

## Appendix 4

### Pre-Planning Consultation Exercise.

The pre planning consultation process commenced on 24<sup>th</sup> October 2018 and finished at midnight on 25<sup>th</sup> November 2018 (the consultation period was extended by 3 days due to technical issues with the consultation portal).

While not a legal requirement, the Council's pre planning exercise was conducted in line with Welsh Government Document "Pre-application Community Consultation: Best Practice Guidance for Developers.

Pre-application consultations are a new part of the planning application process in Wales brought in by the Planning (Wales) Act 2015.

Developers are required to undertake this consultation on 'major' projects. These are developments, which can have an impact greater than the local neighbourhood, such as quarries or new housing (with over 10 dwellings) and retail developments.

The purpose of the pre-application consultation is to provide an opportunity for early engagement with local stakeholders and allows the community to shape the application prior to any submission into the formal planning process.

A minimum standard has been set by Welsh Government that all developers must meet as part of pre-application consultation.

The minimum standard includes;

- Making draft planning application documents available to view (this can be on-line);
- Notifying the right consultees as set out within the guidance;
- Providing a 28 day notice period; and
- Reporting on how the pre-application consultation was undertaken and how people's views on the material planning issues were considered by submitting a Pre-Application Consultation Report (PAC Report) with any subsequent planning application for the development.

The Pre-Planning Consultation Exercise was undertaken covering both proposals:

- a) a permanent residential Gypsy and Traveller site with 6 pitches; and
- b) a transit Gypsy and Traveller site with 4-5 pitches.

Neither would constitute a major project and so there was no requirement for The Council (as the developer) to undertake pre-application planning consultation prior to submitting formal planning applications. However, it is recognised that these types of developments can attract significant interest and a decision was taken to use a pre-planning consultation process to start the engagement with relevant local stakeholders. The following table sets

out the minimum guidance requirements, how the local authority met this and any additional activity undertaken which exceeds the minimum requirement.

Minimum Standard	Local Application	Additional
Making draft planning application documents available to view	Draft planning application documents were available on-line	Paper copies were also made available in the local library. An information event was held with officer's available to answer questions on the proposals
Notifying the right consultees as set out within the guidance	Write to: Tenant farmer of the land Local Councillor City Council Relevant specialist consultees	Additional letters sent to: properties on Cwttir Lane and Heol Esgob Local councillors for St Asaph West, St Asaph East, Bodelwyddan, Trefnant wards. Neighbouring Town and Community councils Press release was issued to local media and sent to AM, MP and key partners including NWP, BCUHB Information on DCC website and social media
Provide a 28 day notice period	28 day notice period provided	Notice period extended due to technical problem on web-site
Report on pre-application planning consultation with formal planning application	All feedback, including non-planning concerns has been reviewed relevant to each proposal. Comments are considered against the draft planning documents and where appropriate resultant actions/amendments will be noted or reasons provided as to why no action is required. Should the proposal (s) proceed to the formal planning application stage then the information above will be included in a Pre-application consultation report (PAC) report to accompany the full planning application.	