



ARUN DISTRICT COUNCIL

Statement of Community Involvement 2018

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The Statement of Community Involvement is also available on the Council website www.arun.gov.uk/planning-policy

INTRODUCTION

Planning affects everyone in our community, however most people only get involved in planning when it directly affects them. The local planning authority is usually responsible for deciding where development takes place and what happens in our towns, villages, open spaces and environment. The council does this by preparing elements of the development plan and determining planning applications.

The National Planning Policy Framework (NPPF) sets out the Government's planning policies and must be taken into account in the preparation of development plans and planning application decisions. The NPPF states that the planning system should be easier to understand, more accessible and include a commitment to involving all who are interested in planning. Paragraph 16 of the NPPF (2018) states "Plans should:..... be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees".

There are two key functions to the planning system; Planning Policy and Development Management.

Planning Policy: Planning documents such as the Local Plan, relevant Development Plan Documents and Supplementary Planning Documents are prepared that are used to guide development. The Documents must comply with relevant government legislation and guidance. There are specific regulatory procedures which must be followed during the production of the documents.

Development Management: Officers are responsible for determining planning applications, applications for works to trees, advertisement and Listed Building Consent.

What is a Statement of Community Involvement (SCI)?

The Statement of Community Involvement (SCI) explains how the Council will involve local communities, businesses, and other interested parties when it prepares planning policy documents and determines planning applications.

The Local Plan forms part of the development plan for the Arun Local Planning Authority Area (LPAA) and will be used as a framework for planning decisions. It sets out the strategy for development. The following documents are relevant:

Strategic Plans (Local Plan or Development Plan Document (DPD))

These are plans which contain policies to address the strategic priorities of an area. They set out a vision and framework for future development of the area, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure as well as safeguarding the environment and resources and ensuring good design. Plans generally look 15-20 years ahead. Local Plans should be reviewed every five years.

Supplementary Planning Document (SPD)

These documents add further detail to the policies in the Local Plan or DPDs; they can be used to provide guidance but cannot be used to set out new policy.

Neighbourhood Development Plans and Development Orders

Neighbourhood planning is a key part of the Government's Localism agenda. It aims to give local communities greater power to shape development by taking a more active role in the development of planning policies at a local level. Within Arun District, neighbourhood planning will be led by town and parish councils, with Arun District Council providing technical assistance.

Community Infrastructure Levy (CIL)

A planning charge that local authorities can apply to new developments to fund infrastructure.

Review of the SCI

The SCI was last reviewed in 2012, and it is required to be reviewed again to reflect recent legislative changes.

PLANNING POLICY

Introduction

Arun District Council is responsible for preparing a planning policy framework, for its area which will be used to guide development proposals and determine planning applications. This may include Strategic (including jointly with other authorities) and Local Plans as well as supplementary planning guidance.

Part of the process of preparing policy documents involves statutory stages of consultation that must be undertaken to allow stakeholders and the public to have the opportunity to comment on the proposals.

The Council is committed to encouraging early and meaningful engagement. Whilst the formal consultation process is necessary and can add some value, we will focus on early and meaningful engagement, ensuring that proposals do their best for Arun. We understand that people will still have positive and sometimes negative views at a consultation stage, but welcome their valuable input. By engaging communities and other interested parties, the Council gains valuable local knowledge and expertise, along with community commitment to the future development of Arun.

Engagement is a two-way process of openly sharing and exchanging information, understanding different views, listening and responding to suggestions, developing trust and dialogue to support effective working relationships to the mutual benefit of all involved.

This section sets out the type of policy documents Arun District Council is likely to prepare, and how people can get involved.

Statement of Community Involvement

Consultations on all Development Plan Documents must comply with the methods set out in the adopted Statement of Community Involvement (SCI). This SCI is Arun District Council's formal policy to:-

- Identify how and when local communities and stakeholders will be involved in the preparation of the documents for Arun's Local Plan or a Strategic Plan.
- Set out community involvement in the consideration of planning applications, both minor and major. Arun District Council is using the Government's definition for 'major' development (as defined in the GDPO 1995 as amended¹) which includes applications for planning permission relating to:-

¹ See Development Management Procedure Order 2015

'Residential development comprising 10 or more dwellings, or a site area of 0.5 hectares and other uses where the proposed floor space exceeds 1,000m² or the site area exceeds 1 hectare'.

The Development Plan Process

The Arun Development Plan

A number of documents will be prepared as part of the Development Plan. These documents can be divided into two broad categories as follows;

Table 1 Documents that form part of the Development Plan	
Development Plan Documents (including the Strategic/Local Plan) Neighbourhood Development Plans	<ul style="list-style-type: none"> - Strategic Policies - Local Policies - Spatial Portrait - Site Allocations (if appropriate) - Development Management Policies - Policies Map - Area Action Plans (if appropriate) - Single Issue documents
Supplementary Planning Documents (SPD's)	SPD's build on policies contained within the Plan. The types of SPD's required will be determined during the Plan process.

There will be different preparation and consultation stages to undertake dependant on whether the Council is working to produce a Development Plan Document or a Supplementary Planning Document.

A timetable has been prepared which sets out the timescale for the production of any Development Plan Documents (DPD) considered necessary by the Local Planning Authority. This is referred to as the Local Development Scheme (LDS) and is available for viewing on the Councils website. The LDS covers a three year period and is reviewed on a regular basis to ensure that it is kept up to date.

A Sustainability Appraisal (SA), Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA) must also be undertaken although HRA assessment may not be required where there are unlikely to be significant effects on national/international designations. These documents are prepared in parallel with the DPD's and continuously inform and shape plan policies.

Development Plan Document Production

For each Development Plan Document there are seven preparation stages. These are explained in Table 2, below.

Table 2 The Stages involved in the preparation of a Development Plan Document	
Stage	Brief explanation of process
1 Evidence Gathering	Obtaining relevant information and producing studies that will form part of the evidence base.
2 Sustainability Appraisal (SA), Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA) – Scoping Report	<p>Consulting the statutory bodies on the SA, SEA and HRA which appraises the social, economic and environmental effects of the document. These are a key part of the evidence base and will help with the evaluation of reasonable alternatives. The scoping report is the first stage in the preparation of the SA, SEA and HRA.</p> <p>The appraisal and assessments are subject to consultation and take place alongside the preparation of the Development Plan Documents (DPD).</p>
3 Regulation 18* Consultation	When preparing a Development Plan Document (DPD) the Council must notify certain stakeholders and individuals that they are producing the document whilst also inviting them to make representations on what the DPD should include.
4 Publication of a Local Plan (Reg 19*)	Before submitting a Strategic or Local Plan to the Secretary of State, the Council will make a copy of each of the proposed submission documents and a statement of representations procedure available for inspection at various times and places.
5 Representations relating to a Local Plan (Reg 20*)	Any person may make representations to the Council about a Local Plan. Any representations must be received by a specified date.
6 Submission of the Development Plan Document (Reg 22*)	The Development Plan Document is submitted to the Secretary of State along with a statement of representations procedure, summary of representations and how they were taken into account at Regulation 18 and summary of key issues arising from any representations at Regulation 19.
7 Independent Examination (Reg 24*)	An independent inspector will be appointed by the Secretary of State to consider the representations and the 'soundness' of the document. The Inspector will then prepare a report which may include any changes (Main Modifications) to be made to the

	Development Plan Document in order to make it 'sound'.
8 Adoption (Reg 26*)	The Council may adopt the plan with the Inspector's Modifications or choose not to.

* These Regulations refer to 'The Town and Country Planning (Local Planning) (England) Regulations 2012' that came into force on 6 April 2012.

Duty to co-operate

The Government has introduced a 'Duty to Co-operate' through the Localism Act. The Council will work with neighbouring councils and other relevant organisations across authority boundaries on strategic planning issues that affect them all. They will engage constructively, actively and on an ongoing basis in the planning process.

The Council is required to demonstrate compliance with the 'Duty to Co-operate' as part of the examination of Local Plans. If a local council cannot demonstrate that it has complied with the duty, its local plan will not pass the independent examination.

Who will be consulted?

The Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the legal requirements for consultation and public participation during the preparation of any planning policy documents.

Anyone who may have a role or interest in shaping the planning of Arun including residents, businesses, community groups, landowners, developers, and public sector organisations should have the opportunity to be involved in the preparation of documents that form part of the Arun Development Plan.

As part of the consultation process, the following groups will be consulted at various stages, in various forms:

- (i) General consultees
- (ii) Specific consultees
- (iii) Local consultees
- (iv) Hard to reach groups
- (v) Other Stakeholders

With respect to both the 'general & specific consultees', the legal requirements for such consultation are set out in 'The Town and Country Planning (Local Planning) (England) Regulations 2012'.

The Council recognises that a significant number of groups will have an interest in the Local Plan generally and this Statement of Community Involvement in particular. For this reason 'local groups' have been identified as a single entity in this document.

The Council will ensure that all sections of the community are involved in the Plan process, treated with fairness and respect and that their views are taken into account. The Equalities Act 2010 bans unfair treatment of people on the grounds of protected characteristics they may have or are alleged to have. It also introduces a public sector 'Equality Duty' (section 149) which requires the Council to consider how different people will be affected by its decisions and activities and 'specific duties', including to monitor and publish relevant information on fulfilling its duty.

Most plans policies and programmes are required to be subject to a Sustainability Appraisal (SA) which includes socio-economic impacts and mitigation. The Council's Equalities Impact Assessment is used to assess equalities impacts of its policies and programmes and any necessary mitigation. A health impact assessment (HIA) helps ensure that health and wellbeing are being properly considered in planning policies and proposals. All Plans will be screened to see if these assessments are required. Where possible, these assessments will be incorporated in to the SA process.

Appendix 1 identifies who the council will involve in the various planning policy documents (Local Development Documents) that it may prepare.

Throughout the Arun District there are wide differences in standards of living, with some of the most affluent but also some of the most deprived people in the country living here. Arun also has some of the best educated people in England and some in the bottom 10%. The district also has residents with the longest life expectancy in the South East, while others have the shortest. The Council will thereby use appropriate methods to engage with all sections of the community.

The Council maintains a database of all its 'consultees' which it reviews and updates. Any individual or organisation can request to be added to the database and notified of future consultations. This will be held in accordance with the General Data Protection Regulation (GDPR).

When we will undertake consultation

The regulations set out the various stages in the preparation process for each of the types of planning document and when we must formally publish the document for comment and for how long. These requirements will be met. However, we consider that there should be significant effort to engage people at the early stages of preparing planning documents, where there is greatest opportunity to influence policies and strategies.

The Local Development Scheme sets out the programme for plan preparation and provides a starting point for members of the public and stakeholders to find out which documents are being produced and the timetable for their production. The Local Development Scheme operates over a three year period and is available via the Councils website: www.arun.gov.uk.

Methods of consultation

Arun District Council wishes to engage as many individuals and groups as possible in the Plan making process. Table 3 below identifies a series of consultation methods that the Council will consider using in this regard. The tables included in Appendix 2 clearly set out how the Council intends to undertake consultation, in an attempt to engage as many sections of society as possible in the Plan making process. Additional survey methods may also be used, depending on the type of Development Plan Document being prepared.

Table 3 Consultation methods	
Advertising	<p><u>Newspapers and newsletters</u> The Council will advertise the various stages of the Development Plan Documents produced, in local newspapers and newsletters.</p> <p><u>Posters</u> Posters shall also be used at suitable locations e.g. community notice boards, local shops, supermarkets, train stations, bus stations and leisure centres.</p> <p><u>Press Releases</u> As a further advertising method, Arun District Council may inform the public of key stages in the planning process through press releases, either on local radio or in printed form.</p> <p><u>Arun Times</u> The Council magazine, 'Arun Times', is delivered to households in the district on a regular basis. It is used to inform the community of issues being discussed, as well as document production, and to raise the overall profile of the Local Plan. In the past, this has proven extremely useful in alerting the community to any forthcoming publications and updating individuals and groups of the results of consultation and involvement exercises.</p>
Web	Websites and Social Media are a popular way of communicating planning issues to individuals and groups. The planning pages of the Arun District Council website will be regularly updated with all the latest planning developments and with opportunities for online consultation. Social media sites will also be used as appropriate.
'Objective' Consultation	This is a tool that provides the user with a unique username and password which allows them to access and

Software	comment on 'live' consultation documents online. The user is able to provide comments on a specific paragraph or policy text being consulted on.
Letters and/ or Emails	Letters and/or emails shall be sent out to particular people and groups at particular stages of the Plan making process to advise of the publication of a consultation document. An overview of the document shall be provided and the locations at which any consultation documents can be viewed will be identified.
Presentations and/ or Public Meetings	When planning public meetings the Council will always make sure that the venues are accessible, not only in terms of public transport, but also in terms of access to the building itself. Timing can be difficult because different groups have different needs. The Council will try to ensure that meetings are held at a time when it is considered most people will be able to attend.
Stakeholder Engagement <i>(including Town and Parish Councils)</i>	The Council may consider it necessary to hold meetings/ workshops with particular individuals or groups of people, where it is considered that further information in relation to a particular topic could be gathered to better inform the plan making process.
Community Representatives	As part of the consultation process the Council will consider using community representatives and community networks including neighbourhood planning groups.
Unstaffed displays	This method is less resource intensive than some forms of consultation but will be limited to those individuals visiting the particular location. Displays will stay in each location for a number of days so that the largest number of people has the opportunity to view them. The display will then move on to other parts of the District. Publicity will be the key to getting a good attendance and there will be opportunities for individuals to respond, e.g. response postcards.
School Councils and/ or Youth Council	School Councils and the Arun Youth Council mirror the Council's own democratic processes. Arun Youth Councillors have a standing item on the agenda if they wish to report to Full Council Meetings. In presenting Development Plan Documents to the School Councils and/ or Youth Council it is hoped that the Council will be able to make the planning process interesting enough to encourage younger people particularly, to take an active part in Development Plan Document production.
Survey Methods	<u>Wavelength</u> This panel contains a representative sample of 1200 residents who the Council may involve in certain consultation exercises.

	<p><u>One to one interviews</u></p> <p>The Council will undertake one to one interviews at particular locations where it is considered that a particular category of society would otherwise perhaps not engage in the Plan making process. Such locations could include leisure centres, train stations, bus stations, shopping centres.</p>
<p>Consultation Documents (which may include Summary Leaflets)</p>	<p>The Council will produce consultation documents and make them available at various locations (including the Arun Civic Centre, Bognor Regis Town Hall and libraries within the district). Additionally, paper copies of the document, for which the Council reserves the right to charge, will be made available on request from the Arun Civic Centre's Reception. Where it is considered that the preparation of a summary document would assist, these may be made available. In addition, the following practice will be used as appropriate;</p> <ul style="list-style-type: none"> • Using a font size of at least 12 point, preferably 14 point • Using plain English • Using clear fonts such as Arial • Avoiding the use of italicised fonts • Using an even type spacing • Only justifying the left margins • Avoiding the use of a background image • Using diagrams that add to the clarity of the document <p>Summary leaflets may also be provided which can provide a useful 'quick step' approach to obtaining information on the relevant Development Plan Document.</p>

Supplementary Planning Document (SPD) production will follow a slightly different process. This is highlighted in Table 4 below.

Table 4 Consultation Methods involved at the various stages of the SPD Production					
Stage	Informal Consultation	Formal	Consultation on draft SPD document	Report to Full Council	Adopted
SPDs	Discussions with Town and Parish Councils and Parish	Report to Planning Policy Sub Committee	Document sent to statutory and any general consultees the Council thinks		

	Meetings, and consultation with others stakeholders as appropriate	e	will be affected by the document, the general public and Town and Parish Councils		
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Specific Consultation Information

Consultation Database – The policy team maintains a consultation database which it uses to inform all interested individuals or organisation when a consultation is taking place provided that they have given their express consent for necessary details to be added and used for the purposes described and on the terms set out in a Privacy Notice, in accordance with the General Data Protection Regulation (GDPR 2018). Such information will only be retained in so far as to comply with the Councils data retention policies.

Consultation Documents -

During periods of public consultation, documents will be made available for viewing at the following locations between 08.45 – 17.15 (Monday to Thursday inclusive) and 08.45 – 16.45 on Fridays.

- (i) Arun Civic Centre, Maltravers Road, Littlehampton
- (ii) Bognor Regis Town Hall, Clarence Road, Bognor Regis

Paper versions of consultation documents will also be made available in all libraries throughout the District (during their normal opening hours), and electronic copies published on the Arun District Council website www.arun.gov.uk.

Consultation comments - The Council uses a piece of electronic consultation software (Objective) which enables any interested party to provide their representation on line. This is the Councils preferred method of receiving representations and representors are strongly encouraged to use this method because it will greatly speed up, and increase accuracy in capturing people's representations, thus saving time in processing. Anyone can provide comments on a planning policy document, however we cannot accept confidential or anonymous comments

Hard copy response forms will also be provided in an electronic format so that copies can be emailed or printed off and posted to the Council.

The Council will also accept letters/emails which have been received by the close of the relevant consultation period although submitting comments via the Objective consultation portal will be encouraged.

All representations submitted via the consultation software and by email will automatically receive an acknowledgement.

Consultation duration - As a general rule, consultation shall take place for a minimum of six weeks for Development Plan Documents and four to six weeks for Supplementary Planning Documents.

The timescales involved for receipt of representations with respect to the various Development Plan Documents will be clearly advertised using the following media sources;

- (i) West Sussex Gazette
- (ii) The Littlehampton Gazette
- (iii) The Bognor Regis Observer
- (iv) The Council's own magazine 'Arun Times' (if timetabling permits)
- (v) www.arun.gov.uk

The closing dates and times for receipt of representations shall be strictly adhered to and no representation shall be accepted after the deadline has passed.

Consultation Analysis - At the end of each period of consultation in accordance with plan making regulations, a schedule summarising any representations will be made, and any actions that the Council proposes to take or where required a summary of the key issues. This will be reported and considered by the Council and made available for inspection on the Council's website (when available).

How do I get involved?

Any person or group, who would like to get involved in the Plan making process as outlined above, can enter their details directly onto the consultation software (Objective), or request that their details be added to the Policy consultation database (in accordance with the GDPR requirements) by contacting the Planning Policy and Conservation Team.

Neighbourhood Development Plans

Neighbourhood Development Plans (NDP)

The Localism Act 2011 has reformed the planning system to give local people new rights to shape the development of the communities in which they live. There is no compulsion for parishes to prepare a Neighbourhood Development Plan (NDP), however there are a number of benefits to having one:

- It will help a community play a greater role in shaping the future of its surrounding area.
- It will bring together local residents, businesses, local groups, landowners and developers to share ideas and build consensus about what needs to be done within the local community. It can also build relationships between the local community and service providers.
- Neighbourhood planning offers communities the opportunity to set priorities for planning within their area.
- Areas with 'made' (adopted) Neighbourhood Development Plans will also be entitled to a larger share of any Community Infrastructure Levy to put towards infrastructure projects in the area.

Neighbourhood Development Plans will set out the vision for an area and the planning policies for the use and development of land within a parish or neighbourhood area. The policies within a Neighbourhood Development Plan are intended to support the strategic policies within the Arun Local Plan, and should focus on guiding development, rather than stopping it.

In a parished area like Arun District it is usually the Parish or Town Council who is the qualifying body to prepare a Neighbourhood Development Plan. It can cover all or part of the parish and in some cases may involve a number of parishes. In some areas residents associations or other bodies e.g. businesses may be interested in drawing up a Neighbourhood Plan and act as a forum; however this will need to be carried out with the Parish/Town/City Council who initiate and support the project.

Plans will need to conform to planning policies and guidance at a local, national and European level and meet the Neighbourhood Planning Regulations. This will be tested in an independent examination. They will also need to demonstrate involvement of the local community, including engagement and periods of statutory consultation. Those statutory consultation requirements are stipulated in the regulations.

The parish should publish the draft plan locally for a minimum period of six weeks (Reg.14) in order for any representations to be made. Consultation must also be made with specified consultees bringing it to the attention of anyone who it may affect. When the final plan is submitted to Arun District Council, it will publish the plan for a minimum six week consultation (Reg.16)

period bringing it to the attention of all those consulted at Reg.14 plus any others it deems necessary. Following conclusion of the consultation, the plan will progress to an independent examination.

The examiner makes a report which will recommend either:

1. The plan can move to a referendum
2. Following a few minor amendments the plan can move to a referendum
3. The plan should be refused

Once a NDP has successfully passed referendum it will come into effect as a statutory plan (as set out in the Planning Practice Guidance (PPG) even though it remains to be made through a Council decision.

A decision statement will be produced by Arun District Council, outlining its' decision with reasons, identifying where the statement can be inspected and any modifications made to the plan. The examiner's report and the Council's decision will be published on the website.

Once the plan is finalised and any amendments have been made, it will then be subject to a community referendum. Arun District Council will arrange and fund the referendum. This will include all those on the electoral roll within the designated Neighbourhood Development Plan area. This may also include those from neighbouring parishes if the Examiner has deemed it will also affect them directly.

If the referendum result returns in favour by 50% of responses or more, then the Neighbourhood Development Plan will move on to the final stage in the process to be 'made' (adopted).

Once a plan has been 'made' (adopted), it will become a Statutory Plan to be used by Arun District Council in making decisions on planning applications in the Neighbourhood Plan area.

'Made' (adopted) plans will be published on the Council's website and notification of the decision to 'make' (adopt) the plan will be sent to the parishes and any person asking to be notified.

The Council will seek to provide support and advice on a range of issues, including consultation and the process of document production. Further information on this can be found on the Council's website at <https://www.arun.gov.uk/neighbourhood-planning>

Community Right to Build Order (CRBO)

The 'Community Right to Build Order' enables community organisations to progress new local developments without the need to go through the normal planning application process, as long as the proposals meet certain criteria and there is community backing in a local referendum. Communities may wish

to build new homes or new community amenities, and providing they can demonstrate overwhelming local support, the 'Community Right to Build Order' will give communities the powers to deliver this directly. All profits derived from a Community Right to Build Order proposal must be used for the benefit of the community, for example to provide and maintain local facilities such as village halls. The production process and bringing it into force is the same as it is for NDPs.

Neighbourhood Development Order

A Neighbourhood Development Order allows communities to grant planning permission for development they want to see go ahead in a neighbourhood. For example, it enables them to allow certain developments, such as extensions to houses, to be built without the need to apply for planning permission.

DEVELOPMENT MANAGEMENT

Introduction

A planning application is the means by which an individual/organisation applies for permission from the Council to develop land/buildings. Arun District Council is responsible for planning decisions that are made throughout the Local Planning Authority Area and receives different types of applications/consents for formal determination.

The requirements for consulting on planning applications are set out in the Town and Country Planning (Development Management Procedure) Order 2015.

The planning application process has four key stages, which will be discussed in more detail in the remainder of this chapter:

- **Pre-application** – a developer prepares the development proposal. Early engagement with the Council and community is encouraged.
- **Planning application** – an application is submitted to the Council who will consult on the planning application.
- **Decision making** – a decision is made by a planning committee or may be delegated to a planning officer.
- **Appeals** – the applicant has a right to appeal where they disagree with the decision of the Council to refuse permission. An independent Planning Inspector will review the application/decision.

The Statement of Community Involvement is an important tool for involving the wider community on all planning applications dealt with by the Local Planning Authority.

Pre-application Consultation

The need for wider involvement of the community and stakeholders at an early stage in the development management process is of benefit to the public, local groups and organisations, developers and local authorities.

Arun District Council offers a Pre-Application advice service for proposals that require planning permission. This enables prospective planning applicants to gauge planning issues prior to submitting a formal application. Availing of this service allows the subsequent determination of planning decisions to be undertaken more efficiently, effectively and expeditiously.

Pre-application advice offers a number of benefits including the following:

- It provides an opportunity for developers to understand how planning applications will be judged against relevant policies and guidance
- It identifies any modifications which may be necessary for the proposed development at the earliest possible stage
- It identifies where there is a need for additional information or specialist consultation

Fees

For pre-application enquiries there are varying charges for different categories of development dependent upon type and sizes. A schedule of pre-application charges is provided on the Council's website at www.arun.gov.uk.

How can I use the pre-application advice service?

The pre-application enquiry form can be downloaded from the Council's website www.arun.gov.uk. While it is not essential to provide formal plans, the more information that is provided (as detailed on the form), the better informed the Council's responses will be. Sketch plans with dimensions will suffice for household and other categories of development. For large development proposals plans and drawings will be extremely useful. Photographs of the proposed development site along with photographs of other similar developments, where possible, should be provided.

Pre application proposals must be accompanied by the correct fee and can either be posted (with the relevant fee) to the Council, or made on-line using the Council's website.

What service will I receive?

From the date of receipt of an enquiry with the correct fee, the applicant will be contacted by letter and given details of the Case Officer within five working days. The Case Officer will assess the enquiry, undertake a site visit and endeavour to give a written response within the following 20 working days. In the case of largescale major developments however, a written response may take up to 30 working days (and possibly longer with the agreement of the applicant).

The written response of the Case Officer will outline information such as:

- the planning history of the site
- all relevant policies
- internal consultee advice
- recommended contact list of external consultees
- Officer's opinion on the acceptability of the development proposal (such advice does not constitute approval)
- checklist of information to be submitted with a planning application

For largescale major (residential/commercial) and small scale major (large residential) developments, a meeting will be arranged prior to the receipt of

the written response. There will be no additional charge for this service. For all other categories of development a meeting may be arranged following a written response from the Council. There is however, an additional charge for this service.

Planning applications

Publicity for planning applications

The Council is required to undertake a formal period of public consultation before determining a planning application. These requirements are set out in Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. There are separate arrangements for listed buildings which are set out in Regulation 5 and 5a of the Listed Buildings and Conservation Area Regulations 1990 (as amended).

Interested parties will have a minimum of 21 days to make representations from the registration of the application. Comments received after the date given for consultation will not be considered.

Planning applications will be publicised by:

- A site notice displayed in at least one place on or near the development site for at least 21 days. The site notice will set out how to comment on the application, and
- An advertisement in a local newspaper - in accordance with statutory requirements applications are advertised in the local press; this is known as the weekly list; and
- A weekly list of applications available to view both at the Civic Centre, Littlehampton and on-line at www.arun.gov.uk.

Relevant statutory consultations will be undertaken. Parish Councils are consulted on current applications within their respective areas, and are informed that all documents relating to the application are available on the Arun District Council website. The 21 days consultation period still applies.

All consultation responses and comments will be included in the Case Officer's report. Material considerations raised in responses will be reviewed and may contribute to the decision making process together with all other known material considerations.

How to view an application

Applications can be viewed on the Council's online planning register. Anyone can request a search for a particular type of application, via an address or a parish.

How to comment on an application

Anyone can comment on a planning application; however we cannot accept confidential or anonymous comments. Comments for current applications can be submitted online via our website www.arun.gov.uk, by email to planning@arun.gov.uk or by post. Comments must be submitted within the 21 day deadline.

Please quote the planning application reference number in all correspondence. Further information on how to comment on planning applications is available on the Arun District Council website.

If you submit your comments online, using the online planning register, you can track the application. If you submitted your comments in writing, you will receive an acknowledgement.

Decision Making

Following the end of the consultation period, the council will consider any comments received and make a decision on the planning application having regard to the development plan policies and other material planning considerations.

Most applications are dealt with under 'delegated' powers where a decision is made by a planning officer. However, some applications are referred to the Development Control Committee for determination by elected members. The operation of the Council's planning services is controlled through the Constitution.

Neighbourhood Development Plans

Decisions on planning applications must be made in accordance with the development plan, including made Neighbourhood Plans (where these exist), unless other material considerations indicate otherwise.

Planning application decision notices

Following a decision on an application, the decision is sent to the applicant/agent advising them of the decision that has been made. This includes any details of conditions imposed if the application has been approved.

All those who make a representation on planning applications will be written to, informing them of the decision on the application. Decision notices can also be viewed on the Council's website, as part of the planning file.

Appeals

The applicant has a right to appeal where they disagree with the Council's decision to refuse planning permission, to condition a planning permission or where a decision is not reached within the statutory time period.

Appeals are determined by the Planning Inspectorate or in cases of significant national importance, by the Secretary of State. There are different time limits to make an appeal depending on the type of appeal and the circumstances.

Once we have been notified of an appeal by the Planning Inspectorate, we will notify all interested parties, including those who submitted comments on the application. We will provide a copy of all the comments received to the Planning Inspectorate. Interested parties will be advised of how they can be involved in the appeal process.

If an appeal is to be considered at an informal hearing or public inquiry, the Council will also notify all interested parties of the venue and time of the hearing in accordance with the Planning Inspectorate's requirements.

The Inspector will make a decision to dismiss or allow the appeal, or send a report to the Secretary of State. A copy of the decision notice will be sent to the appellant, the Council and any interested person who has requested a copy.

Developer/Agent/Promoter Consultation

The Council recommends that developers adopt at least one of the consultation methods listed in Table 5 below in advance of submitting planning applications for both minor and major applications. The type and nature of this consultation however will vary depending on the complexity and scale of the development proposed. The appropriate level of consultation will be discussed with the applicant at the pre-application meeting.

It should be noted that the Council can only request that applicants carry out pre-application consultation. The Council cannot refuse to accept planning applications because an applicant has not undertaken pre-application consultations. However the submission of a planning application following pre-application advice will ensure that it receives priority checking. Detailed pre-application guidance notes are available for viewing on the Council's website at www.arun.gov.uk.

Table 5 Pre Application consultation methods		
Approach	Major Applications	Minor Applications
Public meetings – on more controversial schemes, a wider audience can debate and	✓	

discuss proposals		
Public exhibitions – exhibitions held locally to the proposal can provide information and raise interest	✓	
Workshops – allow stakeholders and community groups to discuss in detail particular issues at an early stage of a development proposal. Professional independent facilitators may be considered as part of this process.	✓	
Planning for Real – uses simple models as a focus for people to put forward and prioritise ideas on how their area can be improved	✓	
Town & Parish Councils – important way of raising interest locally and provides access to a network of local community groups	✓	✓
Media – radio and local press can enable a wide audience to be reached. Documents and processes can be explained in simple, appropriate language	✓	✓
Mail drop – this would provide communities with information on proposed future involvement events	✓	
Street survey questionnaires – important method of obtaining the views of individuals or groups that would otherwise be difficult to obtain e.g. full time employed at transport nodes and leisure centres	✓	
Specialist community involvement consultant - this should be considered in order to devise overall strategy and run specific events	✓	
Notify neighbours – this can address concerns early on in the process and applications may be revised having regard to legitimate concerns raised	✓	✓
Website – all relevant documents can be provided online through dedicated web pages facilitated by the Council or applicant, keeping residents informed of consultation events etc. This method may also include web based questionnaires	✓	✓

It is envisaged that any legitimate concerns raised as part of the undertaking of the pre-application consultation methods outlined above would then inform planning applications.

Planning Performance Agreements

A Planning Performance Agreement (PPA), is a project management tool which the local planning authority and applicants can use to agree timescales, actions and resources for handling particular applications. It should cover the pre-application and application stages but may also extend through to the post-application stage.

Arun District Council use the agreements as a more effective mechanism for handling planning applications for large, complex development projects (www.pas.gov.uk & www.atlasplanning.com).

A fundamental principle of PPA's is the front loading of activity, prior to submission of the planning application to ensure that applications are of a high quality, both in terms of the material submitted and the content of the proposal.

Planning Performance Agreements provide an ideal opportunity for identifying the preferred approach to community engagement, including the identification of the communities to involve, the process of engagement and the best approach to incorporating their views. It should be noted that that PPAs are not taken by the applicant, or others, as support for the application before a decision is made.

Arun District Council has a specific Strategic Planning Applications Team that solely assesses larger applications. The PPA process can only work effectively however, where there is co-operation on both sides i.e. on the part of the Council and the developer.

Planning Aid

Introduction

South East Planning Aid is a voluntary service linked to the Royal Town Planning Institute (RTPI) which offers free independent and professional advice on planning issues. Planning Aid is aimed at community groups and individuals who have limited resources to participate effectively in planning matters.

What type of service is provided by Planning Aid?

The current remit of Planning Aid involves advising community groups in negotiations with the Local Planning Authority, and, if necessary, representing the groups at examination. The Government is promoting the expansion of this service.

Every part of the UK is covered by Planning Aid with each region having its own service. The use of Planning Aid for advice as to appropriate engagement techniques should be considered by developers. Further information regarding contact details etc. can be found on the RTPI website www.rtpi.org.uk/planningaid/.

In addition to Planning Aid, information about the planning system can also be found on the Government planning portal website www.planningportal.gov.uk.

Monitoring and review of the Statement of Community Involvement

Introduction

In order to improve the service that Arun District Council provides to the public, it is proposed to monitor community involvement and engagement as part of both planning policy and development management practices.

It is the intention of the Council to monitor the consultation methods contained in this Statement of Community Involvement through the Authority Monitoring Report. As the success of community involvement techniques are monitored and reviewed, the results will inform the preparation of future planning policy documents and the consideration of planning applications.

Monitoring and Planning Policy

While it is difficult to monitor the effectiveness of certain consultation methods proposed as part of this Statement of Community Involvement such as newspaper advertisements it is proposed to monitor the effectiveness of the following methods in the following ways:-

Web	<p>Calculate the number of 'hits' on the Local Plan webpage during consultation periods.</p> <p>Include a note on the home page to advise the public that the Council offers a translation service should anyone wish to use this facility. Contact details of the appropriate person would also be provided.</p> <p>Use a pop up 'survey' window to determine the following information</p> <ul style="list-style-type: none"> (i) on a scale of 1-5 how useful did the user find the web page? (ii) how could the information provided or presented be improved? (iii) which group does the user belong to? (Refer to Appendix 1 for list of groups)
Letters & emails	Compare number of responses to numbers of letters and emails issued.
Presentations, meetings & workshops	<p>Provide a 'sign in' book to determine number of attendees at each venue.</p> <p>Carry out a survey on location to determine the following:</p> <ul style="list-style-type: none"> (i) was the chosen venue appropriate? (ii) was the venue accessible?

	<ul style="list-style-type: none"> (iii) was the time chosen for consultation at the venue suitable? (iv) were there appropriate levels of staff present at the venue? (v) how did the interviewee hear about this consultation session? (vi) were the consultation documents easy to understand?
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Monitoring and Development Management

It is proposed that a proportion of all applicants who attend pre-application consultation complete a questionnaire at the end of the consultation sessions to determine the following;

- (i) type of application being discussed
- (ii) waiting times for consultation
- (iii) whether the advice given at the consultation session will result in changes to the proposed application

Reviewing the Statement of Community Involvement

We have endeavoured to make the Statement of Community Involvement flexible enough to deal with changing circumstances. It should only be necessary to revise the document where:-

- (i) there have been significant changes in national planning policy
- (ii) additional hard-to-reach groups have been identified
- (iii) lessons have been learnt from previous activities and new best practice has emerged

Abbreviations

AMR	Annual Monitoring Report
CA	The Countryside Agency
DC	Development Control
DPD	Development Plan Document
EA	The Environment Agency
HE	Historic England
HE	Highways England
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
LPA	Local Planning Authority
LSP	Local Strategic Partnership
LTP	Local Transport Plan
OS	Ordnance Survey
PPG	Planning Policy Guidance
PPS	Planning Policy Statement
RTPI	Royal Town Planning Institute
SA	Sustainability Appraisal
SEA	Strategic Environmental Assessment
SCI	Statement of Community Involvement
SOS	Secretary of State
SPD	Supplementary Planning Document
SRA	Strategic Rail Authority

Glossary of Terms

Annual Monitoring Report - This report looks at the implementation of the Local Development Scheme and how well the policies in the Local Development Documents are being achieved.

Area Action Plan - Area Action Plans are a type of Development Plan Document. These are used to provide a planning framework for areas of change or conservation.

Development Plan – As set out in section 38(6) of the Planning and Compulsory Purchase Act, an area's development plan consists of the relevant Development Plan Documents comprising a Strategic or Local Plan and Neighbourhood Plans.

Development Plan Documents – All Unitary/District/Borough Authorities must produce Development Plan Documents. These documents include the Strategic Plan, Local Plan, Site Allocations and Development Management Policies, Policies Map and Area Action Plans (where required). These are spatial documents and are subject to independent examination. There will be a right for anyone to make representations seeking change and to request to be heard at an independent examination.

Local Community – A generic term which includes all individuals (including the general public), businesses and organisations external to the District Council. It includes the statutory and other consultees.

Local Development Scheme – This document sets out the timetable for the preparation of the Local Development Documents. It identifies which Development Plan Documents and Supplementary Planning Documents are to be produced and when.

Local Plan A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. A local plan can consist of either strategic or non-strategic policies, or a combination of the two.

Policies Map – The adopted Policies Map illustrates all of the policies and proposals in the Development Plan Documents.

Site Allocations – These are allocations for specific or mixed uses or development contained in Development Plan Documents. The policies in the document will identify any specific requirements for individual proposals.

Stakeholders - Stakeholders include any person or organisation, local or national, who have a legitimate interest in what happens in our area.

Statement of Community Involvement – This Statement of Community Involvement is Arun District Council's formal policy to identify how and when local communities and stakeholders will be involved in the preparation of the documents to be included in the Arun District Local Plan. The Statement also deals with the planning applications that Arun District Council is responsible for determining.

Strategic Environmental Assessment – The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment' of certain plans and programmes, including those in the field of planning and land use.

Supplementary Planning Documents – These documents provide supplementary information to the policies in the Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

Sustainability Appraisal – Sustainability Appraisal is a tool for appraising policies to ensure that they reflect sustainable development objectives (i.e. social, economic and environmental factors). It is required under the Planning and Compulsory Purchase Act 2004 to be carried out on all Development Plan Documents and Supplementary Planning Documents where necessary.

Sustainable Community Strategy – The Local Government Act 2000 requires Local Authorities to prepare a Sustainable Community Strategy in conjunction with other public, private and community sector organisations. Sustainable Community strategies should promote the economic, social and environmental wellbeing of their areas and contribute to the achievement of sustainable development. A copy of Arun's Sustainable Community Strategy ('Our Kind of Place') can be viewed on the Arun District Council website at: www.arun.gov.uk/lsp

APPENDIX 1 - Who we will involve in each Plan document

Who we will involve	Local Plan Documents							
	Statement of Community Involvement	Local Development scheme	Strategic and Local Plans	Site Allocations and Development Policies	Area Action Plans (where required)	Supplementary Planning Documents.	Annual Monitoring Report	SEA/SA/HRA
GENERAL CONSULTEES								
Voluntary bodies some or all of whose activities benefit any part of the authority's area	✓		✓	✓	✓	✓		
Bodies which represent the interests of different racial, ethnic or national groups in the authority's area	✓		✓	✓	✓	✓		
Bodies which represent the interests of different religious groups in the authority's area	✓		✓	✓	✓	✓		
Bodies which represent the interests of disabled persons in the authority's area	✓		✓	✓	✓	✓		
Bodies which represent the interests of persons carrying on business in the authority's area	✓		✓	✓	✓	✓		
SPECIFIC CONSULTEES								
The Coal Authority	✓		✓	✓	✓	✓		
West Sussex County Council	✓		✓	✓	✓	✓		
Chichester District Council	✓		✓	✓	✓	✓		
Worthing Borough Council	✓		✓	✓	✓	✓		
Adur District Council	✓		✓	✓	✓	✓		
South Downs National Park Authority	✓		✓	✓	✓	✓		
Town and Parish Councils and Parish meetings both within and adjoining Arun District	✓		✓	✓	✓	✓		

Highways England	✓		✓	✓	✓	✓		
Network Rail Infrastructure Ltd (Company No. 2904587)	✓		✓	✓	✓	✓		
The Marine Management Organisation	✓		✓	✓	✓	✓		
Police Authority	✓		✓	✓	✓	✓		
The Environment Agency (EA)	✓		✓	✓	✓	✓		✓
Natural England	✓		✓	✓	✓	✓		✓
Historic England	✓		✓	✓	✓	✓		✓
Relevant telecommunications companies	✓		✓	✓	✓	✓		
Primary Care Trust and CCG	✓		✓	✓	✓	✓		
Relevant electricity and gas companies	✓		✓	✓	✓	✓		
Relevant sewerage and water undertakers	✓		✓	✓	✓	✓		
Homes England	✓		✓	✓	✓	✓		
LOCAL								
Local residents	✓		✓	✓	✓	✓	✓	
In addition to local residents, we will consider consulting the following bodies where we think it is appropriate;								
Community representatives								
Residents associations								
Local amenity societies								
Local landowners								
Registered Providers								
HARD TO REACH								
Younger people/ groups representing younger people	✓		✓	✓	✓	✓		
People with disabilities / groups representing the disabled	✓		✓	✓	✓	✓		
People with learning difficulties	✓		✓	✓	✓	✓		
Older people	✓		✓	✓	✓	✓		
20 – 50 year age category	✓		✓	✓	✓	✓		
Rural communities/ groups representing rural communities	✓		✓	✓	✓	✓		

Minority ethnic groups/ groups representing minority ethnic groups	✓		✓	✓	✓	✓		
Groups with Protected Characteristics as set out under the Equalities Act and Equalities Duty 2010			✓	✓	✓	✓		
Businesses	✓		✓	✓	✓	✓		
Gypsies and travellers	✓		✓	✓	✓	✓		
General public	✓		✓	✓	✓	✓		
Regional health bodies	✓		✓	✓	✓	✓		
Conservation & environmental groups	✓		✓	✓	✓	✓		
Transport companies and bodies	✓		✓	✓	✓	✓		
Rural and countryside	✓		✓	✓	✓	✓		
Land and property interests	✓		✓	✓	✓	✓		
Business organisations	✓		✓	✓	✓	✓		
Education, learning and skills	✓		✓	✓	✓	✓		
Retail and town centre	✓		✓	✓	✓	✓		
Tourism interests	✓		✓	✓	✓	✓		
Land owner and developer interests	✓		✓	✓	✓	✓		
Local Strategic Partnership	✓		✓	✓	✓	✓		
All those currently included on the LDF consultation database	✓		✓	✓	✓	✓		

✓ Depending on the subject matter of the Planning Document

APPENDIX 2 – Consultation Methods

Consultation Methods involved at the various stages of the Development Plan Document Production (Please read these Tables with Appendix 1)

(a) REGULATION 18 CONSULTATION

Target Group	Method of Consultation*									
	Advertising	Web	Letters and/ or Emails**	Presentations and/ or Public Meetings	Meetings	Community Representatives	Unstaffed displays	School Councils and/ or Youth Council	Survey Methods	Consultation Documents (which may include Summary Leaflets)***
Specific Consultees			✓							✓
General Consultees			✓							✓
Local	✓	✓	✓	✓					✓	✓
Hard to Reach										
Younger people/ groups representing younger people	✓	✓	✓	✓				✓	✓	✓
People with disabilities/ groups representing the disabled	✓	✓	✓	✓			✓	✓	✓	✓
People with learning difficulties	✓	✓				✓			✓	✓
Older people	✓	✓		✓			✓		✓	✓
20-50 year age category	✓	✓		✓			✓		✓	✓

Rural communities/ groups representing rural communities	✓	✓	✓	✓		✓	✓		✓	✓
Minority ethnic groups/ groups representing minority ethnic groups	✓	✓	✓	✓		✓	✓		✓	✓
Groups with Protected Characteristics as set out under the Equalities Act and Equalities Duty 2010	✓	✓				✓	✓		✓	✓
Businesses	✓	✓	✓	✓	✓		✓		✓	✓
Other Stakeholders	✓	✓	✓	✓			✓		✓	✓

*The methods of consultation as outlined in this Table are a guide and will be used as deemed appropriate and necessary, depending on the type of consultation document being consulted upon at the time and taking into account people's preferences.

** Letters and/or emails shall be forwarded to those who are currently included on Arun District Council's consultation database. The database comprises all those people/organisations who have supplied name, address and email details and asked to be kept informed of the LDF process. Should you wish to be included on this database you must inform the Planning Policy Team by email or in writing (see Section 7.1 for details). The Planning Policy Team will update the consultation database on a continual basis. However, where a particular consultation event has already commenced it may not be expected that new entries to the consultation database will be informed of a consultation that is ongoing at that time.

*** Electronic copies of consultation documents will be available on the Council's website, public libraries throughout the District and the District Council offices and should be used for reference in the first instance. Where this is not possible, alternative mediums may be made available on request. This may incur a charge.

(b) PUBLICATION OF PRE-SUBMISSION DOCUMENT

Target Group	Method of Consultation*										
	Advertising	Web	Letters and/ or Emails**	Presentations and/ or Public Meetings	Meetings	Community Representations	Workshops	Unstaffed displays	School Councils and/ or Youth Council	Survey Methods	Consultation Documents (which may include Summary Leaflets)***
Specific Consultees			✓								✓
General Consultees			✓								✓
Local	✓	✓	✓					✓			✓
Hard to Reach											
Younger people/ groups representing younger people	✓	✓	✓					✓	✓		✓
People with disabilities/ groups representing the disabled	✓	✓	✓					✓			✓
People with learning difficulties	✓	✓	✓					✓			✓
Older people	✓	✓						✓			✓
20-50 year age category	✓	✓						✓			✓
Rural communities/	✓	✓	✓					✓			✓

Groups representing rural communities											
Minority ethnic groups/ groups representing minority ethnic groups	✓	✓	✓					✓			✓
Groups with Protected Characteristics as set out under the Equalities Act and Equalities Duty 2010	✓	✓						✓			✓
Businesses	✓	✓	✓					✓			✓
Other Stakeholders			✓								✓

*The methods of consultation as outlined in this Table are a guide and will be used as deemed appropriate and necessary, depending on the type of consultation document being consulted upon at the time and taking into account people’s preferences..

** Letters and/or emails shall be forwarded to those who are currently included on Arun District Council’s consultation database. The database comprises all those people/organisations who have supplied name, address and email details and asked to be kept informed of the LDF process. Should you wish to be included on this database you must inform the Planning Policy Team by email or in writing (see Section 7.1 for details). The Planning Policy Team will update the consultation database on a continual basis. However, where a particular consultation event has already commenced it may not be expected that new entries to the consultation database will be informed of a consultation that is ongoing at that time.

*** Electronic copies of consultation documents will be available on the Council’s website, public libraries throughout the District and the District Council offices and should be used for reference in the first instance. Where this is not possible, alternative mediums may be made available on request. This may incur a charge.

(c) EXAMINATION AND SUBMISSION

	Method of Consultation*				
	Advertising	Web	Letters and/ or Emails**	Meetings***	Consultation Documents (which may include Summary Leaflets)****
Specific Consultees	✓	✓	✓		✓
General Consultees	✓	✓	✓		✓
Local	✓	✓	✓		✓
Hard to Reach					
Younger people/ groups representing younger people	✓	✓	✓		✓
People with disabilities/ groups representing the disabled	✓	✓	✓		✓
People with learning difficulties	✓	✓	✓		✓
Older people	✓	✓	✓		✓
20-50 year age category	✓	✓	✓		
Rural communities/ groups representing rural communities	✓	✓	✓		✓
Minority ethnic groups/ groups representing minority ethnic groups	✓	✓	✓		✓
Groups with Protected	✓	✓			✓

Characteristics as set out under the Equalities Act and Equalities Duty 2010					
Businesses	✓	✓	✓		✓
Other Stakeholders	✓	✓	✓		✓

*The methods of consultation as outlined in this Table are a guide and will be used as deemed appropriate and necessary, depending on the type of consultation document being consulted upon at the time and taking into account people’s preferences.

** Letters and/or emails shall be forwarded to those who are currently included on Arun District Council's consultation database. The database comprises all those people/organisations who have supplied name, address and email details and asked to be kept informed of the LDF process. Should you wish to be included on this database you must inform the Planning Policy Team by email or in writing (see Section 7.1 for details). The Planning Policy Team will update the consultation database on a continual basis. However, where a particular consultation event has already commenced it may not be expected that new entries to the consultation database will be informed of a consultation that is ongoing at that time.

***A meeting during the stage of the plan making process may be held with the Inspector at his/her request

**** Electronic copies of consultation documents will be available on the Council’s website, public libraries throughout the District and the District Council offices and should be used for reference in the first instance. Where this is not possible, alternative mediums may be made available on request. This may incur a charge.