



# Coventry City Council

## Statement of Community Involvement

July 2021

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Adopted version

July 2021

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## 1.0 Introduction

1.1 The Statement of Community Involvement (SCI) is legally required to be produced by councils to set out how they will engage communities in the planning process. The SCI has to be kept up to date. This version replaces the previous version which was adopted in 2012.

1.2 The SCI focuses upon the two key elements of the planning process: Planning Policy and Development Management.

1.3 Planning policy sets out the strategic context within which planning applications are considered. In this section of the SCI we set out the key documents we need to produce, and how we will engage communities when we produce these. This includes what we must do by law, and what else we will do to ensure that we reflect the local context. We also include a short section on Neighbourhood Plans. The City Council does not produce these itself but is required to support their production, so we set out what we will do.

1.4 The SCI then looks at the Development Management side of the process. This includes pre-applications (where advice can be requested to guide the production of a planning application or to give an idea of its likelihood of approval), the planning application process itself and how and when decisions are published.

1.5 We also consider resilience. The COVID-19 pandemic meant that many adopted SCIs could not be complied with fully because consultation processes depended upon events being attended in person and hard copies of documents being placed in libraries and so on. The system had to adapt and the law was temporarily changed to enable the planning process to continue, but online. This SCI makes provision for this and ensures flexibility to ensure that it can adapt to any future unforeseen circumstances.

1.6 Finally, consultation and engagement often requires the collection of personal data. We keep this to a minimum, but we handle and manage data in compliance with data protection law. You can find out more in Chapter 5.

## 2.0 Planning Policy

### General Standards

2.1 The following general standards will be adhered to at all stages of plan making where consultation is undertaken. These will be applied to all documents produced by the Planning policy service which are to be adopted by the Council including Development Plan Documents (DPDs), Area Action Plans (AAPs) and Supplementary Planning Documents (SPDs). We will:

- Ensure consultation and engagement is in accordance with statutory provisions and in line with the relevant Regulations. This will include consultation with specified statutory bodies and other parties at the necessary stages of the policy making process;
- Publish on our website - [www.coventry.gov.uk/planningpolicy](http://www.coventry.gov.uk/planningpolicy) all completed evidence used for developing our policy documents, including Plain English non-technical summaries where evidence is of a complex and technical nature;
- Provide a record of what evidence has been commissioned and the expected date for completion and publication of this;
- Publish our Local Development Scheme (the project timetable for producing all our planning policy documents) on our website at the above link. We will update this at least annually, or when there are significant changes to the timescales or plans being prepared. We will report on progress through our annual Authorities Monitoring Report which we also publish on the same web page;
- Place Planning Policy consultation documents on the Council website together with any supporting information needed to enable people to understand what they are being asked to comment on and state where and when documentation can be inspected;
- Make full use of online consultation methods as the primary means of notification, engagement and involvement, but adapt to alternative methods where specific needs are identified for groups or individuals, or where legislation requires;

- Ensure that documents are publicised and made available as required by the relevant legislation. The Council will use libraries and/or other public venues within the city where they would help the local community access information. However, in extreme circumstances (such as a global pandemic) this might not be an available option and so full use of electronic versions of material will always be made available on the Council's website. This detailed further in Section 4, which covers matters of resilience.
- Contact specific consultees as set out in the relevant legislation and those who have asked to be included on the Planning Policy consultation database, and invite them to make representations, advising where and when the relevant material can be inspected, how copies can be obtained, the closing date for representations and where to send any representations;
- Use the Council's website and social media channels to raise awareness of consultation programmes and how to engage;
- Consider the use of adverts and/or press releases to local newspapers circulating in the area, if those documents are known to achieve reliable circulation and would help a community access information on a consultation which would be relevant to them, advising where and when the relevant material can be inspected, how copies can be obtained, the closing date for comments and where to send these;
- Use internal and external best practice to meaningfully engage with citizens, especially hard to reach groups;
- Provide appropriate advice and information to the public as requested;
- Produce a report summarising consultation methods, representations made and Council responses (whether requiring a change to the document or not).

## **Plan Making Standards (additional to our General Standards)**

### **Local Plan and Area Action Plans (AAPs)**

2.2 The Local Plan provides the key local statutory planning policy framework for the area covered by Coventry City Council. Area Action Plans have the same formal status but focus upon a targeted area such as a city centre for example. Effective community and stakeholder involvement in their preparation are therefore highly important. The production of these documents must comply with a number of statutory stages, and these are set out below, along with details on how we will

consult in addition to our 'general' standards. The list of statutory consultees can be found by using the following links:

[www.gov.uk/guidance/plan-making](http://www.gov.uk/guidance/plan-making)

[www.legislation.gov.uk/uksi/2012/767/regulation/4/made](http://www.legislation.gov.uk/uksi/2012/767/regulation/4/made)

### **Regulation 18: preparation of a Local Plan**

2.3 This statutory stage, also known as the 'survey' stage, requires the Council to consult about the scope of the proposed Local Plan. What geographic area will it cover and what should that plan address in terms of town planning. Usually, this will be done in the form of an 'issues', 'scope' or 'issues and options paper'. For this stage we will:

- Discuss the scope of the plan, and issues needing to be addressed (and options for dealing with these where applicable) with partners and with communities through existing forums and groups, with particular attention to 'hard to reach' communities;
- Arrange events and/or workshops to discuss issues and proposals. Place emphasis on understanding community views at early stage of plan making and explore and resolve conflicts as far as possible;
- Agree strategic matters which need to be addressed beyond the Local Authority boundaries through the statutory Duty to Co-operate and initiate Statements of Common Ground.

### **Preparation of Draft Local Plan**

2.4 This is a non-statutory stage and will not apply for all Local Plans as consultation needs to be proportionate to the scope and matters being dealt with by the specific plan. Where a draft Local Plan (which may sometimes be called 'preferred options' or similar) is produced we will:

- Seek consensus in any emerging planning policy positions via discussion with partners and communities through existing forums and groups, with particular attention to 'hard to reach' communities and in events and/or workshops;
- Arrange events and/or workshops to discuss issues and proposals.

## **Regulation 19 Stage: Publication of Local Plan**

2.5 Before submitting the Local Plan to the Government for independent examination, the Council must publish all material to be submitted. This includes the final draft of the Plan. Comments (representations) can be made but the process at this stage is, by law, very formal. Comments must focus on whether the plan can be considered 'sound', which is defined as being 'positively prepared, justified, effective and consistent with national policy'. For this stage we will:

- Send a statement of the representations procedure and a statement of the fact that the proposed submission documents are available for inspection and the times at which they can be inspected to all of the consultees that were invited to comment in earlier plan making stages;
- Publish for a six-week consultation period in accordance with legislative requirements;
- Seek views on whether the document is legally compliant and sound;
- Agree and finalise Statements of Common Ground as required by Planning Practice Guidance under the statutory Duty to Co-operate.

## **Submission of Local Plan**

2.6 The Council must submit the Local Plan and accompanying documents to the Government via the Planning Inspectorate. The Council will:

- Submit the document and relevant supporting information to the Secretary of State for independent examination.
- Notify statutory consultees and others who have requested to be informed when the document is submitted and where copies can be inspected.

## **Examination of Local Plan**

2.7 An Inspector, appointed by the Secretary of State, will examine the document. The Inspector will consider whether the preparation of the plan has been legally compliant. All management of the examination process is now undertaken by a

Programme Manager who runs the process on behalf of the Planning Inspector. They will:

- Publish details of the time and place at which the Independent Examination is to be held and the name of the Inspector.
- Notify those who made representations at the Publication stage (and have not withdrawn their representations) of relevant matters the Inspector will discuss at the Examination Hearings. If the Plan is legally compliant the inspector will then consider whether the document is 'sound'. (It will be considered sound if it is positively prepared, justified, effective and consistent with national policy).
- Publish documents relevant to the Independent Examination on specific examination pages on the Council's website.

### **Publishing the Inspector's report**

2.8 The Inspector will make the report as concise as possible while ensuring it is adequately reasoned. Once in receipt and all checks have been made, the Council will:

- Publish the Inspectors recommendations and reasons for those recommendations as set out in legislation including publication on the Council's website. The Inspector who carried out the Independent Examination will produce and publish an Inspector's Report.
- Notify those who have requested to be notified of the recommendations, that the recommendations are available. The Inspector will recommend that the document is: 'adopted'; 'adopted with recommended modifications' (if the Council asks the Inspector to suggest modifications to make the document sound); or 'not adopted'.

### **Adopting the Local Plan or AAP**

2.9 The Council will need to formally approve (adopt) the Local Plan (or AAP) at this stage. Once the Plan has been adopted in accordance with all statutory and local requirements, the Council will:

- Publish the Local Plan (or AAP) Document, Adoption Statement, Sustainability Appraisal and details of where and when the document can be viewed.

2.10 If the document is recommended for adoption (with or without recommended modifications) the Council will consider the Inspector's report and whether it wishes to adopt the document as recommended by the Inspector.

- Send a copy of the adoption statement to the Secretary of State.
- Send copy of the Adoption Statement to anyone who has asked to be notified of the adoption of the document.

2.11 If the Council decides to adopt the document, this will be by the Full Council, with any main modifications as required

- Use local media/press to advertise the adoption of the Local Plan Document;
- Where applicable, incorporate Main Modifications suggested by the Inspector to ensure the plan is sound and potentially additional modifications (any additional modifications must not materially affect the policies, ie change their meaning).

2.12 It should also be noted that there is a requirement to review Local Plans five years from adoption to see if any policies need to be updated. If they do not, the Council must publish its reasons for this decision. If policies do need reviewing, then the processes for consulting on a Local Plan will be followed as set out above and in line with statutory procedures.

## **Supplementary Planning Documents (SPDs)**

2.13 SPDs are produced to support and elaborate the policies contained in the Local Plan. They provide additional information and policy guidance to support the implementation of a policy. The procedures for SPD preparation are more straightforward than for the Local Plan or an AAP. The Council will apply the general standards for planning policy consultation and apply specific SPD requirements as set out below:

- Consult for no less than 4 weeks (as this is a statutory requirement) and no more than 6 weeks - in most cases the Council will seek to undertake formal consultation for 6 weeks.
- If consultation responses require substantial changes to the document, carry out a further round of consultation seeking views on the amendments.

## **Adoption**

2.14 Once the SPD has been approved by the Councils cabinet, we will:

- Post details of the adoption of the final SPD, and information on how to obtain copies of the SPD and the appropriate Cabinet report on the planning policy pages of the website.

## **Neighbourhood Planning**

2.15 There are three main mechanisms for Neighbourhood Planning:

- Neighbourhood Plans,
- Neighbourhood Development Orders and
- Community Right to Build.

Each enables a community to achieve different things.

2.16 **Neighbourhood Plan** is a way of helping local communities to influence the planning of the area in which they live and work. It can be used to:

- Develop a shared vision for a neighbourhood.
- Choose where homes, shops, offices and other development may be built.
- Identify and protect important local green spaces.
- Influence what new buildings should look like.

2.17 **Neighbourhood Development Order** can help to implement a shared vision by granting planning permission to certain types of development in certain locations, without the need to submit a planning application to the Local Planning Authority. A

Neighbourhood Development Order can apply to all of a Neighbourhood Plan area, or a particular site within the neighbourhood.

**2.18 The Community Right to Build (CRTB)** allows local communities to undertake small scale, site-specific, community-led developments. It is a particular type of Neighbourhood Development Order which allows community organisations in some cases to bring forward small scale development on specific sites without following the usual planning permission process. However, a CRTB need to be in conformity with the Local Plan and, if applicable, the Neighbourhood Plan for any given area. A CRTB needs to relate to an approved Neighbourhood Area. As with Neighbourhood Plans and Development Orders, a CRTB is subject to an independent examination and a referendum and the Local Authority needs to be involved in these stages in the same way.

2.19 The process for preparing a Neighbourhood Plan and a Neighbourhood Development Order is similar. Unlike Local Plans, Neighbourhood Plans and Neighbourhood Development Orders are not prepared by the local planning authority. There are two types of 'qualifying body' that can prepare a Neighbourhood Plan or a Neighbourhood Development Order:

- **Parish and Town Councils:** In areas where a Parish or Town Council exists, these are the organisations which will usually be responsible for a Neighbourhood Plan, but other parts of the community may prepare a plan if they are established as a neighbourhood area. A Neighbourhood Plan can, but does not have to, cover the whole area of the parish or town.
- **Neighbourhood Forums:** Where a parish or town council does not exist, community members, including those with business interests in the area, can come together to create a neighbourhood forum. Only one neighbourhood forum is allowed to exist for each neighbourhood to be covered by a Neighbourhood Plan.

2.20 Consultation and community involvement are important elements in the Neighbourhood Planning process. At the issues and draft plan stages, this will be the responsibility of the plan making body, but the City Council has a significant role at the other stages identified below, including the proposed Neighbourhood Plan Area, the proposed creation of a Neighbourhood Plan Forum, the Independent Examination and the Local Referendum.

2.21 The requirements for consultation are set out in the 2012 Town And Country Planning, England - The Neighbourhood Planning (General) Regulations 2012 (as amended), In each case, the regulations refer to the need for the Council to: *“publicise..... on their website and in such other manner as they consider is likely to bring the area application to the attention of people who live, work or carry on business in the area to which the area application relates”* The NPPG explains the Neighbourhood Plan system including the key stages and considerations required and the Neighbourhood Planning Act 2017 updates the legislative requirements.

### **The Council’s role in Neighbourhood Planning**

2.22 The planning policy pages on the Council’s website will be used to provide further information and keep stakeholders up to date, including a dedicated web page. The Council will ensure the Qualifying Body preparing a Neighbourhood Plan, Neighbourhood Development Order or CRTB is informed by email as to where the evidence base is located and when it has been updated and where the Local Development Scheme (the project timetable for Local Plan documents) is located and when it has been updated.

2.22 The Council will make available Neighbourhood Planning guidance to Parish Councils and Neighbourhood Forums.

2.23 The Council will not produce a Neighbourhood Plan, Neighbourhood Development Order or CRTB on behalf of a local community but will give assistance and advice to Qualifying Bodies in the plan preparation process to facilitate proposals, including advice on consultation.

2.24 The Council, as the Local Planning Authority will, if requested, administer the formal designation of Neighbourhood Area(s) to be covered by Neighbourhood Plan(s).

2.25 The Council will check a draft Neighbourhood Plan, Neighbourhood Development Order or CRTB to ensure that it meets all the relevant legislation and

regulations and that it generally conforms to the strategic elements of the Local Plan.

2.26 Subject to the above, the Council will arrange for an independent examination of a Neighbourhood Plan, Neighbourhood Development Order or CRTB. If the plan passes an examination, the Council, as Local Planning Authority, will arrange a local referendum.

2.27 If the referendum supports the document in securing more than 50% of the returned votes, the Council will adopt it as part of the overall development plan (which includes the Local Plan). Should post-adoption modifications become necessary, the Council will offer guidance and support on the process.

2.28 Other means of stimulating community involvement, as outlined in this SCI, will be used according to local circumstances. Parish Councils and Neighbourhood Forums will be encouraged to apply the principles set out in the SCI to their own consultation and community engagement programmes.

## 3.0 Development Management

3.1 Development Management consider the detailed proposals that are submitted to Coventry City Council for determination and investigate any breaches of planning control.

3.2 Application proposals submitted to the Council are considered against current legislation, national guidance, the Development Plan and relevant adopted Supplementary Planning Guidance (SPG)/Supplementary Planning Documents (SPD).

3.3 The Government has set out minimum standards for consultation on planning applications in the National Planning Practice Guidance and Article 15 of the Town and Country Planning (Development Management Procedure) Order 2015 (DMPO) as amended. There are three categories of application, which require differing levels of publicity:

- All applications subject to an environmental assessment. All applications which are a departure from the Development Plan and all applications affecting public rights of way are required to be publicised by the display of a notice on the site for a minimum of 21 days excluding bank holidays, and by the placing of an advertisement in a local newspaper. This is in addition to any of the requirements pertinent to the scale of the development set out in the DMPO.
- Applications defined as “major” applications by the DMPO are required to be publicised by the display of a site notice or letters written to adjoining owners/occupiers of land, and by placing an advertisement in a local newspaper.
- If an application does not fall in the above categories, then it is required to be publicised by the display of a site notice **or** by letter to adjoining occupiers/owners.

3.4 Applications for listed building consent, applications affecting the setting of a listed building, or the character or appearance of a conservation area require

publicity by way of a site notice and a newspaper advertisement. The requirements for publicity are set out in Regulation 5 and 5A of the Listed Buildings and Conservation Area Regulations 1990 (as amended).

### **General advice and assistance**

3.5 A wealth of information on the Council's development management functions including validation requirements can be obtained on the website:

[www.coventry.gov.uk/planningapplications](http://www.coventry.gov.uk/planningapplications)

3.6 The Planning Portal is an online planning, appeals and building regulations resource for England and Wales and also provides advice and services for the public and professionals: [www.planningportal.co.uk](http://www.planningportal.co.uk)

### **Pre-application Consultation**

3.7 The Government's National Planning Policy Framework (2019) emphasises the importance of community involvement in shaping development proposals. Paragraph 128 states: "Design quality should be considered throughout the evolution and assessment of individual proposals. Early discussion between applicants, the local planning authority and local community about the design and style of emerging schemes is important for clarifying expectations and reconciling local and commercial interests. Applicants should work closely with those affected by their proposals to evolve designs that take account of the views of the community. Applications that can demonstrate early, proactive and effective engagement with the community should be looked on more favourably than those that cannot.'

3.8 The benefits of pre-application engagement by prospective applicants are also made clear in the Government's National Planning Practice Guidance. It sets out how pre-application engagement can improve both the quality of planning applications and the likelihood of success by:

- Working collaboratively and openly with interested parties at an early stage to identify, understand and seek to resolve issues associated with a proposed development;

- Discussing the possible mitigation of the impact of a proposed development, including any planning conditions;
- Identifying the information required to accompany an application, thus reducing the likelihood of delays in registering the submitted application.

3.9 It also recognises that the approach to pre-application engagement needs to be tailored to the nature of the proposed development and the issues to be addressed. The Council has adopted a pre-planning application advice protocol which can be found on the Council's Website.

[https://www.coventry.gov.uk/info/110/planning/3082/preapplication\\_advice\\_for\\_planning\\_highways\\_and\\_drainage](https://www.coventry.gov.uk/info/110/planning/3082/preapplication_advice_for_planning_highways_and_drainage).

3.10 The Council will offer pre-planning application advice upon completion of the pre-application advice form (and relevant accompanying information) and receipt of the pre-application advice fee. The Council will not commence work on the pre-planning application advice enquiry until the fee and information has been received. In-line with national guidance, Coventry City Council will strongly encourage applicants to involve local communities at pre-application stage.

### **How Planning Applications are decided**

3.11 Applications submitted to the Council are registered, acknowledged and validated. Once an application is accepted as valid it is recorded on the planning register that the Council is required to maintain and make available for inspection. The register is available on the website via the planning pages. <http://planning.coventry.gov.uk/portal/servlets/ApplicationSearchServlet>. Application documents are available for download. Computers are available at the Council's Libraries for website access and Broadgate. Interested parties can also check the progress of an application via the same web pages.

3.12 A weekly list of planning applications can be viewed on the Council's website via the planning pages. A link to the webpage is sent to the local press and Ward Members. Once a valid application has been received the Council's arrangements for publicity and notification will never be less than the statutory minimum set out in the Development Management Procedure Order 2015 (and its amendments). In addition

to this, wherever possible, a draft agenda will be published on the website 14 days before the Committee.

3.13 Where neighbour notification is required standard letters are sent to immediate neighbours. The statutory consultation period is 21 days. If significant material amendments to plans or other details are received during the course of processing the application, the persons notified and/or those who have commented on the application thus far will be re-notified and given a minimum of 7 days to make any representations. This will not be necessary, if, for example, material amendments reduce the scale of proposals to make it acceptable. Where an initial comment has been received and an email address is provided any re-notification on the same application will be via email, written comments will be notified by letter.

3.14 Statutory consultees are also consulted. Exactly which body is consulted depends on the nature of the application but includes organisations such as the Environment Agency or Historic England for example. There are also a significant number of non-statutory bodies which the Council may consult in appropriate circumstances. The DMPO sets out statutory consultation requirements.

3.15 Certain types of application do not require consultation with anyone under the legislation such as non-material amendments. This process is only generally used where the change is small relative to the size of the overall development or where the change would have no impact to anyone. We are not required to consult on condition compliance applications - this is when details are submitted to the Council to confirm the details submitted for the purposes of any 'conditions' placed on a planning permission; for 'prior notifications' in relation to certain types of development; and, in relation to certificates of lawfulness for proposed development, where the application is seeking a determination of whether or not the development needs planning permission.

3.16 During the consultation period, representations received should raise material planning considerations to carry any weight in the determination of the application, which is set out on the Council's website:

[www.coventry.gov.uk/info/110/planning/801/planning\\_and\\_consultation\\_advice/2](http://www.coventry.gov.uk/info/110/planning/801/planning_and_consultation_advice/2)

The considerations must also fairly and reasonably relate to the application concerned. The Council encourages representations to be submitted through the

Councils online portal. All representations must be made in writing or by email giving the name and address of the respondent. Verbal representations cannot be considered in the determination of an application. Any representations received which refer to material planning considerations either for or against the proposed development will be considered.

3.17 The Council aims to determine planning applications within statutory time limits (usually major applications within thirteen weeks and other planning applications within eight weeks). Most planning applications are determined under delegated powers. The scheme of delegation can be found on the Councils website:

<https://edemocracy.coventry.gov.uk/documents/s48868/Part%20%20-%20Scheme%20of%20Delegation.pdf>

3.18 In cases where applications are reported to Planning Committee, the Case Officer prepares a report for the Committee that outlines the proposal, sets out consultation replies, assesses the relevant issues and makes a recommendation.

3.19 The Council will not as a matter of course reply to or acknowledge representations made but will not determine a planning application until the public consultation period relevant to the application has expired. Any person who has commented on a proposal will be notified if an application is to be reported to Committee for determination. Information on public speaking at Planning Committee, the dates, times and locations of the Planning Committee meetings can be found on the website.

Table 1: Publicity on planning and heritage applications

Type of Application	Publicity Method (Statutory requirement)			
	Site Notice	Neighbour notification letter	Press Notice	Website
Minor applications	Discretionary	✓		✓
Major applications (including outline and reserved matters)	✓	✓	✓	✓
Applications requiring EIA	✓	✓	✓	✓
Applications affecting listed building or conservation area	✓	✓	✓	✓
Advertisement consent	✓	Discretionary		✓
Trees Preservation Order applications	✓	✓		✓
Notification of works to Trees in a Conservation Area	Discretionary	Discretionary		✓
Non-material amendments	No notifications carried out			✓
Prior approval applications	Discretionary	✓		✓
Lawful Development Certificate applications (existing)				✓
Lawful Development Certificate applications (proposed)	No notifications carried out			✓
Discharge of conditions applications	No notifications carried out			

## 4.0 Resilience

4.1 Legislation sets out the minimum standards for publicity and consultation on planning applications and plan-making. The Council will always aim to meet these requirements. As the Covid-19 pandemic has shown, however, there may be exceptional circumstances where legislation makes temporary provision to allow Councils to deviate from their adopted SCI. At the time of preparing the SCI, many of the procedures proposed (such as face to face events for example) would not be appropriate due to government restrictions. The following paragraphs set out the Council's temporary provisions to enable work to be progressed where a pandemic prevents or restricts social interaction, in line with any government legislation which is applied at that time.

### Planning Policy Documents

4.2 We have identified that providing physical documents for inspection would be inconsistent with the Government's Covid-19 legislation and guidance regarding staying at home and social distancing. Therefore, our main means of communication will be to provide access to documents on our website for the purposes of consultation although different formats can still be provided upon request. Communication and publicity will be via electronic means. However, this is only a temporary measure whilst the impacts of COVID-19 are limiting the deployment of our full suite of consultation approaches.

4.3 Use of social media and online technology may be a 'best fit' alternative to face to face engagement through means such as online exhibitions, 'virtual' drop-in events on video platforms e.g. Microsoft Teams and presentations at 'virtual' committee meetings and public meetings. The effects of COVID-19 on consultations will be kept under review in light of Government guidance and consultations will take place in a manner appropriate for that time.

### Planning Applications

4.4 In response to the Covid-19 pandemic the government published temporary legislation [www.legislation.gov.uk/ukSI/2020/731/made](http://www.legislation.gov.uk/ukSI/2020/731/made) and planning practice

guidance [www.gov.uk/guidance/coronavirus-covid-19-planning-update#publicity-and-consultation-for-planning-applications](https://www.gov.uk/guidance/coronavirus-covid-19-planning-update#publicity-and-consultation-for-planning-applications) in respect of the publicity and consultation requirements for planning applications.

4.5 This provides local planning authorities the flexibility to take other reasonable steps to publicise applications if they cannot discharge the specific requirements for site notices, neighbour notifications or newspaper publicity. Any such steps should notify people who are likely to have an interest in the application and provide detail of where further information about it can be viewed online. This could include, for example, the use of social media and other electronic communications and must be proportionate to the scale and nature of the proposed development.

### **Openness and transparency**

4.6 We aim to make the planning application process as open and transparent as possible. We publish application information on the Council's website so that people can make comments. We do not publish neighbour comments online although we may refer to them within the case officer/committee reports. Redacted copies of neighbour comments will be made available on request. The website provides guidance on privacy:

[www.coventry.gov.uk/info/107/planning\\_and\\_development/3212/planning\\_privacy\\_notice](https://www.coventry.gov.uk/info/107/planning_and_development/3212/planning_privacy_notice)

4.7 Any updates with regard to planning and Covid-19 can be found at:

[www.gov.uk/guidance/coronavirus-covid-19-planning-update](https://www.gov.uk/guidance/coronavirus-covid-19-planning-update)

## 5.0 Data Protection

5.1 For many aspects of our standards regarding engagement, involvement and consultation methods relating to the planning process will require the need to gather personal data. Our reasons for this, and the type of data required will vary depending upon the procedure and stage in the process.

5.2 When we collect such data, we will ensure that we do so in a clear and legally compliant manner to fulfil the requirements of Data Protection law. The relevant Fair Processing Notices (also known as Privacy Notices) can be found on the data protection pages of the Councils website:

[www.coventry.gov.uk/info/248/freedom\\_of\\_information\\_and\\_environmental\\_information\\_regulations/3179/coventry\\_city\\_council\\_privacy\\_notice/15](http://www.coventry.gov.uk/info/248/freedom_of_information_and_environmental_information_regulations/3179/coventry_city_council_privacy_notice/15)

If you need this information in another format or language  
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**e-mail: [planningpolicy@coventry.gov.uk](mailto:planningpolicy@coventry.gov.uk)**