



Statement of Community Involvement (SCI)

August 2021



Document Control

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Summary

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August 2021

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Document Approvals

This document requires the following approvals.

Name	Title	Date of Issue	Version Number
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Statement of Community Involvement (SCI)
August 2021

CONTENTS

1.	Introduction	1
2.	The purpose and principles of a Statement of Community Involvement.....	2
3.	National and Local Context	3
	National Context.....	3
	Local Context	5
4.	Community Involvement in Planning Policy	6
	How the Statement fits into the Local Plan?	6
	Who do we consult?	7
	How will we consult?	10
	When will we consult?	14
	Preparation of the Place for Everyone Joint Development Plan Document.....	22
5.	Community Involvement in Planning Applications.....	23
	What are planning applications?.....	23
	The Council's approach to Community Involvement	24
	The Council's Practice for Publicising Planning Applications	25
	How we will deal with representations?	27
	Planning Obligations	28
	Landowner and Developer Interests.....	28
	Implementation and monitoring	28
6.	How we will incorporate your say	29
	Dealing with consultation on the Planning Policy	29
	Dealing with planning applications.....	29
7.	Contact us.....	30
8.	Appendices	32
	Appendix A – Specific consultation bodies	32
	Appendix B – General consultation bodies	33
	Appendix C - Duty to Cooperate.....	34
	Appendix D – Hard to reach groups	35
	Appendix E – Service Providers	36
9.	Glossary.....	37



Statement of Community Involvement (SCI)
August 2021

Table of Figures

Figure 1 Documents that make up the Local Plan	6
Figure 2 Who we will directly notify as part of the consultation on a planning document.....	9
Figure 3 Additional consultation and engagement methods.....	11
Figure 5 Public consultation procedures and methods for Development Plan Documents....	15
Figure 6 Public consultation procedures and methods for Supplementary Development Documents (SPDs).....	18
Figure 7 Public consultation procedures and methods for Community Infrastructure Levy (CIL).....	19
Figure 8 Other Local Development Documents	20



Statement of Community Involvement (SCI) August 2021

1. Introduction

- 1.1 The Statement of Community Involvement (SCI) sets out how the Council will engage with local communities, businesses and stakeholders in the preparation of planning policy documents and in the determination of planning applications within the borough.

Why do we need a revised SCI?

- 1.2 In 2019 the Council adopted its Statement of Community Involvement (SCI). However there have been changes to planning legislation/policy and technological advances which have changed the way public consultation is carried out, which mean that this document now requires an update. In accordance with the relevant legislation, this revised SCI sets out how, when and with whom consultation will be carried out throughout the preparation of planning documents and in dealing with planning applications.
- 1.3 In light of the Government's current guidance to help combat the spread of coronavirus (COVID-19), the Council has undertaken a review of this SCI. As a result it has been necessary to make temporary amendments to the consultation methods contained in it to allow plan making to progress in line with guidance including requirements for social distancing and to stay at home and away from others. Along with these temporary changes, the Council is also proposing to remove its requirement to consult on future updates to SCIs. There is now no longer a requirement in legislation to consult on updates to an SCI which was confirmed in recent Government Guidance on plan making issued in response to the COVID-19 Pandemic.
- 1.4 We hope to provide appropriate opportunities for engagement by consulting the community where we can, and increasing the ways in which information is made available. We will prepare all future planning documents and determine all planning applications in line with the procedures established by this statement.

2. The purpose and principles of a Statement of Community Involvement

The purpose of an SCI

- 2.1 The Statement of Community Involvement (SCI) sets out the consultation and engagement processes that will be used in preparing planning policy and in determining planning applications.
- 2.2 It explains the statutory requirements that the Council must meet at each stage and what other consultation or engagement processes can be undertaken. This gives the public and stakeholders certainty over what sort of engagement they can expect within the planning process and the ways they can get involved. The SCI therefore sets the framework for planning-related consultations which will enable the Council to demonstrate how it has met the requirements of the planning regulations.
- 2.3 The SCI sets out the techniques available and likely to be used with a degree of flexibility, so that methods can be appropriately tailored to the planning document in question, to allow for changes in the regulations or best practice guidance and to reflect that new methods of communication and engagement may become available over the life of the document.

Principles of community involvement in planning

- 2.4 As part of consultation and engagement through the planning process, the Council will work to the following principles:
 - Meet the legislative requirements for community engagement as a minimum, while considering proactive opportunities to involve the community as set out in the rest of this document;
 - Use the Council's website as the primary point for publicising consultation, hosting supporting information and providing an up-to-date position whenever possible;
 - Encourage consultation responses to be made electronically, either through the online consultation system or by e-mail, while continuing to receive responses by post if that is necessary (note that electronic responses enable much easier sharing / viewing of consultation responses);
 - Notify Specific Consultees named in the legislation together with others as appropriate electronically by preference (or otherwise by letter if essential);
 - Explore opportunities for innovative methods of engagement including virtual exhibitions, digital consultations, video conferencing and use of social media (or other technology), where appropriate, to reach different groups of the community;
 - Monitor the use of consultation / engagement methods used including innovative methods to ensure they are effective and if necessary modify them accordingly;
 - Make available to view hard copies of all relevant information at the Council Offices and in at least the four main township Libraries (Rochdale, Middleton, Heywood and Littleborough). [In light of the COVID-19 outbreak, it is not currently possible to achieve this. All relevant information will be made available on the Council's website. The situation will be kept under review and modified as required and in accordance with Government guidance.]; and
 - Ensure all consultation stages and the methods used are fully inclusive and provide all groups with the opportunity to become involved should they wish to.

3. National and Local Context

National Context

- 3.1 The following section provides an overview of the relevant legislation and guidance that is applicable to the preparation of planning policy and consideration of planning applications. These documents set out statutory requirements in terms of engagement with different groups and the consultation processes. In undertaking consultation, we are also aware of the need to take account of wider legislation such as the Data Protection Act 2018, Human Rights Act 1998 and the Equality Act 2010.
- 3.2 In the event of relevant legislation and guidance being revised the practices and procedures set out within the SCI will be updated in order to ensure compliance with legislative requirements and best practice.

Planning and Compulsory Purchase Act (May 2004)

- 3.3 This Act sets out the key requirements in the preparation of local development documents. In preparing local planning documents, the Local Planning Authority must have regard to:
- National policy and guidance;
 - The Community Strategy and any local development document which has been prepared by an authority;
 - The Statement of Community Involvement; and
 - An appraisal of the sustainability of the proposals in each document (and produce a report of the findings of the appraisal).

Localism Act (November 2011)

- 3.4 The Localism Act introduced a number of changes which apply to consultation on planning applications and the preparation of local plans:
- **Duty to Cooperate:** The Act establishes the duty to cooperate in relation to the planning of sustainable development. It requires a Local Planning Authority to engage constructively, actively and on an ongoing basis on strategic matters with other Local Planning Authorities and designated bodies. The specific bodies prescribed for the purposes of the duty to cooperate are outlined in Appendix A; and
 - **Neighbourhood Planning:** The Act also introduces a new tier of planning policy documents known as Neighbourhood Development Plans. Parish, Town Councils and Forums are able to prepare a Neighbourhood Development Plan for all or part of their area. The Local Planning Authority has a duty to support the preparation of a neighbourhood plan, including the appointment of a qualified person to examine the document, and if the neighbourhood plan is considered sound then the Council will hold a referendum. Any plan needs to conform to the strategic elements of the borough's Local Plan and national policy.

National Planning Policy Framework (NPPF)

- 3.5 The NPPF sets out the presumption in favour of sustainable development. It identifies the following roles for the planning system:
- Economic - building a strong economy by ensuring the right type of land is available in the right places to support growth, including the provision of infrastructure;
 - Social - supporting strong, vibrant and healthy communities, by providing sufficient housing to meet the needs of future generations, and creating a high quality environment with accessible local services that reflect the community's needs; and
 - Environmental - contributing to protecting and enhancing our natural, built and historic environment, minimising waste and pollution, and adapting to climate change.
- 3.6 The NPPF promotes a plan-led system, and re-iterates the duty to cooperate on planning issues that cross administrative boundaries, particularly those related to the strategic priorities, including the homes and jobs needed in the area.
- 3.7 The NPPF sets out that Local Planning Authorities should approach taking decisions on planning applications in a positive way to help to deliver sustainable development, should look for solutions rather than problems, and should work proactively with applicants to secure development that improves the economic, environmental and social conditions of an area.

Planning Practice Guidance (PPG)

- 3.8 This sets out background and supporting information on the NPPF on specific matters such as consultation on planning applications, Local Plans and their production and Duty to Cooperate. The PPG has been updated in response to COVID-19 including guidance on reviewing and updating Statements of Community Involvement.

Local Plan Regulations (April 2012)

- 3.9 The Town and Country (Local Planning) (England) Regulations 2012 set out revised procedural arrangements for preparing Local Plans and Supplementary Planning Documents (SPDs), and specifies certain bodies that Local Planning Authorities must engage with in the preparation of planning policy documents.

Neighbourhood Planning Regulations (April 2012)

- 3.10 The Neighbourhood Planning (General) Regulations 2012 contain the provisions for neighbourhood planning, introduced by the Localism Act. This includes the procedures for setting up neighbourhood areas and forums and for preparing Neighbourhood Development Plans, Neighbourhood Development Orders and Community Right to Build Orders.

The Community Infrastructure Levy (CIL) Regulations (April 2010)

- 3.11 The Community Infrastructure Levy Regulations (2010) set out the provisions for CIL, which was introduced by the Planning Act 2008. This includes the procedures and the bodies to be consulted during the preparation of a CIL Charging Schedule.

Development Management Procedure Order 2015

- 3.12 The Town and Country Planning (Development Management Procedure) (England) Order 2015 sets out the statutory provisions for consultation on planning applications, and specifies the bodies to be consulted, depending on the type of planning application. As part of the Government's response to the COVID-19 outbreak, the Town and Country Planning (Development Management Procedure, Listed Buildings and Environmental Impact Assessment) (England) (Coronavirus) (Amendment) Regulations 2020 make temporary amendments to the consultation requirements for planning applications.

General Permitted Development Order 2015

- 3.13 The Town and Country Planning (General Permitted Development) (England) Order 2015 sets out the requirements for statutory notices to be served on adjacent premises in respect of prior approvals.

Local Context

- 3.14 The Planning and Compulsory Purchase Act 2004 requires Local Planning Authorities to have regard to any Community Strategy prepared by the Authority. For Rochdale there are two relevant documents that need to be taken into account in preparing Local Development Documents.
- 3.15 The Rochdale Local Public Service Board (LPSB) is the Local Strategic Partnership for the borough, and is a collaboration of a number of parties and agencies that deliver public services (the Council, Police, Fire and Rescue Service and Clinical Commissioning Group) together with businesses and representatives of voluntary and community organisations.

Rochdale Borough Sustainable Community Strategy

- 3.16 This document was prepared by the Rochdale LPSB and covers the period 2011-2021. It sets out a vision for Rochdale and a set of priorities relating to people, place and prosperity. The latest version can be viewed via this link:
<http://www.rochdale.gov.uk/pdf/2012-01-11-LSP-Community-Strategy-v1.pdf>

Corporate Plan

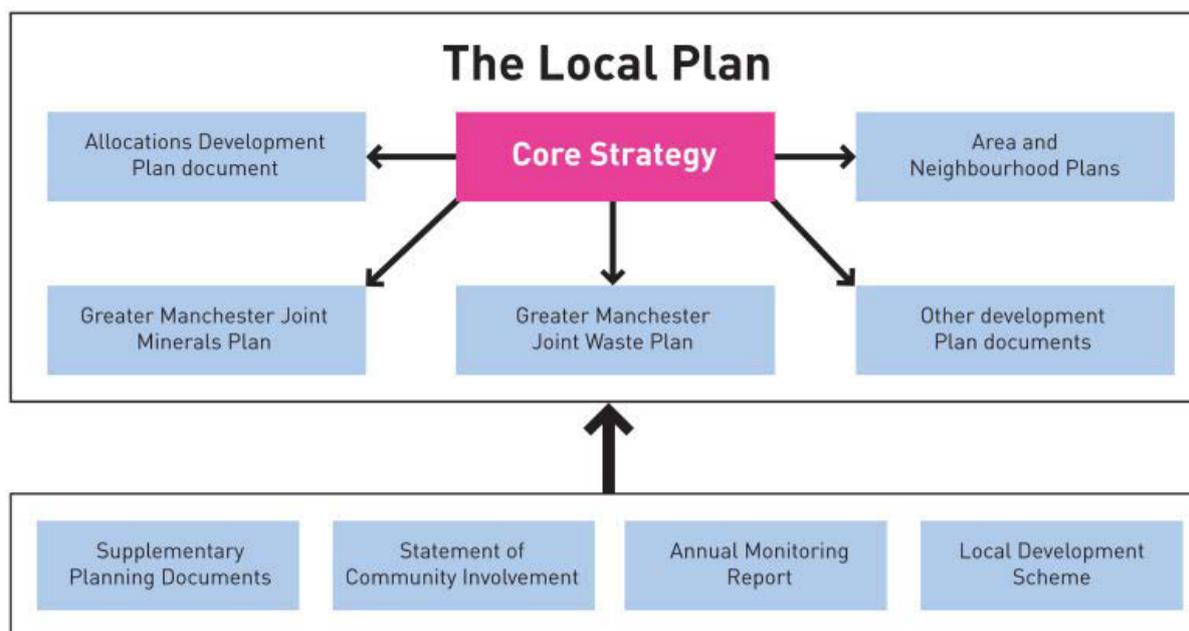
- 3.17 This document outlines how partners will work together to ensure local communities are informed, involved, consulted and enabled to take action themselves to contribute to the vision of the Partnership in a way that is most appropriate for them. The current Plan covers the period 2016-2019. The latest version can be viewed via this link:
<http://www.rochdale.gov.uk/pdf/2017-03-23-Corporate-Plan-2016-19-v2.pdf>

4. Community Involvement in Planning Policy

How the Statement fits into the Local Plan?

- 4.1 This section considers all the planning policy documents that will be prepared and the regulations that guide the preparation process of those documents. This section will set out the various planning policy documents that make up the Local Plan and other associated policy plans, who we consult with, the different methods of consultation, and engagement that may be used, and the key stages that everyone has the opportunity to be fully engaged in.
- 4.2 The Core Strategy is the lead document of the Council's Local Plan. As such, it sets the overall direction of growth and development and all other Local Plan documents will need to conform to it. Figure 1, below shows the relationship between the Core Strategy, the other documents which form the Local Plan and the supporting documents.

Figure 1 Documents that make up the Local Plan



- 4.3 **Local Plans or Development Plan Documents (DPDs)** – these documents contain the key policies that guide the future development of the borough and are used in the determination of planning applications. In Rochdale we adopted the Core Strategy in October 2016 and will be preparing documents including Site Allocations, which together will replace the existing Unitary Development Plan. It also includes the preparation of Joint Development Plan Documents by one or more local authorities; such as the Greater Manchester Joint Minerals Plan and the Greater Manchester Waste Plan. Work is currently underway on the Places for Everyone plan (PfE) by the Association of Greater Manchester Authorities (AGMA) which will be taken forward as a joint development plan document. The statutory stages in the preparation process

for these documents are laid out in the Town and Country Planning (Local Planning) (England) Regulations 2012¹.

- 4.4 More details on the stages and consultation arrangements of PfE are set out in paragraphs 4.33 – 4.36 of the SCI.
- 4.5 **Supplementary Planning Documents (SPDs)** – these provide additional guidance and interpretation to support policies in the Local Plan/DPDs, or relate to specific sites/areas. As with Local Plans/DPDs, the statutory requirements for preparing SPDs are laid out in the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 4.6 **Statement of Community Involvement (SCI)** - The SCI sets out the consultation and engagement processes that will be used in preparing planning policy, supplementary/supporting documents and Neighbourhood Plans, and in determining planning applications.
- 4.7 **Development Frameworks or Briefs** – these documents are prepared to set the parameters that development proposals for a specific site or area should meet, providing certainty to developers about what is expected in a planning application. There is no statutory process for preparing these documents, but the principles of consultation and engagement will be integral to the process we follow.
- 4.8 **Community Infrastructure Levy (CIL) Charging Schedule** – CIL is a charge that is levied on new additional floor space which is intended to contribute towards the provision of infrastructure to support growth. The statutory process for preparing a CIL Charging Schedule is set out in the Community Infrastructure Regulations 2010 (as amended)².
- 4.9 **Neighbourhood Plans or Development Orders** – these are community-led documents, prepared by a Town, Parish Council or designated forums. The Neighbourhood Planning (General) Regulations 2012³ set out the statutory requirements for the preparation of Neighbourhood Plans and Development Orders.

Who do we consult?

- 4.10 There are a number of bodies that the Council is required to consult and invite to participate depending on the type of planning document being considered. Figure 2, 'Who we will directly notify as part of the consultation on a planning document', summarises our approach on consultation in terms of the different sorts of documents we will consult on.
- 4.11 The Town and Country Planning (Local Planning) (England) Regulations 2012 and Planning and Compulsory Purchase Act 2004 set out the requirements for who must be consulted at defined key stages of plan production, these are known as the 'specific consultation bodies', and are listed in Appendix A.

¹ <http://www.legislation.gov.uk/ukxi/2012/767/made>

² <http://www.legislation.gov.uk/ukxi/2010/948/contents/made>

³ <http://www.legislation.gov.uk/ukxi/2012/637/contents/made>

- 4.12 The Council also has discretion to identify a number of other bodies who it may wish to be consulted at key stages, these are known as the 'general consultation bodies'. These are listed in Appendix B.
- 4.13 These lists may change as a result of amendments to the Regulations and / or the Council amending / updating the list of General Consultation bodies.
- 4.14 In addition to the 'specific' and 'general' consultation bodies, the Council are committed to involving a wide range of 'other' individuals and organisations, including members of the Community and 'hard to reach' groups. Some of these 'hard to reach' groups are identified in Appendix D. The Council will use a wide range of consultation techniques in seeking to engage with 'Hard to Reach Groups' where appropriate.
- 4.15 In some cases, we have a degree of discretion over whether to notify certain bodies if the topic of the document in question is not likely to be of interest or relevance to that body. Normally, we would consult wider than might be necessary to ensure everyone has the opportunity to be involved. This list reflects the bodies that we will contact directly regarding a consultation by email or post.
- 4.16 As all consultation material will be more widely available, any interested parties will be able to respond if they wish.
- 4.17 The Council also prepares other planning-related documents, such as development briefs, which may be subject to public consultation and engagement if considered appropriate, although there is some flexibility over the arrangements for these types of consultations as they are not governed by the same regulations as statutory documents.
- 4.18 This database is continually updated as consultations have taken place and as individuals or groups have requested to be included or removed. Any individual or group can register themselves on the database by telephoning 01706 924252 or email LDF.consultation@rochdale.gov.uk.

Duty to Cooperate

- 4.19 To comply with the Duty to Cooperate on planning for sustainable development under Section 33A of the Planning and Compulsory Purchase Act 2004 (as amended), the Council has to co-operate with other local planning authorities and other 'prescribed agencies' during the preparation of local plans. This means working 'constructively, actively and on an ongoing basis' on strategic issues having an impact on at least two planning areas.
- 4.20 The prescribed agencies/bodies that the Council has a Duty to Cooperate with are set out in Appendix C.

Statement of Community Involvement (SCI)
August 2021

Figure 2 Who we will directly notify as part of the consultation on a planning document

	Local Plans/DPDs	SPDs	Development Frameworks	CIL Charging Schedule
A	Body will normally be notified.			
B	Body will be notified if it is considered the document will be relevant to them or the group they represent, or if the document relates to an area near to them.			
C	Less likely that the body in question will be notified, but each document will be considered separately, and consultees chosen accordingly.			
Specific Consultation Bodies⁴⁽¹⁾				
	A	C	C	C
The Coal Authority	A	C	C	C
The Environment Agency	A	B	C	C
The Historic Buildings and Monuments Commission for England (Historic England)	A	C	C	C
Natural England	A	C	C	C
The Office of Rail Regulation	A	C	C	C
Highways England	A	C	C	C
Transport for Greater Manchester	A	C	C	C
Adjacent local authorities* including Greater Manchester Combined Authority (GMCA)	A	B	C	A
NHS Heywood, Middleton and Rochdale Clinical Commissioning Group (HMR CCG)	A	C	C	C
Relevant telecommunications companies	A	C	C	C
Relevant electricity and gas companies	A	C	C	C
Relevant water and sewerage undertakers	A	C	C	C
Homes England	A	C	C	C
Local Nature Partnerships ⁵	A	B	C	C
General Consultation Bodies				
Voluntary bodies whose activities benefit the area	A	B	C	B
Bodies representing interests of different racial, ethnic or national groups in the area	A	B	C	C
Bodies representing the interests of different religious groups in the area	A	B	C	C
Bodies representing the interests of disabled persons in the area	A	B	C	C
Bodies representing the interests of businesses in the area	A	B	C	B
Councillors	A	A	B	B
Developers, house builders, landowners and their agents	A	B	B	B
Other organisations or individuals who are on our consultation database	A	B	B	B

⁴ The regulations also include reference to the Marine Management Organisation, however consultation with this body is not considered necessary

⁵ The National Planning Policy Framework (paragraph 180) requires that we work collaboratively on strategic planning priorities in consultation with Local Nature Partnerships.

* See appendix C for full list of authorities

How we will consult?

- 4.21 The aim of the SCI is to ensure that the regulations dealing with consultation are met, as a minimum. We will directly notify the bodies and individuals identified in Figure 2 'Who we will directly notify as part of the consultation on a planning document', at the relevant statutory consultation stages for each type of document. Where we have an email address for a consultee we will send the relevant information electronically, to make efficient use of time and resources. When this is not possible, we will send a letter by post.
- 4.22 In all cases, we encourage consultees to make comments electronically whenever they are able to. Responses sent by email are encouraged; however, responses sent by post are also acceptable.
- 4.23 We will always make consultation documents available online through our website and include them on the Council's list of current consultations webpage.
- 4.24 At this time, plan making has been affected by the COVID-19 outbreak. While recognising the challenges that some local authorities may face, the Government wants local authorities to continue, as much as possible, to work proactively to progress plans through the system. For certain consultations, the Council would ordinarily make consultation documents available for inspection at deposit points, such as the main Council Office and at some libraries. This will not be possible during times where it is inconsistent with guidance including requirements for social distancing and to stay at home and away from others and other measures to control and reduce the risk of spreading infection. If you are unable to view a document on the Council's website then please contact the Strategic Planning Team on 01706 924252 for advice who will discuss options with you. The Council will continue to monitor the situation and keep its engagement processes under review.

Additional consultation and engagement methods

- 4.25 In addition to meeting the standard requirements set out above, the Council will, where appropriate, undertake additional consultation and engagement at various stages of the document preparation process, and these are set out in Figure 3. Not all methods will be used; they will be tailored to the specific stage, be proportionate to the importance of the document in question and take account of the resources available. Due to the measures introduced by the Government in response to the COVID-19 outbreak, it is not currently possible to use all the consultation and engagement methods listed in Figure 3. The Council will use the most appropriate methods allowed at the time of the consultation.
- 4.26 The Council will continue to explore new methods of consultation, for example by providing documents and access to meetings virtually where appropriate. This may include platforms such as Skype and Zoom to hold virtual meetings and virtual exhibitions.

Figure 3 Additional consultation and engagement methods

Method	Benefits	Weaknesses	Resource implications
Newspaper notice	Provide the public with formal notice of commencement of public participation or submission of a document, or advertise consultation events.	May not be the most inclusive method for some hard to reach groups e.g. ethnic minorities.	Cost of placing the notices in newspaper.
Local media - radio	Effective way of reaching the wider community to raise awareness and notify people of forthcoming events and consultations.	Local media does not penetrate all groups so it not a completely inclusive method to inform the public.	Staff preparation time and cost of advertisement.
Local Newspapers – Press Releases / Supplements	Effective way of reaching wider community.	Council has no editorial control over articles unless we choose to include a paid supplement with the paper which can be expensive. This method needs to be used in tandem with other techniques.	Staff preparation time and cost of advertisement / supplement.
Twitter	Twitter is a social networking web application that provides users with the ability to share information. Twitter users post status updates, news, events and other information. The brief, "micro-blog" format and ease of mobile posting allow users to post and follow up-to-the-minute news.	Posts are limited to 140 characters and by its nature it is quite brief. For additional information, a user must access other sites for the full information. There are an unknown number of users in the borough, likely covering only a small proportion of residents.	Staff preparation time. Recording/ Managing responses
Facebook	Facebook is a popular social networking site with the ability to share information. You can send message, start a video call, and upload photos and videos for free.	There are currently just over 170,000 residents who have Facebook accounts within Rochdale. Inevitably, there will be a proportion of the population who don't have a Facebook account and therefore will not get the message or information. There is a lot of information on Facebook and it can be extremely difficult to find information, or there is information overload.	Staff preparation time. Recording/ Managing responses

Method	Benefits	Weaknesses	Resource implications
Posters	Used to publicise information/events/consultation periods.	Can be expensive to produce. May not be located in places utilised by all sectors of the community so not wholly inclusive.	Cost of designing and printing posters.
Flyers / Leaflets / Newsletter / Questionnaire Surveys	Used to publicise information/events. Can be useful for targeting specific areas or groups. Small leaflets are easier to provide in a variety of formats to improve accessibility. Good initial method to introduce main issues. Responses can help identify key interests and groups. Surveys can target a variety of audiences and large sample of the population. Results can be analysed electronically and reported in a quantitative and qualitative format to inform production of documents. This method has been effectively utilised in the production of this draft SCI.	Leaflets / Flyers can be expensive to produce. Only provide limited information. Questionnaire Survey answers are predetermined so issues outside the framework may be missed. Concerns of specific groups may not come out through survey – need to target groups specifically.	Cost of designing and printing leaflets / flyers etc. and staff time.
Public Exhibitions	An effective method for reaching out to stakeholders – taking information out into the community to ease accessibility problems and show commitment to consultation.	Targeting hard-to-reach groups is still difficult. Creating and updating displays is expensive and time consuming.	Cost of exhibition material and staffing of the exhibition.
Workshops / seminars / focus groups	The group is moderated by a professional and thus issues can be covered in depth and recorded so that perceptions and expectations can be fed into the decision making process. The facilitator can interact directly with a respondent, allowing for the clarification of responses; they can also probe for further and interpret nonverbal responses.	Difficulty in recruiting people for regular workshops due to time commitments. Focus group relies on small number of people to represent views of others. Difficulty to ensure confidentiality.	Cost of exhibition material and staffing of the exhibition.

Statement of Community Involvement (SCI)
August 2021

Method	Benefits	Weaknesses	Resource implications
Public Meetings / Township Forums	Familiar and cost effective way to gain local views. Can also be turned into workshop sessions to discuss issues in greater detail. Open invitation to meeting provides equal opportunity for people to get involved and have a say. However, we need to ensure there is sufficient publicity in order to get people interested. Meetings should be targeted at local issues rather than broader issues.	The loudest voice tends to get heard - may lead to the exclusion of others, public meetings are often attended by those with a specific issue to air, hard to reach groups such as the young or disabled are not likely to attend. Time to contribute is limited. Not all people will raise concerns / issues give input in a public forum. Not fully inclusive/representative of local community – Attendees are self-selecting.	Staff time and possible hiring of facilities.
One-to-One Meetings / Officers attending Community Meetings	Allows for detailed discussion on specific or general issues. Provides opportunity for people to get a greater understanding of planning and increase overall involvement.	This method is very resource intensive in terms of staff time but is very useful for targeting members of the community for locally important issues.	Staff time
Rochdale Borough Local Strategic Partnership (LSP)	LSP is a useful source of local knowledge. LSP is structured into various theme groups so able to target the relevant people for consultation purposes, and this body provides a route/link into other agencies. Can be useful to have members of LSP on steering groups for relevant documents.	Attending various LSP meetings is resource intensive on staff time. May be difficult to get commitment to long term projects.	Staff time

When will we consult?

- 4.27 The Town and Country Planning (Local Planning) (England) Regulations 2012, the Planning Compulsory Purchase Act 2004 and the Localism Act 2011, set out the points in the preparation process that we must undertake consultation, or make documents available for comment. We will always meet these requirements, but in addition we can undertake additional engagement at appropriate points through the process. In particular, significant effort made at the early stages of preparing our local plan documents, at the point in the process when there is the greatest opportunity to influence the shape of our strategies and policies.
- 4.28 This section identifies ‘when’ the Council will consult on the following documents listed below. Figures 4 – 8 set out both the statutory requirements and some of the additional ways in which we may seek to involve people in respect of Local Plan documents, SPDs, other Local Development Documents (e.g. the Local Development Scheme). It is not an exhaustive list and not every method will be used for each document being produced. We will use the methods that we consider are most effective in terms of resources and outcomes. Due to the measures introduced by the Government in response to the COVID-19 outbreak, it will not be possible to use all the consultation methods listed in Figures 4 – 7 [where they are inconsistent with guidance including requirements for social distancing and to stay at home and away from others]. These methods have been highlighted yellow and in italics in Figures 4 – 7. The Council will use the most appropriate methods allowed at the time of the consultation. As stated in paragraph 4.26 the Council will continue to explore new methods of consultation, for example by providing documents and access to meetings virtually where appropriate.
1. Development Plan Documents (Figure 5)
 2. Supplementary Planning Documents (Figure 6)
 3. Community Infrastructure Levy (CIL) Schedule (Figure 7)
 4. Other Local Plan Documents (Figure 8)
- 4.29 With regards to preparing ‘Other Local Plan Documents’, Figure 8, then due to the nature of the documents, they do not have a formal statutory consultation stage as they are for information only.

Neighbourhood Plans

- 4.30 The Localism Act 2011 introduced the ability for some communities to draw up their own neighbourhood plans which can add detail and local objectives to the Council’s Local Plan. Rochdale Council will support neighbourhoods in the preparation of their plans, where this is appropriate. A neighbourhood plan should support the strategic development needs set out in the Local Plan and plan positively to support local development.
- 4.31 Notwithstanding this, the approach to consultation will be a matter for the individual Neighbourhood Planning bodies in preparing their plans and is therefore outside the scope of this SCI. Rochdale Council will however, publicise consultation on Neighbourhood Development Plans where appropriate, primarily by using the Council’s web-site and advise groups of the key statutory bodies that are required to be consulted with at various stages.

The timetable of our Local Development Scheme may change, please visit the Council's website for the latest version of the LDS. The 'regulations' refers to the relevant stated regulation taken from the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

Figure 5 Public consultation procedures and methods for Development Plan Documents

Activity	Consultation and notice	When will you be involved?	How will you be involved?
Preparation stage (Regulation 18)	<ul style="list-style-type: none"> We will notify specific and general consultation organisations for a minimum of 6 weeks; We will notify everyone on the Rochdale Consultee Database; Publish details on the website; We will consult LSP partners on an ongoing basis; Articles and questionnaires will be available on our website; We will use mailing lists to invite comments from appropriate individuals, local groups, amenity groups, landowners, developers and so on; and Make the document available at Number One Riverside, other Council Information Points in Heywood, Middleton and Littleborough, and in relevant libraries (earlier point regarding the supporting documents not being available in all the libraries applies, where relevant). 	<p>We will notify people at the very start of creating a Local Plan so that they can tell us what they think the Development Plan Document ought to contain.</p>	<p>People can get involved through written and online consultation. We will publish documents on our website <i>and put them in Number One Riverside, relevant local libraries, and in each of the Township information points.</i></p> <p>For Development Plan Documents that identify specific sites, we will carry out targeted consultation. <i>This may include attending Township meetings, and other organised local meeting to address issues relating to the Development Plan Document.</i></p>

Activity	Consultation and notice	When will you be involved?	How will you be involved?
Publication stage (Regulation 19)	<ul style="list-style-type: none"> • <i>Before submitting the Local Plan we will make a version of the proposed submission documents and a statement of the representations available for inspection at Number One Riverside, other Council Information Points in Heywood, Middleton and Littleborough, and in the relevant libraries;</i> • Publish details on the website; • We will notify everyone, who has been asked to be contacted, that the submission documents are available for inspection and inviting them to make representations; and • We will send notification to general consultation bodies and specific consultation bodies, inviting them to make representation. 	<p>We will notify people who would like to be notified of any formal public consultation period (either on the production of the draft Development Plan Document or on the publication of the draft Development Plan Document).</p>	<p>People can get involved through written and online consultation. We will publish documents on our website <i>and put them in Number One Riverside, relevant local libraries, and in each of the Township information points.</i></p>
Submission to the Secretary of State (Regulation 22)	<ul style="list-style-type: none"> • Development Plan Documents and associated papers (including statements of consultation, representations) will be available for inspection (including on the website <i>and at Number One Riverside, other Council Information Points in Heywood, Middleton and Littleborough, and in those libraries considered the most relevant.</i>) <i>and sent to the Planning Inspectorate;</i> • We will notify all anyone who has asked to be contacted that the submission documents are available for inspection; • We will send notification to each of the general consultation bodies and each of the specific consultation bodies of where the documents can be viewed; and • Publish details on the website. 	<p>We will notify the people / bodies that wish to be notified of the submission of the Development Plan Document</p>	<p>We will consult all Development Plan Document organisations and all other identified consultation groups. We will publish the documents on the website.</p>

Activity	Consultation and notice	When will you be involved?	How will you be involved?
Independent examination (Regulation 24)	<p>At least six weeks before examination starts, we will:</p> <ul style="list-style-type: none"> • Publish details on the website; • <i>Make the document available at Number One Riverside, other Council Information Points in Heywood, Middleton and Littleborough, and in, at least, the four Township Libraries;</i> and • Tell people who made representations the date the examination starts and the name of the person appointed to hold the examination. 	You will be notified at least six weeks before the examination.	We will invite everyone who has made a representation or objection of when the examination is taking place and how you can participate.
Inspector's recommendations (Regulation 25)	<ul style="list-style-type: none"> • Recommendations made after the independent examination will be made available <i>for inspection at Number One Riverside, other Council Information Points in Heywood, Middleton and Littleborough, and in, at least, the four Township Libraries.</i> (including on the website) and • We will contact anyone who has asked to be told about the publication of the inspector's recommendations. 	As soon as practicable after the Inspectors report is received.	We will contact everyone who has asked to be told about the publication of the recommendations. We will make the inspector's recommendations available <i>for inspection at the inspection points set out</i> (including on the website).
Adopting the Local Plan Document (Regulation 26)	<ul style="list-style-type: none"> • <i>The adopted Development Plan Document, adoption statement, sustainability statement and details of the inspection points will be available for inspection at Number One Riverside, Council Information Points in Heywood, Middleton and Littleborough, and in and in those libraries where it is considered relevant;</i> • We will publish details of the consultation on our website; • We will send a copy of the adoption statement to anyone who has asked to be contacted; and • We will send a copy of the adoption statement to the Secretary of State. 	N/A	We will contact all consultation organisations and anyone who has made a representation. <i>We will make copies of the adopted Development Plan Document available to others on the website, Number One Riverside, Council Information Points in Heywood, Middleton and Littleborough, and in and in those libraries where it is considered relevant.</i> You can also buy a copy from us.

The timetable of our Local Development Scheme may change please visit the Council's website for the latest version of this scheme. The 'regulations' refers to the relevant stated regulation taken from the Town and Country Planning (Local Planning) (England) Regulations 2012.

Figure 6 Public consultation procedures and methods for Supplementary Development Documents (SPDs)

Activity	Consultation and notice	When will you be involved?	How will you be involved?
Public involvement (Regulations 12 & 35)	<ul style="list-style-type: none"> The document will be made available for inspection at the inspection points including Number One Riverside, other Council Information Points in Heywood, Middleton and Littleborough, and in those libraries where it is relevant (earlier point regarding the supporting documents not being available in all the libraries applies, where relevant); We will publish details of the consultation on our website; Any person may make representations during the consultation period. We must consider those representations; We will allow at least four weeks for public involvement; and We will carry out a targeted consultation with local residents, organisations, professional organisations, developers, etc. (for site-specific SPDs and briefs). 	Following approval of a draft SPD we will undertake a period of public consultation. We will then consider representations made on these SPDs.	<p>For specific sites, we will carry out residents' surveys and targeted consultation such as neighbourhood forums, local residents and businesses, as well as other consultees where necessary.</p> <p>For issues-based SPDs, we will involve appropriate groups and organisations in developing options and approaches. If the issue also has a wider public interest, we will carry out general surveys.</p>
Adoption (Regulations 14 and 35)	<ul style="list-style-type: none"> The adopted SPD, adoption statement and statement of formal consultation will be available for inspection at Number One Riverside, Council Information Points in Heywood, Middleton and Littleborough, and in those libraries where it is considered relevant. (including on the website); We will contact everyone who has specifically asked to be told when we adopt the SPD; and Publish the final SPD and adoption notice on our website. 	Once the document is approved and adopted, anyone who made a representation will be notified.	We will contact all consultation organisations and anyone who made a representation. The adopted SPD will be available to others on the website and in local offices and libraries. You can also buy a copy from us.

The 'regulations' refers to the relevant stated regulation taken from, the Community Infrastructure Levy Regulations 2010.

Figure 7 Public consultation procedures and methods for Community Infrastructure Levy (CIL)

Activity	Consultation and notice	When will you be involved?	How will you be involved?
Consultation on a Preliminary Draft Charging Schedule (Regulations 15)	<ul style="list-style-type: none"> We will publish details of the consultation and how to comment on our website; We will notify those on our consultee database; We will allow at six weeks for public consultation; and <i>We will make draft consultation CIL available at inspection Number one Riverside, and in each of the Township libraries (earlier point regarding the supporting documents not being available in all the libraries applies, where relevant).</i> 	We will notify people after a preliminary draft CIL has been prepared so that they can tell us what they think.	We will contact all consultation organisations and anyone who has made a representation in the past by email or by letter where they do not have an email account.
Publication of a draft charging schedule (Regulations 16)	<ul style="list-style-type: none"> <i>We will make a copy of the draft charging schedule, relevant evidence and the statement of representations available at inspection Number one Riverside, and in each of the Township libraries;</i> We will publish details of the consultation and how to comment on our website; We will notify those on our consultee database; We will take out a local advert setting out the details of the representation procedure and the location of where the documents are available for inspection; and We will allow at six weeks for public consultation. 	Another opportunity for anyone wanting to make further representations during this formal public consultation stage on the draft CIL. During the period of public consultation we will then consider representations made on CIL.	We will contact all consultation organisations and anyone who has made a representation in the past by email or by letter where they do not have an email account.
Submission of CIL to Secretary of State (Regulations 19)	<ul style="list-style-type: none"> Make CIL and its supporting documents available at its principle Council building and in each of the four township libraries; Publish details of CIL on the Councils website; and We will notify all the consultees who made representation on CIL. 	We will notify the people / bodies that wish to be notified of the submission of CIL	<p>We will contact all consultation organisations and anyone who has made a representation in the past by email or by letter where they do not have an email account.</p> <p>This stage is for notification and information ahead of examination. No further representations are allowed at this stage.</p>

Statement of Community Involvement (SCI)
August 2021

Activity	Consultation and notice	When will you be involved?	How will you be involved?
Independent Public Examination of draft CIL (Regulation 21)	<p>At least four weeks before examination starts, we will:</p> <ul style="list-style-type: none"> • Publish details on the website; • Give notice by local advertisement; • <i>Make the document available at Number One Riverside, other Council Information Points in Heywood, Middleton and Littleborough, and in, at least, the four Township Libraries;</i> and • Tell people who made representations the date the examination starts and the name of the person appointed to hold the examination 	<p>Anyone who has made a representation will be notified at least four weeks before the examination.</p> <p>There will be an opportunity for anyone who has made representation, to attend the examination on the notified days. Due to the measures introduced by the government in response to the covid-19 outbreak, it may be that the examination will take place in a virtual manner</p>	<p>Anyone who has made a representation on CIL has the right to be heard by the examiner.</p>
Approval and publication of CIL (Regulations 25)	<ul style="list-style-type: none"> • The adopted charging schedule, adoption statement and statement of formal consultation will be available for inspection <i>at Number One Riverside, Council Information Points in Heywood, Middleton and Littleborough, and in those libraries where it is considered relevant</i> (including on the website); • We will take out a local advert setting out the details of the representation procedure and the location of where the documents are available for inspection; and • We will contact everyone who has specifically asked to be told when we adopt the CIL Charging Schedule. 		<p>We will contact all consultation organisations and anyone who made a representation. The adopted SPD will be available to others on the website <i>and in local offices and libraries</i>. You can also buy a copy from us.</p>

Figure 8 Other Local Development Documents

Activity	Consultation and notice	When will you be involved?	How will you be involved?
Local Development Scheme (LDS)	The Rochdale LDS was updated in 2014.	The LDS will be available on our website.	We will monitor the LDS and review it at least once every three years. We will accept representations to change the LDS at any time. We will consider these at the time of the LDS review.
Annual Monitoring Report (AMR)	We will produce the AMR by the end of December each year to be published on the Council's website.	N/A	We will review the AMR every year. We will publish it on our website <i>and</i>

Statement of Community Involvement (SCI)
August 2021



			<i>make copies available for inspection at all the Council Information Points.</i>
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Development Briefs

- 4.32 We may choose to prepare a development brief for some sites/areas in order to encourage regeneration and development to be brought forward. This will set out the main issues affecting the site and the surrounding area, the relevant policies from the Local Plan documents, and what we hope to achieve from any future development on the site. The aim of development briefs is to provide developers with a clear picture of what we believe is appropriate development for the site, which should help them to provide an application that considers all the matters covered in the brief, speeding up the decision and delivery of any proposals. As development briefs are not statutory documents, they do not need to follow any formal consultation process, however, for consistency in approach the Council will, where it is appropriate and where there is likely to be local/public interest, undertake public consultation.

Preparation of the Places for Everyone Joint Development Plan Document

- 4.33 The nine Greater Manchester authorities of Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Tameside, Trafford, Wigan are working on the production of a joint plan titled 'Places for Everyone Joint Development Plan Document' (PfE). PfE will provide the overarching framework to strategically manage sustainable growth and development across the conurbation over the next twenty years or so.
- 4.34 Principally, PfE will identify the housing numbers and employment floorspace needs and associated infrastructure requirements as well as identifying the key allocations and broad opportunity areas where this growth should be focused. Further information on the preparation process for PfE can be found on the [GM Consultation hub](#) page.
- 4.35 Consultation on PfE is carried out on a joint basis and is in line with the Town and Country Planning (Local Planning) (England) Regulations 2012 and the nine districts' Statements of Community Involvement.
- 4.36 If you wish to register your interest in being informed of future PfE consultation please register on the [mailing list sign up](#) page or contact:
- planningandhousing@greatermanchester-ca.gov.uk

Duty to Cooperate

- 4.37 In undertaking the community and stakeholder involvement outlined above GMCA will ensure that the duty to cooperate with neighbouring councils and other prescribed bodies is met, as set out in law. In doing so GMCA will engage constructively, actively and on an ongoing basis and have regard to their activities so far as they are relevant, in order to ensure that strategic matters are given full consideration in the preparation of PfE.

5. Community Involvement in Planning Applications

Introduction

5.1 The Council deals with approximately 1500 planning and related applications each year, of varying sizes of site and type of development. The Council is committed to involving the local community in the development management process so that people can be informed of what is happening in the borough and how they can participate in and be part of the decisions taken by the Council. Applications for Nationally Significant Infrastructure Projects (as defined in legislation) now fall under the remit of the Planning Inspectorate, and are not dealt with by the Council.

What are planning applications?

5.2 New buildings and material changes of use of buildings and land generally require planning permission. Other forms of permission under the planning legislation, such as listed building consent, may also be required. A formal procedure must be followed by applicants in making applications and by Local Planning Authorities in determining such applications.

5.3 For classification and performance measuring the government has defined classes of development which fall into 3 main categories:

- Major planning applications;
- Minor planning applications; and
- Non-major and other applications.

5.4 **Major Planning Applications** are defined as developments or changes of use for:

- Residential development for 10 or more dwellings or on a site larger than 0.5 hectares where the number is not specified;
- Provision of a building(s) with a floor space of more than 1000 sq. metres;
- Development on a site larger than 1.0 hectare;
- The winning and working of minerals; and
- Waste related developments including waste treatment, storage and transfer of waste.

5.5 Of the total number of applications received in 2017, approximately 5% were major applications and the Council aims to determine these within 13 weeks (or 16 weeks in the case of applications accompanied by an Environmental Statement) of validation.

5.6 **Minor Planning Applications** make up approximately 20% of those received. As these applications are usually less complex, the Councils aims to determine them within 8 weeks of validation.

5.7 **Other applications** including house extensions, minor changes of use, Advertisement Consent and Listed Building Consent. Of the total applications received, approximately 75% are of this type. As with minor applications, these are usually determined within 8 weeks.

The Council's approach to Community Involvement

- 5.8 There are statutory requirements for publicity on planning applications. The Council recognises the value of public involvement in decision making on development proposals, and consequently our arrangements for publicity and involvement meet the minimum legal requirements but also often exceed them. The Council has adopted Guidance on Publicity of Planning Applications which is to be read alongside this document. It is important to note that The Town and Country Planning (Development Management Procedure, Listed Buildings and Environmental Impact Assessment) (England) (Coronavirus) (Amendment) Regulations 2020” provides more up to date information.
- 5.9 Involvement in the process can often be useful before an application is formally submitted. The Council encourages applicants to undertake discussions with us prior to submitting their application. This will help to identify key issues and planning policies and identify any problems at an early stage, such as the need for a traffic assessment or flood risk assessment, to enable the applicant to address them.
- 5.10 For significant development proposals, the Council has adopted guidance to encourage applicants/developers to consult with the local community before submitting their application. This enables the applicants to explain their proposals, receive feedback on which they might be able to act, create an atmosphere of genuine interest in the views of the local community and provide more certainty about any level of concern and the issues of concern.
- 5.11 The following methods are likely to be suitable and could be used if considered to be appropriate:
- Circulating a letter or statement to local residents and businesses explaining the proposals;
 - Arranging an exhibition or presentation;
 - Engagement online using social media or dedicated consultation websites; and
 - Arranging a press release in local media.
- 5.12 Any applicant contemplating the submission of a major application should contact the Local Planning Authority at pre-application stage to discuss and agree a consultation procedure that reflects the scale and significance of the proposal. The agreed procedure would include arrangements for reporting the information obtained from the consultation exercise and production of a document that explains how that exercise has influenced the detail of the application.

Pre-application Discussions

- 5.13 The Council encourages developers to engage in pre-application discussions with the Local Planning Authority. The aims of these discussions are:
- To identify key issues and planning policies that the developer should take into account;
 - To identify likely problems at an early stage and to allow the developer to address them via amendments to a scheme prior to submitting a planning application; and
 - To enable the identification of information that is required to support an application including the form of community consultation and any supporting reports that may be required to support an application.

- 5.14 These discussions are held on a confidential basis at this stage of the process. The scale of an application will determine the scope of community consultation, and as such, each proposal/application will be viewed on its own merits.
- 5.15 The Council may advise that it is necessary to seek discussions with other interested parties, such as the Environment Agency, TfGM or Highway Authority, before submitting an application. In addition, applicants should be aware that it is their responsibility to check for the presence of services such as gas, electricity, water, sewers and telephone and cable lines. This should be done early in the preparation of proposals and information sought from the utility companies or their websites.
- 5.16 For smaller scale proposals, a full community exercise would be likely to be inappropriate but we would encourage applicants to discuss their proposal with neighbours before submission.

The Council's Practice for Publicising Planning Applications

- 5.17 The Development Management area of the Council's website includes a wide range of information relating to current and determined planning applications, including:
- Weekly lists of applications received and applications determined;
 - Facility to download and view undetermined applications and plans;
 - Facility to search by text or map base for any determined application back to 1980;
 - Facility to submit comments on undetermined applications by pro forma or email;
 - Facility to download decision notices with conditions and reasons, back to December 2005 and facility to view decisions conditions and reasons dating back to 1984; and
 - Facility to link to the Planning Portal for national policy and research documents and general guidance on the planning system.
- 5.18 A paper copy of undetermined planning applications may be inspected at Number One Riverside during normal office hours. Members of the public should make an appointment with the service to ensure the relevant file is available. The public may view and comment on planning applications online using the Council website. Representations should normally be made 21 days from the date of Public Notice (such period excludes public or bank holidays). The facility to view current applications electronically is also available at any library within the borough. Historic planning application files are largely stored electronically and may be viewed upon request. Due to the measures introduced by the Government in response to the COVID-19 outbreak, it is not currently possible to inspect paper copies of undetermined planning applications at Number One Riverside. This will remain the case until it is considered safe to do so. If you are unable to view a planning application on the Council's website then please contact the Development Management Team on 0300 303 8873 for advice and we will discuss options with you.
- 5.19 The Council publicise planning applications as soon as possible after they have been received and registered. The planning case officer will judge the level of publicity required depending on the nature and scale of the application. Such publicity will always be carried out in accordance with the statutory requirements.

- 5.20 Press notices and site notices will be used for the following types of application:
- Applications subject to Environmental Impact Assessment accompanied by an environmental statement;
 - Applications which, if approved, would constitute a departure from the Development Plan;
 - Applications affecting a public right of way;
 - Applications for major development;
 - Applications affecting the setting of a listed building;
 - Applications for listed building consent;
 - Applications affecting the character or appearance of a conservation area; and
 - Applications to vary or discharge conditions attached to a listed building consent or involving exterior works to a listed building.
- 5.21 The press notices will appear in the appropriate newspaper circulating in the Township area in which the application is located. Such notices usually request that representations are made no later than 21 days from their publication (such period excludes public or bank holidays).
- 5.22 Site notices will be displayed on or near the application site where appropriate and representations should be made no later than 21 days from the date the notice was first displayed (such period excludes public or bank holidays).
- 5.23 Neighbour notification: letters are sent to occupiers of land whose properties have a common boundary with the application site. This is the most appropriate method of publicity where interested parties are those living in the immediate vicinity. In certain cases, site notices may still be used. This for example could be where there is doubt as to who the interested parties are or where ownership of adjoining land is uncertain or because the siting and design of the development is likely to be of interest to more than immediate neighbours. Representations should normally be made no later than 21 days from the date of Public Notice (such period excludes public or bank holidays).
- 5.24 During the processing of applications, applicants may submit amendments. The Council will decide whether further publicity is required taking account of the following considerations:
- If objections or representations raised at an earlier stage were substantial and, in the Council's view, relevant to the amendments being sought;
 - If the proposed changes are significantly different to the original submission;
 - If earlier views covered the matters which are subject of the amendment; and
 - If parties not previously notified were now affected.
 - The Council may not always consult on amendments if they reduce the size or scale of the development
- 5.25 The Council will endeavor to undertake the publicity requirements set out in paragraphs 5.21 to 5.24 above. However, if the Council is not able to comply with guidance because it is not reasonably practicable to do so for reasons connected to the effects of COVID-19, including restrictions on movement, the Council will take reasonable steps to inform any persons, who are likely to have an interest in the application, of the website where notice of the application can be found. Steps taken may include the use of social media.

- 5.26 Any temporary changes made to publicity requirements will be in accordance with the relevant legislation, regulations and guidance including the [Town and Country Planning \(Development Management Procedure, Listed Buildings and Environmental Impact Assessment\) \(England\) \(Coronavirus\) \(Amendment\) Regulations 2020](#).
- 5.27 In addition to publicity of applications, the Council will carry out formal consultations, by letter or electronically, as agreed with the relevant statutory consultees as set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 as may be amended.

How we will deal with representations?

- 5.28 Representations must be made in writing either by letter or in electronic format. The name and address of the person making the representation should be included otherwise the comments made will carry limited weight when the application is being determined.
- 5.29 The Council has adopted a Development Management Delegation Scheme, contained within the Council's Constitution which sets out criteria defining the level at which decisions are taken. Under the terms of the Scheme, officers take the majority of decisions. However, most significant schemes are considered and determined by the Planning and Licensing Committee. The Council's Constitution is reviewed regularly and is available on the Council's website.
- 5.30 Notwithstanding the level at which the decision is taken, the Council will consider all comments and representations when determining applications. The decision will be based on the relevant national and local Council planning policies in force at the time, as well as taking into account comments from the public where they relate to planning issues.
- 5.31 For those applications decided by the Committee, any comments or representations received will be summarised in the report to the Committee. The reports will be available to the public for a period of at least five working days before the date of the committee meeting. Copies will be available on the Council's website.
- 5.32 If an application is to be considered by a Committee, members of the public and the applicants can address the Members of that Committee. Usually, five minutes is allowed in total for representations by each side. Consequently, if there is more than one objector, the Council requires the nomination of a spokesperson or the allotted time may be shared between those wishing to speak. The procedure at Committee meetings is strictly controlled and details of the procedure are available on request. As part of the Council's protection measures during the COVID-19 outbreak, these meetings are currently held virtually.
- 5.33 Interested parties can track the progress of an application via the PublicAccess system on the Council's website. Once a decision has been taken on an application, the decision notice will be published on the website alongside a copy of the Officer's Report, which contains a summary of the material considerations taken into account in reaching the decision.



Statement of Community Involvement (SCI) August 2021

- 5.34 If the applicant appeals against the Council's decision to the Planning Inspectorate, we will inform anyone who made a comment or representation on the original application. All comments or representations originally made will be provided to the Planning Inspectorate by the Council.

Planning Obligations

- 5.35 Although the community will not be involved in direct negotiation on planning obligations, the Officer's Report will state where a Section 106 Agreement is required and what matters it will cover. Where an application is to be presented to Committee, it is at this meeting that members of the public and the wider community can comment and make representations to the Council on the content and implementation of planning obligations.

- 5.36 However, it should be noted that the Council in accordance with the appropriate planning policy, legislation and regulations will ultimately determine the purpose of the obligation, amount of physical or financial requirements and timing of delivery.

Landowner and Developer Interests

- 5.37 At various stages in the preparation of Local Development Documents and Supplementary Planning Documents, the Council will contact known/relevant landowners and developers who might be affected. Such contact will be useful in preparing evidence and in developing proposals.

- 5.38 The Council will specifically ask developers and landowners to put forward potential sites to meet needs e.g. a call for sites.

Implementation and monitoring

- 5.39 Within the resources available the Council may monitor significant development sites once work has commenced. If any member of the public considers that problems are being caused on any development site or that planning conditions are not being complied with, then, on being informed, the Council will investigate.

- 5.40 The Council has an adopted Code of Practice for the handling and prioritising enforcement complaints which is available on the planning pages of the Council's website.

6. How we will incorporate your say

- 6.1 The Council is committed to letting the community know about the outcome of all consultation exercises so you can see how we have listened to local views.

Dealing with consultation on the Planning Policy

- 6.2 Following formal consultation on local development documents, officers will provide a summary of the main issues raised and how they have been addressed in a report to elected members. This response will detail the representations received, how they have been considered and what change, if any, has been triggered.
- 6.3 Separately the Council will make every representation publicly available on the Council's website and at the Council's Planning Office as well as our responses to the representations.
- 6.4 Outcomes from the consultation will be provided in a timely manner, although it should be noted that the length of time will vary depending on how many people respond and how complex the matter is.
- 6.5 This open and transparent process is designed to ensure that the Council considers all the views put forward during the consultation phase as well as demonstrating how these views have shaped the planning documents.
- 6.6 Further to this, the Council must also publish another document called the Annual Monitoring Report. The purpose of this document is to monitor the effectiveness of the proposals and policies included in the Local Plan and to see if they are producing the desired effect. If not, a revision of the document will be required and will be carried out by the Council, always in conjunction with public consultation and relevant authorities.

Dealing with planning applications

- 6.7 The majority of applications are decided by planning officers under delegated powers, whilst the remainder are considered by the Planning and Licensing Committee. In both cases your views will be considered by the planning case officer and summarised in their report on the application. If their recommendation does not support your views, this does not mean that they have been ignored. Sometimes people's views are not appropriate or are in conflict with those of others. We will listen to people's views and come to a decision.
- 6.9 Once a decision has been taken on an application, the decision notice will be published on the Council's website, alongside a copy of the Officer's Report which contains a summary of the material considerations taken into account in reaching the decision.

7. Contact us

Please contact us if you have any comments/questions about this Statement of Community Involvement:

<p>Rochdale Council Strategic Planning Policy Team Floor 3 Number One Riverside Rochdale OL16 1XU</p>	<p>By telephone: 01706 924252 By email: LDF.consultation@rochdale.gov.uk</p>
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Key Contacts for advice on planning issues

The following section outlines the key contacts for information on planning issues.

Visit

To look at hard copies of planning policy documents, planning application files or request to look at archived files visit the reception at Number One Riverside and ask to talk to a member of the Strategic Planning Team or Development Management Team. Please note, if you wish to view planning application or archived files, please contact the Development Management team in advance to arrange an appointment on 0300 303 8873 to ensure that the relevant files can be made available.

In light of the COVID-19 pandemic this may not be possible and members of the public are asked to contact the Strategic Planning Team on 01706 92425 to discuss the options for accessing planning policy documents or the Development Management Team on 0300 303 8873 to discuss options for accessing planning application files.

Members of staff are available to assist and answer your questions. Opening times: Mon-Thurs 9am - 5.00pm.

During periods of statutory consultation on planning policy documents and associated background papers, these will be made available for viewing either electronically or by hard copy at the following places in the borough:

All Public Libraries:

[Alkrington Library](#)

Kirkway, Middleton M24 1LW
Email: alkrington.library@rochdale.gov.uk

[Balderstone Library](#)

Balderstone Park, Rochdale OL11 2HD
Email: balderstone.library@rochdale.gov.uk

[Castleton Library](#)

Castleton Community Centre, Manchester Road, Rochdale
OL11 3AF
Email: castleton.library@rochdale.gov.uk

Darnhill Library	Argyle Parade, Heywood OL10 3RY Email: darnhill.library@rochdale.gov.uk
Heywood Library	Lance Corporal Stephen Shaw M C Way, Heywood OL10 1LL Email: heywood.library@rochdale.gov.uk
Junction Community Library	Jumbo Social Centre, Grimshaw Lane, Middleton M24 2BW Email: Junction.library@rochdale.gov.uk
Langley library	Langley Children's Centre, Windermere Road, Middleton M24 4LA Email: langley.library@rochdale.gov.uk
Littleborough Library	Hare Hill Park, Littleborough OL15 9HE Email: littleborough.library@rochdale.gov.uk
Middleton Library	Long Street, Middleton M24 6DU Email: middleton.library@rochdale.gov.uk
Milnrow Library	Newhey Road, Milnrow OL16 3PS Email: milnrow.library@rochdale.gov.uk
Norden Library	Norden Community School, Shawfield Lane, Rochdale OL12 7RQ Email: norden.library@rochdale.gov.uk
Rochdale Central Library	Number One Riverside, Smith Street, Rochdale, OL16 1XU Email: Rochdalecentrallibrary@rochdale.gov.uk
Smallbridge Library	Stevenson Square, Rochdale, OL12 9SA Email: smallbridge.library@rochdale.gov.uk
Smithy Bridge Library	121-123 Smithybridge Road, Littleborough OL15 0BQ Email: smithybridge.library@rochdale.gov.uk
Spotland Library	Ings Lane, Rochdale OL12 7AL Email: spotland.library@rochdale.gov.uk
Wardle Library	448 Birch Road, Wardle, Rochdale OL12 9LH Email: wardle.library@rochdale.gov.uk

Details of opening times are available on the Council website or by telephoning 0300 303 8876.

Planning Portal

www.planningportal.co.uk

The Planning Portal is the national online service for planning. The website can be used to learn about the planning system, apply for planning permission, appeal against a planning decision and research the latest government policy.

This document about community involvement in planning can, on request, be made available in some community languages, large print and Braille. Please contact the Planning Policy Team on 01706 924252 for further information on this matter.

8. Appendices

Appendix A – Specific consultation bodies

Specific consultation bodies
The Coal Authority
The Environment Agency
The Historic Buildings and Monuments Commission for England (Historic England)
Natural England
The Office of Rail Regulation
Highways England
Transport for Greater Manchester
Adjacent local authorities* - Manchester City Council - Calderdale Council - Oldham Council - Bury Council - Rossendale Council - Tameside Council - Wigan Council - Salford City Council - Trafford Council - Stockport City Council - Bolton Council - Lancashire County Council - Greater Manchester Combined Authority (GMCA)
NHS Heywood, Middleton and Rochdale Clinical Commissioning Group (HMR CCG)
Relevant telecommunications companies
Relevant electricity and gas companies
Relevant water and sewerage undertakers
Homes England
Local Nature Partnerships

Appendix B – General consultation bodies

General consultation bodies
Community groups (area based and topic based)
Housing organisations
House builders
Residents and tenants groups
Business and commerce organisations
Economic development agencies
Educational bodies
School councils
Community safety bodies
Environmental and heritage organisations
Equal opportunities bodies
Ethnic minority groups
Disabled people's organisations
Older people's groups
Faith groups
Health and social care groups
Youth organisations
Agents/developers
Landowners
Regeneration bodies
Tourism bodies
Transport bodies
Community centres
Volunteer development organisations
Sports and recreation organisations
Health and Safety Executive
Royal Mail
Emergency services
Gypsies, Travellers and Travelling Showpeople
Greater Manchester Local Enterprise Partnership
Interested individuals

Appendix C - Duty to Cooperate

Duty to Cooperate bodies
Neighbouring local planning authorities
- Manchester City Council
- Calderdale Council
- Oldham Council
- Bury Council
- Rossendale Council
- Tameside Council
- Wigan Council
- Salford City Council
- Trafford Council
- Stockport City Council
- Bolton Council
- Lancashire County Council
- Greater Manchester Combined Authority (GMCA)
The Environment Agency
Historic England
Natural England
The Civil Aviation Authority
Homes England
Rochdale, Heywood and Middleton Primary Care Trust
Office of Rail Regulation
Transport for Greater Manchester
Local Enterprise Partnership
Local Nature Partnership

Appendix D – Hard to reach groups

Hard to reach groups	Proposed engagement methods
Children and Young People	<p>Information sent to youth and community groups, and schools and colleges on our community engagement database – increase contacts on this database.</p> <p>Work in partnership with Local Strategic Partnership(LSP) and other organisations</p>
Elderly People	<p>Documents and information made available in Large Print on request.</p> <p>Consultation through statutory and non-statutory</p>
People with Disabilities	<p>Fully accessible venues for consultation events, where appropriate.</p> <p>Make documents and information available in alternative formats on requests (e.g. Braille, Large Print and Audio)</p> <p>Offer one-to-one meetings to assist understanding where appropriate.</p> <p>Rochdale Council has a consultation database which includes a wide range of disability organisations within Rochdale Borough.</p>
People from Black and Minority Ethnic Groups	<p>Appropriate translation and interpretation service on request.</p> <p>Written information made available in appropriate languages on request</p>
Gypsy and Traveller Groups	<p>Use the Gypsy and Traveller Group Contact for the Rochdale Chichester Street site to ensure they are kept informed of planning information.</p>
People with limited time e.g. business/professional people, working people with families	<p>Consultation at different times of the day to be accessible to all.</p> <p>All documents and information published on the website to be accessible 24hrs a day.</p> <p>Those with registered interest on community engagement database and targeted by mail outs</p>

Appendix E – Service Providers

General Consultation bodies
GAS AND ELECTRICITY
British Gas - PO Box 227, Rotherham, S98 1PD - www.britishgas.co.uk
EDF Energy - SME Customer Services, EDF Energy, Freepost RRYZ-BGYG-JCXR, 334 Outland Road, Plymouth, PL3 5TU - www.edfenergy.com
E. ON - Newstead Court, Little Oak Drive, Annesley, Nottingham, NG15 0DR - www.eonenergy.com
First Utility - First Utility Customer Services, PO Box 4360, Warwick, CV34 9DB - www.first-utility.com
npower - npower centre, Oak House, Bridgwater Road, Warndon, Worcester, WR4 9FP - www.npower.com
Scottish Power - Cathcart Business Park, Spean Street, Glasgow, G44 4BE - www.scottishpower.co.uk
SSE Southern Electric - Inveralmond House, 200 Dunkeld Road, Perth, PH1 3AQ - www.southern-electric.co.uk
WATER / SEWAGE
United Utilities Water Plc - Haweswater House, Lingley Mere business Park, Lingley Green Avenue, Great Sankey, Warrington, WA5 3LP - www.unitedutilities.com
TELECOMMUNICATIONS
BT - BT Correspondence Centre, Providence Row, Durham, DH98 1BT - home.bt.com
Fuel Broadband - PO Box 1122, Nelson, BB9 4FY - www.fuelbroadband.co.uk
EE - Customer Care, PO Box 489, Rotherham, S63 5ZX - https://broadband.ee.co.uk/home.do
Plusnet - www.plus.net
SSE - www.sse.co.uk/phone-and-broadband
Sky - www.sky.com
Talk Talk - Talk Talk Correspondence Dept., P.O. Box 346, Southampton, SO30 2PW - www.talktalk.co.uk
Virgin Media - www.virginmedia.com
Zen Internet - Sandbrook Park, Sandbrook Way, Rochdale, OL11 1RY - www.zen.co.uk

9. Glossary

Adoption: Final confirmation of a development plan and other local development documents as having statutory status by a local planning authority.

Annual Monitoring Report (AMR): It is a legal requirement for local planning authorities to monitor and review progress towards the delivery of the local development documents. Progress is set down in an Annual Monitoring Report which has to be prepared by the December following the end of the previous financial year.

Appeals: Process where an applicant can challenge a decision. For example, a refusal of planning permission by a local planning authority can be appealed to the Secretary of State (DCLG), who in turn delegates most decisions to the Planning Inspectorate.

Community Strategy: The Council is required to prepare a Community Strategy under the Local Government Act 2000. The Council's current Community Strategy is intended to promote and improve the economic, social and environmental wellbeing of the area and to contribute to achieving sustainable development. The actions carried out through the planning system will help to deliver parts of the Sustainable Community Strategy (those that relate to development and use of land).

Core Strategy: A Development Plan document. It sets out the long-term (15 years) spatial vision and strategy for the district, including the key strategic policies and proposals to deliver that vision. It also includes the broad locations for housing, business, retail, leisure, transport and other development needs.

Decision Notice: A formal, written, legal document which states the decision made by a planning authority in relation to an application, including any conditions attached to permission.

Development Briefs: Development briefs give guidance on development on specific sites and state which policies of the Local Plan apply to a site. They inform developers and other interested parties of the constraints and opportunities of a site and the type of development that the site should accommodate. Development briefs are prepared in consultation with the public and, where appropriate, developers.

Development Management: Formerly known as Development Control. Development Management is the processing by a local planning authority of planning applications, enforcement actions, appeals and related work; usually the name of the section of a planning department dealing with this work.

Development Plan Document (DPD): A spatial planning document prepared by the planning authority that is subject to an independent public examination. They can cover a range of issues, and will set out the main spatial strategy, policies and proposals of the Council. DPDs include the Core Strategy, Adopted Proposals Map, Site Specific Allocations, and Area Action Plans.

Duty to cooperate: Created by the Localism Act 2011, it places a legal duty on the Council to 'engage constructively, actively and on an ongoing basis' with certain specified bodies to maximise the effectiveness of Local Plan preparation relating to strategic cross boundary matters.

General Permitted Development Order (GPDO): This is a piece of subsidiary legislation which defines those forms of development which are exempted from planning control because they are considered so small-scale that they will not have a significant impact on the environment; examples include small-scale house extensions, and changes of use within a Use Class.

Hard to reach groups: Groups of people or organisations within the Community that have traditionally been more difficult to engage in the planning system. They include older people, religious, disabled and ethnic minority groups.

Householder Applications: Generally taken as meaning planning applications from occupiers of a single dwelling relating to that property.

Independent Examination: The process by which an independent Planning Inspector may publicly examine a Development Plan Document and any representations, before issuing a binding report.

Listed Buildings Consent: Consent required for the demolition, in whole or in part of a listed building, and for any works of alteration or extension that would affect the character of the building.

Local Development Documents (LDDs): Generic term for documents that can be included in the Local Development Framework.

Local Development Scheme (LDS): *This is a key document.* It is a project plan for the planning department, providing the programme for updating policy documents, creating new policy documents, and outlining the main stages in production, including the opportunities for your involvement. It should identify all existing planning policies used for deciding applications. Progress against targets set within the Local Development Scheme will be outlined in the Annual Monitoring Report.

Local Plan: A collective term for the Development Plan Document that sets out the spatial vision and strategy for the borough including policies and proposals. The Local Plan is a key part of the development plan.

Local Strategic Partnership (LSP): LSPs are not statutory bodies, but they bring together the public, voluntary, community and private sectors to coordinate the contribution that each can make to improving localities. Underpinning and supporting the LSP are various thematic partnerships such as the Crime and Disorder Reduction Partnership and children's trust, which are responsible for tackling specific agendas and delivering service improvements.

Neighbourhood Plans: The Localism Act introduced new rights and powers which allows local people to prepare neighbourhood plans. Neighbourhood plans can establish general planning policies for the development and use of land in a neighbourhood.

Planning Committee: The planning decision-making body of a local authority. The planning committee is made up of elected members/councillors. One of the roles of planning committees is to make decisions on planning applications.



Statement of Community Involvement (SCI) August 2021

Planning Inspectorate: Planning Inspectors act on behalf of the Secretary of State for Housing, Communities and Local Government (MHCLG) and make decisions on appeals and hold examinations on Development Plan Documents.

Proposals Map: The Proposals Map shows the spatial definition of Site Allocations proposals. It includes policy areas designated by the Core Strategy DPD

Site Specific Allocations: The allocation of sites for specific or mixed uses. Policies will identify any specific requirements for the site.

Statement of Community Involvement (SCI): Sets out the approach of the authority to involving the community in the preparation, alteration and review of Local Development Documents and in the consideration of planning applications.

Supplementary Planning Document (SPD): SPDs provide additional detail to show how policies in Development Plan documents should be implemented. This may include Design Guides, Development Briefs and topic based papers. SPDs are not subject to independent examination; however, community involvement in their preparation will be important. These documents will also be taken into account in planning decisions.

Sustainability Appraisal (SA): A social, economic and environmental appraisal of strategy, policies and proposals – required for the Regional Spatial Strategy, all Development Plan Documents and Supplementary Planning Documents.

Statutory Consultees: Regulations set out in national planning policy outlines the need for local planning authorities to consult with these bodies. A list of statutory consultees is included in Appendix A.



Statement of Community Involvement (SCI)
August 2021

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