Public Involvement in Planning
Discussion Paper

Incorporating a revision to the Council's Statement of Community Involvement

Consultation arrangements
This discussion paper is being issued from 13th March to 27th April 2012. During that period a meeting will be arranged to allow discussion of the issues raised in the paper.

If you would like to send in comments on this document, please do so by midnight on 27th April
- By email to planningpolicy@rbkc.gov.uk
- By post to Planning Policy Team, Kensington Town Hall, Hornton Street, London, W8 7NX

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1. Purpose of this document

1.1. This is an exploratory document, setting out what we see as the ‘big questions’ in relation to how the public get involved with planning applications and planning policy documents. It is as much about explaining the limitations that resources place on involvement as much as an invitation to get involved.

1.2. When the Public Involvement in Planning is finalised, it will be Council’s policy statement on how the people will be involved in planning.

1.3. The power to make decisions in relation to planning, as in the rest of the Council, rests with the elected Councillors. Sometimes these powers are delegated to officers. A summary of the way decisions are taken in Planning is contained at Appendix 1.

1.4. When decisions are made, a whole range of issues have to be taken into consideration. One of these is the views of local people, which need to be balanced against other matters. The decision remains that of the Council.
1.5. Public involvement has to be balanced against the need for efficient administrative processes. Public involvement takes time. We have to be realistic as resources become tighter, that involvement itself needs to be targeted at key stages to be effective.

2. **What status will Public Involvement in Planning have when it is finalised?**

2.1. Section 18 of the Planning and Compulsory Purchase Act 2004 requires every local planning authority to have a Statement of Community Involvement (SCI). This must cover the preparation of planning policy documents, and the exercise of functions of the control of development including planning applications and development orders. It does not require any statement in relation to Neighbourhood Planning. The Council adopted its SCI in 2007.

2.2. Various changes – including new legal duties and cost savings – mean that it is now time to review the SCI from 2007. Rather than have an SCI that covers the statutory elements, and a separate document addressing Neighbourhood Planning, we have brought both these elements together in this single document.

2.3. The revised SCI is therefore contained in Section 4 (Planning Applications), Section 5 (Development Orders) and Section 6 (Policy Documents).

2.4. This ‘discussion’ paper sets out the ‘big issues’ from the Council’s perspective of public involvement within a context of reducing budgets.

2.5. After getting feedback from this document, the next step will be to issue a draft document for public comment, prior to adoption as the Council’s policy on involvement in planning, as set out below.

<table>
<thead>
<tr>
<th>Discussion paper prepared</th>
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</thead>
<tbody>
<tr>
<td>We are here → 6 week consultation on discussion paper</td>
</tr>
<tr>
<td>Review comments and feed into preparation of draft <em>Public Involvement in Planning</em> document</td>
</tr>
<tr>
<td>6 weeks consultation on Draft <em>Public Involvement in Planning</em></td>
</tr>
<tr>
<td>Review and revise document in light of any further comments</td>
</tr>
<tr>
<td>Submit Key Decision</td>
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<tr>
<td>Adoption</td>
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3. **RBKC approach to consultation and involvement**

3.1. RBKC has a corporate approach to consultation. The Statement of Consultation Principles on the Council website provides a succinct summary to ensure that members of the public who are being consulted by the Council are clear about:

- why the Council consults;
- how it will fulfil its commitment to maintaining good quality consultation;
• what they can expect from the Council when they are being consulted.

3.2. The Council consults in a wide variety of ways, including through a residents’ panel, mystery shopping and resident reviewers.

3.3. The Council is looking to refresh these as part of the development of Consultation Standards. Public Involvement in Planning will reflect these revised standards

3.4. The RBKC Community Strategy 2008-2018 also sets out principles in relation to consultation:
   To improve the ways that partners inform, communicate with, consult and involve residents by:
   i. improving and diversifying ways of communicating with residents and service users to take account of their different needs and language abilities, ensuring that good practice is shared;
   ii. consulting effectively with all parts of the local community;
   iii. providing effective information about how organisations work, the services they deliver, and the opportunities they offer for residents to get involved in and influence decision-making; and;
   iv. using a range of methods to gauge levels of satisfaction with services among different groups, and supporting communities to be able and confident to access and contribute to these opportunities.
   [Section 6: Community, Equality and Inclusivity, Aim 1]

3.5. RBKC also has a Compact which exists to strengthen working relations between the public, voluntary and community sectors. The document contains a set of principles and standards which guide these relationships. It can be found on the Council’s website.

3.6. The Community Engagement Team are building relationships with communities through initiatives such as City Living Local Life which involves supporting residents in finding practical ways to address local issues and improve their local areas.

4. Planning applications

4.1. A planning application is assessed against the Development Plan which includes the Borough’s planning policies and the London Plan. Government guidance is also taken into account as well as other relevant matters, known as ‘material considerations’, including any comments from the public.

4.2. We think the critical issue regarding involvement in planning applications is how the public are informed about applications and pre-applications (where advice is sought prior to an application being submitted).

4.3. There are statutory requirements about publicising planning applications. These are set out in Appendix B, alongside our current practice – which we are now reviewing. The regulations use four vehicles in a variety of combinations. These are press notices, site notices, the website and neighbour notifications (where the Council writes a letter to neighbours to inform them of an application).

4.4. We have suggested to the government that press notices are expensive and offer poor value for money, especially now that the internet is widely used. However, they remain a regulatory requirement in some situations. Site notices take up a lot of officer time travelling around the borough to put them up.
4.5. The area of biggest cost to the Council, and the area with the most discretion, is that of neighbour notifications. The statutory requirement is for the adjacent properties to be notified for certain types of application. The Council used to go beyond this and write to a wider group of properties. We stopped this when we examined our postage costs and found it cost about £14,000 a quarter, close to £60,000 a year and we had a response rate of only about 7%. In an era where the Council is being required to make very significant cost savings, we felt this was poor value for money. However, we still write to neighbours in some cases where there is no statutory requirement to do so.

4.6. We have explored the possibility of recovering this cost from applicants. However, the fees for planning applications are set nationally, and we do not have the power to vary them. We do not currently recover the costs of processing planning applications from the fees we receive.

4.7. The Localism Act is bringing in a requirement for developers to consult before they put in a planning application (known as 'pre-application'). Communities and Local Government is currently inviting views on the type and size of development to which this should apply. Their starting point for discussion is that this should apply only to large scale developments of over 200 homes, sites of over 4 ha or 10,000 square meters of floorspace. Whilst we have to wait for the outcome of this consultation, it is unlikely it will be required for smaller schemes, although we would like to explore how we could encourage applicants to take more responsibility for involving the public, as it is good practice.

4.8. In addition to the statutory methods, the Council has an email alert service, where people can set up a request to be sent an automatic email notification of planning applications (and other Council matters) within a the geographical area of their choice. This service is available by registering via the My RBKC button on the front page of the Council website.

4.9. There are many detailed questions about what we might do. But we think the big question is:

How might we develop a more effective and economically efficient system of notification that will provide, for those who are interested, an easy way of finding out about new applications?

5. Development Orders

5.1. Arrangements for involvement on Development Orders are a requirement of the regulations for SCIs. However, these are not widely used in the borough. We do not believe it would be good value for money to set out different standards in this document, and will follow the statutory minimum should a Development Order be prepared.

6. Policy documents

6.1. There are two main types of policy documents, those that go through an examination by a Government Inspector (Development Plan Documents, or DPDs), and those that are approved locally (Supplementary Planning Documents or SPDs). The Regulations stipulate the minimum consultation for both types of document (see Appendix C).
6.2. When people submit comments on policy documents, we estimate it takes about 20 minutes per comment to respond – allowing time to read the comment, re-read the relevant passage in the document, compare to other similar comments and the responses given to those, and to draft any alternative text. When that is multiplied by the number of comments received (any one individual or organisation will make many dozens of comments), the time resource is significant. Rather than just looking at ways we can make this process more time efficient – for example by doing thematic rather than individual responses – we want to see if we can use that resource more effectively earlier in the process. At the same time we need to be aware that meetings, especially for large numbers of people, can be very time consuming to organise, and to host – as well as to attend – so we need to be sure we target them at the right time and place in the process. We must also guard against consultation fatigue, and be aware that many people are not comfortable attending meetings and can feel excluded from the process as a result.

6.3. There are many detailed questions about what we might do. But we think the big question is:

How might we develop a more effective and economically efficient means of involving stakeholders in the production of planning policy and guidance?

7. Neighbourhood Planning

7.1. Neighbourhood Development Plans, and their sisters Neighbourhood Development Orders, are new. They are prepared by a local Neighbourhood Forum, made up of people that live or work in a Neighbourhood Area. Appendix D sets out the requirements inserted by the Localism Act into the Town and Country Planning Act (1990) in relation to the preparation of Neighbourhood Development Plans or Orders, and Appendix E sets out the related regulations, which come into force on 6th April 2012.

7.2. We have established a Neighbourhood Team to deal with place specific issues in the borough. Part of the remit of the team is to support to Neighbourhood Planning

7.3. There are currently two potential Neighbourhood Development Plans being prepared in the borough, both of which have CLG funding to cover the costs of the referendum which the Council is obliged to arrange at the end of the process.

7.4. The first is the Vanguard project ‘Modern living and protecting heritage assets: seeking reconciliation’. This study is being produced with the Markham Square Association and the Chelsea Society. It is examining how ‘high impact’ development can be designed and implemented in ways that reconcile the desire to carry out major alterations to upgrade properties with the enhancement of heritage assets and the avoidance of unreasonable or disproportionate disruption to the lives of residents nearby.

7.5. The Norland Conservation Society has undertaken a considerable amount of work to revise the Norland Conservation Area Proposal Statement, originally prepared in 1981. The Group is currently considering the potential for a Neighbourhood Development Order.
7.6. A Neighbourhood Development Plan forms part of the Development Plan – it therefore has the same status as a Development Plan Document, which is higher than a Supplementary Planning Document, and must meet similar levels of quality in terms of the evidence on which it is based, although the law sets out a slightly different process, including a local referendum.

7.7. The idea of Neighbourhood Plans is that the bulk of the work is carried out by local people. Clearly, though, some support will be needed from the Council, and we will carefully prioritise our limited staff resources. We want to be flexible about the ‘vehicle’ to deliver the objectives of a neighbourhood forum. It might be that the energy of local people could be more effective if channelled into an SPD or in gathering evidence for a DPD. None of this should detract, however, from the rights of local people to prepare a Neighbourhood Development Plan or Order if that is their wish.

7.8. There are many detailed questions. But we think the big question is:

Should there be expectations for Neighbourhood Forums to involve the public in ways that are efficient and effective but that exceed those required in the Regulations?
Appendix A. Role of Elected Councillors in Planning

A1 Elected Councillors, also referred to as the Members of the Council, are the Council’s decision makers.

A2 For planning applications, the responsibility sits with the Planning Applications Committee and Major Planning Development Committee. Information on which Councillors serve on these committees is on the Council’s website. Only a small percentage of applications are taken to the Committees as many can be decided by the Executive Director under ‘delegated powers’ – powers the Committee has delegated to officers. This ensures we can maintain an efficient administrative process.

A3 A planning application is assessed against the Development Plan which includes the Borough’s planning policies and the London Plan. Government guidance is also taken into account as well as other relevant matters, known as ‘material considerations’. Before a decision is taken there is an opportunity for the public to comment. Those comments are taken into account.

A3 The adoption of borough planning policy that will form part of the Development Plan is a decision for the Council as a whole. Regulations require the public are involved throughout the preparation of these documents. Early drafts of plans are taken through the appropriate Scrutiny Committee.

A4 The adoption of supplementary policy (policy that supplements the Development Plan) is a decision for the Cabinet Member for Planning Policy, through the Key Decision process, or a decision for the full Cabinet. Again, the regulations require that comments of the public are taken into account prior to adoption, and again, the Scrutiny Committees are invited to comment on draft documents.

A5 Local Ward Councillors are there to make sure the views and opinions of their constituents are heard. All Ward Councillors are sent a 'Weekly List', providing details of all planning applications received by the Council. This enables all elected members to be in touch with all development proposals in their local area. To find out which ward you live in, and who your local councillors are, please visit the Council website www.rbkc.gov.uk. Either by contacting them directly or by having your local member involved in local community group meetings, your Councillor can effectively communicate the views of your local community. You may find that the issues you are concerned about could be resolved through City Living, Local Life. This is a new ward initiative where local people and Councillors identify local issues that matter and find practical ways to make their area a better place to live.
Appendix B - Statutory requirements for publicity of planning applications

The Council publicises applications for planning permission in accordance with the following schedule and notes. These are under review.

<table>
<thead>
<tr>
<th>Nature of proposed development</th>
<th>Relevant secondary legislation</th>
<th>Statutory publicity</th>
<th>Current publicity carried out by RBKC: up for review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application accompanied by an EIA (Environmental Impact Assessment) Departure from the development plan (currently adopted Unitary Development Plan)</td>
<td>The Town and Country Planning (General Development Procedure) Order 1995</td>
<td>LPA to advertise in local press Site notice to be displayed for 21 days Website</td>
<td>Press notice Website Site notice Neighbour notification</td>
</tr>
<tr>
<td>Proposal affecting a public right of way</td>
<td>The Town and Country Planning (General Development Procedure) Order 1995</td>
<td>LPA to advertise in local press Site notice to be displayed for 21 days Website</td>
<td>Press notice Website Site notice</td>
</tr>
<tr>
<td>Major development: (Development of more than 10 dwellings, or more than 1000m² of floorspace or on a site larger than 0.5ha)</td>
<td>The Town and Country Planning (General Development Procedure) Order 1995</td>
<td>LPA to advertise in local press Site notice to be displayed for 21 days or neighbour notification Website</td>
<td>Press notice Website Site notice Neighbour Notification to those who physically adjoin the site</td>
</tr>
<tr>
<td>Minor development: (Development of 10 or less dwellings, less than 1000m² floorspace or on a site less than 0.5ha)</td>
<td>The Town and Country Planning (General Development Procedure) Order 1995</td>
<td>Site notice to be displayed for 21 days or neighbour notification Site notice and Press notice if application affects the character or appearance of a Conservation Area or Listed Building Website</td>
<td>Press notice Website Site notice Neighbour Notification to those who physically adjoin the site</td>
</tr>
<tr>
<td>Householder Development</td>
<td>The Town and Country Planning (General Development Procedure) Order 1995</td>
<td>Site notice to be displayed for 21 days or neighbour notification Site notice and Press notice if application affects the character or appearance of a Conservation Area or Listed Building Website</td>
<td>Press notice Website Site notice Neighbour Notification to properties who physically adjoin the application site</td>
</tr>
<tr>
<td>Nature of proposed development</td>
<td>Relevant secondary legislation</td>
<td>Statutory publicity</td>
<td>Current publicity carried out by RBKC: up for review</td>
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</tbody>
</table>
| Change of Use                  | The Town and Country Planning (General Development Procedure) Order 1995 | Site notice to be displayed for 21 days or neighbour notification | Press notice
Website
Site notice
Neighbour Notification to properties who physically adjoin the application site |
| Variation or removal of condition(s) attached to a previous approval | The Town and Country Planning (General Development Procedure) Order 1995 | Site notice to be displayed for 21 days or neighbour notification | Press notice
Website
Site notice
Neighbour letter to those who commented on original application |
| Listed Building Consent        | The Planning (Listed Buildings And Conservation Areas) Regulations 1990 | LPA to advertise in local press
Site notice
Website | Website
Press notice
Site notice |
| Conservation Area Consent      | The Planning (Listed Buildings And Conservation Areas) Regulations 1990 | LPA to advertise in local press
Site notice
Website | Website |
| Discharge of Planning Conditions | Town and Country Planning Act 1990 | Nil | Nil |
| Applications for Non-material Amendments | The Town and Country Planning (General Development Procedure) (Amendment no.3) Order 2009 | Nil | Nil |
| Applications for Time Extensions to existing planning permissions | The Town and Country Planning (General Development Procedure) (Amendment no.3) Order 2009 | As per original application requirements – please see relevant category | As per original application requirements – please see relevant category |
| Certificate of Lawful Use or Development - Existing | The Planning (Listed Buildings And Conservation Areas) Regulations 1990 | Nil | Website |
| Certificate of Lawful Use or Development - Proposed | The Town and Country Planning (Control of Advertisements) Regulations 2007 | Nil | Website |
| Applications for works to trees covered by Tree Preservation Orders | The Town and Country Planning (Control of Advertisements) Regulations 2007 | Nil | Website
Press notice
Letters sent to those |
<table>
<thead>
<tr>
<th>Nature of proposed development</th>
<th>Relevant secondary legislation</th>
<th>Statutory publicity</th>
<th>Current publicity carried out by RBKC: up for review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolition determination as to whether prior approval of LPA is required</td>
<td>The Town and Country Planning (General Permitted Development) Order 1995</td>
<td>Applicant/agent to display site notice for 21 days of the 28 day period</td>
<td>Website</td>
</tr>
<tr>
<td>Prior approval to demolish</td>
<td>The Town and Country Planning (General Development Procedure) Order 1995</td>
<td>Nil</td>
<td>Website</td>
</tr>
<tr>
<td>Telecommunications prior approval</td>
<td>The Town and Country Planning (General Permitted Development) Order Part 24</td>
<td>Site notice to be displayed by LPA for 21 days or neighbour notification</td>
<td>Website</td>
</tr>
<tr>
<td>Observations from another Council</td>
<td>Nil</td>
<td>Website</td>
<td>Neighbour notification to properties within RBKC</td>
</tr>
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</table>

**Advertisements in the local press**
Advertisements are placed in two local newspapers, the Kensington News and the Informer, as appropriate for the site in question. The period for comment is 14 days from the date of publication.

**Advertisements on the website (www.rbkc.gov.uk/planning)**
The planning register from 1948 is available on the planning pages of the Council’s website. Application documents for all applications from 2005 are available on the website and can be found using a number of different search criteria; the simplest is to search using the application number.

**Site notices**
Site notices are printed by the Council. They are displayed by the Council in at least one place on or near the land to which the application relates for not less than 21 days. Where the site notice is, without any fault or intention of the local planning authority, removed, obscured or defaced before the period of 21 days has elapsed, the authority shall be treated as having complied with these requirements if they have taken reasonable steps for protection of the notice and, if need be, its replacement.

**Neighbour notification**
Neighbour notification of an application is in the form of a letter giving brief details of the proposal, details of where and when the application may be seen, and the last date for comments (normally 21 days from the date of the letter). Letters are addressed to ‘the occupier/owner’.

Neighbours notified are those occupying buildings/sites physically adjoining the site. If it is unclear as to whether they adjoin or not we will generally notify. Letters to neighbours are sent at the registration stage of an application.

The decision on which properties to notify is made by the Registration Officer. The Case Officer may request additional notifications to be carried out based on their professional assessment of the proposal and its likely impacts on the area surrounding the site.

As a result of any pre-applications or other consultations undertaken by a developer the Council will take a view as to any additional notifications required on a case by case basis.
Royal Borough Councillor Notification
Councillors can request to receive an electronic copy of the weekly list of planning applications. This service is also available to the public via the Council’s website.

Additional notification
Any request for additional notification on an application should be directed to the Case Officer for their consideration. However, a notification does not need to have been received in order for a member of the public to make comment, and this would always be stressed when any request is received. The electronic weekly list can be subscribed to for free on the Council’s website.

Pre-decision Amended Plans
Pre-decision amendments can be accepted at the discretion of the Case Officer. It is unlikely that amendments would be accepted if it would delay the decision beyond the target date for the application.

Re-notification may occur, but normally only if the amendments are significant alterations or increase the size of the proposal. If the proposal remains very similar, or would reduce in size and impact, then re-notification would not normally occur.

Post-decision Amendments
Following the grant of planning permission, it may be necessary to make amendments to the permission. Where these are non-material, an applicant can apply to us to ascertain this. Whether or not a proposed amendment is non-material will depend on the circumstances of the case – a change which may be non-material in one case could be material in another. There is no statutory definition of non-material, but we may well reject an application for a non-material amendment if (this list is not exhaustive):

- There were any relevant objections to the original proposal, or
- If an amendment increases the size of any part of the development, or
- Locates any part of the development significantly closer to a neighbour, or
- Changes windows in any elevation facing a neighbour in a way which increases overlooking in any way, or
- Would result in a greater visual intrusion to neighbours
- Would result in the need for additional conditions

Applications for non-material amendments will not be the subject of publicity.

Reports to the Planning Applications Committee Prior to the Expiry of Notification Period
As reports to Planning Applications Committee making recommendations on applications have to be written 2-3 weeks prior to the meeting, in some cases the report will be written prior to the expiry of the consultation period. In these instances, additional representations received after the report is written and prior to the meeting will be reported on the Pre-Committee Memo which is compiled on the day of the meeting and presented at the meeting.

Date of decision
The decision on an application is not issued until after the last expiry date for responses to notifications.

Glossary
LPA - Local Planning Authority
Weekly list - list of all applications registered within the week, produced every week and published on the Council’s website.
Appendix C – Statutory consultation requirements for policy documents


Public participation in the preparation of a development plan document

25.—(1) A local planning authority must—
(a) notify each of the bodies specified in paragraph (2) of the subject of a DPD which they propose to prepare; and
(b) invite each of those bodies to make representations to them about what a DPD with that subject ought to contain.

(2) The bodies referred to in paragraph (1) are—
(a) such of the specific consultation bodies as the local planning authority consider may have an interest in the subject of the proposed DPD; and
(b) such of the general consultation bodies as the local planning authority consider appropriate.

(3) If a local planning authority propose to prepare a DPD, they must also consider whether it is appropriate to invite representations from persons who are resident or carrying on business in their area.

(4) If a local planning authority decide that it is appropriate to invite representations under paragraph (3) they must make arrangements for the purposes of inviting representation from such persons of the descriptions in paragraph (3) as they think appropriate.

(5) In preparing the DPD, the local planning authority must take into account any representations made to them in response to invitations under paragraph (1) or (4).

Public participation in the preparation of a statement of community involvement

26.—(1) Before preparing a statement of community involvement, a local planning authority must—
(a) notify each of the bodies and persons specified in paragraph (2) of their intention to do so; and
(b) invite each of those bodies and persons to make representations about what the contents of the statement might be.

(2) The bodies and persons referred to in paragraph (1) are—
(a) the Secretary of State for Transport;
(b) each relevant authority any part of whose area is in or adjoins the area of the local planning authority;
(c) such of the general consultation bodies as the local planning authority consider appropriate;
(d) if the local planning authority’s area is in a region other than Greater London, the regional planning body for that region; and
(e) if the local planning authority’s area is in Greater London, the Mayor of London.

(3) Before preparing a statement of community involvement, a local planning authority must also consider whether it is appropriate to invite representations from persons who are resident or carrying on business in their area.

(4) If a local planning authority decide that it is appropriate to invite representations under paragraph (3), they must make such arrangements for the purposes of inviting representations from such persons of the descriptions in paragraph (3) as they think appropriate.

(5) In preparing the statement of community involvement, the local planning authority must take into account any representations made to them in response to invitations under paragraph (1) or (4).

Publication of a development plan document

27. Before submitting a DPD to the Secretary of State under section 20, the local planning authority must—
(a) make a copy of each of the proposed submission documents and a statement of the representations procedure available for inspection during normal office hours—
(i) at their principal office, and
(ii) at such other places within their area as they consider appropriate;
(b) publish on their website—
(i) the proposed submission documents,
(ii) a statement of the representations procedure, and
(iii) a statement of the fact that the proposed submission documents are available for inspection and of the places and times at which they can be inspected;

(c) send to each of the specific consultation bodies invited to make representations under regulation 25(1) or 26(1) for the purposes of the DPD—
(i) a copy of each of the proposed submission documents, and
(ii) a statement of the representations procedure;

(d) send to each of the general consultation bodies invited to make representations under regulation 25(1) or regulation 26(1) for the purposes of the DPD—
(i) a statement of the representations procedure, and
(ii) a statement of the fact that the proposed submission documents are available for inspection and of the places and times at which they can be inspected; and

(e) give by local advertisement notice which sets out—
(i) a statement of the representations procedure, and
(ii) a statement of the fact that the proposed submission documents are available for inspection and of the places and times at which they can be inspected.

Representations relating to a development plan document

28.—(1) Any person may make representations about a DPD which a local planning authority propose to submit to the Secretary of State.

(2) Any such representations must be—
(a) made within the period which the local planning authority specify for the purposes of this paragraph; and
(b) sent to the address, and if the local planning authority think it appropriate to specify a person, the person, which the local planning authority specify for the purposes of this paragraph.

(3) The period which the local planning authority specify for the purposes of paragraph (2) must be a period of not less than six weeks starting on the day on which notice given pursuant to regulation 27(e) is first published.

(4) Nothing in this regulation applies to representations taken to have been made as mentioned in section 24(6) or (7) (non-conformity opinions of RPBs and the Mayor of London).

Conformity with regional strategy

29.—(1) A local planning authority must make a request under section 24(2)(a) or (4)(a) on the same day that they comply with regulation 27(a).

(2) The period prescribed for the purposes of section 24(3) is 6 weeks starting on the day the request is made under section 24(2)(a).

(3) If a request is made under section 24(4)(a), the Mayor must send his opinion as to the general conformity of the DPD with the spatial development strategy to the Secretary of State and the local planning authority within the period of 6 weeks starting on the day the request is made.

Submission of documents and information to the Secretary of State

30.—(1) The documents prescribed for the purposes of section 20(3) are—
(a) except in the case of a statement of community involvement, the sustainability appraisal report for the DPD;
(b) except in the case of a statement of community involvement, a submission proposals map if the adoption of the DPD would result in changes to the adopted proposals map;
(c) if the local planning authority have an adopted statement of community involvement, that statement;
(d) a statement setting out—
(i) which bodies and persons the local planning authority invited to make representations under regulation 25 or regulation 26,
(ii) how those bodies and persons were invited to make representations under either of those regulations,
(iii) a summary of the main issues raised by the representations made pursuant to either of those regulations, and
(iv) how any representations made pursuant to either of those regulations have been taken into account;
(e) a statement setting out—
(i) if representations were made in accordance with regulation 28(2), the number of representations made and a summary of the main issues raised in those representations, or
(ii) that no such representations were made;
(f) copies of any representations made in accordance with regulation 28(2); and
(g) such supporting documents as in the opinion of the authority are relevant to the preparation of the DPD.

(2) Of the documents and statements mentioned or referred to in paragraph (1)—

(a) a copy of each must be sent in paper form.

(b) a copy of those mentioned or referred to in paragraph (1)(a) to (e) and, if practicable, of those referred to in paragraph (1)(f) and (g), must be sent electronically.

(3) As soon as reasonably practicable after a local planning authority submit a DPD to the Secretary of State they must—

(a) make available during normal office hours at the places at which the proposed submission documents were made available under regulation 27(a), a copy of the DPD and of each of the documents referred to in paragraph (1)(a) to (g).

(b) publish on their website—

(i) the DPD and the documents referred to in paragraph (1)(a), (b), (d), and (e),

(ii) any of the documents referred to in paragraph (1)(f) and (g) which it is practicable to so publish, and

(iii) a statement of the fact that a copy of the DPD and of each of the documents referred to in paragraph (1)(a) to (g) are available for inspection and of the places and times at which they can be inspected;

(c) send to each of the specific consultation bodies invited to make representations under regulation 25(1) or 26(1) (as the case may be)—

(i) a copy of the DPD and each of the documents referred to in paragraph (1)(a) to (e),

(ii) a copy of such of the documents referred to in paragraph (1)(g) as they consider are relevant to that body, and

(iii) a statement of the fact that a copy of the DPD and each of the documents referred to in paragraph (1)(a) to (g) are available for inspection and of the places and times at which they can be inspected;

(d) send to each of the general consultation bodies invited to make representations under regulation 25(1) or 26(1), notification that copies of the documents referred to in paragraph (1)(a) to (g) are available for inspection and of the places and times at which they can be inspected;

(e) give notice by local advertisement of—

(i) the title of the DPD,

(ii) the subject matter of, and the area covered by, the DPD,

(iii) the fact that a copy of the DPD and of each of the documents referred to in paragraph (1)(a) to (g) are available for inspection and of the places and times at which they can be inspected; and

(f) give notice to those persons who requested to be notified of the submission of the DPD to the Secretary of State that it has been so submitted.
(1) For the purposes of a neighbourhood development order, a parish council are authorised to act in relation to a neighbourhood area if that area consists of or includes the whole or any part of the area of the council.

(2) If that neighbourhood area also includes the whole or any part of the area of another parish council, the parish council is authorised for those purposes to act in relation to that neighbourhood area only if the other parish council have given their consent.

(3) For the purposes of a neighbourhood development order, an organisation or body is authorised to act in relation to a neighbourhood area if it is designated by a local planning authority as a neighbourhood forum for that area.

(4) An organisation or body may be designated for a neighbourhood area only if that area does not consist of or include the whole or any part of the area of a parish council.

(5) A local planning authority may designate an organisation or body as a neighbourhood forum if the authority are satisfied that it meets the following conditions—

(a) it is established for the express purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such an area),

(b) its membership is open to—

(i) individuals who live in the neighbourhood area concerned,

(ii) individuals who work there (whether for businesses carried on there or otherwise), and

(iii) individuals who are elected members of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned,

(c) its membership includes a minimum of 21 individuals each of whom—

(i) lives in the neighbourhood area concerned,

(ii) works there (whether for a business carried on there or otherwise), or

(iii) is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned,

(d) it has a written constitution, and

(e) such other conditions as may be prescribed.

(6) A local planning authority may also designate an organisation or body if they are satisfied that the organisation or body meets prescribed conditions.

(7) A local planning authority—

(a) must, in determining under subsection (5) whether to designate an organisation or body as a neighbourhood forum for a neighbourhood area, have regard to the desirability of designating an organisation or body—

(i) which has secured (or taken reasonable steps to attempt to secure) that its membership includes at least one individual falling within each of sub-paragraphs (i) to (iii) of subsection (5)(b),

(ii) whose membership is drawn from different places in the neighbourhood area concerned and from different sections of the community in that area, and

(iii) whose purpose reflects (in general terms) the character of that area,

(b) may designate only one organisation or body as a neighbourhood forum for each neighbourhood area,

(c) may designate an organisation or body as a neighbourhood forum only if the organisation or body has made an application to be designated, and

(d) must give reasons to an organisation or body applying to be designated as a neighbourhood forum where the authority refuse the application.

(8) A designation—

(a) ceases to have effect at the end of the period of 5 years beginning with the day on which it is made but without affecting the validity of any proposal for a neighbourhood development order made before the end of that period, and

(b) in the case of the designation of an unincorporated association, is not to be affected merely because of a change in the membership of the association.
(9) A local planning authority may withdraw an organisation or body's designation as a neighbourhood forum if they consider that the organisation or body is no longer meeting—
   (a) the conditions by reference to which it was designated, or
   (b) any other criteria to which the authority were required to have regard in making the designation; and, where an organisation or body's designation is withdrawn, the authority must give reasons to the organisation or body.

(10) A proposal for a neighbourhood development order by a parish council or neighbourhood forum may not be made at any time in relation to a neighbourhood area if there is at that time another proposal by the council or forum in relation to that area that is outstanding.

(11) Each local planning authority must make such arrangements as they consider appropriate for making people aware as to the times when organisations or bodies could make applications to be designated as neighbourhood forums for neighbourhood areas.

(12) Regulations—
   (a) may make provision in connection with proposals made by qualifying bodies for neighbourhood development orders, and
   (b) may make provision in connection with designations (or withdrawals of designations) of organisations or bodies as neighbourhood forums (including provision of a kind mentioned in section 61G(11)(a) to (g)).

(13) The regulations may in particular make provision—
   (a) as to the consequences of the creation of a new parish council, or a change in the area of a parish council, on any proposal made for a neighbourhood development order,
   (b) as to the consequences of the dissolution of a neighbourhood forum on any proposal for a neighbourhood development order made by it,
   (c) suspending the operation of any duty of a local planning authority under paragraph 6 or 7 of Schedule 4B in cases where they are considering the withdrawal of the designation of an organisation or body as a neighbourhood forum,
   (d) for determining when a proposal for a neighbourhood development order is to be regarded as outstanding, and
   (e) requiring a local planning authority to have regard (in addition, where relevant, to the matters set out in subsection (7)(a)) to prescribed matters in determining whether to designate an organisation or body as a neighbourhood forum.
Appendix E
Extracts from The Neighbourhood Planning (General) Regulations 2012

PART 2
Neighbourhood Areas

Application for designation of a neighbourhood area
5.—(1) Where a relevant body submits an area application to the local planning authority it must include—
   (a) a map which identifies the area to which the area application relates;
   (b) a statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and
   (c) a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act.

   (2) A local planning authority may decline to consider an area application if the relevant body has already made an area application and a decision has not yet been made on that application.

Publicising a designation of a neighbourhood area etc
7.—(1) As soon as possible after designating a neighbourhood area, a local planning authority must publish the following on their website and in such other manner as they consider is likely to bring the designation to the attention of people who live, work or carry on business in the neighbourhood area—
   (a) the name of the neighbourhood area;
   (b) a map which identifies the area; and
   (c) the name of the relevant body who applied for the designation.

   (2) As soon as possible after deciding to refuse to designate a neighbourhood area, a local planning authority must publish the following on their website and in such other manner as they consider is likely to bring the refusal to the attention of people who live, work or carry on business in the neighbourhood area—
   (a) a document setting out the decision and a statement of their reasons for making that decision (“the decision document”); and
   (b) details of where and when the decision document may be inspected.

PART 3
Neighbourhood forums

Application for designation of a neighbourhood forum
8. Where an organisation or body submits a neighbourhood forum application to the local planning authority it must include—
   (a) the name of the proposed neighbourhood forum;
   (b) a copy of the written constitution of the proposed neighbourhood forum;
   (c) the name of the neighbourhood area to which the application relates and a map which identifies the area;
   (d) the contact details of at least one member of the proposed neighbourhood forum to be made public under regulations 9 and 10; and
   (e) a statement which explains how the proposed neighbourhood forum meets the conditions contained in section 61F(5) of the 1990 Act.

Publicising a neighbourhood forum application
9. As soon as possible after receiving a neighbourhood forum application, which the local planning authority do not decline to consider under regulation 11, a local planning authority must publish the following on their website and in such other manner as they consider is likely to bring the application to the attention of people who live, work or carry on business in the area to which the application relates—
   (a) a copy of the application;
   (b) a statement that if a designation is made no other organisation or body may be designated for that neighbourhood area until that designation expires or is withdrawn;
   (c) details of how to make representations; and
   (d) the date by which those representations must be received, being not less than 6 weeks from the date on which the application is first publicised.
Publicising a designation of a neighbourhood forum

10.—(1) As soon as possible after designating a neighbourhood forum, a local planning authority must publish the following on their website and in such other manner as they consider is likely to bring the designation to the attention of people who live, work or carry on business in the neighbourhood area—

(a) the name of the neighbourhood forum;  
(b) a copy of the written constitution of the neighbourhood forum;  
(c) the name of the neighbourhood area to which the designation relates; and  
(d) contact details for at least one member of the neighbourhood forum.

(2) As soon as possible after deciding to refuse to designate a neighbourhood forum, a local planning authority must publish the following on their website and in such other manner as they consider is likely to bring the decision to the attention of people who live, work or carry on business in the neighbourhood area—

(a) a statement setting out the decision and their reasons for making that decision ("the refusal statement"); and  
(b) details of where and when the refusal statement may be inspected.

Subsequent applications

11. Where a neighbourhood forum has been designated in relation to a neighbourhood area under section 61F of the 1990 Act, and that designation has not expired or been withdrawn, a local planning authority may decline to consider any neighbourhood forum application made in relation to that neighbourhood area.

Voluntary withdrawal of designation

12.—(1) Where a neighbourhood forum gives notice to a local planning authority that it no longer wishes to be designated as the neighbourhood forum for a neighbourhood area, the local planning authority must withdraw the designation of the neighbourhood forum.

(2) As soon as possible after withdrawing the designation of a neighbourhood forum under paragraph (1) or under section 61F(9) of the 1990 Act, a local planning authority must publish the following on their website and in such other manner as they consider is likely to bring the withdrawal of the designation to the attention of people who live, work or carry on business in the neighbourhood area—

(a) a statement setting out details of the withdrawal ("the withdrawal statement"); and  
(b) details of where and when the withdrawal statement may be inspected.

PART 5

Neighbourhood development plans

Pre-submission consultation and publicity

14. Before submitting a plan proposal to the local planning authority, a qualifying body must—

(a) publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area—

(i) details of the proposals for a neighbourhood development plan;  
(ii) details of where and when the proposals for a neighbourhood development plan may be inspected;  
(iii) details of how to make representations; and  
(iv) the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;  
(b) consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and  
(c) send a copy of the proposals for a neighbourhood development plan to the local planning authority.

Plan proposals

15.—(1) Where a qualifying body submits a plan proposal to the local planning authority, it must include—

(a) a map or statement which identifies the area to which the proposed neighbourhood development plan relates;  
(b) a consultation statement;  
(c) the proposed neighbourhood development plan; and  
(d) a statement explaining how the proposed neighbourhood development plan meets the requirements of paragraph 8 of Schedule 4B to the 1990 Act.

(2) In this regulation "consultation statement" means a document which—

(a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;  
(b) explains how they were consulted;  
(c) summarises the main issues and concerns raised by the persons consulted; and  
(d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.

Publicising a plan proposal

16. As soon as possible after receiving a plan proposal which includes each of the documents referred to in regulation 15(1), a local planning authority must—
(a) publicise the following on their website and in such other manner as they consider is likely to bring
the proposal to the attention of people who live, work or carry on business in the neighbourhood area—
(i) details of the plan proposal;
(ii) details of where and when the plan proposal may be inspected;
(iii) details of how to make representations;
(iv) a statement that any representations may include a request to be notified of the local
planning authority’s decision under regulation 19 in relation to the neighbourhood development
plan; and
(v) the date by which those representations must be received, being not less than 6 weeks
from the date on which the plan proposal is first publicised; and
(b) notify any consultation body which is referred to in the consultation statement submitted in
accordance with regulation 15, that the plan proposal has been received.

Submission of plan proposal to examination
17. As soon as possible after the appointment of a person to carry out an examination under paragraph 7 of
Schedule 4B to the 1990 Act (as applied by section 38A of the 2004 Act), a local planning authority must send
the following to the person appointed—
(a) the plan proposal;
(b) the documents referred to in regulation 15(1) and any other document submitted to the local planning
authority by the qualifying body in relation to the plan proposal;
(c) if the order proposal is one to which the Conservation of Habitats and Species Regulations 2010(a)
applies, the information submitted in accordance with regulation 102A of those Regulations; and
(d) a copy of any representations which have been made in accordance with regulation 16.

Publication of the examiner’s report and plan proposal decisions
18.—(1) Paragraph (2) applies where a local planning authority decide—
(a) to decline to consider a plan proposal under paragraph 5 of Schedule 4B to the 1990 Act (as applied
by section 38A of the 2004 Act);
(b) to refuse a plan proposal under paragraph 6 of Schedule 4B to the 1990 Act (as applied by section
38A of the 2004 Act);
(c) what action to take in response to the recommendations of an examiner made in a report under
paragraph 10 of Schedule 4B to the 1990 Act (as applied by section 38A of the 2004 Act) in relation to a
neighbourhood development plan;
(d) what modifications, if any, they are to make to the draft plan under paragraph 12(6) of Schedule 4B
to the 1990 Act (as applied by section 38A of the 2004 Act);
(e) whether to extend the area to which the referendum is (or referendums are) to take place; or
(f) that they are not satisfied with the plan proposal under paragraph 12(10) of Schedule 4B to the 1990
Act (as applied by section 38A of the 2004 Act).
(2) As soon as possible after making a decision referred to in paragraph (1), a local planning authority must
publish—
(a) the decision and their reasons for it (“the decision statement”),
(b) details of where and when the decision statement may be inspected; and
(c) in the case of a decision mentioned in paragraph (1)(c), the report made by the examiner under
paragraph 10 of Schedule 4B to the 1990 Act (as applied by section 38A of the 2004 Act), on their
website and in such other manner as they consider is likely to bring the decision statement and, as the
case may be, the report to the attention of people who live, work or carry on business in the
neighbourhood area.

Decision on a plan proposal
19. As soon as possible after deciding to make a neighbourhood development plan under section 38A(4) of the
2004 Act or refusing to make a plan under section 38A(6) of the 2004 Act, a local planning authority must—
(a) publish on their website and in such other manner as they consider is likely to bring the decision to
the attention of people who live, work or carry on business in the neighbourhood area—
(i) a statement setting out the decision and their reasons for making that decision (“the decision
statement”);
(ii) details of where and when the decision statement may be inspected; and
(b) send a copy of the decision statement to—
(i) the qualifying body; and
(ii) any person who asked to be notified of the decision.

Publicising a neighbourhood development plan
20. As soon as possible after making a neighbourhood development plan under section 38A(4) of the 2004 Act, a
local planning authority must—
(a) publish on their website and in such other manner as they consider is likely to bring the decision to
the attention of people who live, work or carry on business in the neighbourhood area—
(i) the neighbourhood development plan; and
(ii) details of where and when the neighbourhood development plan may be inspected; and
PART 6
Neighbourhood development orders and community right to build orders

Pre-submission consultation and publicity

21. Before submitting an order proposal to the local planning authority, a qualifying body must—

(a) publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area—

(i) details of the proposals for a neighbourhood development order or community right to build order;

(ii) details of where and when the proposals may be inspected;

(iii) details of how to make representations; and

(iv) the date by which those representations must be received, being not less than 6 weeks from the date on which details of the proposals are first publicised;

(b) consult—

(i) any consultation body referred to in paragraph 2(1)(a) to (c) of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development order or a community right to build order; and

(ii) where the qualifying body considers the development to be authorised under the proposed neighbourhood development order or community right to build order which falls within any category set out in the Table in paragraph 2 of Schedule 1, any consultation body mentioned in the Table in relation to each of those categories; and

(iii) any person who, on the date 21 days before the order proposal is submitted under regulation 22, the qualifying body considers to be—

(aa) an owner of any of the land which is proposed to be developed under the order proposal; and

(bb) a tenant of any of that land; and

(c) send a copy of the proposals for a neighbourhood development order or a community right to build order to the local planning authority.

Order proposals

22.—(1) Where a qualifying body submits an order proposal to the local planning authority it must include—

(a) a map which identifies the land to which the order proposal relates;

(b) a consultation statement;

(c) the proposed neighbourhood development order or community right to build order;

(d) where the qualifying body considers it appropriate, following consultation with the Historic Buildings and Monument Commission for England (known as English Heritage), an archaeology statement;

(e) a statement explaining how the proposed neighbourhood development order or a community right to build order meets the basic conditions in paragraph 8(2) of Schedule 4B to the 1990 Act; and

(f) in the case of a proposal for a community right to build order, details of the enfranchisement rights, if any, which the qualifying body proposes are not exercisable and the properties, or types of properties, in relation to which the enfranchisement rights are not exercisable.

(2) In this regulation—

"archaeology statement" means a document which—

(a) confirms that the information in relation to archaeology contained in the historic environment record for the neighbourhood area has been reviewed;

(b) sets out the findings from that review for the area to which the order proposal relates; and

(c) explains how the findings have been taken into account in preparing the order proposal, but where no findings relevant to the neighbourhood area were identified in the review the archaeology statement need only—

(i) confirm that the review mentioned in sub-paragraph (a) took place; and

(ii) explain there were no findings relevant to the neighbourhood area; and

"consultation statement" means a document which—

(a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development order or community right to build order;

(b) explains how they were consulted;

(c) summarises the main issues and concerns raised by the persons consulted; and

(d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development order or community right to build order.

Publicising an order proposal

23.—(1) As soon as possible after receiving an order proposal which includes each of the documents referred to in regulation 22(1), a local planning authority must—

(a) publicise the following on their website and in such other manner they consider is likely to bring the proposal to the attention of people who live, work or carry on business in the neighbourhood area—
(i) details of the order proposal;
(ii) details of where and when the order proposal may be inspected;
(iii) details of how to make representations;
(iv) a statement that any representations may include a request to be notified of the local planning authority’s decision under regulation 26 in relation to the neighbourhood development order or community right to build order; and
(v) the date by which those representations must be received, being not less than 6 weeks from the date on which the proposal is first publicised; and
(b) notify any consultation body which is referred to in the consultation statement submitted in accordance with regulation 22, that the order proposal has been received.

(2) As soon as possible after receiving an order proposal to which regulation 29A of the EIA Regulations applies, the local planning authority must, in addition to any publicity required under paragraph (1), publicise the information described in paragraph (1)(a) and the environmental statement submitted in accordance with the EIA Regulations by giving notice—
(a) by site display in at least one place on or near the land to which the order proposal relates for not less than 21 days; and
(b) by publication of the notice in a newspaper circulating in the locality in which the land to which the order proposal relates is situated.

Submission of order proposal to examination
24. As soon as possible after the appointment of a person to carry out an examination under paragraph 7 of Schedule 4B to the 1990 Act, a local planning authority must send the following to the person appointed—
(a) the order proposal;
(b) the documents referred to in regulation 22(1);
(c) if the order proposal is one to which regulation 29A of the EIA Regulations applies, the environmental statement submitted in accordance with those Regulations;
(d) if the order proposal is one to which the Conservation of Habitats and Species Regulations 2010 applies, the information submitted in accordance with regulation 61(2) of those Regulations;
(e) any other document submitted to the local planning authority by the qualifying body in relation to the order proposal; and
(f) a copy of any representations which have been made in accordance with regulation 23.

Publication of the examiner’s report and order proposal decisions
25.—(1) Paragraph (2) applies where a local planning authority decide—
(a) to decline to consider an order proposal under paragraph 5 of Schedule 4B to the 1990 Act;
(b) to refuse an order proposal under paragraph 6 of Schedule 4B to the 1990 Act;
(c) what action to take in response to the recommendations of an examiner made in a report paragraph 10 of Schedule 4B to the 1990 Act in relation to a neighbourhood development order or community right to build order (as modified in the case of community right to build orders by paragraphs 7 to 10 of Schedule 4C to the 1990 Act);
(d) what modifications, if any, they are to make to the draft neighbourhood development order or community right to build order under paragraph 12(6) of Schedule 4B to the 1990 Act (as modified in the case of community right to build orders by paragraphs 7 to 10 of Schedule 4C to the 1990 Act);
(e) whether to extend the area to which the referendum is (or referendums are) to take place; or
(f) that they are not satisfied with the proposed neighbourhood development order or community right to build order under paragraph 12(10) of Schedule 4B to the 1990 Act (as modified in the case of community right to build orders by paragraphs 7 to 10 of Schedule 4C to the 1990 Act).

(2) As soon as possible after making a decision referred to in paragraph (1), a local planning authority must publish—
(a) the decision and their reasons for it (“the decision statement”),
(b) details of where and when the decision statement may be inspected, and
(c) in the case of a decision mentioned in sub-paragraph (c), the report made by the examiner under paragraph 10 of Schedule 4B to the 1990 Act, on their website and in such other manner as they consider is likely to bring the decision statement and, as the case may be, the report to the attention of people who live, work or carry on business in the neighbourhood area.

Decision on an order proposal
26. As soon as possible after deciding to make the neighbourhood development order or community right to build order under section 61E(4) of the 1990 Act or to refuse to make it under section 61E(8) of the 1990 Act (as modified in the case of community right to build orders by paragraphs 7 to 10 of Schedule 4C to the 1990 Act), a local planning authority must—
(a) publish on their website and in such other manner as they consider is likely to bring the order to the attention of people who live, work or carry on business in the neighbourhood area—
(i) a document setting out their decision and their reasons for making that decision (“the decision document”);
(ii) details of where and when the decision document may be inspected;
(b) send a copy of the decision document to—

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(i) the qualifying body or the community organisation, as the case may be; and
(ii) any person who asked to be notified of the decision.

Publicising a neighbourhood development order or a community right to build order

27. As soon as possible after making a neighbourhood development order or community right to build order under section 61E(4) of the 1990 Act, a local planning authority must —
(a) publish on their website and in such other manner as they consider is likely to bring the order to the attention of people who live, work or carry on business in the neighbourhood area —
   (i) the neighbourhood development order or community right to build order; and
   (ii) details of where and when the order may be inspected;
(b) notify any person who asked to be notified of the making of the neighbourhood development order or community right to build order that it has been made and where and when it may be inspected.