

Warrington Borough Council Statement of Community Involvement

April 2014

(Including factual amendments (2016))

1 Introduction	3
Local Planning Framework	5
Development Management	8
2 The Local Planning Framework	9
Preparation of Local Plan Documents	9
Supplementary Planning Documents	14
Who We Will Consult	16
How We Will Consult	16
Neighbourhood Planning	18
3 Planning Applications	23
Major Planning Applications	28
General Information	32
4 Monitoring and Review of the SCI	33
5 Contact Details	35
6 Appendices	37
Appendix A - Consultees for the Local Planning Framework	37
Appendix B - Deposit Venues - Addresses and Opening Times	40
Appendix C - Consultees for Planning Applications	43
Appendix D - Town and Country Planning Procedure Order 1995	45
Appendix E - Neighbour Notification and Publicity for Planning Applications	49
7 Glossary	51



Contents

1 Introduction

1.1 The Government makes it clear that the planning system should be as transparent, as accountable, socially inclusive and participatory as possible. The aim of the system is to encourage more meaningful community involvement that provides opportunities for more active participation and discussion earlier in the plan preparation and planning application process. This is very often referred to as front-loading.

1.2 The Statement of Community Involvement (SCI) is a key document that forms part of the Local Planning Framework. The SCI sets out how and when the community (in its widest sense) will be involved in the preparation of Local Plan and other documents and how they will be consulted on planning applications. It is a statutory requirement under the Planning and Compulsory Purchase Act (2004) for the Council to prepare a SCI.

1.3 Since the Planning and Compulsory Purchase Act came into force in September 2004, there have been a number of amendments to accompanying planning regulations, including the Town and Country Planning (Local Planning) (England) Regulations 2012. The 2012 regulations consolidate the existing 2004 Regulations and the subsequent amendments made to them, whilst also making new provisions and amendments to take into account the changes made by the Localism Act 2011, including the "Duty to Co-operate".

What is the purpose of the Statement of Community Involvement?

1.4 The Statement of Community Involvement is one of the planning documents which the council is required to produce. The document will guide all community involvement on planning matters in the Borough of Warrington. It is important that community consultation forms an integral part of planning changes in Warrington. The Statement of Community Involvement has been prepared to ensure that the people of Warrington know when, how and for what reason they will be able to participate in planning matters. It also seeks to make clear the expectations required of developers with regards to community consultation.

1.5 In producing the Statement of Community Involvement, it is the Council's intention to promote effective public participation in the planning system. This will make sure that all sections of the community have the opportunity to be actively and continuously involved from the very start of the planning process both in the preparation and subsequent revision of the Local Planning Framework and in significant development management decisions.

1.6 Involvement in the planning process should enable the local community to say what sort of place they want to live and work in the initial stages of plan production when it can make a difference. The council will aim to include "hard to reach groups" that have historically not engaged with the planning system including, young people, ethnic minorities, people with disabilities, Gypsies and Travellers and Travelling Showpeople.

1.7 The aim is that by achieving greater community engagement throughout the planning process our stakeholders and other organisations will have an active involvement in identifying and addressing the main planning issues, and in the development of planning policies and proposals. In this way it is hoped that many objections will be resolved prior to the independent examination of local plans, and prior to the determination of planning applications.

1.8 The benefits of involving a wider range of people and organisations throughout the planning process include:

- More focus on local needs and priorities
- Planning decisions informed by local knowledge
- Improved understanding of the process
- Wider ownership of the process
- Wider interest in monitoring outcomes

1.9 When preparing planning documents or determining planning applications the Council must comply with the community engagement requirements as set out in the adopted Statement of Community Involvement. When a Local Plan is submitted to the Secretary of State a "Statement of Compliance" will be required to be submitted outlining how the community engagement requirements of the Statement of Community Involvement have been met during the process.

Why the Statement of Community Involvement has been updated

1.10 This document provides a revision to the Statement of Community Involvement that was adopted in April 2010. The need to update the Statement of Community Involvement has been primarily necessitated as a result of changes in the regulations brought about by the publication of the Town and Country Planning (Local Planning) (England) Regulations 2012 as well as changes to local development management protocols.

1.11 The main changes introduced by the 2012 Regulations consolidate the existing Town and Country Planning (Local Development) (England) Regulations 2004 and the subsequent amendments made to them, and make new provisions and amendments to take into account of the changes made by the Localism Act 2011, including the "Duty to Co-operate".

Duty to Co-operate

1.12 The duty to co-operate is a legal requirement of the plan preparation process. It was introduced by the Localism Act and requires local authorities to consider strategic planning beyond their boundaries and provides a mechanism to address larger issues than can be dealt with by the local planning authority working alone. This may include:

- The provision for new housing across a wider housing area
- The provision of major retail, leisure, industrial and other economic development.
- The provision of infrastructure; and
- The protection and enhancement of the natural and historic environment

1.13 The Government expects that local planning authorities should work collaboratively with other bodies to ensure that strategic issues are properly co-ordinated and clearly reflected in individual Local Plans.

1.14 The Town and Country Planning (Local Planning) (England) Regulations 2012 usefully clarifies the public bodies which the "duty to co-operate" also covers. This includes:

- Environment Agency
- English Heritage
- Natural England
- Mayor of London
- Civil Aviation Authority
- Homes and Community Agency
- Primary Care Trusts
- Office of the Rail Regulator
- Highways Agency
- Transport of London
- Integrated Transport authorities
- Highways Authorities
- Marine Management Organisation
- Local Enterprise Partnership

Local Planning Framework

What is the Local Planning Framework?

1.15 The Local Planning Framework will set out the principles for how spatial planning will contribute to the achievement of the Warrington Health and Wellbeing Strategy, within the context of national planning policies. Local Planning Frameworks comprise of a folder of Local Plan Documents. Figure 1.1 illustrates the components of Warrington's Local Planning Framework.

LOCAL PLANNING FRAMEWORK

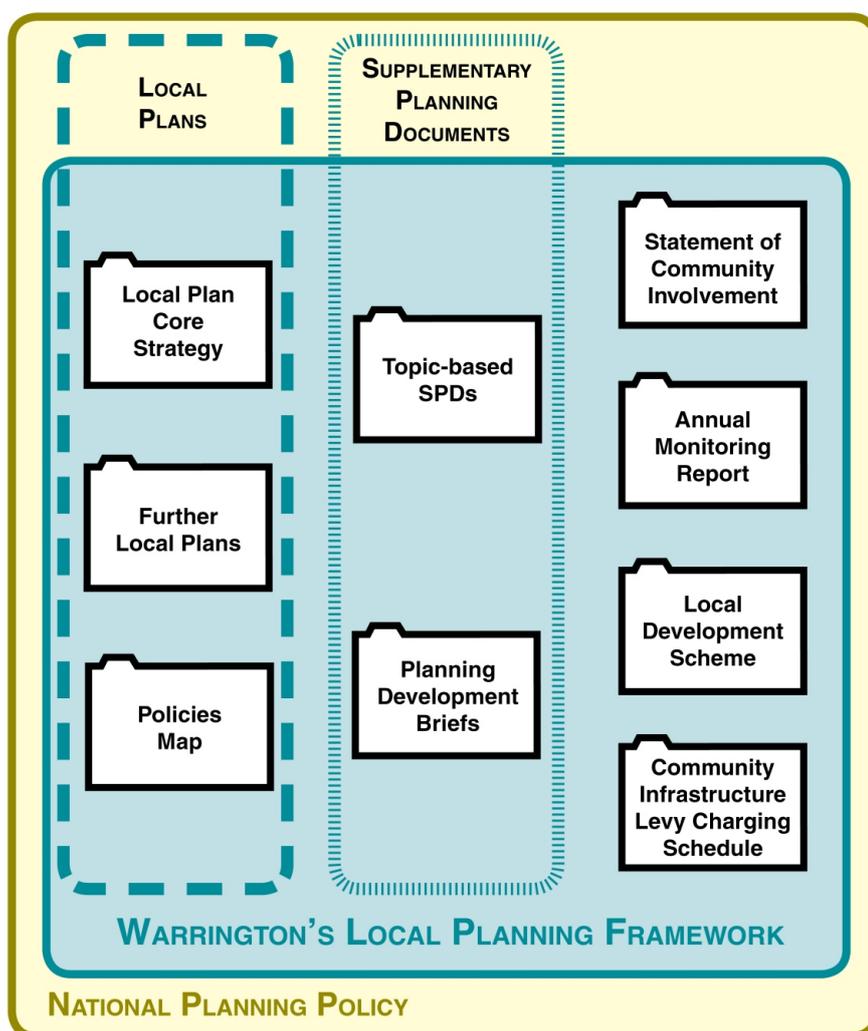


Figure 1.1 The Components of Warrington's Local Planning Framework

1.16 The Council's programme for the preparation of the Local Planning Framework can be found in the Council's Local Development Scheme. The Local Development Scheme is a public statement which sets out the Council's project plan for the production and review of the Local Planning Framework, including a description and timetable for each individual document. The LDS is available on the Council's website and printed copies are available on request.

Introduction

1.17 An integral part of the planning system is the requirement for the Council to prepare an Annual Monitoring Report each year. This report will contain information on the implementation of the Local Development Scheme and the extent to which planning policies are achieving their purpose. The most up-to-date and previous Annual Monitoring Reports are available on the Council's website.

Local Plan Documents

1.18 Local Plan Documents are planning documents that have been subject to independent testing and once adopted form part of the Statutory Development Plan. These are the documents against which planning applications are assessed. Planning decisions must be made in accordance with these documents unless material considerations outweigh the need to adhere to their policies.

Local Plan Documents can include:

- **Local Plan Core Strategy** - This comprises a long term vision and strategic objectives for the borough, along with an overall strategy, a number of core policies and a monitoring and implementation framework. Once adopted all other Local Plan Documents must be in conformity with it.

Warrington's emerging Local Plan Core Strategy also includes Development Management Policies, that set out the criteria against which planning applications for the development and use of land and buildings will be considered.

- **Further Local Plans**

Site Specific Allocations- The allocation of land for specific uses (including mixed use) and the designation of areas within which particular policies of the Core Strategy are to apply could be made in a separate Local Plan Document.

Area Action Plans - Area action plans can be used when there is a need to provide the planning framework for areas where significant change or conservation is needed. Area action plans are generally intended to:

- Deliver planned growth areas;
- Stimulate regeneration;
- Protect areas particularly sensitive to change;
- Resolve conflicting objectives in areas subject to development pressures; or
- Focus the delivery of area based regeneration initiatives.
- **Policies Map** - This shows on an ordnance survey base map the adopted development plan policies which entail a geographic focus for the local planning authority. The Policies Map will be revised as each new development plan is adopted.

The adopted Policies Map should:

- Identify areas of protection, such as nationally protected landscape and internationally, nationally and locally-designated areas and sites, and Green Belt land;
- Show areas at risk from flooding; and
- Allocate sites for particular land use and development proposals included in any adopted development plan document and set out the areas to which specific policies apply.
- **Other Local Plan Documents** - The Council can also prepare other Local Plan Documents such as on thematic issues. These Local Plan Documents will form the statutory development plan. A statement of compliance with this Statement of Community Involvement must accompany each Local Plan Document.

1.19 Supplementary Planning Documents offer more detailed guidance to supplement the policies contained within Local Plan Documents. They may cover a range of issues, both thematic and site specific, which may strengthen a policy within a local plan document. Examples include design guides, development briefs, master plans, car parking standards etc. They are also a "material consideration" when determining planning applications.

1.20 Supplementary Planning Documents (SPD's) do not form part of the statutory development plan but are nevertheless subject to community involvement as part of their preparation. A statement of compliance with the Statement of Community Involvement must accompany each Supplementary Planning Document produced.

Council Procedures and Reporting Protocols

1.21 Based on the Local Authorities (Functions and Responsibilities) (Amendment) (No. 2) (England) Regulations 2004 and recognising the Council Constitution and Schemes of Delegation for the Council, the levels of political responsibility for the production of Local Planning Framework documents are as follows:

For each Local Plan Document and the Community Infrastructure Charging Schedule

- The approval for the purposes of consultation will be undertaken by The Executive Director Economic Regeneration, Growth & Environment in consultation with the Executive Board.
- Full Council Resolution is required for submission and adoption stages following consideration by the Executive Board.

For each Supplementary Planning Document, the Annual Monitoring report, Local Development Scheme and the Statement of Community Involvement:

- The approval for the purposes of consultation on Supplementary Planning Documents and The Statement of Community Involvement will be undertaken by The Executive Director Economic Regeneration, Growth & Environment in consultation with the Executive Member for Environment and Regeneration.
- A decision of the Executive Board is required for adoption of Supplementary Planning Documents and the Statement of Community Involvement. The Executive Board will also be required to approve the Annual Monitoring Report and the Local Development Scheme. Such decisions are likely to be "Key Decisions" as they affect communities in more than two wards and would be subject to the Council's Scrutiny Procedure Rules.

How can the community be involved with the preparation of the Local Planning Framework?

1.22 The minimum legal requirements for consultation and public participation for the Local Planning Framework are set out in the Town and Country Planning (Local Plan) (England) Regulations 2012.

Local Plan Documents

1.23 Local Plan Documents can be concerned with several different levels of planning, ranging from issues that relate to the whole of the Borough, through to proposals that apply to smaller areas, or site specific allocations of land. There are several specific stages in the preparation of Local Plan Documents as set out below. The Council proposes to involve the community throughout all stages of Local Plan Document preparation. The type and scale of involvement will be tailored to the particular development plan document.

The broad principles to be applied will be:

Wide Community Involvement

Introduction

- The Council is committed to involving as many people and groups as possible in the formulation of planning policies for the Borough from an early stage. Any person or organisation interested in the planning of the Borough is welcome to get involved and contribute to the process.
- Proposals that cover a large geographical area and/or broad ranging issues, involvement will be aimed at the wider community throughout the preparation process.

Targeted Community Involvement

- The more specific the issue, the more targeted the involvement - to reflect the narrower range of interests affected by a particular area of concern.
- In relation to smaller geographical areas, involvement is targeted at specific communities - but not to the exclusion of relevant wider interests.
- In relation to specific topics, involvement is targeted at groups involved in/ affected by their delivery or implementation.
- In each case where targeted community involvement is appropriate, this will not exclude other groups and the wider public from the process and their contribution is also welcome.
- In the event the Council's Local Development Scheme indicates that one or more Local Plan Documents may need to be produced simultaneously, this may enable a joined up approach to the early stages of preparation when community involvement is widespread and at a general level. Publicity and some correspondence may be able to be combined to cover more than one Local Plan Document to avoid consultation fatigue. However, it may be necessary to separate involvement at later stages when not to do so would be likely to cause confusion.

Development Management

General Principles Development Management

Development Management is a term used to include a range of activities and interactions that remove the control of development and the use of land into a more positive and proactive process. The development of a more proactive process means it ensures a better fit with the principles of plan making and better supports the local authorities in their role as "place shapers".

The principle of Development Management utilises both planning applications and enforcement procedures to apply a more positive management. They are used to not only control the effects of unrestricted development, but as a proactive tool for managing development opportunities.

Collaborative working relationships with partners both within and outside the council is a key aspect of Development Management. Working in partnership will also involve working with developers on the delivery of projects that are important to achieving overall strategic objectives within the borough. Effective partnership working will therefore:

- Support the role of planning in place shaping in the borough;
- Ensure that development is supported by the appropriate and timely delivery of infrastructure;
- Input essential specialist skills and knowledge; and
- Maximise the chances of successful delivery.

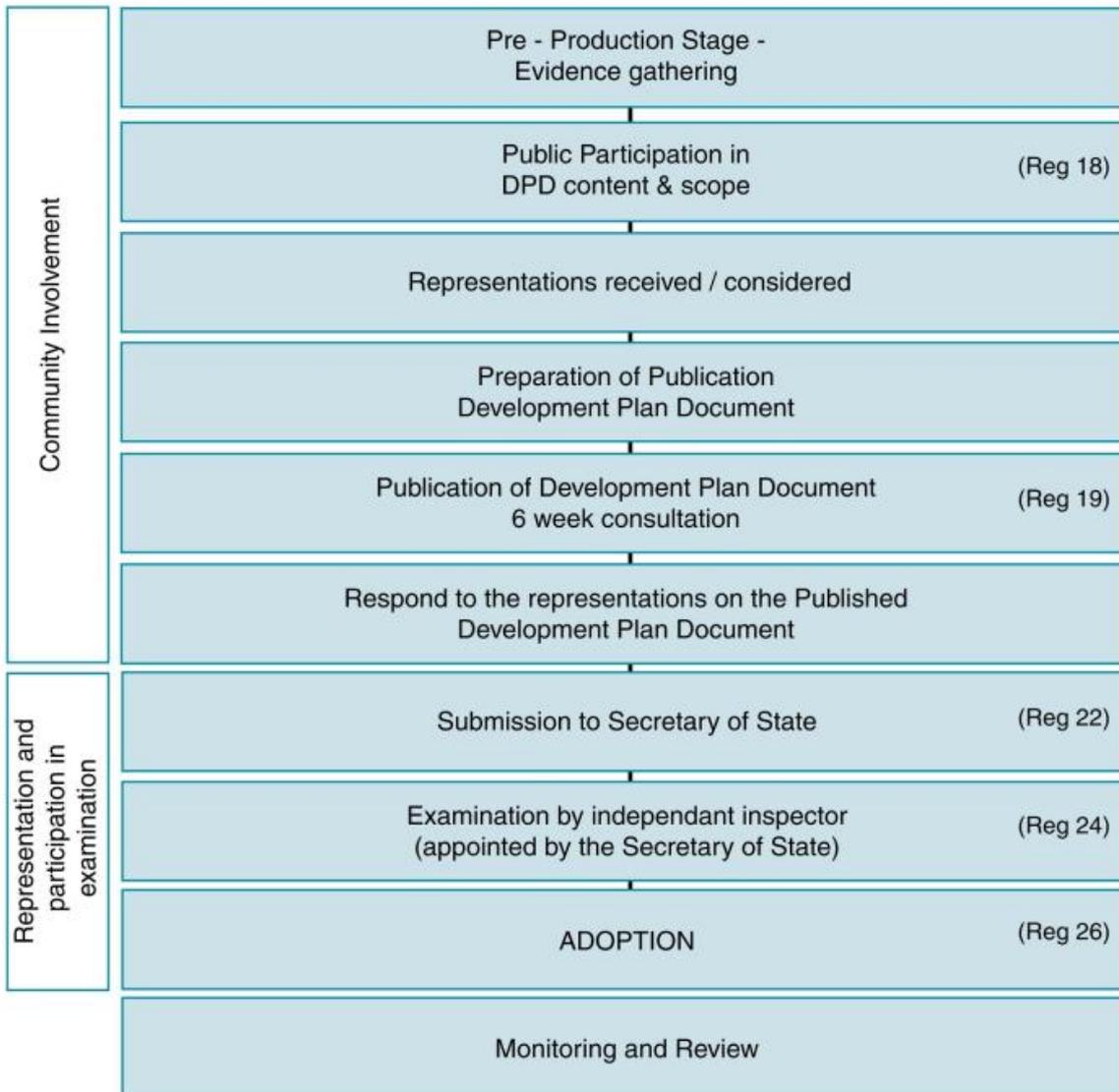
The Council promotes the importance of early engagement and therefore encourages applicants to undertake pre-application discussions, prior to the submission of a planning application. The objective of pre-application discussion should be to confirm whether the principle of development is acceptable and the subsequent discussion of more detailed matters such as highways etc to enable better co-ordination between public and private resources to improve the outcome for the wider community.

Further details in relation to the development management processes in can be found in Section 3 of this document.

2 The Local Planning Framework

Preparation of Local Plan Documents

STAGES IN THE PREPARATION OF DEVELOPMENT PLAN DOCUMENTS



Picture 2.1 Minimum Stages in the Preparation of Local Plan Documents

Pre Production Stage - Evidence Gathering

2.1 The council has to maintain up to date information from survey and evidence gathering in order to underpin the preparation of its planning policies and proposals. The monitoring of this information is one of the key indicators of a need to prepare or review a Local Plan Document.

The main information areas monitored include:

- Reports on housing and employment and development (produced annually for each year ending 31st March).
- Retail development, Strategic Housing Market Assessments (SHMAs) and Gypsy and Traveller Accommodation Needs Assessment (GTAA) (main studies at 5 yearly intervals, with updated monitoring as necessary)
- Open space and sports facilities
- Environmental Reports
- Vacant and derelict land
- Land and buildings with potential for housing development

2.2 Where possible and appropriate, the Council will seek the involvement of relevant groups and organisations in the development of this information base with a view to ensuring reliable and robust evidence which is widely accepted as common ground. Groups and organisations will be selected from the list of specific and general consultees listed in Appendix A as appropriate to the type of evidence/ information.

2.3 The Council will ensure that this information is readily accessible to all interested parties via the website (www.warrington.gov.uk). The website will also be used to communicate updates on these studies and to highlight opportunities for community involvement to wider issues.

2.4 At the very earliest stage in the process, appropriate consultees will be invited to respond. Any issues of particular concern that they consider should be addressed should be raised, and to indicate (other than in the case of specific consultees) if and how they wish to be kept involved as production moves forward. At this stage of preparation, involvement is informal in nature and the aim will be to establish meaningful and continuous dialogue with interested parties.

Public Participation in Local Plan Contents and Scope (Regulation 18)

2.5 The Council will give notice of the intention to commence work on the preparation of a Local Plan Document as soon as it is clear as to its scope, purpose and timetable. At this point the Council will also invite consultees to make representations about the proposed content of the Local Plan Document. This will be done by direct notification of all consultees listed in the Statement of Community Involvement.

2.6 If the Local Plan Document is an Area Action Plan, the circular letters will be directed to households and businesses within and adjoining the specific geographic area.

2.7 In all instances, there will also be associated publicity through Council media including the Website, and through press releases where deemed appropriate.

2.8 At all stages the Council will respond positively to requests for further discussion, clarification, more information and advice wherever possible. Officers will attend meetings of groups and organisations if requested. If the draft report has any particular implications for specific areas or sites proposed for allocation, local interest groups will be approached with a view to raising awareness of the consultation process.

2.9 The Council will take full account of the responses to this consultation and all responses received will be used to produce the final document. This initial period of community consultation in the preparation of Local Plan Document's enables people to express their views, put forward their own ideas and to actively participate in developing the Local Plan Document.

Preparation and Publication of Local Plan Documents (Regulation 19)

2.10 Throughout the production of the Local Plan Document parties will be involved in informal and more formal consultation exercises as considered appropriate. These will be set out in more detail in the Local Development Scheme relative to the document being produced.

2.11 Once a Local Plan Document has been prepared, the Council will publish the document and conduct a period of consultation. This will last for 6 weeks however the Council may increase this period as appropriate, depending on the document being prepared.

The Council will invite representations on the published document and will:

- Advertise the consultation period on the Council's website, giving details of how and when the documents can be inspected, how copies can be obtained, what the closing date for representations is, and to whom representations should be addressed.
- Make all the relevant documents available throughout the six-week period at the locations listed in Appendix B, and on the Website.
- Send copies of the Local Plan to the relevant consultees listed in Appendix A.
- Write directly to everyone on the Local Planning Framework Mailing list.
- Ensure that adequate media publicity is given to the availability of documents to ensure that all who have an interest are made aware of the opportunity to make representations on the Local Plan.
- Issue a standard form for representations and encourage its use and associated guidance for use in making representations
- Provide for representations to be made by e-mail as well as by letter.

The Council's response to consultation

2.12 At the end of the six week period, the Council will consider all representations and will decide whether or not it is necessary to make changes before the next stage of the process. It is not envisaged that significant changes will be required at this stage, given the level of engagement conducted at the pre-production stage.

2.13 Discussions may be held with respondents or their representatives in cases where clarification is needed, or where there appears to be scope to negotiate common ground and resolve an objection.

2.14 Once all representations have been considered, the Council will prepare a statement of the number of representations received, a summary of the main issues raised and the Council's response to the representations, including any agreed changes to the document.

Copies of this statement and of all representations made will be made available at each of the locations in Appendix B and on the Council's Website.

Further Consultation on site-specific representations

2.15 If any of the representations received propose the allocation of an additional site or an alteration to a site boundary shown in the published Local Plan Document, the Council will repeat the consultation arrangements carried out for the published Local Plan Document, as set out above if deemed appropriate. This will permit further representations over a six-week period only in relation to that site or boundary. Those promoting an alternative site or sites will need to indicate how the sustainability appraisal process has been or is to be carried out prior to the examination. All consultees previously notified of the Local Plan Document will be notified of these representations. These arrangements will be accompanied if necessary by further publicity, including press releases, and letters to groups and organisations who have an interest in the area to which the representation relates but who may not have been relevant to the previous consultation.

The Local Planning Framework

Submission Stage (Regulation 22)

2.16 The outcome of this process will be the preparation of the Submission Local Plan Document. This is the document that will be submitted for independent examination by an Inspector appointed by the Secretary of State.

The Submission Local Plan Document will be accompanied by:

- The Sustainability Appraisal Report
- A Submission Policies Map showing what associated changes to the Adopted Policies Map are being proposed.
- A statement demonstrating compliance with the consultation and participation processes set out in the SCI, and setting out
 - Which consultees were invited to make representations
 - How consultees were invited to make representations
 - A summary of main issues raised by representations and how any representations have also been taken into account.
 - The number of representations made and the summary of the main issues, if any were made.
- Copies of any representation made relating to the Local Plan
- Other supporting information of relevance - Including a Habitat Regulations Assessment where appropriate.

2.17 As soon as the Council has submitted the Local Plan to the Secretary of State the Council will make available all documents that have been submitted for examination on the website.

Independent Examination (Regulation 24)

2.18 Copies of all representations and statements resulting from the publication stage process will be sent to the Secretary of State who will appoint an Inspector to carry out the examination into the soundness and legal compliance of the Plan.

2.19 8 weeks before the examination a pre-examination meeting will be held by the Inspector. At least six weeks before the examination begins, the Council will publish notice of the time and place where it will be held, and the name of the Inspector. The Council will write to all interested parties and will publicise on the Council's Website.

2.20 The National Planning Policy Framework sets out four tests which Local Plans should meet if they are to be sound. The four tests against which Local Plans will be examined against relate to the plan being positively prepared, justified, effective and consistent with national policy.

"Positively Prepared" means the document must be:

- Based on a strategy which seeks to meet objectively assessed development needs and infrastructure requirements.

"Justified" means that the document must be:

- Founded on a robust and credible evidence base
- The most appropriate strategy when considered against the reasonable alternatives

"Effective" means that the document must be:

- Based on effective joint working on a cross-boundary basis
- Deliverable
- Flexible
- Able to be monitored

2.21 All hearing sessions associated with the examination will be held in public. However, only those who have made formal representations during the 6 week participation period at submission stage, seeking a change to the Council's proposals, are entitled to participate by appearing at the hearing sessions and this will be at the discretion of the Inspector. Participation in the examination can also be carried out by submitting written representations in response to the Inspectors published key issues. Written representations will be given the same consideration by the Inspector as evidence given in person.

2.22 The Inspector will consider all documents compiled and will ensure that all relevant legislation has been considered. This generally includes ensuring that the document:

- Has been prepared in accordance with the Local Development Scheme and is in compliance with the Statement of Community Involvement.
- Has been subject to a sustainability appraisal (SA) and where appropriate a Habitat Regulations Assessment (HRA)
- Has regard for national policy
- The Duty to Co-operate has been fulfilled
- Has regard to any Sustainable Community Strategy for the area.
- Compliance with Regulations

Adoption (Regulation 26)

2.23 The Council can formally request under section 20(7C) that the appointed Inspector recommend main modifications that are considered necessary to make the Local Plan sound. Any recommendations made by the Inspector will not be subject to further consultation. At this point the Council may adopt the document with the main modifications or with the main modifications and additional modifications. The Council will publish the necessary statutory notices and notify interested parties of the final stages to adoption of the Local Plan following receipt of the Inspectors report.

Monitoring and Review

2.24 The effectiveness of all Local Planning Documents and the policies and proposals within, will be assessed annually through the Councils AMR.

Supplementary Planning Documents

2.25 Supplementary Planning Documents are produced to support and provide additional information regarding policies within Local Plan Documents. The process of preparing a Supplementary Planning Document is similar to the process for Local Plan Documents, but simplified.

Stages in the preparation of Supplementary Planning Documents

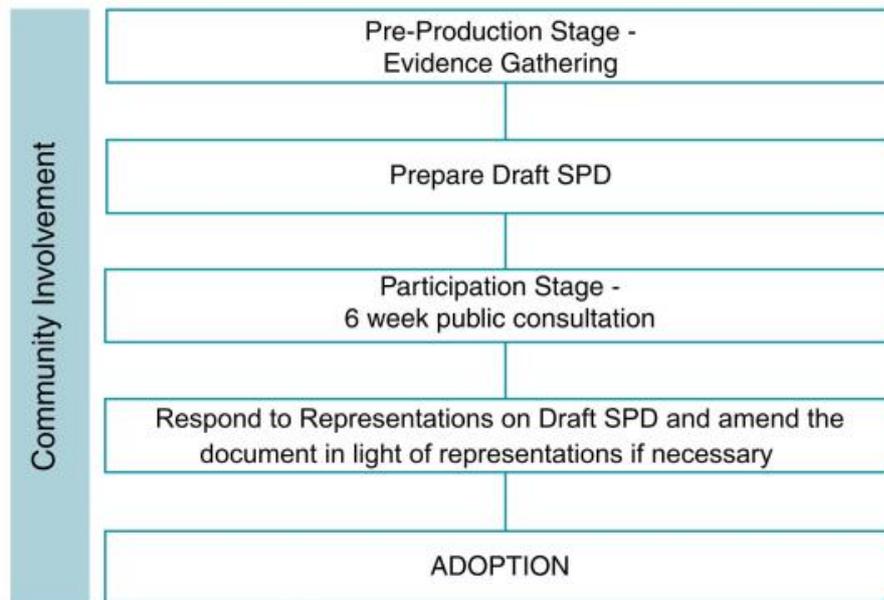


Figure 2.1 Minimum Stages in the Preparation of Supplementary Planning Documents

Pre-Production (Informal Evidence Gathering and Discussion)

All matters covered in Supplementary Planning Documents must relate to policies in a Local Plan Document. In the vast majority of cases there will be no need to establish a further evidence base for a Supplementary Planning Document.

The Council will determine which of the specific and general consultees and other interests listed in Appendix B are interested parties given the subject matter of the draft Supplementary Planning Document. The Council will seek to engage with all interested parties at the early pre-production stage and will feed comments into the production stage.

Production Stage - (Preparation of the Draft Supplementary Planning Document)

A full draft Supplementary Planning Document will be prepared taking into account the comments obtained at pre-production.

Participation Stage (Consultation)

At this stage in the process, the council will:

- Subject the draft SPD to consultation period for a minimum of six weeks.
- Advertise the participation period on the Council's website, giving details of how and when the documents can be inspected, how copies can be obtained, what the closing date for representations is, and how and to whom the representations should be addressed.
- Make the relevant documents available throughout the participation period at the locations listed in Appendix C and on the website, together with forms and associated guidance for use in making representations.
- Provide for representations to be made by electronic consultation, e-mail and letter.
- Notify the relevant consultees identified at pre-production stage, and to other consultees who submitted comments.
- Write to all other consultees listed in Appendix B to advise of the subject matter of the Supplementary Planning Document, of the participation period being undertaken, and how access to the documents can be obtained.
- Issue press release to secure media publicity if appropriate.

Responses

At the close of the participation period, the Council will prepare a report summarising the number and content of representations made and will publicise its availability to participants. It will be placed on the Council's Website.

The responses will be considered by the Council who will make changes as agreed to be necessary, before taking steps to adopt the Supplementary Planning Document.

Adoption

The Council will prepare a statement which will be available on the Council's Website that the Supplementary Planning Document has been adopted and give details of where and when it can be inspected.

The adopted Supplementary Planning Document, representations made and Council's responses will be posted on the Council's Website. The Council will also notify any person who has requested notification following adoption.

Who We Will Consult

2.26 It is important to consult a broad range of groups at various stages in the preparation of Local Plan Documents and Supplementary Planning Documents. The key groups are listed below:

- The general public
- Other Council Services
- Neighbouring Local Planning Authorities
- Town & Parish Councils
- Ward Forums
- Resident/ Community Groups
- Businesses/ representative bodies
- The Warrington Partnership (Local Strategic Partnership Members)
- Central Offices and Agencies
- Statutory Bodies
- Interest Groups/ representative bodies
- Hard to Reach Groups/ representative bodies including the young; the elderly and the disabled
- Minority groups/ representative bodies including religious racial, ethnic or national groups

2.27 The Council has a formal requirement to fulfil the "Duty to Co-operate" and therefore the Council will undertake a proactive and collaborative approach with adjoining authorities and other public organisations, where necessary, when completing the various stages of Local Plan preparation.

2.28 The Council maintains a database of individuals who have expressed an interest in the Local Planning Framework. This enables the community to register to be involved throughout the planning process.

How We Will Consult

Website

2.29 The Council's website (www.warrington.gov.uk) is used to display all the latest Council publications and consultation documents, together with associated explanatory information, response forms and contact details.

2.30 All consultation documents will be contained within the consultation portal to allow businesses and residents to obtain council proposals and documents and allow everyone to be kept fully informed of progress and future consultation events whilst also viewing responses that others have made.

2.31 All correspondence will include direction to the web address

2.32 The website will be used extensively for all elements of the Local Planning Framework evidence base and at all stages of document preparation.

Letter to all interested parties

2.33 Either a direct mailing will be undertaken to all households, businesses in the borough and all consultees and/ or a selective mailing limited to a geographical area or community of interest will be undertaken depending on the document being produced. Extensive mailing will be most appropriate at the very start of Local Plan Document production to ensure that a wide range of interests are alerted to what is happening and how they can become involved.

Local Press

2.34 Depending on the type of document being produced, the Council may choose to produce publicity material giving details of the consultation process.

Meetings

2.35 Where a specific issue is raised, favourable consideration will be given to requests for meetings with groups, organisations, individuals, and communities.

Focus Groups

2.36 A number of focus group meetings have been held and it is hoped that Focus Groups can be used in the future for particular planning issues to be discussed. A record will be kept of Focus Groups proceedings.

Availability of Documents

2.37 During the consultation period documents will be made available for inspection for a minimum of 6 weeks in the Deposit Locations as detailed in Appendix C. Following adoption, documents will be retained at those locations in accordance with statutory requirements.

2.38 All documents will be available for inspection during normal office hours at New Town House Planning Reception, Contact Warrington and can also be accessed on the website.

Availability of Officers

2.39 A planning officer will be available to deal with enquires about the documents over the telephone or face to face at the Borough Council Offices at New Town House, during normal office hours. The Development Plan Team has a central email address LDF@warrington.gov.uk through which enquiries can be channelled.

Meetings with Town & Parish Councils and Neighbourhood Boards

2.40 The Borough Council will inform and consult Town & Parish Councils and Neighbourhood Board members on a regular basis during the production of Local Planning Framework Documents.

Hard to Reach Groups

2.41 The Council will make every effort to engage with these groups directly and/or through representative organisations, whether local or national, and encourage them to get involved in the preparation of the Local Planning Framework Documents. In Warrington Borough, hard to reach groups are considered to be:

- Young People
- Frail Elderly
- People with disabilities - mobility impaired, visually impaired and hearing impaired
- Black Minority and Ethnic Groups
- Gypsies and Travellers and Travelling Showpeople

2.42 Documents can be made available in large type, Braille, in audio format and in other languages upon request.

2.43 Opportunities to involve hard to reach groups through other Council services (eg the Youth Service, Social Care and Community Development) will be explored.

2.44 The Council is an active member of the multi-agency Cheshire Chief Executives Advisory Group on Travellers, which has an appointed Gypsy and Traveller Co-ordinator. This provides a channel of communication and contact with these groups.

2.45 In preparing Local Planning Framework Documents the Council will comply with the requirements of the Equality Act 2010 and the Public Sector Equality Duty.

Neighbourhood Planning

Neighbourhood Planning

2.46 Neighbourhood planning seeks to enable communities to come together to shape the development and growth of the local area through the production of a Neighbourhood Development Plan or Neighbourhood Development Order.

2.47 The Localism Act 2011 introduced new rights and powers to allow local communities to prepare neighbourhood plans and orders. The neighbourhood plans provide an opportunity to build on existing adopted local plans however they must be in conformity with the overall spatial strategy. The plans are not a mechanism in which to constrain growth in the local area, but can allow local people to get the right type of development for their community, for example identifying where new homes and offices should be built and what they should look like. These plans are prepared by the Parish and Town Councils where they exist and by community groups in areas which are unparished. Whilst the production of neighbourhood plans are optional, where they are prepared, the Council has a duty to support the process and ensure that the body preparing the neighbourhood plan has regard to the Neighbourhood Planning (General) Regulations 2012.

2.48 Neighbourhood Development Orders can grant planning permission for specified developments in a neighbourhood area. Once established there would be no need for anyone to apply to the council for planning permission if it is for the type of development covered by the order. This should make it easier and quicker for such development to go ahead in the future. A Neighbourhood Development Order must have consideration for the wider strategic vision for the wider area and should also be in line with national planning policy and necessary legal requirements.

2.49 This chapter sets out a summary of the legal requirements for producing a Neighbourhood Plan or Neighbourhood Development Order and the minimum consultation requirements.

The Designation of Neighbourhood Forums and Neighbourhood Areas

2.50 If a Town or Parish Council or community group wishes to establish a neighbourhood forum or neighbourhood area, they must apply to Warrington Borough Council in its capacity as a Local Planning Authority to become an area for neighbourhood planning purposes. In order to submit an application, the application must be accompanied by the relevant information depending on whether the community is looking to establish a neighbourhood forum or neighbourhood area. Both processes are outlined below.

Designating a Neighbourhood Area

2.51 Regulations 5, 6 and 7 (The Neighbourhood Planning (General) Regulations 2012) set out the requirements for the designation of a neighbourhood area. Where an application is submitted to establish a neighbourhood area, the application should include:

- A map which identifies the area to which the area application relates;
- A statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and
- A statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the Town and Country Planning Act 1990.

2.52 Once this information has been received, the Council will publicise the area application and invite representations for a period of 6 weeks. The publication will include:

- A copy of the application
- Details of how to make representations; and
- The date by which those representations must be received.

2.53 Where a neighbourhood planning application is approved, the Council will publicise on their website and in any other manner considered appropriate to bring the decision to the attention of people who live, work or carry on business in the neighbourhood area. Details published on the website will include:

- The name of the area;
- A map of the area; and
- The name of the body who has applied for the area to be designated.

2.54 If the Council takes the decision to refuse the designation of a neighbourhood area or neighbourhood forum, the Council will publish a “decision statement” outlining the reason for refusing the application, together with details of where the decision statement can be inspected.

Designating a Neighbourhood Forum

2.55 Regulations 8, 9 and 10 set out the requirements for the designation of a neighbourhood forum. If the area is unparished, a neighbourhood forum must be established prior to preparing a neighbourhood development plan. Where a neighbourhood forum has been designated previously and has not expired or been withdrawn, the Council will decline a neighbourhood forum application made in relation to that neighbourhood area.

2.56 If an unparished area wishes to proceed with establishing a forum they must submit the relevant supporting information to accompany the application. This includes;

- the name of the proposed forum;
- a copy of the written constitution of the proposed neighbourhood forum;
- the name of the neighbourhood area to which the application relates and a map which identifies the area;
- the contact details of at least once member of the proposed neighbourhood forum; and
- a statement detailing how the proposed neighbourhood forum meets the conditions set out in the 1990 Act.

2.57 Once an application has been received, the Council will publicise the area application and invite representations for a period of 6 weeks. This will be publicised on the website and local deposit venues of the area to which the application relates.

- a copy of the application;
- a statement detailing that if a designation is successful no other organisation or body may be designated for that neighbourhood area until that designation expires or is withdrawn;
- Details of how to make representations; and
- The date by which those representations must be received.

2.58 If the application is successful the Council will publish the decision on the website and at local deposit venues for the attention of people, who live, work or carry on business in the neighbourhood area.

Neighbourhood Development Plans & Neighbourhood Development Orders – Pre-submission consultation and publicity

2.59 The Neighbourhood Planning (General) Regulations 2012 set out the requirements for the consultation which the qualifying body must undertake on the Neighbourhood Development Plan or Neighbourhood Development Order before submitting to the Council.

2.60 The plan proposal should be consulted on for a minimum of 6 weeks and should be publicised in a manner that is likely to attract the attention of people who, live, work or carry on business in the neighbourhood area. The consultation should include the following information:

- Details of the proposals for the neighbourhood development plan or development order
- Details of where the plan can be inspected

The Local Planning Framework

- Details of how individuals can make representations
- The date the representations must be received.
- That the qualifying body consult any of the consultation bodies listed in the regulations whose interest may be affected by the neighbourhood development plan or development order
- That a copy of the neighbourhood development plan is sent to the Council.

2.61 The regulations do not set out exactly how the qualifying body should conduct consultation however the following techniques could be utilised to ensure effective consultation.

- Workshop events
- Leaflet drop to all households and local businesses in the area
- Exhibitions
- Public meetings
- Posters
- The publication of details on the qualifying body's website

2.62 Once the qualifying body has undertaken a period of consultation in the local area, the qualifying body will then submit the plan proposal or order to the Council providing the following information:

- A map or statement which identifies the area the proposed neighbourhood development plan/ neighbourhood development order relates
- A consultation statement (including details of persons are bodies who were consulted, a summary of main issues and details how these issues have been considered and, where relevant addressed)
- The proposed neighbourhood development plan/ neighbourhood development order; and
- A statement explaining how the plan meets the legal requirements set out in the Town and Country Planning 1990 Act

Publicising a plan/ order proposal (Publication)

2.63 The Council will publish the neighbourhood plan/ development order for a period of consultation following submission. This will be for a period of 6 weeks and which will be publicised on the Council website and local deposit venues. This should be completed as soon as possible and will include the following information:

- Details of the plan proposal
- Details of where the plan can be inspected
- Details of how to make representations
- A statement that any representations may include a request to be notified of the Councils decision in relation to the neighbourhood development plan/ neighbourhood development order.
- The date by which all representations must be received

2.64 The Council will also notify any consultation body which is referred to in the submitted consultation statement by the qualifying body that the neighbourhood plan has been submitted.

Examination and Inspectors Report

2.65 Once the plan or order has been published and has completed the 6 week consultation, the Council will appoint an independent examiner to consider the plan or order and representations. The Council will forward all necessary information including:

- A map or statement which identifies the area the proposed neighbourhood development plan/ order relates
- A consultation statement (including details of persons are bodies who were consulted, a summary of main issues and details how these issues have been considered and, where relevant addressed)
- The proposed neighbourhood development plan/ order; and
- A statement explaining how the plan meets the legal requirements set out in the Town and Country Planning 1990 Act and the Neighbourhood Planning (General) Regulations 2012;

- An environmental statement (if one is required); and
- All representations received during the publication stage of consultation.

2.66 Once the examiners report has been received by the Council and a decision has been made regarding how to proceed, the Council will publish on the website a “decision statement” which will set out the decision made and the reasons for it. The Council will also provide details of where the “decision statement” can be inspected and the examiners report. The examiners report will also be sent to the qualifying body and any other person who has requested to be notified. The Council will request that the qualifying body publish the “decision statement” on their website, where possible and any other means appropriate to advertise that a decision has been made.

The “decision statement” will include:

- The decision whether to accept or refuse a plan/ order proposal
- What action is to be taken in response to the recommendations by the examiner
- What modifications need to be included
- Whether to extend the area to which the referendum is or are to take place

2.67 If the Council makes the decision to adopt a neighbourhood development plan or order It will be subject to a local referendum. If the neighbourhood development plan or order then passes the local referendum a further decision notice will be repeated to publicise that there has been a vote in favour of the neighbourhood plan or order and it will subsequently be adopted. The neighbourhood plan or order, supporting information and details of where and when the plan or order can be inspected will then be made available on the Council's website accordingly.

2.68 The Council will also notify any person or body's who have been asked to be notified.

3 Planning Applications

3.1 This section aims to set out how local communities will be involved in the consideration of individual planning applications.

3.2 Warrington Borough Council receives on average 2000 applications for planning permission per year. Every effort is made to ensure contact with all those who may be interested in the decision-making process both before and during the process. Depending on the nature of the application the Council notifies and engages individuals, interest groups and the wider community.

3.3 No system for publicising planning applications can be totally effective, however extensive. A balance needs to be struck between providing a reasonable opportunity for people to comment on applications and the cost and speed of decision-making. It is considered that current practice for notification and consultation strikes a reasonable balance and the Council has an approved procedure note for publicising applications.

3.4 This section will set out how and when the Warrington Borough Council will consult on planning applications and details of measures which are expected of developers to carry out successful community engagement on applications.

3.5 To assist in the identification of the type and scale of consultation that should take place, it is useful to identify the types of applications received by the authority.

Application Type	Description	Timescale to Determine Applications
Environmental Impact Assessments Applications	Applications for planning permission for which EIA is required are referred to in the Regulations as ' EIA applications '	16 Weeks
Major Large Scale	Residential developments (conversion or new build), involving the creation of 200 or more units, or site area of 4 hectares or more. Non-residential developments with a floor space of more than 1000m ² or more or with a site area of 2 hectares or more. (Applications submitted with an EIA assessment will be subject to a 16 week determination timescale)	13 Weeks
Major Small Scale	Residential developments involving the creation of 10 - 199 units, or site area of 0.5 ha and less than 4 ha. Non-residential developments with a floor space of 1000sqm and up to 9,999sqm or where the site area is 1ha and less than 2ha.	13 Weeks
Minor	Residential developments below 10 units. Where the number of dwellings to be constructed is not given in the application, a site area of less than 0.5 hectares should be used. For all other uses, a minor development is one with a floor space below 1000m ² or where the site area is less than 1 hectare.	8 Weeks

Application Type	Description	Timescale to Determine Applications
Other	A broad range of planning and related applications: including applications for advertisements, conservation area consent applications, applications for works under tree conservation orders, telecommunications masts, lawful development certificates, alterations to listed buildings and householder applications such as extensions and alterations to an existing residential property	8 Weeks

Table 1 Types of Planning Applications Received by the Authority

General Consultation

Information and guidance on submitting a planning application is available on the Councils website. Planning application forms are also available for download.

The Borough encourages applicants to undertake pre-application discussions, prior to the submission of a planning application. The objective of pre-application discussion should be to confirm whether the principle of development is acceptable, establish key issues which the application should address, and to agree the submission of material needed to enable the application to be assessed. The Council has adopted a pre-planning application advice protocol which can be found on the Councils Website.

http://www.warrington.gov.uk/info/200562/planning/1334/pre_planning_application_advice_protocol_and_charges

All pre-planning application advice is subject to a charge including householder proposals (as of August 2014).

In accordance with the pre-planning application advice protocol the Council will offer pre-planning application advice upon completion of the pre-planning application advice form (and relevant accompanying information) and receipt of the pre-application advice fee. The Council will not commence work on the pre-planning application advice enquiry until the fee and information has been received.

There is no pre-planning application advice fee for householder proposals. Advice can be obtained from the Council in terms of whether a proposal requiring planning permission would be acceptable from a development management point of view. Whilst there is no fee for householder proposals there is still a requirement to complete the necessary form.

There is no statutory requirement for applicants to undertake their own consultation. However, the Council encourages applicants to advise their neighbours before submitting an application. The Council recommends that applications for major schemes should undertake community involvement before applying for planning permission. This provides the local community with the opportunity to let applicants know what they think, raise any issues or concerns directly and possibly influence changes at an early stage in the process. This can have a positive benefit in determining planning applications.

Wider Community Consultation

Once planning applications have been processed and validated, publicity and notification processes will be undertaken.

Consultation will follow the Council's approved notification procedure. This takes into account the statutory requirements for the publicity of planning applications as set out in the The Town and Country Planning (Development Management Procedure) (England) Order 2010 as amended. This includes notices being placed at the application site and in the local press. It is current practice to use the Warrington Guardian for such notices, although consideration will be given on a case by case basis to the appropriate consultation process. Site and press notices will provide a minimum 21 days for response.

Applications that will be publicised in this way include:

- Applications likely to be of more than local interest
- Applications which are significant and/ or contrary to planning policy
- Listed Building Applications
- Applications affecting Conservation Areas
- Applications affecting a public right of way
- Applications affecting the Strategic Road Network ⁽¹⁾

In all cases the Town/Parish Council is consulted. The “weekly list” of applications is provided to the local press and to various local interest groups and organisations. Some companies pay an annual fee to receive this list. A list of applications received is also published via the Council’s website. It is anticipated that wider public access to the Councils on-line application processing system will enable information to be provided relating to applications made for specified addresses, streets, post codes etc.

Individual Consultation

3.6 Occupiers of premises adjoining an application site will be notified individually by letter. This would usually result in notification being sent to the occupier of any property which shares a boundary with an application site ignoring any road or footpath. Each application is considered separately and where any doubt exists, wider notification will be conducted. Advice will be provided about access to plans and drawings, the means by which comments can be made and points of contact if more information is required. See appendix E for further information.

Statutory Consultees

3.7 Statutory consultees are consulted on all relevant applications and given 21 days to respond. Not all of the bodies in appendix C are contacted for each application; this varies according to the details of the application.

Consultation During the Processing of Planning Applications

3.8 A considerable amount of negotiation takes place on a large number of applications, particularly those relating to major developments, once they have been submitted. This is a very important and crucial part of the development management process, which often leads to significant improvements in the quality of developments and often addresses objectors concerns. This dialogue between planning officers and developers and their professional advisors, as well as any other interested parties, is something which is actively encouraged by both the Government and the Borough Council.

3.9 Planning applications will often generate much public interest and provide a large number of objections. The negotiations stage will often lead to the submission of amendments to overcome some of these objections. The extent of negotiation will sometimes depend on whether the applicant has first engaged in pre-application discussions. If amendments would result in a fundamentally different scheme applicants may be asked to withdraw their application or a refusal may be issued. Re-notification of neighbours on minor amendments is left to the discretion of the Development Manager. Minor amendments are generally made to overcome a particular objection or concern so there is often no need to re-consult. More significant alterations will require neighbour notification. However, given the tight timescales to determine applications a reduced timescale for a response to a re-notification is set (normally between 10 – 14 days). Town & Parish Councils and relevant statutory consultees may be re-consulted on any significant alterations.

3.10 Representations can be made in writing: by letter or e-mail.

Planning Application Determination

¹ The highway network which the Highways Agency operate, maintain and improve on behalf of the Secretary of State for Transport. In the Warrington area this represents the entirety of the M6, M62 and the M56 motorways. Any road on the Strategic Road Network is known as a trunk road.

3.11 90% of planning applications are determined under delegated powers by authorised officers. However, some of the larger or more complex applications can be referred to the Development Management Committee or Planning Applications Sub Committee for decision by Members of the Council. Matters that can be referred to both committees are in the following circumstances:

Development Management Committee

3.12 The following matters are referred to the Development Management Committee.

- Applications for development which, in the opinion of the executive director of economic regeneration, growth and environment services, are major strategic planning applications
- Applications for development which have given rise to material planning objections received from ten persons or more at the end of the statutory consultation period
- Approval of, or consultation upon, planning guidance documents in accordance with the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 and any subsequent amendments there to.

Planning Application Sub-Committee

3.13 The following matters are referred to the Planning Application Sub-Committee:

- Any application for development where a notice in writing on the prescribed form has been given by a ward councillor for the relevant ward within which the application site is located, requiring the committee to decide the application and identifying the relevant reasons for the referral and relevant Local Plan policies.
- Any application for development where a notice in writing on the prescribed form has been given by a town or parish council which has expressed a view contrary to the officer recommendation and identifying, to the satisfaction of the Strategic Director of Environment and Regeneration Services, a relevant reason for referral and making reference to relevant Local Plan policies.
- Any application for development which in the opinion of the Strategic Director of Economic Regeneration, Growth and Environment Services is contrary to the provisions of the Local Plan and is recommended for approval.
- Any application for development in which the council has a significant interest in the proposal or the application relates to council-owned land.
- Any application for development which as a consequence of the scale of objection or for any other reason the Director of Economic Regeneration, Growth and Environment deems it to be appropriate or expedient for the matter to be referred to the committee.
- Confirmation of a Tree Preservation Order where objection to the proposed order has been received and not been withdrawn.
- Determination of an enforcement matter where the Director of Economic Regeneration, Growth and Environment considers it appropriate, particularly where there may be significant costs implications for the council or where the action may have a significant personal or financial implication for those involved.

3.14 If an item is going to Development Management Committee or the Planning Application Sub-Committee the Council will inform the applicant/ agent and anyone who submitted comments on a particular planning application.

3.15 A notification letter informs them of the date, time and location of the committee, so that they can attend if they wish. It informs them that they have the right to speak at committee. It is expected that those wishing to speak at committee notify the Development Management Support Team in advance

of the meeting. If there is more than one objector or supporter they have to agree who should speak. A guidance note has been produced on speaking at Development Management Committee and this is available from the Council Website.

3.16 Committee reports are made available on the Council's website 5 working days before the committee meeting. Copies of committee agendas can also be obtained from democratic services. Minutes from committee meetings are also accessible via the Council's website.

Development Management Committee Web Link:

http://www.warrington.gov.uk/info/200349/committees/647/development_management_committee

Planning Application Sub Committee Web Link:

http://www.warrington.gov.uk/info/200349/committees/657/planning_applications_sub_committee

Major Planning Applications

3.17 Government guidance has categorised significant/ major developments into three tiers, each of these tiers will require a different level of consultation. The Council also identifies a fourth tier of developments which may not fall into specific categories within other tiers but where community interest is likely to make pre-application consultation a beneficial element of the planning process.

TIER 1

- Development not in accordance with a Statutory Development Plan, which would significantly prejudice the implementation of the Plan such as waste disposal facilities, aggregates extraction and other major industrial developments (Schedule 1 developments – as defined by EIA regulations 1999)
- Proposals for over 20,000 square metres of gross floor shopping space

TIER 2

- Schedule 2 developments – as defined in EIA regulations 1999. Those developments which will have a significant effect on the environment but to a lesser extent than those in schedule 1.
- Residential development on Greenfield land that consists of proposals for over 150 dwellings, residential sites over 5 hectares on Greenfield land.
- Development on any playing field owned by the local authority or used by an educational institution.
- Planning applications that require full transport assessment – any development which is likely to have significant transport implications.

TIER 3

- Any development proposal that falls marginally below the thresholds set in tiers 1 & 2 but has requirements for affordable housing or major developer contributions.
- Applications that fall within sites that are sensitive to development pressures - Applications may include:
 - Development affecting a listed building or its setting
 - Demolition in a Conservation Area;
 - Loss of allotment land, public open space, or playing pitches
 - Loss of employment land for housing;
 - Development on windfall sites, i.e. anything not anticipated in the Local Plan
- Certain developments that fall outside the main use of the area they are situated, for example business development in a predominantly residential area.

TIER 4

- Development which is likely to cause concern to the public because of its likely effect and impact on a local community;
- Change of use of premises within predominantly residential areas relating to use as a children's nursery;
- Proposals which require the demolition of an existing dwelling;
- Development which requires the removal of protected trees, or where it is appropriate to demonstrate the adverse impact on such trees is avoided;
- Development of sites which have previously been the subject of planning applications which have generated high levels of local interest.

Major Applications - Submission

3.18 On receipt of an application, in addition to the general consultation processes outlined, the Council will consider the consultation practises conducted by the applicant prior to submission. The various levels of consultation specific to major development proposed are set out below:

Major developments can take several forms and will require varying levels of public consultation.

TIER 1

Consultation to be carried out at a borough wide level, reaching as many people across Warrington as possible. Whilst each application will probably be consulted on differently, the public can expect to be informed by way of newsletters, public notices, media campaigns and through the use of the internet.

TIER 2

Developments are defined as those major developments that are likely to require wider community involvement except where the local planning authority can demonstrate that this is not necessary. In a case such as this involvement of the community in the area of the proposal will be more appropriate.

TIER 3

These are major developments, which will only have implications at a local level on a site-by-site basis, and therefore only the local community near the proposal site need be involved through consultation.

TIER 4

Other developments which would normally fall outside the definitions of large scale development but where potential exists for impact upon the local community by virtue of noise, disturbance, traffic, smell.

The Table 2 overleaf shows the range of consultation methods that may be appropriate for each tier of developments

Pre-Application Discussions

3.19 The Borough Council encourages applicants to undertake pre-application discussions, prior to the submission of a planning application for major developments. The Council's pre-application advice protocol and further information is available on the web site.

http://www.warrington.gov.uk/info/200562/planning/1334/pre_planning_application_advice_protocol_and_charges

3.20 It is suggested that for major schemes developers should present proposals to Development Control Committee. The benefits of presenting proposals early on in the process include:

- Identification of appropriate levels of community engagement
- Early knowledge for members of development proposals as they evolve and in advance of formal decision making processes
- Scope for all parties to flag or become aware of issues which might become key to the determination of a planning application.

3.21 It is suggested that pre-application presentations should be encouraged for all "large scale major developments" which are defined as:

- 200 dwellings or more
- 1000 sq metres of commercial industrial floor space
- Site area in excess of 4 hectares for non-detailed residential
- 2 hectares or 10000 sq metres of non-detailed commercial development.
- Sites which would be considered for significant waste management proposals

It is at this early stage in discussion that **developers** will be expected to provide details of how they intend to engage with the community.

3.22 The National Planning Policy Framework recognises the significant potential of pre-application discussion between the Local Authority and potential developers. However, this does not indicate endorsement by the Authority for a particular application, it simply enables effective communication between the developer, local authority and interested parties.

The following extract is taken from the National Planning Policy Framework regarding pre-application engagement and front loading.

"Local planning authorities have a key role to play in encouraging other parties to take maximum advantage of the pre-application stage. They cannot require that a developer engages with them before submitting a planning application, but they should encourage take up of any pre-application services they offer".

Methods of Developer Engagement

Approach	Tier 1	Tier 2	Tier 3	Tier 4
Public Meeting	X			
Public Exhibition	X	X		
Surgeries	X	X		
Development Briefs	X			
Workshops	X			
Enquiry by design and/or Planning for real	X	X		
Citizens Panel	X	X	X	
Consultation Panel	X			
Parish Councils	X	X	X	X
Media/leaflets/information sheets	X		X	X
Developer Website	X	X	X	
Local architectural or Design Panel	X	X	X	

Table 2 Minimum Methods of Developer Engagement

3.23 The methods of developer engagement identified above are recommended as a minimum and therefore each scheme should be considered individually as to the extent of community engagement conducted prior to submission.

3.24 It is expected that each application, where developer engagement is appropriate, will be submitted with a statement outlining the extent of consultation completed and how the feedback from the consultation process has influenced the submitted scheme.

General Information

Decisions on Planning Applications

Anyone who submitted comments on a particular planning application is notified of the decision. The decision notice will then be available on the Council's website.

Appeal Process

3.25 Applicants can appeal to the Secretary of State, (Planning Inspectorate) against the refusal of an application for Planning Permission, or for "non determination" where an application has not been determined within the timescales set out in Table 1. Where an application has been refused, information of the right to appeal will be provided to applicants along with their planning application decision notice.

3.26 Those who made representations on a refused application will be advised in writing if an appeal is lodged and how they can participate.

3.27 The planning application is then considered by an independent Inspector: this may be done in writing ("written representations") or can take the form of an informal hearing or Public Inquiry. The Planning Inspectorate is responsible for notifying applicants and interested parties of the appeal decision. Appeal decisions are also published on the Council's website, which are updated daily.

3.28 Anyone who submitted comments on a particular planning application is notified of the decision. Decision Notices are then made available on the Warrington Borough Council web site, under the specific planning application number.

Other Methods of Community Consultation

3.29 Consideration should always be given to codes of practice relating to officer and member conduct and particularly the need for members of the Development Control Committee to avoid involvement in discussion over the merits of proposed development. A Councillor who expresses a view or comes to a conclusion over the merits of a proposal before considering debate at Committee may not be able to participate in the decision making process at Committee.

3.30 On request officers of the Council will attend public meetings to assist in the understanding of large or complex applications and the process used to consider applications for planning permission. It is not usually beneficial for officers to attend a public meeting where the development is to be discussed with the developer or his representatives.

3.31 Discussion with Officers before such events are arranged will enable the most appropriate type of meeting to be considered.

Enforcement

3.32 When development takes place without permission the Council has a range of enforcement powers available to it to establish whether a breach of planning control has taken place. The Council has produced a Planning Enforcement Charter, which is available in paper form or can be viewed on the Council's website.

3.33 The name and address of any complainant will be kept confidential; however representations on any subsequent planning application will be publicly available. The complainant will be informed of any enforcement notice, and will be advised of any appeal that is lodged against an enforcement notice.

4 Monitoring and Review of the SCI

Monitoring and Review of the Statement of Community Involvement

4.1 The success and effectiveness of the Statement of Community Involvement will be reviewed through the Annual Monitoring Report (AMR). This will ensure that the stakeholders the Council wishes to involve, and the techniques for community involvement engagement remain appropriate, and are achieving an effective and representative level of public involvement across all sectors.

Monitoring will also be built into each community involvement activity; in order to determine:

- The number of people and groups participating in consultations - including the number of "hard to reach" people or groups
- The extent to which representations effect change
- Whether participants value their involvement in the process
- Which techniques generate the most effective response
- Whether participants have any suggestions for improving or enhancing community involvement.
- The emergence of new interested or representative groups and will make additions to the consultation lists appended to the SCI as necessary

4.2 These indicators will be used to review the SCI and changes will be considered where there has been a particularly low level of community involvement. Any necessary changes will be incorporated into a revised Statement of Community Involvement. The Council will apply the process and principle of continuous monitoring and review to all consultation documents.

Resources

4.3 It is important that sufficient resources are made available to implement the consultation measures set out in this statement. Community involvement for plan making will be overseen and managed by the Planning Policy Team and that in relation to the determination of planning applications will be overseen by the Development Management Team. The Council's communications team will offer support and advice on public and media relations and contact. The Chief Executive's Strategic Development Officers will assist in working with the Warrington Partnership.

4.4 At this present time it is envisaged that consultation measures can be met through in- house resources, it is not anticipated that any external expertise will be needed.

4.5 A wide range of public buildings are available throughout the Borough and provide ample opportunity for meeting places and exhibition venues.

4.6 Joint working will be used where possible to help to avoid consultation fatigue and repetition of work already undertaken.

5 Contact Details

You can contact us in the following ways:

For all matters relating to the Local Planning Framework please contact the Planning Policy Team on:

- By Telephone: 01925 442826
- By Email: ldf@warrington.gov.uk
- By letter: Planning Policy Team, Economic Regeneration, Growth and Environment, New Town House, Buttermarket Street, Warrington, Cheshire WA1 2NH

For all matters relating to planning and other applications, or if you want to arrange a pre-application discussion please contact:

- By Telephone: 01925 442819
- By e-mail to devcontrol@warrington.gov.uk
- By letter: Development Management, Economic Regeneration, Growth and Environment, New Town House, Buttermarket Street, Warrington, Cheshire WA1 2NH

6 Appendices

Appendix A - Consultees for the Local Planning Framework

Specific Consultation Bodies

These lists are as complete as can be reasonably expected at the time of SCI preparation: other organisations and groups may exist, or may be formed in future, and will not be excluded from involvement simply because they are not named here.

The emergence of new groups or organisations will be kept under review by monitoring the local press, correspondence received and relevant web-sites. The consultation list will also be published on the Council's Website with details of who to contact if any other body wishes to be included on it.

- The Warrington Partnership (LSP Partnership Board)
- Cheshire & Warrington Local Enterprise Partnership (LEP)
- Adjoining Local Planning Authorities
 - Halton Borough Council
 - Wigan Council
 - Salford City Council
 - Cheshire East Council
 - Cheshire West and Chester Council
 - St Helens Council
 - Trafford Council
- Warrington Town & Parish Councils
- Warrington BC Ward Forums
- Warrington & Co
- Neighbourhood Forums
- Adjoining Town & Parish Councils
- Natural England
- The Coal Authority
- Environment Agency
- The Highways Agency
- English Heritage (Historic Buildings and Monuments Commission for England)
- Homes and Communities Agency (HCA)
- The Marine Management Organisation
- Network Rail Infrastructure Limited
- North West Regional Development Agency
- NHS Cheshire
- 5 Boroughs Partnership NHS Trust
- Liverpool John Lennon Airport
- Manchester Airport
- Warrington & Halton Hospital Foundation Trust (WHHFT)
- Warrington Clinical Commissioning Group (CCG)
- Telecom Operators:
 - Hutchinson 3G
 - British Telecom (O2)
 - Orange
 - One to One
 - T-Mobile (UK) Ltd
 - Telecom Securicor Cellular Radio
 - Vodafone

- National Grid
- United Utilities
- Scottish & Southern Energy
- Eon

GOVERNMENT DEPARTMENTS

Government Departments will be consulted as necessary in cases where their interests are affected.

GENERAL CONSULTATION BODIES

The following General Consultation Bodies will be consulted as a matter of course on all Local Plans and, where relevant, SPD's.

- Age UK
- Cheshire Alliance of Disabled People (CHAD)
- Cheshire, Halton & Warrington Racial Equality Council (CHAWREC)
- Church Commissioners
- Churches Together Warrington
- Deafness Support Network
- Diocesan Board Of Finance
- Disability Information Bureau
- Disability Rights Commission
- Equality and Human Rights
- Eye Society
- Guide Dogs for the Blind Association
- National Disability Council Secretariat
- Warrington Chamber of Commerce & Industry
- Warrington Council of Faiths
- Warrington Disability Forum
- Warrington Ethnic Communities Association
- Warrington Federation of Tenants

OTHER GENERAL CONSULTATION BODIES

The following groups/ organisations will be consulted on Local Plans and Supplementary Planning Documents as and when this is deemed to be appropriate by the Borough Council in relation to the subject matter and their area of interest.

- Arriva North West Ltd
- British Gas
- British Telecommunications PLC
- British Waterways
- British Energy Association
- Cheshire Constabulary
- Cheshire Fire Service
- Cheshire Gypsy and Travellers Voice
- Cheshire Police Architectural Liaison Officer/ Crime Officer
- Cheshire Landscape Trust
- Cheshire Wildlife Trust
- Cheshire, Halton and Warrington Racial Equalities council
- Cheshire Probation Trust
- Citizens Advice Bureau
- Civil Aviation Authority
- Commission for Architecture and the Built Environment (CABE)
- Council for British Archaeology

- CPRE Warrington
- First Group
- Forestry Commission
- Freight Transport Association
- Friends of the Earth (North West)
- Greater Manchester Passenger Transport Executive (GMPTE)
- Groundwork Cheshire
- Gypsy Council
- Health and Safety Executive (HSE)
- Home Builders Federation
- Inland Waterways Association
- National Trust
- Royal Mail Property Holdings
- Renewable Energy Association
- Places for People
- The Showmen's Guild of Great Britain
- Warrington Housing Association

The following associations also have stock in Warrington:

- Campaign for Better Transport
- Housing 21 (North)
- Haig Housing
- Family Housing Association
- St Vincents Housing Association
- William Sutton Housing Association
- Anchor Trust
- Muir Housing Group
- Your Housing Group
- Plus Dane Housing Group
- Helena Partnerships
- Golden Gates Housing Trust
- Liverpool Housing Trust
- Great Places
- Sanctuary Housing North West
- Road Haulage Association
- Royal Society for the protection of Birds
- Sport England
- Tenant/ Resident Groups
- Virgin Trains
- Warrington Borough Transport
- Warrington Community Transport
- Warrington Civic Society
- Warrington Cycle campaign
- Warrington Nature Conservation Forum (Agenda 21)
- Woodland Trust

Appendix B - Deposit Venues - Addresses and Opening Times

Warrington Borough Council Offices

New Town House

Buttermarket Street

Warrington

Warrington Contact Centre

One Stop Shop

26 - 30 Horsemarket Street

Warrington

Cheshire

WA1 1XL

Monday - Friday 9am - 5pm

Saturday 9am - 1pm

Library Addresses and Opening Times

Library	Opening Times
Birchwood Library Brock Road Birchwood Warrington WA3 7PT	Monday: 9.30am - 5.00pm Tuesday: 9.30 - 5.00pm Wednesday: 9.30am - 1.00pm Thursday: 9.30am - 5.00pm Friday: 9.30am - 7.00pm Saturday: 9.30am - 1.00pm
Burtonwood Library Chapel Lane Birchwood Warrington	Monday: 2.00pm - 5.00pm Tuesday: 2.00pm - 5.00pm Wednesday: 2.00pm - 5.00pm Thursday: 2.00pm - 5.00pm Friday: 2.00pm - 5.00pm Saturday: 9.30am - 1.00pm
Culcheth Warrington Road Culcheth	Monday: 2.00pm - 5.00pm Tuesday: 9.30am - 1.00pm & 2.00pm - 7.00pm Wednesday: 2.00pm - 5.00pm

Library	Opening Times
Warrington WA3 5SL	Thursday: 9.30am - 1.00pm & 2.00pm - 5.00pm Friday: 1.30pm - 5.00pm Saturday: 9.30am - 1.00pm
Lymm Library Davies Way Lymm Warrington	Monday: 10.00am - 5.00pm Tuesday: 10.00am - 5.00pm Wednesday: 1.00pm - 5.00pm Thursday: 10.00am - 7.00pm Friday: 1.00pm - 5.00pm Saturday: 10.00am - 4.00pm
Orford Park Library Orford Jubilee Neighbourhood Hub, Jubilee Way, Orford, Warrington,	Monday - 9 am to 4 pm Tuesday - 1 pm to 7 pm Wednesday - 9 am to 7 pm Thursday - 1 pm to 7 pm Friday - 1 pm to 4 pm Saturday - 10 am to 4 pm Sunday - 11 am to 2 pm
Padgate Library Insall Road Padgate Warrington	Monday: 9.30am - 5.00pm Tuesday: 9.30am - 5.00pm Wednesday: 9.30am - 1.00pm Thursday: 9.30am - 7.00pm Friday: 9.30am - 5.00pm Saturday: 9.30am - 1.00pm
Penketh Library Honiton Way Penketh Warrington	Monday: 9.30am - 1.00pm & 2.00pm - 5.00pm Tuesday: 9.30am - 1.00pm & 2.00pm - 5.00pm Wednesday: 2.00pm - 5.00pm Thursday: 9.30am - 1.00pm & 2.00pm - 7.00pm Friday: 9.30am - 1.00pm & 2.00pm - 5.00pm Saturday: 9.30am - 1.00pm

Library	Opening Times
Stockton Heath library Alexandra Park Stockton Heath Warrington	Monday: 9.30am - 1.00pm & 2.00pm - 5.00pm Tuesday: 9.30am - 1.00pm & 2.00pm - 7.00pm Wednesday: Closed Thursday: 9.30am - 1.00pm & 2.00pm - 7.00pm Friday: 9.30am - 1.00pm & 2.00pm - 5.00pm Saturday: 9.30am - 1.00pm
Warrington Library Museum Street Warrington	Monday: 9.00am - 6.00pm Tuesday: 9.00am - 6.00pm Wednesday: 9.00am - 6.00pm Thursday: 9.00am - 7.00pm Friday: 9.00am - 5.00pm Saturday: 9.00am - 4.00pm
Westbrook Library Westbrook Crescent Warrington	Monday: 10.00am - 1.00pm & 2.00pm - 5.00pm Tuesday: 2.00pm - 5.00pm Wednesday: 9.30am - 1.00pm Thursday: 10.00am - 1.00pm & 2.00pm - 5.00pm Friday: 2.00pm - 7.00pm Saturday: 9.30am - 1.00pm
Woolston Neighbourhood Hub Hall Road, Woolston, Warrington,	Monday - 10am to 7pm Tuesday - 10am to 7pm Wednesday - 12.30pm to 7pm Thursday - 10am to 7pm Friday - 12.30pm to 4pm Saturday - 10am to 4pm Sunday - 10am to 1pm

Table 3 Library Addresses and Opening Times

Appendix C - Consultees for Planning Applications

The following will be consulted when it is considered appropriate.

- British Gas PLC
- British Waterways
- Cheshire Constabulary
- Cheshire East Borough Council
- Cheshire West and Chester Council
- Cheshire Family Practitioner Committee
- Cheshire Wildlife Trust
- Civil Aviation Authority
- Council for British Archaeology
- Campaign for Protection of Rural England
- Department for Environment, Food and Rural Affairs (DEFRA)
- Department for Business, Innovation and Skills
- English Heritage
- Natural England
- The Theatres Trust
- Environment Agency
- Forestry Authority
- Footpaths Preservation Societies
- Garden History Society
- H M Alkali Inspectorate
- Halton Borough Council
- Health and Safety Executive
- Inland Waterways Association (Cheshire and District Branch)
- Liverpool John Lennon Airport
- Manchester Airport
- Manweb PLC
- Ministry of Defence
- Ministry of Defence (Defence Estates)
- National Grid Co PLC
- National Trust
- Network Rail London North Western
- North West Tourist Board
- Communities and Local Government
- Oil Pipelines
- Parish and Town Councils
- Powergen PLC
- Royal Commission of Historic Monuments
- Salford Metropolitan Borough Council
- St Helens Borough Council
- Sports Council (North West Region)
- The Ancient Monuments Society
- The Bridgewater Canal
- The Coal Authority
- The Georgian Group
- The Highways Agency
- The Ramblers Association
- The Society for the Protection of Ancient Buildings
- The Victorian Society
- Trafford Metropolitan Borough Council

- Twentieth Century Society
- Unipen
- United Utilities
- Wigan Metropolitan Borough Council
- The Woodland Trust

Appendix D - Town and Country Planning Procedure Order 1995

Extracts taken from The Town and Country Planning (General Development Procedure) Order 1995 (as amended)

Consultations before the grant of permission

<i>Para</i>	<i>Description of Development</i>	<i>Consultee</i>
(d)	<p>Development within an area which has been notified to the local planning authority by the Health and Safety Executive for the purpose of this provision because of the presence within the vicinity of toxic, highly reactive, explosive or inflammable substances and which involves the provision of -</p> <p>(i) residential accommodation; (ii) more than 250 square metres of retail floor space; (iii) more than 500 square metres of office floor space; or (iv) more than 750 square metres of floor space to be used for an industrial process,</p> <p>or which is otherwise likely to result in a material increase in the number of persons working within or visiting the notified area.</p> <p>An example development within Warrington would be Solvex Intertox (chemical plant)</p>	The Health and Safety Executive
(e)	<p>Development likely to result in a material increase in the volume or a material change in the character of traffic -</p> <p>(i) entering or leaving a trunk road; or</p>	Highways Agency
(f)	Development likely to result in a material increase in the volume or a material change in the character of traffic entering or leaving a classified road or proposed highway	Local Highways Authority
(g)	Development likely to prejudice the improvement or construction of a classified road or proposed highway	Local Highways Authority
(h)	<p>Development Including:</p> <ul style="list-style-type: none"> • The formation, laying out or alteration of any means of access to a highway (other than a trunk road); or • The construction of a highway or private means of access to premises 	Local Highways Authority

	<p>affording access to a road in relation to which a toll order is in force</p> <ul style="list-style-type: none"> Development which consists of or includes the laying out or construction of a new street 	
(j)	Development which involves the provision of a building or pipe-line in an area of coal working notified by the Coal Authority to the local planning authority	The Coal Authority
(k)	Development involving or including mining operations	Environment Agency
(p)	Development involving the carrying out of works or operations in the bed of or on the banks of a river or stream	Environment Agency
(q)	Development for the purpose of refining or storing mineral oils and their derivatives	Environment Agency
(r)	Development involving the use of land for the deposit of refuse or waste	Environment Agency
(s)	Development relating to the retention, treatment or disposal of sewage, trade-waste, slurry or sludge (other than the laying of sewers, the construction of pump houses in a line of sewers, the construction of septic tanks and cesspools serving single dwelling houses or single caravans or single buildings in which not more than ten people will normally reside, work or congregate, and works ancillary thereto)	Environment Agency
(t)	Development relating to the use of land as a cemetery	Environment Agency
(u)	<p>Development -</p> <p>(i) in or likely to affect a site of special scientific interest of which notification has been given, or has effect as if given, to the local planning authority by the Nature Conservancy Council for England or the Countryside Council for Wales, in accordance with section 28 of the Wildlife and Countryside Act 1981 (areas of special scientific interest); or</p> <p>(ii) within an area which has been notified to the local planning authority by the Nature Conservancy Council for England or the Countryside Council for Wales, and which is within two kilometres of a site of special scientific interest of which notification has been given or has effect as if given as aforesaid</p>	The Council which gave, or is to be regarded as having given, the notice

(v)	Development involving any land on which there is a theatre	The Theatres Trust
(w)	<p>Development which is not for agricultural purposes and is not in accordance with the provisions of a development plan and involves -</p> <p>(i) the loss of not less than 20 hectares of grades 1, 2 or 3a agricultural land which is for the time being used (or was last used) for agricultural purposes; or</p> <p>(ii) the loss of less than 20 hectares of grades 1, 2 or 3a agricultural land which is for the time being used (or was last used) for agricultural purposes, in circumstances in which the development is likely to lead to a further loss of agricultural land amounting cumulatively to 20 hectares or more</p>	In England, the Minister of Agriculture, Fisheries and Food and, in Wales, the Secretary of State for Wales
(x)	<p>Development within 250 metres of land which -</p> <p>(i) is or has, at any time in the 30 years before the relevant application, been used for the deposit of refuse or waste; and</p> <p>(ii) has been notified to the local planning authority by the waste regulation authority for the purposes of this provision</p>	The waste regulation authority concerned
(y)	Development for the purposes of fish farming	Environment Agency
(za)	<p>Development likely to affect –</p> <p>(i) any inland waterway (whether natural or artificial) or reservoir owned or managed by the British Waterways Board ; or</p> <p>(ii) any canal feeder channel, watercourse, let off or culvert,</p> <p>which is within an area which has been notified for the purposes of this provision to the local planning authority by the British Waterways Board".</p>	The British Waterways Board

(zb)	<p>Development-</p> <p>(i) involving the siting of new establishments; or</p> <p>(ii) consisting of modifications to existing establishments which could have significant repercussions on major-accident hazards; or</p> <p>(iii) including transport links, locations frequented by the public and residential areas in the vicinity of existing establishments, where the siting or development is such as to increase the risk or consequences of a major accident.</p>	<p>The Health and Safety Executive and the Environment Agency, and, where it appears to the local planning authority that an area of particular natural sensitivity or interest may be affected, in England, the Nature Conservancy Council for England, or in Wales, the Countryside Council for Wales</p>
(zc)	<p>Development which –</p> <p>(i) involves or is likely to affect the provision of an existing or proposed strategic infrastructure project of which notification has been given to the local planning authority and which is likely to have a significant impact upon a policy in the Regional Development Agency's Strategy; or</p> <p>(ii) is within an area of which notification has been given to the local planning authority for the purpose of this provision and is likely to affect the implementation of a strategic regional investment or employment policy in the Regional Development Agency's Strategy</p>	<p>The Regional Development Agency which gave the notice</p>

Table 4

Extract taken from ODPM Circular 1/2003 - Safeguarding, Aerodromes, Technical Sites and Military Explosives Storage Areas

<p>Local planning authorities are required to consult the Airport operators before granting any application connected with an aviation use, or likely to affect Airport operational safety.</p>	<p>Manchester Airport</p> <p>Liverpool John Lennon Airport as acting Aerodrome Safeguarding Authorities</p>
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Table 5

Appendix E - Neighbour Notification and Publicity for Planning Applications

Domestic Extensions

- Any property which shares a boundary with an application site - irrespective of the location of any road - 2 either side, 2 at the rear and 2 opposite. This will apply whatever the location of the proposed development and will make no judgement in terms of likely impact.
- Where the application is a resubmission within 12 months of a previous decision all previous correspondents will be notified in addition to normal notifyees
- Property separated by an area or strip of separately owned land - i.e. an area of open space, watercourse or similar will not normally be considered as neighbours in respect of this guidance. Planning officers will consider the potential justification for notification on a case by case basis.

Non Illuminated advertisements

- As domestic extensions

A3 Restaurants and Cafes; A4 Drinking Establishments; A5 Hot Food Takeaways; B2 General Industry; C1 Hotels; C2 Residential Institutions; D1 Non Residential Institutions and D2 Assembly and Leisure

- All addresses within a 50 metre distance from the boundary of the application site
- In all cases site notice and press advertisement

Other Minor Developments and Illuminated Advertisements

- All addresses within a 25 metre distance from the boundary of the application site. Discretion will be exercised where development may be considered to have impact across a greater distance – for example illuminated signage on the opposite of a road with wide verges/ a dual carriageway.
- Discretionary use of site notices

Major Applications

- All addresses within a 50 metre distance of the boundary of the site.
- Compliance with statutory requirements for press and site notices, but consideration of wider use of notices.
- Consideration by Principal Planners and Development Management Manager of use of Council website or press release to ensure wider publicity.
- Consideration should be given to the extent and nature of consultation carried out by applicants in line with the Council's adopted Statement of Community Involvement. For example where consultation pre-application has been wider than the minimum identified here, it may be appropriate for Council notification to match that applied by the applicant.

Listed Building Consent

- As equivalent planning application (Combined notification if planning application and LBC submitted at the same time)

Certificates of Lawfulness (LDC's CLUEDs and CLOPUDs)

- Dependant on type of certificate. Normally not required for certificates for proposed use unless 4 year or 10 year rule is flagged as reason for lawfulness.
- Parish Councils normally consulted on Clueds to assist in confirmation of any factual matters.

Telecoms

- In most cases for free standing masts – consult properties located within an area with radius equal to the height of the mast multiplied by 10. i.e. for 20 metre mast all properties within a 200 m radius of the site
- Mast on buildings – determined by case officer on case by case basis.

Prior Approvals (Demolition, Agricultural Buildings, Telecoms equipment).

- Normally no notification
- Case officer discretion where developments are located in sensitive areas – i.e. conservation areas, or where history merits contact. Consideration will need to be given to limited periods for determination and deemed approval in the event of non-determination.

Power lines

- Minimum notification of properties within a 50 metre wide corridor – 25m either side of the route of the power line, but case officer discretion for wider consultation. Wide use of site notices appropriate.

Variation of condition

- Normally as for the application for planning permission.
- In the case of variation of hours of operation, neighbours previously notified plus all others previously in correspondence should be consulted. This should apply to variation of hours made with regard to an application approved within the last 3 years prior to the application for variation.
- Case officer discretion where applications have sensitive history and where issues relating to proposed variation were key considerations in the determination of the planning application. In cases where variation relates to a technicality or issue of limited consequence the need for notification may be more limited.

Discharge of Conditions

- No notification required.

Resubmissions

- As general practice where a new application is made within 12 months of a previous decision or date of withdrawal of an earlier application, all those previously notified and all those who commented on the application should receive direct notification of the new submissions.

7 Glossary

Annual Monitoring Report (AMR): An annual report by the Local Planning Authority assessing the progress with and the effectiveness of the Local Development Framework.

Appropriate Assessment: Required under The European Community Habitats Directive. An assessment must be undertaken when a project or plan is likely to have a significant effect on a European site in Great Britain (either alone or in combination with other plans or projects), and is not directly connected with or necessary to the management for the site.

Baseline: A description of the past and present state of an area, and, in the absence of any plan, the future state of an area taking into account changes resulting from natural events and from other human activities.

Local Plan Document: Local Plan Documents that have development plan status. The Local Plan Documents that local planning authorities must prepare include the Local Plan Core Strategy, site-specific allocations of land and, where needed, Area Action Plans. All Local Plans must be subject to rigorous procedures of community involvement, consultation and independent examination, and adopted after receipt of the inspector's binding report. Once adopted, development control decisions must be made in accordance with them unless material considerations indicate otherwise.

Local Plan Core Strategy: A Development Plan Document that sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision.

Local Planning Framework (LDF): This is a non-statutory term used to describe a folder of documents, which includes all the local planning authority's Local Plan Documents. It comprises of:

- Local Plan Documents (which form part of the statutory development plan)
- Supplementary Planning Documents
- Planning Development Briefs

The Local Planning Framework will also comprise of:

- the Statement of Community Involvement
- the Local Development Scheme
- the Annual Monitoring Report
- Community Infrastructure Levy Charging Schedule

Local Development Scheme (LDS): The local planning authority's timescaled programme for the preparation of Local Development Documents that must be agreed with Government and reviewed every year.

Localism Act 2011: The Localism Act aims to devolve more decision making powers from central government back into the hands of individuals, communities and councils. The act covers a wide range of issues related to local public services, with a particularly focus on the general power of competence, community rights, neighbourhood planning and housing.

Planning & Compulsory Purchase Act 2004: "The Act" updates elements of the 1990 Town & Country Planning Act. It introduces:

- a statutory system for regional planning
- a new system for local planning
- reforms to the development control and compulsory purchase and compensation systems
- the removal of crown immunity from planning controls.

Spatial Objectives: Specific goals that if met will contribute to achieving the Spatial Vision.

Spatial Vision: A description of how the area will be at the end of a plan period (often 10-15 years).

Statement of Community Involvement (SCI): sets out the standards to be achieved by the local authority in involving local communities in the preparation, alteration and continual review of Local Development Documents and development control decisions.

Strategic Environmental Assessment (SEA): A requirement of the SEA Directive. A way of systematically identifying and evaluating the impacts that a plan is likely to have on the environment. Where a plan requires SEA and SA, the former process should be integrated into the latter.

Strategic Flood Risk Assessment (SFRA): Part of the Local Development Framework evidence base. A detailed and robust assessment of the extent and nature of the risk of flooding in an area and its implications for land use planning. Can set the criteria for the submission of planning applications in the future and for guiding subsequent development control decisions.

Strategic Housing Land Availability Assessment (SHLAA): Part of the Local Development Framework evidence base. The document looks to identify sites with potential for housing, assess their potential and assess whether they are likely to be developed in order to identify a five, ten and fifteen year supply of housing for an area.

Strategic Housing Market Assessment (SHMA): Part of the Local Development Framework evidence base. The document estimates need and demand for affordable and market housing and assesses how this varies across the study area. The document also considers future demographic trends and resulting housing requirements.

Supplementary Planning Document (SPD): a Local Development Document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' Development Plan Document.

Supplementary Planning Guidance (SPG): provided supplementary information in respect of the policies in the Unitary Development Plan prior to the Planning and Compulsory Purchase Act 2004 and the introduction of Supplementary Planning Documents. SPGs can be saved when linked to policy under transitional arrangements.

Sustainability Appraisal (SA): A requirement of the Planning and Compulsory Purchase Act 2004. A process by which the economic, social and environmental impacts of a project, strategy or plan are assessed. The aim of the process is to minimise adverse impacts and resolve as far as possible, conflicting or contradictory outcomes of the plan or strategy. Can incorporate Strategic Environmental Assessment to fulfil the requirements of the SEA Directive.

Unitary Development Plan (UDP): An old-style development plan prepared by a Metropolitan District and some Unitary Local Authorities. These plans will continue to operate for a time after the commencement of the new development plan system introduced by the Planning and Compulsory Purchase Act 2004, by virtue of specific transitional provisions.

Warrington Partnership: An overall partnership of people that brings together organisations from the public, private, community and voluntary sector within a local authority with the objective of improving peoples quality of life. In Warrington this body is called the Warrington Partnership.

WARRINGTON

Borough Council



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