

# **Updated Statement of Community Involvement**

## **Consultation on updated draft – June 2016**

**03.06.16 v2**

*Working for  
Warwickshire*

# Statement of Community Involvement

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# 1. Introduction

## What is a Statement of Community Involvement (SCI)?

1.1 Warwickshire County Council is the local planning authority for minerals and waste planning, for both planning policy and planning applications. The Planning and Compulsory Purchase Act 2004 (as amended) requires the County Planning Authority to produce a Statement of Community Involvement (SCI) which sets out how the people of Warwickshire can be expected to be involved in the County Council's preparation of Development Plan Documents and planning applications that could potentially affect them.

1.2 We are keen to involve any party that is interested in the planning process at as early a stage as possible. To encourage early involvement, we have highlighted in this document the particular stages at which involvement is sought. We also recognise that there are various levels of engagement ranging from merely informing to involving or even collaborating with consultees from the outset as we devise certain plans. Different levels of engagement are appropriate at different stages of the process and we have attempted to identify the range of methods we will use at different times, for example:

- Provide accurate and access to information about our planning consultations
- Involve communities, businesses and other interested parties in policy-making and engage with them at the early stages of the process
- Make the most effective use of the communication channels available to Warwickshire County Council

## SCI procedures for adoption

1.3 In 2005, Warwickshire County Council adopted the Statement of Community Involvement (SCI), however, since this time there have been a number of changes made to the national planning system which includes the National Planning Policy Framework (March 2012), the Localism Act (2011) and National Planning Policy Guidance. Changes that have occurred to planning legislation and national guidance further emphasises the need to involve communities in planning. This updated SCI is part based on changes in national planning guidance and legislation, Warwickshire County Council's own corporate policy and procedures for decision making, and to reflect some of the subtle changes of the County Council when involving the public on consultations.

1.4 The key stages for preparing the SCI is set out in the table below:

Stage of the SCI	Consultation/involvement method to be used
Proposed update to SCI	We will: <ul style="list-style-type: none"><li>• Carry out a statutory 6 week consultation (30<sup>th</sup> June 2016 – 11<sup>th</sup> August 2016)</li><li>• Consult/engage general consultation bodies and where appropriate, other groups (residents, businesses and any other relevant group)</li><li>• Publish documents and how to feedback comments using the website, e-mail or post</li><li>• Publish press notices in local newspapers</li></ul>

	<ul style="list-style-type: none"> <li>• Provide hard copies of documents at libraries, district/borough offices and Shire Hall</li> <li>• Invites from parish and district/borough councils, as appropriate</li> </ul>
Adoption	<ul style="list-style-type: none"> <li>• As soon as reasonably practicable after we have adopted the SCI we will publish on our website the adopted SCI and adoption statement</li> <li>• As soon as reasonably practicable after we adopt the SCI, we will send an adoption statement to those who asked to be notified</li> <li>• Hard copies of documents will be made available at libraries, district/borough offices and Shire Hall for a period of three months after adoption</li> </ul>

1.5 We will keep the SCI under review through the Annual Monitoring Report and reflect any changes and revise our SCI accordingly.

### Who will be involved?

1.6 Warwickshire is a predominately rural county situated at the heart of the country adjacent to the West Midlands conurbation and Coventry. The main urban areas are Nuneaton, Bedworth, Kenilworth, Leamington and Warwick, Rugby and Stratford upon Avon.

1.7 A key aim of the SCI is to ensure communities, businesses and other groups have been provided with the relevant information to help make an informed decision and contribute to the consultation process. Policy-making and planning consultations in relation to County matters (minerals and waste) are open to all and we actively reach out to local residents and appropriate groups. Where possible, we will seek to engage with our consultees and communities to allow planning policy and planning applications to be shaped earlier on in the planning process.

1.8 Warwickshire County Council is required to directly consult with statutory consultees and with those local residents, groups and businesses that we consider to be appropriate to specific development plan proposals or planning applications. These are summarised below:

Statutory Consultee – comprising of government bodies as set out in planning legislation which Warwickshire County Council must consult. For Local Plans see Appendix 1 and planning applications see Appendix 2.

Appropriate non-statutory groups – these include bodies and organisations which represent the interests of various groups and local residents within the county and in some instances from a sub-regional level. Appendix 1 sets out who these groups are.

Neighbour notifications – the neighbour notification process involves identifying and targeting the appropriate neighbours which may be affected by a specific policy or proposal within the development plan or a planning application. Consultation letters set out the details of the proposal, where to view information and how to respond.

Hard to involve members of the community – although, it is not easy to define ‘hard to involve’ groups, these include people least likely to make their views known through public consultation and consequently they miss out on information because they do not belong to a recognised group. Such groups may contain the elderly, young people,

people with disabilities, those without a permanent address and where English is not their first language. There are various methods of informing these groups which can include Site Notices, press notices in the local newspapers, the County Council's website and database for list of groups or individuals that are considered to be hard to reach.

## **Equalities**

1.9 The County Council is committed to promoting equality and diversity and meeting its duties as a service provider and employer within Warwickshire. As required by the Equality Act 2010, Warwickshire County Council must have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act
- Improve equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations between people who share a protected characteristic and people who do not share it.

1.10 The 'protected characteristics' set out in the Act are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

1.11 These duties will be complied with throughout the plan preparation process and in all aspects of public consultation.

## **Electronic communication**

1.12 Electronic communication is widely considered as an effective and efficient means of communicating information and engaging with people. E-mail and website feedback has become the main channel of communication with feedback from the public, groups and statutory consultees. Consultation information is published onto our website for all to view at any time of the day. There is also a dedicated e-mail address ([planningstrategy@warwickshire.gov.uk](mailto:planningstrategy@warwickshire.gov.uk)) that is regularly monitored and all feedback is reviewed and action taken that is deemed appropriate. Feedback is welcomed throughout the plan-making process either during the formal stages or informally.

1.13 It is recognised that not everyone has access to the internet, therefore, during consultations a hard copy of information is made available at Shire Hall (Warwickshire County Council), libraries (both County Council and community run libraries) and the main reception at District/Borough Offices. Libraries in Warwickshire have computers and 60 minutes free access to the internet.

1.14 Where there are people unable to access libraries or other public places where information is available, we are also able to send information on a CD ROM. In this instance please contact us and we can send relevant information by post.

### Working with our community

1.15 We will work with our communities to strive to find the most appropriate means of involving people and feeding back on their views. The table below sets out the key principles we use when consulting/involving:

<b>Principle</b>	<b>Plan making</b>	<b>Planning applications</b>
Front-loading	This is where communities are given opportunities to input at the early stages before policies are formulated. It is acknowledged that this may not always be possible given the nature of minerals and waste management.	Developers and applicants are encouraged to undertake pre-application engagement/consultations with the local communities and any relevant stakeholders such as statutory consultees.
Transparency	We keep people informed on progress of development plans and other policy related matters on our website.  Feedback received from planning consultations will at some point be made available for the public to view subject to compliance with the Data Protection Act 1998.	Comments received on planning applications can be viewed on our Advanced Planning Application System (APAS) which is an online system.  Planning applications that are decided at Regulatory Committee will have the agenda and background information relating to the application available on Warwickshire Council Council's website at least 5 days before the meeting (as required by the Local Government (Access to Information) Act 1985 (as amended)).
Most appropriate methods for involvement	Subject to regulatory requirements, there are a number of methods and techniques to engage with the community and each consultation undertake will consider the type and stage of the development plan and how best to consult with the relevant audience.	The Council will determine, in accordance with the relevant statutory requirements, who should receive direct notification of applications and how many site notices should be displayed.
Effective feedback	It is our intention to publish the 2016 Annual Monitoring Report for Minerals and Waste.  This will contain information on how we are progressing with the development plan process and planning applications.	As part of continuous improvement, we are open to constructive feedback with the consultation process and experiences. This is through the use of website surveys and generally any comments to help us to improve the quality of services.

## Ways to get involved

1.16 Consultees can input into the shaping of development plan policies and planning applications in the following ways:

### Development plan preparation

- Online – [www.warwickshire.gov.uk/dfd](http://www.warwickshire.gov.uk/dfd)
- E-mail – [planningstrategy@warwickshire.gov.uk](mailto:planningstrategy@warwickshire.gov.uk)
- Post – Planning Strategy, PO Box 43, Shire Hall, Warwick, CV34 4SX
- Telephone – 01926 412391 and 01926 412907

### Planning applications

Online – [www.warwickshire.gov.uk/planning](http://www.warwickshire.gov.uk/planning)

- E-mail – [developmentgroup@warwickshire.gov.uk](mailto:developmentgroup@warwickshire.gov.uk)
- Post – Development Management, PO Box 43, Shire Hall, Warwick, CV34 4SX
- Telephone – 01926 421906

### Other means to get in touch

- Those that wish to submit a petition or e-petition can find out more information on our website – [www.warwickshire.gov.uk/petitions](http://www.warwickshire.gov.uk/petitions)
- View applications or policy information – PO Box 43, Shire Hall, Warwick, CV34 4SX
- Ask our planning officers – Planning Strategy (tel: 01926 412391) or Development Management (01926 421906)
- Come and attend our Regulatory Committee as an observer or speaker and find out more on our website - <http://www.warwickshire.gov.uk/regulatorycommittee>
- Please contact us concerning any comments about planning policy or development management via the online complaints and feedback on - <https://www.warwickshire.gov.uk/complaints>

## 2. Statement of Community Involvement – Minerals & Waste Development Frameworks

2.1 Warwickshire County Council is required to produce a Minerals and Waste Development Framework (MWDF). This comprises documents that the County Planning Authority uses to help determine planning applications. Documents that form part of the MWDF are set out below:

- Waste Core Strategy (Adopted 2013) – spatial planning strategy in relation to waste management
- Minerals Plan (emerging plan Preferred Option and Policies October 2015) – this will provide both a spatial plan for minerals development and site allocations
- Supplementary Planning Documents – guidance document on planning policies within the local plan
- Annual Monitoring Plan (AMR) – a review of how the MWDF is performing against the timetable for document production, the effectiveness of policies and the SCI. The AMR is a public facing document for information purposes only
- SCI (this document) – a summary of how we consult and engage with the public

### Are they any other documents I need to know about?

2.2 There are a number of documents produced as part of the local plan which forms part of the evidence base, this includes the Sustainability Appraisal (SA), Habitats Regulations Assessment (HRA), and the Local Aggregates Assessment (LAA) for minerals. At certain stages of the local plan we may need to produce other technical documents that consultees will be given the opportunity to view and comment on, table below lists some of the evidence base documents:

Document	Summary
Sustainability Appraisal	As part of the plan-making process the Sustainability Appraisal (SA) assesses the policies contained in the local plan against sustainability objectives. These objectives are based on social, economic and environmental factors. An SA must be undertaken as part of the preparation of the local plan. When consulting on the local plan, the SA will be made available for comment as well.
Habitats Regulations Assessment	Habitat Regulations Assessment (HRA) are a requirement of the Conservation of Habitats and Species Regulations 2010 (as amended 2011). The HRA assesses the impacts of the Local Plan policies on sites designated under the European Directive (92/43/EEC The Habitats Directive). For the development of the Local Plan, the assessment is carried out in an iterative process as the HRA is, in turn used to inform the development of planning policies.
Local Aggregates Assessment	As Minerals Planning Authority, we produce a Local Aggregates Assessment on an annual basis. The LAA is an annual assessment of the demand for and supply of aggregates in Warwickshire and contains three main elements: <ul style="list-style-type: none"> <li>• A forecast of the demand for aggregates based on both</li> </ul>

	<p>the rolling average of 10-years sales data and other relevant local information</p> <ul style="list-style-type: none"> <li>• An analysis of all aggregate supply options, as indicated by landbanks, Mineral Plan allocations and capacity data</li> <li>• An assessment of the balance between demand and supply, and the economic and environmental opportunities and constraints that might influence the situation. The LAA should conclude if there is a shortage or a surplus of supply and, if the former, how this is being addressed</li> </ul>
Site Assessment Methodology for the Allocation of Sand and Gravel Sites	This document explains the methodology that we follow to identify, assess and compare potential mineral sites, leading to the allocation of suitable minerals sites in the Minerals Plans.
Waste Background Technical Document	This document assesses each waste stream at the local level, including the current waste management context in Warwickshire and beyond, provides alternative methodologies for calculating the County's waste arisings and 15 year arisings projections for each waste stream, examines current and future waste management capacities and identifies waste management capacity provision where any shortfall is identified. This document formed part of the evidence base for the Waste Core Strategy.
Equality Impact Assessment	We carry out an Equality Impact Assessment before a local plan is adopted to ensure that policies do not discriminate against any disadvantaged or vulnerable people.

## Who will we consult?

2.3 The Town and Country Planning (Local Planning) (England) Regulations 2012 requires Warwickshire County Council to consult with those specific consultation bodies that we consider may have an interest in the local plan. The Regulations set out the bodies or persons as:

- Consultation bodies that the local planning authority consider appropriate; and,
- Such residents or other persons carrying on business in the local planning authority's area from which the local planning consider as appropriate to invite representations.

2.4 In addition to the above Regulations, the Localism Act 2011 introduced the Duty to cooperate that places a legal duty on local planning authorities, county councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of local plan preparation in the context of strategic cross boundary matters.

2.5 Appendix 1 contains a list for both specific consultation bodies in relation to the 2012 Regulation and the prescribed bodies as required under the Localism Act.

## Timeframe for consultations

2.6 Consultation periods will be for a statutory six week period. We seek to avoid school holiday periods when consulting, however, this may not always be possible due

to the plan programme. Supplementary Planning Documents (SPDs) will be consulted on for a statutory period of four weeks.

### How will we consult?

2.7 We intend to use a range of methods to maximise involvement in the plan-making process. As a minimum, the Council will undertake the statutory requirements for consultation as set out in relevant legislation and planning guidance. The table below sets out the methods that may be used for consultations/engagement:

Method	Summary
Website	Consultation information is displayed on Warwickshire County Council's website including ways on feeding comments back to us.
Local media	Local newspapers will be used to publish a notice that informs readers of the consultation and how they can view more information and respond.
Parish and District/Borough Council meetings	We will respond to any requests made by the parish and town councils for meeting invitations. These meetings allow us to inform residents and answer any questions in relation to the minerals and waste local plan.
Community Forums	Forums are another way to engage with a range of groups and individuals particularly during the informal stages. Where appropriate, we will attend Community Forums on request, especially where communities are affected by site specific local plan allocations.
Warwickshire and West Midlands Association of Local Councils (WALC)	WALC represents and works alongside parish and town councils in Warwickshire, Solihull, Coventry and Birmingham. Consultees may wish to contact WALC in relation to engagement and consultations undertaken by Warwickshire County Council. Further information can be found on their website at: <a href="http://www.walc.org.uk/">http://www.walc.org.uk/</a>
Minerals Liaison Meeting	We will attend liaison meetings where there are site specific issues during the local plan process.
Neighbour notifications	We will aim to identify and target the appropriate neighbours when we consult in relation to site specific proposals. Consultation letters sets out the details of the proposal, where to view information and how to respond.
Site Notice	Any site specific proposals will involve displaying a Site Notice on or near to the land in question and at a location that can be viewed from the public highway, where appropriate
County Councillors	County Councillors can be approached in relation to public consultations undertaken by Warwickshire County Council.
Libraries	Consultation information will be accessible at Warwickshire County Council libraries and community managed libraries, where appropriate and relevant to the nature of the consultation.

### Local plan making and involvement

2.8 When preparing the Minerals and Waste Local Plan, we are required to comply with The Town and Country Planning (Local Planning) (England) Regulations 2012 for undertaking consultations. The table below sets out the main stages of the local plan and the methods of consultations employed:

<b>Stage of the Local Plan</b>	<b>Compliance with relevant Regulations</b>	<b>Consultation/involvement method to be used</b>
Pre-publication (e.g. – Minerals Plan Preferred Option and Policies 2015)	Regulation 18 – Preparation of a local plan	<ul style="list-style-type: none"> <li>• Consult/engage general consultation bodies and other groups (residents, businesses and any other relevant group)</li> <li>• Publish documents and how to feedback consultee views using the website, e-mail or post</li> <li>• Press notice in local newspapers</li> <li>• Site Notices, as appropriate</li> <li>• Neighbour notifications, as appropriate</li> <li>• Hard copies of documents made available at libraries, district/borough offices and Shire Hall</li> <li>• Community Forums, where appropriate</li> <li>• Invites from parish and district/borough councils, as appropriate</li> </ul>
Publication	Regulation 19 – Publication of a local plan  Regulation 20 – Representations relating to a local plan	<ul style="list-style-type: none"> <li>• Consult/engage general consultation bodies and other groups (residents, businesses and any other relevant group)</li> <li>• Publish documents and how to feedback consultee views using the website, e-mail or post</li> <li>• Press notice in local newspapers</li> <li>• Site Notices, as appropriate</li> <li>• Neighbour notifications, as appropriate</li> <li>• Hard copies of documents made available at libraries, district/borough offices and Shire Hall</li> <li>• Community Forums, where appropriate</li> <li>• Invites from parish and district/borough councils, as appropriate</li> </ul>
Submission	Regulation 22 - Submission of documents and information to the Secretary of State	<ul style="list-style-type: none"> <li>• Inform general consultation bodies and groups and those how want to be notified</li> <li>• Publish relevant plan documents on our website</li> <li>• Press notice in local newspapers</li> <li>• Site Notices, as appropriate</li> <li>• Neighbour notifications, as appropriate</li> <li>• Hard copies of documents made available at libraries, district/borough offices and Shire Hall for inspection</li> </ul>
Examination	Regulation 24 – Independent examination	<ul style="list-style-type: none"> <li>• At least 6 weeks before the opening of a hearing, we will notify any person that has made a representation at Publication stage (Regulation 20) unless they have withdrawn that presentation</li> <li>• Publish on the website on the date, time and place at which the hearing will be held and the person appointed to carry out the independent examination (Planning Inspector)</li> <li>• Press notice in local newspapers</li> <li>• Site Notices, as appropriate</li> </ul>

		<ul style="list-style-type: none"> <li>• Following on from independent examination, where modifications are proposed, we will consult/engage general consultation bodies and other groups (residents, businesses and any other relevant group)</li> <li>• Publish documents and how to feedback consultee views using the website, e-mail or post</li> <li>• Press notice in local newspapers</li> <li>• Site Notices, as appropriate</li> <li>• Neighbour notifications, as appropriate</li> <li>• Hard copies of documents made available at libraries, district/borough offices and Shire Hall</li> </ul>
Post hearing	Regulation 25 - Publication of the recommendations of the appointed person consultee (Planning Inspector)	<ul style="list-style-type: none"> <li>• As soon as reasonably practicable after receipt of the report of the person appointed (Inspector's report) to carry out the independent examination (Planning Inspector) we will give notice to those who have requested notification</li> <li>• Publish the Inspector's report on our website</li> <li>• Press notice in local newspapers</li> <li>• Site Notices, as appropriate</li> <li>• Neighbour notifications, as appropriate</li> <li>• Hard copies of documents made available at libraries, district/borough offices and Shire Hall</li> </ul>
Adoption	Regulation 26 – adoption of a local plan	<ul style="list-style-type: none"> <li>• As soon as reasonably practicable after we adopt a local plan, we will send an adoption statement to those who asked to be notified</li> <li>• Send an adoption statement to the Secretary of State</li> <li>• Publish on the website the adopted local plan and the adoption statement</li> <li>• Hard copies of documents made available at libraries, district/borough offices and Shire Hall for a period of six weeks after adoption</li> </ul>

## Supplementary Planning Documents and involvement

2.9 Supplementary Planning Documents (SPDs) provide detailed guidance on policies or site specific allocations as set out in the local plan. Although, we do not currently plan to produce an SPD, should this later change, we are required to comply with the Town and Country Planning (Local Planning) (England) Regulations 2012. The table below set out the main stages of the SPD and the methods of consultation employed:

Stage of the SPD	Compliance with relevant Regulations	Consultation/involvement method to be used
Proposed SPD	Regulation 12 – Public participation	<ul style="list-style-type: none"> <li>• We will carry out a statutory 4 week consultation</li> <li>• Consult/engage general consultation</li> </ul>

	Regulation 13 - Representations on supplementary planning documents	<p>bodies and where appropriate, other groups (residents, businesses and any other relevant group)</p> <ul style="list-style-type: none"> <li>• Publish documents and how to feedback consultee views using the website, e-mail or post</li> <li>• Press notice in local newspapers</li> <li>• Site Notices, as appropriate</li> <li>• Neighbour notifications, as appropriate</li> <li>• Hard copies of documents made available at libraries, district/borough offices and Shire Hall</li> <li>• Community Forums, where appropriate</li> <li>• Invites from parish and district/borough councils, as appropriate</li> </ul>
Publication	Regulation 14 – Adoption of supplementary planning documents	<ul style="list-style-type: none"> <li>• As soon as reasonably practicable after we have adopted the SPD we will publish on our website a consultation statement that sets out a summary of the main issues and how these issues have been addressed</li> <li>• As soon as reasonably practicable after we adopt a local plan, we will send an adoption statement to those who asked to be notified</li> <li>• Publish on the website the adopted SPD and adoption statement</li> <li>• Hard copies of documents made available at libraries, district/borough offices and Shire Hall for a period of three months after adoption</li> </ul>

### **3. Statement of Community Involvement – Planning Applications**

3.1 Warwickshire County Council deals with two specific types of planning applications, the first relates to Minerals and Waste development, the second, relates to developments the County Council intends to carry out itself (or jointly with another person or body). The latter developments fall within Regulation 3 of the Town and Country Regulations 1992 and often includes schools, roads, rail stations, waste facilities, gypsy and travellers sites, etc.

3.2 The Planning and Compulsory Purchase Act 2004 (as amended) requires the County Planning Authority to produce a Statement of Community Involvement (SCI) which sets out how the people of Warwickshire will be involved at each stage of the planning application process.

#### **Who will we inform/consult?**

3.3 We will notify those statutory consultees listed in the Town and Country Planning (Development Management Procedures) (England) Order 2015. As appropriate, we may also consult non-statutory consultees which include those parties that we consider appropriate (depending on the type, scale and location of the proposal) this may include affected neighbours and any other relevant organisations and bodies set out in Appendix 2.

#### **Pre-application planning advice and engagement**

3.4 Although, applicants are not obliged to seek pre-application advice, we encourage potential applicants to engage with us and discuss their application before submission. If the proposed application is of a controversial nature i.e. will have a significant impact on the environment, then developers would be advised to carry out some initial consultation of their own with the affected community/interested parties prior to submitting the planning application. Where development is expected to affect trunk roads and motorways, developers are encouraged to consult with Highways England at this stage.

3.5 Pre-application discussions can help streamline the planning application process by identifying the likely considerations and the information that should accompany a planning application. Pre-application discussions can positively contribute towards effective and satisfactory forms of development.

3.6 Pre-application advice can be found on our website at:

[www.warwickshire.gov.uk/planningforms](http://www.warwickshire.gov.uk/planningforms)

#### **Type of applications**

3.7 For certain major applications, an Environmental Impact Assessment (EIA) will be required. Applicants can submit an EIA screening request to Warwickshire County Council. The County Council has 3 weeks to determine whether an application would fall into this category. If an EIA is required then the Council has a further 5 weeks in

which to consult with certain bodies to determine what issues the EIA should cover. All the documentation associated with an EIA is available to the general public for inspection. All information relating to an EIA (including the summary report) will be available for the general public to view along with the planning application at the time of its submission. The EIA may provide very useful information for those intending to make representations on an application.

3.8 Major applications are defined by the Town and Country Planning (Development Management Procedures) (England) Order 2015 as one or more of the following:

- The winning and working of minerals or the use of land for mineral-working deposits;
- Waste development;
- Dwellings where the number of residential units to be constructed is 10 or more. Where the number of residential units to be to be constructed is not given in the application, a site area of 0.5 hectares or more should be used as the definition of a major development;
- The provision of a building or buildings (other than dwellings) where the floor space to be created by the development is 1,000 square metres or more; or
- Development carried out on a site having an area of 1 hectare or more

3.9 Minor applications are defined as those applications which do not fall within the major applications category as set out above.

### **How long will consultations run for?**

3.10 Once the application has been received, the County Council has an obligation to publicise the proposed development for a period of 21 days. The County Council applies the statutory minimum of 21 days, but will endeavour to take into account any representations made prior to the date of determination.

### **Viewing planning applications**

3.11 Planning applications can be viewed on our website. During the planning application consultation process, the public can review and submit their comments either in written form or by e-mail.

### **What happens to comments made on planning applications?**

3.12 After the planning consultation period has ended, the designated officer will prepare a report detailing responses received. Planning decisions can be made by planning officers under delegated powers or go before Warwickshire County Council's Regulatory Committee.

3.13 Where applications are taken to Regulation Committee, the applicant and consultation respondents will be notified that the application is being taken to committee and that they can register to speak at the meeting. Information on planning committee can be found on our website at:

[www.warwickshire.gov.uk/regulatorycommittee](http://www.warwickshire.gov.uk/regulatorycommittee)

<b>Stage of application</b>	<b>Consultation/involvement method</b>
<p>Pre-application</p> <p>Applicant is encouraged by planning officers to carry out pre-application engagement before submitting planning application</p>	<p>Depending on scale and nature of the proposal the applicant is encouraged to:</p> <ul style="list-style-type: none"> <li>• Consult statutory/non-statutory consultees, as appropriate</li> <li>• Publish information on their website</li> <li>• Consider public exhibitions/display and/or local meetings</li> <li>• Produce leaflets/newsletters to advertise public exhibitions/displays and/or local meetings</li> </ul>
<p>Application</p> <p>Planning applications (EIA, major or minor) submitted to us to be validated and undergo public consultation</p>	<ul style="list-style-type: none"> <li>• County Council to consult statutory/non-statutory consultees, as appropriate</li> <li>• Application made available on our website</li> <li>• Planning application details available to view at Shire Hall, Warwick, by appointment</li> <li>• Site Notice on or near to the site</li> <li>• Public notice published in relevant local newspaper, as appropriate</li> <li>• Direct neighbour notifications identifying and targeting the appropriate neighbours that may be affected by the planning application, as appropriate</li> </ul>
<p>Determination</p> <p>A decision can be made under delegated powers or at Regulatory Committee</p>	<ul style="list-style-type: none"> <li>• Committee Agendas, reports and minutes published on Warwickshire County Council's website</li> <li>• Acknowledgement letters sent to respondents, including invitation to speak at committee</li> </ul>
<p>Post-decision</p> <p>A decision made on the planning application and publicised</p>	<ul style="list-style-type: none"> <li>• Decision notice available to view on our website</li> <li>• Decision notice, including planning file available to view at Shire Hall, Warwick, by appointment</li> <li>• Statutory consultees, applicant, the relevant parish/town councils and those who submitted comments informed of the decision</li> <li>• Advertising any decisions made under Environmental Impact Assessment Regulations 2011 (EIA)</li> </ul>

## Re-consulting

3.14 In some instances, it may be necessary to re-consult due to further information or amendments being made to planning applications. A minor amendment to an application, where there is no material change to the character of the development would not normally result in re-consultation.

3.15 Additional information supporting an application or significant amendments may require a further consultation period. Where this is the case, the re-consultation period may be less than the 21 days to ensure that the application is determined promptly.

## **Appendix 1: Consultees for the Minerals and Waste Local Plan and Supplementary Planning Documents**

### **Under the Town and Country Planning (Local Planning) (England) Regulations 2012 Warwickshire County Council is required to consult:**

- Such specific bodies as we consider may have an interest in the subject of the proposed Local Plan
- Such of the general consultation bodies as we consider appropriate
- Such residents or other persons carrying on business in Warwickshire from which we consider it appropriate to invite representations

#### **Specific consultation bodies include:**

- Public Health England
- Homes and Communities Agency
- Environment Agency
- Highways England
- Natural England
- Historic England
- Strategic Rail Authority
- Network Rail
- Coal Authority
- Crown Estate Office
- National Grid Gas Distribution (gas undertaker)
- National Grid Gas Transmission (gas undertaker)
- National Grid Electricity Transmission (electricity undertaker)
- Severn Trent Water (water and sewerage undertaker)
- Western Power Distribution (distribution of gas and electricity)
- NHS – Clinical Commissioning Group
- Local Enterprise Partnership (LEP) (from 19.05.16)
- Local Nature Partnership (from 19.05.16)

#### **General consultation bodies**

- Voluntary bodies or all of whose activities benefit any part of Warwickshire
- Bodies which represent the interests of:
  - Racial, ethnic or national groups in Warwickshire
  - Religious groups in Warwickshire
  - Disabled persons in Warwickshire
  - Persons carrying on business in Warwickshire

#### **Other consultees**

Includes such residents and other persons carrying on business in Warwickshire County Council from which we consider it appropriate to invite representations' (see above general consultation bodies).

#### **Duty to Co-operate Prescribed Bodies**

- Other local authorities, which Warwickshire County Council shares administrative boundaries with the following councils:
  - North Warwickshire Borough Council

- Nuneaton & Bedworth Borough Council
- Rugby Borough Council
- Stratford District Council
- Warwick District Council
- Parish Councils within Warwickshire and adjoining Parish Councils
- Other local authorities adjoining the administrative boundary of Warwickshire County Council, namely:
  - Leicestershire County Council
  - Northamptonshire CC; Worcestershire CC; Gloucestershire CC; Oxfordshire County Council
  - Solihull MBC
  - Coventry City Council
  - Birmingham City Council
  - Staffordshire County Council
- Environment Agency
- Historic England
- Natural England
- Civil Aviation Authority
- Homes and Communities Agency
- NHS – Clinical Commissioning Group
- the Office of Rail Regulation
- Highway Authority
- Highways England

## Appendix 2: Consultees for Planning Applications

When undertaking consultations on planning applications, the following methods for consultation will be used, subject to the type, scale and location of each application:

- Direct neighbour notification
- Site Notice
- Press Notice
- Consult relevant parish/town councils

The list below sets out the statutory bodies and organisations that may be consulted during the planning application consultation process. We also consult non-statutory bodies and organisations. By no means is the list exhaustive, however, it gives an indication of the many consultees we may consult/involve:

<b>Statutory consultee</b>	<b>Type of Development</b>
Adjoining landowners	Article 15 Development Management Procedure Order
Canal and River Trust	Schedule 4 (za) Development Management Procedure Order
Coal Authority	Article 26 and Schedule 4 (o) Development Management Procedure Order
Control of major-accident hazards competent authority (COMAH)	Schedule 4 (zb) Development Management Procedure Order
County Planning Authorities	Paragraph 7 of Schedule 1 to the Town and Country Planning Act 1990 Article 21 Development Management Procedure Order Schedule 4 (b) (c) Development Management Procedure Order
Crown Estates Commissioners	Article 26 Development Management Procedure Order
Department of Energy and Climate Change	Article 26 Development Management Procedure Order
Environment Agency	Schedule 4 (p) (t) (u) (v) (zc) (zd) Development Management Procedure Order
Forestry Commission	Paragraph 4 of Schedule 5 of Town and Country Planning Act 1990
Garden History Society	Schedule 4 (s) Development Management Procedure Order See also guidance on conserving and enhancing the historic environment
Health and Safety Executive	Schedule 4 (e) Development Management Procedure Order See also guidance on hazardous substances Advice for local planning authorities on consulting Health and Safety Executive on planning applications is also available
Highways Authority	Schedule 4 (g) (h) (i) (k) (l) (m) (n) Development Management Procedure Order
Highways England	Schedule 4 (g) (h) (i) Development Management Procedure Order
Historic England	Schedule 4 (g) (r) (s) Development Management Procedure Order See also guidance on conserving and enhancing the historic environment
Local Highway Authority	Schedule 4 (k) (l) (m) (n) Development Management

	Procedure Order
Local Planning Authorities	Schedule 4 (b) (c) Development Management Procedure Order
Natural England	Schedule 4 (w) (y) (zb) Development Management Procedure Order Paragraph 4 of Schedule 5 of the Town and Country Planning Act 1990
Parish Councils	Schedule 4 (d) Development Management Procedure Order
Rail Infrastructure Managers	Article 16 Development Management Procedure Order
Rail Network Operators	Schedule 4 (j) Development Management Procedure Order
Sport England	Schedule 4 (z) Development Management Procedure Order
Theatres Trust	Schedule 4 (x) Development Management Procedure Order
Toll Road Concessionaries	Schedule 4 (m) Development Management Procedure Order
Water and sewerage undertakers	Schedule 4 (zf) Development Management Procedure Order

Source: National Planning Practice Guidance

(<http://planningguidance.communities.gov.uk/blog/guidance/consultation-and-pre-decision-matters/table-2-statutory-consultees-on-applications-for-planning-permission-and-heritage-applications/>)