



INVESTOR IN PEOPLE

Daventry District Council

STATEMENT OF COMMUNITY INVOLVEMENT

(Local Development Document)

Adopted - March 2006

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TAPE BY REQUEST.

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Statement of Community Involvement

1.0 Introduction

- 1.1 This Statement of Community Involvement (SCI) sets out how and when Daventry District Council will involve the community and other key stakeholders in preparing its Local Development Framework (LDF). It establishes who will be consulted and when this will be undertaken. The SCI also explains how Daventry District Council intends to involve the community in dealing with major planning applications including the role of developers in that process.
- 1.2 The SCI was adopted by the Council on 2nd March 2006, following an examination in November/December 2005.
- 1.3 The Inspectors Report is available for viewing on the Council's website.

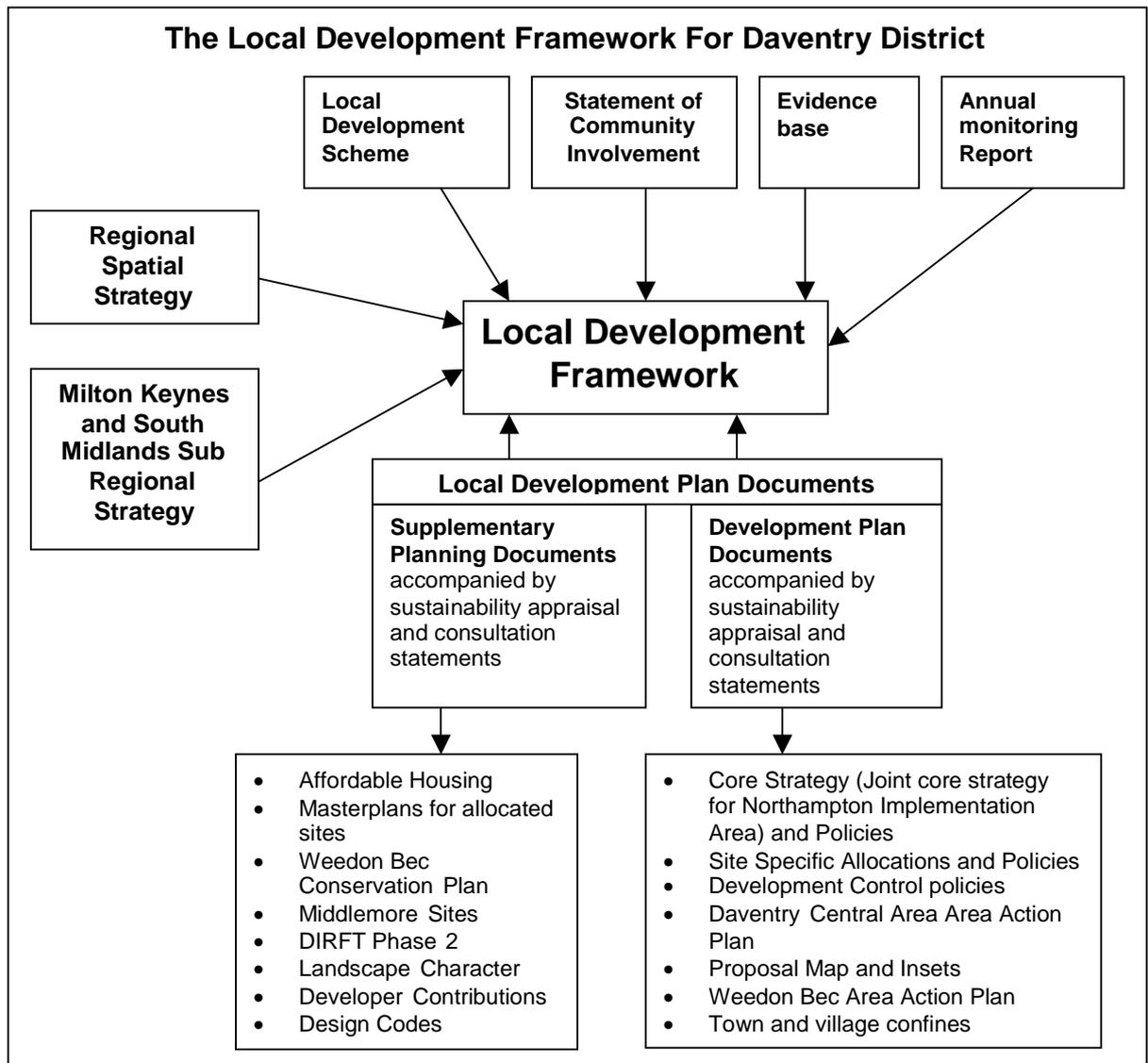
2.0 Statement of Community Involvement

Purpose and benefits

- 2.1 A key aim of the new planning system as detailed in The Town and Country Planning (Local Development) (England) Regulations 2004 and Planning Policy Statement 12 is for increased and improved involvement of the community and other stakeholders in the development of planning policy and the determination of planning applications.
- 2.2 In the paper "Community Involvement in Planning: The Government's Objectives" the government has set down their general objectives for community involvement in planning. This document suggests a community involvement process should ensure people:
- Have access to information.
 - Can put forward their own ideas and feel confident that there is a process for considering ideas.
 - Can take an active part in developing proposals and options.
 - Can comment on formal proposals.
 - Get feedback and be informed about progress and outcomes.
- 2.3 This Statement of Community Involvement sets down the process by which we will ensure our documents are accessible, how we will consult and involve people to achieve continuous community involvement in the preparation of the local development documents, and how we will ensure people will be kept informed of progress and outcomes. It will form one of a number of Local Development Documents within the emerging Local Development Framework (LDF).

3.0 The Local Development Framework (LDF)

3.1 The Local Development Framework (LDF) is a ‘folder of documents’ prepared by Daventry District Council which will form the development plan for the District replacing the current Daventry District Local Plan, June 1997. The LDF will comprise a number of important documents including the Local Development Scheme, The Statement of Community Involvement, various Development Plan Documents and a number of Supplementary Planning Documents. Documents the Council intend to produce as part of the LDF are detailed in a document entitled the Local Development Scheme(LDS)



Local Development Scheme (LDS)

3.2 The Local Development Scheme is a project plan for the LDF, and comprises a schedule of documents which will be prepared as part of the Local Development Framework as well as a timetable for their production and review. The Council’s Local Development Scheme Document is available from the Council and can be downloaded from the internet from the following address www.daventrydc.gov.uk. The Local Development Scheme details the Development Plan Documents(DPD’s) and Supplementary Planning

Documents(SPD's) which the Council intends to produce as part of the Local Development Framework.

Development Plan Documents (DPDs)

3.3 The Development Plan Documents are statutory documents, which are subject to Public Examination. Daventry's Development Plan Documents, as currently detailed in the Local Development Scheme are:-

- Joint Core Strategy for Northampton Implementation Area
- Core Strategy and Policies
- Site Specific Allocations and Policies
- Development Control policies
- Daventry Central Area Area Action Plan
- Proposal Map and Insets
- Weedon Bec Area Action Plan
- Town and village confines

Supplementary Planning Documents (SPD's)

3.4 Supplementary Planning Documents are non-statutory documents which are approved by the Council following public consultation but are not subject to external examination. Daventry's Supplementary Planning Documents, as currently detailed in the Local Development Scheme are:-

- Affordable Housing
- Masterplans for allocated sites
- Weedon Bec Conservation Plan
- Middlemore Sites
- DIRFT Phase 2
- Landscape Character
- Developer Contributions
- Design Codes

Sustainability Appraisal

3.5 A key aim of the Local Development Framework is to contribute to the aim of delivering sustainable development. The government defines Sustainable Development as:-

- Social progress, which meets the needs of everyone
- Effective protection of the environment
- Prudent use of natural resources
- Maintenance of high and stable levels of economic growth and employment

3.6 To ensure the LDF contributes to sustainable development it will be subject to a Sustainability Appraisal(SA). A SA is produced with each Development Plan Document(DPD's) and Supplementary Planning Document(SPD's) and will be subject to consultation alongside consultation on the DPD's and SPA's.The SA will not however be subject to a public examination.

Evidence Base

- 3.7 This is essentially the data and research that provide the grounding for the preparation of the Local Development Documents. It is important that this information is robust and has the input of the community. Therefore, the Statement of Community Involvement provides for community involvement at this stage.
- 3.8 The Statement of Community Involvement and Local Development Scheme will not be subject to a Sustainability Appraisal.
- 3.9 All the above Local Development Documents will be subject to the consultative approach detailed in this Statement of Community Involvement. All SPD's and DPD's at all stages of the adoption process will be accompanied by statements detailing how consultation has been carried out. The statements will state the number of representations received, provide a summary of the main issues raised and show how these issues have been addressed.

4.0 Consultation on Local Development Documents

- 4.1 The main opportunities for public participation will be at each key stage of the Local Development Framework process. The Local Development Scheme Document, available from the Council offices and available on the Council web site at www.daventrydc.gov.uk details the proposed dates of each stage of the process for each local development document.
- 4.2 The Town and Country Planning (Local Development) (England) Regulations 2004 detail the consultation process for Local Development Documents.

Development Plan Documents

- 4.3 There will be two stages at which community involvement can take place for Development Plan Documents:-

1) Pre Submission: this is an advisory stage where officers consider the implications of planning issues on wider Council objectives, accumulate evidence and start initial engagement with the community on preliminary issues and options, followed by consultation on preferred options and Proposals; and

2) Post Submission: representations are invited on Submission Draft Development Plan Documents.

4.4 Pre Submission consultation- Issues and Alternative Options

A pre-submission (e.g draft) development plan document consists of consultation on preferred options and is for a period of six weeks. This gives the opportunity for comment before the formulation of the submission (e.g final) development plan document. It also involves initial stakeholder and community engagement with appropriate groups to firm up the detail of the pre-submission document prior to its production. Representations received at the pre-submission stage will not be carried forward as formal representations at the submitted stage.

4.5 Post Submission Involvement

Following the pre-submission stage a 'submitted' development plan document will be produced and submitted to the Secretary of State. The submission document will include:-

- The Development Plan Document;
- A statement of matters ;
- A sustainability appraisal;
- The Statement of Community Involvement if adopted;
- A pre submission consultation statement. This document details how the Council have complied with the statement of community involvement or the minimum requirements of the regulations at pre submission stage. It will state who was consulted at pre-submission stage, how they were consulted, a summary of the issues raised and how the issues have been addressed.

4.6 A notice will be published in the local papers and formal comments will be invited for a period of six weeks. The Council will consider only comments received in writing, or e-mail and should ideally be made on a standard form. The form will be made available on the Council website, by post and by e-mail.

4.7 All statutory organisations detailed in Appendix 2 and other organisations/individuals/ developers/stakeholders detailed in Appendices 3-6 will be notified, as appropriate, and in accordance the Town and Country Planning (Local Development) (England) Regulations 2004, of the places and times that that the documents detailed in paragraph 4.5 can be inspected. All documents will also be available to inspect on the Council's website.

4.8 If representations are received for alternative site allocations or change to a boundary of a site these will be advertised and will be subject to a further six-week consultation period. The Secretary of State will be sent a statement of the number of representations made, copies of the representations, a summary of the main issues in those representations or a statement no such representations have been made.

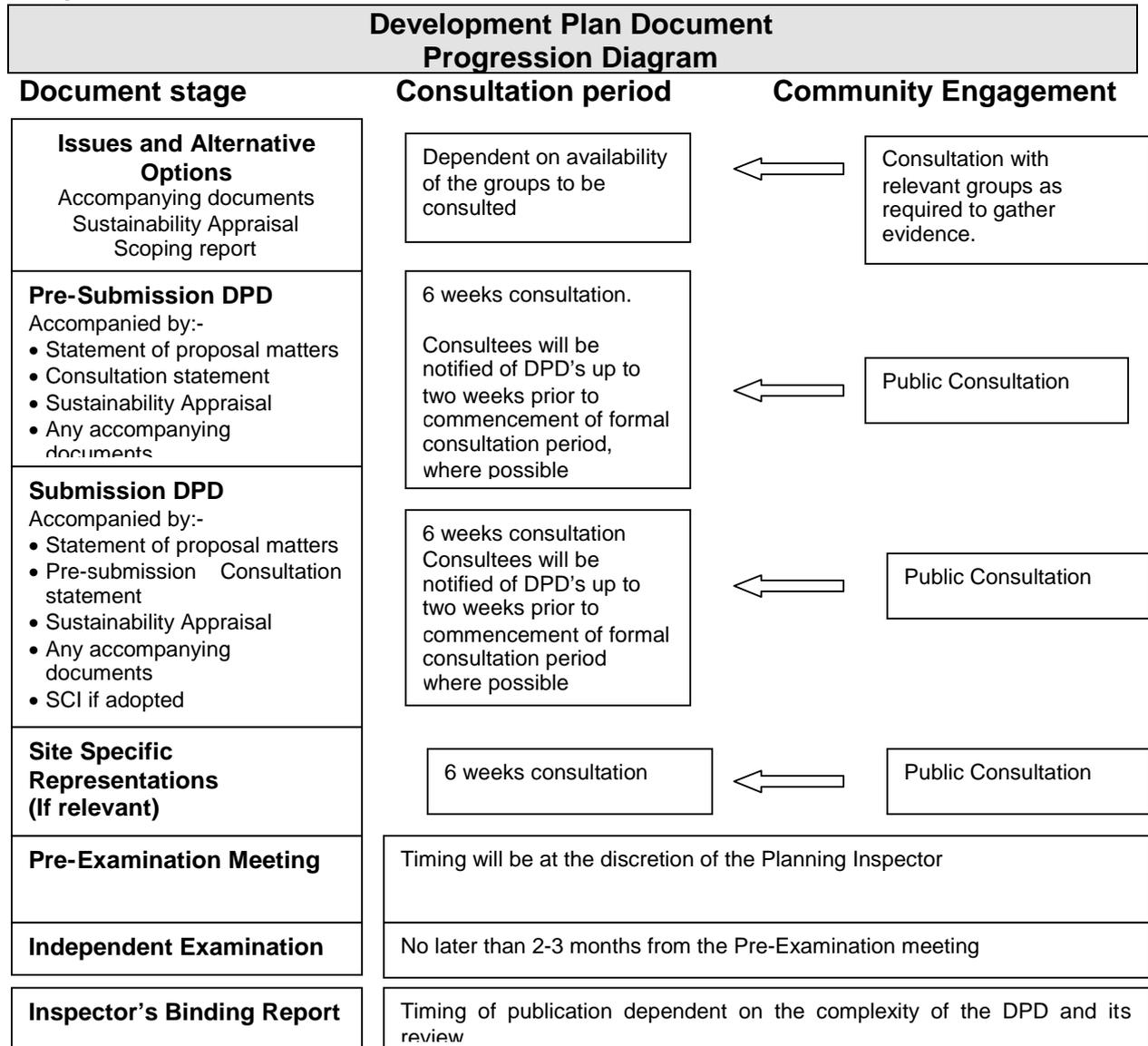
4.9 Copies of representations will be made available at the Council's main office and where appropriate at other places where pre-submission and submission documents are available for inspection. Where possible a list of representations received will also be available to view on the council web site. A summary of general and site allocation representations will be produced detailing number of representations made, a summary of the main issues and statements where no representation have been made, and this will be sent to the Secretary of State.

4.10 Once the DPD has been submitted to the Secretary of State an Inspector at this point will consider the conformity of the DPD preparation process with the Council's SCI or (in the absence of an adopted SCI) the Local Development Regulations. The Planning Inspector will also determine the timescale for participation on an independent examination.

4.11 Following the Independent Examination, the Planning Inspector will prepare a report advising on any changes to the DPD, which are considered appropriate. The Inspectors report will be binding on the Council who will amend the DPD on the basis of the report. A six week period for legal challenge exists at this stage, after which the DPD can be adopted and formally incorporated into the LDF.

4.12 The diagram below sets out the Development Plan Document production processes with their consultation stages .

4.13



2 weeks for the Local Planning Authority to make factual comments on the Inspector's Binding Report

DPD adoption

6 week period to allow any person to make a High Court Challenge to the SCI if the document has not been prepared within the powers of the Planning Act and its Regulations

DPD formal adoption

Supplementary planning documents will be subject to a six-week consultation period on the draft supplementary planning documents. It also involves initial stakeholder and community engagement with appropriate groups to firm up the detail of the draft SPD document prior to its production and will be accompanied by:-

- The SPD;
- A statement of SPD matters;
- A sustainability appraisal;
- A consultation statement. This document details sets out the names of any persons consulted in connection with the preparation of the document, how persons were consulted, a summary of issues raised and how the issues have been addressed. This statement of consultation will be publicly available at the Council offices, outreach centres and libraries in the area and on the web site at www.daventrydc.gov.uk.
- Any relevant supporting documentation

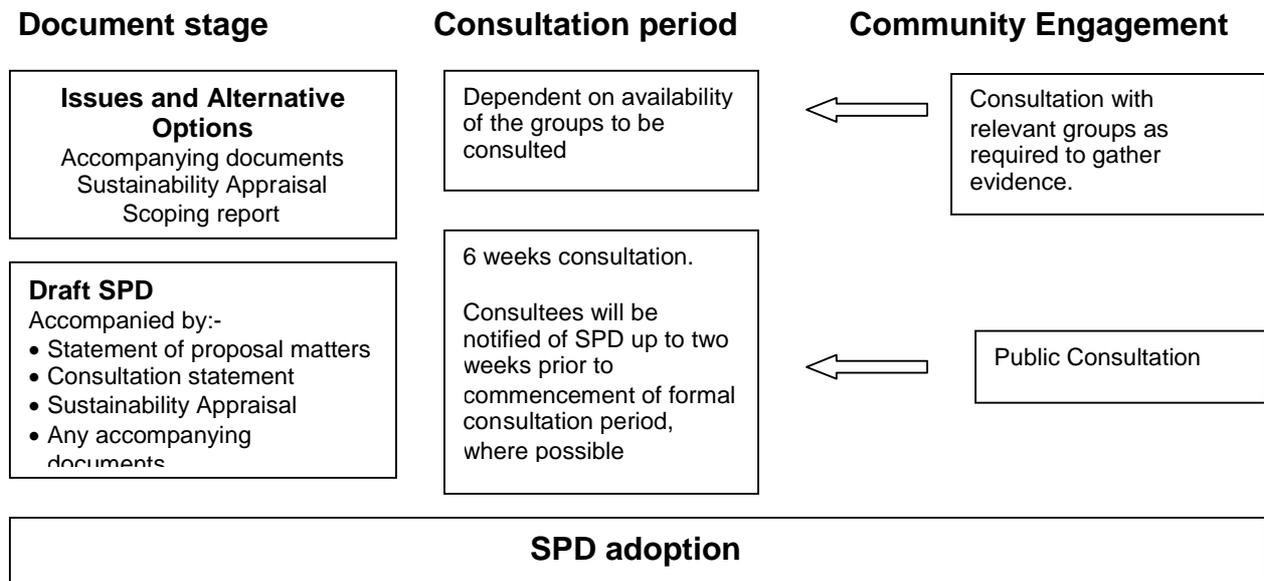
4.14 A notice will be published in the local papers and formal comments will be invited for a period of six weeks. The Council will consider only comments received in writing, or e-mail.

4.15 All statutory organisations detailed in Appendix 2 and other organisations/individuals/ developers/stakeholders detailed in Appendices 3-6 will be notified, as appropriate, and in accordance the Town and Country Planning (Local Development) (England) Regulations 2004, of the places and times that that the documents detailed in paragraph 4.13 can be inspected. All documents will also be available to inspect on the Council's website.

4.16 Representation received will be considered and a summary of the main issues raised and how these issues will be addressed will be produced. Representations will also be formally reported to the Council's Strategy Group and Full Council with any recommendations for future action. This will give all Council members the opportunity to comment upon, and influence the Supplementary Planning Document before the document is adopted. Following consideration by the Council's Strategy Group and Full Council the Supplementary Planning Document will be adopted. The adopted Supplementary Planning Document will be made available for inspection at the locations stated in the table in paragraph 5.1 together with an adoption statement. The adoption statement will also be sent all persons who asked to be notified of the adoption of the SPD.

4.17 The diagram below sets out the Supplementary Planning Document production processes.

**Supplementary Planning Plan Document
 Progression Diagram**



4.18 Consultation Feedback

4.19 At each stage of consultation for the DPD and SPD individuals/organisations who respond to consultation exercises will receive an acknowledgement of their comments and feedback on the outcomes. All parish councils will also receive acknowledgements for their comments, and feedback on consultation exercises.

5.0 Methods of Consultation

5.1 A number of methods will be used to achieve the aim of continuous community involvement in the preparation of the local development documents. These consultative methods take on board the government objective of widening the accessibility of documents in ways communities understand to encourage participation. Communities will also be encouraged to take an active part in putting forward and debating options and helping to mould proposals before they are settled. The actual methods used and the community groups consulted will be tailored to reflect the community being consulted, and will vary with the local development document being produced. The table on page 10 details the Consultation methods, which may be used for different groups and different Local Development Documents.

5.2 Contact names, telephone, fax numbers, e-mail addresses and minicom addresses will be detailed on all publicity material and the web site. For those individuals who do not speak English the use of language line will be made available.

Consultation Methods by Local Development Plan Document and Consultee							
Stakeholder	Type of Development Plan Document						
	Core Strategy*	Site Specific Allocations*	Development Control Policies*	Area Action Plans*	Town and Village Confines*	Supplementary Planning Documents**	
General Public	<p>Methods that will be used</p> <p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Public inspection at Council Offices</p> <p>Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library, Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail,</p>	<p>Methods that will be used</p> <p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Public inspection at Council Offices</p> <p>Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library, Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail,</p>	<p>Methods that will be used</p> <p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Public inspection at Council Offices</p> <p>Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library, Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail,</p>	<p>Methods that will be used</p> <p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Public inspection at Council Offices</p> <p>Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library, Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail,</p>	<p>Methods that will be used</p> <p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Public inspection at Council Offices</p> <p>Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library, Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail,</p>	<p>Methods that will be used</p> <p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Public inspection at Council Offices</p> <p>Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library, Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail,</p>	<p>Methods that will be used</p> <p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Public inspection at Council Offices</p> <p>Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library, Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail,</p>

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	<p>Banbury Citizen, Rugby Advertiser and the London Gazette</p> <p>Public meetings to be arranged as required</p> <p>Individual meetings meetings to be arranged as required</p> <p>Methods that may be used</p> <p>Use of the Council newspaper 'Daventry Calling' to publicise proposals and invite feedback.</p> <p>Exhibitions/ roadshows</p> <p>Leaflet drops within Daventry District.</p>	<p>Banbury Citizen, Rugby Advertiser and the London Gazette</p> <p>Public meetings to be arranged as required</p> <p>Individual meetings meetings to be arranged as required</p> <p>Methods that may be used</p> <p>Use of the Council newspaper 'Daventry Calling' to publicise proposals and invite feedback.</p> <p>Exhibitions/ roadshows</p> <p>Leaflet drops within Daventry District.</p>	<p>Banbury Citizen, Rugby Advertiser and the London Gazette</p> <p>Methods that may be used</p> <p>Use of the Council newspaper 'Daventry Calling' to publicise proposals and invite feedback.</p> <p>Exhibitions/ roadshows</p> <p>Leaflet drops within Daventry District.</p>	<p>Banbury Citizen, Rugby Advertiser and the London Gazette</p> <p>Public meetings to be arranged as required</p> <p>Individual meetings meetings to be arranged as required</p> <p>Methods that may be used</p> <p>Use of the Council newspaper 'Daventry Calling' to publicise proposals and invite feedback.</p> <p>Exhibitions/ roadshows</p> <p>Leaflet drops within Daventry District.</p>	<p>Banbury Citizen, Rugby Advertiser and the London Gazette</p> <p>Public meetings to be arranged as required</p> <p>Individual meetings meetings to be arranged as required</p> <p>Methods that may be used</p> <p>Use of the Council newspaper 'Daventry Calling' to publicise proposals and invite feedback.</p> <p>Exhibitions/ roadshows</p> <p>Leaflet drops within Daventry District.</p>	<p>Banbury Citizen, Rugby Advertiser and the London Gazette</p> <p>Public meetings to be arranged as required</p> <p>Individual meetings meetings to be arranged as required</p> <p>Methods that may be used</p> <p>Use of the Council newspaper 'Daventry Calling' to publicise proposals and invite feedback.</p> <p>Exhibitions/ roadshows</p> <p>Leaflet drops within Daventry District.</p>
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	Area parish meetings for groups of parishes					

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Internal groups including ward members, LSP and officers	<p>Strategy Group and full Council</p> <p>Management Board</p> <p>Meetings to be arranged as required</p> <p>LSP to be notified individually from mailing list details up to 2 weeks before commencement of statutory consultation period.</p> <p>LSP to be notified by e-mail via Personal Assistant of the Chief Executive</p> <p>Hard/e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p>	<p>Strategy Group and full Council</p> <p>Management Board</p> <p>Meetings to be arranged as required</p> <p>LSP to be notified individually from mailing list details up to 2 weeks before commencement of statutory consultation period.</p> <p>LSP to be notified by e-mail via Personal Assistant of the Chief Executive.</p> <p>Hard/e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p>	<p>Strategy Group and full Council</p> <p>Management Board</p> <p>Meetings to be arranged as required</p> <p>LSP to be notified individually from mailing list details up to 2 weeks before commencement of statutory consultation period.</p> <p>LSP to be notified by e-mail via Personal Assistant of the Chief Executive.</p> <p>Hard/e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p>	<p>Strategy Group and full Council</p> <p>Management Board</p> <p>Meetings to be arranged as required</p> <p>LSP to be notified individually from mailing list details up to 2 weeks before commencement of statutory consultation period.</p> <p>LSP to be notified by e-mail via Personal Assistant of the Chief Executive.</p> <p>Hard/e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p>	<p>Strategy Group and full Council</p> <p>Management Board</p> <p>Meetings to be arranged as required</p> <p>LSP to be notified individually from mailing list details up to 2 weeks before commencement of statutory consultation period.</p> <p>LSP to be notified by e-mail via Personal Assistant of the Chief Executive.</p> <p>Hard/e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p>	<p>Strategy Group and full Council</p> <p>Management Board</p> <p>Meetings to be arranged as required</p> <p>LSP to be notified individually from mailing list details up to 2 weeks before commencement of statutory consultation period.</p> <p>LSP to be notified by e-mail via Personal Assistant of the Chief Executive.</p> <p>Hard/e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p>

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Stakeholder	Type of Development Plan Document					
	Core Strategy*	Site Specific Allocations*	Development Control Policies*	Area Action Plans*	Town and Village Confines*	Supplementary Planning Documents**
Central, regional and local government	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request. Government Office will be sent a copy at pre-submission stage and 4 copies at submission stage.</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Formal and informal meetings as required</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request. Government Office will be sent a copy at pre-submission stage and 4 copies at submission stage.</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Formal and informal meetings as required</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request. Government Office will be sent a copy at pre-submission stage and 4 copies at submission stage.</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Formal and informal meetings as required</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request. Government Office will be sent a copy at pre-submission stage and 4 copies at submission stage.</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Formal and informal meetings as required</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request. Government Office will be sent a copy at pre-submission stage and 4 copies at submission stage.</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Formal and informal meetings as required</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request. Government Office will be sent a copy.</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Formal and informal meetings as required</p>
Statutory bodies and groups	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request. Government Office will be sent a copy at pre-submission stage and 4 copies at submission stage.</p> <p>Council website at www.daventrydc.gov.uk</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request. Government Office will be sent a copy at pre-submission stage and 4 copies at submission stage.</p> <p>Council website at www.daventrydc.gov.uk</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request. Government Office will be sent a copy at pre-submission stage and 4 copies at submission stage.</p> <p>Council website at www.daventrydc.gov.uk</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request. Government Office will be sent a copy at pre-submission stage and 4 copies at submission stage.</p> <p>Council website at www.daventrydc.gov.uk</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request. Government Office will be sent a copy at pre-submission stage and 4 copies at submission stage.</p> <p>Council website at www.daventrydc.gov.uk</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard copies on request. Government Office will be sent a copy at pre-submission stage and 4 copies at submission stage.</p> <p>Council website at www.daventrydc.gov.uk</p>

Consultation Methods by Local Development Plan Document and Consultee						
Stakeholder	Type of Development Plan Document					
	Core Strategy*	Site Specific Allocations*	Development Control Policies*	Area Action Plans*	Town and Village Confines*	Supplementary Planning Documents**
	Formal and informal meetings as required					
Businesses	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard /e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette</p> <p>Meetings to be arranged as necessary</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard /e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette</p> <p>Meetings to be arranged as necessary</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard /e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette</p> <p>Meetings to be arranged as necessary</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard /e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette</p> <p>Meetings to be arranged as necessary</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard /e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette</p> <p>Meetings to be arranged as necessary</p>	<p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard /e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette</p> <p>Meetings to be arranged as necessary</p>
Developers/ landowners/ agents	Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.	Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.	Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.	Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.	Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.	Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.

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Stakeholder	Type of Development Plan Document					
	Core Strategy*	Site Specific Allocations*	Development Control Policies*	Area Action Plans*	Town and Village Confines*	Supplementary Planning Documents**
	<p>Hard /e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk Meetings to be arranged as necessary</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette</p>	<p>Hard /e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk Meetings to be arranged as necessary</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette</p>	<p>Hard /e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk Meetings to be arranged as necessary</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette</p>	<p>Hard /e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk Meetings to be arranged as necessary</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette</p>	<p>Hard /e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk Meetings to be arranged as necessary</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette</p>	<p>Hard /e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk Meetings to be arranged as necessary</p> <p>Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette</p>
Interest/Community Groups	<p>Methods that will be used</p> <p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard/e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Public inspection at</p>	<p>Methods that will be used</p> <p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard/e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Public inspection at</p>	<p>Methods that will be used</p> <p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard/e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Public inspection at</p>	<p>Methods that will be used</p> <p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard/e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Public inspection at</p>	<p>Methods that will be used</p> <p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard/e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Public inspection at</p>	<p>Methods that will be used</p> <p>Mailing List by letter and/or e-mail sent up to 2 weeks before commencement of statutory consultation period, where possible.</p> <p>Hard/e-mail copies on request</p> <p>Council website at www.daventrydc.gov.uk</p> <p>Public inspection at</p>

Consultation Methods by Local Development Plan Document and Consultee						
Stakeholder	Type of Development Plan Document					
	Core Strategy*	Site Specific Allocations*	Development Control Policies*	Area Action Plans*	Town and Village Confines*	Supplementary Planning Documents**
	Council Offices					
	Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library , Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library	Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library , Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library	Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library , Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library	Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library , Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library	Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library , Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library	Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library , Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library
	Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette	Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette	Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette	Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette	Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette	Issue of Press Releases and adverts in appropriate local papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette
	Formal/informal meetings as necessary					
	LSP notification as detailed above.					
	Methods that may be used					
	Use of the Council newspaper 'Daventry Calling' to publicise	Use of the Council newspaper 'Daventry Calling' to publicise	Use of the Council newspaper 'Daventry Calling' to publicise	Use of the Council newspaper 'Daventry Calling' to publicise	Use of the Council newspaper 'Daventry Calling' to publicise	Use of the Council newspaper 'Daventry Calling' to publicise

Consultation Methods by Local Development Plan Document and Consultee						
Stakeholder	Type of Development Plan Document					
	Core Strategy*	Site Specific Allocations*	Development Control Policies*	Area Action Plans*	Town and Village Confines*	Supplementary Planning Documents**
	proposals and invite feedback. Exhibitions/ roadshows Leaflet drops within Daventry District. Focus groups Mediation meetings where necessary to resolve different views	proposals and invite feedback. Exhibitions/ roadshows Leaflet drops within Daventry District. Focus groups Mediation meetings where necessary to resolve different views	proposals and invite feedback. Exhibitions/ roadshows Mediation meetings where necessary to resolve different views	proposals and invite feedback. Exhibitions/ roadshows Concept statements Focus groups Mediation meetings where necessary to resolve different views	proposals and invite feedback. Exhibitions/ roadshows Mediation meetings where necessary to resolve different views	proposals and invite feedback. Exhibitions/ roadshows Mediation meetings where necessary to resolve different views
Hard to Reach Groups	Methods that will be used Council website at www.daventrydc.gov.uk Public inspection at Council Offices Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library , Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library Issue of Press Releases and adverts in appropriate local	Methods that will be used Council website at www.daventrydc.gov.uk Public inspection at Council Offices Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library , Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library Issue of Press Releases and adverts in appropriate local	Methods that will be used Council website at www.daventrydc.gov.uk Public inspection at Council Offices Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library , Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library Issue of Press Releases and adverts in appropriate local	Methods that will be used Council website at www.daventrydc.gov.uk Public inspection at Council Offices Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library , Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library Issue of Press Releases and adverts in appropriate local	Methods that will be used Council website at www.daventrydc.gov.uk Public inspection at Council Offices Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library , Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library Issue of Press Releases and adverts in appropriate local	Methods that will be used Council website at www.daventrydc.gov.uk Public inspection at Council Offices Public inspection at the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library , Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library Issue of Press Releases and adverts in appropriate local

Consultation Methods by Local Development Plan Document and Consultee						
Stakeholder	Type of Development Plan Document					
	Core Strategy*	Site Specific Allocations*	Development Control Policies*	Area Action Plans*	Town and Village Confines*	Supplementary Planning Documents**
	papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette	papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette	papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette	papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette	papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette	papers such as Daventry Weekly Express Chronicle and Echo, Harborough Mail, Banbury Citizen, Rugby Advertiser and the London Gazette
	Formal/informal meetings as required with community leaders					
	Hard copies supplied as requested in various formats.	Hard copies supplied as requested in various formats.	Hard copies supplied as requested in various formats.	Hard copies supplied as requested in various formats.	Hard copies supplied as requested in various formats.	Hard copies supplied as requested in various formats.
	E-mail copies available in large print					
	LSP notification as detailed above.					
	Notify relevant community forum groups.					
	Methods that may be used					
	Use of the Council newspaper 'Daventry Calling' to publicise proposals and invite feedback.	Use of the Council newspaper 'Daventry Calling' to publicise proposals and invite feedback.	Use of the Council newspaper 'Daventry Calling' to publicise proposals and invite feedback.	Use of the Council newspaper 'Daventry Calling' to publicise proposals and invite feedback.	Use of the Council newspaper 'Daventry Calling' to publicise proposals and invite feedback.	Use of the Council newspaper 'Daventry Calling' to publicise proposals and invite feedback.
	Exhibitions/ roadshows					

Consultation Methods by Local Development Plan Document and Consultee						
Stakeholder	Type of Development Plan Document					
	Core Strategy*	Site Specific Allocations*	Development Control Policies*	Area Action Plans*	Town and Village Confines*	Supplementary Planning Documents**
	Leaflet drops within Daventry District. Focus groups Mediation meetings where necessary to resolve different views	Leaflet drops within Daventry District. Focus groups Mediation meetings where necessary to resolve different views	Mediation meetings where necessary to resolve different views	Concept statements Focus groups Mediation meetings where necessary to resolve different views	Mediation meetings where necessary to resolve different views	Mediation meetings where necessary to resolve different views

*Development Plan Documents accompanied at pre-submission stage by a Statement of proposal matters, consultation statement, sustainability appraisal report and any relevant documentation. Development Plan Documents accompanied at Submission stage by a Statement of proposal matters, pre-submission consultation statement, if adopted the Statement of Community Involvement, sustainability appraisal report and any relevant documentation.

** Supplementary Planning Documents accompanied by a Statement of SPD matters, consultation statement, sustainability appraisal report and any relevant supporting documentation.

6.0 Who we will consult

- 6.1 Planning Policy Statement 12, Annex E1 and the Town and Country Planning (Local Development) (England) Regulations 2004 state minimum standards for community involvement in the preparation of Local Development Documents. Appendix 2 details those organisations/ groups, which will be consulted in accordance with the regulations and will be notified of where and when local development plan documents can be inspected.
- 6.2 Planning Policy Statement 12, Annex E2 also strongly advises that any Government bodies or agencies where whose departments or agencies have large land holdings in the area covered by the local development plan document should be consulted. Appendix 3 details these organisations (except where they have already been included in Appendix 2). The Council will consult these government agencies where appropriate.
- 6.3 Planning Policy Statement 12, Annex E3 details a list of agencies and organisations that it advises Local Planning Authorities to consider consulting, where appropriate. This list is contained in Appendix 4. The Council will consult these agencies where appropriate and where a particular agency have requested they wish to be consulted.
- 6.4 A database of community bodies/developers/stakeholders/individuals has been established to include groups identified in paragraphs 6.1 to 6.3, as well as other interested bodies/individuals not included in these lists (current organisations/groups/developers on this list are detailed in Appendix 5 and 6). The list of organisations together with the list of individual residents and those with planning and development interests is not intended to be an exhaustive list but is meant to provide an indication of who the Council is committed to consulting in the preparation of Local Development Documents. The lists will be amended as new groups/individuals are identified with an interest in the future planning of the district.
- 6.5 To ensure soundness of the plan, the database will identify the key interests of these individuals/ organisations to ensure policies are informed by groups involved in their delivery and implementation. In addition all individuals/organisations who respond to local development plan consultation will be added to the database. All individuals/organisations will where appropriate and where they have requested they be consulted, be consulted on local development plan documents at pre submission and submission stage in relation to their stated interests. Consultees will be able to chose their preferred method of notification of consultation exercises e.g e-mail or letter. Extra copies of Local Development Documents will be provided as long as the request is reasonable.
- 6.6 The organisations detailed in Appendices 2-6 may also be consulted at the pre-production stage of Local Development Documents, where their expertise can contribute to the preparation of pre submission versions of relevant Local

Development Documents. A statement of consultation will accompany pre-submission documents detailing the results of any such consultation.

6.7 Within the Daventry District Council area it is recognised there are a wide range of interest groups some of whom are well established and represented and others who are less able to engage in the formal planning process. To encourage a fully participative approach and to built up a better picture of the make up, needs and interests of different groups and their capacity to engage in the process Community groups and stakeholders will be encouraged to state their particular interests, and preferred methods of consultation. This will help in targeting consultation effectively and identifying issues likely to generate a high level of community interest.

7.0 How we will meet the needs of hard to reach groups

7.1 Within the groups detailed in Section 6 there are a number of groups considered 'hard to reach'. The characteristics of the District and information from the 2001 census suggest certain people may be classed as 'hard to reach'. The table below details these groups and appropriate consultative methods that can help to meet their need.

Hard to reach group	Consultative Methods that may be used (see table in paragraph 5.1)
<p>Groups affected by rural exclusion and rural access deprivation. Nearly 70% of the population live in the rural area and of these nearly a third live in villages of fewer than 3000 people.</p> <p>The District also suffers from access deprivation with 14 out of 26 wards featuring in the worst 25% of wards nationally for access deprivation. (Deprivation indices 2000).</p>	<ul style="list-style-type: none"> • Media • Website • E-mail • Sending out hard copies • Council newspapers • Information Leaflets • Outreach centres and rural libraries • Exhibitions/ roadshows • Formal/informal meetings
<p>Older Population In common with most areas of England the population who are only 65 is anticipated to increase 29% between 2003 and 2010.</p>	<p>Reaching people where they live by:-</p> <ul style="list-style-type: none"> • Media • Website • E-mail • Sending out hard copies • Outreach centres and rural libraries • Council newspapers • Information Leaflets • Exhibitions/roadshows • Consultation with relevant community groups that represent these sections of the community. • Focus groups • Making documents available in range of formats (see paragraphs 7.2)

Hard to reach group	Consultative Methods that may be used (see table in paragraph 5.1)
<p>People with disabilities The 2001 census suggests that 15% of the population have a limiting long term illness.</p>	<ul style="list-style-type: none"> • Media • Website • E-mail • Sending out hard copies • Council newspapers • Information Leaflets • Focus Groups • Making documents available in range of formats (see paragraphs 7.2) • Providing facilities for visually impaired, physically disabled and hearing impaired(see paragraphs 7.2 and 7.3) • Consultation with relevant community groups that represent these sections of the community.
<p>Black and Ethnic Minority Groups There is a low black and ethnic population. The 2001 census shows that 97.99% of people resident in Daventry District class themselves as white (includes White Irish and White British) compared to 91.31% nationally. However despite the below average black and ethnic population this group can still find themselves excluded.</p>	<ul style="list-style-type: none"> • Media • Website • Council newspapers • Information Leaflets • Focus groups • Making documents available in other languages (see paragraphs 7.2) • Providing translation facilities (see paragraphs 7.2) • Consultation with relevant community groups that represent these sections of the community.
<p>Young People</p>	<ul style="list-style-type: none"> • Media • Website • Council newspapers • Information Leaflets • Youth Forums • Focus groups with young people • Consultation with relevant community groups that represent these sections of the community.
<p>Learning difficulties</p>	<ul style="list-style-type: none"> • Consultation with relevant community groups that represent these sections of the community.

7.2 To ensure information is accessible to individuals with special needs, on request, the Statement of Community Involvement and other Local Development Documents and letters will be made available in the following formats:-

- Large print for the partially sighted.
- In Braille for the blind/partially sighted
- On tape for the blind/partially sighted.

- On disc or CD ROM.
- On the Council's website.
- By e-mail.
- On request translated into the main community languages of the District.

All documents will refer to the formats information is available in. All staff have details of groups/organisations who can assist persons/provide information to persons with special needs.

- 7.3 For persons with a hearing impairment the Council will make arrangements for a BSL interpreter if requested and conduct meetings in interview rooms with induction loops. A textphone is also available in the council.
- 7.4 These measures will assist the Local Planning Authority to comply with The Race Relations (Amendment) Act and the Disability Discrimination Act 1995. It is a requirement of the Race Relations (Amendment) Act 2000 for local authorities to undertake a race equality impact assessment of each strategy and plan and this will include local development documents.

8.0 How will consultation link with other community involvement initiatives of the Council?

- 8.1 All consultation at Daventry District Council is subject to a Corporate Consultation Strategy to enable the co-ordination of all community consultation. All consultation is approved in advance and coordinated by Management Board. A corporate Consultation Calendar is in place to facilitate the effective coordination of all surveys. Consultation into each development plan document will be subject to the Consultation Strategy and can be linked with other consultation initiatives and the feedback obtained, where appropriate.
- 8.2 The Council has a number of Community Forum Groups, which represent different interests, and in some cases particular sections of the Community. As part of the consultation of each Local Development Document, use will be made of these groups ie Youth Forum, Disability Northants Forum, Town Centre Partnership etc to obtain feedback on issues of relevance to these groups.
- 8.3 In 2002 the Council formed a Local Strategic Partnership, which represents key groups and organisations operative within the Daventry Area. In 2003, following extensive consultation a Community Strategy was produced, which took account of all existing strategies and initiatives. Local Development Documents will feed off this document to give a spatial dimension to its aims, objectives and initiatives. A report was presented to the 16th November Strategy Group 2004 to formalise the procedures for consulting the LSP. A consultation mechanism was agreed as follows:-

Step 1: - All the LSP representatives will be contacted using the Local Plans database (for the most part this will be addressed to the organisation that they represent)

Step 2: - The Chief Executive personal assistant at Daventry Council will email all LSP members advising them of the date by which they should respond to their theme champion (step 3) and the date by which the theme champions should respond to their chair (step 4)

Step 3: - The theme champions make a collective response under their theme to the chair.

Step 4: - The chair will provide a collective response for the LSP back to Daventry DC

9.0 Community involvement in planning application decisions

9.1 The Statement of Community Involvement is required to set out the Council's policy for consulting the community on planning applications. It also encourages developers to undertake pre-application discussions and early community consultation on significant applications. The Council will not be able to refuse to accept a valid application because it disagrees with the way in which a developer has consulted the community, but failure by the developer to consult could lead to objections being made which could be material to the determination. The aim of the process should be to encourage discussion before a formal application is made and therefore to avoid unnecessary objections being made at a later stage.

9.2 Publicity required by law

9.3 The Council is required by law to give publicity to all planning applications. The following table sets out the required publicity for various categories of applications:

Type of Development	Publicity required
Development where the application is accompanied by an Environmental Statement	Notice in local newspaper and site notice
Departure from the Development Plan	
Development affecting a public right of way	
Major development*	Notice in local newspaper and either site notice or neighbour notification
Other development	Neighbour notification or Site notice

Type of Development	Publicity required
Development affecting the setting of a listed building	Notice in local newspaper and site notice
Development affecting the character or appearance of a conservation area	Notice in local newspaper and site notice

* Major development is defined as:

- a) For residential development, 10 or more dwellings, or if the number of dwellings is not known where the site area is 0.5 hectares or more.
- b) For other uses, where the floorspace is 1000 square metres or more, or the site area is 1 hectare or more.

9.4 Applications for listed building consent and conservation area consent are also subject to mandatory publicity by notice in a local newspaper and a site notice.

9.5 Developers are required to publicise applications in the following situations:

- a) Where an environmental statement is submitted after the application.
- b) Where a developer may apply in advance for a determination as to whether the Council's prior approval is required for certain details of the development. At the present time this includes certain types of development for agriculture, forestry and for the demolition of dwellings.

In case (b) the Council requires that a site notice is posted. In both cases developers have to complete a certificate to confirm that appropriate publicity has been carried out. The Council will also notify consultees by letter giving them 21 days, or 28 days in the case of a planning application potentially affecting a SSSI or in a SSSI consultation, in which to comment¹.

9.6 To notify neighbours for all applications the Council must either put up a site notice or notify adjoining owners/occupiers. The Council has decided that neighbour notification is the best means of publicising applications. It is the most effective method where small numbers of residents are likely to be affected by a development and it enables those who are unable to see a notice, such as the housebound, to express their views. As all applications must be given publicity, the adjoining owners/occupiers will not always be local residents – adjoining factory owners, schools and so on may need to be notified at some time.

9.7 In addition Parish Councils and local community groups are notified on individual applications in their areas.

¹ In accordance with Section 28 of the Wildlife and Countryside Act 1981 as amended by Section 75 and Schedule 9 of the Countryside and Rights of Way Act 2000.

9.8 Procedures

Period of Notice

- 9.9 In accordance with current legislation the following periods of notice will be given:

Method of Publicity	Period of Notice
Notice in a local newspaper	21 days from date of publication
Site notice	21 days beginning with the date that the notice was first displayed
Neighbour notification	21 days beginning with the date of the letter.

- 9.10 The Council currently exceeds the publicity requirements detailed above by also providing an additional 14-day consultation period for amendments to planning applications. This is discretionary and provides a balance between giving communities an extra opportunity to comment on amendments to applications and ensuring applicants do not suffer from their applications not being determined within the statutory eight-week period.

9.11 How to reply to notifications

- 9.12 Planning applications are available for inspection at the Planning Department , Daventry District Council, Lodge Road, Daventry, Northamptonshire , NN11 4FP. The offices are open between 8.30 am and 5.00 p.m from Mondays to Thursdays and 8.30 am to 4.30 p.m. on Fridays. Weekly lists are also available detailing planning applications that have been submitted. These are available free on the web and by subscription for hard copies.
- 9.13 In addition planning applications can be inspected at the Brixworth and Woodford Outreach Centres. Alternatively, as the town or parish council clerk is sent a copy of every application in their parish, local viewing may be possible by arrangement. The Council has published additional guidance on this issue in the form of two leaflets, "How Do I Object?" and "How to consider a planning application: Some questions answered". These leaflets provide advice on how to object or comment on an application. Both are available from the Council's offices.
- 9.14 An officer from the development control section will be available to offer advice or answer questions. The officer dealing with the case may not always be available without prior appointment.
- 9.15 Planning applications will be determined in accordance with the Development Plan unless material considerations indicate otherwise.

- 9.16 Any comments that are made in response to a planning application will be placed on the application file. The file is available for public inspection and the applicant will be able to see what comments have been made.
- 9.17 Comments on a planning application should be made in writing or by e-mail within the timescale indicated. Respondents will be encouraged to submit comments by e-mail where they have this facility. All representations (whether for or against the development) will be taken into account when the decision is taken. Anonymous letters will not however be considered. All letters that comment on applications will be acknowledged.
- 9.18 Some development is “permitted” by the government under the “General Permitted Development Order”. A Council cannot control this type of development, no matter how strong or valid a neighbour’s objection may be to it. Examples of “permitted development” include some extensions to dwellings and the erection of boundary walls and fences below certain heights.

9.19 How the decision is taken

- 9.20 A decision whether or not to grant planning permission can be taken either by the Planning Committee, or by officers under delegated powers given by the Committee.
- 9.21 Some applications will be subject to a site visit, prior to the Committee. People are allowed to attend and may be able to speak.

The Planning Committee usually meets every three weeks on Wednesday evenings , starting at 6.15 p.m. The Councillors have a written report on each application that is being considered, which includes details of how many letters have been received, and a précis of the main points they raise. Should a letter be received after the written report has been prepared, the main points will be reported in writing in the late representation list to the Committee. A leaflet has been produced entitled “How Planning Committee decides planning applications”. The leaflet details the procedure followed at Planning Committee. It is available from the Council’s offices.

- 9.22 To increase opportunities for public involvement in the planning process the Council allows the applicant, parish or town council and an objector to speak. The leaflet “How to have your say” details the procedure that should be followed . This leaflet is available from the Council’s offices.
- 9.23 Decisions delegated to officers follow the Councils adopted scheme of delegation. Delegation is used on applications for minor types of development and for applications that conform with policy. e.g applications for extensions to dwellings are decided under delegated powers, whether or not there have been objections. Other examples of decisions under delegated powers include applications where there has been a previous planning permission or refusal and there are no changes in circumstances.

9.24 After the decision

9.25 Everyone who has written to the Council about a planning application will be informed of the decision as soon as possible – normally within a week. The applicant/agent will receive a decision notice dealing conditions and reasons for approval or reasons for refusal. Parish Councils will also receive a copy of the decision notice dealing conditions for refusal/approval. A copy of the decision notice is kept on file and is available to view at the Council's offices.

9.26 An applicant does have a right of appeal to the Secretary of State against either a refusal of planning permission or against conditions. An appeal by the applicant must be lodged within 6 months of the decision. If there is an appeal we will write to you to inform you, and you will then have the chance to make further representations to the Inspector who is hearing the appeal. We will also inform all individuals/organisations that wrote in on the original application that an appeal has been submitted.

9.27 Community involvement exercises

9.28 The Council considers that developers have a key role to play in engaging with local communities and helping them to understand what is proposed, listening to concerns and engaging in dialogue to seek to resolve these. Where the thresholds in paragraph 9.32 are met the Council will request a Community Involvement Exercise is carried out. However a Community Involvement Exercise (CIE) is not a mandatory requirement when submitting a planning application but the Council sincerely believes that genuine engagement with the surrounding community before the submission of a formal application can be beneficial for all those involved.

9.29 Developers should contact the Council before commencing a Community Involvement Exercise to agreed the scope of the exercise and the methods that will be employed (see Appendix 7 for potential consultation methods). Developers are encouraged where consultation is also carried out in respect of an environmental statement that to avoid duplication and confusion consultation for a CIE and the environmental statement are discussed before commencement with the Council. The advice that follows in paragraphs 9.30-9.35 and in Appendix 7 indicates good practice which developers/applicants are encouraged to follow when carrying out a CIE.

9.30 Community Involvement is the process of:

- a) Explaining proposals to parish councils, residents, workers and users of the area around the site of the proposed development.;
- b) Requesting the views of people in the community, including parish councils;
- c) Considering those views;
- d) Where appropriate, amending the proposals to take the views of the community into account.

9.31 The Council considers that a genuine CIE can:

- a) Provide an ideal opportunity for an explanation of proposals before minds are made up on the basis of possibly inaccurate information;
- b) Save time in obtaining a decision on a planning application;
- c) Produce more certainty about the outcome;
- d) Create a more sustainable, high quality designed and acceptable development;
- e) Avoid appeals and call-in procedures.

9.32 A large range of proposals could benefit from Community Involvement. These are set out below along with the thresholds beyond which a CIE should be completed.

Type of Proposal	Threshold
Medium and large scale industrial and commercial development in the urban areas	Sites of 1.5 hectares or above
Medium and large scale residential development in the urban areas.	50 dwellings or sites of 1.5 hectares or above.
New educational or institutional buildings	All Proposals
Major infrastructure projects	All proposals falling into the definition contained in the schedule of Rule 2 of the Town and Country Planning (Major Infrastructure Project Inquiries Procedure)(England) Rules 2002 together with other major infrastructure schemes such as major new roads, power cables.
Developments in the rural areas	10 dwellings or sites of 0.3 hectares or above. non-residential proposals on sites of 0.3 hectares or above.
Changes of use of buildings or land for purposes which are likely to be controversial	By negotiation
Developments where opportunities for community benefits may be available (e.g. the upgrading of a facility used by the community)	By negotiation

9.33 The Council considers that there are four stages to completing a CIE.

- 1) Carry out a Community Involvement Appraisal to determine the nature, the methods of consultation to be used and the extent of the exercise.
- 2) Carry out the Community Involvement Exercise
- 3) Complete a Community Involvement Submission to record the CIE and the outcome
- 4) The developer should supply a copy of the completed CIE to parish councils and participants in the exercise.

9.34 Appendix 7 sets out a form that has been designed to help complete stages 1-3. The Council would encourage applicants to complete and return the form.

9.35 Developers will be required to provide parish councils and participants of the CIE exercise in with a copy/summary of the completed CIE. Planning officers will also summarise the results of the CIE within planning committee reports and how the proposal may have changed as a result of the consultation.

10.0 Consultation on the Statement of Community Involvement (see diagram on page 7)

10.1 The procedure for producing the Statement of Community Involvement is the same as Development Plan Documents.

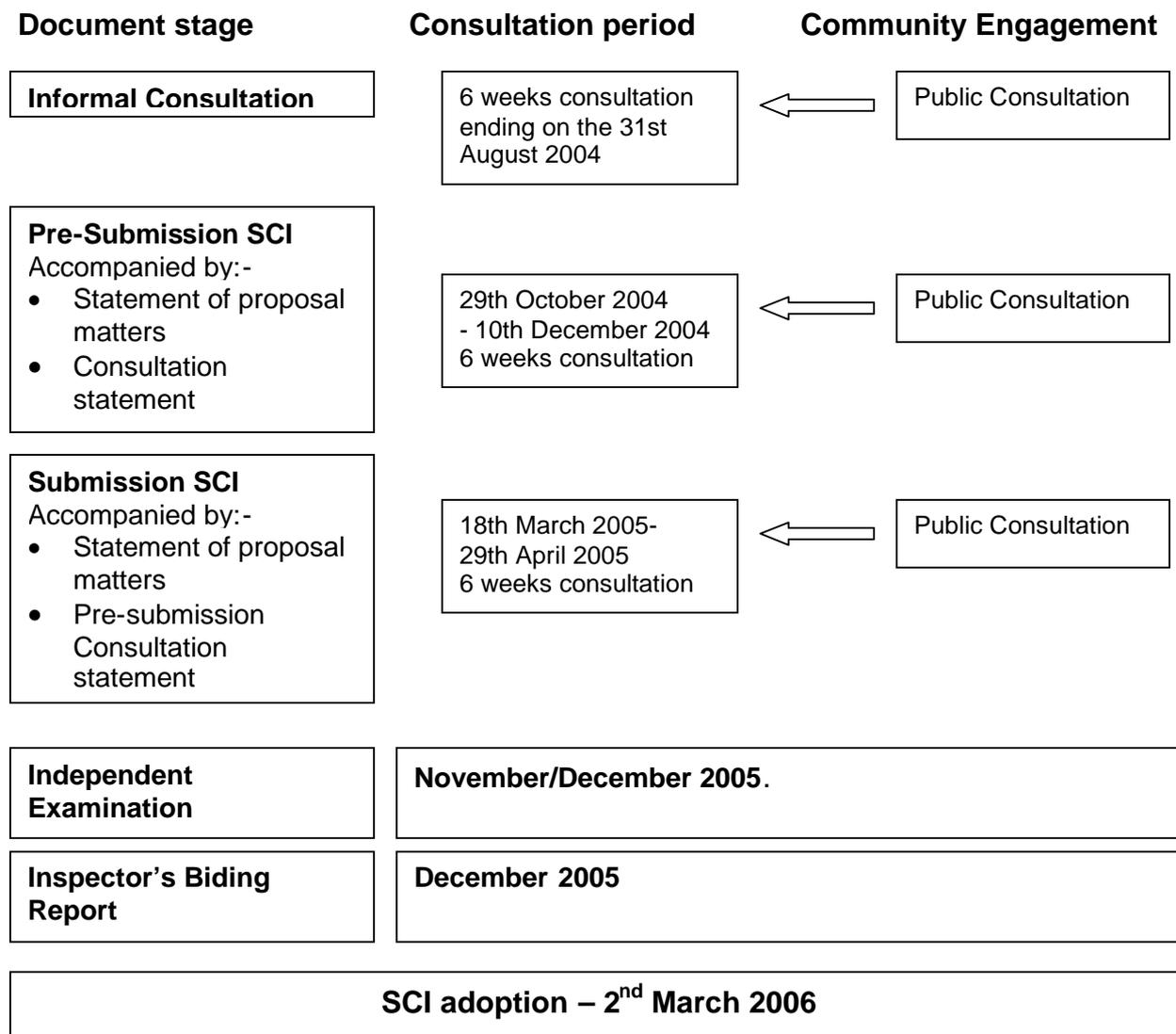
10.2 This Statement of Community Involvement was subject to an informal six-week consultation period ending on 31st August 2004. Comments from this period of consultation informed the production of the Pre-Submission Statement of Community Involvement.

Pre-Submission Statement of Community Involvement 29th October -10th December 2004

10.3 Pre-submission consultation took place for a period of six weeks giving people the chance to comment on the proposals before the submission Statement of Community Involvement was prepared. Comments received at the pre-submission stage cannot be carried forward to the 'Submission Stage', although comments received will inform the process.

10.4 After consideration of pre-submission consultations a 'submitted' Statement of Community Involvement was presented to the 10th February 2005 Strategy Group of Daventry District Council and the Full Council on the 24th February 2005 for approval. A copy of the Statement of Community Involvement was then submitted to the Secretary of State for an Independent Examination.

**Statement of Community Involvement (SCI)
 Progression Diagram**



6 week period to allow any person to make a High Court Challenge to the SCI if the document has not been prepared within the powers of the Planning Act and its Regulations

Consultation on Submission Version

10.5 A six-week period of consultation was undertaken on the 'submitted' Statement of Community Involvement. This consultation period provided the opportunity for final formal comments to be made by the community and other organisations, to support, object, or make other representations in writing to the Council. The Council considered all comments received in writing, or e-mail. All comments received by the Council and the Council's comments on the representations were submitted to the Secretary of State for consideration at an Independent Examination.

Independent Examination

10.6 An Independent Examination was held in relation to representations submitted and in relation to the soundness of the Statement of Community Involvement. The Independent Examination took the form of written representations, which were considered by an Independent Inspector. At the examination the Statement of Community Involvement were assessed against the following criteria:-

- Whether the local planning authority has complied with the minimum requirements for consultation as set out in Regulations;
- Whether the local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- Whether the statement identifies in general terms which local community groups and other bodies will be consulted;
- Whether the statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- Whether the methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- Whether resources are available to manage community involvement effectively;
- Whether the statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- authority has mechanisms for reviewing the statement of community involvement; and
- statement clearly describes the planning authority's policy for consultation on planning applications.

Inspectors Report

10.7 The Inspector published his report in December 2006. His report contained binding recommendations for two minor changes to the submission SCI. These changes have been incorporated in this version of the document.

The Authority will also:-

- Advertise that the Statement of Community Involvement has been adopted by placing an advert in the Daventry Express, Chronicle and Echo, Harborough Mail, Banbury Citizen, and Rugby Advertiser detailing where the document can be inspected and how copies can be obtained.

- Make the Statement and the Inspectors report available for public inspection at the Council's Main Office, the Brixworth Outreach Centre, the Woodford Halse Outreach Centre, Brixworth Library , Daventry Library, Kingsthorpe Library, Long Buckby Library, Moulton Library and Woodford Halse Library .
- Place a copy of the Statement and the Inspectors report on the Council's website.
- Inform all bodies/ individuals and parish council who wished to be notified of the adoption of the Statement of Community Involvement and the publication of the Inspector's report.

11.0 Resourcing and managing the process.

- 11.1 The Local Development Framework, available from the Council offices details the timetable for the production of the Statement of Community Involvement and its arrangement for production. The planning policy section within the Public Protection Directorate will lead the process with input from other Directorates of the Council, where appropriate.
- 11.2 Where possible and appropriate it is intended to combine resources with other local authorities and other consultation exercises within the Council to ensure effective use of resources. External facilitators may be used where resources or skills available within the Council make this option preferable.

12.0 Reviewing the Statement of Community Involvement

- 12.1 Following adoption of the Statement of Community Involvement annual monitoring will be undertaken to detail consultative exercises that have taken place in the year in relation to development plan documents produced, the results of this consultation and the value and relevance of the methods used. If as a result of this monitoring, methods being used are not working as intended or not achieving objectives, suggested actions to achieve a more effective consultative approach will be identified.

Appendix 1:- Glossary of Terms

Term used	Definition
Adoption	The final confirmation of a plan as a statutory document by the local planning authority.
Area Action Plan	A Development Plan Document , which sets out a strategy for the future planning of areas where significant change or conservation is needed.
Consultation Statement	A document that accompanies a Supplementary Planning Document detailing the names of any persons consulted in connection with the preparation of the document, how persons were consulted, a summary of issues raised and how the issues have been addressed.
Core Strategy	A Development Plan Document , which provides a written statement setting out the spatial vision, spatial objectives and core policies for the development of the local planning authority area.
Development Plan Document	Development Plan Documents detail planning policy for a local planning authority area. They consist of a number of documents, which are subject to a statutory adoption process(pre submission, formal submission, independent examination). They include:- <ul style="list-style-type: none"> • A core strategy • Site specific allocations of land • A proposals map • Other development plan documents such as area action plans and possible documents on subjects like village confines, housing, employment etc.
Independent Examination	A procedure involving means such as discussions and informal hearings, presided over by an Inspector appointed by the Secretary of State, to test the 'soundness' of the policies and proposals in the local planning authority's Development Plan Documents . Persons who have made a response at the submission stage have a right, if they so wish, to present their case at the Independent Examination .
Inspector's report	A report issued by the Inspector who conducted the Independent Examination , setting out their conclusions on the matters raised at the Examination and detailing the amendments which they require the local planning authority to make to the Development Plan Documents . The Inspector's report is binding on the local planning authority.
Local Development Document	Documents, which form the basis of the Local Development Framework consisting of Development Plan Documents and Supplementary Planning Documents.
Local Development Framework	The Local Development Framework sets out a "folder" of Local Development Documents , drawn up by the Local Authority, which with the regional spatial strategy, collectively delivers the spatial planning strategy for the local authority area. The Local Development Framework consists of:-

Term used	Definition
	<ul style="list-style-type: none"> • Local Development documents consisting of Development Plan Documents and Supplementary Planning Documents • Local Development Scheme • Statement of Community Involvement • Annual Monitoring Report.
Local Development Scheme	A document identifying which local development documents will be produced, in what order and when.
Pre-Submission	A stage in the statutory process for adopting Development Plan Documents requiring local planning authorities to consult with stakeholders and the community during the preparation of the options stage.
Pre-Submission Consultation Statement	A document that accompanies a Development Plan Document at submission stage that details how the Council have complied with the statement of community involvement or the minimum requirements of the regulations at pre submission stage. It will state who was consulted at pre-submission stage, how they were consulted, a summary of the issues raised and how the issues have been addressed.
Proposals Map	<p>A Development Plan Document which comprises a map of the local planning authority's area and shows:-</p> <ul style="list-style-type: none"> • Existing and revised designations of areas of land • Sites for particular future land uses or developments. • Locations of proposed or actual area plans.
Statement of Community Involvement	A Local Development Document which is not a Development Plan Document but is subject to a statutory adoption process. It sets down the standards to be achieved by the local authority in involving the community in the preparation, alteration and continuing review of all Local Development Documents and planning applications.
Statement of Proposed Matters	<p>A Statement of Proposed matters accompanies a Local Development Document (LDD) and sets out briefly:-</p> <ul style="list-style-type: none"> • The title of the LDD • The subject matter of, and the area covered by the LDD • The period within which representations about the LDD • The address to which and, where appropriate, the person who made the representations must be sent. • In the case of a Development Plan Document (DPD) a statement that any representations must be accompanied by a request to be notified at a specified address that the DPD has been submitted to the Secretary of State for independent examination and of the adoption of the DPD. • In the case of a Supplementary Planning Document (SPD) a statement that any representations must be accompanied by a request to be notified at a specified address that the SPD has been adopted.
Submission	A stage in the statutory process for adopting Development

Term used	Definition
Development Plan Documents	Plan Documents. The local planning authority formally publishes a Development Plan Document , at which point the public have the opportunity to make a formal response to the document, whether in support or, or as objectives to, its provisions.
Supplementary Planning Documents	A Local Development Document which is a non-statutory document approved by the Council following public consultation not subject to independent examination. They provide policy guidance expanding on policies set out in a Development Plan Document or additional detail. They act as a material consideration in the determination of planning applications.
Sustainability Appraisal	A Sustainability Appraisal appraises the social, environmental and economic effects of plan strategies and policies incorporating the requirements of the Strategic Environmental Assessment Directive. It accompanies all Local Development Documents except for the Statement of Community Involvement.

Appendix 2: Organisations that the Council will consult on appropriate Local Development Documents in accordance with the Town and Country Planning (Local Development)(England) Regulations, 2004 and PPS12, Annex E1

Consultation Body	Contact
Government Office	GOEM
Regional Planning Body	East Midlands Regional Assembly Advantage West Midlands
Adjacent Local Planning Authority's	Corby Borough Council Harborough District Council Kettering BC Leicestershire County Council(Planning) Northampton Borough Council Northamptonshire County Council Rugby Borough Council South Northamptonshire Council Stratford On Avon District Council Warwickshire County Council Wellingborough Borough Council
All Town and Parish Councils	Daventry Town Council Althorp Parish Council Arthingworth Parish Council Ashby St Ledgers Parish Council Badby Parish Council Barby Parish Council Boughton Parish Council Church with Chapel Brampton Parish Council Braunston Parish Council Brington Parish Council Brixworth Parish Council Brockhall Parish Council Byfield Parish Council Canons Ashby Parish Council Catesby Parish Council Charwelton Parish Council Clay Coton Parish Council Clipston Parish Council Cold Ashby Parish Council Cottesbrooke Parish Council Creation Parish Council Crick Parish Council Dodford Parish Council East Farndon Parish Council East Haddon Parish Council Elkington Parish Council Everdon Parish Council Farthingstone Parish Council Fawsley Parish Council Flore Parish Council Great Oxendon Parish Council Guilsborough Parish Council Hannington Parish Council Harlestone Parish Council

Consultation Body	Contact
	Haselbech Parish Council Hellidon Parish Council Holcot Parish Council Holdenby Parish Council Hollowell and Teeton Parish Council Kelmarsh Parish Council Kilsby Parish Council Lamport Parish Council Lilbourne Parish Council Long Buckby Parish Council Maidwell and Draughton Parish Council Marston Trussell Parish Council Moulton Parish Council Naseby Parish Council Newnham Parish Council Norton Parish Council Old Parish Council Overstone parish Council Pitsford Parish Council Preston Capes Parish Council Ravensthorpe Parish Council Scaldwell Parish Council Sibbertoft Parish Council Spratton Parish Council Stanford-on-Avon Parish Council Staverton Parish Council Stowe-IX-Churches Parish Council Sulby Parish Council Thornby Parish Council Walgrave Parish Council Watford Parish Council Weedon Bec Parish Council Welford Parish Council Welton Parish Council West Haddon Parish Council Whilton Parish Council Winwick Parish Council Woodford-cum-Membris Parish Council Yelvertoft Parish Council.
The Countryside Agency	Countryside Agency
The Environment Agency	Environment Agency
The Highways Agency	Highways Agency
The Historic Buildings and Monument Commission for England (English Heritage)	English Heritage
English Nature	English Nature
The Strategic Rail Authority	The Strategic Rail Authority
The Regional Development Agency	East Midlands Development Agency South East England Development Agency
Any person to whom the electronic communications code applies by virtue of a direction given under Section 106(3)(a) of the Communications Act 2003	British Telecom Central Networks Cable and Wireless UK Easy Net Group PLC

Consultation Body	Contact
Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority	Gridcom UK Hutchison 3G UK Limited Mobile Operators Association NTL Group Limited O ² (UK) Limited Orange Personal Communications Ltd T-Mobile (UK) Limited Vodafone Group plc
Strategic Health Authority	Cherwell Vale PCT Daventry and South Northants PCT Leics, Northants and Rutland SHA Northamptonshire Healthcare Trust Northamptonshire Heartlands PCT Northampton Primary Care Trust Northampton General Hospital NHS Trust
Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986	Tranco
Sewerage Undertaker	Anglian Water
Water Undertaker	Anglian Water Severn Trent Thames Water
Voluntary bodies some or all of whose activities benefit any part of the authority's area	Citizens Advice Bureau Daventry Volunteer Centre
Bodies representing racial, ethnic or national bodies in the area	Commission for Racial Equality Community Access and Language Service Council for Ethnic Minorities Communities Daventry and South Northants MAGRAH English as 2nd language group Equal Opportunities Commission Northamptonshire Federation of WI's Northamptonshire Lesbian & Gay Alliance & Bisexual Alliance Northamptonshire Racial Equality Council
Religious groups in the area	East Midlands Churches Forum
Disability groups	Carers Forum Northamptonshire Crossroad Care Daventry and District Disability Access Forum Deafconnect DIAL Disability Rights Commission Disabled Person's Alliance (Northants) Disabled Persons Transport Advisory Committee DPAN MIND Northamptonshire Carers RNIB RNID
Groups representing businesses in the area	Business Link Northamptonshire CBI (East Midlands) Daventry Business Breakfast Club

Consultation Body	Contact
	Daventry Job Centre Institute of Directors Northamptonshire Chamber

*This list is not exhaustive and will be updated as necessary.

Appendix 3: Government Departments that the Council are advised to consult on appropriate Local Development Documents, where they have large land holdings in the area covered by the local development document, in accordance with PPS12 E2 (Government Departments, where not detailed in Appendix 1)

Consultation Body	Contact
Home Office	Home Office
Department of Constitutional Affairs	Department of Constitutional Affairs
Department for Culture, Media and Sport	Department for Culture, Media and Sport
Department for Education and Skills	Via GOEM
Department for Environment, Food & Rural Affairs	Via GOEM
Department of Health	Department of Health
Department for Transport	Via GOEM
Department of Trade and Industry	Via GOEM
Department of Work and Pensions	Department of Work and Pensions
Ministry of Defence	Ministry of Defence
Office of Government Commerce	Office of Government Commerce

*This list is not exhaustive and will be updated as necessary.

Appendix 4: Organisations detailed in PPS12, Annex E3

Consultation Body	Contact
Age Concern	Age Concern
Airport operators	Sywell Aerodrome
British Chemical Distributors and Traders Association	British Chemical Distributors and Traders Association
British Geological Survey	British Geological Survey
British Waterways, canal owners and navigation authorities	British Waterways Inland Waterways Association
Centre for Ecology and Hydrology	Centre for Ecology and Hydrology
Chambers of Commerce, Local CBI and local branches of Institute of Directors	Business Link Northamptonshire CBI (East Midlands) Institute of Directors Northamptonshire Chamber
Church Commissioners	Church Commissioners
Civil Aviation Authority	Civil Aviation Authority
Coal Authority	Coal Authority
Commission for Architecture and the Built Environment	Commission for Architecture and the Built Environment
Commission for New Towns and English Partnerships	English Partnerships
Commission for Racial Equality	Commission for Racial Equality
Crown Estate Office	Crown Estate Commissioners
Diocesan Board of Finance	Peterborough Diocesan Registry
Disability Rights Commission	Disability Rights Commission
Disabled Persons Transport Advisory Committee	Disabled Persons Transport Advisory Committee
Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company	Tranco British Gas PLC (South) East Midlands Electricity Powergen
Council for the Protection of Rural England	Council for the Protection of Rural England
Friends of the Earth	Friends of the Earth
Royal Society for the Protection of Birds	Royal Society for the Protection of Birds
Wildlife Trusts	Northamptonshire Wildlife Trust
Equal Opportunities Commission	Equal Opportunities Commission
Fire and Rescue Services	Ambulance Service Fire Service Northamptonshire County Council Fire and Rescue Service Northampton Police-Western Area Northamptonshire Police
Forestry Commission	Forestry Commission Forestry Authority
Freight Transport Association	Freight Transport Group
Gypsy Council	Gypsy Council
Health and Safety Executive (HSE)	Health and Safety Executive
Help the Aged	Help the Aged
Housing Corporation	Housing Corporation
Learning and Skills Councils	Learning and Skills Councils
Civic Societies	Civic Trust Daventry and District Civic Society

Consultation Body	Contact
Local Transport Authorities and Operators	Geoff Amos Coaches Stagecoach Yorks Coaches
Local race equality councils and other local equality groups	Community Access and Language Service Council for Ethnic Minorities Communities Daventry and South Northants MAGRAH English as 2nd language group Equal Opportunities Commission Northamptonshire Federation of WI's Northamptonshire Lesbian & Gay Alliance & Bisexual Alliance Northamptonshire Racial Equality Council
National Playing Fields Association	National Playing Fields Association Northamptonshire County Playing Fields Association
Network Rail	Network Rail
Police Architectural Liaison Officers/Crime Prevention Design Advisors	Northamptonshire Police- Western Area
Post Office Property Holdings	Post Office Property Holdings
Rail Companies and the Rail Freight Group	Silverlink trains Virgin trains Central railways Rail Freight Group Railtrack
Regional Development Agencies	East Midlands Development Agency South East England Development Agency
Regional Housing Boards	East Midlands Regional Housing Board(c/o GOEM)
Regional Sport Boards	Northamptonshire Sport
Road Haulage Association	Road Haulage Association
Sport England	Sport England
The House Builders Federation	The House Builders Federation
Travellers Law Reform Coalition	Gypsy and Traveller Law Reform Coalition
Water Companies	Anglian Water Severn Trent Thames Water
Women's National Commission	Women's National Council

*This list is not exhaustive and will be updated as necessary.

Appendix 5:- Developers and Agents (Not included in other appendices)

The following list details of developers and agents that are included on the current database of consultees (please note some represent clients). It should be noted that any time on request new developers/agents may be deleted or included on this list. For data protection purposes only companies/organisations can be listed.

AC Adam Development Ltd	Carmargue Consultants	David Storer & Partners
Adams Holmes Associates	Carpenter Planning Consultants Ltd	De Pol Associates
AIG Property	Carter Jonas	David Wilson Estates Ltd
Althorp Estate	Cavendish Property UK Ltd	DBI Consulting
Andrew Granger & Co	CDS Development Services Ltd	Dennis Faulkner & Alsop
Andrew Martin Associates	CGMS Consulting	Derek Lovejoy Partnership
Anthony Ricketts Architects Ltd	Chadwick McRae Chartered Surveyors	Development Planning Partnership
Arnold Thomson	Chancellors	District Development Consultancy
Baker Group	Chapman Warren	DLA LLP
Barris Liptrott & Associates	Charles Church Devs.	DPDS Consulting Group
Barton Willmore Planning	Charles Planning Associates Ltd	DRH Architectural Design
Barwood Land	Chesterton plc	Drivers Jonas
Bayly and Co	Chetwood Associates	DTZ Piedad
Bellway Estates	Christina Cherry - Chartered Town Planner	DIRFT
Bellway Homes Ltd	CJC Development Co.Ltd	Entec UK Ltd
Berkeley Community Villages	Clayson Haselwood	Estates and Development Department
Bernard & Mary Sunley Ltd	Cleford Essex	FDS Savills Ltd
Berry Morris	Cluttons	First City Ltd
Berrys	Connell Land and Planning	Fisher German
Bidwells	Conrad Ritblat Erdman	Fox, Bennett & Hackney
Bletson & Son	Cooper Partnership	Frazer Kirkcaldy Chartered Architects
Bloor Homes	Corus Property Department	Freeth Cartwright LLP
Boyer Planning	Country Properties	Fuller Peiser
Branston & Company	Crest Homes(Midlands)Ltd	G A J Soame & Associates
Brian Barber Associates	Croudace	G L Hearn Planning
Briffa Phillips	Cushman and Wakefield Healey & Baker	G L Home Planning
Brown and Co	Dalton Warner Davis	G R Kenning
Bryant Homes West Mids.	Dandara Holdings	Genesis Holdings
Buchanan Consulting Engineers	Danetree Consortium (contact Nathaniel Litchfield and Partners)	George Wimpey plc, Strategic Land
Butler Sherborn	David L Walker	Gill Pawson Planning
Calvoyden Property Ltd	David Local Associates Ltd	Godfrey-Payton

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Goldfinch (Projects) Ltd	Martin Grant Homes Ltd	RPS Consultants
Gotch, Saunders & SurrIDGE	Marwalk Developments	RPS Group PLC
Gough Planning Services	Mary Dale Landscape Architects	RPS Planning and Environment
GVA Grimley	Mason Richards Planning	Samuel Rose
Hadland	McCann Homes Ltd	Shoosmiths
Hallam Land Management	McCarthy and Stone Developers	Smith Stewart Reynolds
Harris Lamb Planning Consultancy	McCarthy and Stone Ltd	Smith Woolley
Head Mann Associates Ltd	Merry's	Smiths Gore
Henry H Bletsoe & Son	Mike Hardy Planning Consultant	Stamford Homes Ltd
Hepher Dixon	Molyneux Planning	Stansgate Planning Consultants
Hobden Partnership	Montague Evans	Steedman Jervis Clarke
Holme Holdings	Morrison Supermarkets PLC(represented by Peacock and Smith)	Stepnell Estates Limited
Holmes-Antill	Mott McDonald	Strategic Land Partnerships
Howard Sharp and Partners LLP	MVM Planning	Strutt & Parker
Howkins & Harrison	Nathaniel Lichfield & partners	Taylor New Homes
J B Planning Associates Ltd	Nortoft Partnerships Ltd	Taylor Williams Properties
J&J Design	Npower renewables	Taylor Woodrow Strategic Developments
James Bailey Planning	NSV	Taywood Homes Limited
January's	Old Road Securities plc	Terence O'Rourke plc
John Drake & Co	Osborne & Shellard	Tetlow King Planning
John Heber Evans Chartered Designers	Peacock & Smith	The Bell Cornwell Partnership
John Philips Planning Consultancy	Persimmon Homes	Town Planning Consultant
Kemp & Kemp		
Kember Loudon Williams Ltd	Peter Brett Associates	Trevor Jolley Design
Kensington Homes	Peter Haddon & Partners	Twiggs & Associates
Kier Land Limited	Planning Issues	Underwoods
King Sturge	Plant Hire Contractors	W A Fairhurst & Partners
Kings Oak Milton Keynes	Prowing Projects LTD	Walker Morris
Kingwest	R Stafford Charles & Son	Warmingtons
Kirkby & Diamond	Rapleys	Westbury Homes (Holdings) Ltd
Lafarge Aggregates	Redline Town and Planning Development Consultants	Westleigh Developments
Laing Homes	Redrow Homes(Midlands)Ltd	White Mitchell Chartered Surveyors
Lambert Hampton Smith	Ridge	Wilbraham Associates
Landscape	RMC Estates & Development	Wilcon Homes Midlands Ltd
Lane Fox Residential Ltd	Robert Doughty Consultancy	William Davis Ltd
Loveday and Davis	Robert Turley Associates	Wilson Connolly Home Counties
Lucas Land & Planning	Roger Coy Partnership	Wood Frampton
Malcolm Judd and Partners	Roger Mason Planning	
Marriott Hardcastle	Roger Tym & Partners	
Marshfield Developments	RPS Chapman Warren	

*This list is not exhaustive and will be updated as necessary.

Appendix 6:-Other Organisations/groups/agencies (Not included in other appendices)

The following list details of organisations/groups/agencies that are included on the current database of consultees . It should be noted that any time on request new organisations/groups/agencies may be deleted or included on this list. For data protection purposes individuals cannot be listed without agreement.

Ancient Monuments Society	English Churches Housing Group	Northamptonshire Learning Partnership
Ancient Tree Forum	English Historic Towns Forum	Northamptonshire Probation Service
Daventry District (Early years)	Enterprise Solutions	Northamptonshire Sport
Ashby St Ledgers Conservation Group	Farming and Wildlife Advisory Group	Northamptonshire ACRE
Childrens Services	Friends of the Upper Nene	Northants Association of local Councils
Beacon Housing Association	Campion School	Northamptonshire Co-operative Development Agency
Bedfordshire Pilgrims Housing Association	HM Prison Service	Northants Rural Housing Association
Borough Hill Residents Association	Home Housing Association	Police Authority
British Cycling	Home Start	Post Office Property Holdings
British Horse Society	Inclusion & Pupil Support	Raifuture
Brockwatch	LHA (Housing Association)	Ramblers Association
Bromford Housing Group	Long Buckby Rail Users' Group	Royal Commission on Historic Monuments
Bromford Housing Group	Midlands Rural Housing	Royal Mail Northampton
CALA(Campaign against Lorry Abuse)	Midsummer Housing Association	Servite Houses
Chiltern Hundreds Housing Assiation	Moulton College	South Warwickshire Housing Association
Churches Together	Moulton Environment Group	Southbrook Junior School
Community Mental Health Team		STOP Alliance
Connexions	National Council of Women (Daventry Branch)	
	National Farmers Union	STOP Northants
Council For British Archaeology	National Probation Service	The Georgian Group
Country Land & Business Association	Northampton College	The National Trust
CWICK (Business Link)	Northampton Women's Aid	The Theatres Trust
DACT	Northamptonshire Acre	Tim Boswell MP
Daventry Allotment Association	Northamptonshire Archaeological Society	Time 2 Talk
	Northamptonshire Association for Local History	Twentieth Century Society
Daventry Natural History Society	Northamptonshire Association of Local Councils	University College Northampton
Daventry Villages Together	Northamptonshire Bat Group	Victim Support
Domestic Abuse Forum	Northamptonshire County Council Adult Learning Service	Victorian Society
East Midlands Arts Board	Northamptonshire County Council(Life Long Learning)	Welfare Rights
East Midlands Housing Association	Northamptonshire Federation for Further & Higher Education	Philip Whitehead MEP
East Midlands Regional Sports Board	Northamptonshire Gardens Trust	YMCA

East Northants DC	Northamptonshire Infrastructure Consortium	Youth Offending Team
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*This list is not exhaustive and will be updated as necessary.

Appendix 7: Community Involvement Exercise

Stage one: Community Involvement Appraisal

Details of the proposed development	
Description of proposed development	
Location of proposed development	
Name of Person completing this form	
Address	
Phone number	
E Mail address	

Effects of the proposed development on the surrounding area

Possible effect	Tick if effect	Explain briefly what the effect will be
access arrangements		
car parking		
nature conservation		
Conservation Area		
Listed buildings		
Scheduled ancient monuments, registered parks and gardens, registered battlefields etc.		
protected species		
scale of development		
effect on trees		
traffic generation		
public right of way affected		
noise and disturbance		
use in unsocial hours		

Possible effect	Tick if effect	Explain briefly what the effect will be
odours		
height/mass or density of development		
attraction of crowds		
pollution potential		
employment potential		
ground conditions		
disruption during construction		
drainage or flooding problems		
<i>Other Significant effects (please state)</i>		

Defining the extent of the Community that may be affected.

1. *The immediate area*

List of streets/roads:

2. *The wider area*

List settlements:

3. *Particular community interest (e.g. important views, public transport, school places, employment etc.)*

Please list:

Identification of the best ways of informing the Community about the proposals (Tick as appropriate)	
<input type="checkbox"/>	Circulate letter and statement in the locality explaining proposals with plans or diagrams
<input type="checkbox"/>	Circulate specially prepared leaflet
<input type="checkbox"/>	Arrange exhibition and invite local people
<input type="checkbox"/>	Arrange press release/advertisement in local newspapers
<input type="checkbox"/>	Arrange public meetings
<input type="checkbox"/>	Arrange meetings with particular groups in Community
<input type="checkbox"/>	Arrange a Citizens workshop/forum
Additional measures (please specify)	

Council Ward Members

It is important that Council Members are made aware of development proposals in their Ward. Members of the Council’s Planning Committee could also be informed of development proposals in the same way as their Ward colleagues, but they should not be requested to discuss or give their views on proposals because this would prevent them taking part in determining the subsequent planning application.

Note that development proposals may affect more than one Ward. For example a site may cross or adjoin Ward boundaries, or the site may be in one Ward but the community likely to be affected is in the adjoining Ward.

Ward Members should be informed of proposals no later than the Community and preferably in advance.

Information on Ward boundaries and representatives can be obtained from the Council’s Planning Department.

Details of the Council Members you have informed

Name of Ward

Name of Councillor

Date Informed

Other matters raised:

Your comments on the responses received:

Amendments made as a result of Community response

What to do next

Send in a completed copy of your Community Involvement report with your planning application. This will enable those deciding your application to understand the steps you have taken to engage with the local community.