

Statement of Community Involvement

April 2025



TRAFFORD
COUNCIL



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1 Introduction

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

- 1.1 The Statement of Community Involvement (SCI) sets out how Trafford Council will involve the community in preparing planning policy and making decisions on planning applications. All Local Planning Authorities are required to produce an SCI under Section 18 of the Planning and Compulsory Purchase Act 2004.
- 1.2 The SCI sets out who we will involve in plan-making and the planning application process, how and when we will involve them and what we will involve them on. The SCI also makes clear how developers are expected to consult communities.
- 1.3 Trafford Council's Corporate Plan (2024-2027) sets out a vision for Trafford where all residents, businesses and communities thrive. This vision is supported by the following priorities: the best start for our children and young people, healthy and independent lives for everyone, a thriving economy and homes for all, address the climate crisis and culture sport and heritage for everyone.
- 1.4 In accordance with our Corporate Plan, we aim to deliver a planning system which is transparent, accountable and inclusive. We will seek to provide opportunities for early, active participation and engage all sections of our diverse communities throughout plan-making and the planning application process.
- 1.5 Active engagement and community involvement is crucial as it means that many objections can be resolved prior to any independent examination of plans (where this is a requirement of legislation) or prior to the determination of planning applications. This means more local ownership of development in Trafford and more opportunities for development to be shaped by—and respond to—local community aspirations and needs.
- 1.6 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 submitted for independent examination a Statement of Compliance will be required to show how the SCI requirements have been met.
- 1.7 Minimum requirements for consultation are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) for Planning Policy Documents and The Town and Country Planning (Development Management Procedure) Order 2015 (as amended) for planning applications.

Why the Statement of Community Involvement has been updated

- 1.8 Since the publication of the previous SCI in August 2021, the circumstances surrounding the plan-making and planning application processes have changed. Temporary guidance, issued during the COVID-19 pandemic regarding consultation methods, was withdrawn by Government on 02 August 2023. References to this have been removed as part of the latest update.
- 1.9 Further to this, in September and December 2023 and December 2024, updated versions of the National Planning Policy Framework (NPPF) were published. The NPPF states that plans should ‘be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees’ (paragraph 16c).
- 1.10 The Trafford SCI has been updated to reflect these changes. In addition, it is an opportune time to review the SCI following the adoption of the Places for Everyone (PfE) Joint Development Plan Document and now work has begun on the new Trafford Local Plan.

2 Plan-making in Trafford

National Policy

- 2.1. The National Planning Policy Framework (NPPF) sets out the overarching framework for local authorities on the preparation of planning policy and the operation of the planning system. It covers issues such as housing, Green Belt, economic growth, heritage, sustainable development, biodiversity, transport, minerals, open space, sport and recreation. Councils must take the NPPF into account when preparing development plans. The NPPF is also a material consideration in planning application decisions.
- 2.2. In addition to the NPPF, there is separate national planning policy covering the subjects of Traveller sites and waste.

Trafford Development Plan

- 2.3. The Development Plan includes any adopted Local Plans, Neighbourhood Plans, and other Development Plan Documents. Planning law requires that applications for planning permission be determined in accordance with the Development Plan unless material considerations indicate otherwise.

Trafford’s Development Plan is made up of the documents set out in Table 1.

Table 1: Trafford Development Plan Documents

Document	Purpose
Places for Everyone (PfE) (adopted March 2024)	The joint development plan for Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Tameside, Trafford and Wigan. PfE sets the overarching spatial and policy framework for development in Trafford.
Trafford Local Plan: Core Strategy (adopted January 2012)	The Core Strategy was adopted in 2012. It provides policies to guide development in the borough. Some policies have been replaced by PfE, while others have been saved and remain part of the Development Plan.
Saved policies from the Revised Unitary Development Plan (UDP) (adopted June 2006)	The Revised Trafford UDP was adopted in June 2006 as the Development Plan for the Borough. Most of the UDP policies are no longer operational, but some have been saved and remain part of the Trafford Development Plan.
Civic Quarter Area Action Plan (adopted January 2023)	Detailed planning guidance to help shape the delivery of growth, redevelopment and

	investment in the Civic Quarter area in the north of Trafford.
Greater Manchester Minerals Plan (adopted April 2013)	The Joint Minerals Plan for all ten Greater Manchester authorities, providing a planning policy framework for mineral extraction and environmental safeguarding.
Greater Manchester Waste Plan (adopted April 2012)	The Joint Waste Plan for all ten Greater Manchester authorities, setting out policies to guide future waste development.
Altrincham Town Centre Neighbourhood Business Plan (made November 2017)	A plan to support the evolution and development of Altrincham Town Centre, prepared by the Altrincham Town Centre Neighbourhood Business Forum.

Further details can be found on the Council's Strategic Planning webpages - [Local Plan \(trafford.gov.uk\)](http://trafford.gov.uk).

Supplementary Planning Documents (SPDs)

- 2.4. SPDs provide additional information on how Trafford Development Plan policies should be interpreted and implemented. 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.
- 2.5. 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 - [Supplementary Planning Documents \(SPDs\) \(trafford.gov.uk\)](http://trafford.gov.uk).

Other documents

- 2.6. Other documents support the production and implementation of the planning framework. In addition to this SCI, they include the **Local Development Scheme (LDS)**, the **Authority Monitoring Report (AMR)**, the **Community Infrastructure Levy (CIL)** and **evidence base** documents.
- 2.7. The **Local Development Scheme (LDS)** is a public document which sets out the Council's plan for the production and review of planning policy and includes a description and timetable for each document. The LDS is available on the Council's Strategic Planning webpages.
- 2.8. The **Authority Monitoring Report (AMR)** provides information on progress in preparing the planning documents 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.

- 2.9. The **Community Infrastructure Levy (CIL)** allows local authorities in England and Wales to set a financial charge on developments which is used to provide / contribute towards 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.
- 2.10. 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. Further details on the Council's current evidence base can be found on the Council's Strategic Planning webpages.

Integrated Assessment (IA)

- 2.11. 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.
- 2.12. The IA includes four separate assessments that help with the production of plans:
- Sustainability Appraisal (SA) / Strategic Environmental Assessment (SEA) assesses the effects of the plan across a range of social, economic and environmental issues.
 - Health Impact Assessment (HIA) assesses the effects of the plan on the health and well-being of the population and people's 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) assesses the effects of the plan in terms of equalities issues, with a particular focus on disadvantaged or excluded groups of people.
 - Climate Change Risk Assessment (CCRA) assesses how the Local Plan can avoid, mitigate or minimise the impacts of climate change locally.
- 2.13. 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 Cooperate

- 2.14. The Duty to Cooperate sets out how local authorities should engage with partner organisations, such as neighbouring Councils and government bodies, during the plan-making process. To ensure that the Duty to Cooperate is met, the Council will engage with its partners throughout the formulation of its plans. Duty to Cooperate partners are listed under Appendix A.

3 Community involvement in the plan-making process

Overview

- 3.1 The Council will carry out appropriate consultation during the preparation of plans and supporting documents, 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 at regular intervals. Any comments that are submitted will be considered and taken into account during the next phase of the plan-making process.

Who we will consult

- 3.2 We contact a range of organisations and individuals as part of our consultation on planning policies, from local communities to specific, technical bodies which have an interest in planning matters.
- 3.3 We are required to consult certain organisations under the Duty to Cooperate, such as neighbouring councils and government agencies. The Council will consult with these bodies on all development plan documents, neighbourhood plans and, where relevant, supplementary planning documents and other planning documents. Duty to Cooperate bodies are set out in Appendix A.
- 3.4 In addition to this, the Council is required to consult a range of 'specific' consultation bodies as appropriate. A list of the relevant specific consultation bodies is provided at Appendix A. Where relevant, the Council will consult with these bodies on development plan documents, neighbourhood plans and supplementary planning documents and other planning documents.
- 3.5 The Council is also required to consult 'general' consultation bodies as appropriate on planning policy documents. These bodies include:
- Voluntary bodies
 - Bodies representing racial/ethnic/national groups
 - Bodies representing religious groups
 - Bodies representing disabled persons
 - Bodies representing business persons

Where relevant, the Council will consult with these bodies on development plan documents, neighbourhood plans and supplementary planning documents and other planning documents.

- 3.6 Other consultees include those who have asked to be informed about planning policy consultations, which includes local residents and other interested parties who have asked to be added to the Strategic Planning consultation database. These

consultees will be consulted on all development plan documents, neighbourhood plans and, where relevant, supplementary planning documents and other planning documents.

- 3.7 The Council will also consult with organisations such as Neighbourhood Forums, Neighbourhood Partnerships and Town Centre Partnerships, where appropriate.

Consultation database

- 3.8 The Strategic Planning team maintains a database of consultees, which includes groups and individuals who have expressed an interest in Strategic Planning and/or have asked to be kept up to date on planning policy consultations, having full regard to data protection requirements. 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.

Hard to reach groups

- 3.9 The Council will make every effort to engage with hard to reach groups, whether local or national, directly and/or through representative organisations during consultations and encourage them to get involved in the preparation of plans and supporting documents. In Trafford, hard to reach groups include:
- Young people
 - Older People living with frailty
 - Disabled People – mobility impaired, visually impaired and hearing impaired
 - Ethnically diverse groups
 - Gypsy, Roma and Traveller People
- 3.10 Opportunities to involve hard to reach groups in the preparation of plans and supporting documents via 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.

How we will consult

- 3.11 A range of consultation methods are used during the preparation of plans and supporting documents (see Table 2). The type of consultation method used is dependent on the type and stage of the document in question. Further detail on the use of these is set out in Tables 3-5 below.

Table 2: Types of consultation methods for plan making

Method	Explanation
Consultation database	Database of all stakeholders, which includes groups and individuals who have expressed an interest in Strategic Planning, have asked to be kept up to date on planning policy consultations or are identified as consultees through national legislation and guidance (as listed in Appendix A).
Website	<p>Trafford Council website Strategic Planning pages contain all the latest information about current planning consultations, as well as consultation documents and supporting evidence.</p> <p>The Council's website also makes it possible to view responses that others have made when consultations have closed and have been reported on.</p>
Social media	The Council's social media platforms, such as Facebook, can be used to publicise consultation at the various plan making stages.
Publicity material	Publicity material for public consultations which could include a press release, a public notice, 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.
Deposit points	Documents available for public viewing at deposit points, such as Borough libraries.
Stakeholder events	Stakeholder events with groups, organisations, individuals and communities, depending on the type of document and the stage reached in its production. These events could be in-person or virtual depending on specific requirements.
Stakeholder workshops	Stakeholder workshops, providing an opportunity for people to discuss planning issues in a detailed and supportive forum. These may be particularly appropriate at the early stages of plan-making and could take place in-person or virtually. A record will be kept of stakeholder workshops and reported upon in a Statement of Consultation.

Accessibility

- 3.12 The Council will make documents available in accessible formats, such as in large type, Braille, in audio format and in other languages upon request.

Availability of officers

- 3.13 A Planning Officer is available to deal with enquiries about consultation 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.

Consultation stages

Table 3: Local Plan Document consultation stages

✓ = Required method

◦ = Potential method, as required

Plan Making Stage*	Activity	Methods						Consultees Involved
		Email/ letter	Website	Social media	Publicity material	Deposit point	Events/ workshops	
1. Preparation (Regulation 18)	Publication of notice of intention to prepare a development plan document and 6-week consultation on the scope and subject of the plan, key issues the plan should cover, how these issues could be addressed and potential sites for allocations where appropriate.	✓	✓	✓	✓	✓	◦	All identified consultation bodies and stakeholders
	Publication of additions to the evidence base when available		✓			◦		
2. Publication (Regulations 19, 20)	Publication of documents to be submitted to the Secretary of State, and 6-week consultation on soundness of plan	✓	✓	✓	✓	✓	◦	All identified consultation bodies and stakeholders
3. Submission (Regulation 22)	Submission of documents to Secretary of State including changes made as a result of consultation	✓	✓	✓	✓			All identified consultation bodies and stakeholders and those who requested to be informed during submission version stage

Plan Making Stage*	Activity	Methods						Consultees Involved
		Email/ letter	Website	Social media	Publicity material	Deposit point	Events/ workshops	
4. Examination (Regulation 24)	Publicise date, time and place of hearings alongside name of Independent Examiner at least 6 weeks before hearings.	✓	✓	✓	✓	✓		Respondents at publication stage
	Opportunity for those who commented at submission version stage (who the Inspector considers it would be appropriate) to attend examination hearing/s.							As identified by the Inspector
5. Modifications	If necessary, 6-week consultation on any main modifications required by the Inspector to make the plan sound and legally compliant	✓	✓	✓	✓		o	Respondents at publication stage
6. Publication of recommendations (Regulation 25)	Publication of report by Inspector on development plan document, detailing whether plan is sound or unsound	✓	✓	✓		✓		Respondents at publication stage
7. Adoption (Regulation 26)	Full Council receives final recommendations and agrees to adopt the Plan. An adoption statement is published.	✓	✓	✓		✓		Those who requested to be informed of adoption

*As set out in The Town and Country Planning (Local Planning) (England) Regulations 2012

Table 4: Neighbourhood Plan consultation stages

✓ = Required method

◦ = Potential method, as required

Plan Making Stage*	Activity	Methods						Consultees Involved
		Email/ letter	Website	Social media	Publicity material	Deposit point	Events/ workshops	
1. Application and Designation	6-week consultation on 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	✓	✓	✓		✓		Selected relevant consultation bodies and stakeholders
2. Pre-submission consultation	Community consultation on draft neighbourhood plan, prepared by Neighbourhood Forum or Parish Council	To be carried out by the qualifying body (Neighbourhood Forum or Parish Council)						
3. Submission consultation	6-week consultation on submitted plan, publicised by Trafford Council	✓	✓	✓		✓		Selected relevant consultation bodies and stakeholders
4. Submission and examination	Independent examination of plan							

Plan Making Stage*	Activity	Methods						Consultees Involved
		Email/ letter	Website	Social media	Publicity material	Deposit point	Events/ workshops	
	Publication of examiner’s report. If the plan is approved by the Independent Examiner it moves to referendum stage. If the plan is not approved by the Independent Examiner the plan does not progress to referendum.	✓	✓	✓				Selected relevant consultation bodies and stakeholders and those who asked to be notified of decision
5.Referendum**	Community votes on the neighbourhood plan coming into force (Referendum organised by Trafford Council’s elections unit)	✓	✓	✓				Selected relevant consultation bodies and stakeholders, people on the electoral register, or non-domestic rate payers where a business area is designated
6. Plan comes into force	Plan available to view	✓	✓	✓		✓		Respondents at submission stage

*As set out in The Neighbourhood Planning (General) Regulations 2012

**See also The Neighbourhood Planning (Referendums) Regulations 2012

Table 5: Supplementary Planning Document (SPD) consultation stages

✓ = Required method

◦ = Potential method, as required

Stage*	Activity	Methods						Consultees Involved
		Email/ letter	Website	Social media	Publicity material	Deposit point	Events/ workshops	
1. Consultation on draft SPD (Regulations 12-13)	Publication of copy of draft SPD, with 4-week consultation inviting comments from interested parties.	✓	✓	✓	✓	✓		Selected relevant consultation bodies and stakeholders
2. Adoption of SPD (Regulation 14)	Publication of adopted SPD and Statement of Consultation showing who was consulted, the main issues raised and how they have been addressed.	✓	✓	✓		✓		Selected relevant consultation bodies and stakeholders

*As set out in The Town and Country Planning (Local Planning) (England) Regulations 2012

4 Consultation on planning applications

Background

- 4.1 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.
- 4.2 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.
- 4.3 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 sets out the minimum statutory requirements.
- 4.4 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.
- 4.5 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

- 4.6 The Council provides a comprehensive pre-application advice service. The service is subject to a fee for 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.
- 4.7 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 discussion 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.

- 4.8 Further information on the pre-application stage of the planning process can be found at www.planningportal.co.uk.

Pre-application community consultation

- 4.9 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.
- 4.10 Due to the commercially sensitive nature of some pre-application discussions, the Council does not generally carry out wider public consultation. 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 National Highways, the Environment Agency and Transport for Greater Manchester, prior to the submission of a planning application.
- 4.11 Any pre-application consultation should ideally be agreed with the Council before it starts. Council Officers will encourage developers to engage with the local community. In-person or virtual exhibitions, if appropriate, will be encouraged for major or particularly contentious schemes. Council Officers will not be involved in pre-application engagement and consultation.
- 4.12 Developers are encouraged to engage with the hard-to-reach groups set out in Section 3.9 to ensure consultations are inclusive and representative of Trafford's communities.
- 4.13 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
 - Which people or bodies were consulted
 - Who/how many people attended virtual/in-person meetings
 - The representations received and how these have been taken into account in the development proposals

A summary of the Record of Community Involvement will be included in any reports on that planning application.

Planning applications

- 4.14 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. The formal consultation period will normally last for 21 days (or 14 days for permission in principle applications).

- 4.15 The main types of consultation include:
- 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
 - A site notice and/or press advert may be posted
- 4.16 The Council will undertake **neighbour notification** where appropriate as detailed in Appendix B. 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.
- 4.17 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.
- 4.18 **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
 - Applications concerning Listed Buildings
- 4.19 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.
- 4.20 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.

- 4.21 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.
- 4.22 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.
- 4.23 The publicity arrangements within Trafford, as set out in Appendix B, 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
 - Prior approvals and notifications
- 4.24 Appendix B 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.
- 4.25 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.
- 4.26 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.
- 4.27 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?

4.28 **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 website which allows planning application details to be viewed online including planning application forms, plans and other related documents.

4.29 The Council will use **social media** to publicise consultations where appropriate.

4.30 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 website.

4.31 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 (this time can also be split).

Permission in principle

4.32 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).

4.33 Guidance on the processes involved in granting Permission in Principle and Technical Details Consent can be found at www.gov.uk.

- 4.34 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 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.
- 4.35 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.

5 Monitoring and review

Monitoring

- 5.1 The success and effectiveness of this SCI will be monitored and, where necessary updated when required. This ensures that the stakeholders who are consulted, and the techniques for community involvement and engagement, remain appropriate.
- 5.2 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
- 5.3 The Strategic Planning Consultation Database is updated regularly to identify new, interested or representative organisations, groups and individuals, having full regard to data protection requirements.

Resources

- 5.4 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 planning applications is overseen by the Strategic Growth and Planning and Development services as appropriate. The Council's Communications and Marketing Team offer support and advice on public and media relations.

Contact details

- 5.5 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

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 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

Duty to Cooperate bodies¹

- Neighbouring authorities (Cheshire East Council, Manchester City Council, Salford City Council, Warrington Borough Council)
- Greater Manchester Combined Authority
- Environment Agency
- Historic England
- Natural England
- Civil Aviation Authority
- Homes England
- NHS Greater Manchester Integrated Care Board
- NHS England
- Office of Rail and Road
- Transport for Greater Manchester
- National Highways
- Secretary of State for Transport
- Marine Management Organisation
- Greater Manchester Local Enterprise Partnership
- Greater Manchester Local Nature Partnership

Other specific consultation bodies²

- Mining Remediation Authority (formerly the Coal Authority)
- Network Rail
- Electronic Communications Operators
- Electricity Undertakers
- Gas Undertakers
- Sewerage Undertakers
- Water Undertakers

¹ As set out in the Town and Country Planning (Local Planning) (England) Regulations 2012, Part 2, Regulation 4.

² As set out in the Town and Country Planning (Local Planning) (England) Regulations 2012, Part 1, Regulation 2. N.B. some of these bodies are also included as Duty to Cooperate bodies, so have been excluded from this list.

- Relevant local policing bodies
- Relevant Parish Councils
- Trafford Councillors³

General consultation bodies⁴

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

Relevant stakeholders

Other consultees include local residents who have asked to be informed and other interested parties.

³ Not specified in legislation but included for completeness.

⁴ As set out in the Town and Country Planning (Local Planning) (England) Regulations 2012, Part 1, Regulation 2.

APPENDIX B – Consultees on planning applications

Type of application	Who will be consulted?
B1 - Domestic extensions	<p>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.</p>
B2 - New residential development	<p>As for B1 – Domestic extensions.</p> <p>Wider consultation will depend on the scale and location of the development proposed and the layout of development nearby.</p>
B3 - Other minor development in residential areas	<p>As for B1 - Domestic Extensions.</p> <p>Wider consultation will depend on the scale and location of the development proposed, the nature of the use and the layout of development nearby.</p>
B4 - Development within the commercial locations listed within the Core Strategy/Local Plan including employment areas and town centres	<p>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.</p> <p>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.</p> <p>Compliance with statutory requirements for press and site notices, but consideration of wider use of notices.</p>
B5 - Variation or discharge of conditions	<p>Notification for variation of condition which are minor material amendments (s73)</p> <p>No notification for discharge of condition and non-material amendments.</p> <p>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.</p>

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 Manchester Evening News (MEN)).</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 existing use unless 10-year rule is flagged as reason for lawfulness.</p>
B10 - Prior approvals and other notifications	<p>Neighbour notification in accordance with consultation of an equivalent planning application.</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>