

# **CALDERDALE LOCAL PLAN**

## **STATEMENT OF COMMUNITY INVOLVEMENT**

**Adopted April 2016**



# Statement of Community Involvement 2016

## Introduction

- i The Statement of Community Involvement (SCI) sets out how and when you can influence the Local Plan, Community Infrastructure Levy (CIL) and the ways in which you can comment on planning applications, as well as other forms of consent such as listed building consent or telecommunications applications. It is in 3 sections :
  - **PART 1 - Our Approach to Community Involvement;**
  - **PART 2 - Consultation on the Local Plan and Community Infrastructure Levy (CIL);**
  - **PART 3 - Getting Involved in Planning Applications;**
- ii The changes to the planning system introduced by the Localism Act 2011 and National Planning Policy Framework (NPPF March 2012) together with subsequent amendments to Regulations governing the preparation of development plans in 2012 means that the existing SCI dating from 2008 is out of date and cannot be used to guide consultation and engagement on the Local Plan. As a result of the changes the existing SCI cannot be used as a basis for guiding appropriate consultation and engagement on the Local Plan or in Development Management and needs to be reviewed and updated.
- iii The legal framework status of the SCI has been changed by the Act. In particular the SCI is no longer submitted to the Secretary of State for Examination by a Planning Inspector, and is no longer a Local Development Document (LDD).
- iv If you have any questions about this documents please contact :

Spatial Planning Team  
Calderdale Council  
Westgate House  
HALIFAX  
HX1 1PS

Email: [spatial.planning@calderdale.gov.uk](mailto:spatial.planning@calderdale.gov.uk)  
Tel : 01422 392206

PART

1

## Our Approach to Community Involvement

- 1.1 This section of the SCI sets out how Calderdale Council will ensure that basic principles relating to community engagement are put into effect within the planning system. It is anticipated that an approach to community involvement that is meaningful by having an impact on decision making and service delivery will benefit both the preparation and implementation of the Local Plan. This will be by ensuring that misunderstandings are addressed early on and through the “front-loading” of proposals so that all the options and alternatives can be considered during preparation of the documents.

- 1.2 There are three core principles that underpin the way in which the Council engages with residents and stake-holders:-

***Clarity:***

We need to be very clear about what we are asking people and we must be sure that people understand what will happen as a result of this engagement. This includes being clear about what decisions have been made, what have not, and who will make the final decision. It also means being clear about the options available to the Council, for example with statutory consultation.

***Inclusivity:***

We need to make sure our methods are inclusive, allowing all of those who wish to contribute to do so, thereby giving us the ‘richest picture’ possible.

***Integrity:***

We need to ensure that people can see how the decision is made and that they can see their views are being represented fairly within the process. At the same time, we need to ensure that the consultation is proportionate to the scale of the decision to be made.

- 1.3 Derived from these principles when we involve you in preparing the new Local Plan or consult you on planning applications or other forms of consent we will:

- Keep the process simple by writing in plain English and explain any planning terms that we need to use.
- Communicate clearly by explaining the reasons why we want to involve you and receive your comments.
- Make it easy for you to get involved by explaining when and where you can provide your views. We will make our public planning events as accessible as possible for all groups, taking into account the time and possible costs of attending. We will also make use of existing community involvement networks and group together consultations on several planning topics as far as possible.
- Be inclusive wherever possible by providing information in an accessible format and giving clear advice on how the planning system works where this is requested, and encourage involvement from groups that have traditionally not been involved in the planning process.
- Share information with you on the council’s website, in our libraries and at the Customer First offices in Halifax, Todmorden, Hebden Bridge and Brighouse where this is appropriate and effective.
- Make consultation draft Local Plan documents available free of charge for

- residents, community groups and businesses within the borough upon request.
- Make sure your involvement is effective by listening to your views early in the planning process. We will explain what we can and cannot take into account and make sure you have enough time and notice of all opportunities to get involved. We will consider all comments received and provide feedback on how these have been considered.
  - Strive to meet our targets for the preparation of the Local Plan, and also Government targets for the determination of planning applications within statutory time-frames (8 weeks for minor applications and 13 weeks for major applications), wherever possible.

## Who will we involve?

- 1.4 We want everyone to have the chance to have their say on the Council's emerging new Local Plan documents, and on planning applications, wherever it is relevant.

We have developed a database of individuals, groups and stake-holders who we regularly contact on Local Plan matters (that are of interest to them) and we will continue to involve individuals, groups and organisations in the preparation of our new planning documents so that everyone has the chance to shape the future of the borough.

- 1.5 You can add your own details to the Local Plan database by registering at:-

**[http://calderdale.objective.co.uk/portal/planning\\_services/](http://calderdale.objective.co.uk/portal/planning_services/)**

- 1.6 Government Regulations require us to ensure that certain groups are consulted at key stages during the preparation of the Local Plan. The full list of consultees is provided in Appendix 3.
- 1.7 We are committed to doing everything reasonably possible to make our community involvement inclusive. This means that we aim to give everyone in Calderdale an opportunity to be involved in the decisions that we take.

## How will we involve you?

- 1.8 We will keep you informed through a variety of methods including: letters and e-mails, our website and through notices in the local newspaper.
- 1.9 The ways in which you can have your say on the planning process will vary depending on the issue, and different techniques may be used at different stages in the production of a planning document or assessment of a planning application. For example, you may be invited to submit written representations by letter or e-mail or online, or provide comments via feedback forms and questionnaire returns. We will produce press notices, organise public consultation events and provide exhibition information to keep you informed and arrange smaller group workshops wherever this is appropriate and helpful to the planning process. We will seek to increase the use of social media and information campaigns.

## The Role of Planning Officers

- 1.10 The Council's Planning Officers work in two teams within the Economy and Environment Directorate and are based in Westgate House, Halifax, HX1 1PS.

Westgate House offices are not generally open to the public. However access to Westgate House can be made available by appointment for pre-arranged meetings.

All public facing contact is initially through the Halifax Customer First at 19 Horton Street, Halifax HX1 1QE.

- 1.11 The **Local Planning Team** or Spatial Planning Team) produces the Local Plan (our statutory development plan) and can be contacted for advice on planning policy. They organise and lead the consultations on draft planning documents and consider relevant consultation responses for incorporating any amendments into the Council's final adopted documents, where appropriate to do so (see Part 2). They are primarily responsible for the operation of the "Duty to Cooperate" on strategic and greater than local planning issues that was introduced by the Localism Act 2011.
- They are leading work on the introduction of Community Infrastructure Levy (CIL) and support Parish and Town Councils and Neighbourhood Forums in taking forward Neighbourhood Development Plans, but consultation and community engagement on these plans is for the Parish/Town Council's or the Neighbourhood Forums to undertake and is not a responsibility of this Council.
- 1.12 The **Development Management Team** assesses planning applications in accordance with the adopted development plan (currently the replacement Calderdale Unitary Development Plan (adopted August 2006), the National Planning Policy Framework (NPPF) and any other material considerations including consultation responses and other representations. This Team also deals with planning enforcement, Conservation, Listed Buildings and trees. They can be contacted for advice on pre-application enquiries and planning applications (see Part 3). When the Local Plan or Neighbourhood Development Plans are adopted these will also be used to help determine planning applications.
- 1.13 The Planning Officers from both teams work closely together in the preparation of new planning policies, the assessment of planning applications and in providing specialist professional planning advice on key council development projects with land-use implications.

## The Role of Councillors

- 1.14 Locally elected Councillors have a key role in the planning process in the following ways:
- The council's Cabinet, is made up of senior Councillors, who make decisions on Council planning policy, whilst the full Council is responsible for approving and adopting all statutory planning policy;
  - The council's Planning Committee is made up of a number of Councillors who make decisions on certain individual planning applications;
  - Councillors represent their respective wards and listen to residents' concerns on planning issues (at ward surgeries or public meetings and consultations); and
  - Councillors can voice their support or make objections to planning applications in writing and speak at Committee on behalf of their constituents.

The role of locally elected Councillors in representing the views and concerns of residents in the planning process is very important. However, your views can only be formally taken into account when you make them in writing to Planning & Highways within the specified time for a particular consultation. There are existing protocols for the way that Councillors and Council Officers conduct their activities, which ensure that any potential conflicts of interest are resolved in a transparent way.

## Independent Planning Advice

Planning Aid is a network of planning volunteers providing free and independent planning advice to community groups and individuals who are unable to afford a consultant. The service is managed by the Royal Town Planning Institute and operates through a small team and network of professionally qualified volunteers.

**Contact Yorkshire Planning Aid:- [www.rtpi.org.uk/planning-aid/](http://www.rtpi.org.uk/planning-aid/)**

**Email : [info@planningaid.rtpi.org.uk](mailto:info@planningaid.rtpi.org.uk)**

**Tel : 0113 204 2460**

**Mailing address:**

32 The Calls,  
LEEDS,  
LS2 7EW

The following sections of the SCI describe how and when the Council will build upon the consultations that it has undertaken in the past in preparing the various types of document within the Local Plan and on major planning applications.

The Government has given local people a greater role in shaping their neighbourhoods, and the changes to the planning system set out in the Localism Act 2011 and National Planning Policy Framework (NPPF, March 2012) give communities the opportunity to get more involved in the preparation of planning documents for their areas. We want to involve you in taking forward the planning system from the earliest stages.

PART

2

CALDERDALE LOCAL PLAN

**Consultation on the Local Plan and Community Infrastructure Levy (CIL)**

- 2.1 Calderdale Council has a good record of consultation and participation in planning matters, both for the existing Replacement Calderdale Unitary Development Plan (RCUDP) and for Development Management. However, it is clear that more must be done to ensure that the community is fully aware of plans, policies and proposals and has a full input to the preparation and decision making involved in developing planning documents.
- 2.2 The Calderdale Local Plan will be the new development plan for Calderdale. It will set out the spatial policies, guidance, land use designations and site allocations against which all planning applications and other development proposals in the District will be assessed. It will provide the formal statutory framework for sustainable development and lay the foundations for regeneration and economic growth, whilst protecting our most valuable built and natural environmental assets, and provide the strategic context within which Neighbourhood Development Plans can be produced.
- 2.3 We want everyone to have the chance to have their say on the Council's emerging new Local Plan documents, and on planning applications, wherever relevant. We have developed a database of individuals, groups and stake-holders who we regularly contact on Local Plan matters (that are of interest to them) and we will continue to involve individuals, groups and organisations in the preparation of our new planning documents so that everyone has the chance to shape the future of the borough.
- 2.4 You can add your own details to the Local Plan database by registering at:-  
<http://calderdale.objective.co.uk/portal>

**The Planning Documents**

- 2.5 Our Local Plan will be made up of the following documents:
- **Calderdale Local Plan** – this will combine the functions of the Core Strategy and Land Allocations Plan into one document. It will have regard to the National Planning Policy Framework (NPPF) and provide the strategic context for any community-initiated Neighbourhood Planning;
  - **Community Infrastructure Levy (CIL)** – a tariff-based charging schedule requiring planning contributions from developers towards the part-funding of the provision and maintenance of necessary strategic and local infrastructure projects.
  - **Supplementary Planning Documents (SPDs)** - are prepared to provide further detailed supporting guidance. Although they do not have the same weight as development plan documents they can still form a 'material consideration' in determining planning applications. They can be produced more quickly as they are not subject to an independent public examination, and we will ask you what you think of any draft SPDs at an early stage in the preparation of each document.
  - **Neighbourhood Development Plans (NDPs)** - Local communities can prepare plans for their local areas themselves if they wish to do so, providing that they comply with the Regulatory approvals process.
- You can find out more about Neighbourhood Planning on the Calderdale website at: <https://www.calderdale.gov.uk/v2/residents/environment-planning-and-building/planning/planning-policy/local-plan#neighbourhood-dev-plans> Any community-initiated neighbourhood development plans will form part of the

statutory development plan for those areas of the District, once they have passed through independent examination and a local community referendum.

- The Local Planning Authority does not prepare Neighbourhood Plans. These are the responsibility of Town or Parish Councils or designated Neighbourhood Forums. However the Council does have a “Duty to Support” and provide advice and technical assistance to community groups engaged in Neighbourhood Planning.

2.6 In preparing our Local Plan we will also publish on our website the following:

- **Local Development Scheme (LDS)** – setting out what local development documents will be produced and the current timetable for their production.
- **Authority’s Monitoring Report (AMR)** – setting out the progress made in producing the plan and reporting on planning indicators producing our Local Plan documents and the Council’s performance in implementing adopted development plan policies and proposals.

## Preparing the Local Plan

### When will we involve you?

- 2.7 There are a number of key stages involved in the preparation of the documents for the new Local Plan. These stages are required by Government planning legislation and regulations and are designed to ensure that the process is as open and transparent as possible. The tables below illustrate the key stages in the production of the Local Plan and Supplementary Planning Documents as well as the Community Infrastructure Levy (CIL). The arrows also show when you can get involved in the planning process – getting involved at the earliest stages of preparation will ensure your views have the most opportunity for being taken into account. The Local Plan and the CIL will be subject to independent examination, chaired by a Planning Inspector, when people may be invited to speak by the Inspector if they have made a formal representation at the Publication Stage of plan preparation.

## Sustainability Appraisal

- 2.8 As part of the plan preparation process, we will assess the social, environmental and economic impacts of the Local Plan and relevant Supplementary Planning Documents through a Sustainability Appraisal – incorporating Strategic Environmental Assessment (SEA). The key purpose of Sustainability Appraisal is to identify and enhance the positive effects whilst minimising any potentially adverse impacts of our planning policies. This process will also involve the assessment of any health and equality impacts. Where necessary, we will also carry out a Habitat Regulations Assessment (HRA) of our emerging planning documents. We will continue to consult the public and Government agencies on how we do these and how we can improve our planning documents in the light of their results and recommendations.

## Publications and fees

- 2.9 At all stages of the preparation of our new Local Plan we will make copies of relevant documents available for reference at Customer First Offices across Calderdale and in all our public libraries. Documents will also be provided free of charge on request.



Table 2.1 Key stages in preparing our LOCAL PLAN	
Stage of Plan Preparation	Public Consultation
<b>PUBLIC CONSULTATION on Key issues and Options (Regulation 18)</b>	<b>YES</b>
<b>Further Public Engagement during plan preparation (Regulation 18)</b>	<b>YES</b>
<b>PUBLICATION of Draft Local Plan (approved by Council) (Regulation 19)</b>	<b>YES</b>
<b>Public Consultation on any major changes to the Draft Plan arising from comments made during Publication Consultation</b>	<b>YES</b>
<b>SUBMISSION to the Secretary of state and Planning Inspectorate</b>	
<b>Public Examination by independent Planning Inspector</b>	<b>YES</b>
<b>Formal Modifications arising from Inspector's Report</b>	<b>YES</b>
<b>ADOPTION of the Local Plan by FULL COUNCIL</b>	

Table 2.2 Key stages in preparing our Supplementary Planning Documents (SPD)	
Stage of Plan Preparation	Public Consultation
<b>PUBLIC CONSULTATION on Draft SPD</b>	<b>YES</b>
<b>Further Public Engagement during plan preparation</b>	<b>YES</b>
<b>ADOPTION of SPD by Council</b>	

Table 2.3 Key stages in preparing our Community Infrastructure Levy (CIL)	
Stage of Plan Preparation	Public Consultation
<b>STAKEHOLDER ENGAGEMENT in preparation of viability assessments and general assumptions</b>	<b>YES</b>
<b>Public Consultation on Preliminary Draft Charging Schedule (PDCS)</b>	<b>YES</b>
<b>Public Consultation on Draft Charging Schedule (DCS)</b>	<b>YES</b>
<b>SUBMISSION to the Secretary of State for examination</b>	
<b>INDEPENDENT EXAMINATION of draft CIL Charging Schedule</b>	<b>YES</b>
<b>ADOPTION of CIL by full Council</b>	

- 2.10 All of our planning documents will be available to download from our website. Copies of consultation draft planning documents will be made available free of charge to Calderdale residents and businesses.

## How will we involve you?

### a. Direct Contact and emails:

The Council is moving to a digital engagement environment and in order to save money is endeavouring to reduce the number of letters it produces in hard copy. As a result we will be trying to reduce the number of letters sent to respondents within the Local Plan

database. Our preference, and the only way we can ensure that you actually get informed, is by the use of electronic communications.

**To ensure that you keep in touch with the Local Plan please provide an email address by registering at:**

**<http://calderdale.objective.co.uk/portal>**

You can log into the Internet at local libraries, if you do not have a computer at home, and staff there will be able to assist you in registering into the Local Plan database.

The Local Plan Consultation Portal will be an important way of keeping people informed about the Local Plan.

**Please Note** : the Council is no longer able to commit to the placement of site notices on potential development sites for consideration within the draft Local Plan. The logistics and time involved in undertaking this process are not considered to be value for money. The Council will however, seek to use all the appropriate techniques it can to raise awareness within the current financial framework.

The Council will develop more focussed direct engagement as the Local Plan is prepared and rather than providing letters or site notices will develop broader information dissemination. The details of this will be developed as the plan process evolves.

**b. Press Notices and Statutory Notices:**

Press and Statutory Notices are legal requirements for certain stages of plan preparation. Local newspaper notices are less 'personal' but they help to ensure that we communicate as widely as possible and in many cases we will need to use newspaper notices to meet our legal requirements.

**c. Our Website:**

The Internet is a popular way of communicating planning issues to individuals and groups. A key advantage of this is that we can include far more information than we could within newspaper adverts for example.

We have specific Local Plan pages on the Council's website:

<https://www.calderdale.gov.uk/v2/residents/environment-planning-and-building/planning/planning-policy/local-plan>

We will ensure that these pages are regularly updated with all the latest information on development plan progress and we will provide opportunities for online consultation (for example, through online questionnaires and feedback forms).

**d. Questionnaires:**

Questionnaires are a good way for people to give their views on planning issues, and we will start our initial Key Issues and Options consultation for the new Local Plan using questionnaires.

**e. Discussion Groups and Meetings:**

Sometimes people like to have their say in face-to-face meetings. One-to-one meetings, public meetings and discussion focus groups can be arranged with Planning Officers, where it is appropriate. Smaller meetings will be particularly useful for getting the views of individuals or groups and they allow issues to be explored in more detail.

**f. Workshops:**

Workshops can be used to help local communities to agree upon the way they want things to happen in their areas. They can be designed to be inclusive, interactive and fun and can encourage participation from people who might not like other methods of communication, for example questionnaires. They can also be designed to engage young people in the planning process, and they may be particularly effective when dealing with specific sites where there are currently no preferred options for development.

**g. Public Exhibitions / Roadshows:**

Public exhibitions give people the chance to look at plans and proposals and to speak to planning professionals in an informal setting. They are effective in engaging people who want to give their views (or just ask questions) but do not want to do this in the setting of a formal public meeting.

**h. Use of Social Media and Information Campaigns**

Social media is a powerful tool to keep people informed on a regular basis.

**Our Timescales**

- 2.11 We will make sure that our Local Plan is kept up to date to support planned development of housing and other priorities within the borough. To keep our Local Plan on target we will aim to carry out all our planning consultations in line with agreed community involvement policies and the latest programme timetable set out in our Local Development Scheme (LDS); and

**How will we respond to you?**

- 2.12 We will maintain the following consistent approach to service standards:
- If you write to us (by letter, e-mail or sending in a response form) we will acknowledge receipt only if you request an acknowledgement, otherwise you may assume the communication has been received and it is being considered;
  - If you attend a public meeting/roadshow/exhibition we will ensure that Planning Officers are available to answer your questions (or let you know where further information is available). Where we use questionnaires or feedback forms at these public events we will publish the results on our website;
  - If you request a planning document we will let you know where that document is available (e.g. from the Council website) and whether there is any charge for a paper copy; and
  - If you attend a planning workshop we will publish a summary of the feedback from the workshop within the Local Plan pages within the Council's web-site after the event.
- 2.13 We will prepare reports after each stage of consultation on Local Plan documents. We will make these available through the Council's web-site and also at the Customer First Offices in Halifax, Brighouse, Todmorden and Hebden Bridge and at all libraries throughout the District.

### **Monitoring and Review of the SCI**

- 2.14 The new planning system is a learning curve and we will aim to maximise all opportunities to involve you. We will also set out a process for reviewing our procedures – either in light of changing levels of resources or to reflect improvements that can be made.

### **Consultation Bodies**

- 2.15 The Regulations require that the Council engages with specific named bodies as the plan is brought forward. These are listed in Appendix 3.

**PART****3****Consultation in Development Management**

- 3.1 Development Management is an integral part of the spatial planning process; it puts spatial development plans into action and seeks to achieve good design and sustainable development. Development Management includes a wide number of planning activities such as designing, analysing, influencing, promoting, engaging, negotiating, decision making, co-ordinating, implementation, compliance and enforcement. As part of the Development Management process developers submit a range of different applications to the Council for determination.
- 3.2 Each year Calderdale Council handles over 1,600 planning applications which fall into three categories:-

Table 3.1 Types of Planning Applications	
<b>Major Applications</b>	<p>Calderdale Planning Services has introduced protocols for dealing with major planning applications in relation to both pre-application and the processing of applications. The protocols relate to full, outline, reserved matters and change of use applications that meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Creation of 10 or more new dwellings or residential development sites of 0.5 hectares or more;</li> <li>• Creation of 1,000 square metres or more of new floorspace;</li> <li>• Site area of 1.00 hectare or more;</li> <li>• Applications for the winning and working of minerals and associated landfill operations.</li> </ul> <p>The Government's target for the determination of these applications is for 60% to be determined within 13 weeks. The target rises to 16 weeks for those applications accompanied by an Environmental Impact Assessment (EIA).</p>
<b>Minor Applications</b>	<p>Applications for development below the thresholds set out above. The target for determination of minor applications is for 65% of the applications to be determined in 8 weeks.</p>
<b>Other Applications</b>	<p>Various other applications relating to matters such as house extensions and Listed Building Consents. The target for determination of other applications is 80% in 8 weeks.</p>
<b>NOTE :</b>	<p>The Council is required to meet the statutory minimum requirements as set out in the Development Management Procedure Order.</p>

- 3.3 All valid applications are published on the Council's website. The website allows interested parties to view the application documents, submit representations online, and track the progress of the application through the decision making process. It is possible for interested parties to Register on the Council's website to receive email notification of new applications lodged within user defined geographical areas:  
[www.calderdale.gov.uk/environment/planning/index.html](http://www.calderdale.gov.uk/environment/planning/index.html)
- 3.4 Notifications letters are sent out to neighbouring addresses whenever practical when a valid application is received. Certain types of application are also advertised in the press and/or by means of a notice placed on or near the site.

- 3.5 Anyone can make comments on a proposal regardless of whether they have been notified or not. Comments can be submitted until a decision is made, which is at least 21 days after notification letters and notices have been displayed on site and in the local press. However comments should be submitted as early as possible as this may provide the opportunity to address concerns before an application is determined.
- 3.6 Comments should be submitted using the comments form on the website. Alternatively we will accept comments in writing. All representations and consultation responses are available for inspection on the Council's website.
- 3.7 When the Council makes a decision on a planning application, it must take into account the policies and proposals in the development plan and any other material planning considerations, which apply. The Council may also be able to take into account the comments of people who would be affected by a proposal. General advice on issues that the Council can and cannot consider is provided on the website at:  
[www.calderdale.gov.uk](http://www.calderdale.gov.uk)

<b>Table 3.2 Publicity Arrangements for Planning Applications</b>	
<b>Statutory Requirements for Advertising Planning Applications</b>	
<p><b>Major development</b> (defined as: sites providing 10 or more dwellings or residential applications over 0.5 ha; other development where floorspace is over 1000 sq.m. or where the site is over 1 ha; All mineral working or waste development applications)</p> <p>Planning applications for major developments will be publicised by:-</p> <ul style="list-style-type: none"> <li>• local newspaper advertisement (Halifax Courier, Brighouse Echo, Hebden Bridge Times, Todmorden News as appropriate);</li> <li>• site notices to be displayed in at least one place on or near the application site for not less than 21 days; or</li> <li>• Neighbour notification letters.</li> </ul>	
<p><b>Other Planning Applications</b> (including minor applications - householder applications: development below the thresholds for major developments: change of use: trees:advertisements)</p> <ul style="list-style-type: none"> <li>• minimum 21 days consultation;</li> <li>• notice to be served on any adjoining owner or occupier (neighbour notification letters) or</li> <li>• site notices to be displayed in at least one place on or near the application site for not less than 21 days; or</li> <li>• notice to be served on any adjoining owner or occupier (neighbour notification).</li> </ul>	
<p><b>Development affecting a Listed Building or the character and appearance of a Conservation Area</b></p> <ul style="list-style-type: none"> <li>• minimum 21 days consultation;</li> <li>• local newspaper advertisement (Halifax Courier, Brighouse Echo, Hebden Bridge Times, Todmorden News as appropriate); and</li> <li>• site notice.</li> </ul>	
<p><b>Departures from the Development Plan and public rights of way</b></p> <ul style="list-style-type: none"> <li>• minimum 21 days consultation;</li> <li>• local newspaper advertisement (Halifax Courier, Brighouse Echo, Hebden Bridge Times, Todmorden News as appropriate); and</li> <li>• site notices to be displayed in at least one place on or near the application site for not less than 21 days.</li> </ul>	
<p><b>Applications accompanied by an Environmental Impact Assessment (EIA)</b></p> <p>Planning applications which are accompanied by an EIA should be publicised by:-</p> <ul style="list-style-type: none"> <li>• site notices to be displayed in at least one place on or near the application site for not less than 21 days; and</li> <li>• local newspaper advertisement (Halifax Courier, Brighouse Echo, Hebden Bridge Times, Todmorden News as appropriate).</li> </ul>	

The applicant making an application should provide the Local Planning Authority (LPA) with 3 copies of the Environmental Statement for the Secretary of State. If the applicant provides a copy of the statement to any other body he/ she must also provide:-

- a. a copy of the planning application plus maps;
- b. inform the body that representations can be made to the LPA; and
- c. inform the LPA of which other bodies have been provided with the Statement.

The LPA should:-

- send 3 copies of the Statement to the Secretary of State plus a copy of the application within 14 days of receipt of the Environmental Statement.
- forward copies of the Environmental Statement to any other consultation bodies that have not received one direct from the applicant and inform them that they may make representations.

### Duty Officer

- 3.8 The Council provides a Duty Officer scheme, which ensures that there is a Planner available in Halifax Customer First, Halifax during normal office opening hours. The Officer can offer general planning advice about whether planning permission is likely to be granted to visiting members of the public.

We offer a written enquiry service for those seeking advice on whether planning permission is needed.

- 3.9 Live Chat advice is also available through the Council's website:

**[www.calderdale.gov.uk/environment/planning/index.html](http://www.calderdale.gov.uk/environment/planning/index.html)**

This allows questions to be raised with the Council's enquiry team, who are briefed on a number of planning matters. Where they cannot deal with the enquiry directly they will ensure you are put in touch with the correct Team.

### Deciding Planning Applications

- 3.10 The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council. Under the Council's Constitution, decisions on most planning applications are delegated to Senior Officers. However, some categories of applications because of their significance, impact or sensitivity are determined by the Planning Committee.

- 3.11 The Planning Committee meets every three weeks. Those members of the public making written comments are formally notified of the date of the committee meeting. However, in exceptional circumstances, where a very high number of representations are received we will put a notice in the local press and post a notice on the site. Members of the Planning Committee will receive a report which includes details of representations made and the issues raised, together with the Officer's recommendation. This report is available for public inspection five days before the meeting. The public can attend the Planning Committee meeting at Halifax Town Hall and people who wish to speak about an application can nominate a representative who can speak on their behalf, provided they observe the guidelines set out in the notes for public speaking at Committee.

This guidance can be found on the website:

<https://www.calderdale.gov.uk/v2/residents/environment-planning-and-building/planning/apply-planning-permission>

### Appeals Process

- 3.12 Where the Council refuses a planning application or imposes conditions, the applicant can appeal the decision. Any person previously consulted and objectors to the original application will be notified by the Council of the appeal, and given the opportunity to submit representations (either in support or opposition) to the Planning Inspector hearing the case.

Documents relating to appeals and subsequent decisions can be viewed on the Council's website : <https://www.calderdale.gov.uk/v2/residents/environment-planning-and-building/planning/appeal-planning-decision>

Details of all appeals can also be found on the Planning Portal website:  
[www.planningportal.gov.uk](http://www.planningportal.gov.uk).

### Unlawful Development

- 3.13 The Development Management Team investigates around 400 cases of complaints and alleged breaches of planning control each year.

Members of the public reporting alleged breaches of planning control are requested to use the service request form on the Council's website. Alternatively we will accept comments in writing.

More information on Enforcement may be found on the Council's website.

<https://calderdale.gov.uk/v2/residents/environment-planning-and-building/planning/enforcing-planning-rules>



## Appendix 1 : Potential methods of Consultation

- A1.1** The Council must undertake a minimum level of community involvement as laid down by the Regulations. The Council intends to meet and exceed these minimum requirements where possible to effectively involve the community and to encourage effective participation in the planning system.
- A1.2** There are a wide range of techniques and methods available to engage the community, but the Council must be realistic in recognising the limited resources that it has and as a result ensure that engagement is well managed, focused and effective.

**Table APP1.1 Potential Consultation Methods and their Effectiveness**

Method	Commentary	Potential costs	Useful for:	Not useful for:
<i>Documents available at 'Deposit Points'</i>	This is a minimum requirement of the Regulations, but the Council will also make available documents at ALL libraries and the Customer First Offices throughout the District.	Costs of document preparation, printing and distribution.	Ensuring interested persons have access to 'hard copy' of documents within their community, to public and ensuring compliance with Regulations.	Reaching 'hard to reach' groups or persons who may never go to public libraries or Council Offices.
<i>Letters to Statutory Bodies listed in the Regulations</i>	This is a minimum requirement of the Regulations.	Costs of staff time in producing letters, postage and packing.	Making contact with stake-holders and raising awareness and ensuring compliance with Regulations.	Reaching people who are not already within the consultation database.
<i>Local Press, Radio and TV</i>	Minimum requirement of the Regulations for adverts in local newspaper(s), but additionally can be used to carry articles and stories of relevance. Radio and TV articles or programmes can be made to supplement road shows or be placed on the web-site to attract interest.	At least £4,000 per insertion in the local papers; Radio and/or TV is an expensive option, costing upwards of £10,000 per article.	Meeting Statutory Requirements. Useful to reach groups and raise awareness where resources are limited in terms of staffing. Adverts in papers achieve good coverage in a familiar format.	Reaching some groups who do not get local newspapers or listen to radio.
<i>Leaflets and Brochures</i>	Can publicise an outline of the proposed document or application and inform the public of further opportunities to get involved.	Fairly low cost depending upon quality, but can be in the order of £100-£150 per 100. Expensive	Raising awareness in the community.	Reaching those whose first language may not be English, or disinterested persons.

Method	Commentary	Potential costs	Useful for:	Not useful for:
		option if wanting to have broad coverage.		
<i>Public exhibitions/ displays/stalls and road shows</i>	A useful medium for disseminating information, allowing communities to air their views. Fairly resource-intensive and attendees are self-selecting. Can make use of media presentations that have been made specifically for the Plan under consideration.	Staff and materials time in preparing documents for exhibition. Staff time for attendance and room/venue hire.	Raising awareness and obtaining views on specific issues or projects. They will normally only provide feedback from a small number of people and may have to be used in conjunction with other methodologies.	Obtaining a large sample of service users views. Feedback may be limited to what is on display.
<i>Letters</i>	Letters to stake-holders within the database or other interested persons	Costs of paper and postage	Can reach a large cross-section of stake-holders with general information, as well as allowing more detailed debate on a one to one or specialist group basis.	Not useful for reaching people not already in the database.
<i>Hotline</i>	Information for people without access to the Internet. Needs to be staffed rather than a recorded message.	Staff time and telecom set up. Dedicated staff means that other work cannot be undertaken unless extra resources brought in to cover this work.	Giving information and allowing first point of contact.	Wide ranging contact
<i>One-to-one meetings with selected stake-holders</i>	A useful way of identifying key issues and getting key people involved and achieving alignment with other strategies and initiatives. Can lead to high expectations that commitments will be made and fulfilled.	Resource intensive requiring senior staff involvement.	Getting to grips with specific issues relevant to stake-holders.	Assessing broad views as limited involvement.
<i>Public meetings/ area, town or village meetings</i>	Particularly relevant to the Local Plan, Area Action Plans and planning applications. An open and inclusive way for people to engage in robust debate on the issues, although attendees are self-selecting. Meetings must be carefully	Staff time and venue hire. Ongoing costs of preparing display materials. Use of existing area groups	Informing the public as well as for consultation. Reaching groups already interested in the future of their community. Controversial	Not useful for achieving consensus or ensuring 'hard to reach' groups or less confident persons have

Method	Commentary	Potential costs	Useful for:	Not useful for:
	prepared and effectively chaired. These can be resource intensive.	can reduce the cost for the Local Plan.	issues may encourage a high turnout, but may generate antagonism or bad feeling.	their say.
<i>Focus groups or Citizens Panels</i>	Useful for area based discussions and presentation of options. These can help authorities to gain more understanding of public concerns. Provides an opportunity to explore issues in depth but may need to be complemented by other methods.	Low costs if handled internally. Costs would rise rapidly if external consultants undertake the work. Agency costs at least £1,000 per group session.	Gaining views from a cross section of citizens, but these may be self-selecting and unrepresentative.	Ensuring representative views from across the community.
<i>Pre-existing panels, forums and design teams</i>	Developer panels comprising 'regular applicants' can provide a forum for authorities to disseminate information and canvas professional opinion on proposed documents or applications.	Low costs if handled internally. Costs will increase if external facilitators are used.	Gaining views from a cross section of citizens, but these may be self-selecting and unrepresentative.	Ensuring representative views from across the community.
<i>Use of partner organisations, forums and existing consultation networks</i>	Making effective use, as agreed by partner organisations (such as Town and Parish Council's); neighbourhood forums, community forums and other stakeholders), of their consultation networks in order to act as an effective conduit for the dissemination of consultation information			
<i>Workshops/ Planning for Real Exercises</i>	Means of engaging local communities on planning applications and developing "ownership" of the proposals. Need to involve the right people and require significant preparation to allow structured approach and report back. Useful for identifying and focusing discussion around difficult issues and key themes. Resource intensive in terms of staffing and potential needs to bring in outside professional assistance.	Need facilitators and venue hire. Can be expensive at least £5,000 per session.	Environmental issues such as planning, the environment, housing and development. Good for complex issues, for getting fresh ideas and getting people together in a non-confrontational way.	Not appropriate for non-physical issues, or for engaging with young people or children or those whose first language is not English. Will not provide a large sample of views if a statistically representative sample is needed.

Method	Commentary	Potential costs	Useful for:	Not useful for:
<i>Planning Aid</i>	<p>Planning Aid is a network of planning volunteers providing free and independent advice to community groups and individuals who are unable to afford a consultant.</p> <p>Contact Yorkshire Planning Aid:-  <a href="http://www.rtpi.org.uk/planning-aid/">www.rtpi.org.uk/planning-aid/</a>            Email:            info@planningaid.rtpi.org.uk            Tel : 0113 204 2460</p> <p>Mailing address:            32 The Calls,            LEEDS,            LS2 7EW</p>		Awareness raising; focusing attention on issues and helping residents engage within the planning process.	
<i>Steering/Advisory Group</i>	A mechanism for getting key organisations involved in overseeing or acting as a sounding board for the production of the Local Plan	Costs of secretariat for group together with staff time in servicing the sessions. Assume members fund their own attendance and inputs.	Ensuring buy-in from stake-holders. This approach may be appropriate for Area Action Plans or topic based policies.	Reaching wider community.
<i>Use of Council's website/ Internet / Social Media</i>	Minimum requirement of the Regulations. Social media (Facebook/Twitter) are useful additional e-media sources of information.	Minimal additional costs. Document preparation already in HTML compliant format. Use of Social media can be costly in terms of time to ensure regular updating and information flow.	All stake-holders and disseminating information to the widest audience.	Reaching people without access to the Internet.

## Appendix 2 : Hard to Reach and Seldom Heard Groups

- A2.1 The Council is conscious that there are sectors of the community which are difficult to engage and whose views are often under represented. It is important for the future of the District and for planning in the context of the Local Plan, that efforts are made to seek views from these under represented or “seldom heard” groups.
- A2.2 An argument often made against consultation is that it gives too much of a say to an unrepresentative vocal minority. There is some truth in this view and this can be demonstrated by the fact that some groups are easier to consult than others. Barriers such as age, culture, language, geographical isolation, time and a general indifference need to be overcome through careful use of methods and approaches. The varied communities identified in paragraph 2.4 will form a challenge to effective community engagement.
- A2.3 It takes considerably more initiative, imagination and effort to consult effectively and inclusively with certain sections of the community. However, the term “hard to reach” can perhaps imply that the fault lies within these communities. This is misleading. The term describes a situation that is characterised by a lack of understanding, and it is this that must be overcome. A better phrase may be “seldom-heard” groups. It is unlikely that whole sections of the population do not want to express their views and wishes. If difficulties are encountered it is more likely that we are either consulting them on issues that they have little knowledge or interest in or that we are conducting consultation in an inappropriate manner.
- A2.4 The following is a list of the common “hard-to-reach” or “seldom heard” groups. It is neither inclusive nor exclusive, but reflects commonly recognised groups within the community as a whole:
- young people;
  - elderly;
  - disabled people;
  - minority ethnic groups;
  - people with caring responsibilities;
  - gay, lesbian, bisexual and trans-gender community;
  - socially-excluded groups;
  - asylum seekers / refugees;
  - homeless people;
  - gypsy and traveller community;
  - people from deprived areas; and
  - non-users of council services.
- A2.5 The reasons why these groups may be difficult to engage and as a result “seldom heard” can arise from a wide range of conditions:
- some groups of people, such as working single parents, have less spare time than others, such as retired people;
  - some people have difficulty understanding written or spoken English;
  - some people cannot see or hear;
  - some people have mobility difficulties;
  - some groups feel culturally isolated from the mainstream of society’s activity;
  - some groups feel alienated from, or even suspicious of, the organisation that is consulting them;

- some communities are geographically isolated;
- some people have no permanent address;
- some people are living with a long-term illness;
- some people are out at work all day; and
- some people may just not be interested in being consulted by public bodies.

A2.6 Whilst it is important to recognise that there are groups within society that are difficult to engage, it is also important to recognise that the Council has limited resources. However, the Council will attempt to engage and facilitate participation by (for example):-

- Holding events during the day, at weekends, during the evening or both, dependent upon the circumstances of those whose opinions are sought.
- Providing crèche facilities at events.
- Ensuring venues are accessible by people with disabilities (transport, wheelchair access etc.).
- Providing facilities such as an induction loop systems for use with hearing aids, signers and interpreters.
- Providing materials in different versions, such as large print size, on tape and in translation.
- Undertaking “awareness raising” at appropriate stages of plan preparation. This may be through public meetings, groups sessions, community forums, targeted information sessions.
- Holding focused consultation/participation sessions in the community e.g. women only sessions.
- Mail shots to communities rather than those on the database.
- Ensuring events are inclusive but respect the culture and sensibilities of the communities whose views are being sought.
- Offering translation services for people whose first language is not English, or providing British sign language interpreters where these have been requested.
- Writing documents in plain English.
- Making effective use, as agreed by partner organisations (such as Town and Parish Council’s); neighbourhood forums, community forums and other stakeholders), of their consultation networks in order to act as an effective conduit for the dissemination of consultation information.

## Appendix 3 : Consultation Bodies and Organisations

The list below outlines the organisations and other bodies that we are legally required to consult and involve in preparing our planning documents, in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012.

**‘Specific’ and ‘Duty to Co-operate’** consultation bodies include the following:

- City of Bradford Metropolitan Council;
- Kirklees Metropolitan Council;
- Lancashire County Council;
- Oldham Metropolitan Borough Council;
- Rochdale Metropolitan Borough Council;
- Rossendale Borough Council;
- Burnley Borough Council;
- Pendle Borough Council;
- Civil Aviation Authority;
- Coal Authority;
- Historic England (the Historic Buildings and Monuments Commission for England);
- Environment Agency;
- Highways England;
- Homes and Communities Agency (HCA);
- Natural England;
- Network Rail Infrastructure Ltd.;
- Leeds City Region Local Enterprise Partnership (LEP);
- Northern Electric Distribution Ltd.;
- Northern Gas Networks Ltd.;
- West Yorkshire Police (the local policing authority);
- Yorkshire Water (the water and sewerage undertaker);
- Office of Rail Regulation;
- West Yorkshire Combined Authority (WYCA);
- (NHS England – Calderdale and Huddersfield – or internally within Calderdale Council which now has responsibility for health matters);
- Parish and Town Councils within Calderdale;
- Parish and Town Councils in neighbouring local authority areas;
- plus other relevant gas, electricity and electronic communications network infrastructure providers.

**‘General’ consultation bodies include the following:**

Voluntary bodies some or all of whose activities benefit any part of the borough; bodies that represent the interests of different racial, ethnic or national groups in the borough; bodies that represent the interests of different religious groups in the borough; bodies that represent the interests of disabled persons in the borough; bodies that represent the interests of businesses in the borough.

**Additional Groups and Bodies:**

In addition to the above groups, we also seek to involve and consult a wide range of other interest groups and organisations, developers and consultants, as well as local residents and businesses.

You can add the details of your group to the Consultation database through this web-address:

<http://calderdale.objective.co.uk/portal>

The Statement of Community Involvement (SCI) was published in draft form in October 2015, and was open for public comment between 8<sup>th</sup> October and 5<sup>th</sup> November 2016.

Comments made during the Consultation were taken into account in the preparation of the final SCI which was adopted by Council on 27<sup>th</sup> April 2016.