

ANNEXES



South Derbyshire District Council

Town and Country Planning Act 1990

Householder Planning Application Form

This form is appropriate for all development within the grounds of a dwelling house. **Please edge your plot in red on a location plan** (normally 1:2500 scale Ordnance Survey map). Please send the **FOUR sets** of the form and plans with the fee of **£110.00** to:

Planning Department, South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH.

1	Name and address of applicant and agent	
	Applicant	Agent (if any)
	Name.....	Name
	Address.....	Address.....

	Tel No.....	Tel No
e-mail address	e-mail address.....	

2	Proposed development		
	Address of site if different: to 1 above:-		
	(a) Erection of a storey house extension/outbuilding/conservatory/car-port/garage/porch/wall/fence/access/change of use of garage to living accommodation * (* delete as appropriate)	yes	no
	(b) Do you propose to alter any vehicle/pedestrian access to the property?	<input type="checkbox"/>	<input type="checkbox"/>
	(c) Please specify the materials to be used to construct the walls/roof		
	(d) Is there a designated public footpath next to your house?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Will you need to fell any trees? If yes, please indicate them on the plans.	<input type="checkbox"/>	<input type="checkbox"/>	

3

Declaration Please complete

I/We submit this application and attach the necessary plans and a fee of £110.00.

I/We also certify that on the day 21 days before the date of the application, no one except the applicant was the owner* of any part of the land to which the application relates.

Signed: Name:

On behalf of: Date:

*If you have a lease of with more than 7 years to run you are deemed the owner of the land.

4

Additional information

As a matter of course we will be consulting your neighbours. Please insert below the addresses of your neighbours to the front, side/s and rear (continue on a separate sheet if you need to). This will assist in the speedy processing of your application.

No./name	Street	Town/village	Postcode (if known)

5

Notes

1. Sections 1 – 3 must be completed and section 3 must be signed and dated.
2. Section 4. There is no compulsion to complete this part of the form. It is for information purposes only, however by completing it you may assist the Council in dealing with your application more quickly.
3. If you have any queries about completing the form, please contact these offices on 01283 595937 or by e-mail to planning@south-derbys.gov.uk
4. Plans should show the location of the property, the position of the extension and all elevations (views) of the proposal and a floor plan. Any alterations to the outside of the existing property should also be shown.
5. If you are not the owner of the land, a different certificate and another form need to be completed. Certificate B and Notice Number 1 can be down loaded from the Council's web site (www.south-derbys.gov.uk) or obtained from the above address.
6. All drawings should be of a recognised metric scale and any dimensions should be in metres/centimetres/millimetres.



South Derbyshire District Council

Town and Country Planning Act 1990

Planning Application Form

Please complete **ONE** copy of this form with black pen and in block capitals.
Please send the form with the Certificate, relevant fee and **FOUR** copies of the plans to:-

**Planning Department, South Derbyshire District Council, Civic Offices, Civic Way,
Swadlincote, Derbyshire, DE11 0AH.**

Guidance notes are available to help you to fill in the form, but please ask if you need any further help. All measurements must be in metric.

PART 1

1

Applicant's details

Name:

Address:

.....

Postcode: Tel No:

2

Agent's details (if applicable)

Name:

Address:

.....

Postcode: Tel No:

3

Full postal address of application site

.....

.....

.....

4

Description of proposal or change of use

.....

.....

.....

5**Previous application**

Is the application similar to one we decided on or one which the applicant withdrew in the last year?

No Yes

If Yes, please give our reference number

9/ /

6**Adjacent land**

Does the applicant own or control any land next to the site?

No Yes

If Yes, show the land edged blue on the location plan.

7**Proposals**

Please indicate the type of proposal (you may tick more than one box)

A New buildings

If Yes, please complete B or C. If No, go to question D.

No Yes

B Housing

If Yes, how many houses, flats or bedsits?

No Yes

C Use other than housing

If Yes, give the total floor area of all floorsm²

No Yes

D Altering or extending a building

No Yes

E Change of Use

No Yes

F Constructing a new access to a road

If Yes, is it vehicular, pedestrian or both?

No Yes

G Altering an existing access to a road

If Yes, is it vehicular, pedestrian or both?

No Yes

H Carrying out other works

No Yes

8**Type of application****A Is the application for outline permission?**

If Yes, which details will you submit at a later stage? (The reserved matters)

No Yes

Siting

No Yes

Design

No Yes

External Appearance

No Yes

Means of Access

No Yes

Landscaping

No Yes

B Is the application for full planning permission?

No Yes

C Is the application for approval of details - reserved matters - Following the grant of an outline planning permission?

No Yes

If Yes, please give the date and our reference number:

Date of previous application: Reference 9/ /

8 **D** Is the application for renewal of a temporary permission? No Yes
 OR to change or remove a condition on a previous permission? No Yes

In either case, if YES, please give the date and reference of the previous application:
 Date: Reference 9/ /

9 **Existing or previous use**
 What is the present use of the buildings or land?
 If vacant, what was the previous use?.....

10 **Additional information**

A Is the application for industrial, office, warehousing, storage, shopping, leisure or entertainment use? No Yes
 If Yes, please complete PART 2 of the form

B Do you propose to fell any trees? No Yes
 If Yes, please show location on the site plan

C How will you dispose of:-
 SURFACE WATER? FOUL SEWAGE?

D Does the application affect an existing footpath or bridleway? No Yes

E Are any buildings to be demolished? No Yes
 If YES, please show location on the site plan

11 **Plans**
 Please list all drawings and plans you wish to include in the application.

A **Materials**
 Please specify details of materials (including colour) of the external walls and roof.

12 **Ownership**
 Please enclose an ownership certificate with this application. Blank certificates are available from us.
 Please read the notes before you fill in the certificate, or just ask us if you are unsure.

13 **ALL applicants or agents**
 Please sign the form and date it
 Signed: Date:

Are you signing as agent? No Yes

PART 2 - Please fill in PART 2 overleaf if you answered YES to question 10A

PART 2

Please fill in this page if the buildings are to be used for industrial, office, warehousing, storage, shopping, leisure or entertainment.

1 Uses of Buildings

Please give the existing and proposed floorspace in each use:

	Existing	Proposed
A Industrial		
B Office		
C Retail		
D Wholesale or trade sales?		
E Storage		
F Leisure and entertainment		
G TOTAL		

2 Staff

Please give the number of existing and proposed staff who will be based at the site, in each category:

	Existing	Proposed
A Industrial		
B Office		
C Other staff		
D TOTAL		

Of the total, how many staff will be transferred from another site?

Please give the other site's location

3 Vehicles

Please give the number of cars and goods vehicles using the site in a normal working day. Also, please give the size of the goods vehicles if known:

- A** Vehicles loading and unloading
- B** Essential staff vehicles
- C** Visitors' and customers' vehicles

Please show on the plans the area to be used for each category.

4 Processes and Waste

Please describe as fully as possible the processes, products and machinery to be used in any industrial use on the site:

Please describe the amount and types of effluent and trade refuse which will result from the use on the site and also how you propose to dispose of it:

Will **Hazardous Substances** be present on the site? No Yes

If **Yes**, please enclose a full list of the substances and how much will be used and/or stored, on a separate sheet. Please refer to the guidance notes if you are unsure.



South Derbyshire District Council

How to apply for Planning Permission

Read these notes before you fill in the attached application forms. All applicants must fill in **PART 1** of the application form. If you apply for permission for development that is not housing, you must fill in **PART 2** of the application form as well. You will also need an **Application Certificate** - a separate note explains which certificate to fill in.

For further information or help in completing the form please contact us:

**Planning Department, South Derbyshire District Council, Civic Offices, Civic Way,
Swadlincote, Derbyshire, DE11 0AH.
Tel: (01283) 221000. Fax: (01283) 595850. email: planning@south-derbys.gov.uk.**

The forms are for applications for planning permission to South Derbyshire District Council. Before you complete them please read all the notes, which are in the same order as the questions on the forms.

Questions 1 and 2 **Names and address of applicant and agent**

If you appoint an agent, we will write to that person about the application, please ensure to include a daytime contact number or email address.

Question 3 **Full postal address of the application site**

Enter here the full postal address of the property or site for which you want planning permission.

Question 4 **Description of proposal or change of use**

Please give the proposed use, the number of storeys, if you propose new buildings and the number of homes if you propose housing development.

Example: 'erecting 12 three storey houses and a block of four storey offices'.

Question 5 **Previous application**

This will help you to avoid fees, if you paid fees on a previous application in the past 12 months following determination.

Question 6 **Adjacent land**

If you own or control any adjacent land, show this edged blue on the site plans.

Question 7 Proposals

- A New buildings**
This includes any new building other than extensions to existing buildings.
- B Housing**
If the proposal involves housing development, please enter the number of new homes.
- D Altering or extending a building**
This includes any alterations or additions to an existing building.
- E Change of use**
This is for a change of use of land or building from one class to another. Example: "House to shop".
- F&G Constructing a new access to a road or altering an existing access to a road**
If you need a new vehicle access from a road onto your property, or you propose to alter an existing access to a road, you will also need a pavement crossing. The Highways Authority must do the work and you must pay for it. A note on your planning decision notice will give you the address to contact.
- H Other works**
You should tick **Yes** here if for example you want to erect a wall or fence which needs permission, or carry out engineering works such as a hardstanding or earthmoving, or erect a structure which is not a building.

Question 8 Type of application

- A Outline for new building work**
Please tick **Yes** if you want planning permission for buildings and do not wish to give all details at present. Please give as much information as you can. If you submit plans showing ideas of how the development might end up, those plans will not form part of the application and you must mark them **'Ideas Only'**. We may want more details before we decide, especially if the site is in a Conservation Area. Please think carefully before you reserve details. For example: Access may be very important. It is useful to talk to us before you send the application to find out how much detail we need. Please tick those items which you want to submit at a later stage.
- B Full application for change of use and/or new building works**
Please tick **Yes** if you are sending us all the details of new building works, including materials of construction, landscaping, car parking and access. You must submit accurate plans to a suitable metric scale which show the site's location and its surroundings, layout, elevations - including notes of materials - and sections through the land/building. We need four copies of each plan.
- C Reserved Matters**
Please tick **Yes** if you already have outline planning permission and you just want us to approve details. The outline permission must still be within its time limit, the details must relate to the outline plans and any conditions we put on the outline permission.
- D Renewing a temporary permission, removing a condition or retaining a building or continuing a use without a condition**
You can apply for permission to retain works, or to continue a use without complying with a condition on the original permission. This includes any requirement that work stops on a certain date. Enter the date and number of the original permission. If you want to renew an existing permission, you can simply write to us enclosing a new certificate. Please ask for details.

Question 10 Additional information

- A Non-housing development**
If you answer **Yes** to any of the uses in this question you must complete **PART 2** of the application form. However, if you propose minor work such as a shop front, you do not need to complete **PART 2** of the form.

B Trees

We want to keep existing trees wherever possible. There is a space on the application form to say whether or not you intend to fell any trees. Show the position and spread of any existing trees on your plans and state clearly which, if any, are to be felled. If you intend to fell or lop any trees in a Conservation Area, you should consult us at least six weeks before you intend to do the work. In this case, please write a separate letter giving details of the work. In any other location you should always find out from us if trees are protected by a **Tree Preservation Order** before you do anything to them.

C Drainage

All new buildings must have separate connections to foul and storm water sewers. If this is not possible, state on the application form what drainage arrangements you propose. You must find out where underground services are, before you prepare detailed plans for new buildings.

D Public Rights of Way

If your development affects a public right of way you should consult the:-

**Director of Environmental Services
Derbyshire County Council
County Offices
Matlock
Derbyshire DE4 3AG**

Telephone : (01629) 580000 ext 7518

Question 11 Plans

You must submit site plans and drawings of the buildings.

The site plan

We need from you a site plan, preferably to a scale of 1:1250, which shows the whole of the site and its surroundings and the site boundary coloured red. Any adjacent land which you control should be coloured blue. An Ordnance Survey extract usually provides an accurate site plan. We can supply you with copies but there is a fee to cover our costs.

If you are applying for buildings you will need a site layout plan at a scale of 1:500 or larger, which shows the location of the buildings and existing features such as trees and neighbouring buildings. The plans should also show the access to the site, roads and paths within it and the treatment of all open areas.

Drawings of buildings

- We do not usually need these for outline applications.
- If we do need them, they must be at a scale of 1:100 or larger and show the layout of rooms in the whole building - one plan for each floor, if more than one floor. Please indicate doors, windows, thickness of walls and type of materials used.
- We need to know what the new building will look like from all sides - known as 'elevations'. Show the type of building materials to be used and outside finishes.
- We also need a section through the building showing the type of construction and the building materials.

The detailed plans must be accurate and show a metric scale we can measure.

Landscaping for new developments

The Council must think about landscaping and preserving and planting trees when it grants planning permission. When you submit a planning application for a new development, you can put all the landscaping details on the plans or give details later.

Question 12 Ownership

See separate sheet '**Certificates and Notices Guidance Notes**'.

Access for disabled people

The Council believes accessibility to buildings for disabled people is very important. All new buildings

which the public will use including shops, licensed premises, office and factories must be accessible. Extensions and changes of use to existing buildings must make the buildings accessible if it is possible.

This may include:

- reserved wide car parking spaces
- dropped kerbs and level approach to building
- ramp at entrance and wide doors
- adapted toilets

Many of these features help elderly people and people with young children. Show the facilities for disabled people clearly on building drawings.

The Building Regulations also include access for disabled people.

Hazardous substances

If the proposal is for the use and/or storage of large quantities of hazardous materials ask for a special form. Give the materials and quantities involved and confirm that you have consulted the Health and Safety Executive.

Planning fees

The law requires you to send the correct fees with your application. Make cheques or postal orders payable to '**South Derbyshire District Council**'. Details of fees are available on a separate sheet.

Time allowed for a decision by the Council

We will acknowledge your application. The letter will tell you that the Council has eight weeks by law to decide on a planning application. If there are no problems with your application, we hope we can make the decision sooner. However, the Council deals with over 1,000 planning applications each year and has to consult the public and official organisations before it makes a decision on most of them. We sometimes need more time.

Gas, electricity, water and telephones

You may need separate consents from the companies who provide these services if your development affects existing services or needs new or altered supplies.

What to do with your application

Post your application or deliver it by hand during office hours (Mon-Thurs: 9-5, Fri: 9-4.30). We welcome discussion of sketch plans before you submit an application.

Building Regulations

You will need **Building Regulations Approval** as well as planning permission for new building, extensions or alterations and for some changes of use. Please ask us for the forms and for any advice you need.

CHECKLIST

Please check these before you send the application:

- Have you answered all questions on the form?
- Have you enclosed the plans we need?
- Have you filled in the Certificates and Notices?
- Have you signed the form?
- Have you enclosed the fees?

South Derbyshire

At the Heart of The National Forest

COMMENTING ON PLANNING APPLICATIONS

How to comment

- Anyone can comment on a planning application.
- You can come and see the application at Planning Reception during opening hours.
The Council's opening hours are 8.45am -5.00pm Mondays - Thursdays and 8.45am - 4.30pm Fridays.
- Alternatively, plans may be available locally for inspection at the Parish Council. The Planning Department will be able to advise you who to contact.
- You can comment in writing, or by e-mail. We cannot accept comments over the telephone as they could be misinterpreted.
- There will always be someone available at Planning Reception to help you, but you may need to make an appointment to see the Planning Case Officer. You may also discuss your concerns with your Ward Councillor, who may wish to support your views in writing.
- If you are genuinely unable to come and see the application eg. if you are unwell or infirm, contact the Planning Officer who will be able to send you the plans, or visit you. We will disregard any objections and comments containing racial abuse or racist views.

When making decisions on planning applications, the Council can only take into account planning matters.

These include whether:

- The proposal accords with planning policy (the Development Plan and other planning guidance).
- The appearance and size of the new building is in keeping with the surrounding area.
- The external alterations are in character with the existing building (in particular the design & facing materials).
- Adjoining properties will be overshadowed, or overlooked or will suffer a loss of privacy.
- There will be any increase in noise and disturbance, e.g. from extra traffic or other activities.
- The new roads and accesses are safe for all road users and there is adequate car-parking.
- Any advertisement will be too brightly lit.
- The public services and facilities are adequate.

We cannot take into account:

- Loss of your view or loss of value to your property.
- Boundary & other disputes between neighbours.
- Loss of trade from individual competing businesses.
- Effects on private rights of way covenants & other private legal rights.
- Moral objections, eg. to betting shops or amusement arcades.

Types of Application

Outline Applications are to find out whether the principle of developing a site for a particular use is acceptable before detailed plans are drawn up. There will normally be only a site plan with the site outlined in red, and limited

or no details of the design of the buildings and the site layout.

Reserved Matters Applications are submitted within three years of an outline approval and give details of the scheme layout and design of new buildings.

Full Applications provide detailed information and plans of the proposal.

Amendments

These are alterations to an application that has not yet been decided. You may receive a letter asking for your comments on any amended drawings.

Resubmitted Applications

Sometimes an application is resubmitted following a previous refusal of planning permission. The proposal may be similar to the previous application or modified in some way, possibly still retaining some elements of the previously refused scheme.

Please let us know in writing if you:

- No longer object to the proposal;
- Object to all or part of the resubmitted proposal;
- Wish to have a previous comment or objection carried forward.

What happens to your comments?

Your comments will be taken into account when we make a decision on the application.

They will be put on the planning application file which is available for anyone to look at.

Decision Making

An application can be dealt with in two ways:

- By senior Planning Officers if the proposal is relatively minor or uncontroversial.
- By Councillors at the Planning Sub-Committee for larger or more controversial proposals, or where a Councillor refers an application to the sub-committee that would otherwise be decided by senior officers.

Attending Committee

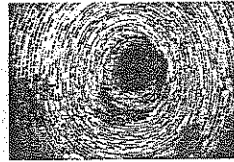
The Planning Sub-Committee meets every 3 weeks, on a Tuesday in the Council Chamber. Anyone can attend the Committee to listen. You will need to ask for the date of the meeting if the application you are interested in is to be dealt with at Planning Sub-Committee. Agendas for Committee meetings can be inspected at Planning Reception, 3 working days before the meeting.

After the Decision

If you have commented and specifically requested it, we will send you a letter with the decision on the application. It may be a little while before you hear from us as many applications, particularly some larger or more controversial schemes, take twelve weeks or more to decide.

If the application is refused, the applicant can appeal to the Secretary of State of the Environment. If you commented on the application, we will write to you giving you the chance to make further comments if there is an appeal and to attend any subsequent Hearing or Public Inquiry. Neighbours and other third parties, who have objected, cannot appeal against the decision to approve an application.

ANNE C
LOCAL PLAN
TIMETABLE



South Derbyshire

1st deposit draft

2002

South Derbyshire

The District of South Derbyshire covers an area of approximately 33,000 hectares and is bounded by the City of Derby to the north, Burton on Trent to the west and Ashby-de-la-Zouch to the east. The District's position in relation to the rest of the region is illustrated on Plan 1. The urban area making up Swadlincote, with a population of 31,000, is the largest settlement and is the administrative centre for the District, which has a total population of 82,300.

In the early 1990s the District became home to the Toyota Motor Corporation Car Manufacturing Plant at Burnaston and the population and house building have continued to increase earning the District the reputation as the 'fastest growing District in Derbyshire'. The opening of the A50 Derby Southern Bypass in 1997 provided some relief to the northern villages whilst improving links to the national motorway network. The East Midlands Airport lies just beyond the District boundary providing for the international movement of goods and people. Formerly based upon coal mining and pottery manufacture the setting of Swadlincote itself has been transformed by reclamation schemes to provide attractive locations for new industries and businesses. It is now promoted as 'The Town at the Heart of the National Forest'.

Corporate Plan

In November 2001 the Council adopted its first Corporate Plan which identifies the following key aims that will guide service delivery:

- strengthen and develop the local economy through support for business development and inward investment
- safeguard and enhance the natural and built environment
- address the needs of South Derbyshire residents for good quality homes, of a variety of tenures, located in well planned and safe environments
- promote health and welfare of all sections of the community, including access to leisure and cultural facilities
- secure continuous improvements in the quality and efficiency of services provided by the Council
- manage resources efficiently and effectively
- listen to and represent the people of South Derbyshire in county, regional and national arenas
- support the development of the National Forest and its enjoyment by residents and visitors.

The priorities remain unchanged from those previously adopted by the Council and are:

- the provision of high quality value for money services
- community involvement in decision making
- the protection and promotion of the environment

The Local Plan is acknowledged as a critical success factor in the delivery of the corporate aims and the adoption of the new South Derbyshire Local Plan will be a key milestone.

Purpose of the local plan

The functions and format of a local plan are laid down by the Town and Country Planning Act 1990 as amended by the 1991 Planning and Compensation Act. The main purposes of a local plan are as follows:

- To relate Structure Plan policies and proposals to precise areas of land;
- To provide a basis for development control;
- To provide a basis for co-ordinating and directing development of public and private land;
- To bring local planning issues before the public.

The plan will direct the development and use of land for the period up to 2011.

Relationship with other plans and documents

The Local Plan should conform generally with the Derby and Derbyshire Joint Structure Plan adopted in January 2001.

When adopted this Local Plan will replace the South Derbyshire Local Plan adopted in May 1998.

The new Local Plan together with the adopted Structure Plan will form the Development Plan for the area. It is not necessary for the Local Plan to contain a policy on an issue that is adequately dealt with by a policy in the Structure Plan unless government guidance states otherwise.

Planning applications for development relating to mineral extraction and waste disposal will be determined by Derbyshire County Council in accordance with the Waste and Mineral Local Plans which it prepares jointly with Derby City Council.

All documents should have regard to Regional Planning Guidance for the East Midlands (RPG8) and to Government Circulars and National Planning Policy Guidance Notes (PPG's). The Local Plan should also take on board those elements of Local Transport Plans prepared by Highway Authorities that have land use implications.

Where a greater level of detail than would normally be given in a Local Plan is required to guide development, particularly in relation to specific topics, the Council will prepare and publish this separately in the form of Supplementary Planning Guidance. This is because it can be reviewed much quicker than the

Local Plan itself. However, as has been the Council's normal practice, such documents will be the subject of public consultation prior to their adoption.

Where the Council itself has other documents, such as the Tourism and Economic Development Strategies, these are referred to in the relevant chapter of the Local Plan.

Format of the Plan

The Plan consists of a Written Statement of policies and proposals together with a Proposals Map.

The policies are written in bold upper case followed by a statement of justification in lowercase. A performance indicator is also identified to show how each policy will be monitored. An introduction to each chapter sets the scene for the topic covered.

The Proposals Map, including inset maps where applicable, indicates the area covered by specific policies and proposals.

Policies within the plan are not always mutually exclusive thus several policies may be applicable to a particular proposal. Part of the process for determining planning applications will, when necessary, require each policy to be weighed in relation to the merits of the proposal.

Monitoring and Review

Implementation of the policies and proposals in the Plan will be carefully monitored. In relation to housing and employment monitoring the Structure Plan divides the District into two sub-areas, the Derby Sub-area and the Swadlincote Sub-area, the Parishes contained within which are as shown on Plan 2. Changes may be needed before a full formal review of the plan, for example if land for housing is not coming forward in sufficient quantities to meet annual housing completion rates a review of sites may be necessary. The performance indicators may also change if the Audit Commission introduces new indicators for local plans as part of the Best Value exercise.

The legal process for up-dating the Plan is lengthy. Relatively minor changes may be considered by Council resolution but major changes will require a formal review of the Plan in accordance with statutory regulations.

Development Strategy

The Derby and Derbyshire Joint Structure Plan sets out the broad planning framework for Derbyshire (outside the Peak Park) for the period 1991-2011. The scope of the Local Plan is set out by this broad policy framework, which it develops at the detailed local level to guide development decisions.

In February 2000 the Council agreed the following objectives that policies and proposals in the Local Plan should meet. These are as follows:

In the Swadlincote Sub-area

- * **improve the status of Swadlincote town centre as the main focus for retailing, service and leisure provision** - through the preparation of a comprehensive town centre strategy and the identification of sites which will provide a positive lead for development.
- * **provide better access to and within the town**, (particularly for those who do not have use of a private car) - through the preparation of cycling and walking strategies and by ensuring that all new development maximises the potential for improving public transport use.
- * **maximise the use of suitable 'brownfield' land for housing and employment uses and reduce the need to travel** - by carrying out an urban capacity study and identifying such land within, or if necessary immediately adjoining the urban area; ensuring that a range of sites are allocated to create certainty for developers and the local community.
- * **assist the regeneration of the Woodville area** - through the preparation of a comprehensive package of policies and land use allocations which improve the environment, maximise the potential for retaining a balanced community and reduce the need to travel.

In the Derby Sub-area

- * **maximise the potential to create balanced communities and reduce the need to travel** - by allocating sites for housing development to meet the bulk of the Structure Plan requirement in locations which relate well to employment sites within the city, and which can provide or have access to a range of services and public transport

District Wide

- * **protect and enhance the quality and character of the natural and built environment** by identifying those aspects which are important and developing policies which are sufficiently robust to ensure that they are not lost as a result of new development.
- * **ensure as far as practicable that new development provides for the needs of occupiers, users and visitors** - through the preparation of development briefs for the main allocations within the plan, and the setting out of provision to be included if necessary in legal agreements and through the payment of commuted sums.

* **direct development in the rural area to sustainable locations** - by establishing a hierarchy of settlements based on existing services and public transport provision.

* **safeguarding existing employment** - by identifying and overcoming where possible any environmental and accessibility constraints to ensure that there is scope for such firms to expand and to identify those areas well related to housing where the change of use to non employment activities will be resisted in order to retain balanced communities.

* **ensure that policies and proposals complement those of neighbouring authorities** - by addressing cross border issues where necessary and appropriate in order to maximise benefits to the District.

The Local Plan Preparation Programme

Following the end of the six week consultation period for the First Deposit Draft the remaining timetable until formal adoption of the final document, as agreed with the Government Office for the East Midlands, is as follows:

- * Objections and comments received / details of negotiations reported to Committee with suggested response (target = no later than 12 weeks from end of deposit period)
- * Draft plan placed on second deposit for six week period no later than 6 months from end of first deposit period
- * Objections and comments received/details of negotiations reported to Committee with suggested response (target = no later than 12 weeks from end of second deposit period)
- * Public Inquiry to be held Spring 2002
- * Publication of the Inspector's Report within 12 weeks of receipt by the Council together with the Council's response
- * Adoption of reviewed plan by end 2002
- * A final version of the document to be available no later than 3 months after adoption.

South Derbyshire Local Plan Review

Town & Country Planning (Development Plan) (England) Regulations 1999

Statement of Pre-deposit Consultation and Publicity

In accordance with paragraph 21 of the above regulations the District Council must prepare a statement setting out what consultation and publicity it undertook prior to placing the new plan on First Deposit. In the following text it should be noted that where reference is made to consideration of a matter by a Committee of the Council this was done in open session.

The local plan review commenced following the agreement of a timetable (previously discussed with GOEM) by Planning & Economic Development Committee at its meeting on 28th October 1999. Some 412 letters setting out the timetable were sent to individuals and organisations who had been involved in some way with the previous local plan and those who had since asked to be added to the local plan database.

At its meeting on 16th December 1999 the Planning & Economic Development Committee approved an Issues Paper for targeted consultation. The document was sent free of charge to specific interest groups and organisations (see attached list), and sold to anyone else who wished to comment upon it. The document set out the changes in national, regional and strategic planning documents since the adoption of the last local plan and raised a series of questions. Responses to the document were reported back to Committee at its meeting on 24th February 2000.

Objectives for the new local plan and strategies for achieving them were agreed at Planning & Economic Development Committee on 24th February 2000. Committee also approved the advertisement of the objectives by appropriate means with an invitation for interested parties to submit proposals that would meet the objectives. All those on the local plan database were written to and a press release generated several articles in the local newspaper.

On 16th October 2000 a Community Workshop attended by invited representatives from retailers, groups and organisations that use the town centre and members of the public was held to assist the formulation of a Vision and Strategy for Swadlincote Town Centre. It was explained at the workshop that the work would inform policies in the new local plan. Publicity included various newspaper articles, a radio interview and an exhibition.

At its meeting on 14th December 2000 Planning and Economic Development Committee agreed a draft Urban Capacity Study for Swadlincote for public consultation. In its introduction the document explains that it is part of the local plan review. Copies were sent out, mainly to the development industry, and the document subject to changes resulting from the consultation exercise was formally adopted by Committee in February 2001.

On 23rd April 2001 a Community Workshop was held for invited representatives from businesses, organisations and members of the public in the Woodville area, where it was explained that the information gathered would help formulate policies for the area in the new local plan.

In July 2001 letters were sent to those making submissions to inform them of a delay in the programme following a staff shortage.

During the Summer of 2001 the local plan review timetable, objectives and information regarding progress on studies that would inform the local plan review were placed on the Council's website.

In Autumn 2001 a publication entitled Know Your District Council, that included an advert for the local plan website address, was distributed to households.

In December 2001 letters were sent to interested parties advising them that Environmental Services Committee to be held on 3rd January 2002 would be asked to approve a draft local plan as a basis for formal consultation purposes.

On 9th January 2002 Derbyshire County Council having previously been informally asked for officer comments was formally asked for a statement as to whether the First Deposit Draft was generally in conformity with the Derby and Derbyshire Joint Structure Plan.

On 22nd and 24th January 2002 seminars were held for representatives from Parish Councils on the local plan.

Prior to the document being formally placed on deposit, all those on the local plan database (some 746 entries) were written to with details of when and where the plan could be inspected and purchased and the deadline for responses.

Publicity and Process regarding the First Deposit Draft of the Local Plan

Minimum requirement – formal notice on first day of deposit placed in London Gazette and two consecutive weeks in local newspapers (Derby Evening Telegraph and the Burton Mail). The documents were made available for inspection at the Civic Offices and libraries including those in Derby, Borrowash and Burton and on the website where an objection form could also be downloaded. (between 18th Feb and 22 Apr the local plan page had 2,401 hits)

Additional publicity – Press release generated several articles in all local newspapers (including Swadlincote Times) and an interview given on Radio Derby where the details of where the plan could be inspected, including the web-site address were given out.

Notices placed on Parish notice boards and The Delph, and in Post Offices and Libraries.

As a safety net 34,000 leaflets were printed and distributed with the Council Tax correspondence that was sent out approx 2 weeks before the end of the consultation period. This was cost effective because the leaflet was distributed at no extra charge.

The next stages in the process – All submissions are being entered onto a database and given an id number and an acknowledgement sent out. We have received some 1,180 objections and 276 representations of support. Once all are entered we will issue a press release stating where they can be inspected.

Negotiations should then take place with those objectors whose objections may be resolved.

All statements of support and objections are then reported to Committee with recommendations as to whether or not and how the plan should be changed.

There is then a second 6 week consultation period to enable objections etc to the changes.

Unresolved objections to the First Deposit and objections to the changes in the Second Deposit are then considered by the Inspector at the Public Inquiry.