

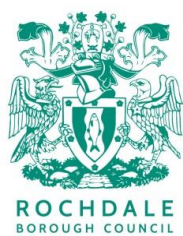


Statement of Community Involvement (SCI)

Consultation Draft July 2015

July 2015





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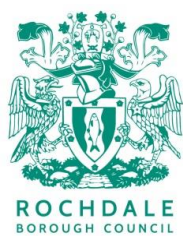
1. Introduction

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.

1.1 Why do we need a revised SCI?

In 2010 the Council adopted its Statement of Community Involvement (SCI). However there have been a number of changes to both planning legislation/policy and technological advances which have changed the way public consultation is carried out, which means that this document now requires an up-date. In accordance with the relevant legislation, this revised SCI sets out how, when and who will be consulted throughout the preparation of planning documents and in dealing with planning applications.

We hope to increase the opportunities for involving the community 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.



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2. The purpose of a Statement of Community Involvement

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.

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.

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.

2.1 Principles of community involvement in planning

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 Councils' websites 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 use of social media (or other technology) to reach groups of the community who prefer to engage in this way.
- 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), if not all.
- 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.



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3. National and Local Context

3.1 National Context

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, Human Rights Act and the Equality Act.

Planning and Compulsory Purchase Act (May 2004)

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
- 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)

The Localism Act introduced a number of changes which apply to consultation on planning applications and the preparation of local plans:

- Duty to Co-operate. The Act establishes the duty to co-operate 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.
- 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 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 Development Plan and national policy.

National Planning Policy Framework (NPPF) (March 2012)

The NPPF replaces the Government's previous suite of Planning Policy Guidance Notes and Policy Statements, and 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
- Environmental - contributing to protecting and enhancing our natural, built and historic environment, minimising waste and pollution, and adapting to climate change.

The NPPF promotes a plan-led system, and re-iterates the duty to co-operate on planning issues that cross administrative boundaries, particularly those related to the strategic priorities, including the homes and jobs needed in the area.

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.

National Planning Practice Guidance (NPPG)

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.

Local Plan Regulations (April 2012)

The Town and Country (Local Plan) (England) Regulations 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)

The Neighbourhood Planning (General) Regulations 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 Regulations (April 2010)

The Community Infrastructure Levy (CIL) Regulations 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.

Development Management Procedure Order (October 2010)

The Town and Country Planning (Development Management Procedure) (England) Order sets out the statutory provisions for consultation on planning applications, and specifies the bodies to be consulted, depending on the type of planning application.

General Permitted Development (Amendment) Order 2013

The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013 sets out the requirements for statutory notices to be served on adjacent premises in respect of householder extension prior approvals.

3.2 Local Context

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.

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

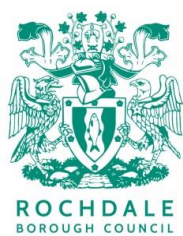
This document was prepared by the Rochdale LPSB and covers the period 2011-2021. It sets out a vision for Rochdale and a set of priorities relating to people, place and prosperity. The latest version can be viewed on this link:

<http://www.rochdale.gov.uk/pdf/2012-01-11-LSP-Community-Strategy-v1.pdf>

Corporate Plan

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 2012-2015.



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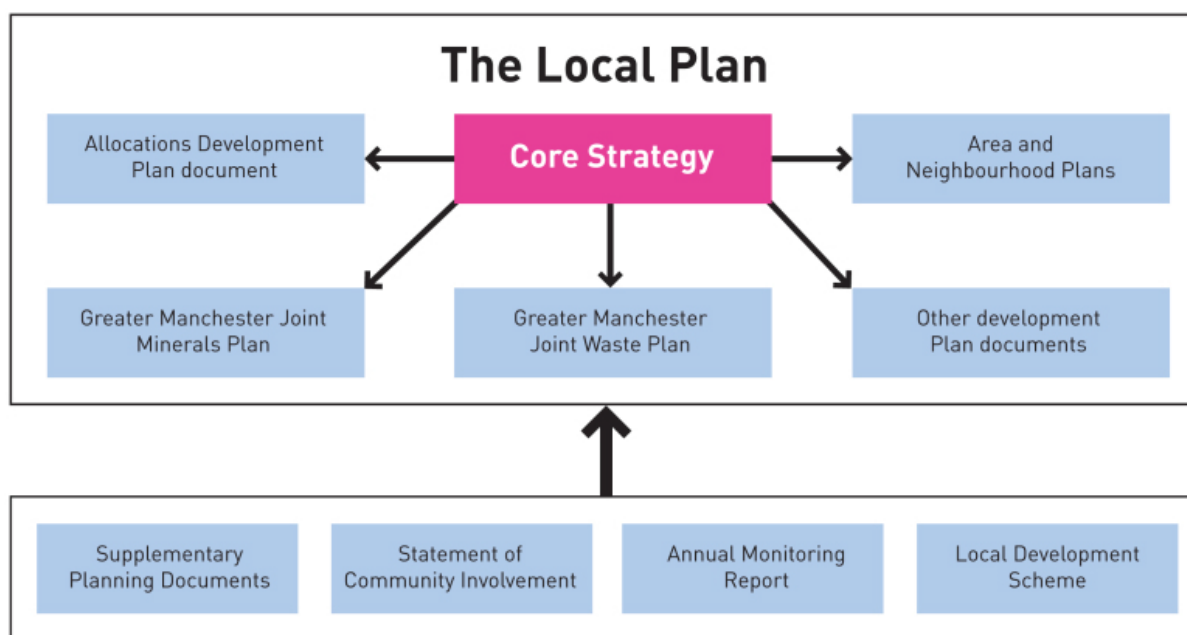
4. Community Involvement in Planning Policy

4.1 How the Statement fits into the Local Plan?

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.

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



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 will be preparing documents including the Core Strategy and 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 a Greater Manchester Spatial Framework 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.

Supplementary Planning Documents (SPDs) – these provide additional guidance and interpretation to support policies in the Local Plan/DPDs, or relate to specific sites. 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.

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.

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.

Community Infrastructure Levy (CIL) Charging Schedule – CIL is a charge that is levied on new development 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.

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.

4.2 Who do we consult?

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.

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.

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.

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>

These lists may change as a result of amendments to the Regulations and / or the Council amending / updating the list of General Consultation bodies.

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'.

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. Further, this list only reflects the bodies that we will contact directly regarding a consultation by email or post.

As all consultation material will be more widely available, any interested parties will be able to respond if they wish.

The Council also prepares other planning-related documents, such as development briefs, which will be subject to public consultation and engagement, although we have some flexibility over the arrangements for those consultations because they are not governed by regulations in the same way as statutory documents.

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

To comply with the Duty to Co-operate 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. The prescribed agencies/bodies that the Council has a Duty to Co-operate with are set out in Appendix C.

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
Specific Consultation Bodies⁴(1)				
• The Coal Authority	A	C	C	C
• The Environment Agency	A	C	C	C
• The Historic Buildings and Monuments Commission for England (English Heritage)	A	B	C	C
• Natural England	A	C	C	C
• The Office of Rail Regulation	A	C	C	C
• The Highways Agency	A	C	C	C
• Transport for Greater Manchester	A	C	C	C
• Adjacent local authorities* including Association of Greater Manchester Authorities (AGMA)	A	B	C	A
• NHS Heywood, Middleton and Rochdale Clinical Commissioning Group (HMR CCG)	A	C	C	C
• GM Police and Crime Commissioner	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
• The Homes and Communities Agency	A	B	C	C
• Local Nature Partnerships ⁵				
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
Other Consultation Bodies				
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

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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.

4.3 How will we consult?

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.

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 or fax are also acceptable.

We will always make consultation documents available online through our website and include them on the Council's list of current consultations webpage. Documents are also made available to view in the Council's Offices in Rochdale Number One Riverside and in libraries across the Borough, either as hard copies or through the use of the internet facilities at these locations, so people without internet access can still access our consultation documents.

We will endeavour to make hardcopies of the main document we are consulting on available in, at least, the four township libraries, if not all the libraries. However, in terms of additional documents, such as supporting or background information, then the Council will make hardcopies of these documents available in, at least, the four township libraries, and where appropriate, in those libraries, where it is considered relevant. This ensures that the consultation is appropriate and proportionate to the type of policy document we are consulting on, and avoids unnecessary resources being used which may not be cost effective.

Additional consultation and engagement methods

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.

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, jokes, 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 currently just over 10000 users, a fraction of the population found in Rochdale.	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 big 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
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.

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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.
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	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.

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	targeted at local issues rather than broader issues.		
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

4.4 When will we consult?

The Town and Country Planning (Local Planning) (England) Regulations 2012, the Planning Compulsory Purchase Act 2004 and the Localism Act 2012, 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.

This section identifies ‘when’ the Council will consult on the following documents listed below. Figures 4 – 7 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.

1. Statement of Community Involvement (Figure 4)
2. Development Plan Documents (Figure 5)
3. Supplementary Planning Documents (Figure 6)
4. Community Infrastructure Levy (CIL) Schedule (Figure 7)
5. Other Local Plan Documents (Figure 8)

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.

Figure 4 Public consultation procedures and methods for the Statement of Community Involvement

Activity	Consultation and notice	When will you be involved?	How will you be involved?
Statement of Community Involvement (SCI)	<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 publish the draft document on the website and send it to all consultation groups when we update the document.	People can get involved through written and online consultation. We will publish documents on our website and put them in Number one Riverside, relevant local libraries, and in each of the Township information points.

As 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?
Key Issues 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. • Make the document available at Number One Riverside, other Council 	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>People can get involved through written and online consultation. We will publish documents on our website and put them in Number one Riverside, relevant local libraries, and in each of the Township information points.</p> <p>For Development Plan Documents that identify specific sites, we will carry out targeted consultation. This may include attending Township meetings, and other organised local meeting to address issues relating to the Development Plan Document.</p>

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	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).		
Production stage & Publication stage (Regulation 19)	<ul style="list-style-type: none"> Before submitting the draft of the Local Plan we will make the Development Plan Document and other submission documents including a statement of representations procedure available for inspection at Number One Riverside, other Council Information Points in Heywood, Middleton and Littleborough, and in the relevant libraries. 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. We will send notification to general consultation bodies and specific consultation bodies, inviting them to make representation. 	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).	People can get involved through written and online consultation. We will publish documents on our website and put them in Number one Riverside, relevant local libraries, and in each of the Township information points.
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 and at Number One Riverside, other Council Information Points in Heywood, Middleton and Littleborough, and in those libraries considered the most relevant.) and sent to the Planning Inspectorate. 	We will notify the people / bodies that wish to be notified of the submission of the Development Plan Document	We will consult all Development Plan Document organisations and all other identified consultation groups. We will publish the documents on the website.

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	<ul style="list-style-type: none"> 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. Publish details on the website. 		
Notice of public 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; 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. 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 to come to the examination.
Inspector's recommendations (Regulation 25)	<ul style="list-style-type: none"> Recommendations made after the independent examination will be made available for inspection at Number One Riverside, other Council Information Points in Heywood, Middleton and Littleborough, and in, at least, the four Township Libraries. (including on the website). 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 for inspection at the inspection points set out (including on the website).
Adopting the Local Plan document (Regulation 26)	<ul style="list-style-type: none"> The adopted Development Plan Document, adoption statement, sustainability statement and details of the inspection points will be available 	N/A	We will contact all consultation organisations and anyone who has made a representation. We will make copies of the adopted

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<p>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.</p> <ul style="list-style-type: none"> • 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. • We will send a copy of the adoption statement to the Secretary of State. 	<p>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. You can also buy a copy from us.</p>
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As 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 	<p>Consultation on draft SPD: During the period of public consultation We will then consider representations made on these SPDs.</p>	<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>

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	<p>public involvement.</p> <ul style="list-style-type: none"> We will carry out a targeted consultation with local residents, organisations, professional organisations, developers, etc. (for site-specific SPDs and briefs). 		
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. 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?
Public consultation on preliminary draft CIL (incl. CIL 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. 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 	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.

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	in all the libraries applies, where relevant).		
Public consultation on revised draft CIL (incl. CIL charging Schedule) (Regulations 16)	<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 take out a local advert setting out the details of the public consultation. We will allow at six weeks for public consultation. We will make draft consultation CIL available at inspection Number one Riverside, and in each of the Township libraries. 	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 (SoS) (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 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>
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 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. tell people who made 	<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.</p>	Anyone who has made a representation on CIL has the right to be heard by the examiner.

representations the date the examination starts and the name of the person appointed to hold the examination		
Approval and publication of CIL (Regulations 25)	<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. 	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.

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 and make copies available for inspection at all the Council Information Points.

Neighbourhood Plans

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.

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.

Development Briefs

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 are 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 raised in the brief, speeding up the decision and delivery of any proposals. Although, 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.

5. Community Involvement in Planning Applications

The Council deals with approximately 1500 planning 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 in order 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 Infrastructure Planning Commission, and is not dealt with by the Council.

5.1 What are planning applications?

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. The Development Management Officers can advise on whether planning permission is required for a particular proposal and whether other forms of consent are required.

For classification and performance measuring the government has defined 18 classes of development which fall into 3 main categories:

- Major planning applications
- Minor planning applications
- Other applications

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
- Industrial or commercial buildings with a floor space of more than 1000 sq. metres or on a site larger than 1.0 hectare
- The winning and working of minerals
- Waste related developments including waste treatment, storage and transfer of waste.

Of the total applications received, approximately 5% were major applications and the Council aimed to determine these within 13 weeks of registration.

Minor Planning Applications Of the total applications received, approximately 30% were minor applications. As these applications are usually less complex, the Councils aimed to determine them within 8 weeks of registration.

Other applications including house extensions, minor changes of use, Advertisement Contents, Listed Building Consents and Conservation Area Consents. Of the total

applications received, approximately 65% are of this type. As with minor applications, these are usually determined within 8 weeks.

5.2 The Council's approach to Community Involvement

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. In 2014 the Council updated its Code of Practice for the Publicity of Planning Applications which sets out national and its own local publicity standards.

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.

For significant development proposals, the Council has adopted guidance to encourage applicants/developers to consult with the local community before submitting their application. This would enable 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.

The following methods are likely to be suitable and could be used as appropriate:

- Circulating a letter or statement to local residents and businesses explaining the proposals and how further information can be found
- Arranging an exhibition or presentation in a convenient location
- Arranging a press release in local media

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 how that exercise has influenced the details of the application.

Pre-application Discussions

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

- To enable the identification of information that is required to support an application including the form of community consultation and any impact studies that may be required to support an application.

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.

The Council may advise that it is necessary to seek discussions with other interested parties, such as the Environment Agency, GMPTE 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.

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.

5.3 The Council's Practice for Publicising Planning Applications

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
- Facility to link to the Planning Portal for national policy and research documents and general guidance on the planning system.

A paper copy of undetermined planning applications may be inspected in the service reception during normal office hours. Members of the public should make an appointment with the service reception desk to ensure the relevant file is available. The public may view and comment on planning applications online using the Council web site. Representations should normally be made 21 days from the date of Public Notice. The facility to view current applications electronically is also available at any library within the Borough. Historic planning application files are stored electronically and may be viewed on screen at service reception.

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.

Press notices and site notices will be used for the following type of application:

- Applications 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

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 within 14 days of their publication.

Site notices will be displayed on or near the application site and representations should be made within 21 days of the date of the notice.

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 outside those falling within paragraph 9.16, site notices may still be used. This would 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 again be normally made 21 days from the date of Public Notice.

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
- If parties not previously notified were now affected

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 2010 (as amended).

5.4 How we will deal with representations?

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.

The Council has adopted a Development Management Delegation Scheme which sets out criteria defining the level at which decisions are taken. The Development Manager under the terms of the Scheme takes the majority of decisions. However, most controversial schemes are considered and determined by one of the four Township Planning Sub-Committees or by the Regulatory Committee. The Scheme of Delegation is reviewed regularly and is available on the Council's website.

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.

For those applications decided by the relevant 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.

If an application is to be considered by a Committee, then anyone who has made comment or representation will be informed of the date of the Committee meeting and invited to attend. 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 encourages 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.

Anyone who has made comments or representations on an application will be informed of the decision. Decisions are also published on the Council's website.

If the applicant goes against the Council's decision and make an appeal, we will inform anyone who made a comment or representation on the original application.

5.5 Planning Obligations

Although the community will not be involved in direct negotiation on planning obligations, the officer's report will state that a Section 106 Agreement is required and what matters it will cover. Anyone who submitted comments on the application to committee will be notified of the report and the date of the meeting. 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.

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.

5.6 Landowner and Developer Interests

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.

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

5.7 Implementation and monitoring

Within the resources available the Council will 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.

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

6. How we will incorporate your say

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.

6.1 Dealing with consultation on the Planning Policy

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.

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. 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.

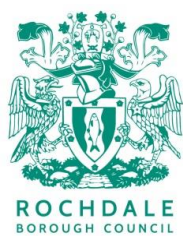
This open and transparent process is designed to ensure that the Council considers all the views put forward during the consultation phase as well as demonstrating how these views have shaped the planning documents.

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.

6.2 Dealing with planning applications

Many applications are decided by planning officers, but if the application is to be considered by the Committee, and you have made written comments on it, you will be notified of the date of the meeting and of your opportunity to address the Committee. The letter you receive will explain the procedure for this.

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. If you have written to us, you will be sent a letter informing of the decision on the application once it has been made. We aim to do this within five working days of the decision being made.



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7. Contact us

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

Rochdale Council
Strategic Planning Policy Team
Floor 3
Number One Riverside
Rochdale
OL16 1XU

or by telephone: 01706 924252
or email: LDF.consultation@rochdale.gov.uk

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 and ask to talk to a member of the Strategic Planning Team or Development Management Team. Please note, there is not a dedicated Planning reception, therefore you must request, at the Main Reception, who you want to see.

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

Visit the LDF Document Deposit Points

During periods of statutory consultation on the LDF, draft documents, committee reports and associated background papers will be available at the following deposit points 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

[Belfield Library](#)

Belfield Community School, Samson Street, Rochdale OL16 2XW
Email: belfield.library@rochdale.gov.uk

[Castleton Library](#)

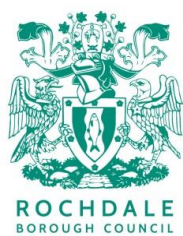
Castleton Community Centre, Manchester Road, Rochdale OL11 3AF
Email: castleton.library@rochdale.gov.uk

[Darnhill Library](#)

Argyle Parade, Heywood OL10 3RY

Heywood Library	Email: darnhill.library@rochdale.gov.uk Lance Corporal Stephen Shaw M C Way, Heywood OL10 1LL
Junction Community Library	Email: heywood.library@rochdale.gov.uk Jumbo Social Centre, Grimshaw Lane, Middleton M24 2BW
Langley library	Email: Junction.library@rochdale.gov.uk Langley Children's Centre, Windermere Road, Middleton M24 4LA
Littleborough Library	Email: langley.library@rochdale.gov.uk Hare Hill Park, Littleborough OL15 9HE
Middleton Library	Email: littleborough.library@rochdale.gov.uk Long Street, Middleton M24 6DU
Milnrow Library	Email: middleton.library@rochdale.gov.uk Newhey Road, Milnrow OL16 3PS
Norden Library	Email: milnrow.library@rochdale.gov.uk Norden Community School, Shawfield Lane, Rochdale OL12 7RQ
Rochdale Central Library	Email: norden.library@rochdale.gov.uk Number One Riverside, Smith Street, Rochdale, OL16 1XU
Smallbridge Library	Email: Rochdalecentrallibrary@rochdale.gov.uk Stevenson Square, Rochdale, OL12 9SA
Smithybridge Library	Email: smallbridge.library@rochdale.gov.uk 121-123 Smithybridge Road, Littleborough OL15 0BQ
Spotland Library	Email: smithybridge.library@rochdale.gov.uk Ings Lane, Rochdale OL12 7AL
Wardle Library	Email: spotland.library@rochdale.gov.uk 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.	
Customer information points	
Rochdale	<p>Number One Riverside Smith Street Rochdale OL16 1XU Find us on a map and the services available at Number One Riverside.</p> <p>Monday 9am-5pm Tuesday 9am-5pm Wednesday 9am-5pm Thursday 9am-5pm Friday 9am-5pm</p>
Middleton	<p>Middleton Library Long Street Middleton Manchester M24 6DU Find us on a map - please note, the library is open longer than the customer information point.</p> <p>Monday 9am-4.45pm Tuesday 9am-4.45pm Wednesday 9am-12.30pm Thursday 9am-4.45pm Friday 9am-4.45pm</p>
Heywood	<p>Heywood Library Lance Corporal Stephen Shaw M C Way Heywood OL 10 1LL</p> <p>Monday 10am-5pm Tuesday 9.30am-5pm Wednesday 9.30am-12.30pm Thursday 9.30am-5pm</p>

<p>Find us on a map - please note, the library is open longer than the customer information point.</p>	<p>Friday 9.30am-5pm</p>
<p>Planning Portal www.planningportal.gov.uk</p> <p>The Planning Portal is the Government's online service for planning. The website can be used to learn about the planning system, apply for planning permission, find out about development near you, appeal against a planning decision and research the latest government policy.</p>	
<p>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.</p>	



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8. Appendices

Appendix A - Specific Consultation Bodies

Specific Consultation Bodies	
• The Coal Authority	
• The Environment Agency	
• The Historic Buildings and Monuments Commission for England (English Heritage)	
• Natural England	
• The Office of Rail Regulation	
• The Highways Agency	
• 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	
- Association of Greater Manchester Authorities (AGMA)	
• NHS Heywood, Middleton and Rochdale Clinical Commissioning Group (HMR CCG)	
• GM Police and Crime Commissioner	
• Relevant telecommunications companies	
• Relevant electricity and gas companies	
• Relevant water and sewerage undertakers	
• The Homes and Communities Agency	
• 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
• 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
- Association of Greater Manchester Authorities (AGMA)
the Environment Agency
English Heritage
Natural England
the Civil Aviation Authority
the Homes and Communities Agency
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	<ul style="list-style-type: none"> Information sent to youth and community groups, and schools and colleges on our community engagement database – increase contacts on this database Work in partnership with Local Strategic Partnership(LSP) and other organisations
Elderly People	<ul style="list-style-type: none"> Documents and information made available in Large Print on request Consultation through statutory and non-statutory organisations Fully accessible venues for consultation events, where appropriate.
People with Disabilities	<ul style="list-style-type: none"> Fully accessible venues for consultation events, where appropriate. Make documents and information available at a wide variety of locations and in alternative formats on requests (e.g. Braille, Large Print and Audio) Offer one-to-one meetings to assist understanding Rochdale Council has a consultation database which includes a wide range of disability organisations within Rochdale Borough.
People from Black and Minority Ethnic Groups	<ul style="list-style-type: none"> Appropriate translation and interpretation service on request Written information made available in appropriate languages on request.
Gypsy and Traveller Groups	<ul style="list-style-type: none"> Use the Gypsy and Traveller Group Contact for the Rochdale Chichester Street site to ensure they are kept informed of planning information.
People with limited time e.g. business/professional people, working people with families	<ul style="list-style-type: none"> Consultation at different times of the day to be accessible to all All documents and information published on the website to be accessible 24hrs a day Those with registered interest on community engagement database and targeted by mail outs

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 will also include 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. Together with the Regional Spatial Strategy these documents form the development plan for your area.

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 or a Statement of Community Involvement, 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: A term referring to the planning decision-making body of a local authority. The planning committee is made up of elected members/councillors. One of the role of planning committees is to make decisions on planning applications.

Planning Inspectorate: Planning Inspectors act on behalf of the Secretary of State (DCLG) 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

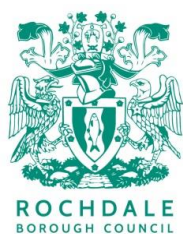
Site Specific Allocations: The allocation of sites for specific or mixed uses. Policies will identify any specific requirements for the site.

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)
Consultation Draft July 2015

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