



Lancaster District Local Plan

2011-2031

Statement of Community
Involvement (SCI)



Version Control	By	Date	Comment
0.0	Lancaster City Council	June 2006	Document produced to meet new planning legislation
1.0	Planning & Housing Policy Manager	October 2013	Due to changing circumstances within the planning system, both nationally and locally, it has been decided that a review of the Statement of Community Involvement is necessary.
2.0	Planning & Housing Policy Manager	November 2016	Refresh in order to keep the SCI up to date.
3.0	Planning & Housing Policy Manager	September 2017	Refresh in order to keep the SCI up to date.
4.0	Planning & Housing Policy Manager	April 2018	Updates to Neighbourhood Planning and Development Management process.
5.0	Planning & Housing Policy Manager	June 2018	Updates following consultation
6.0	Planning and Housing Policy Manager	January 2019	Updated Appendix 1 to reflect the planning policy consultation list updates and simplification of the presentation and some of the terms.
7.0	Planning and Housing Strategy Service Manager	June 2020	Temporary update in response to Covid-19 and social distancing rules. These changes have been highlighted in grey to show temporary status.

How we review this document

The Service Manager for Planning and Housing Strategy has facilitated this review of the SCI to ensure that appropriate and effective community engagement is maintained during the circumstances caused by the Covid-19 Pandemic. The process for this review is:

1. A draft of the reviewed document is published for a 4-week consultation period
2. Account is taken of the responses received to the consultation
3. The reviewed document is formally adopted by means of an Individual Cabinet Member Decision (ICMD) made by the Portfolio Holder for Planning
4. The reviewed document is published on the Council's website

This document, and all other documents which form the emerging Lancaster District Local Plan are, or can be made available in large copy print, audio cassette, Braille or languages other than English. All requests for copies of Local Plan documents in different formats should be made in the first instance to: Planning and Housing Strategy Team, Planning and Place Service, Directorate of Economic Growth and Regeneration, PO Box 4, Town Hall, Lancaster, LA11QR. Tel: 01524 582383
Email: planningpolicy@lancaster.gov.uk

The Council will meet the cost of any reasonable request for providing Local Plan documents in different formats.

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1.0 What is a Statement of Community Involvement and how is it prepared?

- 1.1 This **Statement of Community Involvement (SCI)** sets out how and when we will engage with the community and other key stakeholders and when we prepare and revise Local Plan documents. It also explains how the community will be consulted on planning applications. This SCI provides a summary of how the Council will provide pre-planning application advice. Detailed pre-application advice, in terms of the principles, process, service and the cost, will be given in a separate Council document, found on the Council website, <http://www.lancaster.gov.uk/planning>. The Council's pre-application advice is subject to its own approval process. Keeping detailed pre-application advice separate from this SCI, allows the advice to be more readily updated.
- 1.2 This SCI updates and supersedes the existing SCI which was adopted in 2006, amended in 2013 and in January 2019. We will review and update the SCI as necessary to reflect any future changes.
- 1.3 The Statement of Community Involvement is divided into the following key sections:
 - Section 1** - Introduction to Community Involvement
 - Section 2** - Council's Approach to Community Engagement
 - Section 3** - Community Engagement and Planning
 - Section 4** - Community Involvement in the Local Plan process
 - Section 5** - Community Involvement in the Development Management process
 - Section 6** - Community Involvement in the Preparation of Other Documents
 - Section 7** - Managing and Resourcing Community Engagement
 - Section 8** - Monitoring and Review
- 1.4 The actions which are set out within this document represent a minimum requirement in relation to community involvement in the planning process. Depending on the scale and impact of what is being consulted upon the Council may undertake further consultation work which goes above and beyond the requirements of the SCI to ensure that comprehensive consultation has taken place.
- 1.5 The initial Statement of Community Involvement was a formal document which was subject to both public consultation and independent examination. However, changes to the planning system have reduced the formality of this document and makes its preparation quicker and more flexible. We will continue to seek views on the way we consult. We will continue to consult for 4 weeks on future revisions.
- 1.6 When considered appropriate, the Council will seek to review again and if necessary revise the document in the future to reflect current Council priorities, resourcing issues and emerging guidance at a national level.

2.0 Council's approach to Community Engagement

- 2.1 Since the first SCI was adopted there have been significant changes in the way communities and the Council interact. Access to the internet has increased and there has been a shift towards online services and correspondence by email and social media.
- 2.2 Despite these changes, there are still a significant number of people that are unable to use electronic forms of communication and access to information, or prefer not to do so. As such, we will continue to ensure that consultation materials are available in various formats and that there are varied ways of taking part in consultations to encourage the widest possible accessibility. This includes paper, electronic and large print and other formats on request.
- 2.3 However, the recent coronavirus pandemic means that new online engagement methods will be considered. Social distancing and sanitisation arrangements must be in place and adhered to when viewing paper copies of documents in Morecambe Town Hall (by appointment only).

Due to the size, quantity and cost of printing these documents, the Council would be unable to post documents out on request. Please note: documents can be provided for a nominal charge.

3.0 Community Engagement and Planning

- 3.1 Community engagement in relation to planning is guided by national regulations and legislation including the Town and Country Planning (Local Planning) (England) Regulations 2012, which include basic requirements about who Councils should consult and how and when in the planning process they should do it.
- 3.2 The Government requires us to consult "specific consultation bodies" and other interest groups which cover the whole range of voluntary, community, special interest, amenity and business interests, referred to as "general consultation bodies". Lists of both these groups as they apply to Lancaster City Council can be found at [Appendix 1](#).
- 3.3 We seek to provide everyone who wishes to be involved in planning decisions and the development of their community with the opportunity to do so. This SCI sets out the ways in which we will do this.
- 3.4 The following documents can be used in support of this SCI (all found on the Council website¹):
 - Lancaster City Council Consultation Strategy
 - Lancaster District Community Engagement Guidance

¹ www.lancaster.gov.uk/planning/planning-policy/planning-policy-consultations

National Planning Policy Framework (NPPF)

3.5 The Government's planning policies are set out in a document called the National Planning Policy Framework (NPPF) which was published in March 2012. The NPPF stresses the importance of a plan-led system and re-iterates the role of early and meaningful engagement and collaboration with local people, organisations and businesses to produce a Local Plan that reflects the vision and aspirations, and best meets the needs of local communities.

3.6 The Planning Practice Guidance (PPG) has been updated (Ministry of Housing, Communities and Local Government, 13 May 2020) on how councils should review and update their Statement of Community Involvement (SCI) in response to the Covid-19 government guidance. It states that:

'Where any of the policies in the Statement of Community Involvement cannot be complied with due to current guidance to help combat the spread of coronavirus (COVID-19), the local planning authority is encouraged to undertake an immediate review and update the policies where necessary so that plan-making can continue'.

Localism and the Duty to Co-operate

3.7 The Council is required by the Localism Act 2011 to effectively and constructively engage with relevant partners on strategic cross boundary matters on an ongoing basis – the Duty to Co-operate. This includes neighbouring local authorities and other statutory bodies. Consideration should be given to joint working and the preparation of shared evidence base work.

3.8 The Council is committed to continuing to work in conjunction with relevant partners throughout the plan making process on strategic cross-boundary issues.

4.0 Community Involvement in the Local Plan process

4.1 The Local Plan is currently made up of Development Plan Documents (DPDs), such as the Core Strategy, Development Management, Morecambe Area Action Plan and Supplementary Planning Documents (SPDs), such as Development Briefs. The current plan requires updating and the Council has been reviewing the evidence base and developing new Local Plan documents. The Local Plan document will consist of six documents:

- **Strategic Policies & Land Allocations DPD** Accompanied by a policies map that shows sites that will be developed or protected from development
- **Lancaster South Area Action Plan DPD** Accompanied by a policies map that shows sites that will be developed or protected from development
- **Development Management DPD** Provides the policies which are used to consider planning applications (adopted December 2014)
- **Morecambe Area Action Plan DPD** Describes actions to support regeneration in the central area of Morecambe (adopted December 2014)
- **Arnsdale and Silverdale AONB DPD** Allocates land for development and provides additional policies that are relevant to this particular area of high landscape value (adopted 28 March 2019)

- **Minerals and Waste Local Plan** (prepared by Lancashire County Council)
- 4.2 There are also other documents that support the delivery of the Local Plan, such as the Infrastructure Delivery Plan (IDP).
- 4.3 Our timetable/Local Development Scheme (LDS) (which can be viewed on our website²) sets out details of all the Local Plan documents (including supporting documents) that we are or will be progressing. The preparation of each of these documents will provide important opportunities for communities to get involved in shaping the places in which they live.
- 4.4 The process of producing each DPD and SPD involves several stages; including two key opportunities for community involvement:
- **Determining the scope** of the document and assembly of evidence base;
 - **Informal consultation** with stakeholders on the key content and issues (this is no longer a formal requirement but is considered to be good practice);
 - **Consideration of consultation responses** and drawing up of draft document;
 - Publication of document for **formal public participation**;
 - **Consideration of consultation responses** and drawing up of final Document;
 - **Submission of document** to the Secretary of State (*if the document is a DPD*);
 - **Independent Examination** in Public (*if the document is a DPD*);
 - **Receipt of Inspector's report** (*if the document is a DPD*);
 - **Consideration of Inspector's recommendations** (*if the document is a DPD*);
 - **Adoption** by the Council; and,
 - Ongoing **monitoring and review**.
- 4.5 For documents we produce that are not DPDs or SPDs, there are different requirements for consultation. If it is decided to proceed with a Community Infrastructure Levy (CIL), this is subject to its own regulations (The Community Infrastructure Levy Regulations 2010, as amended by the Community Infrastructure Levy Regulations 2019), which include requirements for public and stakeholder consultation. The IDP is consulted on alongside the CIL.
- 4.6 A **Sustainability Appraisal Report** must accompany each of the DPDs and these will be consulted upon at the same time as the main DPD consultations.
- 4.7 More information about the Local Plan documents, supporting documents and what stage the Council is at in producing them, can be found on the Council's website or by contacting the Planning and Housing Strategy Team via email planningpolicy@lancaster.gov.uk or telephone 01524 582383.

² www.lancaster.gov.uk/planning/planning-policy/about-local-plan

Methods of Community Involvement

- 4.8 Based on our existing experience and practice, analysis of the Lancaster District community and the response to earlier consultations on Local Plan documents, there are a range of methods and approaches that we will use to facilitate community engagement in the Local Plan process.
- 4.9 As a minimum the Council will seek to undertake the following methods of consultation.
- All written documentation, policies map and relevant supporting information will be made available on the Council’s website;
 - Public access to these documents will be available at Morecambe Town Hall, by appointment only;
 - Paper copies of documents can be made available upon request, subject to a nominal charge and will be provided as soon as reasonably practicable;
 - All parties identified in **Appendix 1** will be notified by email (unless a letter is specifically requested);
 - Consultation on Development Plan Documents will be advertised within the Lancaster Guardian (subject to publishing decision). Press Notices will also be supplied at formal stages of plan preparation.
- 4.10 A database containing contact details of the groups and organisations identified in **Appendix 1** and individuals/members of the public who expressed a wish to be included was created in 2010. It has since been continually updated as consultations have taken place. There are currently over 2,229 people and organisations on the planning policy consultation list (May 2020). In addition, we consult organisations that represent groups such as; the aged, the disabled, and religious and ethnic interests. Schools and colleges are also consulted.
- 4.11 All comments and representations made to the City Council in response to consultations will be published on the Council website. The database is open for any group or individual to register and receive notifications of future Local Plan consultations. Interested parties wishing to be added to the database should sign up to the planning policy consultation list, now on the Council website, www.lancaster.gov.uk/pcc.
- 4.12 In addition to complying with the basic consultation requirements set out in the relevant regulations (**see para. 3.1**), the consultation methods the Council will use or will consider using, for each consultation, are set out below.

Methods	Main consideration
Documents made available for inspection	This is a minimum requirement as set out in the Regulations. Relevant documents will be made available for inspection during consultation period at the Council’s offices in the Morecambe Town Hall, by appointment only.

Methods	Main consideration
Website	Each consultation stage will feature prominently on the homepage of the Council's consultation ³ and planning policy webpages. This will link directly to information on document production, providing access to the consultation material and advice on how and when comments can be made. Articles providing updates on plan production, which may include consultation and engagement opportunities, may be published in the Council's online news section periodically but it will not be solely relied upon as a means of communication.
Adverts/public notices	Notices will be placed in a local newspaper advertising consultation and engagement opportunities, where appropriate. There is a statutory requirement to publish notices advertising certain planning applications.
Mailing List – Email / Letter	The Council manages a database of individuals and organisations that have expressed an interest in the plan-making process, have previously been actively involved in policy development or are statutory consultees. Those who wish to be involved will be directly notified at each stage either through email or letter of opportunities to comment. Those who are interested in planning policy development and wish to be notified can be included on the planning policy consultation list at any time ⁴
Press release	To be undertaken in accordance with the Council's media team, Media briefings/press releases will be issued to local media. Although items may only be reported if they are considered newsworthy by the newspaper editors, therefore publication is not guaranteed.
Parish and Town Council and Community Group publications	These types of publications are distributed to local residents at least quarterly eg newsletters. The Council will work with relevant organisations to use these publications to notify residents of consultation and engagement opportunities, where possible. Consideration will need to be given to the timing of the consultation, and the timing and circulation of any publications outside the Council's control.
Posters	Posters may be sent to relevant Parish and Town Councils and libraries to be displayed on notice boards to raise awareness of any public consultation and engagement opportunities. Posters may also be displayed in other appropriate locations across the District.
Leaflets	Leaflets may be used to gain wider public awareness of a consultation or engagement opportunity, for example leaflets may be distributed at key attractions/destinations such as train stations and local schools. May not be appropriate due to covid-19 restrictions.

³ www.lancaster.gov.uk/consultation

⁴ www.lancaster.gov.uk/planning/planning-policy/planning-policy-consultations

Methods	Main consideration
Social Media	Media such as Twitter and Facebook will be used to highlight public consultations on planning policy documents with direct links to the Council's website and information on how to comment, and any online engagement events. Such messages may be retweeted periodically throughout the consultation period ⁵ . However, comments will not be accepted via social media.
Events	<p>Face to face events will not be able to take place until covid-19 restrictions have been lifted. Instead, online engagement events will be considered.</p> <p>For example, holding a small workshop/focus group via Zoom to discuss relevant planning policy issues. These could be held at different times of the day to provide flexibility.</p> <p>Other virtual event technology may also be considered.</p>
Pre-arranged telephone calls	In the absence of face to face events, a call back system will be put in place for those who do not have online access. This will give people an opportunity to discuss consultations.
Written Support	<p>Frequently asked questions will be promoted to help to deal with any potential queries.</p> <p>Additional written guidance may be provided to provide even more background and context.</p>
Key stakeholder Groups	<p>We will liaise with key stakeholder groups at key stages in the plan making process, to discuss issues and keep them informed of progress.</p> <p>Key stakeholders are individuals, groups or organisations who will be affected or have an interest in a relevant planning policy issue eg community, businesses, landowners and developers.</p>
Questionnaires / surveys	Questionnaires / surveys may be used to focus comments and to help ensure that feedback relates to issues that are within the scope of the document being consulted upon.
Newsletters	The Council sends 'Your District Matters' magazine is delivered to all households once a year. In addition, a Local Plan newsletter is produced as appropriate. We will use these to update the community on progress in preparing the Local Plan and opportunities to get involved.
Meetings with Communities / organisations	<p>Face to face meetings will not be able to take place until covid-19 restrictions have been lifted. Instead, online engagement events will be considered.</p> <p>For example, holding a small meeting via Zoom to discuss local planning policy issues. These could be held at different times of the day to provide flexibility.</p>

⁵ twitter@lancastercc

Methods	Main consideration
	<p>We will work closely with local community representatives to help to promote online meetings and events and the call back system.</p> <p>Communities may decide to nominate representatives to share views on their behalf.</p>

Figure 1 – consultation methods

4.13 Formal consultation periods during the Local Plan process provide an opportunity for anyone to submit representations to the Council in writing, by email, or by using the Council’s online response facility⁶. These formal public consultations take place:

- during **plan preparation** when the Council will consult publicly on the emerging plan for a 6 week period;
- on the **publication** of the Local Plan document and supporting documents, when anyone can make formal representations to the Council during a formal 6 week public consultation. The Council send these representations to the Planning Inspectorate when submitting the Local Plan document and supporting evidence for independent examination; and,
- at **independent examination**, those who submitted representations have the right to be heard by the planning inspector.

Feedback – What will happen to the Representations Received?

4.14 The representations that are received through any consultation will be made public on the Council’s website to allow for other interested parties to view them. The information published will include the name of the responder and details of the response made.

4.15 Anyone who makes a formal representation at the Publication Stage of plan preparation and requests to be kept informed will receive written notification of the progress of the document to adoption.

4.16 Following every major consultation stage, including ‘Issues and Options’, ‘Draft Preferred Options’ and ‘Publication’ the Council will prepare a consultation report which sets out the representations that people have made, the Council’s response to them (an officer response), its justification for that response and any proposed changes to the document as a result of the comments received.

4.17 Prior to its publication this consultation report will be approved by Council Members via the Council’s Local Plan Review Group (LPRG). Following the report’s endorsement it will be made available on the Council’s website.

⁶ www.lancaster.gov.uk/ppc

Access to Background Documents and Evidence Base

- 4.18 The documents prepared as part of the emerging Lancaster District Local Plan are prepared on the basis of a sound and up-to-date evidence base. All relevant evidence base studies, assessments or strategies will be made available on the Council website and paper copies of these documents can be made available upon request subject to a nominal charge.

Access to Officers

- 4.19 The Planning and Housing Policy Team maintains a strong commitment toward community involvement and will endeavor to ensure that professional advice is available at all times during normal office hours via email planningpolicy@lancaster.gov.uk or telephone on 01524 582383 or via post to the Planning and Housing Strategy Team, Lancaster City Council, PO Box 4, Town Hall, Lancaster, LA1 1QR.

The Local Plan Process (Development Plan Document Preparation)

- 4.20 The preparation of Development Plan Documents (DPD) represents the most resource intensive strand of Local Plan preparation, particularly in relation to community involvement. Whilst there remains only one formal stage of consultation required for DPD preparation, best practice suggests that a number of informal stages are beneficial and aid the preparation of a sustainable Local Plan. These stages of consultation include:
- Consultation on Issues and Options (*informal*);
 - Consultation on a Draft Preferred Option (*informal*);
 - Consultation on a Publication Version and Submission to the Secretary of State (*formal*);
 - Independent Examination by a Planning Inspector appointed by the Secretary of State (*formal*);
 - Following the Independent Examination the Inspector will prepare an Inspectors Report which will include a number of recommendations and modifications. It will be for the Council to decide on whether to accept these recommendations and modifications

Community Involvement at the Issues and Options Stage

- 4.21 The issues and options stage of a Development Plan Document (DPD) is intended to be wide ranging and informal, there is no requirement on the Council to undertake such a stage. It will invite discussion on the objectives of the relevant DPD and the options available for achieving those objectives. The Council will not put forward any specific proposals at this stage.
- 4.22 Representations at this stage should be informal comments on the issues, suggestions and options raised and could include alternative options which have not been suggested by the Council. You will be able to comment on the 'Issues and Options' online, email or via letter.
- 4.23 If you are requesting the allocation of a specific site for development then it is highly desirable that you engage with the Council at this early stage so that community involvement is maximised and appraisal work can be undertaken

on the proposed site through the plan preparation process. Development proposals can be more robustly assessed if the site and its proposed use are clearly defined.

Community Involvement at the Draft Preferred Options Stage (Regulation 18)

- 4.24 At the Draft Preferred Options stage the Council will draw on the information and analysis of the Issues and Options consultation and the sustainability appraisal to prepare a draft preferred option setting out the Council's preferred approach to delivering the objectives defined at the Issues and Options Stage. Whilst this remains an informal stage of consultation and plan preparation this is likely to be the first stage that the Council will publish specific proposals on how to achieve these objectives.
- 4.25 Representations on Draft Preferred Options should take the form of a formal objection or supporting representation to a policy or allocation. Again this stage will provide an opportunity for representations which suggest alternative options for delivery of the DPD objectives. You will be able to comment on the 'Draft Preferred Option' either online or via email or by letter.
- 4.26 If you are requesting the allocation of a site for development you will be expected to clearly define the site, the uses proposed for the site, describe any community involvement already undertaken and why you think that the proposed site is a more sustainable option than those put forward by the Council.
- 4.27 As with the 'Issues and Options' stage, the Council will consider all representations that are made on the 'Draft Preferred Options' document and prepare a consultation report.

Community Involvement at the Publication Stage (Regulation 19)

- 4.28 The 'Publication' stage represents the only formal stage of plan preparation and must be undertaken in accordance with the regulations set out in both the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) Regulations 2012. This stage represents the publication of the final version of the Development Plan Document (DPD) and a version which the Council feels does not need further amendment prior to its submission to the Secretary of State for independent examination.
- 4.29 Representations to the 'Publication' Stage have to specifically relate to one (or both) of two issues, legal compliance (i.e. has it been prepared in accordance with the regulations) and / or soundness (i.e. has it been prepared in accordance with national planning policy). Any representations which are received that do not address these two issues cannot be considered as valid and will not be counted as formal representations.
- 4.30 The Council will seek as far as possible to assist individuals making representations to a 'Publication' document to ensure that their responses do relate to legal compliance and/or soundness. The formal consultation period will take place for a six week period, representations received after this date will not be accepted. Further assistance will be provided by the Planning and Housing Strategy Team at that stage of plan preparation.

- 4.31 All valid representations received will be collected by the Council and prepared for 'Submission' to the Secretary of State. At this stage the Council will still prepare a consultation report but this will include only a summary of the representations received. The Council may, if considered appropriate, prepare a list of proposed modifications which may seek to resolve any objections which have arisen at the 'Publication' stage.

Community Involvement at the Submission Stage (Regulation 22)

- 4.32 The Development Plan Document, along with all supporting documentation and the representations received at the 'Publication' stage will be collected together and submitted to the Secretary of State to commence the process of independent examination.
- 4.33 Upon Submission, the Council will seek to notify all those registered on the planning policy consultation list that the document and all accompanying documentation including representations has been submitted to the Secretary of State. A notice of submission will be placed in local newspapers.

Independent Examination (Regulation 24)

- 4.34 Following the Submission of the DPD and accompanying documentation a Planning Inspector will be appointed and preparation for an Independent Examination will begin (sometimes this process is also known as Examination in Public (EiP)). The Planning Inspector will decide on how to best proceed with the EiP, identifying issues which should be debated. Generally the EiP includes a series of formal hearing which are chaired by the Planning Inspector.
- 4.35 A Programme Officer will be appointed from outside of the Planning Department and will be responsible for managing all the arrangements of the Examination process, including collating all documents, where appropriate, organising site visits and dealing with all correspondence. The Programme Officer reports to the Planning Inspector and will be the main point of contact for members of the public through the EiP.
- 4.36 The ability to speak at the EiP is limited to those individuals who have submitted representations at the 'Publication' stage and will be at the discretion of the Planning Inspector. Any representations which were submitted in previous rounds of consultation (such as the 'Issues and Options' stage and 'Draft Preferred Options' stage) will not be normally considered.

Formal Adoption of Development Plan Documents (Regulation 26)

- 4.37 Following the conclusion of the EiP the Inspector will prepare and publish a report which will set out a series of recommendations and proposed modifications to the DPD. The Inspectors Report and its recommendations are binding on the Council (i.e. the Council must accept these changes should it take forward the DPD to adoption).
- 4.38 Should the Council seek to adopt the DPD, the modifications suggested by the Inspector must be undertaken and then a formal decision must be made

by Council Members to adopt the DPD for planning purposes.

- 4.39 Following a Member decision to adopt, the Council must notify all consultees registered on the Planning Policy Consultation Database of their intention to adopt the document for planning purposes. A notice of adoption will be placed in all relevant newspaper press and will include information on the statutory rights of appeal.

5.0 Involvement in the Development Management Process (Planning Application)

- 5.1 We have long-established and successful methods of dealing with and consulting on planning applications and these methods, and the overall approach, will continue to form the basis for future consultations.

General Planning Advice / Permitted Development Enquiries

- 5.2 Some minor development does not need planning permission; this is called '**Permitted Development**'. Some key information on whether planning permission is required or not can be found on the Council's website at www.lancaster.gov.uk/planning and the Planning Portal, www.planningportal.co.uk/
- 5.3 Determining if planning permission is needed can be a complicated process. Even if you feel that planning permission is not required you may want to consider applying for a Proposed Lawful Development Certificate, for a fee. Even if you do not need planning permission it is always a good idea to discuss your proposals with your neighbours prior to commencing works.

Pre-application Discussions

- 5.4 If you are making a planning application, you should discuss your proposals with the Development Management team before submitting the application. Pre-application advice is an opportunity to obtain an initial informal view regarding your proposal. It is important to note that whilst pre-application advice is considered to be key starting point in the application process it cannot guarantee a planning approval. We encourage applicants to consult with the community, statutory consultees and other interested parties before applying for planning permission so that well-founded concerns can be addressed in advance. If you are applying for planning permission, it is your responsibility as an applicant to determine whether underground or overhead utility services will affect your proposal
- 5.5 The Council offers advice for any proposed non-domestic development. Unfortunately you cannot apply for pre-application planning advice for domestic householder developments (i.e. an extension to a house or a domestic structure within the curtilage of a dwelling). However, the Council does provide pre-application advice for home improvement proposals by way of standard guidance. For further information on both non-domestic and domestic pre-application advice please refer to the Council's website <http://www.lancaster.gov.uk/planning/planning-advice/will-i-get-permission>

Application Consultation

- 5.6 When the Council receives an application, the Council will use their discretion in terms of the level of notification required which is dependent on the scale, location and impact of the proposal. However, it will comply with the national statutory requirements. For example, where required by the Statute the Council will place a site notice in a visible location in close proximity to the proposal site and/or a press notice in the local newspaper.
- 5.7 We require application plans to be clear, easily understandable and show all relevant details. We encourage developers of major schemes to consult with the local community before they apply for planning permission. When we consider planning applications, the Council will consult with neighbours, (neighbour notification via letter is at the Council's discretion), parish councils and specialist consultees. All comments (unless defamatory) are placed on public record. All decisions are explained in terms of relevant planning policies and matters raised by consultees either in a committee or delegated report.
- 5.8 The Council will notify consultees by email giving them 21 days in which to comment on the application (or in the case of Natural England 28 days to comment on a planning application which potentially affects a SSSI). On the expiry of the consultation period the Council has the powers to determine most applications under delegated authority.
- 5.9 Sometimes people change their plans. Where significant changes to plans are proposed, that result in a development that would be materially greater (in scale, height or general impact) than what was originally applied for, it will be expected that a new application will be required which would be re-consulted upon. Where changes are proposed that would alter the impact of the scheme on neighbouring properties the Council will only re-consult with the materially affected properties. Minor amendments which result in no significant difference in impact, or an improvement in impact, will usually not be subject to further consultation. These considerations will apply both to amended plans submitted before a decision is made and to amendments to a scheme after it has been approved.
- 5.10 Full details (current advice and scope of the pre-application service, advice and costs), can be found on the Council's website using this link:
<http://www.lancaster.gov.uk/planning>

Publishing Planning Applications

- 5.11 A weekly list of all applications is sent to a number of external bodies such as United Utilities and Environment Agency, and Ward Councillors. Where it is a necessary legislative requirement we will advertise relevant applications in the local press.
- 5.12 Individual notification consultation letters are sent to neighbours (even if in another district), who can be identified from a plan and have a contiguous boundary with the development site. A site notice is put up for each application where it is a statutory requirement and applications are also available to view on our website. Neighbouring councils are consulted where appropriate.

- 5.13 Where appropriate we seek the views of other organisations, such as local amenity societies. We consult the relevant parish/town council(s) and any other relevant statutory bodies, (i.e. Historic England, Natural England, The Canal and River Trust and the Environment Agency). All consultees have 21 days in which to respond to a standard application (or in the case of Natural England 28 days to comment on a planning application which potentially affects a SSSI).
- 5.14 Where applications would affect the character or setting of a listed building, or the character of a conservation area, or directly affect a Public Right of Way or its setting, notices are published in the local paper.
- 5.15 The Council's Conservation Officer is consulted on applications in or adjacent to conservation areas, and/or applications affecting listed buildings and other heritage assets. Notices will be placed on site and in the press for all listed building consent applications.
- 5.16 In the case of applications for major infrastructure, consultation is to be undertaken by the developer. Our role in these cases is to provide advice and an assessment of the appropriateness and effectiveness of the consultation, which will be reported to the Planning Inspectorate (PINS).
- 5.17 'Community Involvement in Planning Applications' sets out the Council's approach to consulting the community on planning applications – please refer to Figure 2 below:

Methods	All planning applications	Applications which might affect the character and appearance of a listed building and Conservation area.	Applications which directly affect a Public Right of Way or its setting	Major developments *7	Applications accompanied by an Environmental Statement or proposals that departure from the provisions of the development plan.
Consultation letter to all properties that adjoin the application site and to those in the immediate area that might reasonably be judged to be affected by the development (e.g. properties on the other side of the street) – this is at the Council's discretion.	✓				
Weekly list of planning applications	✓				
Website	✓				
Site Notice		✓	✓	✓	✓
Advert in local press		✓	✓	✓	✓
Consultation with organisations as required by Statute	✓	✓	✓	✓	✓

Figures 2 - Community Involvement in Planning Applications'

⁷ * 10 dwellings or more; outline sites of 0.5 hectares or larger where the number of dwellings is not known; new building(s) with a floorspace of 1000sq.m or greater; or development carried out on a site having an area of 1 hectare or more.

- 5.18 Our Statutory Register of planning applications can be viewed online at <http://www.lancaster.gov.uk/planning/view-applications-and-decisions>. The Register includes forms, plans, drawings and reports accompanying the application and decision notices. Different documents are viewable at different stages of the application following guidance agreed by the Information Commissioners Office. Comments concerning planning applications are subject to certain principles in the 'Data Protection Act'. If planning applications are submitted to the Council and the submission includes confidential information (e.g. financial information or personal medical information), then that will be kept confidential. Paragraphs 21 and 22 below, give guidance on how to comment on a planning application(s).
- 5.19 Planning applications and associated documents can be viewed online.

How to comment on Planning Applications

- 5.20 Comments may be made by anyone, regardless of whether they were consulted individually. We welcome any comments, whether in support of an application or objecting to it, although we can only take account of comments that relate to "planning considerations". These include matters such as traffic and highway safety issues, and impact on the character of an area, but not loss of property value, private disputes between neighbours and matters covered by leases or covenants. For further information please refer to Figure 3 below or <http://www.lancaster.gov.uk/planning/comment-on-planning-applications-chapters?chapter=2>
- 5.21 Comments must include: the planning reference number, name and address and the date. Only 'material planning considerations' will be considered in responses.
- 5.22 We encourage all comments to be made within 21 days and submitted online using our Public Access facility <https://planning.lancaster.gov.uk/online-applications/> Comments received electronically, via email will be acknowledged automatically. Postal comments will not be acknowledged. Only one instance will be put before the case officer and considered, and emails and comments submitted online carry equal weight.

Matter generally considered to be PLANNING GROUNDS		Matters NOT generally considered to be PLANNING GROUNDS	
Local Plan Policies, Development Plan Policies and guidance within other local planning documents.	✓	Loss of financial value of a property as a result of development	X
Government Policy within the National Planning Policy Framework.	✓	Commercial competition and increased competition of individual businesses	X
The planning history of the site – existing uses and previous decisions.	✓	Matters covered by other legislation, such as the Building Regulations.	X

Matter generally considered to be PLANNING GROUNDS		Matters NOT generally considered to be PLANNING GROUNDS	
The design / appearance of the proposed development and its impact on the character of the area.	✓	The race, gender, ethnicity, religion, sexual orientation and socio-economic status of the applicant.	X
The number of buildings and how they are arranged on the site.	✓	The occupiers of the development (except where it is meeting a specified e.g. sheltered housing).	X
The impact of development on highways, public rights of way, including parking, access and highway safety.	✓	Private property rights (e.g. boundary or access disputes, restrictive covenants).	X
Overlooking and loss of privacy or loss of daylight / sunlight as a result of development.	✓	Whether an application is for retrospective permission.	X
The protection of the countryside, its character and appearance.	✓	Your views of the applicant's morals, motives or past record.	X
The protection of Listed Buildings, conservation areas, nature conservation sites and archaeological remains	✓	Possible future development – the Council has to consider the application placed before it, not what might be applied for in the future.	X
Control of Pollution and Noise	✓	Loss of views over other people's land.	X
The effect of development on the overall viability or viability of a town centre.	✓	How long you or the applicant have lived in the area.	X

Figure 3: Planning Grounds for Making a Representations

Letting people know the Outcome

- 5.23 It is not possible to respond individually to comments made on a planning application. The decision notice is available for public view on our website. The decision notice will set out any conditions imposed on a consent, or if the application has been refused the reasons why.
- 5.24 Only the applicant can appeal against the decision, but if an appeal is made the consultees and/or neighbours that were notified at the application stage will be notified again and have the opportunity of making further representations, though to the Government's Planning Inspector dealing with the appeal. Other parties can apply to have the decision judicially reviewed though you should seek urgent independent legal advice in this regard because there are time limits to making such applications.
- 5.25 Appeal decisions can also be inspected on our website.

Planning Regulatory Committee and associated Public Representations

- 5.26 Most applications are determined by planning officers under delegated powers. Some applications are determined by the Planning Regulatory

Committee (outlined in the Scheme of Delegation within the Council's Constitution). The Committee's agendas are published at least seven clear working days in advance of the meeting and can be read on our website. Planning Committee meetings are public meetings, at which representations can be heard in line with the procedural rules that can be found at <http://www.lancaster.gov.uk/the-council-and-democracy/speak-to-the-planning-committee>. Please note: committee meetings will take place online until Covid-19 restrictions are lifted.

Community Involvement from Applicants

- 5.27 Applicants for schemes with significant off-site impacts are positively encouraged to engage with the local community (adhering to social distancing rules), key stakeholders and utility providers before making applications. Whilst it is not compulsory for an applicant or developer to liaise or involve community in the evolution of their application proposals, (with the exception of applications for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres) this may assist in avoiding delays through the formal planning application process and add quality to the application proposals.
- 5.28 Part 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 ("the Order"), requires developers / applicants to undertake compulsory pre-application consultation with the local community for any development involving applications for wind turbine development involving more than 2 turbines or where the hub height of any turbine exceeds 15 metres. The Order requires a planning application to be accompanied with particulars of how the applicant complied with this requirement, any responses to the consultation that were received by the applicant and the account taken of those responses. The Order does not, however, set out any statutory guidance on how such consultation should be undertaken. Community engagement may continue following the submission of a planning application.
- 5.29 The measures needed will depend on the proposal (see Figure 4) and could include online public meetings, exhibitions, leaflets Figure 1 lists the different consultation methods and techniques and appropriate measures for different types of development. Measures undertaken, representations received and changes made should be accurately reported by the applicant. Regardless of pre-application consultation the Council will still carry out the formal consultation exercise upon submission of a planning application.

Type of application	Recommended Pre-Application Community Involvement
Householder development	Discuss your proposals with any affected neighbours (adhering to social distancing rules)
Development outside Lancaster	Discuss your proposals online with the relevant Parish Council or Town Council
Development giving rise to local controversy	Online discussions with residents groups, public meetings, leaflets and use of local media
Regeneration Projects	Online discussion with residents groups and use of local media.

Type of application	Recommended Pre-Application Community Involvement
City and Town Centre Development	Consult online Chamber of Commerce, Chamber of Trade, Amenity Societies,
Development with Significant Impacts	Local and Regional Media, any local residents groups, online exhibitions, public meetings, leaflets, models (view by appointment), community websites, statutory consultees.

Figure 4 – Different types of community engagement

Please also refer to 'Figure 1 – consultation methods' for other potential options while Covid-19 restrictions are in place.

Supplementary Information to Accompany Planning Applications

- 5.30 Major developments may also require specialist reports on issues such as retail impact, traffic, contamination, landscape, archaeology and environmental impact. Applications which are submitted without the appropriate range of supporting information will be regarded as invalid. Further information on the required information can be found within the Council's validation guide which is available on the Council's website at <http://www.lancaster.gov.uk/planning/submit-a-planning-application>.
- 5.31 For effective community involvement applications must be easily understandable. Applications must be accompanied by accurate metric plans (to scale), normally site plans, layout plans, floor plans, elevations and sectional drawings.
- 5.32 Plans should show how proposed buildings relate to each other and adjoining buildings in terms of height and floor levels. Applications should clearly show any buildings, trees and landscape features to be removed or otherwise affected.
- 5.33 Development with major off-site impacts and proposals in sensitive areas may sometimes benefit from more sophisticated measures such as models and detailed landscape or townscape analysis.

The Enforcement of Planning Controls and Planning Complaints

- 5.34 If you are concerned about unauthorised development or think that a breach in planning control has occurred, you may write to, telephone or email the Council's planning enforcement team. Complaints are investigated in accordance with the Council's Enforcement Charter and complainants kept informed of progress of the case and whether action has been taken. Where no breach has occurred or where it has been decided that enforcement proceedings cannot be justified, we will explain to the complainant why this is the case. Please refer to the Council's website for further information <http://www.lancaster.gov.uk/planning/planning-enforcement>

6.0 Involvement in the Preparation of Other Planning Documents

Supplementary Planning Documents (SPD)

- 6.1 Supplementary Planning Documents (SPDs) relate to specific sites or specific planning issues. Unlike Development Plan Documents, they are not subject to Independent Examination and do not have Development Plan status. However, SPDs are given due consideration within the decision-making process and must relate to a specific Development Plan policy contained within a DPD. The Council will seek to prepare SPDs where it considers it to be necessary and appropriate and where it compliments the overall Development Plan process.
- 6.2 There is a three-stage process for the preparation of Supplementary Planning Documents, this includes:
- Evidence Gathering
 - The Preparation and Consultation of a Draft Supplementary Planning Document
 - The Adoption of the SPD by Lancaster City Council
- 6.3 The key principles for community involvement which are applied to the preparation of Development Plan Documents equally applies to the preparation of Supplementary Planning Documents.
- 6.4 The approach to community involvement will remain to engage as many people who are interested in the issue / area as possible although it should be recognised that there is little value in engaging groups whose interests may lie outside both the geographical scope and the subject scope of the document consultation. Any community involvement on SPDs should be relevant, proportionate and efficient.
- 6.5 Normally there will be no requirement for community engagement in relation to the collection of any evidence; however this requirement will be dependent on the issues involved in the SPD. The Council will, where it is beneficial and appropriate to do so, undertake consultation as part of the evidence gather process itself or on the outcomes of the evidence gathering.
- 6.6 The Council will seek to prepare and publish a draft SPD which will draw on any earlier evidence collected. Consultation arrangements for Supplementary Planning Documents will be broadly similar for Development Plan Documents. The consultation measures to be used will, as a minimum, include the following:
- Supplementary Planning Documents and any other relevant accompanying information will be made available for inspection at Morecambe Town Hall, by appointment only (during normal office hours);
 - A consultation period of at least six weeks;
 - All written documentation, mapping (if appropriate) and relevant supporting information will be made available on the Council's website; and

- All parties identified in **Appendix 1** will be notified by email (unless a letter is specifically requested).
- 6.7 The Council may carry out more extensive consultation measures if it is felt necessary and where resources permit, this could include online public discussions and focus groups. This may include targeted consultation with any affected residents and other interested parties or organisations. This targeted consultation will be at the discretion of the Council and will be dependent on the scale and potential impact of the SPD.
- 6.8 The Council will seek to engage with local press for both Lancaster and Morecambe to ensure that the consultation process is highlighted in local newspapers, however this will be in part reliant on the local press.
- 6.9 As with the preparation of a DPD, following the consultation process the Council will seek to collate all representations received and prepare a consultation report which sets out a summary of the representation received, an officer response and a recommendation over whether a change is required to the SPD. Following the preparation of the consultation report this will be presented to Council Members at Local Plan Review Group (LPRG) recommending that it be endorsed and then published.
- 6.10 Upon publication of the consultation report, the document will be placed on the Council website. Members of the planning policy consultation list will be notified of the report's publication.
- 6.11 Following consultation on the draft Supplementary Planning Document the Council will decide on whether there is a need to revise the SPD and undertake further consultation or whether to formally adopt the SPD for planning purposes.
- 6.12 Should the SPD be considered ready for adoption the Council will seek relevant Member approval within the Council before the SPD is formally adopted. Upon formal adoption the Council will notify all consultees registered on the planning policy consultation list that adoption has taken place and the SPD can be formally used for planning purposes.

Development Briefs

- 6.13 Where large sites have been identified for development within the Land Allocations DPD which, due to their size, scale and impact, are considered to be strategic in nature the Council will consider the preparation of a development brief for the site.
- 6.14 Development Briefs will provide guidance and a framework for the development of a specific areas or site and may include the creation of a Masterplan which will guide future development. As with other SPDs, a development brief will not be subject to independent examination nor will it have Development Plan status. However, Development Briefs will be given due consideration within the decision-making process and must relate to a specific land allocation within the Land Allocations DPD. The Council will seek to prepare Development Briefs only where it considers it to be necessary and appropriate and where it compliments the overall Development Plan process.

- 6.15 Community Involvement in the preparation of Development Briefs will reflect the same requirements as those expected for other SPDs and the stages of preparation will also be similar to those described in paragraph 6.2 of this SCI.
- 6.16 The specific geographical nature of Development Briefs may require targeted consultation with individuals, organisations and key stakeholders such as developers and land owners, who may have a specific interest in that area or specific site. Therefore whilst all consultees on the planning policy consultation list will be notified of the preparation of a Development Brief and various other stages, more specific, targeted consultation may be required. However, such targeted consultation will be at the discretion of the Council.
- 6.17 The Council will seek to publish a draft Development Brief for consultation purposes and will undertake the same measures of community involvement as for Supplementary Planning Documents.
- 6.18 Following consultation on the draft Development Brief the Council will decide on whether there is a need to revise and undertake further consultation or whether to formally adopt the Development Brief for planning purposes.
- 6.19 Should the Development Brief be considered ready for adoption the Council will seek relevant Member approval within the Council before the Development Brief is formally adopted. Upon formal adoption the Council will notify all consultees registered on the Planning Policy Consultation Database will be notified that adoption has taken place and the Development Brief can be formally used for planning purposes.

Neighbourhood Planning and Development Orders

- 6.20 Unlike other Local Plan documents, Neighbourhood Plans (and Neighbourhood Development Orders) are prepared by communities themselves through parish and town councils (in areas that are parished) or Neighbourhood Forums (in areas which are not parished) with the support of the local planning authority.
- 6.21 Neighbourhood plans can establish positive policies to guide development in a neighbourhood, including the allocation of sites for development. A neighbourhood plan can only be approved if the majority of voters in the neighbourhood give vote in favour of the plan at referendum (delayed until 6 May 2021). Neighbourhood plans must support the strategic policies contained within in the Local Plan produced by the Council and in conformity with national planning policy.
- 6.22 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. A Neighbourhood Development Order must still be in line with national planning policy, with the strategic vision for the wider area set by the Council, and any other legal requirements.
- 6.23 The preparation of neighbourhood plans is to facilitate new development above and beyond that defined in the Local Plan and the creation of new community infrastructure, it cannot be used to block or veto development.

- 6.24 The Council will not be the lead organisation in the preparation of Neighbourhood Plans, the preparation of these plans must be led by community organisations such as parish or town councils or neighbourhood forums. These organisations should be reflective of the whole community and should seek to represent all sections of the community.
- 6.25 Whilst the Council will not lead on the preparation of these plans, the Council do have a statutory duty to provide support and advice to groups who are interested in neighbourhood planning. If a decision is taken to prepare or modify a neighbourhood plan then the Council will seek to assist in the following duties:
- The management of statutory consultation periods relating to the designation of a Neighbourhood Plan area;
 - The management of a Referendum relating to the approval of a Neighbourhood Plan (delayed until 6 May 2021);
 - Approving requests and publicising decisions;
 - Supporting (where resources permit) the preparation of a neighbourhood plan;
 - Assisting with the preparation of sustainability appraisal;
 - Consulting on the submitted plan (in line with Covid-19 restrictions);
 - Organising the Independent Examination;
 - Participating in the Independent Examination; and
 - Incorporating the Neighbourhood Plan into the wider Local Plan process.
- 6.26 The Neighbourhood Development Order process includes defining a neighbourhood, preparing an order, an independent check, community referendum and legal force. The Council has not received any support requests to date, although will be keen to develop a protocol for this based on learning and experience.
- 6.27 Whilst the Council have a statutory duty to assist local groups in the preparation or modification of neighbourhood plans and development orders, the level of assistance will be highly dependent on the level of resources which are available to the Council at the time of the request. Therefore levels of Council assistance may vary.
- 6.28 More information about this process and about neighbourhood planning in the Lancaster district can be found on the Council's website.
- 6.29 Lancaster City Council has set out what communities can expect from us in terms of supporting the neighbourhood planning process in a Neighbourhood Protocol which can also be found on the Council website.

Council-led Regeneration Initiatives

- 6.30 The Council pursues a number of regeneration initiatives which fall outside the statutory planning process; this may also include the preparation of Master Plans and other Area Strategies. Although such documents may not have the status of development plan documents, the Council considers that these should still be subject to the community involvement.

- 6.31 Where a major regeneration scheme is being carried out by a development partner, it is the expectation that the developer partner will take the lead on community involvement. The extent of such measure will depend on the nature and scale of the development proposal but appropriate measures may include **online** public discussions.
- 6.32 Whilst the Council will not always necessarily lead in relation to community involvement it will assist in ensuring that relevant and interested parties are made aware of any proposed initiative. The Council will ensure that all consultees registered on the planning policy consultation list are notified of any consultation exercises. The Council will also seek to report the responses to such consultation through the preparation of a consultation report, this report will include a summary of the representation received.
- 6.33 Upon publication of the consultation report, the document will be placed on the Council website. Members of the planning policy consultation list will be notified of the report's publication.

Conservation

- 6.34 The Council currently consults with the local civic societies and preservation groups to undertake asset surveys of conservation areas, undertake heritage at risk audits and compile a list of locally important heritage assets in their areas.

7.0 Managing and Resourcing Community Engagement

- 7.1 This Statement of Community Involvement (SCI) is based on a realistic and robust assessment of the likely resource availability in forthcoming years. Lancaster City Council must be mindful of spending and resource allocation, therefore large-scale community and stakeholder consultation is unlikely to be possible. Therefore this document aims to identify community involvement which is achievable, continuous and effective whilst being realistic and deliverable.
- 7.2 It is essential that sufficient resources are made available to implement the consultation measures which are set out in this SCI. The City Council will be responsible for making appropriate resources available and it is envisaged at this stage that the proposed consultation measures can be met from resources within the Council itself. External facilitators will not be required to deliver the measures set out within this SCI but, if the future resource position changes this position will be reviewed.
- 7.3 The Planning and Housing Strategy Service Manager will be responsible for the delivery of the emerging Lancaster District Local Plan. The development plan documents which will comprise the Local Plan will be prepared by officers within the Planning and Housing Strategy Team and officers within the wider Planning and Place Service. Key decisions on plan preparation will be taken by Council Members at Cabinet and/or Full Council which will be informed by a Local Plan Review Group (LPRG) of elected Members. Minor decisions will be taken by the Portfolio Holder for Planning advised by LPRG. The adoption of documents will require a resolution by Full Council. Community Involvement on planning applications will be delivered by the Council's Development Manager (Planning Applications).

8.0 Monitoring and Review

- 8.1 This Statement of Community Involvement has been prepared to cover the **plan period of 2011 – 2031**. It is considered to be a realistic, robust and sound time period for such a document to cover. However, over this period of time it is likely that planning advice and practice is likely to change and that consultation techniques are developed and refined further. There may also be changes in the resource position in future years.
- 8.2 The measures proposed in this Statement of Community Involvement are, where stated, to be the minimum measures to be undertaken by the Council. There are a number of measures which offer significant benefits but which the Council cannot commit to implementation, such measures include:
- Employing external facilitators;
 - Combining consultation exercises within other wider initiatives outside of the Council;
 - The use of computer modelling to present options, choices and consequences; and
 - The greater use of events which provide greater interaction for participants (online only while covid-19 restrictions are in place)
- 8.3 It is possible that through community involvement, either by developers of major schemes, or through regeneration initiative, could offer the opportunity

to trial some of these advanced measures and give an indication of how useful they are in a local context. The Council will seek to monitor best practice and seek feedback from users. If monitoring reveals major omissions or problems with the Statement of Community Involvement which requires review, arrangements will be made to either review the SCI as a whole or in part.

9.0 Appendix 1: Local Plan Consultees List

Required Consultees

- 9.1 The Town and Country Planning (Local Planning) (England) Regulations 2012 define the following bodies as 'specific consultation bodies':
- The Coal Authority
 - The Environment Agency
 - Historic England (Historic Buildings and Monuments Commission for England)
 - Marine Management Organisation
 - Natural England
 - Network Rail Infrastructure Limited
 - Highways England.
 - A relevant authority any part of who's area is in or adjoins the local planning authority
 - Relevant telecommunications companies
 - Primary Care Trust or successor body
 - Relevant electricity and gas companies
 - United Utilities (Water and sewerage)
 - Homes England

For more detail, please refer to the table below.

Additional Key Consultees

- 9.2 The Town and Country Planning (Local Planning) (England) Regulations 2012 define 'general consultation bodies' as voluntary bodies some or all of whose activities benefit any part of the authority's area and other bodies who represent, in the authority's area, the interests of different racial, ethnic or national groups; different religious groups; disabled persons; and, business interests.
- 9.3 The Council's planning policy consultation list includes groups, organisations and companies from the following categories:-
- Community representation: city and county councillors, parish councils, schools (via Lancashire County Council), colleges and universities
 - General public and local communities
 - Lancaster district libraries
 - Agencies and organisations
 - Government bodies
 - Businesses and commercial organisations
 - Developers, land owners and agents
 - Advocacy groups

The Planning and Housing Strategy Team are aware that some of the relevant organisations may be currently furloughed and unable to respond to consultations and will take this into consideration.

In addition, we use a range of channels to promote consultations to key consultees. For more details, please refer to pages 8 to 10.

Please note: Libraries, Lancashire County Councillors, Lancaster City Councillors and Parish Councils are contacted separately.

The Council uses a separate distribution list to help to promote consultations with posters and leaflets. This include nurseries, primary schools, secondary schools, higher education, post offices, public buildings caravan parks, doctors, dentists, care homes, lodgings, restaurants and other venues eg shops in the district. This will not currently be possible due to covid-19 restrictions.

- 9.4 It will be up to individuals and organisations to ensure that their details are added to the planning policy consultation list and kept up to date.
- 9.5 There will be a principle of inclusion and the presumption will be that any organisation which wishes to be involved can be involved. Similarly, organisations which no longer wish to be involved may be deleted from the planning policy consultation list by simply unsubscribing themselves or notifying us. Where an organisation changes address or contact point, the onus will be on that organisation to notify the Council of that change. If mail is returned and no notification of change of address has been received, that organisation will be removed from the planning policy consultation list and no longer consulted.
- 9.6 As per the Data Protection Act the personal contact details of individuals on the planning policy consultation list will not be passed to any other organisation or department within Council. Equally the Council will not publish the personal contact details of members of the planning policy consultation list, other than individual and organisation names in relation to planning policy consultations.

Required Consultees (Specific Consultation Bodies)	
The Coal Authority	
The Environment Agency	
Historic England (Historic Buildings and Monuments Commission for England)	
Marine Management Organisation	
Natural England	
Office of Rail Regulation	
Network Rail	
Highways England	
Homes England	
Adjoining Local Planning Authorities	Barrow Borough Council Craven District Council Lake District National Park Authority Ribble Valley Borough Council South Lakeland District Council Wyre Borough Council Yorkshire Dales National Park Authority
Other Relevant Lancashire Councils	Bolton Council Burnley Borough Council

Required Consultees (Specific Consultation Bodies)	
	Bury Borough Council Pendle Borough Council Rochdale Borough Council Rossendale Borough Council South Ribble Borough Council West Lancashire Borough Council Wigan Council
Area of Outstanding Beauty	Arnside and Silverdale AONB Forest of Bowland AONB
County Council	Cumbria County Council Lancashire County Council
Local policing body	Lancashire Police and Crime Commissioner Lancashire Constabulary
Relevant telecommunications companies	EE PO Broadband BT Openreach Vodafone O2
Primary Care Trust or successor body	Clinical Commissioning Group
Relevant electricity and gas companies	National Grid (Electricity) National Grid (Gas) Electricity North West E.on British Gas
Relevant water and sewerage companies	United Utilities
Parish Councils*	
Lancaster City Councillors*	

Please note: information updates can only be sent to those that sign up to and remain on the planning policy consultation list.

The Planning and Housing Strategy Team also refer to the council's corporate consultee list.