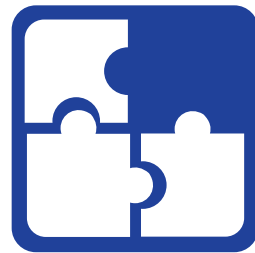


# Carlisle City Council

## Statement of Community Involvement

### July 2017



# Executive summary

## **What is Carlisle City Council's Statement of Community Involvement (SCI)?**

Involving the local community and interested parties is an essential part of the planning process. This Statement of Community Involvement (SCI) sets out how we will engage with the community on planning matters, setting out the opportunities to get involved in and influence planning outcomes in Carlisle. This includes influencing the preparation and review of key planning documents, including Local Plans, as well as commenting on planning and other development related applications.

The SCI provides interested parties with a comprehensive overview of the work undertaken by Carlisle City Council. The document is intended to provide clarity on the various stages that take place in planning document preparation and highlight the key stages for public engagement and the methods of engagement that will be used. It also sets out the role of the Development Management team and the ways in which they can provide assistance to applicants and interested parties as well as the ways in which planning and other applications will be publicised alongside detail on the decision making process.

## **Why do we have a SCI?**

The preparation of an SCI is a legal requirement reflecting the Government's commitment to increase the ability of local communities to influence planning decisions and future development in their areas. The National Planning Policy Framework (NPPF) states (Para. 69.) that "local planning authorities should aim to involve all sections of the community in the development of Local Plans and in planning decisions". This is a notion which we are firmly committed to.

## **Why is the SCI being updated?**

This updated SCI is proposed to replace the previous version which was approved back in 2013. The need to update it reflects that much of the focus of the earlier SCI was on the production of the Carlisle District Local Plan 2015-2030 which was adopted in November 2016. Beyond this a further wave of new plans and supporting documents is required and it is important that the SCI responds to and remains relevant with regards to this future work. The update also reflects a series of amendments to relevant local and national policies and legislation.

## **Who is the SCI for?**

The SCI is for anyone who has an interest in planning and development in Carlisle District. It is our intention that the planning process is accessible to everyone giving the community the confidence that they can help shape the places in which they live and work. This includes, for example, those that are interested in development taking place within the area in which they live or work, those who wish to apply for planning permission to undertake some form of development, those who are interested in having a say about future development plans for their area and those who will be affected in some way by development proposals.

### **What does the SCI cover?**

The SCI sets out the role and responsibilities of the Development Management team. All stages of the development management process are covered providing details on pre-application advice, the process and timescales for responding to planning applications and when public meeting and exhibitions will be held in connection with a proposed development. Detailed information on the notification procedures for all types of applications is set out for reference. Information is also provided on the decision making process for planning applications setting out the circumstances by which applications will be determined under delegated powers or when they will be determined at Development Control Committee and the opportunities for involvement at this stage of the process.

The SCI also sets out the processes involved in the preparation of planning documents and highlights that our Local Development Scheme provides information on the documents which will be prepared over any given three-year period. The key stages involved in the preparation of Development Plan Documents and Supplementary Planning Documents are provided stating when public consultation will take place and the length of the consultation period.

Details on the methods of consultation are provided and the means of communication that will be used alongside how we will seek views from stakeholders throughout the process.

The SCI in the main sets out minimum requirements for community engagement and in many instances, particularly in respect of Plan making, we will use our discretion to build upon these minimum requirements to ensure that the level and nature of consultation is appropriate and may in some instances at the outset of plan preparation choose to invite comments as to how we can best involve the community.

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# 1. Introduction

This Statement of Community Involvement (SCI) sets out how we will engage with the community on all planning matters, and the opportunities in which you can get involved in and influence planning outcomes in Carlisle. This includes influencing the preparation and review of key planning documents, including Local Plans, as well as commenting on planning and other development related applications.

Planning shapes the places where we live and work. It seeks to ensure that there are homes, jobs, shops, parks and other important facilities available to everyone, including making sure these are as accessible as they can be to all. It also seeks to protect and improve the environment and the character which makes places unique. These are important matters and it is only right that communities and those with an interest in Carlisle should be able to contribute to decisions on these issues.

The preparation of an SCI is a legal requirement reflecting the Government's commitment to increase the ability of local communities to influence planning decisions and future development in their areas. The National Planning Policy Framework (NPPF) states (paragraph 69) that: *"local planning authorities should aim to involve all sections of the community in the development of Local Plans and in planning decisions."* This is a notion which we are firmly committed to.

This updated SCI is proposed to replace the previous version which was approved back in 2013. The need to update it reflects that much of the focus of the earlier SCI was on the production of the Carlisle District Local Plan 2015-2030 which was adopted 8 November 2016. Beyond this a further wave of new plans and supporting documents is required and it is important that the SCI responds to and remains relevant with regards to this future work. The update also reflects a series of amendments to relevant local and national policies and legislation.

## Planning in Carlisle

Carlisle City Council is the local planning authority responsible for producing Local Plans and other planning documents for the District and for determining planning applications for most forms of development. The one exception to this is planning documents or applications which relate specifically to minerals and waste matters, which are the responsibility of Cumbria County Council as the minerals and waste planning authority.

The main Development Plan Document (DPD) within Carlisle is the Carlisle District Local Plan 2015-2030 which sets out a planning framework for guiding the location and level of development in the District up to 2030, as well as a number of principles that will shape the way that Carlisle will develop between now and then. Beyond this a further DPD is being prepared- the St Cuthbert's Garden Village masterplan and a number of Supplementary Planning Documents (SPDs), which act to elaborate on, and support the implementation of, Local Plan policies, are to be reviewed and/or introduced.

The need for further DPDs and other planning documents may become necessary in the future where the ongoing monitoring of existing policies and guidance identifies that these are not securing their intended objectives.

From a planning application perspective we receive between 1,100-1,200 applications per year, all of which need to be determined in accordance with the process and timescales determined nationally.

### **The teams involved in planning at Carlisle City Council**

#### **Development Management**

Officers within this team are responsible for assessing planning applications, dealing with enquiries, providing pre-application advice, undertaking enforcement and tree matters. Decisions are guided by the National Planning Policy Framework (NPPF) and policies within the Development Plan which includes the Carlisle District Local Plan 2015-2030 and other DPDs such as the Cumbria Minerals and Waste Local Plan. Other material considerations such as consultation responses from both internal (environmental health, green spaces etc) and external consultees including County Highways, Environment Agency, Historic England, alongside SPDs also form part of the decision making process.

#### **Investment and Policy Team**

This team is responsible for the production of Local Plans and DPDs, SPDs, the Community Infrastructure Levy (CIL), conservation matters, providing guidance on Neighbourhood Planning and economic development. The team also monitors development activity and the effectiveness of the policies within the Local Plan and publishes a monitoring report detailing this annually. Consultation on emerging planning documents is undertaken by the team.

#### **Our approach to Community Engagement**

The SCI has been informed by the key principles contained in the Corporate Communications and Marketing Strategy (2016). These include ensuring consultation will be:

- **Genuine and transparent** - Findings will be used alongside other relevant information to inform decisions, our policies and priorities, and to improve services.
- **Timely, well planned and co-ordinated.**
- **Inclusive and targeted** to ensure that all groups within our local communities may contribute where this is feasible and relevant.

- **High quality consultation** using appropriate, cost effective methods.

Results of consultation and how they informed decisions will be fed back to those involved in the consultation process and will be made available across the Council and to partner organisations.

#### **Inclusive Planning - engaging with a wider audience**

An important aspect of a SCI is to ensure that all sectors of society are recognised and afforded the opportunity to engage with the planning process. It is therefore important to recognise and understand that engagement with certain members of the community can present more of a challenge, and find ways to overcome this. We recognise that networks and organisations connected with groups with 'protected characteristics<sup>1</sup>' can be invaluable in facilitating contact, enabling engagement with a much wider and more inclusive audience.

<sup>1</sup> Defined within the Equality Act 2010



We are committed to ensuring equality “We are committed to listening to people’s views and to working with communities to help us make informed decisions. This means talking and listening to everyone in the community, not only those who regularly use our services or actively offer their views.

“We recognise that a targeted approach may be required to engage successfully with some members of local communities, to ensure that their views are properly taken into account. We will engage with representative groups to meet our duties, and we will encourage these groups to work with us to improve our services...”

Under the Equality Act 2010, Carlisle City Council has a duty to advance equality of opportunity and make reasonable adjustments for service provision and information. In addition to our corporate consultation principles we will also endeavour to achieve the following when engaging or consulting on any planning related matter, to:

- **Communicate clearly** by writing in plain English and explaining any technical terms that we need to use.

- **Keep the process simple** by making it easy for you to get involved and for you to provide your views through a variety of means taking into consideration time and costs. We will also make use of existing community involvement networks and groups where possible and as appropriate.
- **Be inclusive** by aiming to make appropriate information accessible to as many people as possible. We will do this by:
  - ✓ providing information in a variety of public places
  - ✓ wherever possible by providing information in the most accessible format.
  - ✓ Providing appropriate translation and interpretation for non-English speakers on request.
  - ✓ Providing appropriate options for people with disabilities.
- **Encourage effective involvement** by explaining what we can and cannot take into account and by making sure that we provide you with sufficient time and notice of all the opportunities to get involved.

- **Review and update** the way we publicise our services and using new technology, to reach people not already using them.

The Carlisle District Local Plan has been subject to a process of Equality Impact Assessment (EQIA) across all stages of its evolution to ensure that the policies within the Plan promote equality and that any aspects of the Plan that could have resulted in discrimination have been identified and addressed. The EQIA process will be undertaken throughout the preparation of all DPDs where there is the potential for equality impacts to arise, the results of which will be published, and made available for comment, at the various stages of plan preparation.

## 2. Community involvement in planning applications

The Development Management team is responsible for assessing planning applications for development. They provide advice, determine applications and advise our Development Control Committee on major and other types of applications. All decisions on planning applications must be made in accordance with the development plan and the NPPF unless there are other material considerations, such as site specific matters which relate specifically to a case, which justify a different approach to be taken.

### Advice

The Development Management team provide, where requested, pre application advice to those considering undertaking a development project. They can provide information in respect of the suitability of a proposal such as conformity with the development plan, appropriateness of design etc, as well as being available to answer questions that you may have in respect of a current planning application. Should you wish to contact a Planning Officer to discuss your proposals you can do this in a number of ways:

- By phone: **01228 817129**
- Email: **eda@carlisle.gov.uk**
- In writing: Development Management, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG
- In person: at the Civic Centre.

### Responding to planning applications

The publicity procedures that we are required to follow in relation to planning applications are laid down in Government legislation and regulations (see table 1 for details of the publicity methods used for different types of application). Planning applications (once submitted and validated by us) including all the supporting documentation can be viewed on our website at: **<http://publicaccess.carlisle.gov.uk/online-applications/>**, and by appointment at the Civic Centre's Customer Contact Centre during normal office hours. A duty planning officer is usually available all day Monday, Tuesday and Wednesday mornings and all day Friday (excluding Development Control Committee dates) to provide advice on current and proposed applications, it is however advisable that you make an appointment prior to your visit to ensure that an officer is available to see you when you arrive.

Comments on planning applications must be made in writing within 21 days from the date of our notification letter, press notice or site notice appearing. Please note comments submitted after this 21-day publicity period has expired may not be considered because a decision may already have been made on the application.

The Carlisle District Parish Charter details agreed mechanisms for engagement in the Development Management process between the Carlisle City Council and the Parish Councils within the District. These include:

- 1) An evidenced objection from a Parish Council will automatically trigger a referral to committee, unless the officer recommendation is to refuse permission.
- 2) Recommendations, based upon a Parish Council's local knowledge, will be evidenced timely and will address material planning considerations.



- 3) The local knowledge unique to Parish Councils is recognised and their recommendations will be given full consideration and investigated prior to recommendation when they are at variance with those of a technical or other specialist consultee.
- 4) The timescales for responding to consultations on planning applications.
- 5) Agreements regarding the Parish Council's Right to Speak at a Development Control Committee Meeting in respect of the procedure for notifying Carlisle City Council as well as the procedures for the representative when exercising their right to speak ensuring they remain within the time limits and only raise points which are material planning considerations.

### **Public meetings and exhibitions**

Dependent upon the nature and potential impact of a development proposal on the local community, developers may need to carry out their own pre-application public consultation. The validation checklists that accompany applications explain that some major planning applications will need to be accompanied by their own Statement of Community Involvement. These consultations should be carried out at an early stage in the design process to enable community views to be incorporated into the submitted proposal. The form of consultation will need to be tailored to suit the particular circumstances of the site, proposal and locality. To ensure that decisions are made in an independent manner without prejudice and bias, our Planning Officers would not normally participate in these public meetings or exhibitions. As a minimum, the consultation statement submitted with the applications should include:

- Details of residents, businesses and local community groups consulted;
- Method and timing of consultation; and
- Feedback and information on how outcomes were addressed in the development proposal.

### **Decision making and Development Control Committee**

Most minor applications are determined under delegated powers as set out in the scheme of delegation<sup>2</sup>. The Development Control Committee makes decisions on applicable major applications, and in certain other circumstances as detailed in our constitution.

These circumstances include where written representations for and/or against a development proposal have been made and speaking rights have been requested in accordance with the rules for speaking at Development Control Committee.

For those applications determined at Committee, a member of the public or their representative will be allowed to speak if they have made a written representation to the planning application and registered for the right to speak<sup>3</sup> in accordance with the process detailed on our website at <http://www.carlisle.gov.uk/Residents/Planning-Building-Control/development-control-committee>

<sup>2</sup> <http://www.carlisle.gov.uk/LinkClick.aspx?fileticket=JRa5R12QT10%3d&tabid=1731&portalid=0&mid=7469>

<sup>3</sup> Limited to 5 per application

Development Control Committee agendas are published on our website eight days in advance of the Development Control Committee meeting. This provides details of the applications to be considered at the committee meeting and includes the officers' reports and recommendations. The minutes of the meeting are also published on our website.

### **Notification of decisions**

All applicants/agents and affected Parish Councils<sup>4</sup> are notified of planning decisions either by e-mail or letter. Neighbour notification letters state that all Planning Application decision notices are published on the Council's website and advise that affected/interested parties should check there to find out the outcome of any planning application.

### **Planning appeals**

If an appeal is lodged against the Council's decision, notification is sent to all the consultees originally notified of the application, relevant ward members and Parish Councils along with any other third parties that made representations on the planning application, providing the opportunity<sup>5</sup> to make representations to the Planning Inspectorate. Appeals can take the form of Written Representations, Informal Hearings and Public Inquiries. Site notices will only be posted in the case of a Public Inquiry. Appeal decisions are reported to Development Control Committee and are published on our website.

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<sup>4</sup> In accordance with the Parish Charter

<sup>5</sup> With the exception of appeals submitted under the householder appeals service however the original representations will be sent to the Planning Inspectorate by the Council.

# Notification procedures for planning and other applications

| Type of Application                                       | Publicity normally undertaken * |                             |   | Notes  |
|---|---------------------------------|-----------------------------|---|--|
|   | Site Notices <sup>i</sup>       | Press Notices <sup>ii</sup> | Neighbour notification letters <sup>iii</sup> |  |
| Major Planning Applications <sup>iv</sup>                 | Yes                             | Yes                         | Yes   | Letters will be sent to any Parish Council(s), owners/occupiers of properties adjoining the application site where they can be identified. The extent of any wider written notification will depend on the scale of the proposal and will be assessed by the case officer on a case by case basis.   |
| Other Planning Applications <sup>v</sup>                  | No                              | No                          | Yes   | See above. Where there are no adjoining owners/occupiers, at least one site notice will be erected.  |
| Listed Building Consent and Conservation Consent          | Yes                             | Yes                         | Yes   | For applications in conservation areas/affecting the setting of a listed building, site and press notices are only required when, in the opinion of the local planning authority the proposed development will affect the character or appearance of the conservation area/the setting of a listed building. Site and press notices are not required if proposed works only affect the interior of a Grade II Listed Building. |
| Certificates of Lawfulness of Existing Use or Development | No                              | No                          | Yes   | There is no statutory requirement to carry out publicity for these applications because it is judged on the factual evidence and not on planning merits.   |

\*In line with good practice – over and above the notification procedures required by legislation.

<sup>i</sup> Site notices should be displayed for not less than 21 days on or adjacent to the site.

<sup>ii</sup> Press notices should be published within a newspaper circulating in the locality in which the land to which the application relates is situated.

<sup>iii</sup> Neighbour letters allow for representations to be submitted within 21 days.

<sup>iv</sup> For publicity purposes we define 'Major Planning Applications' as development of 10 or more dwelling houses (or where the development site is 0.5 ha or more and the proposed number of dwelling houses is not known), building of 1,000 sq m or more, development sites of 1ha or more also all applications accompanied by an Environmental Statement. We will also publicise applications for development which would be a departure from the development plan by the same methods as for 'Major Planning Applications'.

<sup>v</sup> For publicity purposes we define 'Other Planning Applications' as applications for all other types of development which do not fall within the definition of 'Major Planning Applications'.

| Type of Application                                       | Publicity normally undertaken * |                             |   | Notes   |
|---|---------------------------------|-----------------------------|---|---|
|   | Site Notices <sup>i</sup>       | Press Notices <sup>ii</sup> | Neighbour notification letters <sup>iii</sup> |   |
| Certificates of Lawfulness of Proposed Use or Development | No                              | No                          | No  | There is no statutory requirement to carry out publicity for these applications because it is judged on the factual evidence and not on planning merits.  |
| Reserved Matters  | See notes                       | See notes                   | See notes                                     | The application will be subject to the publicity appropriate to 'major' or 'other' application as defined for those categories above.   |
| Discharge of Condition                                    | No                              | No                          | No  | Generally no publicity is undertaken; however it may be carried out if the application related to details that were raised by neighbours at the original application stage.   |
| Affecting Public Right of Way                             | Yes                             | Yes                         | Yes   |   |
| Prior Approval - Telecommunications                       | Yes                             | No                          | Yes   | In some very specific circumstances, a press notice is required (see part 24, Condition A.3, Paragraph 5(b) and (c) of the town and Country Planning (General Permitted Development) Order 1995 (as amended).   |
| Prior Approval - Demolition                               | Yes                             | No                          | No  | Publicity (for information purposes only) is undertaken by the applicant who shall display a site notice on or near the land on which the building to be demolished is sited. It is to be displayed for no less than 21 days in the period of 28 days beginning with the date on which the application was submitted to the local planning authority. |

| Type of Application                       | Publicity normally undertaken * |                             |   | Notes  |
|---|---------------------------------|-----------------------------|---|--|
|   | Site Notices <sup>i</sup>       | Press Notices <sup>ii</sup> | Neighbour notification letters <sup>iii</sup> |  |
| Prior Approval - Agriculture              | No                              | No                          | No  |  |
| Prior Approval - Office to Residential    |                                 |                             |   |  |
| Advertisement Consent                     | Yes                             | No                          | No  | Generally no publicity is carried out, but where the amenities of neighbours appear to be affected, they will be notified by letter.   |
| Amendments to an undetermined application | No                              | No                          | No  | Where a proposed amendment will have a material impact on a neighbour, or if a neighbour has requested notification of any amendments, they will then be notified by letter requesting comments within 14 days.  |
| Hazardous Substance Consent               | Yes                             | Yes                         | No  | Publicity is undertaken by the applicant. During the 21 day period immediately preceding the application, a notice shall be published in a local newspaper by the applicant, and that a notice is posted on a land for not less than 7 days during that 21 day period in such a way so as to be easily legible without entering onto the land. A copy of the notice shall be submitted with any application. |

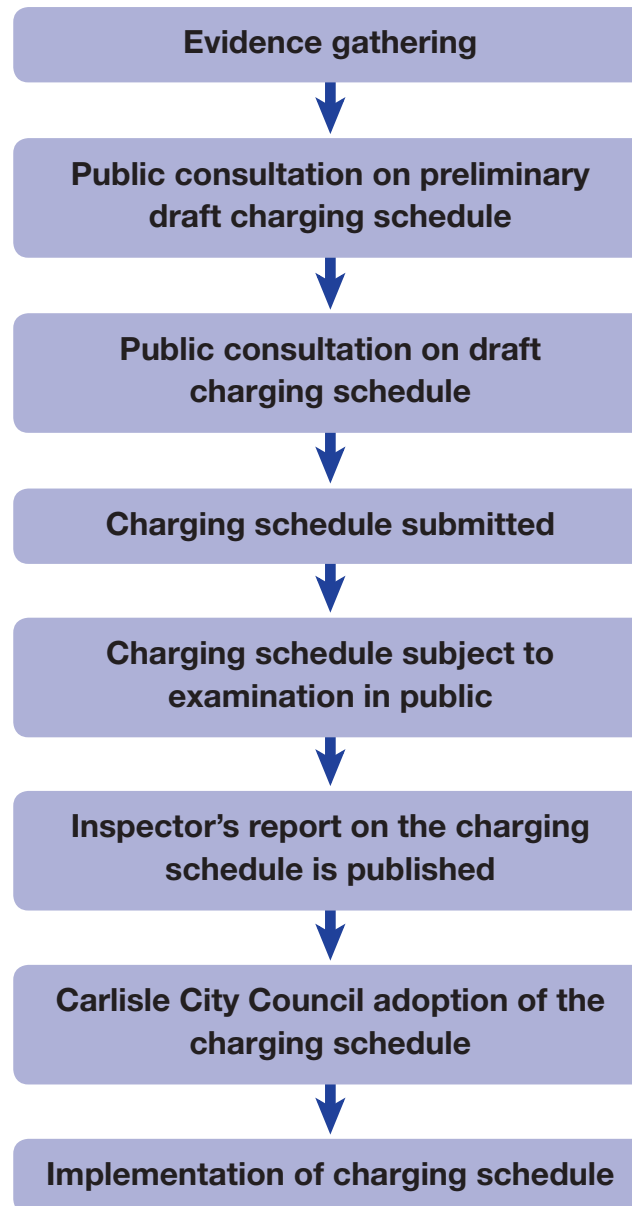


### 3. The Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a set non-negotiable charge which local authorities within England and Wales are empowered, but not obliged, to levy on new development within their administrative areas. The Levy is designed to raise funds to contribute towards the delivery of infrastructure such as highways improvements, sustainable transport, education etc. The Infrastructure Delivery Plan (IDP), which sits alongside the Carlisle District Local Plan, identifies the infrastructure required within the District to enable the level of growth envisaged within the Plan to be realised. The CIL consists of two parts, a charging schedule and the Local Section 123 List which identifies appropriate projects (identified through the IDP) that may be supported by the Levy.

The Charging Schedule is informed by a viability assessment and is subject to (along with other aspects of the CIL) stakeholder involvement, formal consultation and public examination prior to adoption by the Council. The process of preparing and adopting CIL is guided by The Community Infrastructure Levy Regulations 2010 (As amended).

#### CIL preparation process



The Government is currently considering the future of CIL which will likely result in significant reform of the way in which development will contribute towards the provision of infrastructure. The details of the changes to the system is currently expected as part of the Governments Autumn Statement in November 2017 this section will therefore be updated once further information/direction in respect of CIL is known.

We do not currently have a charging schedule in place for Carlisle District.

## 4. Community engagement in the preparation of development plan documents

We have identified through our Local Development Scheme (LDS) what planning documents we will be preparing over any given three year period. The LDS details the anticipated timescales for producing these plans including consultation milestones to ensure people know the key likely dates for opportunities to get involved with the plan making process. The LDS is published on our website and can be viewed here<sup>6</sup>.

### **The Local Plan and other Development Plan Documents**

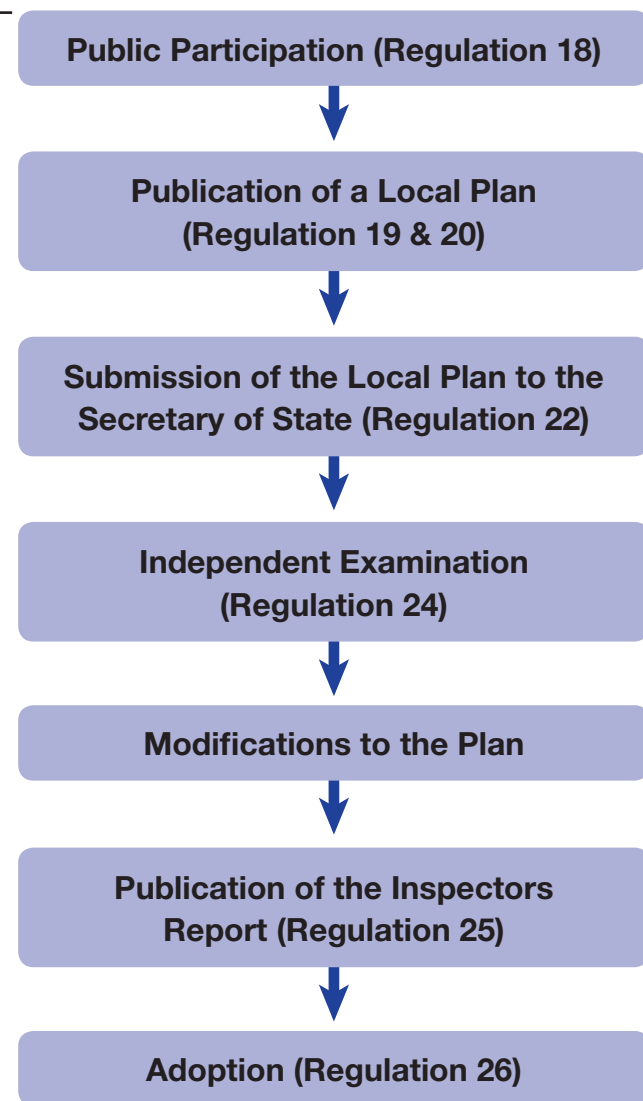
Every local planning authority is required to produce a Local Plan for their area. The Local Plan for Carlisle District is the Carlisle District Local Plan 2015-2030. This document sets out the overarching vision and strategy for guiding development within Carlisle District alongside a suite of policies which are used to determine planning applications.

In addition to the Carlisle District Local Plan, a St Cuthbert's Garden Village masterplan Development Plan Document (DPD) is also being prepared which will provide the framework for a Garden Village - comprising a major mixed use development to the south of the city known as St Cuthbert's. An Energy from Wind DPD is also planned which will identify, through a local or neighbourhood plan, the areas within their boundaries which are suitable for wind energy development. Alongside the production of DPDs an evidence base of supporting documentation will also be prepared; this includes the preparation of a Sustainability Appraisal (SA) and Habitats Regulation Assessment (HRA) as well as Equality Impact Assessment (EQIA) and Health Impact Assessment (HIA) which will be consulted upon at the same stages as the DPD. The statutory stages involved in the preparation of DPDs and the minimum requirements for consultation are set out in The Town and Country Planning (Local Planning) (England) Regulations 2012, these stages are summarised in Figure 1.

Following successfully being granted Garden Village status for the area known as St Cuthbert's (Carlisle South) we are keen to look at innovative ways in which we can engage with the community in drawing up a masterplan for development of the area. Whilst the SCI sets out minimum levels and methods of consultation, due to the overall scale of St. Cuthbert's it is envisaged that a separate consultation strategy will be devised and publicised setting out the various stages we will seek to inform, engage and consult throughout the process.

<sup>6</sup> <http://www.carlisle.gov.uk/planning-policy/Plans-In-Preparation/Local-Development-Scheme-LDS>

**Figure 1: Key stages in the preparation of a Development Plan Document**



### **Public Participation (Regulation 18)**

This stage will involve preparing the evidence base, generating options and engaging and consulting stakeholders and the community (for a minimum of six weeks) in accordance with Regulations and the adopted SCI. This stage may involve multiple consultations on the plan as it evolves.

### **Publication of a Local Plan (Regulation 19 & 20)**

We will publish for a minimum six week public consultation the version of the DPD we propose to submit to the Secretary of State. This will enable us to consider any representations received before proceeding to formally submit the DPD. We will publish a consultation statement that details the various strands of consultation undertaken in the preparation of the DPD.

### **Submission of the Local Plan to the Secretary of State (Regulation 22)**

The City Council will formally submit the DPD for examination to the Secretary of State. An Inspector will be appointed and an independent Examination in Public undertaken.

### **Independent Examination (Regulation 24)**

The Examination will focus on the 'soundness' of the submitted DPD. The Inspector will publish a series of key issues

which they wish to examine and statements will be invited in response to the key issues raised. A series of hearing sessions may be conducted to enable key issues to be discussed in more detail. Participants invited to these sessions will be at the discretion of the Inspector any person who has made and maintained a representation at Regulation 19 stage may be invited to participate.

### **Modifications to the Plan**

Where the Inspector identifies a need for modifications to the Plan in order to make it 'sound/legally compliant' an additional six week consultation will be undertaken on the proposed modifications only.

### **Publication of the Inspectors Report (Regulation 25)**

We will publish the Inspector's recommendations and their reasons as soon as reasonably practicable after receipt of the report.

### **Adoption (Regulation 26)**

If the DPD is to be found to be 'sound', we will adopt it as soon as practicable following receipt of the Inspector's report unless the Secretary of State intervenes. They must then make it available together with an adoption statement, the Sustainability Appraisal report and details of where the DPD is available for inspection.

## Supplementary Planning Documents

Supplementary Planning Documents (SPDs) are documents which provide more detail and guidance to assist in the implementation of policies within the Local Plan or other DPDs. SPDs do not have the same weight as policies within the Local Plan but are a material consideration when assessing planning applications. The timescales for producing a SPD are shorter than for a DPD as they are not subject to an examination process, however they are still required to undergo public consultation in accordance with the Regulations during their preparation. The process for producing a SPD, including the key stages of public consultation, are set out in Figure 2.

**Figure 2: Key Stages in the production of a SPD:**



## 5. Methods of engagement

The term 'stakeholders' is used widely in the context of consultation. It has a broad definition but refers generally to any person or organisation that has an interest in the subject of the document being produced. This term may be used in the context of consultations and may be focused on particular key stakeholders/groups or more widely used to refer to all interested persons.

There are a number of key stages at which you can get involved in helping to shape the documents being prepared; these are required by planning legislation to ensure the process is as open and transparent as possible. For Local Plans/DPDs where an examination in public will take place it is essential that a formal representation has been made within the prescribed consultation period(s) in order to have an opportunity to speak at the examination hearing sessions.

In accordance with the Regulations consultation on draft Local Plans/DPDs will be no shorter than six weeks and for SPDs consultation will be no shorter than four weeks. We will try and avoid carrying out consultations during holiday periods such as Christmas or Bank Holidays, however where this is unavoidable this will be taken into account and the time period may be extended as appropriate to allow time to respond.

### **How can you find out what's happening and where can you view the consultation material?**

#### **Web and digital media**

The internet is a fast, popular and effective way of communicating as information can be easily and widely accessed and documents can be downloaded. There are dedicated planning pages on our website which we will ensure are kept up to date and provide opportunities for online consultation.

The use of digital media which includes social media such as Facebook and Twitter are now widely accepted as a means of communicating rapidly to a wide range and number of people. The use of online digital video shared via websites such as YouTube, along with the use of snap polls and blogs can all be extremely effective ways in which to widely get a message out there and a quick response and can be used to publicise events and consultations to an audience who would not typically access more traditional means of communication. This can be particularly effective in communicating with young people or those who are time limited. We will therefore seek out ways to effectively utilise this means of communication alongside other forms of digital media to promote community engagement events, notify people of updates on consultations and the status of documents.



### **Press releases and statutory notices**

Using print media, such as newspapers, as a method of notification provides a means of ensuring that we communicate information as widely as possible and in some instances it is a statutory requirement to provide notification via this means. We do however recognise that this is less personal and will, in most instances, use this in combination with other ways of communicating with you.

### **Public displays**

Public displays can be an effective way of increasing awareness of documents which are subject to public consultation. We will therefore endeavour to use public displays where we consider they will add value. This can be particularly useful where there is a visual element to what is being consulted upon. In most cases the displays will be unmanned and situated in an appropriate, easily accessible location.

### **Local libraries**

Consultation documents, for District-wide consultations will be made available in printed and online format will be available to view at Carlisle Central Library as well as Brampton and Longtown, for up to date details on location and opening hours of the libraries visit [www.cumbria.gov.uk/libraries](http://www.cumbria.gov.uk/libraries). Where consultations are very specific to a small area any associated documents will be made available at the local library or other publicly accessible location as is appropriate.

### **Customer Contact Centre**

Printed copies of all consultation documents will be available to view at Carlisle City Council's Customer Contact Centre, please view our website for up to date opening hours.

### **TV and radio coverage**

We will maximise opportunities presented to us to publicise forthcoming and ongoing consultations via TV and radio such as news articles/bulletins and interviews in order to reach a wider audience.

### **Public meeting requests**

In certain instances, where for example, a particular community is affected, it may be considered appropriate to conduct a public meeting to enable a more in depth discussion to take place. We are open to requests for these to be undertaken where it is considered to be beneficial. Existing groups such as Parish Council meetings can provide opportunities to engage with communities more directly.

## **Will you be personally consulted/notified of a consultation?**

### **Emails and letters**

Alongside a number of statutory consultees who we are required to consult we maintain an extensive stakeholder database which includes contact details of any individuals, businesses and organisations who have expressed an interest in being kept informed in the progress and production of planning documents that we produce.

This can be tailored to limit contact to notification of specific documents only or to being kept informed of all planning consultations that take place. The database can be added to or details can be removed at any time at your request.

If you would like to be notified personally of any consultation on a planning document then please let us know and we will add you or your organisation to our database. Our preferred method of consultation is via email as it is more cost effective and better for the environment, however we recognise that this method is not suitable or appropriate for everyone therefore letters will be sent where requested.

## **How can you respond?**

### **Consultation response form**

Consultation response forms with guidance notes will be provided for all consultations on DPDs and SPDs. These will be available to download from our website or can be obtained from the Civic Centre's Customer Contact Centre and in most instances at the central library and the libraries at Brampton and Longtown.

### **Stakeholder workshops**

Workshops can be an effective means of engaging with specific groups and these will be arranged where appropriate, with participants being invited to attend.

### **How we will respond to you**

We undertake to acknowledge all representations received within 10 working days of a consultation closing. Where stakeholder workshops have been undertaken, a summary of the feedback following the event will be made available. Following public consultation reports detailing a summary of the consultation outcomes will be made available to view on our website.

## 6. Community-led planning documents

### Neighbourhood planning

The Localism Act 2011 introduced Neighbourhood Planning in England. It provides communities (led by one of three types of organisation known as qualifying bodies<sup>7</sup>) with the right to draw up a Neighbourhood Development Plan/ Neighbourhood Development Order for their area. This allows communities to have a greater say in how the area in which they live or work develops identifying what is important to them, enabling them to allocate land for development and establishing policies which are locally to specific to their area. However these Plans/ Orders must be in conformity with national planning policy and the strategy and policies contained within the Local Plan. On adoption of a Neighbourhood Development Plan/Order these documents sit alongside the Local Plan.

Whilst the Neighbourhood Planning process is community led, the local planning authority has a duty to provide advice, assistance and support to qualifying bodies, arrange for an examination into the Plan, make arrangements for a referendum, and ultimately adopt the Neighbourhood Plan/ Development Order as part of its own Development Plan (if it passes referendum). It is also the role of the Local Authority to agree/designate the geographical neighbourhood development plan/order area and 'make' the Plan or order (bring it into force) as part of the development plan, following a successful referendum. The Investment and Policy team will work closely with communities to support them in the production of Neighbourhood Plans.

Consultation on a Neighbourhood Development Plan/Order is determined by the group producing the Plan/ Order, however they must comply with the Neighbourhood Planning (General) Regulations 2012. We will also strongly advocate they adhere with the principles set out in this SCI.

<sup>7</sup> A parish or town council; a neighbourhood forum; a community organisation

# Overview of stages in the preparation of a Neighbourhood Development Plan

| Stage   | Opportunity to get involved and who leads on the consultation   |
|---|---|
| Receipt of application for NDP<br>(Reg 6 & 9)   | The council shall consult for not less than six weeks, as soon as possible after receipt of a complete application. We will publish the applications on the website and bring the applications to the attention of people who live, work or carry on business in the area to which the application relates.   |
| Publishing Designation of Neighbourhood Area and Neighbourhood Forum<br>(Reg 7 & 10)  | If we approve the application, we will publicise the decision on our website and in such a manner to bring the designations to the attention of people who live, work or carry on business in the area to which the application relates.<br>If refusing an area or forum application. We will publish: <ul style="list-style-type: none"> <li>• a decision statement setting out the reasons for refusal; and</li> <li>• details of where the decision may be inspected.</li> </ul>   |
| Publicity by the Parish Council/Neighbourhood Forum (NF) of a Neighbourhood Development Plan prior to submitting to the Council<br>(Reg 14) | The Parish Council/Neighbourhood Forum leads on this stage. Before submitting a Neighbourhood Development Plan to the City Council, the Parish Council/ Neighbourhood Forum should: <ul style="list-style-type: none"> <li>• consult for a minimum of six weeks.</li> <li>• ensure that they bring the plan to the attention of people who live, work or carry on business in the area to which the plan relates.</li> <li>• Send a copy of the NDP to the LPA. The Parish Council/ NF can determine how to consult at this stage but they must draw up a Consultation Statement, setting out who and how they have consulted for the next stage of the process.</li> </ul> |
| Following submission to the Council of the Neighbourhood Development Plan (NDP)<br>(Reg 16)   | We will, providing the Plan meets basic conditions: <ul style="list-style-type: none"> <li>• consult for a minimum of six weeks</li> <li>• publish the NDP on our website</li> <li>• bring the NDP to the attention of people who live, work or carry on business in the area to which the plan relates.</li> <li>• consult the consultation bodies referred to in the Parish Council's/Neighbourhood Forum's Consultation Statement.</li> </ul>  |

| Stage   | Opportunity to get involved and who leads on the consultation  |
|---|--|
| <p>Publicising the Examiner's report (1990 Act schedule 4B para12<br/>(11 &amp; 12) Regulations 18 &amp;19)</p> | <p>As soon as possible after considering the examiners recommendations and deciding to take forward a NDP we must publish on our website and in such a manner to bring the report to the attention of people who live, work or carry on business in the area:</p> <ul style="list-style-type: none"> <li>• the examiner's report.</li> <li>• its decisions and reasons in response to the examiner's report in a 'decision statement'.</li> </ul> <p>We will send a copy to the Parish Council/ Neighbourhood Forum and anyone who asked to be notified of the decision.</p> |
| <p>Referendum on the NDP</p>  | <p>It is our responsibility to publicise the referendum in accordance with Neighbourhood Planning (Referendum) Regulations 2012 requirements.</p>  |
| <p>Publishing the NDP<br/>*subject to more than 50%people voting in favour of the NDP<br/>(Reg 20)</p>          | <p>As soon as possible - after a successful referendum* - we should publish the NDP and an adoption statement and notify any person that has asked to be notified that it has been made.</p>   |



## 7. Contact details

For further information and assistance  
please contact the following:

### **Development Management**

#### **Manager Chris Hardman**

- By phone: **01228 817219**
- Email: **eda@carlisle.gov.uk**
- In writing: Development Management,  
Economic Development, Carlisle City  
Council, Civic Centre, Carlisle, CA3 8QG

### **Investment and Policy Team**

#### **Manager Garry Legg**

- By phone: **01228 7219**
- Email: **ipc@carlisle.gov.uk**
- In writing: Investment and Policy,  
Economic Development, Carlisle City  
Council, Civic Centre, Carlisle, CA3 8QG

## 8. Glossary

### **Community Infrastructure Levy (CIL)**

A local charge on new developments. The money raised will be spent by the local authority on infrastructure. The justification for the charge is that new buildings have an impact on infrastructure need (i.e. new roads and schools), and should therefore contribute towards that provision.

### **Development Control Committee**

The Development Control Committee meets every five weeks to consider the Schedule of Planning Applications and other reports. The Committee may approve, refuse or defer consideration of planning applications for further information or a site visit. Not all applications have to be considered by the Committee.

### **Development Plan Document (DPD)**

Planning policy documents which make up the Local Plan. They help to guide development within a local planning authority area by setting out the detailed planning policies, which planning officers use to make their decisions on planning applications.

### **Equality Impact Assessment (EQIA)**

A process designed to ensure that a policy, project or scheme does not discriminate against any disadvantaged or vulnerable people.

### **Habitats Regulation Assessment (HRA)**

Assessment of the likely impacts of the possible effects of a plan's policies on the integrity of the Natura 2000 sites (including possible effects 'in combination' with other plans, projects and programmes).

### **Health Impact Assessment (HIA)**

A combination of procedures, methods and tools by which a policy, programme or project may be judged as to its potential effects on the health of a population, and the distribution of those effects within the population.

### **Infrastructure Delivery Plan (IDP)**

Contains a list of all infrastructure needed to support sustainable growth, as set out in the local plan. Infrastructure projects are set out by location, cost and delivery timescales and funding.

### **Local Development Scheme (LDS)**

Provides information on how Carlisle City Council intends to produce its Local Plan. It sets out the planning policy documents that form the development plan for Carlisle District and their programme of preparation over a three-year period.

**Local Plan** - Sets out local planning policies and identifies how land is used, determining what will be built where.

### **National Planning Policy Framework (NPPF)**

- Sets out the Government's planning policies for England and how these are expected to be applied. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood development plans, which reflect the needs and priorities of their communities.

### **Neighbourhood Plan/ Neighbourhood Development Order (NDP/NDO)**

Introduced by the Localism Act, 'Neighbourhood Planning' aims to give people greater ownership of plans and policies that affect their local area. It enable local people to put together ideas for development (relating to land-use or spatial matters) in their area via a "Neighbourhood Development Plan/Order". Once adopted such plans/orders form part of the statutory development plan.

**Planning Regulations** - Rules set by Government which prescribe the process/ procedures required to be followed in respect of certain Planning matters.

**Representation** - Formal comment made in response to a consultation.

**Scheme of Delegation** - Our Constitution includes a Scheme of Delegation, which allows the decision on many applications to be delegated to the Corporate Director of Economic Development. These are usually uncontroversial applications where there are no more than three objections and which are consistent with the policies of the Development Plan.

### **Statement of Community Involvement**

**(SCI)** - Explains to the public how they can and will be engaged in the planning process guided by the regulatory framework, providing detail on methods of consultation, stages of consultation and the duration of different public consultations.

### **Supplementary Planning Document (SPD)**

Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

**Sustainability Appraisal (SA)** - A statutory assessment undertaken on local plans to identify and evaluate the impacts of a plan on the community (social), economy and environment.

**Third Party** - A term used for someone who is not directly connected to a Planning matter but who might be affected by it.