



**STATEMENT OF COMMUNITY INVOLVEMENT**

**SEPTEMBER 2025**

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## SECTION A: INTRODUCTON AND BACKGROUND

### 1 INTRODUCTION

1.1 Planning shapes the places where people live and work, so it is right that people should be able to take an active part in the process.

1.2 The [National Planning Policy Framework](#) (NPPF) (December 2024) highlights the importance of engagement with our communities in plan-making and states that:

“Plans should.....be shaped by early, proportionate and effective engagement between planmakers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees; (Paragraph 16c)”

1.3 Similarly, consultation with local communities is an essential part of considering and determining planning applications.

1.4 In order to explain how we will consult with our communities on planning issues, the Council as the Local Planning Authorities are required to produce a Statement of Community Involvement (SCI) under section 18 (Part 1) of the Planning and Compulsory Purchase Act 2004 (as amended) and to also review it every five years. The current SCI was approved in September 2020. This is superseded by this updated SCI.

#### **What is the Statement of Community Involvement (SCI)?**

1.5 The main purpose of the Statement of Community Involvement (SCI) is to:

- set out how the community, business and other organisations with an interest in the development of the District can engage with the planning system.
- explain how North West Leicestershire District Council will engage and consult the community and other interested individuals and organisations in the production of new Development Plan Documents (DPDs) including the Local Plan and Supplementary Planning Documents (SPDs), and when dealing with planning applications.
- set out the Council’s role in neighbourhood planning

1.6 The SCI provides a framework for future consultation and community engagement. It is not prescriptive. The approach to consultation will vary depending upon circumstances and therefore a flexible approach to all future consultations is required. Certain requirements for consultation and engagement on plan-making and planning applications are set out in legislation. The SCI satisfies these statutory requirements and also seeks to exceed these requirements where appropriate whilst also having regard to available resources.

1.7 Neighbourhood Planning is a key part of the Government’s localism agenda. The approach to consultation and engagement will be a matter for the individual bodies in preparing their plans and therefore this matter is outside the scope of the SCI. Therefore the SCI provides an overview

of what neighbourhood planning is, its process and how the District Council will support and assist Neighbourhood Plan Groups in the preparation and making of Neighbourhood Plans.

### **Outline of the Statement of Community Involvement**

- 1.8 **Section A** (pages 3 to 6) sets the background and context for the SCI, including legal requirements and explaining how communities, and other individual and organisations, can be involved in the planning process.
- 1.9 **Section B** (pages 7 to 13) deals with plan-making, providing details on who the Council will consult, as well as when and how we will consult and engage with communities and stakeholders.
- 1.10 **Section C** (pages 14 to 20) explains how planning applications are dealt with and outlines the District Council's consultation arrangements.
- 1.11 **Section D** (page 21) sets out the Council's approach to addressing enforcement matters.
- 1.12 **Section E** (page 22) outlines how the Council will support neighbourhood planning.
- 1.13 Appendices are included from pages 23 to 33 , including a glossary of terminology that has been used at Appendix F.

## **2 WHAT IS PLANNING?**

- 2.1 The purpose of the planning system is to manage the use and development of land and buildings. It is how we as a society strike a balance between allowing development to support economic development and provide the things we need like homes, jobs, shops and transport whilst conserving our heritage and the environment.

The planning system has two main parts to it:

- Plan making (Planning Policy) and
- Managing Development (Planning Applications)

### **Plan-Making**

- 2.2 The purpose of plan making is to set out how an area will develop over time and to provide a guide for future development. Development Plan Documents (DPDs) (or Local Plans as they are generally referred to) will set out the policies for development within the district. When making decisions on planning applications, they are made having regard to adopted DPDs unless other material considerations indicate otherwise.
- 2.3 The current [North West Leicestershire Local Plan](#) was adopted in 2021 after a partial review and provides the planning policies for the district for the period 2011 to 2031. The Local Plan is being reviewed.
- 2.4 More details about the current Local Plan can be found at [Local Plan 2011-2031 - North West Leicestershire District Council](#) and details about the Local Plan review can be found at [New Local Plan - North West Leicestershire District Council](#)
- 2.5 A Neighbourhood Plan is also a DPD, and is prepared by either a Parish or Town Council, or a Neighbourhood Forum. Once approved it will form part of the Statutory Development Plan together with the Local plan and it will be used in the determination of planning applications in the local area to which it applies.
- 2.6 Details about Neighbourhood Plans in North West Leicestershire can be found at [Neighbourhood planning - North West Leicestershire District Council](#)

### **Supplementary Planning Documents**

- 2.7 Supplementary Planning Documents (SPDs) add greater detail to policies in the Local Plan. These can be area or topic based. Although SPDs do not have the same status as the Local Plan they can be a material consideration when making planning application and making planning decisions..

Details about current SPD's can be found at [Supplementary Planning Documents & Other Guidance - North West Leicestershire District Council](#)

### **Managing Development**

2.8 Most new development, building work and how land and buildings are used, are managed through the process of planning permission. We are responsible for the determination of planning applications for such works. We receive about 1,600 applications per year which range from householder extensions and minor applications to large-scale proposals that include new housing, employment, retail and other development. The Local Plan is the most important consideration in deciding planning applications and planning applications must be determined in accordance with the development (i.e. the Local Plan) unless material considerations indicate otherwise.

### 3 INTRODUCTION

- 3.1 This section of the SCI set outs who we will consult, when we will consult and how we will consult when preparing our planning policy documents, both Development Plan Documents (ie the Local Plan) and Supplementary Planning Documents (SPDs). Minimum requirements for consultation and engagement are set out within the regulations however at certain stages in the preparation of planning policy documents; we have the flexibility to undertake our own process of engagement. The scale and extent of this will vary depending on the subject of the planning document.

#### **PLAN MAKING: Who do we consult?**

- 3.1 Depending on the type of planning policy document there are a number of 'specific' consultation bodies that we must consult and invite to make representations. We also have the discretion to identify 'general' consultation bodies. However these two lists of bodies are not exhaustive and are also related to successor bodies where re-organisations occur. In addition, legislation and regulations are frequently updated and the list of consultees may change over time as a result.

#### Specific Consultation Bodies

- 3.2 The Regulations set out the specific consultation bodies that we must consult at defined key stages in the production of a Plan. This includes a range of statutory bodies with responsibilities for the environment, infrastructure and mining. In addition we must consult with neighbouring authorities, with this group being more tightly specified and also part of the Duty to Cooperate placed on local authorities. A full list of these 'specific consultation bodies' is set out in **Appendix A**.

#### General consultation bodies

- 3.3 We must also consult 'general' consultation bodies at key stages. The types of bodies on this list who will be involved include (but are not limited to) :
- Those representing the wider community, including parish/town councils, any neighbourhood or other forums, and other community groups;
  - Those representing the business community, for example chambers of trade
  - Special interest groups, such as conservation societies and nature conservation bodies;
  - Hard to reach groups
  - Developers and those with property and/or development interests.
  - Voluntary groups and groups representing different ethnic, national or faith groups, and groups representing the interests of local people with disabilities.

The current list (2024) is set out in **Appendix B**. This may be amended from time to time as details change or if changes are made to the Regulations.

Those 'general consultation bodies' who are consulted will depend on the nature and subject of the planning policy document being consulted upon. The Council can decide which organisations within these general categories it thinks are appropriate to consult depending upon the subject matter.

- 3.4 In addition to the 'specific' and 'general' consultation bodies, we are committed to involving a wide range of other individuals and organisations including members of the community.
- 3.5 We will maintain a comprehensive database of individuals, community groups and stakeholder groups, who wish to be informed of the production of development plan documents and plan making. Anybody wishing to go on the database can make a request to do so by emailing [planning.policy@nwleicestershire.gov.uk](mailto:planning.policy@nwleicestershire.gov.uk) with name, organisation (if applicable), postal address and email contact details. The database will be used to ensure the required and appropriate stakeholders, including organisations, individuals, community groups and stakeholder groups are informed of the production of development plan documents and plan making.
- 3.6 It is recognised that there are sections of the community and population that maybe underrepresented in the planning process, or have a limited capacity for involvement. These groups may include ethnic minorities, young people, elderly people, and the transient population. We will liaise with other local council services, such as the Community Focus Team, as well as other organisations, such as Leicestershire County Council, where necessary to seek engagement with as many hard to reach groups as possible.

#### **4.0 PLAN-MAKING: (When and how do we consult?)**

- 4.1 The section below identifies the minimum legal requirements (as stated within the The Town and Country Planning (Local Planning) (England) Regulations 2012) for the stages in the preparation of DPDs and SPDs.

##### **Development Plan Documents**

- 4.2 There are three main stages of DPD production where some form of consultation or engagement is required by the Regulations. These are summarised below.

**Preparation of a Local Plan (Regulation 18):** At this stage in the process we must consult and invite representations from:

- 'specific' consultation bodies;
- 'general' consultation bodies, and
- Residents or businesses within the area

- 4.3 Consultation at this stage will be for a minimum of 6- weeks . Documents will be made available on the Council's website, together with other appropriate places within the district.
- 4.4 We will notify and invite comments from the specific and general consultation bodies as well as residents or other persons with an interest in the district. To meet these requirements the

specific and general bodies along with residents and business will be informed, by letter or e-mail during this stage of plan preparation.

**Publication of a Local Plan (Regulations 19 & 20):** The publication stage plan is the plan which we consider ready for examination. Before the plan is submitted we will publish the plan together with associated documents for representations to be made, for a period of not less than 6 weeks. These documents will be made available on the Council's website, together with other appropriate places within the district. The Council will invite interested parties (in addition to the specific and general consultation bodies) to make formal representations at this stage. This will include all those who have made representations at the Regulation 18 stage. This is the final stage in the process when formal representations on the Local Plan can be made to the Council.

### **Examination of the plan**

Once the Plan is submitted to the Secretary of State (Regulation 22) an Independent Inspector will be appointed by the Planning Inspectorate to examine the soundness of the plan (Regulation 24). The Inspector will set out the timetable for the Examination and will be supported by a Programme Officer. The Programme Officer will contact those who have made representations as requested by the Inspector.

The Inspector will make recommendations to the Council regarding possible changes (referred to as modifications). These will be consulted upon before the Inspector issues a final report to the Council.

**Adoption (Regulation 26):** As soon as reasonably practicable after we adopt a local plan we will make the plan and associated documents available for inspection at the defined appropriate places. We will also send a copy of the adoption statement to any person who has asked to be notified on the adoption of the Local Plan as well as to the specific and general consultation bodies.

### **Supplementary Planning Documents**

- 4.5 The Council will occasionally produce Supplementary Planning Documents to add further detail to the policies in the Local Plan, as well as other DPDS. A Supplementary Planning Document (SPD) can be area or topic based and is capable of being a material consideration in a planning decision. They should not be used to add unnecessarily to the financial burdens on development.
- 4.6 As with a DPD, an SPD goes through a number of stages of preparation where there will be opportunities for stakeholder engagement

**Scoping and Evidence Gathering** – this is not a formal stage that is required in the Regulations. However this stage allows document preparation to begin with evidence gathering from a variety of sources, with a view to identifying possible issues and

options. This stage is also likely to involve informal consultation with stakeholders and interested parties, considered appropriate to the subject matter of the SPD.

**Publication Stage (Public Participation) (Regulation 12)** – Copies of the SPD will be made available for not less than 4 weeks on the Council’s website, together with other appropriate places within the district. The Council will also invite representations from those individuals and bodies considered appropriate having regard to the subject of the SPD using the lists of specific and general consultation bodies. This stage is the formal consultation stage when comments are invited on the draft SPD.

**Adoption (Regulation 14)** – Representations received will be considered and when we are satisfied with the content and form of the document, it will be presented to Cabinet and the the Local Plan Committee for adoption. Once adopted a SPD is a material consideration in the determination of planning applications.

#### How we will communicate with people

4.7 There are a variety of consultation and engagement techniques available to the Council to ensure that the minimum requirements of the Regulations are met. The methods of involving people will be appropriate and relevant to the people involved, and the type of consultation being undertaken. For example, a consultation on the general principle of where development should go will need a much wider consultation than a proposal relating to a specific issue or specific part of the district. Where possible and appropriate, we will go beyond minimum requirements to promote greater community participation.

4.8 We will use appropriate methods during the various stages of the plan making process outlined above. Potential techniques that could be used include:-

**Inform by letter or email** statutory and general bodies, relevant groups and to those on our consultation database who have requested to be consulted. The preferred method of communication will be via email, with letters only going to those who have requested this method.

**Publish on the Council’s website** – a dedicated page(s) on the Council’s website to provide information on the preparation of planning policy documents. Notifications of upcoming consultations will also be available on the website, including dates of consultation, how to make representations and how to view or download the associated documents, including evidence bases. In addition, press releases will be posted on the Council’s website.

**Social Media** – Facebook and other forms of social media will be used to publicise emerging documents and consultations and seek views and representations.

**Local media** – press releases made available to the local media, as appropriate throughout the plan preparation process, and at key preparation stages.

**Availability of documents** – Hard copies of the consultation documents, together with supporting materials such as leaflets, will be made available for public viewing during formal public consultation at the District Council’s Customer Service Centre in Coalville and local libraries within the District. Hard copies of documents could also be provided to the Parish Councils that have offices if requested and at other public buildings .

**Workshops**– These could be employed through the process although the exact format will depend on the issues discussed. They could be particularly useful in gathering information to inform plan preparation. The objectives and expected outcomes of each workshop will be clearly set out beforehand. Careful consideration will be given to venues, timing and participants to ensure that events are as effective as possible.

**Town and Parish Councils** –have an important part to play during the process. Their important role in the local community and their knowledge on local matters is recognised. We will endeavour to make officers available to explain proposals and to help facilitate a well informed debate on the issues under consideration.. Supporting documents can also be sent to the Parish Councils, such as leaflets and posters, to help raise awareness of consultations and to support local community engagement. In addition, we will use the existing Parish Liaison meetings to provide information and updates.

**Exhibitions** – These can also be employed throughout the process. Public displays for local residents would allow for progress on plan preparation to be followed, provide advice and information or raise awareness of consultations, as well as provide opportunities to contribute representations to a consultation. Existing community events could be used as venue for such exhibitions depending upon how their timing fits in with consultation on the plan.

**Surveys and questionnaire** - these may be utilised to canvas views on key issues, options, proposal and documents. Existing community events could be used as a venue for the surveys and questionnaires to be carried out.

**Programme of plan preparation** – The Council’s Local Development Scheme will provide information on the timetable for producing development plan documents. Where possible local groups will be advised of forthcoming consultation exercised through e-mail alerts.

**Focused meetings with recognised lobby groups** – These will be considered when requested and where it is clear that there are significant benefits from holding such a meeting.

**Utilise existing established groups** – existing forums and stakeholders will be utilised where appropriate in order to publicise development plan preparation and process including for the purposes of consultation and evidence gathering.

## **5 HOW DO WE DEAL WITH REPRESENTATIONS**

- 5.1 Feedback is also an important element of the process as it is a means of showing those who have responded to the consultation how their views have been taken into account and informed the plan-making process. We will:

- Acknowledge all representations received.
- All comments made at the Regulation 18 stage will be summarised, assessed <sup>1</sup> by officers and reported to the Local Plan Committee to help inform the development of the plan. Where it is considered that a comment should not result in a change to the plan, the reason for this will be made clear in the reports.
- At Regulation 19 stage all comments will be made available to the Inspector appointed to consider the plan.

5.2 It should be noted that all comments and representations received are public documents and cannot be kept confidential. All comments will be published in accordance with the General Data Protection Regulations.

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<sup>1</sup> More information can be found at [Information Commissioner's Office](#)

## SECTION C: MANAGING DEVELOPMENT

### 6. INTRODUCTION

- 6.1 This section explains how planning applications are dealt with and outlines the District Council's consultation arrangements.
- 6.2 The majority of planning applications are determined under powers that have been delegated to officers. Some applications are considered and determined by the Planning Committee which meets monthly, in accordance with the Council's constitution. Decisions are taken having regard to the Council's adopted Local Plan, and any adopted Neighbourhood Plans, which are the legal basis for all decisions, unless material considerations indicate otherwise.
- 6.3 The government sets targets for the time taken to determine planning applications. These are currently 13 weeks for major applications and 8 weeks for all others. If an Environmental Impact Assessment is required by the scale of development then this period will extend to 16 weeks. Before a decision is made the case officer will prepare a report with a recommendation.
- 6.4 The recommendation will take into account the policies within the adopted Local Plan, the National Planning Policy Framework, Planning Practice Guidance as well as any consultation comments received. The District Council can only take into account comments relating to material planning considerations.

### 7. PRE-APPLICATION ADVICE

- 7.1 We encourage applicants and developers to seek pre-application advice from the Council prior to the submission of a formal planning application. These discussions are undertaken in confidence. This would involve the submission of sketch drawings and other relevant detail via the Council's paid pre-application advice service. We aim to provide a response within six to eight weeks wherever possible, advising on the likelihood of gaining an approval on an informal and non-prejudicial basis as well as giving an indication of what the key policies and planning issues are likely to be. The schedule of charges for pre-application advice as well as the procedures for gaining pre-application advice is available at:

[http://www.nwleics.gov.uk/pages/planning\\_advice\\_and\\_guidance](http://www.nwleics.gov.uk/pages/planning_advice_and_guidance)

- 7.2 Furthermore, in accordance with good practice guidelines, the District Council currently operates a 'development team' approach to major proposals, with a nominated officer co-ordinating the input of other specialist advice on an initial scheme.

#### Pre-Application Consultation

- 7.3 We will also encourage applicants to undertake pre-submission consultation with neighbours and local communities prior to making an application. Pre-application discussion should also

include the key consultees on the type of development proposed such as the Local Highway Authority.

## **8. MANAGING DEVELOPMENT: When do we consult?**

8.1 Upon receipt of a planning application the local planning authority will undertake a period of formal consultation. This will normally last for a period of 21 days although there will be cases where a longer period of time will be allowed for comment on applications where this is prescribed by legislation.

8.2 Depending on the type of planning application being considered, there are a number of consultation bodies that the Council must consult and invite to make representations. In addition, who will be consulted can depend on factors such as how many people would be affected by the proposal and the type of impact likely. The main type of consultation groups include:-

- Public – including consultation with neighbouring residents and community groups
- Parish Councils and Neighbourhood Forums – consulted on applications within their Parish or Neighbourhood Area.
- Statutory Consultees – this is where there is a requirement in law to consult a specific body who in turn are under a duty to respond, for example, Environment Agency, The Coal Authority
- Consultation required by a direction – this is where the local planning authority is directed to undertake additional consultation due to specific local circumstance
- Non Statutory Consultees – these are not required by law but there is a planning reason to engage with these consultees and who are likely to have an interest in the proposed development, for example, Health and Safety Executive.

### Amended Plans

8.3 Following submission of a planning application, negotiations can often take place between planning officers and developers, and their agents in order to seek amendments to a submitted scheme. In most cases, upon receipt of amended plans, we will carry out a further consultation on these amendments. This consultation is likely to include re-notification of neighbours, Parish Councils and statutory consultees, depending on the nature of the changes and the likely implications. In view of the tight time scales to determine planning applications the re-notification time is set at 14 days. Minor alterations that have no material impacts will not normally be the subject of re-notification.

### Planning Appeals

8.4 If an application for planning permission is refused by the local planning authority, or it is granted with conditions, an appeal can be made to the Secretary of State against the refusal or the conditions attached. There is also a right of appeal if an application is not determined within a specific time. An appeal can only be made by or on behalf of the person who made the application for planning permission or approval. There is currently no 'third party' right of

appeal for objectors or other parties who may have an interest in the proposal and who are unhappy about the decision to approve a planning application.

- 8.5 Appeals are examined by an independent Planning Inspector. We will advise neighbours and consultees who have previously been notified when appeals are submitted. Further advice on the appeal process is available at:-

<http://www.planningportal.gov.uk/planning/planninginspectorate>

## **9. MANAGING DEVELOPMENT: How do we consult?**

- 9.1 The level of consultation carried out for planning applications, will be proportionate to the type and scale of planning application being determined. In all cases, publicity will meet legal requirements and in some cases, additional publicity will be carried out.
- 9.2 Planning legislation requires certain types of applications, such as works to a listed building, or planning applications that are accompanied by an Environmental Impact Assessment, to be advertised in the local press. For most types of applications, site notices (s) and/or letters will be appropriate. More detail is provided in the section below.

### Publicity Requirements

- 9.3 The regulations set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015, The Planning (Listed Building and Conservation Areas) Regulations and The Planning (Listed Buildings and Conservation Areas) Act 1990, state how planning applications need to be publicised, either by site notice or individual neighbour notification.
- 9.4 Neighbour notification by letter is the principal method of consultation on most planning applications. For most planning applications, letters are sent to all owners/occupiers of properties that immediately adjoin the boundary of the application site. In addition the Council will notify more widely where an application is likely to have a wider impact. Comments are invited within 21 days.
- 9.5 In addition, a press notice and site notice is also required for the following types of applications:
- Erection of 10 or more dwellings, or a site area of 0.5 hectares or more
  - Erection of 1000 square metres of floorspace or site area of 1 hectare or more
  - An application accompanied by an Environment Impact Statement
  - A departure from the Local Plan
  - A development that would affect a public right of way, under part III of the Wildlife and Countryside Act 1981
  - Development affecting the character or appearance of a Conservation Area
  - Development affecting the setting of a Listed Building
  - An application for Listed Building Consent

- 9.6 Site notices are also required for applications for Permission in Principle and Technical Details Consent.
- 9.7 Large scale or more complex development proposals may warrant the use of a Planning Performance Agreement (PPA). This is a project management tool that is agreed between the Local Planning Authority and an applicant. Under the PPA a project plan and programme is agreed. They provide opportunities for joint working, bringing together other parties such as statutory consultees as well as provide opportunity to identify how and what communities should be engaged.

**10. MANAGING DEVELOPMENT: Who do we consult?**

- 10.1 The Council is ‘required’ to consult various organisation and bodies and is advised to consult others depending on the type of application, as set out in the Town and Country Planning (Development Management Procedure Order) (England) (2015) (DMPO). A list of the statutory consultees is provided in **Appendix C**. A list of examples of non-statutory consultees, as defined in national policy and guidance, is provided in **Appendix D**.
- 10.2 Parish Councils are consulted electronically on planning applications within their parish, which means they are able to access the planning application by viewing the details on line. The same approach would be applied to any Neighbourhood Forums that are established within the district.
- 10.3 In addition to planning applications, there are other types of applications that can be submitted to the Council for determination. These are listed in the table below along with details of who and how we will usually consult on these applications, depending on the particular circumstances

Application type	Consultation
Lawful Development Certificate (existing)	<ul style="list-style-type: none"> <li>• Neighbour Notification</li> <li>• Parish/Town Council</li> <li>• Neighbourhood Forum</li> </ul>
Lawful Development Certificate (proposed)	<ul style="list-style-type: none"> <li>• Parish/Town Council/Ward Member – notification only</li> </ul>
Advertisement Consent Applications	<ul style="list-style-type: none"> <li>• Neighbour Notification</li> <li>• Parish/Town Councils</li> <li>• Neighbourhood Forum</li> <li>• Any relevant statutory or non-statutory consultees</li> </ul>
Prior Notification Applications	<ul style="list-style-type: none"> <li>• Neighbour Notification</li> <li>• Parish/Town Councils</li> <li>• Neighbourhood Forums</li> <li>• Any relevant statutory consultees</li> </ul>
Non-Material Amendments	As these types of applications propose amendments that are non-material to the original permission then no consultation is carried out.

Permissions in Principle and Technical Details Consent	<ul style="list-style-type: none"> <li>• Neighbour notification</li> <li>• Parish/Town Council</li> <li>• Neighbourhood Forum</li> <li>• Any relevant Statutory or Non-Statutory consultees</li> </ul>
Hedgerow removal notices	<ul style="list-style-type: none"> <li>• Neighbour notification</li> <li>• Parish/Town Council</li> <li>• Neighbourhood Forum</li> <li>• Council's Tree Officer</li> <li>• Any relevant Statutory or Non-Statutory consultees</li> </ul>
Tree Preservation Orders(TPOs)/works to trees protected by TPOS	<ul style="list-style-type: none"> <li>• Neighbour Notification</li> <li>• Parish/Town Council</li> <li>• Neighbourhood Forum</li> <li>• Council's Tree Officer</li> </ul>
Work to trees in a Conservation Area	<ul style="list-style-type: none"> <li>• Parish/Town Council</li> <li>• Neighbourhood Forum</li> <li>• Council's Tree Officer</li> </ul>
Discharge of Conditions	<ul style="list-style-type: none"> <li>• Relevant Statutory or Non-Statutory consultees</li> </ul>
Environment Assessment 'scoping opinion'	<ul style="list-style-type: none"> <li>• Relevant Statutory or Non-Statutory consultees</li> </ul>
Environmental Assessment 'Screening opinion'	<ul style="list-style-type: none"> <li>• None</li> </ul>

Table 1: publicity on other planning applications

What happens to comments made on an application?

- 10.4 People are able to respond online through the Council's website. Alternatively comments can be submitted by email or by letter. All comments must be made in writing and contain the name and address of the author. All comments received are public documents and cannot be kept confidential. All written representations received on all applications are summarised in the report on the application and are considered before a decision is made.
- 10.5 Due to the high number of neighbour letters sent out each year and the high number of comments received by the Council on planning applications, receipt of comments made on applications will not be acknowledged and officers will not respond to individual representations.

**11. HOW ARE APPLICATIONS DETERMINED?**

- 11.1 Some 90% of planning applications are determined under delegated powers by authorised officers of the Council. However, some major and/or controversial applications are reported to the Planning Committee for decision by Members of the Council. If an application is to be determined in this way we will inform the applicant/agent and anyone who has submitted comments on a particular application (including the Parish Council) of the date of the meeting

and their right to speak at the meeting. Ordinarily there is a right for one objector or supporter, the applicant or agent and a Parish Council representative to speak at the Planning Committee, along with the ward member. Each speaker has no more than three minutes, apart from the ward member who has five minutes. A guidance note is sent to all interested parties advising of the procedure and issues which are planning related and those which are not. These guidance notes are available also available on the Council's web site at:

[http://www.nwleics.gov.uk/pages/speaking\\_at\\_planning\\_committee](http://www.nwleics.gov.uk/pages/speaking_at_planning_committee)

11.2 Planning decisions are uploaded to the Council's website.

## **12. WHERE CAN I FIND INFORMATION ON PLANNING APPLICATIONS**

12.1 Information on planning applications can be found in a number of places.

### Website

12.2 Current planning applications including plans, application forms, consultation replies and drawings, as well as some historical applications, can be viewed here [https://www.nwleics.gov.uk/pages/view\\_planning\\_applications](https://www.nwleics.gov.uk/pages/view_planning_applications). This is available by individual property or by weekly/monthly list.

12.3 For those older applications that are not available on line, the documents can be made available for inspection by arrangement during office hours. For those who do not have access to a computer the Council provides access to the online system at its Customer Centre, Belvoir Road, Coalville, LE67 3PD. Access to the Customer Centre is between the hours of 8.45 am and 5.00pm Monday to Friday.

12.4 Decision notices for planning applications submitted and determined since 2008 can normally also be viewed on the Council's website.

### The Weekly List

12.5 A list of valid planning applications registered and planning decisions made are updated in 'real time' on the District Council's website.

### *The Planning Register*

12.6 Applications for planning permission will be entered on a register. Maintaining a planning register is a statutory obligation and the information is available on the District Council's website for inspection

## **SECTION D: PLANNING ENFORCEMENT**

13. The Planning Enforcement team is responsible for investigating alleged breaches of planning control, including unauthorised works to listed buildings, unlawful advertisements, works to protected trees and developments carried out without the necessary planning permission.

The Council's approach to enforcement is based on the following principles:

- Where a new complaint is received we will aim to commence an investigation in accordance with the timetable set out in our Local Enforcement Plan
- We will prioritise the investigation of complaints based on the degree of harm caused by unauthorised development.
- We will seek to achieve solutions that remove harm caused by unauthorised development.
- We will use our statutory powers where necessary and proportionate to remove harmful development.
- Complainants and those who are the subject of complaints will be kept informed of the progress of enforcement investigations and of the outcome.
- The identity of complainants will be kept confidential.

Further information about Planning Enforcement priorities and principles are provided on the website: [https://www.nwleics.gov.uk/pages/development\\_control\\_enforcement](https://www.nwleics.gov.uk/pages/development_control_enforcement)

## SECTION E: NEIGHBOURHOOD PLANNING

- 14.1 Neighbourhood Plans (NPs) were introduced by the Localism Act 2011 and are regulated by The Neighbourhood Planning (General) Regulations.
- 14.2 A NP is a community prepared plan which enables local people to guide the future of the area they live and work. NPs can add detail and local objectives to the Council's Local Plan. North West Leicestershire District Council will provide advice and assistance to a parish/town council, neighbourhood forum or community organisation that is producing a neighbourhood plan and take decisions at key stages in the neighbourhood planning process within the time limits that apply.
- 14.3 North West Leicestershire District Council will provide information on the status of neighbourhood plans in the district using the Councils' website. However it is not the role of the SCI to set out the approach to consultation on a Neighbourhood Plan and this will be a matter for the 'qualifying body'.
- 14.4 Further details about the roles and responsibilities of the District Council and qualifying body can be found on the Council's website at .

## **Appendix A**

### **PLAN MAKING - Specific Consultation Bodies**

- Mining Remediation Authority
- The Environment Agency
- Historic England
- Natural England
- Network Rail
- Highways England
- A 'relevant' authority in or adjoining the Local Planning Authority (Including Local Planning Authorities, County Council, a Parish Council and a Local Policing Body)
- Electronic communication code systems operators
- Primary Care trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section
- Electricity providers
- Gas providers
- Sewerage Undertakers
- Water Undertakers
- Homes England

## **Appendix B**

### **PLAN MAKING – General Consultation Bodies**

Please note that this list is not exhaustive. The Council has a live database which can be amended at any time.

Age UK Leicestershire and Rutland  
Ancient Monuments Society  
Ashby de la Zouch Civic Society  
Canal and Rivers Trust  
Campaign for Real Ale Ltd  
Campaign for the Protection of Rural England (Leicestershire and Derbyshire) and other environmental groups  
Charley Heritage Group  
Civic societies and local resident associations  
Clinical Commissioning Groups  
Mining Remediation Authority  
Coalville Heritage Society  
Coleorton Heritage Group  
Commission for Architecture and the Built environment  
Community Appraisal Groups  
Council for British Archaeology  
Crown Estate  
Diseworth Local Heritage Society  
East Midlands Airport  
East Midlands Chambers  
Equality and Human Rights Commission  
Federation of Small Businesses  
Freight on Rail  
Friends of Thringstone  
Garden History Society  
Guide Association  
Historic period societies (e.g. Georgian Society, Victorian Society, Twentieth Century Society)  
Home Builders Federation  
Hugglescote Heritage Society  
Inland Waterways Association  
Ibstock Historical Society  
Leicestershire Police  
Leicestershire Fire and Rescue Services  
Leicestershire and Rutland Wildlife Trust  
Long Whatton Local Historical Society  
National Farmers Union  
National Forest Company  
National Trust  
Network Rail

Newbold Heritage Group  
Parish Councils  
Parish Plan Groups  
Relevant bus companies  
Royal Society for the protection of Birds  
Resident Associations  
The Scout Association  
The Society for the Protection of Ancient Buildings  
Sport England (East Midlands Region)  
Sustrans  
The Theatres Trust  
Volunteering Partnerships  
Whitwick Historical Group  
Woodland Trust

## Appendix C

### MANAGING DEVELOPMENT – Statutory Consultees

Statutory Consultees	Type of Development
The Canals and River Trust	Certain types of development likely to affect canals or nearby areas
Mining Remediation Authority	Certain types of development in areas where the Mining Remediation Authority has notified to the local planning authority that it is an area of coal working, and for minerals exploration on land that has been identified as containing coal.
County Planning Authority	Specific requirements exist for consultation with County Planning Authorities, reflecting their responsibilities as planning authorities for certain specific matters.
Crown Estates Commissioner	Certain minerals planning applications where the Crown Estates Commissioners have given notice to that land in their area contains silver or gold.
Department of Energy and Climate Change	Mineral developments where the Department for Energy and Climate Change have given notice to the local planning authority that the land in their area contains gas or oil.
Department of Transport (administered in practice by the Highways England)	New development likely to result in a material increase in the volume or a material change in the character of traffic entering or leaving a trunk road.
East Midlands Airport	East Midlands Airport is a statutory consultee in respect of development management. This is in respect of its role as the Aerodrome Safeguarding Authority for East Midlands Airport. East Midlands Airport will be consulted on relevant planning applications located within the Airport Consultation Zone.
Environment Agency	The Environment Agency are a statutory consultee to Local planning authorities for several types of planning application including related to its statutory duties on flood risk, protection of land and water quality, mining operations, waste regulation and fisheries.
Historic England	Historic England are a statutory consultee to Local planning authorities for several types of planning application including development that would affect the setting of a Grade I or II*

Statutory Consultees	Type of Development
	Listed Building, development that would affect the character and appearance of a Conservation Area, development likely to affect the site of a scheduled monument development likely to affect a Grade I or II* Registered Park or Garden and applications for Listed Building Consent for works on a Grade I or Grade II* Listed Building.
Forestry Commission	Statutory requirement under <a href="#">paragraph 4 of Schedule 5 of the Town and Country Planning Act 1990</a> or mineral operators to consult the forestry commission if the proposed form of post-extraction restoration is for forestry.
Garden History Society	For development likely to affect any park or garden on English Heritage's <i>Register of Historic Parks and Gardens of Special Historic Interest in England</i>
Health and Safety Executive	The Health and Safety Executive issues consultation zones to the local planning authority and should be consulted on certain developments in the vicinity to major accident hazards.
Lead Local Flood Authority	The Lead Local Flood Authority are consulted on major developments with surface water drainage
Local Planning Authority	The adjoining local planning authority will usually need to be consulted where an application is likely to have an impact on a neighbouring area. Where there is a County Council, the district council is required to consult the county council in certain cases and may not decide the application for 21 days or the county council has responded (if earlier).
Local Highway Authority	The Local Highway Authority will need to be consulted where the proposed development will either involve a new access to the highway network, or an increase or change in traffic movements.
National Highways	Developments likely to affect the strategic road network, and certain other highway matters.
Natural England	Certain developments affecting Sites of Special Scientific Interest, involving the loss of best and most versatile agricultural land, or in an area of particular natural sensitivity or interest

Statutory Consultees	Type of Development
	<p>which appears to be affected by development that could have significant implications for major accident hazards. Natural England must also be consulted on development (including permitted development) likely to have a significant effect on a European (wildlife) Site in England or European Offshore Marine Site under the <a href="#">Conservation of Habitats and Species Regulations 2010</a> (as amended).</p>
National Parks Authorities	<p>Specific requirements exist for consultation with National Parks authorities in relation to development likely to affect land in a National Park</p>
Office for Nuclear Regulation	<p>The Office for Nuclear Regulation issues consultation zones to the local planning authority.</p>
Parish/Town Councils	<p>Whilst Parish Councils are not statutory consultees, they do have a role as a consultee in the planning application process.</p> <p>The Local Planning Authority must consult the Parish Council if they have requested that they do so. There is also a legal requirement to notify the Parish Council of the decision on planning applications if they have requested that they Local Planning Authority do so.</p> <p>The same approach applies to any Neighbourhood Forums.</p>
Rail Network Operators	<p>Development likely to result in a material increase in the amount of traffic using a level crossing over a railway.</p>
Sport England	<p>Planning applications where the development is likely to affect the use of land as playing fields.</p>
Theatres Trust	<p>Development involving any land on which there is a theatre.</p>

## Appendix D

### MANAGING DEVELOPMENT – Examples of Non-Statutory Consultees

Please note this list is not exhaustive.

Non – Statutory Consultees
Active Travel England
Ashby Canal Association
Ashby Canal Trust
Civil Aviation Authority
County Footpath Authority
Emergency Services and Multi-Agency Emergency Planning
Forestry Commission
Inland Waterways Association
Ministry of Defence
National Forest Company
National Grid
NHS
Leicestershire Police
Network Rail
Ramblers' Association
Severn Trent Water
Sport England

## Appendix E

### Consultation Body as defined by the Neighbourhood Planning (General) Regulations 2012

Consultation Body
A local planning authority, county council or a parish council any part of whose areas is in or adjoins the area of the local planning authority
The Coal Authority
Homes England
Natural England
The Environment Agency
Historic England
Network Rail Infrastructure Limited
Highways England
The Marine Management Organisation
Any person to whom the electronic communication code applies.
Any person who owns or controls electronic communication apparatus
A Primary Care Trust in any part of the neighbourhood area
A person with a licence under the Electricity Act, in any part of the neighbourhood area
A person with a licence under the Gas Act, in any part of the neighbourhood area
A sewerage undertaker, in any part of the neighbourhood area
A water undertaker, in any part of the neighbourhood area
Voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area
Bodies which represent the interest of different racial, ethnic or national groups in the neighbourhood area
Bodies which represent the interest of different religious groups in the neighbourhood area
Bodies which represent the interest of person carrying on business in the neighbourhood area
Bodies which represent the interests of disabled persons in the neighbourhood area.

## Appendix F

### GLOSSARY

**Development Management** – The management or control of development proposals through the planning system.

**Development Plan** – comprises of Development Plan Documents (DPDs) which form the legal basis for all future planning decisions in the district.

**Development Plan Documents (DPD)** – Documents prepared by the local planning authority (including the Local Plan) setting out the main spatial strategy, policies and proposals for the area. These documents will be statutory documents and subject to an independent examination by an Inspector. They will undergo rigorous procedures of community involvement and consultation. DPDs must be consistent with and have regard to national planning policy.

**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.

**Examination** – The purpose of the Examination is to consider if the development plan is sound. The majority of representations made at Examination will usually be written representations. However, in some instances a Planning Inspector may allow representations to be examined by way of oral hearings, for example round table discussions, informal hearing sessions and formal hearing sessions.

**General Consultation Bodies** – Organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include bodies which represent the interests of different racial, ethnic, religious or national groups, disabled persons and business in the local planning authority's area.

**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.

**Local Development Document (LDD)** – The collective term covering Development Plan Documents and Supplementary Planning Documents.

**Local Development Scheme (LDS)** – A three year project plan outlining the Councils programme for preparing the Local Plan.

**Local Plan** – Collective term for the Development Plan Documents that set out the spatial vision and strategy for the Borough including policies and proposals. The Local Plan is a key part of the development plan.

**National Planning Policy Framework (NPPF)** – It sets out the government's national planning requirements, policies and objectives. It replaces much of the national advice previously contained within planning policy statements, planning policy guidance and circulars. It is a material consideration in the preparation of Local Plan documents and when considering planning applications.

**Neighbourhood Development Plan (NDP)** – A plan for the neighbourhood area which is prepared by an authorised community group. The plan must be in general agreement with the overall plan for the local authority area and can include general planning policies and allocations for new development.

**The Planning Inspectorate** - The Planning Inspectorate is an executive agency of the Department for Communities and Local Government. It deals with planning appeals, national infrastructure planning applications, examination of local plans.

**Planning Performance Agreements** – Up front agreements between a developer and a local planning authority that set out all the information required and the timetable for delivering a decision on a large

application. They are an opportunity to establish a collaborative relationship based on good communication and regular exchange of information. This should allow a process to be agreed which allows the local planning authority to project plan the work needed to determine the application.

**Specific Consultation Bodies** – Organisations defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 that are required to be consulted at key stages of plan production. They include neighbouring and parish councils, key service providers, Government departments and non-government organisations.

**Stakeholders** – A person or organisation with an interest or concern in something.

**Statement of Community Involvement (SCI)** – Outlines the approach of the authority to involving the community in preparing the Local Plan and planning applications.

**Supplementary Planning Documents (SPD)** – Documents that expand on policies and proposals in Development Plan Documents.

**Sustainability Appraisal (SA)** – An appraisal of the social, economic and environmental implications of a strategy, policies and proposals. The SA seeks to ensure that proposals contribute to the achievement of sustainable development.

**Tests of Soundness** – The tests outlined in the National Planning Policy Framework that DPDs are judged against.