



***Knowsl@y Council***

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Consultation

# **Statement of Community Involvement**

## **Adopted Version**

Knowsley Metropolitan Borough Council

May 2007

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# Chapter 1 Introduction

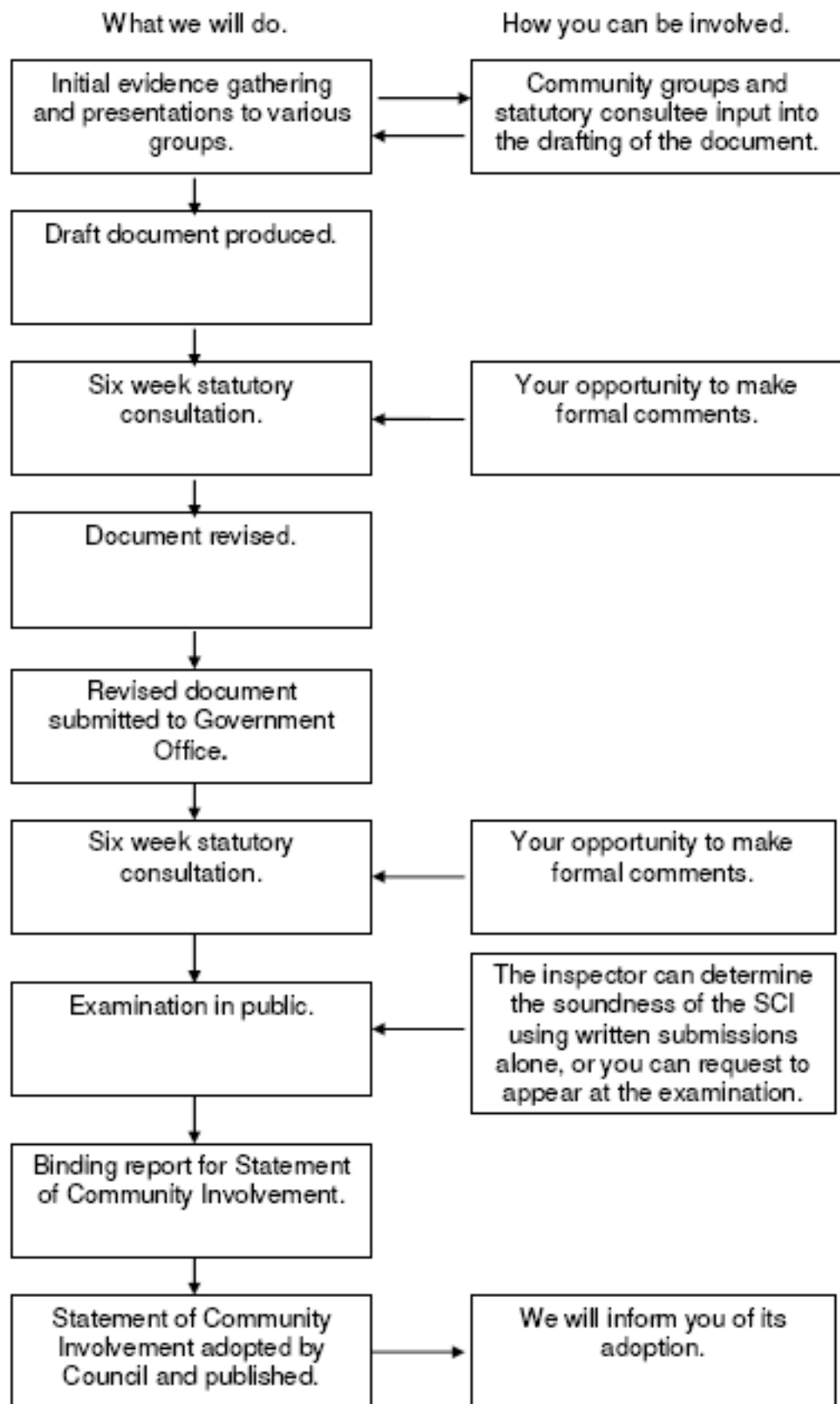
## What is the Statement of Community Involvement?

- 1.1 The Statement of Community Involvement is the document that explains how Knowsley Council will involve the community in planning issues. Community involvement has a vital role to play in planning decision making and this document sets out in detail how this will be conducted.
- 1.2 Community involvement is the way the Council seeks to inform people about the planning process and gain input into its decision making from outside organisations and individuals. There are government regulations which require the Council to consult the community and the Statement of Community Involvement will lay out how the Council will meet these requirements and where it will seek to exceed them.
- 1.3 The Council recognises the benefits from more effective community involvement and the advantages of explaining, in one document, how it intends to improve on its current practices. This statement will set the standard for future consultations. It will explain how the Council will involve the community effectively in planning issues and in the process help fulfil some of the main aims of the new planning system.
- 1.4 In 2004 major changes to the planning system were made. Under the new planning system, explained in Chapter 3, there is a greater emphasis placed on community involvement and this is reflected in three of the key aims.
  - To strengthen community involvement.  
The main method of achieving this is the requirement to produce a Statement of Community Involvement, emphasising more effective community involvement and by testing the production of planning documents against the criteria in the Statement.
  - To frontload involvement.  
Frontloading is the seeking of consensus by having early involvement in the planning process. The Statement of Community Involvement will seek to ensure this takes place throughout the planning system.
  - To test the soundness of planning documents.  
There are nine tests of soundness that the Statement of Community Involvement and Development Planning Documents will have to comply with. Representations can be made to an inspector, during the consultation period on these documents, that the documents in question do not meet one or more of these tests. The tests are shown in Appendix 5.

## **How the Statement of Community Involvement is produced**

- 1.5 The Statement of Community Involvement is part of the Local Development Framework for Knowsley and its production is guided by regulations set down by the government. There are several stages in the production of the Statement of Community Involvement and they are illustrated in Diagram 1 (pg 3). As the Statement of Community Involvement will guide future involvement it is vital that the views of the community shape its content.
- 1.6 To gain early input into the formation of the Statement of Community Involvement and raise awareness of the Local Development Framework, extensive early community involvement has taken place. Presentations have been made to several of the Local Strategic Partnership sub groups, the Community Empowerment Network and the Council's Planning Committee, exceeding the statutory requirements for consultation at this stage.
- 1.7 As Diagram 1 (pg 3) illustrates there was an opportunity for comments to be made when the draft was produced and when the revised document was submitted to Government Office. A record of how involvement has influenced this document and details of how the government's regulations have been met has been produced and is available along with the submission version of this document.

**Diagram 1 Producing the Statement of Community Involvement**

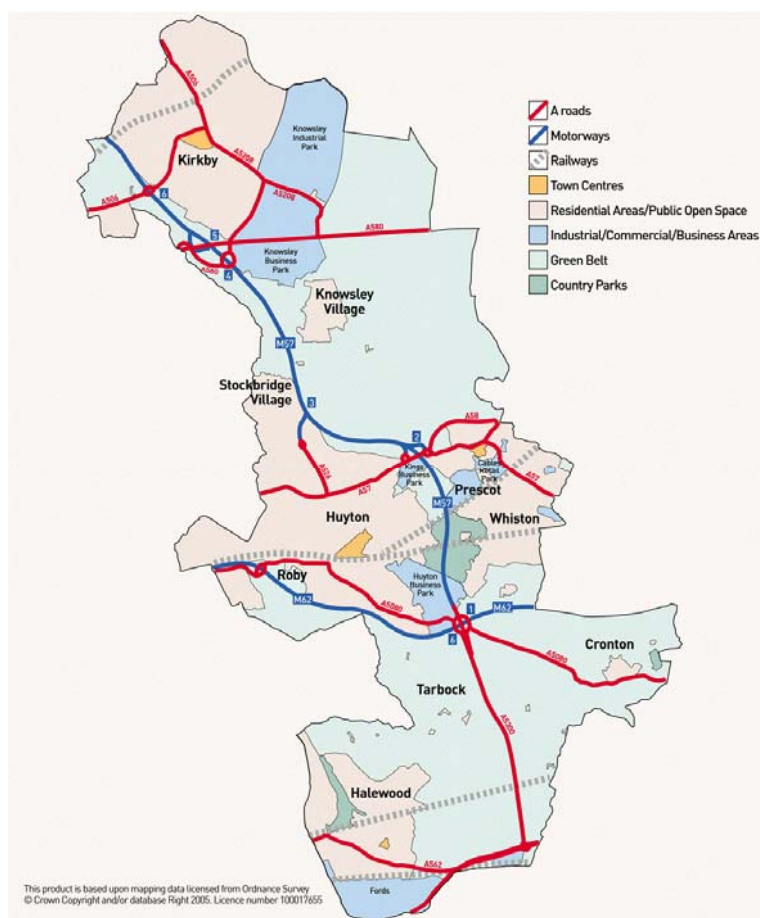


## Chapter 2 Community profile

- 2.1 This chapter will provide a short profile of the community in Knowsley. Understanding the nature of the community will help guide consultation.
- 2.2 According to the 2001 census Knowsley has a population of 150,459. Approximately 55% of the borough is countryside and the largest urban areas are Kirkby, Huyton, Prescot, Whiston and Halewood. Each of Knowsley's communities has its own quite different historical background and particular characteristics and the people who live there often identify strongly with the area, something that has to be remembered when conducting community engagement exercises.
- 2.3 Knowsley has had a difficult economic history with a decline in employment opportunities, a low average income and a poor choice of housing, all resulting in a loss of population over the last three decades. This has resulted in it being ranked the third most deprived local authority by the index of multiple deprivation rank of average score. Deprivation in Knowsley creates particular challenges when engaging the community and this is reflected in the section on engaging hard to reach groups, Chapter 6.

### Diagram 2

#### Map showing main settlements in Knowsley and the extent of countryside



# Chapter 3 Local Development Framework

- 3.1 In 2004 major changes to the planning system were made. The main intention of this was to speed up decision making and improve community involvement. The previous system, which required the production of a single Unitary Development Plan, was replaced by the requirement to produce a set of documents called a Local Development Framework (see Diagram 3 - pg. 7) These documents will guide future planning decisions in Knowsley and, over the next three years, replace the Unitary Development Plan which was adopted in June 2006.

## **Saved Policies**

- 3.2 Saved Policies are those that will be saved for three years from the Unitary Development Plan adopted in June 2006. They will then, in many cases, be replaced by the Core Strategy of the Local Development Framework. Some saved parts of the Unitary Development Plan including development control policies and site allocations on the Proposals map, subject to approval from the Secretary of State, may be saved for longer than three years.
- 3.3 The Local Development Framework for Knowsley will be a portfolio consisting of a range of individual documents. The documents will be prepared in accordance with the North West Regional Spatial Strategy which forms part of the Development Plan that will guide development in Knowsley. The documents to be produced as part of the Local Development Framework fall broadly into three types; Process Documents, Development Plan Documents and Supplementary Planning Documents.

## **Process Documents**

- 3.4 Process Documents will guide the production of documents in the Local Development Framework. There are three documents that will do this, each with a different role and purpose. The three Process Documents are a requirement by law and their function is shown below. Each document can be viewed on the Council's website, the address for which is in Appendix 4.

- Local Development Scheme  
The Council's Local Development Scheme was published in April 2005 and is the publicly available project plan. It identifies the documents that will be produced and sets the timescales for their production. The Local Development Scheme will be revised each year.
- Annual Monitoring Report  
This is a report submitted each year to the government to assess the progress and the effectiveness of the Local Development Framework, including any saved policies.
- Statement of Community Involvement  
This will show how and when local communities and other stakeholders will

be consulted when preparing documents.

### **Development Plan Documents**

- 3.5 Development Plan Documents will outline the key development goals of the Local Development Framework. The main Development Plan Documents in Knowsley will include.
- The Core Strategy which will set out the general spatial vision and specific delivery objectives. Setting out the long term vision for the area, the Core Strategy will be the main Development Plan Document.
  - Site specific land allocations will allocate land for specific uses.
  - Area Action Plans provide the planning framework for areas where significant change or conservation is needed.
  - The Adopted Proposals Map will illustrate all sites identified in the Development Plan Documents.
  - Other Development Plan Documents can include those that are prepared with other authorities as well as ones on specific topics.

### **Supplementary Planning Documents**

- 3.6 Supplementary Planning Documents will expand or add details to policies laid out in Development Plan Documents or policies saved from the Unitary Development Plan. Knowsley is producing several of these documents, some of which are for specific areas. Details of the requirements of the Supplementary Planning Documents that will be prepared can be viewed by visiting the Council's web site listed in Appendix 4.
- 3.7 The Statement of Community Involvement has to be complied with when preparing Development Plan Documents and Supplementary Planning Documents. When the documents are submitted to the Secretary of State, the Council is required to submit a statement setting out how it has met the requirements laid out in the Statement of Community Involvement.

### **Sustainability Appraisal and Appropriate Assessment**

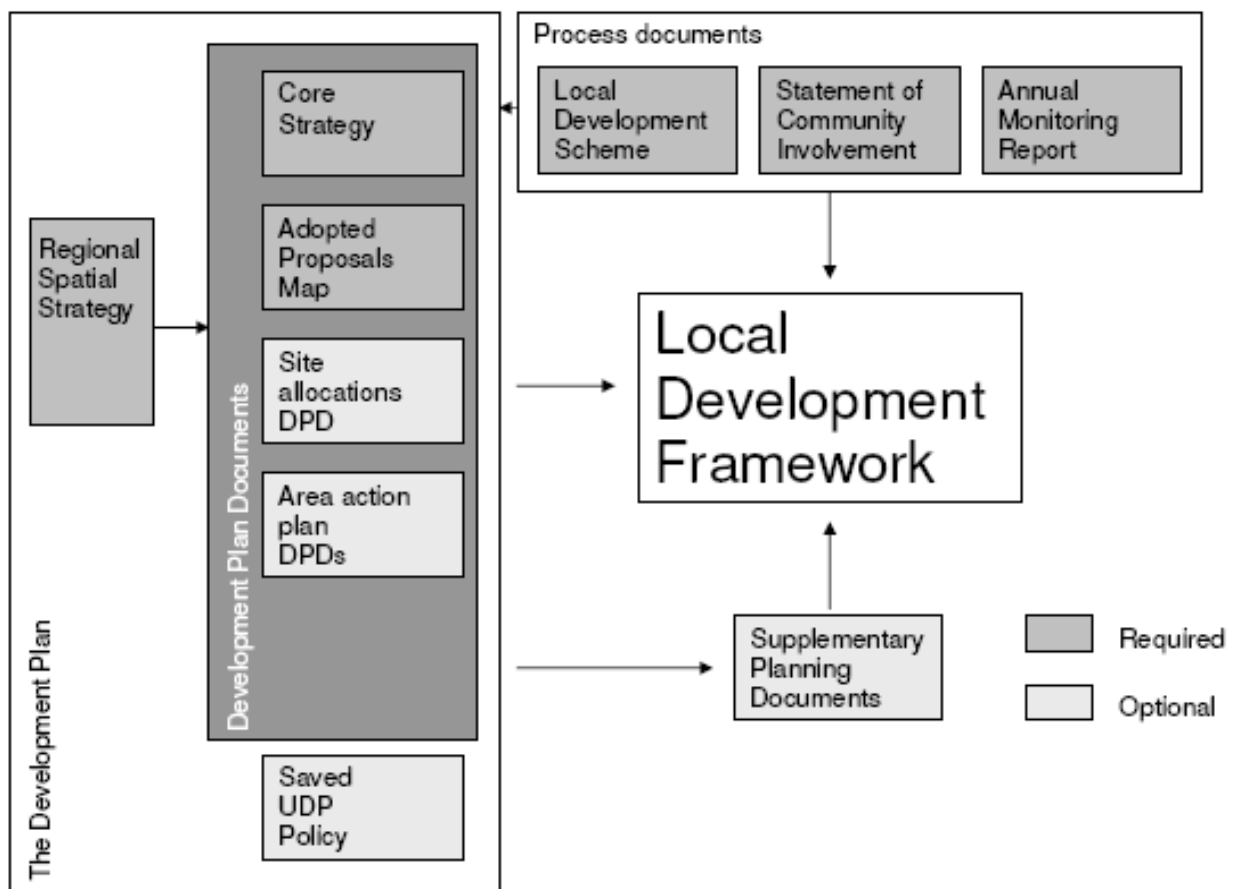
- 3.8 A Sustainability Appraisal and Appropriate Assessment, is required for all Development Plan Documents and Supplementary Planning Documents. Sustainability Appraisals are a way of making plans and policies more sustainable by assessing the impacts a plan or policy may have against social, economic and environmental objectives. They are prepared alongside the planning document and follow a set procedure. Sustainability appraisals will be prepared in accordance with the Strategic Environmental Assessment regulations, and a sustainability report produced. A Sustainability Framework will guide the appraisal of documents in the Local Development Framework and when complete will



explain how appraisals will be conducted for the documents the Council is producing.

- 3.9 Appropriate Assessment is a process by which emerging planning policy documents will be tested to minimise their impact on sites of European importance, providing legal protection due to their conservation importance. More information regarding the Sustainability Appraisal and Appropriate Assessment processes can be found on the Council’s website or by contacting the forward planning team (contact details in appendix 4).

**Diagram 3 The Local Development Framework**



As the content of the Local development Scheme may change over time please visit our website [www.knowsley.gov.uk](http://www.knowsley.gov.uk) for the latest version of the Scheme.

# Chapter 4 Vision and principles

## Community involvement explained

- 4.1 There are many potential benefits from improving community involvement. Some of the key ones are listed below.
- Improving policies and proposals.  
Community knowledge and expertise can help establish a robust and credible set of baseline data, something that is vital to the success of any plan or proposal.
  - Increasing ownership.  
When community knowledge is sought and included in the development of a plan or proposal ownership is increased improving the chances of ongoing success.
  - Problems can be resolved early.  
Early involvement can help highlight any issues or problems that may only come to light later when a plan or proposal is subject to formal consultation. By providing an opportunity for early involvement, problems can be resolved when it is relatively easy to change things. This avoids objections at a later stage, which can result in more costly change and delay.
  - Costs can be reduced.  
Improving input from the community can improve plans and policies, resolve issues early on in the process and increase the chances of success, all these reduce the costs associated with potential failure and delay.
- 4.2 Despite the obvious benefits, there are a number of challenges to involving the community in decision making. To overcome these difficulties and to establish how to conduct involvement we have drawn up a set of principles of involvement. The principles address some of the key challenges that conducting community involvement may raise, they will also inform the rest of this Statement and the subsequent conduct of involvement activities.

### The vision

*“To actively engage communities in the planning decisions that affect their lives so that people want to be involved, feel they are involved and see positive results from being involved”*

- 4.3 Adapted from Knowsley’s community engagement strategy, this vision represents the most important aspects of engagement and what the Statement of Community Involvement will hope to achieve, it forms the basis for the principles of engagement below.

#### 4.4 **Frontloading**

Frontloading means actively engaging communities early in the planning process. A key aspect of the new planning system, frontloading means involving stakeholders at the earliest stage possible. It includes building capacity for involvement in local communities so they can make a positive contribution throughout the planning process. Resolving issues through early engagement prevents costly delays and increases the communities' confidence in the policy or proposal.

#### 4.5 **Honest and Open**

For people to want to feel involved we have to provide an honest and open system where people can clearly see what is being done, when we are going to do it and how they can express their opinions on it. We will share information about emerging planning policies and when considering applications as soon as we can and seek to do this in a way that is appropriate to the user. We will provide non-technical summaries for all our main policy documents using plain language, making documents available in other languages when requested. We will respect confidentiality and work without prejudice, treating every comment with equal respect.

#### 4.6 **Continuous**

Community involvement that is more than a box ticking exercise will require an ongoing commitment. Seeking continual involvement will help build relationships between the authority and the community and increase their capacity for involvement.

#### 4.7 **Reporting results**

To encourage involvement and promote increased engagement the results of consultations, and how they have influenced a policy or proposal, will be made clear.

#### 4.8 **Targeted**

To increase the positive results of engagement and prevent consultation fatigue we will target our involvement, as far as is possible, at those who have expressed an interest in a policy or application, or those who are directly affected. For larger proposals and broader policy this will require using creative methods of engagement that reach a wider audience. Where possible, to avoid consultation fatigue, joint consultation exercises on more than one document at a time will be undertaken. We will also target 'hard to reach groups' that have traditionally struggled to take part in consultations.

#### 4.9 **Realistic**

Communicating expectations that can not be met leads to frustration and disengagement. Therefore, creating and communicating realistic expectations is an important principle. There are two ways we intend to do this. Firstly, by developing a clear understanding of what the aim of the involvement is and secondly, by creating realistic expectations of the engagement exercise through providing a clear definition of the outcome we desire. We will do this when we outline our process of involvement in chapters 7, 8 and 9.

# Chapter 5 Links with other strategies

## The Community plan and engagement strategy

- 5.1 A strategy for community engagement can not be prepared in isolation. There is a considerable amount of work already taking place between the different stakeholders in Knowsley through the Local Strategic Partnership, called the Knowsley Partnership. The Knowsley Partnership draws key partners together and has prepared the Community Plan, which outlines a ten year improvement vision for the borough.
- 5.2 The Statement of Community Involvement will seek to contribute to the vision of the Community Plan and is informed by the community engagement strategy Community Knowhow, drawing its vision and principles from the document. Once adopted the Statement of Community Involvement will be the definitive document for planning consultations, for both planning policy and planning applications.
- 5.3 Below is an explanation of how planning consultations will be integrated into the partnership's engagement mechanism. This begins by showing the links between the Statement of Community Involvement and Community Knowhow and is followed by an explanation of the link between the engagement activities of the Knowsley Partnership and planning then a diagram of the partnership's structure.

### 1. Community Knowhow

- 5.4 Community Knowhow is the community engagement strategy for Knowsley and outlines how the community plan can be delivered. To develop a coherent strategy to engagement, the Statement of Community Involvement shares the vision of Knowhow and its principles have been developed in parallel with Knowhow's values. Table 5.1 shows which of the principles of the Statement of Community Involvement are parallel to the engagement values in Knowhow. Information about community know how is available on the Knowsley Partnership website, see appendix 4.

**Table 5.1 Knowhow and the SCI**

Statement of Community Involvement Principles	Knowhow Values
Realistic	Realistic
Honest and open	Honest and open Accessible
Continuous	Learn from experience
Reporting results	Respecting peoples involvement

## **2. Links to the Knowsley Partnership**

5.5 The Knowsley Partnership (see diagram 4 pg 12) comprises a number of thematic partnerships. These include members from the private, voluntary and community sector as well as the Council and other public sector bodies. The work programme of the Partnership is planned through the Strategic Planning Group and community engagement activities are planned through the Community Engagement Steering Group. To ensure ongoing engagement a member of planning services will attend the Community Engagement Steering Group on a regular basis. When producing Development Plan Documents the Council will specifically seek the views of these groups on how best to engage the Partnership. Typical means of engagement are likely to include:

- Presentations to the thematic partnerships (most typically the Strategic Housing and Environment Partnership)
- Invitations to topic specific workshops

## **3. Local Area Partnership Boards and Public Forums**

5.6 From May 2006, six areas of the borough will host Area Partnership Boards, which will meet regularly and consist of key representatives from the Council, local community, business and other providers of local services. Public Forums will be open public meetings that will meet on a less regular basis.

5.7 Area Partnership Boards and Public Forums will be consulted on policy matters that relate to them or that may be of significant interest to the area. They may also be consulted on major planning applications. Both Partnership Boards and Public Forums can provide important input into the planning system and will serve as a key interface with the community. The details of the area working arrangements can be found by visiting the Knowsley Partnership website listed in appendix 4.

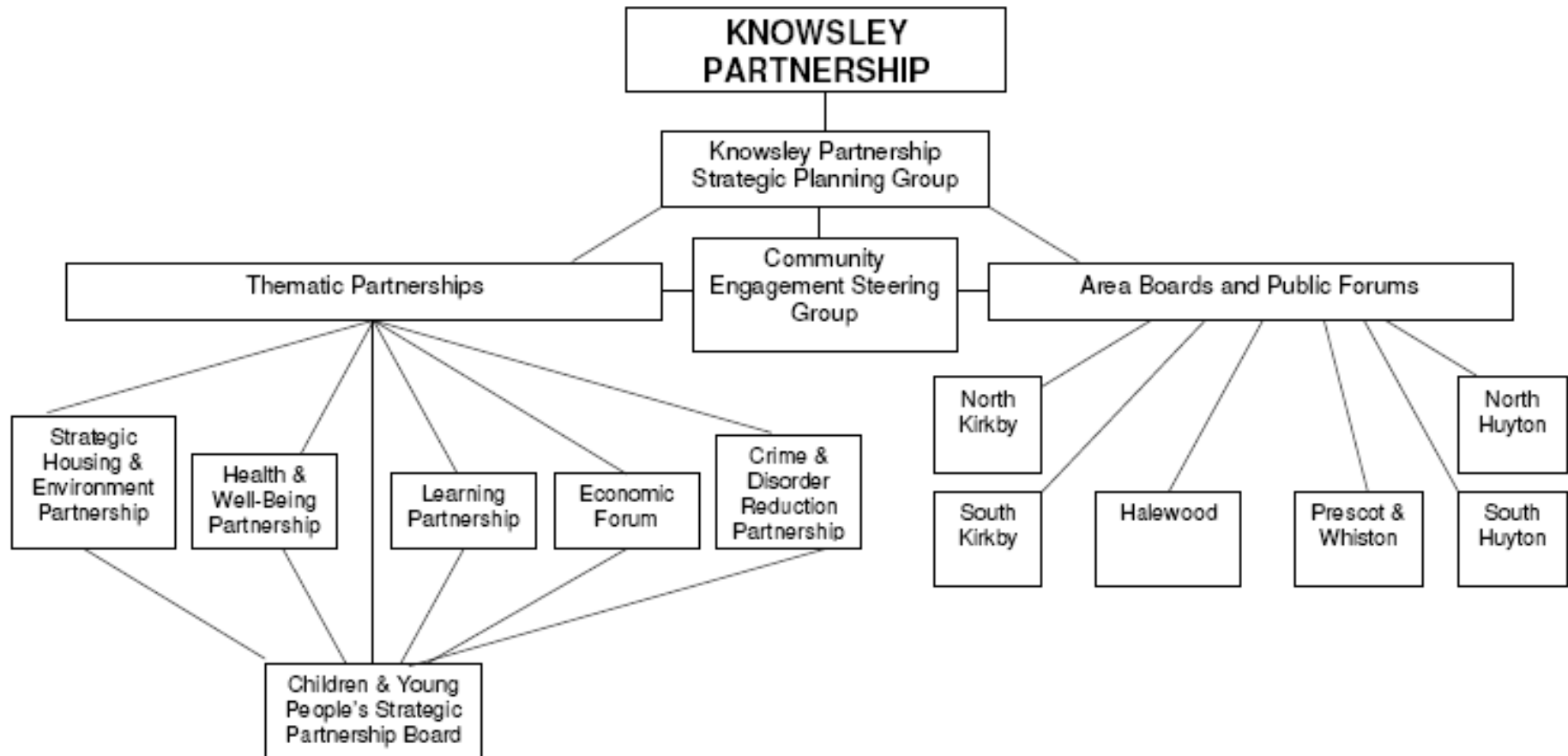
## **4. The Local Compact**

5.8 Local compacts seek to strengthen the relationships between the Voluntary and Community Sector and Public Agencies. Currently being prepared in accordance with national compacts, local compacts will reinforce working relationships by setting standards of practice. The Knowsley Compact, in line with the national compact, will produce five codes of practice. As these emerge planning consultation exercises will seek to act in accordance with their principles.

## **5. Planning Aid**

5.9 Planning Aid is a government supported initiative to encourage community involvement in planning. It is independent of local authorities and extremely useful in providing impartial expertise and guidance on consultation. Details of contacts for Planning Aid can be found in appendix 4.

Diagram 4 The structure of the Knowsley Partnership January 2007



# Chapter 6

## Stakeholders and methods of involvement

### Stakeholders

- 6.1 A wide variety of stakeholders are already consulted on planning policy and planning applications, a list of the types of groups consulted is included in Appendix 1. In accordance with government Planning Policy Statement 12 and to distinguish between their different roles, consultees have been split into three types, specific bodies, general bodies and other consultees.
- Specific bodies include government departments and other specialised stakeholders that provide specialist information, on issues such as the environment, waste, traffic and transport. They can be consulted for advice at any time. There are legal requirements for these bodies to be consulted on certain planning applications and at certain stages of policy preparation. There may also be times when it is necessary to undertake joint working across a number of these groups. One example of this would be for policy on issues that have implications across Merseyside or a number of authorities and would need to be produced working with other local authorities in the region.
  - General bodies include community groups, the general public and any other bodies that may have a local influence or interest. There are legal requirements to consult these but much greater and ongoing involvement beyond these requirements will be sought.
  - Other consultees include many interest groups that will be consulted when preparing the Local Development Framework.

### The consultation database

- 6.2 To keep track of consultations and ensure that consultees are kept up to date about planning policy production, the Council holds a consultee database. The database holds the contact details of all statutory bodies and any other body, group or individual that we are required to consult. The database also holds details of planning consultancies and other agents who have requested to be involved. You can ask to be added to this database by contacting the forward planning team, contact details in appendix 4.

### Hard to reach groups

- 6.3 'Hard to reach groups' are those groups that often find it hard to get involved in planning matters. Not everyone has the capability or desire to engage in traditional methods of engagement and because of this the views of many groups of people have often gone unheard. Each authority has a unique population make up and therefore a unique set of groups that it considers hard to reach, in Knowsley this includes; young people, black and ethnic minority groups, those with physical

disabilities, the elderly and housebound, young mothers, those who have poor literacy, the unemployed, gypsies and travellers and those dependent on drugs or alcohol.

- 6.4 One of the main issues that faces local authorities and cuts across all sections of the population is a perceived lack of interest or cynicism towards Council consultation. To combat this, the Council will firstly publish and implement this document and secondly undertake regular reviews, explained in Chapter 10 Resources and Monitoring. An important principle of this document is reporting results, by providing feedback when individuals contribute to the consultation process greater involvement should be encouraged.
- 6.5 To improve the consultation strategy it is important to make sure that all sections of the borough are engaged. In keeping with the principle of being honest and open the Council has identified the key reasons why hard to reach groups in Knowsley may not have been involved before and how this can be changed. Table 6.1 provides examples of the measures that can be taken to overcome barriers to understanding. It may not be practical to institute all the actions suggested in all consultations, as a guiding principle the more major the policy or proposal is the more extensively the actions will be applied.



**Table 6.1 Potential measures to engage hard to reach groups**

<b>Reason hard to reach</b>	<b>Actions to be considered.</b>
Not interested. Or don't respond to traditional forms of communication.	<ul style="list-style-type: none"> <li>○ Use the web creatively by posting interesting articles and pictures.</li> <li>○ Explore the use of innovative technologies like digital television and video presentations.</li> <li>○ Link with youth forums, Knowsley Schools Council. For documents that relate to young people prepare reports that highlight the key issues.</li> </ul>
Groups whose interests may not be well represented in the community.	<ul style="list-style-type: none"> <li>○ Use partnership boards and public forums to reach wider cross sections of the community.</li> <li>○ Connect with theme based groups to target those that are hard to reach.</li> </ul>
<p>Accessibility barriers, including;</p> <ul style="list-style-type: none"> <li>○ People who are housebound or less mobile.</li> <li>○ Those who would not normally go to Council offices.</li> <li>○ People with health or mobility issues that are limiting.</li> <li>○ Those with learning difficulties</li> <li>○ Transient populations.</li> </ul>	<ul style="list-style-type: none"> <li>○ Take road shows and displays to local shops, community centres and areas that are most used by people during the day.</li> <li>○ Explore the possibility of giving information to home helps or neighbourhood wardens who have daily contact with those that are considered hard to reach.</li> <li>○ Use email, postal and phone consultation.</li> <li>○ Consult with community groups on how best to communicate with those that have issues of accessibility.</li> <li>○ Make documents available in large print or Braille on request.</li> </ul>
Literacy issues	<ul style="list-style-type: none"> <li>○ Use plain language and avoid abbreviations.</li> <li>○ Produce non-technical summaries for all major documents.</li> <li>○ Where possible produce short easy to understand leaflets and brochures.</li> <li>○ Make documents available in other languages when requested.</li> </ul>

## **Methods of involvement**

- 6.6 The nature and level of community involvement will vary depending on who the Council is trying to reach and for what purpose. To enable engagement to be conducted in the most effective manner a variety of methods of involvement will have to be used. From a review of the Council's current engagement activities and methods used by other local authorities a list detailing the various methods of engagement that can be used has been drawn up. Each method has been assessed to gauge what its best application would be and what resources it would require. The methods are listed in Appendix 2 and comments on these methods or suggestions of other methods are welcomed by the Council and can be made by contacting the forward planning team, see Appendix 4.
- 6.7 Each of the methods listed may be used for producing documents in the Local Development Framework and for consultations on determining planning applications. Chapters 7 and 8 set out what methods may be used for consultation on the Local Development Framework and when it would be best to use them.

# Chapter 7 Development Plan Documents

- 7.1 Development Plan Documents, particularly the core strategy, will set the vision and strategy for new development in Knowsley. It is therefore important that people are effectively engaged in their preparation.
- 7.2 There are several stages in the production of Development Plan Documents and the Council wants to provide the opportunity for people to be involved at every stage. The methods used to do this will depend on the stage of the document and the nature of the person's interest. Specialised or area based Development Plan Documents will require consultation that is focused on the applicable stakeholders.
- 7.3 This section explains, in a simplified manner, the different stages in the production of Development Plan Documents. It details how the Council intends to involve people at each stage, illustrating the level of involvement expected and the methods that will be used.

## Stages in the production of Development Plan Documents.

### 7.4 Stage 1 Pre Production.

- Evidence gathering. This stage involves initial evidence gathering and is an important part of the process. It provides the opportunity to involve all those who may be affected by the document and to seek ownership and consensus. A Sustainability Appraisal scoping report is produced at this stage. A key aspect of this stage is to identify the communities and partners that need to be involved, including any 'hard to reach groups'.

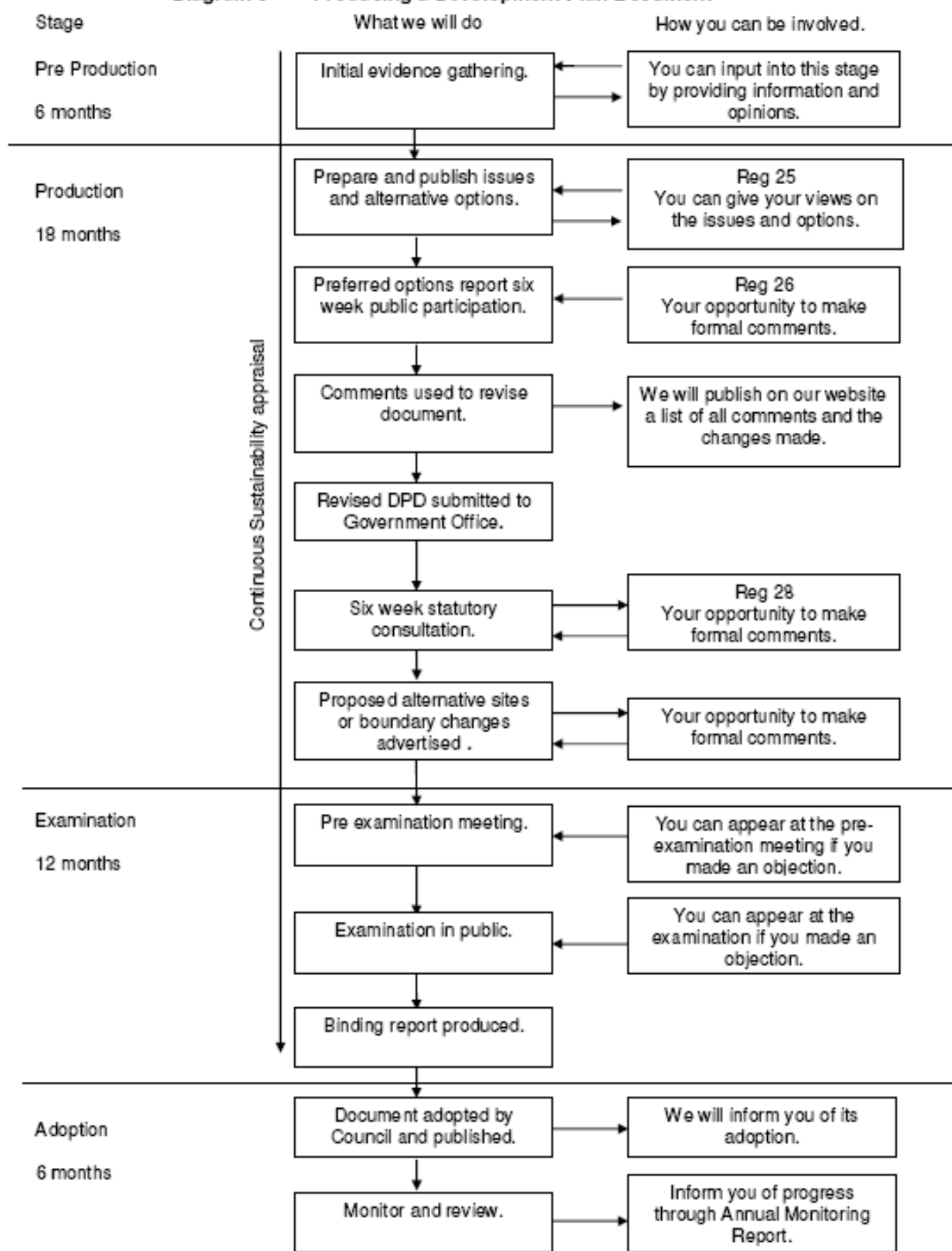
### 7.5 Stage 2 Production.

- Prepare issues and options report. This will detail the main issues that the Development Plan Document will address and the various options it could use to do this. At this stage the Council will also prepare and publish an initial sustainability report.
- The preferred options report. This report will detail the main issues and the options that are to be considered to tackle them. A formal sustainability appraisal will accompany this and both will be subject to a six week period of consultation.
- Document revision and submission to the Secretary of State. Following consultation on the preferred options report the comments received will be assessed by the Council and a further document will then be produced, with the final sustainability appraisal, both are then submitted to the Secretary of State.
- Six week consultation. When the document is submitted, there will be a further statutory six week period of consultation.

- Proposed alternative development sites or proposed boundary changes. Once the period of consultation is over, if there are representations that have proposed alternative sites or boundary changes, they will be advertised in order to seek the views of others who may be affected before the examination, see stage 5 below.
- 7.6 After each stage of consultation on both Development Plan Documents and Supplementary Planning Documents, responses from the consultation will be reported to the Council's Cabinet. The reports, summarising the representations received and the Council's response will be made available on our website [www.knowsley.gov.uk](http://www.knowsley.gov.uk), at the Councils' One Stop Shops at Halewood, Huyton, Prescot, and Kirkby and also at the libraries at Halewood, Huyton, Kirkby, Page Moss, Prescot, Stockbridge Village and Whiston.
- 7.7 Stage 3 Examination.
- Pre examination. The purpose of the examination process is to test the soundness of the document using the nine tests set out in Appendix 5. The government expects that most representations will be dealt with in written form. Where an oral examination is required a pre examination meeting or set of meetings will be held to determine the management of the examination itself.
  - Examination. This stage is where the inspector, (appointed by the governments planning inspectorate) will test the content of the document against the tests of soundness.
  - Binding report. The inspector will then produce a binding report, which means any recommendation it contains will have to be included in the final Development Plan Document.
- 7.8 Stage 4 Adoption
- Document adopted. Once the above process is completed and any recommended changes resulting from the binding report have been incorporated into the final Development Plan Document, the Council will formally adopt it as part of its Local Development Framework.
  - Monitor and review. Through the Annual Monitoring Report the implementation of the Development Plan Document will be monitored.
- 7.9 Diagram 5 (pg 19) below, illustrates the process of producing a Development Plan Document and Table 7.1 indicates the methods that will be used to consult the appropriate stakeholders at each stage. The stakeholders targeted will vary according to the nature and scope of the Development Plan Document, the Core Strategy undergoing extensive borough wide consultation while other themed or topic based Development Plan Documents will have a more targeted consultation

process. New or different methods of engagement to the ones shown may be used but they will always have an equivalent level of impact to those in the table.

**Diagram 5 Producing a Development Plan Document**



**Table 7.1 Proposed methods of engagement. Development plan documents**

Stage of preparation	Methods (See appendix 2)	Groups to be consulted
Initial evidence gathering Regulation 25	Website Stakeholder meetings	Key Stakeholders
Prepare and publish issues and alternative options Regulation 25  Sustainability appraisal scoping report produced at this stage.	Website Email or Letter Stakeholder meetings Documents at council offices and libraries <b>Leaflets*</b> <b>Press article*</b> <b>Questionnaire/survey*</b> <b>Knowsley news*</b>	Those who commented earlier; Specific consultees, General consultees and Other consultees.
Preferred options report Six week public participation. Regulation 26  Sustainability report produced at this stage.	Website Email or Letter Stakeholder meetings Send document (Statutory consultees) Statutory notices in press Documents at council offices and libraries <b>Press release*</b> <b>Exhibitions/road shows*</b> <b>Focus groups workshops*</b> <b>Knowsley voice*</b> <b>Knowsley news*</b> <b>Local public forums*</b>	All those who were consulted or commented at the earlier stages; Specific consultees, General consultees and Other consultees.
Six week statutory consultation on submission version Regulation 28  Continued consultation on sustainability report.	Website Email or Letters Stakeholder meetings Send document (Statutory consultees) Statutory notices in press Documents at council offices and libraries <b>Press release*</b> <b>Exhibitions/road shows*</b> <b>Focus groups workshops*</b> <b>Knowsley voice*</b> <b>Knowsley news*</b> <b>Local public forums*</b>	All those who were consulted or commented at the earlier stages; Specific consultees, General consultees and Other consultees.
If there are proposed alternative sites or boundary changes this stage will apply.	Website Email or Letter Press article	All those who were consulted or commented at the earlier stages; Specific consultees, General consultees and Other consultees.
Adoption	Documents at council offices and libraries. Website Email or Letter Press Statutory notices in press	All those who commented during the earlier stages.

## Notes

1. Methods in black without a \* will be used for all DPD's
2. One or more of the methods in red with \* should be used for Development Plan Documents and two or more for the Core Strategy. Other methods with an equivalent level of impact may also be used.
3. The regulations referred to in this table are set out in The Town and Country Planning (Local Development) (England) Regulations 2004. They can be viewed at the Department for Communities and Local Government website, see appendix 4.

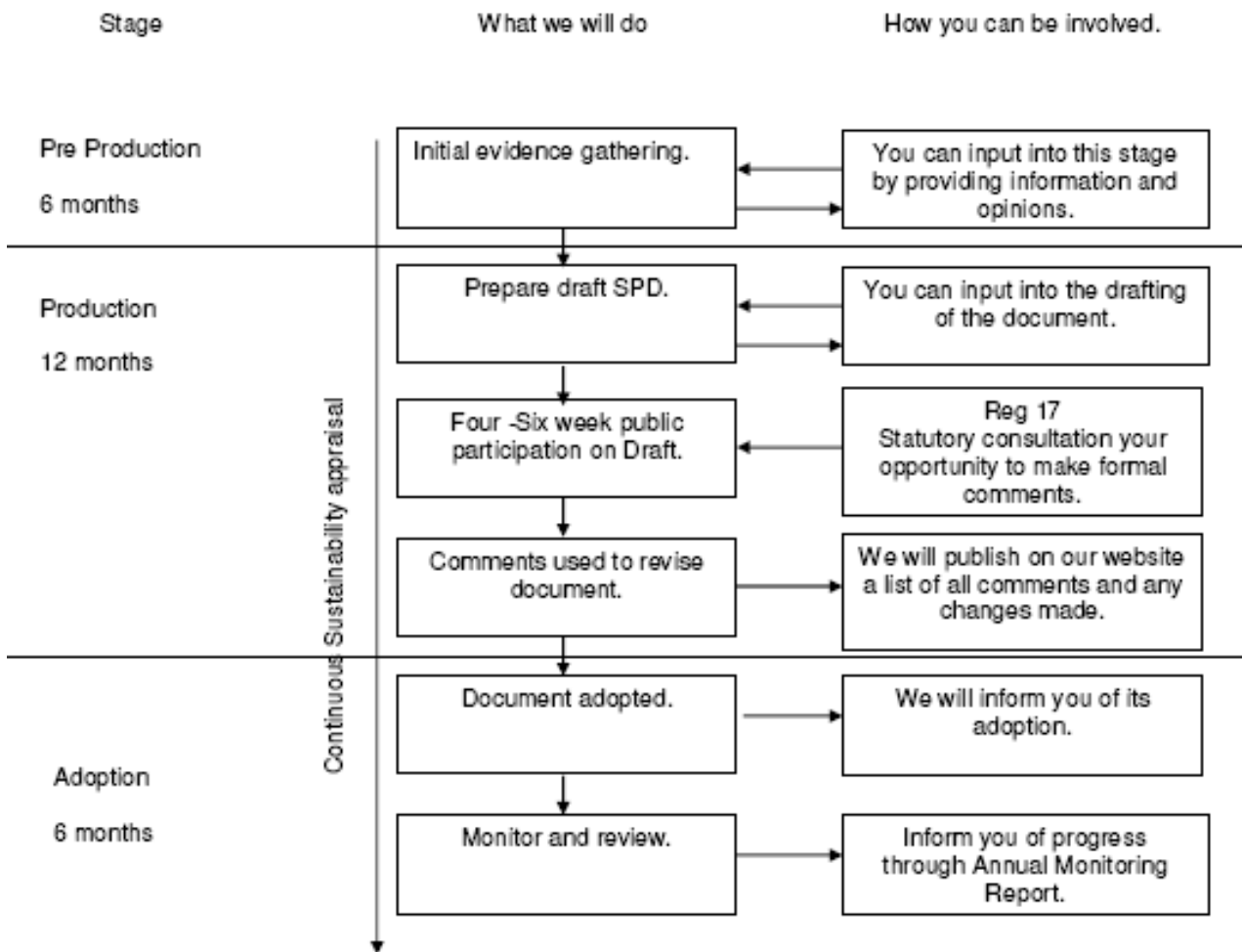


# Chapter 8 Supplementary Planning Documents

- 8.1 Supplementary Planning Documents are subordinate to Development Plan Documents and follow a simpler process for their production. They help to explain the application of policies in Development Plan Documents and the saved Unitary Development Plan. The process of their production contains fewer stages with no formal examination stage. However, consultation remains very important and this section outlines how this will take place during the production of these documents.
- 8.2 Stage One. Pre production
- Evidence Gathering. As the purpose of Supplementary Planning Documents is to expand or provide further detail on policy already in existence some evidence should be available. It may be necessary to gain more detailed local information which will mean consulting local groups and communities. Theme based documents will require wider consultation and evidence gathering. Interest groups like environmental or parks' friends groups could contribute specific specialised information. At this stage a sustainability report, called a scoping report, will be published. It will set the scope or range of issues that should be considered in the full sustainability report.
- 8.3 Stage Two. Production.
- Producing the draft. Once produced the draft document will be subject to a formal consultation period where the document will be publicly available for 4 – 6 weeks. Comments received during this period are taken into account when producing the final document. As there is no examination process this stage represents the main opportunity for formal comments to be submitted. It will also include the publication of a sustainability report.
- 8.4 Stage Three. Adoption
- Adoption. Once the comments from the consultation period have been taken into account, the final document will then be prepared for adoption. Under the principle of continual involvement, feedback will be provided to participants showing how their comments have been taken into account. Once adopted, the document will be made publicly available, on our website and where applicable at libraries and Council offices.
  - Monitoring and review. Supplementary Planning Documents will be monitored for their effectiveness and this will be reported on in the Annual Monitoring Report. The extent of monitoring will depend on the nature and scope of the document. When monitoring indicates it is necessary documents will be reviewed.
- 8.5 Diagram 5 (pg 24) illustrates the process of producing a Supplementary Planning Document. Table 8.1 indicates the methods that will be used to

consult the appropriate stakeholders at each stage. The stakeholders targeted will vary according to the nature and scope of the Supplementary, Planning Document. New or different methods of engagement to the ones shown may be used but they will always have an equivalent level of impact to those in the table.

**Diagram 6 Producing a Supplementary Plan Document**



**Table 8.1 Proposed methods of engagement Supplementary Planning Documents**

Stage	Methods	Groups to be consulted
Initial evidence gathering Sustainability appraisal scoping report produced	Website Key stakeholder meetings	Key stakeholders Those who have an interest in the document.
Public participation on draft Regulation 17 Sustainability report produced.	Website Email and/or Letter Stakeholder meetings Send document (Statutory consultees) Statutory notices in press Documents at relevant council offices and libraries.  Press release* Exhibitions/road shows* Focus groups workshops* Knowsley voice* Knowsley news* Local public forums*	All those who were consulted or commented at the first stage.  Other stakeholders from consultee list and database that have an interest in the topic or area the SPD relates to.
Adoption	Website Email or Letter	All those who commented during the earlier stages.

**Notes**

1. Methods in black without a \* will be used for all SPDs
2. One or more of the methods in red with \* should be used for consulting on draft SPDs. Other methods with an equivalent level of impact may also be used.
3. The regulations referred to in this table are set out in The Town and Country Planning (Local Development) (England) Regulations 2004. They can be viewed at the Department for Communities and Local Government website, see appendix 4.

# Chapter 9 Planning applications

- 9.1 The Council receives over 1000 planning applications a year. Good community involvement is essential in dealing with planning applications and this document will explain the policy the Council follows for involving the community in applications. It will also provide advice on how to conduct involvement for those who are making an application. The application process is explained in a flow chart in Appendix 7.
- 9.2 From the time an application is received it follows a process that is set by procedures given by the government. The procedures provide a balance between involving the community and ensuring applications are processed in a reasonable amount of time. The policy setting out how the Council ensures the community is informed of an application, through publicising planning applications and notifying neighbours, is available in Appendix 3, Policy on Publicity for planning applications.
- 9.3 Larger more complex applications receive wider consultation than smaller ones. For larger applications pre-application involvement, before the formal stages of the planning process, will be encouraged. Guidance on the benefits of this and how best to conduct pre application discussions, are provided later in this chapter.
- 9.4 Consultation for larger planning applications is not just conducted with the public but also with other organisations to draw on their specialist knowledge. Depending on the predicted impact of the application there is a requirement to consult certain groups. These statutory bodies can provide advice and guidance on issues such as the environment, waste, transport and heritage. Further details of when they have to be consulted can be obtained by contacting the Council, see Appendix 4 for contact details, the statutory bodies that we may consult are listed in Appendix 1.
- 9.5 At each stage of the planning application process there is opportunity for community involvement. The extent and method of consultation will vary depending on the size and anticipated impact of the proposed development and the stage of the planning process. To provide an open and honest process and develop realistic expectations, in line with the principles of this document, the Council's policy for community involvement at each stage of the process is laid out below.

## **Pre- application**

- 9.6 The pre application process presents the opportunity for the community to get involved at the earliest possible stage in a development proposal. As this comes before applications are submitted, pre application discussions can prove difficult. However, there are substantial benefits from early community involvement, and it is the best time to influence proposals before they are formally submitted. The Council's policy on this is outlined below.

9.7 Most applications now require Design and Access statements. Applicants are advised that when they are producing such a statement, they should outline how community involvement influenced their approach.

#### 9.8 Minor or household development

The majority of planning applications the Council receives are for household development, mainly extensions or conservatories. Other developments that are considered minor may include changes of use, and small commercial or industrial applications. Although these do not have what is classed as a major impact, for those neighbours involved they can be an important issue. Good consultation conducted by the applicant or their agent before submitting an application can help an application precede more smoothly. This should include an explanation of what is proposed and further advice that they will be consulted by the Council for their comments.

#### 9.9 Major development

For major development (for a definition see Appendix 3) that may have a significant impact or are that are a departure from the adopted plan, wider community involvement is greatly encouraged. Developers are encouraged to conduct consultation directly with the community at an early pre-application stage and there are a number of organisations which can assist with this. This encourages transparency within the planning process and promotes the principle of conducting honest and open community engagement. To ensure that an appropriate level and method of engagement is being used consultation procedures should be discussed with the Council, see contact details in Appendix 4. There may be a supporting role for the Council in the process but pre application engagement should be conducted by the developer.

9.10 Effective and early consultation aims to encourage clear communication between the developer and the community, promoting mutual understanding of the development proposal and local issues and concerns. Although seemingly difficult and time consuming, early consultation can reap benefits later on. As understanding develops between the interested parties the information exchanged can help improve an application. Changes can be made to proposed developments at an early stage, when it is easier to do so and before the formal planning process begins. This can avoid some objections which may delay the process at the later stages.

9.11 The planning service greatly encourages pre application discussions and operates a development team approach to maximise the benefits of this process. Developments for which the Council thinks pre application discussions are warranted are indicated in Table 9.1.

**Table 9.1 Tiers of development scale**

Level	Scale of development
Tier 1	Proposals that depart from the Local Development Framework and/or development that requires an Environmental Impact Assessment.
Tier 2	Applications broadly in line with the Local Development Framework but of a scale large enough to have a significant impact which may promote controversy; e.g. Large residential or commercial development.
Tier 3	Developments that are of a smaller scale but fall within sensitive sites that may have significant impacts affecting among others; listed buildings, protected habitats, conservation areas or green space.

9.2 The level and method of engagement will vary depending on the anticipated impact of the development. Table 9.2 identifies some of the most common ways of consulting on planning pre- applications depending on the anticipated scale of the impact. There are many more methods of community engagement and they are discussed further in Appendix 2 'Methods of involvement', where a description of a method is given along with the resource implications and how the effectiveness of the method can be improved. There are a variety of innovative means that can now be used, including digital television broadcasting and the Council welcomes the use of innovative methods of engagement.

**Table 9.2 Suggested Pre application consultation methods**

	Level of impact of proposed development		
	High	Medium	Low
<b>Methods</b>			
Public meetings	•		
Public exhibitions	•	•	
Parish and Town Councils	•	•	•
Print and broadcast media	•	•	
Web site	•	•	•
Planning aid	•	•	

- 9.13 Where pre application consultation has taken place a record of consultation should be submitted with the planning application. This will provide evidence of the consultation and could include among other things;
- The method of consultation undertaken.
  - The outcomes; who took part and the comments they made.
  - The changes made to the scheme as a result of these comments.

## **When an application is received**

9.14 Appendix 3 contains the Policy on publicity for planning applications that Knowsley follows. A summary of the procedures for applications is outlined below.

### 1. Weekly list published of all planning applications

A list of the applications received by the department is sent each week to; local newspapers, public libraries, parish and town councils, councillors, emergency services and other bodies and individuals upon request. It is also published on the Council's website.

### 2. A press and/or site notice is issued.

Site notices are useful for informing those who may not receive a notification letter as they do not live in the immediate vicinity of the application site. For major developments an article in the press can be used to notify larger numbers of people about a proposal.

### 3. Neighbour letters

A letter, in many cases is sent to adjoining neighbours, including those who face across a road and other residents that the planning officer judges will be affected may also be sent a letter.

### 4. Making applications publicly available

Applications will be available to view at the main planning office and ones that may generate a significant amount of local interest may also be placed at local offices and libraries for a period of time, enabling residents to view and comment on them. All applications are placed on the planning services web site for viewing and it is possible to submit comments direct to the Council from the web site.

5. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

**All these have a response time of 21 days. However, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.**

## **When a planning application is changed**

9.15 When an application is amended it maybe necessary to re-notify those that were originally notified and any additional residents that may be affected by the amended scheme. To do this can cause significant delays to an application. However, amendments to applications are normally made to seek a better quality of development, which may overcome the objectors' concerns.



- 9.16 In order to avoid unnecessary delay, for minor amendments, such as improving the design of extensions or individual houses or where the amendment results in smaller buildings, no additional re-notification will take place. More significant alterations such as redesigning of roads in residential developments or altering the site of extensions or building closer to neighbouring properties will require neighbour re-notification. The decision of re-notification is at the discretion of the case officer.

### **When an application goes to committee**

- 9.17 Most decisions on non controversial applications are made under the delegated powers given to the Executive Director in consultation with the Chair/Vice Chair of the Planning Committee. When an application does go to committee all those who commented about the planning application are notified of the date / time / location of the committee meeting, and the officer recommendation, they are offered the opportunity to register to speak at Committee. There are guidelines for speaking at committee, which are available on the Council's website or by contacting the office. Planning committee agendas are available on the website five working days before the committee date.

### **Once a decision is made**

- 9.18 All those that were involved, either applicant supporters or objectors, in the application process are advised in writing of the outcome. Applicants have a right of appeal if they do not agree with the decision.

### **When there is an appeal**

- 9.19 When an appeal is received all those who commented originally will be notified in writing of the appeal and how to make their views known. If they had already written to the Council their letter will be copied and sent to the Planning Inspectorate. For informal hearings / public inquiries we also erect a site notice and publicise in the press the date / time / and location of the hearing / inquiry.

### **Official roles in involvement**

- 9.20 Council officials

When considering planning applications Council officials have to remain impartial and offer advice and guidance where appropriate. If requested and appropriate, officers will attend public meetings or residents association meetings to explain planning proposals.

- 9.21 Parish and Town Councils:

Parish and Town Councils represent local communities in the borough and are consulted on planning applications and planning documents that may affect them. When requested officers may attend Parish and Town Council meetings to explain a policy document or an application.

## 9.22 Councillors

Councillors play an important role in planning applications as they represent the public interest and sit on the Planning Committee that determines applications. They receive, via e-mail, copies of the weekly list of planning applications.

# Chapter 10 Resources and Monitoring

- 10.1 Effective community involvement requires the allocation of adequate resources. Identifying the resources that are available to implement the Statement of Community Involvement will ensure that its approach is realistic. This chapter will provide an assessment of the resources the Council have available in planning services; throughout the wider Council and those we have gained working with key partners. By using different levels and methods of involvement at different stages of the plan, we will make the best use of the resources that are available to us.
- 10.2 To make sure resources are being used well, the implementation of the Statement of Community Involvement will be monitored. The Annual Monitoring Report will be used to do this, providing information on consultations conducted during the previous year. As a result of this the Statement of Community Involvement will be reviewed every year to see if it needs to be updated. Consistently negative feedback or obvious failings such as; no consultation taking place, severe delays to the planning process or new guidance, could all trigger an update of the document .
- 10.3 The Forward Planning team is responsible for the progress of the Local Development Framework. The team currently has a complement of 1 planning technician, 2 planners, 2 senior planners and a Strategic Planning Manager. Each member of the team will contribute to implementing the Statement of Community Involvement.
- 10.4 The main ongoing task of maintaining the consultation database will be the responsibility of the planning technician, with support from other team members. All the team will contribute to conducting consultation on our main Development Plan Document, the Core Strategy, with the Strategic Planning Manager taking overall responsibility. Consultation on other Development Plan Documents and on individual Supplementary Planning Documents will be conducted by the team member responsible.
- 10.5 In addition to the Forward Planning team, there are a number of other Council resources that will be drawn upon to assist in consultation. Previous planning consultation has been conducted with the assistance of the Community Planning team, who provide a wide range of experience and expertise. This expertise will be drawn upon during the preparation of the Core Strategy. Working relationships have been established with the Neighbourhoods Division, which is responsible for the work on Local Area Agreements and also with the Sustainability Team who can assist in consultations on environmental issues, in particular the sustainability appraisal process.
- 10.6 There are many other bodies that we work in partnership with and that will be able to provide support for consultation. These include the groups represented upon the Knowsley Partnership. The Community

Empowerment Network has already provided guidance in preparing this document and their expertise will be called upon for all our major consultation activity.

- 10.7 As outlined above, there are sufficient resources available through the Council and our partners to enable the implementation of the Statement of Community Involvement. However, there may be other resources available that would improve our consultation processes, such as new software programmes or outside expertise to facilitate consultation exercises.
- 10.8 For consultation on planning applications the Development Quality Teams will conduct consultation in accordance with the Statement of Community Involvement. There are two teams that deal with planning applications and a business support team. Between them they will handle all planning application consultations.
- 10.9 Suggestions of how to improve the Statement of Community Involvement are always welcomed. Appendix 4 provides a list of contact details so you can get in touch with the Council. By contacting us with your name, address and contact details you can request to be added to our contact database and kept informed of the production of any documents you are interested in.

# Appendices

## **Appendix 1 List of potential consultees for the Local Development Framework.**

### **Specific consultation bodies**

North West Regional Assembly  
North West Regional Development Agency  
Neighbouring Authority or any part of whose area is in or adjoins the area of the local planning authority;  
Natural England  
The Environment Agency; \*  
English Heritage\*  
Highways Agency;  
The Historic Buildings and Monuments Commission for England;  
Network Rail  
Regional Development Agency whose area is in or adjoins the area of the local planning authority;  
i. Strategic Health Authority;  
ii. Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;  
iii. Sewage undertaker; and  
iv. Water undertaker.  
Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003.  
Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority.  
Town and Parish Councils both within and adjoining the area.

### **Government Departments**

Government Office North West  
Home Office;  
Department for Education and Skills (through Government Offices);  
Department for Environment, Food and Rural Affairs;  
Department for Transport (through Government Offices);

Department for Transport rail group (through Government Offices);  
Department of Health (through relevant Regional Public Health Group);  
Department of Trade and Industry (through Government Offices);  
Ministry of Defence;  
Department of Work and Pensions;  
Department of Constitutional Affairs;  
Department for Culture, Media and Sport;  
Office of Government Commerce (Property Advisers to the Civil Estate);

### **General consultation bodies**

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

### **Other consultees**

Age Concern;  
Airport operators;  
British Chemical Distributors and Traders Association;  
British Geological Survey;  
British Waterways, canal owners and navigation authorities;  
Centre for Ecology and Hydrology;  
Chambers of Commerce, Local CBI and local branches of Institute of Directors;  
Church Commissioners;  
Civil Aviation Authority;  
Coal Authority;

Commission for Architecture and the Built Environment;  
 Commission for New Towns and English Partnerships;  
 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:  
 i. Council for the Protection of Rural England;  
 ii. Friends of the Earth;  
 iii. Royal Society for the Protection of Birds; and  
 iv. Wildlife Trusts;  
 Equal Opportunities Commission;  
 Fire and Rescue Services;  
 Forestry Commission;  
 Freight Transport Association;  
 Gypsy Council;  
 Health and Safety Executive;  
 Help the Aged;  
 Housing Corporation;  
 Learning and Skills Councils;  
 Local Agenda 21 including:  
 i. Civic Societies;  
 ii. Community Groups;  
 iii. Local Transport Authorities;  
 iv. Local Transport Operators; and  
 v. Local Race Equality Councils and other local equality groups;  
 Merseyside Environmental Advisory Services.  
 Mersey Forest  
 National Playing Fields Association;  
 Passenger Transport Authorities  
 Passenger Transport Executives  
 Police Architectural Liaison Officers/Crime Prevention Design Advisors;  
 Port Operators;  
 Rail Companies and the Rail Freight Group;

Regional Development Agencies;  
 Regional Housing Boards;  
 Regional Sports Boards;  
 Road Haulage Association  
 Royal Mail Group Property  
 Sport England;  
 Sustrans  
 The Home Builders Federation;  
 Transport for London;  
 Traveller Law Reform Coalition;  
 Water Companies; and  
 Women's National Commission.

\* Statutory Consultee for Sustainability Appraisals/ Strategic Environmental Assessments, Appropriate Assessment and Environmental Impact Assessments.

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

**When a body changes its name, disbands or is replaced by another body this appendix will be updated.**

**A full database of consultees is kept by the Council's forward planning team.**

## Appendix 2 Methods of engagement.

<b>Consultation / involvement method</b>	<b>Role</b>	<b>Resource Requirements</b>	<b>Action to be taken</b>
Council Website. Place documents and questionnaires for consultation on the web.	Capability to inform and engage a wide range of people relatively easily. Can reach groups who use the internet who can be hard to reach such as young people and the elderly.	<b>Low</b> In house resources are already in place to facilitate this.	Web site to be up dated to increase user friendliness. Provide clear links to relevant documents and add contact details.
Email	Can be used; to send electronic versions of documents increasing the amount of people that can get a copy, to inform or request input into document preparation.	<b>Low</b> A quick and easy way of consulting people.	The consultation database should be updated regularly with people's emails, read receipts should be used to make sure emails are reaching who they are intended for.
Documents for inspection at Council Offices and libraries.	Planning documents to be placed at libraries and local planning office during statutory consultation periods and when adopted.	<b>Low</b> Documents to be printed and taken to relevant sites. Staff at those sites will be made aware of what the documents are so they can inform people they are available.	Regular check of libraries to see if adopted documents are there and are accessible. Training and information to be given to staff regarding documents for consultation.
Statutory notices in press	Legal requirements for Development Plan Documents and Supplementary Planning Documents.	<b>Low</b> This is a legal requirement undertaken when necessary.	Continue existing procedure. Use to publicise documents at appropriate stages.
Knowsley News	Free newspapers produced by the Council and circulated to all residents in the borough. They can carry articles and advertisements regarding planning matters.	<b>Low</b> It is free to place information in these papers and they have a wide circulation.	There is a question whether all residents receive these papers, so other forms of media should be used in conjunction. Also, deadlines for articles may not always coincide with when a document is being



			produced. A list of deadline dates should be compiled so consultation periods can coincide.
Local Public Forums	These are ongoing meetings with the community to discuss community issues. Area Partnership Boards meet on a regular basis while public forums meet less frequently but are open to all	<b>Low</b> Public forum should provide a good way of reaching the community.	Public forums are good for consulting on area specific plans and the appropriate forum should be consulted on documents that impact on their area.
"Knowsley Voice" Citizens Panel	An existing focus group of over 3,000 residents which is regularly consulted on policy issues affecting the Borough. Can most effectively be engaged at the early stages of document preparation.	<b>Low</b> This is an existing focus group and resource requirements are therefore no significant.	Consider use of Knowsley Voice when consulting on the Core Strategy (see chapter 7) and other Local Development Documents.
Stakeholder meetings	These may be informal discussions to gain advice and input, a series of formal minuted meetings, or presentations with questions and answer sessions.	<b>Low</b> Meetings with stakeholders are a good low cost way of consultation.	Identify stakeholders early for each document so meetings can be arranged and all stakeholders included.
Leaflets and brochures	There are a number of leaflets and brochures available that explain the planning process. New leaflets may be necessary to improve awareness of the new planning system and provide non-technical summaries of emerging and adopted documents.	<b>Medium</b> Professionally developed leaflets can be costly and time consuming to make. However, there are with in corporate communications skills to do this.	A list of all available material will be compiled and made available.
Formal letters	Where email is not available or where requested letters are a way of formally contacting those that will be directly impacted by a decision or have responded to a	<b>Medium</b> This can be time consuming but in house resources are available to do this.	The consultation database has been established and is currently being populated. Users will be able to make their comments electronically.

	consultation. Through the consultation database responses can be tracked and letters sent when required.		
Letters, questionnaires and surveys.	The consultation database will enable letters to be sent to those that have requested to be consulted on specific issues. Questionnaires and surveys can be used in conjunction with these letters to gain evidence at the early stages of document preparation.	<b>Medium</b> Preparing information to be sent out and logging responses can take time and be costly.	Explore electronic methods of conducting questionnaires and surveys.
Documents sent to selected organisations and individuals.	Hard copies may be sent to statutory consultees and neighbouring authorities. When requested documents may be sent in hard copy but preferably they will be sent on CD or electronically.	<b>Medium</b> Sending documents via hard copy is not viable on a large scale due to copying and postage costs. Electronic and CD versions are the preferred method of forwarding documents.	Contact all local authorities and statutory consultees, those we are required to consult or usually would consult, and ask them how they prefer to receive documents.
Exhibitions, displays and road shows.	These offer a way of publicising planning issues by engaging directly with the public. They can target certain geographical areas and be placed in popular shopping or community areas where a high number of people can be reached.	<b>High</b> These methods are resource intensive. They involve a lot of time and financial input to prepare and host. Displays may have to be hosted over a number of weeks to reach a wide variety of people.	Consider what in house resources are available to make this a more cost effective exercise.
Focus groups and workshops for main documents.	Workshops and focus groups can provide in depth views on a document or proposal. They give	<b>High</b> May require external impartial facilitators and	The use of workshops and focus groups should be investigated for important documents like the core

	the opportunity for a smaller group of people to learn about proposals and discuss their opinions at length.	can take a large amount of time.	strategy. They may also be used for area based documents where the target group is clear.
Public meetings	Formal meetings with the community to discuss document proposals or major applications can prove useful in providing information and gaining direct feedback from the wider community.	<b>High</b> Can be resource intensive and is most useful for gaining opinion on initial stages of a documents preparation or plan proposal. As the Council has to remain impartial for planning applications these meetings should normally be organised by the developer.	As they are resource hungry public meetings will only be used when a clear benefit can be seen in doing so. Public forums and other ways of having ongoing links with the community will be used to provide the type of feedback larger public meetings can provide.
Media press and broadcasting The Challenge newspaper	Newspapers and Radio can reach a wide range of people and advertise document preparation and publication. However, it is cost prohibitive and will only be used to meet the requirements of publicising main documents.	<b>High</b> The cost of using media is high. Unless a particularly controversial proposal is put forward or there is an interest expressed by the media in a certain topic.	Explore 'piggy backing' other Council press initiatives or advertising several documents at the same time to save money and increase the potential to do more advertising. Also consider using lower cost free newspapers.
Other electronic forms of consultation	Digital television, video presentations on and off line, and mobile text messaging are new and innovative ways of communication the Council is exploring the use of.	<b>High</b> As these forms of communication are new set up costs can be prohibitive.	The first stage of developing digital TV use has begun. SMS text messaging is a difficult area to use for planning and will require further consideration in the future. The use of video may be appropriate for consultation on large proposals or the core strategy.

## Appendix 3 Policy on Publicity for planning applications

### 1. GENERAL POLICY STATEMENT

The Borough Council will publicise all planning applications having regard to the statutory requirements, Publicity for Planning Applications and in accordance with the framework set out below. When determining any application the Council will take into account all subsequent representations received either within the period for representations or at any time before the application is determined, whichever is the greater period, where they relate to established material planning considerations.

### 2. PUBLICITY FRAMEWORK TYPE OF DEVELOPMENT

<u>Type of development</u>	<u>Type of Publicity</u>	<u>Period for Representations</u>
<u>i. Development where accompanied by an environmental statement</u>	i. Press Notice; and	21 days from date put in local press.
<u>ii. Departure from Development Plan</u>	ii. Site Notice; and	21 days from date posted.
<u>iii. Major Development</u> <ul style="list-style-type: none"> <li>• &gt;10 dwellings <u>or</u> if outline residential sites.</li> <li>• &gt;0.5 ha.</li> <li>• &gt;1000m<sup>2</sup> building.</li> <li>• Any site &gt; 1 ha.</li> <li>• Where materials and waste involved</li> </ul>	iii. Where practical; letters to nearby occupiers who in the opinion of the Case Planning Officer are likely to be directly affected (see Officer Guidance Notes).	21 days from date on letter.
<u>iv. Other development likely to create wider concern by virtue of</u> <ul style="list-style-type: none"> <li>• Nuisance, noise, smell, vibration and dust.</li> <li>• Introducing particularly dominant building having regard to the scale of nearby development.</li> <li>• Loss of light or privacy to several properties.</li> <li>• Effect on ancient monument or archaeological site.</li> <li>• Effect on protected trees which</li> </ul>		

is likely to be noticeable by the general public.			
<u>v. Permitted development requiring prior notification to Local Planning Authority</u>	i	Site notice posted by developer.	21 days from date posted.
<u>vi. Any other applications seeking full or outline planning permission.</u>	i	In residential and commercial areas;  Letters to all adjacent occupier/owners and any other nearby occupier/ owner who in the opinion of the case officer are likely to be directly affected (see Officer Guidance Notes below); and	21 days from date served.
	ii	Site Notices unless (i) means <u>all</u> occupiers/ owners of adjoining property have already been notified	21 days from date posted.
Any other application including those seeking approval for: Reserved matters, advertisement consent, or work to protected trees.	i	Letters to any nearby occupier/owner who in the opinion of the Case Planning Officer would be directly affected (see Officer Guidance Notes below).	21 days from date of letter.

NB. For reserved matters applications this will normally be those occupiers/owners notified at outline stage, and to anyone who made planning representations at outline stage.

### 3.0 OFFICERS DISCRETION

It is the responsibility of the Case Planning Officer to determine which nearby properties are likely to be affected by any application. In determining this officers will have regard to the following criteria:-

- A. The nature and location of the proposed development;
- B. Site conditions, i.e. levels, access, presence or absence of boundary treatment;
- C. Orientation;
- D. Proximity of existing development and the likely effect of the proposal thereon;
- E. The response to consultations with other departments or organisations which indicate considerations meriting neighbour publicity.

### 4.0 NOTIFICATION OF DECISION

The Borough Council will give written notice of the final decision in respect of an application to all persons making representations in response to the publicity arrangements set out in this policy.

#### **OFFICER GUIDELINES FOR PUBLICITY BY LETTER**

##### 1. INTRODUCTION

These Officer Guidance Notes are designed to be used in conjunction with the formal policy framework for publicity as set out above.

The publicity framework indicates that letters should be sent to nearby occupiers who 'in the opinion of the Case Planning Officer are likely to be directly affected' by a proposal, the guidelines set out below are intended to encourage consistency. However, given the diversity of circumstances relating to applications individual officers may feel it appropriate to undertake additional publicity. The guidelines assume all neighbours are known. If for any application either the owner or occupier of either any adjoining property or any other property which, in the opinion of the case officer is likely to be directly affected by the application are unknown a site notice will also be posted.

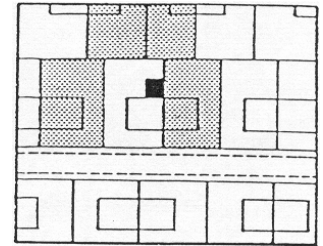
NB. For the purpose of this report "property" means land/buildings.

2. HOUSING

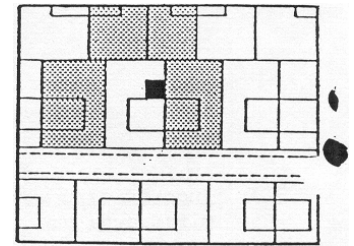
2.1 Householder Applications

Diagram of those to be consulted.

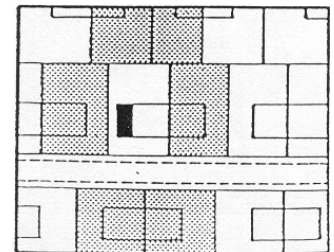
2.1.1 Single Storey Rear Extensions and Detached Out Buildings. Letter to the occupiers of all adjoining property/land.



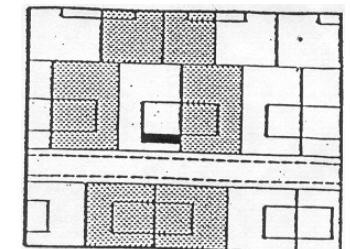
2.1.2 Two Storey Rear Extensions. The occupiers of all adjoining property/land.



2.1.3 Side Extensions. The occupiers of all adjoining property/land as well as those facing the site.

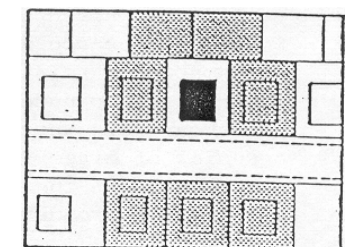


2.1.4 Front Extensions. The occupiers of all adjoining property and those opposite.

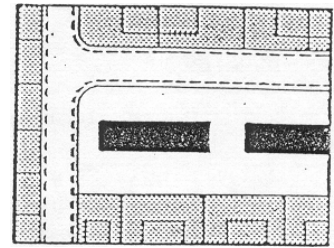


2.2 NEW HOUSING DEVELOPMENT FALLING WITHIN THE 'MINOR' CATEGORY

2.2.1 An Infill House. All occupiers/owners abutting the application site together with those facing.

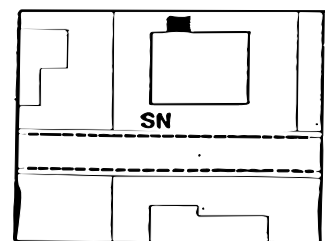


2.2.2 Other New Housing All occupiers/owners abutting the application site together with those facing any proposed development including any access.

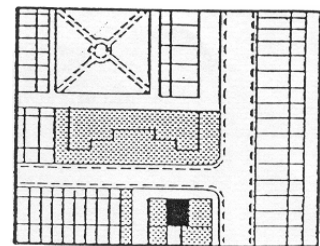


3. INDUSTRIAL/COMMERCIAL DEVELOPMENT FALLING WITHIN THE 'MINOR' CATEGORY

3.1 Within Established Industrial/Commercial Areas A site notice is normally adequate in these instances.

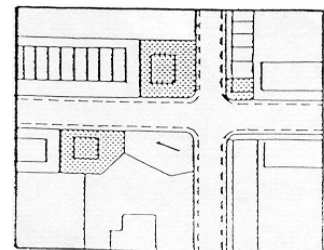


3.2 Industrial/Commercial Development in Mixed Area In a mixed area, all adjoining properties and those facing and a site notice.



4. ADVERTISEMENTS

The owners/occupiers of any premises, or land immediately alongside or facing a proposed sign. Site Notice if owners not readily obvious or if wider interest is in the opinion of the case officer likely to be generated.





## **Appendix 4 Key Contact Details**

### Knowsley Council Contacts

General Council enquiries                      0151 489 6000  
Planning Application enquiries              0151 443 2381

Planning Policy Team                          0151 443 2302  
[forwardplanningteam@knowsley.gov.uk](mailto:forwardplanningteam@knowsley.gov.uk)

Knowsley Metropolitan Borough Council  
PO box 26  
Archway Road  
Huyton  
Knowsley  
Merseyside  
L36 9YU

[Knowsley Council](http://www.knowsley.gov.uk)                                      [www.knowsley.gov.uk](http://www.knowsley.gov.uk)  
[Knowsley Planning](http://planning.knowsley.gov.uk/)                                <http://planning.knowsley.gov.uk/>

### Useful Websites

[Knowsley Council](http://www.knowsley.gov.uk)                                      [www.knowsley.gov.uk](http://www.knowsley.gov.uk)  
[Knowsley Partnership.](http://www.theknowsleypartnership.org.uk/)                              [www.theknowsleypartnership.org.uk/](http://www.theknowsleypartnership.org.uk/)  
[Community Plan.](http://www.theknowsleypartnership.org.uk/key_docs.html)                                    [www.theknowsleypartnership.org.uk/key\\_docs.html](http://www.theknowsleypartnership.org.uk/key_docs.html)  
[Community Knowhow.](http://www.theknowsleypartnership.org.uk/key_docs.html)                              [www.theknowsleypartnership.org.uk/key\\_docs.html](http://www.theknowsleypartnership.org.uk/key_docs.html)  
[Government Office Northwest](http://www.gos.gov.uk/gonw/)                  [www.gos.gov.uk/gonw/](http://www.gos.gov.uk/gonw/)  
[North West Regional Assembly](http://www.nwra.gov.uk/)                [www.nwra.gov.uk/](http://www.nwra.gov.uk/)  
[Department for Communities and Local Government](http://www.communities.gov.uk/)  
[www.communities.gov.uk/](http://www.communities.gov.uk/)  
[Planning Aid.](http://www.planningaid.rtpi.org.uk/)                                         [www.planningaid.rtpi.org.uk/](http://www.planningaid.rtpi.org.uk/)

## **Appendix 5 Tests of Soundness**

### **For the Statement of community Involvement**

1. The Local Planning Authority has not complied with the minimum requirements for consultation as set out in Regulations.
2. The Local Planning Authority's strategy for community involvement does not link with other community involvement initiatives e.g. the Community Strategy
3. The statement does not identify in general terms which local community groups and other bodies will be consulted.
4. The statement does not identify how the community and other bodies can be involved in a timely and accessible manner.
5. The methods of consultation to be employed are not suitable for the intended audience and for the different stages in the preparation of Local Development Documents.
6. The resources are not available to manage community involvement effectively.
7. The statement does not show how the results of community involvement will be fed into the preparation of Development Plan Documents and Supplementary Planning Documents.
8. The authority has insufficient mechanisms for reviewing the Statement of Community Involvement.
9. Statement does not clearly describe the planning authority's policy for consultation on planning applications.

### **For Development Plan Documents**

- Procedural Test
1. Prepared in accordance with the Local Development Scheme
  2. Prepared in compliance with Statement of Community Involvement (where adopted) or 2004 Regulations (where not adopted)
  3. Plans and policies subject to Sustainability Appraisal
- Conformity test
4. Spatial plan consistent with national planning policy, in general conformity with the Regional Spatial Strategy for the region, and had proper regard to any relevant plans, policies and strategies relating to the area or adjoining area
  5. Regard to authority's Community Strategy
- Coherence, Consistency and Effectiveness Tests
6. Strategies/policies/allocations in the Development Plan Document are consistent within and between Development Plan Documents.  
prepared by the authority and by neighbouring authorities, where cross boundary issues are relevant.
  7. Strategies/policies/allocations are the most appropriate in all the circumstances, having considered the relevant alternatives, and are founded on a robust and credible evidence base.
  8. Clear mechanisms for implementation and monitoring
  9. Reasonably flexible to enable DPD to deal with changing circumstances.

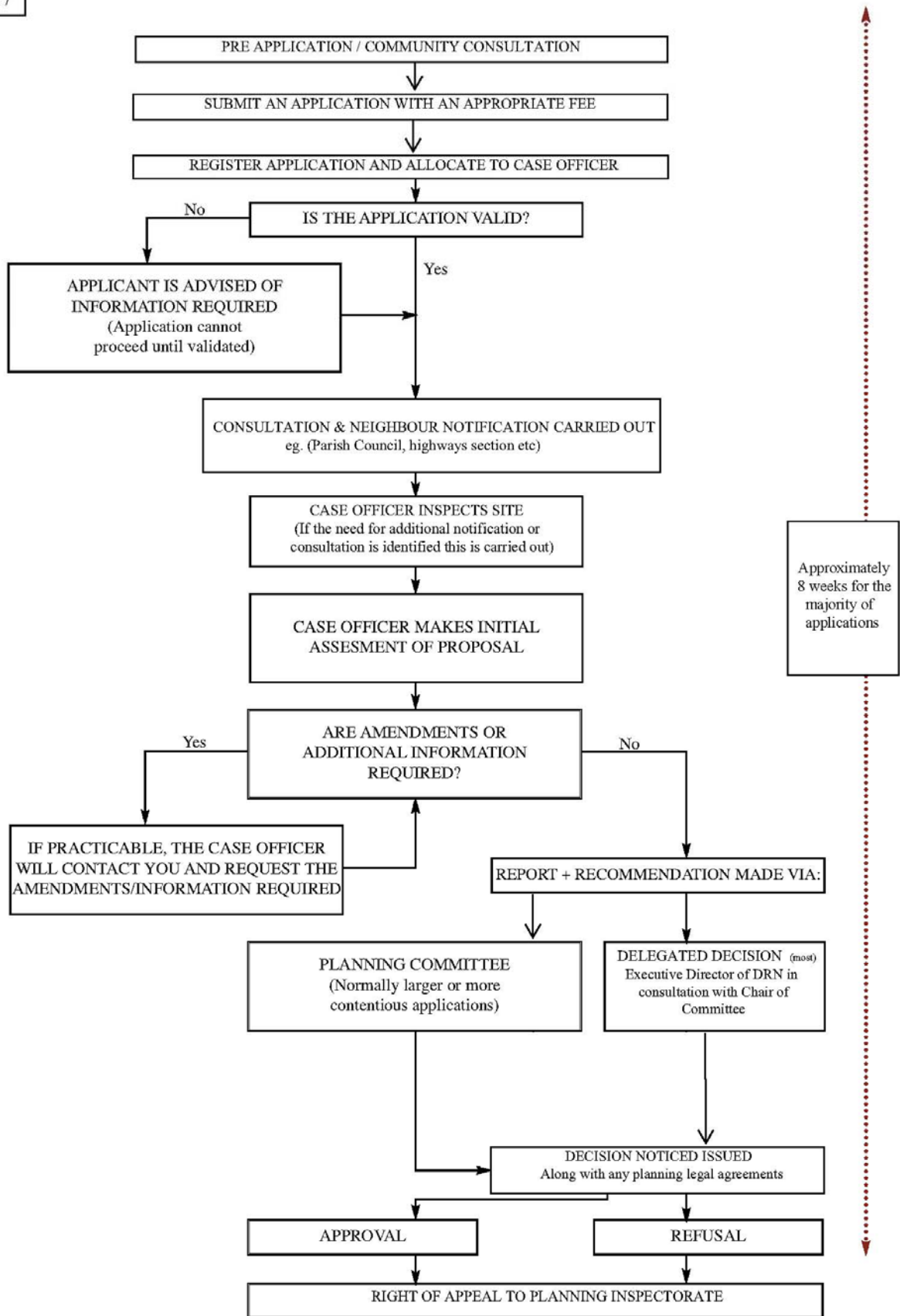
## **Appendix 6 Glossary**

The Act	The Planning and Compulsory Purchase Act 2004.
Area Action Plans	Area Action Plans are focused on a specific location and aim to ensure appropriate development takes place there. They can be Development Plan or Supplementary Planning Documents
Area Partnership Boards	Area Partnership Boards, meet regularly and consist of key representatives from the Council, local community, business and other providers of local services
Annual Monitoring Reports	An annual report which sets out the progress in terms of producing documents against the timetable set out in the Local Development Scheme, the progress in implementing policies and setting out necessary revision to the local development scheme
The Challenge	Publication called The Challenge is produced quarterly and distributed free of charge across Knowsley
Community Empowerment Network	Brings together a wide range of local voluntary and community groups
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
Core Strategy	Sets out the vision, objectives and core policies for the development of the borough.
Development Plan Documents	The documents which the local planning authority must prepare. They are part of the development plan.
Government Office North West	Regional government office is responsible for implementing national policy in the region and ensuring consistency of Local Planning Authorities' policies and plans with national guidance.
Local Development Framework	The name given to a portfolio of Local Development Documents, which will provide the framework for delivering the spatial planning strategy for the area.
Local Development Scheme	A 3-year programme that sets out the details, the timescales and the arrangements for production for each document that will form part of the Local Development Framework.
Local Strategic Partnership/Knowsley Partnership	An umbrella partnership which brings together the local authority, service providers, local businesses, community groups and the voluntary sector.
Planning Inspectorate	Independent Planning Inspectors who are appointed by the Secretary of State to carry out an independent examination into the "soundness" of documents.
Proposals Map	An illustrative map of the main proposals, designations and areas where specific policies or Area Action Plans apply.
Regional Spatial Strategy	A document that sets out the planning policies prepared by the regional planning body. The Local Development Framework must be in conformity with the Regional Spatial Strategy.
Saved Policy	Policy saved from the Unitary Development Plan.
Supplementary Planning Document	A planning document which is subject to public consultation but is not subject to an independent public inquiry. Their purpose is to

	elaborate on policies in Development Plan Documents or saved policy.
Sustainability Appraisal & Strategic Environmental Assessment	All policies will be subject to Sustainability Appraisal to ensure they reflect sustainable development principles. The appraisal covers the impact of policies and proposals on environmental, social and economic issues

## Appendix 7 planning application and decision process.

APPENDIX 7



You can also get this information in other formats including large print, audiotape or translations.

To obtain this document in an alternative format, please telephone Forward Planning on 0151 443 2302

Department of Regeneration and Neighbourhoods  
PO Box 26  
Huyton  
Knowsley  
Merseyside  
L36 9FB



***Knowsl@y Council***

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Consultation