

Statement of Community Involvement (SCI)

Submission Stage Representation Form



For official use only:
Source No:
Ref:
Ack:

Please read the attached guidance notes before completing this form and note that supporting documents relating to your form need to be returned to: Gary Williams, Head of Planning Services, The Council House, Avenue Road, Malvern, Worcs., WR14 3AF.
(Please ensure your name and address are attached to any supporting documents together with a note if you have emailed/faxed duplicate form/s)

A separate form should be used for each objection or support.

Comments must be received by 5.30pm Friday, 9th December 2005.

Personal Details

Agents Details (if applicable)

Title

First Name

Last Name

Job Title

Organisation

Address Line 1

Line 2

Line 3

Line 4

Post Code

Telephone Number

E-mail Address
(where relevant)

Nature of Representation

Please select one of the following:

Are you either:

Supporting part of the SCI;

If so to which part of the SCI does your representation relate:

Section

Paragraph

Or: Objecting to part of the SCI;

If so to which part of the SCI does your representation relate:

Section

Paragraph

Or: Objecting to the omission of a section or text

If so where should the new section or text go in the SCI (please be as precise as possible):

Reason for Objection

If you are objecting to the SCI please specify on which of the following tests of soundness you consider that this part of the SCI fails (see accompanying guidance notes):

it complies with the minimum requirements for consultations as set out in the Town and Country Planning (Local Development) (England) Regulations 2004

Its strategy for community involvement links with other community involvement initiatives (e.g. the community strategy)

it identifies in general terms which local community groups and other bodies will be consulted.

it identifies how the community and other bodies can be involved in a timely and accessible manner

- 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.
 - resources are available to manage community involvement effectively
 - it shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents
 - it sets out a mechanism for reviewing the SCI
 - it clearly describes the policy for consultation on planning applications
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Changes to SCI: Please give details of what change(s) you would like to see to the SCI and why, having regard to the tests of soundness listed above (please be precise as possible):

(Continue on a separate sheet if necessary)

Can your representation be considered by written representations or do you consider it necessary to attend the Examination

Either:

Written Representations

Attend Examination, if so please outline why you consider this to be necessary:

The Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to attend the Examination.

Signature:

Date:

Please return completed form(s) to the Gary Williams, Head of Planning Services, Malvern Hills District Council, The Council House, Avenue Road, Malvern, Worcs WR14 3AF

Please mark the envelope “SCI” or e-mail to david.murray@malvernhills.gov.uk

**Forms must be returned by 5.30pm on Friday, 9th December 2005
The Council may not accept your representation if it is received later than this date**

Guidance Notes and Comments Form on Making A Representation on Malvern Hills District Statement of Community Involvement (SCI) – Submission Document

General advice on making representations on a Statement of Community involvement

When considering making a representation about the Submission SCI you should be aware that the Draft SCI is about the planning process not planning policy as such. Therefore, comments about the merits of, or decisions about, specific planning issues, development sites and enforcement problems are unlikely to be appropriate. Furthermore, you should be aware that formal consultation associated with the Submission SCI is separate from other recent consultation associated with the Malvern Hills District Council Local Plan. Consequently, you should consider making a formal representation on the Draft SCI even if you have previously written to the District Council regarding consultation arrangements associated with the emerging Local Plan.

If you wish to object to a SCI or part of a SCI you should make clear in what way the SCI or part of the SCI is not sound having regard to the tests set out above. You should try to support your objection by evidence showing why the SCI should be changed. It will be helpful if you also say precisely how you think the SCI should be changed. In considering whether you wish to make representations on a SCI you may wish to consider the following principles for community involvement which are set out in the document “Community Involvement in Planning: The Government’s objectives” ¹.

¹ Published by ODPM in 2004 and available on the ODPM website www.odpm.gov.uk.

Principles of community involvement

Community involvement that is appropriate to the level of planning. Different arrangements for and levels of community involvement will be appropriate depending on the nature of the planning process involved and the authority's circumstances. Planning authorities should ensure that arrangements are built on a clear understanding of the needs of the community, and put in place arrangements which are fit for purpose.

Front loading of involvement. Community involvement policies should provide opportunities for participation in identifying issues and debating options from the earliest stages. Community involvement should happen at a point at which people recognise that they have the potential to make a difference and, crucially, to experience a sense of ownership of local policy decisions.

The methods used to encourage involvement should be relevant to their experience. Consideration should be given to how people are most likely to get involved and what facilities are available to them and to working with agencies such as Planning Aid that can help communities. There is no 'one size fits all' solution if a genuine dialogue is to be established and maintained.

Clearly articulated opportunities for continuing involvement. The process should allow local communities to see how ideas have developed at the various stages, with effective feedback. There should be clear formal stages when involvement should take place, based on the statutory requirements. These stages must occur as part of a continuous programme, not a series of disjointed, one off steps. A 'tick box' mentality, which regards community involvement as simply a process step to be ticked off, is not acceptable.

Transparency and accessibility. The process should be clear, so that people know when they will be able to participate, and the ground rules for doing so. Involvement in the planning system should extend beyond those who are familiar with the system, to difficult to reach groups.

Planning for involvement. Community involvement should be planned in from the start of the process for plan preparation or consideration of significant development proposals, to enable timely involvement. Consideration should be given to how processes for community involvement in planning can best fit with other involvement processes, particularly in respect of Community Strategies. Project plans should avoid unnecessarily long, drawn out processes.

The consultation period is from Monday, 31st October 2005 to 5.30pm Friday, 9th December 2005.

All representations must be received by 5.30pm on Friday, 9th December 2005.

We are not obliged to consider representations received after this date and you could lose your right to appear at any Public Examination.

Representations to the Submission SCI should be made using our comment form attached. Further copies are available from the Customer Service Centre, The Library, Graham Road, Malvern, Worcs. Copies of the form may be photocopied or alternatively you may request a copy from one of our customer services officers by ringing (01684 862151). For those with access to the Internet, a copy of the form is available on our website www.malvernhills.gov.uk. If you have any queries e-mail us at dev.control@malvernhills.gov.uk

Completed forms should be returned to:

**Gary Williams
Head of Planning Services
Malvern Hills District Council
The Council House
Avenue Road,
Malvern Worcs WR14 3AF**

Please mark your envelope "SCI"

How to complete the Form

There are a number of things to remember when completing the form:

1. Please use a separate form for each representation. Each form should clearly identify the change you are supporting or objecting to;
2. Forms should be completed in black ink or typed;
3. You are advised to keep a copy of all representations you submit;
4. **Written Representations** – These carry the same weight as attendance at Public Examination. They are the preferred method of the Planning Inspectorate as they enable objections to the SCI to be dealt with more quickly and Inquiry costs reduced.
5. **Informal Hearings** - These are a means by which your case can be heard through informal discussion with an independent Inspector, without the need for formal legal representation, or cross-examination. The Council would also make their case without legal representation.
6. Please note only those objectors whose objections are made within the six week period have a right to have their objections considered at a future Public Examinations. The District Council is not obliged to accept any representations received outside of the formal consultation dates.

What will happen to my representation?

Your representation will be acknowledged and identified by a reference number. If you do not receive an acknowledgement, please contact one of our Customer Service Officers on (01684 862151). Given the volume of responses likely to be received, there may be a short delay in getting back to you.

Your individual comment(s), in support or objection to the Draft SCI will be checked to see if they have been "duly made" i.e. in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004. Each comment will be given a specific reference and acknowledged in writing.

- Submitted representations can be viewed by the public, they will be available to view as soon as possible at The Customer Service Centre, The Library, Graham Road, Malvern;
- Comments will be entered into the District Council's SCI database;
- The District Council will then carefully consider all representations made;
- A Public Examination to consider any outstanding objections, should it be required, is anticipated to commence early 2006.
- The Inspector's Report on objections to the SCI, will inform any final adjustments which may be required to the SCI. This Report will be binding on the Council.

The Malvern Hills District Council SCI will be adopted as a Local Development Document (LDD) and will form part of the statutory Local Development Framework (LDF) for the District.

Need Help?

If you would like this information in a different format, for example Braille, audio tape, large print or computer disc, please contact David Murray on (01684 862318) or for community languages please contact (01905 25121).