

Deciding on and undertaking a

Community Involvement Exercise

STAGE I Carry out a Community Involvement Appraisal to find the best way to involve the Community

Stage I of this leaflet has been designed to assess the nature and extent of community involvement. If you wish to obtain advice from the Council on this aspect please complete Stage I and return to Hygarth House. Otherwise use Stage I to assess and scope your Community Involvement Exercise.

Description of proposed development:

Location:

Name of person completing this form:

Address:

Telephone Number:

Step I What effects do you think the proposals have on the surrounding area?

Tick appropriate boxes:

✓ **Transport**

- ☐ Access arrangements
- ☐ Car Parking
- ☐ Traffic Generation
- ☐ Public Right of Way Affected

✓ **Pollution**

- ☐ Noise and Disturbance
- ☐ Odours
- ☐ Drainage Problems
- ☐ Ground Conditions
- ☐ Pollution Potential
- ☐ Effect on Watercourse

✓ **Design**

- ☐ Scale of Development
- ☐ Height/Mass of Development
- ☐ Density of Development
- ☐ Privacy Distances
- ☐ Landscape treatment

✓ **Conservation**

- ☐ Effect on Protected Trees
- ☐ Nature Conservation
- ☐ Protected Species
- ☐ Listed Buildings
- ☐ Conservation Area

✓ **Public Amenity**

- ☐ Public Amenity
- ☐ Use in unsocial hours
- ☐ Disruption during construction
- ☐ Attraction of Crowds
- ☐ Open Space provision

✓ **Other Significant Effects**

- ☐ Employment Potential

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Step 2 What is the extent of the Community which may be affected?

Tick appropriate boxes:

☐ 1. The immediate area: List of streets/roads:

☐ 2. The wider area : List neighbourhoods or districts:

☐ 3.Particular community interest e.g. important views, public transport, school place employment etc. Please list:

Step 3 What will be the best ways of informing the Community about the proposals?

✓ Tick the relevant box	Method of Communication
<input type="checkbox"/>	Circulate letter and statement in the locality explaining proposals with plans and diagrams
<input type="checkbox"/>	Circulate specially prepared leaflet
<input type="checkbox"/>	Arrange exhibition and invite local people
<input type="checkbox"/>	Arrange press release/advertisement in local newspapers
<input type="checkbox"/>	Arrange public meetings
<input type="checkbox"/>	Arrange meetings with particular groups in the community
<input type="checkbox"/>	Arrange a Citizens Jury
<input type="checkbox"/>	Additional measures [please specify].

Comments

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Step 4 You should inform the Council Members for the relevant Area.(s) of your proposals

Please complete the details of the Council Members you propose to inform:

Area Committee: _____

1.	Councillor _____	Date informed: _____
2.	Councillor _____	Date informed: _____
3.	Councillor _____	Date informed: _____
4.	Councillor _____	Date Informed _____
5.	Councillor _____	Date Informed _____
6.	Councillor _____	Date Informed. _____
7.	Councillor _____	Date Informed _____
8.	Councillor _____	Date Informed _____
9.	Councillor _____	Date Informed _____

Area Committee: _____

1.	Councillor _____	Date informed: _____
2.	Councillor _____	Date informed: _____
3.	Councillor _____	Date informed: _____

Continue on a separate sheet if required

Based on the above Appraisal, you will now have decided on the nature and extent of the Community Involvement Exercise. The Planning Officers will be able to advise you about the Exercise if you send in a completed copy of this form with details of the proposals.

STAGE 2: Carry out the Exercise you have decided on.
Once you are clear on how to go about the exercise you may proceed. However remember to:

- give adequate advance publicity to exhibitions, meetings or events.
- keep a record of which addresses you write to and the information you send.
- keep a copy of all press advertisements, press releases and notices.
- keep a record of those attending exhibitions and (if possible) meetings.
- retain all Comments Slips filled in by people attending exhibitions or meetings.

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STAGE 3 Complete a Community Involvement Submission

This stage needs to be completed and returned with any resulting planning application.

The purpose of this submission is to record what you did and what the outcome was. Where necessary use a separate sheet to complete the record. Enclose with this completed leaflet a copy of any standard letter used to inform the community.

Please complete:

1. How was the Community informed about the proposals?

Summary of responses received from Community:

2. No. of responses

3. No. generally in favour

4. No. of objections

5. Main points of objection:

6. Other matters raised:

7. Your comments on the responses received:

8. Amendments made as a result of Community response

What to do next

Send in a completed copy of this stage of the leaflet with your planning application. This will enable those deciding your application to understand the steps you have taken to engage with the local community.

Thank you for participating in this Community Involvement exercise.



STOCKPORT
METROPOLITAN BOROUGH COUNCIL