

<b>Report on</b>	Revised Statement of Community Involvement for the new Mid Ulster Local Development Plan and Development Management functions.
<b>Date of Meeting</b>	2 <sup>nd</sup> June 2020
<b>Reporting Officer</b>	Sinead McEvoy
<b>Contact Officer</b>	Chris Boomer

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	x

<b>1.0</b>	<b>Purpose of Report</b>
1.1	The purpose of the report is to provide members with a revised Statement of Community Involvement (SCI) for the main planning functions undertaken by Mid Ulster Council.
<b>2.0</b>	<b>Background</b>
2.1	Section 4 of the 2011 Planning Act requires a council to prepare a SCI. The SCI Regulations set out the requirements for the preparation, form, content and publicity of the SCI. Regulation 6 of the Planning (Statement of Community Involvement) Regulations (Northern Ireland) 2015 requires that the SCI is approved by resolution of the council prior to submission to the Department for its agreement. It also requires that the council keep the statement of community involvement under regular review, and any revision must comply with the requirements of these Regulations. This is the second review of our SCI.
2.2	The purpose of the Statement of Community Involvement (SCI) is to outline how a council proposes to engage the community and stakeholders in exercising its planning functions. It should set out a council's policy as to the involvement, in the exercise of a council's functions under the development management and local development plan provisions of the 2011 Act, of persons who appear to a council to have an interest in the matters relating to development in its area.
<b>3.0</b>	<b>Main Report</b>
3.1	In addition to the legal requirement to keep the SCI under review, this revision has largely been driven by the current situation that we face with Covid19. The revised SCI explains how the community and stakeholders will be involved in the preparation of the Local Development Plan as well as the development management and enforcement processes and includes information on how we intend to communicate with the community during the current Covid19 pandemic.

3.2	The SCI sets out the steps that the Council will take to facilitate community involvement and sets out a vision and strategy for involving the community and stakeholders at various stages of the planning process.
3.3	The SCI sets out the standards to be met by a council in terms of community involvement, building upon the minimum requirements set out in both the Planning (Local Development Plan) Regulations (NI) 2015 and the Planning (Statement of Community Involvement) Regulations 2015.
3.4	<p>The most notable proposed changes to the attached revised SCI include:</p> <ul style="list-style-type: none"> <li>a) The inclusion of a section to explain how we will involve the community in the preparation of the LDP during a pandemic crisis (paragraphs 2.5-2.6).</li> <li>b) Throughout the document, we have removed the specific names of the local newspapers that we will advertise in, and replaced this with a line to say that we will advertise in at least one local newspaper circulating in Mid Ulster District.</li> <li>c) The inclusion of a section to explain the re-consultation on the LDP Draft Plan Strategy.</li> <li>d) The inclusion of a section relating to the revised position on pre-application community consultation (PAAC) on Major Applications during the Covid19 pandemic.</li> <li>e) Minor changes to the wording of the development management section to explain the approach to file viewing during a scenario such as the Covid19 pandemic.</li> </ul>
3.5	<p>Regulation 5 of the SCI Regulations state that before preparing a statement of community involvement, a council must also consider whether it is appropriate to invite representations from persons who have an interest in development in its area. This also applies to any revision to the SCI. In preparing the initial SCI, consultation was undertaken in the form of a public notice and letters were issued to an extensive number of local community groups and organisations. In preparing this revised SCI, representations have not been sought. It is our recommendation that we progress these revisions that are Covid19 related without seeking representation.</p> <p><b>Next Steps</b></p>
3.6	<p>The next step in progressing the attached revised SCI is to submit it to the Department for agreement. Following agreement by the Department, the SCI Regulations require that we make available for inspection at our principal offices during normal office hours and give notice by local advertisement that the statement is available for inspection and the place and times at which it can be inspected. We are also required to publish the revised statement on our website.</p> <p><b>Future Revisions</b></p>
3.7	<p>Members views are also sought on the cancellation of the weekly planning clinic in Cookstown where file inspection is facilitated by appointment. Demand for appointments at the Cookstown planning clinic have been down to two or three appointments every couple of weeks. This revision has not been included in the attached revised SCI as we are of the opinion that representations on such a revision should be invited from the public by way of a 4 week consultation on our council</p>

	website. Following that, we would then bring a further paper before committee to provide an update on the position of any representations received.
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Cost of advertisement of the revised SCI in the local newspapers.
	Human: None identified.
	Risk Management: None identified.
<b>4.2</b>	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: The SCI lists those Section 75 groups (List 3) that will be contacted in accordance with the preparation of the Local Development Plan.
	Rural Needs Implications: None identified.
<b>5.0</b>	<b>Recommendation(s)</b>
5.1	Members are requested to note the contents of this report and agree that we submit the attached revised SCI to the Department for their agreement.
<b>6.0</b>	<b>Documents Attached &amp; References</b>
	- Revised SCI (and attached appendices).



Comhairle Ceantair  
**Lár Uladh**  
**Mid Ulster**  
District Council

**REVISED STATEMENT OF COMMUNITY INVOLVEMENT (SCI) FOR  
THE NEW MID ULSTER LOCAL DEVELOPMENT PLAN 2030 AND  
DEVELOPMENT MANAGEMENT FUNCTIONS**

**June 2020**

## **CONTENTS**

### **1.0 What is the purpose of the Statement of Community Involvement?**

1.1 Purpose of the Statement

1.3 Vision of Participation

1.7 Principles of Community Involvement

### **2.0 Local Community Involvement in the preparation of the Mid Ulster Local Development Plan 2030**

2.1 Purpose and Structure of the Local Development Plan

2.9 Who can get Involved?

2.11 Empowering disadvantaged and under-represented groups

2.14 How and when will the community be involved?

2.15 Community Involvement during a Pandemic Crisis

2.17 Developing an Evidence Base

2.18 Preferred Options Paper

2.20 Publication of Draft Plan Strategy

2.21 Re-consultation on Draft Plan Strategy

2.26 Public Inspection of Representations

2.27 Submission of Development Plan Documents

2.28 Independent Examination

2.29 Adoption of Plan Strategy

2.30 Local Policies Plan

2.32 Public Inspection of Representations

2.33 Submission of Development Plan Documents

2.34 Independent Examination

2.35 Adoption of Local Policies Plan

2.36 Next Steps

### **3.0 Local Community Involvement in Mid Ulster Development Management Functions**

3.1 Purpose

3.3 Pre-Application Discussions (PAD's)

3.4 Major Applications - Pre-Application Community Consultation (PACC) during Covid19 pandemic

3.5 Pre-Application Community Consultation (PACC)

- 3.8 Application Stage
- 3.10 Advertising
- 3.11 EIA Development
- 3.13 Neighbour Notification
- 3.16 Obtaining Further Information and getting involved in planning applications
- 3.18 Public Register
- 3.19 File Inspection
- 3.21 Submitting Comments
- 3.30 Community Involvement at the Planning Committee Stage
- 3.31 Pre-determination hearings and speaking at the Planning Committee
- 3.33 Community Involvement after a Planning Application has been determined
- 3.34 Involving the Community when an appeal is made
- 3.36 Community involvement in Enforcement
- 3.40 Community Involvement in Supplementary Planning Guidance (SPG)
- 3.41 Community Involvement in Conservation Area Designation
- 3.42 Community Involvement in the designation of a Simplified Planning Zone

#### **4.0 Review of the Council's Statement of Community Involvement**

**Appendix 1** Groups to be consulted when preparing the new Local Development Plan

**Appendix 2** Groups to be consulted when determining a Planning Application.

## STATEMENT OF COMMUNITY INVOLVEMENT (SCI) FOR THE NEW MID ULSTER LOCAL DEVELOPMENT PLAN 2030 AND DEVELOPMENT MANAGEMENT FUNCTIONS

### 1.0 What is the purpose of the Statement of Community Involvement (SCI)?

#### Purpose of the Statement

- 1.1 The purpose of this SCI is to set out policy for involving and engaging with the community in the production of the new Mid Ulster Local Development Plan (LDP) 2030, in the consideration of planning applications and in planning enforcement. It is required to ensure compliance with the Planning Act (Northern Ireland) 2011 and the Planning (Statement of Community Involvement) Regulations (Northern Ireland) 2015. It describes who, how and when the community will be invited to participate in the different stages of the Local Development Plan formulation, the determination of planning applications, in planning enforcement and a range of other planning matters.
- 1.2 This SCI is not intended to be a source of definitive legal advice. Reference should be made to the actual legislation referred to in this statement and if any discrepancy exists the provisions of the legislation will prevail.

#### A Vision of Participation

- 1.3 *“A sustainable society must be instilled with democratic values. Its citizens must share a sense of effective participation in the decision making process. They must feel they have a say in their society’s development and the skills, knowledge and ability to assume responsibility for that development”* – **The Sustainable Development Strategy for Northern Ireland. First Steps Towards Sustainability (DOE 2006)**
- 1.4 This is a shared vision of participation in decision making and it is therefore aimed to ensure that:
  - Everyone has an early and informed opportunity to express their views on the development of the area and have it considered before decisions are made;
  - All groups in our community, regardless of religious belief, political opinion, racial group, age, sex, marital status, physical ability, sexual orientation, and those with and without dependents are enabled and empowered to participate;
- 1.5 The Mid Ulster District Council Corporate Plan 2015 – 2019 sets out the visions, values and priorities for Mid Ulster District Council up to 2019 and the Community Plan further expresses that vision. The interests of the community are at the centre of these visions, values, and priorities and accordingly the SCI will reflect

this by placing the community at the heart of all planning related matters in Mid Ulster. The council recently consulted on the draft Corporate Plan 2020-2024 and once published in final form will set out the vision, values and priorities for the Council up to 2024.

- 1.6 It is intended to adopt a proactive and timely approach to community involvement through a process of providing clear information and encouraging participation during plan preparation and the submission, assessment and determination of a planning application. The process must therefore be informative, user friendly, as inclusive as possible, and conducted in an open and transparent way. Every effort is to be made to engage the community, record views and provide feedback.

### **Principles of Community Involvement**

- 1.7 It is vital that the Council is committed to uphold the following principles of community involvement and that these are reflected in the methods of consultation described throughout this SCI.

- **A culture of engagement** - People should know that they are encouraged to take part in the planning process and that decision makers are genuinely interested in their views.
- **Early involvement or “frontloading”**- The community should be involved at an early stage in the preparation of Local Development Plan documents and major development proposals.
- **Continuing involvement** - The community should be involved throughout the process, both formally and informally, of preparing Local Development Plan documents and major development proposals.
- **Reaching out** - Methods used to encourage involvement should be appropriate to people’s experience and needs.
- **Fit for purpose** - Arrangements for consultation need to be appropriate for the type of document or application being considered and being realistic in terms of available resources.
- **Clarity** - The planning process and timetables for producing or reviewing Local Development Plan documents should be clear so that people are able to participate in a timely and effective manner.

## **2.0 Local Community involvement in the preparation of the Mid Ulster Local Development Plan 2030**

### **Purpose and structure of the Local Development Plan**

- 2.1 The purpose of the Mid Ulster Local Development Plan, comprising the Plan Strategy and Local Policies Plan, is to inform the general public, statutory authorities, developers and other interested bodies of the policy framework and land use proposals that will implement the strategic objectives of the Regional



Development Strategy and guide development decisions within Mid Ulster up to 2030.

- 2.2 The preparation of the Local Development Plan will take account of the Mid Ulster District Council Corporate Plan 2015-2019, and the Community Plan so that there is a shared vision for the Council area and communities and it will set out the long term social, economic and environmental objectives for the district. The Local Development Plan will also take account of regional policy context set by the Northern Ireland Executive and Central Government Departments. This includes, amongst others, the Sustainable Development Strategy, the Regional Development Strategy, the Strategic Planning Policy Statement and Planning Policy Statements.
- 2.3 The Mid Ulster Local Development Plan will replace the Cookstown Area Plan 2010, Dungannon and South Tyrone Area Plan 2010 and the Magherafelt Area Plan 2015. The Plan will be produced in two stages consisting of two separate documents, which will shape development within our district in the period to 2030. The first stage will be a Plan Strategy followed by Local Policies Plan
- 2.4 Prior to the preparation of the Plan Strategy and Local Policies Plan the Council will identify key issues in the plan area and will formulate a series of options for dealing with them. This information will be published as a Preferred Options Paper, which will indicate a Council's preferred options for growth and development in their area and will be the basis for consulting with the public and stakeholders who will have an opportunity to put forward their views and influence the plan from the outset.
- 2.5 The Plan Strategy will establish the strategic direction of the plan in order to provide a level of certainty on which to base key development decisions in the area as well as the necessary framework for the preparation of the local policies plan. The Strategy will set the aims, objectives, overall growth strategy and associated subject policies applicable to the plan area.
- 2.6 Prior to the publication of the Local Policies Plan (LPP) the Council will publish a Local Policies Plan 'Key Issues' Paper identifying the key issues in the area and will provide the public with the opportunity to comment them to inform the preparation of the LPP.
- 2.7 The Local Policies Plan (LPP) will be consistent with the Plan Strategy. In contrast to the Plan Strategy the LPP will deal with site specific policies and proposals associated with settlement limits, land use zonings and environmental designations required to deliver the council's vision, objectives and strategic policies.
- 2.8 A Sustainability Appraisal (SA), including a Strategic Environmental Assessment (SEA) of the Local Development Plan will run in parallel with the preparation of various stages of the plan and will be an ongoing process. The purpose of the Sustainability Appraisal is to promote sustainable development through the integration of social, environmental and economic considerations into the preparation of the Local Development Plan. The purpose of the SEA is

to assess the potential environmental impacts of the Plan to ensure protection of the environment. Reports from the various stages of the Sustainability Appraisal (including SEA) will be published at the key stages of the plan preparation.

### **Who can get involved?**

2.9 Mid Ulster Council will involve the community at an early stage in the planning process and anyone who wishes to get involved is encouraged to do so at the opportunities provided. In particular, the views of the following groups of people will be sought however, this list is not intended to be exhaustive and in no way restricts other individuals, groups and organisations from participating in the planning process.

- People living within the Mid Ulster area
- Elected Representatives
- Voluntary Groups
- Community Forums/Groups/Umbrella Organisations
- Environmental Groups
- Residents Groups
- Business Interests
- Developers/Landowners
- All individuals and groups with an interest in the area

2.10 Elected members, forums, community and residents groups provide a voice for the local community. Other voluntary and interest groups also bring a special knowledge and can ensure that important concerns are addressed. Lists of these groups are contained within Appendix 1.

### **Empowering disadvantaged and under-represented groups**

2.11 Section 75 of the Northern Ireland Act 1998 requires a public authority, in carrying out its functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity between:

- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- men and women generally
- persons with a disability and persons without; and
- persons with dependents and persons without

2.12 In addition, without prejudice to the above obligations, public authorities are required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or race. The above “Section 75 groups” are important participants within the planning process and include people who traditionally have been under represented or disadvantaged. These groups will be targeted through the consultation process on the local development plan in order to obtain their views and contribute to the consideration of equality issues under Section 75. Their views on any equality

screening documents or draft Equality Impact Assessments will also be sought in accordance with the councils published Equality Scheme. A list of Section 75 groups is also contained within Appendix 1.

- 2.13 In order to ensure the Local Development Plan and consultation documents are accessible to everyone, they will be made available upon request in alternative formats. All documents will be published in plain English and will also be available on our council website. A telephone number and email address will be stated on each document for people with hearing or speech impairment. If for any reason, a request for a document in a particular required alternative format cannot be met, other formats will be explored.

### **How and when will the community be involved?**

- 2.14 A Local Development Plan is made in different stages, each presenting opportunities for community involvement. Each of these stages are identified below with the actions that are to be taken to involve the community. The actions will fulfil and in some cases exceed the statutory requirements on public consultation. The Timetable for when the different stages are to be reached will be obtainable from the Mid Ulster Council Offices in Dungannon, Cookstown and Magherafelt at the addressed detailed below and also on the Council website [www.midulstercouncil.org](http://www.midulstercouncil.org).

Cookstown Office  
Burn Road  
Cookstown  
BT80 8DT

Dungannon Office  
Circular Road  
Dungannon  
BT71 6DT

Magherafelt Office  
Ballyronan Road  
Magherafelt  
BT45 6EN

It will also be advertised in local press that this timetable is available for inspection in the above Council Offices during normal office hours. When the timetable is revised it will also be advertised and will be available for inspection in the same way.

### **Community Involvement during a Pandemic Crisis**

- 2.15 During the time of a pandemic, or other crisis similar to Covid19, we will be unable to fulfil some of the actions/governance set out below at the different stages of the process. Temporary changes will be needed to protect the health of our communities, residents and staff.
- 2.16 Following the relaxation of any government required 'lock down' period, when we are required to adhere to social distancing, we will be unable to facilitate public meetings and public exhibitions. Instead, during a consultation period we will make officers available for telephone calls where you can ask questions in the same manner as you would at a public meeting or exhibition. We can also make the information that would have been on display at the public exhibition available as a printed document that we can post to you on request. Additionally, we will also place the exhibition display information on our council website for viewing.

## Developing an Evidence Base

- 2.17 Surveying and information gathering will be an ongoing function of the Council, however, it will be particularly important at this early stage of plan preparation. Information obtained at this stage will be used to establish the social, economic and environmental characteristics of the plan area and enable the Council to determine the issues which need to be addressed and the options for addressing them. This will be undertaken using a topic based approach accompanied with a Countryside Assessment.

### Actions/Governance

- Formation of a **Steering Group** comprising the Mid Ulster Planning Committee, the Chief Executive and the Planning Manager. This will be the high level co-ordinating body that will ensure an overview and strategic input on behalf of the whole community, as well as from the planning professionals
- Formation of a **Project Management Team (Multi-Disciplinary Steering Group)** comprising Mid Ulster Council Planning Manager, Principal Planning Officer, Chair of the Planning Committee, Vice Chair of the Planning Committee, Mid Ulster Council Director of Business and Communities, Director of Culture and Leisure, Director of Environment and Property, Director of Public Health and Infrastructure, Shared Environmental Service and representatives from the relevant Northern Ireland Government Departments. The Project Management team will be consulted on and will act as the screening and scoping group for the Sustainability Appraisal (SA), including Strategic Environmental Assessment (SEA) and Equality Impact Assessment (EQIA);
- **Key Consultees** will receive written invitation requesting them to participate in the plan making process by providing information on the key strategic issues that the Local Development Plan should address.
- **Under represented (section 75) groups** will be invited to identify whether there are any types of planning policies which are likely to have significant impact on the groups they represent. They will also be provided opportunity to identify any particular issues or needs which they feel the plan should address. Where requested this can be done through a face to face meeting with a planning official. Any comments received will be taken into account when screening and scoping the EQIA.
- The scoping report of the SA (including SEA) will be sent to the statutory consultation body and if necessary, the **Department for Infrastructure – (DfI – previously DoE)** may be requested to undertake trans-boundary consultation with the Republic of Ireland.
- Issue a **Public Notice** in at least one local newspaper circulating in Mid Ulster District, confirming the publication of the Mid Ulster Council Timetable for the preparation of the new Local Development Plan as well as other supporting information. The notice will state that the agreed timetable and supporting

information will be made available for inspection during normal office hours in all three Council Offices and such other places within the district considered appropriate as well as being available on the Council website [www.midulstercouncil.org](http://www.midulstercouncil.org)

- The SCI will be kept under review and any new groups or bodies wishing to be included or added to the lists contained in the appendices may request to have their details added. This will be subject to Council agreement.

### **Preferred Options Paper**

2.18 This is the first formal stage in the preparation of our Local Development Plan. This stage commences with the publication of the Preferred Options Paper (POP). The POP is a consultation paper to promote debate on issues of strategic significance which are likely to influence the shape of future development within Mid Ulster. The intention is to stimulate a wide-ranging, yet focused, debate and encourage feedback from a wide variety of interests. Any representations or views received as a consequence of its publication will be considered in formulating the Draft Plan Strategy.

2.19 The POP is subject to a Sustainability Appraisal (SA), including the Strategic Environmental Assessment (SEA) and Equality Impact Assessment (EQIA). The SA/SEA is a continual process which runs parallel with the preparation of the POP and Local Development Plan (LDP). An SEA Interim Report (consisting of SA Scoping Report and assessment of alternatives) will be published with the POP.

### **Actions/Governance**

- Issue a **Public Notice** in at least one local newspaper circulating in Mid Ulster District, and the Belfast Gazette and on the Mid Ulster Council website [www.midulstercouncil.org](http://www.midulstercouncil.org) for two consecutive weeks. This notice will state:
  - i) The intention to prepare a Local Development Plan, accompanied by a Sustainability Appraisal, including Strategic Environmental Assessment, and Equality Impact Assessments;
  - ii) Publication of the Prepared Options Paper inviting comment within 12 weeks;
  - iii) Details of community meetings, exhibitions and pop-in information sessions;
  - iv) Publication of the initial stages of Sustainability Appraisal, including SEA, and invite comment as considered necessary.
- Publish the POP on the Mid Ulster Council website [www.midulstercouncil.org](http://www.midulstercouncil.org) and invite comments within 12 weeks. Also make the POP available at the Council Offices in Magherafelt, Dungannon and Cookstown and provide hard copies upon request (Tel: 03000 132 132) at a specified price.
- Issue a **Press Release** in at least one local newspaper circulating in Mid Ulster District, and the Belfast Gazette about the intention to prepare a new plan, drawing attention to the Preferred Options Paper and the public consultation.

This will allow individual residents, developers, landowners and any other person with a stake in the LDP to make representation.

- Hold a **Launch and Exhibition** to announce the publication of the Preferred Options Paper;
- Hold **Public Meetings and Exhibitions** with drop in sessions in Dungannon, Cookstown and Magherafelt. Other locations will include Ardboe, Coalisland, Clogher, Draperstown, Galbally, Maghera and Pomeroy.
- Write to **Key Consultees** and **Elected Members** providing them with a copy of the Preferred Options Paper and invite them to attend the launch, provide comments within 12 weeks, inform them of the public meetings, exhibition and drop-in information sessions;
- Write to **local community groups** and **section 75 groups** advising them that the POP has been published and that it is available to view on the Councils website and that hard copies can be obtained from the Planning Department (Tel: 03000 132 132) where requested. The opportunity of a meeting with a planning officer to record their views will also be given. They will be asked to provide comments within 12 weeks.
- A **Public Consultation Report** will be presented to elected members following the 12 week consultation. This will contain a summary of each representation and professional comment, recording where members take a different view and rationale for that view. This will be taken into account whilst formulating the Draft Local Development Plan;
- The **Project Management Team** will be given opportunity to comment on emerging policy for inclusion in the Draft Plan Strategy and will be an integral part of testing emerging policy through the Sustainability Appraisal, including Strategic Environmental Assessment and the Equality Impact Assessment process.

## **Publication of Draft Plan Strategy**

2.20 The draft Plan Strategy is a public consultation document and is not the final plan. It is an indication of the Council's intentions regarding the future development of the area, and is a key part of the public participation process.

## **Actions/Governance**

- Issue a **Public Notice** in at least one local newspaper circulating in Mid Ulster District, and the Belfast Gazette and on the Mid Ulster Council website [www.midulstercouncil.org](http://www.midulstercouncil.org) for two consecutive weeks. This notice will state:
  - i) Publication of Draft Plan Strategy and accompanying Sustainability Appraisal including the SEA, Habitats Regulations Assessment (HRA) and Equality Impact Assessment (EQIA), Rural Proofing and how to view or obtain copies;

- ii) The dates and locations of Public Exhibitions;
- iii) The 8 week period and closing date for receipt of representations to the Draft Plan Strategy and accompanying Sustainability Appraisal including SEA, Habitats Regulations Assessment (HRA), Rural Proofing and Equality Impact Assessment (EQIA). This will be followed by an 8 week period for counter representations.

- Make the Draft Plan Strategy, the Sustainability Appraisal including the SEA, HRA and EQIA and the Public Consultation Report available on the website [www.midulstercouncil.org](http://www.midulstercouncil.org) and at the Council Offices in Magherafelt, Dungannon and Cookstown and provide hard copies upon request at a specified price;
- Hold **Launch and Exhibition** to announce the publication of the Draft Plan Strategy and **Issue Press Releases**;
- Hold **Public Exhibitions** in Mid Ulster Towns, Villages and Settlements. Planning Officers will be available to answer any questions;
- Write to **Key Consultees** and **Elected Members** informing them of; the publication of the Draft Plan Strategy and providing them a copy; the dates of the public exhibitions; the 8 week period and closing date for representations;
- Write to all who submitted a representation to the POP informing them of the publication of the Draft Plan Strategy and accompanying documents advising how they can view or obtain copies; the dates of the public exhibitions; the 8 week period and closing date for representations;
- Representations will be reported to the Elected Members

### **Re-Consultation on Local Development Plan 2030 – Draft Plan Strategy**

- 2.21 A consultation exercise was previously carried out on the Local Development Plan 2030 – Draft Plan Strategy (February to April 2019). However, the council has since identified a procedural error in relation to the original consultation and a re-consultation was set for a period of 8 weeks commenced at 10am on 25<sup>th</sup> March 2020 and was due to close at 5pm on 21<sup>st</sup> May 2020.
- 2.22 In light of the issues being faced with COVID19, the re-consultation period was extended.
- 2.23 Given that it is unknown for how long government will be discouraging groups to congregate, the council will issue a public notice of the extended re-consultation closing date once it becomes available. We will issue the **Public Notice** in local newspapers circulating in Mid Ulster District, and the Belfast Gazette and on the Mid Ulster Council website [www.midulstercouncil.org](http://www.midulstercouncil.org) for two consecutive weeks.
- 2.24 In line with advice on social distancing as a response to COVID-19, planned exhibitions and drop-in sessions are no longer taking place.
- 2.25 Instead, during the extended re-consultation period we will make officers available for telephone calls where you can ask questions in the same manner as you would at a public meeting or exhibition. On request, we will make the information that would have been on display at the public exhibition available as a printed document which we can post or email to you. Additionally, we will also place the exhibition display information on our council website for viewing.

### **Public Inspection of Representations**

- 2.26 All representations which are made to the Draft Plan Strategy will be made available for public inspection as part of the public consultation process. Interested parties may also comment on the site specific representations that have been received (counter-representations). Counter-representations must not propose any changes to the development plan document. Both the representations and counter-representations will be considered at the Independent Examination (IE).

### **Actions/Governance**

- Make copies of representations available for inspection in the Council Offices in Magherafelt, Dungannon and Cookstown and on the website



[www.midulstercouncil.org](http://www.midulstercouncil.org). Hard copies of representations can also be provided upon request at a specified price.

- Write to **Key Consultees, Elected Members and any person who has made (and not withdrawn) a representation** informing them that representations are available for inspection and the places and times at which they can be inspected;
- Issue a **Public Notice** in at least one local newspaper circulating in Mid Ulster District, and the Belfast Gazette for two weeks, and on the Mid Ulster Council website of the availability of representations for inspection and the eight week period including closing date for counter- representations;
- Make the counter-representations available on website and at the Mid Ulster Council Offices in Magherafelt, Cookstown and Dungannon for inspection;
- Representations and counter-representations will be fully considered by the Council before it submits the Draft Plan Strategy to the DfI for Independent Examination (IE)

### **Submission of Development Plan Documents**

- 2.27 Following the submission of all Development Plan documents to the DfI and prior to Independent Examination, Council will also make all submitted documents available for inspection at the Mid Ulster Council Offices in Magherafelt, Cookstown and Dungannon and other such places the Council considers appropriate. Council will notify all consultation bodies and any person who has made (and not withdrawn) a representation that these documents are available for inspection in the Mid Ulster Council Offices during normal office hours. A notice will also be placed in at least one local newspaper circulating in Mid Ulster District, and the Belfast Gazette, stating that the Development Plan documents have been submitted to DfI. This notice will also be published on the Council website – [www.midulstercouncil.org](http://www.midulstercouncil.org).

### **Independent Examination**

- 2.28 The Council will not submit the Draft Plan Strategy to DfI unless it considers that it is ready for IE. The purpose of the Independent Examination is to determine the soundness of the Draft Plan Strategy, taking into account representations or counter representations. The Council will be available to answer any question of the Independent Examiners and provide comment on the representations and counter representations. Following the IE, the examiner will issue a report of its findings to the DfI which will in turn consider this and issue a binding report to a Council. On this basis, a Council must incorporate any changes outlined in the binding report and subsequently adopt the Plan Strategy.

### **Actions/Governance**

- Continue to make the Draft Plan, and all accompanying documentation available on the website [www.midulstercouncil.org](http://www.midulstercouncil.org);
- Advertise dates, times and venues for the Independent Examination at least 4 weeks before the Examination is to be held indicating that representations and counter representations are available for inspection; and
- Notify all persons who submitted representations and counter representations of the arrangements for the Independent Examination indicating that representations and counter representations are available for inspection;
- Request Key Consultees to provide comment on the representations and counter-representations for consideration at the Independent Examination.

### **Adoption of Plan Strategy**

2.29 Following the Independent Examination, DfI will issue a Direction to the Council, requiring it to adopt the draft Plan Strategy as originally prepared or with modifications. The Council may also be directed to withdraw the draft Plan Strategy. In either scenario, DfI will be expected to give reasons for their decisions.

### **Actions/Governance**

- Issue a **Public Notice** in at least one local newspaper circulating in Mid Ulster District, and the Belfast Gazette and on the Mid Ulster Council website [www.midulstercouncil.org](http://www.midulstercouncil.org) for two consecutive weeks. This notice will confirm:
  - i) adoption of the Plan Strategy;
  - ii) where to get copies of the Plan Strategy, the DfI direction and the accompanying independent examination report
- Make the Plan Strategy and any accompanying documents, the DfI Direction and accompanying Independent Examiner's Report available on the website [www.midulstercouncil.org](http://www.midulstercouncil.org). A hard copy will be available on request (Tel: 03000 132 132) for a specified price;
- Write to key consultees and those submitting representations and counter-representations advising of the adoption of the Plan Strategy, and where to obtain copies together with the DfI Direction and the Independent Examiner's Report. Also advise them of the commencement of work on the Local Policies Plan.

### **Local Policies Plan**

2.30 The Local Policies Plan is the second document comprising the Local Development Plan. The Draft Local Policies Plan is a public consultation document and is not the final part of the plan. The Draft Local Policies Plan will be consistent with the adopted Plan Strategy and will be the Council's detailed land use proposals regarding the future development of the area; this draft

document is a key part of the public participation process. The Plan Strategy must be adopted before the Draft Local Policies Plan is published for consultation, subjected to IE and adopted.

### **Local Policies Plan - Key Issues Consultation**

- 2.31 Prior to the publication of the Local Policies Plan (LPP) the Council will publish a Local Policies Plan 'Key Issues' Paper identifying the key issues in the area and will provide the public with the opportunity to comment them to inform the preparation of the LPP. The document will outline key issues such as settlement limits, location of housing and economic development land within the towns, town centre boundaries etc. and invite comments on them.

#### **Actions/Governance**

- Issue a **Public Notice** in at least one local newspaper circulating in Mid Ulster District, and the Belfast Gazette and on the Mid Ulster Council website [www.midulstercouncil.org](http://www.midulstercouncil.org) for two consecutive weeks. This notice will state:
  - i) Publication of the Key Issues Paper and how to view or obtain copies;
  - ii) The 8 week period and closing date for receipt of representations to the Key Issues Paper.
- Publish the Key Issues Paper on the website [www.midulstercouncil.org](http://www.midulstercouncil.org) and invite comments within 8 weeks. Make the Key Issue Paper available at the Council Offices in Magherafelt, Dungannon and Cookstown and provide hard copies upon request.
- Write to **local community groups** and **section 75 groups** advising them of the publication of this document and how they can make representations to it.
- Write to **Key Consultees** and **Elected Members** informing them of; the publication of the Key Issues Paper and providing them a copy, the 8 week period and closing date for representations.

### **Publication of Local Policies Plan**

#### **Actions/Governance**

- Issue a **Public Notice** in at least one local newspaper circulating in Mid Ulster District, and the Belfast Gazette and on the Mid Ulster Council website [www.midulstercouncil.org](http://www.midulstercouncil.org) for two consecutive weeks. This notice should confirm:
  - i) Publication of Draft Local Policies Plan and accompanying Sustainability Appraisal including SEA, HRA, EQIA and Rural Proofing and how to view or obtain copies;
  - ii) The dates and locations of Public Exhibitions;
  - iii) The 8 week period and closing date for receipt of representations to the Draft Plan Local Policies Plan and accompanying Sustainability Appraisal

including SEA, HRA and EQIA. This will be followed by an 8 week period for counter representations.

- Make the Draft Local Policies Plan and the Sustainability Appraisal including the SEA, HRA and EQIA available on the website and at the Council Offices in Magherafelt, Dungannon and Cookstown and provide hard copies upon request (Tel: 03000 132 132) at a specified price.
- Hold **Launch and Exhibition** to announce the publication of the Draft Local Policies Plan and **Issue Press Releases**;
- Hold **Public Exhibitions** in Mid Ulster Towns, Villages and Settlements. Planning Officers will be available to answer any questions;
- Write to **Key Consultees** and **Elected Members** informing them of; the publication of the Draft Local Policies Plan and providing them a copy; the dates of the public exhibitions; the 8 week period and closing date for representations;
- Write to all who submitted a representation and counter-representation to the draft Plan Strategy informing them of the publication of the Draft Local Policies Plan and accompanying documents and advising how they can view or obtain copies; the dates of the public exhibitions; the 8 week period and closing date for representations;
- Representations will be reported to the Elected Members

### **Public Inspection of Representations**

- 2.32 All representations to the Draft Local Policies Plan will be made available for public inspection as part of the public consultation process. Interested parties may also comment on the site specific representations that have been received (counter-representations). Counter-representations must not propose any changes to the development plan document. Both the representations and counter-representations will be considered at the Independent Examination (IE).

### **Actions/Governance**

- Make copies of representations available for inspection in the Council Offices at Magherafelt, Cookstown and Dungannon and on the website. Hard copies of representations can also be provided upon request at a specified price.
- Write to **Key Consultees, Elected Members and any person who has made (and not withdrawn) a representation** informing them that representations are available for inspection and the places and times at which they can be inspected;

- Issue a **Public Notice** in at least one local newspaper circulating in Mid Ulster District, and the Belfast Gazette and on the Mid Ulster Council website [www.midulstercouncil.org](http://www.midulstercouncil.org) for two consecutive weeks. This notice will state the availability of representations for inspection and the eight week period including closing date for counter representations;
- Make the counter-representations available on website and at the Mid Ulster Council Offices in Magherafelt, Cookstown and Dungannon for inspection. Hard copies of counter representations can also be provided upon request at a specified price.
- Representations and counter representations will be fully considered by the Council before it submits the Draft Local Policies Plan to the DfI for Independent Examination (IE).

### **Submission of Development Plan Documents**

- 2.33 Following the submission of all Development Plan documents to the DfI and prior to Independent Examination, Council will also make all submitted documents available for inspection at the Mid Ulster Council Offices in Magherafelt, Cookstown and Dungannon and other such places the Council considers appropriate. Council will notify all consultation bodies and any person who has made (and not withdrawn) a representation that these documents are available for inspection in the Mid Ulster Council Offices during normal office hours. A notice will also be placed in at least one local newspaper circulating in Mid Ulster District, and the Belfast Gazette that the Development Plan documents have been submitted to the DfI. This notice will also be published on the Council website [www.midulstercouncil.org](http://www.midulstercouncil.org)

### **Independent Examination**

- 2.34 Again, the Council will not submit the Draft Local Policies Plan to DfI unless it considers that it is ready for IE. The purpose of the Independent Examination is to determine the soundness of the Draft Local Policies Plan taking into account representations and counter representations. The Council will be available to answer any question of the Independent Examiners and provide comment on the representations and counter representations. Following the IE, the examiner will issue a report of its findings to the DfI which will in turn consider this and issue a binding report to a Council. On this basis, a Council must incorporate any changes outlined in the binding report and subsequently adopt the Local Policies Plan.

### **Actions/Governance**

- Continue to make the Draft Local Policies Plan, and all accompanying documentation available on the website;
- Advertise dates, times and venues for the Independent Examination at least 4 weeks before the Examination is to be held indicating that representations and counter representations are available for inspection; and

- Notify all persons who submitted representations and counter representations of the arrangements for the Independent Examination indicating that representations and counter representations are available for inspection;
- Request Key Consultees to provide comment on the representations and counter-representations for consideration at the Independent Examination

### **Adoption of Local Policies Plan**

- 2.35 Following the Independent Examination, DfI will issue a Direction to the Council, requiring it to adopt the Draft Local Policies Plan as originally prepared or with modifications. The Council may also be directed to withdraw the Draft Local Policies Plan. In either scenario, DfI will be expected to give reasons for their decisions.

### **Actions/Governance**

- Issue a **Public Notice** in at least one local newspaper circulating in Mid Ulster District and the Belfast Gazette and on the Mid Ulster Council website [www.midulstercouncil.org](http://www.midulstercouncil.org) for two consecutive weeks. This notice will confirm:
  - i) adoption of the Local Policies Plan;
  - ii) where to get copies of the Local Policies Plan, the DfI Direction and the accompanying Independent Examiner's Report;
- Make the Local Policies Plan and accompanying documents, the DfI Direction and Independent Examiner's Report available on the Council website with hard copies available on request for a specified price;
- Write to key consultees and those submitting representations and counter-representations advising of the adoption of the Local Policies Plan, and where to obtain copies together with the DfI Direction and the Independent Examiner's Report.

### **Next Steps**

- 2.36 Following the adoption of the Plan Strategy and Local Policies Plan the Council will identify its work priorities for the next five years in a new timetable. It may also issue a new Statement of Community Involvement if considered appropriate. In addition the Council will engage in monitoring and review which are essential in establishing how the objectives in the Local Development Plan are being achieved and whether any changes are required. This should be done every five years.

### **3.0 Local Community Involvement in Mid Ulster Development Management Functions**

#### **Purpose**

- 3.1 The Council as the local planning authority for the area deals with the majority of planning applications in the district. Planning applications are now categorised on receipt as local, major or regionally significant. The council are responsible for the local and major applications whilst the DfI processes those applications that are regionally significant. The Council also deals with Listed Building applications and applications for works in Conservation Areas, works to Protected Trees and Advertising Consent. Development management is the process through which such applications are considered. An important part of the process is to provide information and advice to applicants and to seek and take into account the views of the general public and statutory consultees on all planning applications. The statutory requirements for consultation on planning applications are set out in legislation. These requirements vary according to the type of proposal but include notification to specified bodies and the general public. It is also worth noting that there is provision within the Planning Act (Northern Ireland) 2011 for the DfI to call in a planning application, an application for Listed Building Consent and an application for Hazardous Substance Consent; although this is to be the exception.
- 3.2 The Council receives a wide variety of planning applications and therefore needs to involve the community to differing degrees, according to the scale and complexity of the application.  
This section of the SCI looks at:
- how the public can become involved at the various stages of the application process; and
  - how the level of community involvement will depend on the scale of the application.

#### **Pre-Application Stage**

##### Pre-Application Discussions (PADs)

- 3.3 Pre-application discussions are encouraged for a range of types of applications, both major and local. The objective of pre-application discussions should be to confirm whether the principle of development is acceptable and to clarify the format, type and level of detail required to enable the council to determine an application. For major applications it will also enable the applicant to discuss with the council details of how the community should be involved in the decision-making process.

3.4

**Major Applications - Pre-Application Community Consultation (PACC) during Covid19 pandemic**

Due to the Covid19 pandemic, there has been a temporary change to the process for major applications, temporarily removing the requirement to hold a public event as part of the pre-application community consultation.

The changes come into effect on 1 May and will apply for five months. The changes are accompanied by guidance for applicants, which can be obtained on the Department for Infrastructure website (Covid19 Emergency Planning Guidance - Pre-Application Community Consultation (PACC) -Temporary Removal of Public Event Requirement).

The Departments guidance helps applicants suggest alternatives to this important element of the consultation process in respect of major applications.

Applicants will still need to comply with other requirements to ensure communities are aware of and can input to major development proposals for their areas. (See paragraphs 3.5 - 3.7 below)

This suspension of the requirement to hold a public event as part of the PACC will apply where:

- the Proposal of Application Notice (PAN) relating to an application was, or is, submitted prior to the end of the emergency period (including if it was submitted before the emergency period began); and
- the application for planning permission itself is made during the emergency period or within 6 months following the end of the emergency period.

3.5 **Major Planning Applications – Pre-Application Community Consultation (PAAC)**

The council strives to inform and involve the wider community in helping to create better quality developments and place making. Applicants who submit major applications to the council or as the case may be, the Department must undertake community consultation before submitting their application.

The Council will require the following actions to be undertaken before the application is submitted (Please see paragraph 3.4 above regarding requirement for a public event during period of Covid19 pandemic) :

- **Notify the Council** by way of a “proposal of application notice” (PAN), at least 12 weeks in advance, that an application for a major planning application is to be submitted.



- Hold at least one **public event** where the community will be afforded the opportunity to make comment.
  - **Publish details** of the proposal in the local press, outlining where further details can be obtained and the date, time and location of a public event.
  - Submit a pre-application community consultation report to accompany the application.
- 3.6 Pre-application consultation is likely to be more successful if the applicant makes significant efforts to open lines of communication with, and provide feedback to local communities and work with them to secure development proposals which are acceptable to everyone.
- 3.7 As previously stated the Council would recommend all applicants considering submitting development proposals that fall within the definition of major development to seek a Pre-Application Discussion with planning officers. Where applicants fail to fully meet the pre-application community consultation requirements the Council will decline to determine the application.

### **Application Stage**

- 3.8 When a planning application is submitted for determination the Council will involve the community in the decision making process. If you feel you will be affected by development proposals you will have an opportunity to consider what is proposed and how it will affect you. You will also have the opportunity to make your views known before a final decision is made on the application.

### **Advertising and Neighbour Notification**

- 3.9 The Council undertakes statutory public engagement in accordance with current legislation. Government may change the statutory requirements and our future approach will reflect any changes that are made.

### Advertising

- 3.10 The Council will advertise all new applications on a weekly basis in at least one local newspaper circulating in Mid Ulster District (in accordance with **Section 41 of the Planning Act (Northern Ireland) 2011 and Section 8 of the Planning (General Development Procedure) Order (Northern Ireland) 2015**). The weekly list of all new applications received by the Council can also be viewed on our website [www.midulstercouncil.org](http://www.midulstercouncil.org). The advertisement will advise that any representations that are made should be received within 14 days of the publication. This will assist in the efficient processing of the application, however, material representations will be considered up until a decision on the proposal is reached.

## EIA Development

- 3.11 Environmental Impact Assessment (EIA) is a method for ensuring that the likely effects of new development on the environment are fully understood and taken into account before consent is given for the development to proceed. The Environmental Statement (ES) produced as part of an environmental impact assessment, brings together in a single document or series of documents information about a proposed development and its effects on the environment.
- 3.12 In most cases it will fall to the council to determine if the application is an EIA application. It should be noted that if an application is an EIA application it cannot be processed until the ES is received. When a developer submits an ES in support of a planning application, the Council will publish a notice of its receipt in at least one local newspaper circulating in Mid Ulster District and indicate where it may be purchased and the address of the Council Office where it may be inspected. The Council will also allow 4 weeks from the date the notice is first published for representation to be made.

## Neighbour Notification

- 3.13 **Article 8 of The Planning (General Development) Procedure Order (Northern Ireland) 2015** states that any identified occupier of land neighbouring the land to which the application relates shall be notified by serving a notice on them. Under the Council's Neighbour Notification Scheme, the Council will ensure that planning applications are brought to the individual attention of the occupiers of buildings on neighbouring land which are within 90m of the boundary of the application site.

Neighbouring land is defined as 'land which directly adjoins the application site or which would adjoin it but for an entry or road less than 20m in width'.

- 3.14 The Case Officer when carrying out a site inspection will also check the accuracy of the neighbour notification details supplied on the application form and may add details as considered appropriate.
- 3.15 The period for responding following receipt of a neighbour notification letter is 14 days, though any late representations received before a decision is made will still be considered.

## **Obtaining further information and getting involved in planning applications**

- 3.16 The weekly lists of planning applications received within Mid Ulster council area are also available on the Northern Ireland Planning Portal ([www.planningni.gov.uk](http://www.planningni.gov.uk)). Planning applications including supporting documents and corresponding plans can be viewed online as well at the council offices during normal office hours. Planning Officers are available to give advice

on current or proposed applications (you are advised to make an appointment if you wish to speak to a particular officer).

- 3.17 In a scenario such as the Covid19 pandemic, where the council offices are closed, planning applications can be viewed on the Northern Ireland Planning Portal, or you can contact the planning office to discuss alternative arrangements.

#### Public Register

- 3.18 The Public Register of planning application decision is a mix of both electronic and paper formats prior to a point in 2017. After planning reference LA09/2017/0756 the public register of decisions can be accessed at [www.planningni.gov.uk](http://www.planningni.gov.uk) where drawings, decision notices and reports are available for public viewing. The paper copy files before 2017 contain the following:
- a copy( which may be photographic) of each application together with copies of plans and drawings submitted in relation thereto;
  - the decision notice, if any, in respect of the application, including details of any conditions subject to which permission or consent was granted;
  - the reference number, the date and effect of any decision of the PAC in respect of the application; and
  - brief details of any revocation or modification relating to any permission or consent, including date of issue.

#### File Inspection

- 3.19 The Council will make the application file available for inspection at the Councils Planning Department at the Magherafelt Office, Ballyronan Road, Magherafelt, BT45 6EN, by appointment which can be made at Tel: 03000 132 132. Application files for the wards of Dungannon, Clogher Valley and Torrent can also be inspected at the Dungannon Office, Circular Road, Dungannon, BT71 6DT, by appointment. Copies of drawings and application forms can also be viewed by appointment at a planning clinic in Cookstown Council Offices on a weekly basis. An appointment can be made at Tel: 03000 132 132. The amount of information on the file, will of course, be dependent on the stages the application has completed.
- 3.20 In a scenario such as the Covid19 pandemic, where the council offices are closed, planning applications can be viewed on the Northern Ireland Planning Portal, or you can contact the planning office to discuss alternative arrangements.

#### Submitting Comments

- 3.21 Individuals, groups and organisations can comment on a planning application even if they have not been neighbour notified by the Council. All comments will be carefully considered. Care should be taken when making comments to the Council to ensure that no personal data is included.

- 3.22 When a decision is made on a planning application only those matters which are material to the planning decision are given weight. These include a wide range of issues such as impact on neighbouring amenity, natural and built heritage, and public and highway safety. However, matters such as the impact on property prices are not normally considered material to a planning decision.
- 3.23 Greater weight is generally attached to issues which are supported by evidence rather than solely by assertion. If an identified problem can be dealt with by means of a suitable condition the Council is required to consider this as an alternative to refusing an application.
- 3.24 You can make comments in a variety of ways, these are as follows-  
**Online at:** [www.midulstercouncil.org](http://www.midulstercouncil.org)  
**By email:** [planning@midulster.org](mailto:planning@midulster.org) (Please quote the application number)  
**By post to:** Mid Ulster Development Management Team, Mid Ulster District Council, Magherafelt Office, 50 Ballyronan Road, Magherafelt, Co. Derry, BT45 6EN
- 3.25 All written comments on an application will be acknowledged within five working days, however the Council may be unable to respond to each comment made due to the large number it receives. All comments will be summarised and fully considered within the Planning Officer's report. The acknowledgement letter will set out who is dealing with the application and who to contact if there are any questions. The Council will not normally contact the respondent again until after a decision is made.
- 3.26 The Council may, if it considers it appropriate to do so, stage public exhibitions, Issue press releases or arrange public meetings to provide information about major developments or proposals which are particularly significant or have wide-spread effects on communities.
- 3.27 You may also wish to contact your local councillor, who has the ability to request that the application is determined by the relevant planning committee. Oral, or defamatory comments cannot be taken into account. You should ensure that your comments relate to relevant planning matters.
- 3.28 The Council will consult with Statutory Consultees where appropriate (**see Appendix 2**) to assist in the determination of an application. If a representation raises issues that are relevant to the responsibilities of the consultee (e.g. road safety) the representation will be copied to the appropriate consultee for consideration and comment. The Council will carefully take any comments made into account before a decision is made. All comments are scanned and added to the web site once personal email addresses and hand written signatures have been removed (it should be noted that typed names and addresses remain visible).
- 3.29 The council may negotiate changes to applications where these are expedient. Re-consultation (for 14 days) will take place on minor changes if the Council considers that they raise new issues that could lead to further comment. If any

change is considered to be substantive, the council may decline to treat it as an amendment and a new application may be invited.

### **Community Involvement at the Planning Committee Stage**

- 3.30 Planning applications are usually determined by officers using delegated powers. The circumstances under which an application can, or cannot, be determined using delegated powers are set out in the Council's **Scheme of Delegation**, which is subject to regular review.

#### Pre-determination hearings and speaking at the Planning Committee

- 3.31 For those major applications of which notification has been forwarded to DfI but have been returned to the Council for determination the Council will afford the applicant the opportunity of appearing before and being heard by the Council. If a planning application goes before a planning committee, those people who have made representations will have the opportunity to speak at the committee meeting, in line with the relevant protocol. It will be the responsibility of the person wishing to speak at the committee to check the public access link at [www.planningni.gov.uk](http://www.planningni.gov.uk) to keep informed of the status of the application. The council will not contact them to let them know the application is due to be presented to planning committee.
- 3.32 Arrangements and requirements for speaking at the Planning Committee are set out in the Protocol for Planning Committee. This Protocol is available on the Council website or upon request.

### **Community Involvement after a Planning Application has been determined (Post Application Stage)**

- 3.33 A notification of the decision is sent to the applicant/agent and to those who have responded to the consultation on the planning application. The reasoning behind the decision will be set out in the Planning Officer's report which will be available on the Council website or upon request. Where a committee has disagreed with the officer's recommendation the justification will be available to view in the minutes of the planning committee. An advertisement will be placed in the local paper if a decision is taken on an application that was accompanied by an Environmental Statement.

#### Involving the Community when an Appeal is made against a Planning Refusal/Granted Conditions/Enforcement Notice

- 3.34 Only applicants and those upon whom notices have been served have the right of appeal. There are no third party rights of appeal. Where an applicant is unhappy with the Council's decision on an application or a condition attached to a permission, he/she may appeal to the PAC. An applicant may also appeal to the PAC where the Council has not determined an application within the relevant period prescribed by the Planning (General Development Procedure) Order (NI) 2015. Appeals must be lodged with the PAC within four months from

the date of notification of the Council's decision, or expiry of the prescribed period as the case may be.

- 3.35 Copies of representations will be forwarded to the Planning Appeals Commission (PAC). For hearings and public inquiries, the interested parties have the opportunity to make their views known verbally to the PAC. The guidance on Planning Appeals and the rights of applicants and objectors can be found on the PAC website [www.pacni.gov.uk](http://www.pacni.gov.uk)

#### Community Involvement in Planning Enforcement

- 3.36 The council encourages the community to report cases where they believe there has been a breach of planning control. A breach of planning control occurs when development or other certain activities take place without the necessary planning permission or consent from the Council or the DfI. This may also include failure to carry out development in accordance with the approved plans or conditions.
- 3.37 All planning enforcement related complaints are treated confidentially. If the complaint results in a planning application being submitted, then this will be publicised in the normal manner and adjoining neighbours notified.
- 3.38 In cases where planning enforcement action is taken, complainants are informed of the action. Where no action is taken the Council will also notify the complainant.
- 3.39 The Council's priorities for enforcement action are contained within the Council's Enforcement Strategy which can be viewed on our website [www.midulstercouncil.org](http://www.midulstercouncil.org) and can be obtained in hard copy by contacting the Planning Department at 03000 132 132. The Enforcement Strategy is subject to regular review.

#### Community Involvement in Supplementary Planning Guidance (SPG)

- 3.40 The Council will also prepare non-statutory planning guidance to support its development plan. Supplementary planning guidance includes for example design guides and advice notes. Consultation on SPG will take place in a proportionate manner where the Council feels it will be beneficial to give additional regard to the opinions of stakeholders and the general public. Any comments received will be considered by the Planning Committee. It is not necessary for SPG to go through the public examination process.

#### Community Involvement in Conservation Area Designation

- 3.41 A Conservation Area is an area of special architectural or historic interest, the character of which it is desirable to preserve and enhance. The Council considers that consultation with, and the involvement of local people is important when undertaking work associated with Conservation Areas. This will help encourage greater ownership of the concept and greater co-operation and commitment to achieving the aims of the designation. The Council will involve

the community in the designation, variation or cancellation of a Conservation Area. This will entail formal consultation with the Historic Buildings Council, Department for Communities (DfC), Department for Infrastructure Transport Northern Ireland (DfI TNI), and any water or sewerage undertaker.

- 3.42 Any alterations to existing Conservation Areas or designation of new Conservation Areas will be advertised in at least one local newspaper circulating in Mid Ulster District. Where appropriate public meetings will be held to discuss and present proposals.

#### Community Involvement in the Designation of a Simplified Planning Zone

- 3.43 If the Council proposes to commence work on a simplified planning zone it will undertake consultations with the neighbouring District Council, the land owner and occupier, the DfC and will notify the DfI.
- 3.44 Once details of a scheme have been prepared the Council will make copies available for inspection at the Council's office, give notice by way of an advert in at least one local newspaper circulating in Mid Ulster District, and on the Council's website [www.midulstercouncil.org](http://www.midulstercouncil.org), and will serve a notice on those it has consulted with.
- 3.45 Following advertising of the proposed planning zone(s) details there will be an eight week period when representations can be made to the Council. If the Council subsequently decides not to proceed with the proposed planning zone it will publish a further advertisement to that effect and will notify all those have made representations.
- 3.46 The Council may cause an independent examination to be held to consider the representations received. Where it is proposed to hold an independent examination details including the time and place of the examination will be published in the local press. Where it is decided not to hold an independent examination the Council will notify all those who have made representations.
- 3.47 Following the independent examination the Council will produce a report and statement detailing its decision and outlining reasons for its decision. Notice of publication will be advertised in the local press and the report and statement will be available for public inspection in the Council offices.

#### **Review of the Council's SCI**

- 4.0 The body of the SCI will also be reviewed annually to ensure fitness of purpose and to take account of major Legislative changes where relevant.
- 4.1 Where groups or bodies want to be added to the lists of consultees included in Appendix 1 they are advised to make a submission in writing or by email to the planning Department in the Council:

**By email:** [planning@midulster.org](mailto:planning@midulster.org)

**By post to:** Mid Ulster Development Plan Team, Mid Ulster District Council,  
Magherafelt Office, 50 Ballyronan Road, Magherafelt, Co. Derry, BT45 6EN.

Any requests received will be considered.



# **APPENDIX 1**

## **APPENDIX 1**

### **MID ULSTER STATEMENT OF COMMUNITY INVOLVEMENT**

#### **GROUPS TO BE CONSULTED WHEN PREPARING THE NEW LDP**

**LIST 1: STATUTORY CONSULTATION BODIES**

**LIST 2: LOCAL COMMUNITY/VOLUNTARY GROUPS IN MID ULSTER**

**LIST 3: SECTION 75 GROUPS**

**NOTE: The Council's consultation list is reviewed on a biennial basis to ensure it remains relevant to our functions and policies. At any time individuals and organisations can request to be added or removed from our list of consultees.**

## **LIST 1: STATUTORY CONSULTATION BODIES**

1. Northern Ireland Government Departments.
2. Armagh, Banbridge & Craigavon Borough Council  
Fermanagh & Omagh District Council  
Derry City & Strabane District Council  
Causeway Coast & Glens Borough Council  
Mid & East Antrim Borough Council  
Antrim and Newtownabbey Borough Council
3. A water or sewerage undertaker.
4. The Civil Aviation Authority.
5. The Northern Ireland Housing Executive.
6. Any person to whom the electronic communications code applies by virtue of a direction given under section 106(3) of the Communications Act 2003(1).
7. Any person to whom a licence has been granted under Article 10(1) of the Electricity (Northern Ireland) Order 1992(2).
8. Any person to whom a licence has been granted under Article 8 of the Gas (Northern Ireland) Order 1996(3).

## **LIST 2: LOCAL COMMUNITY/VOLUNTARY GROUPS IN MID ULSTER**

### **ARTS ORGANISATIONS**

1. 1st Tyrone Scout Gr
2. Annaginny Farm
3. Ballinderry AOH
4. Ballybriest Pipe Band
5. Ballyronan District Cultural Group
6. Castledawson Girls Brigade
7. Clogher Valley Outdoor Bowling Federation
8. Coagh Ladies Time & Talent Group
9. Coalisland Parochial Bowling Club
10. Crossdernott Bowling Club
11. Cullenfad Pipe Band
12. Culnady Girls Brigade
13. Derryoghill Flute Band
14. DU Dance NI
15. Dungannon Choral Society
16. Dungannon Golf Club
17. Dungannon Music & Drama Festival Association
18. Dungannon Rugby Football Club
19. Dungannon United Youth
20. Dungannon West Com Bowling
21. Eglisk St Patricks GAC
22. Gig in the Bann Festival
23. Institute of Irish Leadership
24. Irish Language Group
25. Killymuck Sons of the North
26. Maghera & District Gardening Group
27. Maghera Historical Society
28. Mid Ulster School of Music
29. Moneymore Art Group
30. Moy & District Ploughing Association
31. Moy Circle of Friends
32. Moy Tirnanog GFC
33. Newmills Vintage Club
34. Rén-Bu-Kan Judo Club
35. Sperrin Choir
36. Tamnamore Cosy Corner Craft Club
37. The Bridge Singers
38. The Sports Complex Management Group
39. Valley Voices Community Choir

## **BUSINESS INTERESTS**

1. JigSaw Planning
2. Planware Ltd
3. Wardell Armstrong

## **CHARITABLE GROUPS**

1. Ballinderry Rivers Trust
2. Clogher Valley Sure Start
3. Cruse Bereavement Care (NI)
4. Home Start Armagh & Dungannon
5. Marie Curie - Funding Office
6. Olive Branch Centre & Charity Shop
7. Parkanaur College
8. River Blackwater Trust
9. Speedwell Trust
10. Ms Mackle

## **CLERGY**

1. An Invitation to Love Jesus/The Gathering Place
2. Church of Ireland Castlecaulfield
3. Church of Ireland Killyman
4. Church of Ireland Maghera
5. Desertmartin Parish Church (COI)
6. Presbyterian Church Castledawson
7. Presbyterian Church Dungannon
8. Reformed Baptist Church Magherafelt
9. Roman Catholic Church Aughnacloy
10. Roman Catholic Church Draperstown
11. Roman Catholic Church Eglish
12. Roman Catholic Church Bellaghy

## **COMMUNITY ASSOCIATIONS**

1. Ardboe Credit Union
2. Ballygawley Area Dev Assoc.
3. Bann Valley Community Group
4. Benburb & District Community Association
5. Ms Sonner
6. Bonn and District Community Association
7. Caledon Regeneration Partnership
8. Castledawson Royal British Legion
9. CDM Community Transport
10. Clogher Cathedral Parish (COI)

11. Clogher Development Association
12. Club Áige Luraigh
13. Cookstown & Western Shores Area Network
14. Cookstown and Community Police Liason Committee
15. Cookstown Enterprise Centre Ltd
16. Cookstown North Community Group
17. Cookstown North Community Group
18. Costa
19. CWSAN
20. Derganagh Taining and Development Association
21. Desertmartin Community Development Ltd
22. Dittys Castledawson Ltd
23. Dungannon Enterprise Centre
24. Fivemiletown Chamber Of Commerce
25. Fivemiletown Community Development Association
26. Fivemiletown Methodist Hall
27. Gortalowry House Projects Ltd
28. Innishrush Community Group
29. Kingsmills Coordinating Committee
30. Lissan Leisure Club
31. Loughlinsholin Community Group
32. Maghera Parish Caring Association
33. Megargy Cultural and Community Group
34. Mid Ulster Volunteer Centre
35. Mowillian Hall Development Association
36. Moygashel Community & Cultural Association
37. Moygashel Residents Association
38. NI Ex Firefighters Association
39. Open Doors Club, Swatragh
40. Pomeroy Afterschool
41. Pomeroy Credit Union
42. Pomeroy Development Projects
43. Pomeroy Community Projects
44. Rural Community network
45. Sandholes Community Group
46. Sandholes Community Group
47. Servite Order NI
48. Sperrin Cultural Awareness Association
49. Sperrins and Glens
50. Stevenson Community Projects
51. TABBDA (Trad, Ballyronan, Ballinderry Development Association)
52. Tamlaght O'Crilly Historical Society
53. Tamnamore Community Development Association
54. Tobermore Community Developments
55. The Rowan Tree Centre Pomeroy
56. Upperlands Luncheon Club
57. Upperlands Community Development Association

## 58. Workspace Draperstown

### **CULTURAL AND HISTORICAL SOCIETIES**

1. Carricklongfield Cultural group
2. Clogher Historical Society
3. Coagh & District Local History Group
4. Coalisland & Clonoe Cultural & Historical Society
5. Cookstown Local History Group
6. Donaghmore Historical Society
7. Donaghmore Historical Society
8. Moygashel Ulster Scots
9. Muintirevlin Historical Society
10. O'Neill Historical Society
11. Stewartstown & District Local History Society
12. Stewartstown and District Local History Society

### **HEALTH AND WELLBEING GROUPS**

1. Alzheimers Society
2. Breakthru
3. Disability Action
4. Dungannon Talking Newspaper
5. Emergency Medical Supplies
6. Mid Ulster Victims Empowerment
7. Networks Involving Communities in Health Improvement (NICHI)Project
8. Shopmobility Mid-Ulster
9. Superstars

### **OLDER PEOPLES GROUPS**

1. Ardtrea&Desertcreat Senior Citizens Group
2. Arthritis Care Cookstown
3. Dungannon & District 50+ Club
4. Moygashel Senior Citizens
5. O4O
6. Recycled Teenagers Club
7. The Evergreens
8. The Monday Club
9. Tuesday Club

## **POST PRIMARY SCHOOLS**

1. St Mary's College
2. St Mary's Grammar School
3. St Pius X High School
4. South West College
5. Holy Trinity College
6. The Royal School
7. Aughnacloy College
8. Integrated College Dungannon
9. Northern Regional College
10. Tamnamore Learning Centre

## **PRE SCHOOLS**

1. Brocagh Playgroup
2. Discovering Kids Playgroup
3. Happy Days Playgroup
4. Fivemiletown Controlled Nursery School
5. Kidd-Z-Play Nursery Ltd
6. Laughterland
7. Lissan Cross Community Playgroup
8. Little Acorns Playgroup
9. Little Flower Clonoe
10. The Happy Days Nursery
11. The Kidz Lodge
12. Tober Tinys Community Playgroup
13. Union Road Mums and Tots Magherafelt

## **PRIMARY SCHOOLS**

1. Ampertaine Primary School
2. Aughnacloy Primary School
3. Bellaghy Primary School
4. Bush Primary School
5. Churchill Primary School
6. Cookstown Primary School
7. Donaghmore Controlled Primary School
8. Fivemiletown Primary School
9. Gaelscoil Aodha Rua
10. Howard Primary School
11. Laghey Primary School
12. Lisferty Primary School



13. Lissan Primary School
14. Moneymore Primary School & Nursery Unit
15. New Row Primary School
16. Orritor Primary School
17. Queen Elizabeth II Primary School  
Pomeroy
18. Spires Integrated Primary School
19. St. Columba's Primary School
20. St. John's Primary School
21. St. John's Primary School
22. St Mary's Primary School Aughnacloy
23. St. Mary's Primary School Ballygawley
24. St. Mary's Primary School Maghera
25. St. Mary's Primary School Pomeroy
26. St. Mary's Primary School Clady
27. St. Mary's Primary School Fivemiletown
28. St. Mary's Primary School Carland
29. St Patrick's Primary School Coalisland
30. St Patrick's Primary School Augher
31. St Patrick's Primary School Donaghmore
32. St Patrick's Primary School Maghera
33. Tobermore Primary School

## **SPORTS GROUPS**

1. Bancran Tug of War
2. Carn Wheelers Cycling Club
3. Coagh Sports Centre
4. Cookstown Cricket Club
5. Cookstown Olympic FC
6. Cookstown Rugby Club
7. Desertmartin Football Club
8. Fallaghloon Dance Club
9. Fr Rocks GFC
10. Fr Rocks GFC
11. Kildress Bowling Club
12. Killymoon Golf Club
13. Loup GFC
14. Maghera Snooker Club
15. Magherafelt & District Road Safety
16. Mid Ulster Indoor Bowls Convener
17. Moneymore Presbyterian Bowling Club
18. Moyola Park Golf Club
19. Pearses GAC Kilrea
20. Pomeroy Plunketts GAC
21. Robert Emmets GAC Slaughtneil

22. St Colms GAC Ballinascreen
23. St Malachy's GAC Castledawson
24. St Michael's GAC Lissan
25. St Oliver Plunkett GAC
26. Take a Bow Archery Club
27. Tobermore United Football club
28. Wolfe Tones GAC Bellaghy
29. Stewartstown Harps GFC

## **WOMENS GROUPS**

1. Bush Womens Group
2. Cookstown & District Women's Group
3. Drumglass Mother's Union
4. First Steps Womens Centre
5. Granaghan and District Womens Group
6. Mid-Ulster Women's Aid
7. Pomeroy WI
8. Soroptimist International

## **YOUTH GROUPS**

1. Derryloran Cub Scout Pack
2. First Cookstown Scout Group
3. Fivemiletown United Youth
4. Kildress Youth Club
5. Krafty Kidz
6. Magherafelt Youth Centre
7. Road Engines Youth Club
8. Youth Tutor Fivemiletown
9. St Johns Junior Youth Club
10. Three Spires Scout Group
11. Woodschapel Beaver Scouts

### **LIST 3: SECTION 75 GROUPS**

1. Action on Hearing Loss
2. Age UK – Northern Ireland
3. An Tearman
4. Aware NI
5. Barnardos
6. British Deaf Association
7. Business in the Community
8. Cara-Friend
9. Carer's National Association NI
10. Child Care NI
11. Children's Law Centre
12. Children in Need
13. Citizens Advice
14. CINI
15. Chinese Welfare Association
16. Commissioner for Older People in NI
17. Committee on the Administration of Justice
18. Community Disabled & Retired Association
19. Community Foundation Northern Ireland
20. Community Relations Council
21. Contact Northern Ireland
22. Cookstown Chamber of Commerce
23. Cookstown PCSP
24. Cookstown Enterprise Centre
25. Cookstown and Dungannon Clergy Forum
26. Co-Operation Ireland
27. CWSAN
28. Council for the Homeless Northern Ireland
29. Cruse Bereavement Care (NI)
30. Democratic Unionist Party
31. Disability Action
32. Down's Syndrome Association
33. Dungannon SVDP
34. Dungannon Art Disability Stakeholder Forum
35. Dungannon Vineyard
36. Dungannon Churches Forum
37. Dungannon Clergy Forum
38. Dungannon First Steps Women's Group
39. Dungannon & Cookstown Women's Aid
40. Dungannon STEP Migrant Forum
41. Dungannon LARG Disability Group
42. Dungannon Youth Forum
43. Early Years
44. Employer's for Disability NI
45. Employers for Childcare

46. Equality Coalition
47. Equality Commission for Northern Ireland
48. Equality Forum NI
49. Foster Care Support Group
50. Foras na Gaelige
51. General Consumer Council
52. Gingerbread NI
53. GMB
54. Guide Dogs for the Blind Association
55. Housing Rights Service
56. ICTU
57. Information Commissioners Office
58. Irish Congress of Trade Unions
59. Law Centre NI
60. Lesbian Advocacy Services Initiative
61. Lesbian Line
62. Local Government Staff Commission
63. Lough Women's Group
64. Mencap
65. Men's Action Network
66. Mid-Ulster Women's Network
67. Mind Wise
68. Muslim Family Association NI
69. National Children's Bureau
70. NIACRO
71. NIPSA
72. Northern Ireland Anti-Poverty Network
73. NIAMH
74. NICCY
75. NICEM
76. NICVA
77. NIPSA
78. Northern Ireland Dyslexia Association
79. Northern Ireland Human Rights Commission
80. Northern Ireland Youth Forum
81. Executive Office – Equality Unit
82. Commissioner for Older People
83. Parenting NI
84. Parents Advice Centre
85. Participation Network
86. Playboard
87. Play NI
88. Polish Association NI
89. Praxis Care
90. Probation Board Northern Ireland
91. Queer Space
92. Rainbow Project
93. Royal National Institute for Blind
94. Royal National Institute for Deaf People
95. Rural Community Network

96. Rural Development Council
97. Samaritans
98. Save the Children
99. Sense NI
100. Simon Community NI
101. Sinn Féin
102. Social Democratic and Labour Party
103. Talking Newspaper Association
104. The Cedar Foundation
105. The Consumer Council
106. Training for Womens Network
107. Ulster Scots Agency
108. Ulster Supported Employment Ltd
109. Ulster Unionist Party
110. UNISON
111. Unite
112. Victim Support NI
113. Volunteer Now
114. William Keown Trust
115. Women into Politics
116. Women's Resource and Development Agency
117. Women's Support Network
118. Women's European Platform
119. Women's Aid NI
120. Youth Action
121. Youth Council for Northern Ireland
122. Youth Link Northern Ireland
123. Youth Net
124. COSTA

# APPENDIX 2

## **APPENDIX 2**

### **MID ULSTER STATEMENT OF COMMUNITY INVOLVEMENT**

**GROUPS TO BE CONSULTED WHEN DETERMINING A PLANNING APPLICATION  
(Where appropriate in accordance with The Planning (General Development  
Procedure) (Amendment) Order (Northern Ireland) 2016)**

#### **LIST 1: STATUTORY CONSULTEES**

1. Department for Communities (DfC)
2. Health and Safety Executive for Northern Ireland (HSENI)
3. Department for Infrastructure (DfI) or Water Undertaker as defined under Article 13 of the Water and Sewerage Services (NI) Order 2006
4. Licensed Aerodomes
5. Department of Agriculture, Environment and Rural Affairs (DAERA)
6. Department for the Economy (DfE)
7. Northern Ireland Housing Executive (NIHE)
8. Department for Infrastructure (DfI)

**Note: There will be cases where non-statutory consultees may need to be consulted. Non-statutory consultees are not bound by the 21 calendar days for a response.**