



## Guidelines for Pre Application Community Involvement

These guidelines are recommended as good practice that the council expect from all major planning proposals, including Reserved Matters applications, as well as those that are below the major threshold but have significant local impact. They are drawn from BCC's **Statement of Community Involvement Ground Rules**.

They are also informed by the National Planning Policy Framework paragraph 66.

See our Statement of Community involvement for more information - <https://www.bristol.gov.uk/planning-and-building-regulations/planning-policy>

Applicants will be expected to work closely with those directly affected by their proposals to evolve designs that take account of the views of the community. Proposals that can demonstrate this in developing the design of the new development should be looked on more favourably' and by the **'Before submitting an application'** section of the National Planning Practice Guidance - <https://www.gov.uk/guidance/before-submitting-an-application>.

A key lesson since the Guidelines were introduced in 2008 is that exhibitions and similar events do not by themselves constitute involvement as defined in the Statement of Community Involvement (Oct 2008), but that they can be valuable later in the process to ensure information is taken to the wider community at the end of the involvement process or at application stage.

Step 1: The developer will contact **Bristol Neighbourhood Planning Network (NPN)** administrator ([networkadministrator@bristolnbn.net](mailto:networkadministrator@bristolnbn.net)) as early as possible before proposals are fixed and while significant options are still open, giving preliminary details of site location and type of development. The NPN will provide contact details of groups to be involved.

The developer should also contact:

- Local ward councillors
- Bristol City Council Neighbourhood Partnership co-ordinators - [neighbourhood.partnerships@bristol.gov.uk](mailto:neighbourhood.partnerships@bristol.gov.uk).

Councillors and Neighbourhood Partnership co-ordinators may also be able to suggest other local groups who should be involved in pre-application engagement.

Step 2: The developer will arrange to meet representatives of the resident/amenity group where there will be a brief discussion about the site, what existing planning policies are relevant and what issues are important either to the developer or to the community. The Community Involvement procedure will be agreed. The group representative(s) will inform the developer about how they will consult local opinion and to what extent they will need to make the proposals public.

Step 3: Applicant/developer to prepare early sketches, and present to the group for discussion. This stage may involve several meetings, if the development is large, complicated or contentious. The group will undertake to make a written response within 2 weeks of any meeting with the developer.

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

Step 4: The developer prepares plans, as far as possible taking account of the consensus view, and presents the plans that they intend to send for planning permission to the resident/amenity group

Step 5: As a supporting document to the planning application the developer prepares a Community Involvement Statement (CIS) as a record of the Community Involvement process (this is a validation requirement for Major planning applications). A standard form is available on the council's website. The statement will include:-

- points that were made by the community, and
- changes made by the developer to accommodate these points, and
- where the developer is unable or unwilling to respond to these points, giving reasons why not.

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