The local planning authority must inform the Secretary of State and the consultation bodies, in writing, of the decision.

The local planning authority must inform the public of the decision, by publishing a notice in a local newspaper and on the local authority’s website, or by other reasonable means.

The local planning authority must place a statement on the planning register containing:

(a) the decision and conditions attached;
(b) the reasoned conclusion on the significant effects of the development on the environment;
(c) the main reasons and considerations on which the decision is based;
(d) a summary of the results of the consultations undertaken, and information gathered, and how those results have been incorporated or otherwise addressed;
(e) a description (where relevant) of any features of the development and any measures to avoid, prevent, reduce and, if possible offset likely significant adverse effects on the environment;
(f) any monitoring measures considered appropriate; and
(g) details of the public participation process;

Decision made by the Secretary of State

Notify the relevant Local planning authority of the decision

Provide the Local planning authority with a statement containing:

(a) the decision and conditions attached;
(b) the reasoned conclusion on the significant effects of the development on the environment;
(c) the main reasons and considerations on which the decision is based;
(d) a summary of the results of the consultations undertaken, and information gathered, and how those results have been incorporated or otherwise addressed;
(e) a description (where relevant) of any features of the development and any measures to avoid, prevent, reduce and, if possible, offset likely significant effects of the environment;
(f) any monitoring measures considered appropriate;
(g) details of the public participation process; and
(h) information on the right to challenge the validity of the decision and applicable procedures.