

EASTSUFFOLK
COUNCIL

How we involve you in Planning

A guide to how the council will
involve you in local planning

June 2026



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1. Introduction

Why is it important to get involved in local planning?

Planning shapes the areas where people live, work, and visit. Planning impacts future housing, infrastructure development, environmental sustainability, employment opportunities, and many other important matters for supporting thriving, sustainable communities in East Suffolk. From the preservation of single trees to planning the design of new major developments – planning processes matter. Getting involved provides communities an opportunity to help shape their area.

This guidance document sets out how and when East Suffolk Council will involve communities and other stakeholders in relation to a range of planning processes including the preparation of planning policy and guidance, determining planning applications, and neighbourhood planning, amongst others.

This document does not cover planning documents or applications that are solely within the Broads Authority area. The Broads Authority has responsibility for planning matters within the Broads.

The Council will always endeavour to follow the steps set out in this document, however, there may be instances where exceptional circumstances mean that the Council is unable to carry out some activities. If this is the case, the Council will clearly state in publicity material what has changed and why and what alternative measures, as appropriate, are being put in place. This is rarely necessary - adapting our processes due to Covid lockdowns is one of the few examples.

The Government are in the process of revising parts of the planning system. Previously the Council was required to prepare a document called a 'Statement of Community Involvement', however the requirement to do this has now been removed. Nevertheless, it is considered appropriate for the Council to continue to set out how it will consult and engage on planning processes. In relation to Local Plans, the approach to consultation and engagement will be informed by a Scoping Consultation and set out in a separate document.

This document addresses planning processes that are administered by East Suffolk Council as the Local Planning Authority. It does not apply to Nationally Significant Infrastructure Projects (NSIPs) which are administered by the [Planning Inspectorate](#).

Approach to Engagement

Our commitment to our communities

East Suffolk Council has set out, in its Strategic Plan 'Our Direction 2028', a commitment to ensuring that we listen to our customers and that our customers find it easy to engage with the Council. We understand that planning processes and consultations can often be technical or complex in nature, and therefore a thread running through this document is our aim to ensure that communication is clear and that consultations are accessible.

The Council wants to enable as many people as possible to participate in local planning processes, so that they can share their views on matters that are important to them, provide their unique perspectives, and their valuable local knowledge.

The Council has created a [Developers Charter](#), setting out the Council's aspirations for new developments to achieve high standards through the planning and construction stages. This includes best practice approaches to meaningful consultation and engagement between developers, communities and the Council, and the Charter sets out ways in which this can be achieved.

When involving you in preparing planning policy documents or consulting you on a planning application we will:

- Ensure each process is clearly outlined and easy to understand
- Communicate clearly the purpose of all consultations
- Use appropriate and cost-effective methods
- Share information in ways to ensure consultations are accessible to as many people as possible
- Be clear about the results of all consultations to show how all views have been considered

We will continue to use more informal methods of informing about and engaging on relevant planning matters, including through our regular Planning and Building Control [Newsletters](#) and through our Town and Parish Forums and [Developer Forums](#).

We know that some groups in society engage more in local planning than others. In particular, younger generations are less likely to get involved, and we will therefore continue to try new ways of widening engagement and interest. The Council has established a [Youth Council](#), which has set up a Local Plan Focus Group, which is one way in which we are increasing our engagement with young people. We will also continue to explore new ways to engage with our communities, such as through community engagement group formats.

The Council seeks to ensure that consultations are held in a way that is fair to all parties. We expect consultees to engage in a timely manner. Late representations should be avoided and will not normally be accepted.

2. Planning policy

How the Council will involve you

The Council is responsible for preparing Local Plans, planning guidance documents, and the Community Infrastructure Levy Charging Schedule, each of which are informed by consultation. The 'Consultation Principles', 'Engagement Methods', 'Making Comments' and 'Providing Feedback' sections below apply to these processes.

Different regulations cover the preparation of different types of documents, including requirements around consultation ([see Appendix 2](#)).

The [Local Plan](#), 'made' Neighbourhood Plans, and the [Minerals and Waste Plan](#) together make up the 'development plan'. The development plan is used to determine planning applications. The Local Plan is prepared by East Suffolk Council, and planning guidance is also published to support the Local Plan. [Neighbourhood Plans](#) are prepared by town and parish councils (see later section), and the Minerals and Waste Plan is prepared by Suffolk County Council.

Consultation principles

Early engagement will help communities to shape the local plan or planning policy document. For all planning policy consultations, we are committed to following the below principles:

Clear, concise and focused consultations that use plain English and simple layouts in our documents where possible, and make clear:

- what are we consulting on and why,
- what feedback we are inviting,
- when we need comments by,
- how information received through comments will be used,
- how we will respond to comments after the consultation has closed.

Inclusive and accessible consultations: We will ensure consultations are accessible for those with limited access to digital means of participating, such as providing printed materials which can be reviewed at local libraries and the Council's [Customer Service Centres](#). We will also seek to provide information in accessible formats. Where we are holding more than one

consultation at the same time or consultations overlap with holiday periods, we will consider taking steps to help address this such as extending the consultation periods.

Appropriate methods of engagement: It is not always possible or appropriate to undertake engagement and consultation activities using all methods available. We will aim to use multiple engagement methods to enable as many people to participate as possible, and meeting statutory requirements, whilst balancing this with being proportionate to the topic and cost-effective with public money.

Engagement methods

There are various methods that we can use to consult, depending on the stage of preparation, the type of document and any statutory requirements.

Different members of the community will access information in different ways, and the Council will make the most effective use of the methods of engagement that are available. The Council will use a variety of consultation methods and techniques to enable as many people as possible to participate in Planning Policy consultations. We will continue to seek and explore new ways to engage with the community. Different types of methods we will use include:

Emails and letters	Emails and letters are effective methods at directly engaging with individuals and groups. The Council will make use of the Local Plan and planning policy mailing list (see section below) to inform those who wish to be informed of consultations. The Council acknowledges that digital methods of communication may not reach some people and groups/organisations, and therefore letters will still be used where requested. There may be some situations where members of the public wish to talk directly to Council officers, such as to ask a question about the document being consulted on. Email addresses and telephone numbers will be provided.
Social media	Social media platforms such as Facebook, LinkedIn, Nextdoor, and Instagram are some of the most effective means of distributing information to the public. They are a key tool for reaching members of the community who have not engaged with the planning system before or would not otherwise be notified (i.e. not signed up to mailing lists). The Council will use social media to publicise planning policy activities such as consultations and engagement events. Comments made on social media will not be logged as comments to a consultation – all comments should be made via the online

	system or in email or writing. Officers will not engage with comments made on social media.
Posters	Similar to social media, posters can attract the attention of those who would not be directly notified.
Public exhibitions and workshops	Public exhibitions are generally used to support Local Plan engagement. Public exhibitions allow questions to be asked, concerns to be addressed, and views and aspirations to be heard directly by officers. The Council will ensure that exhibitions are in accessible locations, and events do not exclusively occur during the working day. Workshops provide an opportunity for focussed discussion on matters of interest the community and stakeholders have in relation to a document that the Council is producing. Similar to public exhibitions, there is also the opportunity to hold virtual workshops to gain the input and views from as many members of the community as possible.
Press	The Council will use local media that are available and appropriate to publicise engagement events and consultations. This would usually be via a press release.

The use of these various methods will not be limited to just formal public engagement. The various methods may also be used to notify the public about the progress of planning policy documents, when key milestones have been reached.

The Council utilises different platforms for collecting responses from our communities, such as:

- interactive maps-based tools and surveys
- questionnaire-based surveys
- the Council's online consultation system

The Council acknowledges that digital methods of communication may not reach some people and groups/organisations and therefore will continue to accept hardcopy responses to consultations.

Making comments

When making comments on planning policy documents, respondents should provide their name, address and email address (wherever possible). This will help the Council to understand the comments being made, and also keep the respondent up to date with later stages of the process. Please note that petitions are not an effective way to communicate public feeling on the planning matters, individual comment is most effective. Planning

matters are excluded from the [Council's Petition Scheme](#). If a petition is to be submitted, signatories should be aware that the nature of the planning arguments being put forward by the petition are the most important matter, rather than the numbers of signatures on the petition.

Providing feedback

It is recognised that engagement with the community should not end after public consultation. Feedback on comments received, including resulting changes to the document, are valuable in demonstrating the influence a consultation has in shaping the final document and how comments have been considered. This feedback is publicised through the production of a Consultation Statement. These are produced for most planning policy documents and include the comments made, an analysis of the feedback in a level of detail appropriate to the document, and how the comments have influenced the document. We will not be able to provide an individual response to each comment at all stages in the process of consulting on planning policy documents.

At some stages, we may instead need to extract the key overall messages consultees have told us, summarise them, and then report back in a Consultation Statement on what action we intend to take in response.

It should be noted that preparing planning policy documents involves considering various often competing interests, as well as other factors such as national policy and guidance, and therefore whilst we will carefully consider all comments received not all comments will result in the outcome the respondent would like to see.

The Local Plan and Planning Policy Mailing List

The Council maintains a Local Plan and Planning Policy Mailing List of individuals and organisations who have requested to be kept informed of the preparation of planning policy documents. The mailing list is required to be reviewed every two years to meet data protection requirements; therefore, individuals and organisations will need to actively re-register at the appropriate time.

We will promote and publicise details of how to join the mailing list at appropriate opportunities. To join the Local Plan and Planning Policy Mailing List, please register at: <https://www.eastsuffolk.gov.uk/planning-and-building-control/planning-policy-and-local-plans>.

If you are unable to register online, please email us at planningpolicy@eastsoffolk.gov.uk or call 01394 444557.

3. The Local Plan

How the Council will involve you

England has a plan-led planning system. This means that the starting point for local planning authorities (LPAs) is to determine planning applications in accordance with the adopted development plan for their area, unless [material considerations](#) indicate otherwise. It is therefore very important that the Council has a robust strategy to communicate and effectively engage with our communities in the preparation of plans.

The East Suffolk development plan

The current development plan for East Suffolk includes the documents below:

- The East Suffolk Council – Waveney Local Plan, adopted in April 2019, which covers development in the former Waveney district area over the plan period of 2014-2036,
- The East Suffolk Council – Suffolk Coastal Local Plan, adopted in September 2020, which covers development in the former Suffolk Coastal area over the plan period of 2018-2036.
- The Suffolk Minerals & Waste Local Plan, adopted by Suffolk County Council (the minerals and waste authority for Suffolk) in July 2020, which covers minerals and waste management to 2036.
- The district's 'made' neighbourhood plans, each of which form part of the development plan in the areas they cover).

What do the East Suffolk Local Plans cover?

The two East Suffolk Local Plans each set out a high-level vision for how East Suffolk will have developed by the end of the plan period, in 2036, covering key matters such as better-quality housing, employment opportunities, health and design quality.

Delivering the Local Plans' visions is supported by strategic objectives and an overall strategy for growth and change through development, alongside protecting the East Suffolk qualities that our communities value, such as open spaces, biodiversity, and heritage assets.

The Local Plans include a range of different types of policies to help deliver these objectives. The Local Plans also include Infrastructure Delivery Frameworks, which set out what new or improved infrastructure is needed over the plan period and where it is needed.

The future East Suffolk Local Plan

Under the Levelling Up and Regeneration Act 2023, a new plan-making system has recently been introduced. In preparing a Local Plan under the Town and Country Planning (Local Planning) (England) Regulations 2026, a Scoping Consultation is required which requires local authorities to ask consultees how the authority should engage with them in the preparation of the Local Plan. Subsequently, at Gateway 1, the local planning authority must produce a self-assessment which includes the authority's approach to consultation and engagement in preparing their plan.

This document sets out some principles which will be relevant to how we will engage on Local Plan preparation, however the specific approach and methods used will be established through a Scoping Consultation. The Scoping Consultation itself will be carried out in accordance with the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2026 and relevant Government guidance.

The stages of the Local Plan preparation process are set out in [Appendix 3](#).

What is the role of consultation in a Local Plan?

At a high level, the influences on a Local Plan include a combination of, for example, meeting statutory requirements, considering existing plans and policies, and a wide range of technical evidence and assessments.

Consultation and engagement is one of these important influences on a Local Plan. The Council will work with stakeholders including the consultation bodies in [Appendix 1](#).

We will also explore new ways to engage such as through the Youth Council and other community engagement formats.

It is important to note that alongside our own Local Plan consultation processes, landowners and developers promoting their sites may undertake their own consultations and engagement with communities (see the [Community Engagement for Major Development and Masterplans](#) and [Developers Charter](#) sections later in this document). When engaging with those, it is important that comments are made directly to the promoter and not the Council, but please ensure you also engage with Council consultations.

Influences on the Local Plan are shown at a high level in the diagram below:



Collectively these inform the creation of the plan's vision, strategic objectives, policies, and identification of the supporting infrastructure requirements. Further information on Local Plan preparation will be made available as part of Local Plan consultations.

Supplementary Plans

The new plan-making system enables the Council to prepare 'Supplementary Plans' on specific matters if it chooses to do so. If the Council does decide to prepare a Supplementary Plan(s), it will follow the process set out in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2026](#) and seek to follow the relevant methods and principles embodied in this document.

4. Planning Guidance Documents

How the Council will involve you

In some cases, the Council produces guidance documents to assist with applying certain planning policies or to address specific planning-related topics. Where the Council produces planning guidance documents, the steps below will be followed. It should be noted that to date the Council has produced several 'Supplementary Planning Documents' (SPDs), from 30th June 2026 local planning authorities will no longer be able to adopt new SPDs due to

reforms to the planning system. Nonetheless, the general process of creating a Supplementary Planning Document is considered to be good practice and the steps below reflect this process.

The Council will explore ways to continue providing helpful planning guidance under the reformed planning system, including through proposed 'Supplementary Plans'.

Evidence gathering

The guidance topic will be researched, and the findings will be used to determine the content and scope of the guidance document. This stage could include engagement with key stakeholders, such as workshops. It could also include consultation, either with the public or with specific groups.

Consultation/Engagement

We will consult on a draft version of the guidance document for a minimum of four weeks. Information will be made available on our website and physical copies will be available for inspection at customer service centres as appropriate. We will provide notifications about the consultation as appropriate to the scale and nature of guidance document. For example, if the topic is very specific then we will send notifications to the organisations and people only where relevant. The Council will publish information on social media and issue a press release where appropriate.

Adoption of Planning Guidance Documents

Following the consultation, the Council will consider all representations and make any necessary amendments before adopting the document. After adoption, the planning guidance document and the Consultation Statement will be published on the Council's website. The Council will notify those on the Local Plan and Planning Policy Mailing List.

Physical copies of the planning guidance document will be made available at Customer Service Centres.

The Council will also publish information on social media and issue a press release where appropriate.

5. Community Infrastructure Levy Charging Schedule

How the Council will involve you

The Community Infrastructure Levy (CIL) is a charge that is collected by the Council on new developments. It is a tool used by the Council to help deliver the infrastructure needed to support development.

The Council sets out the charge rates for each area within the CIL Charging Schedule, which is published on our [website](#). The CIL Charging Schedule is occasionally reviewed to ensure the amount the Council charges for CIL is appropriate and viable for the areas in which it is being collected. During reviews, statutory consultees will be consulted on an early version of the CIL Charging Schedule, and then the wider community will be consulted on the draft version. The last review was done between 2020 and 2023. We do not currently have any plans to review the CIL Charging Schedule.

Evidence Base Stage

The Council will prepare evidence on infrastructure needs across East Suffolk. We will also assess the development viability across the area. This evidence will be used to establish the rates that will be charged for development in different areas of East Suffolk. The [Planning Practice Guidance](#) says that the evidence base should be developed in collaboration with neighbouring/overlapping authorities and other stakeholders.

What the Council is required to do by legislation:

- No specific requirements in legislation.

What the Council will also do at this stage:

- The Council may make use of workshops with town or parish councils and the Developers' Forum if there are clear benefits to do so.

Public Consultation on Draft Charging Schedule (Regulations 16 and 17)

A Draft Charging Schedule is published. The Draft Charging Schedule sets out the Council's proposed rates of CIL (in £ per m²).

What the Council is required to do by legislation:

- Publish the Draft Charging Schedule for an appropriate period of consultation.

- Publish the Draft Charging Schedule and supporting documents and evidence on the Council’s website, alongside the procedure for making representations and where the documents can be inspected.
- Send the Draft Charging Schedule and the representations procedure to “consultation bodies”, which include town or parish councils, adjoining local authorities, Suffolk County Council, businesses and voluntary bodies operating in East Suffolk.
- Make clear that there is a right for anyone making representations to the Draft Charging Schedule to request to be heard by the Examiner.
- Make copies of the Draft Charging Schedule and relevant evidence available for inspection (at Council Customer Service Centres).
- Issue an advertising notice to local media.
- Appoint an independent Examiner

What the Council will also do at this stage:

- Notify consultation bodies, individuals and organisations on the planning policy mailing list of the consultation.
- Add consultation information on the Council’s social media sites.
- Make copies of the Draft Charging Schedule and relevant evidence available to local libraries.

Submission of Draft Charging Schedule for independent examination (Regulation 19)

Following the public consultation on the Draft Charging Schedule, the Council will submit the Draft Charging Schedule to an independent Examiner for examination.

What the council is required to do by legislation:

- Prior to submission, if any modifications have been made to the draft Charging Schedule, the statement of modifications should be published on the website and a copy of the statement be sent to those invited to make representations on the Draft Charging Schedule.
- Prepare and publish a statement setting out the number of representations received on the draft Charging Schedule, a summary of the issues raised and how the representations have been considered (‘the Consultation Statement’).
- Submit to the Examiner the Draft Charging Schedule, the supporting evidence, the Consultation Statement and (if any modifications have been made to the draft Charging Schedule) a statement of the modifications made.

- As soon as practicable after submission, publish the Draft Charging Schedule, Statement of Consultation, (if prepared) a Statement of Modifications and (if practicable) copies of representations made and relevant evidence on the Council's website.
- As soon as possible after submission, make available the Draft Charging Schedule, Statement of Consultation, a Statement of Modifications (if prepared), copies of representations made and relevant evidence at the locations where the documents were available for inspection during the Draft Charging Schedule consultation period.
- Notify anyone who requested to be notified of the submission of the draft Charging Schedule.

What the Council will also do at this stage:

- Add information on the Council's social media sites.

Independent examination of Draft Charging Schedule (Regulations 20 and 21)

The Independent Examiner will examine the Draft Charging Schedule. The examination will normally take the form of written representations. However, the Council will arrange public hearings where a representor has formally requested that they be heard by the Examiner or the Examiner decides that a Hearing session(s) is appropriate.

What the Council is required to do by legislation:

- Publish the date, time and venue of any Hearing sessions on the Council's website, alongside the Examiner's name.
- Anyone who made a representation on the Draft Charging Schedule must be informed of the date, time and venue of the Hearing at least four weeks before the commencement of the Hearing, alongside anyone who has made a request to be heard.
- Anyone who wishes to be heard in relation to modifications to the Draft Charging Schedule must inform the Council of this request by four weeks after the Draft Charging Schedule was submitted for examination (beginning with the day on which the draft Charging Schedule has been submitted). The Council must inform anyone requesting to be heard the date, time and venue of the Hearings at least two weeks before the opening of the Hearings.

What the Council will also do at this stage:

- Add information on the Council's social media sites.
- Issue a press release to local media where appropriate.

Publication of the Examiner's Recommendations

The Examiner must submit their recommendations and reasonings to the Council at the close of the examination.

What the Council is required to do by legislation:

- Publish the Examiner's recommendations and reasons on the Council's website as soon as practicable after the day on which it receives the recommendations and reasons.
- Make available the recommendations and reasons at the locations where the documents were available for inspection during the Draft Charging Schedule consultation period.
- Give notice to those persons who requested to be notified of the publication of the examiner's recommendations and reasons that they have been published.

What the Council will also do at this stage:

- Add information on the Council's social media sites.
- Issue a press release to local media where appropriate.

Adoption of Charging Schedule by Full Council (Regulations 23 and 25)

The Council will consider the Examiner's recommendations and adopt the final Charging Schedule by a resolution of Full Council. If adopted, there are then several other necessary steps (outlined below).

What the Council is required to do by legislation:

After formally approving/adopting the Charging Schedule, the Council must:

- Publish it on the Council's website.
- Publish a report setting out how the Charging Schedule remedies any non-compliance identified by the Examiner.
- Tell those who requested notification that the charging schedule has been approved.
- Make available the Charging Schedule at the locations where the documents were available for inspection during the Draft Charging Schedule consultation period.
- Issue an advertising notice to local media.

What the Council will also do at this stage:

- Add adoption information to Council's social media sites.
- Issue a press release to local media where appropriate.

Spending Community Infrastructure Levy

Public consultation is not undertaken in relation to the spending of Community Infrastructure Levy. The Council's process and policy for spending is as set out in the [CIL Spending Strategy](#) which has been approved by Cabinet. The CIL Spending Strategy explains the role of the CIL Spending Working Group in making recommendations on District CIL bids and taking decisions on Local CIL bids.

The Infrastructure Funding Statement is informed by the Infrastructure Delivery Frameworks contained in the Council's Local Plans and in some Neighbourhood Plans that themselves have been subject to consultation as part of their preparation. The Infrastructure List within the Infrastructure Funding Statement is updated annually in accordance with CIL Regulations and does not require consultation.

6. Planning Applications

How the Council will involve you

Most planning applications include a period of public consultation, and anyone can comment on planning applications that the Council consults on. The Council aims to encourage people to engage with the planning process, as greater feedback leads to better understanding of local issues, desires and priorities. Some applications and notifications do not undergo public consultation, such as Discharge of Condition applications, Non-Material Amendment applications, EIA Screening Requests, and certain prior notification applications. However, these applications are publicly available and can be viewed on the Council's website.

Planning decisions are made in accordance with the Development Plan, which includes policies in local plans, neighbourhood plans, and the National Planning Policy Framework (NPPF), and other [material considerations](#).

For this section 'planning applications' comprise of:

- Applications for Full Planning Permission
- Applications for Outline Planning Permission
- Applications for Householder Planning Permission
- Applications for Listed Building Consent
- Applications for Advertisement Consent

Pre-Application stage

The Council recommends that applicants use our pre-application advice service as it enables pro-active input on plans and helps any potential issues to be resolved early. It enables

officers to provide helpful feedback on the proposal in principle, and where relevant, on more detailed matters such as indicative overall design quality.

We encourage applicants to send clear plans and supporting information so that officers can provide the appropriate level of feedback. Pre-application submissions are not subject to any consultation outside of the Council officers and the information provided and the advice are not published on our website and may be confidential, however applicants should be aware that this may be available through Freedom of Information requests.

Developers of major development schemes, particularly those that are larger or otherwise have more potential for local impacts, are strongly encouraged to carry out their own public pre-application consultation with communities. See the [Community Engagement for Major Development and Masterplans](#) and [Developers Charter](#) sections later in this document. This is strongly encouraged by our [Developers Charter](#). Even for smaller developments, we strongly encourage pre-application engagement with neighbours of the site. For example a two storey extension may significantly benefit from the developing householder sharing plans with neighbours early, discussing any concerns and attempting to address them before an application is submitted.

Pre-application consultation is mandatory for wind turbine proposals that involve two or more turbines, or any turbines with a hub height of 15m or more.

Details of the Council's pre-application service are available here:

<https://www.eastsuffolk.gov.uk/planning-and-building-control/planning-applications-and-enforcement/pre-application-advice-service> .

What the Council will do:

- Encourage applicants to enter pre-application discussions with officers through the Council's pre-application advice service.
- Encourage applicants to undertake pre-application consultation with the community.

Publication of Planning Applications and viewing Planning Applications

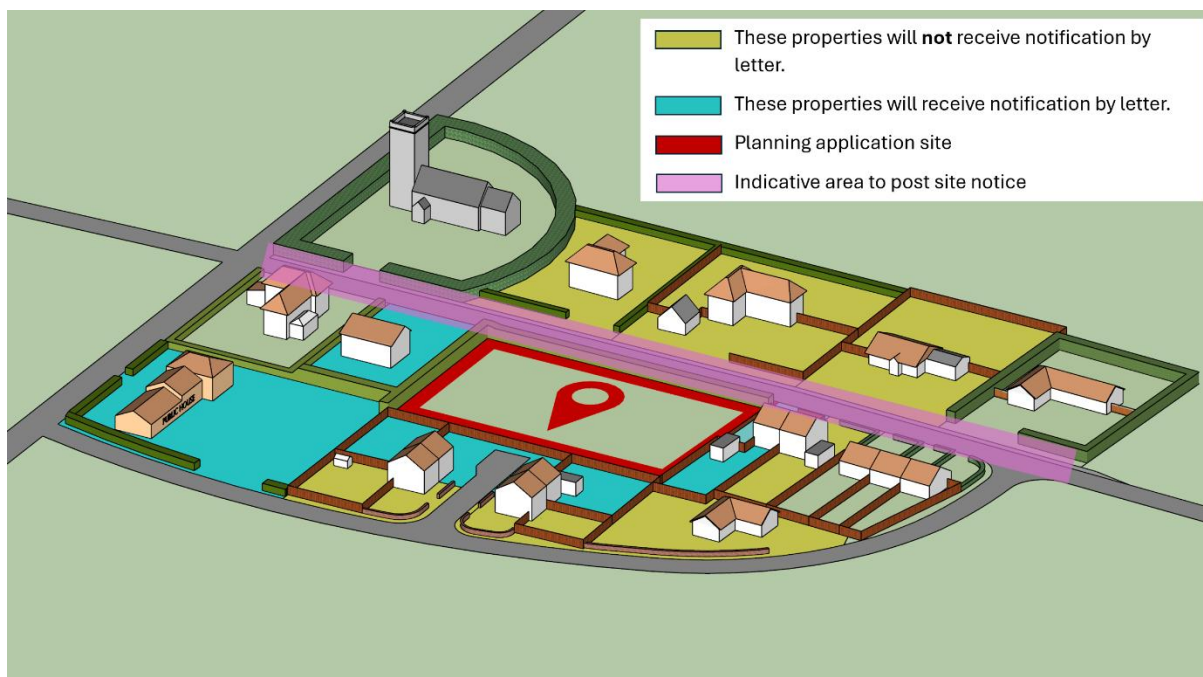
All planning applications will be published for public consultation on 'Public Access', the Council's planning application system, accessible via the Council's website at <https://publicaccess.eastsuffolk.gov.uk/online-applications/>.

You can sign up to Public Access to receive updates on individual planning applications or in a specific area, such as your Parish or Town. Guidance is available on the Council's website [here](#).

We do not produce paper copies of applications. Planning applications can also be viewed at our libraries and at the Council's [customer service centres](#) on computers provided in those locations. For some very large planning applications, the Council may ask the applicant to provide a printed copy of the application and plans for the Town/Parish Council who may then be able to allow public viewing (this is at the applicant's discretion).

How to comment on Planning Applications

[Consultation comments](#) must relate to material planning considerations in order to be taken into account. Those commenting are strongly encouraged to provide their name and address which ensures that officers and applicants can understand how any comments relate to the location. This also ensures that comments made can be properly accounted for in later stages and to ensure that decision makers know where any comments are originating from in their judgement of the proposal. This may be important in the event of an appeal, a judicial review or any future complaints process. The diagram below illustrates how we will notify nearby properties about a planning application:



What the Council will do:

- Planning applications will be published on the Council's 'Public Access' system with a minimum of a 15 working day consultation period. In the case of applications which are accompanied by an Environmental Statement, the consultation period will be minimum of 20 working days.
- The deadline for comments to be received will be made clear on the public access page under 'Expiry Date'. This is based on when the last part of the consultation process expires (such as the site notice date).
- Neighbouring buildings which share a physical boundary with the site will be notified by letter. We do not consult adjacent landowners where this is no building/address point. Town or parish councils will be notified by email. Statutory consultees and relevant non-statutory consultees will be invited to make comments by email.
- Site notices will be displayed on or near to the land which the application relates to. The precise location will be individual in each case and influenced by available street furniture or other points where the notice can be affixed. The display of a site notice is in conjunction with public consultation and notification and an additional measure to publicise the application.
- A press advert in printed newspapers may be published for certain applications, which could include: major applications; applications that affect a Public Right of Way, a Conservation Area, or a listed building or its setting; applications accompanied by an Environmental Statement; or if it involves a departure from the policies of the district's development plan (relevant local plan and neighbourhood plan for the area).
- The decision of when, and how, to re-consult is highly specific to each individual case. Factors such as the scale of the development and relative extent to which the scheme has been amended; local interest and response to initial consultation; and nature of the amendments to the scheme are all influential. The Council will be preparing and publishing on the planning webpage general guidelines for applicants, agents and interested parties on the re-consultation procedure and principles the LPA will work to.
- Planning applications will remain online for future reference.

Officer Report and Decision

Following consultation and consideration periods, a Planning Officer (case officer) prepares a report on the application and provides a recommendation to approve or refuse an application. In most cases, planning officers (with delegated powers on behalf of the Head of

Planning and Building Control) will make the final decision. However, if the recommendation is contrary to the comments received from a town or parish council, the local ward member, or from a statutory consultee, the application may be referred to the Referral Panel. The Referral Panel will then decide if the application should go to Planning Committee for determination. Details on the scheme of delegation and relevant referral and call-in procedures can be found via this [link](#).

The different ways that planning applications can be decided are detailed in the [East Suffolk Council Constitution](#).

If the application is to be considered at Planning Committee the determination route will be changed on public access and the parish or town council and ward members will be notified when the report is published. Anyone who has made a public comment will not be directly notified but may wish to sign up to receive updates from Public Access. Some people are allowed to speak if they register to do so in advance of the meeting. People who are allowed to speak include a representative of the town or parish council, the applicant or representative of the applicant, an objector, and the relevant ward members.

Further information on the Planning Committee and the right to speak can be found on the Council's website: [Speaking at Planning Committee | East Suffolk Council](#). The referral reports and meeting outcomes are also available on our website.

Decision Notice

The decisions made on planning applications will be published on 'Public Access'. Any members of the public who commented on the application will be informed of the decision by email.

Applying to Carry Out Works to Trees with a TPO, or Trees in Conservation Area

Before any work is undertaken on a tree with a Tree Preservation Order (TPO) in place, a formal application must be submitted to the council. Once an application has been made, we will consult with the town or parish council. If there are no objections from the town or parish council, the tree officer will make a decision on the tree works. If an objection is received from the town or parish council, the decision will be referred to the Head of Service.

Trees in Conservation Areas already covered by a TPO are subject to the controls outlined above. Trees in Conservation Areas not covered by a TPO are still covered by certain provisions requiring individuals to give 6 weeks written notice to the council of any intended tree works using a 'Section 211 notice'. The council will then approve the works or decide to make a TPO on the trees.

In some exceptional circumstances, a TPO Tree Works application or a Section 211 notice may not be necessary. These include making a tree safe if it's an imminent threat, or removing dead wood. Even if work is considered exempt, it is still a requirement to give the council 5 days written notice of intended works. All tree work applications are available for public viewing via the public access online.

7. Planning Appeals: How the Council will involve you

How the Council will involve you

Planning applications may be subject to appeal by the applicant in the following circumstances:

- if the application is refused
- against conditions imposed on an approval
- on grounds of 'non-determination' after the statutory determination period has passed

Planning appeals are processed by the Planning Inspectorate and may be determined through a process of written representations, informal public hearing or through a public inquiry. In each case the process may differ and in some cases the Planning Inspectorate request that the Council notifies interested parties upon registration of the appeal and further comments on that appeal may be invited.

More information on planning appeals can be found here:

<https://www.gov.uk/government/collections/make-an-appeal-to-the-planning-inspectorate-and-associated-guidance>

All planning appeals can be located and viewed on the public access page through the search function: [Planning application and enforcement statistics | East Suffolk Council](#)

The Council will notify in writing all those parties that made comments on the original application subject of the appeal, to advise of the appeal and provide guidance on how to make representations for the consideration of the Planning Inspector.

Decision letters for planning appeals will be issued by the Planning Inspectorate and published online once received by the Council. The Planning Inspectorate will not directly update interested parties except for the Council and appellant.

8. Community Engagement for Major Development and Masterplans

How the Council will involve you

The Council encourages developers of major development sites to undertake early engagement and consultation with the local community and the local planning authority. We recognise that major development projects can create a lot of local anxiety and if information is not shared early and in a meaningful way communities can lose confidence in the planning process. These discussions can help to build relationships, address community cohesion, identify potential opportunities and issues arising from the scheme and start consideration of the appropriate infrastructure and mitigation measures needed to support the development.

Community Engagement for Major Developments

Developers are responsible for any community engagement and consultation activities that will be used to support a planning application. It should allow all members of the public to share ideas and feedback and for that to be recorded and later presented in the developer's Statement of Community Involvement.

The type and length of any consultation should be proportionate to the scale of the development and ideally be agreed with planning officers. In most cases this should be a minimum of 4-weeks. Extra time should be allowed if the consultation overlaps with a holiday period and public engagement events should always be held within the first two weeks of the consultation process. We strongly encourage developers/promoters to undertake prior engagement, and ideally meet with Town and Parish Councils and Ward Members, in advance of commencing any public consultation so that they are suitably briefed and prepared for any public questions they may receive.

Engagement and consultation activities should aim to reach a wide range of people, which could include town or parish councils, residents, neighbourhood planning groups, district and county councillors, district and county council officers, police, fire services, utility companies, infrastructure providers, adjoining landowners etc. A list of consultation bodies can be found in [Appendix 1](#).

In January 2025, the Council launched the [East Suffolk Developers Charter](#) (see below section). It includes a dedicated theme area on 'Participation & Engagement', which developers and communities are recommended to read to support higher quality engagement and outcomes. Whilst the Developers Charter is aimed at residential development, the majority of its content on participation and engagement can be applied to

all other forms of major development, including commercial developments and renewable energy projects.

For major development engagement, a consultation and engagement website should be created to host the plans and documents, exhibition boards, details of engagement events, contact details, and to feedback useful information. When a website is created for the engagement stage, it should be maintained live and available into the application process and kept updated.

Developers must take care to ensure that they are engaging with communities ahead of other planning activities. This includes commencing public engagement prior to submitted Environmental Impact Assessment Screening and Scoping requests, which are public submissions and when submitted in advance of public engagement can create confusion and concern in communities and add communication burdens for the Council.

Masterplanning

Major development, particularly residential development, is best developed through a process of masterplanning. This is important for Outline planning applications and certainly for development of a strategic scale. A masterplan of some form should be part of the formation of any proposal for upwards of 50 homes. It is an essential component of much larger strategic sites, and masterplanning and engagement are concurrent with each other. Some of our major allocations stipulate that public engagement through masterplanning is a policy requirement.

Before producing any plans, early engagement around masterplanning for a site should explore people's views on what they like and dislike about an area, how they use it, and what they would like to see from a new development and what they would not like to see. Once plans are drawn up, different masterplan options should be presented for discussion. A single round of consultation on masterplans is not considered to be ongoing engagement, and therefore we would expect an iterative process of a minimum of two rounds of community engagement for masterplans. The eventual planning application should clearly show how the engagement/consultation process informed the design of the proposed development and this should be clearly illustrated in the Statement of Community Involvement accompanying the application.

Where practical, a masterplan should cover the whole site, even if that extends beyond the area the individual developer is responsible for. Many masterplans require multi-landowner/developer collaboration and are a key tool in achieving that. A masterplan can cover the phasing of developments, land-use distribution, placemaking strategies and infrastructure delivery. Developers can produce masterplans in collaboration with other

developers, Planning Officers in the Major Sites and Infrastructure Team, consultees (including the local highway and flood authority) and the wider community.

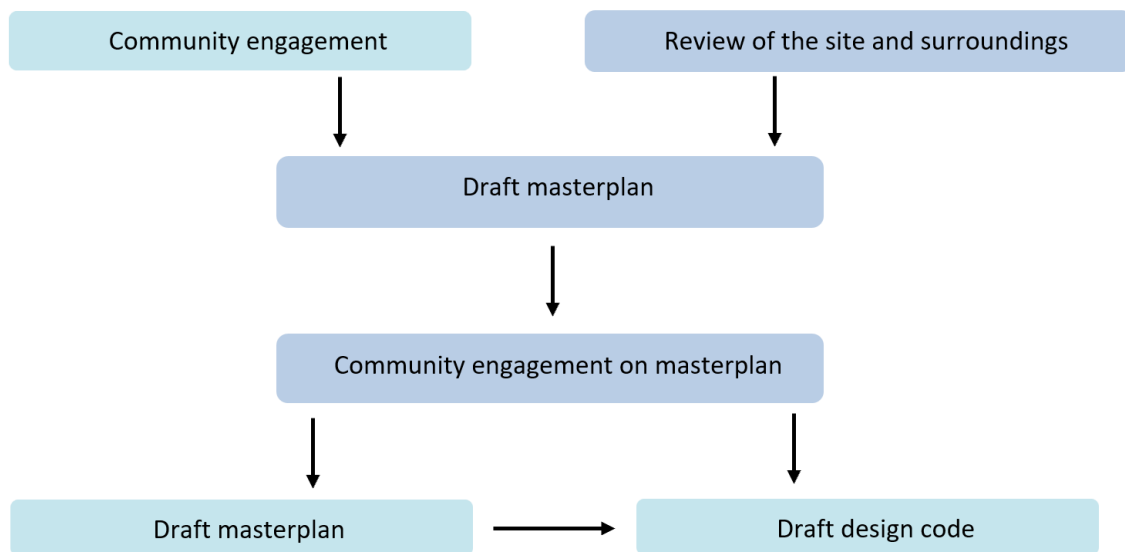
A masterplan is not just a plan/drawing. It collates informing components into a visual representation of how a site can be delivered and is accompanied by the surveys, assessment and engagement which inform it. The masterplan should include as a minimum:

- Vision Statement
- Site and Context Appraisal
- Planning and Design Principles

When preparing a masterplan, consideration should be given to the National Design Guide, the National Model Design Code and the Council's Healthy Environments Supplementary Planning Document, as well as other available guidance documents.

While a masterplan demonstrates an overall vision for a site, site-wide design codes should also be produced. The role of a design code is to show how that masterplan can be delivered through setting out more specific design expectations. The level of detail included within a design code should be proportionate to the scale and complexity of the site. It should also be proportionate to the type of application that will be submitted i.e. a full application will require a more detailed design code. Where a design code will come forward as part of an outline application, the design code should look to secure overarching principles which will then be picked up by individual design codes for each reserved matters application.

The diagram below shows the process of developing a masterplan and design code, including community engagement, and how the masterplan and design code relate to one-another. It is expected that this process will also include involvement from the Local Planning Authority.



A design code should follow the structure and content set out by the National Model Design Code (as amended), ensuring the code is concise, prescriptive and communicated visually through illustrations as far as practicable. Resources on how to prepare a design code are available through the [Design Council](#).

The masterplan and design code should both be submitted with a planning application and should not be secured through condition, with the exception of where this is discussed otherwise in policy or guidance such as the custom and self-build design code.

9. The East Suffolk Developers Charter

How the Council will involve you

The [Developers Charter](#) sets out the Council's views on what best practice looks like for developers of major residential developments, in terms of going 'above and beyond' standard practice and minimum requirements. It also provides a framework for the council to support and publicly recognise exceptional developments and engagement strategies that have achieved high standards.

The charter is structured using the following five 'theme areas':

- Participation and Engagement
- Landscape and Biodiversity
- Homes

- Sustainable Design
- Considerate Construction and Community Ownership

Use of the Charter is strongly encouraged but voluntary and will not be a material consideration in the determination of planning applications.

The Participation and Engagement and Considerate Construction and Community Ownership theme areas both encourage engagement and collaboration between developers, the community and the Council. Any engagement should be proportionate to the type and scale of development being proposed.

The Participation and Engagement theme area addresses the design and planning process up to the grant of planning permission. Developers are encouraged to hold engagement activities (digital and in-person), use local knowledge and feedback from communities, keep communities updated, and collaborate with other developers on masterplans where appropriate. Communities can add value by providing constructive feedback and the Council can add value through the pre-app service.

The Considerate Construction and Community Ownership theme area covers the time from the grant of planning permission through to the completion and beyond. Developers are encouraged to provide a community liaison contact, clear public information, maintain good construction management processes, and good communication with the Council and community. Full details of the range of engagement methods encouraged are provided in the Charter.

Schemes may be submitted for recognition by the developer, owner, occupier, town or parish council or members of the public. Full details of eligibility criteria and evidence to be submitted will be published online before nominations open for submissions.

10. The East Suffolk Placeshaping Project

How the Council will involve you

East Suffolk Council is working on a Placeshaping Project to produce policy or guidance that will help to improve design quality, deliver consistency in decision-making, and champion the character and aspirations of its places. Depending on whether the project evolves into guidance or policy, it may be prepared as a Supplementary Plan under the reformed plan-making system as set out in the Levelling Up and Regeneration Act 2023.

Once the relevant secondary legislation and policy is in place, we will be able to establish the detailed preparation process and the consultation and engagement methods. As a minimum this will involve public consultation and an examination. During the project the

types of consultation methods that may be used include workshops, roundtables, and engagement activities with under-represented groups.

11. Neighbourhood planning

How the Council will involve you

A neighbourhood plan is a community planning tool that gives local communities the opportunity to shape the development and growth of their local area. It sits alongside the adopted local plan for decision making on planning applications. Town and parish councils are responsible for preparing neighbourhood plans. However, they must work with other members of the community who are interested in, or affected by, the proposals in the neighbourhood plan or neighbourhood development order. Engagement with the local community must be continuous throughout the process. This section outlines the advice and assistance the Council will provide to communities preparing neighbourhood plans. In addition to neighbourhood plans, community right to build orders and neighbourhood development orders can be used by the community to grant planning permission for development on a specific site.

The role of the Council

The Council will support neighbourhood planning groups in the ways set out below. This applies to writing new neighbourhood plans or reviewing existing plans.

- Provide initial advice on neighbourhood planning matters for the area in question and the potential scope of such a plan.
- Provide ongoing advice and support throughout the preparation of the neighbourhood plan. This includes advice on the relevant legislation, timetabling, and conformity with national and local planning policies.
- Provide some practical assistance where practicable, such as data for mapping.
- Provide examples of best practice.
- Provide contacts for consultees where this is necessary.

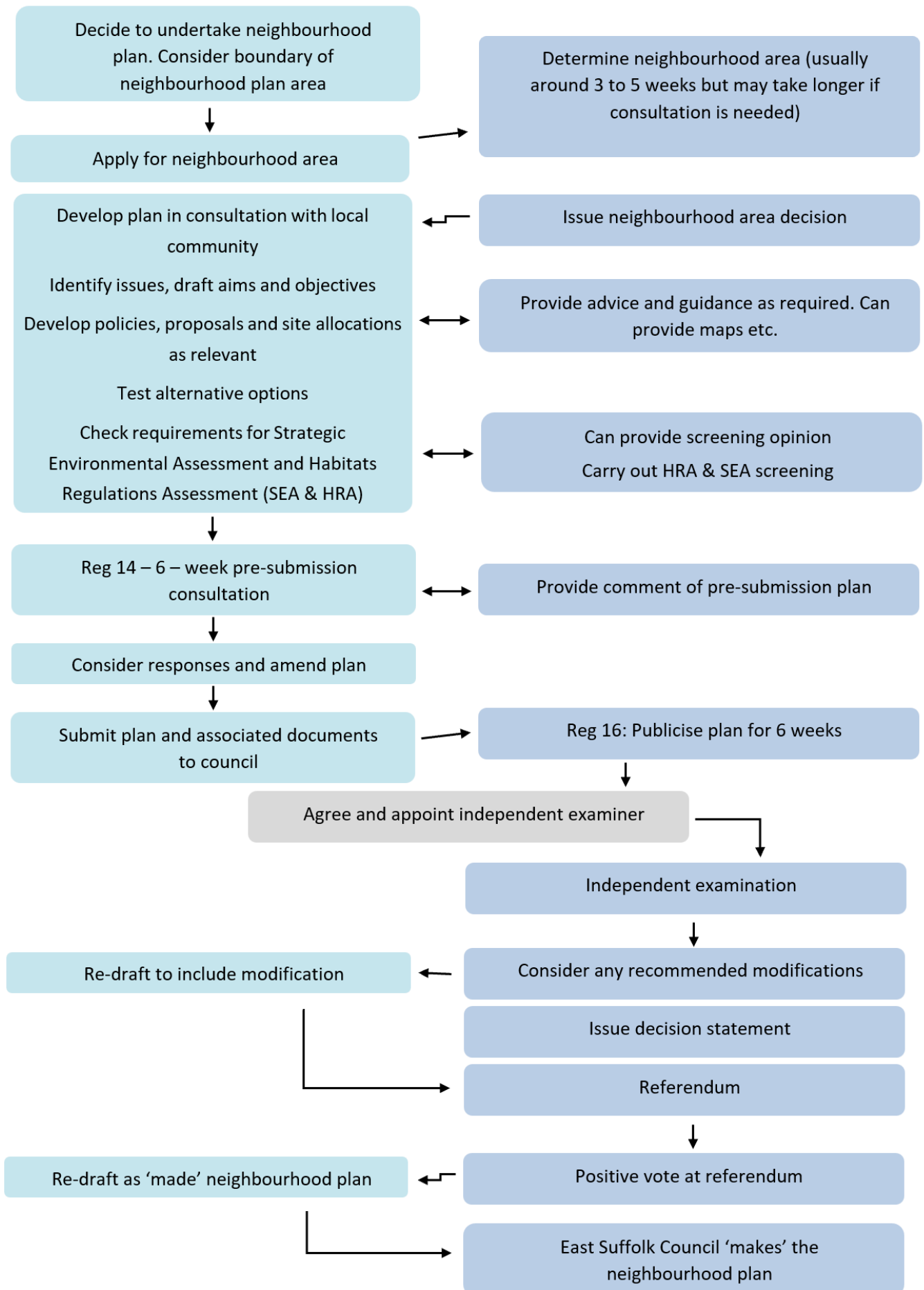
The Broads Authority is the local planning authority for areas within East Suffolk falling within The Broads. Town and parish councils with part of their parish in the Broads will need to consult with the Broads in producing their neighbourhood plan. The Council will also consult with the Broads Authority during the formal stages of the process.

The flowchart on the following page outlines the typical process for creating a neighbourhood plan, identifying the roles for the neighbourhood planning group and East Suffolk Council. The process for the review or modification of a neighbourhood plan may not involve all of the stages outlined below, depending on the nature of the review or

modification, as set out in our guidance on the [Review of Made Neighbourhood Development Plans](#)'.

Neighbourhood planning group

East Suffolk Council



The Council website includes information on how we will support groups producing neighbourhood plans: www.eastsuffolk.gov.uk/planning/neighbourhood-planning.

Neighbourhood Area Application and Decision (Regulations 5, 6, and 7)

Before the neighbourhood plan can be drafted, a town or parish council will have to apply for a Neighbourhood Area Designation, which determines the area where the neighbourhood plan will apply. In some cases, such as when the area goes beyond a single parish boundary, the application will require consultation. Once the neighbourhood plan area has been decided, the Council will publish the designation of the new neighbourhood plan area.

What the Council is required to do by legislation:

- Publish the Neighbourhood Area Designation application for a minimum of six weeks if consultation is required.
- Publish the application on the Council's website.
- Publish the decision on the Council's website.

What the Council will also do when consultation is required:

- Notify neighbouring town and parish councils, neighbouring local planning authorities when the designation adjoins their areas, local ward and county councillors, specific consultation bodies and internal East Suffolk Council services.
- Publish information on the Council's social media sites.

What the Council will also do to publicise the decision:

- Send notification of decision to neighbouring town and parish councils, neighbouring local planning authorities when the designation adjoins their areas, local ward and county councillors, and specific consultation bodies.
- Publish the neighbourhood planning area on the Council's social media sites.

Draft neighbourhood plan and Pre-Submission Consultation

East Suffolk Council will provide guidance and support throughout the development of the neighbourhood plan. The town or parish council will be responsible for all public engagement during the drafting stage of the neighbourhood plan, including the formal pre-submission consultation (commonly known as the 'Reg. 14' consultation). East Suffolk Council will provide a response to the pre-submission consultation.

Publicising the neighbourhood plan

Following consideration of the comments received during the pre-submission consultation the town or parish council may make changes to the neighbourhood plan. The town or parish council will submit the plan and associated documents to the Council. East Suffolk Council will then publicise the neighbourhood plan and supporting documents and invite comments ahead of the examination (commonly known as 'Reg. 16' publicity).

What the Council is required to do by legislation:

- Publicise the neighbourhood plan for a minimum of six weeks.
- Publish all documents on the Council's website along with details of where the neighbourhood plan can be inspected, how to make comments, and the closing date.
- Make clear that anyone making comments on the neighbourhood plan can request be notified of the Council's decision to 'make' (adopt) the neighbourhood plan.
- Notify consultation bodies listed in the Consultation Statement to inform them that the neighbourhood plan has been received. Members of the public will be notified where they have agreed to have their details shared with the Council in compliance with the General Data Protection Regulations.

What the Council will also do at this stage:

- Publish information on the Council's social media sites.
- Issue a press release to local media where appropriate.
- Make physical copies of the neighbourhood plan available for inspection at a Council Customer Service Centre/Centres nearby to the neighbourhood area where appropriate. Copies will also be made available at a nearby library/libraries where appropriate.

Examination

After publicising the draft neighbourhood plan, the Council will arrange for the examination of the neighbourhood plan, including appointing an independent examiner in consultation with the town or parish council. The neighbourhood plan and the comments received are then examined by the Examiner.

What the Council is required to do by legislation:

- Submit to the examiner the neighbourhood plan, supporting documents, Consultation Statement, Basic Conditions Statement and copies of the representations received during the draft plan publication.

- If the examination involves a hearing, share information on the date, time, venue and format of the hearings to anyone who requested to be notified.

What the Council will also do at this stage:

- Add information on the Council's social media sites.

Publication of Examiner's Report

The examiner will then provide their report outlining their recommendations for the neighbourhood plan, including any modifications they consider to be necessary and whether the neighbourhood plan should be taken to referendum (public vote).

What the Council is required to do by legislation:

- Publish the Examiner's Report on the Council's website.

What the Council will also do at this stage:

- Issue a press release to local media where appropriate.
- Add information on the Council's social media sites.

Decision Statement and Referendum

East Suffolk Council will make a decision on what action to take in response to the Examiner's recommendations and whether or not to take the neighbourhood plan to referendum. Where the neighbourhood plan goes to a referendum, the Council will administer the referendum and everyone in the neighbourhood area who is registered to vote will have the opportunity to vote.

What the Council is required to do by legislation:

- Publish the Council's decision on whether to take the neighbourhood plan to referendum (the 'Decision Statement') on the Council's website.
- Send a copy of the Council's Decision Statement to the town or parish council responsible for the neighbourhood plan and anyone who requested to be notified of the decision.
- Make physical copies of the Decision Statement available for inspection at a Council Customer Service Centre/Centres nearby the neighbourhood area where appropriate.
- Arrange the referendum.
- Publish information on the referendum on the Council's website.

What the Council will also do at this stage:

- Publish information on the referendum on the Council's social media sites.
- Issue a press release to local media where appropriate.
- Make physical copies of the neighbourhood plan available for inspection at a Council Customer Service Centre nearby to the neighbourhood area where appropriate. Copies will also be made available at a library/libraries nearby to the neighbourhood area where appropriate.

Adoption

Following a successful referendum result (more than 50% of the votes are cast in favour of approving the neighbourhood plan), the Council will 'make' (adopt) the neighbourhood plan (Regulations 19 and 20).

What the Council is required to do by legislation:

- Publish the Decision Statement and the neighbourhood plan on the Council's website.
- Notify consultees who wished to be kept informed about the adoption of the neighbourhood plan.
- Make physical copies of the neighbourhood plan and Decision Statement available for inspection at the Council Customer Service Centres where appropriate. Copies will also be made available to a local library/libraries nearby to the neighbourhood area where appropriate.

What the Council will also do at this stage:

- Issue a press release to local media where appropriate.
- Add information on the Council's social media sites.

12. Housing Land Supply

How the Council will involve you

Local Planning Authorities are required to prepare Local Plans, which must plan for enough housing to meet their projected housing requirements over the plan period. To identify their housing need figure, councils use the 'standard method', which is set out in the [National Planning Policy Framework](#) and the [Planning Practice Guidance](#).

Local Planning Authorities are required to monitor the number of homes permitted through decision-making processes to meet their housing requirements over the next five years – this is called maintaining the council’s ‘Five Year Housing Land Supply’.

The Council produces a Housing Land Supply Statement every year, which sets out the current supply of housing sites that are considered suitable, available, and achievable for housing over the next five years. To prepare the Statement, we engage with a variety of stakeholders, including:

- Developers
- Land promoters
- Landowners

Contact with developers, land promoters, and landowners will usually take place by way of a questionnaire, followed by phone calls if necessary for further information. The information obtained from stakeholders will support an analysis of site circumstances, past completions, permissions, and annual on-site monitoring checks. This information will help the council understand how sites are progressing, and will then be used to calculate the Housing Land Supply. Annual updates to the Housing Land Supply Statement will be published on the Council’s website.

13. Conservation Area Appraisals

How the Council will involve you

A Conservation Area is a designated area of special architectural or historic interest, where it is important to preserve or enhance the character or appearance of the place. They help ensure that the heritage, character and distinctiveness of historic areas are maintained for future generations, while still allowing for appropriate development.

A [Conservation Area Appraisal](#) (CAA) should be carried out by the Council before designating a new conservation area and, once designated, as a regular review. The public is consulted, to ensure that those affected by the creation of a new Conservation Area are able to have a say, and so that local knowledge is reflected in the Conservation Area Appraisal.

What the Council is required to do by legislation:

- Hold 6-week public consultation, as appropriate.
- Notify those who are affected via letter prior to consultation and after to confirm adoption.
- Publicise new Conservation Area or changes to a Conservation Area boundary in local newspaper.

14. Article 4 Directions

How the Council will involve you

An Article 4 Direction is a planning regulation made under Article 4 of the General Permitted Development Order (2015) which restricts certain permitted development rights. This means that planning permission is required for something that would normally be permitted development. In Conservation Areas, Article 4 directions help preserve the character and appearance of the area.

What the Council is required to do by legislation:

- Notify the public via local advertisement, including displaying site notice for a minimum of 6-weeks and direct notice to owners and occupiers of affected land via letter.
- Hold 6-week public consultation.
- After adoption, public will be notified via local press advertisements and letters will be sent to owners and occupiers of affected land

What the Council will also do:

- Hold informal early engagement with Town/Parish council
- Publicise consultations on social media platforms.

15. Tree Preservation Orders (TPOs)

How the Council will involve you

A Tree Preservation Order (TPO) is a legal order placed on specific trees or woodland by the Council to protect trees of significant public amenity value, which primarily includes visual importance. There may also be exceptional instances of historical interest or environmental benefit.

If a tree has a TPO, work cannot be carried out without the Council's permission, unless exceptional circumstances apply. Exceptional circumstances include making a tree safe if it is a threat to people or property, or if removing dead wood or a dead tree. Even if work is considered exempt, it is still a requirement to notify the local authority with five days written notice of the planned work.

The Council will consult the public when issuing a new TPO.

What the Council is required to do by legislation:

- Notify those by letter who have a right to work on the tree, including the owner, tenants, and the owners of adjacent neighbouring land.
- Consider at planning committee any valid objections to the serving of a new TPO, and the decision will be taken on whether to either confirm the TPO or let it lapse (TPOs are initially served on a temporary 6-month basis).
- Neighbouring landowners of the TPO land are notified by letter of the new TPO.

16. Planning Support for Communities

RTPI Planning Aid

The Royal Town Planning Institute (RTPI) offers advice and support to individuals and communities who wish to become more engaged with the planning system and more involved in local planning.

The service is delivered by RTPI members and is funded by the Institute. It provides web resources and email advice as well as training on planning matters, including engagement and workshops. The service does not provide advice on issues outside of planning such as building regulations and valuation work.

All requests for planning advice should be directed to the email advice service which is accessible via www.planningaid.co.uk.

17. Equality

The Equalities Act of 2010 requires public organisations to eliminate unlawful discrimination and advance equality of opportunity for all (called the Public Sector Equalities Duty). Efforts should be made to involve a variety of groups regardless of race, religion, age, disability, gender and sexual orientation or any other 'protected' characteristic. By including those groups who may not normally find it easy to get involved in planning, the Council may be able to highlight issues that may not otherwise be identified.

We will conduct Equality Impact Assessments on appropriate documents and processes (such as the Local Plan) to ensure that any potential adverse impacts on any particular groups are identified and – where practicable - mitigated.

18. Data Protection

The UK General Data Protection Regulation and the Data Protection Act 2018 (and any updates) require anyone who collects personal data to only use this data for appropriate and agreed purposes, and to only keep the information for the necessary time period required.

Information on how we collect, publish, share, and retain your personal information can be found in the Planning Service Privacy Notices on our website, via the following links:

Planning Policy and Delivery and Design and Heritage teams:

<https://www.eastsuffolk.gov.uk/uk-gdpr-privacy-notices/planning-policy-and-delivery-and-design-and-heritage-privacy-notice>

Development Management team: <https://www.eastsuffolk.gov.uk/uk-gdpr-privacy-notices/planning-development-management-privacy-notice>

Appendix 1: Consultation Bodies

Specific/statutory consultation bodies for local plans

The [Town and Country Planning \(Local Planning\) \(England\) Regulations 2026](#) define ‘specific consultation bodies’ which include:

- Active Travel England
- Canal and River Trust
- the Civil Aviation Authority
- the English Sports Council (Sport England)
- the Environment Agency
- the Forestry Commission
- the Historic Buildings and Monuments Commission for England (Historic England)
- the Homes and Communities Agency (Homes England)
- Lead Local Flood Authority
- the Marine Management Organisation
- Natural England
- Network Rail
- the Office for Nuclear Regulation
- the Office for Road and Rail
- The Relevant County Highway Authority
- Highways England
- Norfolk County Council
- Suffolk County Council
- Parish and Town Councils and Parish Meetings within and adjoining the East Suffolk area
- Suffolk Constabulary
- Norfolk Constabulary
- Adjoining Local Planning Authorities – The Broads Authority, Mid Suffolk District Council, Babergh District Council, South Norfolk District Council, Great Yarmouth Borough Council, Ipswich Borough Council
- NHS Norfolk and Suffolk Integrated Care Board
- Anglian Water
- Essex and Suffolk Water
- Electronic communication companies who own or control apparatus in the East Suffolk area
- Relevant gas and electricity companies
- Responsible authority for a local nature recovery strategy

General consultation bodies for Local Plans

In accordance with government regulations the following general consultation bodies must be consulted where the Council consider it appropriate, these may include:

- Voluntary bodies, some or all of whose activities benefit all or part of the planning authority's area
- Bodies which represent the interests of persons in the planning authority's area who share a protected characteristic under the Equality Act 2010
- Bodies which represent the interests of persons carrying on business in the planning authority's area

Statutory consultation bodies for Development Management

In accordance with government regulations the following specific/statutory consultation bodies must be consulted where the Council considers that they have a statutory interest in the subject of the proposed planning application. This is informed principally by the criteria laid down in Schedule 4 of The [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#). These consultation bodies may include:

The Council is preparing guidance around when it will consult specific consultation bodies. This will be published on the Council's website when it is available.

- Canal and River Trust
- The Coal Authority
- Control of Major Accident Hazards
- Crown Estates
- Department of Energy and Climate Change
- Environment Agency
- Garden History Society
- Forestry Commission
- Historic England
- Lead Local Flood Authority
- Marine Management Organisation
- Natural England
- Network Rail
- The Relevant County Highway Authority
- Highways England
- Norfolk County Council
- Suffolk County Council
- Parish and Town Councils and Parish Meetings within and adjoining the East Suffolk area

- Adjoining Local Planning Authorities – The Broads Authority, Mid Suffolk District Council, Babergh District Council, South Norfolk District Council, Great Yarmouth Borough Council, Ipswich Borough Council
- Anglian Water
- Essex and Suffolk Water
- Sport England
- Theatres Trust

Co-operation on strategic planning matters

In preparing local plans, the Council will continue to work constructively and collaboratively with the following bodies (*please note this list is not exhaustive*):

Neighbouring Local Authorities and County Councils:

- The Broads Authority
- Great Yarmouth Borough Council
- Ipswich Borough Council
- Mid Suffolk District Council
- Babergh District Council
- West Suffolk Council
- South Norfolk District Council
- Suffolk County Council, including relevant departments including Minerals and Waste, Archaeology and National Landscapes team amongst others.
- Norfolk County Council

Other public bodies and infrastructure providers:

- Environment Agency
- Historic England
- Natural England
- Civil Aviation Authority
- Homes England
- NHS Integrated Care Boards
- The Office of Rail and Road
- Integrated Transport Authorities
- Highways England
- Marine Management Organisation
- Wild Anglia Local Nature Partnership

Appendix 2: The council's legal responsibilities for involving you

The preparation process of each type of planning policy document follows a different regulatory structure for involving key stakeholders. The current main regulations that determine community involvement in each of these key processes include:


- Local plans and supplementary plans: [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2026](#)
- Neighbourhood plans: [The Neighbourhood Planning \(General\) Regulations 2012](#) (as amended) and the [Neighbourhood Planning \(Referendums\) Regulations 2012](#).
- Community Infrastructure Levy Charging Schedule: [The Community Infrastructure Levy Regulations 2010](#) (as amended).

The regulations for community involvement in planning applications is more complex, though most types of application are regulated by the following:

- Planning applications (general): The [Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#).
- Listed buildings: [The Planning \(Listed Buildings and Conservation Areas\) \(Amendment\) \(England\) Regulations 2004](#).
- Tree Preservation Orders: [The Town and Country Planning \(Tree Preservation\) \(England\) Regulations 2012](#).
- Permitted development: [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#).

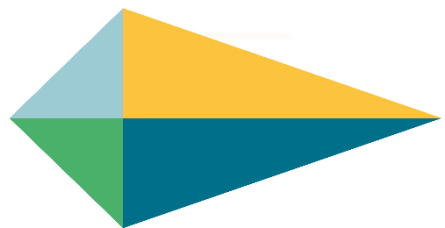
Appendix 3: Local Plan Stages

The diagram below shows the key stages in preparing a Local Plan.



Publish Local Plan timetable	The timetable must be kept up-to-date and set out the anticipated and actual dates for key plan-making stages
Publish notice of intention to commence local plan preparation	Publication of notice which commences a minimum 4-month notice period so that stakeholders are aware plan-making is beginning
Scoping consultation	Inviting feedback from stakeholders on how to engage with them and what the plan should contain
Gateway 1: self-assessment of readiness	Publication of a document setting out details of how you have got ready for plan-making, marking formal commencement of the 30-month timetable
Consultation: proposed local plan content and evidence	Minimum 6-week consultation on the proposed local plan content and evidence, including a draft vision
Gateway 2	Seeking observations and advice from PINS to support the early resolution of potential soundness issues and progress towards the 'prescribed requirements'
Consultation: proposed local plan	Minimum 8-week consultation on the proposed local plan and its supporting documents
Gateway 3	Testing if the proposed local plan has met the 'prescribed requirements' and can proceed to examination
Examination	Examination of the local plan against the tests of soundness
Adoption	Publication of the local plan and adoption statement

Adapted from [Plan-making regulations explainer - GOV.UK](#)



EASTSUFFOLK
COUNCIL

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