

'Statement of Community Involvement' (SCI) conformity check list

This is a summary of [Statements of Community Involvement Key Principles: A Local Authority guide](#), July 2004

Access to information - Plan-making

1. Are Local Development Framework documents available free of charge?
2. Is there a strategy for reaching young people?
3. Are those directly affected being directly notified?
4. Is it clear what part of SCI is obligatory and what is extra?

Access to information - Development control

1. Is planning information, including maps, available free of charge?
2. Are free copies of the 'Environment Statement' available?
3. Are those directly affected being notified in writing?
4. Are community groups being notified in writing?
5. Does everyone get to see all the information on a planning file?
6. Is information on proposed Section 106 agreements being published?

Participation in Planning - Plan-making

1. Are all development plan documents reviewed at once?
2. Has the local authority adopted a clear participation strategy?
3. Is the local authority using existing methods of talking to public?
4. Is the SCI binding on the Community Strategy progress?
5. Is accessible, educational material on planning being provided?
6. Is there roundtable and individual discussion with objectors?
7. Is public speaking allowed at planning committee on LDF issues?
8. Is the local authority communicating through existing channels with other local authority departments?
9. Is how county level functions integrate with county departments clear?

Participation in Planning - Development control

1. Does the local authority, not the private sector, organise consultation?
2. Is public speaking allowed at committees?
3. Does the consultation period last at least 4 weeks?
4. Are standard community response forms promoted?
5. Are community organisations notified of planning decisions?
6. Are roundtable/ individual discussions promoted with objectors?
7. Is effective mediation offered?

Redress in the planning system

1. Is information on complaining to Ombudsman available?
2. Is there an internal complaints process?
3. Is information on judicial review and the Environmental Law Foundation provided?