

PRE-APPLICATION CONSULTATION REPORTS GUIDANCE NOTE

Please note – the following guidance applies to planning applications for National and Major developments that will be submitted on or after 3rd August 2009

Where Pre-application Consultation (PAC) with the community is required the applicant must prepare a report (known as a Pre-Application Consultation Report) setting out what steps have been taken to comply with the requirements for consultation. The report should specify:

- who has been consulted;
- what steps were taken to comply with the minimum consultation requirements and any additional requirements set out in the Council's response to the Proposal of Application Notice;
- the comments made by the general public and those consulted;
- whether and how these comments have been taken into account in the development proposals.

The report should be in writing (which may include an electronic version) and should include evidence that the various steps have been undertaken, for example, copies of advertisements of public events and details of material made available at such events. The report should also demonstrate what steps were taken to explain the nature of the PAC process and that it does not replace the planning application process when representations could in due course be made to the Council.

The report should be as detailed as possible in setting out the issues raised by those consulted and the general public throughout the consultation process and with respect to any changes made to the proposals to address the issues raised. Where the applicant feels or has been unable to make changes in response to the comments received it would be helpful if the report explained the reasoning for this. Notes of any public event or meeting would also be useful.

The report must accompany the planning application when it is submitted. If it is not submitted, the application will be invalid and cannot be determined by the Council.

The purpose of the Report is to confirm that PAC has taken place in line with statutory minimum requirements and any other requirements set out in the Council's response to the Proposal of Application Notice. If, after considering the Report, we conclude that the applicant has failed to carry out the required steps, we may decline to determine the application.

In terms of considering the planning application, the Report is not likely to have a significant role, unless it identifies issues or contains information which could be considered a material consideration to which the Council should give weight in determining the application.