

## Statement of Community Involvement

### Getting Involved in Planning Applications - SCI Leaflet 3 of 3

#### Planning applications

The Development Management team is responsible for assessing all planning applications for development, advising the council's Planning Committee on 'major' and other types of applications, determining certain types of planning applications, providing advice on development proposals and dealing with any unauthorised development in the borough.

All decisions taken on planning applications must be made in accordance with the adopted development plan ([Leaflet 2](#)), unless any other material considerations indicate otherwise, including national planning guidance or site specific matters relevant to a particular case.

#### Getting involved in planning applications

The publicity procedures to be followed on planning applications are laid down by Government legislation and regulations. The council meets all of these minimum statutory requirements and we also publicise on a wider basis than the 'statutory minimum' wherever possible to ensure that we maximise opportunities for community involvement. Full details on how we publicise the different types of application are provided in the separate technical appendix to this leaflet (Appendix A).

Planning applications, including supporting documents and corresponding plans and elevation drawings, can be viewed online at [www.southtyneside.info/planningexplorer](http://www.southtyneside.info/planningexplorer) and are also available to view at the Customer Service Centre in South Shields Town Hall and Civic Offices during normal office hours (8.30am-5.00pm Monday-Thursday and 8.30am-4.30pm on Fridays). Planning Officers are available at South Shields Town Hall and Civic Offices to give advice on current or proposed applications (it is a good idea to make an appointment if you wish to speak to a particular officer).

Comments on planning applications must be made in writing within 21 days from the date of our notification letter or within 21 days from the date of a press notice or site notice appearing. Please note that comments submitted after the 21 day publicity period has expired may not be considered because a decision may have already been made on the planning application.

You can make comments:

online at : [www.southtyneside.info/planningexplorer](http://www.southtyneside.info/planningexplorer)

by e-mail to: [planningapplications@southtyneside.gov.uk](mailto:planningapplications@southtyneside.gov.uk)

by post to: Planning Group, South Tyneside Council,  
Town Hall & Civic Offices, Westoe Road,  
South Shields, Tyne & Wear, NE33 2RL

#### Public meetings and exhibitions

Dependent upon the nature and potential impact of the development proposal on the local community, developers may need to carry out their own pre-application public consultation, and [The Validation of Planning Applications in Tyne & Wear \(2013\)](#) explains that some major planning applications will need to be accompanied by their own Statement of Community Involvement.

These consultations should be carried out at an early stage in the design process, to enable community views to be incorporated into the submitted proposal. The form of consultation will need to be tailored to suit the particular circumstances of the site, proposal and locality, and the council can provide advice on what level of pre-application consultation would be appropriate, for example through a public meeting, exhibition, or other forms of community involvement. For probity reasons (ensuring that decisions are taken in a fair and open manner), the council's Planning Officers would not normally participate in these public meetings or exhibitions other than to provide background information.

As a minimum, the consultation statement submitted with the application should include:

- the houses, businesses and local community groups consulted;
- methods and timing of consultation; and
- feedback and information on how this was addressed in the development proposal.



## Decision-Making and Planning Committee

Most minor planning applications are determined under delegated powers as set out in the [Scheme of Delegation](#). The council's Planning Committee makes decisions on major applications, and in certain other circumstances as detailed in the council's Constitution. These circumstances include where written representations for and/or against a development proposal have been made and speaking rights have been requested (in accordance with the rules for speaking at Planning Committee).

For those applications determined by the Planning Committee, the council allows public speaking at the Committee meeting to give the public a fair hearing during the decision making process. Guidance on how members of the public can speak at Planning Committee is outlined in the Council's [Protocol for Speaking at Planning Committee](#).

A member of the public or their representative will be allowed to speak where he/she has made a written representation to a planning application and indicated that they wish to speak at Committee.

Members of the public or their representatives are allowed no more than 5 minutes to speak. Where a petition is received, only the chief petitioner will be allowed to speak on behalf of those objectors who have signed the petition. Supporters of a proposal, who are independent of the applicant, will also be given the opportunity to speak for a 5 minute period provided they have lodged a written representation to that effect.

Where an objector speaks, the applicant or their representative will be given the opportunity to respond verbally, again for no more than 5 minutes, to any objection made.

Planning Committee Agendas are published on our website, five days prior to Committee Meetings, followed by the publication of the minutes of the meeting – see [www.southtyneside.info/planning](http://www.southtyneside.info/planning).

As part of the council's commitment to an open and transparent planning process, there is a Planning Protocol [Code of Conduct for Members and Officers dealing with Planning Matters](#) ensuring that decisions are made on a sound planning basis.

## Notification after Planning Committee

All members of the public and other consultees who submitted written representations are informed, in writing, of the decision on a planning application. The decision is also recorded on the council's website.

If you know someone who would like this information in a different format contact the communications team on (0191) 424 7385

## Planning Appeals

### Written Representations, Informal Hearings and Public Inquiries

Letters are sent direct to those people who were notified on the original application (as well as any other people who submitted comments on the application) giving notice of an appeal being lodged against the council's decision, and providing them with the opportunity to make representations to the Planning Inspectorate (with the exception of appeals submitted under the householder appeal service). Under the householder appeal service there is no opportunity to make representations to the Planning Inspectorate, however representations submitted in relation to the planning application are forwarded to the Planning Inspectorate by the council. A site notice will only be posted in the case of a public inquiry.

Appeal decisions reported to Planning Committee are published on our website [www.southtyneside.info/planning](http://www.southtyneside.info/planning).



## Other Information

In addition to managing the system for determining applications for development proposals, the Development Management team can provide advice for both householders and businesses who are considering development projects. Details are available on our website at [www.southtyneside.info/planning](http://www.southtyneside.info/planning).

The team also investigates alleged breaches of planning control. For further information please see our website or telephone Planning Enforcement for advice on (0191) 424 7367 or (0191) 424 7416.

Our [service standards](#) for development management are available on the website.

# Planning in South Tyneside – Statement of Community Involvement

## Appendix A (to [SCI Leaflet 3](#)): How we Publicise Different Types of Applications

Type of Application	Publicity normally undertaken for each type of application			Notes
	Site Notices <sup>1</sup>	Press Notices <sup>2</sup>	Neighbour notification letters <sup>3</sup>	
Major Planning Applications <sup>4</sup>	Yes	Yes	Yes	Letters will be sent to any owners/occupiers of properties adjoining the application site, where they can be identified. The extent of any wider notification by letter will be dependent on the nature and scale of the proposal, and will be assessed by the case officer on a case-by-case basis.
Other Planning Applications <sup>5</sup>	No	No	Yes	See note under 'major' planning applications. Where there are no adjoining owners/occupiers, at least one site notice will be erected. For planning applications in conservation areas / affecting the setting of listed building, site and press notices are only required when, in the opinion of the local planning authority the proposed development will affect the character or appearance of the conservation area / the setting of a listed building.
Applications for Listed Building Consent	Yes	Yes	Yes	Site and press notices are not required if proposed works only affect the interior of a Grade II listed building.
Applications for Certificates of Lawfulness of Existing Use or Development	No	No	No	There is no statutory requirement to carry out publicity on applications for certificates of lawfulness of existing use or development because the application is judged on the factual evidence and not on the planning merits. However, where the application relates to a matter that has been brought to the Council's attention by a member of the public, the Council may write to local residents in order to give them an opportunity to consider the evidence submitted and, if necessary, make comment on that evidence.
Applications for Certificates of Lawfulness of Proposed Use or Development	No	No	No	There is no statutory requirement to carry out publicity on applications for certificates of lawfulness of proposed use or development because the application is judged on the factual evidence and not on the planning merits.
Applications for the Approval of Reserved Matters	See notes	See notes	Yes	The application will be the subject to the publicity appropriate to a 'major' or 'other' application as defined for those categories above.
Applications required by a Condition attached to a grant of planning permission	No	No	No	Generally, no publicity is undertaken, but publicity may be carried out where the application relates to details that were raised by neighbours at the original application stage.
Prior Approval Applications – Telecommunications	Yes	No	Yes	In some very specific circumstances, a press notice is required (see Part 24, Condition A.3, Paragraph 5(b) and (c) of The Town and Country Planning (General Permitted Development) Order 1995 (as amended).
Prior Approval Applications – Demolition	Yes	No	No	Publicity is undertaken by the applicant. The applicant shall display a site notice on or near the land on which the building to be demolished is sited, and shall leave the notice in place for not less than 21 days in the period of 28 days beginning with the date on which the application was submitted to the local planning authority. Publicity is for information purposes only.
Prior Approval Applications – Agriculture	See notes	No	No	Where the local planning authority has given the applicant notice that prior approval is required, publicity is undertaken by the applicant. The applicant shall display a site notice on or near the land on which the proposed development is to be carried out, leaving the notice in position for not less than 21 days in the period of 28 days from the date on which the local planning authority gave notice to the applicant. Publicity is for information purposes only.

Type of Application	Publicity normally undertaken for each type of application			Notes
	Site Notices <sup>1</sup>	Press Notices <sup>2</sup>	Neighbour notification letters <sup>3</sup>	
Applications for Advertisement Consent	No	No	No	Generally no publicity is carried out, but where the amenity of neighbours appears to be affected they will be notified by letter.
Amendments to an Undetermined Application	No	No	No	Where a proposed amendment will have a material impact on neighbour amenity or if a neighbour has requested notification on amendments, neighbour(s) will be re-notified by letter, requesting comments within 14 days.
Applications for Hazardous Substance Consent	Yes	Yes	No	Publicity is undertaken by the applicant. During the 21 day period immediately preceding the application, a notice shall be published in a local newspaper by the applicant, and that notice shall be posted on the land for not less than 7 days during that 21 day period, sited and displayed in such a way so as to be easily legible without entering onto the land. A copy of the notice shall be submitted with any application

Notes:

- <sup>1</sup> Site notices should be displayed for not less than 21 days on or adjacent to the site.
- <sup>2</sup> Press notices should be published within a newspaper circulating in the locality in which the land to which the application relates is situated.
- <sup>3</sup> Neighbour letters allow for representations to be submitted within 21 days.
- <sup>4</sup> For publicity purposes we define 'Major Planning Applications' as minerals and waste applications, development of 10 or more dwelling houses (or where the development site is 0.5 ha or more and the proposed number of dwelling houses is not known), buildings of 1,000 sq m or more, development sites of 1 ha or more, also all applications accompanied by an Environmental Statement. We will also publicise applications for development which would be a departure from the development plan by the same methods as for 'Major Planning Applications'.
- <sup>5</sup> For publicity purposes we define 'Other Planning Applications' as applications for all other types of development which do not fall within the definition of 'Major Planning Applications'.