

## PUBLICITY REQUIREMENTS CODE OF PRACTICE

When a planning application is received there are specific requirements we must follow for notifying nearby owners or occupiers to provide an opportunity to view the plans and comment on them. This document sets out the statutory requirements. In some cases there will be wider interest that goes beyond the statutory notification and in those cases we will publicise more widely. However, the local planning authority has discretion in how it deals with such matters but to help ensure a sensible and consistent approach, we have set out the following guidance notes: the level of notification and placement of notices remains a matter of discretion for individual officers. As a general rule the following guidance will be followed:-

1. Where there are houses with a physically adjoining boundary neighbour notification by letter should be carried out where required. An adjoining boundary is any property with a common boundary to the application site. It would not include buildings separated by a road or tenfoot.
2. If there are no adjoining properties, or the owners or occupiers cannot be readily identified, a site notice only will be displayed. The notice should be displayed on the street where the application is for or as close as possible. Where there is more than one street adjoining a site separate notices should normally be displayed on each street if there is likely to be an impact on both streets.
3. Where there is likely to be wider interest in a proposal additional neighbour notifications by letter will be carried out and/or a site notice displayed. The extent and type of notification will be at the discretion of the case officer. A site notice will always be displayed for telecommunication masts and felling of protected trees.
4. All applications will be published on the Council's website via the Planning Portal. This forms the Planning Register.
5. All application consultations shall be checked by a second officer to verify the level of publicity.

Note: There are additional requirements for planning applications either within a conservation area or affecting its setting, or affecting the setting of a listed building. These are included below.

Type	Statutory requirement	Publicity carried out by HCC
Major development (For housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000m <sup>2</sup> or more, or a site of 1 hectare or more)	Site notice or neighbour notification. Press notice. Website	Site notice. Neighbour notification. Press notice. Website.
Householder development	Site notice or neighbour consultation.	Neighbour notification. Website.

Other planning applications	Site notice or neighbour consultation.	Neighbour notification and/or site notice. Website.
Application accompanied by an EIA; Departure from the development plan; Proposals affecting a public right of way.	Press notice. Site notice. Website.	Press notice. Site notice. Website.  Neighbour notification will be carried out if required as per the guidelines to this document.
Prior approval change of use (Part 3 GDPO)	Site notice or neighbour consultation.	Neighbour notification and/or site notice. Website
Planning applications within a conservation area or affecting its setting.	Site notice Press notice	Site notice and press notice where the proposal affects the character or appearance of the conservation area. To be done in all cases where permitted development rights removed by an Article 4 Direction. (in addition to any publicity requirements above)
Planning applications affecting the setting of a listed building	Site notice Press notice	Site notice Press notice (in addition to any publicity requirements above)
S.73 applications to vary or remove a condition	Site notice or neighbour consultation. Site notice and press notice if application affects the character and appearance of a conservation area or listed building, or its setting. Website.	Neighbour notification and/or site notice. Press notice if major etc Website.
Listed building consent	Press notice. Site notice. Website	Press notice. Site notice. Website
Adverts	Nil	Neighbour notifications where considered may affect amenity. Website.
Discharge of planning conditions.	Nil	Website.
Applications for non-material amendments	Nil	Website.
Certificates of Lawfulness - existing	Nil	Physically adjoining neighbours Website
Certificates of Lawfulness - proposed	Nil	Website
Felling of trees covered by a TPO/s211 notification	Nil	Site notice Physically adjoining neighbours Website

Other works to trees covered by a TPO/s211 notification	Nil	Physically adjoining neighbours. Site notice only where considered extent of works may affect amenity of area. Website
Telecoms prior approval	Site notice or neighbour notification	Site notice at proposed location. Adjoining neighbours. Website
Prior approval to demolish	Nil There is a requirement for the applicant to display a site notice	Website
Householder prior approvals	Adjoining neighbour notification	Neighbour notification – adjoining only Website
Upwards extensions to houses – prior approval	Adjoining neighbour notification	Neighbour notification – required to notify adjoining only but consider further if could be affected. Website.
Prior approval upwards extensions on blocks of flats (Part 20 GPDO)	Neighbour notification. Site notice.	Site notice. Neighbour notification. Website