



**Broads Authority**

The Broads - a member of the  
National Park family

# Statement of Community Involvement

# 2014

This Statement of Community Involvement is the Broads Authority's formal policy on how local communities and stakeholders will be involved in the preparation of the Authority's Local Plan. It also sets out community involvement in the consideration of planning applications and in the review of the Broads Plan.

**Broads  
Authority**

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# 1. INTRODUCTION

## 1.1. WHAT IS A STATEMENT OF COMMUNITY INVOLVEMENT?

This Statement of Community Involvement (SCI) is the Broads Authority's formal policy to:

- i. Identify how and when local communities and stakeholders will be involved in the preparation of the Broads Local Plan;
- ii. Set out community involvement in the consideration of planning applications; and
- iii. State how the community can inform the review of the Broads Plan (the strategic plan to manage the Norfolk and Suffolk Broads).

The Broads Authority's first SCI was adopted in 2006 and revised in 2008. This further revision is necessary to accommodate recent changes in planning regulations. Amendments are also needed to make sure that the SCI reflects new policy documents to be produced, and to take advantage of new social media such as the internet, email and Facebook.

The SCI is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). Section 18 states that:

- (1): *The local planning authority must prepare a statement of community involvement.*
- (2): *The statement of community involvement is a statement of the authority's policy as to the involvement in the exercise of the authority's functions under sections 19, 26 and 28 of this Act and Part 3 of the principal Act of persons who appear to the authority to have an interest in matters relating to development in their area.*

The SCI sets out the Authority's policy on consulting and involving people and organisations with an interest in the development and management of the Broads. The Authority must comply with the adopted SCI in preparing any planning document or when determining any planning application. The policy in the SCI will also be used to help inform the review of the Broads Plan.

## 1.2. CONTACT DETAILS

For more information about the Statement of Community Involvement, planning documents and applications in the Broads Executive Area, or the Broads Plan, please contact us:

Tel: 01603 610734

Email: [PlanningPolicy@broads-authority.gov.uk](mailto:PlanningPolicy@broads-authority.gov.uk)  
[planning@broads-authority.gov.uk](mailto:planning@broads-authority.gov.uk)  
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Post: Broads Authority, Yare House, 62-64 Thorpe Road, Norwich, Norfolk NR1 1RY

Website: [www.broads-authority.gov.uk](http://www.broads-authority.gov.uk)

## 2. INVOLVING THE COMMUNITY IN PLANNING POLICY

### 2.1. THE LOCAL PLAN PROCESS

The Broads Authority will be reviewing the adopted planning policies and looking into other issues in the Broads Executive Area as we produce a new Local Plan. The Local Plan will include policies to help determine planning applications and also allocate some areas of land for certain land uses.

The process is set out in Table 1 below, and a timeline showing the estimated date for each stage is shown in Appendix A.

**Table 1: Broads Local Plan Process**

Sustainability Appraisal and Habitats Regulation Assessment	1: Identify issues	Review existing policies and identify current gaps in policies.
	2: Collect evidence	Research that will inform the Local Plan.
	3: Consult	The Authority will inform stakeholders and the public that the Local Plan is being produced and ask for views on what the plan should cover. Minimum of 6 week consultation period. (Regulation 18)
	4: Prepare Draft Plan	The evidence and comments received help produce a draft Local Plan.
	5: Consult	The Authority will consult with stakeholders and the public on the draft local plan for a minimum of 6 weeks.
	6: Improve Plan	The Authority will take on board comments received and any further evidence as they improve the Local Plan.
	7: Publish Plan	The plan is available for stakeholders and the public to comment on for a minimum of <del>8</del> 6 weeks. (Regulation 19)
	8: Submit	The Authority will assess the comments received. If it considers that the Local Plan is sound, it can submit the Plan to the Planning Inspectorate. Regulation 22. If the Authority wishes to improve the plan, then stages 6 and 7 are repeated.
	9: Examine	The Plan is examined by an independent Planning Inspector. There may be Public Hearings. (Regulation 24)
	10: Adopt	If the Independent Planning Inspector finds the Local Plan sound, the Plan can be adopted by the Authority. (Regulations 25 and 26)

The public will be involved at stages 3, 5 and 7. The public can be involved in stage 9 if they have made comments at stage 7. The Authority can carry out additional consultation if there is a need to do so.

## 2.2. RELATIONSHIP OF THE LOCAL PLAN TO OTHER DOCUMENTS

The following diagram shows how various documents relate to the Broads Local Plan. It also gives some explanation about the purpose of each document.



## Sustainability Appraisal

A Sustainability Assessment (SA) (incorporating a Strategic Environmental Assessment (SEA)) must be undertaken as part of the Local Plan and Supplementary Planning Document (SPD) process. The purpose of the SA process is to assess the social, environmental and economic effects of a plan. In doing so it will help ensure that decisions are made that contribute to achieving sustainable development. These documents are prepared in parallel to the Local Plan and SPD and continuously inform and shape the Local Plan policies.

The first stage of the SA is the production of a Scoping Report. The purpose of the Scoping Report is to identify, through consultation, literature and data review, the key sustainability issues for the area. It is a requirement that the Environment Agency, Natural England and English Heritage are consulted at this stage.

Following the Scoping Report, subsequent versions of the SA are produced to accompany each stage of the Plan making process. The SA assesses the policies and proposals within the Plan with the aim of recommending improvements. The SA is published alongside the document and is open to comment, just like the planning document itself.

## Habitats Regulation Assessment

The Habitats and Birds Directives protect sites of exceptional importance in respect of rare, endangered or vulnerable natural habitats and species within Europe. These sites are referred to as European Sites and consist of Special Areas of Conservation (SACs), Special Protection Areas (SPAs) and Offshore Marine Sites (OMSs), however there are no OMSs designated at present.

Articles 6(3) and 6(4) of the Habitats Directive (European Community 1992) require Habitats Regulations Assessment (HRA) of any plans or projects likely to have a significant effect on a designated feature of a European Site (European Commission 2002).

Habitats Regulations Assessment is the process of assessing the potential effects of a proposed plan on all European sites, both within and adjacent to the plan area, of which an Appropriate Assessment (AA) may be a part. The intention is that a plan or project should only be approved after determining that it will not adversely affect the integrity of any European Site.

The HRA takes the following format:

- Evidence gathering - Identifying European sites within the Broads designated area and outside potentially affected, qualifying features, condition of sites, conservation objectives and other relevant plans or projects.
- Task 1 – Screening - deciding whether or not a policy is likely to have a significant effect. It is considered that at this stage there is sufficient available information to effectively screen policies.
- Task 2 – Appropriate Assessment and ascertaining the effect on site integrity.

## 2.3. DUTY TO COOPERATE

New legislation (Localism Act, section 110) sets out a new 'duty to co-operate' requirement which applies to all Local Planning Authorities, National Park Authorities and County Councils in England and to a number of other public bodies. The new duty requires that councils and public bodies '*engage constructively, actively and on an ongoing basis*' to develop strategic policies and requires councils to consider joint approaches to plan making.

The National Planning Policy Framework (NPPF) defines issues that require cooperation as:

- The homes and jobs needed in the area;
- The provision of retail, leisure and other commercial development;
- The provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and the provision of minerals and energy (including heat);
- The provision of health, security, community and cultural infrastructure and other local facilities; and
- Climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape.

The organisations that have a statutory duty to cooperate<sup>1</sup> are:

- Environment Agency
- The Civil Aviation Authority
- The Homes and Communities Agency
- English Heritage
- The Office of Rail Regulation
- Natural England
- Norfolk County Council and Suffolk County Council (~~Highways Authority~~)
- Highways Agency
- New Anglia (Local Enterprise Partnership)
- Primary Care Trust<sup>2</sup>
- Marine Management Organisation

The Broads Executive Area covers parts of two County Councils and six District/Borough/City Councils:

- Norfolk County Council
- Suffolk County Council
- Broadland District Council
- Great Yarmouth Borough Council
- North Norfolk District Council

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<sup>1</sup> As set out at Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Please note that the regulations also refer to the Mayor of London and Transport for London but these are not relevant to the Broads Authority.

<sup>2</sup> The Health and Social Care Act 2012 abolishes Strategic Health Authorities and other health bodies such as Primary Care Trusts. Instead there are newly established bodies, the clinical commissioning groups and the National Health Service Commissioning Board.

- Norwich City Council
- South Norfolk District Council
- Waveney District Council

The Authority will ensure it 'engages constructively, actively and on an ongoing basis' with relevant organisations. Duty to Cooperate workshops are part of the Local Plan production process.

## **2.4. METHODS OF CONSULTATION AND ENGAGEMENT**

### Advertising Consultations

We will ensure all consultations are well advertised. Depending on the consultation stage, we will use the following techniques, as appropriate:

- Advertise and promote consultations on the Authority's website.
- Send emails or letters to relevant parties who have requested to be on our database.
- Place posters on notice boards and at public venues at appropriate locations around the Broads.
- Ask Town and Parish Councils and Councillors for their assistance in promoting consultations.
- Promote consultations in the local press or community magazines using adverts or press releases.
- Use social media and information technology.

### Methods of Consultation

The methods of consultation will depend on the type of document being consulted upon. We will consult you in the following ways, as appropriate.

- We may make presentations to certain groups or organisations.
- In working with Town and Parish Councils we will respond constructively and positively to requests to attend Parish meetings, particularly where they can be grouped or where there is a recognised policy issue of local significance.
- We may hold open days at accessible locations and at times when we think that most people will be able to come along.
- Printed documents will be placed in public venues around the Broads area. Appendix B lists the usual venues used.
- We can print copies of the plan for individuals, but may have to charge a fee to cover costs.
- We may deliver leaflets that summarise the consultation to most homes in an area at certain stages of the plan making process.
- We will accept responses by email or post.
- We may hold public meetings.
- Unstaffed displays may be used. For example, summary posters may be put up in public areas. Questionnaires can be used, either printed or online.
- We can translate parts of documents or summary leaflets into other languages on request, or provide versions in braille or large print if needed.

It is important to note that consultations are held for a set period of time. We will make sure that



deadline dates and times are well publicised. To be considered, responses to a consultation document must be received by us by the stated deadlines. Late responses are retained on file, but are unlikely to influence the consultation document. At the formal stages of publication of a Local Plan, late representations will not be considered to be 'duly made'.

## 2.5. WHO WILL WE CONSULT?

The Authority consults with a wide range of people and organisations, under three main groups:

- **Specific Consultees:** These are the organisations we must consult to comply with planning regulations. We have also included the Local Enterprise Partnership (New Anglia) and the Local Biodiversity Partnership (Wild Anglia) as Specific Consultees.
- **General Consultees:** These are additional organisations that we think are relevant to the consultation. They may be national, regional or local bodies.
- **Local Consultees:** These organisations or individuals are local to an area or town within the Broads.

It is recognised that some groups are harder to engage with than others. These 'hard-to-engage' groups include people whose first language is not English, people with disabilities, young people, older people and gypsies, travellers and travelling show people, and those who live on boats. Such groups may not be engaged by, or may be unable or generally unwilling to engage in traditional consultation methods. Table 2 below sets out how we will consult 'hard-to-engage' groups.

**Table 2 'Hard to engage' groups**

'Hard to engage' groups	How we will consult these groups
Young people	Depending on the stage of the plan making process and on the type of document and content, we may attend school assemblies, produce consultations aimed at school-aged people, and/or leave displays at young people venues.
People with English not as their first language	Depending on the stage of the process and content of the document, we may put posters in venues frequently used by these members of the community. We may translate parts of documents or summary posters and questionnaires.
People with disabilities	We will ensure that open days or public meetings are held in accessible venues. Our General Consultees include the Disabled Persons Transport Advisory Committee. Consultation material can also be provided in large print and braille.
Gypsies, travellers and travelling show people	Our General Consultees include The National Federation of Gypsy Liaison Groups, The Showmen's Guild of Great Britain and Gypsy Roma Traveller Achievement Service. The Housing Teams of our Constituent Authorities will also be involved.
Elderly people	We will ensure that open days or public meetings are held in accessible venues. One of our General Consultees is Age UK. We will make sure

'Hard to engage' groups	How we will consult these groups
	that hard copies of documents are available in public venues.
Those who live on boats	Where we are aware of residential boaters, we are able to talk to them face-to-face or drop off leaflets and other information as appropriate. We may also enlist the help of our Ranger team to contact people living on their boats.

## 2.6. CONSULTING ON DIFFERENT STAGES OF DIFFERENT PLANS - WHO AND HOW?

Different consultation methods may be more suitable at different stages of the Plan making process. The methods of consultation used will depend on the type of document being consulted upon at the time. There are regulations that the Authority must follow. They set out when to consult, how long to consult for and who to consult with for the different documents discussed in the following table.

We will try to avoid school holiday times for consultations. If this is unavoidable, we will consider extending the consultation period beyond the minimum required.

Our preference is to use email to notify people of consultations and also to receive comments in an electronic format, as this reduces costs and time associated with postage. We will however send or receive communications by post as required. The following table sets out the consultation process for different documents, as set out in government regulations. We may also introduce extra stages of consultation (see section 2.1).

**Table 3 Public consultation requirements of different plans**

Document	Stage	Length of Consultation	Who and how
Sustainability Appraisal Scoping Report <sup>3</sup>	Before plans are started	5 weeks	We will consult the Environment Agency, Natural England, English Heritage, New Anglia, Wild Anglia, Norfolk and Suffolk County Council and our six constituent districts. We will also consult the RSPB and Marine Management Organisation.
Broads Local Plan and Sustainability Appraisal <sup>4</sup>	Consultation (Regulation 18)	Minimum 6 weeks	This is the first stage of consulting on a planning document, and consultation methods will be wide ranging.  We will notify those on our consultation

<sup>3</sup> The Environmental Assessment of Plans and Programmes Regulations 2004:  
<http://www.legislation.gov.uk/ukxi/2004/1633/contents/made>

<sup>4</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012:  
<http://www.legislation.gov.uk/ukxi/2012/767/contents/made> and The Environmental Assessment of Plans

Document	Stage	Length of Consultation	Who and how
			<p>database, place e-documents on the website, place printed documents in public venues<sup>5</sup> around the Broads and hold public events such as open days.</p> <p>In working with Town and Parish Councils we will respond constructively and positively to requests to attend Parish meetings, particularly where they can be grouped or where there is a recognised policy issue of local significance.</p> <p>If deemed appropriate, we may produce summary leaflets or surveys, present to specific groups (such as school assemblies) and produce summary posters or unstaffed displays at suitable venues.</p>
	Publication (Regulation 19)	Minimum of 6 weeks	<p>At this stage of consultation, we will notify those on our consultation database, place documents on the website and place printed documents in public venues in public venues around the Broads.</p> <p>We will ask those who respond if they wish to be kept informed of the progress of the document as it is submitted, examined and potentially adopted.</p>
	Submission (Regulation 22)	-	<p>At Submission stage, we must tell Specific and General consultees and those who requested to be kept informed that the documents are available for inspection on the Authority's website and at appropriate public venues. We will also put a notice in the local press.</p>
	Examination (Regulation 24)	-	<p>Any consultee who has made a representation and indicated that they wish to attend the Examination in Public and speak at the public hearings will be informed of the date, time, venue and format of the hearings.</p> <p>We will advertise the date, time, venue and format of the examination on our website and at public venues.</p> <p>The Inspector may also ask someone who has made a representation to provide further information to help his or her understanding.</p> <p>On receipt of the Inspector's Report, we will place it on our website and in public venues, and</p>

<sup>5</sup> Regulation 35 of the 2012 regulations say that documents are made available when '*made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours*'.

Document	Stage	Length of Consultation	Who and how
			contact those who asked to be kept informed.
	Adoption (Regulation 26)	-	As well as informing interested parties of adoption, we will place a notice in the local press, write to or email consultees, and place information in public venues and on our website.
Statement of Community Involvement	Draft SCI	5 weeks	There is no requirement to consult at this stage, but the Authority will consult for about 5 weeks. We will notify those on our consultee database and place documents on our website. The final copy will be available at public venues.
Supplementary Planning Documents <sup>6</sup>	Draft SPD (Regulation 12)	4 weeks	We will notify those on our consultation database, place documents on the website, place printed documents in public venues. We may hold public events such as open days. If deemed appropriate, we may produce summary leaflets or surveys, present to specific groups (such as school assemblies) and produce summary posters or un-staffed displays at suitable venues.  We will ask those who respond if they wish to be kept informed when it is adopted.
	Adoption (Regulation 14)	-	As well as informing the interested parties of adoption, we will place a notice in the local press, write to or email consultees on our database, place information in public venues and on our website.

## 2.7. WHAT WE DO WITH THE COMMENTS WE RECEIVE

When you respond to a Planning Policy consultation, your comments will eventually be placed in the public domain. This helps ensure a transparent planning system. We will check all comments before they are made public, to ensure that the language used is appropriate for a public audience (i.e. not offensive or inflammatory).

All comments received will be logged on our database and their receipt acknowledged. At the end of the consultation period, we will produce a summary document that will set out the representations received, our response, and details about how the comments will be taken forward. We will explain clearly why our decisions have been made. The report will be made available on the Planning Policy pages of our website and in paper format on request. The report will be issued within a reasonable

<sup>6</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012:  
<http://www.legislation.gov.uk/ukxi/2012/767/regulation/12/made>

time following the end of the consultation period, allowing time for us to read, consider and respond to all comments received.

When we submit the Local Plan (or any other planning document) to the Planning Inspectorate to be examined, we must produce a Consultation Report. This report will set out the comments received at all stages of the Local Plan production and explain how we have dealt with them and how they have affected the development of local plan policy.

We cannot guarantee that your comment will result in changes to the plan on which you are commenting. However, we can guarantee that we will read every comment and provide a response saying what action, if any, will be taken or, if we have not taken any action, why that is.

We will abide by data protection rules and will ensure that full personal details are not made publicly available. Names (and job titles and organisations where appropriate) will be made public in the schedule of representations.

## **2.8. HOW CAN PEOPLE GET INVOLVED?**

Our consultations will be advertised widely in a number of ways, so that people have opportunities to hear about consultations and tell us what they think. You can also write to us, asking to be kept informed about particular planning documents or consultations. From time to time, we will contact you to see if you still wish to have your details on our consultation database.

### 3. INVOLVING THE COMMUNITY AT THE PLANNING APPLICATION STAGE

The Broads Authority is the local planning authority for all land and properties within the Broads executive area. Therefore, the Authority is responsible for processing and managing most forms of development in the Broads.

#### 3.1. LEGISLATIVE REQUIREMENT TO CONSULT ON PLANNING APPLICATIONS

As well as consulting on strategic documents, the Broads Authority also has to consult the community on planning applications. The requirements are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010.

#### 3.2. PRE-APPLICATION DISCUSSIONS

The Localism Act 2011 sets out requirements for consultation in the pre-application process, and the National Planning Policy Framework (NPPF) also encourages applicants to engage in this process. This can provide feedback at an early stage as to whether their application is likely to be acceptable in principle.

*The NPPF says: 188. Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.*

For all applications, we encourage pre-application discussions with our Planning Officers, who can offer guidance and advice on design and on the planning policies and regulations that may apply. They can also give advice about the type and level of information required to enable the Authority to validate and determine their application. We can also let the applicant know which organisations we will be consulting. This will give the applicant an opportunity to contact the organisations beforehand and address any concerns they may have. We can also advise if planning permission is not needed.

*The NPPF says: 190. The more issues that can be resolved at pre-application stage, the greater the benefits.*

Pre-application advice can:

- Help identify issues any developer should consider in formulating proposals including flood risk
- Help identify the level of supporting information and detail that should accompany the plans and forms required to be submitted with any formal application
- Avoid expensive mistakes being made at application stage
- Speed up processing of the application
- Make sure groups or individuals you must consult by law are engaged as early as possible
- Identify schemes which are unlikely to win support

- Avoid time spent on making an application if permission is not needed

At the time of writing, this service is provided for free. If you want to take advantage of pre-application advice, please fill out the pre-application advice form found on the Authority's website<sup>7</sup>.

### **3.3. PRE-APPLICATION CONSULTATION**

The Localism Act sets out the requirements for statutory pre-application consultation; the NPPF also encourages those not required by law to undertake community engagement. All applicants are encouraged to consult neighbours, the appropriate Parish/ Town Council and other local amenity bodies before submitting their application. How this is done will vary in proportion to the scale and nature of the development proposal. As a minimum, for minor applications we recommend the applicants consult immediate neighbours before submitting an application.

For major applications, such as those that may be controversial, on sensitive sites or significant in scale, we encourage developers to engage with the local community at an early (pre-application) stage in order to establish local issues and concerns that may need to be addressed in the application. How this is done is up to the developer, but we would encourage public exhibitions, public meetings, press releases and public notices.

Applicants will then be able to submit a Consultation Statement with their application.

Major applications are defined as residential development comprising 10 or more dwellings OR if the number of dwellings is unknown, the site area is 0.5 hectare or more; or any other use where the floor space proposed is 1,000 square metres or more OR if the site area is one hectare or more.

### **3.4. LOCAL DEVELOPMENT ORDERS**

Local Development Orders are made by local planning authorities and give a grant of planning permission to specific types of development within a defined area. They streamline the planning process by removing the need for developers to make a planning application to a local planning authority.

On producing a Local Development Order, the regulations<sup>8</sup> state that the draft local development order and statement for reasons need to be made available in a similar way to those of the Local Plans. The venues as set out in Appendix B will therefore hold paper copies of the documents, and a copy will be posted on our website.

Where the draft local development order would grant planning permission for development specified in the order, the Authority will display in at least one place on or near to the site to which

<sup>7</sup> [http://www.broads-authority.gov.uk/\\_data/assets/word\\_doc/0004/410269/Do\\_I\\_need\\_Planning\\_Permission\\_form.doc](http://www.broads-authority.gov.uk/_data/assets/word_doc/0004/410269/Do_I_need_Planning_Permission_form.doc)

<sup>8</sup> [http://www.legislation.gov.uk/uksi/2010/2184/pdfs/uksi\\_20102184\\_en.pdf](http://www.legislation.gov.uk/uksi/2010/2184/pdfs/uksi_20102184_en.pdf)

the order relates a notice (as set out in Schedule 7 of The Town and Country Planning (Development Management Procedure) (England) Order 2010) and give every person whom we know to be the owner or tenant of any part of the site whose name and address is known to the authority, a copy of the Order.

The consultation will last a minimum of 28 days.

The Specific Consultees as set out in Appendix C will be consulted, as well as the following groups:

- Voluntary bodies some or all of whose activities benefit any part of the local planning authority's area;
- Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area;
- Bodies which represent the interests of different religious groups in the local planning authority's area;
- Bodies which represent the interests of disabled persons in the local planning authority's area;
- Bodies which represent the interests of persons carrying on business in the local planning authority's area.
- Any person with whom they would have been required to consult on an application for planning permission for the development proposed to be permitted by the order.

### **3.5. WHO WILL BE CONSULTED ON PLANNING APPLICATIONS AND HOW?**

Once an application has been submitted, the Authority is responsible for managing the consultation, determining who will be consulted and how long they will have to comment. The Authority carries out consultation for applications, even those when pre-application advice has been sought to ensure there is no bias.

Depending upon the nature and location of the application, the Authority may consult various bodies and organisations to receive their views regarding the application. These can include the Environment Agency, Anglian Water, Natural England, Norfolk or Suffolk County Council Highways Departments, Norfolk Landscape and Archaeology Department, Norfolk or Suffolk Fire Service, Broads Society and others considered pertinent to the proposal.

For applications that relate to the use and enjoyment of the water space and/or affect navigation, the Authority will consult with relevant organisations that represent the various users of the Broads system. The Authority may also consult internal officers for their specialist views. These can include the Ecologist, the Landscape Officer, the Heritage Environment Manager, the Authority's Arboriculture Consultant and the Waterways and Recreation Officer. The Parish/Town Council is a statutory consultee and is always consulted.



These organisations/officers are consulted via email (or by post if no email address is provided to the Authority) with information as to how they can view the application online. Neighbours are consulted by post whilst Parish and Town Councils are sent an email informing them of the consultation period or sent a copy of the application by post if an email address is unavailable.

Some applications may have historic environment issues. On these occasions, the Authority will consult with Norfolk County Council Historic Environment Service, and English Heritage East of England Region as well as the Authority's Heritage Environment Manager.

On occasion, planning applications are revised after they have been submitted, due to concerns raised by case officers or to address comments received from consultees or the public. Depending on the significance of the changes, the Authority will re-consult with the Parish Council, neighbours and anyone else likely to be affected by the changes made. The usual time for response to amendments is 10 days.

In addition to consulting neighbours and other Statutory Bodies the Authority publicises planning applications and other submissions as set out in the Table below to ensure the local communities have a number of ways to find out what is being proposed in their area.

For all Local Planning Authority applications and consents submitted to the Broads Authority, we will:

- a) Send notification of the application to the respective District/Borough/City Council
- b) Display a notice of the proposal in a prominent position on or near the proposed site
- c) Consult, by letter or email, immediate neighbours, respective Parish Council and respective District/Borough/ City Council Ward Members
- d) Publish full details of the application on the Authority's website
- e) Make details of the application available for inspection at the Authority's head office during normal working hours
- f) Consult any relevant statutory and non-statutory bodies

In addition to the above, we will give notice in a local newspaper of the following types of development:

- a) Listed Buildings Consents and Conservation Area Consents
- b) A proposal accompanied by an Environmental Statement
- c) A proposal which is contrary to the Development Plan
- d) A proposal which affects a public right of way
- e) Major development, including development likely to be of interest to a wider number of people
- f) Telecommunications development

A Weekly List of new planning applications is issued each week to allow the public to stay up-to-date with applications submitted for sites within their local area.

### **3.6. HOW CAN PEOPLE GET INVOLVED IN THE APPLICATION PROCESS?**

Members of the public can get involved during the consultation period, by informing the Authority in writing of their views on proposals or by providing any relevant information they feel the Authority should know.

Applications are also discussed at Parish/Town Council Committee Meetings. Members of the public may be able to speak at these meetings. However it is advised that the Parish Clerk/Representative is asked for that Parish's protocol in respect of its 'planning meetings'

The Broads Authority's Planning Committee is also a public meeting and anyone is eligible to register to speak on an application, or turn up on the day to sit and listen.

### **3.7. HOW CAN I FIND OUT ABOUT PLANNING APPLICATIONS IN MY AREA?**

The Weekly List published on the Authority's website shows new applications registered within the Broads Authority's Executive Area. Site notices are another way to find out about planning applications. These are erected on or close to the application site in places accessible to the public from public footpath or highway. Press Notices are included in the local newspaper for applications as specified the box on the previous page.

### **3.8. HOW TO COMMENT ON A PLANNING APPLICATION**

Consultation letters, Site Notices and Press Notices will all include details of how to view the planning application and how to make comments on the application.

There is a statutory consultation period of 21 days from the date of the Site Notice or neighbour notification letter, or 14 days from the date of the press advertisement, for responses to be made. However, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation for applications for development potentially affecting a SSSI. Any responses received during this consultation period are uploaded onto the Broads Authority's Public Access system and can be viewed by the wider public.

Comments on a planning application must be made in writing and can be submitted in three different ways:

- a) via the Broads Authority's Public Access system
- b) via email
- c) via post

### **3.9. WHAT WE DO WITH THE COMMENTS WE RECEIVE?**

We aim to acknowledge representations received from neighbours, Parish/Town Councils, District or other councillors and the Broads Society on undetermined applications within five working days of receipt. We will acknowledge representations from other bodies as appropriate.

The Authority displays all comments received regarding an application on its website under the application's reference (although we will not include any inappropriate or offensive comments). These can be accessed by all members of the public.

The Planning Officer responsible for an application which receives comments will take all comments received into consideration when making his/her recommendation. Where appropriate, comments received may result in amendments being made to the proposal and/or adding conditions to the decision notice. In some instances, comments received may result in the refusal of a proposal.

Every Planning Officer will ensure that any comment received is referenced in their final report on the proposal, whether or not further action has been taken as a result of the comment.

The determination of each planning application will either be made at Officer level under the Authority's Scheme of Delegation or by the Planning Committee. If the application is taken before the Planning Committee for determination, any comments or representations received will be brought to the attention of the Members.

### **3.10. SPEAKING AT PLANNING COMMITTEE**

The majority of applications are not required to go before the Planning Committee to be decided, because they are of a nature that enables them to be determined by the Authority's Head of Development Management under the Authority's Scheme of Delegation.

For those applications that need to go to Planning Committee, the Planning Committee meeting is held every 4 weeks, on a Friday morning at Yare House, 62-64 Thorpe Road, Norwich.

Members of the public, the Parish Council and Ward Member are eligible to speak at the Planning Committee, either as supporters or objectors and do not need to have provided comments during the initial consultation period. Attendance by the applicant/agent is also encouraged. Anyone who wishes to speak regarding an application must register with the Committee Clerk prior to the commencement of the Meeting.

Each speaker will be given a maximum of 5 minutes. If more than one objector/supporter from a group wishes to speak, then a total of 5 minutes will be allocated to that group. However, it is advised that a group nominate a single spokesperson due to the limited speaking time. The Committee Clerk will advise whether there are other interested parties who have requested to speak.

It is advised that your speech should be brief and to the point, referring to relevant planning issues. Illustrative material is permitted to clarify issues.

Full details, including Committee agenda papers, Committee Minutes and planning decisions, are published on our website at [www.broads-authority.gov.uk/Planning](http://www.broads-authority.gov.uk/Planning).

### **3.11. SOURCES OF PLANNING ADVICE**

#### **Planning Aid**

Planning Aid provides free, independent and professional advice to those who are unable to pay professional fees. See section 6 for more details.

#### **Planning Portal**

The Planning Portal is the Government's website that offers clear guidance on the planning system in England and Wales. The website also allows you to submit online planning applications to the Council. The website is available to view at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

## **4. INVOLVING THE COMMUNITY IN PRODUCING THE BROADS PLAN**

### **4.1. THE BROADS PLAN**

The Broads Plan is the strategic plan to manage the Norfolk and Suffolk Broads. It sets out a vision, long-term aims and short-term objectives for the Broads, and coordinates and integrates a wide range of strategies, plan and policies relevant to the area with the purposes and duties set out in the Broads Act. The Broads Plan is a plan for the Broads, not just for the Broads Authority. While the Authority is responsible for its production, a wide range of partners will take a lead of joint role in the delivery and monitoring of specific actions in the Plan.

The Broads Plan helps shape the planning policies adopted with the Broads Local Plan, and neighbouring Local Planning Authorities need to have regard to it when adopting their own planning policies. The Broads Plan may also be a material consideration in making decisions on individual planning applications.

### **4.2. REVIEWING THE PLAN**

The Authority is required to review the Broads Plan at least once every five years and update it as appropriate. There is no one rigid process for reviewing the Plan, so the Authority is able to choose an approach that works best for the circumstances of the area and communities at the time of the review.

Each stage of the review process will involve working with our officers and members, key statutory and delivery partners, and those stakeholder groups and individuals with an interest in the Broads, be it their residence, livelihood or place of recreation and relaxation. We engage on a regular, cyclical basis with the Broads Forum, which represents around 50 interest and amenity groups in the Broads, and with the Broads Local Access Forum. Consultation methods used will include stakeholder workshops, committee and interest group meetings, focus groups, one-to-one discussions, written consultations in paper and electronic formats, surveys and questionnaires, and public events in local venues around the Broads, including 'drop-in' area parish forums. We will follow the process set out in Table 2 above to engage with those who may be considered as 'hard to engage'.

Following early stage scoping work to review the current vision, aims and objectives, a first draft Plan will be prepared and published for public consultation for a period of 6-8 weeks. Following consideration of all comments received, and informed as necessary by additional internal and external consultation, a revised draft Plan will be prepared and published for a further 6-8 week period of public consultation. The final Plan will then be prepared and published. The draft and final versions of the Plan and associated documents will be made available in both paper and electronic format and in large print or audio formats on request. Information about consultations will be publicised on our website, through our social media including Twitter and 'Broads Blog', in our visitor and toll payer newsletters, in the local press, and through the public venues shown in Appendix B.

### **4.3. ENVIRONMENTAL REPORT**

The review of the Broads Plan is informed by an Environmental Report (combining Sustainability Appraisal and Strategic Environmental Assessment), which assesses any significant environmental, economic and social impacts of the Plan on conservation sites designated under the European Habitats Directive. This process will be run in parallel with the Plan review process.

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## 5. NEIGHBOURHOOD PLANNING

### 5.1. ABOUT NEIGHBOURHOOD PLANS

The Localism Act 2011 (as amended) makes provision for communities to prepare their own Neighbourhood Development Plans, which can add detail beyond that of the Local Plans. These plans can set planning policies to guide future development in the parish. They must be in conformity with National Policy as well as any Plan that has been adopted by the Local Authority. They are community led and can be written by Town or Parish Councils, or where there is no Town or Parish Council by a specially created Neighbourhood Forum.

### 5.2. NEIGHBOURHOOD PLANS - 'CANS' AND 'CANNOTS'

A Neighbourhood Plan *can*...

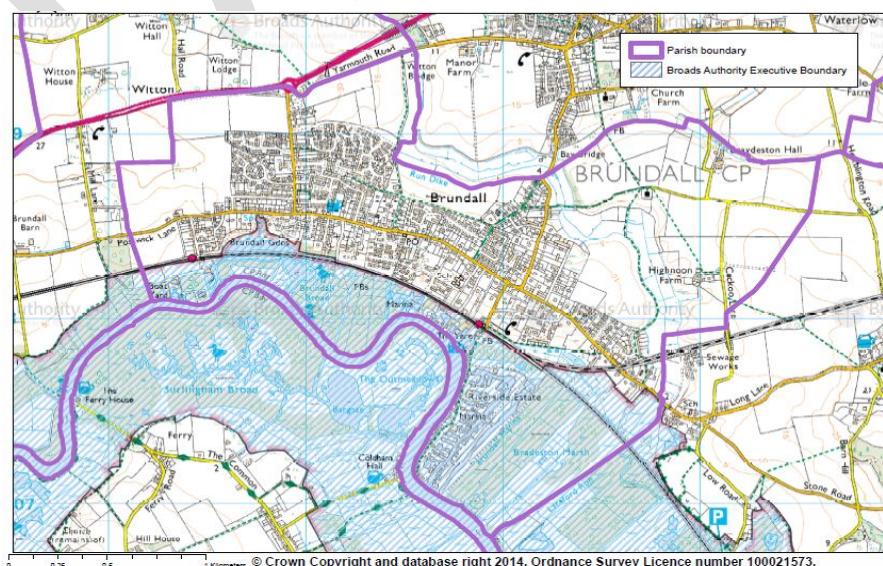
- Decide where and what type of development should happen in the neighbourhood;
- Promote more development than is set out in the Local Plan; and
- Include policies: For example, regarding design standards that take precedence over existing policies in the Local Plan for the neighbourhood - provided the Neighbourhood Plan policies do not conflict with the strategic policies in the Local Plan.

A Neighbourhood Plan *cannot*...

- Conflict with the strategic policies in the Local Plan prepared by the LPA;
- Be used to prevent development that is included in the Local Plan; and
- Be prepared by a body other than a Parish or Town Council or a Neighbourhood Forum.

### 5.3. NEIGHBOURHOOD PLANS PRODUCED BY PARISHES IN THE BROADS

There are no parishes wholly within the Broads Executive Area. Each parish that is partly in the Broads, where the Broads Authority is the LPA, will also have a part within one of the Authority's constituent council areas, with that council being the LPA. An example is below, showing Brundall Parish.



While the Neighbourhood Plan will be written by the community, the Local Planning Authority (LPA) still has a role to play. The Authority and its constituent councils work together to assist the community in producing a Neighbourhood Plan. The Council usually leads on the Local Planning Authority's side of producing the Neighbourhood Plan, usually because the majority of the area of a Parish is not in the Broads Executive Area but also because the Council will eventually run the referendum stage of production.

That being said, both the Authority and the other Council need to undertake the required formal stages in line with their particular procedures. Table 4 summarises the process<sup>9</sup>.

**Table 4 Explanation of the Stages of Neighbourhood Plan Production**

Stage	Explanation
Consulting on the proposal to designate a Neighbourhood Area or Neighbourhood Forum	Before an area is designated a Neighbourhood Area or a group of people designated a Neighbourhood Forum, the Council and the Broads Authority will advertise the application for six weeks. The Council will probably lead on contacting particular consultees, with the Authority providing relevant contact details. The Authority will advertise the consultation on its website.
Designating a Neighbourhood Area	On completion of the consultation, the Authority and Council designate the Neighbourhood Area or take the decision to designate the Neighbourhood Forum. At the meeting of the full Authority, the majority of the Authority's formal involvement in the production of a Neighbourhood Plan is delegated to the Planning Committee.
Pre-submission publicity and consultation	The qualifying body (Parish Council or Neighbourhood Forum) publicises the draft plan or Order and invites representations and consults the consultation bodies as appropriate. The Authority and Council provide assistance. The Authority will place the consultation document on its website and in its Head Office reception.
Submission to the local planning authority and publication	The Authority and Council checks that the submitted proposal complies with all relevant legislation. If the plan meets the legal requirements, the Authority and Council publicise the proposal for a minimum of 6 weeks and invite representations, and appoint an independent examiner (with the agreement of the qualifying body).
Submission to Independent Examiner and Examination	The Neighbourhood Plan and representations are sent to the independent examiner, who undertakes the examination. The independent examiner issues a report to the local planning authority and qualifying body. The Authority and Council consider the report and reach their own view – to proceed to referendum or not.
Referendum	On deciding to proceed to referendum, the Council organises and

<sup>9</sup> More detail on the process of producing a Neighbourhood Plan can be found here <http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/>.



Stage	Explanation
	runs the referendum.
Making the neighbourhood plan	The results of the referendum are reported to the full Authority. Paragraph 38A (4)(a) of the Planning and Compulsory Purchase Act 2004 requires that the Local Planning Authority must make the neighbourhood plan if more than half of those voting have voted in favour of the plan being used to help decide planning applications in the plan area.

Once the neighbourhood area is approved, the Authority and Council are legally required to provide support and advice covering such issues as planning matters and advice on the legal requirements for producing a Neighbourhood Plan. The Authority and Council are also responsible for checking that the submitted Neighbourhood Plan has followed the proper legal process, publicising the proposed plan and arranging for the independent examination and referendum to take place.

At the time of writing, a technical consultation<sup>10</sup> is being undertaken by the Government and changes to Neighbourhood Planning are being consulted on. This SCI reflects the situation as at October 2014. If any changes are announced to the Neighbourhood Planning system, this section of the SCI will be updated.

## 5.4. HOW THE COMMUNITY IS INVOLVED IN THE PROCESS

As set out in section 3.2, the community are involved in the following stages.

**Table 5: Community involvement in neighbourhood planning process**

Stage	Length of time	How and who?
Designating a Neighbourhood Area/Forum	6 weeks	Relevant consultees are notified of the proposal. The application is displayed on the Authority's website.
Pre-submission consultation	6 weeks	Relevant consultees are invited to comment on the draft Neighbourhood Plan. The draft plan is displayed on the Authority's website. A hard copy is displayed at the Authority's head office.
Publication	6 weeks	Relevant consultees are invited to comment on the publication version of the Neighbourhood Plan. The draft plan is displayed on the Authority's website. A hard copy is displayed at the Authority's head office.
Referendum	One day only to cast vote	Those who live in the Parish and are over 18. Polling stations for each ward of a Parish. Run by the Council.

<sup>10</sup> <https://www.gov.uk/government/consultations/technical-consultation-on-planning>

## 5.5. MORE INFORMATION

For more information, visit these useful websites:

Planning Portal:

<http://www.planningportal.gov.uk/inyourarea/neighbourhood/>

Locality:

<http://locality.org.uk/projects/building-community/>

Forum for Neighbourhood Planning:

<http://www.ourneighbourhoodplanning.org.uk/>

Community Knowledge Hub:

<http://planning.communityknowledgehub.org.uk/>

Government Guidance:

<http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/>

Planning Help:

<http://www.planninghelp.org.uk/improve-where-you-live/shape-your-local-area/neighbourhood-plans>

Planning Advisory Service:

<http://www.pas.gov.uk/web/pas-test-site/45-neighbourhood-planning-faqs>

Localism Act and Neighbourhood Planning:

<http://www.legislation.gov.uk/ukpga/2011/20/part/6/chapter/3>

## 6. PLANNING HELP AND ADVICE AVAILABLE TO THE COMMUNITY

### 6.1. INTRODUCTION

Planning Aid is a voluntary service linked to the Royal Town Planning Institute (RTPI) that offers free independent professional advice on planning issues. Planning Aid is provided to support community groups and individuals who have limited resources to participate effectively in planning matters.

### 6.2. WHAT TYPE OF SERVICE IS PROVIDED BY PLANNING AID?

The current remit of Planning Aid involves advising community groups in negotiations with the Local Planning Authority and, if necessary, representing the groups at examination. The Government is promoting the expansion of this service.

Planning Aid England can help individuals and communities to:

- Understand and take part in the planning system
- Take part in the preparation of plans
- Comment on planning applications
- Apply for planning permission
- Appeal against a decision
- Help individuals represent themselves at appeals or public enquiries

Every part of the UK is covered by Planning Aid, with each region having its own service. Developers should consider contacting Planning Aid for advice about appropriate engagement techniques.

Planning Aid England can be contacted on (0330) 123 9244 or by email at [advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk). Further information can be found on the RTPI website at [www.rtpi.org.uk/planning-aid/](http://www.rtpi.org.uk/planning-aid/).

Information regarding the planning system can also be found on the Government planning portal website at [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

## 7. COMPLAINTS PROCEDURE

The Authority operates a three stage procedure<sup>11</sup> to ensure complaints about our services and performance are dealt with impartially, objectively and professionally.

### 7.1. STAGE ONE: INFORMAL COMPLAINTS

Initially you may wish to informally contact a senior manager for the area of work where you have a complaint or comment. Alternatively, if you telephone the Authority and explain that you wish to make a complaint, you will be put through to the senior member of staff best able to deal with your concerns.

As a further option you can email the Authority via our contact form. By approaching the Authority in this way, your concerns will be dealt with efficiently and every effort made to resolve your complaint. You will be provided with a written reply to emails or written informal complaints within 10 working days of receipt. This also applies to telephone informal complaints that cannot be resolved at the time.

### 7.2. STAGE TWO: FORMAL COMPLAINTS

Please submit a formal complaint in writing to the Head of Governance and Executive Assistant. You may find it helpful to complete and submit a Formal Complaint Form at the same time. The relevant Director will receive your letter and form. You will be sent an acknowledgement within three working days of receipt.

When a Director receives a formal complaint it is their responsibility to consider the whole complaint objectively and with professionalism. You will get a detailed reply in writing within 10 working days, identifying whether your complaint is upheld or not. If it is not possible to respond in full within 10 working days you will be sent a letter explaining why and be given an indication of when the response will be ready. The reply will include details of how to take the matter forward should you remain dissatisfied.

### 7.3. STAGE THREE: CHIEF EXECUTIVE'S REVIEW

Your request to proceed to the Chief Executive's Review Stage is normally only available if you have been through the Formal Complaints Stage process. Your complaint should be in writing and addressed to the Chief Executive, stating your request for a Chief Executive's Review of your complaint. An acknowledgement letter will be sent within three days of receipt and a detailed reply will be sent within 20 working days. If it is not possible to respond in the timescale you will be sent a letter explaining why.

This is the last stage in the Authority's complaint process and it requires the Chief Executive to review your complaint in an impartial manner, undertaking a full and independent review of your

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<sup>11</sup> <http://www.broads-authority.gov.uk/contact-us/comments-and-complaints/how-to-complain>

concerns. If he considers it helpful, he may seek the assistance of the Authority's Monitoring Officer and may seek direction from the appropriate committee.

#### **7.4. WHAT HAPPENS NEXT?**

The Authority wants to improve service and resolve problems as quickly as possible. If your complaint is upheld, you will receive a written apology and explanation of action taken to prevent a similar thing happening again.

#### **7.5. WHAT IF I AM STILL NOT SATISFIED?**

The reply from the Chief Executive will set out your right to contact the Commission for Local Administration in England (the Local Government Ombudsman). If you consider your complaint was made because the Authority had not followed procedures correctly and may have caused you an injustice, the Local Government Ombudsman can be contacted at: The Oaks, Westwood Way, Westwood Business Park, Coventry CV4 8JB. The website address is [www.lgo.org.uk](http://www.lgo.org.uk).

#### **7.6. OTHER COMPLAINTS PROCEDURES<sup>12</sup>**

Our three stage complaints procedure covers complaints about services and performance of the Broads Authority. However, if your complaint falls into one of the categories below, a different system is in place.

##### Maladministration

For complaints about administrative matters you can contact the Local Government Ombudsman by email at <http://www.lgo.org.uk/>. The Ombudsman usually prefers that an attempt has been made to resolve the complaint using the Authority's complaints scheme.

##### Member Code of Conduct

Complaints about conduct of a member or committees can be made formally by writing to the Monitoring Officer, Broads Authority, Yare House, 62 - 64 Thorpe Road, Norwich, NR1 1RY. Alternatively, you may raise the matter informally with the Head of Governance and Executive Assistant. The Members Code of Conduct Complaints Guidance Notes and Complaints Form provide guidance on this matter. The Members' Code of Conduct provides clarification of conduct expected of members. A summary of how the Authority deals with Standards Allegations provides further information.

##### Financial Wrongdoings

The Treasurer and Financial Adviser, Chief Executive and/or Monitoring Officer will investigate a matter if your complaint is about financial wrongdoings by the Broads Authority.

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<sup>12</sup> <http://www.broads-authority.gov.uk/contact-us/comments-and-complaints/other-complaints-procedures>

### Unlawful Behaviour or Action

The Authority's Monitoring Officer will investigate a complaint if there is a concern about unlawful behaviour or action by the Broads Authority itself. In addition:

- If a complaint suggests criminal behaviour the matter will be reported to the Police
- Applicants for planning permission have a legal right to appeal in the case of planning decisions with which they disagree. Details of appeals are included in the letter of refusal sent to the applicant

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## **8. REVIEWING AND MONITORING THE STATEMENT OF COMMUNITY INVOLVEMENT**

### **8.1. REVIEWING AND REVISING THE SCI**

The SCI will be kept under review. Revisions will be made only if there are new groups we wish to engage with or where the regulations relating to public consultation change.

### **8.2. MONITORING THE SCI AND DATA PROTECTION**

We may include an optional monitoring form with consultation response forms, depending on the consultation being undertaken.

It is important to note that we will ask only relevant and necessary questions and collect this information to monitor the effectiveness of our approach to engaging with the community. We will not pass information or details on to anyone else outside the Authority, nor identify anyone personally.

The Broads Authority is registered under the Data Protection Act 1988 for the purpose of processing personal data in the performance of its legitimate business. The information held by the Authority will be processed in compliance with the principles set out in the Act.

## APPENDIX A: LOCAL DEVELOPMENT SCHEME

[illegible]



## APPENDIX B: VENUES AROUND THE BROADS EXECUTIVE AREA

### Libraries

Acle Library  
Beccles Library  
Brundall Library  
Bungay Library  
Cromer Library  
Great Yarmouth Library  
Loddon Library  
Lowestoft Library  
Oulton Broad Library  
Norwich Millennium Library  
Stalham Library  
Wroxham Library

### Local Authority Offices

Broads Authority Offices, Yare House, 62-64 Thorpe Road, Norwich  
Broadland District Council Office, Thorpe Road, Norwich  
Great Yarmouth District Council Offices, Town Hall  
North Norfolk District Council Offices, Holt Road, Cromer  
Norwich City Council, City Hall  
South Norfolk Council Offices, Swan Lane, Long Stratton  
Waveney District Council, the Marina Customer Service Centre, Lowestoft  
Norfolk County Council, County Hall, Norwich  
Suffolk County Council, Endeavour House, Ipswich

### Broads Authority Tourist Information Centres

Whitlingham Visitor Centre, Whitlingham Lane, Trowse  
How Hill Tourist Information Centre (Toad Hole Cottage Museum), Ludham (Mar-Oct only)  
Hoveton Tourist Information Centre, Station Road, Hoveton (Mar-Oct only)

## APPENDIX C: LIST OF CONSULTEES (PLANNING POLICY AND BROADS PLAN)

At the time of writing, all those on the consultation database are being contacted to see if they wish to remain on it, and to confirm their details. As such, this information is correct as at October 2014. From time to time, other organisations may be added to the consultation list.

### Specific Consultees

Norfolk County Council  
Suffolk County Council  
The Highways Agency  
Natural England  
Homes and Communities Agency  
Network Rail  
English Heritage  
Clinical Commissioning Groups  
Neighbouring District Councils  
Norfolk Constabulary

### Marine Management Organisation

The Environment Agency  
National Health Service Commissioning Boards  
Town and Parish Councils partly within the Broads  
Executive Area  
Coal Authority  
Relevant electricity and gas companies  
Local Enterprise Partnership (New Anglia)  
Relevant Telecommunications Companies  
Local Nature Partnership (Wild Anglia)  
Relevant sewerage and water undertakers

### General Consultees

Age UK  
Airport Operators Association  
Ancient Monuments Society  
Arts Council England (East)  
British Trust for Ornithology  
Civil Aviation Authority  
CPRE Norfolk  
CPRE Suffolk  
Crime Prevention and Architectural Liaison Officer  
Norfolk  
Crime Prevention and Architectural Liaison Officer  
Suffolk  
Crown Estate  
Defence Infrastructure Organisation  
Department for Transport  
Design Council  
Disabled Persons Transport Advisory Committee  
East of England Ambulance Service  
Equity and Human Rights Commission  
Fields in Trust  
Forestry Commission (East England Conservancy)  
Freight Transport Association  
Gypsy Roma Traveller Achievement Service  
Health and Safety Executive  
Home Builders Federation  
Landowners, agents, developers and Housing  
Associations operating in the area  
MEPs - Eastern Region

Mobile Operators Association  
MPs  
National Farmers Union  
National Trust  
Norfolk & Norwich Transport Action Group  
Norfolk Archaeological Unit  
Norfolk Biodiversity Partnership  
Norfolk Coalition of Disabled People (Equal Rights)  
Norfolk Constabulary  
Norfolk Farming & Wildlife Advisory Group  
Norfolk Fire Service  
Norfolk Geodiversity Partnership  
Norfolk Landscape Archaeology  
Norfolk Local Access Forum  
Norfolk Rural Community Council  
Norfolk Wildlife Trust  
Norwich & Norfolk Racial Equality Council  
Renewables East  
RSPB Eastern England  
Secretary of State for Communities and Local  
Government  
Secretary of State for Transport  
Sport England - Eastern Region  
Suffolk Archaeological Service  
Suffolk Biodiversity Partnership  
Suffolk Constabulary  
Suffolk Fire Service  
Suffolk Geodiversity Partnership

Suffolk Local Access Forum  
Suffolk Strategic Partnership  
Suffolk Wildlife Trust  
Sustrans  
The Council for British Archaeology  
The Crown Estate  
The Gypsy Council

The National Federation of Gypsy Liaison Groups  
The National Trust  
The Society for the Protection of Ancient Buildings  
The Theatres Trust  
The Woodland Trust  
Train Operating Companies

#### Local Consultees

AONB groups  
Chambers of Trade  
Civic societies  
Local businesses  
Local interest groups

Local partnerships  
Local residents  
Residents associations  
Schools

#### Consultees specific to the Broads

Anglers Consultative Assoc (Norfolk & Suffolk)  
Association of Inland Navigation Authorities  
British Assoc of Shooting and Conservation  
British Canoe Union  
British Horse Society  
British Marine Federation  
British Reed Growers Association  
British Rowing  
British Waterski  
British Waterways  
Broads Angling Strategy Group  
Broads Hire Boat Federation  
Broads Local Access Forum  
Broads Reed and Sedge Cutters Assn  
Broads Society  
Broads Tourism  
Brundall Riverside Association  
Butterfly Conservation - Norfolk Branch  
Campaign for National Parks

Country Land & Business Association  
Cruising Association  
East Anglian Cycling Club  
East Anglian Trail Riders Association  
East Anglian Waterways Assn Ltd  
Eastern Rivers Ski Club  
Eastern Rowing Council  
Hire Boat operators.  
Inland Waterways Association  
Norfolk & Suffolk Boating Association  
Norfolk Heritage Fleet Trust  
Norfolk Wherry Trust  
Norfolk Windmills Trust  
Norwich & District Wildfowlers Association  
Rural Action East  
Suffolk Water Sports Association  
The Broads Trust  
UK Association of National Park Authorities  
Yare Users Association