

SDNPA Online Planning Register – Inappropriate Content Policy

In accordance with the SDNPA Statement of Community Involvement correspondence received commenting on planning applications that the Authority is considering are placed on the online planning register which is publically available and remains available in perpetuity after an application has been determined.

Whilst uncommon, reports can be made to the SDNPA (or *host* Authorities acting on its behalf) that the content of the correspondence is inappropriate and, accordingly, the following procedure has been established to transparently address any concerns raised.

Whilst what constitutes inappropriate content will be determined on a case by case basis it could include, but is not limited to, the following:

- Threatening or abusive language;
- Personal details about an individual; and
- Allegations about conduct or intent.

Therefore, if contact is made to the SDNPA (or a *host* Authority acting on its behalf) alleging that correspondence with inappropriate content has been placed on the online planning register, or it is identified by a SDNPA employee, the following steps will be taken:

1. The alleged inappropriate content will be removed from the online planning register within two working days;
2. The alleged inappropriate content will be reviewed by an appropriate SDNPA Manager (or Manager within a *host* Authority on behalf of the SDNPA) within the following five working days;
3. If the content is not considered to be inappropriate then the correspondence will be reinstated to the SDNPA website and the person who made the allegation told of the reasons why the SDNPA do not consider the content inappropriate;
4. If the content is considered to be inappropriate then the following steps will occur:
 - a. The author of the correspondence will be contacted and advised that their correspondence is inappropriate and afforded the opportunity to withdraw their correspondence and submit revised correspondence (if this occurs outside of the consultation period the SDNPA reserves the right to proceed to determine an application);
 - b. If the author of the correspondence does not wish to withdraw it then the SDNPA (or *host* Authority on its behalf) will either remove the correspondence or redact it as deemed appropriate.