



*Knowsley Council*

**Knowsley Statement of Community Involvement  
Adoption Version**

**April 2017**



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## 1. Introduction

- 1.1 The requirement for Knowsley Council to produce a Statement of Community Involvement (SCI) comes under Section 18 of the Planning and Compulsory Purchase Act 2004.
- 1.2 This document is the second SCI we have produced. Its purpose remains unaltered; to give greater certainty to people, communities and organisations, including businesses, about the levels of involvement they should expect within the Council's plan making and Development Management functions.
- 1.3 The Knowsley SCI can therefore be summarised as a code of practice of how we will involve people in planning decisions.
- 1.4 The importance of this is reflected in paragraph 155 of the National Planning Policy Framework (NPPF):

*“Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.”*

### **Why is a new SCI required?**

- 1.5 The Council's first SCI, dated from May 2007, needed to be updated to respond to changes to planning law and guidance.
- 1.6 Included is that we are no longer progressing with a Local Development Framework (LDF). Instead, we are preparing a new style Local Plan. Also of importance is that the planning system has seen a shift in emphasis from Development Control to Development Management, as part of a drive to secure higher quality development and greater community benefit from proposals.
- 1.7 In addition, the Council's long-standing commitment to equality is now a statutory duty under the Equality Act 2010. An updated SCI also provides the Council with the opportunity to review and improve its approaches to consultation, based on previous experience and best practice, as well as new consultation methods, including the increasing availability and use of electronic communications, such as email and the Internet.
- 1.8 The shift away from traditional forms of communication and engagement has come at a time of unprecedented reductions in Council funding and the attendant need to change the ways in which we deliver certain services.
- 1.9 In the light of this, the SCI needs to be updated and it is considered that now is the appropriate time to do so.

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

1.10 The central functions of the planning service operated by Knowsley Council, and which we are required by law to deliver are to:

- Manage planning applications through to a decision in a timely manner; and
- Produce the policy framework on which decisions on these applications can be taken.

1.11 Accordingly, the SCI focuses solely on the consultation methods and engagement processes that the Council will use when preparing planning policy documents and in assessing planning applications.

## **Reviewing the SCI**

1.12 The Council's existing approaches to community involvement in planning may change as a consequence of the introduction of new legislation and regulations, or as a consequence of customer feedback in reviewing the effectiveness of our SCI. The outcomes of peer reviews of the planning service and any examples of best practice in consultation that emerge from other parts of the country will also be taken into account during future reviews.

## 2. Need for the new SCI

- 2.1 The original Knowsley SCI, adopted in May 2007, was prepared in the context of the Town and Country Planning (Local Development) (England) Regulations 2004.
- 2.2 The Government has since made various changes to the planning process through the Planning Act 2008 and associated regulations<sup>1</sup>, the Localism Act 2011 and the Housing and Planning Act 2016, together with revised national policy in the NPPF and the Planning Practice Guidance. This new SCI has been prepared in the context of these changes, in order to ensure that the legal requirements for community involvement will still be met.
- 2.3 The main changes are discussed below but of particular note is that:
- The Council is now able to adopt an SCI without the need to submit it to the Secretary of State for an Independent Examination. This is to reflect the spirit of localism that currently underpins the planning system.
  - The minimum legal requirements for consultation on Development Plan Documents (DPD) and in the assessment of planning applications have been updated, in order to encourage greater levels of efficiency for the production of plans and in processing applications.

### Changes to the plan making regulations

- 2.4 In 2004, the system for preparing and delivering planning policy called the LDF was introduced. The LDF was made up of a family of policy documents to guide and manage development in the Borough. This family of documents included:
- Procedural documents setting out the timetable for producing the LDF (Local Development Scheme), how the Council will consult people about it (SCI) and how successfully it is being implemented, through an Annual Monitoring Report;
  - Development Plan Documents (DPD) setting out detailed planning policies and proposals for the Borough, including the Core Strategy; and
  - Supplementary Planning Documents (SPD) giving more detailed advice about how particular policies will work in practice.
- 2.5 This system was reviewed from 2010 and the LDF “family of documents” concept has since been phased out as part of efforts to streamline the preparation of planning policies. Instead, local planning authorities are now required to produce a “Local Plan” for their area, although the Local Plan in practice may consist of more than one published DPD.
- 2.6 Two rules on plan making (Regulations 25 and 26) have been replaced with a new Regulation 18 “Preparation of a Local Plan” and the arrangements for making representations on DPDs are to be decided by the Council as it considers appropriate.

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<sup>1</sup> Town and Country Planning (Local Planning)(England) Regulations 2012

- 2.7 Prior to this change, a six week period for representations to be made on DPDs on the day the Council submitted them to the Secretary of State (2004 Regulations 28 and 29). There was no opportunity for the Council to make changes to the submitted DPD following this period for representation.
- 2.8 Now there must be a period of at least six weeks during which people may make representations on the document proposed for submission (Regulation 19). After considering these the Council has an opportunity to make minor amendments to the DPD in question before it is submitted to the Secretary of State.

### **Duty to Cooperate**

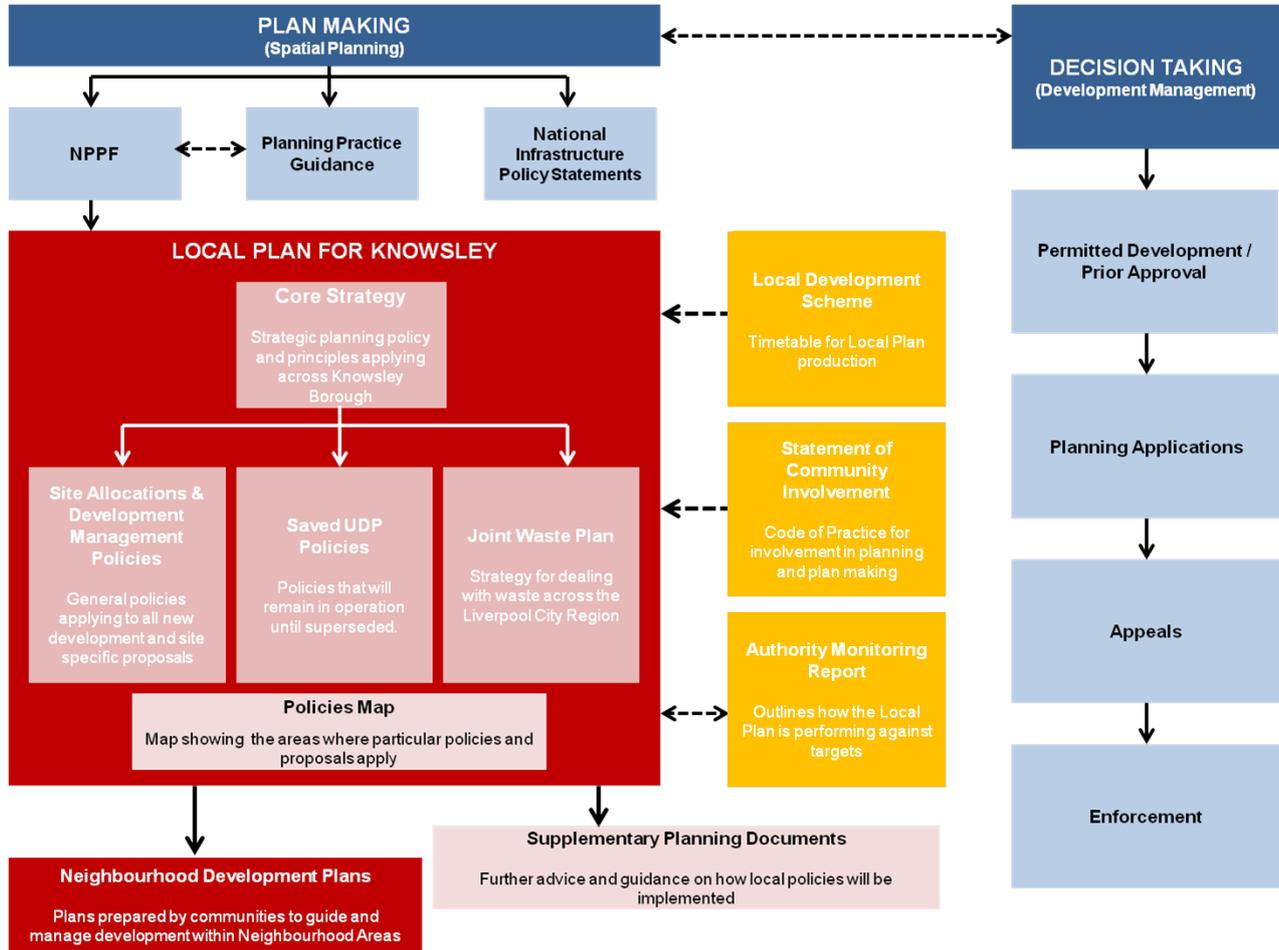
- 2.9 The Localism Act 2011 not only introduced a new set of rights for local communities, but placed a 'duty to co-operate' on local planning authorities and a number of other public bodies. This duty has replaced the regional tier of planning that was introduced through Regional Spatial Strategies, including the Regional Spatial Strategy for the North West, adopted in 2008 and revoked in 2013.
- 2.10 The new duty, as set out in Section 110 of the 2011 Act, relates to sustainable development or use of land that would have a significant impact on at least two local planning areas or on a planning matter. It requires that Councils set out planning policies to address such issues and advises them to 'engage constructively, actively and on an on-going basis' with public bodies to develop strategic policies.
- 2.11 We will continue to work with neighbouring authorities, including our direct neighbours and the wider Liverpool City Region authorities, and other bodies on strategic planning issues that cross administrative boundaries. A full list of 'duty to cooperate' bodies is provided at Appendix 1.
- 2.12 The NPPF, published in April 2012, sets out the strategic issues where co-operation might be appropriate. The NPPF gives further guidance on 'planning strategically across local boundaries', and highlight the importance of joint working to meet development requirements that cannot be wholly met within a single local planning area, either through joint planning policies or informal strategies such as infrastructure planning.
- 2.13 This is reinforced by the Planning Practice Guidance (PPG), a web-based resource launched by Government (in March 2014) to provide one-stop guidance to all on the operation of the planning system. The PPG makes clear that although the duty is not a 'duty to agree' all Councils should attempt to resolve cross boundary issues before submitting their DPDs for examination.

### **New methods of engagement**

- 2.14 The Council is seeking to increase the use of electronic communications for engagement, so that more people participate. The costs associated with printing and distributing material are also reduced, bringing important savings to the Council.

### 3. Documents and Processes covered by the SCI

3.1 The Council has prepared and published on its website a Local Development Scheme (LDS), in order to set out a timetable for producing the documents which make up the Knowsley Local Plan. The position of these documents within the wider national and local planning policy context is illustrated below.



3.2 The Knowsley Local Plan currently comprises more than one Local Plan document (or DPD) and these collectively set out the policies and proposals for new development across the Borough up to 2028. This includes the Local Plan Core Strategy (the central document within the Knowsley Local Plan adopted by the Council in January 2016), the Joint Waste Plan, and the Saved Unitary Development Plan policies. The Site Allocations and Development Management Policies document is yet to be prepared.

3.3 Table 1 shows each stage of preparation that was involved in the production of the Local Plan Core Strategy. Each of the stages shown here are the minimum requirements of the relevant regulations<sup>2</sup>, although the Council can at its discretion carry out additional consultations. The same procedures will apply to the preparation of subsequent Local Plan documents.

<sup>2</sup> Town and Country Planning (Local Planning) (England) Regulations 2012

*Table 1: Key Stages of the Local Plan Making Process*

<p><b>Stage 1</b> Development of the evidence base</p>	<ul style="list-style-type: none"> <li>• Carrying out background research that will inform the Local Plan document. This can include consulting on the scope of the Sustainability Appraisal and Strategic Environmental Assessment which should accompany the Plan.</li> </ul>
<p><b>Stage 2</b> Preparation of a Local Plan (Regulation 18)</p>	<ul style="list-style-type: none"> <li>• Inform stakeholders and the public that a Local Plan document is being produced and ask for views on the scope of the Plan.</li> <li>• The evidence base and representations from stages 1 and 2 assist in the production of the publication Draft Local Plan.</li> </ul>
<p><b>Stage 3</b> Publication of Draft Local Plan (Regulation 19)</p>	<ul style="list-style-type: none"> <li>• The Local Plan document will be made available for stakeholders, consultees and the public to comment on.</li> </ul>
<p><b>Stage 4</b> Submission to the Secretary of State (Regulation 22)</p>	<ul style="list-style-type: none"> <li>• After consideration of the representations received at stage 3, the Council will submit the Local Plan document to the Secretary of State for Examination.</li> </ul>
<p><b>Stage 5</b> Independent Examination</p>	<ul style="list-style-type: none"> <li>• The Local Plan document is examined by an Independent Inspector taking into consideration the key issues raised by responses at stage. This will likely involve public hearings.</li> <li>• If any modifications to the Plan are required, consultation on these will be undertaken.</li> </ul>
<p><b>Stage 6</b> Receipt of Inspector's Report/ Adoption (Regulation(s) 25 and 26)</p>	<ul style="list-style-type: none"> <li>• Factual check of Inspector's Report</li> <li>• Publish Final Report on website and deposit in specific locations</li> <li>• Adoption by Full Council</li> </ul>

### **Supplementary Planning Documents (SPD)**

- 3.4 The Council adopted a range of SPDs<sup>3</sup> in 2016 and we will continue to produce them in cases where it is necessary to interpret and explain certain policies within the Knowsley Local Plan, or where existing SPDs require review or replacement.
- 3.5 The SPD process is also governed by the 2012 Regulations and there is a consultation at the publication stage (Regulation 12), which allows us to gather opinion on their proposed content.
- 3.6 Once adopted, an SPD can be a material consideration in the assessment of a planning application, although it will not technically form part of the Local Plan.

<sup>3</sup> Refer to website for details of emerging and adopted SPDs.

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

- 3.7 The Community Infrastructure Levy (CIL) was introduced by the Planning Act 2008 and it gives local planning authorities the opportunity to raise funds from developers undertaking new building projects for their area. The capital receipts from CIL Charging Schedules are pooled and can be used to fund a wide range of infrastructure that is needed as a result of development, such as safer road schemes, schools, hospitals and health and social care facilities. Charging Schedules are prepared in accord with the Community Infrastructure Levy (Amendment) Regulations 2012.
- 3.8 The levy is charged in pounds per square metre of net new development, although it is discretionary and will not replace the need for developer contributions (planning obligations) in certain circumstances; for example, in residential schemes where local deficiencies in the provision of public open space cannot be addressed through appropriate conditions. The levy can still be applied alongside developer contributions in cases where they are necessary, in order to make an otherwise unacceptable development acceptable in planning terms, so long as it is not used to pay for the same piece of infrastructure. In addition, there are now pooling restrictions on developer contributions, which came into effect in April 2015.
- 3.9 The Council adopted a Developer Contributions SPD in June 2016 and this will guide the operation of planning obligations in Knowsley until such time as it is replaced with a revised SPD or with a CIL Charging Schedule.

## **Neighbourhood Plans**

- 3.10 The Localism Act 2011 made some important changes to the planning system in England, including the type of plans being prepared and who will prepare them. New plan making powers were introduced that allow communities the opportunity and responsibility to shape the places in which they live by coming together to produce either a Neighbourhood Development Plan (NDP) or a Neighbourhood Development Order (NDO)<sup>4</sup>.
- 3.11 These plans can be prepared separately or together and they can be taken forward by a Town or Parish Council or by a new style 'Neighbourhood Forum' in non-parished areas. Any proposal to create a Neighbourhood Plan would therefore need to be led by local communities rather than Knowsley Council, but they are not compulsory and so we will continue to guide future land use and development through the timely production of detailed planning documents. These documents will provide the policy framework within which Neighbourhood Plans will sit, as it is a basic condition of neighbourhood planning that they are generally consistent with the strategic policies of the Council's adopted Local Plan.
- 3.12 The Council has a dedicated webpage on Neighbourhood Plans and it includes detailed guidance on the basic conditions for producing them. This guidance is available [here](#).

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<sup>4</sup> Plan preparation process is governed by the Neighbourhood Planning (General) Regulations 2012 (as amended).

3.13 The Council would (in the event of any proposals for Neighbourhood Plans coming forward) have a duty to support their preparation and our policy for doing so is summarised in Table 2 below, not only as a matter of good practice but to ensure that the SCI complies with the emerging set of changes in planning law.

3.14 The exact details of this package of support is set out in our Charter of Service Provision, but it will generally include sharing evidence on land use issues, providing advice in respect of the relevant legislation and regulations, and undertaking environmental appraisals of draft plans where these are required. The community-led nature of neighbourhood planning means that it would not be appropriate for the Council to offer assistance with writing documents or undertaking primary surveys/research, nor are we able to attend every meeting or consultation event organised.

3.15 We will not provide any direct financial support with the process, although we are obliged to organise and pay for the Independent Examination and Referendum that all Neighbourhood Plans are required to undergo prior to their adoption.

Table 2: Technical advice and support offered by Knowsley Council in relation to neighbourhood planning

Topic	We will...
General advice	Provide on our <a href="#">website</a> : <ul style="list-style-type: none"> <li>• A comprehensive information base in respect of the legislation and procedures involved.</li> <li>• A practical guidance note on the process and the procedures involved in Neighbourhood Planning.</li> </ul>
Professional advice and assistance	Provide a named officer from the Local Plan team as the first point of contact for technical advice and support. <p>The role of the named officer is to:</p> <ul style="list-style-type: none"> <li>• Provide up to date information in respect of the Knowsley Local Plan.</li> <li>• Clarify any potential conformity issues.</li> <li>• Identify on any requirement for Strategic Environmental Assessment and Habitats Regulations Assessment.</li> <li>• Discuss methods and processes of consultation.</li> <li>• Provide information on any grant and funding available.</li> <li>• Comment on the feasibility of emerging draft Plans.</li> <li>• Arrange for the digitising of the final proposals maps.</li> </ul>

Topic	We will...
Initial meeting	<p>At the request of the qualifying community body and following designation of the Neighbourhood Area, as well as the Neighbourhood Forum in non-parished areas; attend the meeting and provide an overview on the relevant procedures and issues.</p> <p>Provide advice at the meeting, although its nature and content will depend on individual circumstances. Often groups wish to cover:</p> <ul style="list-style-type: none"> <li>• The scope of a Neighbourhood Development Plan.</li> <li>• Relationship with the Knowsley Local Plan: Core Strategy.</li> <li>• The legal procedures to be followed.</li> <li>• Project Management.</li> <li>• Methods of consultation and engagement.</li> <li>• Involving “Consultation Bodies”.</li> <li>• The requirements of other legislation such as the Human Rights Act, the Habitats Regulations and Strategic Environmental Assessments.</li> <li>• Financial support options.</li> </ul>
Provision of background data/evidence	<p>At the request of the qualifying community body; provide or direct to the appropriate source:</p> <ul style="list-style-type: none"> <li>• The Local Plan Monitoring Report planning data that we have available for the past 5 years.</li> <li>• Links to research data.</li> <li>• Access to Local Plan evidence base studies.</li> <li>• Maps showing constraints with regards to Habitats Regulations Assessment and Strategic Environmental Assessment.</li> <li>• Other data held by the Council, as appropriate.</li> </ul>
Draft Neighbourhood Development Plan	<p>Provide advice and support in relation to:</p> <ul style="list-style-type: none"> <li>• Suitability of the Neighbourhood Development Plan in meeting the ‘basic conditions’.</li> <li>• Conformity of the Neighbourhood Development Plan.</li> <li>• Suitability of the Consultation Statement.</li> <li>• Suitability of any Strategic Environmental Assessment or Habitats Regulations Assessment undertaken.</li> <li>• Conformity with other legislative requirements.</li> <li>• Conformity with the OS mapping requirements (including copyright issues).</li> </ul>

### Processes covered by the SCI

3.16 The SCI is not solely about consultations on the production of planning policy documents; the planning application process is also directly relevant, as most applications are subject to a period of notification before they are subject to a formal decision. Further information about this matter is set out in section 5 of this document.

## 4. Community Involvement in Planning Policy

4.1 Table 2 summarises the Council's interpretation of the regulatory requirements in terms of **who** it consults during the production of different sorts of planning policy documents.

Table 2: Who Knowsley Council will directly notify as part of the consultation on a planning policy document

	Local Plans	SPDs	CIL Charging Schedule	Neighbourhood Plans	Sustainability Appraisal <sup>5</sup>
<b>Specific Consultation Bodies</b>					
The Coal Authority	A	B	B	A	A
Environment Agency	A	B	B	A	D
Historic England	A	B	B	A	D
The Marine Management Organisation	A	B	B	A	A
Natural England	A	B	B	A	D
Natural Resources Wales	A	C	C	C	D
Highways England	A	B	B	A	A
Homes and Communities Agency	A	B	A	A	A
Network Rail	A	C	B	B	A
Adjacent Local Planning Authorities and City Region Combined Authority	A	A	A	A	A
Town and Parish Councils within Knowsley MBC	A	A	A	A	A
Town and Parish Councils adjoining Knowsley MBC	A	B	A	A	A
Mobile Operators Association	A	C	B	B	A
NHS (Public Health)	A	C	B	B	A
Utility providers	A	C	B	B	A

<sup>5</sup> As stated above, with the exception of the Scoping Report stage, consultation on SA (incorporating Strategic Environmental Assessment) is undertaken alongside the Local Plan document that it relates to.

	Local Plans	SPDs	CIL Charging Schedule	Neighbourhood Plans	Sustainability Appraisal <sup>6</sup>
<b>General Consultation Bodies</b>					
<b>Voluntary bodies</b>	A	B	C	B	A
<b>Bodies representing the interests of different racial, ethnic or national groups in the area</b>	A	B	C	B	A
<b>Bodies representing the interests of different religious groups in the area</b>	A	B	C	B	A
<b>Bodies representing the interests of disabled persons in the area</b>	A	B	C	B	A
<b>Bodies representing the interests of businesses in the area</b>	A	B	B	B	A
<b>Other Consultees</b>					
<b>Ward Members</b>	A	A	A	A	A
<b>Development Industry<sup>7</sup></b>	A	B	A	A	A
<b>Organisations and individuals on consultation database</b>	A	B	B	B	A

<b>A</b>	Body will normally be notified.
<b>B</b>	Body will be notified if it is considered that the document will be relevant to them or the group they represent, or if the document relates to an area near them.
<b>C</b>	Less likely that the body in question will be notified, but each document will be considered separately, and consultees chosen accordingly.
<b>D</b>	Consultation bodies that must be notified at the Scoping Stage. The Council would normally consult wider, and notify other bodies in this list where appropriate.

<sup>6</sup> As stated above, with the exception of the Scoping Report stage, consultation on SA (incorporating Strategic Environmental Assessment) is undertaken alongside the Local Plan document that it relates to.

<sup>7</sup> Development industry includes: Developers, housebuilders, landowners and their agents.

## How and when do we consult?

4.2 The timing of consultations on planning policy documents is equally important and the following table summarises **how** and **when** the Council will consult on planning policy documents pursuant to the relevant legislation and regulations.

Table 3: Stages and methods of consultation

Document	When do we consult? (stage of production)	Length of Consultation	How do we consult?
<b>Sustainability Appraisal (incorporating SEA) Scoping Report</b>	<p><b>Before plans are progressed.</b></p> <p><b>(Regulation 12)</b></p> <p>Initial consultation on the scope of the appraisal must be undertaken with statutory consultees</p>	5 weeks	<ul style="list-style-type: none"> <li>Email out (statutory consultees only)</li> </ul>
<b>Development Plan Documents (Local Plans) and Sustainability Appraisal</b>	<p><b>Pre-draft Consultation (Scoping)</b></p> <p><b>(Regulation 18)</b></p> <p>First stage of consultation on a Local Plan document</p>	4 weeks (minimum)	<ul style="list-style-type: none"> <li>Website</li> <li>Email out (Local Plan database)<sup>8</sup></li> <li>Mail out (Local Plan database)<sup>9</sup></li> <li>On deposit at selected One Stop Shops/Libraries.</li> </ul> <p><b>Optional</b></p> <ul style="list-style-type: none"> <li>Press release</li> <li>Press notice</li> <li>Press advertisement</li> <li>Leaflets</li> <li>Staffed exhibitions</li> <li>Unstaffed exhibitions</li> <li>Forums</li> <li>Drop-in Sessions</li> <li>Social media</li> </ul>

<sup>8</sup> Further information on the Local Plan database can be found para 4.9 of this document.

<sup>9</sup> Email is our preferred method of consultation; postal letters will only be sent where there is no email address and they will be sent 2<sup>nd</sup> class.

Document	When do we consult? (stage of production)	Length of Consultation	How do we consult?
	<b>Options/Preferred Options Consultation</b>  <b>(Optional)</b>	6 weeks (minimum)	<b>Optional</b> <ul style="list-style-type: none"> <li>• Website</li> <li>• Email out (Local Plan database)</li> <li>• Mail out (Local Plan database)</li> <li>• On deposit at selected One Stop Shops/Libraries</li> <li>• Press release</li> <li>• Press notice</li> <li>• Press advertisement</li> <li>• Leaflets</li> <li>• Staffed exhibitions</li> <li>• Unstaffed exhibitions</li> <li>• Forums</li> <li>• Drop-in Sessions</li> <li>• Social Media</li> </ul>
	<b>Publication</b> <b>(Regulation 19)</b>  Opportunity to comment on Local Plan document proposed for submission.	6 weeks (minimum)	<ul style="list-style-type: none"> <li>• Website</li> <li>• Email out (Local Plan database)</li> <li>• Mail out (Local Plan database)</li> <li>• On deposit at selected One Stop Shops/libraries</li> </ul> <b>Optional</b> <ul style="list-style-type: none"> <li>• Press release</li> <li>• Press notice</li> <li>• Press advertisement</li> <li>• Leaflets</li> <li>• Staffed exhibitions</li> <li>• Unstaffed exhibitions</li> <li>• Forums</li> <li>• Drop-in Sessions</li> <li>• Social media</li> <li>• Site notices (if the Plan includes proposed site allocations)</li> <li>• Targeted neighbour mail out (if the Plan includes proposed site allocations)</li> </ul>

Document	When do we consult? (stage of production)	Length of Consultation	How do we consult?
	<b>Submission</b> <b>(Regulation 22)</b> Plan submitted to Secretary of State for Examination.	N/A – documents publicised	<ul style="list-style-type: none"> <li>Website</li> <li>Email out (previous respondents to previous consultations)</li> <li>Mail out (previous respondents to previous consultations)</li> <li>On deposit at selected One Stop Shops/Libraries</li> </ul>
	<b>Independent Examination</b> <sup>10</sup> <b>(Regulation 24)</b> Government appoint an Independent Inspector to test the document for soundness and legal compliance. If modifications are necessary, they will be subject to consultation.	N/A – unless modifications are required, then 6 weeks (minimum)	<ul style="list-style-type: none"> <li>Website.</li> <li>Email out (previous respondents to previous consultations) (6 weeks before the EiP and for before consultation on modifications).</li> <li>Mail out (previous respondents to previous consultations) (6 weeks before the EiP and for before consultation on modifications).</li> <li>On deposit at selected One Stop Shops/Libraries.</li> </ul> <p><b>Optional</b></p> <ul style="list-style-type: none"> <li>Social media</li> </ul>
	<b>Adoption</b> <b>(Regulation 26)</b> Local Plan document adopted at meeting of the Full Council.	N/A	<ul style="list-style-type: none"> <li>Website</li> <li>Email out (previous respondents to previous consultations)</li> <li>Mail out (previous respondents to previous consultations)</li> <li>On deposit at selected One Stop Shops/Libraries</li> </ul> <p><b>Optional</b></p> <ul style="list-style-type: none"> <li>Press release</li> <li>Press notice</li> </ul>
<b>Supplementary Planning Documents (SPD)</b>	<b>Draft SPD</b> <b>(Regulation 12(b) and 13)</b> Opportunity to comment on Draft SPD.	6 weeks	<ul style="list-style-type: none"> <li>Website</li> <li>Email out (Local Plan database)</li> <li>Mail out (Local Plan database)</li> <li>On deposit at selected One Stop Shops/Libraries.</li> </ul>
	<b>Adoption</b> <b>(Regulation 14)</b> SPD adopted at meeting of the Cabinet.	N/A	<ul style="list-style-type: none"> <li>Website</li> <li>Email out (previous respondents to previous consultations)</li> <li>Mail out (previous respondents to previous consultations)</li> <li>On deposit at selected One Stop Shops/Libraries.</li> </ul>

<sup>10</sup> Consultation on Main Modifications to the Local Plan document may be required at one or more points during the course of the EiP

Document	When do we consult? (stage of production)	Length of Consultation	How do we consult?
<b>Community Infrastructure Levy (CIL) Charging Schedule</b>	<b>Preliminary Draft Charging Schedule</b>  (Regulation 15)  Consultation on Preliminary Draft Charging Schedule with prescribed consultation bodies.	6 weeks (minimum)	<ul style="list-style-type: none"> <li>Website</li> <li>Email out (Local Plan database)</li> <li>Mail out (Local Plan database)</li> <li>On deposit at selected One Stop Shops/Libraries.</li> <li>Feedback report</li> </ul>
	<b>Draft Charging Schedule</b>  (Regulation 16)  Publication of Draft Charging Schedule, along with statement of the representation procedure.	6 weeks (minimum)	<ul style="list-style-type: none"> <li>Website</li> <li>Email out (Local Plan database)</li> <li>Mail out (Local Plan database)</li> <li>On deposit at selected One Stop Shops/Libraries</li> <li>Press notice</li> <li>Feedback report</li> </ul>
	<b>Advertising statement of modifications (if required)</b>  (Regulation 19 (4))	N/A	<ul style="list-style-type: none"> <li>If the Council makes significant changes to the Draft Charging Schedule, advertise these changes by email or letter (previous respondents to previous consultations).</li> </ul>
	<b>Submission</b>  (Regulation 19 (3))  Draft Charging Schedule submitted to the Secretary of State for Examination.	6 weeks (minimum)	<ul style="list-style-type: none"> <li>Website</li> <li>Email out (previous respondents to previous consultations)</li> <li>Mail out (previous respondents to previous consultations)</li> <li>On deposit at selected One Stop Shops/Libraries</li> <li>Feedback report</li> </ul>
	<b>Examination</b>  (Regulation 21)  Government appoint an Independent Inspector to test the document for legal compliance and economic viability.	N/A	<ul style="list-style-type: none"> <li>Website</li> <li>Email out (previous respondents to previous consultations)</li> <li>Mail out (previous respondents to previous consultations)</li> <li>Press notice</li> </ul>
	<b>Approval and publication</b>  (Regulation 25)  CIL Charging Schedule adopted at meeting of the Full Council.	N/A	<ul style="list-style-type: none"> <li>Website</li> <li>Email out (previous respondents to previous consultations)</li> <li>Mail out (previous respondents to previous consultations)</li> <li>On deposit at selected One Stop Shops/Libraries.</li> </ul>

Document	When do we consult? (stage of production)	Length of Consultation	How do we consult?
<b>Neighbourhood Plans (NDP/NDO)</b>	<b>Publication of application to designate a Neighbourhood Area or Neighbourhood Forum</b>  In accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended)	6 weeks <sup>11</sup> (minimum)	<ul style="list-style-type: none"> <li>Website</li> </ul> <b>Optional</b> <ul style="list-style-type: none"> <li>Site notices</li> </ul>
	<b>Publication of Draft NDP or NDO</b> <sup>12</sup>  (Regulation 14)  <i>Opportunity to comment on Draft NDP or NDO before it is submitted to Knowsley Council.</i>	6 weeks (minimum)	<ul style="list-style-type: none"> <li>Website; representations are sent to the qualifying body (e.g. Parish/Town Council or designated Neighbourhood Forum).</li> </ul>
	<b>Publication of NDP or NDO</b>  (Regulation 16)  Opportunity to comment on NDP or NDO before it is submitted for Examination.	6 weeks (minimum)	<ul style="list-style-type: none"> <li>Website</li> </ul> <b>Optional</b> <ul style="list-style-type: none"> <li>Site notices</li> </ul>
	<b>Examination</b>  (Regulation 17/18)  Knowsley Council appoint an Independent Examiner to check the plan for 'general conformity' with NPPF and Knowsley Local Plan, along with legal compliance.	N/A	<ul style="list-style-type: none"> <li>In accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended).</li> <li>Public Inquiry (discretionary)</li> </ul>
	<b>Referendum</b>  (Every person on electoral roll within the designated Neighbourhood Area invited to vote on whether the plan should be adopted by Knowsley Council)	N/A	<ul style="list-style-type: none"> <li>In accordance with the Neighbourhood Planning (Referendums) Regulations 2012 (as amended).</li> </ul>
	<b>Adoption</b>  (Regulation 19)  NDP or NDO is adopted at meeting of the Full Council; referendum vote is legally binding.	N/A	<ul style="list-style-type: none"> <li>Website</li> <li>Email out (Local Plan database)</li> <li>Mail out (Local Plan database)</li> <li>On deposit at selected One Stop Shops/Libraries</li> </ul>

<sup>11</sup> Consultations will not be undertaken in cases where the proposed Neighbourhood Area relates to the whole of the area of a Parish Council.

<sup>12</sup> Responsibility for this consultation lies with the qualifying body (Parish/Town Council or Neighbourhood Forum)

Document	When do we consult? (stage of production)	Length of Consultation	How do we consult?
Statement of Community Involvement (SCI)	Draft SCI	4 weeks	<ul style="list-style-type: none"> <li>• Website</li> <li>• Email out (Local Plan database)</li> <li>• Mail out (Local Plan database)</li> <li>• On deposit at selected One Stop Shops/Libraries</li> <li>• Social media</li> </ul>
	Adoption	N/A	<ul style="list-style-type: none"> <li>• Website</li> <li>• On deposit at selected One Stop Shops/Libraries</li> <li>• Social media</li> </ul>

### **‘Issues and Options’ and ‘Preferred Options’**

4.3 In addition to the stages of DPD / Local Plan document preparation outlined in Table 3, the Council may, at its discretion, undertake further stages of consultation on Issues and Options and Preferred Options. These stages are not a formal requirement of the 2012 Regulations and are normally used as an exercise for local planning authorities to identify issues and options highlighted from evidence base and set out policies which the Council ‘prefer’ to deal with them.

### **Strategic Environmental Assessment/Sustainability Appraisal**

4.4 Table 3 highlights that all DPDs require a Sustainability Appraisal (SA), incorporating Strategic Environmental Assessment (SEA). These are prepared in tandem with DPDs and their purpose is to assess the environmental, economic and social impacts of the plan. In doing so they help ensure that decisions are made which contribute to achieving sustainable development.

4.5 The first stage of SA is the production of a Scoping Report, which will identify the key sustainability issues for the area. Following this, subsequent stages of SA work are produced to accompany each stage of the plan making process and are published for consultation at the same time.

### **Neighbourhood Plans**

4.6 Table 3 outlines only the Council’s responsibilities in relation to the preparation of Neighbourhood Plans. Whilst they are not obliged to follow the SCI, qualifying bodies (i.e. Parish/Town Councils or Neighbourhood Forums) should be inclusive and open in the preparation of their Neighbourhood Plans, ensuring that the wider community is kept fully abreast of progress and is able to contribute to their Neighbourhood Plan throughout its production.

### **Local Plan database**

4.7 The Local Plan database is made up of Duty to Cooperate consultees, specific and general consultation bodies (see Appendix 1), as well as members of the public and

local groups/organisations who request to join the database or have previously made representations on the Local Plan or related documents.

- 4.8 Any interested individual or group is welcome to add their contact details, or the contact details of their agent or other representative, to this database. To do this you should inform a member of the Local Plan team of your contact details, preferably via email to [localplan@knowsley.gov.uk](mailto:localplan@knowsley.gov.uk) or by telephoning 0151 443 2326.
- 4.9 It is preferable for us to contact individuals and organisations via email as this is the quickest and most cost effective way of engaging with people, although we are able to post out correspondence to people who do not have access to email.
- 4.10 Once on the database, we strongly encourage individuals and organisations to tell us if their contact details have changed so that we can make necessary changes to the database. Additionally, if individuals and organisations no longer want to be on the database they should contact us so that we can delete their details.
- 4.11 The database will be maintained through a yearly contact either by email or post depending on the contact details we hold. We will request for the recipient to contact us and let us know they wish to remain on the database. Any person who does not respond to say they wish to remain on the database or any undeliverable emails or returned post will result in the individual or organisation being removed from the database.
- 4.12 If you have signed a petition you will be added to a separate contact list specific to the matter you have petitioned against and you will only be contacted in relation to that matter. Should you wish to be advised of all Local Plan consultations you will need to contact us directly to request to be added to the Local Plan database. This also applies if you have added your details to copies of a duplicated letter.
- 4.13 Please note that all personal information held on the Local Plan database will be securely stored and only used for the purposes of preparing the planning policy documents. While personal information will always be redacted on Council publications, please note that the content of any communications received (whether letters, emails, petitions, etc.) cannot remain confidential. Further information on Data Protection in to our Planning functions is available in section 6.

## 5. Community Involvement in Development Management

- 5.1 National regulations<sup>13</sup> set out the minimum requirements for publishing and consulting on planning applications and a complete list of consultees who are engaged in the planning process can be accessed [here](#).
- 5.2 Knowsley Council receives over 1,000 planning applications each year, ranging from minor householder developments and change of use of premises to large scale residential and mixed use schemes involving employment land and retail units; but the nature, scale and type of each planning application will determine how we engage with the community.

### Types of Planning Applications received

- 5.3 The different types of planning applications are listed and explained in Appendix 4, but the following are of particular note:
- Outline planning permission – These allow for a decision on the general principles of how a site can be developed. As a minimum, outline applications must include information on use; amount of development; indicative layout; scale parameters; indicative access points. Outline permission is granted subject to a condition requiring the subsequent approval of one or more reserved matters.
  - Reserved Matters – These must be submitted within three years of the approval of an outline application. Reserved Matters include the layout, scale and appearance of a scheme, as well as details concerning access and landscaping.
  - Full planning permission – These provide detailed information and plans for the proposal at the outset.
  - Householder planning permission – These concern proposals to alter or extend a single dwelling, including works within its boundary and will also include detailed information and plans for the proposal from the outset.
- 5.4 Most planning applications are usually determined by Planning Officers under delegated powers (explained further in para 5.15). However, when certain circumstances arise then decisions will be taken by Elected Members at the meeting of the Council's Planning Committee.
- 5.5 Government sets targets for the time taken to determine planning applications. These are currently 13 weeks for major applications and 8 weeks for all others. This period is extended to 16 weeks in cases where Environmental Impact Assessment is required as a result of the scale of development.

### Pre-application Stage

- 5.6 The Council will provide guidance on whether a proposed development requires planning permission. There is a discretionary charge for this service. Formal confirmation can also be obtained through registering a Lawful Development Certificate application.

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<sup>13</sup> Town and Country Planning (Development Management Procedure Order) (England) (2015) (DMPO)

- 5.7 In cases where detailed guidance is required, the Development Management team offer pre-application advice to all applicants. This service allows applicants or their agents to understand, from the Council's perspective, the planning issues which proposed development raises, their risk to a grant of planning permission and what actions are necessary to achieve a planning permission – if the development is considered to be acceptable in principle. Information on accessing pre-application advice, the service that will be provided and costs involved is available [here](#).
- 5.8 For proposals that are small-scale (e.g. household extensions/alterations, erection of fencing etc), there is usually no need for an applicant to undertake pre-application public consultation; but speaking to neighbours about plans and proposals can take place at an applicant's own discretion. For larger schemes it is critical that they should include comprehensive pre-application engagement with those likely to be affected. Engagement, with Ward Members, Town and Parish Councils (where they exist) and residents should be undertaken, and is strongly encouraged by the Council, so that a subsequent formal planning application can fully acknowledge and respond to the views and opinions of local people and consultees. The Council can provide further advice on relevant community groups and fora. Community consultation is a statutory requirement for very large schemes covered by the Planning Act 2008 (as amended)<sup>14</sup>.

### **Planning Application Stage**

- 5.9 Once a planning application has been received and validated by the Council, a process of publicity and notification/consultation is then undertaken, in order to ensure that stakeholders and the community have the opportunity to have their say on the development proposed (see Table 4 and Appendix 5).
- 5.10 The following steps are undertaken in addition to those listed in Table:
- An email is sent to the Ward Member and Clerk to the Town or Parish Council for the area where the development proposal is situated, making them aware of it.
  - A weekly [list](#) of all planning applications is published on the Council's website and circulated to all Ward Members.
  - Internal and external consultees, including statutory consultees, are notified of relevant applications (for example, the Council's Highways, Local Plans and Environmental Health teams, as well as, Natural England, Environment Agency) and invited to comment on proposals.

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<sup>14</sup> Amendments enacted through Localism Act 2011; Growth and Infrastructure Act 2013; Infrastructure Act 2015.

Table 4: Publicity on planning and heritage applications

Type of Application	Publicity Method			
	Site notice	Neighbour <sup>15</sup> notification letter	Press notice	Website
Minor applications <sup>16</sup>	Discretionary	✓		✓
Major applications ( including outline and reserved matters applications) <sup>17</sup>	✓	✓	✓	✓
Applications requiring EIA <sup>18</sup>	✓	✓	✓	✓
Applications affecting listed building or conservation area	✓	✓	✓	✓
Advertisement consent	✓	Discretionary		✓
Tree Preservation Order applications	Discretionary	Discretionary		✓
Notification of works to Trees in a Conservation Area	Discretionary	Discretionary		✓
Non-material amendments	No notifications carried out			✓
Prior approval applications	✓	Discretionary		✓
Lawful Development Certificate applications (existing)				✓
Lawful Development Certificate applications (proposed)	No notifications carried out			✓
Discharge of conditions applications	No notifications carried out			

## Representations received

5.11 Following the above stage, there is a period of at least 21 days on all applications for any interested parties, including internal and external consultees, to make comment. It is possible to determine the application immediately following this 21 day period and so to ensure that comments are taken in to account; it is important to

<sup>15</sup> Further information on neighbour notification can be found at Appendix 5 of this document.

<sup>16</sup> Minor development may include householder applications involving proposals to alter or enlarge a single house, including works within the garden, or minor proposals for non-residential development like small commercial extensions and change of use of premises.

<sup>17</sup> Major development as defined in Article 2 of the Development Management Procedure Order.

<sup>18</sup> Denotes any application which requires an Environmental Impact Assessment (EIA) accompanied by an Environmental Statement, or is a departure from the Local Plan or would affect a right of way.

submit them before this statutory deadline. Comments received after the 21 days, but before the application is determined, will also be taken in to account.

- 5.12 Whilst comments can be submitted by post, many consultees now email their responses to us and this is encouraged, as it allows comments to be processed more efficiently. All comments must be made in writing to allow their full consideration and are public documents which are made available to view on the Council's website once they have been uploaded onto the Public Access System. Personal information is always be redacted, but responses cannot be kept confidential.
- 5.13 The planning grounds of each representation are summarised in the planning case officer's report and the appropriate weight is attached to them in forming a recommendation in the context of other material considerations.

### **Schemes of delegation and public speaking**

- 5.14 Planning applications may be amended several times during the course of their consideration – because we have requested changes to improve the proposal or the developer's aspirations have altered. If significant changes or amended plans are submitted before an application has been decided, we will write again to local residents. Additionally, we will also write to anyone who has already commented on the proposal. Usually a minimum of 14 days is allowed for the re-consultation process.
- 5.15 The Council operates a Scheme of Delegation which allows the majority of planning applications to be decided by a Senior Planning Officer as opposed to Planning Committee – these are usually minor, non-contentious applications and the scheme allows these to be determined as soon as practicable upon the expiry of the consultation period.
- 5.16 Development proposals which are outside the terms of this Scheme of Delegation are decided by Planning Committee. If an application is to go before the Planning Committee for a decision, anyone who has already made written comment to us may request to speak at the meeting. Further details of speaking at the Planning Committee can be obtained [here](#) but requests must be received in writing by 12pm the day before the meeting and the points raised must be relevant to planning and relate to a previously submitted representation.
- 5.17 Copies of the committee agendas and reports are made available via the Huyton One Stop Shop, five clear working days prior to the meeting and will be available to view alongside the Planning Committee agenda and minutes.

### **Telling an applicant and others with an interest in it when a decision has been made**

- 5.18 Once a decision is made, either at Planning Committee or under delegated powers, the decision notice is placed on the Council's website and the applicant is informed by email.

## Appeals

- 5.19 Nationally, planning law does not provide for any third party right of appeal; that is to say, if a neighbour, for example, has objected to a proposal and planning permission is granted, the neighbour does not have a right of appeal because they are aggrieved about the outcome. If a third party considers that the process leading up to the planning decision was flawed then it is recommended that this is, in the first instance, discussed with the Council.
- 5.20 An applicant may lodge an appeal with the [Planning Inspectorate](#) (a central government agency) over the Council's decision to refuse planning permission, or in circumstances where the Council has approved an application with conditions which the applicant considers to be unreasonable or where the application has not been determined by the Council within the time limit prescribed by the relevant regulations.
- 5.21 If an appeal is submitted, the Council will notify anyone who was told about the original application, together with anyone who made a written comment on it. Any further comments made at this time are directed to the Planning Inspectorate for their consideration, not the Council.
- 5.22 The sole purpose of an appeal is to determine whether or not the Council made the correct decision over an application based, in part, on the detailed consideration of the evidence presented. An appeal will be allowed if the Inspector concludes that the refusal of planning permission was incorrect, or the appeal will be dismissed in which case the original decision is upheld.
- 5.23 Most appeals are dealt with by way of an exchange of written representations, but they can take place through the holding of an informal hearing or public inquiry. In these circumstances; there is an opportunity for people interested in the matter to appear before the Inspector and present their views.
- 5.24 When we receive an appeal decision, it is published on our website. Appeal decisions are binding on the Council, although they can, in rare circumstances, be challenged on a point of law in the High Court.

## 6. General Considerations

6.1 We want to make sure that our communication is clear and that all our methods are inclusive. Therefore, as part of any consultation and engagement via the planning process, the Council will:

- Meet the minimum standards required by law for community involvement;
- Aim to ensure that consultation is accessible to all regardless of age, gender, faith, race and disability, as well as knowledge and experience, making it easy for groups and individuals with little or no knowledge of the planning process to get involved;
- Ensure that consultation materials are clear and concise, avoiding jargon wherever possible. The scope of the consultation will be clear from the outset, giving the reader knowledge about what they can comment on and how their comments will be taken into account;
- Ensure that, whenever possible, feedback is given to reflect how comments which have been received have been dealt with;
- Employ consultation methods that are appropriate to the stage of the planning process concerned, in order to maximise the opportunities for community involvement, while making sure the resources they require are proportionate, as well as time and cost effective;
- Use electronic and modern social media techniques for consultation, wherever possible, to make consultations easier, quicker and more cost effective, used alongside traditional methods such as printed media and public meetings where deemed appropriate;
- Make available written information in a range of alternative formats as and when requested, such as large print, Braille, audio or translated into another language; and
- Encourage engagement in the planning process from the earliest possible stage, when there is greater opportunity for the views of interested parties to be reflected on decisions made.

6.2 In all consultation on planning proposals (whether planning documents or planning applications), only representations which relate to relevant planning matters can be given consideration by the Council. It should also be noted that where multiple copies of the same representation are received (for example as a petition, standard letter or standard form), we will record the quantity of responses, but these will effectively be treated as one representation. We must consider the planning content of the representation, rather than the number of times the same representation is made.

### **Data protection**

6.3 The information provided in response to any planning consultation, including personal information, will usually be a public document, which may be viewed by a member of the public, and it could be published or disclosed. This is in accordance

with the access to information regimes (these are primarily the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004).

- 6.3 A name and address will be needed for a written comment to be taken into account; anonymous letters or emails will not be accepted as valid representations.
- 6.5 Personal information supplied to the Council will be held securely in accordance with the provisions of the Data Protection Act 1998. The Council takes this obligation seriously and processes personal data in accordance with the DPA. In the greater majority of circumstances this means that personal data is not disclosed to third parties. It will only be disclosed if we are obliged to do so.

### **Document reproduction and charging**

- 6.6 Upon request, we are obliged to make available in a different format (e.g. a different language, large print) any of our adopted planning policy documents. Such requests should be lodged with our Customer Services team via email [customerservices@knowsley.gov.uk](mailto:customerservices@knowsley.gov.uk) or by telephoning 0151 443 4031.
- 6.7 Anyone is entitled to request a copy of a planning policy document which we publish on our website and make available for inspection at our principal office and other places within the Borough (including One Stop Shops and Libraries) during normal working hours. There is usually a charge for this service. Enquiries about purchasing a copy of a document should be directed to the Local Plan team preferably via email to [localplan@knowsley.gov.uk](mailto:localplan@knowsley.gov.uk) or by telephoning 0151 443 2326.
- 6.8 In terms of the documentation concerning Development Management, copies of documents and plans submitted with planning applications since 1<sup>st</sup> January 2007 can be viewed on our [Public Access](#) system. These are available within five working days of validation and decision notices will be available to view within 3 days of applications being determined. Copies of all the drawings and associated documents are also available for viewing at the One Stop Shop in Huyton from 9am to 5pm, Monday to Friday (excluding Bank Holidays).
- 6.9 It is important to note that planning application information submitted to us is protected by the Copyright law (Section 47, 1988 Act). You may only use material which is downloaded or printed for consultation purposes, to compare current applications with previous schemes and to check whether developments have been completed in accordance with approved plans. Further copies must not be made without the prior permission of the copyright owner.

### **Performance monitoring and complaints procedure**

- 6.10 We would welcome your comments about the planning service, including how easy you find it to use and any further information you might like to see. Suggestions about its future development would be very helpful and can be forwarded, preferably via email to [planning@knowsley.gov.uk](mailto:planning@knowsley.gov.uk) or you can write to us at: Planning Services,

Knowsley Metropolitan Borough Council, Yorkon Building, Archway Road, Huyton L36 9FB.

- 6.11 In the unfortunate event that you are unhappy with any aspect of the planning service, an official complaint can be lodged with our Customer Liaison team by completing the [online](#) form or by telephoning 0151 443 3221. You can also write to us at: Customer Liaison Team, Knowsley Metropolitan Borough Council, Archway Road, Huyton L36 9UX.
- 6.12 Your complaint will be acknowledged within 3 working days, unless you submit your comments using the online form, in which case an immediate acknowledgement should be received. Following this, you will receive a full response to your complain within 15 days in most circumstances.

## **Appendix 1: Consultees**

### **Duty to co-operate bodies**

- Liverpool City Region Combined Authority
- Liverpool City Region Local Enterprise Partnership
- Greater Manchester Combined Authority (as a neighbouring Integrated Transport Authority)
- Sefton Metropolitan Borough Council (MBC) (as neighbouring LPA and neighbouring highway authority)
- St Helens MBC (as neighbouring LPA and neighbouring highway authority)
- Halton MBC (as neighbouring LPA and neighbouring highway authority)
- Wirral MBC (as neighbouring LPA and neighbouring highway authority)
- West Lancashire Borough Council (as neighbouring LPA)
- Lancashire County Council (as neighbouring highway and Minerals and Waste authority)
- Highways England
- Environment Agency
- Historic England
- Natural England / Natural Resources Wales
- Civil Aviation Authority
- Homes and Communities Agency
- NHS (Clinical Commissioning Group)
- Office of Rail Regulation
- Marine Management Organisation

### **Specific consultation bodies (Local Plan preparation)**

- The Coal Authority;
- Environment Agency\*;
- Historic England\*;
- The Marine Management Organisation;
- Natural England\*;
- Natural Resources Wales\*;
- Network Rail Infrastructure Ltd;
- Highways England\*;
- Any relevant adjoining authority (e.g. Halton MBC, Liverpool MBC, Sefton MBC, St Helens MBC and West Lancashire Borough Council);
- Parish Councils within and adjoining Knowsley MBC (e.g. Prescot Town Council, Halewood Town Council, Whiston Town Council, Cronton Parish Council, Knowsley Town Council and Councils in neighbouring authorities);
- Mobile Operators Association (representing the four UK mobile operators);
- NHS (Clinical Commissioning Group)
- Any relevant utility company (e.g. United Utilities); and
- Homes and Communities Agency.

## **General consultation bodies**

### Government Departments

- The Home Office;
- Department for Communities and Local Government;
- Department for Education;
- Department for Environment, Food and Rural Affairs;
- Department for Transport;
- Department for Business, Innovation and Skills;
- Department of Health;
- Ministry of Defence;
- Department of Work and Pensions;
- Ministry of Justice;
- Department of Constitutional Affairs; and
- Department for Culture, Media and Sport.

### Other consultees

- Age UK;
- Airport operators;
- British Chemical Distributors and Traders Association;
- British Geological Survey;
- Canal and River Trust;
- Centre for Ecology and Hydrology;
- Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- Church Commissioners;
- Civil Aviation Authority;
- City Region Combined Authority;
- Coal Authority;
- Commission for Architecture and the Built Environment;
- Commission for Racial Equality;
- Confederation of Passenger Transport;
- Crown Estate Office;
- Diocesan Board of Finance;
- Disability Rights Commission;
- Disabled Persons Transport Advisory Committee;
- Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company;
- Environmental groups at national, regional and local level, including:
  - Campaign to Protect Rural England;
  - Friends of the Earth;
  - Royal Society for the Protection of Birds; and
  - Wildlife Trusts.
- Equal Opportunities Commission;
- Fire and Rescue Services;
- Forestry Commission;
- Freight Transport Association;

- Garden History Society;
- Gypsy Council;
- Health and Safety Executive;
- Help the Aged;
- Housing Corporation;
- Learning and Skills Councils;
- Local Enterprise Partnership;
- Merseyside Environmental Advisory Services;
- Mersey Forest;
- Mineral Operators and Representors (including Stakeholder Groups) such as Mineral Products;
- National Playing Fields Association;
- Passenger Transport Authorities Passenger Transport Executives
- Police Architectural Liaison Officers/Crime Prevention Design Advisors;
- Port Operators;
- Post Office Property Holdings;
- Rail Companies and the Rail Freight Group;
- Regional Housing Boards;
- Regional Sports Boards;
- Road Haulage Association;
- Royal Mail Group Property;
- Sport England;
- Sustrans;
- Theatres Trust;
- The Canal and River Trust;
- The Home Builders Federation;
- Toll Road Concessioners;
- Transport for London;
- Traveller Law Reform Coalition;
- Water Companies;
- Women's National Commission; and
- Woodland Trust.

\* - Denotes statutory consultee for environmental appraisals (e.g. SA/SEA/HRA/Appropriate Assessment/EIA)

**A full database of current consultees is kept by the Council's Local Plan team<sup>19</sup>.**

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<sup>19</sup> Further information can be found at para 4.9

## Appendix 2: Key Contacts

### Knowsley Council Contacts

General Council enquiries	Tel: 0151 489 6000
Planning Application enquiries	Tel: 0151 443 2381 Email: <a href="mailto:planning@knowsley.gov.uk">planning@knowsley.gov.uk</a>
Local Plan enquires	Tel: 0151 443 2326 Email: <a href="mailto:localplan@knowsley.gov.uk">localplan@knowsley.gov.uk</a>
Written enquiries	Planning Services Knowsley Metropolitan Borough Council Archway Road Huyton Knowsley Merseyside L36 9FB

### Useful Websites

[Knowsley Council](#)  
[Knowsley Council planning pages](#)  
[Liverpool City Region Combined Authority](#)  
[Government Departments](#)  
[Planning Aid](#)  
[Planning Inspectorate](#)

## **Appendix 3: Glossary**

### **Authority Monitoring Report**

Previously known as the Annual Monitoring Report, this assesses the implementation of the Local Development Scheme and the extent to which planning policies are being implemented. It includes contextual information relating to a variety of factors, which help to measure the effectiveness of the planning policies adopted by the Council, with reference to the Local Plan Monitoring Framework. Knowsley Council expects to publish a Monitoring Report at least annually, covering the previous financial year.

### **Community**

The community includes individual members of the public; interest groups; government bodies and organisations; commercial and industrial representatives, developers, landowners and all other relevant stakeholders.

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

A levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area. The CIL must be collected through the preparation of a Charging Schedule, supported by a range of infrastructure planning and economic viability evidence.

### **Core Strategy**

See entry for 'Local Plan Core Strategy'.

### **Developer Contribution**

In-kind or financial contributions provided by developers to contribute to the cost of infrastructure and other items, in order that the development is acceptable in planning terms and accords with the policies in the Local Plan. This can take the form of a legal agreement or the operation of a tariff-based system for contributions. Legal agreements may take the form of a 'planning obligation', which is a legally enforceable obligation entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

### **Development Brief**

A document that sets out detailed development principles for a development site.

### **Development Plan**

Local Plans and Neighbourhood Plans, which have been adopted or made under powers in the Planning and Compulsory Purchase Act 2004, as amended by the Localism Act 2011.

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

Planning policy documents which carry the most weight in a Local Plan. Once they have been prepared they have to be submitted to the Secretary of State at the Department of Communities and Local Government. They are then examined by an Independent Planning Inspector to make sure that they meet legislative, regulatory and national policy requirements.

The Knowsley Local Plan is currently scheduled to include three DPDs, namely the Local Plan: Core Strategy, the Local Plan: Site Allocations and Development Policies; and the Merseyside and Halton Joint Waste Local Plan.

## **Development Management**

The process by which proposals for new development are assessed by the Local Planning Authority. This is undertaken primarily through the determination of planning applications.

## **Duty to Cooperate**

Procedure that requires local planning authorities to secure the necessary cooperation on strategic cross boundary matters before they submit their Local Plans for examination.

## **Evidence Base**

The range of reports, studies, data and surveys specifically collected and used to inform the preparation of a Local Plan.

## **Examination in Public**

The examination of a DPD or other relevant document, carried out by an Independent Examiner (usually appointed from the Planning Inspectorate), which can be observed by members of the public.

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

An assessment of the potential effects of a policy contained within a plan or programme on one or more sites designated as important at the European Level, namely Special Protection Areas (SPAs) and Special Areas of Conservation (SACs). Ramsar sites and candidate areas are also often assessed alongside these sites. Assessment takes place in distinct phases: screening; ascertaining effects; and identification of mitigation measures.

## **Listed Buildings**

Buildings or other built structures included in the statutory (national) list of buildings of special architectural or historic interest of national significance. Listing decisions are made by the Secretary of State for Culture, Media and Sport and the listing system is administered by Historic England.

## **Liverpool City Region**

The sub-regional area, including the authorities of Liverpool, Halton, Knowsley, Sefton, St. Helens and Wirral. The term is also sometimes used in relation to a wider area, covering the authority areas of West Lancashire and Cheshire West and Chester.

### **Local Development Document (LDD)**

A collective term for planning policy documents, including all parts of the Local Plan, Neighbourhood Plans and Supplementary Planning Documents.

### **Local Development Framework (LDF)**

The term previously used to refer to the portfolio of Local Development Documents, including Development Plan Documents, Supplementary Planning Documents and various process documents. This term has been replaced with the term Local Plan, although this refers only to the portfolio of Development Plan Documents.

### **Local Development Orders (LDO)**

An Order made by a local planning authority (under the Town and Country Planning Act 1990) that grants planning permission for a specific development proposal or classes of development.

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

The business plan for production of the Local Plan. It identifies and describes the Development Plan Documents and when they will be produced. It covers a three-year period and is subject to updating following production of Monitoring Reports to check progress.

### **Local Plan**

The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. The Local Plan includes 'Development Plan Documents' adopted under the Planning and Compulsory Purchase Act 2004.

In Knowsley, this is currently scheduled to include the Local Plan Core Strategy, Local Plan Site Allocations and Development Policies and Merseyside and Halton Joint Waste Local Plan, accompanied by a Local Plan Policies Map. While these documents are being finalised, the Local Plan also includes the Saved Policies of the Knowsley Replacement Unitary Development Plan (2006).

### **Local Plan: Core Strategy (sometimes Knowsley Local Plan: Core Strategy)**

A document which forms the central part of the Knowsley Local Plan and sets out the long term spatial vision, objectives and strategic policies for the borough. The Local Plan Core Strategy (2016) has the formal status of a Development Plan Document, and will be joined by further DPDs.

## **Local Plan Policies Map**

An Ordnance Survey based map, which shows specific land allocations for the Local Plan area. The Policies Map can be updated or revised only by DPDs. Previously known as a Proposals Map.

## **Local Plan Site Allocations and Development Policies**

A document which sets out a range of detailed planning policies which will assist in the Development Management process. The document will also include a range of site allocations (e.g. for housing or employment uses), which will be used to update the adopted Local Plan Proposals Map. The document will form a constituent part of the Knowsley Local Plan and will have the formal status of a Development Plan Document.

## **Localism Act 2011**

Enacted in late 2011, the Act contains a wide range of legislative changes, including many affecting local authorities and local spatial planning. The Act introduced the legislative basis for: the abolition of Regional Strategies; a new 'duty to co-operate'; changes to the Community Infrastructure Levy (CIL) system; and neighbourhood planning. Further details from DCLG are available [here](#).

## **Merseyside and Halton Joint Waste Local Plan**

Prepared jointly on behalf of six local authorities, this plan sets out waste management policies for the sub-region. The policies include site allocations and Development Management policies. This document is adopted and forms part of the Local Plan for each local authority in Merseyside and Halton.

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

Introduced by the Government in 2012, this replaced the majority of adopted national planning policy, including most Planning Policy Statements and Planning Policy Guidance notes. The NPPF is supplemented by remaining guidance, and a number of other policy statements. The NPPF sets out national priorities for delivering sustainable development and economic growth, including a very wide range of policies and guidance, relating to themes such as housing, environment and economy, and procedural matters (such as plan-making and decision-taking). The policies of the NPPF will be applied alongside those in Knowsley's Local Plan. Further information is available [here](#).

## **Neighbourhood Area**

An area designated by the local planning authority for a Neighbourhood Plan following an application made by a Parish/Town Council or a prospective Neighbourhood Forum.

## **Neighbourhood Plan/Neighbourhood Development Plan**

A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood (made under the Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011). A neighbourhood plan would, once brought into effect, comprise part of the statutory Development Plan for the area. It would therefore, alongside any adopted DPDs, need to be considered when assessing any development proposals affecting the area.

## **Planning and Compulsory Purchase Act 2004**

This Act made provision relating to spatial development and town and country planning, and the compulsory acquisition of land. It introduced the Local Development Framework (LDF) system for planning policy, and remains the main legislative basis for production of Local Plans.

## **Preferred Options Report**

Refers to a stage in the preparation of a Local Plan document, involving consultation on a set of preferred policy options. For the Knowsley Core Strategy, the Preferred Options Report set out a number of preferred policies and alternatives considered, including an overall preferred spatial strategy for the development of the borough over a 15 year period. The Report was subject to consultation in summer 2011.

## **Planning Practice Guidance (PPG)**

An [online](#) resource providing simple access to Government guidance on the operation of the planning system.

## **Regional Spatial Strategy (RSS)**

The Regional Spatial Strategy was the regional planning strategy for the North West, from its publication in 2008 until May 2013, when it was formally revoked by the Government. The RSS informed the preparation of Local Development Documents, Local Transport Plans and regional and sub-regional strategies and programmes.

## **Statement of Community Involvement (SCI)**

Sets out how the Council will consult and engage with the community and other stakeholders in the production of all documents within the Local Plan, and when determining planning applications.

## **Strategic Environmental Assessment (SEA)**

European Directive 2001/42/EC (the SEA Directive) requires a formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment, known as Strategic Environmental Assessment. To meet the requirements of the directive, a body must prepare an environmental report in which the likely significant effects on the environment of implementing the plan or programme, and reasonable alternatives taking into account the objectives and geographical scope of the plan, are identified, described and evaluated. For the Knowsley Local Plan, this is incorporated in the Sustainability Appraisal.

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

A planning policy document which provides supplementary information in respect of the policies contained in the Local Plan, and which focus on particular issues or places. SPDs are subject to consultation, but are not subject to an Independent Examination.

## **Sustainability Appraisal (SA)**

An assessment 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. For the Knowsley Local Plan, this covers the requirements of Strategic Environmental Assessment.

## **Unitary Development Plan (UDP)**

A statutory planning policy document which Unitary Authorities had to prepare under the Planning Act 1990. The Knowsley Replacement Unitary Development Plan (UDP) was adopted in 2006, and the majority of its policies were saved in 2009. The UDP set out a wide range of strategic and detailed policies, and included a Proposals Map identifying site allocations and designations for various land uses. The policies within the Replacement UDP will be replaced by policies within DPDs.

## Appendix 4: Planning applications by type

Application Type	Characteristics
Minor planning applications	These may include householder applications involving proposals to alter or enlarge a single house, including works within the garden, or minor proposals for non-residential development like small commercial extensions.
Major planning applications	These may be proposals for: <ul style="list-style-type: none"> <li>• Housing development of 10 or more dwellings, or a site area of 0.5 hectares or more.</li> <li>• Other development where the floor space to be built is 1,000 sq m or more, or where the site area is 1 hectare or more.</li> </ul>
Applications affecting a listed building or conservation area	These may involve proposals for alterations, extensions or demolition of a listed building or any works to be carried out within a conservation area.
Advertisement consent	Certain adverts require express consent from the Council before they can be displayed and will typically include adverts on shops and other commercial buildings.
Outline planning applications	This type of application is designed to establish the principle of a particular development, the full details are often not given at this stage, for example the full design details of the houses on a residential scheme. The full details are usually considered at the “reserved matters” stage.
Reserved matters applications	This type of application follows on from an outline planning permission and considers the full details of the scheme, for example the house design and landscaping.
Change of use	This type of application considers an alternative use for a building or land, for example a change of use from grocers shop to a hot food takeaway.
Tree Preservation Order applications	This type of application considers works to protected trees.
Notification of works to trees in a Conservation Area	This type of application is a technical assessment of the work by a tree specialist that is not protected by a Tree Preservation Order.
Non material amendments	This type of application involves a minor amendment to the approved scheme that does not require the submission of a new application.
Prior approval applications	There are several types of proposal where the applicant must submit an a prior approval application to the Council e.g. for demolition of some buildings, for some forms of telecommunications development, for agricultural buildings, or for larger home extensions.
Lawful development certificates (existing)	This type of application is made where a change of use or development has already been carried out and the applicant wants to confirm that it is lawful in planning terms.
Lawful development certificates (proposed)	This type of application is made where a change of use or development has not yet been carried out and the applicant wants to confirm that it is lawful.

Discharge of conditions applications	This type of application is made because planning and related applications are usually approved subject to conditions which require the submission of further information e.g. details of building materials or landscaping.
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## Appendix 5: Neighbour notification procedures

Knowsley Council will adhere to the following guidelines in advertising the receipt of planning and related applications:

- Once we have received an application and it has been registered (we have the correct fee and sufficient details to consider it), we will write to those properties which appear to directly adjoin the application site, and others that may be impacted upon by the development, telling them about the application, a brief description of the development, where the details of the application can be viewed and how comments on it can be made on it. We will also advise as to how the application's progress can be tracked.
- Additionally, in relation to certain applications, as detailed in Table 4 above, we will undertake additional publicity by displaying a notice close to the site and placing an advertisement in the local press.
- When visiting the application site the planning case officer will check whether there are additional properties which adjoin it whose residents or occupiers should be told about the application. If so, the case officer will arrange for a letter to be sent to any additional properties.
- We will ensure that residents have at least 21 days within which to comment upon a planning application, although we will aim to consider any comments received after this time; providing that we have not issued a decision on the application.
- We will write to neighbours again and re-advertise an application when we receive significant amendments to an application in the course of its consideration. The decision about when neighbours should be told about amended details will be at the discretion of the planning case officer based on material impact.
- We will issue, on our web site, the details of any application being considered by this council's planning committee, at least 5 days before the meeting. Those people who have contacted us in writing to support or object to the application to be considered at Planning Committee will be notified of the meeting one week in advance.

Please note that in terms of our writing to neighbours adjoining a planning application site, the property will have a curtilage boundary, contiguous with any part of the red lined application site (i.e. physically joining the site at some point), and which can be clearly identified from the Ordnance Survey map base, or from routine inspection of the site. Additionally, where there is a road across the frontage of a site, we may also write to the occupiers and residents of property directly opposite dependent upon the scale, form and nature of the proposed development.

This definition does not include unused land, or land that does not form part of an obvious curtilage. The Council does not hold records of land ownership, and therefore it is not always possible to ascertain the postal address of individual owners of land or buildings.

It should be noted that any comments received about a planning application will be placed on a public file and will be available for public inspection. Furthermore, anyone can comment on an application, and the receipt of a letter, advising the receipt of an application, does not confer any privilege on the recipient.

We do not write to neighbours about applications for Prior Notification for agricultural buildings, telecommunications, or demolition, nor for Certificates of Lawfulness of existing or proposed development.

**For more information log on to**  
**[www.knowsley.gov.uk/LocalPlan](http://www.knowsley.gov.uk/LocalPlan)**

You can also get this information in other formats.  
Please phone Customer Services on 0151 443 4031  
or email [customerservices@knowsley.gov.uk](mailto:customerservices@knowsley.gov.uk)

