

## APPENDIX A

### CONSULTEES LIST FOR LOCAL DEVELOPMENT FRAMEWORKS.

- A.1 This appendix outlines the groups, organisations and individuals that the Council will seek to involve in the plan-making process.
- A.2 In accordance with the Town and Country Planning (Local Development) Regulations 2004 (as amended) the following consultation bodies may be consulted where the Council considers that they will be affected by what is proposed in a Development Plan Document (DPDS) or Supplementary Planning Document (SPD).

#### **Specific Consultation Bodies**

- A.3 These are organisations that a Local Planning Authority may consider have an interest in the plan. The specific consultation bodies are listed in the Regulations as:

The Regional Planning Body - East of England Regional Assembly

A relevant authority, any part of whose area is in or adjoins the area of the local council. This will include Cambridgeshire County Council; all the District Councils whose boundaries adjoin South Cambridgeshire; all the Parish Councils within South Cambridgeshire and those whose boundaries adjoin South Cambridgeshire; and Cambridgeshire Constabulary (as the local police authority).

The Coal Authority

The Environment Agency

The Historic Buildings and Monuments Commission for England – English Heritage

Natural England

The Secretary of State for Transport (in relation to the Secretary of State's functions concerning railways and highways).

A regional development agency whose area is in, or adjoins, the area of the council – East of England Development Agency

Any electronic service provider (i.e. mobile phone providers)

- to whom the electronic communications code applies ( see Section 106 (3)(a) of the Communications Act 2003)
- who owns or controls electronic communications apparatus situated in any part of the area of South Cambridgeshire.

Any of the bodies from the following list who are exercising functions in any part of the area of South Cambridgeshire:

- A Primary Care Trust - Cambridgeshire Primary Care Trust.
- A person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
- A person to whom a license has been granted under Section 7(2) of the Gas Act 1986
- A sewage undertaker
- A water undertaker.

Home and Communities Agency – this organisation will officially be a specific consultation body from 6<sup>th</sup> April 2010.

- A.4 Note, this list is not exhaustive and also relates to successor bodies where re-organisation occurs.

### **Government Departments**

- A.5 These will be consulted where the Council considers the Department would have an interest in the DPD subject matter and if there is a land holding by any of the Government Departments within the plan area.

- (i) Department for Education and Skills (through Government Offices);
- (ii) Department for Environment, Food and Rural Affairs;
- (iii) Department for Transport (through Government Offices);
- (iv) Department of Health (through relevant Regional Public Health Group);
- (v) Department of Trade and Industry (through Government Offices);
- (vi) Ministry of Defence;
- (vii) Department of Work and Pensions; and
- (viii) Department for Culture, Media and Sport.

- A.6 Some government departments will be consulted via the Government Office for the East of England or the East of England Strategic Health Authority.

### **General Consultation Bodies**

- A.7 The general consultation bodies are also listed in the Regulations. A Local Planning Authority may consult with these bodies where it considers it appropriate. The general consultation bodies are:

Voluntary bodies some or all of whose activities benefit any part of the council's area

Bodies, which represent the interests of different ethnic or national groups in the council's area

Bodies, which represent the interests of different religious groups in the council's area

Bodies, which represent the interests of disabled people in the council's area

Bodies, which represent the interests of people carrying on business in the council's area.

The exact organisations that fall into each of these categories will vary locally.

### **Other Consultation Bodies**

A.8 A key principle about consultation is that South Cambridgeshire should carry out public participation that is appropriate for the DPD or SPD being produced. Depending on the plan being produced, it may be appropriate to consult with other individuals; groups and organisations in addition to those identified as specific or general consultation bodies. The Council's existing consultation database includes an extensive range of organisations that represent a range of interests within South Cambridgeshire. The following list provides some suggestions made by the Planning Advisory Group, but it is **not** exhaustive. These organisations are included in the Council's database including where appropriate the local contact.

- Age Concern
- Airport Operators Association
- British Geological Survey
- British Toilet Association
- British Waterways and other canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chambers of Commerce, local CBI and local branches of the Institute of Directors
- Chemical Business Association
- Church Commissioners
- Civil Aviation Authority
- Commission for Architecture and the Built Environment (CABE)
- Crown Estate Office
- Diocesan board of finance
- Disabled Persons Transport Advisory Committee
- Electricity, gas and telecommunications companies, and the National Grid company
- Environmental groups at the national, regional and local level, such as the Campaign to Protect Rural England, Friends of the Earth, the Royal Society for the Protection of Birds and wildlife trusts
- Equality and Human Rights Commission
- Fire and rescue services
- Forestry Commission
- Freight Transport Association
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Higher and further education institutions
- Home Builders Federation
- Learning and Skills Councils
- Local Agenda 21 organisations, including civic societies, community groups, local transport authorities and local equalities groups
- National Playing Fields Association
- Passenger transport authorities
- Passenger transport executives

- Post Office property holdings
- Regional housing boards
- Regional sports boards
- Road Haulage Association
- Sport England
- Theatres Trust
- Train operating companies (passenger and freight)
- Traveller Law Reform Project
- Water companies
- Women's National Commission

**Question 12**

Are there other types of organisations that we should include? Please note that this list is not exhaustive and the Council is willing to consider adding additional groups to the database that is used for LDF consultations.

## APPENDIX B

### INFORMATION ON LOCAL DEVELOPMENT FRAMEWORK

- B.1 South Cambridgeshire District Council has already produced a number of these documents. The Development Plan Documents consist of:

**The Core Strategy** sets out the vision, objectives and strategy for the spatial development of South Cambridgeshire.

**Development Control Policies DPD** sets out the policies that will be used when planning applications are considered by the Council.

**Site Specific Policies DPD** allocates sites for particular uses such as housing, employment and other development or other site-specific policies for the use of land where Area Action Plans are not being prepared.

**Gypsy and Traveller DPD** will allocate sites and contain policies for the provision of sites for Gypsies and Travellers and Travelling Showpeople

- B.2 The Council has a number of **Area Action Plans (AAP)**; the AAPs provide detailed planning policy guidance for specific sites on the urban fringe of Cambridge and Northstowe. These are for areas where major developments are proposed within the district: and include the following:

**Northstowe AAP** is a new settlement proposed to the north west of Cambridge.

**Cambridge East AAP** (prepared jointly with Cambridge City Council) this is for an urban extension largely using the Cambridge Airport site.

**Cambridge Southern Fringe AAP** is for an urban extension to the south of Cambridge. It adjoins an area within Cambridge City where major development is also proposed.

**North West Cambridge AAP** (prepared jointly with Cambridge City Council) this is for an urban extension to provide for the development needs of Cambridge University.

- B.3 **Proposals Map** shows in a spatial format all site-specific policies and allocations in all the relevant adopted planning documents. This document identifies the boundaries of the Cambridge Green Belt and the boundaries of other special areas, such as village frameworks, identified in adopted policies in DPDs. It is not a Development Plan Document.

- B.4 **Supplementary Planning Documents (SPDs)** expands on policies contained in adopted DPDs. They provide additional details on how policies will be implemented. These documents are taken into account as 'material planning considerations' when assessing planning applications. The process for preparing a SPD is similar to the process for a DPD but they are not subject to independent examination. However they still require community involvement in their production. The Council has produced a number of

SPDs on a range of subjects, see the Council's website for more information. [www.scambs.gov.uk/ldf](http://www.scambs.gov.uk/ldf).

B.5 The LDF consists of other documents. These are as follows:

**Statement of Community Involvement** - (this document) sets out how the community should be involved in the preparation of the LDF and on planning applications.

**Annual Monitoring Report** - provides an annual review of the progress on the preparation of the plans as set out in the Local Development Scheme and the extent to which policies are being achieved.

**Sustainability Appraisal** - these are required to be undertaken by the planning authority for each DPD to identify and evaluate any likely economic, social and environmental effects of the policies and site allocations. The aim is to enhance the positive effects whilst minimising any potentially adverse impacts. A Scoping Report has to be produced as the first stage of the preparation of an appraisal, which sets out the context and establishes the sustainability objectives against which documents will be considered. This includes the requirements of the European Union Directive of Strategic Environmental Assessments

**Habitat Regulations Assessment** - all Local Development Documents (LDDs) must also be subject to a Habitat Regulation Assessment, which assess the policies within any planning document to see if they are cumulatively likely to affect internationally recognised nature conservation sites – Natura 2000 sites. Such assessments must be subject to consultation with environmental specialists such as Natural England.

**Equalities Impact Assessment** as a public authority the Council is required to undertake an Equality Impact Assessments (EQIAs) to promote equality in policy making, service delivery, regulation, enforcement and employment to meet our legal obligations; as part of the specific requirements of the Race Relations (Amendment) Act 2000 an EQIA must be prepared for all planning documents prepared by the Council.

## APPENDIX C

### COMMUNITY INVOLVEMENT IN THE LOCAL DEVELOPMENT FRAMEWORK

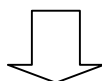
#### Flow Chart 1 Community Involvement in Development Plan Documents

##### PRE- PRODUCTION OF DPD

Evidence gathering  
*Evidence to inform the preparation of the DPD, involving stakeholders where appropriate*

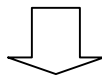
Initial consultation of DPD (Regulation 25)

*Notify and invite bodies to make representations. Previously there were two formal stages of consultation at this point in the preparation of a DPD. (Issues and Options & Preferred Options). The regulations now only require one.*



Consideration of Representations (Regulation 25(5))

*The Council must take the comments made during this initial consultation into account in preparing draft Submission version of DPD.*



##### PRODUCTION OF DPD

Preparation and consultation on Draft Submission version of DPD (Regulation 28)

*Preparation of a draft document including consideration of the issues and options that have led to the proposed draft policies and strategies included in the draft document.*

*Publication of a Draft Submission version of the DPD for consultation for a period not less than 6 weeks*

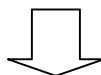
*Consider representations made to Draft Submission version of DPD. Only if representations raise fundamental issues of soundness can the Council consider making changes to the published draft of the DPD.*



##### SUBMISSION OF DPD

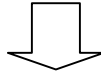
Submission of DPD (Regulation 30)

*Submission DPD sent to Secretary of State with those documents as set out in Regulations. This includes the sustainability appraisal report; a submission proposals map (if appropriate); statements setting out results of the consultations at Regulations 25 and 28.*



Consideration of representations by Inspector (Regulation 31)

*Government Inspector must consider any representations made to Draft Submission version of DPD. Persons making representations can request the opportunity to appear before and be heard by Inspector.*



## **ADOPTION**

Adoption of DPD (Regulation 36)

*Inspector will produce a binding report, which Local Planning Authority must comply with. (Regulation 35)*

*Incorporation of Inspectors' recommendations into the Submission DPD.*

*The Council must then adopt the document.*

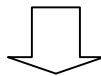
## **Flow Chart 2 Community involvement in Supplementary Planning Documents**

### **PRE- PRODUCTION OF SPD**

Evidence gathering

*Evidence to inform the preparation of the SPD, involving stakeholders where appropriate.*

*May be appropriate to consult with the community and relevant stakeholders who have an interest in the subject matter of the SPD.*

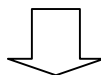


### **PRODUCTION AND CONSULTATION OF SPD**

Preparation and consultation on draft SPD (Regulation 17)

*Preparation of draft SPD document.*

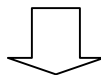
*Consultation period must be of not less than 4 weeks or more than 6 weeks.*



Consideration of Representations by Local Planning Authority (Regulation 18)

*The Council must consider any representations made to the draft SPD. Reports produced clearly stating main issues of representations and response to each representation and where appropriate the suggested amendments to SPD.*

*This report is presented to Cabinet*



## **ADOPTION**

Adoption of SPD by LPA (Regulation 19)

*The Council adopts the document subject to the agreement of Cabinet.*



## APPENDIX D

### TYPES OF PLANNING APPLICATIONS

#### What types of planning applications are received?

D.1 There are three main types of planning application:

1. **Outline Applications** these are usually submitted to agree the principle of how a site can be developed. As a minimum, outline applications must include information on: use; amount of development; indicative layout; scale parameters; indicative access points. Outline planning permission is granted subject to conditions, which can govern the use of a development as well as requiring the subsequent approval of one or more reserved matters.
2. **Reserved Matters Applications** these must be submitted within the specified timescale of the approval of an outline application. Reserved matters are normally layout; scale; appearance; access and landscaping.
3. **Full Applications** this is where planning permission is granted for the principle and all the details of the development at the same time. It must be accompanied by a site plan and any other plans, drawings and information necessary to describe the development.

#### D.2 Permitted Development

Not all development requires the Council to grant planning permission. Small-scale extensions, such as conservatories, and outbuildings are often classed as permitted development by the Town and Country Planning (General Permitted Development) Order 1995. Whether a development is permitted under the criteria of the Order is often down to the scale of the development and its location within the curtilage of a property. This Order has been amended a number of times, most recently in October 2008 to allow for more development to be classed as permitted development. In the case of developments that are permitted by the Order there is no requirement to notify the planning department and the Council would not carry out consultations or notify neighbours in the same way as if a planning application was submitted. The Council however encourages individuals carrying out permitted development to consult their neighbours to ensure that any concerns they have about adverse impacts can be addressed through alternative designs where possible. The Council also encourages individuals carrying out developments that they believe to be permitted development to clarify whether they would meet the criteria of the Order prior to commencing any work. If planning permission is required and not applied for before work is commenced the Council can take enforcement action that could result in the development being removed.

D.3 The Council has a target of 8 weeks to determine minor and other applications, and 13 weeks to determine major applications. The definition of what type of development constitutes major and minor applications is included below.

## D.4 Different types of planning applications

Planning applications fall into a number of different categories - major development; minor development and other developments.

### 1. What constitutes Major Development?

A planning application involving new dwellings is a major application if:

- The number of dwellings to be constructed is 10 or more; or
- If the number of dwellings is not provided in the application, the site area is 0.5 hectares or more.

For all other uses an application constitutes major development if:

- The floorspace to be built is 1000 square metres or more, or where the site area is 1 hectare or more.

The following will be taken into account in the decision to classify a development as major or not:

- The area of the site is defined as the area directly involved in some aspect of the development (usually outlined on the plan).
- If the area involved in a development is split into two parts by a classified road it should still be considered as one site. The area occupied by the road should not be included in the site area.
- The floorspace of a building is defined as the total floor area within the building, which is measured externally to the external wall faces at each level. Basement car parks, rooftop plant rooms, caretakers, flats etc. should be included in the floor space figure.
- Where a major development is subject to a change of use application it should be coded as a major development, not as a change of use, for example converting a warehouse into 12 flats.

### 2. What constitutes Minor Development?

Applications, which do not meet the criteria for major development or other development.

- The granting of outline permission for the development of a site may have been classified as a major development, but the approval of reserved matters for five houses on part of the site, for example, would be classified as minor development.
- Decisions relating to major/minor developments should be classified by reference to the principal use within the development. This is usually the one with the greater proportion of new floorspace. If there is doubt as to the principal use in a multistory block the ground floor is used as the principal one. This would apply when two different uses are taking up approximately the same amount of floorspace. A proposed development should be classified by its own principal use and not the use of the complex it is in. So for example a construction of offices being developed in a heavy industrial site should be classified as 'Offices/Research and Development/Light Industry'.

### **3. Other Development**

#### **Change of Use:**

A planning application should only be classified as 'change of use' if one or more of the following apply:

- The application does not concern a major development;
- No building or engineering work is involved; and/or
- The building or engineering work would be permitted development were it not for the fact that the development involved a change of use e.g. removal of internal dividing walls in a dwelling house to provide more spacious accommodation for office use.

#### **Householder Developments:**

Defined as those within the curtilage of a residential property, which require an application for planning permission and are not change of use;

Included in householder developments are extensions, alterations, garages, swimming pools, walls, fences, vehicle accesses, porches and satellite dishes; and excluded from householder developments are applications to change the number of dwellings within an existing development.

#### **Advertisements:**

Any applications for consent to display advertisements under the Town and Country Planning (Control of Advertisements) Regulations 1992 (as amended).

#### **Listed Building Consents:**

Any application for Listed Building consent to

- extend and/or alter under Section 8 of the Planning (Listed Buildings and Conservation Areas) Act 1990; or
- demolish under Section 8 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

#### **Conservation Area Consents:**

Any applications for conservation area consent under Section 74 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

#### **Other Planning Related Decisions:**

Include all decisions relating to:

- Applications for certificates of lawfulness of existing use or development;
- Applications for certificates of lawfulness of proposed use or development;
- Applications for certificates of appropriate alternative development;
- Notifications under Circular 14/90 (overhead electric lines);
- Applications by the British Coal Corporation under Class A, Part 21 of the Town and Country Planning (General Permitted Development Order) 1995;

Applications for prior notification under Part 6 and 7 (Agricultural and Forestry Buildings and Operations) and Part 24 (Development by telecommunications code system operators), and Applications for hazardous substances consent under the Planning (Hazardous Substances) Act 1990.

## APPENDIX E

### PROCEDURES FOR PRE-APPLICATION ADVICE

#### What areas can be covered in pre-application discussions?

- E.1 The matters, which could be subject to pre-application discussions, include:
- Planning history of the site;
  - The surrounding context of the site;
  - Statutory designations and site constraints (Conservation Areas, Green Belt, Sites of Special Scientific Importance, Protected Species etc);
  - Relevant planning policies;
  - The likely requirements for developer contributions;
  - Informal and without prejudice comments on the preparation, content and presentation of an application;
  - The need for additional information such as an Environmental Impact Assessment (if relevant);
  - The Design and Access Statement (if relevant to the type of application refer to the CABA guidance document);
  - The contents of the application to ensure that it can be registered as a valid application; or
  - Providing an adequate level of biodiversity information, collected at the correct time of year.

#### What is the procedure for seeking pre-application advice?

- E.2
1. Within 5 working days of receiving a request the Council will contact you by phone or email to confirm the following:
    - I. That the Council is prepared to offer pre-application advice (the Council has the right to decline a request for pre-application advice where it is not considered appropriate
    - II. To confirm what information should be submitted;
    - III. To provide the name of the case officer who will be dealing with the enquiry;
    - IV. To suggest dates for a pre-application meeting if this is required (normally within 10 working days of receipt of all the information requested).
  2. If a meeting is considered necessary the date and venue will be confirmed. Normally this will be at the Council offices, but site meetings will be arranged if appropriate
  3. The Council will endeavour to provide written advice (prepared by the case officer and agreed with a senior manager) within 10 working days unless an alternative timescale has been agreed between the parties, for example, to allow consultation with other organisations or individuals;
  4. Anyone using this service should note the following important information:
    - Any advice given by Council officers in response to pre-application enquiries does not constitute a formal response or

decision of the Council in respect of any future planning applications;

- Any views or opinions expressed are given in good faith, based on existing planning policies, standards and the information provided at that time, without prejudice to the formal consideration of any future planning application;
- It should be noted that policies, constraints etc. change from time to time and may affect the advice given. The weight that can be given to pre-application advice will therefore decline over time;
- The provisions of the Freedom of Information Act bind the Council, as a public authority, and therefore it should be presumed that information supplied to the Council is likely to be disclosable under the above Act. If the applicant wants information to remain confidential, he/she should state clearly why. Information sent to the Council "in confidence" may still be disclosable under the above Act. Before sending such information the applicant is advised to take legal advice if there are fears that disclosure would prejudice himself/herself in some commercial way and
- Any advice given in relation to the planning history of the site, planning constraints or statutory designations does not constitute a formal response under the provisions of the Local Land Charges Act 1975.

#### **What the applicant should provide for the pre-application meeting.**

E.3 The applicant will need to write to the Council including the following as a minimum:

- Proposed developments involving 200 dwellings or more or 10,000 sq.m of floor space or more, should be accompanied by an initial outline for the proposal including if possible a draft Master plan for the site;
- Description of the nature and scale of development proposed and the uses to which land and buildings are to be put;
- Full site address and location plan (1:1250 scale) with the site outlined in red;
- Site history i.e. occupancy of the site;
- Photographs of the site and adjoining properties affected by the development
- For proposals, which will be submitted as full or reserved matters applications, sketch drawings providing details of the proposal. Floor plans for each floor of the proposed building together with at least sketch elevations that are sufficient to indicate the initial architectural approach and palette of materials should be provided. Drawings should also show any adjacent buildings and boundaries to identify the context of the scheme;
- Draft of Design and Access Statement (if relevant to the type of application) and
- Presence of protected species.

### **How will the advice be structured?**

E.4 The written advice will depend upon the information presented (please see 'what the applicant should provide'). Advice will usually be in the form of a written report considering the following areas:

- Relevant planning history;
- Relevant policies and constraint;
- Whether the proposed type of development is acceptable in principle;
- Recommended consultations before the application is submitted;
- Issues relevant to the type and scale of proposed development, such as: urban design (encapsulates design and its surroundings), amenity, transport and environmental issues including noise, contamination, flooding, drainage and biodiversity;
- Developer contributions;
- List of additional information, which will be required from the adopted Local List to validate an application.

#### **Question 13**

How could the pre application advice be improved? Is there more information that the Council could ask for from the applicant to ensure that the advice given is useful? How could the Council help more at this stage to ensure that the advice provided is effective and efficient?

## APPENDIX F

### CONTACT DETAILS FOR PLANNING OFFICERS

By telephone – 08450 450 500 (for all general enquiries)

Planning Duty Officer telephone 01954 713155

Contacting the planning officers in writing – by post at the following address.

South Cambridgeshire District Council  
South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

Planning Policy Team responsible for preparing the Local Development Framework (LDF) for South Cambridgeshire –  
email [ldf@scams.gov.uk](mailto:ldf@scams.gov.uk)

Major Development Team dealing with the major developments around Cambridge and the new settlement of Northstowe –  
email [majordevelopments@scams.gov.uk](mailto:majordevelopments@scams.gov.uk)

Conservation Team dealing with conservation issues –  
email [conservation@scams.gov.uk](mailto:conservation@scams.gov.uk)

Development Control Area Planning Teams - at present planning applications and related work are distributed between two area teams, each led by a Team Leader. The two area teams cover the following parts of the district. The table below shows which team is responsible for which village.

[DCTeamEast@scams.gov.uk](mailto:DCTeamEast@scams.gov.uk) or

[DCTeamWest@scams.gov.uk](mailto:DCTeamWest@scams.gov.uk)

TEAM EAST	TEAM WEST
Babraham	Abington Pigotts
Balsham	Arrington
Bartlow	Bar Hill
Carlton cum Willingham	Barrington
Castle Camps	Barton
Chittering	Bassingbourn-cum-Kneesworth
Cottenham	Bourn
Duxford	Boxworth
Fen Ditton	Caldecote
Fulbourn	Cambourne
Great Abington	Caxton
Great Shelford	Childerley
Great Wilbraham	Comberton
Harston	Conington
Hauxton	Coton

<b>TEAM EAST</b>	<b>TEAM WEST</b>
Hildersham	Croydon
Hinxton	Croxton
Histon	Dry Drayton
Horningsea	Elsworth
Horseheath	Eltisley
Ickleton	Fen Drayton
Impington	Fowlmere
Landbeach	Foxton
Linton	Gamlingay
Little Abington	Girton
Little Shelford	Grantchester
Little Wilbraham & Six Mile Bottom	Graveley
Milton	Great & Little Chishill
Newton	Great & Little Eversden
Oakington and Westwick	Guilden Morden
Pampisford	Hardwick
Rampton	Harlton
Sawston	Haslingfield
Shudy Camps	Hatley
Stapleford	Heydon
Stow-Cum-Quy	Kingston
Teversham	Knapwell
Thriplow (Village & Heathfield)	Litlington
Waterbeach	Little Gransden
West Wickham	Lolworth
West Wrating	Longstanton
Weston Colville	Longstowe
Whittlesford	Madingley
	Melbourn
	Meldreth
	Orwell
	Over
	Papworth Everard
	Papworth St Agnes
	Shepreth
	Shingay-cum-Wendy
	Steeple Morden
	Swavesey
	Tadlow
	Toft
	Whaddon
	Willingham
	Wimpole

### **Other Sources of Independent Planning Advice**

#### **Planning Aid**

Planning Aid for the East of England is a free voluntary service offering independent professional advice on planning matters to individuals, community groups and voluntary groups who cannot afford to pay for planning consultants. Details can be found on their website -

[www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk)



**Planning Portal**

This is an online resource for planning information and services set up to help anyone who wants to know more about planning process in England and Wales. Details can be found on their website. [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

## APPENDIX G

### GLOSSARY OF TERMS

AAP	Area Action Plan	Provides a statutory planning framework for an area of change
SCS	Sustainable Community Strategy	Strategy for promoting the economic, environmental and social well-being of the area and contributing to the achievement of district-wide sustainable development
CS	Core Strategy	An element of planning policy within the LDF
CABE	The Commission for Architecture and Built Environment	CABE is a public agency that works with architects, planners, designers, developers and clients, offering them guidance on projects that will shape lives.
DPD	Development Plan Document	Statutory document having been through Independent Examination
	Design and Access Statement	Statements are documents that explain the design thinking behind a planning application. They explain the design principles and concepts that have informed the development and how access issues have been dealt with.
	Equalities Consultative Forum	Group set up by South Cambridgeshire Council to ensure the Council takes the needs of minority or disadvantaged groups into account.
GO-East	Government Office for the Eastern Region	
HRA	Habitat Regulations Assessment	All Local Development Documents must also be subject to a Habitat Regulation Assessment, which assess the policies within any planning document to see if they are cumulatively likely to affect internationally recognised nature conservation sites – Natura 2000 sites.
LDD	Local Development Document	Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs)
LDF	Local Development Framework	A “folder” containing LDDs, LDS, SCI etc.
LDS	Local Development Scheme	Sets out the LDDs to be produced over the next 3 years
LPA	Local Planning Authority	e.g. South Cambridgeshire District Council
LSP	Local Strategic Partnership	Public service providers, local communities, voluntary, public and private sectors co-ordinate improvements in public services to achieve sustainable economic, social and physical regeneration
	Masterplan	Strategic & Local Master Plans
	Parish Plan – now known as Community led Plans	A vision of how a town or village should be, addressing social, economic or environmental issues
PPG	Planning Policy Guidance	National planning guidance
PPS	Planning Policy Statement	New form of national planning guidance replacing PPGs
RSS	Regional Spatial Strategy	New name for RPG

SA	Sustainability Appraisal	An appraisal against sustainability criteria of proposals for LDDs by independent consultants
SCI	Statement of Community Involvement	Shows how the wider community and stakeholders are to be involved in the process of producing a LDF
	Sustainable Development	Development that meets the needs of the present, without compromising the ability of future generations to meet their own needs
SEA	Strategic Environmental Assessment	Integration of environmental considerations into the preparation and adoption of plans, promoting sustainable development
	Section 106	Planning agreements that secure contributions (in cash or in kind) to the infrastructure and services necessary to facilitate proposed developments
SPD	Supplementary Planning Document	Informal policy which has been the subject of public participation (the new name for SPG)
SSSI	Site of Special Scientific Interest	Designated site of national importance to wildlife and/or geology
	Town and Country Planning (Local Development) Regulations 2004 (as amended)	The regulations that set the rules for producing planning policy documents. They interpret the Planning and Compulsory Purchase Act 2004 and Planning Act 2008.