

## Annex A:

# Statement of Community Involvement Update

## April 2021

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This update to the SCI is in response to the Coronavirus (COVID-19) Pandemic and updated guidance from the Government<sup>1</sup> regarding planning matters and consultation.

Some consultation measures set out in our adopted Statement of Community Involvement cannot currently be used due to social distancing restrictions. Where this is the case, alternative measures will be utilised; Please see the following table for more information. **The suspension of any consultation methods is only temporary for a period of up to 6 months and is subject to change according to Covid-19 and prevailing health advice.** When it is safe to do so the full range of consultation methods will be reinstated.

In response to current guidance on staying at home and away from others, consultation is temporarily primarily carried out online. It is recognised that not everyone is online. **If you have no access to email or the internet, please contact us using the contact details provided at the end of this note to discuss your requirements.**

2007 SCI Reference	Existing commitment	Amended Approach
Table 1 'Proposed Methods of Community Involvement'  and  Table 2 'How and why community involvement will be sought in the preparation of	Documents and notices available for inspection at the Council's West Offices and libraries	All documents continue to be accessible online via the council's website. Planning Policy documents can be viewed online at: <a href="http://www.york.gov.uk/LocalPlan">www.york.gov.uk/LocalPlan</a> . Specific enquiries can be made to Forward Planning <ul style="list-style-type: none"><li>• by phone: 01904 552255; or</li><li>• by email to: <a href="mailto:localplan@york.gov.uk">localplan@york.gov.uk</a>.</li></ul> Consultation documents will also be available to view online via computer access at Explore Libraries, if open at the time of consultation. Computer access will be in line with the library opening hours and the protocols in place for Covid 19, such as booking computer access by appointment only. For further

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<sup>1</sup> National Planning Policy Guidance Paragraphs 076-079. Summary via: <https://www.gov.uk/guidance/coronavirus-covid-19-planning-update>

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Planning Policy documents'		<p>information on library opening times and the facilities available to use, including computer access, please see:  <a href="https://www.exploreyork.org.uk/libraries/">https://www.exploreyork.org.uk/libraries/</a></p> <p>Hard copies of Planning Policy documents will be made available, whenever possible, as follows:</p> <ul style="list-style-type: none"> <li>• Consultation documents will be deposited at West Offices, if open at the time of consultation and will be available to view by appointment only. Should you wish to arrange an appointment, you should contact the Forward Planning team directly. Access to the documents will be in line the protocols in place for Covid 19, such as quarantine of documents after use.</li> <li>• Consultation documents will be deposited at libraries, if open at the time of consultation. Access to the hard copy documents will be in line with the library opening hours and the protocols in place for Covid 19, such as viewing by appointment only and quarantine of documents after use. For further information on library opening times and the facilities available to use, including computer access, please see:  <a href="https://www.exploreyork.org.uk/libraries/">https://www.exploreyork.org.uk/libraries/</a></li> </ul> <p>If public buildings are not open during a period of consultation or you do not have internet access, you should telephone 01904 552255 to discuss and/or arrange a viewing, including where appropriate access to hard copies subject to prevailing Covid 19 measures and public health advice. Officers will only seek to provide hard copies on request for those who have no other means of access.</p> <p>The consultation arrangements in place at the time of consultation will be made clear on the Council's website. Should this be subject to change during the consultation period, the details will be updated, as applicable, in line with the current health guidelines.</p>

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Table 1, Table 2, paragraph 9.4	Face to face meetings, including public exhibitions, one-to-one meetings with selected stakeholders, public meetings, focus groups, area forums, ward committees, planning panels and other community groups, organisations and forums	<p>During the COVID 19 Pandemic, face to face consultation meetings will be suspended.</p> <p>The Council will engage virtually using software platforms such as Skype and Zoom wherever possible. Applicants and stakeholders are expected to do the same.</p>
Paragraph 10.1, criterion b.  Paragraph 10.4	Copies of all applications and plans can be inspected at the Council's reception. Reception staff and a Duty Planning Officer will be available to deal with your queries.	<p>During the COVID pandemic, planning applications will continue to be accessible via our online planning search using the application reference number:  <a href="https://www.york.gov.uk/planning-applications/search-planning-applications/1">https://www.york.gov.uk/planning-applications/search-planning-applications/1</a></p> <p>If you do not have internet access, you should telephone 01904 551553 to discuss and/or arrange a viewing of planning application documents, including where appropriate access to hard copies subject to prevailing Covid 19 measures and public health advice.</p> <p>Planning officers are enabled for working away from the office and are contactable by</p> <ul style="list-style-type: none"> <li>• emailing officers directly;</li> <li>• by email to:  <a href="mailto:planning.enquiries@york.gov.uk">planning.enquiries@york.gov.uk</a></li> <li>• by phone: 01904 551553</li> </ul>
Paragraph 10.5	The timescale for making comments or objections on planning applications is 21 days	Owing to changes that we've had to make to how we print and mail our neighbour notification letters, and possible delays in the postal network, we've temporarily extended our standard consultation periods from 21 days to 28 days so as not to unduly disadvantage any parties that wish to participate in the planning process. Internal systems have been adjusted to accommodate this change. These changes exceed the minimum legal requirement of legislation. An

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		insert letter also accompanies each neighbour notification letter to advise notified parties of service changes during the coronavirus outbreak.
Paragraph 10.5	Making comments or objections on planning applications.	<p>Comments on planning applications should continue to be submitted via email, including the application reference number, to: <a href="mailto:planning.comments@york.gov.uk">planning.comments@york.gov.uk</a></p> <p>If you have no access to email or the internet, please address your comment to us in writing, including the application reference number, to:</p> <p style="padding-left: 40px;">Development Management City of York Council West Offices Station Rise York YO1 6GA</p> <p>Please note that due to the current pandemic and restrictions, the processing of written representations may take longer. There is therefore a risk that last minute comments by post might not be taken into account. Please allow time for your comments to be processed. Processing of posted correspondence is also subject to prevailing Covid 19 measures and public health advice</p>
Paragraph 10.10	Being involved at planning committee	<p>Due to coronavirus, we've made some changes to how we're running council meetings. Face-to-face planning committees are currently suspended.</p> <p>The government has introduced regulations to allow committee meetings to be held without the physical attendance of all parties. We are now holding planning committee virtually using the Zoom software platform. Please contact democratic services at <a href="mailto:democratic.services@york.gov.uk">democratic.services@york.gov.uk</a> for more information.</p>

## Contact Details

Telephone Contact	Email Contact	Address
<b>Forward Planning</b>		
01904 552255	<a href="mailto:localplan@york.gov.uk">localplan@york.gov.uk</a>	Forward Planning Team City of York Council West Offices Station Rise York Y01 6GA
<b>Neighbourhood Planning</b>		
01904 552255	<a href="mailto:neighbourhoodplanning@york.gov.uk">neighbourhoodplanning@york.gov.uk</a>	Neighbourhood Planning Forward Planning Team City of York Council West Offices Station Rise York Y01 6GA
<b>Development Management</b>		
01904 551553	<a href="mailto:planning.enquiries@york.gov.uk">planning.enquiries@york.gov.uk</a>	Development Management City of York Council West Offices Station Rise York YO1 6GA
<b>Planning Enforcement</b>		
01904 551553	<a href="mailto:planning.enforcement@york.gov.uk">planning.enforcement@york.gov.uk</a>	Planning Enforcement City of York Council West Offices Station Rise York YO1 6GA
<b>Democratic Services</b>		
01904 551088	<a href="mailto:democratic.services@york.gov.uk">democratic.services@york.gov.uk</a>	Democratic Services City of York Council West Offices Station Rise York

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