

Development Brief Protocol

- 1 Prior to commencing work on any design guidance or development brief, developers or landowners should seek a meeting with planning officers to agree the form, content and level of detail required.
- 2 Approval to proceed to public consultation is to be delegated to the Head of Planning & Economic Development Services in consultation with the Portfolio Holder (Planning and Transport) and the Chairman of the Sustainable Development Panel. Ward members would be notified in advance that such public consultation is to take place in their wards.
- 3 Developers will be responsible for undertaking an agreed form of public consultation which should be in accordance with the Council's Statement of Community Involvement. The Council will identify which statutory bodies the developers should consult. The public consultation will normally involve a publicly accessible exhibition of the proposals attended by representatives of the developers/landowners and the proposals available for viewing on the internet.
- 4 Upon completion of the consultation, and after analysis of the responses received, developers should make any necessary amendments to the design guidance/development brief and submit it to the Council for approval. The submission document should be accompanied by a statement of public consultation which identifies
 - a. When the consultation took place;
 - b. Who was consulted;
 - c. An accurate summary of the consultation submissions;
 - d. The developers response to those submissions; and
 - e. A schedule of changes made to the draft brief/guidance as a result of consultation.
- 5 Once submitted to the Council, officers will assess the outcomes of the consultation and determine whether further consultation is required prior to determining whether to recommend the draft brief/guidance for adoption. If further consultation is required, this will be undertaken by the Council unless it is clear that the original consultation is deficient in respect of the Council's Statement of Community Involvement.
- 6 The brief/guidance will then be approved by the appropriate Working Party and Cabinet and adopted as Planning Guidance.