

Statement of Community Involvement



June 2023

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1 Introduction

1.1 What is a Statement of Community Involvement?

1.1.1 This document is Portsmouth City Council's Statement of Community Involvement (SCI). It has been written to tell residents and businesses how they can take part in the process of developing and deciding planning policy and the management of new development in the City.

1.1.2 It is a statutory requirement that we keep local communities and other key stakeholders informed of our activities in respect to plan making, planning applications and other planning matters such as the Community Infrastructure Levy. Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended)¹, as elaborated by paragraph 035 of the Planning Practice Guidance² for plan making sets out that local authorities must set out through their SCI how they will engage communities on the preliminary stages of plan-making, as well as 'development management' functions under Part 3 of the Town and Country Planning Act 1990. Further to this, section 6 of the Neighbourhood Planning Act 2017³ requires that SCIs also set out how the Council will support groups undertaking neighbourhood planning.

1.1.3 We have done our best to make this document easy to use and avoid the use of jargon. Where we use a planning or a technical term, we explain it in the text.

1.2 How does the planning system work?

1.2.1 There are two main parts to the local planning system namely Planning Policy and Development Management:

- a) Planning Policy is concerned with producing the local planning documents and policies that will guide development in the City. These documents must conform to relevant Government policies and guidance, and there are specific regulatory procedures which must be followed during their preparation.
- b) Development Management is responsible for processing and determining planning applications, along with other applications including works to trees, advertisements and listed buildings. The team also provides pre-application planning advice. The Planning Enforcement team investigates and takes appropriate action in respect of breaches of planning control as explained in our Guidance for Planning Compliance⁴.

¹ <https://www.legislation.gov.uk/ukpga/2004/5/contents>

² <https://www.gov.uk/guidance/plan-making>

³ <https://www.legislation.gov.uk/ukpga/2017/20/contents/enacted>

⁴ <https://www.portsmouth.gov.uk/wp-content/uploads/2020/05/Planning-Service-Enforcement-Policy-and-Protocol.pdf>

1.3 Why are we refreshing the Statement of Community Involvement?

- 1.3.1 The preparation of a SCI is a legal requirement of the Planning and Compulsory Purchase Act 2004 (section 18) as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017. This legislation requires the Local Planning Authority, in this case the City Council, to prepare a statement for how it will involve those with an interest in development in the area, including the preparation and review of the Local Plan and Supplementary Planning Documents, Neighbourhood Plans/Orders, Community Infrastructure Levy and the consideration of planning applications.
- 1.3.2 The Council recognises that there have been significant changes in the way communities and the Council interact. Access to the internet has increased and there has been a shift towards online virtual consultation rooms, online meetings and visual collaboration platforms, correspondence by email and social media. Despite these changes, there remains a significant number of people that are unable to use electronic forms of communication and access to information or prefer not to do so. As such, we will continue to ensure that consultation materials are available in a variety of formats and that there are varied ways of participating in consultations, subject to government guidelines in place at that time.

1.4 Why should you get involved?

The planning process seeks to promote sustainable development through managing, guiding and facilitating the building of new homes, places to work and new infrastructure.

- 1.4.1 Planning has a direct impact on the daily lives of residents and the business community therefore, it is very important that development proposals are transparent and that you have the opportunity to have a say in the planning decisions that are made by the Council. The public has a right to get involved and the only way that the Council will understand what people's views are, is if they are told by the public.

1.5 How do you get involved?

- 1.5.1 We are currently consulting on this draft Statement of Community Involvement to gather wider views from our communities and partners on our approach to community involvement in planning. The consultation runs for six weeks from 04 July 2023 to 15 August 2023 (TBC).
- 1.5.2 Please submit your responses to the Planning Policy team at policyconsultations@portsmouthcc.gov.uk
- 1.5.3 Alternatively you can write to:
Planning Policy
Portsmouth City Council
Civic Offices, Guildhall Square

Portsmouth PO1 2AU

- 1.5.3 If you have any queries, please do ring us on 023 9282 2251 and ask for the Planning Policy team.

2 Engaging with the Council's Planning Department

2.1 General Principles for Community Involvement in Planning

2.1.1 The Council considers that for consultation to be carried out properly it must in line with the Gunning principles on public consultation:

- Seek views before a final decision has been made
- Include enough information to allow those being consulted to properly consider and present that information in a way that can be easily understood
- Allow enough time for those being consulted to make a considered response
- Conscientiously take responses into account when making a final decision

2.1.2 In order to achieve the fullest involvement, community consultation will extend wider than the minimum legal requirements as appropriate. We use a variety of channels and methods to do this and these are covered in greater detail in the following sections.

2.2 Communicating with You

2.2.1 The Council promotes the use of plain English. Planning has a large amount of jargon, technical terms and acronyms. Many of these are necessary as they refer to legislation or are abbreviations for otherwise long titles and descriptions. Documents therefore often contain a glossary that will explain the terms used. The Glossary published on the Planning Advisory Service website is particularly useful⁵.

2.2.2 Documents and planning application details are now publicised online, which ensures a wide reach of circulation. It is recognised that not all people may be able to view information in this way and people should contact the relevant council officer for assistance with this. Copies of important documents such as the Local Plan will be available for inspection at the Council offices in a paper format. Other documents can usually be made available in a paper form, although there may be a fee associated with this. Officers or the Customer Services team should be contacted if documents are required in an alternative format, such as large print or another language.

2.2.3 Portsmouth City Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

2.3 Equality and Diversity

Portsmouth City Council is committed to making sure the way we work does not place people with disabilities, both seen and unseen, at a disadvantage when accessing or purchasing services. Under the Equality Act 2010 we have a duty to

⁵ <https://www.local.gov.uk/glossary>

make “reasonable adjustments”, if the way we provide services places a person with disabilities at a “substantial disadvantage” compared with someone who does not have disabilities. More information can be found on our website⁶.

2.4 Data Protection

- 2.4.1 In accordance with the General Data Protection Regulations (GDPR) the information on the databases provided in association with planning matters will only be used for appropriate purposes, as agreed when original consent was given. The information will only be kept for the necessary period required. For details of how Portsmouth City Council uses personal information, please see Data Protection privacy notice webpage⁷. For details of how the Planning Policy department uses personal information, please see this additional Privacy Notice⁸.
- 2.4.2 We maintain a database of contacts to keep people informed of new policy initiatives. In order to register comments on applications and documents, we require contact details which will help us to contact you in regard to the comments made.
- 2.4.3 The Town and Country Planning (Local Planning) (England) Regulations 2012, requires copies of all representations to be made publicly available. The Council will also publish names, addresses and associated representations on its website but will not publish personal information such as telephone numbers, or email addresses. Consultation feedback data may be kept longer than personal contact data.
- 2.4.4 The best way to contact the Council regarding planning matters is to contact the relevant officer directly where one is named. The details of case officers are shown on the planning application public access system and contact details will be given on all planning policy documents, or the covering letters or notifications. The City Council will endeavour to respond to all planning enquiries within ten working days.
- 2.4.5 Telephone calls can often resolve issues speedily. Please contact the main switchboard on 023 9282 2251. The email address for planning policy is planningpolicy@portsmouthcc.gov.uk and development management is planning@portsmouthcc.gov.uk.
- 2.4.6 The Planning Portal provides helpful information on the planning system and processes. National guidance can be found in the National Planning Policy Framework and National Planning Policy Guidance. Further information can be found via the planning professional body the Royal Town Planning Institute (RTPI). Planning Aid offers free, independent planning advice and assistance to individuals and communities.

⁶ <https://www.portsmouth.gov.uk/services/council-and-democracy/policies-and-strategies/reasonable-adjustments-policy-statement/>

⁷ www.portsmouth.gov.uk/services/council-and-democracy/transparency/data-protection-privacy-notice/

⁸ www.portsmouth.gov.uk/wp-content/uploads/2023/03/Planning-Consultee-Privacy-Notice-.pdf

3 Planning Policy

3.1 What is a Local Plan?

Work is under way on a new Portsmouth Local Plan, which will seek to deliver the Imagine Portsmouth 2040 Vision⁹. It will address needs in relation to housing, the economy and infrastructure whilst safeguarding the environment, adapting to climate change and securing good design. The Local Plan will be consistent with the Government's National Planning Policy Framework (NPPF) and underpinned by extensive evidence. The Plan is subject to public consultation and independent examination by a Planning Inspector.

3.1.1 Other important Local Plan documents include:

- Hampshire Minerals and Waste Local Plan - provides policies and allocations relating to Minerals and Waste development across Hampshire. This Plan is developed in partnership with the Hampshire Authorities.
- Supplementary Planning Documents (SPD) - these are not part of the Local Plan, but they add further detail to policies in the Local Plan. They provide further guidance for development on specific sites and on particular development issues, such as design. They will be supported by appropriate evidence and accord with national planning policy and the Local Plan.
- Neighbourhood plans allow communities to establish general planning policies for the development of land in their local area. At the time of writing (2023) there was one made neighbourhood plan in Portsmouth namely Milton Neighbourhood Plan.
- Community Infrastructure Levy (CIL) - is a statutory charge on new buildings and extensions used to fund infrastructure provision required as a result of new development.
- A Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) will need to be undertaken for the Local Plan and some other Local Plan documents. These are procedures required by law to assess the economic, social and environmental impact of the plan.
- A Local Development Scheme (LDS) sets out a timetable for producing Local Plan documents.

3.1.2 Progress on the preparation of these documents and how they are implemented is monitored annually through the Authority Monitoring Report (AMR).

3.2 Approach to consultations and engagement

3.2.1 Statutory planning policy documents have formal procedures for their preparation and adoption, which the local authority must comply with, including procedures for public consultation. Much of the evidence base comprises technical data and reports that are generally not subject to consultation. However, there may be some consultation or public involvement, where evidence involves surveys or relies on

⁹ <https://imagineportsmouth.co.uk/the-vision/>

inputs from particular groups. All evidence base documents will be made available to view on the Council’s website. Table 1 lists the planning policy documents in more detail and what level of consultation is required.

Table 1: Planning Policy Documents and Consultation Requirements

Document	Description	Consultation?
Development Plan Documents		
Local Plan	This may be formed of several parts such as the main Local Plan and other plans such as Action Area Plans.	Statutory requirements at various stages Set out in the Planning Acts & Local Plan Regulations
Neighbourhood Plan	Once formally ‘made’, Neighbourhood Plans form part of the Development Plan for an area.	Statutory requirements at various stages. Set out in the Planning Acts, the Localism Act, the Neighbourhood Planning Act, the Local Plan Regulations & Neighbourhood Plan Regulations
Minerals & Waste Plan	Also forms part of the Development Plan for the City, but it is prepared by Hampshire County Council in partnership with the Hampshire Authorities including Portsmouth City Council	Statutory requirements at various stages, as for other DPDs. Set out in the Planning Acts & Local Plan Regulations
Local Development Documents		
Supplementary Planning Documents (SPD)	Not part of the Development Plan itself, but supplement information within it. Formally adopted by the Council and provide guidance on topics and/or locations. Examples in Portsmouth currently include Air Quality and Pollution SPD and Housing Standards SPD.	Statutory requirements at various stages, but different to DPD requirements. Set out in the Planning Acts & Local Plan Regulations
Community Infrastructure Levy (CIL) Charging Schedule.	Community Infrastructure Levy (CIL) is a charge that allows local authorities to raise funds from new development to fund essential infrastructure. The Charging Schedule sets out the levy rates that will be charged and how and where they will be applied.	Statutory requirements at various stages. Set out in the CIL Regulations
Authority’s Monitoring Report (AMR)	Reports on the progress on policy development and the performance of policies, on an annual basis. It includes information on housing completions and	No consultation on the AMR itself, but it does report on consultations held by the City Council on planning matters.

	a housing trajectory plotting future housing delivery.	Planning Acts and local plan regulations set out the requirements for producing monitoring reports and their required content
Local Development Scheme (LDS)	A programme for the production of Development Plan Documents and associated documents. Contains a detailed timetable and is updated every five years.	No consultation, as a technical document, but is agreed by the Council. Required by Planning Acts. Needs to be kept up to date.
Statement of Community Involvement (SCI)	Sets out the Council policy for involving stakeholders and the wider community in planning issues. Covers planning policy and development management.	Consultation and adoption is required, but the mechanisms are not specified. Required by Planning Acts. Needs to be kept up-to-date and now needs to be reviewed at least every 5 years in parallel with the Local Plan.
Supporting Assessments		
Sustainability Appraisal (SA)	Considers the environmental, social and economic impact of the policies and proposals contained therein. Assesses policies at various stages of preparation, including the consideration of reasonable alternatives. The SA of a DPD includes the required Strategic Environmental Appraisal.	The SA Scoping Report is consulted on. The SA itself is consulted on as part of the consultation on the DPD or Neighbourhood Plan Set out in Planning Legislation & Local Plan Regulations
Strategic Environmental Appraisal (SEA)	This assesses plans and policies where there may be significant environmental effects. These may occasionally be required where a SA has not already been undertaken, for Neighbourhood Plans or SPD	Early consultation with the SEA consultation bodies and general consultation as part of the DPD/Neighbourhood Plan public consultation Set out in the SEA Directive and Environmental Assessment of Plans and Programmes Regulations
Habitats Regulations Assessments (HRA)	The HRA screening considers if the potential impacts arising as from a plan are likely to have significant effect on any sites designated for their nature conservation importance, either alone or in combination with other plans and projects. If potential impacts are identified then this will trigger the need for a more detailed Appropriate Assessment.	Consultation with specified bodies as set out under the Conservation of Habitats and Species Regulations 2017 Consulted as part of the consultation on the DPD or Neighbourhood Plan

<p>Other documents</p>	<p>Other documents and studies are necessary for the formulation of planning policies. Examples include Housing & Economic Land Availability Assessment (HELAA) and the Housing & Economic Development Needs Assessments (HEDNA)</p>	<p>Consulted on as necessary in line with Government guidance</p>
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Who is consulted?

3.2.2 Regulations provide basic requirements for consultation, including specifying several bodies which local planning authorities must consult when preparing planning policy documents. The general consultation bodies for Portsmouth are listed in Appendix A and the general consultation bodies are listed in Appendix B.

3.2.3 For Neighbourhood Plan consultations, statutory consultees are set out under consultation bodies. These are listed in Appendix C of this document.

How will we consult you?

3.2.4 The range of methods that will or may be used to help inform and engage the community about planning policy formulation are:

Publication on the Council’s website. The Council will publish documents, statements, and any associated information on its website.

The Council will advertise all public consultations on its website, with full details and relevant documents available to view on dedicated pages, accessible via www.portsmouth.gov.uk/planningpolicy. (NB A facility is provided to listen to the website. This is clearly marked by the word ‘Listen’ on the top right hand of the webpages. Clicking on the word ‘Listen’ also displays additional options for additional accessibility, such as translation of the website into a number of other languages, as well as colour and font selection.)

Web-based consultation.

Written notifications.

The Council will make direct contact by email or letter with known consultation bodies and those who have asked to be notified that a consultation is taking place and will invite participation in that consultation. Details of the consultation, including the availability of documents, will be explained within the notification.

Making documents available for inspection.

As well as publishing draft documents and supporting material online (see above), hard copies of documents will made available for inspection, at the Council’s principal office (Civic Offices, Guild Hall Square, Portsmouth), and if appropriate other locations may be considered. Being ‘made available’ can be either through the deposit of physical copies AND/OR by being viewable online via public access computers. Consultation documents will also be available to purchase, at ‘cost’ price.

Documents can be provided in large print, Braille, on audio tape or CD, and translated into other languages upon request.

Public notices. Public notices will be placed on the Council's website and, where appropriate, in local newspapers at key stages of plan production.

Social media. The Council makes use of social media and will post information via its Twitter and Facebook accounts. However, during formal consultations, comments will not be accepted via social media.

Press releases/briefings. Newspaper features may be promoted via press releases and/or briefings to convey information about the scope and timing of consultations to a wide audience.

Posters/Leaflets. Dedicated posters and/or leaflets may be used to gain wider public awareness of a consultation.

Exhibitions, Workshops and Presentations (in person and on-line). Events may be held to convey information about an emerging policy document and both publicise the opportunity for public involvement and enable face-to-face discussion about issues and options.

These may be selectively used as a means of bringing different perspectives together to discuss a particular theme in a structured way.

Meetings/Focus Groups. Meetings may be appropriate to discuss issues of a technical nature, such as with specific statutory bodies and service providers, or with key stakeholder groups, including Councillors. Meetings or focus groups may also take place online using digital conferencing programs such as Microsoft Teams and Zoom, etc.

3.2.5 Whenever a public exhibition or meeting is held, the venue chosen should be fully accessible to all members of the community and be located as conveniently as possible for the expected audience.

Comments and formal representations

3.2.6 In relation to making comments and representations:

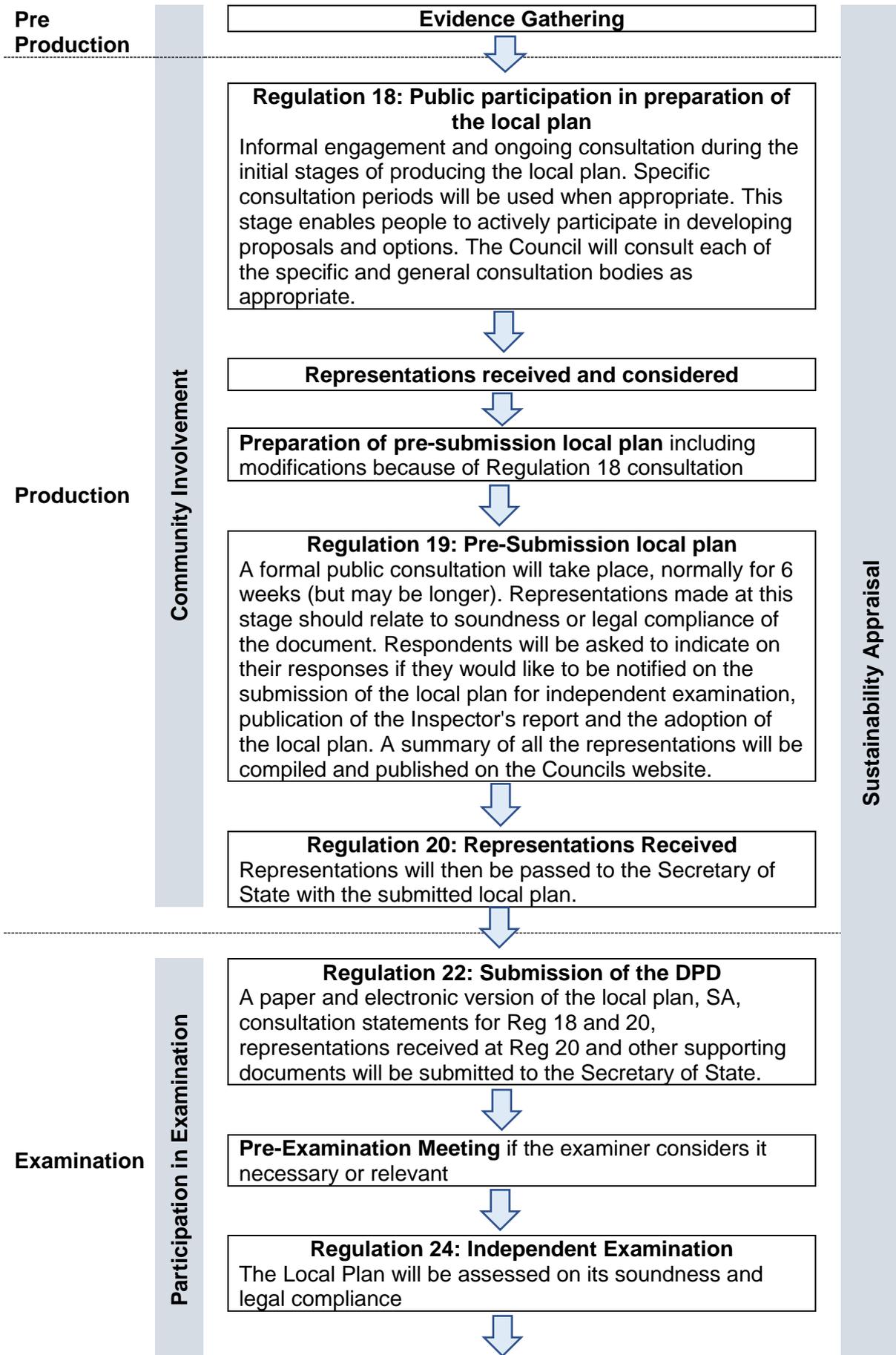
- Comments/representation forms will normally be provided for Planning Policy consultations.
- Comments may be submitted in writing either by email, online or by post.
- During formal consultations, all comments received via email will be acknowledged. We are unable to acknowledge comments submitted in writing.
- A clear deadline for the receipt of comments will be given. Comments must be received by the date/time given.
- Anonymous comments cannot be accepted by the City Council.

Consideration and feedback

- 3.2.7 An important aspect of community involvement is to offer feedback to those who have taken part. The Council will take account of the comments made in progressing planning policy documents and will give reasons for its decisions in the light of comments made. This consideration and feedback will be presented in either a consultation summary report or a Consultation Statement.
- 3.2.8 Consultation Statements are statutory documents that must be produced to support the Local Plan at the Proposed Submission and Submission stages. At the pre-submission stage of Local Plan preparation, regulations provide for representations to be considered during the examination process, so feedback is not normally given prior to the examination.

3.3 Local Plan Preparation

- 3.3.1 There are different requirements for Local Plan and SPD production. Figure 1 sets out the key stages of local plan preparation and outlines the process the Council will follow to involve the community. The extent of consultation undertaken should be proportionate to the scale of issues addressed in the document.
- 3.3.2 The Government advise the Proposed Submission version of a local plan should be the final version but accept that minor amendments that do not go to the heart of soundness may be made. The Council may propose a schedule of modifications as a result of representations received during the Regulation 19 consultation and new evidence coming forward, for the Secretary of State to consider as part of the Examination of the local plan. All local plans are subject to Independent Examination by an inspector appointed by the Secretary of State. The Inspector will decide who will be invited to speak at the examination. It is only after the recommendations of the Inspector has been considered that the local plan will be adopted.



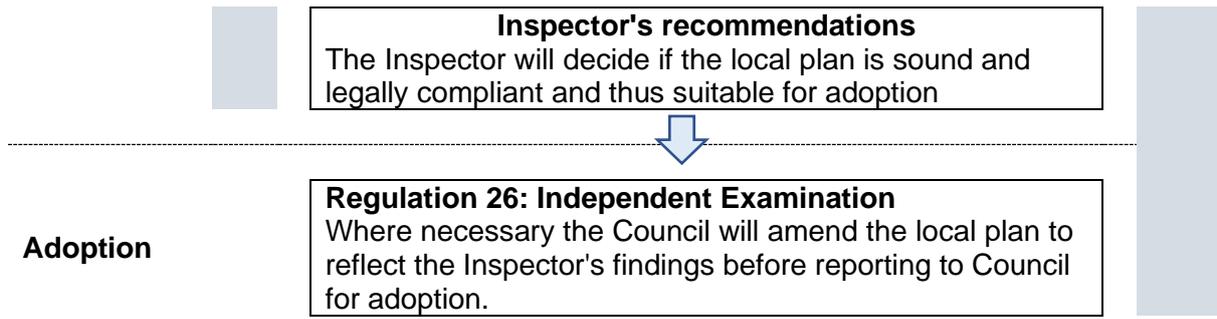


Figure 1: Key stages of Local Plan preparation

3.4 Supplementary Planning Documents (SPD) Preparation

3.4.1 SPDs are produced to support and provide additional information and guidance on policies and proposals contained in local plans, including how policies apply to day to day planning decisions. The Council will undertake informal, targeted and formal consultation during the preparation of an SPD. There is no examination for SPDs. The process is set out in Figure 2.

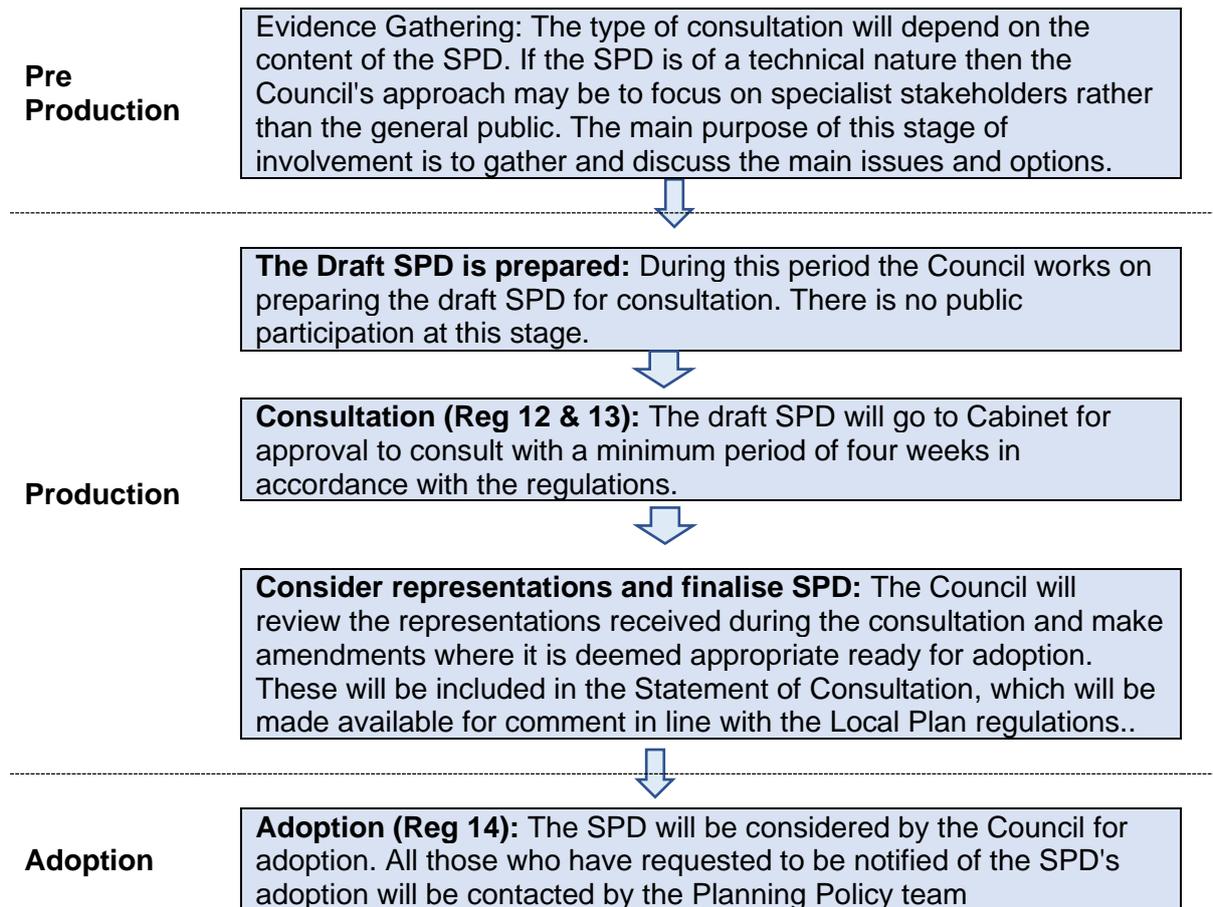


Figure 2: Key stages of Supplementary Plan Document preparation

3.5 Neighbourhood Plans and Neighbourhood Development Orders

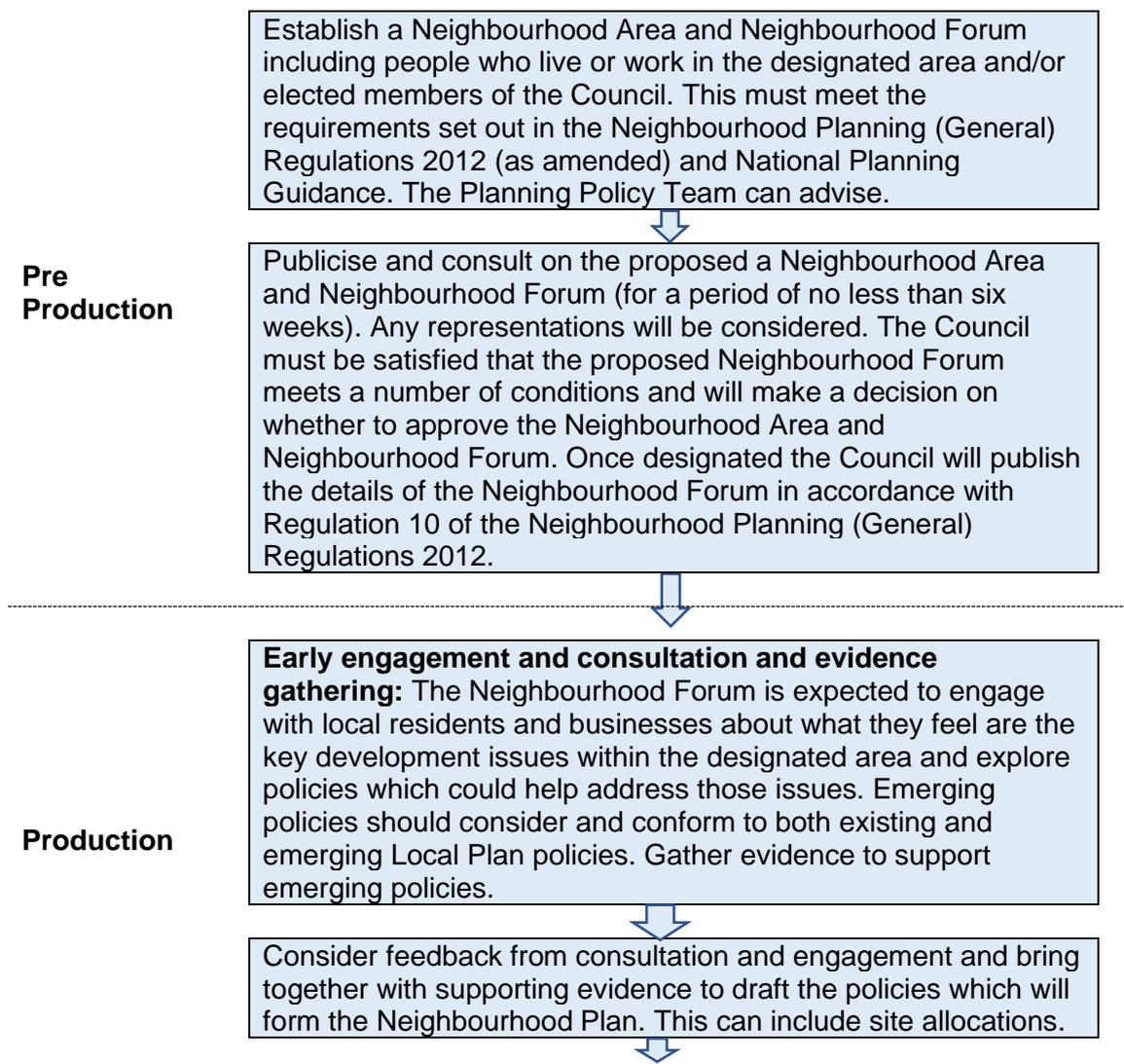
3.5.1 Neighbourhood planning was introduced by the Localism Act 2011. The Act enables local community groups, subject to specified procedures, to apply to the Council for designation as Neighbourhood Forums and for the designation of Neighbourhood Areas. Forums are responsible for preparing Neighbourhood Development Plans, Community Right to Build Orders or Neighbourhood Development Orders.

3.5.2 Neighbourhood Plans allow communities to establish general planning policies for the development of land in the area. They can include development management policies and non-strategic land allocations. Neighbourhood Development Orders (including community right to build orders) grant planning permission for a specific

type of development in a particular area. This could be either a particular development or a particular class of development such as housing or retail.

- 3.5.3 Neighbourhood Plans/Orders must be produced in line with national planning policy guidance and locally produced planning policies as once they are made they form part of the development plan for the area. Like local plans, Acts and Regulations cover neighbourhood plan/orders preparation, including consultation requirements. These are currently set out in the Neighbourhood Planning Acts 2017 and 2018 and the Neighbourhood Planning Regulations 2012 – 2018 (as amended).
- 3.5.4 The Neighbourhood Forum should decide how to engage with their local community in preparing the plan/order, up until the final draft ('proposed submission') plan stage. The planning authority's role is to carry out certain statutory functions and provide technical advice and support to groups developing a plan. Figure 3 sets out the stages in preparing Neighbourhood Plans/Orders and the opportunities for engagement.

3.6



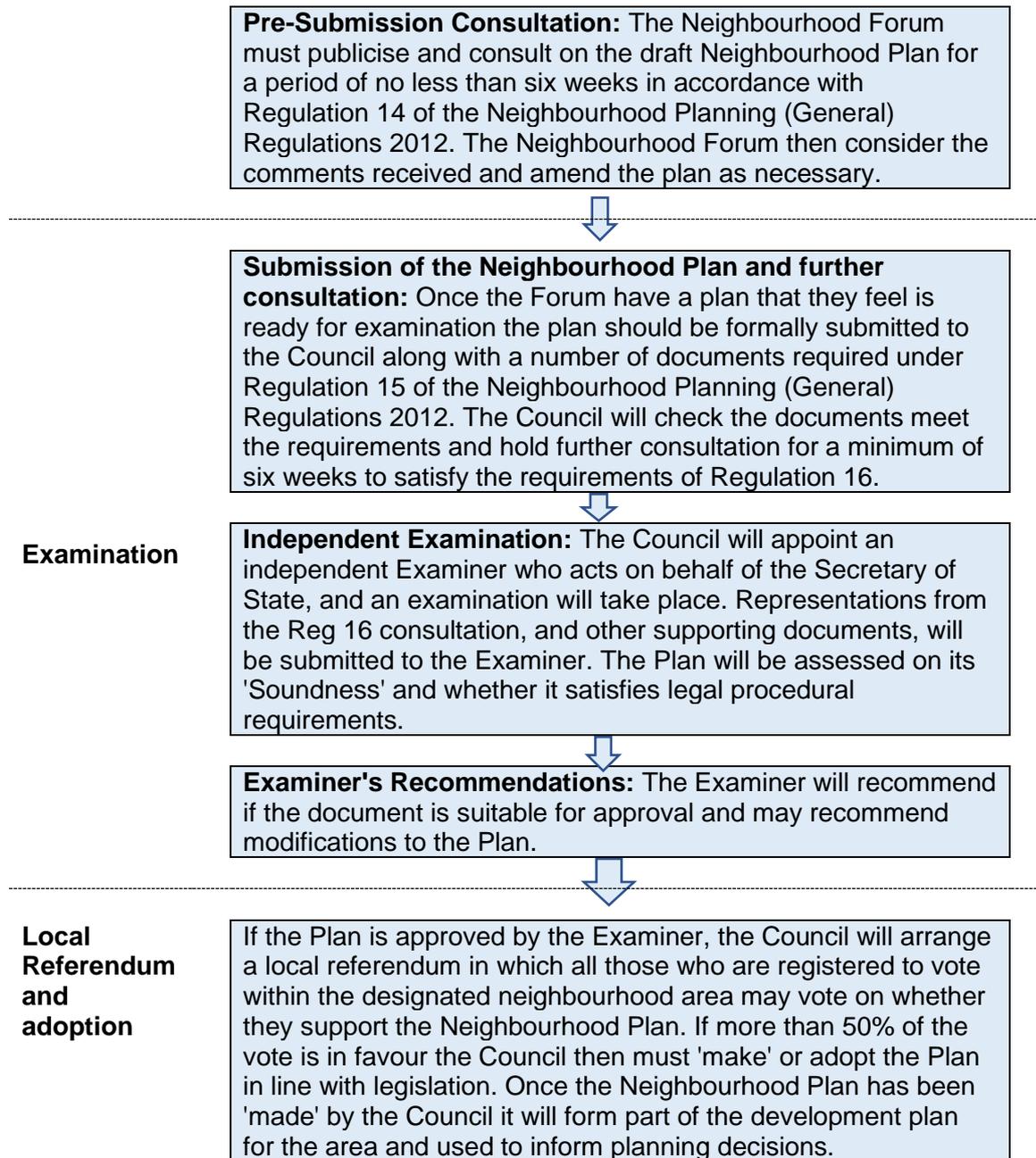


Figure 3: Key Stages of Neighbourhood Plan preparation

4 Development Management

4.1 Introduction

- 4.1.1 This section sets out how the Council makes information on planning applications available to the public and how comments on such applications can be made. Reference to 'planning applications' here is taken to include all other associated applications, including those relating to listed buildings, advertisements, preserved trees and some 'prior notification' procedures and 'permission in principle' applications.
- 4.1.2 Consultation, publicity and notification on planning applications is carried out in accordance with the statutory requirements set out in the Town & Country Planning (Development Management Procedure) (England) Order 2015 (as amended).
- 4.1.3 When undertaking consultations on planning applications, the Council will identify the relevant consultee groups on a case by case basis. The Council's current procedures for consultation, publicity and notification are set out in the following sections.

4.2 Pre-application stage

- 4.2.1 Pre-application advice is a discretionary service offered by the Council. Potential applicants are encouraged to seek advice from the Council on their proposals prior to formally submitting an application. There is a charge for this service. Full details of this service and the scale of charges can be found on the Council's website¹⁰.
- 4.2.2 Seeking pre-application advice helps to identify issues at an early stage so that they can be rectified before the application is submitted, thereby speeding up the application process. Advice on more straightforward proposals and householder applications will normally be provided in a letter. The planning officer may judge that more complex proposals would merit discussion at a meeting. Meetings are held wholly at the discretion of the Council. Such discussions may also usefully involve other agencies, such as the highways authority, and other Council officers such as those representing Housing or Environmental Health. For more complex development proposals Planning Performance Agreements may be asked to be entered in to to guide the management of the advice and any subsequent application and development.
- 4.2.3 Where a proposal is for a major development¹¹, or where the site is a sensitive one, or where the proposal is likely to cause significant controversy or where it will impact upon several people, potential applicants are encouraged to undertake publicity and

¹⁰ <https://www.portsmouth.gov.uk/services/development-and-planning/planning-applications/pre-application-planning-advice/>

¹¹ This is defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 as the provision of 10 or more dwelling houses. Outline application on a site area of 0.5 hectares or more and where the proposed number of dwellings has not been specified.

consultation with the local community prior to the submission of the planning application.

- 4.2.4 This pre-application consultation process can serve to inform interested parties about the nature and scale of the proposals and forewarn the potential applicant of local concerns which may need to be addressed prior to submission. The Council will expect such consultations to be carried out at the applicant's expense and in a fair and inclusive manner, which adds real value to the planning application process. Advice will be provided on request on how best to carry out such a consultation in a meaningful way.

4.3 Availability of planning applications and statutory publicity

- 4.3.1 Details of all planning applications are posted on the Council's website¹².
- 4.3.2 The website is updated with any subsequent correspondence from the applicant, from statutory consultees or from other third parties. Applicants and other interested parties are therefore able to track the progress of an application directly via the website. The Council keeps under review opportunities to extend the amount of information held on the website, with the aim of maximising overall levels of accessibility.
- 4.3.3 A Weekly List of all applications is produced and is available on the website.
- 4.3.4 The statutory publicity for planning applications will be undertaken by the posting of a 'Planning Notice' on or adjoining each application site. The posting of a Notice is intended to advise immediate neighbours and the public generally of current applications. Publicity may also be undertaken by directly writing to adjacent¹³ properties. The initial statutory period of notification is normally 21 days, 14 days for permission in principle applications. The Notice gives the application reference, the description of development and indicates where the application can be inspected.
- 4.3.5 Some types of applications must also be advertised in local newspapers, including all major applications and those affecting listed buildings or conservation areas. In addition, there is discretion to use a public notice in a newspaper to publicise an application which may have more widespread interest or implications.
- 4.3.6 Portsmouth City Council seeks to ensure people are made aware of planning applications that are likely to directly affect them and have taken the following approach set out in Table 2 for giving notification of one¹⁴. The requirement for the

¹² <https://www.portsmouth.gov.uk/services/development-and-planning/planning-applications/planning-applications-view-and-comment-online/>

¹³ Adjacent is defined in section 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 as sharing a boundary with.

¹⁴ Notwithstanding the guidance of Table 2 the Council may, at its discretion, decide to undertake publicity by only one of the methods of site notice or neighbour notification letter where the Regulations allow.

newspaper adverts comes from central Government and therefore is not at the discretion of the Council to discontinue or reduce costs.

Table 2: Notification methods for different types of planning applications in Portsmouth

Nature of development	Advertisement in local newspaper (not less than 21 days)	Site notice (not less than 21 days)	Neighbour notification letter (not less than 21 days)
Major development & applications of wider concern (more than 10 dwellings or 1000 m2 of other development)	Yes	Yes	Yes
Minor development (less than 10 dwellings or 1000 m2 of other development)	n/a	Yes	Yes
Householder applications / domestic extensions	n/a	n/a	Yes
Change of Use to a House in Multiple Occupation	n/a	Yes	Yes
Listed Building Consent application	Yes	Yes	Yes, depending on the application type or site situation
Development in a Conservation Area	Yes	Yes	Yes, depending on the application type or site situation
Development affecting the setting of a listed building	Yes	Yes	Yes, depending on the application type or site situation
Development affecting a Scheduled Monument or its setting or a Historic Garden or Park	Yes	Yes	Yes, depending on the application type or site situation
Works to trees that are protected by a Tree Preservation Order	n/a	Yes	Yes, depending on the application type or site situation
Works to trees in a Conservation Area	n/a	n/a	n/a
Applications accompanied by an Environmental Impact Statement	Yes	Yes	Yes
Applications which are a departure from the Development Plan	Yes	Yes	n/a
Telecom masts	n/a	Yes	Yes

All other planning applications	n/a	n/a	Yes
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4.3.7 Any comments on planning applications can be made during the consultation period through the Council's website¹⁵ or be sent by email to planningreps@portsmouthcc.gov.uk or be sent in writing to:

Planning Service
Civic Offices
Guildhall Square
Portsmouth PO1 2AU

4.3.8 The Local Government (Access to Information) Act 1985 provides that letters submitted regarding a planning application cannot be confidential and must be made available for public inspection, however, personal data such as phone numbers and email addresses will be redacted. All comments received in relation to planning applications are scanned and posted on the website.

4.3.9 When plans are amended during an application or further information is submitted by the applicant the Council will use its discretion in terms of any re-notification necessary in respect of necessity, method and publicity period. The Council is likely to re-notify where there is a significant effect on third parties, or where the amendment is significant and beyond the terms of the original application. The type of notification would be proportionate to the significance of the amendment and level of local interest.

4.4 Planning Committee

4.4.1 The Council's Planning Committee, which comprises elected Members of the Council, is held in public every three weeks at the time of writing although the Council may alter the frequency of meetings from time to time. Please check the Council's website for upcoming meetings¹⁶. The Committee determines those applications not considered under the delegated authority to officers (see Scheme of Delegation below) and will generally consider the more major, complex, or controversial planning applications.

4.4.2 The agenda of the Committee is available on the Council's website at least five working days before each meeting. The agenda includes reports on the individual planning applications being considered. All comments relating to the application, which are received prior to the writing of the officers' report, are summarised within it and more complex correspondence may be copied in full and appended to the report. Committee Members consider the comments received when deciding on an individual application and all consultation responses and comments on planning applications can be viewed in full by Members on the Council's website.

¹⁵ <https://www.portsmouth.gov.uk/services/development-and-planning/planning-applications/planning-applications-view-and-comment-online/>

¹⁶ <https://democracy.portsmouth.gov.uk/ieListMeetings.aspx?CommitteeId=157>

- 4.4.3 Where the final decision for an application is to be taken by the Planning Committee, the Council allows the opportunity for the public to address the Committee, either for or against the application. Public speaking at the Planning Committee is called a "deputation" at Portsmouth City Council. Any person who has made a representation on an application to be decided at Planning Committee may register to make a deputation to the Committee.
- 4.4.4 Members of the public who intend to speak should register with Planning Admin Services by telephone on 023 9268 8832 or by email at planningreps@portsmouthcc.gov.uk. Requests need to be sent to the same email address by 12 noon the day before the meeting and must include the purpose of the representation namely for or against the recommendations.
- 4.4.5 At the Planning Committee meeting, the application will be introduced by the Chairman and then by an appropriate senior officer or the Planning Officer for the application. Following this, registered speakers will be invited to address the committee; first speakers objecting to the application, and then speakers in support of the application including the applicant and/or their agent. Finally, a Councillor, including a ward councillor, who may not vote on the application under consideration may wish to make a Deputation. Each speaker will have no more than six minutes to address the committee, to an overall maximum of twelve minutes. In addition a councillor will be allowed six minutes to make a deputation.

4.5 Scheme of Delegation

- 4.5.1 The Scheme of Delegation for Portsmouth City Council is set out in its constitution¹⁷.
- 4.5.2 Most applications can be determined by senior officers under delegated authority. Such applications are not reported to the Planning Committee.
- 4.5.3 Officers may consider it appropriate for a planning application to be determined by the Planning Committee where the proposal is of a large scale, or is a controversial scheme, or because it raises significant planning policy issues. Any Member can also request (using a procedure form setting out reasons) that a particular application be determined at Committee.
- 4.5.4 Many applications relating to land in which the Council has an interest, including that of serving Councillors and Officers and anyone who is related to a Councillor or Officer, must be determined by Planning Committee. The details of this are set out in the Scheme of Delegation
- 4.5.5 When a decision is delegated, an assessment is produced which summarises the consultation responses received, the officer's consideration of the issues and the intended decision, along with conditions. This report is retained on the planning

¹⁷ <https://www.portsmouth.gov.uk/services/council-and-democracy/policies-and-strategies/constitution/director-of-regeneration/>

application file and is published on the Council's website once the application has been determined.

- 4.5.6 As set out above, all comments received on an individual planning application, including those from statutory consultees, are posted on the Council's website as soon as possible after they are received.

4.6 Permission in Principle

- 4.6.1 Permission in Principle (PiP) is an alternative way to obtain planning consent which only establishes the principle of development on sites.
- 4.6.2 The Brownfield Land Register Regulations 2017 set out the publicity and consultation specifications for sites that are considered for a grant of PiP and then included in Part 2 of the Register. It should be noted that the Brownfield Register for Portsmouth does not currently include a part 2. These specifications include:
- Publicise by site notice and on the Council's website for a period not less than 21 days, and
 - Notify relevant bodies if certain conditions apply, such as
 - if the site is within 10m of railway land,
 - specific requests that have been made by a neighbourhood forum,
 - those persons, bodies or authorities that fall within a category set out in the Table in Schedule 4 to the Town and Country Planning (Development Management Procedure) (England) Order 2015, or
 - at the local planning authority's discretion, any other person, bodies or authority that the local planning authority considers should be informed.

4.7 Appeals

- 4.7.1 When a planning or other application is refused planning permission, the applicant may choose to appeal against that decision and have the case considered by the Planning Inspectorate. An Applicant may also appeal against any of the conditions attached to a planning consent and to non-determination of a planning application.
- 4.7.2 For all appeals held either at a public hearing or by means of written representations, the Council will send letters to all those who commented on the original planning application informing them of the appeal and inviting them to make further submissions to the Planning Inspectorate.
- 4.7.3 A third form of appeal is a public inquiry. This is more commonly used for larger and more contentious applications or where there are particular legal matters involved. For public inquiries, as well as informing any original objectors, an advertisement is placed in the public notices section of a local newspaper and the applicant is required to place a notice on the appeal site.

- 4.7.4 An applicant can request any of the three forms of appeal, but the final decision on this lies with the Inspector.
- 4.7.5 For an appeal against an enforcement notice, the Council will aim to inform, by letter, those who may have an interest in the appeal and wish to express their view. This is the case whether the appeal is being heard by written representations, informal hearing or by public inquiry.

4.8 Planning Enforcement

- 4.8.1 Portsmouth City Council has a planning enforcement team who are responsible for ensuring that people comply with planning law and the requirements of a planning permission.
- 4.8.2 Complaints made about alleged development to the planning enforcement team do not involve consultation due to the confidential nature of on-going investigations. Guidance on Planning Compliance is published on the website¹⁸.
- 4.8.3 Alleged breaches of planning control can be reported by completing and submitting a confidential complaint via the following means:

By email: planningenforcement@portsmouthcc.gov.uk

In writing: Planning Service

Civic Offices
Guildhall Square
Portsmouth
PO1 2AU

4.9 Complaints procedure

- 4.9.1 While we strive to provide a good service, we know that sometimes things go wrong. If you have a complaint or compliment about any planner matter, the best way to resolve issues is to contact the relevant officer directly. Following that, the team leaders are best placed to discuss planning issues and procedures. There is also senior management to overview situations.
- 4.9.2 The phone number for complaints is 023 9283 4702, there is an online complaint form and the email address is complimentcomplaint@portsmouthcc.gov.uk . You can also write to us at:
- The Comments, Compliments and Complaints Team
Portsmouth City Council
Civic Offices, Guildhall Square
Portsmouth PO1 2ZX

¹⁸ <https://www.portsmouth.gov.uk/wp-content/uploads/2020/05/Planning-Service-Enforcement-Policy-and-Protocol.pdf>

5 Monitoring and Reviewing of the Statement of Community Involvement (SCI)

- 5.1.1 The approaches set out in the SCI to inform and involve the community in planning policy preparation and the determination of planning applications will be monitored for their effectiveness in the Authority Monitoring Report (AMR). For engagement in respect of planning policy preparation, account will be taken of the overall number and types of participants involved as documents are progressed and any feedback received about the success or otherwise of the involvement techniques used.
- 5.1.2 Changes to the SCI may be instigated by further revisions of the Regulations which govern publicity and involvement in the planning policy preparation and planning application processes.
- 5.1.3 The Coronavirus pandemic has shown that there are situations which may render some of the methods of engagement identified in the SCI as temporarily unpracticable. In response to such cases, it may be necessary for the Council to temporarily amend the details of the SCI, to identify where engagement is not possible and to set out any alternative forms of engagement, without the requirement for public consultation on these amendments in order that planning services can continue. Such temporary amendments may be set out in SCI addendum documents. These changes will be reported on as part of the AMR.
- 5.1.4 The Council will review the Statement of Community Involvement every five years as stated in Regulation 10A (1) (b) of The Town and Country Planning (Local Planning) (England) (Amendments) Regulations 2017). This means that this SCI will next be reviewed in 2028 unless regulatory requirements change or monitoring indicates that early review is necessary.

Appendix A: General Consultation Bodies

Category	Organisation in Portsmouth
<p>a) Voluntary bodies, some or all of, whose activities benefit any part of the local planning authority's area.</p>	<ul style="list-style-type: none"> • 1851 Trust • Activ8 Minds • Advice Portsmouth • Age UK Portsmouth • Air Cadets • Andrew Simpson Centre • Arms Around The Child • Art Space Portsmouth • Aspex • Be Bright, Be Seen • Beverston Road Residents' Group • BH Live Active • Black Hat Theatrical • Boogie Mites (children play group) • Bounce Fitness • Breast Feeding Network • Brendoncare - Good Companion Club • British Heart Foundation • British Triathlon • Butterfly Conservation - Portsmouth Area Branch - should be Hampshire and Isle of Wight Branch? • Campaign for the Protection of Rural England (CPRE Hampshire) • Choices For You • Citizens Advice Portsmouth • CM Sports • Community Kettle • Connors Toy Library • Coronation House Residents' Association • Cyclist Touring Club • Dallaglio RugbyWorks • Dave Terrill (Jedha FIT) • Drayton & Farlington Action Group Fields In Trust <ul style="list-style-type: none"> • Drum Nation Tribe • EC Roberts (The Roberts Centre) • Fareshare • Follow Your Dreamz • Portsea Action Group (PAG) • Portsmouth Ambassadors • Portsmouth Creates • Portsmouth and District Private rds Association (PDPLA)port • Portsmouth and Langstone Sailing Association • Portsmouth and South East Hampshire Partnership • Portsmouth and Southsea Tree Wardens • Portsmouth Cycle Forum • Portsmouth Fabian Society • Portsmouth Foodbank • Portsmouth Harbour Conservation Group • Portsmouth Harbour Cruising Club • Portsmouth Hockey Club • Portsmouth Society • Residents Association of Port Solent • Resident's Management Committee • RNLI • RSPB • Rowans Hospice • Safer Portsmouth Partnership • Safer Women at Night (SWAN) • Salvation Army Haven • Scouts • Seekers Create • SEHRT • Sirius House Residents Association • Socials for Seniors

Category	Organisation in Portsmouth	
	<ul style="list-style-type: none"> • Fratton Park Area Residents' Association • Friends Fighting Cancer • Friends of Old Portsmouth Association • Friends of Portsdown • Friends of the Earth (Portsmouth) • Funk Format • Girl Guiding • Globefit • Good Gym • Grateful Arts Club • Hampshire and Isle of Wight Local Nature Partnership • Hampshire and Isle of Wight Wildlife Trust • Hampshire Bat Group • Hampshire Buildings Preservation Trust • Hampshire Swifts • Happy Healthy Kidz • Harbour Cancer • Haven Good Neighbours • HealthWatch Portsmouth • Heartlands Community Voice • Heart of Portsmouth Boxing Academy • HIVE • • Holidays Activities and Food (HAF) • Home-Start • Flat Stan First Aid • King's Theatre (Konnnect) • Landport Community Board • Learning Disability Champions • Lingfield Court (Portsmouth) • Lyrics • Mary Rose Trust • Mens Shed • Milton Neighbourhood Forum • Milton Neighbourhood Planning Forum • Motiv8 • My Wonderful Yoga • Naval Families Federation 	<ul style="list-style-type: none"> • Solent Children's Therapy Service • Solent Mind • Solent Protection Society • Somerstown Community Board • Southsea Coastal Scheme • Spark Community • Sport England • Spotlight UK • Stamshaw and Tipner Residents Forum • Stop Domestic Abuse • Survivors of Bereavement by Suicide • Sustrans • Tall Ships Youth Trust • The Children's Trust • The Detectives • The Environment Centre • The Theatres Trust • The You Trust • Tonicmusic • Tourism South East • University of Portsmouth Student Union • Wild City Portsmouth • Workers' Education Association (WEA) • Woodland Trust • YOU Trust - Cycling Without Age

Category	Organisation in Portsmouth	
	<ul style="list-style-type: none"> • Omega Centre • Omega House Workers Educational Association (WEA) • Paulsgrove and Wymering Community Board (PAWCAB) • Paulsgrove Residents Association • Paulsgrove and Wymering Scout Group • Pazmodzi Creatives • Peak Performance Sports • Personal Best Education • Peter Ashley Centre • Police Student Watch • Pompey in the Community • Pompey Supporters Trust • Portsmouth Forest School CIC • Port Solent Bertholders Association • Port Solent Community Working Party • Portchester Society 	
<p>b) Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area,</p>	<ul style="list-style-type: none"> • Showman's Guild of Great Britain • Friends, Families and Traveller Law Reform Project • Ethnic Minority Achievement Service • The National Romani Rights Association • The National Federation of Gypsy Liaison Groups • Cultural Education Partnership • URBOND • Bangladesh Welfare Association • Cultural Education Partnership 	<ul style="list-style-type: none"> • Ethnic Minority Achievement service • Portsmouth Bengali Community Association • Polish School Portsmouth • The Portsmouth Hispanic Society • Portsmouth Chinese Association • Portsmouth Racial Equality Network Organisation (PRENO) • The Portsmouth Asian, Social & Cultural Organisation (PASCO)
<p>c) Bodies which represent the interests of different religious groups in the local planning authority's area,</p>	<ul style="list-style-type: none"> • Family Church • Portsmouth Diocese • Soka Gakki • Sisters of Bethany • Caritas Portsmouth • Faith and Football • Hindu Cultural Association 	<ul style="list-style-type: none"> • Portsmouth Central Masjid • Portsmouth Jami Mosque • UK Islamic Mission (UKIM) • Portsmouth Christian Fellowship • Portsmouth Meditation Service • Portsmouth Russian Orthodox Parish of St Peter and St Paul
<p>d) Bodies which represent the</p>	<ul style="list-style-type: none"> • Portsmouth Disability Forum Hive 	<ul style="list-style-type: none"> • A world with friends Hive

Category	Organisation in Portsmouth	
interests of disabled persons in the local planning authority's area.	<ul style="list-style-type: none"> • MAKE Aldingbourne Trust • Autism Hampshire • CHAOS • Choices for you • Lily&Lime Minstead Trust • Gig Buddies Aldingbourne Trust • Enable Ability 	<ul style="list-style-type: none"> • Shared lives Portsmouth • Spark Community • The Peter Ashley Activity Centre • Mencap • The MSTRUST • Redwood Park Academy Solent Trust
e) Bodies which represent the interests of persons carrying on business in the local planning authority's area;	<ul style="list-style-type: none"> • Agammemnon Housing Association • King James Quay Management • Langstone Harbour Board • Oyster Quay Management Limited • Hampshire Chamber of Commerce and Industry • Hampshire and Isle of Wight Sustainable Business Partnership • Net Fishermans Association • Port Solent Yacht Club • Fratton Big Local • Shaping Portsmouth • VIVID Homes • Portsmouth Business Association • Portsmouth Bangladeshi Business Association • Cosham Business Association • Females Entrepreneurs network 	<ul style="list-style-type: none"> • British Property Federation • Residential Landlords Association • Rotary Club of Cosham • Rotary Club of Portsmouth & Southsea • Rotary Club of Southsea Castle • National Landlords Association • Portsmouth and District Private Landlords Association • Wymering Manor • Portsmouth International Port • Portsmouth Property Association • Wightlink Limited

Appendix B: Specific Consultation Bodies

Reg reference	Relevant Body
Coal Authority	Coal Authority
Environment Agency	Environment Agency
Historic England	Historic England
Marine Management Organisation	Marine Management Organisation
Natural England	Natural England
Network Rail Infrastructure Limited	Network Rail Infrastructure Limited
National Highways	National Highways
A local planning authority any part of whose area is in or adjoins the local planning authority's area	<ul style="list-style-type: none"> - Gosport Borough Council - Havant Borough Council - Isle of Wight Council - Fareham Borough Council - Winchester City Council
A county council any part whose area is in or adjoins the local planning authority	<ul style="list-style-type: none"> - Hampshire County Council
A parish council any part of whose area is in or adjoins the local planning authority's area	<ul style="list-style-type: none"> - Boarhunt Parish Council (Fareham) - Denmead Parish Council (Winchester) - Ryde Town Council (Isle of Wight)
A local policing body any part of whose area is in or adjoins the local planning authority's area	<ul style="list-style-type: none"> - Hampshire & Isle of Wight Police Crime Commissioner
Neighbourhood Form	Milton
Any person—(i)to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and (ii)who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,	<ul style="list-style-type: none"> - BT Group PLC - Arqiva - Broadband Vantage - EE - O2 UK Ltd - Three/Hutchinson G3 UK Ltd - GiffGaff - Vodafone Ltd - Virgin Media
A clinical commissioning group established under Section 14D of the National Health Service Act 2006	<ul style="list-style-type: none"> - NHS Portsmouth Clinical Commissioning Group (<i>dissolved in 2022, the NHS Hampshire and Isle of Wight Integrated Care Board (ICB) replaces the Clinical Commissioning Group</i>).
The National Health Service Commissioning Board	<ul style="list-style-type: none"> - NHS Hampshire and Isle of Wight Integrated Care Board - Solent NHS Trust - NHS England
A person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989(10);	<ul style="list-style-type: none"> - SSE PLC

A person to whom a licence has been granted under section 7(2) of the Gas Act 1986(11)	- British Gas
Sewerage Undertaker	- Southern Water - Portsmouth Water
Water Undertaker	- Southern Water - Portsmouth Water
The Homes and Communities Agency	- Homes England

Appendix C: Neighbourhood Plan Consultation Bodies

The following consultation bodies must be consulted under the Neighbourhood Planning (General) Regulations at both Regulation 14 stage (pre-submission) and Regulation 16 (submission).

- (a) where the local planning authority is a London borough council, the Mayor of London (*not applicable to Portsmouth*);
- (b) a local planning authority, county council or parish council any part of whose area is in or adjoins the area of the local planning authority;
- (c) the Coal Authority;
- (d) the Homes and Communities Agency;
- (e) Natural England;
- (f) the Environment Agency;
- (g) the Historic Buildings and Monuments Commission for England (known as English Heritage);
- (h) Network Rail Infrastructure Limited (company number 2904587);
- (i) the Highways Agency (*now known as National Highways*);
- (j) the Marine Management Organisation;
- (k) any person—
 - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003; and
 - (ii) who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority;
- (l) where it exercises functions in any part of the neighbourhood area—
 - (i) a Primary Care Trust established under section 18 of the National Health Service Act 2006(7) or continued in existence by virtue of that section;
 - (ii) a person to whom a licence has been granted under section 6(1)(b) and (c) of the Electricity Act 1989;
 - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(9);
 - (iv) a sewerage undertaker; and
 - (v) a water undertaker;
- (m) voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area;

(n) bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area;

(o) bodies which represent the interests of different religious groups in the neighbourhood area;

(p) bodies which represent the interests of persons carrying on business in the neighbourhood area; and

(q) bodies which represent the interests of disabled persons in the neighbourhood area.

Planning Policy
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policyconsultations@portsmouthcc.gov.uk

www.portsmouth.gov.uk



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