

**INSPECTOR'S REPORT**  
**KIRKLEES METROPOLITAN COUNCIL**  
**STATEMENT OF COMMUNITY INVOLVEMENT**

Inspector: Ben Linscott BSc MRTPI

Date: 5<sup>th</sup> June 2006

## **Kirklees Metropolitan Council Statement of Community Involvement (January 2006)**

### **INSPECTOR'S REPORT**

#### **Introduction**

- 1.1 An independent examination of the Kirklees Metropolitan Council Statement of Community Involvement (SCI) has been carried out in accordance with Section 20 of the Planning and Compulsory Purchase Act 2004. Following paragraph 3.10 of Planning Policy Statement 12: Local Development Frameworks, the examination has been based on the 9 required tests of soundness (see Appendix A). The starting point for the assessment is that the SCI is sound. Accordingly changes are made in this binding report only where there is clear need in the light of tests in PPS12.
- 1.2 A total of 35 representations were received, all of which have been considered. The Council proposed a number of amendments to the SCI in response to representations received, and these have been taken into account in the preparation of this report.

#### **Test 1**

- 2.1 The Council has undertaken the consultation required under Regulations 25, 26 and 28 of the Town and Country Planning (Local Development) (England) Regulations 2004.
- 2.2 I am satisfied that this test is met.

#### **Test 2**

- 3.1 Section 2.3 recognises the links between the LDF, the SCI and the Community Strategy. The SCI explains in the same paragraph the structure of the Local Strategic Partnership and, at Section 1.4, how existing groups will be utilised in the consultation on the DPDs. I am satisfied that the Council recognise the links between the strategies, the LDDs and the associated consultation exercises.
- 3.2 This test is met.

#### **Test 3**

- 4.1 The Council has set out in Section 4.2 of the SCI those groups which will be consulted. The list in Appendix 2 includes the statutory bodies from PPS12 Annex E. It is stated at Section 4.2 of the SCI that the Council will hold a database of consultees details, and that they will consult with additional local stakeholders where appropriate.
- 4.2 This test is met, subject to the following recommendation:

## **(R1) Recommendation**

The re-organisation of certain consultation bodies, such as the Strategic Rail Authority, should be acknowledged in the SCI by adding an additional sentence at the end of Appendix 2:

"This list is not exhaustive and also relates to successor bodies where re-organisations occur."

### **Test 4**

5.1 Figure 3 (Page 19) explains that the Council will involve and inform people from the early stages of LDD preparation and Figure 1 (Pages 10 and 11) describes the range of methods the Council will employ to do this. Figure 3 shows that informal consultation will take place with the key stakeholders at the issues and options stage of DPD production in accordance with Regulation 25. I am satisfied that the consultation proposed will be undertaken in a timely and accessible manner.

5.2 This test is met.

### **Test 5**

6.1 Figure 1 (Pages 10 and 11) sets out the methods that the Council propose to use to involve the community and stakeholders. These cover a range of recognised consultation techniques that will present information via a range of different media. The Council acknowledge the relative strengths of the different methods and indicate, in Figure 3 (Page 19) at what stages of LDD preparation the various methods might be employed. The Council clarify in Figure 3 the stages at which consultation will take place and indicate in Section 4.2 who will be consulted at those stages. Appendix 2 makes reference to consultation with the "specific and general consultation bodies" as required by Regulation 25.

6.2 The SCI acknowledges, at Section 2.5, that the Council may have to provide extra support to facilitate consultation with certain groups or individuals, and proposes (at Section 2.6) how they might do this. However, insufficient information is provided on how the Council will make their information accessible to all members of society and I recommend accordingly.

6.3 Subject to the qualification above, I am satisfied that the methods of consultation proposed in the SCI are suitable for the intended audiences and for the different stages in LDD preparation.

6.4 Subject to the following recommendations this test is met:

## **(R2) Recommendation**

The following text should be added at Section 2.5 after the third sentence (at Page 9):

"We will make our information accessible so as to meet the requirements of the Race Relations Act 2000 and the Disability Discrimination Act."

## **(R3) Recommendation**

Display prominently on the front or inside front cover the following statement:

"This and other Local Development Framework documents can be made available in large copy print, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact: Planning Liaison Officer, Kirklees Metropolitan Council, PO Box B93, Civic Centre III, Off Market Street, Huddersfield, HD1 2JR Tel: 01484 221627 E-mail: DPI@kirklees.gov.uk"

### **Test 6**

- 7.1 Section 6.1 of the SCI explains how the Council will seek to ensure that sufficient resources are put in place to achieve the scale of consultation envisaged. I am satisfied that the Council is alert to the resource implications of the SCI.
- 7.2 This test is met.

### **Test 7**

- 8.1 Sections 2.1, 2.2 and 4.4 explain how the results of community involvement will be taken into account by the Council and used to inform decisions. The Council also propose to prepare reports at the end of the consultation period explaining how views have been considered and documents changed in light of the community involvement. The SCI states at Section 4.3 where these will be made publicly available.
- 8.2 This test is met.

### **Test 8**

- 9.1 Section 6.3 explains that the Council continuously monitors and reviews all consultation documents and that the SCI will be formally reviewed as part of this process and reported on through the Annual Monitoring Report.
- 9.2 I am satisfied that the Council has mechanisms for reviewing the SCI and have identified potential triggers for the review of the SCI.
- 9.3 This test is met.

## **Test 9**

- 10.1 The SCI at Section 5 clearly describes the Council's policy for consultation on planning applications. Section 5.4 meets the minimum requirements and provides additional methods of consultation. This distinguishes between procedures appropriate to different types and scale of application and includes information on how the consultation results will inform decisions.
- 10.2 The SCI does not address the longer statutory time period for consultation that may be applicable in certain circumstances and I recommend accordingly.
- 10.3 Subject to the following recommendation this test is met:

### **(R4) Recommendation**

Insert in Section 5.4 at the end of the fourth paragraph (Page 26) the following:

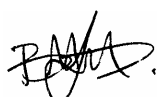
"Bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation."

## **Conclusions**

- 11.1 The Kirklees Metropolitan Council SCI (January 2006) is sound.
- 11.2 However, the Council have set out in their Representations Statement a number of proposed changes to the SCI in response to representations received on the submission document. These suggested amendments do not affect the substance of the SCI but they do improve the clarity and transparency of the submission SCI and they are listed in Appendix B of this Report. I therefore agree that they be included.
- 11.3 In addition, I consider that it would be prudent to reflect the fact that the document has reached adoption stage and recommend accordingly.

### **(R5) Recommendation**

The Council should remove all references to previous stages of this document and replace any preface containing such references with a statement of adoption.



Ben Linscott BSc MRTPI - Inspector

**APPENDIX A**  
**TESTS OF SOUNDNESS**

### **Examination of the soundness of the statement of community involvement**

3.10 The purpose of the examination is to consider the soundness of the statement of community involvement. The presumption will be that the statement of community involvement is sound unless it is shown to be otherwise as a result of evidence considered at the examination. A hearing will only be necessary where one or more of those making representations wish to be heard (see Annex D). In assessing whether the statement of community involvement is sound, the inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in Regulations;<sup>1</sup>
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

*From:* Planning Policy Statement 12: Local Development Frameworks

<sup>1</sup> The Town and Country Planning (Local Development) (England) Regulations, 2004.

**APPENDIX B**  
**PROPOSED CHANGES**

**Revised Appendix E – Summary table of individual responses and proposed changes (May 2006)**

<b>LDF Ref</b>	<b>Name</b>	<b>Representation Ref</b>	<b>Comment Summary</b>	<b>Proposed Action by Kirklees Planning</b>	<b>Test of Soundness</b>
LDF780	Highways Agency	LDF780/SCIS1	<ul style="list-style-type: none"> <li>No comment</li> </ul>		<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF784	West Yorkshire Strategic Health Authority	App2SCI/LDF784/SCIS2	<ul style="list-style-type: none"> <li>Appendix 2 - Include Primary Care Trusts (PCTs) in list of consultees</li> </ul>	<ul style="list-style-type: none"> <li>Add to specific consultees</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF836	Environment Agency	LDF836/SCIS3	<ul style="list-style-type: none"> <li>No comment</li> </ul>		<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF763	Saddleworth Parish Council	S/LDF763/SCIS4	<ul style="list-style-type: none"> <li>Very well presented and worthwhile document</li> </ul>		<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF768	English Heritage	LDF768/SCIS5	<ul style="list-style-type: none"> <li>No comment</li> </ul>		<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF786	Yorkshire Forward	LDF786/SCIS6	<ul style="list-style-type: none"> <li>No comment</li> </ul>		<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF1302	Quarry Products Association	S/LDF1302/SCIS7	<ul style="list-style-type: none"> <li>Support the document</li> </ul>		<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF779	The Countryside Agency	LDF779/SCIS8	<ul style="list-style-type: none"> <li>No comment</li> </ul>		<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF776	English Nature	LDF776/SCIS9	<ul style="list-style-type: none"> <li>No comment</li> </ul>		<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF796	Lafarge Associates	App2SCI/LDF796/SCIS10	<ul style="list-style-type: none"> <li>Appendix 2 - The list of consultees fails to include the Quarry Products Association or the Environmental Services Association</li> </ul>	<ul style="list-style-type: none"> <li>Add to 'other consultees' list</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF829	Sanderson Weatherall	App2SCI/LDF829/SCIS11	<ul style="list-style-type: none"> <li>Appendix 2 – 'Post Office Property Holdings' should be replaced with 'Royal Mail Property Holdings'</li> </ul>	<ul style="list-style-type: none"> <li>Amend as stated</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF1230	Robertshaws Chartered Surveyors	9/5.3SCI/LDF1230/SCIS12	<ul style="list-style-type: none"> <li>Supporting section 5.3 (consultation on major applications). Also encourage greater opportunity for pre-application discussions with planning officers (clarification sought)</li> <li>Clarified with respondent that the change sought is that the SCI text should be amended to include a commitment to make planning officers available for pre-application enquiries as an overall part of the planning process.</li> </ul>	<ul style="list-style-type: none"> <li>'Development Team' is available at the pre-application stage for major applications (mentioned in section 5.2) as long as the client provides sufficient information about their proposals. Refer to 'Advice for Developers' leaflet</li> </ul>	<ul style="list-style-type: none"> <li>ix</li> </ul>

				here as well as in section 5.8.	
LDF991	Neil Shaw	9/5.2-5.3SCI/LDF991/SCIS13	<ul style="list-style-type: none"> <li>The Statement of Community Involvement fails to define the term 'Major Application'.</li> </ul>	<ul style="list-style-type: none"> <li>The term is already defined in Appendix 4</li> </ul>	<ul style="list-style-type: none"> <li>ix</li> </ul>
	Neil Shaw	9/5.3SCI/LDF991/SCIS14	<ul style="list-style-type: none"> <li>All developments should be subject to local consultation, not just major applications.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation is undertaken for all applications in terms of site notices, newspaper notices and letters to adjoining properties as stated by the SCI</li> </ul>	<ul style="list-style-type: none"> <li>ix</li> </ul>
	Neil Shaw	LDF991/SCIS15	<ul style="list-style-type: none"> <li>The questionnaire for the SCI submission consultation is confusing and not in plain English therefore excluding some people from the process.</li> </ul>	<ul style="list-style-type: none"> <li>This is a standard planning inspectorate questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF860	Meltham Town Council	LDF860/SCIS16	<ul style="list-style-type: none"> <li>The consultation statement should form an integral part of the document (clarification sought)</li> <li>Clarified with respondent that the change sought is to amend the table on page 10-11 (figure 1) to include parish councils</li> </ul>	<ul style="list-style-type: none"> <li>Amend table</li> </ul>	<ul style="list-style-type: none"> <li>iii</li> </ul>
	Meltham Town Council	3/2.7SCI/LDF860/SCIS17	<ul style="list-style-type: none"> <li>Parish and Town Councils should be listed separately in figure 1 (page 10-11) rather than with area committees</li> </ul>	<ul style="list-style-type: none"> <li>Amend table</li> </ul>	<ul style="list-style-type: none"> <li>iii</li> </ul>
LDF820	West Yorkshire Archaeology Advisory Service	App2SCI/LDF820/SCIS18	<ul style="list-style-type: none"> <li>Appendix 2 – The West Yorkshire Archaeology Advisory Service should be added to the list of 'Other Consultees'</li> </ul>	<ul style="list-style-type: none"> <li>Add to 'other consultees'</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF570	Kirkburton Parish Council	3/LDF570/SCIS19	<ul style="list-style-type: none"> <li>There is no reference throughout the document to the Town and Parish Councils in the District</li> </ul>	<ul style="list-style-type: none"> <li>Appendix 2 will be changed to refer more clearly to town and parish councils</li> </ul>	<ul style="list-style-type: none"> <li>iii</li> </ul>

LDF1189	Denby Dale Parish Council	3/2.2SCI/LDF1189/SCIS20	<ul style="list-style-type: none"> <li>Page 7 – Reference should be made to consultations with Parish Councils.</li> </ul>	<ul style="list-style-type: none"> <li>Brief paragraph could be added after section 2.2</li> </ul>	<ul style="list-style-type: none"> <li>iii</li> </ul>
	Denby Dale Parish Council	3/2.7SCI/LDF1189/SCIS21	<ul style="list-style-type: none"> <li>Page 10 – Parish Councils should be listed separately in figure 1 (page 10-11) rather than with area committees</li> </ul>	<ul style="list-style-type: none"> <li>Amend table</li> </ul>	<ul style="list-style-type: none"> <li>iii</li> </ul>
	Denby Dale Parish Council	3/App2SCI/LDF1189/SCIS22	<ul style="list-style-type: none"> <li>Page 34 – Parish Councils should be included in the list of specific consultation bodies.</li> </ul>	<ul style="list-style-type: none"> <li>Appendix 2 will be changed to refer more clearly to town and parish councils</li> </ul>	<ul style="list-style-type: none"> <li>iii</li> </ul>
LDF819	Sport England	4-5.4SCI/App2-LDF819-SCIS23	<ul style="list-style-type: none"> <li>Appendix 2 – Sport England is listed as ‘other consultee’ despite being a statutory consultee for some planning applications such as those affecting playing fields. Amend SCI to state that consultation with Statutory consultees on proposals where recommendations are made should be in line with the GPDO 1995 (as amended).</li> </ul>	<ul style="list-style-type: none"> <li>Change appendix 2 title to ‘LDF Consultees’</li> </ul>	<ul style="list-style-type: none"> <li>ix</li> </ul>
	Sport England	4/5.7-5.8SCI/LDF819/SCIS24	<ul style="list-style-type: none"> <li>Section 5.7/5.8 – It is not clear how statutory consultees will be informed of decisions. Also does this mean that statutory consultees will not be kept informed of progress with applications prior to them being taken to committee.</li> </ul>	<ul style="list-style-type: none"> <li>Statutory consultees can access the Kirklees website to check on decisions made.</li> </ul>	<ul style="list-style-type: none"> <li>ix</li> </ul>
	Sport England	4/5.7SCI/LDF819/SCIS25	<ul style="list-style-type: none"> <li>Reference to the web is useful but without knowing when an application will be taken to committee it would be difficult for statutory consultees to monitor decisions on applications.</li> </ul>	<ul style="list-style-type: none"> <li>Objectors and applicants are informed when an application is to go to committee. Statutory consultees can access the Kirklees website for such information.</li> </ul>	<ul style="list-style-type: none"> <li>ix</li> </ul>
LDF111	Spenn Valley Civic Society	4/5.4SCI/LDF111/SCIS26	<ul style="list-style-type: none"> <li>Section 5.4 – need to clarify the basis on which copies of planning applications will be made available at Cleckheaton Town Hall and other area points. Also a commitment that these will include paper plans and amended plans where amendments are significant.</li> </ul>	<ul style="list-style-type: none"> <li>The SCI does not mention specific locations where copies of planning applications are made available. However, the distribution of plans</li> </ul>	<ul style="list-style-type: none"> <li>ix</li> </ul>

				across the district is being reviewed. Also, copies of plans for recent applications can be seen on the Kirklees website.	
LDF385	Gillian Paterson (Soothill Forum)	LDF385/SCIS27	<ul style="list-style-type: none"> <li>The public need easier access to such documents to comment on them. Councillors need to be better informed, particularly relating to area committees.</li> </ul>	<ul style="list-style-type: none"> <li>SCI attempts to provide easy access to the documents to as many people as possible</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
LDF1207	Tesco Stores Limited (c/o DPP)	4/5.3SCI/LDF1207/SCIS28	<ul style="list-style-type: none"> <li>Section 5.3 – re-word to accord with the companion guide to PPS12 in that a failure to consult the community does not refer to delays but instead highlight that a failure to consult would be given weight in determining the application (clarification sought)</li> <li>Clarified with respondent that the change sought is that the SCI should be amended to reflect the PPS12 companion guide. The SCI should highlight that a valid application cannot be refused because the council disagrees with the way in which the applicant has consulted the community but that a failure to properly consult could lead to objections which could be given weight in the determination of the application.</li> </ul>	<ul style="list-style-type: none"> <li>The wording in section 5.3 already accords with that in PPS12 but is phrased in an easy to understand way, in keeping with the purpose of the SCI.</li> </ul>	<ul style="list-style-type: none"> <li>ix</li> </ul>
LDF1304	Tesco Stores Limited (c/o GL Hearn)	4/5.3SCI/LDF1304/SCIS29	<ul style="list-style-type: none"> <li>Welcome pre-application consultation. It is important to acknowledge that consultation with the public is not statutory requirement for applicants when submitting a planning application (clarification sought)</li> <li>Clarified with respondent that the change sought is that the SCI should acknowledge that consultation with the public is not a statutory requirement for applicants when submitting an application.</li> </ul>	<ul style="list-style-type: none"> <li>There is no mention in the SCI that pre-application consultation with the public is statutory.</li> </ul>	<ul style="list-style-type: none"> <li>ix</li> </ul>

LDF794	Government Office for Yorkshire and the Humber	3/1SCI/LDF794/SCIS30	<ul style="list-style-type: none"> <li>Local circumstances should be reflected in the SCI – a paragraph should be added to the introduction regarding a general profile of the area, nature of the community and local circumstances</li> </ul>	<ul style="list-style-type: none"> <li>Add a brief description to the introduction</li> </ul>	<ul style="list-style-type: none"> <li>iii</li> </ul>
	Government Office for Yorkshire and the Humber	2/2SCI/LDF794/SCIS31	<ul style="list-style-type: none"> <li>A sub-paragraph should be added to Chapter 2 to outline the contribution made by the voluntary / community sector in the preparation of the SCI.</li> </ul>	<ul style="list-style-type: none"> <li>Covered by comments made in section 1.4 and 2.3.</li> </ul>	<ul style="list-style-type: none"> <li>ii</li> </ul>
	Government Office for Yorkshire and the Humber	4/2.5SCI/LDF794/SCIS32	<ul style="list-style-type: none"> <li>Expand on section 2.5 by outlining different methods that may be used to obtain views from hard to reach groups.</li> </ul>	<ul style="list-style-type: none"> <li>Add sentence regarding LSPs providing linkages to hard to reach groups. Also mention Planning Aid role – bringing expertise in engaging hard to reach groups</li> </ul>	<ul style="list-style-type: none"> <li>iv</li> </ul>
	Government Office for Yorkshire and the Humber	9/5.3SCI/LDF794/SCIS33	<ul style="list-style-type: none"> <li>Section 5.3 should contain reference to Listed Building and Conservation Areas (perhaps as a footnote to paragraph 5.3).</li> </ul>	<ul style="list-style-type: none"> <li>There is no mention of specific types of application in the SCI therefore this is not deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>ix</li> </ul>
LDF1197	Hugh Bowden, Mirfield Community Partnership	S/2.2SCI/LDF1197/SCIS34	<ul style="list-style-type: none"> <li>Supporting chapter 2, section 2.2.</li> </ul>		<ul style="list-style-type: none"> <li>n/a</li> </ul>
	Hugh Bowden, Mirfield Community Partnership	LDF1197/SCIS35	<ul style="list-style-type: none"> <li>It is essential to put ideas and information to different groups and individuals in a way that is meaningful to them</li> </ul>	<ul style="list-style-type: none"> <li>Comment noted</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
<b>Other proposed changes by Kirklees Council</b>					
n/a	Kirklees Council	n/a	<ul style="list-style-type: none"> <li>Website address is incorrect on page 29</li> </ul>	<ul style="list-style-type: none"> <li>Change to <a href="http://www.kirklees.gov.uk">www.kirklees.gov.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
n/a	Kirklees Council	n/a	<ul style="list-style-type: none"> <li>Document title 'Advice for Development' should read 'Advice for Developers' (page 27)</li> </ul>	<ul style="list-style-type: none"> <li>Amend as stated</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
n/a	Kirklees Council	n/a	<ul style="list-style-type: none"> <li>Clarification of the term hotline is required as this may be misleading (page 19 and page 20)</li> </ul>	<ul style="list-style-type: none"> <li>Provide a definition of 'hotline' or amend to 'contact number'</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>

n/a	Kirklees Council	n/a	<ul style="list-style-type: none"> <li>• Glossary improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Re-word the glossary definitions (attached)</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
n/a	Kirklees Council	n/a	<ul style="list-style-type: none"> <li>• Change to section 5.4 due to procedural changes since SCI submission</li> </ul>	<ul style="list-style-type: none"> <li>• Re-worded section 5.4 (attached with changes underlined)</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
n/a	Kirklees Council	n/a	<ul style="list-style-type: none"> <li>• The Council are concerned that there is no explicit reference to consultation on non-LDF documents such as Conservation Area boundary reviews.</li> </ul>	<ul style="list-style-type: none"> <li>• Re-worded section 1.3 (attached with changes underlined)</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
n/a	Kirklees Council	n/a	<ul style="list-style-type: none"> <li>• The Council wish to clarify a point made in Figure 3 and Figure 4 regarding the sending of consultation documents.</li> </ul>	<ul style="list-style-type: none"> <li>• In figures 3 and 4, the text should be amended from “send consultation documents to specific consultation bodies, individuals, groups or other organisations” to “send consultation documents to specific consultation bodies and individuals, groups or other organisations on request.</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>

## 5.4 Consultation on planning applications

The Town and Country Planning General Development Procedure Order 1995 (GDPO) sets out how council's must publicise planning applications. This law says council's must either:

- ◆ Post a site notice visible to the public or;
- ◆ Write to occupiers or owners of adjoining properties.

Additional publicity is required for some categories of planning application, which are defined in the General Development Procedure Order (GDPO) and for other types of application, such as listed building consent.

The council must publicise these applications by:

- ◆ Displaying a site notice in at least one place on or near the development site for at least 21 days and;
- ◆ Advertising in a local newspaper.

Depending on the type of development being proposed, the council has to consult those specific consultation bodies set out in Appendix 2.

All planning applications and reserved matters<sup>1</sup> submissions are publicised by one or more site notices. Where required by the General Development Procedure Order, we must also place a notice in a newspaper circulating in the local area. In addition where applications are close to a residential property, we will deliver letters to houses that may be affected by the development. For applications for advertisement consent, we will only advertise them if they affect the setting of a listed building or conservation area.

If we receive amended or additional plans for an existing application, we may need to carry out further publicity depending on the significance of the changes or additions made.

Planning applications are available to be viewed on the Council website. The application form, plans and supporting documents are normally available within 5 working days of the application being validated.

Unless we have made alternative arrangements (e.g. where web access only is required) each week we send a list of all applications received to town halls, parish councils, libraries, Kirklees Information Points, and the local press. Anyone can comment on an application by

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<sup>1</sup> Reserved Matters Submission – details which may relate to the design, external appearance, siting, means of access and landscaping where outline planning permission has been granted.

## **Appendix 1 – Glossary (SCI)**

AAP	- Area Action Plans - A type of Development Plan Document focused upon a specific location or an area subject to conservation or significant change (for example major regeneration).
Adoption	- The final confirmation of a development plan or Local Development Document status by a local planning authority.
AMR	- Annual Monitoring Report - A report submitted to the government by local planning authorities or regional planning bodies assessing progress with and the effectiveness of a Local Development Framework.
BME	- Black and Minority Ethnic Communities.
DPD	- Development Plan Documents – Development Plan Documents are prepared by local planning authorities and outline the key development goals of the local development framework.
Examination	- An independent process by which formal objections made to a DPD at submission stage are considered by a Government Inspector.
GDPO	- General Development Procedure Order - A set of regulations made by the government which grants planning permission for specified limited or minor forms of development.
Issues and Options	- The first consultation stage for the preparation of a DPD which will seek views on what issues need to be addressed and options needed to solve them.
LDD	- Local Development Document – These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development plan).
LDF	- Local Development Framework – A portfolio of documents that will be used to make decisions on proposed development over the next 10 years. These will determine where and what new development will be permitted in the district. The portfolio will be made up of Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
LDS	- Local Development Scheme - Local Development Scheme (LDS) - The local planning authority's time-scaled programme for the preparation of Local Development Documents that must be agreed with government and reviewed every year.

LSP	- Local Strategic Partnership - An overall partnership of people that brings together organisations from the public, private, community and voluntary sector within a local authority area, with the objective of improving people's quality of life.
Preferred Options	- The second consultation stage for the preparation of a DPD which will seek views on the council's favoured policies and proposals. It will also explain how the council arrived at their conclusions and give reasons for options not pursued.
Relevant Authority	- A Local Planning Authority, County Council or Parish Council.
RSS	- Regional Spatial Strategy - A strategy for how a region should look in 15 to 20 years time and possibly longer. The Regional Spatial Strategy identifies the scale and distribution of new housing in the region, indicates areas for regeneration, expansion or sub-regional planning and specifies priorities for the environment, transport, infrastructure, economic development, agriculture, minerals and waste treatment and disposal.
Saved UDP Policies	- Policies within unitary development plans that are saved for a time period during replacement production of Local Development Documents.
Secretary of State	- The minister in central government in charge of a particular area of activity.
SPD	- Supplementary Planning Documents - a Local Development Document 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.
Specific Consultation Bodies / Statutory Bodies	- These are Government appointed bodies that must be consulted on development plans and planning applications on matters affecting the public interest.
SA	- Sustainability Appraisal - An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.
SEA	- Strategic Environmental Assessment - Formal process to anticipate the likely significant environmental effects (including cumulative environmental effects) of implementing a plan and its reasonable alternatives with a view to avoiding, reducing or offsetting any negative impacts.

- Submission - This is the stage where the relevant policy document is submitted to the Secretary of State for independent examination by a planning inspector appointed by the government.
- UDP - Unitary Development Plan - An old-style development plan prepared by a metropolitan district and some unitary local authorities, which contains policies equivalent to those in both a structure plan and local plan. These plans will continue to operate for a time after the commencement of the new development plan system, by virtue of specific transitional provisions.