [www.portsmouth.gov.uk/living/planning.html](http://www.portsmouth.gov.uk/living/planning.html)
- PCC Statement of Community Involvement webpage: [www.portsmouth.gov.uk/living/3852.html](http://www.portsmouth.gov.uk/living/3852.html)
- PCC Community Engagement Statement: [www.portsmouth.gov.uk/directory/3846.html](http://www.portsmouth.gov.uk/directory/3846.html)

# Development Plan Documents

## Overview

3.16 The process for producing a Development Plan Document is shown in figure 4. To make a representation on a DPD during a 'have your say' stage please see paragraph 1.22. The figure shows consultation options, from which the most appropriate will be selected for each consultation. Therefore, except for the statutory requirements, the consultation methods used may vary. The 'Assessments' stage shown in the figure is described in more detail in paragraphs 2.2 and 2.3, while the list of statutory consultation bodies is shown in Appendix 1.

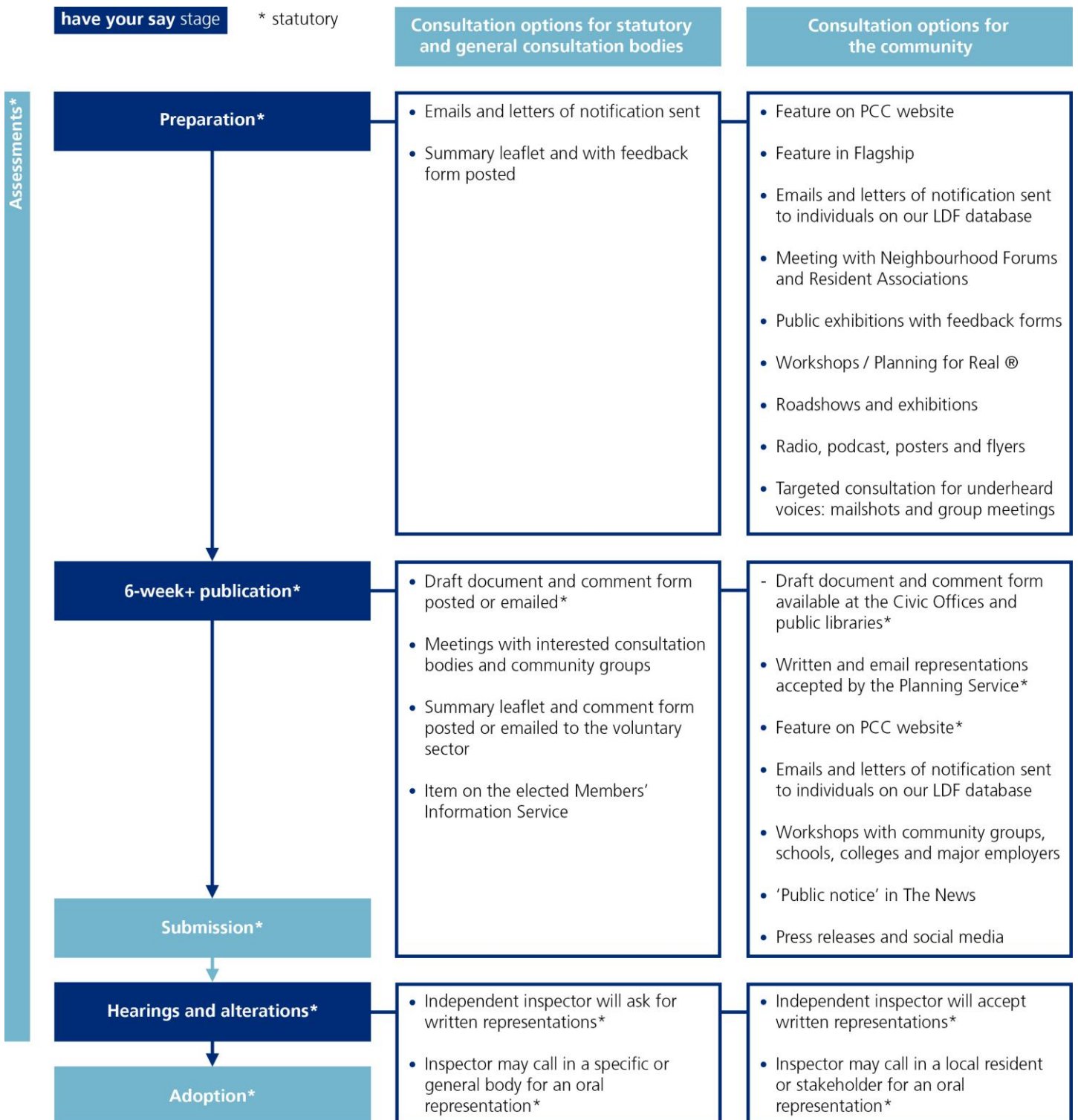


Figure 4 - the process for producing Development Plan Documents



## FAQs

How is the scale of the consultation decided?	Aside from statutory consultations, the scale of a consultation is at the discretion of the local planning authority. The extent of consultation undertaken should be proportionate to the issues within the plan.
Can the participation period be longer than 6 weeks?	Yes, 6-weeks is the statutory minimum for public participation on DPDs, so at PCC's discretion the period may be extended. For SPDs, the public participation period is a minimum of 4-weeks, which can also be extended.
Who is the DPD submitted to?	<p>The DPD is submitted to the Secretary of State who will appoint an independent inspector to verify that the DPD is 'sound', which means that it complies with the National Planning Policy Framework (paragraph 182) requirements of being:</p> <ul style="list-style-type: none"> <li>• 'Positively prepared' – meets objective, sustainable development needs;</li> <li>• 'Justified' – the most appropriate, evidence-based strategy;</li> <li>• 'Effective' – deliverable and based on cross-boundary strategic priorities;</li> <li>• 'Consistent with national policy' – should be in accordance with the NPPF.</li> </ul> <p>We will notify anybody who has requested to know when the document is submitted and what the outcome of the examination is. To sign up to be notified, please see paragraph 3.8.</p>
What is the Member's Information Service?	Please see the FAQs on page 17.
What is 'social media'?	Please see the FAQs on page 17.
What is 'Planning for Real'?	Please see the FAQs on page 17.

## The Joint Minerals and Waste Plan

### Overview

- 3.17 In partnership with Hampshire County Council, Southampton City Council, and the New Forest and South Downs National Park Authorities we produce a Joint Minerals and Waste Plan (JMWP). This is done to create a more efficient overall strategy and to share resources. The JMWP is a Development Plan Document, so has the production process shown in figure 4.
- 3.18 Although Hampshire County Council is the lead partner in the process, each council must produce its own SCI guidance for the JMWP consultation. As such, we follow the same consultation guidance as is set out in figure 4. To view the Hampshire County Council SCI, please see: [www3.hants.gov.uk/sci-2.htm](http://www3.hants.gov.uk/sci-2.htm)

### where else to look

- Portsmouth Planning Policy Framework: [www.portsmouth.gov.uk/living/3850.html](http://www.portsmouth.gov.uk/living/3850.html)
- The Joint Minerals and Waste Plan: [www.portsmouth.gov.uk/living/5542.html](http://www.portsmouth.gov.uk/living/5542.html)

# Neighbourhood Development Plans

## Overview

- 3.19 A key part of the Localism Act is Neighbourhood Plans. These are community-led planning documents which can set planning policy in a designated 'neighbourhood'.
- 3.20 The community takes the responsibility for producing and consulting on a Neighbourhood Plan. This will include any associated costs (except the examination and referendum), but grant funding and business sponsorship may be available. The council will advise the community throughout the Plan preparation process, ensuring that the Plan conforms to:
- national and local planning policies;
  - EU obligations; and
  - Human Rights legislation.
- 3.21 Other community planning options to Neighbourhood Plans are topical or site-specific 'Neighbourhood Development Orders' and 'Community Right to Build Orders'. For more information on these please see: [www.planningportal.gov.uk/inyourarea/neighbourhood](http://www.planningportal.gov.uk/inyourarea/neighbourhood)
- 3.22 For a community to start neighbourhood planning their area needs to be designated as a 'neighbourhood area' and a community group needs to be designated as a 'Neighbourhood Planning Forum', so that they legally have the powers to carry out neighbourhood planning (see figure 5). Once a community group has sent us an application for a designated 'neighbourhood area' we will publicise the application on our website, allowing for a six-week public representation period before making a decision on whether to accept the application. The application must include:
- a map of the proposed area;
  - a statement of intent and further information justifying why the area should be a 'neighbourhood';
  - an outline of how the community group or residents will create a forum which will include at least 21 people who live, work, or are elected in the area.
- 3.23 Once an area is a designated 'neighbourhood area', or in tandem with submitting a 'neighbourhood area' application, a community group can send us an application to become a 'Neighbourhood Planning Forum' (these are different from the existing Neighbourhood Forums). There can only be one Neighbourhood Planning Forum per designated neighbourhood, with its designation lasting for five years. We will then publicise the 'Neighbourhood Planning Forum' application on our website, allowing at least six-weeks for public representations before deciding on whether to accept the application, which must include:
- the contact details of at least one member of the proposed forum (to be publicised);
  - a statement explaining how the proposed neighbourhood planning forum fits the conditions:<sup>4</sup>
    - membership is open to all neighbourhood residents, employees or elected members;
    - has a minimum of 21 members who live, work or are elected in that neighbourhood;
    - the constitution is established for the express purpose of promoting or improving the social, economic and environmental well-being of the neighbourhood area.
- 3.24 During the preparation of a Neighbourhood Plan the consultation methods used will be up to the Forum, but they should facilitate continuous and meaningful involvement for the whole community.
- 3.25 There are no statutory consultees for Neighbourhood Plans, however all organisations which the plan would affect should be consulted. The council will provide the neighbourhood planning forum with a relevant list of potential consultees. For more information on consultees please see Appendix 1.
- 3.26 The finalised Plan will then be submitted for an independent examination ('Submission' stage), checking that the Plan conforms to the points outlined in paragraph 3.20. During this stage, local residents and businesses will be able to make written representations and may be called on for a spoken representation.

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<sup>4</sup> The Localism Act 2011: schedule 9, 61F(5)

3.27 Subject to passing the examination, the Plan will proceed to the 'Neighbourhood Referendum' stage and will need a simple majority of the turnout to vote for the Plan for it to pass. If it passes, the council will adopt the Plan for 10 years. The council will pay the costs of the examination and referendum.

3.28 The process for producing a Neighbourhood Plan is shown in figure 5. The figure shows consultation options, from which the most appropriate will be selected for each consultation. Therefore, except for the statutory requirements, the consultation methods used may vary. The 'Assessments' stage shown in the figure is described in more detail in paragraphs 2.2 and 2.3.

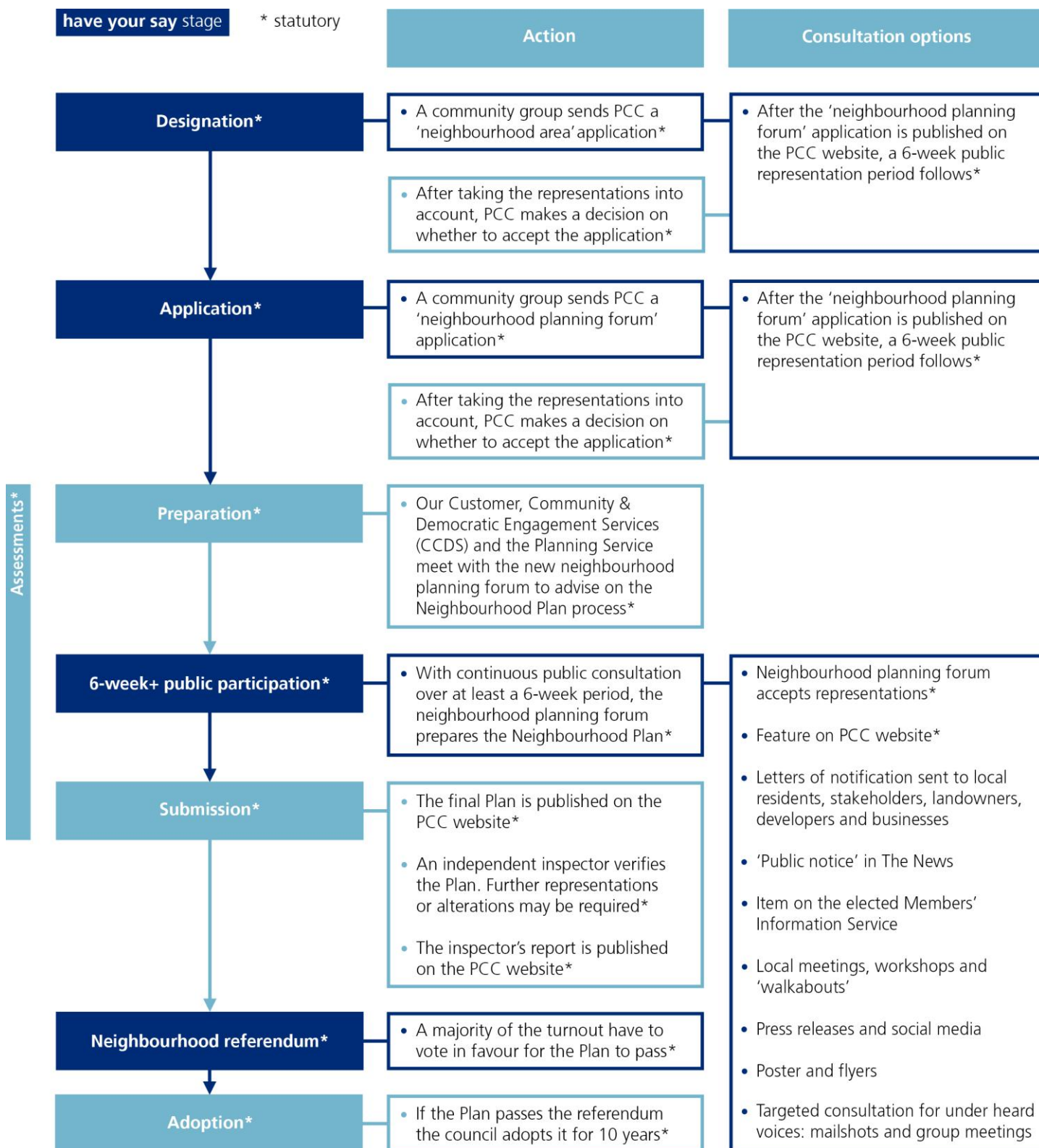


Figure 5 - the process for producing Neighbourhood Plans

# Planning applications

## Overview

4.1 This section explains the planning applications process as shown in figure 6. To make a representation on a planning application during a 'have your say' stage please see paragraph 1.22. The 'Assessments' stage shown in the figure is described in more detail in paragraphs 2.4.

4.2 Planning application forms are available for download from our website at: [www.portsmouth.gov.uk/living/12179.html](http://www.portsmouth.gov.uk/living/12179.html) . The forms and general information on planning and how to make a planning application are also available at the Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

4.3 Although not a legal requirement, we recommend developers discuss schemes with us before making a formal application. We will then be able to provide advice and guidance, so avoiding the possibility of costly redesign later. For pre-application enquiries, either:

email: [planningpreapps@portsmouthcc.gov.uk](mailto:planningpreapps@portsmouthcc.gov.uk)

telephone: 023 9283 4323

4.4 For 'large-scale major applications' we also encourage pre-application developer-led consultation, to identify issues that are important to the community and to avoid the possibility of costly redesign later in the process.

4.5 For major applications, or if asked, PCC will seek to consult with elected members and other interested community groups, such as Neighbourhood Forums. For more information on Neighbourhood Forums please see: [www.portsmouth.gov.uk/directory/1578.html](http://www.portsmouth.gov.uk/directory/1578.html)

4.6 On certain applications we will send a 21-day notification of the application to designated consultation bodies<sup>5</sup> (such as the Highways Agency or English Heritage) that could be affected by the proposed development.

4.7 Residents can discuss applications with their local councillor who may pass on issues to the council. For your local councillor's next surgery and their contact details, please see: [www.portsmouth.gov.uk/yourcouncil/1120.html](http://www.portsmouth.gov.uk/yourcouncil/1120.html)

4.8 An Assistant Head of Planning will make the decision on whether or not to grant planning permission. In some circumstances the decision will be referred to the Planning Committee for determination if:

- the application is a major departure from planning policy;
- there has had significant representations against it;
- there has been a request for a deputation;
- a councillor requests the application be referred; or
- at the discretion of a Head of Planning.

All Committee meetings are public and are usually held in the Executive Meeting Room on Floor 3 of the Guildhall. For dates and more information, please see: [www.portsmouth.gov.uk/living/3703.html](http://www.portsmouth.gov.uk/living/3703.html)

4.9 If an application is referred to the Planning Committee, you can also request to make a deputation to the Committee of up to 6 minutes in favour or against the application. The total time for those in favour and against a proposal will be 12 minutes respectively. If more than two people wish to speak for or against an application, the time allocated to each will be reduced proportionately unless they agree otherwise amongst themselves how to apportion the 12 minutes. To request to make a deputation please contact:

email: [planningreps@portsmouthcc.gov.uk](mailto:planningreps@portsmouthcc.gov.uk)

telephone: 023 9283 4826

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<sup>5</sup> Town and Country Planning (Development Management Procedure) (England) Order 2010: Schedule 5

## Relevant planning issues

4.10 When commenting on an application only 'material considerations' can be taken into account, including:

- design
- road safety
- traffic impact
- effect on trees
- concerns about crime
- visual and noise impact
- privacy and overshadowing
- relationship with adjoining buildings

Issues which are non-planning related and as such cannot be considered are:

- business competition
- conflicts with other laws
- personal morals or opinions on the applicant
- possible effect on property values
- loss of private views
- land ownership and rights of way disputes

## Pre-applications

4.11 At the pre-application stage developers are recommended to discuss initial designs with us. The advantage being that the design can be easily altered before a formal application. For pre-application enquiries, either:

email: [planningpreapps@portsmouthcc.gov.uk](mailto:planningpreapps@portsmouthcc.gov.uk)

telephone: 023 9283 4323

## Significant applications

4.12 Although not formally named, for the purposes of this document we will define 'significant' applications as ones that:

- depart from the adopted local planning policies;
- require an environmental assessment; or
- would affect public rights of way.

## Small-scale major applications

4.13 A 'small-scale major' application is defined as one that is:

- a waste or mining development; or
- a residential scheme of 10 or more dwellings or over 0.5 hectares in size; or
- a non-residential scheme of over 1,000m<sup>2</sup> floor space, or over 1 hectare in size.

## Large-scale major applications

4.14 Since the Localism Act, 'major large-scale' applications have been required to conduct pre-application community consultation,<sup>6</sup> with the definition of a 'large-scale major' application being:

- a residential developments of 200 or more new residential units, or (where the number of residential units to be constructed is not specified) with a site area of 4 hectares or more; or
- any non-residential developments providing 10,000 square metres or more of new floor space, or with a site area of 2 hectares or more.

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<sup>6</sup> Localism Act 2011: regulation 122



## Application fees

- 4.15 The Council does not currently charge developers for pre-application discussions, however there is a charge for making a planning application. The exact fee depends on the nature of the application and is set nationally. For more information on planning fees please see: [www.portsmouth.gov.uk/living/773.html](http://www.portsmouth.gov.uk/living/773.html)

## CIL and Section 106

- 4.16 New developments may be liable to pay the Community Infrastructure Levy (CIL). CIL is a tariff per m<sup>2</sup> of additional floor space and will be spent by the city council on infrastructure to support the development of the city. The level of the tariff is set by the local authority based on the needs identified through infrastructure planning, but also tested to ensure that it will not affect the viability of developments. The levy rates for Portsmouth are set out in the CIL Charging Schedule on our webpage: [www.portsmouth.gov.uk/living/20443.html](http://www.portsmouth.gov.uk/living/20443.html)
- 4.17 In order to allow a development to occur, the council may require that infrastructure or affordable housing be provided by the developer. These provisions will be secured through a Section 106 agreement. For more information on affordable housing provision please see: [www.portsmouth.gov.uk/living/13474.html](http://www.portsmouth.gov.uk/living/13474.html) . For more information on Section 106, please see: [www.idea.gov.uk/idk/core/page.do?pageld=71631](http://www.idea.gov.uk/idk/core/page.do?pageld=71631)

## Building Regulations

- 4.18 Once an application has been granted planning permission, and before building work can commence, the development may require Building Regulations Approval. For more information please see our webpage: [www.portsmouth.gov.uk/business/3555.html](http://www.portsmouth.gov.uk/business/3555.html) or contact our Building Control team to discuss the service they can provide:

email: [buildcontrol@portsmouthcc.gov.uk](mailto:buildcontrol@portsmouthcc.gov.uk)

telephone: 023 9283 4722

## Conservation Areas

- 4.19 For planning applications relating to changes of frontages or demolition of buildings in a conservation area, 'conservation area consent' will be required. Furthermore, an 'Article 4' provision has been adopted locally, which affords buildings in a conservation area additional protection. This means that some works that would not normally require planning permission require planning permission. For a list of conservation areas and more information on Article 4 please see: [www.portsmouth.gov.uk/living/700.html](http://www.portsmouth.gov.uk/living/700.html) . For more information on conservation area consent please see: [www.portsmouth.gov.uk/living/12179.html](http://www.portsmouth.gov.uk/living/12179.html)

## Listed buildings and the Local List

- 4.20 If building work other than maintenance or like-for-like repair is being planned for a listed building, Listed Building Consent (LBC) may be required. The applicant or their agent would need to submit detailed plans of the proposed works along with a supporting 'heritage statement' justifying the proposal. A 'Local List' has also been created which supports the retention of non-listed 'buildings of interest'. For more information on listed buildings in Portsmouth and the Local List please see our webpage: [www.portsmouth.gov.uk/living/700.html](http://www.portsmouth.gov.uk/living/700.html)

## Enforcement

- 4.21 The enforcement team investigating all complaints where there is a potential breach of planning control, however anonymous complaints are not investigated. For more information, please see the planning control webpage: [www.portsmouth.gov.uk/living/13392.html](http://www.portsmouth.gov.uk/living/13392.html)

## Appeals

- 4.22 Applicants have the right to appeal against a planning refusal. Third parties do not have the right to appeal, however they can view and comment on an existing appeal. For more information on this process please see: [www.planningportal.gov.uk/planning/appeals/online/comment](http://www.planningportal.gov.uk/planning/appeals/online/comment)

**have your say stage**

- \* statutory for all applications
- <sup>1</sup> statutory for minor applications
- <sup>2</sup> statutory for small-scale major applications
- <sup>3</sup> statutory for large-scale major applications
- <sup>†</sup> additional option for major large-scale consultations

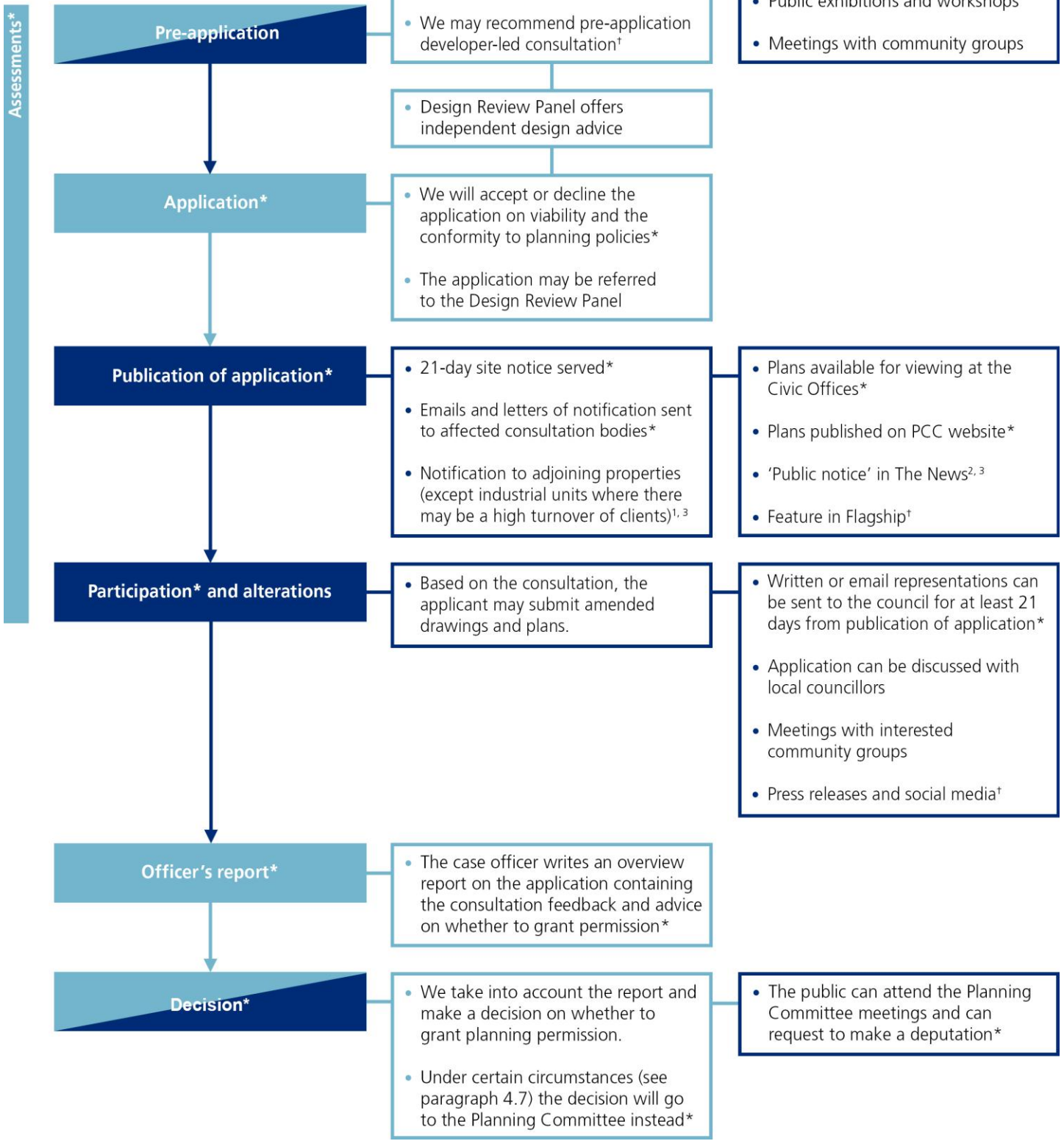


Figure 6 - the planning application process

## FAQs

What is the 'Design Review Panel'?	The Design Review Panel is made up of a range of local RIBA architects and built environment specialists who meet ten times a year to provide free, independent, design advice to developers in the pre-application or formal application stage. The applications are forwarded to the Panel at the discretion of the council, however a third-party can request an application is forwarded by contacting the application's case officer. The Panel's meetings are not open to the public, but the minutes of a formal application review will be available in the planning application's file, which can be viewed in person at the Civic Offices, or online through Public Access.
What is the 'Planning Committee'?	The Planning Committee is made up of nine local councillors who meet every four weeks to make decisions on certain applications after taking into account the case officer's report and any deputations (for more information on this process please see paragraph 4.8). Members of the public can freely watch the meetings but need to ask in advance to make a deputation (see paragraph 4.9). For more information on the Planning Committee meetings please see: <a href="http://www.portsmouth.gov.uk/living/3703.html">www.portsmouth.gov.uk/living/3703.html</a>

## where else to look

- Planning Service homepage: [www.portsmouth.gov.uk/living/planning.html](http://www.portsmouth.gov.uk/living/planning.html)
- Planning Portal: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)
- Affordable housing provision in Portsmouth: [www.portsmouth.gov.uk/living/13474.htm](http://www.portsmouth.gov.uk/living/13474.htm)



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## Appendix 1: Consultation bodies

### Specific Consultation Bodies (statutory)

- Boarhunt Parish Council\*
- British Gas
- British Telecommunications plc
- Department of Health
- English Heritage
- The Environment Agency
- Fareham Borough Council
- Gosport Borough Council
- Hampshire County Council
- Havant Borough Council
- Highways Agency
- Isle of Wight Council
- Marine Management Organisation
- Ministry of Defence
- Mobile Operators Association
- National Grid Transco
- Natural England
- Network Rail
- Partnership for Urban South Hampshire
- Portsmouth Water Ltd
- Portsmouth Hospitals NHS Trust
- Solent Enterprise Partnership
- Solent NHS Trust
- Southampton City Council
- South Central NHS
- Southern Electric
- Southern Water
- Southwick and Widley Parish Council
- The Coal Authority\*
- The Homes and Communities Agency
- The Secretary of State for Transport
- Winchester City Council

### General Consultation Bodies

For (non-statutory) general consultation bodies we maintain a database from which we consult at a level appropriate to the document at hand. This database includes local community groups and stakeholders such as developers, along with broader groups such as national charities, regional environmental groups, planning agents, consultants, and interested individuals. To join our consultation database, please send your contact details to:

email: [planningpolicy@portsmouthcc.gov.uk](mailto:planningpolicy@portsmouthcc.gov.uk)  
telephone: 023 9268 8633  
write to: Planning Services, Civic Offices, Guildhall Square, Portsmouth, PO1 2AU

## Appendix 2: Useful addresses

With the exception of the Guildhall, the below list shows the addresses of the locations where Portsmouth planning policy documents can be viewed and commented on in person during a consultation period.

### Civic buildings

Civic Offices	Guildhall Square, Portsmouth, PO1 2AU
Portsmouth Guildhall	Guildhall Square, Portsmouth, PO1 2AB

### Libraries

Central Library	Guildhall Square, Portsmouth, PO1 2DX
Alderman Lacey Library	Tangier Road, Portsmouth, PO3 6HU
Beddow Library	Milton Road, Portsmouth, PO4 8PR
Carnegie Library	Fratton Road, Portsmouth, PO1 5EZ
Cosham Library	Spur Road, Portsmouth, PO6 3EB
North End Library	Gladys Avenue, Portsmouth, PO2 9AX
Paulsgrove Library	Marsden Road, Portsmouth, PO6 4JB
Portsea Library	John Pounds Community Centre, 23 Queen Street, Portsmouth, PO1 3HN
Southsea Library	19-21 Palmerston Road, Southsea, Hampshire, PO5 3QQ

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\* Although these organisations are statutory consultation bodies they have asked not to be consulted by Portsmouth City Council on local planning policy documents.



## Appendix 3: Policy background

The list below is a summation of regulations which legislate for planning consultations. It is not a comprehensive list but rather an indication of the legislation which is most relevant to this document. The explanation provided is only a short overview of the regulation and may omit parts which are not deemed relevant. To view the regulations in full please click on the embedded hyperlinks or visit: [www.legislation.gov.uk](http://www.legislation.gov.uk)

### Key

DPD	Development Plan Document	SoS	Secretary of State
SPD	Supplementary Planning Document	NDP	Neighbourhood Plan
SCI	Statement of Community Involvement	LPA	Local Planning Authority
LDD	Portsmouth Planning Policy Framework document		

### Planning document regulations

#### Planning and Compulsory Purchase Act 2004

- Section 18 A local planning authority must prepare a SCI
- Section 19 Preparation of a LDD
- Section 20 Process of examination of a DPD
- Section 23 Adoption of a LDD other than a DPD
- Section 28 Preparation of joint LDDs
- Section 38 Local development plan

#### Town and Country Planning (Local Planning) (England) Regulations 2012

- Regulation 2 States the specific and general consultation bodies
- Regulation 12 Public participation in preparation of a SPD
- Regulation 13 Representation on a SPD
- Regulation 14 Adoption of a SPD
- Regulation 18 Public participation in the preparation of a local plan
- Regulation 19 Publication of a local plan
- Regulation 20 Representations on a local plan
- Regulation 22 Submission of a local plan to the SoS
- Regulation 23 Consideration of local plan representations by the examiner
- Regulation 24, 25 Process of examination of a local plan
- Regulation 26 Adoption of a local plan

#### Localism Act 2011

- Section 109 Abolition of regional strategies
- Section 110 Duty to co-operate
- Section 114 Approval of CIL charging schedule
- Section 119 Granting LPAs the power to make NDPs
- Section 122 Statutory pre-application consultation for 'major' projects
- Schedule 9 Preparation of a NDP
- Schedule 10 Preparation of a NDP
- Schedule 11 Preparation of a Community Right to Build Order

#### The Neighbourhood Planning (General) Regulations 2012

- Comprehensive regulations on NDPs.

#### National Planning Policy Framework 2012

- This provides guidance on most areas of planning, including local plans and planning applications.

## Planning application regulations

### Town and Country Planning Act 1990

- Section 70 Determination of applications: general considerations

### Town and Country Planning (General Development Procedure) Order 1995

- Article 1-28 Comprehensive regulations on how LPAs are to deal with planning applications

### Planning and Compulsory Purchase Act 2004

- Section 54 Duty to respond to consultation

### Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2005

- Article 4 Minimum of 21 days for consultation bodies to respond to a consultation
- Article 6 LPAs have a duty to respond to the consultation
- Article 8 Site notice needs to be displayed for a minimum of 21 days

### Town and Country Planning (Development Management Procedure) (England) Order 2010

- Article 11 Notice of application for planning permission
- Article 13 Publicity for applications for planning permission
- Article 16 Consultations before the grant of permission
- Article 20 Duty to respond to consultation
- Article 24 Notification of mineral application
- Article 28 Representations to be taken into account

## Appendix 4: Glossary

This glossary explains many of the technical words or phrases included within this document, as well as some within common usage in the planning system.

Affordable housing	Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices.
Area Action Plan (AAP)	Provides detailed planning policy for a specific area.
Building Regulations	National standards separate to the planning system, designed to uphold standards of public safety, health, and construction. These regulations are how the Government will make all new homes zero carbon by 2016.
Community Infrastructure Levy (CIL)	A levy which PCC has placed upon certain new developments. The funds raised will be used to fund new infrastructure.
Conservation Area	An area of special architectural or historical significance, the character or appearance of which it is desirable to preserve and enhance.
Design Review Panel	The Design Review Panel is made up of a range of local RIBA architects and built environment specialists who meet ten times a year to provide free, independent, design advice to developers in the pre-application or formal application stage.
Deputations	In Planning, a deputation is a speech in favour or against a planning application at a Planning Committee meeting.
Designated neighbourhood area	An area of the city which has been defined as a 'neighbourhood' for the purposes of neighbourhood planning.
Development Plan Document (DPD)	Provides planning policies for a specific area or a specific topic.
Equality Impact Assessment (EIA)	A screening process which is designed to ensure that a policy, project or scheme does not discriminate against any disadvantaged or vulnerable people.
Flagship	A bi-monthly city wide magazine produced by Portsmouth City Council.
General consultation bodies	A non-statutory consultation organisation (such as a local interest group) which is consulted with at the discretion of the local planning authority during the preparation of a planning policy document or the publication of a planning application.
Habitat Regulation Assessment (HRA)	The Habitats Regulations requires 'appropriate assessment' of plans and project that are, either alone or in combination with other plans and projects, likely to have a significant impact on European designated nature conservation sites.
Infrastructure	The facilities and services needed for a place to function. This includes roads and utilities as well as school places, GP surgeries, libraries and a plethora of other facilities.
Joint Minerals and Waste Plan (JMWP)	Outlines the strategy for meeting the mineral needs and developing waste management capacity. This Plan is developed in partnership with Hampshire County Council, Southampton City Council, and the New Forest and the South Downs National Park Authorities.
Large-scale major application	A 'large-scale major' application is one that is: a residential developments of 200 or more new residential units, or (where the number of residential units to be constructed is not specified) with a site area of 4 hectares or more; or any non-residential developments providing 10,000 square metres or more of new floor space, or with a site area of 2 hectares or more.

Listed building	A listed building is a building that has been placed on the Statutory List of Buildings of Special Architectural or Historic Interest. If works other than maintenance or like-for-like repair are proposed, Listed Building Consent may be required.
Local List	The Local List is a list compiled by Portsmouth City Council of buildings that are not on the statutory list. They are considered to be of local interest, and the council encourages and supports their retention. Inclusion on the list is a material consideration when determining planning applications relating to these buildings
Local Plan	The Local Plan comprises a portfolio of Development Plan Documents that include the Portsmouth Plan.
Local Planning Authority (LPA)	The authority responsible for regulating and enforcing planning policy in the local area.
Local Strategic Partnership	A broad framework for partnership working in the city, which includes the Safer Portsmouth Partnership and the Health and Wellbeing Board.
Localism Act 2011	A wide-ranging piece of legislation that made amendments to planning regulations, most relevantly; abolishing regional plans; introducing 'Neighbourhood Plans'; requiring pre-application consultation for large-scale applications major; and reformed the Community Infrastructure Levy.
Material consideration	Factors considered in the determination of applications for planning permission and other consents. Includes the local planning policies, central government policies and guidance, non-statutory plans and the relevant planning comments made by consultees.
Member's Information Service (MIS)	This is an online system for local councillors providing them with up-to-date information on what is going on in the city.
National Planning Policy Framework (NPPF)	The National Planning Policy Framework covers national planning policies on such areas as local development, flood risk management and sustainable design. This framework replaces all the previous Planning Policy Statements.
Neighbourhood Forum	A formal organisation where residents of a particular neighbourhood can discuss local issues and liaise with the local council.
Neighbourhood Plan	Community-led plans which can set planning policy in a local neighbourhood. These have to conform to the National Planning Policy Framework and the Local Plan.
Neighbourhood planning forum	A forum which is set up in a designated 'neighbourhood' for the purpose of neighbourhood planning.
Outline application	Formal application for a site, seeking permission for a certain type of development. Outline applications will always have 'reserved matters' (site layout, access, landscaping, scale or appearance), which will be subject to another planning application and consultation process before any building work can begin on the site.
Planning Committee	The Planning Committee is made up of nine local councillors who meet every four weeks to make decisions on certain applications. Members of the public can watch the meetings and can ask to make a deputation.
Project Plan	A timetable for the production of all the Local Planning Policy Framework documents. This is often referred to as a Local Development Scheme.
Partnership for Urban South Hampshire (PUSH)	A partnership of 10 local authorities in South Hampshire, from Southampton and Test Valley in the west, to Havant in the east, set up to co-ordinate economic development, transport, housing and environmental policy. Often referred to as the sub regional level.

Planning for Real®	By using models Planning for Real® helps people visualise how they would like their community to look.
Portsmouth Planning Policy Framework (PPPF)	Includes the Local Plan, Supplementary Planning Documents, the Community Infrastructure Levy and the Annual Monitoring Report.
Podcast	A type of audio media which is available for download to a computer or MP3 player.
Pre-application	A pre-application is an informal opportunity for developers to discuss their schemes with the Planning Service.
Public Access	An online system for viewing and commenting on planning applications.
Representation	A representation is a formal comment on a planning application or planning policy document during a consultation period.
Secretary of State (SoS)	The Secretary of State referred to in this document is the 'Secretary of State for the Department of Communities and Local Government', who is responsible for setting national planning policy and regulations.
Section 106 (s106)	An agreement between the council and a developer for the developer to provide infrastructure and / or affordable housing as part of the development.
Significant applications	For the purposes of this document we define 'significant' applications as ones that: depart from the adopted local planning policies; require an environmental assessment; or would affect public rights of way.
Small-scale major application	A 'small-scale major' application is one that is: a waste or mining development; a residential scheme of 10 or more dwellings or over 0.5 hectares in size; or a non-residential scheme of over 1,000m <sup>2</sup> floor space, or over 1 hectare in size.
Statement of Community Involvement (SCI)	(This document) which outlines how we will engage the community and other stakeholders in the planning process.
Strategic Environmental Assessment (SEA)	A Strategic Environmental Assessment is a European Directive which requires a formal environmental assessment on plans and programmes which are likely to have significant effects on the environment.
Supplementary Planning Document (SPD)	Provides additional guidance to development plan policies for a specific area or a specific topic. SPDs only provide more detailed guidance on existing policies though they do not create new policies.
Sustainability Appraisal (SA)	An assessment of proposed policies or plans judged against the concept of sustainable development.
Social media	Social media is an internet-based means of communication, which includes websites such as Facebook and Twitter.
South East Plan (SEP)	The regional planning policy for the South-East including Portsmouth, which amongst other functions, set the housing target. The Localism Act established a framework for the revocation of regional plans.
Specific consultation bodies	A statutory consultation organisation (such as Natural England) which the local planning authority must consult with during the preparation of a planning policy document, or the publication of a planning application, if it will affect their interests.
The News	Local newspaper covering Portsmouth and the surrounding area.
The Portsmouth Plan	Otherwise known as the 'core strategy', this document provides overarching planning policy for the whole city.
Walkabout	A dynamic consultation where residents and stakeholders walk around an area together, commenting on local issues and concerns.



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