

Welcome to the Planning Town and Parish Council Forum

By Philip Ridley

Head of Planning and Coastal Management



CIL –
overview, legislation,
spending, reporting and
what's on the horizon.....

Major Sites and Infrastructure Team



What will we cover?

- Who are we?
- An Overview of the Community Infrastructure Levy (CIL)
- A bit about the new Regs
- How CIL operates for District Councils and Town and Parish Councils
- What the Regs say for Town and Parish Councils spending and reporting
- Town and Parish Council Neighbourhood CIL Spending
- Where to find new guidance and templates
- Why did we review District CIL spending?
- A bit about the CIL Spending Strategy
- Update on the progress of service improvements – Developer Contributions
- Questions/Feedback

Who are we?

- Major Sites and Infrastructure Team
- Focus on new development (local plan) and mitigation
- Some of the team deal with major planning applications and habitats mitigation work
- Dedicated resource for processing – CIL, s106 and Rams
- Working on a Digital Solution to provide real time information
- Dedicated resource working on the delivery of infrastructure with other statutory partners (Health, Education, Highways)
- Dedicated email and phone number:
- CIL@eastsoffolk.gov.uk 01502 523059
- **Right Infrastructure, Right Place, Right Time**

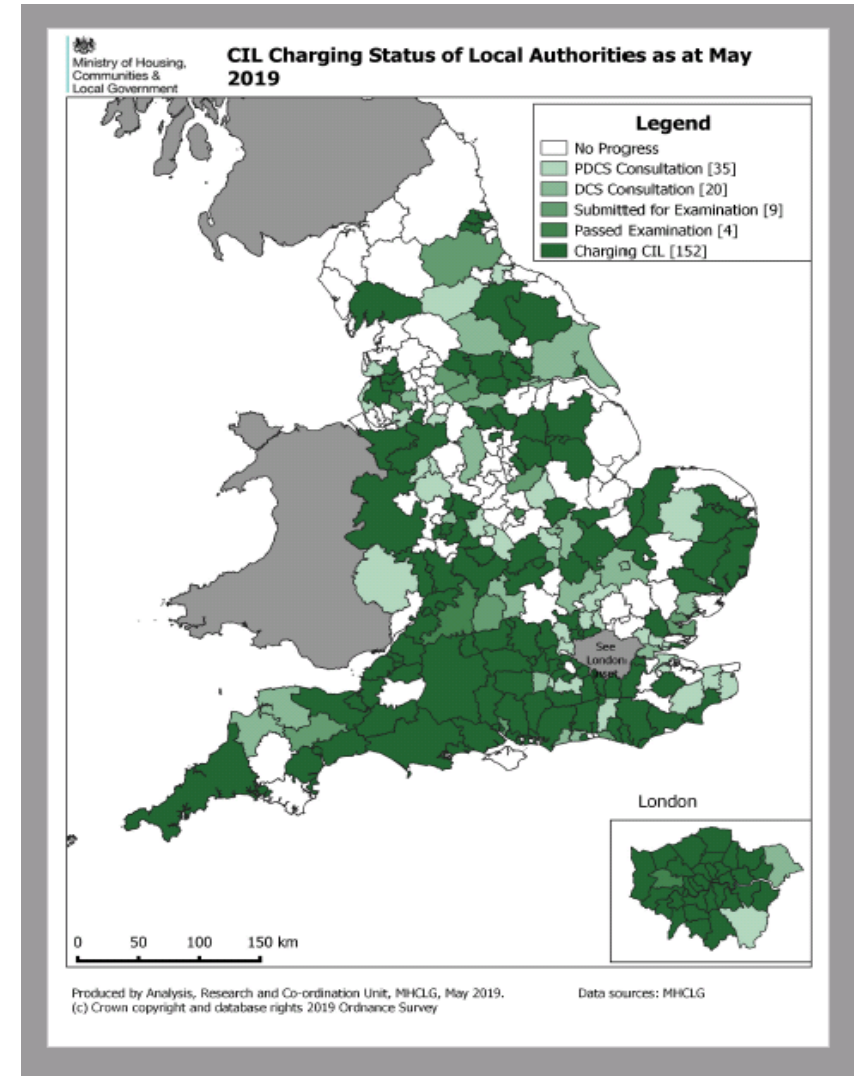
Overview of CIL

- Legislation - CIL Regulations 2010 (as amended)
- Not replaced s106 – still required for Affordable Housing and site specific mitigation.
- Very large strategic sites – just s106 because of infrastructure requirements – e.g. Brightwell Lakes (BT Adastral Park)
- Waveney DC early adopter in May 2013 – CIL collected WEF 1 August 2013
- Followed by Suffolk Coastal in May 2015 – CIL collected WEF 13 July 2015

Overview of CIL – CIL in England

**156 Charging
Authorities (CA's)**

**47% of potential
CA's**



An Overview of the Community Infrastructure Levy (CIL)



- **CIL is paid on commencement** – instalments (2 years to receive)
- **Split into the 3 statutory ‘pots’**
 - 5% Admin
 - 15%* (25%) Neighbourhood CIL (NCIL)
 - * subject to an indexed cap of £100 per Ctax dwelling in town or parish council area
 - The rest – District CIL (DCIL)
- **NCIL – paid to town and parish councils 28 April/28 October**
- **NCIL - paid £1.9m to date**
- **DCIL – allocated £2.5m (19 projects, 7 already completed)**

A bit about the new Regs


- **NEW CIL Regs** – effective 1 September 2019
- **CA's (and those directly receiving must produce an annual Infrastructure Funding Statement – 1st by December 2020**
- **CA's must publish CIL Rates with the new RICS CIL rate applied.**
- **New and revised CIL Forms and guidance.**
- **Change to the information town and parish councils need to report on in Annual CIL Report.**
- **New Planning Practice Guidance on CIL and a new data standard for publishing data on developer contributions (not fully built into Regs yet).**

How does District CIL and Neighbourhood CIL Spending operate?

District councils

- Local Plan  **New Homes/Employment**
 - Local Plan contains Infrastructure Delivery Framework
 - Critical, essential, desirable infrastructure - plan sustainable
 - Conversations with infrastructure providers
-  **Annual Infrastructure Funding Statement**

Town and Parish Councils

- Neighbourhood Plans (25%)  **Infrastructure Priorities**
- Infrastructure Priorities should be the focus of the 25% Neighbourhood CIL (NCIL) spending
- Parish Councils (15%) - Parish Infrastructure Investment Plan (PIIP)



What the CIL Regs say for Town and Parish Council CIL Spending and Reporting

- **CIL Regulation 59c**
 - (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
 - (b) anything else that is concerned with addressing the demands that development places on an area
- **CIL Regulation 59e**
 - Deadline for spend – 5 years from receipt
 - Must spend in line with Reg 59c (above)
- **NEW CIL Regulation 121B**
 - MUST produce an Annual CIL Report (income and expenditure statement)
 - Must publish Annual CIL Report on parish council website and provide a copy to East Suffolk by 31 December following the end of the financial year.

Town and Parish Council NCIL Spending

- **BEFORE SPENDING:**
 - Use the PIIP – Parish Infrastructure Investment Plan - TEMPLATE
 - Understand where people go and what infrastructure they use?
 - Use surveys – valuable evidence for grant bids!
 - Understand deficiencies (Neighbourhood Plan – look at infrastructure)
 - Review position – 5years
- **Opportunities to maximise NCIL**
 - Grants
 - Fund raising events/donations/crowd funding; and
 - Collaborative spend through working with other town or parish councils or through the new Community Partnerships

Where to find new guidance and templates

- ES Home Page  Planning  Parish Support
- [Parish Support](#)

Why did we review District CIL spending?

- Local Plan for Waveney adopted
- Draft Local Plan for Suffolk Coastal area - under formal consultation
- We have developed Infrastructure Delivery Frameworks which form part of each local plan
- Review of Legislation – CIL Regs/NPPF/Planning Practice Guidance
- We are now East Suffolk Council
- Commenced prep for a New CIL Charging Schedule for East Suffolk
- CIL Funding Gap
- Renewed focus on delivering the infrastructure required to support the development in the local plan.

A bit about the CIL Spending Strategy

- Approved on 7 January 2020
- New governance arrangements
- Clear validation and prioritisation criteria
- Time frame with defined actions
- Built in review process – over 3 year period
- CIL Spending Working Group (members)
- Approved applications feed into annual Infrastructure Funding Statement (Reg 121A)
- Transparency in decision making

Progress of Service Improvements

- **Major Sites and Infrastructure Team ✓**
- **Completed review - current systems/ latest requirements ✓**
- **Identified and purchased digital solution - Exacom ✓**
- **Obtained approval for resourcing the move to a Digital Solution ✓**
for all developer contributions (CIL, s106 and RAMS –habitats mitigation)
- **Obtained approval for resourcing for the management and delivery of an excellent service for infrastructure delivery ✓**
- **Published CIL Rates with new BCIS index ✓**
- **Currently looking at income generating**

Progress of Service Improvements

About the new system (called EXACOM) :

- One stop shop
- Transparency
- Allows focus on spend/collaborative spend
- Efficient and Effective
- Demonstrates the 'Golden Thread'
- Can view data at District, Area, Ward or Parish level
- Better planning for infrastructure
- Support to local delivery of projects - Neighbourhood CIL spending
- **BUT** – will take up to 2 years

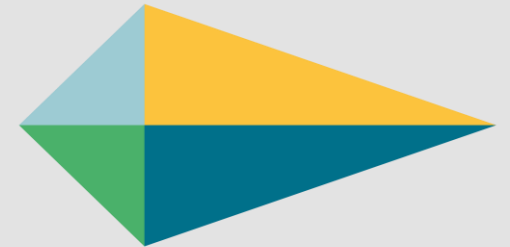
Questions and Feedback

- **We'll be back soon!** - to provide an update on Exacom (the new digital system) and some training on how to use it
- Feedback – please tell us what haven't we covered?
- Contact us – best is via CIL@eastsoffolk.gov.uk
- We are here to help you – Two more dates for CIL Training
 - 24 Feb East Suffolk House 14.00-1500 – Deben room
 - 4 March Riverside 13:00-14:00 – Conference Room
- Questions?

Committee Management Information System (CMIS)

Karen Cook – Democratic Services Manager

Matt Makin – Democratic Services Officer (Team CMIS Lead)



EASTSUFFOLK
COUNCIL

What is CMIS?

- A web based platform to host information on East Suffolk Council business
- Part of the East Suffolk Council website (www.eastsuffolk.gov.uk)
- Used to publish Committee papers, Cabinet Decisions, the Forward Plan, Councillor information, and more

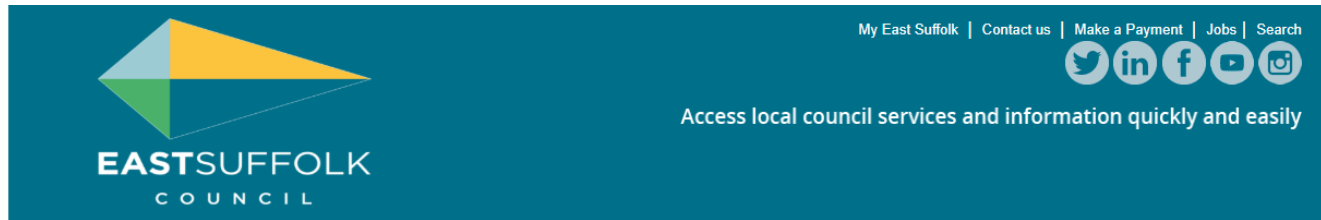
What are the benefits of having a CMIS account?

- Having a CMIS account means that you can personalise how you receive information
- You are able to register to receive notifications when information is published linked to:
 - A particular committee
 - Ward/s that you are interested in

How can I find CMIS?

- Go to www.eastsuffolk.gov.uk
- Select 'Your Council'
- Select 'Council meetings and decisions'
- Select 'Calendar, agendas, reports and minutes of council meetings'

REGISTERING FOR A CMIS ACCOUNT AND SETTING UP NOTIFICATIONS



[Meetings](#)

[Register](#) | [Login](#)

Meetings

Public access to Council meetings

Members of the public may attend all of the meetings of the council and have the right to:

- inspect agendas and associated reports up to five days before each meeting
- attend and observe any meeting, except for the part of the meeting where exempt* or confidential* information is discussed
- inspect minutes and other background documents, including a summary of any part of the meeting dealing with exempt information, for up to six years after the meeting
- inspect the register of Council members and list of powers delegated to officers

***Note:** Exempt and confidential are defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)

Access to agendas, reports and minutes of Council meetings

The calendar below shows the full programme of East Suffolk Council meetings. To view agendas, reports and minutes of the meetings, browse the calendar and select the meeting in which you are interested. If documents are available you will be able to open or download a PDF of a meeting pack or individual document.

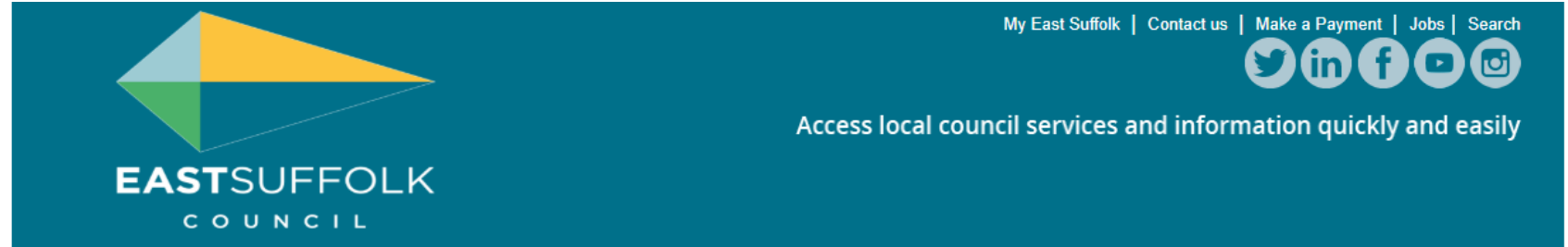
- > [Exit CMIS](#)
- > [Committees](#)
- > [Decisions](#)
- > [Documents](#)
- > **[Meetings](#)**
- > [Councillors](#)
- > [Outside bodies](#)
- > [Terms](#)

[▶ Contact us](#)

Step 1

Navigate to CMIS and select the register link:

- Go to www.eastsuffolk.gov.uk
- Select 'Your Council'
- Select 'Council meetings and decisions'
- Select 'Calendar, agendas, reports and minutes of council meetings'



[Meetings](#)

[Register](#) | [Login](#)

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- > Exit CMIS
- > Committees
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- > **Meetings**
- > Councillors
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- > Terms

[▶ Contact us](#)

Step 2

Complete the registration form, including accepting the terms of registration (you can select the link to read the terms in full), before selecting the 'Register' button

[CMIS Home](#)

[Register](#) | [Login](#)

Register

***Note:** Membership to this site is public. Once your account information has been submitted, you will be granted immediate access to the site. All fields marked with a red asterisk are required. **(Note:** - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

User Name: *	<input type="text" value="MattMakin"/>
Password: *	<input type="password" value="....."/>
Confirm Password: *	<input type="password" value="....."/>
Display Name: *	<input type="text" value="MattMakin"/>
Email Address: *	<input type="text" value="democraticservices@eastsoffolk.gov.u"/>
First Name: *	<input type="text" value="Matt"/>
Last Name: *	<input type="text" value="Makin"/>
Accept the Terms *	<input checked="" type="checkbox"/>

[Register](#)

[Cancel](#)

- > [Exit CMIS](#)
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Step 3

Once you have registered and logged in, select 'My Pages' in the right-hand menu and then select 'My Subscriptions'

Meetings

Public access to Council meetings

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- > Exit CMIS
- > Committees
- > Decisions
- > Documents
- > Elections
- > Forward Plans
- > **Meetings**
- > Councillors
- > Outside bodies
- > Search
- > My pages
 - > My Alerts
 - > My CMIS Contacts
 - > My Subscriptions
 - > Petition Alerts

Step 4

From here, you can select to subscribe to receive notifications when items linked to any of the Council's committees are published.

Select the committee/s you wish to subscribe to and select 'Save Changes' to subscribe.

Committee Notifications

Committee Notifications

Select committees from the list below to receive alerts and notifications.

<input type="checkbox"/>	Licensing Committee
<input type="checkbox"/>	Licensing Sub-Committee
<input checked="" type="checkbox"/>	Planning Committee North
<input checked="" type="checkbox"/>	Planning Committee South

SAVE CHANGES

RESET



Step 5

You can also subscribe to receive notifications when items linked to one or more particular Wards are published

Select the Ward/s you wish to subscribe to and select 'Save Changes' to subscribe.

Ward Notifications

Ward Notifications

Select Wards from the list below to receive alerts and notifications.

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Aldeburgh and Leiston
<input type="checkbox"/>	Beccles and Worlingham
<input checked="" type="checkbox"/>	Bungay and Wainford

SAVE CHANGES

RESET



Any Questions?



Contact Information

Karen Cook – Democratic Services Manager

Matt Makin – Democratic Services Officer (Team CMIS Lead)

Tel – 01502 523521

Email – democraticservices@eastsoffolk.gov.uk



Do you know the Planning Portal?

The national home of planning and building control



Introduction

Most planning and building control applications are now submitted online. You can apply to every local authority in England through the Planning Portal.

Who are we

The Planning Portal is a website that was established by UK Government in 2002 to allow planning applications in England and Wales to be processed electronically.

The Planning Portal provides a conduit between those submitting planning applications (such as architects) and the local planning authority who will determine the application.

Do you know the Planning Portal

Our Mission

Since 2002, the Planning Portal has helped to transform the planning process, making information and services simpler and more accessible for those involved in the process, be that applicants, agents or local authorities.

Our mission is to continue and build on this, transforming planning and building.

The Company

We are a joint venture between the Ministry of Housing Communities and Local Government and TerraQuest Ltd



Ministry of Housing,
Communities &
Local Government

Our History

2002

The Planning Portal is established by the UK Government to allow planning applications to be submitted online

2008

1app project reduces the number of form variations from 12,000 to one

2011

50% of all planning applications online via the Planning Portal

2015

Planning Portal becomes a private entity, a joint venture between DCLG and Terraquest

2016

90% of all planning applications go through the website
New website and Building Control service launched

2018

Launch of the Financial Transaction Service

Monthly Planning Portal Statistics

The average number of visits to the site during a working day

- November 2019 was 29,701
- November 2018 was 27,052
- Up 9.8%



c.90%
Planning applications submitted nationally through Planning Portal (around 2,100 per day)

Building control application service
More than 40,000 applications submitted
Over 70% of local authorities signed up



Access local council services and information quickly and easily



Access local council services and information quickly and easily

[Home](#) > [Planning](#) > [Planning applications](#) > [Do I need planning permission?](#)

Do I need planning permission?

The [Planning Portal](#) provides interactive guides on some of the most common forms of household development.

[Interactive house](#)

Explore the interactive semi-detached house for guidance on many common householder projects.

[Interactive terrace](#)

Explore the interactive terrace for guidance relating to flats, shops and basements as well as many common householder projects.

[Suffolk Advisory Parking Standards](#) sets out advisory levels of parking for particular types of scheme.

[Pre-application planning advice](#) - It is advisable to check at the outset with the Planning Office to see if permission is needed.

Mini guides

Explore mini guides for visual walk-throughs of popular household building projects.

- [Conservatories](#)
- [Extensions](#)
- [Loft Conversions](#)
- [Outbuildings](#)
- [Porches](#)
- [Satellite, TV and Antenna](#)



In this section

- [View planning applications](#)
- [Do I need planning permission?](#)
- [Pre-application planning advice](#)
- [Making a planning application](#)
- [Planning Committee](#)
- [Planning decision appeals](#)
- [Developers Forum](#)
- [Commenting on planning applications](#)
- [Adastral Park planning application](#)

▶ [Contact us](#)

[Home](#) > [Planning](#) > [Planning applications](#) > [Making a planning application](#)

Making a planning application

[Submit a planning application online via the Planning Portal](#)

The most efficient way to submit a planning application is by using the online service from the Planning Portal, however [downloadable planning application forms](#) are available

[Planning Portal online planning application fee calculator](#)

- [Modification and discharge of planning obligations application form](#)

What do I need to submit?

Planning application fees, forms and checklists vary depending on the type of application. Under certain circumstances you may also need to submit a [design and access statement](#), or a [heritage statement](#).

For small developments (1 or 2 dwellings) on existing residential or greenfield sites on land which is potentially contaminated or where the proposed end use is sensitive you will also need to complete a [land contamination questionnaire](#).

Every planning application needs a site location plan and block plan showing the location and boundaries of the site you are planning to work on, the required supporting documentation, the completed application form and the fee. Required supporting documentation can be found on the relevant checklist.

Ordnance survey plans can be purchased from Customer Services at the Marina Customer Service Centre, Lowestoft or you can use the Planning Portal's '[Buy a Plan](#)' service to ensure that you meet our requirements, whether you are a planning professional or first-time applicant.

- [More information on what to submit with your planning application from the Planning Portal](#)

Pre-application

It is advisable to check at the outset with the Planning Office to see if permission is needed.

- [Pre-application planning advice](#)

Submit a planning application

The appropriate application form and supporting documents to be submitted.

In this section

- [Design and access statements](#)

▶ [Contact us](#)

Do you know the Planning Portal?

- National Planning service
- National Building Control service
- Guides, Services and Information
- Policy and Legislation
- Interactive Guides
- National Planning Payment Service



Do you know the Planning Portal?

- News and Blogs
- Fee Calculators
- Online location and site plans
- Professional Portal



Dedicated Online and Telephone Support

- Resolved within service level target of 95%
- Dedicated Specialists
 - Compliance
 - Change implementation
 - Testing

SUPPORT



Why Online Applications

Benefits for the Applicants

Reduce paper

- Apart from the environmental impact an application costs on average £110.00 in printing
- Reduces expensive postage
- Paper Forms we have taken 12,000 plus forms down to 1 online form being online it is always up to date and maintained
- Applicants do not have access to expensive printing equipment
- Smart Phone and Tablet optimised

Why Online Applications

Benefits for the Applicants

Ease of use

- You can start and save your draft applications for future submission
- All the information and guidance are in one place
- Online forms guide the applicant through the process
- Upload all plans, drawings and files that are needed
- Calculate the fee on line
- Pay and submit your application and receive a receipt instantly
- All applications given a unique reference
- All applications stored securely

“It’s the way people pay bills, do accounts, banking, book holidays and shopping”

Why Online Applications

Benefits for the Local Authority

Paper Applications

- Do not have to manage paper, storage and receipt of application
- No Longer have to scan it in index and input into the back office document system
- Disposal of paper applications

On line Applications

- When submitted and payed the application is sent to the Local Authority and is downloaded into the back office
- So minimal indexing and handling is needed
- Only applications that are payed are submitted so no need for chasing payment so reducing invalidation
- Everything is dated, timed and backed up automatically

The Planning Portal Payment Service



The Planning Portal Payment Service

Provides simple, consistent payment options for all of England

- The same payment details for all applications and all LPAs
- An automatic receipt for each application payment

100% of planning applications with payments

- Free up validation resource
- Easier, quicker reconciliation
- No need to managing multiple payment systems, allocating payments, chasing applications with out payment

Provides better customer service to local agents/applicants

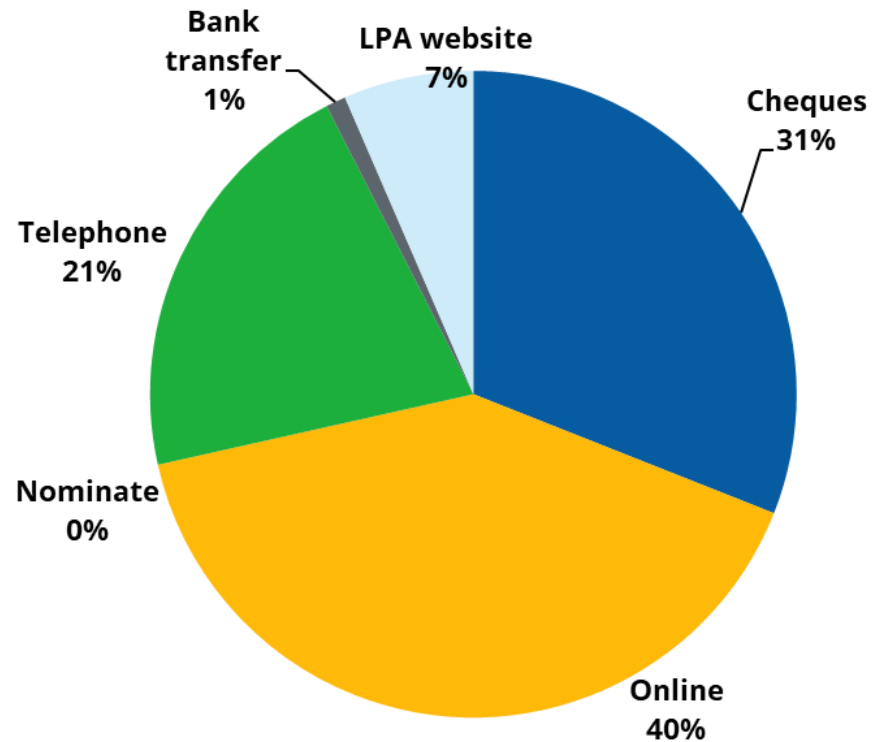
- A quicker, more straight-forward service
- Transfers payment accountability to the Planning Portal
- Less confusion over who to deal with
- Consistency in payment options for all agents and applicants

Keep more planning fee income

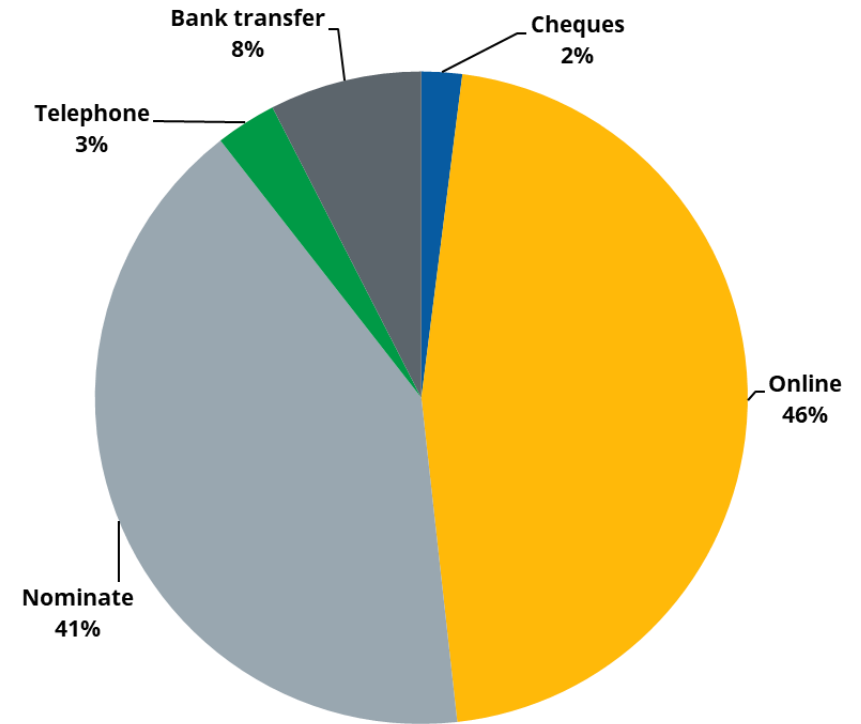
- Credit card, banking and payment engine fees no longer eat into planning application income

The Planning Portal Payment Service

Pre Payment Service 2017



Post Payment Service



Professional Portal

Professional Portal



The Professional Portal is a hub of tools, services and guidance for those working in the planning and building industry.



A hub of tools, services and guidance.

- Professional services for those in the planning and building industries
- Environmental Reports
- Calculators and useful tools
- Buy plans and maps
- Keep up to date with Industry news
- Find contact details of Local Councils

Building Control

Make an application »

Apply for building regulations approval to local authorities and approved inspectors.



Building Control

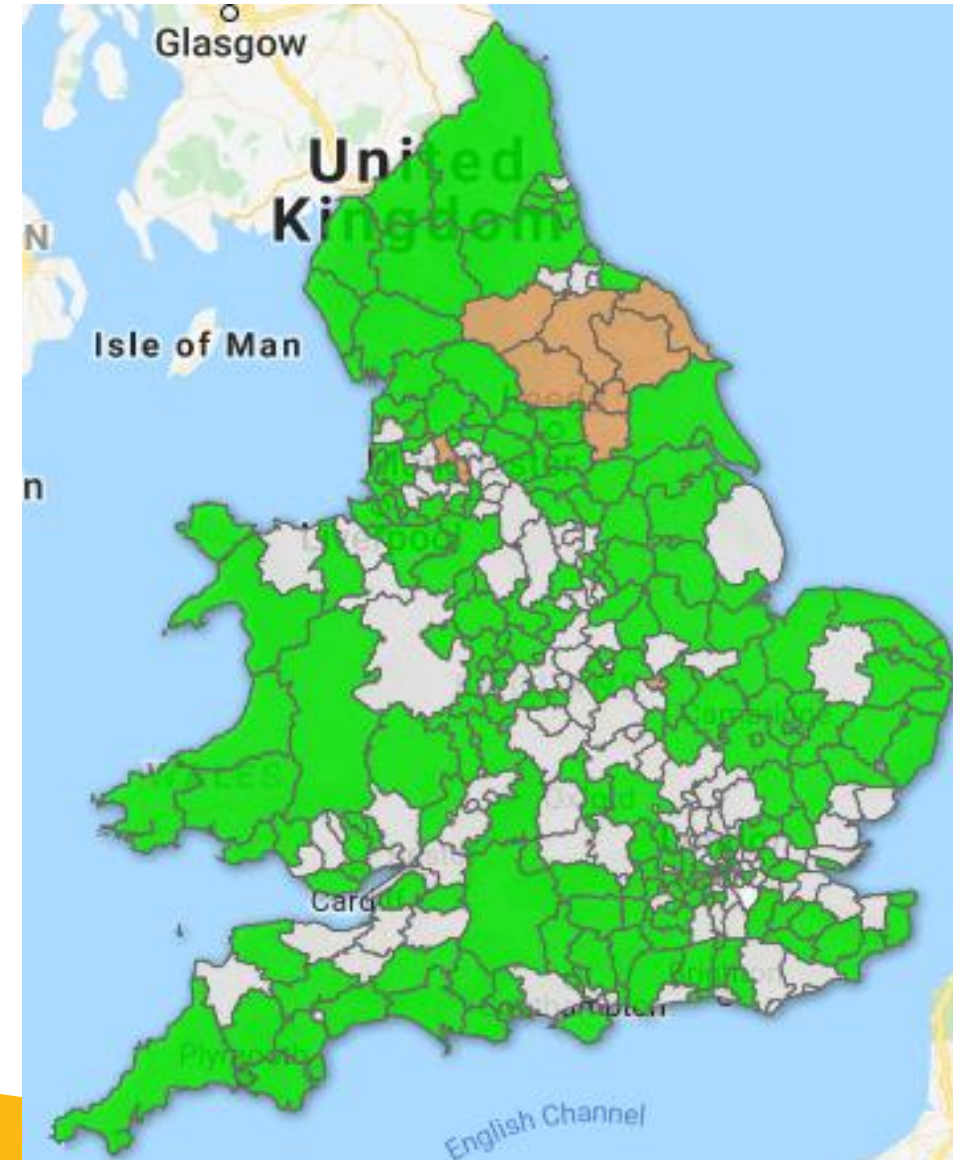
- The national home of building control in England & Wales.
- Catering for Full Plans, Building Notice & Regularisation.
- Consistent look & feel with planning service.
- LABC & AI Directories.

[Make an application »](#)

Apply for building regulations approval to local authorities and approved inspectors.

Building Control

- 220 LABCs
- 70% of Local Authorities are Live
- 58,635 Online submissions
- 58,114 application attempts...
- 30,000 monthly page views






Interactive Guides



Interactive Guides

- Interactive house
- Interactive terrace
- Interactive flat and shop

<p>Detached House</p>  <p>Planning permission and building regulation information for detached and semi-detached houses.</p> <p>Open</p>	<p>Terraced House</p>  <p>Planning permission and building regulation information for terraced houses.</p> <p>Open</p>	<p>Shop & Flat</p>  <p>Planning permission and building regulation information for shops, flats and apartments.</p> <p>Open</p>
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Interactive House



Extensions and additions

PLANNING PERMISSION

BUILDING REGULATIONS

GREENER HOMES

You can often extend or add to your house without the need to apply for planning permission provided you meet a set of limits and conditions.

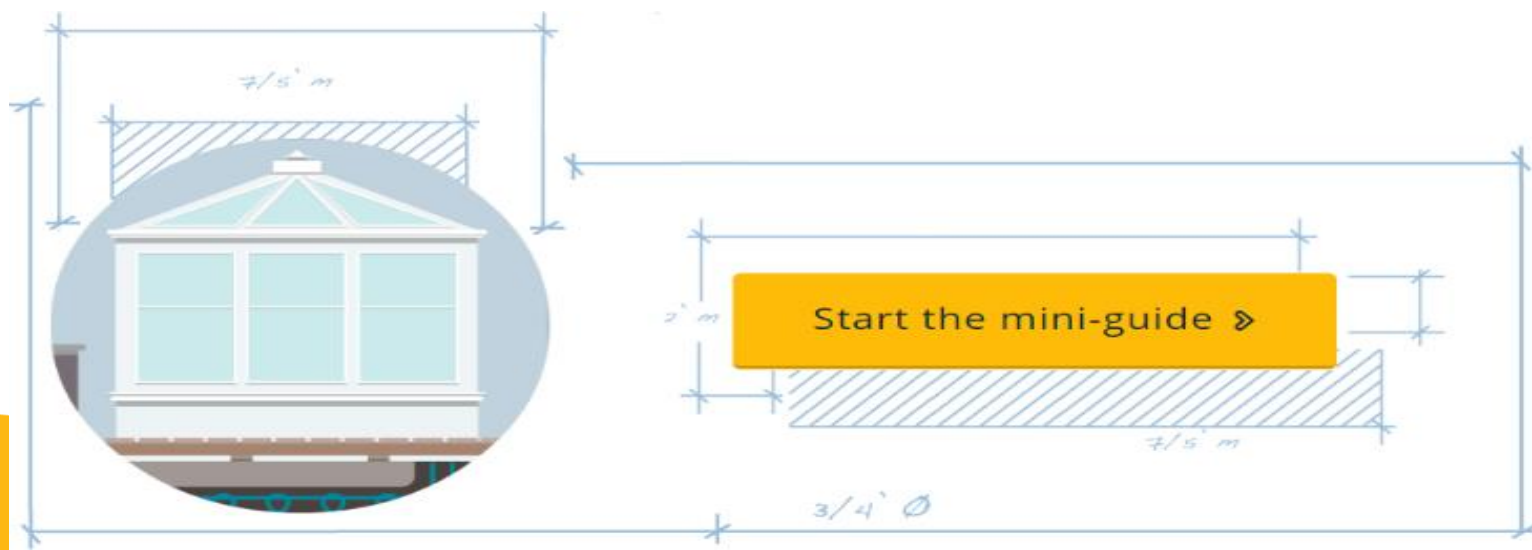
The regime for what is allowed without planning permission applies largely to the dimensions of the proposed extension, its position on the house and its proximity to your boundaries.

You will also need to apply for planning permission if more than half the area of land around the "original house" would be covered by additions or other buildings.

[Learn more on the Planning Portal.](#)

Mini Guides

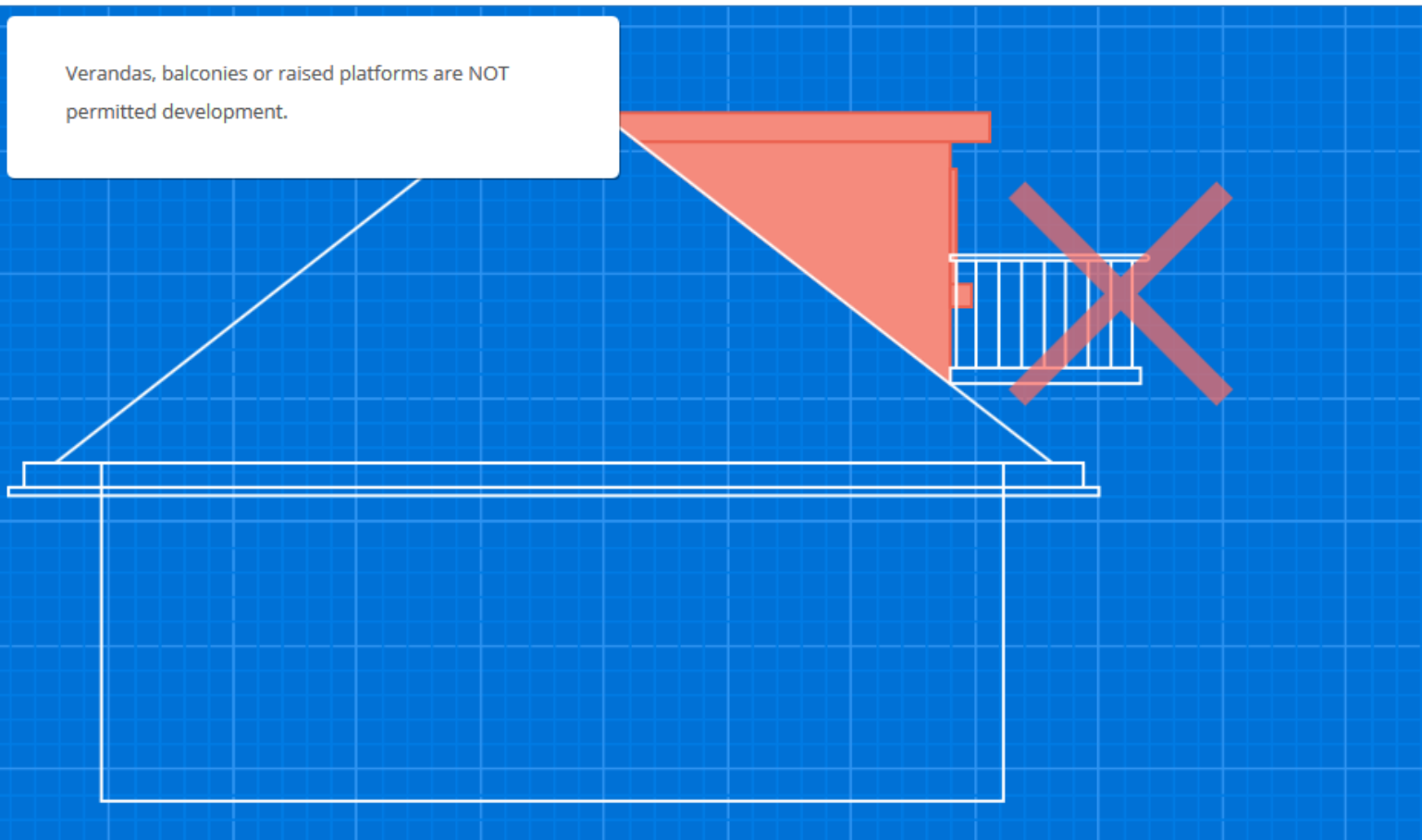
- Loft conversions guide
- Extensions guide (single storey)
- Extensions guide (two storey)
- Conservatories guide
- Outbuildings guide
- Porches guide



Mini Guides

« Extensions (single storey)	« Extensions (two storey)	« Loft Conversion
☰ Introduction	☰ Introduction	☰ Introduction
① House within designate land - Cladding	① House within design land	① House within designated land
② House within designate land - Side extensions	② Area permitted	② Additional volume limits
③ Area permitted	③ Eaves and roof height	③ Fronting highway
④ Fronting highway	④ Depth	④ Materials
⑤ Materials	⑤ Roof pitch	⑤ Height limit
⑥ Side extension width	⑥ Materials	⑥ Balconies
⑦ Side extension height	⑦ Side windows	⑦ Windows
⑧ Within two metres of the boundary	⑧ Balconies	⑧ Distance from eaves
⑨ Rear extension depth	☰ Summary	⑨ Protected species
		☰ Summary

⑥ Balconies



Our Partners



Ministry of Housing,
Communities &
Local Government



RTPI

Royal Town Planning Institute



Chartered Institute of
Architectural Technologists

Transforming Planning and Building
www.planningportal.co.uk



We're here to help...

Ian Foster

Business Development Manager

e: ian.foster@planningportal.co.uk

Support

t: 07785 518797

e: Support@planningportal.co.uk

t: 0333 323 4589



Electronic Planning Consultations

Thomas Oxborough (Planning Technical Project Officer) and Terri Caylor
(Planning Services Support Manager)

planning@eastsoffolk.gov.uk

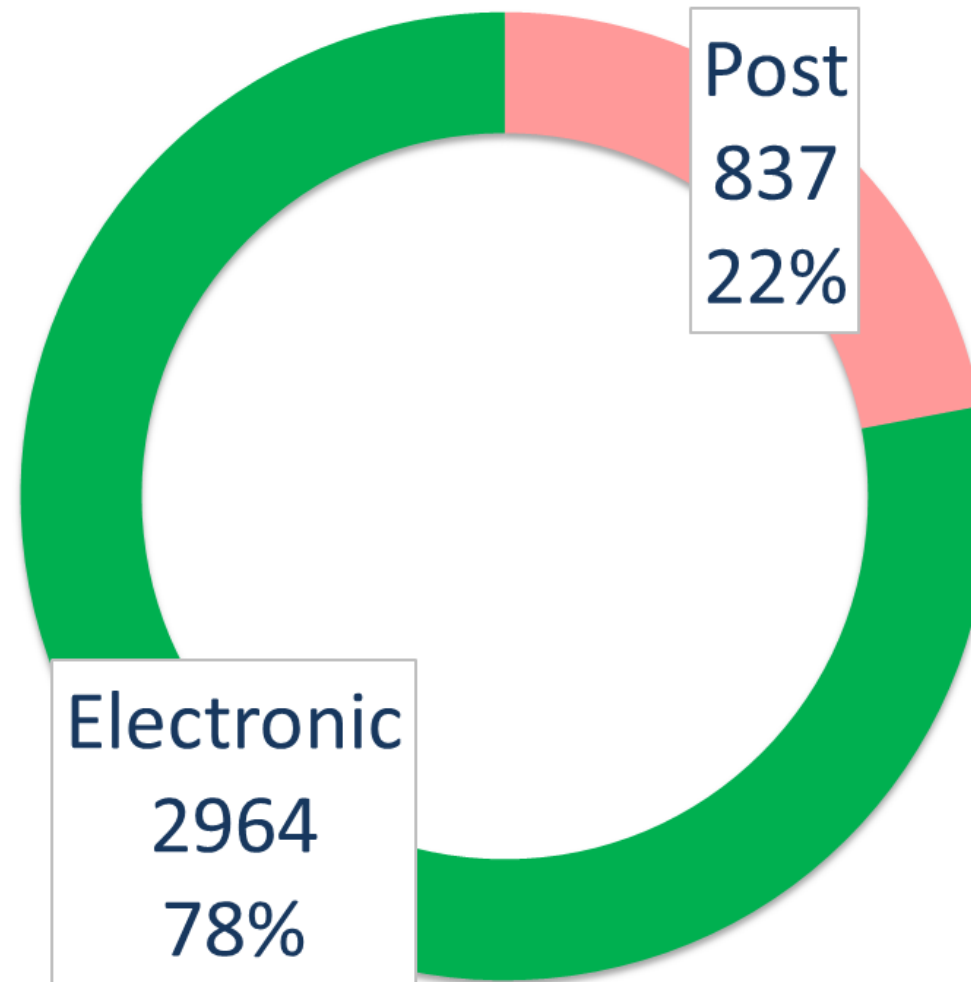
01394 444832



Outline for 1 April 2020

- From 1 April 2020 we will be consulting on planning applications electronically only.

East Suffolk
Council
planning
applications
submitted
2019

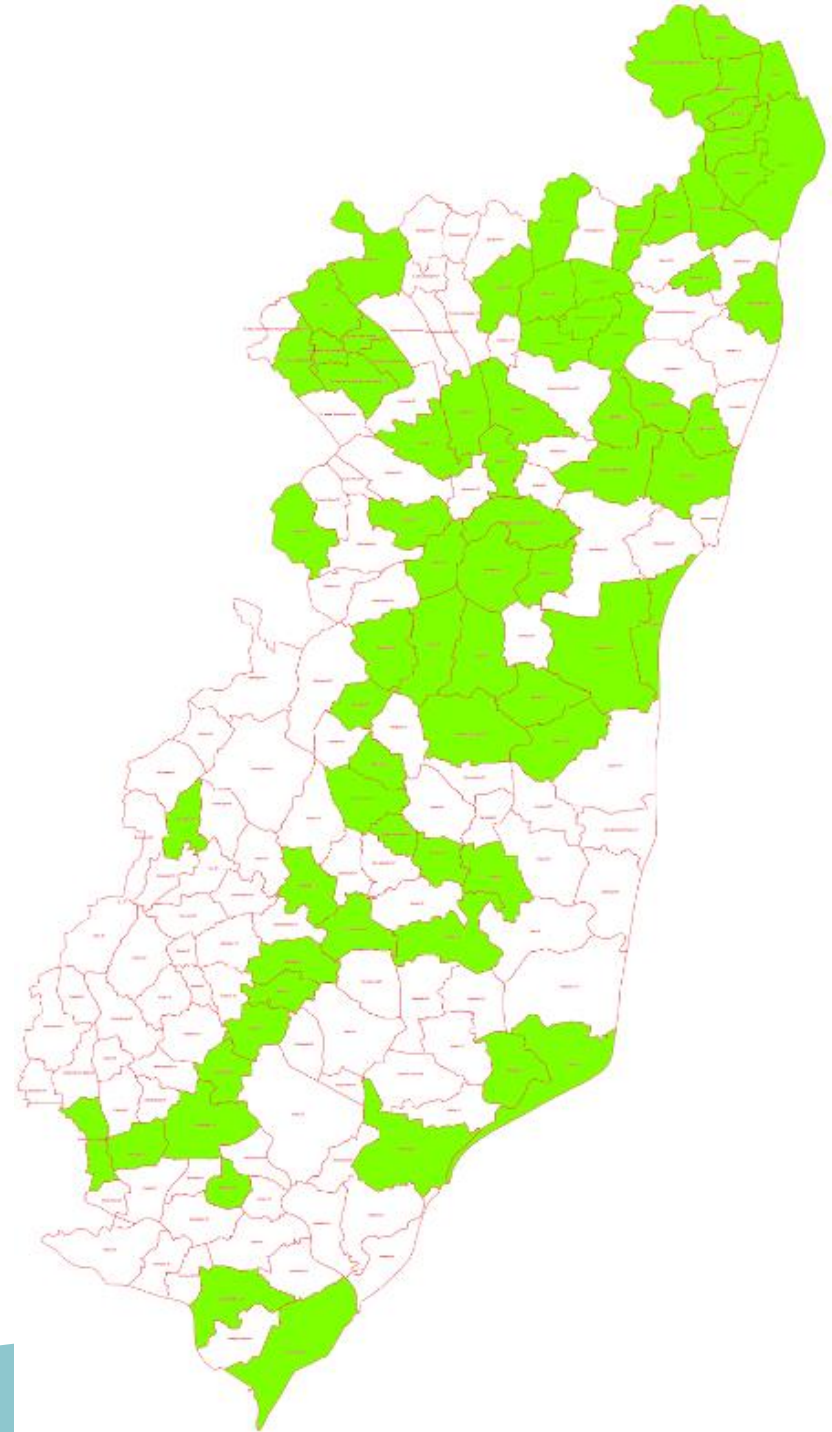
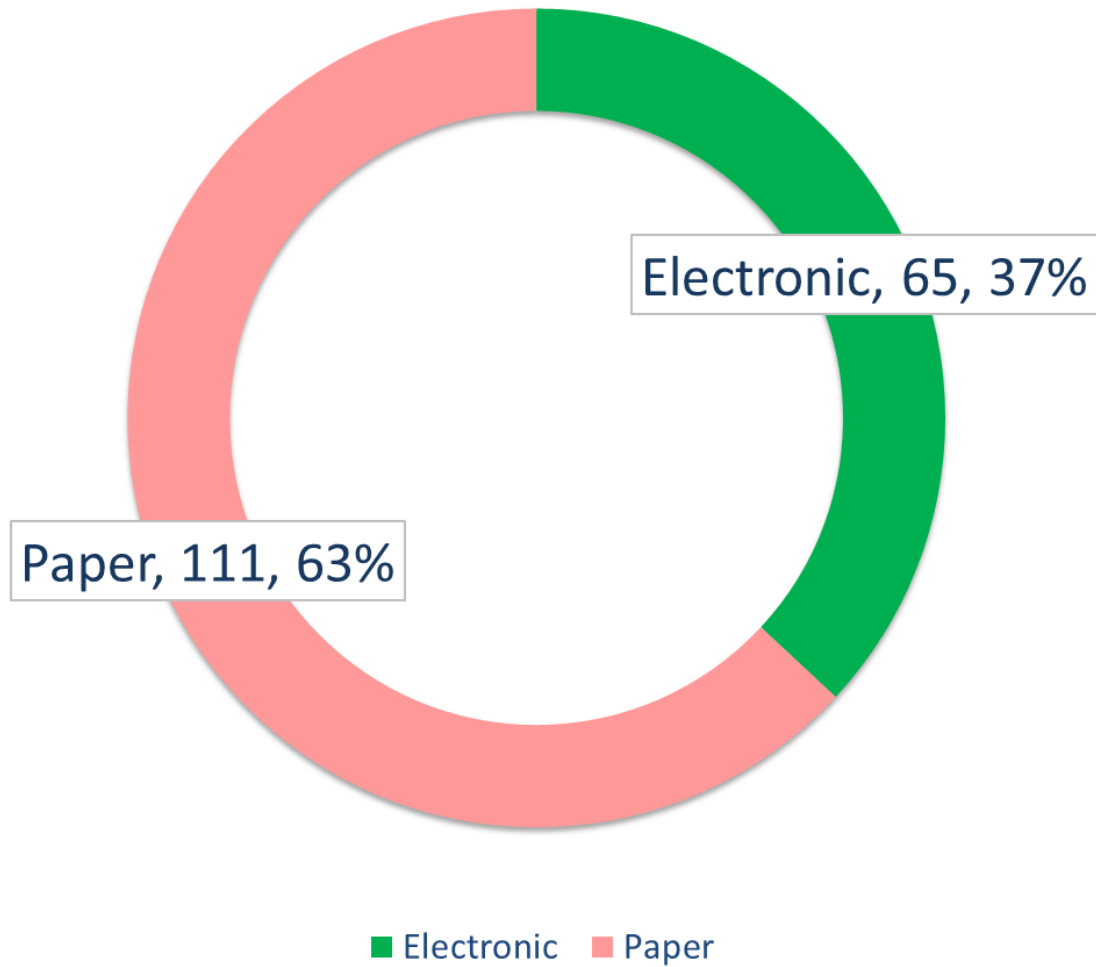


■ Post ■ Electronic

Nearby local authorities paperless

- Babergh and Mid Suffolk District Councils
- Broads Authority - intending to go paperless
- Colchester Borough Council
- Great Yarmouth Borough Council
- North Norfolk District Council
- Norwich City Council
- South Norfolk Council
- West Suffolk

Parish Public Access Consultee Access Usage



Already paperless

- Beccles
- Blundeston
- Bramfield
- Brandeston
- Bruisyard
- Bungay
- Campsea Ashe
- Carlton Colville
- Cookley
- Corton
- Cratfield
- Dunwich
- Ellough
- Farnham
- Felixstowe
- Flixton (East)
- Frostenden
- Gedgrave
- Great Glemham
- Hacheston
- Hollesley
- Holton
- Kelsale Cum Carlton
- Kessingland
- Lound
- Lowestoft
- Martlesham
- Melton
- Middleton
- Newbourne
- Orford
- Oulton Broad
- Peasenhall
- Pettistree
- Reydon
- Ringsfield
- Rushmere St Andrew
- Rushmere
- Shadingfield
- Sibton
- Snape
- Sotterley
- South Cove
- South Elmham All Saints and St Nicholas
- South Elmham St Michael
- South Elmham St.Peter
- Spexhall
- Stratford St Andrew
- Swefling
- Theberton
- Thorington
- Trimley St Martin
- Tunstall
- Ufford
- Uggeshall
- Walpole
- Wangford with Henham
- Wenhaston
- Westhall
- Westleton
- Weston
- Willingham
- Wissett
- Woodbridge
- Yoxford

Future consultation process.

- Utilise our existing Public Access system, enabling additional features to Town and Parish Councils.
- Electronic consultation as per all other consultees.
- East Suffolk Council Officers and Members already work electronically without paper files.

Existing consultation process.

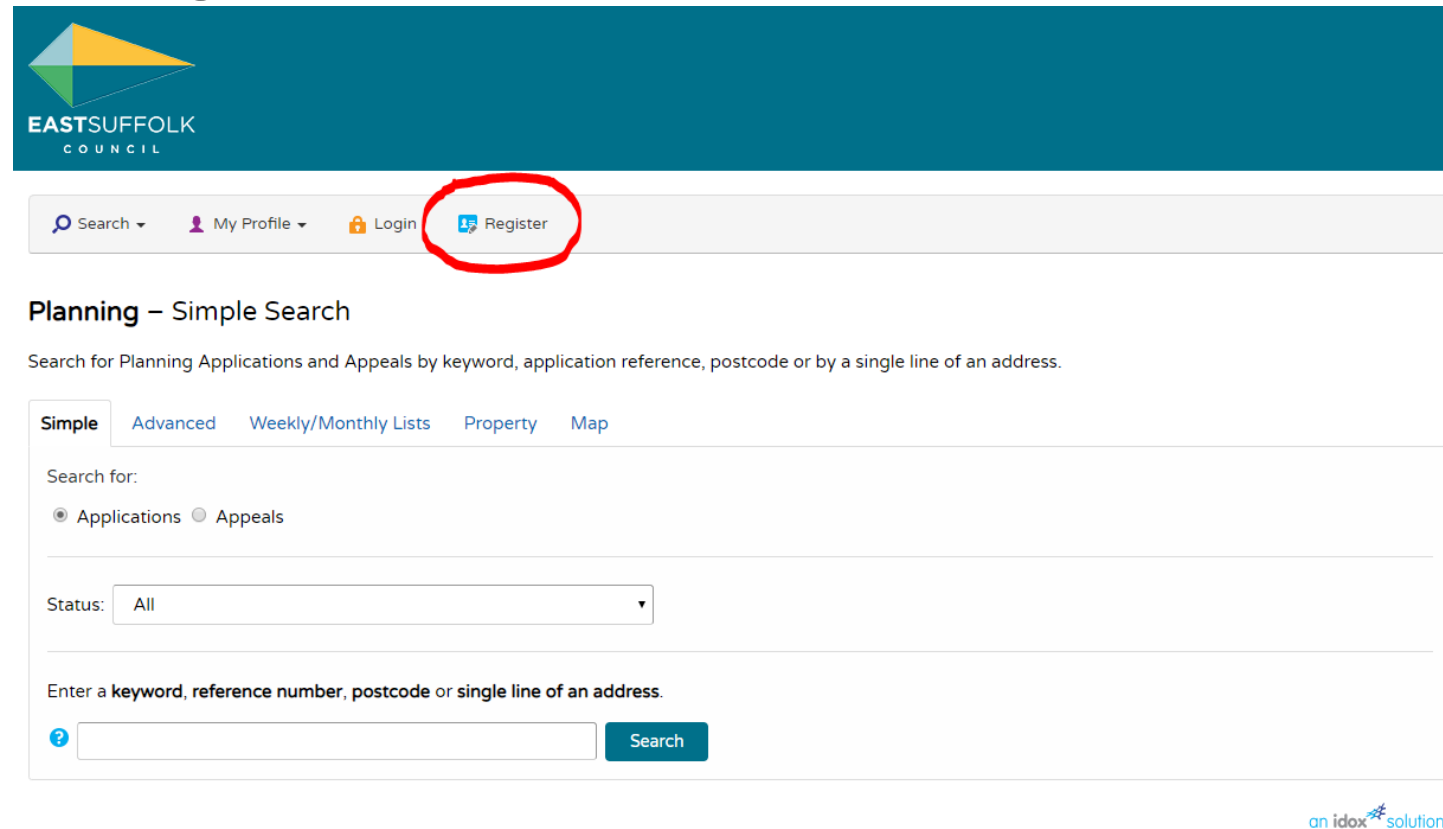
- It is a requirement for the Local Planning Authority to consult with the Town and Parish Council.
- Currently all documents submitted electronically to the LPA are printed and posted to the Town or Parish Council.
- This method;
 - delays consultations to Town and Parish Councils.
 - delays the registration of planning applications.
 - is not efficient or environmentally friendly.
 - costly in terms of time, printing and postage.

Public Access Consultee Access

- Instant email notification of consultations.
- Electronic in-tray for improved consultation management.
- Clerk can email links to councillors to view documents.
- Can view documents prior to meetings.
- No need to store hard copy documents.
- View all documents, including other consultee and neighbour comments online.
- Submit comments online, sent directly to case officer and department.
- Track progress of applications, receive notification of decisions.
- Can also view appeals and building control applications (limited documents).

Registering for a Public Access account.

- <https://publicaccess.eastsuffolk.gov.uk/online-applications/>
- Note: A message will be displayed on this page for any scheduled maintenance.
- Add publicaccess@eastsuffolk.gov.uk and planning@eastsuffolk.gov.uk to your email account contacts.
- Click Register



EASTSUFFOLK COUNCIL

Search My Profile Login **Register**

Planning – Simple Search

Search for Planning Applications and Appeals by keyword, application reference, postcode or by a single line of an address.

Simple Advanced Weekly/Monthly Lists Property Map

Search for:

Applications Appeals

Status: All

Enter a **keyword, reference number, postcode** or **single line of an address**.

Search

an idox solution

Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Fields marked with a * must be completed.

Title *	<input type="text" value="Mr"/>
First Name *	<input type="text" value="T"/>
Surname *	<input type="text" value="Test"/>
Phone Number	<input type="text"/>
A confirmation email will be sent to the email address you provide below.	
Email Address *	<input type="text" value="test@test.com"/>
Confirm Email Address *	<input type="text" value="test@test.com"/>
Your password must be at least 8 characters long and be a mix of letters and numbers.	
Password *	<input type="password" value="....."/>
Confirm Password *	<input type="password" value="....."/>
<input type="button" value="Next"/>	

- Email address must be generic for the Parish to ensure continued access irrespective of any Clerk changes.
- If you are creating a new generic email address notify democraticservices@eastsoffolk.gov.uk
- Enter details in all mandatory fields.
- Click Next.
- You will then need to enter your Postcode and select your address.

Please check your details

If there are any mistakes, click back to re-enter the information.

Name	Mr T Test
Email	test@test.com
Phone Number	
Address	East Suffolk House Car Park Riduna Park Station Road Melton Suffolk IP12 1RT

⚠ Terms and Conditions

We want to let you know how Public Access works and why we need your registration details (name, address, email address and optional telephone number). Please read our [terms and conditions \(opens in a new window\)](#) in full before proceeding.

I agree to the terms and conditions. *

Your Data

The data you have provided (name, address, email address and optional telephone number), as part of this registration, is necessary for us to provide you with Public Access services. Idox Software Limited will only use this data for the purposes of:

- Sending you a registration confirmation email
- Send you an email with details on how to change your password if you forget it
- Notifying you of any changes in the status of tracked applications, saved searches or saved map searches that you enable within your Public Access account
- Sending you confirmation emails of any comments that you submit against an application
- Upon submitting a comment, providing your contact details to the Council so that the Council can process your comment

I consent to my data being used for the above purposes. *

You can also consult the relevant Council website for further information on how your data is used beyond the Public Access services.

You must provide consent under the General Data Protection Regulation (GDPR) in order to use Public Access. You have the right to withdraw your consent at any time. You can do this by deleting your profile from within Public Access in the My Profile area.

Back

Next

- Read and tick to agree to the terms and conditions and data consent.
- Click Next.
- You will receive an email from Public Access, click the link to confirm the account registration.
- You can now login to your account using the details provided during registration.
- Once your account is confirmed, email planning@eastsoffolk.gov.uk with the subject "Public Access Consultee Access" to notify us that you have created the account.
- We will then enable additional consultee features to your account.



Parish Council

Your ref:
Our ref: DC/19/0025/FUL
Date: 6 December 2019
Please ask for: Chris Green
Direct dial: (01502) 523022
Email: planning@eastsoffolk.gov.uk

Dear Sir/Madam,

Notification of public access consultation - for information only

A new consultation for application DC/19/0025/FUL has been received in your Public Access inbox.

Please submit comments via Public Access only.

Link to view documents: <https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=externalDocuments&keyVal=PKSX4QX07400>

Yours faithfully,

Philip Ridley BSc (Hons) MRTPI | Head of Planning & Coastal Management
East Suffolk Council

Properties which the Local Planning Authority has written to:

59 Grampian Way, Oulton, Lowestoft
23 Grampian Way, Oulton, Lowestoft
25 Grampian Way, Oulton, Lowestoft
19 Grampian Way, Oulton, Lowestoft

Please note, as a site notice will be displayed, we are not obliged to write to individual properties. However, as a minimum, we still try to write to those sharing a boundary with the application site.

LEGAL ADDRESS East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT
DX: 41400 Woodbridge

POSTAL ADDRESS Riverside, 4 Canning Road, Lowestoft NR33 0EQ
DX: 41220 Lowestoft

DC - EPARPA v.1

- Planning consultation will be received via email.
- The attachment will include a direct link to view documents.

Planning – Planning Application Documents

DC/19/0025/FUL | Demolition of existing conservatory and new two storey extension to side and extension to rear of house. New front entrance hall. | 21 Grampian Way Oulton Lowestoft Suffolk NR32 3EP

Save search Refine search Track Print

Details Comments (1) Constraints (11) Related Cases (2) Documents and Comments Map

View associated documents

an idox solution

- Documents and Comments tab contains the link to view all documentation. This will open a new tab in your browser.

Click the Application Number under **Document Link** in the left hand column to view the record.
Records open in a new window/tab depending upon your web browser.

Search Results - 7 records found

Page 1 of 1 1 25 Records/Page

Document Link	Document Date	Type Description	Information 1	Information 2
DC/19/0025/FUL	03/01/2019	Application Form & Certificate		
DC/19/0025/FUL	03/01/2019	Plans	941/0	Existing floorplans and elevations
DC/19/0025/FUL	03/01/2019	Plans	941/1	Proposed floorplans, elevations, block plan and sections
DC/19/0025/FUL	03/01/2019	Site / Location Plan		
DC/19/0025/FUL	08/01/2019	Site Notice & Neighbourhood Notification	SNOTQR	
DC/19/0025/FUL	29/01/2019	Town/Parish Consultation Response	Oulton Parish	
DC/19/0025/FUL	19/02/2019	Decision, Amendments & Compliance Notices	PEFULZ	

- Click on the application number link of the document you wish to view.
- Documents are listed with; date received, type description and extra information text.
- You can alter how many are displayed (default 25 per page) and browse multiple pages (if applicable) using the tools in the top left of the page.

Planning – Application Summary

[Help with this page](#)

DC/19/0025/FUL | Demolition of existing conservatory and new two storey extension to side and extension to rear of house. New front entrance hall. | 21 Grampian Way Oulton Lowestoft Suffolk NR32 3EP

Save search Refine search Track Print

Details Comments (1) Constraints (11) Related Cases (2) Documents and Comments Map

Summary Further Information Contacts Important Dates

Reference	DC/19/0025/FUL
Application Received	Thu 03 Jan 2019
Application Validated	Thu 03 Jan 2019
Address	21 Grampian Way Oulton Lowestoft Suffolk NR32 3EP
Proposal	Demolition of existing conservatory and new two storey extension to side and extension to rear of house. New front entrance hall.
Status	Permitted
Decision	Application Permitted
Decision Issued Date	Tue 19 Feb 2019
Appeal Status	Unknown
Appeal Decision	Not Available

There is [1 case](#) associated with this application.


There is [1 property](#) associated with this application.

- View application details by; clicking on an in-tray item, opening the link within the consultation email or enter the reference number in simple search.

Planning – Application Dates

[Help with this page](#)

DC/19/0025/FUL | Demolition of existing conservatory and new two storey extension to side and extension to rear of house. New front entrance hall. | 21 Grampian Way
Oulton Lowestoft Suffolk NR32 3EP

 Save search

 Refine search

 Track

 Print

Details

[Comments \(1\)](#)

[Constraints \(11\)](#)

[Related Cases \(2\)](#)

[Documents and Comments](#)

[Map](#)

[Summary](#)

[Further Information](#)

[Contacts](#)

Important Dates

Application Received Date	Thu 03 Jan 2019
Application Validated Date	Thu 03 Jan 2019
Expiry Date	Thu 31 Jan 2019
Actual Committee Date	Not Available
Neighbour Consultation Expiry Date	Tue 29 Jan 2019
Standard Consultation Date	Tue 08 Jan 2019
Standard Consultation Expiry Date	Tue 29 Jan 2019
Last Advertised In Press Date	Not Available
Latest Advertisement Expiry Date	Not Available
Last Site Notice Posted Date	Thu 10 Jan 2019
Latest Site Notice Expiry Date	Thu 31 Jan 2019
Statutory Expiry Date	Wed 20 Feb 2019
Agreed Expiry Date	Not Available
Decision Made Date	Fri 01 Feb 2019
Decision Issued Date	Tue 19 Feb 2019
Permission Expiry Date	Sat 19 Feb 2022
Decision Printed Date	Tue 19 Feb 2019
Environmental Impact Assessment Received	Not Available
Determination Deadline	Wed 27 Feb 2019
Temporary Permission Expiry Date	Not Available

- Important Dates tab contains the expiry date, this is the overall consultation expiry date.

Consultee In Tray [Profile Details](#) [Saved Searches](#) [Notified Applications](#) [Tracked Applications](#)

In Tray [Active Consultations](#) [Previous Consultations](#) [Consultation Search](#)

Interest Area

Sort by Direction Results per page

Single storey extension to the front.

Planning Application

Waterloo Mill Halesworth Road Bramfield Suffolk IP19 9HW

Ref. No: DC/19/0890/FUL | Received: Fri 01 Mar 2019 | Validated: Mon 04 Mar 2019 | Status: Pending Consideration

Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/3535/Q23M15QX06I00	Bramfield Parish Council	Fri 06 Dec 2019	Tue 31 Dec 2019	25

Retention of generator

Planning Application

Bramfield Meats Low Road Bramfield Suffolk IP19 9JH

Ref. No: DC/19/1048/FUL | Received: Tue 12 Mar 2019 | Validated: Tue 12 Mar 2019 | Status: Pending Consideration

Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/3535/Q23M20QX06I00	Bramfield Parish Council	Fri 06 Dec 2019	Tue 31 Dec 2019	25

- Login to your Parish Public Access account.
- The In Tray tab displays a list of applications on which requests for consultations have been made.
- Active consultations tab will list applications that your Council has commented on that have not yet expired.
- Previous consultations tab lists applications that you submitted a consultee comment, where the consultation period has expired. You can also use the search function.

testpublicaccess.eastsuffolk.gov.uk/online-applications/consultee/applicationDetails.do?activeTab=make...

Planning Application
DC/19/0890/FUL | Single storey extension to the front. | Waterloo Mill Halesworth Road Bramfield
Suffolk IP19 9HW

Close Window

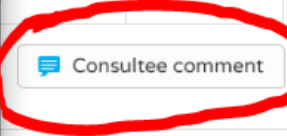
Submit Comment

Consult as: Bramfield Test new code -- Bramfield Parish Council

These are test comments|

Submit Comment Clear

Days to Expiry:
25

 Consultee comment

- To submit comments click on the Consultee comment button.
- Type your comments into the comment window. (2000 character limit)
- 30mins timeout, text will be saved.
- Click Submit Comment.
- Comments will be sent directly to the case officer and department.

User guides

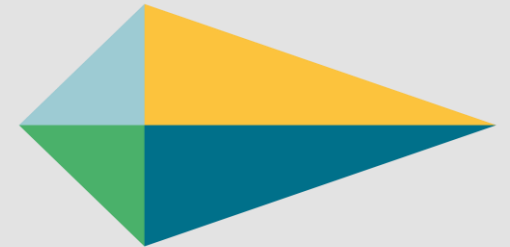
- Consultee user functions (pages 14 – 19):
<https://www.eastsuffolk.gov.uk/assets/Planning/Planning-Applications/Consultee-Access-user-guide.pdf>
- Full user guide:
<https://www.eastsuffolk.gov.uk/assets/Planning/Planning-Applications/Public-Access-User-Guide.pdf>
- Measuring plans in Adobe PDF:
<https://www.eastsuffolk.gov.uk/assets/Planning/Planning-Applications/adobe-measuring-instructions.pdf>

Electronic
consultations

1 April 2020

Planning Policy Local Plan Updates

By Desi Reed
Planning Policy and Delivery Manager



EASTSUFFOLK
COUNCIL

Update on the Suffolk Coastal Local Plan Examination

- Local Plan covers strategic policies, development management policies and site allocations.
- Subject to Issues and Options consultation in 2017 and First Draft Local Plan consultation in 2018.
- Final Draft Local Plan agreed by Council in January 2019 and then published for representations on soundness.
- Final Draft Local Plan submitted to Planning Inspectorate March 2019.
- Examination hearing sessions took place in August and September 2019.
- Council waiting on further correspondence from the Inspector.

Next steps

- Dependent on Inspector, he may require Council and/or other parties to undertake further work.
- Anticipating another period of public consultation on “main modifications”.
 - A normal part of a Local Plan Examination, with responses only being focussed on the modifications,
 - Will be presented alongside a tracked changes version of the plan,
 - Likely to identify a series of changes to supporting text and policies that have resulted from responses to Final Draft Local Plan and issues debated at hearing sessions,
- Following public consultation on “main modifications” Council will expect to receive Inspector’s report.
- Should the plan be found “sound”, the Inspector’s Report and plan with modifications will then be presented to Full Council for adoption of the Local Plan.

Update on the Waveney Local Plan

- Document found “sound” and adopted by the former Waveney District Council in March 2019.
- Whole Local Plan which covers the former Waveney area (excluding the Broads Authority).
- Includes strategic policies, topic based criteria policies and site allocations.
 - Will be the basis for future Supplementary Planning Documents, Development Briefs and Master Plans.
 - Also guides future Neighbourhood Plans in the plan area.
- Supported by a Monitoring Framework and Infrastructure Delivery Framework.
- Local Plan for the Broads Authority adopted May 2019.

Development Management

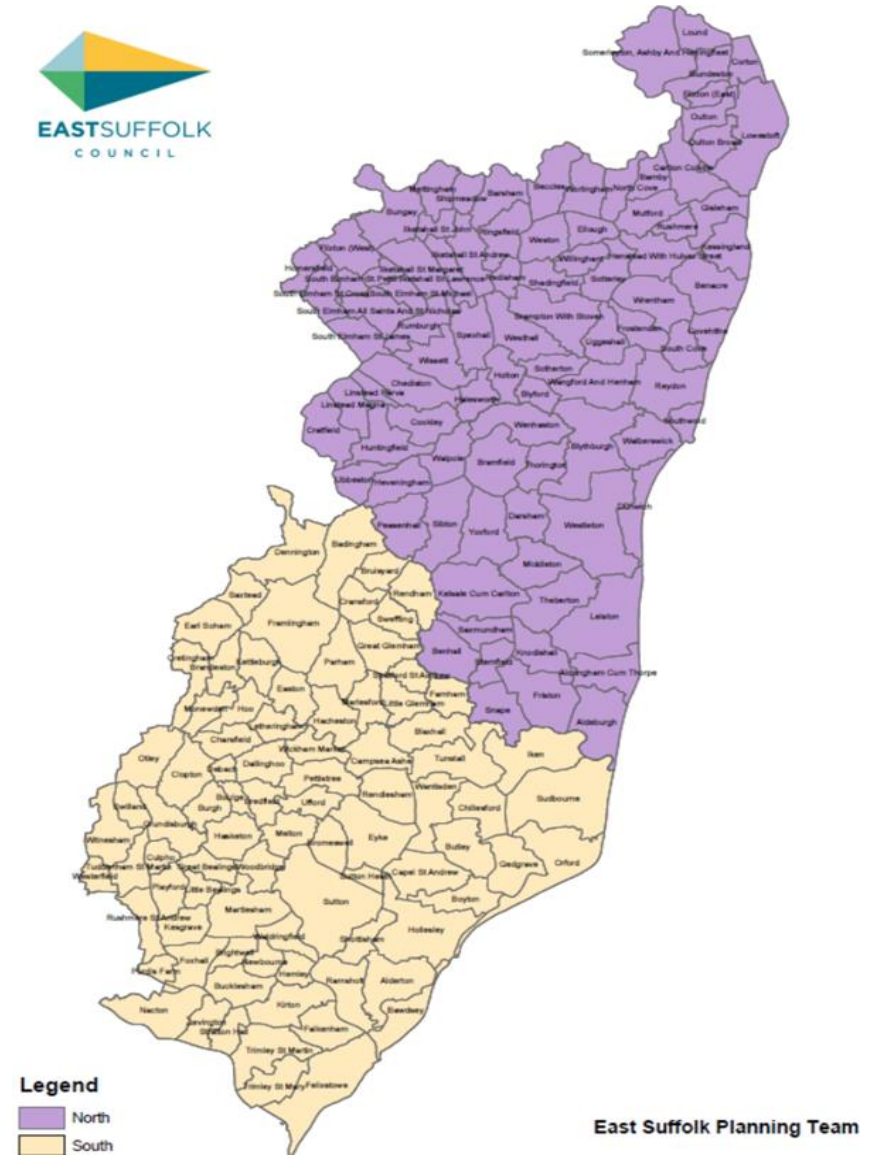
1. Area Teams and Officers
2. Scheme of Delegation
3. Planning Committee

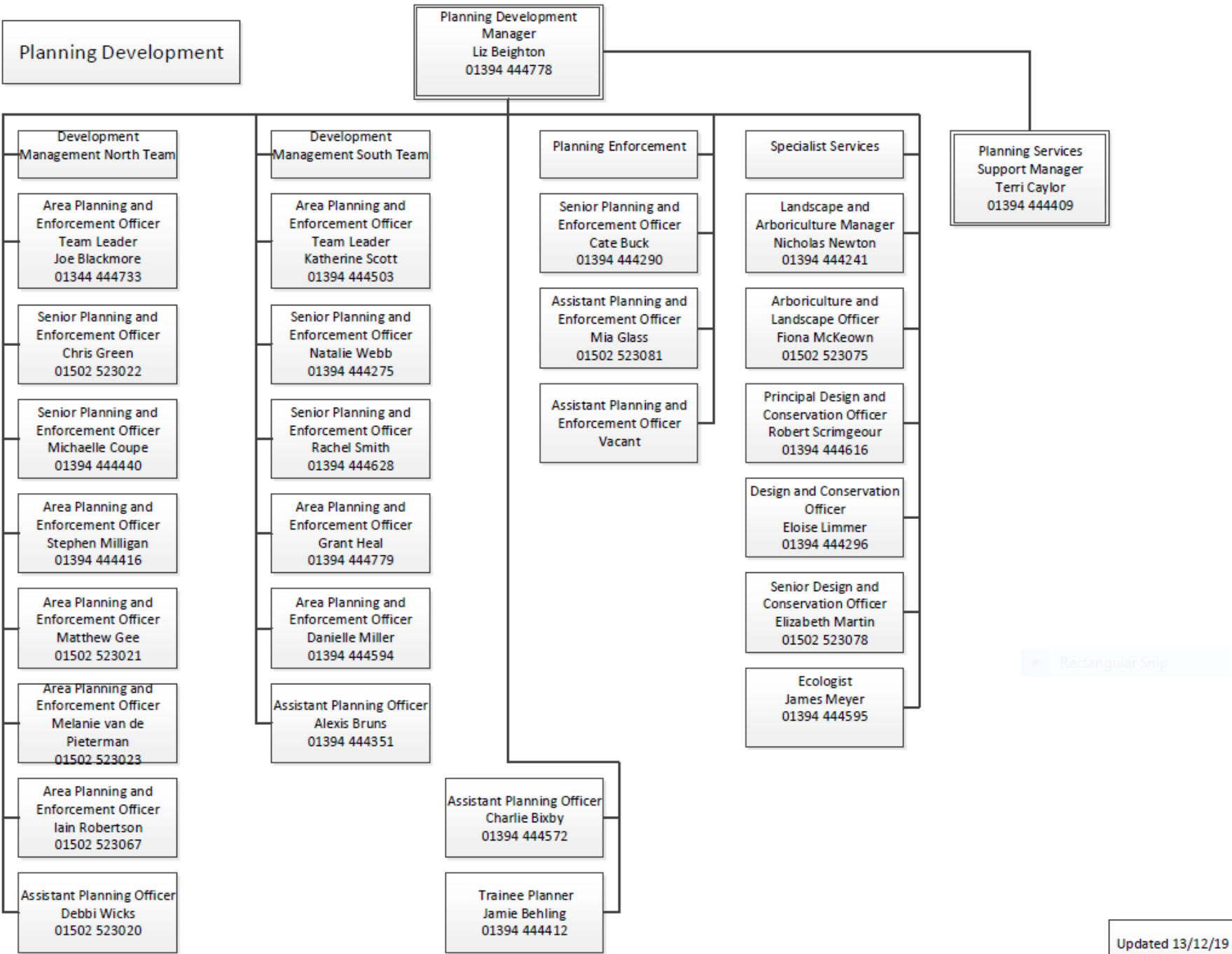
Liz Beighton Planning Development Manager



Area Teams

- These area teams report to the two Area Planning Committees
- The North Committee sits in Riverside and South Committee at East Suffolk House





Rectangular Snip

Updated 13/12/19



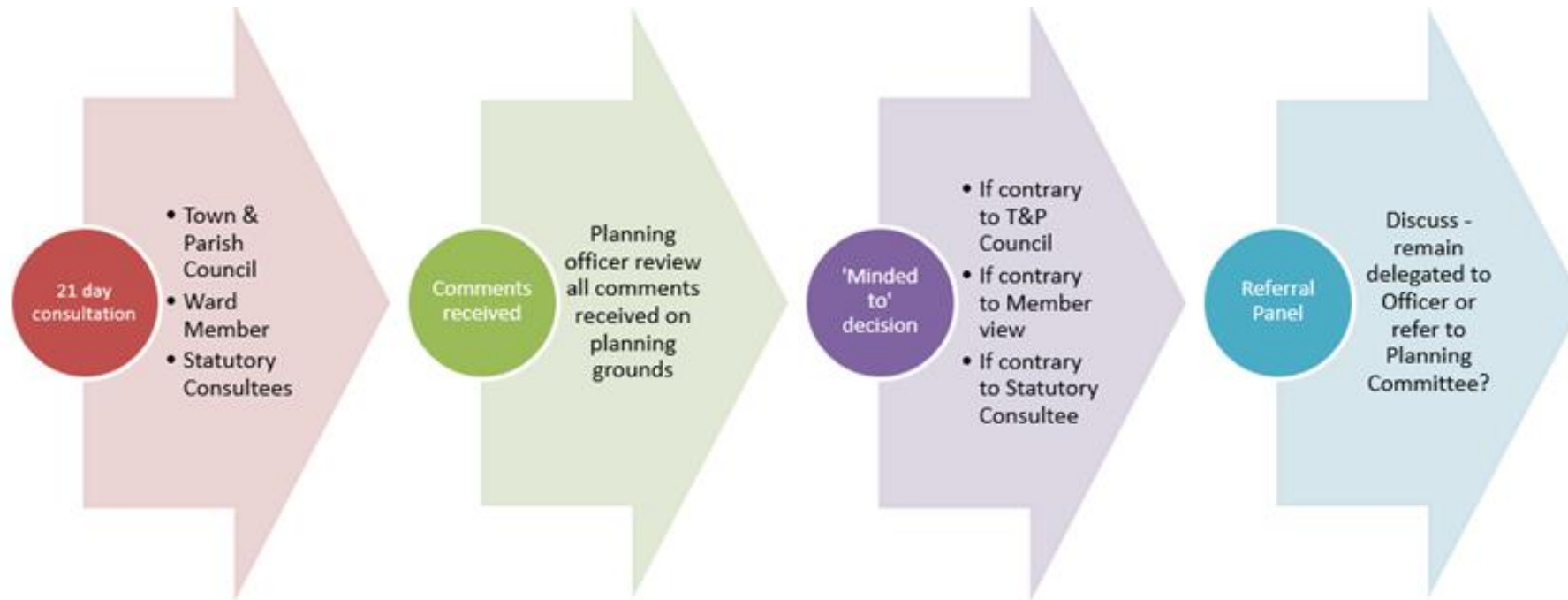
Scheme of Delegation

All planning application decisions including decisions concerning Environmental Impact Assessment (EIA) decisions or considerations requiring Habitat Regulation Impact Assessments (HRA) are **delegated** to Head of Planning and Coastal Management UNLESS:

1. The Planning Application is, in the opinion of the Head of Planning and Coastal Management and/or the Chair and Vice Chair of the Planning Committee, of significant public interest; would have a significant impact on the environment; or should otherwise be referred to Members due to its significance in some other respect; or
2. The applicant or landowner is East Suffolk Council;
3. The applicant, or agent, is an East Suffolk Councillor or an East Suffolk Council employee, or the applicant, or agent, is a close relative of an East Suffolk Councillor or East Suffolk Council employee; or
4. The referral process is triggered (see next slide) –

In which case, if item 4 is invoked, the Planning Application will be referred to the Referral Panel – the panel will discuss with the Head of Planning and Coastal Management (based on planning grounds) to either refer the application to Planning Committee for decision or remain delegated to the Head of Planning and Coastal Management.

Referral Process



Subject to the procedure detailed below, there is a right to speak for, or against, any applications for rights of way, planning permission or similar applications (e.g. Listed Building). There is no right to speak on enforcement issues, which appear on the agenda of the Planning Committee.

PROCEDURE WHEN AN ITEM IS SCHEDULED TO BE REPORTED TO A PLANNING COMMITTEE

Progress on applications can be monitored online by visiting the Council's website – www.eastsuffolk.gov.uk. This will indicate if the application is going to be considered by the Planning Committee and, if so, when. The following would normally be permitted to speak:

- representative of Town / Parish Council or Parish Meeting;
- applicant or representative;
- objector;
- relevant ward Members

The intention is that only one person would speak from each of the above parties.

PROCEDURES AT PLANNING COMMITTEE MEETINGS

Interested parties who wish to speak will need to register before the start of the meeting, the registration to speak at meetings can take place any time in the five days leading up to the Committee date up to 5pm, the day prior to the scheduled meeting.

ORDER OF SPEAKING

The order of debate will be as follows:

1. Introduction by Planning Officer or relevant Officer for rights of way applications;
2. Representations by objector;
3. Representations by relevant town or parish council (in exceptional circumstances the Chairman may allow more than one parish council to send a representative by prior agreement where a development proposal is of such magnitude that it affects several parishes);
4. Ward Member(s);
5. Representations by applicant or representative;
6. Planning Committee general debate.



ILLUSTRATIVE MATERIAL

If a speaker wishes to refer to illustrative material, which they wish to be displayed at the meeting, then this must be provided to the Officers 24 hours in advance of the meeting so that appropriate arrangements can be made for its display.

If the application is deferred until the next meeting for further information, negotiations or a site visit, either before or after public speaking, speakers will have the opportunity to present their views again.

There will be an Officer present at all meetings to ensure that procedures are properly followed.



Development
Management

