

## Appendix F

### Summary of Oxford City Council's procedure for displaying site notices for planning applications

This note summarises the procedures that officers follow when dealing with planning applications, so that members of the public can be clear about what site notices they can expect to see, where, and when.

#### **Statutory Requirements**

To fulfil its obligations under Article 13 of the Town & Country Planning (Development Management Procedure) (England) Order 2010, the City Council must display **at least one site notice** on or near each application site for no less than 21 days.

#### **When will we put up site notices?**

We aim to display site notices usually within one week of a planning application being received and validated. We will always allow at least 21 days to submit comments from the date a site notice is first displayed.

#### **Where will site notices be displayed?**

Site notices must be displayed '*in at least one place on or near the land to which the application relates*'<sup>1</sup>.

The most obvious location to display a site notice is on any gatepost, fencing, or railings to the front of the application site. If this is not possible, then the site notice will normally be attached to the nearest lamp post, street sign, or telegraph pole. Where it is not possible to display a site notice in any of these locations, the notice will be displayed on the front window(s) or door of the application site.

If the development proposed would be located to the rear or side of a site or is a corner plot and could have an impact on properties located on a different road, another site notice will be displayed on the other road(s) in question.

#### **How many notices will be displayed?**

The number of site notices displayed will depend on the scale and location of the proposed development. Whilst the Regulations require at least one site notice to be displayed, additional notices may be required for corner plots and developments to the side or rear of a site (as described above). Additional site notices will also be displayed for large scale development proposals.

#### **What information will be on the notice?**

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<sup>1</sup>in accordance with paragraph (5)(a) of Article 13 of The Town & Country Planning (Development Management Procedure) (England) Order 2010

The following information will be included on site notices:

- a description of the proposed development and site address
- where you can view the application
- how you can submit comments and the deadline for doing this.

### **What do different colour site notices mean?**

Site notices for new planning applications will normally be printed on YELLOW card. This is to ensure that they stand out and are noticeable.

If we receive amended plans or additional significant information during the application process, we may display further site notices to advertise these changes if they are significant and provide an additional 14 day consultation period. To alert people to the fact that the notice is advertising new information we will use a PINK site notice.

### **What if the site notice is removed or damaged?**

Sometimes a site notice may be removed before the 21 day consultation period ends, without the knowledge of the City Council. Article 13 of the Town & Country Planning (Development Management Procedure) (England) Order 2010 states:

*Where the notice is, without any fault or intention of the local planning authority, removed, obscured or defaced before the period of 21 days has elapsed, the authority shall be treated as having complied with the requirements if they have taken reasonable steps for protection of the notice and, if need be, its replacement.*

Site notices are laminated to provide protection against rain and are secured by strong, waterproof cable ties, to reduce risk of them being removed unintentionally. When a site notice is displayed, photographs are taken and are kept on file to show that the City Council has met these requirements.

### **How and when will the site notice be taken down?**

When we register a planning application, we ask the applicant to remove the site notice at the end of the 21 day consultation period. However, this will not be possible in all cases. Planning officers are supplied with tape cutters so that they can remove expired site notices if they come across them whilst undertaking site visits.

### **Any further questions?**

If you would any further information on our site notice procedure, please contact us using the details below:

[planning@oxford.gov.uk](mailto:planning@oxford.gov.uk)

01865 249811

Planning & Regulatory Services, Oxford City Council,  
St. Aldate's Chambers, 109-113 St. Aldate's, Oxford, OX1 1DS