Central Bedfordshire

Development Brief and Design Code Guidance

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Prepared by Place Services

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Introduction

The purpose of this guidance

This guidance has been produced to set out the procedure and expected content for all Development Briefs and Design Codes submitted to the Council.

Aim of the Guidance

This guidance provides clarity on the expected content of development briefs and design codes, and the procedure that should be followed in their preparation.

This guidance provides all users with a concise reference point for producing an appropriate development brief and design code and should be the first point of reference prior to their preparation. The guidance includes process diagrams and contents checklists to guide an appropriate development brief and design code for each applicable development site.

What is the guidance for?

Development briefs and design codes are prepared and consulted upon by the applicant and endorsed by the Council and form an intrinsic part of the design and development process.

Development briefs and design codes will be used by the applicant to establish the design of a scheme; and will be used by the Council and other stakeholders to determine the quality of any future submitted application or development phase.

The following guidance covers both residential and commercial development.

What are Development Briefs?

Its purpose is to identify how national and local policy requirements and guidance will be applied in order to achieve high quality, sustainable development. It will identify opportunities and address constraints, and set out the vision, objectives and key principles for the development. Once endorsed by the Council it will be a material consideration in the determination of future planning applications.

What are Design Codes?

A Design Code is a detailed technical document which sets out illustrated design rules and requirements to instruct how a site should be physically developed. Design codes are relevant to landowners, developers, communities and community groups, and Central Bedfordshire Council as well as all other stakeholders who have an interest in the site. Once approved by the Council, a design code would be technical planning guidance that would be used for Development Management purposes in guiding the development.

Policy Guidance & the Central Bedfordshire Local Plan

The purpose of this guidance

The importance of good design is referenced within the Government's National Planning Policy Framework and Planning Practice Guidance, and Local Planning Policy and Guidance.

"Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this". (Paragraph 124, NPPF)

National Planning Policy Framework

Section 12 of the National Planning Policy Framework (2019) places great emphasis on the importance of good design, and the use of design tools to achieve high quality development.

The Government have recently published a National Design Guide which forms part of the Planning Practice Guidance. It identifies ten characteristics that represent the Government's key priorities and illustrates how well designed places can be achieved in practice. The guidance is based upon Section 12 of the NPPF and specifically encourages the use of locally specific guidance, including local authority design guides, or design guidance or codes prepared by applicants, to accompany planning applications.

"To provide maximum clarity about design expectations at an early stage, plans or supplementary planning documents should use visual tools such as design guides and codes. These provide a framework for creating distinctive places, with a consistent and high quality standard of design. However their level of detail and degree of prescription should be tailored to the circumstances in each place, and should allow a suitable degree of variety where this would be justified." (Paragraph 126, NPPF)

Emerging Local Plan

The Central Bedfordshire Local Plan includes policies to secure high quality design across all new developments; and includes a requirement for development briefs and design codes on qualifying sites.

Central Bedfordshire Design Guide

The Council places great emphasis on the need for new development to be of the highest possible quality, ensuring that the places created now provide a lasting legacy and are locally distinctive. The Central Bedfordshire Design Guide (adopted in March 2014) provides guidance to ensure all new developments are of the highest quality.

The Design Guide recommends the use of development briefs and design codes, particularly as a mechanism for larger sites when there may be more than one house builder or commercial developer involved in the development of a site.

It is important that development briefs and design codes are prepared with reference to local and national policy and guidance, including the National Design Guide and accompanying planning practice guidance and the Central Bedfordshire Design Guide.

Central Bedfordshire Local Plan Policies

Development Briefs: The Local Plan requires all sites over 300 dwellings to prepare a Development Brief, or smaller sites where there are complex or sensitive issues.

Design Codes: Sites in excess of 300 dwellings or commercial sites with a floorspace in excess of 50,000sqm will be required to provide a site wide Design Code. This requirement will also apply to smaller sites where there are multiple landowners or related sites to be built out over long periods of time, complex or sensitive design issues, or that are likely to be developed by 2 or more developers. In addition to the above, sites in excess of 500 dwellings will be also required to prepare area specific Design Codes for individual phases of the development.

The plan also includes several policies highlighting the requirement for a development brief and design code(s) to assist with any future development:

Specific Sites

- Policy SA1: North of Luton
- Policy SA2: Marston Vale New Villages
- Policy SA3: East of Arlesey
- Policy SA4: East of Biggleswade

High Quality Places

- Policy HQ1: High Quality Development

(in combination with other policies in the Plan)

Larger sites

- Policy HQ9: Larger Sites, Development Briefs and Design Codes

Development Briefs

- Policy SP3: Generic Requirements for Strategic Sites

Small to Medium Allocation

- Policy HA1: Small and Medium Allocations - some sites are required to provide Development Briefs due to their size or complex or sensitive issues.

* Local Plan subject to change following Local Plan Examination

Pre Design Code Checklist

Development Brief Guidance

A Development Brief demonstrates how the site addresses site constraints and opportunities, is consistent with national and local planning policies and guidance, and identifies a series of key development principles to guide future planning applications and design coding.

Purpose

It identifies the parameters for the development and ensures high quality design is embedded in the scheme from the outset. It sets out:

- The vision and objectives for the site;
- The opportunities and constraints;
- The key principles for the development; and
- The spatial framework for the development.

Policy Requirement

The Council will request a development brief for any site where the following criteria apply (in accordance with Policy HQ9 of the emerging Local Plan[1]):

- Development exceeds 300 dwellings; or
- Sites below 300 dwellings where there are complex or sensitive design issues.

The site specific allocation policies in the Local Plan identify those sites that meet the criteria and require a development brief.

The progression of a development brief on non-allocated sites will be at the Case Officer's discretion. The Council are unlikely to progress development briefs on sites that do not comply with national or local planning policy.

Process

The requirement for a development brief will be confirmed through pre-application discussions with the Council. The development brief should be prepared by the applicant, drawing on technical assessments and evidence, and must be subject to appropriate public consultation, to be agreed with the Council. The draft development brief and accompanying consultation statement will be presented to Development Management Committee for consideration. Once endorsed the development brief will be a material consideration in the determination of subsequent planning applications. The development brief should ideally be endorsed by the Council in advance of the submission of a subsequent planning application.

The process for the preparation of a development brief is set out in below. Further detail on each stage is included in Appendix 1.

1 These Policy requirements may be subject to modification through the Local Plan Examination. This guidance will be updated to reflect any agreed policy changes.

Development Brief Preparation Process

Development Brief Guidance

1. The Council and applicant enter into a Planning Performance Agreement (PPA) and agree the consultation strategy.

2. Initial engagement to inform the content of the development brief.

3. First draft of the development brief submitted to the Council for consideration by CBC Officers, and neighbouring Local Authorities .

4. Responses analysed by the applicant and revisions made to the first draft.

5. CBC agree revised development brief for public consultation.

6. Public consultation on the draft development brief, in accordance with the agreed consultation strategy.

7. Responses analysed by the applicant and revisions made to the draft development brief.

8. Submission of draft development brief and accompanying consultation statement to the Council.

9. Consideration by Development Management Committee

10. Endorsement as technical guidance for Development Management purposes

11. Planning application submitted and considered at least 1 committee cycle after the endorsement of the development brief.

Content

The development brief should identify opportunities and address any constraints on or in proximity to the site and demonstrate through the concept plan, how these factors have been considered and how the site accords with national and local policies and guidance.

The content of a Development Brief will vary in response to the unique characteristics of each site and the aspirations of the development proposal, but would be expected to include the following essential components:

- Introduction - setting out the purpose of a development brief and its role in the design and implementation of a scheme.
- Policy context - to include an analysis of national and local policy and guidance, and other relevant national and local guidance including the National Design Guide, Central Bedfordshire Design Guide and the Highway Construction Standards & Specification Guidance for example.
- Site context - identification of constraints and opportunities, including local character and identity, connectivity and services for example.
- A clear vision and objectives for the site – reflecting on the analysis of the site and policy context.
- Development Principles – identification of the key principles to inform future planning applications and design coding.
- Concept Plan – to identify the spatial framework for the development.
- Delivery - this should include a high level indicative phasing plan, and confirmation of the phasing of key infrastructure.
- Next steps – an explanation of the next steps in the planning process, including future application stages and design coding.

The Concept Plan must portray the spatial framework for the development and clearly identify:

- The distribution of land uses;
- The broad location of services and community facilities;
- The points of access into the development;
- The identification of key constraints and opportunities; and
- Strategic landscaping and areas of formal and informal open space;

Irrespective of the scale of development the development brief must be a visual document. Illustrations must be easy to interpret and relate clearly to the site and the written content of the document. They can consist of a mixture of photographs, sketches, diagrams, photomontages, concept diagrams and artists' impressions for example. The number and format of the images will often depend on the required level of detail. Images should portray what the site will deliver.

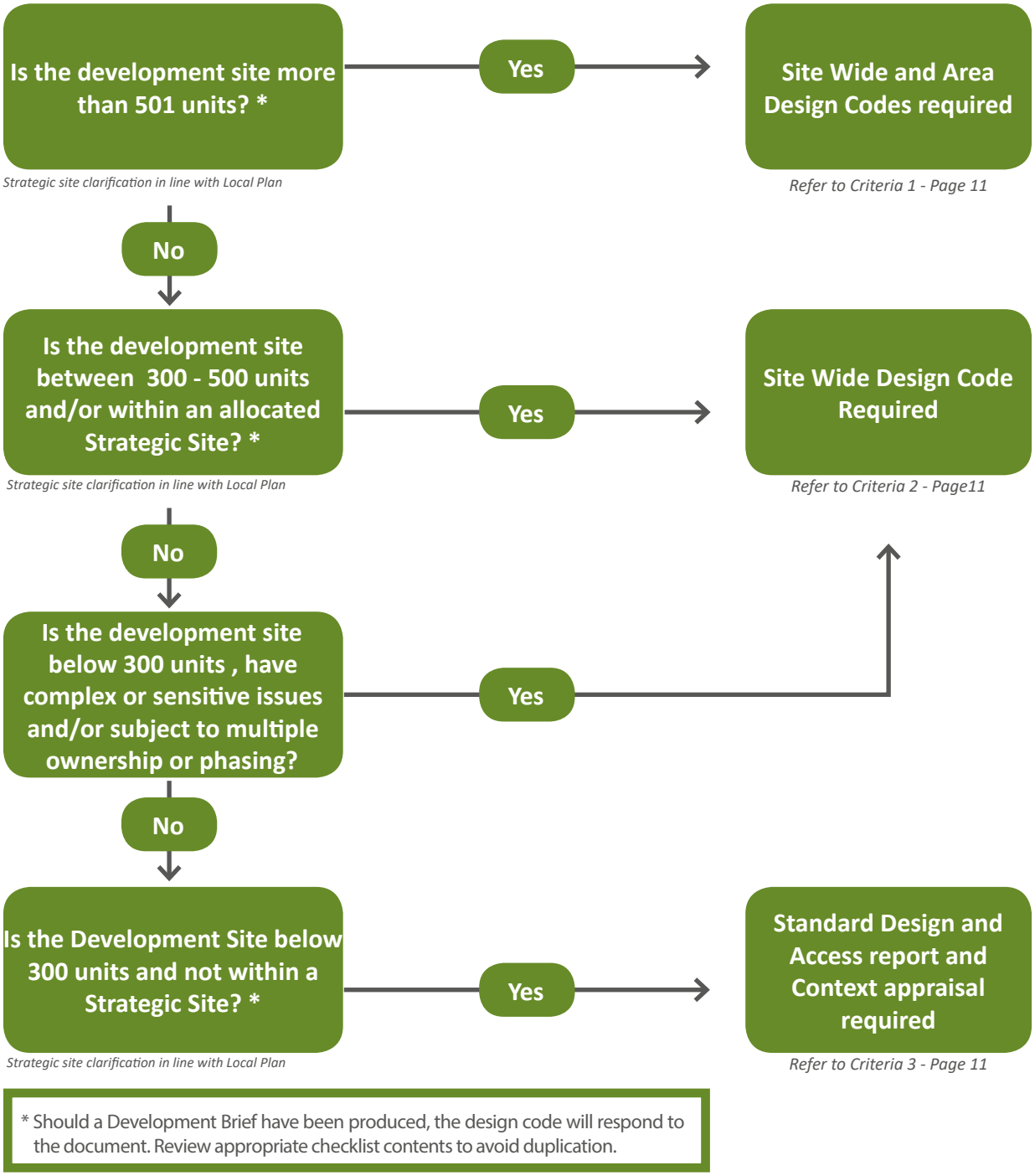
It is important to ensure that a development brief is not overly prescriptive and is flexible enough to adapt over time, particularly for larger strategic sites that will be consented and constructed over a number of years.

A development brief should avoid being too specific and duplicate the detail of a design code. It should use the policy requirements of the NPPF and Local Plan and set out the objectives and guiding principles to inform subsequent detail within planning application(s) and design code(s).

Design Code Decision Chart

Applying the Guidance - Residential

The key strength of a suitably drafted design code is the ability to address design and design quality from inception through to project completion. The ability to coordinate and assess the extent and content of the site and subsequent design is crucial. The following diagram establishes the initial design code requirements for a site.



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Criteria Chart - Residential

The following criteria breakdown refers to the decision chart and outlines key expectations for each output depending on the size of development and site allocation.

Criteria 1 - Site and Area Design Code

Design Code [Site Wide and Area Design Codes] – 501 units+

Site Wide and Area Design Codes will be required to reflect the development boundary and defined character areas.

The overall aim of the document is to define an illustrated set of design rules and requirements associated with the site wide application and character areas. These would be prescriptive in instructing and advising on physical development of the site and character areas.

The production of the series of guides allows application sites of this size to create and enhance the level of detail and steer produced at the planning stage to then filter through to detailed design and construction.

The design code should only include 'Mandatory' requirements which set out the key parameters of the development.

Site Wide Design Code - Typical Core Sections:
Introduction; Site Wide Strategy; Site Wide Code; Character Areas and Detailed Code; Landscape Detailed Code

Area Design Code - Typical Core Sections:
Introduction; Area Wide Strategy; Key Place Detailed Code; Landscape Detailed Code

Criteria 2 - Site Wide Design Code

Site Wide Design Code – 300 - 500 units

The approach to the Site Wide Design Code option is to uphold the prescriptive approach in instructing design and requirements on a site wide level. The aim of the design code is to create a tool to allow detailed design to application sites which may not qualify for the separation into character areas. The Site Wide option provides the core sections which can be applied to one application site to ensure consistency and a higher level of design steer.

The design code should only include 'Mandatory' requirements which set out the key parameters of the development.

Site Wide Design Code - Typical Core Sections:
Introduction; Site Wide Strategy; Site Wide Code; Key Place Detailed Code; Landscape Detailed Code

Criteria 3 - Design and Access Statement

Design and Access Statement – 299 units or less

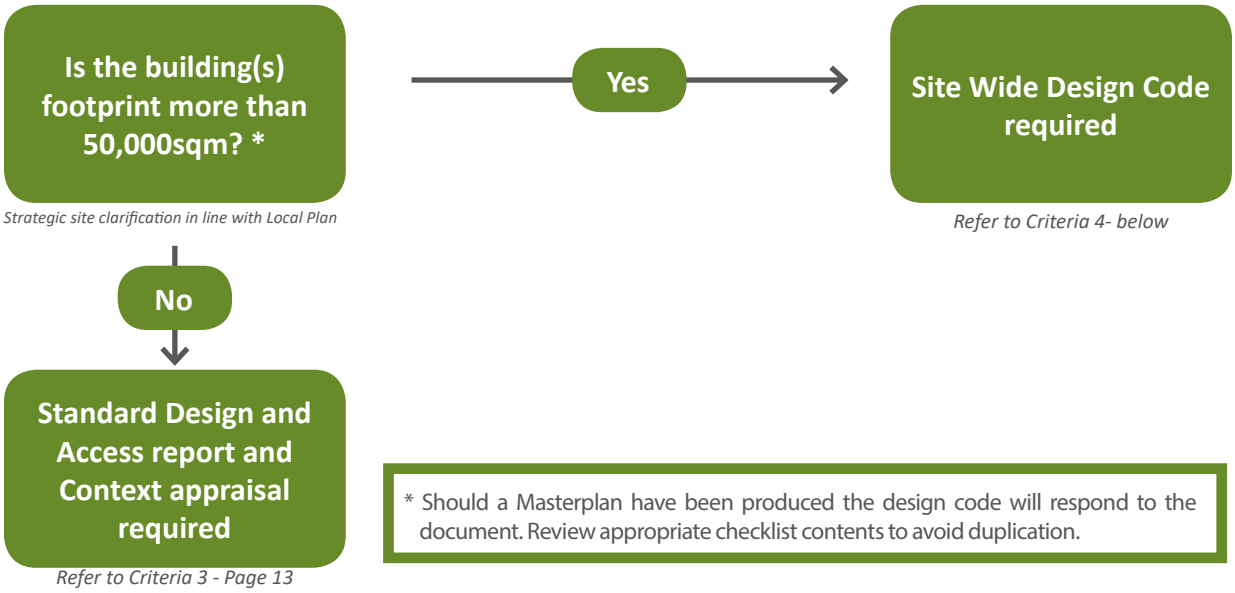
The use of a Design and Access Statement serves as a visible proof of the design evolution of a site having regard to best practice and guidance. In addition, it provides a tangible link, for all those interested in the development of the site, between the technical assessment of constraints and the "best scenario" design response to them.

Design and Access - Typical Core Sections:
Design process; Assessment, involvement, evaluation and design; Use; Amount; Layout; Scale; Landscaping; Appearance; Access

Design Code Decision Chart

Applying the Guidance - Commercial

Design codes should be applicable to all development and not just residential schemes. The diagram below sets out the criteria and approach for ensuring a suitable design code is prepared for large scale commercial developments, that addresses their design and quality.



Criteria 4 - Site Wide Design Code

Site Wide Design Code – Building footprint more than 50,000sqm

The approach to the Site Wide Design Code option is to uphold the prescriptive approach in instructing design and requirements on a site wide level for commercial development. The aim of the design code is to create a tool to allow detailed design of application sites which may not qualify for the separation into character areas. The Site Wide option provides the core sections which can be applied to one application site to ensure consistency and a higher level of design steer.

The design code should only include 'Mandatory' requirements which set out the key parameters of the development.

Site Wide Design Code - Typical Core Sections:
Introduction; Site Wide Strategy; Site Wide Code; Landscape Detailed Code

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Checklist

Content	Outcomes	Criteria 1 *Site + Area Wide Design Code*	Criteria 2 *Site Wide Design Code*	Criteria 3 *Design + Access Statement*	Criteria 4 *Commercial Site Wide Design Code*
Assessment					
Context Appraisal	To identify site location, site description, with a summary of key site features.	•*	•*	•	•
Site Constraints	Address site constraints - Access / Utilities / Green and Blue Infrastructure / Topography / Noise / PROW / Landscape Features / Archaeological Areas / Ecology / Views and Vistas / Local Character and Morphology / Open Space Strategies etc	•*	•*	•	•
Design Evolution	Identify planning and site evolution	•*	•*		•
Design Concept	Identify concept design principles -Green network / Accessibility and Connections / Land Use / Community interaction / Character etc	•*	•*		•
*Where these criteria have been included in a development brief, the design code may provide an overview and refer back to the relevant sections the development brief to avoid duplication.					
Design Principles					
Site Wide Regulating Plan	The regulating plan to demonstrate and combine the various elements of the masterplan in a structured and regulatory manner. Regulations should cover: Access and Movement, Frontages, Height and Massing, Access, Views and Vistas, Block Typology and Local Centres.	•	•		•
Area Regulating Plan	Same criteria as above but assessing the principles within the set development parcel.	•			
Site Wide Masterplan	The Site-Wide Masterplan identifies the fixed elements for approval. It shows the overall urban structure, disposition of land use and layout of the development, including block development areas, disposition of landscape and major open spaces, alignment of primary and strategic infrastructure, circulation and service provision.	•	•	•	•
Area Masterplan	The Area Masterplan refines the site wide approach but on a smaller scale. Further detail is provided around the key design principles such as relationships of block development areas, circulation and open space for example.	•			
Land Use	The land use plan represents the disposition for each major land use on the site. The plan will state maximum dwelling numbers and gross commercial space allowance for the site or area. It will also identify locations for self and custom build plots and the distribution of affordable housing.	•	•	•	•

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Checklist

Content	Outcomes	Criteria 1 *Site + Area Wide Design Code*	Criteria 2 *Site Wide Design Code*	Criteria 3 *Design + Access Statement*	Criteria 4 *Commercial Site Wide Design Code*
Green & Blue Infrastructure	The plan will identify allocation of green infrastructure through networks of open spaces, framing the overall proposals. The drainage strategy is typically visually represented within this plan.	•	•	•	•
Access and Movement	Access and movement to be identified throughout the site. Vehicular, pedestrian and cycle movements to be detailed and justified.	•	•	•	•
Rights of Way Networks	ROW will be routed through public open space and segregated from estate roads and footways wherever possible so that they are well overlooked and pleasant to use. Details will include width, surfacing and boundary with consideration of conflicting site uses.	•	•	•	•
Development Area Plans	The Development Area plan indicates the extent of each Area Masterplans (AMPs) which will be developed to a greater level of detail in the next stage of approval.	•			
Utility Infrastructure Strategy	The Utility Infrastructure Strategy plan will address major utility proposals derived around the key design layout principles. These typically address, compounds, substations, electricity, gas, water, telecoms, foul water, pumping stations and drainage.	•	•		•
Phasing Strategy	A defined plan demostrating proposed phasing of the development parcel.	•	•		•
Self and Custom Build	This section will draw up on the rest of the design code and provide guidance on the requirements for self and custom build areas and plots.	•	•	•	
Urban Structure and Block Principles	This section of the code provides guidance on the two dimensional spatial layout, three dimensional scale, set backs and form of the built components in the masterplan.	•	•		
Block Typology	Examples of block typologies to illustrate and to respond to land use mix, topography and urban hierarchy. These typologies are to create a rich mix of urban conditions and places which reinforce their respective character areas.	•	•	•	
Frontages	Length and extent of set backs along frontages are coded to achieve good human scale and define thresholds between public and private realm.	•	•	•	
Height and Massing	Height and massing are used to reinforce urban hierarchy, accentuate view corridors and create a strong sense of place and to promote identity, and aid in way finding through the development.	•	•	•	•

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Checklist

Content	Outcomes	Criteria 1 *Site + Area Wide Design Code*	Criteria 2 *Site Wide Design Code*	Criteria 3 *Design + Access Statement*	Criteria 4 *Commercial Site Wide Design Code*
Views and Vistas	A section to demonstrate the relationship between strategic and local gateways. A plan is typically included detailing potential visual accent buildings or features along with potential landscape visual reference. Key views and vistas are shown to demonstrate there relationship at both a site wide and area level.	•	•		•
Local Centres	Key principles in Local Centre design, use and layout are typically detailed giving a clear steer on location, principles and use.	•	•		
Parking Strategy	To outline core principles to parking typologies including referencing relevant parking standards and parking type and define design principles and technical details in accordance with housing types, street design and parking requirements.	•	•	•	•
Energy and sustainability	To outline the key principles for energy and climate change adaptation measures, including accommodating electric vehicle charging, modern methods of construction, renewables, water harvesting and re-use, green roofs and walls, site layout and building orientation with respect to solar gain and wind speeds/direction for example.	•	•	•	•
Inclusive Design	An approach to key inclusive design principles need to be demonstrated within the design codes. Consideration from house layout to public open spaces must be accounted for. Inclusive design should be considered from an early stage of the design process to ensure spaces, homes and buildings are both accessible and usable to all users.	•	•	•	•

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Checklist

Content	Outcomes	Criteria 1 *Site + Area Wide Design Code*	Criteria 2 *Site Wide Design Code*	Criteria 3 *Design + Access Statement*	Criteria 4 *Commercial Site Wide Design Code*
Highways Strategy					
Street Types	Street hierarchy to be defined and located. Clear detail to be provided through the use of street sections and criteria tables outlining key principles and parameters. Highways adoption to be clearly defined. This should be in line with the CBC Highways Construction Standards and Specification Guidance (August 2019)	•	•	•	
Waste Strategy	Details of waste strategy include vehicle access and collection methods.	•	•	•	•
Crime Strategy	Approach to safety and security to be provided through key principles. Secure By Design principles should be referenced and adopted throughout the document.	•	•	•	•
Levels Strategy	An approach to site wide and local levels strategies can be applied. Justification around layout and how drainage, sports provision and existing retained features relate back to the proposals.	•	•		•

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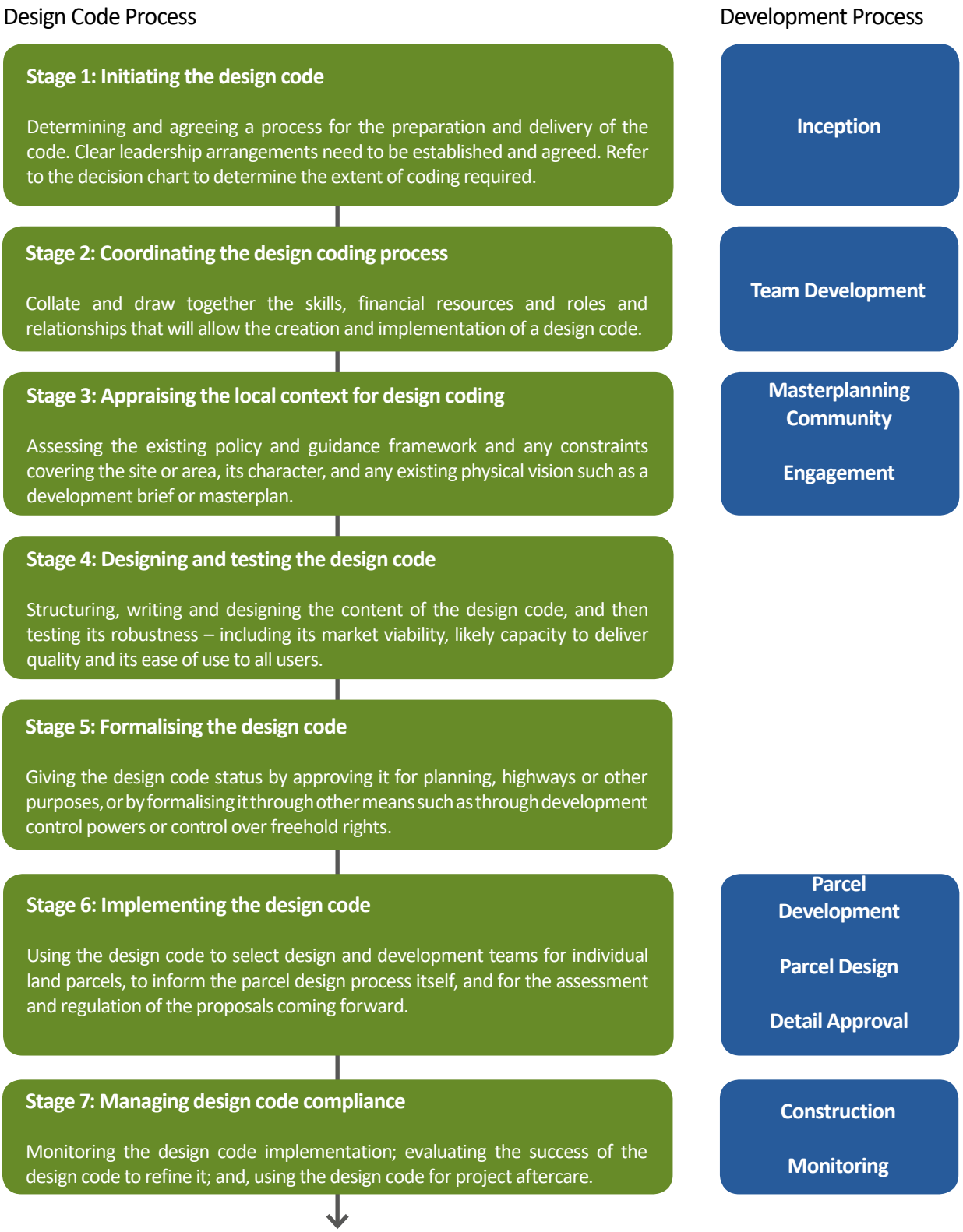
Checklist

Content	Outcomes	Criteria 1 *Site + Area Wide Design Code*	Criteria 2 *Site Wide Design Code*	Criteria 3 *Design + Access Statement*	Criteria 4 *Commercial Site Wide Design Code*
Landscape Principles					
Landscape Principles	Landscape and management principles to be established at a site wide level. Topics include green infrastructure themes and zoning. Coding to concentrate on spatial organisation, planting and soft palette approach and SuDS principles and maintenance.	•	•	•	•
Ecology and Biodiversity	Principles to address both the existing and proposed ecological and biodiversity approaches. This could include habitat creating and protection.	•	•	•	•
Street and Public Realm Lighting	Addressed at Area level, principles of lighting approach should be provided around street and public realm areas. Style, management, luminaires and security should be addressed.	•	•		
Art Strategy	At the Site-Wide Masterplan stage, strategic options are to be described. The Strategy will be developed in each Area Masterplan and Area Design Codes	•	•	•	
Street Furniture	Section to ensure a carefully coordinated approach to street furniture is adopted. Materials, finishes and common design language typically set out a site level with refined principles addressed at area scale.	•	•		
Character Areas					
Character Principles	Suitable number of character areas should be proposed depending on the sites overall size and land use.	•	•		
Concept Plan	Concept layout plan to provide the next level of detail stemming from the site wide concept proposals. Block pattern, green and blue hierarchy, street network and land use.	•			
Regulations Plan	Regulation Plans provide refined detail looking at access & movement, frontages, height & massing and views & vistas.	•			
Design Principles	Urban, Landscape, Architecture and Parking principles to be clear and defined creating clear definition to the character area.	•	•		
Landscape Principles	Landscape principles to be developed at character area scale to provide adaquite detail for refined detailing. Ecological input, sports parameters, access, lighting, and soft planting palettes to be supplied.	•	•		
Architectural Form and Character	Materials, storey heights, variation and precendences to create a clear approach to the varying character areas.	•	•		•

Code Programme

Development Process & Coding

Following a process in creating a design code is key in allowing detail and principles to be developed and created through a projects programme.



Monitoring and Implementation

Design codes have the ability to steer design and quality throughout the life cycle of a development. The use of a design code does not stop at the planning stage; the design code is important in providing the delivery of high quality design during construction and thereafter aiding management and maintenance processes. Although this stage in the design code process may seem a long way off, it is important methods are put into practice to ensure processes can be delivered.

'Design coding is of little value if it cannot be delivered, monitored and enforced'
Preparing Design Codes Manual 2006

Implementation
The need for a design code will be secured through a S106 Agreement or a Condition. The approach will depend on the application. For large scale, strategic developments which will be built out in phases over a long timeframe, the S106 will include review mechanisms to enable the Council or the developer to trigger a review of the development brief or design code.

Monitoring
- It is important that recognition of design issues can be flagged at an early stage.
- The case officer will review the compliance of a Reserved Matters application with the design code, with the involvement of specialist urban design input where required.
- The Council's Compliance Officers will monitor compliance against the design code on the ground. Frequency of monitoring will depend on the scale and complexity, and adequate time will be required to raise issues with minimal impact on programme and delivery.
- Suitable reporting methods will be in place to allow consistency in monitoring and reporting.
- Suitable training will be directed towards Officers to raise awareness of design coding and design issues.

PPA & Pre-App
Central Bedfordshire Council promote the service of pre-application advice through the mechanism of a Planning Performance Agreement (PPA) for large scale development as a proactive and beneficial way of working together to provide high quality development and deliver planning decisions in a timely manner. A Planning Performance Agreement Charter has been developed setting out the benefits and responsibilities for both developers and the Council in following this project management approach.

The requirement for a development brief, consultation strategy and design coding will be included within the PPA, with agreements made on project milestones and the schedule of meetings to discuss the proposal and to resolve any key planning issues.

The PPA will be signed by both parties and any variations will need to be agreed by both parties during the process. View our PPA standard terms and conditions (PDF 276.9KB) .

For more information see: Planning Performance Agreement Charter (PDF 908.7KB)

Monitoring and Implementation

Highways / Adoption

It is expected that all principles and strategies set out within the design code are achievable and adoptable. Highways principles and strategies are often promised at a development brief or design code stage, where it then becomes negotiated and reduced, impacting the scheme, design principles and quality.

The Council has adopted new Highway Construction Standards and Specifications Guidance (July 2019) that sets out the Council's standards and processes for proposed works by developers on existing roads and new highways. It ensures the design and construction of highways is embedded in design from the outset. Dialogue should be undertaken between the applicant and the CBC Highways Team at an early stage to identify a high quality scheme that is both adoptable and manageable.

High quality design and developments centre on the quality of public realm and highway finishes. It is strongly encouraged that developers and design teams aim at promoting and pushing for high quality spaces through the adoption of SUDS, trees and varying surface finishes for example.

SUDS and flood risk management

Developments shall deliver measures to reduce flood risk including the use of sustainable drainage methods (SUDS) to attenuate and discharge surface water run-off at a rate no greater than if the site were undeveloped; and to reduce existing downstream risk.

Water management is a key structuring principle for a development and should be considered from the outset of the design process. The use of water from drainage should be shown to be a key design feature of the development. Development briefs and design codes will include SUDS and demonstrate how they will deliver multifunctional benefits, including maximising biodiversity enhancement, providing mitigation of visual landscape impacts, demonstrating a clear integration with the green infrastructure strategy adopted throughout the development and linking to transport.

Reference should be made to the guiding principles contained within the Central Bedfordshire Design Guide, and the technical and high-level strategic design criteria set out in the CIRIA SUDS Manual and the Council's SUDS SPD.

Appendix 1

Development Brief Process

	Stage	Notes
1	Planning Performance Agreement (PPA) between the Council and the applicant	• The PPA will agree the timetable and the requirement for a Consultation Strategy. • The Consultation Strategy will agree who will be consulted, how they will be consulted and the length of the public consultation period. It should also agree the communications strategy. The consultation requirements will need to reflect the scale, complexities and location of the site.
2	Initial public engagement to inform the content of the development brief	• Engagement conducted by the applicant in accordance with the Consultation Strategy.
3	First draft of a Development Brief submitted to the Council for consideration by CBC Officers and neighbouring Local Authorities.	• Internal consultation with CBC officers; and document sent to neighbouring Local Authorities for initial feedback.
4	Amendment of first draft	• The Council will share the responses with the applicant. • Amendment of first draft in response to comments from CBC officers and neighbouring Local Authorities. • Applicant to advise how the draft has been amended to reflect initial comments. • Case Officer to agree revised draft for public consultation.
5	Public engagement on revised draft Development Brief	• Consultation will be in accordance with the agreed Consultation Strategy. • Consultation to be conducted by the applicant. Document to be hosted on applicant's website. • Responses to be analysed by the applicant. • Applicant to prepare a Consultation Statement setting out who was consulted, how they were consulted, a summary of the responses received and how the comments have been taken into account.
6	Submission of draft Development Brief and accompanying Consultation Statement to the Council	• Draft Development Brief and Consultation Statement submitted to the Council. • The applicant will submit a copy of the responses received to the consultation to the Council. • Case Officer to inform ward members and town and parish council(s) that a final draft has been received and the intention to take the document to Development Management Committee (DMC) for consideration.
7	Draft Development Brief and accompanying Consultation Statement considered by Development Management Committee	• Development Brief presented to DMC.
8	Endorsement of Development Brief as technical guidance for Development Management purposes.	• Endorsed Development Brief to be added to the Council's website.
9	Planning application to be considered by Development Management Committee at least 1 committee cycle after the endorsement of the Development Brief.	

Central Bedfordshire

Central Bedfordshire in contact