

Published Statement of Community Involvement (2015)

Planning Applications	Covid-19 Impacts
Site notices major, listed building & conservation area applications Send a notice to all other applicants asking that they display it on their site.	We will continue to post site notes, but to reduce non-essential journeys and the risk of spreading the virus, this will be limited only to cases where this is required by statute.
Neighbour notifications - by letter giving 21 days in which to comment.	The council will continue to send out neighbourhood notification letters in accordance with its current procedures.
Council may seek to involve communities in adjoining local authority areas to help assess the impacts of development	The council will continue to undertake this as required using email as the method of communication
Details on our website	The council will continue to publish details of planning applications on its Public Access System for online viewing. Further promotion of the 'Local Connection' website facility which enables people to find out about and be notified of planning applications providing a practical alternative to having to print and post notifications.
Weekly lists	The council will continue to publish details of weekly lists for online viewing.
One Stop Shops (Thornbury, Yate, Kingswood and Patchway)	Planning applications will not be available to view and access while the council's One-Stop Shops remain closed. This situation will be kept under review and updated in accordance with the government's response to limit the spread of Coronavirus (COVID-19).
Customer enquiries on planning applications can be made by phoning our corporate contact centre	The corporate contact centre will continue to be operational
Fortnightly newspaper publicity in the Western Daily Press (which has full coverage in South Glos) for listed building, conservation area and certain types of major applications.	The council will continue to publish details of planning applications in the press in accordance with its current procedures. In addition the council will make use of social media to provide additional notification of planning applications.
Elected district councillors are notified of all applications	The council will continue to notify elected district councillors by email in accordance with its current procedures.
Parish and town councils are consulted on all planning applications in their areas	The council will continue to notify parish and town councils by email in accordance with its current procedures.

Requirement to consult with a range of statutory and non-statutory bodies, such as the Environment Agency and Highways Agency	The council will continue to consult with a range of statutory and non-statutory bodies as requirement by the Planning Regulations by email in accordance with its current procedures.
Publish on the website officer reports and the decision notices, including conditions or reasons for refusal.	The council will continue to publish Officer reports and the decision notices etc for online viewing.
Plan Making (Local Plan)	Covid-19 Impacts
Consultation documents – available online & in hard copy at our one stop shops & libraries	Consultation documents will not be available to view and access while the council's One-Stop Shops remain closed. This situation will be kept under review and updated in accordance with the government's response to limit the spread of Coronavirus (COVID-19) Documents published for public consultation will be available on the council's website.
Publish documents on website with supporting documentation (minimum of 6 weeks)	The council will continue to publish draft planning documents on its website. Where required the council will extend the public consultation from 6 weeks to 15 weeks to ensure stakeholders and communities have sufficient time and opportunity to comment.
Specific & general consultation bodies invited to make formal representations	The council will continue to consult with a range of statutory and non-statutory bodies using email as its preferred method in accordance with its current procedures. Where no email address is provided the council will seek to provide hard copy letter, although the ability to undertake this will be dependent on the availability of staff and printing facilities at the time.
Publicity/ press notice in local paper to give details on where documents can be inspected	The council will continue to publish details in the local press to give details on where documents can be inspected in accordance with the requirements of the 2012 Town and Country Planning Regulations.
Notify individuals/ organisations that have asked to be kept informed of progress	The council will continue to send out notification letters using email as the method of communication in accordance with its current procedures. This will include all registered addresses on the council's Local Plan database, local neighbourhood forums and parish/town councils. Where no email address is provided the council will seek to provide hard copy letter, although the ability to undertake this will be dependent on the availability of staff and printing facilities at the time.
Public drop in events, workshops and meetings to promote and share emerging planning documents	While the government's social distancing rules remain in force in response to the spread of Coronavirus (COVID-19), the holding public drop in events,

workshops and meetings to promote and share emerging planning documents will not be possible.

Where practical and cost effective to do so the council will seek to put in place alternative arrangements drawing from the list of possible techniques set out below.

This list sets out a range of possible techniques and will not be applied to every consultation undertaken. The council will continue to ensure techniques undertaken are proportionate to the scale and nature of the consultation and engagement being undertaken.

- using social media such as Facebook and Twitter
- using the local authority's website
- using local online newspapers
- issuing a weekly press bulletin
- local community newsletters
- deliver leaflets to households and businesses (where cost effective to do so)
- adverts outside council offices/ other public buildings
- the use of community noticeboards at supermarkets/other local centers
- virtual exhibitions and digital interactive place shaping/ design-led techniques
- digital consultations e.g. webinars
- video conferencing

These changes support the move towards digital solutions. A reduction of hard copy documents and papers will reduce the amount of resource used in the process of preparing development plans and consulting on planning applications. This is likely to have a beneficial environmental impact. The proposed changes are therefore considered consistent with the council's broader Climate Emergency objectives and how the council resets the way it delivers its services and statutory functions post COIVD-19.