

REVISED STATEMENT OF COMMUNITY INVOLVEMENT

COPELAND LOCAL PLAN 2013-2028



Adopted September 2016

REVISED STATEMENT OF COMMUNITY INVOLVEMENT

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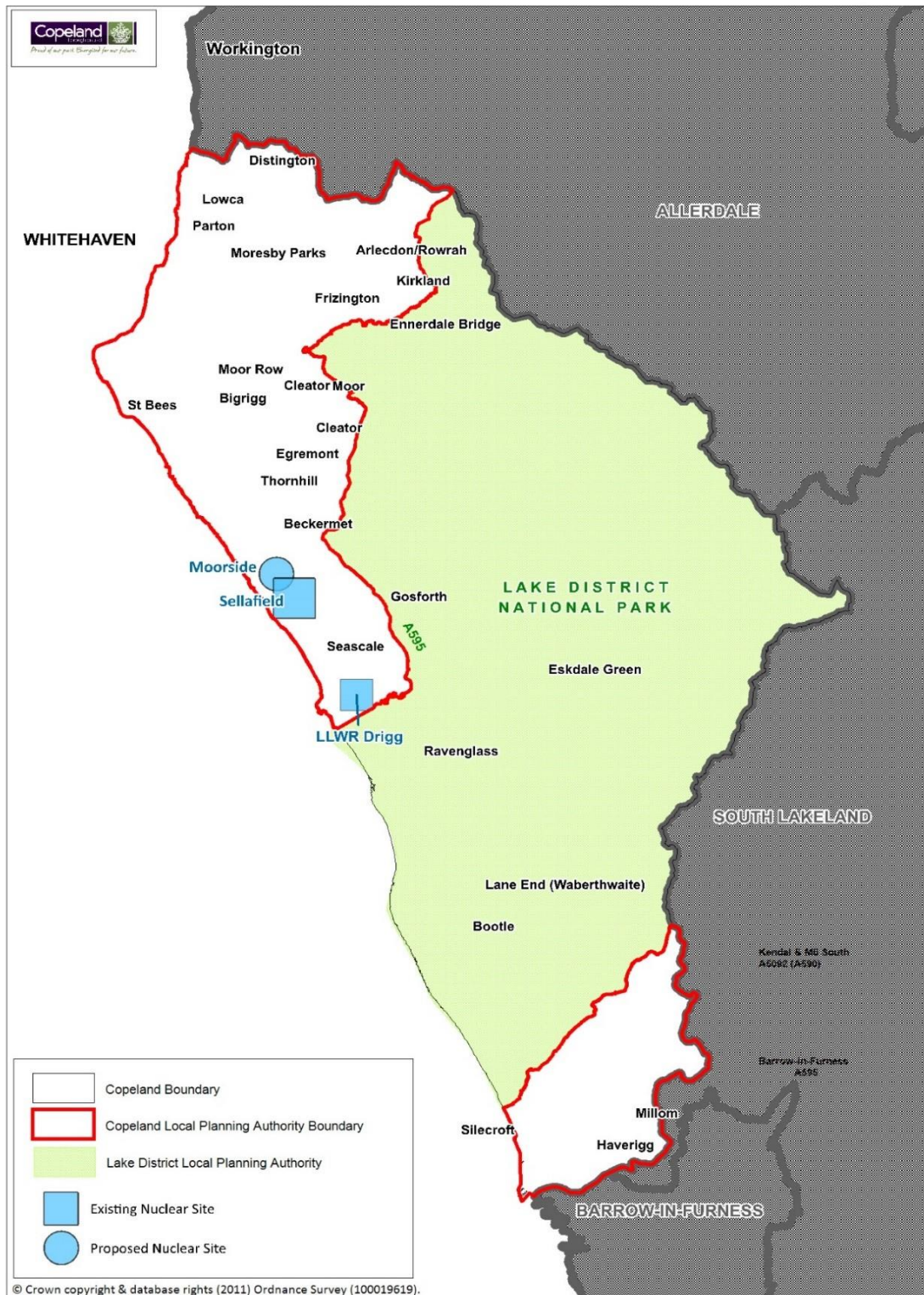
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**Copeland Borough Council
Revised Statement of Community Involvement
September 2016**

Produced by the Strategic Planning Team, Copeland Borough Council, Copeland Centre, Catherine Street, Whitehaven, Cumbria CA28 7SJ

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Map 1: Copeland Borough Council Local Planning Authority Area with Neighbouring Local Planning Authorities



NB: the Lake District National Park Authority is responsible for planning policy within the Lake District National Park boundary.

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FOREWORD

This document is the Revised Statement of Community Involvement (SCI) 2016 produced by Copeland Borough Council as part of the Local Plan process. The document updates and replaces the original SCI adopted in 2008. The document's geographical focus is the Borough of Copeland, outside of the National Park.

As a local authority Copeland Borough Council is accountable to the people of Copeland and other stakeholders. As such, the Borough Council has a responsibility to be open, honest and transparent by engaging, informing and involving people and their communities on planning matters which affect them.

Copeland Borough Council is committed to improving the way the community is consulted and involved in the planning system. The Council recognises that community involvement is essential to encourage local ownership of policies and to ensure that the needs and aspirations of the local community are taken into account in the preparation of documents and decisions which help shape the future development of the area. Community consultation also provides an opportunity to identify and resolve any possible areas of conflict early on in the process.

The Revised SCI 2016 identifies any changes in engaging with the community including revisions to national planning policy, and looks at the influence that the Local Plan has on planning and the roles played by the Borough Council, County Council and members of the community in connection with planning matters. Fundamentally, the Revised SCI 2016 aims to set down how and when the Council will involve the local community in the planning process along with how this document will continue to be monitored and reviewed over time.

This Revised SCI 2016 has been subject to a six-week public consultation between April and May 2016. This document is available to download from the Council's website at www.copeland.gov.uk. A useful glossary of terms used throughout this document can be referred to in Appendix 4.

REVISED STATEMENT OF COMMUNITY INVOLVEMENT

1 THE STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

- 1.0 The Statement of Community Involvement (SCI) is a Local Plan document which sets out the standards the Council will use to achieve meaningful consultation through engaging, informing and involving the community, consultees, stakeholders and other interested parties in a) the preparation, alteration and review of Copeland's Local Plan and b) the consideration of planning applications. The document's geographical focus is the Borough of Copeland, outside of the National Park.
- 1.1 The SCI is a key document in the Local Plan suite of documents and the Council must adhere to it when producing Local Plan documents. Failure to do so could result in documents being judged as unsound.
- 1.2 The Local Plans and Development Management processes have different ways of engaging with communities. This report aims to explain the distinct differences between the two processes which, first and foremost ensure the economic, social and environmental sustainable development of the Copeland Borough.

The Requirement to Revise the Adopted SCI 2008

- 1.3 It is a requirement of the Planning and Compulsory Purchase Act 2004 S.18 (as amended) for Local Planning Authorities (LPAs) to prepare a SCI. The SCI represents a statement of the LPA's policy on the involvement of interested parties in local planning and management of development.
- 1.4 A first draft of the original SCI for Copeland was produced in September 2006 and published for consultation. The comments received were detailed in the Consultation Report published alongside the Draft Submission SCI and many of those comments received were incorporated into the adopted version of the SCI in January 2008. The same process has been followed for the Revised SCI 2016.

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- 1.5 Since 2008 there have been changes in legislative requirements for consultation and therefore, in the way the Council carries out consultation. The procedures for producing and consulting on Local Plans have been simplified to take account of increased use of electronic communications.
- 1.6 A statutory Duty to Co-operate has also been introduced which places a legal duty on local planning authorities, county councils and public bodies in England to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local and Marine Plan preparation in the context of strategic cross boundary matters.
- 1.7 In view of these changes, there is a need for the Copeland SCI to be revised. This Revised SCI 2016 has been subject to a six-week public consultation from 18th April to 31st May 2016. Following this consultation period the Council considered the comments received and published a separate summary report of those comments. This summary of representations is available on the Planning Policy pages of the Council's website www.copeland.gov.uk.

Changes in Planning Legislation

- 1.8 This section provides an overview of the national and local planning legislation and guidance relevant to the preparation of planning policy and the consideration of planning applications. More detail on each piece of legislation or guidance listed can be referred to in Appendix 1: National Policy Context and Changes in Planning Legislation.

National context

- 1.9 The legislation and guidance on the following pages set out statutory requirements for engagement with various different groups and the consultation processes as a whole. In addition to the planning and policy processes, when undertaking consultation exercises the Council complies with wider legislation such as the Data Protection Act, Human Rights Act and the Equality Act.

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1.10 Each heading identified below provides a link to specific pieces of legislation or guidance which is subject to change on a frequent basis. Following adoption of this Revised SCI 2016, it is important to ensure that the most recent legislation and guidance is referenced by the reader however, the Council will endeavour to continue to make minor amendments to the Revised SCI 2016 where necessary.

1.11 More information can be found via the Copeland Local Development Scheme on the Council's website <http://www.copeland.gov.uk/content/planning-policy-introduction>.

- [Planning and Compulsory Purchase Act \(2004\)](#): sets out the key requirements in the preparation of local planning documents.
- [Localism Act \(2011\)](#): introduces a number of changes which apply to consulting on planning applications and the preparation of local plans including the Duty to Cooperate and neighbourhood planning.
- [Neighbourhood Planning \(General\) Regulations \(2012\)](#) provides more information about the processes involved in producing neighbourhood plans.
- [National Planning Policy Framework \(NPPF\) \(2012\)](#): replaces the previous Government's set of Planning Policy Guidance (PPGs) and Planning Policy Statements (PPSs) and sets out the presumption in favour of sustainable development.
- [National Planning Practice Guidance \(NPPG\)](#): sets out background and supporting information for the NPPF on specific matters such as consultation on planning applications, design, housing, Local Plans and Duty to Cooperate.
- [Local Plan Regulations \(2012\)](#): The Town and Country (Local Planning) (England) Regulations 2012 set out revised procedures for preparing Local Plan documents.

- [Town and Country Planning \(Development Management Procedure\) \(England\) Order \(2010\)](#): sets out the statutory provisions for consultation on planning applications and specifies the bodies to be consulted, dependent on the type of planning application.
- [The Town and Country Planning \(Development Management Procedure and Section 62A Applications\) \(England\) \(Amendment\) Order 2013](#) specifies the requirement for developers to carry out pre-application consultation and in some cases exhibitions, for all onshore wind development of more than two turbines or where the hub height of any turbine exceeds 15 metres.
- [Town and Country Planning General Permitted Development \(Amendment\) Order 2015](#): grants planning permission for a range of (mostly) minor development subject to certain limitations and conditions.

Local context

1.12 The Local Plan and the Revised SCI 2016 will ensure the Council engages with the following local strategies:

- [The Copeland Partnership Plan - A Strategy for Sustainable Communities in Copeland](#);
- [Cumbria Local Enterprise Partnership Strategic Economic Plan 2014-2024](#) and [Cumbria Deal](#);
- [Copeland Borough Council's Corporate Plan 2016-2020](#);
- [Copeland Housing Strategy 2016-2020](#);
- [Copeland Homelessness Strategy 2013-2018](#);
- [Cumbria Gypsy and Traveller Accommodation Assessment 2013](#);
- [North and South Coastal Economic Plans](#).

2 COMMUNITY INVOLVEMENT IN THE LOCAL PLANS PROCESS

- 2.1 With the introduction of the National Planning Policy Framework (NPPF) in 2012, the government simplified the planning system so that communities and councils can work closer together to achieve social, environmental and economic sustainable development for their areas.

“The 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 plans, which reflect the needs and priorities of their communities. (NPPF, 2012)

- 2.2 This chapter explains the Local Plan process in Copeland and the stages of preparation that policy documents are required to go through before they are adopted by the local authority.

The Copeland Local Plan 2013-2028

- 2.3 The Copeland Local Plan 2013-2028 replaces the former structure of planning policy documents including the former adopted development plan ‘Copeland Local Plan 2001 – 2016’ and the ‘Cumbria County Structure Plan 2001 – 2016’.

Structure of the Local Plan

- 2.4 The Local Plan consists of a series of documents (see Figure 1, p13) including the Statement of Community Involvement (SCI), Annual Monitoring Report (AMR) and Local Plan documents.

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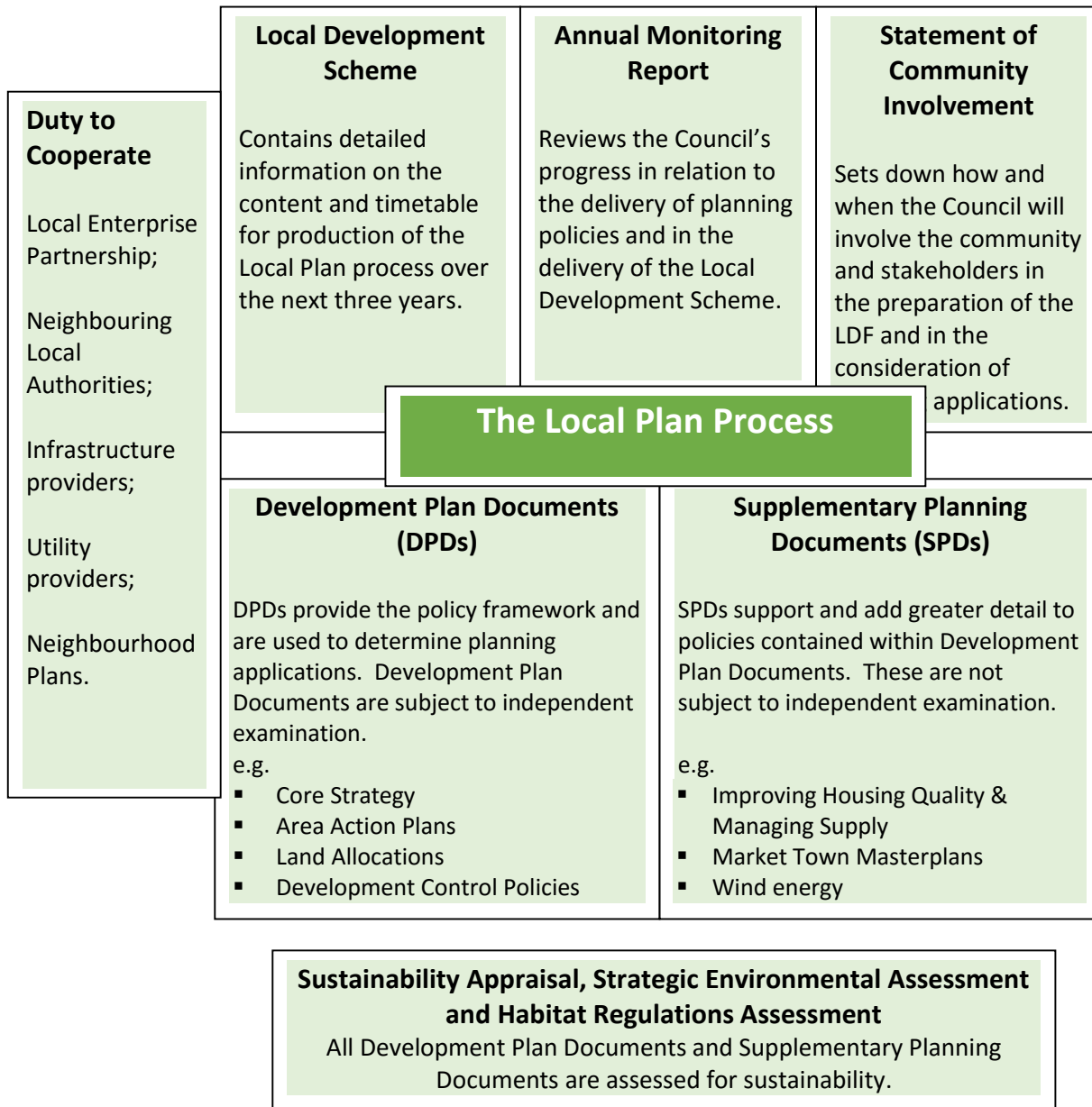
- 2.5 There are two types of Local Plan document: Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). A full list of Local Plan documents, together with any key dates for their production, can be found in the Council's Local Development Scheme (LDS) on the Council's website <http://www.copeland.gov.uk/content/planning-policy-introduction>.

Sustainability Appraisal (SA), Strategic Environmental Assessments (SEAs) and Habitats Regulations Assessments (HRAs)

- 2.6 Each Local Plan document is subject to a continuous process of Sustainability Appraisal (SA) to ensure its potential social, economic and environmental effects are explored and incorporated into the policy making process. Each of the plans also go through a rigorous plan preparation process outlined in Figure 1 on the following page.
- 2.7 The full SA Report is published along with the Preferred Options and Draft documents for comment. Comments (also referred to as 'representations') received will be considered before the final SA Report and DPD/SPD is produced. The SCI does not require an accompanying SA.
- 2.8 The Strategic Environmental Assessment (SEA) is an assessment of the environmental impacts of the policies and proposals of the Local Plan documents. The Council will involve the community in the SEA process and will incorporate the SEA into its SA process and final report.
- 2.9 In addition to SAs and SEAs, where a land-use plan is likely to have a significant effect on a European designated site and is not directly connected with or necessary for the management of the site, the Council must make an appropriate assessment of the implications for the site in relation to the site's conservation objectives. The appropriate assessment is often undertaken alongside the SA process and is referred to as a Habitats Regulations Assessment (HRA).

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Figure 1: The Local Plan Process



2.10 The Local Development Scheme (LDS) contains detailed information on the content and timetable for production of the Local Plan over the next three years. The Annual Monitoring Report (AMR) reviews the Council's progress in relation to the LDS and national policy.

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Producing Local Plan Documents

2.11 Local Plan documents undergo a specific process of production, as outlined in Figure 2 below. This involves surveying and evidence gathering at stage 1; preparation of preferred options, Sustainability Appraisal and publication for consultation at stage 2; independent examination by the Planning Inspectorate at Stage 3 and; adoption by the Council Stage 4.

Figure 2: Preparation Process of Local Plan Documents

Development Plan Document Plan (DPD) Preparation Process			
<u>STAGE 1</u>	<u>STAGE 2</u>	<u>STAGE 3</u>	<u>STAGE 4</u>
<p>PRE-PRODUCTION Survey and evidence gathering including informal consultation with relevant organisations.</p>	<p>PRODUCTION Preparation of preferred options and SA and publication for consultation for a minimum of 6 weeks (Regulation 18). Comments are considered and draft DPD and SA amended where necessary. Further 6 week consultation on final draft DPD and SA (Regulation 19).</p>	<p>EXAMINATION Independent examination to assess the soundness of plans carried out by the Planning Inspectorate. The Inspector will prepare a report with any amendments that need to be made. The Inspector may request consultation on any proposed modifications.</p>	<p>ADOPTION In accordance with the recommendations of the Inspector's Binding report the Council will adopt the DPD and SA.</p>
Supplementary Plan Document (SPD) Preparation Process			
<u>STAGE 1</u>	<u>STAGE 2</u>	<u>STAGE 3</u>	
<p>PRE-PRODUCTION Evidence gathered will be used to prepare a draft SPD along with a draft SA. Draft documents will be sent to statutory consultees and relevant stakeholders for comment.</p>	<p>PUBLIC PARTICIPATION The draft DPD and SA will be made available for consultation for 4-6 weeks (Regulation 12). All responses will be considered and used to finalise the SPD and SA.</p>	<p>ADOPTION The Amended SPD and SA will be adopted by the Council.</p>	

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- 2.12 Full Council approve Local Plan documents before the document undergoes public consultation and/or submission for public examination. The Council also agrees any necessary changes before formally adopting Local Plan documents.
- 2.13 In addition to the formal approval of Local Plan documents by Full Council, meetings of the LDF Working Party are held to examine issues involved in the preparation of Local Plan documents and advise Full Council accordingly.
- 2.14 Members of the LDF Working Party are also involved in examining the means, extent and timing of consultation with stakeholders and the local community. This is to ensure inclusiveness, consistency and consideration of formal objections/expressions of support at the appropriate stages of Local Plan document production.

Local Plans Consultation – Who to consult?

- 2.15 The Planning and Compulsory Purchase Act 2004 (as amended) and associated regulations set down minimum public participation requirements which each Local Planning Authority (LPA) must comply with for the production of Local Plan documents. The Council adhere to the regulations and where possible exceed them. A list of consultation bodies can be found in Appendix 2: List of Consultees and Deposit Locations for Local Plans.
- 2.16 In addition to the specific and general consultees there are other bodies who are consulted including (and not exclusive to) the following:
- A database of Local Plan contacts: used to consult on the preparation of Local Plan documents. Anyone can request their details to be added to or deleted from the Local Plan Consultee database at any time. If you would like to be kept informed of emerging Local Plan documents please send an email to ldf@copeland.gov.uk or telephone the Strategic Planning team on 01946 598436.

- Under-represented Groups: The Council is keen to engage those people who belong to traditionally under-represented groups i.e. single parent families; young people; people from ethnic minority groups; homeless people; people with disabilities; people living in areas of deprivation or low income and; people living in remote areas.

2.17 The Council continuously seek to identify new ways of encouraging involvement from under-represented groups in the planning process through:

- Targeted leaflets;
- Providing information in a concise and easy to read manner;
- Providing information in different formats where required;
- Careful timing and consideration of the accessibility of meeting venues;
- Improving the accessibility and ease of submitting comments using the Council's website;
- Using social media.

2.18 The Council works with both the Cumbria Local Enterprise Partnership (LEP) and other District Councils to maximise involvement of under-represented groups.

2.19 Members of the Council have an important role to play in the development of the Local Plan process and in the determination of planning applications. Some Members of the Local Development Framework Working Party also sit on Planning Panel which exists to help determine planning decisions.

Local Plans Consultation – How to consult?

- 2.20 In accordance with the Regulations the Council must comply with the procedures set out in the Revised Statement of Community Involvement (SCI) 2016 when producing any Local Plan document.
- 2.21 The Council recognise that consultation methods may need to be tailored and as such, identify the most appropriate methods of consultation for the specific Local Plan document by considering the characteristics of each sector of the community involved. Further details on methods used and the type of Local Plan document they are most suited to can be found in the table on the following pages.

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Table 1: Consultation methods for Producing Local Plan Documents

Method of consultation applied	How the method of consultation will be applied	Planning document applied to
Consultation drafts of documents at Deposit locations	When producing Local Plan documents the Council deposits draft documents for inspection at Copeland Borough Council offices at the Market Hall Whitehaven, Millom Council Centre and at other local facilities such as libraries, depending on the subject of the Local Plan document. Written responses are sought either by post or by e-mail.	All Local Plan documents.
Website and email	The Council publishes all draft documents for inspection on the Planning Policy pages of Copeland Borough Council's website. Written responses are sought either by post or by email.	All Local Plan documents.
Direct notification via letter or email	Written notification is sent (via letter or email) to all specific and general consultees (as outlined in Appendix 2) along with all other consultees on the Local Plan database to inform them of formal stages of the production process. These methods of communication will provide a link to the website to provide access to the relevant document(s).	All Local Plan documents.
Social media	The Council ensures that, as far as possible, it uses social media (Facebook, Twitter and LinkedIn) to notify all followers and friends of any milestones regarding the Local Plan process.	All Local Plan documents.
Topic-based focus groups	The Council organise topic-based focus groups when seeking to generate debate on issues and options with key stakeholders and interest groups.	Development Management Policies and Site Specific Allocations.
Presentations to specific meetings	The Council applies this method for scheduled meetings e.g. Town and Parish Council meetings, by attending these meetings or with invitations to a separate specifically scheduled meeting.	Core Strategy; Development Management and Site Specific Allocations.

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Method of consultation applied	How the method of consultation will be applied	Planning document applied to
Locality Groups	There are six Locality groups across Copeland administered by the Community and Economic Regeneration team at the Council. The Locality Groups provide opportunities for key stakeholders to come together to debate local issues and help influence priorities. The Council attends Locality Group meetings when appropriate to discuss and debate local issues.	All Local Plan documents.
Exhibitions	Manned/unmanned exhibitions, roadshows or displays may be used at key stages of production of Local Plan documents to illustrate proposals for the area to local residents. These events would provide face-to-face contact with Council staff who would be available to answer questions and receive comments from the community.	Development Plan Documents; Development Management and Site Specific Allocations; Supplementary Planning Documents.
Leaflets, posters & letters	The Council may produce leaflets, posters and letters to promote either an exhibition taking place, or produce a summary leaflet and poster for a Local Plan document when deemed necessary.	All Local Plan documents.
Questionnaires	Questionnaires may be sent to our database of contacts or, when we wish to consult with a cross-section of our community the Council will use the Community Voice panel: a panel of residents in the Copeland Borough who are representative of the Borough and who have agreed to take part in surveys and research conducted by the Local Authority.	All Local Plan documents.
Media	At the formal consultation stage, a notice is placed in the most appropriate local newspaper with details of when and where the documents can be inspected and details of how and when to respond to consultation documents. The Council also seeks advice from the Council's Communications Team on the use of press releases, radio	All Local Plan documents.

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Method of consultation applied	How the method of consultation will be applied	Planning document applied to
	interviews, Twitter, Facebook and LinkedIn updates, the use of the Council's residents' magazine 'ECopeland Matters' and the Council's internal staff magazine 'Copeland Chat'.	
Planning For Real	This technique involves role playing events using maps and models which the local community take part in. The events are led by trained staff. This can be a costly method of engagement so will be used when both staff and financial resources allow.	Core Strategy; Development Management and Site Specific Allocations; Development Plan Documents; Supplementary Planning Documents (subject to available resources)
One-to-One Meetings / Officers attending Community Meetings	The Council may attend one-to-one meetings and community meetings and engage with colleagues internal to the Council.	All Local Plan documents.

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2.22 As standard practice and in accordance with Local Plans legislation the Council use the following mechanisms of consultation:

- Making copies of all documentation available for inspection during normal office hours at the Council's principal reception and other suitable locations for the duration of the six-week consultation period (see Appendix 2 for deposit locations where documents will be available to view);
- Placing all documentation and supporting information on the Council's website (www.copeland.gov.uk) with details of where and when the documents are available to be inspected. Documents will be uploaded in both Microsoft Word and PDF formats to make it easier for some members of the community who have sight difficulties or are blind by enabling Microsoft Word or PDF to read the document back to them;
- Directly notifying consultation bodies (outlined in Appendix 2) together with additional relevant contacts on the database of Local Plan contacts;
- Giving notice by advertising in local newspapers stating where and when documents can be inspected, how copies can be obtained, where to send representations and the closing date for representations;
- Using social media to promote consultations and any other public meeting or event being held.

2.23 On submission to the Planning Inspectorate, a Local Plan document must be accompanied by a Statement of Consultation identifying the methods used to consult the public (at regulation 18 and regulation 19 stages) and how the consultation complies with the Statement of Community Involvement (SCI). If an inspector finds the council has not complied with the standards set out in the SCI the Local Plan document could be withdrawn.

Feeding back to the community

- 2.24 The Council will make copies of representations received to statutory consultation exercises available to view at the two main Council offices in Whitehaven and Millom. In addition, a consultation report is produced, summarising representations received along with the Council's response to those representations, together with any necessary changes to the document. This will be available on the Council's website at www.copeland.gov.uk.
- 2.25 The Council will notify those who submit representations, those who request to be notified of the submission of a Local Plan document to the Planning Inspectorate and any other interested parties, of future consultation stages and document adoption.

3 COMMUNITY INVOLVEMENT IN DEVELOPMENT MANAGEMENT PROCESS

- 3.1 According to the Department for Communities and Local Government's (DCLG) Plain English guide to the Planning System, the purpose of planning is to:

"...ensure (s) that the right development happens in the right place at the right time, benefitting communities and the economy. It plays a critical role in identifying what development is needed and where, what areas need to be protected or enhanced and in assessing whether proposed development is suitable." (DCLG, 2015)

- 3.2 The majority of new buildings, changes to buildings, change in the use of buildings or significant changes to the local environment all require planning permission and are guided by the local authority's Local Plan (see chapter 2.0) which outlines the policies that need to be taken into account when making decisions or 'determinations' on planning applications. The following paragraphs explain the purpose and process of Development Management.

The Development Management Process

- 3.3 Development Management (formerly referred to as Development Control) is a statutory function of a Local Planning Authority (LPA). The Council's Development Management team handles the processing of planning applications and takes into account Copeland Local Plan documents; development briefs; masterplans and government guidance when making planning decisions and determinations.
- 3.4 The above information is used to assess the individual merits of each development support the management of sustainable development in Copeland both in the public's interest and to help safeguard the social, environmental and economic environment.

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Planning applications

- 3.5 Planning applications come in all shapes and sizes from major development proposals to prior notification applications. Appendix 3 provides a brief overview of the types of applications that are regularly submitted in Copeland.
- 3.6 Cumbria County Council oversee planning applications which specifically focus on minerals, waste and highways matters. Copeland Borough Council is the Local Planning Authority (LPA) for the borough of Copeland outside of the Lake District National Park. The Lake District National Park Authority is the LPA for the National Park.

Pre-application advice

- 3.7 The general public can find out about whether their development proposal requires planning permission and/or building regulations by completing and returning a “Householder Development Enquiry Form”, which is available from the Council Offices at Market Hall, Whitehaven in the north of the Borough, Millom offices in the South, or on Copeland Borough Council’s website www.copeland.gov.uk. When completed and returned, a written response will normally be sent to the customer within ten working days.
- 3.8 The Council encourage applicants to contact the Development Management team at an early stage of their development proposal to find out whether planning permission is required and if necessary, to obtain pre-application advice. This is particularly important for larger scale development proposals which may be subject to planning obligations or Section 106 negotiations with the LPA. Planning Officers can be contacted for all pre-application enquiries by email development.control@copeland.gov.uk or telephone 01946 598422/598514.

Planning Performance Agreements (PPAs)

- 3.9 A Planning Performance Agreement (PPA) is a tool which LPAs and applicants can use to encourage joint working between the applicant and local planning authority and can also help to bring together other parties such as statutory consultees.
- 3.10 A PPA is agreed voluntarily between the applicant and the local planning authority prior to the application being submitted and can be a useful focus for pre-application discussions regarding the issues that will need to be addressed as part of the planning application process.
- 3.11 PPAs are appropriate for any application yet are more relevant with larger more complex planning applications. PPAs also provide an opportunity to identify the preferred approach to community engagement, including the identification of the specific communities to involve, the process of engagement and the best approach to incorporating their views.

Planning obligations

- 3.12 Planning obligations and other contributions made by a developer to the LPA help to make a development proposal acceptable in planning terms where it would have otherwise been unacceptable.
- 3.13 The Council values early engagement on development proposals and recognises that it can result in improved outcomes for the communities across Copeland. As such, the Council encourages discussions of this nature as early as possible in the planning process including at the pre-application stage. For two tier areas such as Cumbria is, discussions around infrastructure must also include Cumbria County Council who oversee such matters as highways and education.

Publicising Planning Applications

3.14 Once a planning application has been submitted the application goes through a period of validation whereby the information required to be submitted along with a planning application (often outlined at the pre-application discussion stage) is checked to make sure that all information required is present and accurate. Once the application is validated a combination of methods to consult on planning applications are applied including:

- Press notices;
- Site notices;
- Individual letters to neighbouring property owners or occupiers affected by development;
- Notification letters to Parish/Town Councils and other statutory bodies such as Cumbria Highways; the Environment Agency; United Utilities; Natural England; Historic England (formerly English Heritage);
- Liaison with representative groups, such as Copeland Disability Forum/South Copeland Disability Forum and Whitehaven Heritage Action Group, and other interested organisations;
- A weekly list of planning applications is available for inspection online at www.copeland.gov.uk and also through the local newspaper.

3.15 The Council will send individual **letters** to properties considered to be affected by the development proposal. For larger scale proposals this would be extended to a wider area depending on the nature and scale of the proposal. Consultation letters invite comments within 21 days of the date of the letter however, bodies such as Natural England will be allowed a longer time to comment on applications where this is prescribed by legislation.

- 3.16 **Site notices** are displayed as required by planning legislation and are used to advertise proposals which are considered to have a wider impact on the community. Site notices may also be used in certain cases for example, where ownership of neighbouring land may be unknown. The results of any such consultation will be reported and taken into account in decisions made by and on behalf of the Council.
- 3.17 The publication of **press notices** for certain types of development is required by government regulation and relate to major applications; departures from the local development plan; listed buildings and conservations areas; development affecting a right of way and; applications which are subject to an Environmental Impact Assessment (EIA). These statutory publicity requirements for planning applications are set out in Table 2 on the following page.
- 3.18 If an application is significantly **amended** during its consideration, the Council will send a further round of consultation letters to those previously consulted and to people who have also commented on the proposal. A copy of the revised plans will also be sent to the Parish/Town Councils. However, if the Council considers that the proposed amendments alter the original application to a greater extent than a new application maybe required to enable proper consideration of the revised scheme and to allow full consultation with statutory and non-statutory bodies.
- 3.19 The Council will place copies of applications and accompanying plans for anyone to view on **deposit** at the Market Hall in Whitehaven. Copies of applications relating to the South Copeland area will also be available for inspection at the Council in Millom.

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Table 2: Statutory Publicity Requirements of Planning Applications

Type of development	Site notice	Neighbour notification letter	Newspaper or advert	Website
Applications for major development.	✓	✓	✓	✓
Applications subject to an Environmental Impact Assessment.	✓		✓	✓
Applications which do not accord with the development plan in force in the area.	✓		✓	✓
Applications which would affect a right of way.	✓		✓	✓
Applications for planning permission not covered in the entries above e.g. non-major development.	✓	✓	✓	✓
Applications for listed building consent where works to the exterior of the building are proposed.	✓	✓	✓	✓
Applications to vary or discharge conditions attached to a listed building consent or conservation area consent, or involving exterior works to listed buildings.	✓		✓	✓
Other: applications deemed by the Planning Officer to be in the public's interest.	✓	✓	✓	✓

Consultation bodies

3.20 Once a LPA has received a planning application it must undertake a period of consultation to give interested parties the opportunity to express their views of the development proposal. Examples of the main types of LPA consultation are provided on the following page. Please note that as these are examples the lists are not exhaustive.

- 3.21 **Public consultation** e.g.:
- Neighbouring residents;
 - Community groups;
 - Locality groups.
- 3.22 **Statutory consultees:** where there is a requirement set out in law to consult a specific body who are then under a duty to respond and provide advice on the development proposal e.g.:
- Adjoining landowners;
 - Highways authority;
 - Parish and Town Councils;
 - The Council's Conservation Officer; Strategic Planning, Environmental Health and/or Economic and Community Regeneration.
- 3.23 Any **consultation required by direction:** where there are further, locally specific, statutory consultation requirements e.g.:
- Copeland Disability Forum/South Copeland Disability Forum;
 - Cumbria County Council e.g. Highways matters.
- 3.24 **Non-statutory consultees:** where there are planning policy reasons to engage other consultees who are likely to have an interest in a proposed development e.g.:
- Emergency services;
 - Health and Safety Executive;
 - Forestry Commission.

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How to comment

- 3.25 Anyone has the right to comment on a planning application even if they haven't been directly consulted by receiving an individual letter. Comments either in support or in objection are welcome by the LPA although only material planning considerations can be taken into account by decision makers.
- 3.26 Material planning considerations can include concerns such as loss of privacy, overshadowing, noise or disturbance, highways issues and previous appeals. Non-material planning considerations include concerns such as property value, building control matters, private issues between neighbours and loss of view.
- 3.27 Comments in response to planning applications should be made within 21 days of the date of validation of the planning application. This timescale increases to 28 days for major planning applications. All comments must be made in writing either by email: development.control@copeland.gov.uk or by letter posted or hand delivered to either:

The Copeland Centre Catherine Street Whitehaven CA28 7SJ	Copeland Council Office St Georges Road Millom LA18 4DD
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- 3.28 At the present time, all comments made either by post or email will be acknowledged by the Development Management team.

Decision making

- 3.29 Approximately 90% of the applications received by the Council are dealt with through delegated powers to officers and do not go to the Planning Panel for decision making unless they are requested to do so or involve more complex development proposals.

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- 3.30 The Planning Panel is made up of Council Members representing communities across the Borough. Members of the public are also entitled to speak at the Planning Panel meetings, by prior arrangement.
- 3.31 More information on Planning Panel procedure is available in the conduct of Planning Panel meetings of chapter 10 'Regulatory-Planning' (Procedure for Objectors, Applicants and Ward Councillors being heard at Planning Panel meetings) of the [Council's Constitution](#) or by visiting the 'Your Council' section of the Council's website www.copeland.gov.uk.
- 3.32 The Council posts decisions on planning applications on the Council's website. Parish and Town Councils receive a copy of the decision notice. A list of all decisions issued during the previous month is attached to the Planning Panel agenda.
- 3.33 Reports to the Planning Panel and decisions on all the applications can be requested from a member of the team on telephone 01946 598421/8419 or email development.control@copeland.gov.uk.

The outcome of planning decisions

- 3.34 Once a planning application has been determined a decision notice represents the formal notification of the decision. A decision notice outlines whether an application has been granted or refused and this is sent to the applicant.
- 3.35 If a member of the public would like to find out the decision of a planning application they can access the weekly list of planning applications that have been registered and determined via the Council's website: www.copeland.gov.uk/weekly-lists. Alternatively the Development Management team can be contacted on the above telephone or email address.

3.36 The Council is moving towards a more efficient and environmentally friendly way of working by uploading all planning applications and associated information online yet, until this new way of working is in place, members of the public can contact the Development Management team direct for any other enquiries about planning decisions using email development.control@copeland.gov.uk or telephone 01946 598422/598514.

Planning Appeals

3.37 If an applicant disagrees with a decision from the Local Planning Authority (LPA) there is the right of appeal. The applicant also has the right to appeal if an Enforcement Notice has been served.

3.38 All appeals are administered by the Planning Inspectorate and once an appeal has been submitted, it will be checked to make sure that information is present and correct.

3.39 The Case Officer dealing with the appeal will let the appellant know what else is required during the course of the appeal and the timescale it needs to be completed by.

3.40 After all the documentation has been gathered together the Inspector will consider all the evidence in the light of:

- The local authority's development plan (Copeland Local Plan 2013-2028);
- Local and national policy;
- The applicant's Statement of Case;
- The LPA's Statement of Case;
- Comments made on Statements of Cases;
- Comments submitted by any other parties.

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- 3.41 The Planning Inspectorate will then consider the appeal and the appellant will normally get a decision within 19 weeks, yet this process can take longer. The appellant can challenge the decision in the High Court if it is considered that the Planning Inspectorate has made a legal mistake.
- 3.42 Members of the public can search for an appeal decision on the [Planning Portal's](#) website using the 'appeal' search function.

Enforcement

- 3.43 The NPPF describes enforcement as:

"...a means of maintaining public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control". (NPPF, 2012)

- 3.44 Local planning authorities have responsibility for taking whatever enforcement action may be necessary in the public interest, within their administrative areas.
- 3.45 A breach of planning control is defined in [section 171A of the Town and Country Planning Act 1990](#) as:
- the carrying out of development without the required planning permission;
 - or;
 - failing to comply with any condition or limitation subject to which planning permission has been granted.

- 3.46 Any contravention of the limitations on, or conditions belonging to, permitted development rights, under the [Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#), also constitutes a breach of planning control against which enforcement action may be taken.
- 3.47 Development becomes immune from enforcement if no action is taken:
- within four years of substantial completion for a breach of planning control consisting of operational development;
 - within four years for an unauthorised change of use to a single dwellinghouse;
 - within ten years for any other breach of planning control (essentially other changes of use).
- 3.48 The Council has an Enforcement Officer whose duties comprise of the following:
- investigating allegations and enquiries;
 - writing to complaints and offenders;
 - negotiating remedial action;
 - liaising with other council departments to ensure consistency of approach;
 - making recommendations as to the expediency of taking enforcement action;
 - checking compliance with enforcement notices and prosecuting for non-compliance;
 - appearing as a council witness in the Magistrate Court.
- 3.49 Members of the public can report any breach of planning control by contacting development.control@copeland.gov.uk or telephoning the Development Management team on 01946 598421/8419.

3.50 To help the Council investigate a complaint, the following information is useful:

- Where is the location of the breach?
- What is the nature of the breach?
- When did you first notice the breach?
- Who is responsible for the breach?
- Do you have any evidence?

3.51 Once the Enforcement Officer has concluded the investigation into a complaint or report of a breach of planning permission the officer will inform the complainant of the outcome and of what action has been taken.

Each reported breach of planning control is different; some reports can take two weeks to resolve while others can take significantly longer. The Council keep an Enforcement register with a record of all complaints that have been made over the last six years.

3.52 The identity of any person reporting a suspected breach of planning control will be treated as confidential unless the complainant advises otherwise. Please note that the alleged offender might still correctly assume who the complainant is and we may also request attendance to provide evidence at any subsequent prosecution.

3.53 Members of the public can find more information about Enforcement procedures in Copeland by reading the Council's Planning Enforcement Manual at: <http://www.copeland.gov.uk/attachments/planning-enforcement-manual>.

4 MONITOR AND REVIEW

4.1 It is intended that the Revised Statement of Community Involvement 2016 will be a flexible document. The consultation methods used will be continually monitored to evaluate their effectiveness. This may result in techniques being removed and new ideas and opportunities being tried.

4.2 Changes to the Revised SCI 2016 may also be required through further revisions of the Regulations which sets out by law, the community's involvement in the planning policy preparation and planning application processes.

4.3 The Annual Monitoring Report (AMR) will include an assessment of the success of the Revised SCI 2016. This AMR will be available on the Council's website.

The Revised SCI 2016 will be updated when:

- The types of groups identified have changed significantly;
- Different engagement techniques are to be employed;
- There is a change in the Regulations requiring amendments.

4.4 These changes will be reported on as part of the publication of the Local Plan Monitoring Report and any programme for updates to that report set out in the Local Development Scheme.

5 RESOURCES

5.1 This section provides an outline of the resources available to the Council in the plan preparation, consultation, monitor and review processes of Local Plans. Also identified in this section are some useful sources of information for the reader and for anyone whom would like to engage in the planning process.

Resources available to Copeland Borough Council

5.3 The consultation techniques which have been included in this Revised SCI 2016 have been selected with the aim of engaging as wide a coverage of the community as possible, whilst at the same time using the resources available to the Council as efficiently as possible.

5.4 As the Council has limited resources, methods that aim to use existing consultation networks have been identified. For example, those developed through the Council's Locality Group structure which has strong links to the community and collaborative working practices.

5.5 Any change to the structure of the Strategic Planning Team will have implications for the effective delivery of the Revised SCI 2016. As such, where dedicated officers are unable to lead on the production of Local Plan documents, additional support will be commissioned and Council Officers will lead on arrangements for consultation in accordance with the procedures, outlined in this Revised SCI 2016, to ensure a co-ordinated and consistent approach.

5.6 The Council will also consider the use of outside facilitators particularly in relation to Planning for Real exercises. Financial resources have been allocated for consultation processes yet, the Council will also work with other Local Planning Authorities in Cumbria to identify possible joint consultation exercises. This is especially applicable to evidence base studies.

Sources of Information

- 5.7 Below are some useful sources of information that will help the reader find out more information about planning policy and procedure, building regulations or economic and/or community regeneration strategies.

ModernGov: provides a facility for members of the public and Council staff to access a range of information and documents relating to the Council's decision making processes, to find out about forthcoming Council meetings and decisions and to obtain details of local political representatives.

Website: www.copeland.moderngov.co.uk

The Planning Inspectorate: deals with planning appeals, national infrastructure planning applications, examinations of local plans and other planning related and specialist casework in England and Wales.

Website: www.gov.uk Email: enquiries@pins.gsi.gov.uk

Phone: 0303 4445000; Fax 0117 3728782

Room 3/13, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN

Planning Portal: The UK government's online planning and building regulations resource can be used to find out more information about planning policy and building regulations and planning applications can be made online here.

Website: www.planningportal.gov.uk Email: support@planningportal.gov.uk

Phone: 0333 323 4589

Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN

Planning Aid: a voluntary service offering free, independent and professional advice on planning matters to community groups and individuals. The Council will promote Planning Aid to the community to raise awareness of the advice and support available.

Website: <http://www.rtpi.org.uk/planning-aid/> Email: contact@rtpi.org.uk

Phone: 020 7929 9494

Royal Town Planning Institute, 41 Botolph Lane, London, EC3R 8DL

National Planning Policy Framework (NPPF) and Planning Practice Guidance: an online resource covering guidance on appeals and Viability to Local Plans and Rural Housing. Guidance is intended to assist practitioners and offers an indication of the Planning Inspectorate's views. The department seeks to ensure that the guidance is in plain English and easily understandable.

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Website: <http://planningguidance.communities.gov.uk/>

Planning Practice Guidance, Department for Communities and Local Government, SE Quadrant Third Floor Fry Building, 2 Marsham Street, London SW1P 4DF

[Strategic Planning Team](#), Copeland Borough Council: this team is responsible for producing local land use policies, allocations and guidance that are all used in determining planning applications and act as guidance for future development in the Copeland Borough.

Website: <http://www.copeland.gov.uk/content/planning-policy-introduction>

Email: ldf@copeland.gov.uk Phone: 01946 598300

[Development Management Team](#), Copeland Borough Council: this team is responsible for processing and making decisions on planning applications. Appointments can be made with a Development Management Officer discuss proposals by contacting the Development Management team.

Website: www.copeland.gov.uk/section/planning

Email: development.control@copeland.gov.uk

Phone: 01946 598418 / 598421

[Building Control](#), Copeland Borough Council: this team is responsible for ensuring that building projects whether it is a new build, conversion or extension, are in compliance with the Building Regulations and other relevant design standards.

Website: <http://www.copeland.gov.uk/buildingcontrol>

Email: building.control@copeland.gov.uk

Phone: 01946 598409

[Economic Development and Community Regeneration](#), Copeland Borough Council: this team takes a strategic role in the development and delivery of key initiatives around growth, skills and worklessness, diversification and community-led regeneration working closely with the six locality-based Partnerships in Copeland. The service supports Copeland's communities and their Community Leaders to actively participate in steering and delivering locally led growth and economic development.

Website: www.copeland.gov.uk Email: info@copeland.gov.uk

Phone: 01946 598300

APPENDICES

Appendix 1: National Policy Context and Changes in Planning Legislation

Appendix 2: List of Consultees and Deposit Locations for Local Plans

Appendix 3: Types of Planning Applications

Appendix 4: Glossary

Appendix 1: National Policy Context and Changes in Planning Legislation

The legislation and guidance below sets out statutory requirements for engagement with different groups and with the consultation processes as a whole. The Council also complies with wider legislation such as the Data Protection Act, Human Rights Act and the Equality Act when undertaking consultation exercises.

[Planning and Compulsory Purchase Act \(2004\)](#): sets out the key requirements in the preparation of local plan documents. In preparing these documents the Local Planning Authority (LPA) must have regard to:

- National policy and guidance;
- The Community Strategy (The Copeland Partnership Plan 2011/12) and any Local Plan document (The Copeland Local Plan 2013-2028) which has been prepared by an authority;
- The SCI;
- An appraisal of the sustainability of the proposals in each document. (Not applicable to the SCI – see section 2.1).

[Localism Act \(2011\)](#): introduces a number of changes which apply to consulting on planning applications and the preparation of local plans including the Duty to Cooperate and neighbourhood planning:

Duty to Co-operate: establishes the Duty to Cooperate in the planning of sustainable development. It requires a LPA to engage with other LPAs and designated bodies on strategic matters on an ongoing basis. For Copeland this means working alongside Allerdale Borough Council, Barrow-In-Furness Borough Council, Cumbria County Council, Lake District National Park and South Lakeland District Council. Copeland also takes into account the Local Plans of these neighbouring district authorities:

- [Allerdale Borough Council](#) Local Plan (Part 1) - Strategic and Development Management Policies and Local Plan (Part 2) - Site Allocations;
- [Barrow-In-Furness Borough Council](#) Saved Local Plan and forthcoming Local Plan.
- [Lake District National Park](#) Local Plan Part One Core Strategy; Local Plan Part Two Allocations of Land and Local Plan Part Three Minerals Safeguarding Areas;
- [South Lakeland District Council](#) Local Plan Core Strategy 2010.

LPAs must also cooperate with the Local Enterprise Partnership (LEP), private sector bodies, utility and infrastructure providers. Evidence of cooperation is required to be demonstrated when Local Plans are submitted for examination.

Neighbourhood Planning: introduces Neighbourhood Development Plans where parish and neighbourhood forums can produce a neighbourhood plan to establish general planning policies for the development and use of land within a defined neighbourhood. This may include identifying where new homes and offices should be built and what they should look like. Neighbourhood planning can also grant planning permission through Neighbourhood Development Orders and Community Right to Build Orders for specific development which complies with the order. On the back of the Localism Act 2011, the [Neighbourhood Planning \(General\) Regulations \(2012\)](#) was established to provide more information about the processes involved in producing neighbourhood plans.

The responsibility for ensuring the effective consultation and engagement when producing Neighbourhood Plans rests with the Local Parish/Town Council or Neighbourhood Planning Group. There is no requirement that Neighbourhood Plans are produced to conform to this Revised SCI 2016 yet it would be a useful starting point for any Neighbourhood Planning Group. The Council has produced a Neighbourhood Planning Protocol which outlines how it will be involved in the production process of Neighbourhood Plans. This protocol can be referred to on the Council's website at <http://www.copeland.gov.uk/content/planning-policy-introduction>.

[National Planning Policy Framework \(NPPF\) \(2012\)](#): replaces the previous Government's set of Planning Policy Guidance (PPGs) and Planning Policy Statements (PPSs). It sets out the presumption in favour of sustainable development and identifies the following areas of attention to decision making:

- Economic - building a strong economy by ensuring the right type of land is available in the right places to support growth and infrastructure;
- Social - supporting strong, vibrant and healthy communities by providing sufficient housing to meet the needs of future generations and creating a high quality environment with accessible local services that reflect the community's needs;
- Environmental - contributing to protecting and enhancing our natural, built and historic environment, minimising waste and pollution, and adapting to climate change.

[National Planning Practice Guidance \(NPPG\)](#): sets out background and supporting information on the NPPF on specific matters such as consultation on planning applications, design, housing, Local Plans and Duty to Cooperate.

[Local Plan Regulations \(2012\)](#): The Town and Country (Local Planning) (England) Regulations 2012 set out revised procedures for preparing Local Plan documents. It specifies the bodies that LPAs must engage with in the preparation of planning policy documents. See paragraph 2.1 The Local Plan Process for more information.

[Town and Country Planning \(Development Management Procedure\) \(England\) Order \(2010\)](#): This Order sets out the statutory provisions for consultation on planning applications and specifies the bodies to be consulted, dependent on the type of planning application.

Furthermore, [The Town and Country Planning \(Development Management Procedure and Section 62A Applications\) \(England\) \(Amendment\) Order 2013](#) which came into force on 17 December 2013 specifies the requirement for developers to carry out pre-application consultation and in some cases, exhibitions, for all onshore wind development of more than two turbines or where the hub height of any turbine exceeds 15 metres.

[Town and Country Planning General Permitted Development \(Amendment\) Order 2015](#): The 2015 Order grants planning permission for a range of predominantly minor development, subject to certain limitations and conditions. Development granted planning permission under the Order is known as 'permitted development' and the effect is that no application needs to be made to the local planning authority to obtain planning permission, although in some cases the permitted development right is subject to 'prior approval' from the local planning authority in relation certain specified matters.

The 'temporary' measure, originally introduced in 2013 to encourage developers and owners to convert offices and more recently storage and distribution units, into residential dwellings will no longer be time restricted to May 2016 and will now be a permanent arrangement.

Examples of changes in permitted development rights for Copeland sees proposals to:

- extend the current right for larger householder rear extensions;
- install, alter or replace Solar Photovoltaics (PV) on the roofs of nondomestic buildings;
- change the use of agricultural buildings to dwellings.

For further detail on permitted development rights please refer to the Planning Portal website under 'Change of Use'.

<http://www.planningportal.gov.uk/permission/commonprojects/changeofuse>

Appendix 2: List of Consultees and Deposit Locations for Local Plans

Adapted from paragraph 2, Part 1, The Town and Country Planning (Local Planning) (England) Regulations 2012.

Consultation Bodies

The regulations for the Planning and Compulsory Purchase Act 2004 sets out the categories of consultation bodies that must be consulted with on a Local Plan document.

The Act states that a local planning authority must:

- notify each of the bodies or persons set out below of the subject of a local plan which the local planning authority propose to prepare, and
- invite each of them to make representations to the local planning authority about what a local plan with that subject ought to contain.

The bodies or persons to be consulted must include:

- such of the specific consultation bodies as the local planning authority consider may have an interest in the subject of the proposed local plan;
- such of the general consultation bodies as 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 authority consider it appropriate to invite representations.

The categories of consultation bodies set out in the Act include:

Specific

- The Coal Authority
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (known as English Heritage)
- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- The Highways Agency
- A relevant authority any part of whose area is in or adjoins the local planning authority's area
- Any person to whom the electronic communications code applies
- Strategic Health Trust
- A person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
- A sewerage undertaker
- A water undertaker
- Homes and Communities Agency

Statutory Consultation Bodies and Government Departments

- Department of Constitutional Affairs
- Canal and River Trust
- Commission for Architecture and the Built Environment
- Civil Aviation Authority
- Coal Authority
- Crown Estate Commissioners
- Department for Culture, Media and Sport
- Department for Education and Skills (through Government Offices)
- Department of Energy and Climate Change
- Department for Environment, Food and Rural Affairs
- Department for Health (through relevant Regional Public Health Group)
- Department for Transport (through Government Offices)
- Department of Work and Pensions
- English Heritage
- Environment Agency
- Forestry Commission
- Garden History Society
- Health and Safety Executive
- Highways England
- Home Office
- Local and Regional Bodies (County Planning Authority, District Planning Authority, Greater London Authority, Local Highway Authority, Local Planning Authority, Parish and Town Councils)
- Ministry of Defence
- Relevant Nationally Significant Infrastructure Projects
- National Air Control Transport Services and Operators of Officially Safeguarded Civil Aerodromes
- Natural England
- Office of Government Commerce (Property Advisers to the Civil Estate)
- Owners/controllers of telecommunications apparatus
- Rail Network Operators
- Sport England
- Theatres Trust
- Toll Road Concessionaries

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Non-Statutory Consultees

- Conservation Area Advisory Committees
- County Archaeological Officers
- Drainage Board
- Emergency Services and Multi-Agency Emergency Planning
- Health Authorities and Agencies
- HM Revenue and Customs
- Local Authority Environmental Health Officers
- Navigation Authorities
- Police Architectural Liaison Officers and Crime Prevention Design Advisers
- Schools and Colleges
- Waste Disposal Authorities
- Water and Sewerage Undertakers

General Consultation Bodies

- Voluntary bodies some or all of whose activities benefit any part of the local planning authority's area
- Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area
- Bodies which represent the interests of different religious groups in the local planning authority's area
- Bodies which represent the interests of disabled persons in the local planning authority's area
- Bodies which represent the interests of persons carrying on business in the local planning authority's area

Deposit Locations

Below is a list of deposit locations at accessible locations where certain planning policy documents will be left for members of the public to view for a temporary time period.

Copeland Borough Council Offices

See www.copeland.gov.uk for opening days and times in Whitehaven and Millom.

Libraries (*depending on document type and subject*)

Please note that library opening days and hours are subject to change. See <http://www.cumbria.gov.uk/libraries> for the most current information on library opening days and times across Copeland.

Cleator Moor Library
Distington Library
Egremont Library
Frizington Library
Hensingham Library

Kells Library
Millom Library
Mirehouse Library
Seascale Library
Whitehaven Library

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Appendix 3: Types of planning applications

Planning Application Type	Criteria
Major developments	<p>Mining and working of minerals or the use of land for mineral working deposits (dealt with by County Council);</p> <p>The provision of dwelling houses (where the number to be provided is 10 or more or the development is to be carried out on a site of 0.5 hectare or more);</p> <p>The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more;</p> <p>Development is carried out on a site of 1 hectare or more.</p>
Full planning permission	<p>Any works relating to a flat;</p> <p>Application to change the number of dwellings (flat conversions, building a separate house in the garden);</p> <p>Changes of use to part or all of the property to non-residential (including business) uses;</p> <p>Anything outside the garden of the property (including stables if in a separate paddock).</p>
Outline planning permission and Reserved Matters	<p>Seek to establish whether the scale and nature of a proposed development would be acceptable to the local planning authority, before a fully detailed proposal is put forward;</p> <p>This type of planning application allows fewer details about the proposal to be submitted;</p> <p>Once outline permission has been granted, approval of the details 'Reserved Matters' before work can start will then need to be made.</p>
Householder planning permission	<p>An application for planning permission for development of an existing dwellinghouse or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse (e.g. conservatories; fuel tanks; patios and decking; garage conversions; house extensions; loft conversions; flue, chimney or soil and vent pipe; driveways and dropped kerbs, paving and front gardens) or;</p> <p>an application for any consent, agreement or approval required by or under a planning permission, development order or local development order in relation to such development.</p> <p>This does not include an application for change of use or an application to change the number of dwellings in a building.</p>

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Planning Application Type	Criteria
Demolition within a Conservation Area	Demolish a building with a volume of more than 115 cubic metres (some exceptions apply here); To demolish a gate, fence, wall or railing more than one metre high next to a highway (including a public footpath or bridleway) or public open space; or more than two metres high elsewhere.
Listed Building Consent	To demolish a listed building; To alter or extend a listed building in a manner which would affect its character as a building of special architectural/historic interest.
Advertisement Consent	For proposals to display an advertisement or sign which requires planning permission (e.g. Posters and notices; Placards and boards; Fascia signs and projecting signs; Pole signs and canopy signs; Models and devices; Advance signs and directional signs; Estate agents' boards; Captive balloon advertising (not balloons in flight); Flag advertisements; Price markers and price displays; Traffic signs; Town and village name-signs).
Lawful Development Certificate	For peace of mind that an existing or proposed use of a building is lawful or that the proposal doesn't require planning permission, you can apply for a lawful development certificate.
Prior Notification	Some proposals for developments involving telecommunications, demolition, agriculture or forestry are subject to a process whereby details are notified to the local planning authority prior to the development taking place.
Removal/Variation of Conditions	This form should be used to make an application for the removal or variation of a condition following the grant of planning permission or listed building consent.
Approval of Conditions	This type of application will be necessary where a condition in a planning permission or a listed building consent requires details of a specified aspect of the development which was not fully described in the original application. Details need to be submitted for approval before the development can begin.
Consent under Tree Preservation Orders	This application applies to proposed work to trees subject to a Tree Preservation Order (TPO).
Notification of proposed works to trees in conservation areas	In conservation areas, notice is required for works to trees that have a trunk diameter of more than 75mm when measured at 1.5m from ground level (or more than 100mm if reducing the number of trees to benefit the growth of other trees).

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Planning Application Type	Criteria
Application for non-material amendments following planning permission	Following a grant of planning permission, it may be necessary to make amendments to the permission; Where these are non-material, this form can be used to make an application; Whether or not a proposed amendment is non-material will depend on the circumstances of the case: a change which may be non-material in one case could be material in another.
Hybrid application	Seeks outline planning permission for one part and full planning permission for another part of the same site.

Appendix 4: Glossary of terms

Annual Monitoring Report (AMR): As part of the Local Plans process the Annual Monitoring Report will assess and monitor the implementation of the Local Development Scheme (LDS) and the extent to which policies in Local Plan documents are being successfully implemented.

Associated development sites: Development which is associated with a Nationally Significant Infrastructure Project (NSIP) and which is granted consent under the Act. The construction or extension of one or more dwellings is specially excluded from the definition of associated development. Associated development should not be an aim in itself but should be subordinate to and necessary for the development and effective operation to its design capacity of the NSIP that is the subject of the application.

Change of Use: A change in the way that land or buildings are used. Planning permission is usually necessary in order to change a use class (see Use Classes).

Community Strategy: Local authorities are required by the Local Government Act 2000 to prepare these with the aim of improving the social, environmental and economic well-being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. The Community Strategy for Copeland is called the 'Copeland Partnership Plan: A Strategy for Sustainable Communities in Copeland'.

Core Strategy: Sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. It can include strategic site allocations. The Core Strategy will have the status of a Development Plan Document.

Cumbria Local Enterprise Partnership (LEP): provides a strategic lead in all activities contributing to the growth and vibrancy of the Cumbria's economy and takes action, using the skills, capability and networks of its partners. The LEP's aim is to develop Cumbria's economy while maintaining its uniqueness in terms of landscape, culture and quality of life.

Department for Communities and Local Government (DCLG): a Government department responsible for creating great places to live and work, and for giving more power to local people to shape what happens in their area. The department is responsible for driving up housing supply; increasing home ownership; devolving powers and budgets to boost local growth in England and; supporting strong communities with excellent public services.

Deposit locations: When producing Local Plan documents the Council deposit draft copies for inspection at Copeland Borough Council offices and libraries across Copeland.

Development: Development is defined under the 1990 Town and Country Planning Act as “the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land”. Most forms of development require planning permission.

Development Consent Order: A consent by a Minister for a Nationally Significant Infrastructure Project (NSIP) will take the form of a 'development consent order'. This will combine a grant of planning permission with a range of other separate consents, such as listed building consent. A development consent order can include rights to compulsorily purchase land.

Development Management Policies: A suite of criteria-based policies which are required to ensure that all development within the area meets the spatial vision and spatial objectives set out in the Core Strategy.

Development Plan: As set out in Section 38 (6) of the Act, a document which sets out a Local Authority’s policies and proposals for the development and other use of land and buildings within its area. A Local Authority’s development plan consists of the Development Plan Documents (DPDs) contained within its Local Plan. These are required to be in conformity with the NPPF.

Development Plan Document (DPD): Spatial planning documents that are subject to Independent Examination will form the Development Plan for a local authority area for the purposes of the Act. They can include a Core Strategy, Site Specific Allocations of land, and Area Action Plans (where needed). Other Development Plan Documents (DPD), including generic Development Control Policies, can be produced. They will all be shown geographically on an Adopted Proposals Map. Individual Development Plan Documents (DPD) or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme.

Environmental Impact Assessment (EIA): aims to protect the environment by ensuring that a local planning authority when deciding whether to grant planning permission for a project, which is likely to have significant effects on the environment, does so in the full knowledge of the likely significant effects, and takes this into account in the decision making process. This assessment is undertaken in support of the planning application submission.

Examination: Independent consideration of the soundness of a draft Development Plan Document (DPD) chaired by a Planning Inspector whose recommendations are binding.

Infrastructure Planning Commission: An organisation central to decision making on national infrastructure projects which are the large scale facilities that support the economy and vital public services. Commissioners, who are independent of government and all other interests, will examine the evidence for and against each project. They will be required to act in accordance with government policy as set out in National Policy Statements. These statements will consider national priorities and explain the case for investment in energy, transport, water and waste infrastructure.

Local Plan: The name for the portfolio of Local Plan documents. It consists of Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs), a Statement of Community Involvement (SCI), the Local Development Scheme (LDS) and Annual Monitoring Reports (AMRs). Together these documents will provide the framework for delivering the spatial planning strategy for a local authority area and may also include Local Development Orders (LDOs) and Simplified Planning Zones.

The Local Plan is has previously been referred to as the Local Development Framework.

Local Development Framework (LDF): The name previously referred to for the portfolio of Local Plan documents. It consists of Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs), a Statement of Community Involvement (SCI), the Local Development Scheme (LDS) and Annual Monitoring Reports (AMRs). Together these documents will provide the framework for delivering the spatial planning strategy for a local authority area and may also include Local Development Orders (LDOs) and Simplified Planning Zones.

The Local Development Framework is now referred to as the Local Plan.

Local Development Scheme (LDS): Sets out the programme for preparing Local Plan documents. All authorities must submit a Scheme to the Planning Inspectorate and the LDS must be kept under review.

Local Enterprise Partnership (LEP): A partnership of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood and deciding how local services are provided. They are often single non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.

Local Planning Authority (LPA): The local authority or council that is empowered by law to exercise statutory town planning functions for a particular area of the UK. The authority is often the local borough or district council. County Councils (where they exist) are the Local Planning Authority for waste and minerals matters and for their own developments, such as most schools, care homes, fire stations and non-trunk roads.

Localities: There are the five locality areas, first defined in the Sustainable Community Strategy, but with Whitehaven later splitting into two localities: one for the town Whitehaven and one for the wider rural area Howgate and Distington.

REVISED STATEMENT OF COMMUNITY INVOLVEMENT

Major Development: In the context of this document ‘major development’ will normally relate to sites greater than 0.5 ha or comprising 10 or more dwellings.

Material Considerations: Matters that should be taken into account in deciding a planning application or an appeal against a planning decision.

National Planning Policy Framework (NPPF): The National Planning Policy Framework was published in March 2012 and replaces Planning Policy Statements (PPS) and Planning Policy Guidance Notes (PPG).

Nationally Significant Infrastructure Project (NSIP): introduced to streamline the decision-making process for nationally significant infrastructure projects, making it fairer and faster for communities and developers alike.

Non Material Considerations: Matters that should not be taken into account in deciding a planning application or an appeal against a planning decision.

Planning Inspectorate (PINS): The Planning Inspectorate is an executive agency of the Government responsible for a number of functions. Its main role in relation to the Local Plan is to undertake Examinations of Development Plan Documents (DPDs).

Planning Obligations and Agreements: A legal agreement between a planning authority and a developer, or offered unilaterally by a developer, ensuring that certain extra works related to a development are undertaken. For example, the provision of highways. Sometimes referred to as “Section 106” agreement.

Planning Panel: The Council’s Planning Panel is a decision making body made up of Copeland Borough Council Members and which deals with the larger, more complex or controversial planning applications or those which have a wider significance to local communities.

Planning Permission: Formal approval sought from a Council, often granted with conditions allowing a proposed development to proceed. Permission may be sought in principle through outline plans, or be sought in detail through full plans.

Planning Policy Guidance (PPGs): Now replaced by Planning Policy Statements (PPSs) and are prepared by the government after public consultation to explain statutory provisions and provide guidance to local authorities and others on planning policy and the operation of the planning system. Local authorities must take their contents into account in preparing plans. The guidance may also be relevant to decisions on individual planning applications and appeals.

Planning Policy Statements (PPSs): Replace Planning Policy Guidance (PPGs) and are prepared by the government after public consultation to explain statutory provisions and provide guidance to local authorities and others on planning policy and the operation of the planning system. Local authorities must take their contents into account in preparing plans. The guidance may also be relevant to decisions on individual planning applications and appeals.

Regeneration: A proposal to deliver the economic, social and environmental renewal of a rural or urban area through investment and improvement.

The Borough: The Borough refers to the Copeland Borough Council's administrative area. It includes part of the Lake District National Park.

The Regulations: Town and Country Planning (Local Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

Soundness: A Development Plan Document (DPD) is considered sound if it is based upon good evidence and has been prepared in accordance with the Test of Soundness and the Authority's Local Development Scheme (LDS) and Statement of Community Involvement (SCI).

Specific Consultation Bodies/Statutory Bodies: These are bodies that must be consulted on development plans and planning applications.

Statement of Community Involvement (SCI): Sets out the processes to be used by the local authority in involving the community in the preparation, alteration and continuing review of all Local Plan documents and in the consideration of planning applications. The Statement of Community Involvement (SCI) is an essential part of the Local Plan.

Strategic Environmental Assessment (SEA): An environmental assessment of plans and programmes, including those in the field of planning and land use, which complies with the EU Directive 2001/42/EC (the SEA Directive) in order to make sure that the plan is sustainable. In Copeland it forms part of a wider Sustainability Appraisal (SA).

Statutory: Required by law (statute) through an act of parliament.

Supplementary Planning Document (SPD): An SPD is a Local Plan documents that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' Development Plan Document (DPD). SPDs do not form part of the Development Plan and are not subject to Independent Examination, although they must be subject to community consultation before being adopted.

Sustainability Appraisal (SA): This is a tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all Local Plan documents.

Sustainable Development: Sustainable development is the core principle underpinning contemporary town planning in the UK. At the heart of sustainable development is the ideal of ensuring a better quality of life through development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Strategic Planning

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