Large scale and complex applications

All planning applications for development proposals that are subject to statutory pre-application consultation must be accompanied by a pre-application consultation report in order to be valid.

The pre-application consultation report must contain:

a) a copy of the site notice;

b) a declaration that the site notice was displayed in accordance with the statutory requirements, i.e. in at least one place on or near the development site for no less than 28 days;

c) a copy of the notice given to owners and occupiers of adjoining land;

d copies of all notices provided to councillors, town and community councils, and specialist consultees;

e) a summary of all issues raised in response to the statutory publicity (i.e. site notice and letters to owners, occupiers) – the developer must confirm whether the issues raised have been addressed and, if so, how they have been addressed; and

f) copies of all responses received from specialist consultees with an explanation of how each response has been addressed by the developer.

The developer has flexibility to determine the most effective way to present the pre-application community consultation report providing the points in (a) to (f) of paragraph 44 are addressed. However under the Data Protection Act 1998, the addresses and other contact information of private individuals must be redacted in the Consultation Report before it is submitted.

If developers undertake publicity or consultation that exceeds the minimum statutory requirements, they are encouraged to report the outcome of this pre-application engagement in the pre-application consultation report.