



The Planning Inspectorate
Yr Arolygiaeth Gynllunio

Developments of National Significance

Appendix 7. The Consultation Report



Appendix 7: The Consultation Report

7.1 A DNS application must be accompanied by a pre-application Consultation Report which provides:

- An account of the statutory consultation, publicity, deadlines set, and activities required under section 61Z of the 1990 Act, including:
 - copies of all notices and publications used during the consultation;
 - declarations that the relevant notices and publication requirements comply with the Act and Order;
 - the addresses of those given notice of the proposed application;
- a summary of all issues including confirmation of whether the issues raised have been addressed and, if so, how; and
- the particulars of all responses received from persons consulted, including copies of responses from specialist consultees; and the account taken of these.

7.2 Applicants should aim to prepare a focused, concise report. It is recommended that applicants structure their Consultation Report as follows:

Chapter 1: Context

Chapter 2: Statutory consultees

Chapter 3: Statutory publicity

Chapter 4: Number of responses, by type

Chapter 5: Responses from statutory consultees and consequent actions

Chapter 6: Main issues

Appendix 1: Declarations of compliance with the Act/Order

Appendix 2: Copies of notices, publicity and letters

Appendix 3: List of addresses of those consulted

Appendix 4: Original copies of responses from statutory consultees

Statutory consultees

7.3 The report should include a full list of statutory consultees. It should identify why each body consulted classifies as a statutory consultee, and how they were consulted. If statutory consultees were consulted on multiple occasions, this should be explained.

7.4 The report should evidence how community consultees were identified, by including a map showing the site and boundaries of the relevant wards and Community Councils.

Statutory publicity

7.5 The applicant is required to publicise the proposed application in such manner as is reasonably considered likely to bring it to the attention of a majority of the persons who own or occupy premises in the vicinity of the land. This includes:

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- displaying at least one site notice,
- serving written notice on owners or occupiers of land adjoining the site,
- publishing a notice in the local newspaper, and
- publishing all documents on a website for a period of not less than 42 days.

7.6 The Consultation Report should provide evidence of this publicity. It should:

- Identify the location(s) of site notices and the dates on which they were displayed and taken down,
- Include a map identifying the adjoining properties (as point data) on which written notice was served,
- Identify the date on which the notice was published in the local newspaper, and
- Confirm the time period that the notices allowed for responses to be submitted.

7.7 The report must include declarations confirming that at least one site notice was displayed on or near the site, and that all documents were published on a website for at least 42 days.

7.8 The report must also include, as appendices:

- The two declarations
- Copies of all publicity and notices as they originally appeared (including confirmation of the newspaper and date in which the public notice was published), and
- a list of addresses of all those consulted (including statutory consultees).

Number of responses, by type

7.9 The report should quantify the total number of responses received. It should summarise the total number of responses by:

- Category of respondent
- Whether the response is in objection or support, and
- The related main issue.

7.10 The report should indicate the number and nature of any responses which, in the opinion of the applicant, were not duly made.

7.11 If any responses were received on matters relating solely to a secondary consent, the report should identify how many were received, to which consent they relate, and who made them.

7.12 If a respondent making an objection to a secondary consent has indicated that they wish to exercise a statutory right to be heard, they should be identified.

Main issues

7.13 The report should provide a summary of the main issues raised following receipt of responses, and how these responses have been addressed in the submitted planning application.

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7.14 The main issues should be identified following an analysis of all responses, whether from statutory consultees, adjacent owners/occupiers or others.

7.15 A template for grouping main issues is provided below.

Main issue (<i>Provide a short title which encapsulates the key matters raised in the responses</i>)	
Relevant application documents:	<i>List the principal document(s) to which this main issue relates.</i>
Respondents:	<i>List the full names of the organisations / persons submitting the response, plus a unique reference number for each response.</i>
Applicant's summary of the responses:	<i>Summarise the responses received. Provide a short description of the potential impacts raised or specific facets of the development being objected to. Wherever possible, group responses to avoid repetition.</i>
Applicant's response, including reasons:	<i>Set out the applicant's reasoned response to the issues raised (generally expressed in less than 1,000 words per main issue). Explain the reason for amending or not amending the proposal. Where changes have been made to the proposal, identify the nature of these.</i>

7.16 Careful consideration should be given to all responses. A reasoned response to a significant objection may help to reduce the need to provide written representations during the examination.

7.17 Responses which relate to the same (or closely linked) matter, or to a specific part of a site, can be grouped into a single main issue.

7.18 Issues relating to a secondary consent should be identified in a separate schedule or schedules.

Responses from statutory consultees and consequent actions

7.19 The applicant is required to incorporate copies of responses from specialist consultees and explain how it has taken account of these responses.

7.20 It is recommended that the report includes a schedule incorporating the following information:

- Consultee name and ID
- Response ID [if the consultee has raised a number of distinct issues, or has made more than one response, give each part a distinct ID]
- Summary of response

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- Main issue(s)
- Relevant consent to which the response relates
- Applicant's consequent actions

7.21 The Inspectorate recommends that the schedule provides a summary of responses from all statutory consultees, rather than just specialist consultees.

7.22 Scanned copies of the original responses should be appended to the report. It is recommended that the responses of all statutory consultees are included, rather than just specialist consultees.