

APPENDIX A

Chorley
Council

Statement of Community Involvement

September 2014



Statement of Community Involvement

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Statement of Community Involvement 2014

1. Introduction

Role and Purpose of the SCI

- 1.1 The role and purpose of the Statement of Community Involvement (SCI) is to provide the community with clarity on the levels of involvement and engagement that they should expect in planning processes. It gives a level of certainty to key stakeholders, the general public and representative organisations as to how they can be involved in plan making and development control management processes.
- 1.2 Chorley Council will have to comply with the standards and methods of consultation as set out in the SCI when preparing and reviewing planning documents in the Local Development Framework and when determining planning applications in development control.
- 1.3 This SCI supersedes the 2006 SCI and has been produced in line with the 2012 Town and County Planning (Local Planning) (England) Regulations (as amended).

General Principles of Planning Consultation

- 1.4 Local Plan documents and determination of planning decisions must comply with the general duty in the Equality Act 2010. The Council is committed to equality and diversity and will apply some general principles to any planning consultations it carries out. These are:
 - Involvement will be open to all, regardless of age, disability, gender reassignment, pregnancy and maternity, race, religion and belief, rurality, sex and sexual orientation;
 - We will seek views of interested and affected parties as soon as possible;
 - Consultation publications will be clear, concise and avoid unnecessary jargon; and
 - As part of the Local Development Framework, we will inform people who respond to consultations of later stages, if they request that we do so.

Role of Planning Officers

- 1.5 Planning Officers are generally available by prior appointment to discuss issues raised during the production of local development documents and in relation to pre-application and planning application enquiries. The Council operates a charging scheme for pre-application enquiries.

Role of Councillors

- 1.6 Councillors as elected representatives have an important role within the planning system, as both decision makers and as community representatives. Councillors are a vital link between the local community and the Council. Councillors also make decisions on planning issues, such as adopting Planning Policy documents and in deciding planning applications.
- 1.7 Whilst Councillors are willing to receive and consider the views of their constituents on planning matters, it should be noted that if any person wishes to formally comment on a planning document or application they should write to the Director of Public Protection, Streetscene and Community or as otherwise indicated in consultation documents.

Relationship with Other Plans, Strategies and Corporate Initiatives

- 1.8 The SCI will have regard to other council initiatives and strategies which promote community involvement and participation.

2. Involving the Community in the Local Development Framework

2.1 It is the duty of the Local Planning Authority to prepare an up-to-date Local Plan for its area. Such development plan documents can contain strategic policies, land allocations, designations and development management policies which are used to determine the outcome of planning applications. This plan, and its component parts, must be supported by evidence, be consistent with the National Planning Policy Framework (The Framework) and must also be drawn up with involvement from the community.

2.2 The plans that the Council is producing and their timetables for production are published in the Local Development Scheme which can be viewed at chorley.gov.uk/planning

2.3 **When We Will Consult?** Table 1 below outlines the stages that the Council will undertake in order to produce development plan documents:

Development Plan Document Stages and Consultation Stage	Description	Table 1
Evidence Gathering (Regulation 18)	<ul style="list-style-type: none"> Public consultation on preparation of document. We will be seeking ideas, views and information on the issues that the document will address, and ideas on options for addressing these. 	
Plan Preparation (Regulation 18)	<ul style="list-style-type: none"> Public consultation on Draft document This document will be the first draft of the plan, and will be drawn up using evidence, information from the first stage consultation, and guidance within National Policy. Consultation will be for a minimum of 6 weeks. 	
Publication Stage (Regulations 19 & 20)	<ul style="list-style-type: none"> The revised draft document will be published Consultation will be for a minimum of 6 weeks to allow stakeholders and the community to make formal representations on its soundness. All of the responses received at the previous stage will be published as part of the consultation, along with the Council's response to them. 	
Plan Submission and Examination (Regulations 22, 23 & 24)	<ul style="list-style-type: none"> Submission of document to the Secretary of State and the Planning Inspectorate in order for an independent examination to take place. All of the responses received at the previous stage will be published, along with the Council's response to them. The Inspector will consider all representations and there will be an opportunity for interested parties to speak at the examination hearing. 	
Plan Adoption (Regulations 25 & 26)	<ul style="list-style-type: none"> The Inspector will issue a report declaring whether the plan is sound. Adoption of document. 	

2.4 **Who We Will Consult?** The Council will seek to obtain the views of as many people and organisations as possible as part of this process. The Council has a database of people and organisations who will be contacted at each consultation stage. Anyone can request to be added to this database at any time. In addition, anyone who responds to a consultation at any stage will be asked if they wish to be contacted at further stages. The database will be subject to regular

updates and people will be asked if they wish to remain on the database at the end of the development plan document process.

- 2.5 The consultation will be publicised as widely as possible to allow as many members of the public, organisations, businesses and interest groups as possible, an opportunity to be involved. The Council will consult with statutory consultees and also has a duty to co-operate with a number of organisations including Councils, infrastructure providers and government bodies (as detailed in the Town and Country Planning (Local Planning) Regulations 2012 and any subsequent amendments). The Council are required to engage constructively, actively and on an on going basis with these organisations. Appendix 1 lists the statutory consultees and organisations which the Council has a duty to cooperate with.
- 2.6 The National Planning Policy Framework (NPPF) defines issues that require cooperation as:
- The homes and jobs needed in the area;
 - The provision of retail, leisure and other commercial development;
 - The provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and the provisions of minerals and energy;
 - The provision of health, security, community and cultural infrastructure and other local facilities; and
 - Climate change mitigation and adaptation, conservation and enhancement of the natural and environment, including landscape.
- 2.7 **How We Will Consult?** The Council will adopt a range of consultation methods to ensure that as many people, businesses and organisations as possible can be involved in the process. These are:
- All individuals, businesses, and organisations on the consultation database will be contacted direct. Where an email address is supplied, the contact will be via email, otherwise a letter will be sent;
 - We will publicise consultations using methods such as leaflets, posters, the Council website, social media channels; press releases; a press notice, and displays in Council offices
 - Consultation events may be held in public places throughout the borough – these may include evening sessions;
 - Officers will be available at the Council offices during normal office hours upon request to give information/answer questions;
 - Consultation documents will be available to view at all libraries in the borough, at post offices in villages where there is no library and at Council offices;
 - Where possible, officers will attend parish and town council meetings on request; and
 - Consultation documents will be available to download from the Council's website, or will be emailed or supplied as a paper copy on request.

Supplementary Planning Documents

- 2.8 Supplementary Planning Documents (SPDs) may be produced to provide further guidance and more detailed advice than contained in a Development Plan Document relating to specific topic areas. These have a more limited role, for instance, they cannot introduce new policy or change land allocations.
- 2.9 As with a Development Plan Document, they must be supported by appropriate evidence and accord with national policies. The Council will carry out at least one stage of consultation on an SPD before it is adopted. An SPD is not subject to an independent examination by a Planning Inspector.

- 2.10 **When We Will Consult?** The Council will prepare a draft SPD, based on the local policy, drawing from available national policy and guidance. The draft SPD will be subject to public consultation for a minimum of four weeks.
- 2.11 Following and changes the revised SPD and a consultation statement will be published at least 4 weeks before the document is formally adopted by the Council. The consultation statement will list all the responses received, with the Council's response, and any changes that have been made to the document as a result of the comments received.
- 2.12 **Who We Will Consult?** Members of the public, local businesses, organisations and interest groups from the Consultation database will be consulted, as well as statutory consultees as required in the Town and Country Planning Regulations.
- 2.13 **How We Will Consult?** As with a Development Plan Document, the Council will adopt a range of consultation methods to engage with as many people and organisations as possible. These will be:
- All individuals, businesses, and organisations on the Consultation Database will be contacted direct. Where an email address is supplied, contact will be made via email, otherwise a letter will be sent;
 - The consultation will be publicised via press releases and will also be on the Council's website;
 - Consultation documents will be available to view at all libraries in the borough, at post offices in villages where there is no library and at the Council offices; and
 - Consultation documents will be available to download from the Council's website, and in paper format upon request.

Neighbourhood Plans

- 2.14 Neighbourhood Plans (NDPs) were introduced into the planning system through the Localism Act 2011 as an opportunity to allow communities to set planning policies to guide development in their areas (alongside the Development Plan). Consultation procedures for Neighbourhood Plans are set out in the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012.
- 2.15 The responsibility to produce a Neighbourhood Plan lies with the qualifying body – a Parish Council, a Town Council or a Neighbourhood Forum, in a non parished area. The extent to which a prospective forum has included residents, business and local elected members from across the neighbourhood area will be one of the factors the Local Planning Authority will consider in deciding whether to designate the group as the neighbourhood forum. An application for neighbourhood forum designation must include a copy of the forum's written constitution and a statement of how they will meet the conditions for designation as a neighbourhood forum set out in the Localism Act.
- 2.16 The qualifying body is responsible for consulting upon a draft Neighbourhood Plan before they submit to the local authority.
- 2.17 In terms of consultation the following comments apply to Local Authority:

When will we consult? When a Neighbourhood Plan application is submitted a consultation will occur on a Neighbourhood Forum Application Stage:

- This stage will be subject to a six week consultation.
- When a submission Neighbourhood Plan is received by the authority a six week consultation will be undertaken at this stage.
- A Neighbourhood Plan is subject to an examination by an Independent Planning Inspector, full details of the Inspector and examination process will be made publically available.
- A Neighbourhood Plan will also require a referendum, of which all details will be made publically available.

2.18 **Who will we consult?**

- There is a requirement to consult those who live, work and carry out business in the area.
- All those on the Neighbourhood Plan database who have previously responded and requested to be kept informed of the process.

2.19 **How will we consult?**

- All individuals, businesses, and organisations on the NDP consultation database will be contacted direct. Where an email address is supplied, the contact will be via email, otherwise a letter will be sent;
- We will publicise consultations using methods such as leaflets, posters, the Council website, social media channels, press releases; a press notice, and displays in Council offices;
- Officers will be available at the Council offices during normal office hours upon request to give information/answer questions;
- Consultation documents will be available to view at all libraries in the borough; at post offices in villages where there is no library and at Council offices;
- Consultation documents will be available to download from the Council's website, or will be supplied by email or as a paper copy on request.

Consultation on the Statement of Community Involvement

2.20 Although part of the Local Development Framework, the SCI is not required to undergo the same level of consultation that other documents are. The draft SCI will undergo a consultation period of 4 weeks. The Council will notify all statutory consultees and those who have a duty to co-operate. In addition to this, the Council will contact interest groups and organisations, and the consultation will also be publicised via the Council's website.

Consultation on the Community Infrastructure Levy

2.21 The Community Infrastructure Levy (CIL) is a standardised local levy that is placed on new development and used to help fund the provision and maintenance of necessary local and strategic infrastructure projects. The Council adopted its first CIL Charging Schedule in July 2013, and it came into effect on 1 September 2013. This will be kept under review and consultation may take place again within the lifetime of this SCI.

2.22 **The Regulation 123 List.** The Regulation 123 List will be updated at appropriate intervals. There will be a minimum 4 week consultation on the list. The Council will notify all statutory consultees and key stakeholders of the consultation, as well as publicising the consultation via a press notice and on the Council's website.

2.23 **CIL Charging Schedule.** The process for consulting on a new Charging Schedule will be more comprehensive than the consultation on the Regulation 123 list.

Table 2 below shows the stages in the production of the schedule when the Council will consult:

Stage	Description
Preliminary Draft Charging Schedule	<ul style="list-style-type: none"> Public consultation on Preliminary Draft Charging Schedule, based on evidence collected. Consultation will be for a minimum of 4 weeks. Any representations received will be considered, and changes made to the schedule, where appropriate.
Draft Charging Schedule	<ul style="list-style-type: none"> Public consultation on Draft Charging Schedule Consultation for a minimum of 4 weeks. Any representations received will be considered, and changes made to the schedule, where appropriate.
Formal Examination	<ul style="list-style-type: none"> The CIL documents will be sent to be examined by an independent Inspector. Objectors to the document may be allowed to appear at the Examination. Any recommendations in the Inspectors Report will be binding on the Council.
Adoption	<ul style="list-style-type: none"> Adoption of the CIL documents.

2.24 At all consultation stages for the CIL Charging Schedule, the Council will seek the views of statutory consultees, businesses and the local community. To do this, we will contact all those registered on the Council's consultation database, as well as publicising the consultation via press releases and on the Council's website.

3. Involving the Community in Planning Applications

3.1 The National Planning Policy Framework encourages early engagement with communities, before a planning application is submitted. The Council encourages developers to talk to those who may be affected and refine their proposals while they are at a formative stage. Among those likely to be interested are neighbours, utility and infrastructure providers and, for larger proposals, Councillors and the wider community. The earliest consultation takes place, when proposals are being formulated, the better.

Statutory Instrument 2013 No 2932

3.2 The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2013 indicates a person must carry out consultation on a proposed application for planning permission for any development involving an installation for the harnessing of wind power for energy production where:

(a) the development involves the installation of more than 2 turbines; or

(b) the hub height of any turbine exceeds 15 metres.

Pre-application Consultation for all Development

3.3 In October 2012 the Council introduced a formal pre- application advice service to agents, developers and members of the public for development requiring planning permission, whilst still offering free general advice at the Union Street Offices, Chorley or over the phone by a duty planning officer. Details of this service can be found at chorley.gov.uk/planning. All pre-application consultations are confidential.

3.4 Pre-application consultation by agents and developers can highlight issues that may be resolved prior to submitting the application, and can help steer proposals into a form that are more likely to be acceptable to the Local Planning Authority whilst leading to the re-working or dropping of proposals that appear to be fundamentally unacceptable. It ultimately:

- can save time;
- avoid wasted expense;
- raise the quality of development;
- gain community acceptance and avoid frustration to consult in advance of submitting a planning application.

Type of Developments that would Benefit from Community Involvement.

- 3.5 Developers are encouraged to incorporate community involvement into their development programme to allow for enough time to be devoted to involve the community in a particular scheme. The Localism Act 2011 proposed mandatory pre-application consultation with local communities but to date this has not been activated.
- 3.6 Where the proposal constitutes “major development”, more formal consultation is encouraged. “Major development” is defined as:
- *the winning and working of minerals or the use of land for mineral-working deposits;
 - *waste development;
 - the provision of dwellinghouses where —
 - the number of dwellinghouses to be provided is 10 or more; or
 - the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c) (i);
 - the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
 - development carried out on a site having an area of 1 hectare or more.

*In Chorley these matters are dealt with by Lancashire County Council.

- 3.7 Community Involvement in Planning Applications should also apply to:
- Smaller development on sensitive sites;
 - Changes of use of buildings or land for purposes which are likely to be controversial;
 - Developments where opportunities for community benefits may be available (e.g. the upgrading of a facility used by the community);
 - Where there are issues of scale and controversy, or are contrary to and/or are out of line with the Local Development Framework policy;
 - Where the application is broadly in accordance with the Local Development Framework but raises controversial issues or detail i.e. those that will require a Transport Assessment.
- 3.8 Development control officers will give advice on the most appropriate methods, who to consult in the local area and where to hold a public exhibition. The developer should remember to give sufficient advance notice and publicity to community involvement. The following examples may also be helpful:
- Make detailed proposals available for public view at the site e.g. Draft layout plans, drawings, photo montages, visuals, street scenes & sketches mounted on the site boundary, including 3-D representations where possible;
 - Public meeting/ Public exhibitions / community engagement events / Interactive Workshops;
 - Arrange a press release/advertisement in local newspapers
 - Circulate a leaflet or letter/statement outlining the proposals within the vicinity to both residents and ward Councillors explaining proposals with plans or a diagram; and
 - Arrange a meeting with groups in the community (e.g. Parish Council, residents associations, interested parties, ward Councillors, neighbours).

3.9 Small-scale proposals such as house extensions or advertisements will not require community involvement. However, applicants are encouraged to discuss their proposals with the occupiers of neighbouring property who will be affected and to take account of their concerns where possible and check with infrastructure providers and key consultation bodies that their requirements are satisfied – e.g. that you are not building over or near to service cables or pipes. This can reduce the need for changes after the application has been submitted to the Council, increase the prospect of planning permission being granted and speed up the time taken for proposals to be dealt with.

3.10 **The Consultation Statement** - Developers are encouraged to submit a consultation statement with their planning application. This should include:

- The techniques they employed to gain stakeholder comments, including correspondence, public notices, press releases, a record of persons attending exhibitions, public meetings, public forums or events etc.;
- A summary of the responses received;
- A list of the main objections and any supports that have been raised;
- Any other matters raised;
- The developer’s comments on the responses; and
- The amendments made to the proposals as a result of the comments.

3.11 A developer is encouraged to also consider what effects the proposals have on the surrounding area. This should include:

• access arrangements	• effect on trees
• car parking	• nature conservation
• traffic generation	• protected species
• public right of way affected	• Listed buildings
• noise and disturbance	• Conservation Area
• use in unsocial hours	• scale of development
• odours	• height/mass of development
• disruption during construction	• attraction of crowds
• drainage problems	• drainage problems
• ground conditions	• effect on watercourse
• employment potential	• employment potential
• underground/overhead utility infrastructure	• scale of development
• use in unsocial hours	• other significant effects

Masterplan / Development Brief Preparation and Consultation

3.12 The emerging Local Plan allocates a number of large employment and housing sites where the preparation of a comprehensive Masterplan or Development Brief is required. The Council welcomes early discussions with landowners/developers on the scope, content and the preparation process for each Masterplan or Development Brief.

3.13 The Masterplan or Development Brief should be the subject of consultation with all stakeholders and interested parties using similar methods as detailed above. Following consultation it shall be agreed with the Council and thereafter adopted for the purposes of development control purposes to inform the determination of planning applications related to the site.

The Council's Consultation on Planning Applications

- 3.14 The Development Control team is responsible for making recommendations and delegated decisions on planning application. Although the community are consulted on individual planning applications, they must recognise that planning applications must be determined in accordance with the provisions of the development plan, unless material considerations indicate otherwise.
- 3.15 The Council consider the key to community involvement on planning applications is disseminating accurate information about the applications received. Experience has shown the community is generally forthcoming with comments on applications of interest, and responses received in writing are reported in the planning officer's report.
- 3.16 The Council consults on planning applications as follows in accordance with Circular 15/92 'Publicity for Planning Applications':
- Immediate adjoining neighbours are notified individually by letter, with 21 days to respond. In addition the Planning Officer may request additional property addresses to be notified where it is thought appropriate, depending on the nature of a proposal.
 - Statutory consultees relevant to the application, such as the Highways Authority, the Environment Agency, etc. are notified, with 21 days to respond.
 - The Council displays a site notice, which will invite responses 21 days from the posting of the site notice.
 - The weekly list of planning applications received is circulated by email to Ward Councillors, the Clerks of the Parish and Town Councils, and other interested parties. The weekly list is also available to view via Public Access (see below).
 - The Council website offers a search facility, called Public Access, where a summary of the application details including application forms, plans, and other supplementary information can be found. There is also the facility to make a response via the 'make a public comment form'; comments made in this way will be available to view on-line (personal details will be removed and will not be published).
 - Plans and drawings that have been submitted in support of a planning application are available for inspection at the One-Stop-Shop, Civic Offices, Union Street, Chorley.
 - All comments received on planning applications are summarised and considered in the planning officer's report. In addition to this, all representations received will be available to view at the Council offices, but only comments made via Public Access will be available to view on-line.
- 3.17 In addition to the above, the Council also place Public Notices in the Chorley Guardian referring to development proposals that are: a departure from the local development plan, a major application, development affecting a public right of way, a planning application with an Environmental Impact Assessment, or a planning application affecting a listed building, or a development affecting the character or appearance of a Conservation area. This is in line with Circular 15/92 'Publicity for Planning Applications'.
- 3.18 Via Public Access anyone can register to track applications or have specific searches designed to their interests.
- 3.19 **Amendment of a Planning Application.** The Council may re-consult with neighbours and other consultees, depending on the significance or scale of the changes to the planning application. If the changes proposed to the application do not represent a significant difference to the application, or satisfactorily overcome an objection raised then the Council may not re-consult.

Deciding Planning Applications

- 3.20 The decision on an application may be made in two ways depending on the category of the application:
- By the Council's Development Control Committee. The committee is made up of elected councillors, advised by senior planning officers and a legal officer. The committee will consider a report written by the case officer assigned the planning application. The report will summarise the comments and consultation responses received and the key planning issues involved;
- or**
- In accordance with a Scheme of Delegation whereby:
 - By a senior planning officer after considering a report written by a case officer assigned the planning application. The report will take account of all comments received and consider the key planning issues involved. We aim to decide 90% of applications in this way.
 - Applications in certain categories may be determined under delegated powers, but where the qualified professional planning officer is minded to make a decision that is contrary to a written comment received from a local resident, a town or parish council or any other outside body or organisation that has been consulted, the Chair and Vice Chair of the Development Control Committee must first be consulted.
- 3.21 **Planning Committee.** The Agenda for the Development Control Committee will be available to view on the Council's website 5 working days prior to the Committee being held. The minutes to previous meetings are also available to view on-line. Additional information may be presented up to and including the date of the meeting from the residents, consultees and the applicant which will be reported on the Committee Addendum distributed at the meeting. The recommendation may therefore be subject to change at the Development Control Committee meeting and that new information may be presented to members.
- 3.22 Members of the public are invited to speak publicly at the Development Control Committee either to oppose or support an application. There are however, some restrictions on this:
- Public speakers are limited to one person speaking against an application and one person speaking in favour of the application and are accepted on a first come first serve basis;
 - Speakers must register with the Democratic Services Section no later than noon on the day before the Development Control Committee;
 - Each speaker is allowed to speak for a maximum of 3 minutes;
 - It is advised that if there are a large number of objectors, that a spokesperson is nominated to speak on everyone's behalf; and
 - Parish or Town councillors can speak on behalf of their respective Parish or Town Council for 3 minutes;
 - Elected Members of the Council can speak on behalf of the community for 5 minutes.
 - In exceptional circumstances the Chair of the Development Control Committee may allow for additional speakers to be heard and further time to be given to speakers in the interests of fairness.
- 3.23 The Chairman of Planning Committee invites statements and comments from members of the public at the appropriate time. The committee members then discuss the planning application, during which time no further comments are allowed from the public.

3.24 **After a Decision is Made.** Those that comment on a planning application can follow the progress of the application and the decision the Council made by registering an interest in the application on Public Access. They will then receive e-mail notification up-dates about the application, such as any new plans submitted, if the application will be taken to the Development Control Committee and the final decision made. Interest can be registered at <http://planning.chorley.gov.uk/online-applications/search.do>. Alternatively an individual can contact the Council's Customer Services (Tel: 01257 515151) for a planning decision, or call into the Council's Union Street Office where a Customer Services Advisor will be able to assist.

Planning Appeals

- 3.25 An applicant can normally make an appeal to the Planning Inspectorate, a central government agency, against the Council's decision where the Council:
- Refuse planning permission
 - Impose conditions on a permission which the applicant believes are unreasonable
 - Fail to make a decision on the application within 8 or 13 weeks depending on the type of application (unless there has been an agreed extension of time between the applicant, or their agent, and the Council).
 - Or can appeal against an Enforcement Notice issued by the Council where there has been a breach of Planning Control.
- 3.26 When an appeal against refusal of planning permission is lodged, the Council notifies those neighbours consulted during the original planning application process and any persons who had made representations on the original planning application
- 3.27 Appeals are heard by a Planning Inspector, by written representations, an informal hearing, or in a more formal planning inquiry. The Inspector will consider written representations from the community, and in hearings/inquiries usually provides for members of the community to verbally state their case. Information on appeals can be found on the Planning Inspectorate website: <http://www.planningportal.gov.uk/planning/planninginspectorate>.

Complaints Procedure

3.28 If you are dissatisfied with the way in which a planning application or other development control matter has been handled, you may complain to the Council. We will investigate any complaint made, for more information about this go to our complaints page (chorley.gov.uk (contact us)). If you remain dissatisfied, you may complain to the local government ombudsman who will undertake an independent investigation.

Further Information

3.29 For further information about this document, please contact the Planning Policy and Urban Design Team: planning.policy@chorley.gov.uk

4 Glossary

CIL	The Community Infrastructure Levy is a new levy that local authorities can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure that the council, local community and neighbourhoods want.
DPD	Development Plan Document – A statutory policy document of the LDF, such as the Core Strategy and Local Plan

EIA	Environmental Impact Assessment – applicants for certain types of development are required to submit an environmental statement accompanying a planning application. This evaluates the likely environmental impacts of the development, together with an assessment of how the severity of the impacts could be reduced.
LDD	Local Development Document – all documents (statutory and non-statutory) making up the local development framework.
LDF	Local Development Framework – A folder of all the documents that comprise the Local Development Plan
SCI	Statement of Community Involvement – sets out how, when and where the Council will consult with local and statutory stakeholders in the process of planning for the local authority.
SPD	Supplementary Planning Document – gives guidance on specific policy topic areas or detailed guidance on the development of specific sites.
NDP	<p>Neighbourhood Plans (NDPs) were introduced into the planning system through the Localism Act 2011 as an opportunity to allow communities to set planning policies to guide development in their areas (alongside the Development Plan).</p> <p><u>Neighbourhood Forum Application Stage:</u> An application must be made by a parish or town council or a prospective neighbourhood forum to the local planning authority for a neighbourhood area to be designated (see regulation 5 of the Neighbourhood Planning (General) Regulations 2012 (as amended)). This must include a statement explaining why the proposed neighbourhood area is an appropriate area.</p>

Statutory Consultees	Duty to Co-operate Organisations
Environment Agency	Environment Agency
English Heritage	English Heritage
Natural England	Natural England
Network Rail	Civil Aviation Authority
Highways Agency	Homes and Communities Agency
Telecommunications Operators	NHS England (Central Lancashire)
Chorley and South Ribble Clinical Commissioning Group	Chorley and South Ribble Clinical Commissioning Group
Electricity and Gas Companies	Lancashire County Council (Highways Authority)
Sewerage and Water Companies	*Lancashire Enterprise Partnership
The Homes and Communities Agency	Office of Rail Regulation
Adjoining Neighbouring Local Authorities	Adjoining Neighbouring Local Authorities inclusive of: Bolton Council; Wigan Council; West Lancashire Borough Council; South Ribble Borough Council; and Blackburn and Darwen Borough Council
Parish and Town Councils within the Borough	*Lancashire and South Pennine Nature Partnership
Adjoining Neighbouring Parish Councils	
Lancashire County Council	
Lancashire Constabulary	
The Coal Authority	
The Canal and River Trust	
The Theatres Trust	
Sport England	

* These bodies are not subject to the requirements of the duty. But local planning authorities and the public bodies that are subject to the duty must cooperate with Local Enterprise Partnerships and Local Nature Partnerships and have regard to their activities when they are preparing their Local Plans, so long as those activities are relevant to local plan making.