



Guidelines for Pre Application Community Involvement April 2011

In October 2008 we produced in conjunction with the Bristol Neighbourhood Planning Network guidelines developed to support the councils' Statement of Community Involvement. These guidelines have been updated to reflect the experience of the last two years and are recommended as good practice that the Council will expect from planning proposals that have significant local impact and are drawn from the SCI Ground Rules.

One key lesson from the last two years experience is that exhibitions and similar events do not by themselves constitute involvement as defined in the Statement of Community Involvement (adopted October 2008) but that they can be valuable later in the process to ensure information is taken to the wider community at the end of the involvement process or at Application stage.

- Step 1: The developer will contact Bristol NPN administrator as early as possible before proposals are fixed and while significant options are still open, giving preliminary details of site location and type of development. NPN will provide contact details of groups to be involved.
- Step 2: The developer will arrange to meet representatives of the resident/amenity group where there will be a brief discussion about the site, what existing planning policies are relevant and what issues are important either to the developer or to the community. The Community Involvement procedure will be agreed. The group representative(s) will inform the developer about how they will consult local opinion and to what extent they will need to make the proposals public.
- Step 3: Applicant/developer to prepare early sketches, and present to the group for discussion. This stage may involve several meetings, if the development is large, complicated or contentious. The group will undertake to make a written response within 2 weeks of any meeting with the developer.

If both parties wish to check that their discussions have identified all community issues, an exhibition for the wider public may be mounted. Any questionnaire/ response form must be agreed by both parties. Community responses must be submitted in full with the planning application (with a copy of this information with identifying details redacted for posting on the website), and not summarised in a CIS.

- Step 4: The developer prepares plans, as far as possible taking account of the consensus view, and presents the plans that they intend to send for planning permission to the resident/amenity group
- Step 5: As a supporting document to the planning application the developer prepares a Community Involvement Statement (CIS) as a record of the Community Involvement process (this is a validation requirement for Major planning applications). A standard form is available on the councils' website. The statement will include:-
- points that were made by the community, and
 - changes made by the developer to accommodate these points, and
 - where the developer is unable or unwilling to respond to these points, giving reasons why not.

This record will be agreed and signed by both parties and submitted with the planning application. If no agreement on the document can be reached, then both parties may submit their own statement to the council to be considered along with other information relating to the application.