



Knowsley Council

Knowsley
Statement of Community Involvement
June 2023

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1. Introduction

What is the Statement of Community Involvement?

- 1.1 A Statement of Community Involvement (SCI) is a statutory document required by Section 18 of the Planning and Compulsory Purchase Act 2004. The SCI sets local standards for community involvement in the preparation of the Council's policy documents, like local plans and supplementary planning documents; in decisions on individual planning applications; and in support for neighbourhood planning proposals prepared by the local community.
- 1.2 The Council must review an SCI at least every 5 years and this Statement is the third SCI the Council have produced to reflect local or national legislative changes, and to ensure effective community involvement at all stages of the planning process. This Statement will therefore replace the previous SCI published by the Council in 2017.

Community Involvement

- 1.3 The main requirements for community involvement in the preparation of local development documents are currently set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. Additional provisions are, however, also set out within the Environmental Assessment of Plans and Programmes Regulations 2004 and the Conservation of Habitats and Species Regulations 2010.
- 1.4 The importance of effective community involvement is reflected in paragraphs 16 and 39 of the National Planning Policy Framework (NPPF) which states the production of plans should be shaped by early, proportionate, and effective engagement between plan makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees. In the decision-making process the NPPF highlights that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.
- 1.5 The precise nature of community involvement will vary with the main objectives of each stage of the planning process, from the initial involvement on emerging policies, to consultation on the details of individual planning applications, to the notification of decisions and the final adoption of policy documents.
- 1.6 It is important that the techniques employed are tailored to engage the most appropriate parts of the community at the stages when their involvement will be of greatest relevance and value. It is also important that there is a clear understanding of the purpose of the exercise and a clear understanding of the limits to what can be achieved within the legal, policy and financial constraints set by national Government.

1.7 The overall objective of the Council will be to work towards achieving consensus, wherever possible, through continuous community involvement.

Equality and Diversity

- 1.8 The Council wants to give everyone the opportunity to have their say. We are committed to involving as many people and groups as possible in developing planning policies for the authority or the planning application process. Anyone who has a role or an interest in shaping the future of the area, including local people, local organisations, local community groups, landowners/developers, other organisations, and government departments has a contribution to make to planning.
- 1.9 The Council is aware of the need for local consultation exercises to be designed to reach beyond the membership of established local groups and to be fully representative of those who live, work or carry-on business within the area.
- 1.10 The Council recognises its responsibility to shape values, provide opportunities, and deliver excellent, customer centred services. The Council has adopted a Customer Care Policy which can viewed [here](#). Knowsley Council is committed to promoting equality and meeting the varied needs and circumstances of its customers and employees. As a community leader, the Council will embrace diversity and champion equality, setting an example of excellence that will include everyone.
- 1.11 The Council is also aware of the need to identify methods to involve more “hard-to-reach” groups, such as the young, disabled, ethnic minorities, residents in deprived areas and Gypsies and Travellers. Traditional letter-based approaches have not always been successful in gaining an effective response from these groups and more targeted and innovative approaches may need to be applied in order to engage them more fully.

Duty to Cooperate

1.12 In accordance with section 110 of the Localism Act 2011, the Council has the statutory Duty to ‘Duty to Co-operate’ with neighbouring councils and relevant organisations must work together across boundaries on strategic planning issues that affect them all, through constructive and active engagement, to maximise effective working in the preparation of planning policy documents. In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, the council will work together on strategic planning issues with the following Duty to co-operate bodies:

1. Environment Agency	2. Historic England	3. Natural England
4. Civil Aviation Authority	5. Homes England	6. Clinical commissioning groups
7. NHS England	8. Office of the Rail Regulator	9. National Highways
10. Integrated transport authorities	11. Highway authorities	12. Local enterprise partnerships
13. Neighbouring and other relevant local authorities	14. Liverpool City Region Combined Authority	

Local Plan database

- 1.13 The Local Plan database is made up of Duty to Cooperate consultees, specific and general consultation bodies, as well as members of the public and local groups/organisations who request to join the database or have previously made representations on Development Plan Documents.
- 1.14 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 Planning Policy team of your contact details, preferably via email to localplan@knowsley.gov.uk or by telephoning 0151 443 2326.
- 1.15 Once on the database, the Council strongly encourage individuals and organisations to inform us if their contact details have changed or they no longer want to be on the database so that we can make necessary changes to the database. The database will be maintained through yearly contact. 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.

Data Protection

- 1.16 The Council will comply with the UK General Data Protection Regulation (UK GDPR) which came into effect on 01 January 2021 and sets out the key principles, rights, and obligations for most processing of personal data in the UK, except for law enforcement and intelligence agencies. It is based on the EU GDPR (General Data Protection Regulation (EU) 2016/679) which applied in the UK before that date, with some changes to make it work more effectively in a UK context. The DPA 2018 sets out the framework for data protection law in the UK. It was amended on 01 January 2021 by regulations under the European Union (Withdrawal) Act 2018, to reflect the UK's status outside the EU. It sits alongside and supplements the UK GDPR - for example by providing exemptions. It also sets out separate data protection rules for law enforcement authorities, extends data protection to some other areas such as national security and defence, and sets out the Information Commissioner's functions and powers
- 1.17 Responses to public consultation may be summarised and may be made publicly available to view on the Council's website. The Council redacts comments from individual members of the public to remove personal data in respect of email addresses, telephone numbers and signatures unless they are required to be provided as part of a statutory process, such as a public inquiry, hearing, or examination. Libellous, discriminatory, or otherwise offensive comments will not be made publicly available.

2. Planning Policy Document Production

2.1. This section of the Statement explains which planning policy documents the Council will produce which are subject to the provisions in the SCI.

Development Plan

2.2. The development plan in Knowsley currently comprises more than one document and these collectively set out the policies and proposals for new development across the Borough up to 2028. The development plan comprises:

- Knowsley Local Plan Core Strategy - sets out the overall vision, objectives, and strategy for how the borough will develop between 2010 and 2028, including strategic sites. This plan was adopted in January 2016.
- Merseyside and Halton Joint Waste Plan – adopted in 2013 the Joint Waste Plan provides a range of policies and site allocations aimed at supporting a sustainable waste management framework for the Liverpool City Region for the period up to 2027; and
- Knowsley Replacement Unitary Development Plan – upon adoption of the Local Plan Core Strategy 39 policies in the Unitary Development Plan were “saved” to provide detailed policies to support the Core Strategy.

Neighbourhood Plans

2.3. A Neighbourhood Plan is a planning policy document that sets out policies for the area in question and can be used to influence the shape and form of development that will take place in the Neighbourhood Plan area. A Neighbourhood Plan can also allocate sites for development including land for housing and employment. Unlike the other policy documents listed in this section, neighbourhood plans are primarily developed by local communities through town and parish councils, and not produced by Knowsley Council (i.e., Local Planning Authority) itself.

2.4. In November 2019, Knowsley Council’s Planning Committee approved the designation of a Neighbourhood Area in Halewood, following an application by Halewood Town Council.

Supplementary Planning Documents

2.5. Supplementary Planning Documents (SPD) cover a range of issues, both thematic and site specific. They provide more detailed guidance on how Development Plan policies are to be applied or design guidance for the development of a site or area. SPDs will be a “material consideration” in the determination of planning applications.

2.6. The Council has adopted a range of SPDs since the adoption of the Core Strategy 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. 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. The

draft Statement of Community Involvement will be subject to the same consultation procedures as draft SPD.

3. Planning policy - consultation and engagement

- 3.1 This section details the process involved in the production of documents contained within the Local Plan. The legal requirements for consultation and engagement for the Local Plan are set out within the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 3.2 Within these regulations, there are statutory requirements for Local Planning Authorities to make documents available for inspection, during normal office hours and to provide a copy of a document as soon as reasonably practicable after receipt of a person's request.

Development Plan Document

- 3.3 The following section details the bodies the Council will consult in the production of a Development Plan Document (DPD) and summarises the consultation stages, duration, and methods that the Council may use when consulting on a DPD.
- 3.4 The two tables below summarise 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: Specific Consultation bodies Knowsley Council will directly notify as part of the consultation on a planning policy document

	Local Plans	SPDs	Neighbourhood Plans	Sustainability Appraisal ¹
The Coal Authority	A	B	A	A
Environment Agency	A	B	A	D
Historic England	A	B	A	D
The Marine Management Organisation	A	B	A	A
Natural England	A	B	A	D
Natural Resources Wales	A	C	C	D
National Highways	A	B	A	A
Homes and Communities Agency	A	B	A	A
Network Rail	A	C	B	A
Adjacent Local Planning Authorities and City Region Combined Authority	A	A	A	A
Town and Parish Councils within Knowsley MBC	A	A	A	A

¹ As stated above, with the exception of the Scoping Report stage, consultation on SA (incorporating Strategic Environmental Assessment) is undertaken alongside the planning policy document that it relates to.

	Local Plans	SPDs	Neighbourhood Plans	Sustainability Appraisal ¹
Town and Parish Councils adjoining Knowsley MBC	A	B	A	A
Mobile Operators Association	A	C	B	A
NHS (Public Health)	A	C	B	A
Utility providers	A	C	B	A

Table 3: General consultation bodies Knowsley Council will directly notify as part of the consultation on a planning policy document

	Local Plans	SPDs	Neighbourhood Plans	Sustainability Appraisal ²
Voluntary bodies	A	B	B	A
Bodies representing the interests of different racial, ethnic, or national groups in the area	A	B	B	A
Bodies representing the interests of different religious groups in the area	A	B	B	A
Bodies representing the interests of disabled persons in the area	A	B	B	A
Bodies representing the interests of businesses in the area	A	B	B	A
Ward Members	A	A	A	A
Development Industry ³	A	B	A	A
Organisations and individuals on the consultation database	A	B	B	A

A	Body will normally be notified.
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.
C	Less likely that the body in question will be notified, but each document will be considered separately, and consultees chosen accordingly.
D	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.

² 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.

³ Development industry includes: Developers, housebuilders, landowners and their agents.

3.5 The timing of consultations on planning policy documents is equally important and the following tables summarise how and when the Council will consult on planning policy documents in accordance with the relevant legislation and regulations.

Table 4: Stages and methods of consultation for Development Plan Documents

Development Plan Document Stage	Length of Consultation	Consultation Method
<p>Scoping consultation (Regulation 18 - Town and Country Planning (Local Planning) (England) Regulations 2012)</p> <p>Preferred option consultation (Regulation 18 - Town and Country Planning (Local Planning) (England) Regulations 2012)</p> <p>Publication version consultation (Regulation 19/20 - Town and Country Planning (Local Planning) (England) Regulations 2012)</p>	<p>Minimum of 6 weeks, excluding Bank Holidays.</p>	<ul style="list-style-type: none"> • Consultation documents available for public inspection on the Council's website. • Hard copies of the consultation document available at the Council's principal offices and the libraries in the Borough. • Written/Email consultations with statutory consultees, relevant general consultees on our database, other relevant stakeholders, individuals and organisations who have expressed a wish to be consulted on development plan documents^{4 5}

⁴ Further information on the Local Plan database can be found para 4.9 of this document.

⁵ Email is our preferred method of consultation; postal letters will only be sent where there is no email address and they will be sent 2nd class.

Table 5: Stages and methods of consultation for Supplementary Planning Documents

Supplementary Planning Documents Stage	Length of Consultation	Consultation Method
<p>Initial / scoping consultation, where necessary</p> <p>Draft SPD (Regulation 12(b) and 13)</p>	<p>No minimum.</p> <p>4 weeks, excluding Bank Holidays.</p>	<ul style="list-style-type: none"> • Consultation documents available for public inspection on the Council’s website. • Hard copies of the consultation document available at the Council’s principal office and the libraries in the Borough. • Written/Email consultations with statutory consultees, relevant general consultees on our database, other relevant stakeholders, individuals and organisations who have expressed a wish to be consulted on development plan documents^{6 7}

⁶ Further information on the Local Plan database can be found para 4.9 of this document.

⁷ Email is our preferred method of consultation; postal letters will only be sent where there is no email address and they will be sent 2nd class.

Table 6: Stages and methods of consultation for Neighbourhood Plan documents:

Neighbourhood Plan Stage	Length of Consultation	Consultation Method
Neighbourhood Area/Neighbourhood Forum Designation consultation	Minimum of 6 weeks, excluding Bank Holidays.	<ul style="list-style-type: none"> • Consultation documents available for public inspection on the Council's website. • Hard copies of the consultation document available at the Council's principal offices and the libraries in the Borough. • Written/Email consultations with statutory consultees, relevant general consultees on our database, other relevant stakeholders, individuals and organisations who have expressed a wish to be consulted on development plan documents^{8 9} • Decision notices relating to the designation of a Neighbourhood Plan area, as well as all Examiner's reports on its website on the council's website.
Submission consultation and publicity of a plan		

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

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

4. Community Involvement in Development Management

- 4.1 National regulations¹⁰ set out the minimum requirements for publishing and consulting on planning applications, the legislation includes a complete list of consultees who are engaged in the planning process.
- 4.2 Knowsley Council receives around 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

- 4.3 The different types of planning applications are listed and explained in Appendix 3, 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. Outline applications can be just for the principle of development, or they can ‘fix’ matters like access, appearance, layout, scale, and landscaping. Outline permission is granted subject to a condition requiring the subsequent approval of all matters which were ‘reserved’ via a reserved matters application.
 - Reserved Matters – These must normally 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.
- 4.4 Most planning applications are usually determined by Planning Officers under delegated powers (explained further in para 4.20). However, when certain circumstances arise then decisions will be taken by Elected Members at the meeting of the Council’s Planning Committee.
- 4.5 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 (unless an alternative timescale is agreed with the applicant). This period is extended to 16 weeks in cases where Environmental Impact Assessment is required as a result of the scale of development.

¹⁰ Town and Country Planning (Development Management Procedure Order) (England) (2015) (DMPO)

Permission in Principle

- 4.6 In addition to the traditional types of planning applications listed in para 5.3 above, Permission in Principle (PiP) has been introduced as a new form of planning consent, which establishes only the principle of development on sites. The Council is required to maintain a Brownfield Land Register (Part 1) which is a library of brownfield sites that have potential for housing (or housing-led) development. Suitable sites from this list can be granted a PiP by being added to Part 2 of the Register.
- 4.7 Since June 2018, developers have been able to apply for PiP for small-scale residential development (i.e. sites with less than 10 houses, buildings with less than 1,000 square metres of floor space or sites of less than 1 hectare). Though development involving an Environmental Impact Assessment or Habitats Assessment cannot be considered through this route.
- 4.8 The Brownfield Land Register Regulations (2017) set out the publicity and consultation requirements for sites that are considered for PiP, and then added to Part 2 of the Register.
- 4.9 In summary, the main consultation requirements include:
- Publicity by site notice and on the Council's website for not less than 21 days.
 - Notify relevant bodies if certain conditions apply:
 - Within 10m of railway land.
 - Specific requests have been made by Parish Councils or Neighbourhood Forums.
 - At the discretion of the Council, any person, body, or authority that the Council considers should be informed or fall into Table of Schedule 4 to the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.
- 4.10 Respondents have 21 days from the publication of the notice in which to make their comments.

Pre-application Stage

- 4.11 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.
- 4.12 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 on the Council's website.

4.13 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).

Planning Application Stage

4.14 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 7 and Appendix 4).

4.15 The following steps are undertaken in addition to those listed in Table:

- 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.
- Applications are made available to view on the Council's planning public access website.

Table 7: Publicity on planning and heritage applications

Publicity Method				
Type of Application	Site notice	Neighbour ¹¹ notification letter	Press notice	Website
Planning Applications				
Householder applications	Discretionary	✓		✓
Minor applications¹²	Discretionary	✓		✓
Major applications (including outline and reserved matters applications)¹³	✓	✓	✓	✓
Applications for Permission in Principle (PiP)	✓	Discretionary		✓
Applications requiring EIA¹⁴	✓	✓	✓	✓
Applications affecting listed building or conservation area	✓	✓		✓
Other types of application				
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			

¹¹ Further information on neighbour notification can be found at Appendix 5 of this document.

¹² Where the site is does not affect any residential properties, the Council may decide that a site notice is more appropriate than neighbour notification letters.

¹³ Major development as defined in Article 2 of the Development Management Procedure Order. For the purposes of this table 'major development also includes any planning application affecting a Public Right of Way or that are a departure from the development plan

¹⁴ 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.

Prior approval applications¹⁵	Discretionary	Discretionary		✓
Lawful Development Certificate applications	No notifications carried out			✓
Discharge of conditions applications	No notifications carried out			

Representations received

4.16 Following the above stage, there is a 'statutory consultation period' of at least 21 days¹⁶ on all planning applications¹⁷ 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 into account; it is important to submit them before this statutory deadline. Comments received after the 21 days, but before the application is determined, will also be taken into account.

4.17 The Town and Country Planning (General Permitted Development Order) (as amended) grants certain forms of development planning permission subject to the applicant giving 'prior notification' to the Council. There are a number of different types of 'prior approval' that each have their own statutory notification requirements and determination times (some of these are as short as 28 days). The Council will therefore generally publicise applications for 'prior approval' in line with the statutory requirements unless it is deemed that it is in the public interest to carry out additional publicity.

4.18 All publicity carried out by the Council will include details of the Council's Planning Public Access Website which has copies of applications and includes an option to submit comments and track the progress of the application¹⁸. All comments must be made in writing to allow their full consideration and are public documents that are available for inspection upon request.

4.19 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

4.20 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 changes are submitted which would in our view have a greater effect on the occupants of nearby properties, we will write again to those local residents who would be affected before deciding the application.

¹⁵ See paragraph 5.12

¹⁶ Excluding Bank Holidays and Public Holidays

¹⁷ Excluding applications for EIA development which have a statutory consultation period of 30 days

¹⁸ Comments can also be submitted via email or post

Additionally, we will also write to anyone who has already commented on the proposal. Usually, a minimum of 10 days is allowed for the re-consultation process.

- 4.21 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.
- 4.22 Development proposals which are outside the terms of this Scheme of Delegation are decided by Planning Committee which usually meets once a month. If an application is to go before the Planning Committee for a decision, interested parties can request to address the committee provided that the request is made in writing by 12pm the day before the meeting.
- 4.23 Copies of the committee agendas and reports are published on the Council's website, 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

- 4.24 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

- 4.25 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.
- 4.26 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.
- 4.27 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.
- 4.28 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.

4.29 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.

4.30 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.

5. General Considerations and Administrative Matters

- 5.1 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 were 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.
- 5.2 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.

General Data Protection Regulation

- 5.3 The information provided in response to any planning consultation will usually be a public document, which may be viewed by a member of the public, and it could be published or disclosed, but all personal information will be removed in line with the General Data Protection Regulation (GDPR).

- 5.4 The Council handles all personal data received in line with its Privacy Policy, available online [here](#).

Document reproduction and charging

- 5.5 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 or by telephoning 0151 443 4031.
- 5.6 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 or by telephoning 0151 443 2326.
- 5.7 In terms of the documentation concerning Development Management, copies of documents and plans submitted with planning applications since 1st 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.
- 5.8 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

- 5.9 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 or you can write to us at: Planning Services, Knowsley Metropolitan Borough Council, Archway Road, Huyton, L36 9UX.
- 5.10 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.
- 5.11 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 complaint within 20 days in most circumstances.

Appendix 1: Contact Details

Knowsley Council Contacts

General Council enquiries	Tel: 0151 489 6000
Planning Application enquiries	Tel: 0151 443 2381 Email: planning@knowsley.gov.uk
Local Plan enquires	Tel: 0151 443 2326 Email: localplan@knowsley.gov.uk
Written enquiries	Planning Services Knowsley Metropolitan Borough Council Archway Road Huyton Knowsley Merseyside L36 9UX

Useful Websites

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

Appendix 2: 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.

Brownfield Land Register

A Register maintained by the Council that will provide up-to-date, publicly available information on brownfield land that is suitable for housing.

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.

Permission in Principle

A form of planning permission for housing-led development, which separates the consideration of matters of principle for proposed development from the technical detail of the development

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 considering 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 3: 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"> • Housing development of 10 or more dwellings, or a site area of 0.5 hectares or more. • 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.
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 ‘non-material’ change to the approved scheme that does not require the submission of a new planning application.
Prior approval applications	There are several types of proposal where the applicant must submit 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.

Appendix 4: 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 site¹⁹, 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.
- Additionally, in relation to certain applications, as detailed in Table 7 above, we may 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 days²⁰ (excluding bank and public holidays) 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 which would have a greater effect on the occupants of nearby properties. 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.

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.

¹⁹ Where specified in Table 4

²⁰ 30 days in the case of applications that are EIA development

For more information log on to
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

