

Trafford Statement of Community Involvement – August 2021

Contents

1	What is a Statement of Community Involvement and why do we need one?	2
2	Plan-making in Trafford	5
3	How can you get involved in the Plan-making process?	9
4	What consultation will take place on 'Places for Everyone' (PfE)?.....	12
5	Consultation on Planning Applications	13
6	How can we make sure we are consulting successfully?.....	18
	APPENDIX A – Consultation stages of Plan-making	20
	APPENDIX B – Consultation bodies for Plan-making	24
	APPENDIX C – Consultees on planning applications	26
	APPENDIX D – References	28
	APPENDIX E – Assessment of consultation methods	29
	APPENDIX F – Glossary	31

1 What is a Statement of Community Involvement and why do we need one?

- 1.1 The planning system in Trafford should be as transparent, accountable and socially inclusive as possible. There should be as many opportunities for successful and meaningful public participation as there can be. Trafford Council wants to have even more effective community involvement, providing opportunities for active participation and discussions with the community as early in the plan-making and planning application processes as possible.

The planning system and community involvement

- 1.2 The Council must produce a Statement of Community Involvement (SCI), as required by the Planning and Compulsory Purchase Act (2004). Further details on required public consultation methods and procedures are set by the accompanying Regulations¹ to the Act as well as requirements set out by the Localism Act (2011), which includes the ‘Duty to Co-operate’.
- 1.3 The SCI will guide all community involvement on planning matters in Trafford, ensuring that people know when, how and for what reason they will be able to take part in plan-making and planning application processes. The SCI also makes clear the expectations required of developers with regard to community consultation.
- 1.4 All sections of the community have the opportunity to be actively and continuously involved from the start of the planning process, including in the preparation of plans and decisions on planning applications. The aim is that by achieving greater community engagement throughout the planning process, stakeholders and other organisations will have active involvement in identifying and addressing planning issues, and in the development of planning policies and proposals. In this way it is hoped that many objections will be resolved prior to the independent examination of plans, where this is a requirement of the legislation, and prior to the determination of planning applications, and that there will be greater local understanding and ownership of development in Trafford.
- 1.5 When preparing plans and determining planning applications the Council must comply with the community engagement requirements as set out in this SCI. When a local plan is required to be submitted for independent examination a ‘Statement of Compliance’ will be required to show how the SCI requirements have been met.

Why the Statement of Community Involvement has been updated

- 1.6 Since the publication of the previous Trafford SCI in September 2020, the circumstances in which plans are prepared and planning applications are dealt with have continued to be affected by the Coronavirus (COVID-19) pandemic. The

¹ The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended.

Government has been clear that everyone should adhere to various measures to help combat the spread of Coronavirus (COVID-19) and these have implications for consultation arrangements set out in existing SCIs, particularly those forms of engagement that involve public meetings and/or face-to-face contact whilst social distancing measures may be in place.

- 1.7 Updated Government guidance on plan-making sets out how local planning authorities might address these issues in their consultation arrangements. In addition, The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020 change the requirements to make certain documents available for inspection and on request as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. They temporarily remove the requirement on a local planning authority to make documents available for public inspection at the authority's principal office, and at such other places as the authority considers appropriate, and to provide hard copies of documents made available. Documents are still required to be made available on the local planning authority's website.
- 1.8 As a result of the updated guidance and Regulations, local planning authorities are required to make a number of temporary arrangements so that plan-making can continue during the Coronavirus (COVID-19) pandemic and to ensure that effective community involvement takes place during this time by means which are reasonably practicable. In doing so, the Council will utilise fully online methods of consultation and provide documents for inspection on the Council's website.
- 1.9 It is anticipated that the revised consultation arrangements set out in this SCI will be temporary and that the document will be further revised once restrictions are lifted. The situation will be kept under review and further modifications brought forward as necessary to comply with updated legislation and Government guidance.
- 1.10 Updates have been incorporated in this revised SCI to reflect the preparation of a new plan, 'Places for Everyone' (PfE), and some minor amendments have been made in the light of current development management procedures.

The Council and Community Involvement

- 1.11 The Trafford Partnership, which is the borough's Local Strategic Partnership, brings together organisations from across the public, private, voluntary, faith and community sectors to work together to achieve the borough's seven *Trafford Together* priorities.
- 1.12 The Trafford Local Plan will be the main means for delivering the spatial elements of *Trafford Together*, and will provide the long-term spatial context within which *Trafford Together* will be implemented and reviewed.
- 1.13 The Council will, wherever possible, link consultation on plans with similar public engagement exercises being undertaken by the Trafford Partnership and associated thematic and geographic partnerships. This will maximise the benefits of joint

consultation, take advantage of best practice, reduce the risk of consultation fatigue and avoid unnecessary duplication of effort.

- 1.14 Further details about the Trafford Partnership can be found on the Trafford Partnership webpages, which can be found at <http://www.traffordpartnership.org>.

2 Plan-making in Trafford

- 2.1 Trafford's Development Plan is currently made up of the Core Strategy, saved policies from the Revised Unitary Development Plan (UDP), the Greater Manchester Minerals Plan, the Greater Manchester Waste Plan, the Altrincham Town Centre Neighbourhood Business Plan and the Composite Policies Map. Further details on each of these plans can be found on the Council's Strategic Planning webpages.
- 2.2 The following new Development Plan Documents are being prepared. These will be subject to independent examination and when adopted will become part of the Development Plan for Trafford, replacing a number of current Development Plan Documents. Further details are contained within the Council's up to date Local Development Scheme (LDS).

'Places for Everyone' (PfE)

- 2.3 'Places for Everyone' (PfE) is a spatial plan that will cover nine of the ten districts in Greater Manchester, including Trafford. It is being produced collaboratively by the Mayor of Greater Manchester and nine Greater Manchester local authorities. 'Places for Everyone' (PfE) will set the overall spatial strategy for the area, including identifying the appropriate scale and distribution of housing and employment. It will contain a set of strategic policies and allocations to deliver economic, social and environmental benefits.

The Trafford Local Plan

- 2.4 The Trafford Local Plan will reflect the overarching 'Places for Everyone' (PfE) strategic context and will provide specific planning policies to address local issues. This plan will be produced in parallel with 'Places for Everyone' (PfE) and will be subject to independent examination.

Area Action Plans

- 2.5 Area Actions Plans (AAPs) may be prepared for any part of Trafford where further detailed planning guidance to help shape the delivery of growth, redevelopment or investment would be beneficial.

Neighbourhood Plans

- 2.6 Neighbourhood Planning allows local communities to have a major say in helping to shape, direct and deliver sustainable development in their local area. Neighbourhood Plans are prepared under the Neighbourhood Planning Act 2017, and supporting Regulations, and become part of the statutory Development Plan for the area in which they apply. Neighbourhood Development Orders allow planning permission to be granted in relation to a particular neighbourhood area for certain types of development. The process for creating a Neighbourhood Development Order is statutory and similar to the process for creating a Neighbourhood Plan.

- 2.7 Communities will take the lead in Neighbourhood Planning. The local parish or town council will lead the work or, in areas without a parish or town council, Neighbourhood Forums will need to be established. In areas which are predominately commercial (such as a high street or town centre), a Business Neighbourhood Plan should be produced by a Business Neighbourhood Forum.
- 2.8 Neighbourhood Plans are prepared by local communities, with the support of the Council. However, Council approval is required at key stages including the decision to adopt a Neighbourhood Plan as part of the Development Plan for Trafford.
- 2.9 The Council will provide support during the preparation of a Neighbourhood Plan, help to make decisions when necessary, organise the plan's independent examination and run the local referendum. The Council will provide advice and (non-financial) assistance during the preparation or modification of a Neighbourhood Plan at a level that is considered appropriate.
- 2.10 The specific support that the Council will provide to those involved in Neighbourhood Planning may include:
- Providing advice on the legal requirements of Neighbourhood Planning;
 - Providing informal advice on proposed neighbourhood area and forum applications and draft Neighbourhood Plans before these are formally submitted;
 - Setting out the relevant Local Plan policies which a Neighbourhood Plan would have to comply with;
 - Providing evidence base materials and relevant data which the Council has access to;
 - Providing advice on effective consultation and engagement methods;
 - Attendance at virtual meetings as deemed appropriate by the Council.
- 2.11 Further details on Neighbourhood Planning in Trafford can be found on the Council's Strategic Planning webpages.

Supplementary Planning Documents (SPDs)

- 2.12 SPDs provide additional information to, and support the policies of, the Development Plan. They assist with interpreting the policies and how they should be implemented.
- 2.13 When making a decision on a planning application, an SPD is taken as a material consideration. The weight given to SPDs is considerable as they have been prepared in full consultation with the public and approved for development management purposes by the Council. SPDs are shorter in length than Development Plan Documents and have a shorter time period for production. Further details on the Council's SPDs can be found on the Council's Strategic Planning webpages.

Other documents

- 2.14 Other documents support the production and implementation of the planning framework. In addition to this **Statement of Community Involvement**, they include the **Local Development Scheme**, the **Authority Monitoring Report**, the **Community Infrastructure Levy** and **evidence base** documents.
- 2.15 The **Local Development Scheme (LDS)** is a public document which sets out the Council's project plan for the production and review of plans and includes a description and timetable for each document. The LDS is available on the Council's Strategic Planning webpages.
- 2.16 The **Authority Monitoring Report (AMR)** provides information on progress in achieving targets identified in the LDS and looks at how planning policies are achieving their aims and purpose. The most up-to-date and past versions of the AMR are available on the Council's Strategic Planning webpages.
- 2.17 The **Community Infrastructure Levy (CIL)** allows local authorities in England and Wales to set a financial charge on developments which is used towards providing essential infrastructure to support planned growth. CIL charges are based on the size, type and location of the development proposed. The Trafford CIL Charging Schedule came into effect on 07 July 2014. Further details on the Council's CIL regime can be found on the Council's Strategic Planning webpages.
- 2.18 The Council's **evidence base** contains up to date and regularly monitored information from surveys and evidence gathering exercises. The evidence base helps to inform the preparation of planning policies and the contents of plans. Information contained within the evidence base can also highlight the need to prepare or review a plan. Where appropriate, the Council will seek the involvement of relevant groups and organisations in the development of this evidence base so that it has the most reliable and robust information available.
- 2.19 Further details of the Council's current evidence base can be found on the Council's Strategic Planning webpages.

Integrated Assessment (IA)

- 2.20 Integrated Assessment (IA) is a key part of developing good plans in Trafford. Where IA is required, it is undertaken at all stages of plan preparation to ensure that documents are assessed against social, economic, and environmental objectives and are as sustainable as possible. Sustainable development is defined in the NPPF (paragraph 7) as 'meeting the needs of the present without compromising the ability of future generations to meet their own needs'.
- 2.21 The IA includes three separate assessments that help with the production of plans. These are:-

- Sustainability Appraisal (SA) / Strategic Environmental Assessment (SEA) – this assesses the effects of the plan across a range of social, economic and environmental issues.
- Health Impact Assessment (HIA) – this assesses the effects of the plan on the health and well-being of the population and its ability to access health-related facilities and services. The HIA also addresses equalities issues and has some overlap with the Equalities Impact Assessment.
- Equalities Impact Assessment (EqIA) – this assesses the effects of the plan in terms of equalities issues, with particular focus on disadvantaged or excluded groups of people. The EqIA helps to identify where we can best promote equality of opportunity.

2.22 A Habitats Regulations Assessment (HRA) may also be required to be undertaken separately from the IA. This will assess the potential for the plan to affect European nature conservation sites.

Duty to co-operate

2.23 The **duty to co-operate** is a legal requirement of the plan-making process. It was introduced by the Localism Act 2011 and requires local authorities to consider strategic planning beyond their boundaries, providing a way of addressing larger issues that cannot be dealt with by working alone. This may include:

- new housing across a wider housing area;
- major retail, leisure, industrial and other economic development;
- new infrastructure such as roads, rail, and energy generation; and
- protection and enhancement of the natural and historic environment.

2.24 When we prepare or review a local planning document the Government requires local planning authorities to work together with other bodies to ensure that strategic and other cross boundary issues are properly co-ordinated and addressed in plans. Government legislation and guidance sets out a range of bodies and other consultees who we have to notify as part of our duty to co-operate.

2.25 As part of the Council's evidence on its Duty to Co-operate, a 'Statement of Common Ground' (SoCG) will be prepared as a written record of the progress made during the planning process in relation to strategic cross-boundary issues. The SoCG will show where there has been co-operation with Duty to Co-operate bodies throughout the preparation of a plan and will help to demonstrate that a plan is deliverable and based on joint working.

2.26 The activities undertaken by the Council as part of the duty to co-operate will be reported on within a Statement of Consultation and in the AMR where relevant.

3 How can you get involved in the Plan-making process?

- 3.1 The Council will carry out appropriate consultation during the preparation of plans and supporting documents, and this will be guided by Regulations and the Council's Scheme of Delegation. Comments will be invited on what these plans should contain, what supporting evidence there should be, what the key issues are and how they can be addressed. Consultation will take place at early stages of the plan-making process and continue throughout. Any comments that are submitted will be considered and taken into account during the next phase of the plan-making process.

Consultation methods

- 3.2 A range of consultation methods will be used during the preparation of plans and supporting documents. The type of consultation used will be dependent on the type and stage of the document in question. Further detail on the use of these is set out in Appendix A of this SCI.
- 3.3 The Strategic Planning team maintains a **database of consultees** made up of different groups and individuals who have expressed an interest in Strategic Planning matters or are identified as consultees through national legislation and guidance (as listed in Appendix B). This enables members of the local community to register so they can be involved throughout the planning process. In the maintenance of this database the Strategic Planning team will have full regard to data protection requirements.
- 3.4 Those wishing to be added to the consultation database can contact Strategic Planning at strategic.planning@trafford.gov.uk or by telephone (0161 912 3149). Further information can be found on the Council's Strategic Planning webpages.
- 3.5 There are different groups of organisations and individuals that will be contacted through planning policy consultations. The stages of consultation, and the range of consultees, are set out in Appendix A and Appendix B of this SCI. The groups are categorised as:-
- SCI 1 – Duty to Co-operate bodies
 - SCI 2 – Specific consultation bodies
 - SCI 3 – General consultation bodies
 - SCI 4 – Other consultation bodies
- 3.6 The Council will **make documents available on its website**. All consultation documents and supporting evidence base information can be viewed online. **Trafford Council's website** (www.trafford.gov.uk) is used to display all the latest information about current consultations. Specific details of consultations on planning policy and related documents, together with supporting information, will be available on the Council's Strategic Planning webpages. This will allow everyone to be kept fully informed on the progress of current consultation events as well as those planned for

the future. The Council's website will also make it possible to view responses that others have made when consultations have closed and have been reported on.

- 3.7 The Council will use **Social media**, including relevant twitter accounts and Facebook pages, to publicise the various stages involved in the production of planning documents.
- 3.8 The Council may choose to produce **publicity material** for public consultations if they are considered appropriate for the particular type, stage and subject matter of the document. This could include a press release, a public notice, and an advert in a local newspaper or the electronic display of information in Council buildings. The type of publicity material used will be decided on a case by case basis for each consultation.
- 3.9 The Council will make documents available in **accessible formats**, such as in large type, Braille, in audio format and in other languages upon request.
- 3.10 **Availability of officers** to provide advice will also be arranged. A Planning Officer will be available to deal with enquiries about the documents by telephone (during normal office hours), e-mail or letter. The Strategic Planning and Growth Team has a central email address strategic.planning@trafford.gov.uk and phone number 0161 912 3149 through which enquiries can be made.
- 3.11 Consideration will be given to requests for Virtual **Stakeholder events** with groups, organisations, individuals and communities, depending on the type of document and the stage reached in its production. The following types of events will be considered:-
- Virtual Workshops - The Council has made extensive use of stakeholder workshops in the past. These workshops give the opportunity for people to discuss planning issues in a detailed and supportive forum. Workshops will continue to be used in the future when considered appropriate, particularly at the early stages of plan-making. A record will be kept of stakeholder workshops and reported upon in a Statement of Consultation.
 - Working with Partnerships and Communities - The Council will inform and consult Town and Parish Councils, Neighbourhood Forums, Neighbourhood Partnerships, Town Centre Partnerships, Trafford Partnership Boards, Ward Members and other similar groups on a regular basis during the production of plans.
- 3.12 **Hard to reach groups** - The Council will make every effort to engage with these groups directly and/or through representative organisations, whether local or national, and encourage them to get involved in the preparation of plans and supporting documents. In Trafford, hard to reach groups are considered to be:
- Young people;
 - Frail elderly;

- People with disabilities – mobility impaired, visually impaired and hearing impaired;
- Black minority and ethnic groups;
- Gypsies, travellers and travelling show people.

- 3.13 Opportunities to involve hard to reach groups through other Council services (such as Public Health, and Children, Families and Wellbeing) will be explored. In preparing planning policy documents the Council will comply with the requirements of the Equality Act 2010 and the Public Sector Equality Duty.
- 3.14 As outlined in section 2 of this SCI, the Council is required to comply with a 'Duty to Co-operate'. The Council will have a proactive and collaborative working relationship with adjoining authorities and other public organisations throughout the plan-making process.

4 What consultation will take place on 'Places for Everyone' (Pfe)?

- 4.1 The Greater Manchester Spatial Framework (GMSF) was a joint plan being produced by the ten Greater Manchester local authorities, to provide the overarching strategic framework to manage sustainable growth and development across the conurbation over the next twenty years or so.
- 4.2 Following the decision of Stockport Council in December 2020 not to approve the GMSF 2020 for Regulation 19 consultation or submission, the GMSF is no longer being progressed in its current form.
- 4.3 A joint plan of the nine remaining local authorities in Greater Manchester, including Trafford, known as '**Places for Everyone**' (**PfE**), will deal with cross boundary and strategic planning issues up to 2037. Once adopted **PfE** will become part of the statutory Development Plan for each of the nine Greater Manchester local authorities sitting alongside adopted Local Plans.
- 4.4 Consultation on the submission version 'Places for Everyone', carried out in accordance with Regulation 19 of The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended, and in accordance with each of the nine local authority's Statements of Community Involvement, commenced in August 2021.

5 Consultation on Planning Applications

- 5.1 The Council's Planning Service is responsible for determining all planning applications submitted to the Council. The Council is committed to involving communities in Trafford in the planning application process and will actively seek the views of the community on all planning applications. There is great value in involving the public in decisions relating to development in Trafford and this SCI sets out how the Council involves communities in planning applications.
- 5.2 Early and proactive engagement in the planning application process makes the system more effective and efficient. Effective engagement with applicants, communities and the Council is important to achieving sustainable development that is right for communities.
- 5.3 The Council's arrangements for publicity and notification will never be less than the minimum Government requirements and in most cases these will be exceeded.
- 5.4 Local planning authorities have some freedom of choice about how they inform communities and other interested parties about planning applications. The Town and Country Planning (Development Management Procedure) (England) Order 2015 and its amendments, which can be found at www.legislation.gov.uk, set out the minimum statutory requirements.
- 5.5 The Council's Planning Service receives approximately 3,000 planning applications per year. This includes applications for planning permission, Listed Building Consent, Advertisement Consent and many more. More details about the different types of planning applications can be found at www.planningportal.co.uk.
- 5.6 Development proposals fall into different categories which include major, minor and other types of application. The type of application has an influence on the level of community involvement that may be undertaken. Almost 55-60% of applications in Trafford are from householders for extensions and alterations to dwellings, and 2-3% are for major developments such as large housing or retail schemes.

Pre-application discussions

- 5.7 The aim of providing pre-application advice is to encourage discussion with a range of bodies including the local community before a formal application is submitted. Good quality pre-application discussions will lead to better outcomes for the community and is encouraged by central government. It allows changes to be made to the proposal to take into consideration points raised by planning officers, stakeholders or the community and therefore avoid objections being made at a late stage. If modifications are carried out at pre-application stage, the application is likely to be determined more quickly as the need for changes after the application has been submitted will be reduced. Small scale developments such as house extensions will generally not require pre-application community involvement but applicants are

encouraged to discuss their proposal with neighbours and others directly affected, prior to submitting an application.

- 5.8 Due to the commercially sensitive nature of some pre-application discussions, the Council does not generally carry out wider public consultation on them. However, the Council does encourage all developers of major, significant or contentious applications to undertake consultation with the local community and relevant agencies, such as Highways England, the Environment Agency and Transport for Greater Manchester, prior to the submission of a planning application.
- 5.9 Any consultation done as part of a pre-application discussion should ideally be agreed with the Council before it starts. Council Officers will encourage developers to engage with the local community. Virtual exhibitions, if appropriate, will be encouraged for major or particularly contentious schemes. Council Officers will not be involved in these pre-application exhibitions.
- 5.10 A Record of Community Involvement should form part of any subsequent planning application that has been the subject of pre-application consultation. This should include details of all publicity carried out, including a record of all persons or bodies consulted or who attended virtual meetings, a record of representations received and the developer's response to them. A summary of the Record of Community Involvement will be included in any reports on that planning application.
- 5.11 The Council provides a comprehensive pre-application advice service. The service is subject to a fee for which applicants are entitled to a virtual meeting with Officers and a written response which will seek to provide clear guidance on the acceptability of a proposal. In addition, pre-application advice may form part of a wider Planning Performance Agreement (PPA) or bespoke services which can be offered.
- 5.12 Further information on the pre-application stage of the planning process can be found at www.planningportal.co.uk.

Planning Applications

- 5.13 After the Council has received a planning application, it will undertake a period of consultation where views on the application can be expressed. The Council will identify and consult with a number of stakeholders including neighbouring properties and the formal consultation period will normally last for 21 days (or 14 days for permission in principle applications).
- 5.14 The main types of consultation will be:
- Neighbour notification – this includes notifying neighbours of the application site and community groups;
 - Statutory consultation – consultation of specific bodies as set out by law who will have a duty to respond by providing advice on the application;
 - Consultation required by a direction – a consultation direction will establish further statutory consultation requirements that are locally specific;

- Non statutory consultation – any other third party likely to have an interest in the proposal due to particular planning policies (for example, the Greater Manchester Ecology Unit, Greater Manchester Police, the Local Highway Authority, the Lead Local Flood Authority); and
- A site notice and/or press advert may be posted.

- 5.15 The Council will undertake **Neighbour notification** where appropriate as detailed in Appendix C. It is the Council's usual practice to inform occupants and owners, if known, of neighbouring properties that a planning application has been received on a site. The extent of neighbour consultation will depend on the nature of the proposed development. Direct neighbour notification by letter (or where appropriate by e-mail) will be undertaken on all planning applications giving the recipient a minimum of 21 days in which to comment.
- 5.16 There are **statutory consultees** which the Council must consult on planning applications. The Town and Country Planning (Development Management Procedure) (England) Order 2015 includes a schedule of bodies that should be consulted on planning applications. Exactly which body is consulted depends on the nature of the application but includes organisations such as the Environment Agency, Historic England, Parish Councils, the Local Highway Authority and the Lead Local Flood Authority. Statutory consultees have a minimum of 21 days in which to respond.
- 5.17 **Site notices** will be posted for:
- Major applications;
 - Applications which do not accord with the development plan;
 - Applications accompanied by an environmental statement;
 - Applications that may affect a Right of Way;
 - Applications in and adjoining Conservation Areas; and
 - Applications concerning Listed Buildings.
- 5.18 Site notices will be used for publicising proposals wherever direct notification would be difficult to achieve, including employment development within the Main Employment Areas. Site notices will be posted on or near the application site for no less than 21 days.
- 5.19 Site notices must be posted for sites that the Council intends to grant permission in principle on. For those included on the brownfield land register they should be subject to a consultation period of 21 days and for those submitted via application for 14 days.
- 5.20 Comments can be made on applications for development, whether publicised by site notice or neighbour notification letter, and all representations received prior to the determination of the application will be taken into account. Anyone can respond to a planning application consultation, not just those notified or who will be directly affected by it.

- 5.21 All representations must be made in writing by email or through the Council's website or by letter and include a name and address. Whilst anonymous representations will be accepted they will carry little or no weight within the decision-making process. All comments received are taken into account before a decision is made. By law, any comments made about an application must be available for public viewing. The Council is unable to acknowledge receipt of comments.
- 5.22 The publicity arrangements within Trafford, as set out in Appendix C, are a guide and individual cases may vary. The arrangements apply to the following types of planning applications:
- Outline and Full planning applications and approval of Reserved Matters;
 - Renewal of permission;
 - Retrospective planning applications;
 - Variation or discharge of conditions;
 - Express consent for Advertisements;
 - Listed building consent;
 - Hazardous substances consent;
 - Certificate of lawfulness of existing use or development; and Prior approvals and notifications.
- 5.23 Appendix C details which neighbours may be consulted on planning applications. Further details on the statutory requirements for consulting on planning applications can be found at www.planningportal.co.uk.
- 5.24 As general practice, where a new application is made within 12 months of a previous decision or date of withdrawal of an earlier application, all those previously notified will receive direct notification of the new submission. The case officer will exercise discretion as to whether those who commented on the application will also be directly notified.
- 5.25 Consideration will be given to requests for virtual **meetings** with groups, organisations, individuals and communities for applications where there are any controversial issues, and/or which are contrary to the Development Plan for Trafford.
- 5.26 In certain circumstances the Council may decide to undertake **Re-consultation**. After the initial period of consultation it may be necessary to extend it if, for example, changes to the application are submitted. When significant amendments to an application are proposed before determination the Council will re-consult neighbours, Parish Councils, statutory consultees and other interested parties, as appropriate, normally giving 10 days in which to comment. In deciding whether this is necessary, the following considerations may be relevant:-
- Were objections or reservations raised in the original consultation stage substantial and, in the view of the local planning authority, enough to justify further publicity?
 - Are the proposed changes significant?
 - Did earlier views cover the issues raised by the proposed changes?

- Are the issues raised by the proposed changes likely to be of concern to parties not previously notified?

- 5.27 **Trafford Council website** - A list of planning applications received each week is displayed on the Council's website. Copies of this 'weekly list' are also distributed to Borough Councillors, Parish Councils, libraries and relevant local organisations, registered parties and others. A public access database is also available on the Council's website which allows planning application details to be viewed online including planning application forms, plans and other related documents.
- 5.28 The Council will use **Social media**, including relevant twitter accounts and Facebook pages, to publicise consultations where appropriate.
- 5.29 Planning applications can be determined by Officers under delegated powers or by Planning and Development Management Committee. The approach taken to establishing how the decision will be made is undertaken in accordance with the Scheme of Delegation within the Council's Constitution, which can be found on the Council's website. When an application is to be determined by the **Planning and Development Management Committee**, members of the public or other interested parties may address the Committee, for or against a proposal. Anyone wishing to speak at Planning and Development Management Committee must let the Council know in writing before 4pm of the Tuesday before the committee meeting. At present, the Council's Constitution allows one person to speak for and one person to speak against a development proposal for a period of 3 minutes each.

Permission in principle

- 5.30 Being granted permission in principle for development is an alternative way of being granted planning permission for housing-led development. There are two stages to this type of planning permission, the first stage considers if a site is suitable in principle (Permission in Principle) and the second considers detailed development proposals for the scheme (Technical Details Consent).
- 5.31 Guidance on the processes involved in granting Permission in Principle and Technical Details Consent can be found at www.gov.uk.
- 5.32 Permission in Principle can be granted either on sites that are contained within part 2 of the Council's Brownfield Land Register or when it is sought by an application. Local authorities must consult those identified in The Town and Country Planning (Development Management Procedure) (England) Order 2015, as set out at www.legislation.gov.uk, and take into account any representations received. Consultation and notification requirements for sites on part 2 of the Brownfield Land Registers are set out in the relevant regulations at www.legislation.gov.uk.
- 5.33 When a consultation takes place in relation to Permission in Principle, statutory consultees have a duty to respond within 14 days unless a longer period of time is agreed with the Council.

6 How can we make sure we are consulting successfully?

Monitoring

- 6.1 The success and effectiveness of the SCI will be monitored and, where necessary, reviews to the document brought forward. This will ensure that the stakeholders who are consulted, and the techniques for community involvement and engagement, remain appropriate. Monitoring will also be built into the Council's consultation practices, for example through the Statement of Consultation for each stage of Local Plan production and customer survey questionnaires on planning applications, which can demonstrate:-
- The number of people and groups participating in consultations, including those who may be 'hard to reach'
 - The extent to which representations effect change
 - Whether participants value their involvement in the process
 - Which techniques generate the most effective response
 - Whether participants have any suggestions for improving or enhancing community involvement.
- 6.2 Consultation databases will be updated regularly to identify new, interested or representative organisations, groups and individuals, having full regard to data protection requirements.
- 6.3 These indicators will be used to review the SCI and changes will be considered where there has been a particularly low level of community involvement. The Council will apply the process and principle of continuous monitoring and review to all consultation documents.

Resources

- 6.4 It is important that sufficient resources are made available to implement the consultation measures set out in this SCI. Community involvement for plan- making and in relation to planning applications will be overseen by the Strategic Growth and Planning and Development services as appropriate. The Council's Communications and Marketing Team will offer support and advice on public and media relations. The Council's Partnerships and Communities Team will assist in working with the Trafford Partnership.

Contact details

- 6.5 For all matters relating to planning documents please contact the Strategic Planning Team:
- By telephone: 0161 912 3149
 - By email: strategic.planning@trafford.gov.uk
 - By letter: Strategic Planning Team, Trafford Town Hall, Talbot Road, Stretford, Manchester M32 0TH

- 6.6 For all matters relating to planning or other applications, or if you would like to arrange a pre-application discussion, please contact the Planning and Development Service:
- By telephone: 0161 912 3149
 - By email: development.management@trafford.gov.uk
 - By letter: Planning and Development Service, Trafford Town Hall, Talbot Road, Stretford, Manchester M32 0TH

Appendix A – Consultation stages of Plan-making

Development Plan Documents

Stage	Consultation duration	Consultation methods	Consultation bodies (see Appendix B)
Preparation: Publish the notice of intention to prepare a development plan document.	Not applicable.	Website; Social Media; Publicity materials; Letter / email notification.	SCI1; SCI2; SCI3; SCI4.
Preparation: Invite comments on the scope and subject of the development plan document, key issues the plan should cover, how these issues could be addressed and potential sites for allocations where appropriate.	Minimum 6 weeks.	Website; Social Media; Publicity materials; Letter / email notification.	SCI1; SCI2; SCI3; SCI4.
Preparation: Publish additions to the evidence base when available.	Not applicable.	Website.	Not applicable.
Publication: Publish a copy of the following documents that will be submitted to the Secretary of State: Development plan document; Integrated Assessment; Policies Map; Consultation statement; Copies of representations received; Statement of where documents are available; Other relevant supporting documents.	Not applicable.	Website; Social Media; Publicity materials; Letter / email notification.	SCI1; SCI2; SCI3; SCI4.
Publication: Representations invited on the soundness of the plan.	Minimum 6 weeks.	Website; Social Media; Publicity materials; Letter / email notification.	SCI1; SCI2; SCI3; SCI4.
Submission to the Secretary of State: Consider representations made at publication stage.	Not applicable.	Not applicable.	Not applicable.
Submission to the Secretary of State: Submission of publication stage documents to Secretary of State including changes made as a result of consultation.	Not applicable.	Website; Social Media; Publicity materials; Letter / email notification.	SCI1; SCI2; SCI3; SCI4. Those requested to be informed at publication stage.

Stage	Consultation duration	Consultation methods	Consultation bodies (see Appendix B)
Independent Examination: Publicise date, time and place of hearing alongside name of Independent Examiner at least 6 weeks before hearings.	Not applicable.	Website; Social Media; Publicity materials; Letter / email notification.	Respondents at publication stage.
Independent Examination: Opportunity for those who commented at publication stage who the Inspector considers it would be appropriate to attend hearing.	Not applicable.	Not applicable.	As identified by the Inspector.
Publication of recommendations: Publish the report of findings into the development plan document as soon as reasonably practical – detail if the plan has been found sound or unsound and any modifications.	Not applicable.	Website; Social Media; Letter / email notification.	Secretary of State.
Adoption: Full Council receives final recommendations and agrees to adopt the Plan. An adoption statement is published.	Not applicable.	Website; Social Media; Letter / email notification.	Those who requested to be informed of adoption.

Neighbourhood Plans

Stage	Consultation duration	Consultation methods	Consultation bodies (see Appendix B)
Application and Designation: Application for designation of a neighbourhood area and/or Forum. Where a neighbourhood area application is the same as an existing Parish Council boundary there is no requirement to consult on the application.	Minimum 6 weeks.	Website; Letter/email notification; Social Media.	Selected relevant consultees from SCI1; SCI2; SCI3; SCI4.
Pre-submission consultation on plan: Neighbourhood Forum or Parish Council will prepare a draft neighbourhood plan.		This stage is carried out by the qualifying body (Neighbourhood Forum or Parish Council).	

Stage	Consultation duration	Consultation methods	Consultation bodies (see Appendix B)
Pre-submission consultation on plan: Community consultation on plan.		This stage is carried out by the qualifying body (Neighbourhood Forum or Parish Council).	
Submission consultation and publicity of a plan: Trafford Council publicises the submitted plan.	Minimum 6 weeks.	Website; Letter/email notification; Social Media.	Selected relevant consultees from SCI1; SCI2; SCI3; SCI4.
Submission of plan for independent examination and publication of report: Independent examination of plan.	Not applicable.	Not applicable.	Not applicable.
Submission of plan for independent examination and publication of report: Publication of examiner's report.	Not applicable.	Website; Letter/email notification; Social Media.	Selected relevant consultees from SCI1; SCI2; SCI3; SCI4. Those who asked to be notified of decision.
<p>If the plan is approved by the Independent Examiner it moves to referendum stage.</p> <p>If the plan is not approved by the Independent Examiner the plan does not progress to referendum.</p> <p>Referendum on neighbourhood plan: Opportunity to vote on the neighbourhood plan coming into force.</p>	Referendum organised by Trafford Council's elections unit.	Website; Letter/email notification; Social Media.	Selected relevant consultees from SCI1; SCI2; SCI3; SCI4. People on the electoral register, non-domestic rate payers where a business area is designated.
Plan comes in to force: Plan available to view.	Not applicable.	Website; Letter/email notification; Social Media.	Selected relevant consultees from SCI1; SCI2; SCI3; SCI4.

Supplementary Planning Documents

Stage	Consultation duration	Consultation methods	Consultation bodies (see Appendix B)
<p>Consultation on draft supplementary planning document: Publish copy of draft supplementary planning document, inviting comments from interested parties.</p>	<p>Minimum 4 weeks.</p>	<p>Website; Social Media; Publicity materials; Letter / email notification.</p>	<p>Selected relevant consultees from SCI1; SCI2; SCI3; SCI4.</p>
<p>Adoption of supplementary planning document: Publish adopted supplementary planning document and Statement of Consultation showing who was consulted, the main issues raised and how they have been addressed.</p>	<p>Not applicable.</p>	<p>Website; Social Media; Letter / email notification.</p>	<p>Selected relevant consultees from SCI1; SCI2; SCI3; SCI4.</p> <p>Those who requested to be informed of adoption.</p>

APPENDIX B – Consultation bodies for Plan-making

These lists of consultation bodies are as complete as can be reasonably expected at the time of preparing this SCI. Other organisations and groups may exist, may be formed in the future or may succeed these organisations and will not be excluded from involvement simply because they are not listed here.

The emergence of new groups or organisations will be kept under review by monitoring the local press, correspondence received and relevant websites. Any other bodies who wish to be included should call or email Strategic Planning on 0161 912 3149 or strategic.planning@trafford.gov.uk

SCI 1 - Duty to Co-operate bodies

As a body to which the duty to co-operate applies, the Council will co-operate, as required, on strategic planning issues with the following:-

- Cheshire East Council
- Civil Aviation Authority
- Environment Agency
- Greater Manchester Combined Authority
- Greater Manchester Local Enterprise Partnership*
- Greater Manchester Local Nature Partnership*
- Highway authorities (including the Secretary of State for Transport)/Highways England
- Homes England
- Manchester City Council
- Marine Management Organisation
- Natural England
- NHS England
- NHS Trafford Clinical Commissioning Group
- Office of Rail and Road
- Other relevant local planning authorities
- Salford City Council
- Transport for Greater Manchester
- Warrington Borough Council

The Council will consult with these bodies, as required, on all development plan documents, neighbourhood plans and, where relevant, supplementary planning documents and other planning documents. The bodies will also be engaged with directly by way of virtual stakeholder events during plan preparation.

Though Local Enterprise Partnerships and Local Nature Partnerships are not in themselves subject to the requirements of the duty to co-operate, the Council as a duty to co-operate body is required to co-operate with them and have regard to their activities in the preparation of plans so long as those activities are relevant to local plan-making.

The Mayor of London and Transport for London are identified in the legislation as prescribed bodies for the duty to co-operate. The Council have considered the likely strategic issues affecting development plan preparation in Trafford and do not consider that plans produced within the Borough will have any relevance for these bodies. Should any presently

unidentified issues of relevance come forward these bodies will be contacted for discussions in accordance with the duty to co-operate.

SCI2 - Specific consultation bodies

The Council is required to consult 'specific' consultation bodies as appropriate on planning policy documents. The relevant bodies for Trafford are as follows:-

- A relevant authority within or adjoining the Borough (local planning authorities, county councils, parish councils and local policing bodies)
- The Coal Authority
- The Environment Agency
- Historic England
- Natural England
- Electronic Communications Operators
- Electricity Undertakers
- Gas Undertakers
- Sewerage Undertakers
- Water Undertakers
- Network Rail
- Highways England
- NHS Trusts and Clinical Commissioning Groups
- Homes England
- Marine Management Organisation

Specific consultation bodies will be consulted as a matter of course on all development plan documents, neighbourhood plans and, where relevant, supplementary planning documents and other planning documents. Specific consultation bodies will also be engaged with directly by way of virtual stakeholder events during plan preparation.

SCI3 - General consultation bodies

The Council is required to consult 'general' consultation bodies as appropriate on planning policy documents. The relevant bodies for Trafford are as follows:-

- Voluntary bodies
- Bodies representing racial/ethnic/national groups
- Bodies representing religious groups
- Bodies representing disabled persons
- Bodies representing business persons

General consultation bodies will be consulted as a matter of course on all development plan documents, neighbourhood plans and, where relevant, supplementary planning documents and other planning documents. General consultation bodies will also be engaged with directly by way of virtual stakeholder events during plan preparation.

SCI4 - Other consultees

The Council is required to consult 'other consultees' as appropriate on planning policy documents. Other consultees include local residents who have asked to be informed and other interested parties. These consultees will be consulted as appropriate on all development plan documents, neighbourhood plans and, where relevant, supplementary planning documents and other planning documents.

APPENDIX C – Consultees on planning applications

Type of application	Who will be consulted?
B1 - Domestic extensions	Any property which shares a boundary with an application site - irrespective of the location of any road – adjoining neighbours to the rear/opposite and both sides. This will apply whatever the location of the proposed development and will make no judgement in terms of likely impact.
B2 - New residential development	As for B1 – Domestic extensions. Wider consultation will depend on the scale and location of the development proposed and the layout of development nearby.
B3 - Other minor development in residential areas	As for B1 - Domestic Extensions. Wider consultation will depend on the scale and location of the development proposed, the nature of the use and the layout of development nearby.
B4 - Development within the commercial locations listed within the Core Strategy/Local Plan including employment areas and town centres	Any property which shares a boundary with an application site - irrespective of the location of any road – adjoining neighbours to the rear/opposite and both sides. This will apply whatever the location of the proposed development and will make no judgement in terms of likely impact. Where buildings are subdivided horizontally, neighbours to be notified include those directly above or below the application premises and those above or below the adjoining premises. Compliance with statutory requirements for press and site notices, but consideration of wider use of notices.
B5 - Variation or discharge of conditions	Normally as for the original application for planning permission. Council discretion will be used where applications have a sensitive history and where issues relating to proposed variation were key considerations in the determination of the planning application. In these cases, neighbours previously notified plus all others previously in correspondence should be consulted.

Type of application	Who will be consulted?
B6 - Express consent for advertisements	<p>No notifications will be made for applications within the commercial locations listed within the Core Strategy/Local Plan including employment areas and town centres.</p> <p>Discretionary use of site notices where development may be considered to have impact across a greater distance – for example illuminated signage on the opposite of a road with wide verges/a dual carriageway.</p>
B7 - Listed Building Consent	As equivalent planning application (Combined notification if planning application and listed building consent application submitted at the same time).
B8 - Hazardous Substances Consent	<p>A notice of the application is published in the local newspaper (currently Stretford & Urmston Advertiser and Sale & Altrincham Advertiser).</p> <p>Site notice.</p>
B9 - Certificates of Lawfulness	<p>Notification for certificates of lawful existing use or development should be as for equivalent planning application.</p> <p>Normally not required for certificates for proposed use unless 4 year or 10 year rule is flagged as reason for lawfulness.</p>
B10 - Prior approvals and other notifications	<p>Normally no notification except for larger house extensions.</p> <p>Council discretion where developments are located in sensitive areas – i.e. conservation areas.</p>
B11 - Permission in Principle / Technical Details Consent	<p>Site notice.</p> <p>Notice published online.</p> <p>Neighbour notification.</p>

APPENDIX D – References

Legislation

The following documents are available at www.legislation.gov.uk

- Planning and Compulsory Purchase Act 2004
- Equality Act 2010
- The Community Infrastructure Levy Regulations 2010
- Localism Act 2011
- The Town and Country Planning (Local Planning) (England) Regulations 2012
- The Neighbourhood Planning (General) Regulations 2012
- The Town and Country Planning (General Permitted Development) (England) Order 2015
- The Town and Country Planning (Development Management Procedure) (England) Order 2015
- Neighbourhood Planning Act 2017
- The Town and Country Planning (Brownfield Land Register) Regulations 2017
- The Town and Country Planning (Permission in Principle) Order 2017

National policy guidance and advice

The following documents are available at www.gov.uk

- National Planning Policy Framework 2021
- Planning Practice Guidance: Community Infrastructure Levy
- Planning Practice Guidance: Consultation and pre-decision matters
- Planning Practice Guidance: Determining a planning application
- Planning Practice Guidance: Plan-making
- Planning Practice Guidance: Neighbourhood Planning
- Planning Practice Guidance: Permission in Principle
- Neighbourhood Plan Roadmap, a step by step guide, 2018 edition
- Procedure Guide for Local Plan Examinations
- Plain English Guide to the Planning System

Other useful national links

- Planning Aid - <https://www.rtpi.org.uk/planning-aid/>
- Planning Portal - <https://www.planningportal.co.uk/>

'Places for Everyone' (PfE)

Greater Manchester Combined Authority - [Greater Manchester Combined Authority](#)

Trafford Council

Trafford Council Strategic Planning - [Strategic planning](#)

Trafford Council Development Management - [Development Management](#)

Trafford Partnership - <http://www.traffordpartnership.org>

APPENDIX E – Assessment of consultation methods

The consultation methods outlined in this SCI have been assessed in terms of their benefits, weaknesses and resource implications.

Consultation Method	Benefits	Weaknesses	Resource Implications
Consultation Database	Direct communication with interested parties. Ability to select relevant contacts from long list dependent on scope and subject of document. Wide-reaching communication.	Can become outdated without regular maintenance. Needs to be regularly reviewed to ensure compliance with data protection legislation.	Staff preparation time and management.
Trafford Council Website	Effective communication with visitors. Wide-reaching communication.	May not be transparent to new users where documents are located. Can become outdated without regular maintenance.	Staff preparation time and management.
Social media	Effective communication with users. Users can share information with others easily. Can be updated regularly and gives up to date news. Wide-reaching communication.	Unknown number of users within Trafford Borough. Relies on user ‘following’ relevant social media accounts to see information shared.	Staff preparation time and management.

Consultation Method	Benefits	Weaknesses	Resource Implications
Publicity material	<p>Effective communication with community.</p> <p>Ability to communicate with wide range of audiences.</p>	<p>No editorial control over newspaper articles based on publicity material.</p>	<p>Staff preparation time – including assistance from Communications and Marketing team.</p> <p>Cost implications for advertisements and displays.</p>
Virtual Stakeholder events / meetings	<p>Direct engagement with different stakeholders.</p> <p>Ability to offer different events suited to different types of document or audience.</p> <p>Focused consultation / engagement with interested parties on specific topic or application.</p>	<p>Large events can be hard to manage and keep focussed on topic matters.</p> <p>Wide range of interested parties could require large number of events.</p>	<p>Staff preparation and attendance time.</p> <p>Cost implications of hosting events and producing materials for them.</p>
Public notices	<p>Location specific advertising of consultation.</p>	<p>Relies on being seen by relevant parties.</p> <p>Could be subject to interference by members of the public.</p>	<p>Staff time to put notices up.</p> <p>Cost of producing notices.</p>

APPENDIX F – Glossary

Authority Monitoring Report (AMR): This document assesses the implementation of the Local Development Scheme and the extent to which policies in plans are being successfully implemented.

Change of Use: Applications that do not concern major development or where no building or engineering work is involved.

Community Infrastructure Levy (CIL): A charge introduced by the Planning Act 2008 as a tool for local authorities to help deliver infrastructure to support development in the area.

Core Strategy: A key document that forms part of the Development Plan and provides the strategic planning framework for the Borough.

Development Plan Document (DPD): A spatial planning document that is subject to independent examination and forms part of the Development Plan for an area. Examples are the Core Strategy, Local Plan and Area Action Plans.

Householder Development: Development within the curtilage of residential property which requires an application for planning permission and not a change of use.

Integrated Assessment: This is a technique for identifying and evaluating the social, economic and environmental impacts that a plan is likely to have. Integrated Assessment incorporates the provisions of Sustainability Appraisal/Strategic Environmental Assessment, Health Impact Assessment and Equalities Impact Assessment.

Listed Building Consent: Consent for any works or alterations which are likely to affect the character of a Listed Building.

Local Development Framework (LDF): The original name for the portfolio of local development documents introduced under the Planning and Compulsory Purchase Act (2004). It consisted of Development Plan Documents, a Policies Map, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Authority Monitoring Reports.

Local Development Scheme (LDS): This sets out the programme for preparing and reviewing plans.

Localism Act 2011: The Localism Act aims to devolve more decision-making powers from central government back into the hands of individuals, communities and councils. The Act covers a wide range of issues related to local public services, with a particular focus on the general power of competence, community rights, Neighbourhood Planning and housing.

Minor Planning Applications: Development which does not meet the criteria for major development nor the definitions of change of use or householder developments.

National Planning Policy Framework (NPPF): National planning policy which provides guidance to local authorities and others on planning policy and the operation of the planning system. Issues covered include housing, green belts, economic growth, heritage, sustainable development, biodiversity, transport, minerals, open space, sport and recreation.

Neighbourhood Plan: A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area. In law this is described as a neighbourhood development plan in the Planning and Compulsory Purchase Act 2004.

Planning and Compulsory Purchase Act 2004: This act updates elements of the Town and Country Planning Act 1990. It introduced a statutory system for regional planning, a new system for local planning, reforms to the development control and compulsory purchase and compensation systems and the removal of crown immunity from planning controls.

Statement of Community Involvement (SCI): This sets out the standards to be achieved by the local authority in involving local communities in preparing and reviewing plans, and in the development management process.

Strategic Environmental Assessment (SEA): A requirement of the European Union's Strategic Environmental Assessment Directive, SEA is a methodology for identifying and evaluating the impacts that a plan is likely to have on the environment. Where a plan requires SEA it is now undertaken as part of the Integrated Assessment.

Strategic Flood Risk Assessment (SFRA): This is part of the evidence base for local planning. An SFRA is a detailed and robust assessment of the extent and nature of the risk of flooding in an area and its implications for land use planning. It can set the criteria for the submission of planning applications in the future and for guiding subsequent development management decisions.

Strategic Housing Land Availability Assessment (SHLAA): This is part of the evidence base for local planning. The document looks to identify sites with potential for housing, assesses their potential and whether they are likely to be developed in order to identify a five, ten and fifteen year supply of housing for an area.

Strategic Housing Market Assessment (SHMA): This is part of the evidence base for local planning. The document estimates need and demand for affordable and market housing and assesses how this varies across the study area. The document also considers future demographic trends and resulting housing requirements.

Supplementary Planning Document (SPD): This is a local development document that may cover a range of issues, thematic or site specific, and supplements the policies and proposals of a Development Plan Document.

Supplementary Planning Guidance (SPG): This provided supplementary guidance in respect of the policies and proposals of old-style plans, prior to the Planning and Compulsory Purchase Act 2004 and the introduction of Supplementary Planning Documents. SPGs can be saved when linked to policy under transitional arrangements.

Unitary Development Plan (UDP): An old-style Development Plan prepared by a Metropolitan District and some Unitary Authorities. These plans continue to operate for a time after the commencement of the new development plan system introduced by the Planning and Compulsory Purchase Act 2004, by virtue of specific transitional provisions.