

## COMMUNITY COUNCIL ADVICE NOTE: Pre application consultation

May 2014

### Proposal of Application Notice (PAN)

These are needed for all national and major developments. A PAN lets the Council and the community know that an application is likely to be made. These have to be submitted 12 weeks before the planning application.

Community Councils get sent a copy of the PAN direct from the developer.

During the 12 week period, the developer must hold a public event where the public may make comments on the proposed development. This event is advertised in the Edinburgh Evening News along with details of where to find further info and how to make comment.

Both community councils and the public generally can make their views known to the developer.



*A public consultation event in Queensferry*

### The Edinburgh Planning Concordat

The Concordat encourages discussions between the Council, developers and community councils at all stages of the planning application process. By working together we can create better places for all of us.

The Concordat is a framework for consultation when major development is proposed. It is about promoting local participation and it sets out a process which all parties should encourage when discussing development.

All community councils are encouraged to sign up to the Concordat.

You can find out more about it on our [webpage about the Concordat](#).



*The Concordat was signed by Councillor Ian Perry, Ali Afshar of the Edinburgh Chamber of Commerce and David Salton, Chair of the Edinburgh Association of Community Councils*

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*A PAC report*

### **PAC report**

When the planning application is made, the developer must provide a Pre Application Consultation report. It known as a PAC report.

Before this happens, developers are asked to give a draft of the PAC report to the community council for their comment. It is important that the community council gives feedback as soon as possible. Sometimes there might be a need for further consultation at this stage.

The PAC report normally includes:

- Who has been consulted;
- What steps were taken to comply with the statutory requirements and those of the planning authority;

- How the applicant has responded to the comments made, including whether and the extent to which the proposals have changed as a result of PAC;
- Evidence that the various steps needed have been done - e.g. copies of advertisements of the public events and reference to material made available at such events;
- Evidence the public were made aware that the PAC process does not replace the application process whereby representations can be made to the planning authority.