

21 May 2025

North Lincolnshire Local Plan Initial Engagement and Call for Sites Addendum and Draft SCI consultations, May 2025

Dear consultee,

North Lincolnshire Council is preparing a new single Local Plan for its area. Once adopted, it will replace the existing adopted planning policy framework for North Lincolnshire and guide development up to 2043.

Following the publication of the council's updated [Local Development Scheme](#), the council is now undertaking consultation on a [Local Plan Initial Engagement and Call for Sites Addendum](#) document and is inviting new land submissions as well as reconsidering existing sites.

A [Draft Statement of Community Involvement \(SCI\)](#) is also published for your comment. The consultations and call for sites addendum are running between Wednesday 21 May and Thursday 3 July 2025.

What is the consultation about?

The Local Plan Initial Engagement and Call for Sites Addendum document sets out the main issues the council need to consider through the new Local Plan under the Council Plan priorities and details of the call for sites process. Your comments are sought to help us understand any additional issues we should be considering through the preparation of the plan, including what sites we should be considering for development or protection in the plan.

A Call for Sites Addendum is an information gathering exercise which helps the council to understand what land is potentially available for development within the area to meet local needs. It considers existing sites previously submitted and new site submissions. Landowners, agents and developers are invited to submit land to the council for consideration in the new Local Plan for any development potential. They are also invited to reconfirm site availability and update details of existing land submissions for reconsideration.

The Draft Statement of Community Involvement (SCI) outlines how the council will engage with the public on planning applications and policy documents, including the Local Plan. As set out under the Planning and Compulsory Purchase Act 2004, the SCI explains how and when community involvement will take place and who will be consulted in the preparation of the Local Plan, Neighbourhood Plans and in decision-making on planning applications. The council's existing SCI was adopted in August 2018 and a review is required at least once every five years therefore a review has been undertaken.

Where can I view the documents?

The Local Plan Initial Engagement and Call for Sites Addendum document is available to view on the [council's Local Plan website](#). The draft SCI is also available to [view online](#). Internet access is provided at all [libraries in North Lincolnshire](#) during their normal opening hours.

Both the Local Plan Initial Engagement and Call for Sites Addendum document and Draft Statement of Community of Involvement are also available to view in paper copy at [Church Square House, Scunthorpe \(the council's principal office\)](#) during normal opening hours.

How can I respond or submit a site?

The easiest and most efficient way to submit your comments and sites is via the online forms available on the council's Local Plan website. Comments on the Local Plan Initial Engagement and Call for Sites Addendum document can be submitted [here](#) in the comment boxes provided (please note you will need to log in or register an account to submit your comments).

A separate [response form](#) for comments on the Draft SCI is available online. An interactive [call for sites form](#) has been produced which allows you to submit new sites for consideration and reconfirm details and availability of existing sites for reconsideration. Using these online forms should save you time and allow the council to process and consider your comments and sites more quickly.

Alternatively, paper response forms are also available on request from the Place Planning Team for those without internet access.

Postal responses should be sent to: Place Planning, North Lincolnshire Council, Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL.

Detailed instructions on how to submit comments and submit a site online are provided in the [attached guidance document](#).

If you have previously submitted a site to the council for consideration, please [log in](#) to view the information we have on record, confirm your site's availability and provide any updated information. Please use the original email address you used for the submission. If you can no longer access that email, please submit the site as new.

Existing sites that are not reconfirmed will be deleted in line with our retention policy, including contact details for those sites. To avoid duplication, please only submit sites once and avoid submitting different portions of the same site. The site assessment process will determine which sites or portion(s) of sites are most appropriate.

When should I respond by?

All consultation comments and sites should be submitted to the Place Planning Team on or before 23.59 on Thursday 3 July 2025.

Please note, all sites (new and existing) should be submitted by the consultation close date of Thursday 3 July. Sites can still be submitted to us after this time, however we cannot guarantee

that there will be time for us to consider these for inclusion within the full draft Local Plan under regulation 18, currently due for release in September 2025. Sites submitted after this period may be assessed at a later stage of the plan-making process, depending on the stage of plan preparation.

Further information

All comments and sites submitted will be retained in line with the council's [privacy notice](#). Further information about data protection and privacy is available on the [North Lincolnshire Council website](#).

For further details, please refer to the council's [guidance document](#) or contact the Place Planning team on 01724 296694 or email localplan@northlincs.gov.uk.

19 June 2025

North Lincolnshire Local Plan Initial Engagement, Call for Sites Addendum and Draft Statement of Community Involvement

Dear consultee,

This is a reminder that North Lincolnshire Council is currently undertaking consultation on the [Local Plan Initial Engagement document](#) and the [Draft Statement of Community Involvement \(SCI\)](#) until Thursday 3 July 2025.

As part of this process, we are also inviting submissions of new and existing sites through a [Call for Sites Addendum](#).

If you have previously submitted a site and would like it reconsidered as part of the new Local Plan, please [log in](#) to review the previous details and confirm the site's availability.

Unconfirmed sites will be deleted per our retention policy.

Public drop-in events have been arranged for the following dates:

- **Wednesday 25 June, 4pm to 7pm at [Scunthorpe Central](#).**
- **Tuesday 1 July, 10am to 3pm at [Church Square House, Scunthorpe](#).**

This is an opportunity to speak to a planning officer about the consultations and seek any technical help with submitting comments and sites via the [North Lincolnshire Council Local Plan website](#).

All consultation responses and any site submissions should be received by 23.59pm on Thursday 3 July 2025.

Late responses may not be considered.

Further information

All comments and sites submitted will be retained in line with the council's [privacy notice](#). Further information about data protection and privacy is available on the [North Lincolnshire Council website](#).

If you have any questions or require further information, please do not hesitate to contact the Place Planning Team on 01724 296694 or email localplan@northlincs.gov.uk.

What is the Local Plan Initial Engagement and Call for Sites Addendum?

North Lincolnshire Council is in the early stages of preparing a new Local Plan for the area. The Local Plan Initial Engagement and Call for Sites Addendum document, sets out the main issues the council need to consider through the new Local Plan under the Council Plan priorities and details of the call for sites process. Comments are sought to help us understand any additional issues we should be considering through the preparation of the Plan and call for sites process.

The Call for Sites Addendum is an information gathering exercise which helps the council to understand what land is potentially available for development within the area, by considering existing sites previously submitted and new site submissions. It is an opportunity for landowners, developers, agents, and site promoters to reconfirm the availability of existing site submissions and submit new sites, within North Lincolnshire, which are considered to have potential for development.

The Call for Sites Addendum is the first step in selecting sites which are suitable, available and achievable for housing, economic development or other uses over the plan period (2025-2043). When the new Local Plan is adopted, the site 'allocation' will confirm that the principle of the development of that site for a particular use or purpose is acceptable.

The consultation and call for sites period is running from 21 May 2025 to 23:59pm on 3 July 2025.

Where can I view the information and consultation documents?

The Local Plan Initial Engagement and Call for Sites Addendum consultation document and further information is available to view on the council's website at localplan.northlincs.gov.uk. Internet access is provided at all [libraries](#) in North Lincolnshire during their normal opening hours.

The consultation document is also available to view in paper copy at [Church Square House](#), Scunthorpe (Council's principal office) during normal opening hours.

How can I respond to the consultation?

The easiest and most efficient way to submit your comments is via the interactive response form on the council's Local Plan website: localplan.northlincs.gov.uk. Doing so should save you time and allow the council to process and consider your comments more quickly.

Alternatively, paper response forms are also available on request from the Place Planning team and sent via post, or comments can be sent by email. Contact details are provided at the end of this guidance note.

Please note, online submissions are our preferred method of contact and will help us analyse and review consultation comments more quickly and keep to timescales for preparing the Local Plan.

All consultation responses must be submitted on or before the consultation close date 23:59pm on 3 July 2025.

How do I submit a new site to the council?

Sites should be submitted to the council using the [Call for Sites Submission Form](#). This will help ensure that we have the necessary information required to consider the site's suitability. If you are submitting more than one site, you will need to complete a separate form for each site.

All details of the site can be filled in and the site boundary drawn on the map. Once submitted, the information provided will automatically be logged on a database. If you require help completing the online form, please visit your local Library or Community Hubs, or contact the Place Planning team (contact details are provided at the end of this guidance note).

Once the form is submitted successfully, you will receive an acknowledgement email to say that we have received the site submission, with a separate reference number for each site.

If you are unable to submit an electronic form, please complete a hard copy of the submission form, accompanied by a map that clearly and accurately identifies the site boundary and any supporting information via post (contact details are provided at the end of this guidance note).

Ideally, the maps should be on an Ordnance Survey base at an appropriate scale e.g. 1:2,500. This will allow us to accurately identify the site and record it on our mapping system. Please note incomplete forms or submissions without a suitable map may not be considered.

Do I need to re-submit sites that have been put forward in the past?

Yes, if you wish for a previous site submission to be reconsidered in the new Local Plan. Re-submission is preferable to ensure we hold the most up to date and accurate information, particularly regarding deliverability and availability of sites. Existing sites that are not reconfirmed will be deleted in line with our retention policy, including contact details for those sites.

How do I re-submit an existing site to the council?

If you've previously submitted a site to the council, please [log in](#) to confirm its availability and update any information. Please use the original email address you used for the submission. If you can no longer access that email, please submit the site as new. Once logged in you should be able to see details of all sites you have previously submitted to the council. Please check and update details of all sites you wish to resubmit as necessary. You are also able to amend the site boundary if this has changed by dragging the existing site outline on the interactive map.

Previously, several duplicate sites were submitted to the council that had minor differences in site boundaries and area but from the same landowner or agent. To avoid duplication, please only submit sites once in their entirety and do not resubmit smaller versions of the same site. The site assessment process will determine which sites or portion(s) of sites are most appropriate to consider for allocation.

Sites that are resubmitted to the council will be retained alongside your contact details and considered through the preparation of the new Local Plan. You will receive an acknowledgement email to say that your details have been updated, with a new reference number for each site. Please note, previous site references will not be used moving forward. We may contact you for further information about your site if needed. You will be also kept informed at the relevant stages of Plan preparation of your site's progress.

If you require any assistance in reconfirming the site, or are unable to access the online form, please contact the Place Planning team (contact details are provided at the end of this guidance note).

Existing sites that are not reconfirmed will be deleted in line with our retention policy, including contact details for those sites.

Do I need to submit any additional information or supporting material?

At this stage, you do not need to submit any additional information other than that requested on the Site Submission Form. Extensive supporting information and documentation is not required at this point and may not be considered. If the council considers that more information is needed to help the site assessment process, you will be contacted using the details you provide.

Who can put sites forward?

Anyone can submit a site for consideration, including individuals or organisations, landowners, developers, agents, and local businesses.

Demonstrating ownership of the land/landowner support, is a key part of assessing and evaluating sites submitted and whether these should go forward for further consideration. Please note that details of land ownership and/or proof of support from the landowner/s may need to be submitted, if requested.

What uses can sites be put forward for?

The council is seeking to identify sites for a wide range of uses that could potentially be allocated in the new North Lincolnshire Local Plan.

These uses include:

- Residential (i.e. market housing, affordable housing and specialist housing, Gypsy and Traveller/Travelling Showpeople accommodation sites)
- Employment (i.e. office, research and development, light industrial, general industrial and warehousing)
- Retail/Town Centre Uses
- Community Facilities
- Sports/Leisure and Community Facilities
- Infrastructure (i.e. education, transport, renewable energy, communications)
- Waste management
- Minerals extraction and processing

Are there any requirements which sites must meet?

Yes. To be considered, sites must generally:

- have an area of at least 0.25 hectares or be capable of accommodating 5 or more dwellings or 500+ sqm of employment floorspace. Sites below this size can still be submitted and will be considered for inclusion in a review of the development limits.

- NOT be within a designated:
 - Special Area of Conservation (SAC)
 - Special Protection Area (SPA)
 - Site of Special Scientific Interest (SSSI)
 - Ramsar Site
 - Flood Zone 3b (functional floodplain where flood risk cannot be mitigated)
 - Ancient Woodland
 - Air Quality Management Area (AQMA) Zone 1 (housing sites only)

How will the council assess the sites that are submitted?

Submitted sites will be assessed for their suitability, availability, and achievability. A wide range of criteria is used to determine whether or not they are suitable to be included as allocations within the new Local Plan. Including (but not limited to) the following:

- Land use - adjacent, previous, and current
- Location within North Lincolnshire
- Physical constraints, e.g. flood risk, contamination, access
- Environmental constraints e.g. biodiversity implications
- Heritage setting
- Proximity to services and infrastructure e.g. public transport

The methodology the council will follow to assess and compare the suitability of potential development sites submitted is set out in the Strategic Housing and Employment Land Availability Assessment (SHELAA). The assessment is undertaken in two stages; stage one eliminating sites with absolute constraints (see designations listed above), and stage two a more detailed site assessment of suitability, availability and achievability for those sites making it through stage one. Submitting a site does not mean the site will be allocated for development.

What happens next?

The council will assess and consider all sites submitted (see above). Further consultation sites selected for allocation will be carried out through the release of a Draft Local Plan. Following this, the council will make a final decision on which sites to allocate for development in the Pre-Submission Local Plan. This is expected in Winter 2025/26 in line with the timetable set out in the council's latest [Local Development Scheme](#).

When do I have to submit my site or sites by?

All sites should be submitted to the council by 23:59pm on 3 July 2025 in order for us to consider these for inclusion in the forthcoming draft version of the Local Plan.

If a site is submitted after the above deadline, it might be possible to include it in the Publication (final) version of the Plan, depending on the site's merits. Alternative land bids may also be considered for inclusion in the event that additional or replacement sites are required.

Will my information be public?

Responses to the consultation will be made publicly available to view on the council's website. Details of the submitted sites will also be made public as it will form part of the evidence base used to inform the creation of planning policy documents (Local Plan).

The council only redacts comments from individual members of the public to remove personal data in respect of email addresses, telephone numbers and signatures. The council will not post comments which it considers to be libellous, discriminatory or otherwise offensive. For more information on how we use your information, please see our data protection and [privacy webpage](#).

Who do I contact for further information?

All information is available on the council's Local Plan website at localplan.northlincs.gov.uk.

If you have any further queries, please contact the Place Planning team via email at localplan@northlincs.gov.uk or telephone at [01724 296694](tel:01724296694).

Postal correspondence should be sent to: Place Planning, North Lincolnshire Council, Church Square House, 30-40 High Street, Scunthorpe, DN15 6NL.

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Statement of Community Involvement

March 2025

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Introduction

What is a Statement of Community Involvement?

Planning affects everyone in some way – the homes we live in, the open spaces we enjoy, the leisure facilities we use and the roads we travel on. Therefore, it is important that local people understand the planning process and have the chance to get involved in contributing ideas and influence planning decisions.

To achieve this, there is a legal requirement under the Planning and Compulsory Purchase Act 2004 (as amended)¹ for the Council to produce a Statement of Community Involvement (SCI), which sets out how it will effectively involve local people in the planning process. It includes details on how and when community involvement will take place and who will be consulted in the preparation of plans and in decision-making on planning applications.

Under regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)² local planning authorities must review local plans, and Statements of Community Involvement at least once every 5 years from their adoption date to ensure that policies remain relevant and effectively address the needs of the local community. As the last SCI was adopted in August 2018, the Council is now reviewing it as required.

Government policy, set out in the National Planning Policy Framework (NPPF, December 2023) places significant emphasis on community engagement. It states, “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”.³

North Lincolnshire Council’s first SCI was drawn up as part of the Local Development Framework system and adopted in April 2006. It was reviewed in 2009 with a revised version adopted in July 2010. A further SCI was drafted and published in March 2018 to address changes in legislation regarding consultation requirements. Since these SCIs were prepared and published, changes to legislation have taken place, including the way in which consultation can be undertaken.

The SCI shows the methods that will be used to encourage and facilitate participation at the different stages of the Local Plan preparation and encourages community involvement at the early stages when ideas are being developed. The methods of community involvement used will depend on the document in question and the stage of preparation. The use of electronic communication tools (email, social media and the web) will be a central element in ensuring that the Council continues to consult, involve and engage with its communities and stakeholders in the plan making process, whilst making best use of the resources available.

The SCI also sets out a commitment to consultation on planning applications, in particular those considered to be major planning applications. Local planning authorities are required to undertake a formal period of public consultation prior to

¹ [Planning and Compulsory Purchase Act 2004 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2004/20/section/18) – section 18

² [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukreg/2012/269/regulation/10A) – Regulation 10A

³ [National Planning Policy Framework \(2023\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/682152/nppf-2023.pdf) – paragraph 16

deciding a planning application. For major applications, developers should seek to undertake community engagement as part of the process of preparing them.

Community Involvement – Planning Policy

The Council must prepare a Local Plan to shape the future growth and development of North Lincolnshire. The plan sets out where new homes and employment opportunities should be developed as well as strategic and non-strategic policies to help guide sustainable development and determine planning applications. Effective community engagement and involvement is an essential part of the process of plan-making.

Figure 1 shows the different stages of plan preparation. This is a minimum required by the regulations⁴, although the Council can carry out additional consultations if there is a need to.

The more effective the engagement with communities in the planning process, the less likely they are to feel their needs are not being met in local planning decisions. It must be recognised that this is a two-way process and community involvement is crucial in the preparation of Plans. The Council also produces a Consultation and Engagement Strategy⁵ which is annually reviewed and will also be referred to at each stage in the plan making process to ensure the Council utilises its available resources. Where possible, community engagement will take place alongside other similar consultation exercises in the area.

A Local Development Scheme (LDS) has been prepared which sets out the timetable for the preparation of the Local Plan and other Development Plan documents. The current LDS covers the period from 2025-2027 and can be viewed on the Council's website⁶.

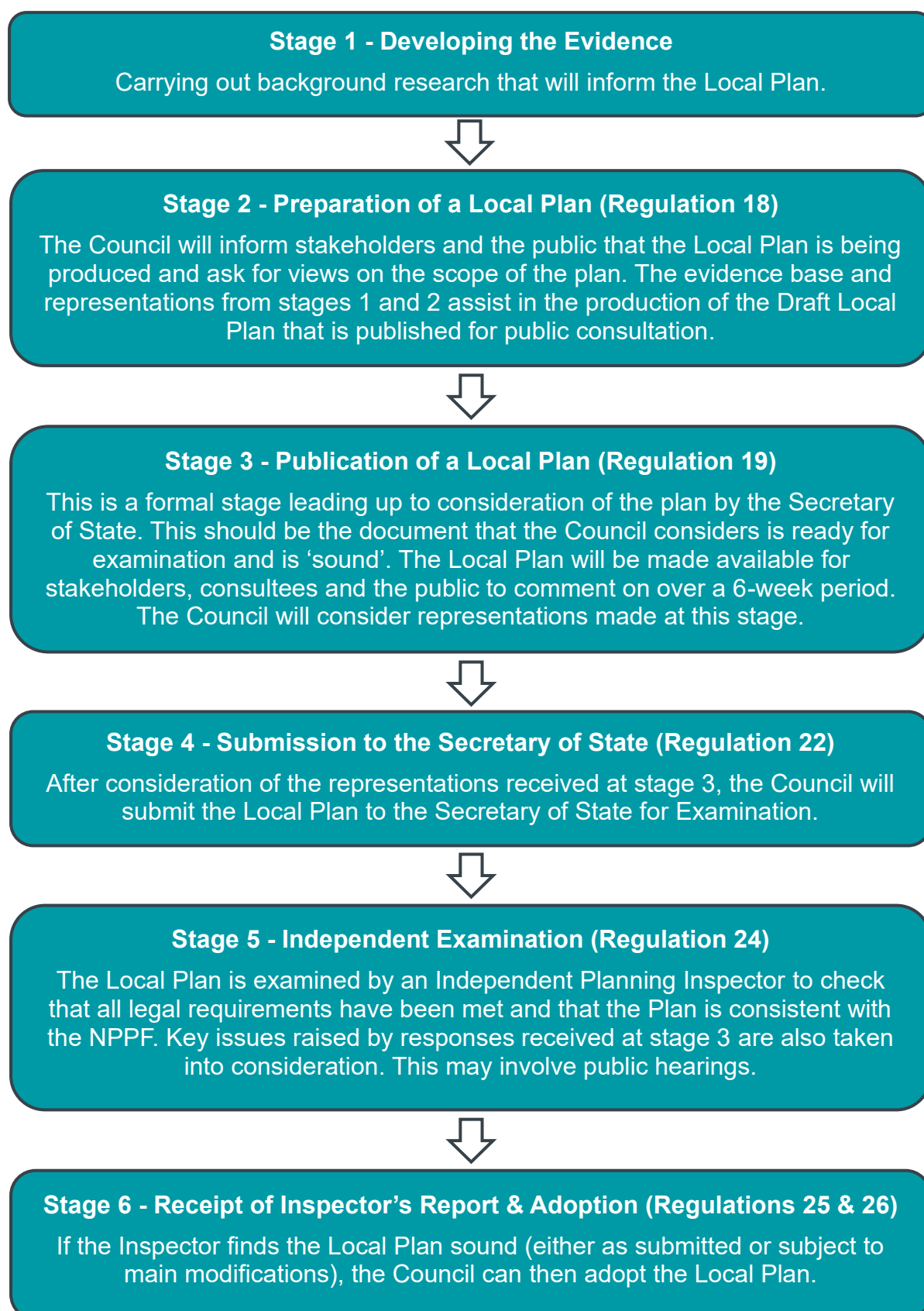
Different consultation methods may be more suitable at different stages of the plan making process, and it will depend on the type of document being consulted on at the time as to the type of consultation undertaken. The stages and methods of consultation are set out in Table 1 and the different types of planning documents that may be consulted on are set out in more detail.

⁴ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk) – Part 6

⁵ [Consultation and Engagement Strategy 2023 - 2026 - North Lincolnshire Council \(northlincs.gov.uk\)](https://www.northlincs.gov.uk)

⁶ [A New Local Plan | North Lincolnshire Council](https://www.northlincs.gov.uk)

Figure 1 Key stages of Local Plan preparation



Development Plan Documents: The Local Plan

Development Plan Documents (DPDs) are planning policy documents that make up the Local Plan and set out the statutory framework for the future development of a local authority area. These include area action plans and site-specific allocations. DPDs address the needs and opportunities in relation to housing, the economy, community facilities and infrastructure, as well as providing a basis for conserving and enhancing the natural and historic environment, mitigating and adapting to climate change, and achieving well designed places. It is essential that Local Plans are in place and kept up to date. Any planning document (other than Neighbourhood Plans) that seeks to allocate sites for development must go through the DPD process including an Examination by the Planning Inspectorate.

Legislation sets out that each local planning authority must identify strategic priorities for the development and use of land and have policies to address these priorities in their development plan documents (taken as a whole)⁷. The development plan for an area is made up of the combination of strategic policies which address the main priorities for an area, and non-strategic policies which deal with more detailed matters. Since 2012, the Government has promoted the approach of replacing multiple development plan documents with a single Local Plan, wherever appropriate. Therefore, within North Lincolnshire it is proposed to replace the existing Local Plan 'saved policies' (2003), Core Strategy (2011), Housing and Employment Land Allocations DPD (2016) and Lincolnshire Lakes AAP (2016) with a single updated Local Plan. This approach is reflected in the Council's updated Local Development Scheme.

Neighbourhood Planning

Neighbourhood planning was introduced by the Localism Act 2011⁸. It gives local communities the opportunity to develop their own policies and guidance for development and land uses in their areas. The local authority must provide advice and assistance to parish Councils, neighbourhood forums and community organisations producing a neighbourhood plan and take decisions at key stages in the process in line with time limits that apply⁹. When a neighbourhood plan is adopted or "made", it will form part of the statutory development plan.

Sustainability Appraisal

A Sustainability Appraisal (SA) must be undertaken as part of the Local Plan process¹⁰. The purpose of the SA is to assess the social, environmental and economic impacts of the plan and consider reasonable alternatives. In doing so it will help ensure that Local Plan policies contribute towards achieving sustainable development objectives.

The first stage of the SA is the production of a Scoping Report, which will identify the key sustainability issues for the area. Following the Scoping Report, subsequent versions of the SA are produced to accompany each stage of the plan making

⁷ [Planning and Compulsory Purchase Act 2004 \(legislation.gov.uk\)](http://legislation.gov.uk) – section 19

⁸ <https://www.legislation.gov.uk/ukpga/2011/20/part/6/chapter/3> – Localism Act 2011, Part 6, Chapter 3

⁹ [Neighbourhood planning - GOV.UK \(www.gov.uk\)](http://www.gov.uk) – National Planning Practice Guidance, The role of the local planning authority in neighbourhood planning

¹⁰ [Planning and Compulsory Purchase Act 2004 \(legislation.gov.uk\)](http://legislation.gov.uk) – section 19(5)

process and are published for consultation at the same time. The SA should also incorporate a Strategic Environmental Assessment (SEA).

Habitat Regulations Assessment

The Conservation of Habitats and Species Regulations 2017 (as amended)¹¹ (commonly abbreviated to the Habitats Regulations) require local authorities to assess the impact of development plans on the network of European sites comprising Special Protection Areas (SPAs), Special Areas of Conservation (SACs) and Ramsar sites. This requirement is delivered via a Habitats Regulations Assessment (HRA) which comprises a series of mandatory tests. The NPPF refers to these protected European sites collectively as ‘Habitats sites’. HRAs carry out an assessment of whether a plan or project will significantly affect the integrity of any Habitats site, in terms of impacting the sites conservation objectives. The HRA is prepared and consulted on as a statutory requirement of the Local Plan.

Evidence Base

Other evidence base documents will also be prepared to support the Local Plan, and whilst not subject to formal public consultation, can be commented on and the Council will respond accordingly. These documents include the:

- Strategic Housing and Employment Land Availability Assessment (SHELAA)
- Employment Land Review (ELR)
- Local Aggregate Assessment (LAA)
- Landscape Character Assessment (LCA)

Duty to Co-operate

The Localism Act 2011 introduced the Duty to Co-operate¹². It requires local planning authorities and a number of other public bodies to engage with each another in the Local Plan preparation process. North Lincolnshire Council has a close working relationship with its neighbours and other key bodies and organisations. The Council will continue to meet and work with neighbouring authorities as well as the organisations listed in Appendix 1 – Local Plan Consultees on planning issues that cross administrative boundaries, particularly those that relate to strategic priorities.

Supplementary Planning Documents

Supplementary Planning Documents (SPDs) are detailed guidance documents that assist in the interpretation and application of Local Plan policies and proposals. They are material considerations in the decision-making process and give guidance to the public, applicants and developers when making planning applications. The preparation of SPDs will include community and stakeholder involvement. A draft SPD will be published for public consultation for a minimum of four weeks in line with regulations¹³. They are not subject to independent examination but are adopted by the Council. The stages and methods of consultation of SPDs are set out in Table 2.

¹¹ [The Conservation of Habitats and Species Regulations 2017 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2017/10/section/110)

¹² <https://www.legislation.gov.uk/ukpga/2011/20/section/110> - Part 6, Chapter 1, section 110

¹³ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2012/24/section/5) – Part 5

Who Will Be Involved?

The Town and Country Planning (Local Development) (England) Regulations 2012 require all Councils to meet a minimum level of community involvement when producing their Local Plans. These regulations also specify a number of organisations that must be consulted if it is considered that they will be affected. A list of specific consultees and general consultees can be found in Appendix 1 – Local Plan Consultees of this SCI.

The North Lincolnshire Council's Consultation & Engagement Strategy 2023-2026¹⁴ also sets out the aims and objectives of meaningful consultation and engagement across the organisation. Within the context of the Local Plan process, this strategy states that when carrying out consultations the Council must engage with its residents, vulnerable and seldom heard groups, community and voluntary groups, Town and Parish Councils and businesses.

Residents

North Lincolnshire residents and individuals who have expressed an interest in the Local Plan and have their details stored in our database will be notified of Local Plan and related document consultations. To ensure as many residents as possible are notified of consultations, including those not included on our database, the Council may also advertise consultations via the website, social media and press release. Elected Members and Town and Parish Councils will also play a role in promoting consultation to residents as set out below.

Elected Members

North Lincolnshire Council's elected members (43 in total) have an essential role in the Local Plan process as representatives of the people and making decisions in the public interest on a number of issues including decisions during the preparation of the Local Plan. They can assist in community engagement and will be engaged throughout the process and helping to disseminate information about the development of the local plan. Councillors are able to advise the Council on the issues important to the area they represent.

Town & Parish Councils

The views of the Town and Parish Councils are crucial in identifying community priorities. North Lincolnshire has 56 Town or Parish Councils as listed in Appendix 1 – Local Plan Consultees. They are consulted at each stage in the Local Plan preparation process. Regular engagement with Town and Parish Councils allows the Council to get the views of large sections of local communities. Where appropriate, they will be asked to assist in promoting consultation exercises.

Voluntary Sector

Consultation with the voluntary and community sectors is crucial in reaching community groups. The sector helps give a voice to the community through specialist knowledge of client groups and allows the Council to develop improved relationships with those groups.

¹⁴ [Consultation and Engagement Strategy 2023 - 2026 - North Lincolnshire Council \(northlincs.gov.uk\)](https://northlincs.gov.uk)

Hard to Reach Groups

Government guidance suggests that the Council should seek to involve hard to reach groups in preparing their Local Plans. This will help the Council to promote and develop partnership working and ensure that the views of these groups are taken into consideration in the preparation of the Local Plan. The following groups are considered by the Council as hard to reach groups; young people, minority ethnic groups, people with disabilities and learning difficulties, the elderly, rural residents, women's groups, gypsies and travellers and armed forces personnel. North Lincolnshire Council will seek to engage with these groups throughout the planning process where practicable.

Professional/Commercial Sector

Other groups such as local organisations, agents, developers and businesses are also crucial to the delivery of balanced planning decisions. These groups usually have specialist knowledge of issues and priorities and their participation in the planning process allows the Council to make better informed and balanced decisions.

Methods of Consultation

The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the Government's requirements for consultation through the plan making process. The stages and methods of consultation that North Lincolnshire Council will use in the preparation of the Local Plan are set out in Table 1. Examples of consultation methods are also included in Appendix 2 – Community Involvement Methods.

The Council's preference is to use email when notifying people of consultations, as well as receiving comments in an electronic format. The Council will make extensive use of email and the dedicated Local Plan website¹⁵. This will improve the speed in which the Council can engage with the public as well as reduce costs. For those without personal access to the internet, this facility is available at community hubs and branch libraries throughout the area¹⁶.

The Council is happy to receive comments and responses by post but will be unable to acknowledge these without an email address. It is hoped that respondents will appreciate the benefits that electronic communication can bring for all parties.

Feedback

Providing feedback to participants in the planning process is an integral part of policy preparation. The Council will fully consider representations received during consultation exercises and incorporate changes to planning documents if necessary. The Council will engage in further discussions to assist those making comments on planning policy if requested.

A consultation statement will be published on the Council's website following each stage of consultation, summarising the consultation undertaken and the comments received from consultees. Respondents will also be informed of subsequent consultation stages and the adoption of the policy document.

¹⁵ <https://localplan.northlincs.gov.uk>

¹⁶ [Find us - North Lincolnshire Council \(northlincs.gov.uk\)](#)

Table 1 Local Plan and DPDs methods of consultation

Stage	Consultation Length	What the Council will do (statutory requirements*)	What the Council may do (non-statutory requirements)
Stage One Sustainability Appraisal Scoping Report Consultation under reg 12(5) and 12(6) of the Environmental Assessment of Plans and Programmes Regulations 2004	5 weeks	Initial consultation on the scope and level of detail that must be included in the appraisal will be undertaken with statutory consultation bodies (Environment Agency, Natural England, and Historic England). The Council will consult via email and invite consultees to make representations.	Undertake suggested methods of consultation as set out in North Lincolnshire Council's <i>Consultation & Engagement Strategy 2023-2026</i> where appropriate. Methods of consultation may include: <ul style="list-style-type: none"> • Direct notifications to other internal and external stakeholders via email. • Publish information on the Council's website. • Deposit documents for public viewing in the Council's principal office and other locations considered appropriate. • Seek representations via an online survey/response form • Arrange meetings with interested internal and external consultees where appropriate.

<p>Stage Two</p> <p>Preparation of a Local Plan and Sustainability Appraisal</p> <p>Consultation under Reg 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012</p>	<p>At least 6 weeks</p>	<p>The Council must notify the following consultation bodies (as listed in Appendix 1 – Local Plan Consultees) of the subject of the Local Plan being prepared and invite them to make representations about what it ought to contain:</p> <ul style="list-style-type: none"> • Specific consultation bodies – those the Council consider may have an interest in the subject of the proposed Local Plan, • General consultation bodies – that the Council consider appropriate to consult; and • residents or other people carrying on business in the Council's area from which the Council consider it appropriate to invite representations. <p>The Council must take into account any representation made in response in preparing the next draft of the Local Plan and make changes where necessary.</p>	<p>The Council may undertake suggested methods of consultation as set out in North Lincolnshire Council's <i>Consultation & Engagement Strategy 2023-2026</i> where appropriate. Methods of further consultation may include:</p> <ul style="list-style-type: none"> • Social media posts • Press release with local newspapers and radio stations and/or a public notice • News Direct article – a free newspaper delivered to all households in North Lincolnshire 3-4 times a year • Seek representations via an online survey/response form • Arrange public consultation events, workshops and stakeholder meetings where appropriate. This may include Ward Members, Town and Parish Councils, Agents and Developers, local residents
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			<p>and businesses (this list is not exhaustive). The location and number of events will depend on the significance and coverage of the issue being consulted on.</p> <p>The Council may make the document available to view in various locations including:</p> <ul style="list-style-type: none"> • Paper copies on deposit at the Council's principal office and other appropriate places such as Community Hubs and libraries during normal office hours. • Publish consultation documents and further information on the Council's website. <p>Consultation comments received may be published on the Council's website and a general response from the Council provided.</p>
Stage Three Publication of a Local Plan and Sustainability Appraisal	At least 6 weeks	Make available the proposed submission documents, a statement of representations procedure and statement of the fact that the proposed	<p>Undertake suggested methods of consultation as set out in North Lincolnshire Council's <i>Consultation & Engagement Strategy 2023-2026</i> where</p>

<p>Consultation under Reg 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012</p>		<p>submission documents are available for inspection and of the places and times at which they can be inspected.</p> <p>These statements must be sent to each of the general and specific consultation bodies invited to make representations under regulation 18(1).</p> <p>Consultation documents will be made available in line with regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 by:</p> <ul style="list-style-type: none"> • Making consultation documents available to view on deposit at the Council's principal office and other appropriate places such as Community Hubs and libraries during normal office hours. <p>Publish consultation documents and further information on the Council's website</p>	<p>appropriate. Methods of further consultation may include:</p> <ul style="list-style-type: none"> • Social media posts • Press release with local newspapers and radio stations and/or a public notice • Article within News Direct – a free newspaper delivered to all households in North Lincolnshire 3-4 times a year • Request representations via an online survey/response form • Arrange public consultation events, workshops and stakeholder meetings where appropriate. The location and number of events will depend on the location and significance of the issue being consulted on. <p>Consultation comments received may be published on the Council's website and a</p>
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			general response from the Council provided.
<p>Stage Four</p> <p>Submission of documents & information to the Secretary of State</p> <p>Under Reg 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012</p>	N/A	<p>To submit the Local Plan for examination, the Council must send to the Secretary of State electronic and paper copies of the following documents:</p> <ul style="list-style-type: none"> • The Development Plan Document (Local Plan) • Sustainability Appraisal Report • Submission Policies Map if the adoption of the Local Plan would result in changes to the adopted policies map; • Consultation Statement setting out; who was invited to make representations and how they were invited under regulation 18, a summary of the main issues raised at regulation 18 consultation, how these comments have been taken into account, the number of representations and summary of the main issues raised under 	<p>Representations are not sought at submission stage as comments have been received at previous rounds of consultation and the submission Plan reflects the final Plan the Council believe to be sound and wish to adopt.</p> <p>To notify more people of the submission, the Council may undertake suggested methods of consultation as set out in North Lincolnshire Council's <i>Consultation & Engagement Strategy 2023-2026</i> where appropriate. This may include:</p> <ul style="list-style-type: none"> • Social media posts • Press release with local newspapers and radio stations and/or a public notice • Article within News Direct – a free newspaper delivered to all households in North Lincolnshire 3-4 times a year

		<p>regulation 20, or highlighting if no representations were made at regulation 20.</p> <ul style="list-style-type: none"> • Copies of any representations made in accordance with regulation 20 • Such supporting documents as in the opinion of the Council are relevant to the preparation of the Local Plan. <p>The Council must make the above documents, and a statement of the fact that these documents are available for inspection and the places and times at which they can be inspected, available in line with regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012, as soon as reasonably practicable after submission. This includes:</p> <ul style="list-style-type: none"> • Making consultation documents available to view on deposit at the Council's principal office 	
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		<p>and other appropriate places such as Community Hubs and libraries during normal office hours.</p> <ul style="list-style-type: none"> • Publish consultation documents and further information on the Council's website <p>The above 'statement of fact' must be sent to each of the general and specific consultation bodies invited to make representations under regulation 18(1) to notify them of the submission.</p> <p>Notice must also be given to those persons who previously requested to be notified of the submission that this has happened.</p>	
<p>Stage Five</p> <p>Independent Examination</p> <p>Under Reg 24 of the Town and Country Planning (Local Planning) (England) Regulations 2012</p>	<p>At least 6 weeks before the opening of an examination hearing</p>	<p>For the purpose of giving persons the opportunity to appear before and be heard by the person appointed to carry out the independent examination under section 20 of the Act, the Council must:</p> <ul style="list-style-type: none"> • notify any person who made a representation in accordance with regulation 	<p>The Council may further advertise the independent examination by:</p> <ul style="list-style-type: none"> • Notifying all consultees in the Local Plan database via email of upcoming hearing sessions, while making clear that if they did not respond to the regulation 19 consultation they are

		<p>20 and not withdrawn that representation (these are consultees who responded to the regulation 19 consultation) of the date, time and place at which the hearing is to be held, and the name of the person appointed to carry out the independent examination, and</p> <ul style="list-style-type: none"> • make the above matters available in accordance with regulation 35. This includes being made available for inspection at the Council's principal office and other places the Council consider appropriate during normal office hours and being published on the Council's website. 	<p>unable to participate in the hearing sessions but can observe.</p> <ul style="list-style-type: none"> • Press release with local newspapers and radio stations and/or a public notice. • Social media posts. • News Direct article – a free newspaper delivered to all households in North Lincolnshire 3-4 times a year.
<p>Stage Six</p> <p>Publishing the Inspector's report and Modifications</p> <p>Under Reg 25 of the Town and Country Planning (Local Planning) (England) Regulations 2012</p>	N/A	<p>As soon as reasonably practicable after receipt of the report of the person appointed to carry out the independent examination (the Inspector's report), or the direction from the Secretary of State, the Council must:</p>	<p>The Council may further advertise the publication of the Inspector's report by notifying all consultees in the Local Plan database via email.</p>

		<ul style="list-style-type: none"> • Make the recommendations and reasons for those recommendations available at the Council's principal office and other locations the Council consider appropriate, and on the Council's website (in line with regulation 35), and • Notify those persons who requested to be notified that the recommendations are available. 	
Stage Seven Adoption of a Local Plan Under Reg 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012	N/A	As soon as reasonably practicable after the Council adopt the Local Plan, the Council must: <ul style="list-style-type: none"> • Make the following documents available in accordance with regulation 35; the Local Plan, an adoption statement, the Sustainability Appraisal Report and details of where the Local Plan is available for inspection and the places and times at 	The Council may further advertise the adoption of the Local Plan by: <ul style="list-style-type: none"> • Notifying all consultees in the Local Plan database via email, which includes Ward Members and Town and Parish Councils who can assist in spreading the news to their constituents. • Press release with local newspapers and radio stations and/or a public notice.

		<p>which the document can be inspected.</p> <ul style="list-style-type: none"> • Send a copy of the adoption statement to any person who asked to be notified of the Local Plan adoption. • Send a copy of the adoption statement to the Secretary of State. 	<ul style="list-style-type: none"> • Social media posts. • News Direct article (if timescales align) – a free newspaper delivered to all households in North Lincolnshire 3-4 times a year.
<p>Table notes</p> <p>As a minimum documents relating to the whole of North Lincolnshire will be made available to view in hard copy at the Council's principal office (Church Square House, Scunthorpe) and Scunthorpe Central and other locations where appropriate. Sustainability Appraisal and evidence base documents will be made available in electric format only. Electronic access is available at all Community Hubs and Libraries for those without access to the internet at home. Consultation events may take place in one or more locations depending on the scope and coverage of the document being prepared and scale of the issue.</p> <p>*As set out by the relevant regulations listed.</p>			

Table 2 Supplementary Planning Documents methods of consultation

Stage	Consultation Length	What the Council will do (statutory requirements*)	What the Council may do (non-statutory requirements)
Stage One Prepare Draft SPD	N/A	Evidence to be gathered and the draft document to be prepared.	Seek input from relevant internal and external stakeholders as appropriate.
Stage Two Draft SPD Consultation Under regulation 12 and 13 of the Town and Country Planning (Local Planning) (England) Regulations 2012	At least 4 weeks	<p>The Council must prepare and make available a copy of the SPD and a consultation statement (setting out the people consulted when preparing the SPD, a summary of the main issues raised and how those issues have been addressed in the SPD) and details of the date by which representations must be made and where, in line with regulation 35.</p> <p>The SPD will be available to view at the Council's principal office and other places the Council consider appropriate such as Community Hubs and libraries during normal office hours, as well as on the Council's website.</p>	<p>The Council may undertake further methods of consultation as set out in North Lincolnshire Council's <i>Consultation & Engagement Strategy 2023-2026</i> where appropriate to increase awareness. Methods of consultation may include:</p> <ul style="list-style-type: none"> • Social media posts • Press release or public notice • News Direct article – a free newspaper delivered to all households in North Lincolnshire 3-4 times a year • Seek representations via an online survey/response form

		Any person may make representations about a Supplementary Planning Document. The Council will notify all consultees listed in Appendix 1 – Local Plan Consultees via email where the Council believes they may have an interest in the topic of the document.	<ul style="list-style-type: none"> Host public consultation events and meetings with interested consultees where appropriate – this may include Ward Members, Town and Parish Councils, Agents and Developers, local residents and businesses (this list is not exhaustive). <p>Consultation comments received may be published on the Council's website and a general response from the Council provided.</p>
Stage Three SPD Adoption Under regulation 14 of the Town and Country Planning (Local Planning) (England) Regulations 2012	N/A	<p>The Council will adopt the SPD either as originally prepared or with amendments resulting from consultation representations or any other relevant matters as necessary.</p> <p>As soon as reasonably practicable following the SPD adoption, the Council will prepare an adoption statement and send it to anyone who asked to be notified of the SPDs adoption.</p> <p>The SPD and adoption statement will be made</p>	<p>The Council may further advertise the adoption of the SPD by:</p> <ul style="list-style-type: none"> Notifying all consultees in the Local Plan database via email, which includes Ward Members and Town and Parish Councils who can assist in spreading the news to their constituents. Press release with local newspapers and radio stations and/or a public notice.

		available in line with regulation 35 at the Council's principal office and other places the Council consider appropriate such as Community Hubs and libraries during normal office hours, as well as on the Council's website.	<ul style="list-style-type: none"> • Social media posts. • News Direct article (if timescales align) – a free newspaper delivered to all households in North Lincolnshire 3-4 times a year.
<p>Table notes</p> <p>As a minimum documents relating to the whole of North Lincolnshire will be made available to view in hard copy at the Council's principal office (Church Square House, Scunthorpe) and Scunthorpe Central and other locations where appropriate. Sustainability Appraisal and evidence base documents will be made available in electric format only. Electronic access is available at all Community Hubs and Libraries for those without access to the internet at home. Consultation events may take place in one or more locations depending on the scope and coverage of the document being prepared and scale of the issue.</p> <p>*As set out by the relevant regulations listed.</p>			

Community Involvement – Planning Applications

North Lincolnshire Council receives and determines a wide range of planning applications for residential, industrial and commercial developments and environmental issues. The Council also receives applications for other consents covered by planning legislation such as advertisements, listed building and some demolitions. These decisions shape the nature of North Lincolnshire and the areas where people live, work and spend their leisure time. There are many types of planning applications, but the main types are:

- **Outline Applications** – These allow for a decision on the general outline principles of how a site can be developed, reserving detailed matters for future consideration.
- **Reserved Matters Applications** – These must be submitted within three years of the approval of an outline application. Reserved Matters include the layout, scale, appearance, access and landscaping of a proposal.
- **Full Applications** – These provide detailed information and plans for the proposal and if approved provide full planning permission from the outset.

Planning legislation¹⁷ sets out the minimum requirements for publicising and consulting the community and stakeholders on planning applications. This section sets out how the council will meet those requirements through the development management process.

North Lincolnshire Council also receives a number of other applications, where there is no statutory duty to publicise these types of applications. These applications include lawful development certificates, notification in accordance with Regulation 5 of the Electronic Communications Code (Conditions and Restrictions) Regulations 2003, discharge of condition applications for example.

North Lincolnshire Council and Planning Applications

The Council's Development Management team is responsible for dealing with all planning applications for development in North Lincolnshire. This enables the Council to fulfil its statutory duty as the Local Planning Authority to control the development and use of land in the public interest in accordance with the Town and Country Planning and associated Acts. Planning Officers undertake a thorough evaluation of planning proposals against the development plan, national policy, case law and best practice to arrive at a rational and justified recommendation/decision. Planning Officers act as the first point of contact for applications and pre-application enquiries, liaising with and discussing these applications with internal and external bodies and organisations as required.

All planning applications, as required by legislation¹⁸, are determined in accordance with the development plan unless material considerations indicate otherwise (see Figure 2). The development plan for North Lincolnshire currently consists of:

- North Lincolnshire Local Plan – Saved Policies (adopted May 2003)

¹⁷ [Article 15 The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#)

¹⁸ [Section 70 \(20\) of the Town and Country Planning Act 1990](#) and [Section 38\(6\) of the Planning and Compulsory Purchase Act 2004](#)

- Local Development Framework – Core Strategy Development Plan Document (adopted June 2011)
- Local Development Framework – Housing & Employment Land Allocations Development Plan Document (adopted March 2016)
- Local Development Framework – Lincolnshire Lakes Area Action Plan (adopted May 2016)
- Made (adopted) Neighbourhood Development Plans (Appleby and Worlaby)

The development plan documents listed above, with the exception of Neighbourhood Plans, will be superseded by a new Local Plan for North Lincolnshire once prepared and adopted. This is not the case in relation to adopted Neighbourhood Plans. There is no requirement to review or update a neighbourhood plan. However, policies in a neighbourhood plan may become out of date, for example if they conflict with policies in a local plan covering the neighbourhood area that is adopted after the making of the neighbourhood plan. In such cases, the more recent plan policy takes precedence. In addition, where a policy has been in force for a period of time, other material considerations may be given greater weight in planning decisions as the evidence base for the plan policy becomes less robust.

Most planning applications are determined by planning officers in accordance with the Council's [Scheme of Delegation](#) for Determining Planning Applications¹⁹. However, a number of applications will still need to be determined by the planning committee. The scheme of delegation sets out the circumstances under which this occurs.

Figure 2 Material Considerations

Material considerations can include (but are not limited to):

- **Policy Compliance:** The proposal's alignment with local and national planning policies.
- **Impact on Amenity:** Effects on the living conditions of nearby residents, such as noise, privacy, and overshadowing.
- **Design and Appearance:** The visual impact of the development and its compatibility with the surrounding area.
- **Traffic and Access:** Implications for road safety, traffic flow, and accessibility.
- **Environmental Impact:** Considerations related to pollution, biodiversity, and sustainability.
- **Heritage and Conservation:** Effects on listed buildings, conservation areas, and archaeological sites.
- **Economic Benefits:** Potential job creation and economic growth resulting from the development.
- **Public Opinion:** Written responses from neighbours, statutory consultees, and other interested parties.

¹⁹ The Scheme of Delegation is available on the Council's website, see link under 'Further Information': [The Council's Constitution - North Lincolnshire Council](#)

- It's important to note that purely private interests, such as the impact on property values, are generally not considered material. The local planning authority/Council has the discretion to determine what constitutes a material consideration in each case.

Planning Committee

The Council's planning committee is made up of a number of Councillors who are appointed at the Council's annual meeting that takes place in May each year. Currently the committee consists of eight Councillors. There is a protocol which sets out which applications the committee will deal with and which decisions are entrusted to officers ([scheme of delegation](#)).

Planning Committees are public meetings and members of the public have the right to speak in relation to an application. When an application is to be reported to planning committee, all third parties who have submitted a letter of representation(s) are notified in writing of the date and time of the planning committee meeting and how to register to speak (if they wish to do so). All requests to speak must be registered with Democratic Services²⁰ at least 48 hours before the committee meeting date.

The committee meetings are usually held every four weeks on a Wednesday afternoon. Meetings are held at Church Square House in Scunthorpe (unless otherwise stated) at 2pm and are open to the public. Details about the planning committee and how it operates can be found on the [Council's website](#)²¹.

Role of Councillors

Councillors represent their respective wards. North Lincolnshire is divided into 19 wards with 43 Councillors representing them²². They listen to residents' concerns on planning issues at ward surgeries or public meetings and consultations in addition to residents contacting ward Councillors with specific concerns. They can voice their support or otherwise to planning applications in writing and speak at planning committee. The role of locally elected Councillors in representing the views and concerns of residents in the planning process is very important. Planning committee members should in general avoid organising support for or against a planning application and avoid lobbying other councillors.

A published [good practice guide](#)²³ helps councillors and officers involved in handling applications follow good practice and ensure appropriate levels of probity are observed. Some of the matters covered are declarations of interest and lobbying of councillors, meetings, site visits and applications by members or officers of the council.

How Planning Applications are Publicised

The Council is required by law to publicise planning applications they receive. There is a process of publicity and consultation for most application types (exempt

²⁰ Democratic Services contact details available at: [Council committees - North Lincolnshire Council \(northlincs.gov.uk\)](#)

²¹ [Democracy | \(moderngov.co.uk\)](#) – Planning Committee details

²² [Councillors - North Lincolnshire Council \(northlincs.gov.uk\)](#)

²³ <https://democracy.northlincs.gov.uk/wp-content/uploads/2018/11/Good-Practice-Guide-2014-Final.pdf>

applications include certificate of lawfulness). Applications are publicised via a site notice which is displayed as close as possible to the proposed development, or a combination of a site notice and a newspaper advert placed in the local press. The exact method of publicity is determined by the relevant regulations²⁴ and different types of application require different methods of publicity. Consultees are also notified by email.

Figure 3 Planning application publicity methods

- Internal and external statutory consultees are notified of relevant applications (for example Highways, Environmental Health, Ecology, Conservation and Archaeology or the Environment Agency, Internal Drainage Board or Natural England)
- Email relevant Ward Members and Town or Parish Council(s) to notify them of the proposed development.
- Email to the relevant adjoining Town or Parish Council(s) and adjacent Local Planning Authorities where strategic development sites border their respective administrative area.
- Site publicity notices and press notices.
- Weekly list of application on the Council's website.
- Publication of application forms, plans and supporting technical documents on the Council's website.

Consultees and neighbours are given 21 days to make a written response, although this can vary for particular types of applications.

If, during the processing of a planning application, material alterations to plans or proposals are made, the Council may re-consult and an additional 7–14 day period will be available to make comments depending on the scale of changes. The same parties will be notified of these changes, in addition to anyone who has already commented on the proposals. In order to avoid unnecessary delay, however, no additional re-notification will be undertaken for minor or insignificant amendments (non-material amendments).

Consultees and members of the public are encouraged to respond online through the [Councils website](#)²⁵. This allows us to process comments more efficiently. Alternatively, comments can be submitted by email or post. All comments to be made in writing must include the author's name and address. The Council cannot have regard to comments which do not provide a name and address.

All comments received are public documents and will be made available to view on the council's planning application website. They cannot be kept confidential, although personal information (signatures, email addresses and phone numbers) is redacted.

²⁴ [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015 \(legislation.gov.uk\)](#)

²⁵ www.northlincs.gov.uk/planning-and-environment/planning-permission-applications-and-appeals/

Pre-Application Advice and Involvement

Pre-application advice is an essential part of providing an efficient and effective planning service. The Council encourages prospective applicants to hold early discussions about their proposals by seeking pre-application advice from the Development Management Team. The NPPF highlights the benefits of front-loading consultation and engagement in the development management process, which enables better coordination between public and private resources and improved outcomes for the community.

For developers, the purpose is to give a clear steer about whether it is likely your proposal will be granted planning permission. If we consider it unlikely that planning permission will be granted, we will give you reasons for our opinion. This also provides an opportunity to discuss what may make the proposal acceptable. At this stage we can clarify the level of detail (e.g. supporting statements, reports) we need to help determine the application, as well as what issues need to be addressed and the potential for positive community involvement.

Developers should consider the benefits of involving the local community in developments, which are considered likely to have a significant impact, even though the proposal may fall below the thresholds referred to in the adopted SCI²⁶.

It should be understood that pre-application advice given by officers cannot be binding on the Council, as the final decision on formal planning applications lies with the planning committee or delegated named officers. Decisions will be made following consideration of all relevant planning policy, material considerations and representations received as part of the planning application process.

Planning Performance Agreements

The Council may enter into Planning Performance Agreements (PPA) when dealing with large scale or complex major planning applications. The PPA will set out the commitments of both parties for the gathering of information, consideration of options and the formulation of design proposals, for the effective processing of the planning application. It will also clarify the means of engagement and consultation with the local community, in line with the SCI.

Early Involvement with Communities

Development proposals can, depending on their scale and nature have significant impacts on local communities. The Council encourages developers to engage with relevant stakeholders, including the local community, Ward Members, and Town and Parish Councils at the earliest opportunity.

For development proposals involving the installation of more than 2 wind turbines or where the hub height of any turbine exceeds 15 metres, prospective developers must undertake [pre-application consultation with the local](#) community, as required by the Town and Country Planning Act 1990 (as amended by the Localism Act 2011)²⁷. The relevant application for permission must demonstrate how account was taken of consultation responses.

²⁶ <https://localplan.northlincs.gov.uk/sci>

²⁷ <https://www.legislation.gov.uk/ukpga/2011/20/part/6/chapter/4> & <https://www.legislation.gov.uk/ukpga/1990/8/section/61W>

Applicants seeking to submit for large-scale major developments are also encouraged to consult local communities before submitting applications (see Figure 4). We expect local communities to be offered the chance to influence proposals in their areas at an early stage through these consultation exercises. A pre-application consultation statement should be submitted alongside the formal planning application. This should describe what engagement took place and how this influenced the final proposal.

It is suggested that community involvement should be undertaken for the following scale of development set out in Figure 4.

Figure 4 Large Scale (major) applications that may require consultation statement

- Residential developments of 50 or more dwellings or a site of 1.5ha.
- Non-residential developments providing 10,000sqm or more of new floorspace, or with a site area of 2ha or more.
- Retail developments providing 2,500sqm or more of new floorspace.
- Applications for data centres, laboratories and gigafactories.
- Applications for large scale renewable energy schemes.
- Developments requiring Environmental Impact Assessment which are accompanied by an Environment Statement.
- Any development proposals, which may have significant implications for planning policy or the locality.

Any pre-application community consultation should be tailored to suit the circumstances of the site, proposal and locality. The Council's assets and development service area work proactively with developers and offer informal meetings for significant major proposals with the strategic development team, to inform the submission of pre-application advice or planning applications and help bring development forward.

Developers are advised be clear and up front with the community about the stage in the process that the development has reached and what constraints the development has. If there is no opportunity for changing a particular part of a proposal, then this should be made clear and the reasons provided. Consultations should be carried out at an early stage in the design process and allow sufficient time for consideration of the consultation outcomes before drawing up and submission of the application. Local knowledge may be very helpful in improving the quality and deliverability of a scheme.

Developers should carry out appropriate pre-application consultations for major and sensitive proposals based on the following recommended methods:

- Meeting with locally elected representatives (Members of Parliament and/or ward Councillors) to brief them on the proposals that are the subject of an application and giving them an opportunity to provide feedback.
- Arranging to attend local Town and Parish Council meetings and/or other relevant community bodies to brief them on the proposals that are the subject of an application and giving them an opportunity to provide feedback.

- Informing local residents and neighbours by “flyer” or letter of the proposal, stating where further details can be found; (this should not just include a website, but also include convenient local access to printed and displayed material).
- Issue a press release on the proposal, with contact details for further information (including both telephone and web/email contact details).
- Arrange a public event (meeting or display) at which their proposals will be explained, giving an opportunity for public comment and later feedback. These should be at a time and location which allows for a wide section of the public to attend, including evening and weekends. The Council can advise on suitable public venues, ways to raise awareness and issues to consider.

The Council has specific statutory time limits in which to determine planning applications, which are set out in [article 34](#) of the Town and Country Planning (Development Management Procedure (England) Order 2015 (as amended))²⁸ (see Table 3). Where developers have submitted large scale (major) development proposals without undertaking any consultation with the community, this will be explained in the planning officer’s report. Failure to undertake pre-application community consultation will be a material consideration in the determination of the planning application.

Consultation Statement

Where a developer proposing a major development undertakes pre-application consultation with local communities, a consultation statement should be submitted as part of the planning application. As a minimum, the Consultation Statement should include:

- Information about elected members, Town and Parish Councils, residents, businesses and local community groups consulted
- Methods and timing of consultation
- A copy of the consultation details
- Evidence of use of open questions, flexible plans and a range of genuinely different options and choices, including alternative sites
- A summary of all responses received
- Explanation of how public comments have influenced the design of the proposals
- Evidence of how developers have provided feedback to consultees following their responses
- Explanation of what changes have been made as a result of all community comments
- Where suggestions have not influenced the proposed development the developer should state why these suggestions have not led to a change
- Feedback and information on how this was addressed in the development proposal.

²⁸ <https://www.legislation.gov.uk/ukxi/2015/595/article/34/made>

The content of this statement will be taken into account when the Council considers the formal application for planning permission and referred to in the officer's assessment and report to planning committee on major applications. Failure to demonstrate that robust consultation has taken place as required by the Town and Country Planning Act 1990 (as amended by the Localism Act 2011)²⁹ is a material consideration in determining an application.

What Happens Once Decisions Are Made?

Once a decision to grant or refuse planning permission has been made (or if the application has been withdrawn), the parish/town council and anyone who has made a representation will be informed of the decision³⁰. The decision notice and the committee or officers report explaining the decision will be published on the council's website. If the decision is made by the planning committee, it is also confirmed in the committee minutes published on the Council's website. A two-weekly list of application decisions (both Committee and delegated) are available via the [Council's website](#)³¹.

Notification of Planning Appeals

If a planning application is refused, granted with conditions which the applicant considers to be unreasonable, or has not been determined within the appropriate time limit, applicants can lodge an appeal against the decision (or non-determination) to the Planning Inspectorate.

Where an appeal is lodged, the relevant Town/Parish Council and local interest groups and anyone who commented on the proposal will be notified of the appeal, advised of the procedure that will be followed in considering the appeal, and informed on how to make their views known to the appointed Planning Inspector. Any further comments made at this time should be sent straight to the Planning Inspectorate (not the Council) for their consideration.

If an appeal is lodged, all previous representations submitted to the Council are sent to the Planning Inspectorate as part of the normal administration process for planning appeals. Ward Councillors are also individually notified. The majority of appeals are determined through the written representation process, or via an informal hearing procedure managed by the appointed Inspector. For major or more complex cases, the appeal may be determined via Public Inquiry to thoroughly test the evidence.

For appeals that are decided through an informal hearing or public inquiry, interested parties are also given the opportunity to appear before the Inspector. The Planning Inspectorate will consider the evidence and decide whether the Council's decision was correct, the appeal will then be either allowed or dismissed. The Inspector's decision is binding on the Council, although it can be challenged on a point of law in the High Court.

²⁹ <https://www.legislation.gov.uk/ukpga/2011/20/part/6/chapter/4>

³⁰ <https://www.legislation.gov.uk/uksi/2015/595/article/33/made>

³¹ <https://www.northlincs.gov.uk/planning-and-environment/planning-permission-applications-and-appeals/>

Table 3 Planning application timescales and modes of consultation

Type of Application	Timescales*	Stages of a planning application and modes of consultation
Minor Applications	8 weeks (from application being validated)	<p>Stage 1 – Submit your planning application</p> <p>On receipt of a valid application, your application will be logged onto our planning system. If you have sent all required documentation as part of your application, this will be validated and acknowledgement will be provided.</p>
Applications for technical details consent and applications for public service infrastructure development	10 weeks (from application being validated)	
Major Applications	13 weeks (from application being validated)	<p>Stage 2 – Notification and consultation</p> <p>Publish details of planning applications on our website, where you can also keep abreast of representations and progress on applications. Representations received will be uploaded as soon as practicable.</p> <p>Notify interested parties on relevant planning applications where required by legislation and/or our Statement of Community Involvement (SCI) by email, site notice or press advertisement (as appropriate). This process is known as the statutory consultation and lasts for a period of 21 to 28 days.</p>
Applications requiring Environmental Impact Assessments	16 weeks (from application being validated)	

		<p>Stage 3 – Determination of planning application</p> <p>The application will be assigned to a Planning Officer who will determine the planning application promptly and within the required timescales whenever possible. The Planning Officer prepares a report summarising the consultation responses and other issues that are all taken into consideration when determining the application.</p> <p>Stage 4 – Decision</p> <p>Once a decision is issued, the decision notice is placed on the Council's website, and anyone who was consulted or commented on the application will receive confirmation of the decision. Planning officers usually decide smaller development under delegated decision-making powers. Larger and more complex applications can be decided by planning committee.</p> <p>Stage 5 – Option to appeal</p> <p>If planning permission is refused or granted subject to unacceptable conditions you have the right to appeal to the Secretary of State, via the Planning Inspectorate.</p>
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*According to the government guidance where a planning application takes longer than the statutory period to decide, and an extended period has not been agreed with the applicant, the government's policy is that the decision should be made within 26 weeks for major applications and 16 weeks for non-major applications (as defined by article 34(2)(b) of the Development Management Procedure 2015). If the applicant has not exercised their right of appeal, and the application remains undetermined after 26 weeks for major applications or 16 weeks for non-major applications, then the fee paid by the applicant will be refunded to them.

Neighbourhood Plans

Neighbourhood Development Plans (NDPs) were introduced by the [Localism Act](#)³² in 2011. They are community-led documents, prepared by Town and Parish Councils, or designated neighbourhood forum, which set out the vision and planning policies for the use and development of land in particular neighbourhoods. The Council is committed to supporting the development of neighbourhood plans, as they are an important part of how the local community can be engaged within the planning system and once adopted, form part of the Development Plan used to determine planning applications.

The Neighbourhood Planning (General) Regulations 2012³³ sets out the statutory requirements for the preparation of Neighbourhood Plans and Development Orders. Consultation during the preparation stage of these plans is undertaken by the Town or Parish Council and does not need to meet the requirements of this SCI. The Council are however required to carry out formal consultation in accordance with the [Regulations](#)³⁴. This includes publicising a neighbourhood area, if the designated area differs from parish area boundary, publicising the Neighbourhood Plan Forum Application, if the Parish/Town Council are not leading on the plan, and publicising the neighbourhood plan proposal once submitted to the Council (Regulation 16).

The Council will publicise the proposed submission plan and conduct a six week public consultation exercise in accordance with [Regulation 16](#) of the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2017³⁵. Copies of these documents will also be available for the local community to view at their local Library or one of our Information, Advice and Guidance Community Hubs.

The Council will appoint an independent examiner to check the plan meets the basic conditions and standards. Comments received during the publicity period on the submitted Neighbourhood Plan will be published and forwarded to the independent examiner to consider, as part of the examination process.

The Council will organise the referendum of any plan deemed to meet the basic conditions. Any person living within the Neighbourhood Area that is registered to vote in local elections will be able to vote on the plan. If more than 50% of the people voting in the referendum support the plan, then the plan will be made (adopted).

³² <https://www.legislation.gov.uk/ukpga/2011/20/contents>

³³ <https://www.legislation.gov.uk/uksi/2012/637/contents/made>

³⁴ <https://www.legislation.gov.uk/uksi/2012/637/regulation/16/made>

³⁵ <https://www.legislation.gov.uk/uksi/2017/1243/made>

Monitoring and Review

The SCI will be monitored and reviewed through the Council's Annual Monitoring Report. This will identify any necessary changes resulting from legislation updates, consultation with the community and stakeholders and unforeseen changes in circumstances or opportunities.

Once adopted, the SCI will be reviewed at least once every 5 years from its adoption date to ensure it remains relevant and effectively addresses the needs of the local community, as required by the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)³⁶. The community and stakeholders are usually consulted if any updates or revisions of the SCI are required. This will ensure the document remains appropriate and effective in involving the community in both the preparation of planning policy documents and the determination of planning applications.

Useful contact details are provided in Appendix 3 – Useful contact details should you require further information about the issues covered in this SCI.

³⁶ <https://www.legislation.gov.uk/ukxi/2012/767/regulation/10A>

Appendix 1 – Local Plan Consultees

Table 4 outlines the organisations and other bodies that we are legally required to consult and involve in preparing our planning documents, in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012.

Please note, where the Council considers a specific consultation body may not have an interest in the subject of the Plan or document being consulted on, they may not be consulted in line with regulation 18(2)(a). Similarly, only Duty to Cooperate bodies that are relevant to the area of North Lincolnshire will be consulted, as highlighted below.

This list includes successor bodies where reorganisation may occur and is not exhaustive.

Table 4 Local Plan Consultees

Consultee type	Organisation
Specific consultation bodies *indicates a parish meeting	<ul style="list-style-type: none"> • The Coal Authority • The Environment Agency • Historic England • The Marine Management Organisation • Natural England • Network Rail Infrastructure Limited • Highways England • Secretary of State for Transport • Neighbouring Local Authorities - Bassetlaw District Council, Doncaster Metropolitan Borough Council, East Riding of Yorkshire Council, Kingston upon Hull City Council, North East Lincolnshire Council, West Lindsey District Council, Lincolnshire County Council, Nottinghamshire County Council • North Lincolnshire Town and Parish Councils - Barton upon Humber, Bottesford, Brigg, Broughton, Crowle & Ealand,

	<p>Epworth, Kirton in Lindsey & Winterton Town Councils (8 in total) and Alkborough, Amcotts, Appleby, Ashby Parklands, Barnetby-le-Wold, Barrow upon Humber, Belton, Bonby, Burringham, Burton upon Stather, Cadney & Howsham, East Butterwick, East Halton, Eastoft, Elsham, Flixborough, Garthorpe & Fockerby, Goxhill, Gunness, Haxey, Hibaldstow, Holme*, Horkstow*, Keadby with Althorpe, Kirmington & Croxton, Luddington & Haldenby, Manton*, Melton Ross, Messingham, New Holland, North Killingholme, Owston Ferry, Redbourne, Roxby-cum-Risby, Saxby-all-Saints, Scawby, South Ferriby, South Killingholme, Thornton Curtis, Ulceby, West Butterwick, West Halton & Coleby, Whitton*, Winteringham, Wootton, Worlaby, Wrawby & Wroot Parish Councils (48 in total).</p> <ul style="list-style-type: none"> • Adjoining Town and Parish Councils • Local Policing bodies within and neighbouring North Lincolnshire - Humberside Police and Crime Commissioner, Lincolnshire Police and Crime Commissioner, Mayor of South Yorkshire and Nottinghamshire Police and Crime Commissioner. • Those owning or controlling electronic communications apparatus in North Lincolnshire and to whom the electronic communications code applies – British Telecom, Virgin Media and Mobile UK (representing the four UK mobile network operators EE, O2, Three and Vodafone on planning matters) • Integrated Care Boards - Humber and North Yorkshire Integrated Care Board • NHS England
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	<ul style="list-style-type: none"> • Those with a licence under the electricity Act 1989 - Northern PowerGrid and National Grid • Those with a licence under the Gas Act 1986 - Cadent Gas, Northern Gas Networks Ltd and National Grid Gas • A sewage undertaker - Severn Trent Water and Yorkshire Water • A water undertaker - Anglian Water and Yorkshire Water • Homes England and the Regulator of Social Housing
General consultation bodies	<ul style="list-style-type: none"> • Voluntary bodies whose activities benefit any part of North Lincolnshire • Bodies representing the interests of different racial, ethnic and national groups • Bodies representing religious groups in North Lincolnshire • Bodies representing disabled persons in North Lincolnshire • Bodies representing the interests of persons carrying out business in North Lincolnshire
Other consultation bodies	Includes individuals and residents of North Lincolnshire and other national, regional and local bodies who the Council are aware have an interest in the Local Plan. The Council will also consult other relevant agencies not included in the list of specific consultees, such as Internal Drainage Boards, Royal Mail, Forestry Commission, Sport England where appropriate.
Duty to Cooperate bodies ** The Duty to Co-operate applies to the prescribed bodies of the Mayor of London, Transport for London, Local Enterprise	<ul style="list-style-type: none"> • Environment Agency • Historic England

<p>Partnerships and each Integrated Transport Authority. However, given the strategic issues of the Local Plan, North Lincolnshire Council consider it would be unnecessary and not effective to actively seek cooperation with these bodies because the area is not covered by such a body.</p>	<ul style="list-style-type: none"> • Natural England • The Mayor of London** • The Civil Aviation Authority • Homes England and Regulator of Social Housing • Humber and North Yorkshire Integrated Care Board • NHS England • Office of Rail and Road • Transport for London** • The Secretary of State for Transport • Highways England • North Lincolnshire Council Highways Authority • Marine Management Organisation • Local Enterprise Partnerships - Greater Lincolnshire Local Enterprise Partnership** • Local Nature Partnerships - Humber Nature Partnership and Greater Lincolnshire Nature Partnership
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Any individual or organisation wishing to be added to the Local Plan consultee list to be kept informed of Local Plan and related document consultations, should contact the Place Planning team at the details contained in Appendix 3 – Useful contact details.

Appendix 2 – Community Involvement Methods

Legislation sets out the minimum requirements for public participation when preparing a Local Plan and Supplementary Planning Documents as set out in Tables 1 and 2 above. Where possible and appropriate, the Council will go beyond these requirements to promote greater community participation and to meet the needs of our different communities. Therefore, a variety of methods are likely to be used at various stages of the plan making process. These may include, but are not limited to:

- Direct notifications to organisations/individuals – emails will be sent to statutory bodies, specific consultees, general consultation bodies, residents, internal consultees, agents and developers and other relevant groups and organisations to notify them when consultations are due to commence. Anyone who has expressed an interest in the Local Plan and has their email address registered on the consultation database will receive an automatic email notification when consultations commence.
- Website – consultation documents and progress on planning documents will be publicised on the Council's Local Plan website. This will include evidence base documents and the Council's response to consultation comments received once published. People will be encouraged to view and make comments on consultation documents through digital response forms on the Local Plan website.
- Deposit venues – During consultation periods, documents will be made available for inspection at Church Square House, Scunthorpe (the Council's principal office). Documents may also be deposited in Scunthorpe Central and other community hubs and libraries where appropriate, depending on the scale of the consultation. All consultation documents will be available to view electronically at community hubs and libraries via the public access computer network.
- Social media – where appropriate, consultation details and events may be advertised on the Council's corporate Facebook, X, Instagram, YouTube, LinkedIn and Snapchat accounts.
- Local media – a public notice may be placed in a local newspaper to advertise formal periods of consultation. These will include detail on when and where planning documents can be inspected, how copies can be obtained, the closing date for representations and where to send them. Press releases to local newspapers and radio stations may also be issued to promote consultations and latest news.
- News Direct – updates will appear in the Council's News Direct newspaper, where possible. It is a free publication that is sent to all residents in North Lincolnshire (around 89,600 homes) three to four times a year.
- Public events – these may involve drop-in events, presentations, forums and workshops to appropriate groups, organisations, stakeholders and residents to target particular people in the community who may be interested in specific issues. This may be particularly helpful in the early stages of plan making to raise awareness. Workshops will be interactive and promote discussions in groups using plans, models and other visual materials and are particularly useful at issues and options (regulation 18) stage. Details of events will be published on the

Council's website and circulated to consultees on the consultation database via email.

- Leaflets, posters & flyers - these may be distributed to promote consultations and public events, summarise consultation information and encourage comments. Information may also be circulated to Town or Parish Councils and residents associations for display on community notice boards or in community newsletters.
- Exhibitions/road shows – displaying information and proposals in a public exhibition at for example, libraries, community centres and shopping centres. These are useful in promoting consultations and engaging those who may not get involved in more formal methods. Exhibitions can be staffed to enable face-to-face discussion, or unstaffed and displayed over longer periods in prominent locations.
- Council meetings - where appropriate, we will take our plans to relevant Council meetings for feedback and approval from elected local members. The Local Plan must be adopted by the full Council.

The Council will do its best to ensure that documents are written clearly and concisely and avoid technical language whilst remaining fit for their purpose. Documents can also be made available in different languages and formats on request.

For consultation events, accessible venues will be chosen in suitable locations across North Lincolnshire as appropriate and held at convenient times of the day and week during working and non-working hours to ensure all members of the community can attend. The Council will also be clear about the aims and scope of engagement so that people understand when they can participate and the rules for doing so to help manage expectations.

Appendix 3 – Useful contact details

For more information about the Local Plan or planning policy please contact the **Place Planning** team at:

Email: spatial.planning@northlincs.gov.uk

Telephone: 01724 296694

Postal Address: North Lincolnshire Council
Place Planning
Church Square House
30-40 High Street
Scunthorpe
DN15 6NL

Web: <https://localplan.northlincs.gov.uk>

For more information about planning applications, please contact **Development Management** at:

Email: planning@northlincs.gov.uk

Telephone: 01724 297000

Postal Address: North Lincolnshire Council
Development Management
Church Square House
30-40 High Street
Scunthorpe
DN15 6NL

Web: <https://www.northlincs.gov.uk/planning-and-environment>

More information and advice about the planning system is provided by the organisations in Table 5 below.

Table 5 Organisations providing planning advice and support

Organisation	Description	Contact Details
The Planning Portal	The Government's online 'one stop shop' for planning. It provides information on the planning system, allows you to submit a planning application, find out about development in your area, appeal against a decision and research government policy.	Website: www.planningportal.co.uk Email: support@planningportal.co.uk Telephone: 0333 323 4589
Ministry of Housing, Communities and Local Government (MHCLG)	Provides general information on the planning system including the latest national planning policy, decisions on planning appeals, research and statistics and reform of the planning systems.	Website (and online contact form): www.gov.uk/government/organisations/ministry-of-housing-communities-local-government Telephone: 0303 444 0000
Planning Aid England	Provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. It is provided by the Royal Town Planning Institute.	Website: www.rtpi.org.uk/planningaid Email: info@planningaid.rtpi.org.uk Telephone: 0370 774 9494
The Planning Inspectorate (PINS)	Processes planning appeals and holds examinations into statutory planning policy documents and the Community Infrastructure Levy (CIL).	Website: www.gov.uk/government/organisations/planning-inspectorate Email: enquiries@planninginspectorate.gov.uk Telephone: 0303 444 5000

North Lincolnshire Local Plan (2017 to 2036)

STATEMENT OF COMMUNITY INVOLVEMENT

Adoption – August 2018

WHAT'S IT ALL ABOUT?

We are required to produce a Statement of Community Involvement (SCI) to set out how we will involve local communities, businesses and organisations in preparing the Local Plan and the planning application process. It includes details on how and when community involvement will take place and who will be consulted.

1 INTRODUCING OUR STATEMENT OF COMMUNITY INVOLVEMENT

- 1.1 Planning affects everyone in some way – the homes we live in, the open spaces we enjoy, the leisure facilities we use and the roads we travel on. Therefore, it is important that local people understand the planning process and have the chance to get involved in contributing ideas and influence planning decisions.
- 1.2 To achieve this, all local planning authorities produce a Statement of Community Involvement (SCI) to set out how they will effectively involve local people in the planning process. It includes details on how and when community involvement will take place and who will be consulted.

¹ Planning & Compulsory Purchase Act 2004 (as amended) – section 18

2 WHAT IS A STATEMENT OF COMMUNITY INVOLVEMENT?

- 2.1 The Planning and Compulsory Purchase Act 2004 requires local planning authorities to produce an SCI.¹ More recent legislation, in the form of the Localism Act 2011, has given local communities more of a say into how plans for their areas are prepared, whilst the Government policy, set out in the National Planning Policy Framework (NPPF, July 2018) place significant emphasis on community engagement. It states, “Plans should..be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providersand operators and statutory consultees”²
- 2.2 North Lincolnshire Council’s first SCI was drawn up as part of the Local Development Framework system and adopted in April 2006. It was reviewed in 2009 with a revised version being adopted in July 2010. Since

² National Planning Policy Framework (2018) – paragraph 16

these SCIs were prepared and adopted, a number of changes have taken place. In particular, there have been changes to the way in which consultation can be undertaken, reductions in funding and changes to the Government’s approach to plan-making.

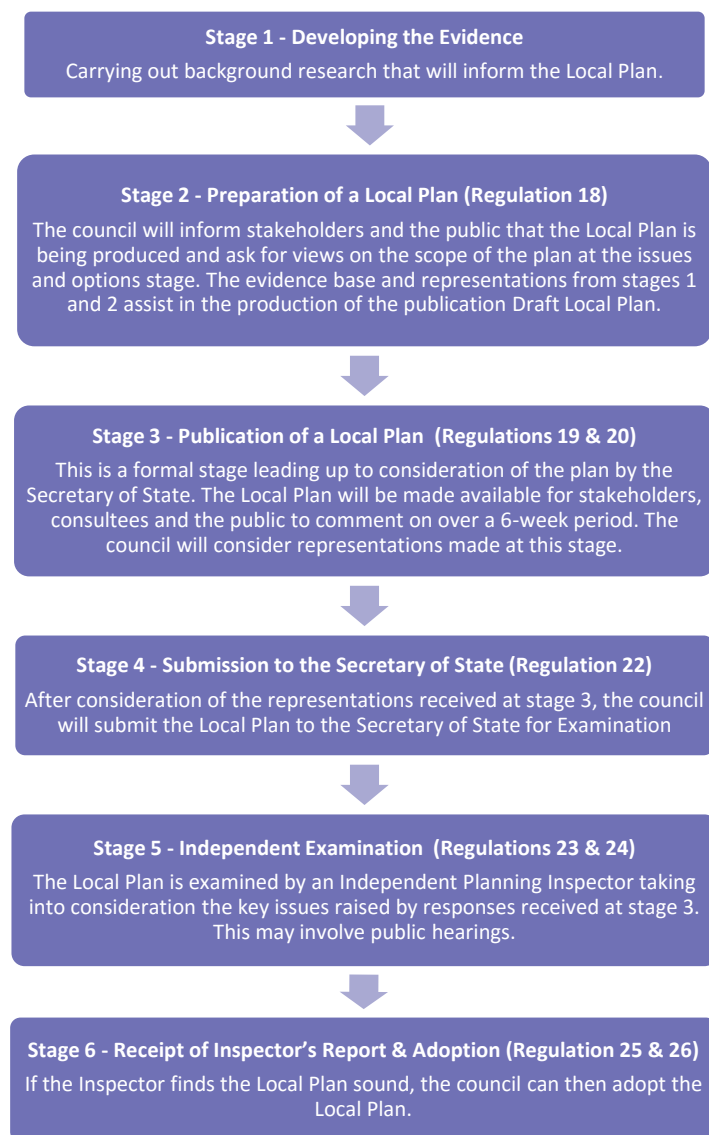
- 2.3 The use of electronic communications such as email, social media and websites, as a means of engaging and communicating with communities has grown considerably in recent years. This change from more traditional forms of communication and engagement has taken place against a backdrop of reductions in council funding and resources.
- 2.4 The use of electronic communication tools (email, social media and the web) will be central element in ensuring that the council continues to consult, involve and engage with its communities and stakeholders in the plan making process, whilst making best use of the resources available.

- 2.5 North Lincolnshire Council is working on a new approach to planning policy. It will no longer be progressing with the Local Development Framework, but instead preparing a new style Local Plan. Based on the circumstances highlighted, it is considered the right time for the council to review its SCI.
- 2.6 The SCI shows the methods that will be used to encourage and facilitate participation at the different stages of the Local Plan preparation and encourages community involvement at the early stages when ideas are being developed. The methods of community involvement used will depend on the document in question and the stage of preparation.
- 2.7 The SCI also sets out a commitment to consultation on planning applications, in particular those considered to be major planning applications. Local planning authorities are required to undertake a formal period of public consultation prior to deciding a planning application. For major applications, developers should seek to undertake community engagement as part of the process of preparing them.

3 COMMUNITY INVOLVEMENT – PLANNING POLICY

- 3.1 The council must prepare a Local Plan to shape the future growth and development of North Lincolnshire. The plan sets out, where new homes and employment opportunities should be developed. Effective community engagement and involvement is an essential part of the process of plan-making
- 3.2 Figure 1 shows the different stages of plan preparation. This is a minimum required by the regulations (**Town and Country Planning (Local Planning) (England) Regulations 2012**), although the council can carry out additional consultations if there is a need to.
- 3.3 The more effective the engagement with communities in the planning process, the less likely they are to feel their needs are not being met in local planning decisions. It must be recognised that this is a two way process - and not consultation for the sake of it. An Engagement Strategy will be prepared for each stage in the plan making process. This will allow the council to ensure it must make the most of available resources. Where possible, community engagement/involved will be link with

Figure 1: Local Plan Preparation - Key Stages



other similar exercises taking place in the area.

- 3.4 A Local Development Scheme has been prepared which sets out the timetable for the preparation of the Local Plan documents. Once agreed, this can be viewed on the Local Plan website.
- 3.5 Different consultation methods may be more suitable at different stages of the plan making process, and it will depend on the type of document being consulted on at the time as to the type of consultation undertaken. The stages and methods of consultation are set out in Table 2.

Sustainability Appraisal

- 3.6 A Sustainability Appraisal (SA) must be undertaken as part of the Local Plan process³ & ⁴. The purpose of the SA is to assess the social, environmental and economic effects of the plan. In doing so it will help ensure that Local Plan policies contribute towards achieving sustainable development.
- 3.7 The first stage of the SA is the production of a Scoping Report, which will identify the key

sustainability issues for the area. Following the Scoping Report, subsequent versions of the SA are produced to accompany each stage of the plan making process and are published for consultation at the same time.

Community Infrastructure Levy

- 3.8 The Community Infrastructure Levy (CIL) was introduced by Government in 2010 and allows the council to raise funds from new developments in its area for infrastructure provision resulting from it.
- 3.9 CIL monies can be used to fund a wide range of infrastructure that is needed as a result of development. Amongst the infrastructure that CIL funds could be used for are transport schemes, flood defences, schools, hospitals and health and social care facilities, park improvements, green spaces and leisure centres.
- 3.10 The CIL rate is charged in pounds per square metre of net new development. The regulations, which apply to the production of CIL, are the **Community Infrastructure Levy Regulations 2010 (as amended)**.

- 3.11 CIL is not compulsory. Councils, therefore, have the choice whether or not to introduce it. Where it is introduced, the first stage is to draw up and publish a Preliminary Draft Charging Schedule for public and stakeholder consultation. This consultation takes place over a six-week period.

- 3.12 The second stage is the publication of the Draft Charging Schedule. The council must also publish appropriate available evidence regarding infrastructure costs, other funding sources and economic viability alongside the Draft Charging Schedule. This consultation period will last for at least six weeks (longer if the issues under consideration are particularly complex). Anyone can make representations or comments on the Draft Charging Schedule.
- 3.13 If the council makes significant changes to the Draft Charging Schedule following the publication stage, the council then have to produce a "statement of modifications" which is then advertised for a four week period.
- 3.14 The CIL Charging Schedule is subject to examination in public by an independent

³ Planning & Compulsory Purchase Act 2004 – section 19

⁴ Planning Practice Guidance – section 11

examiner appointed by central government. This is usually a Planning Inspector. Anyone who has requested to put forward their views at the examination must be heard in public. The examination hearings are similar to those for the Local Plan. The independent examiner will be responsible for the conduct of hearings and the examination procedures.

Supplementary Planning Documents

- 3.15 Supplementary Planning Documents (SPDs) are guidance documents that assist in the interpretation and application of Local Plan policies and proposals. They are material considerations in the decision making process. They give guidance to the public, applicants and developers when making planning applications. The preparation of SPDs will include community and stakeholder involvement. A draft SPD will be out for public consultation for at least four weeks. They are not subject to independent examination, but are adopted by the council.

Habitat Regulations Assessment

- 3.16 Under the provisions of the [European Habitats Directive](#)⁵, and translated into UK law by the [Habitat Regulations](#)⁶, the council must carry out an assessment of whether a plan or project will significantly affect the integrity of any European Site, in terms of impacting the sites conservation objectives. The Habitats Regulations Assessment is prepared and consulted on as a statutory requirement of the Local Plan.

Evidence Base

- 3.17 Other evidence base documents will also be prepared and whilst not subject to formal public consultation, if anyone wishes to comment on these documents, they can email or write in and the council will respond accordingly. These documents include:
- Strategic Housing Market Assessment (SHMA)

- Strategic Housing Land Availability Assessment (SHLAA)
- Employment Land Review (ELR)
- Local Aggregate Assessment (LAA)
- Landscape Character Assessment

Neighbourhood Planning

- 3.18 Neighbourhood planning was introduced by the [Localism Act 2011](#)⁷. It gives local communities the opportunity to develop their own policies and guidance for development and land uses in their areas. A number of neighbourhood plans are in various stages of preparation in North Lincolnshire. When a neighbourhood plan is adopted or “made,” it will form part of the statutory development plan. Section 5 sets out more details about neighbourhood planning.

Duty to Co-operate

- 3.19 The Localism Act 2011 introduced the [Duty to Co-operate](#)⁸. It requires local planning authorities and a number of other public

⁵ Council Directive 92/43/EEC (21st May 1992) on the Conservation of Natural Habitats and of Wild Fauna and Flora, European Commission

⁶ Conservation of Habitats and Species Regulations 2010

⁷ Localism Act 2011 – Part 6 – Chapter 3 – sections 116 to 121

⁸ Localism Act 2011 – section 110

bodies to engage with each another in the Local Plan preparation process.

- 3.20 North Lincolnshire Council has a close working relationship with its neighbours and other key bodies/organisations. The council will continue to meet and work with neighbouring authorities as well as the following organisations on planning issues that cross administrative boundaries, particularly those that relate to strategic priorities:

- Environment Agency
- Historic England (formally English Heritage)
- Natural England
- Civil Aviation Authority
- Homes and Communities Agency
- Primary Care Trusts (or successor bodies)
- Office of the Rail Regulator (Office of Rail & Road)
- Highways England
- Integrated Transport Authorities
- Marine Management Organisation

- Humber Local Enterprise Partnership
- Greater Lincolnshire Enterprise Partnership

Who Will Be Involved?

- 3.21 The **Town and Country Planning (Local Development) (England) Regulations 2012** require all councils to meet a minimum level of community involvement when producing their Local Plans. These regulations also specify a number of organisations that must be consulted if it is considered that they will be affected. A list of specific consultees and general consultees can be found in Appendix 1 of this SCI.

Elected Members

- 3.22 North Lincolnshire Council's elected members (43 in total) have an essential role in the Local Plan process as representatives of the people and making decisions in the public interest on a number of issues including decisions during the preparation of the Local Plan. They can assist in community engagement and will be engaged throughout the process and helping to disseminate information about the development of the local plan. Councillors are able to advise the council on

the issues important to the area they represent.

Town & Parish Councils

- 3.23 The views of the town and parish councils are crucial in identifying community priorities. North Lincolnshire has 56 town or parish councils (see box). They are consulted at each stage in the Local Plan preparation process.

Town Councils (8): Barton upon Humber, Bottesford, Brigg, Broughton, Crowle & Ealand, Epworth, Kirton in Lindsey & Winterton

Parish Councils (48): Alkborough, Amcotts, Appleby, Ashby Parklands, Barnetby-le-Wold, Barrow upon Humber, Belton, Bonby, Burringham, Burton upon Stather, Cadney & Howsham, East Butterwick, East Halton, Eastoft, Elsham, Flixborough, Garthorpe & Fockerby, Goxhill, Gunness, Haxey, Hibaldstow, Holme*, Horkstow*, Keadby with Althorpe, Kirmington & Croxton, Luddington & Haldenby, Manton*, Melton Ross, Messingham, New Holland, North Killingholme, Owston Ferry, Redbourne, Roxby-cum-Risby, Saxby-all-Saints, Scawby, South Ferriby, South Killingholme, Thornton Curtis, Ulceby, West Butterwick, West Halton & Coleby, Whitton*, Winteringham, Wootton, Worlaby, Wrawby & Wroot.

*indicates a parish meeting.

- 3.24 Regular engagement with town and parish councils allow the council to get the views of large sections of local communities.

Where appropriate, they will be asked to assist in promoting consultations exercises.

Voluntary Sector

- 3.25 Consultation with the voluntary and community sectors is crucial in reaching community groups. The sector helps give a voice to the community through specialist knowledge of client groups and allows the council to develop improved relationships with those groups.

Hard to Reach Groups

- 3.26 Government guidance suggests that the council should seek to involve hard to reach groups in preparing their Local Plans. This will help the council to promote and develop partnership working and ensure that the views of these groups are taken into consideration in the preparation of the Local Plan. The following groups are considered by the council as hard to reach group:

- Young people
- Minority ethnic groups
- People with disabilities
- The elderly

- People with learning difficulties
- Rural residents
- Women's Groups
- Travellers and armed forced personnel

North Lincolnshire Council will seek to engage with these groups throughout the planning process where practicable.

Professional/Commercial Sector

- 3.27 Other groups such as local organisations, agents, developers and businesses are also crucial to the delivery of balanced planning decisions. These groups usually have specialist knowledge of issues and priorities and their participation in the planning process allows the council to make better informed and balanced decisions.

Methods of Consultation

- 3.28 The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the governments requirements for consultation through the plan making process. The stages and methods of consultation that North Lincolnshire Council will use are set out in Table 1. Examples of consultation methods are also included in Appendix 2.

- 3.29 The council's preference is to use email when notifying people of consultations, as well as receiving comments in an electronic format. The council will make extensive use of email and the dedicated Local Plan website
<http://localplan.northlincs.gov.uk/localplan>. This will improve the speed in which the council can engage with the public and fit in with its strategy as well as reduce costs.

- 3.30 Alternatively, progress on the Local Plan can be monitored by accessing the internet
<http://localplan.northlincs.gov.uk/localplan>. For those without personal access to the internet, this facility is available at Local Link offices and branch libraries throughout the area.

- 3.31 The council is happy to receive comments and responses by post but will be unable to acknowledge these without an email address. It is hoped that respondents will appreciate the benefits that electronic communication can bring for all parties

- 3.32 The council is happy to receive comments and responses by post but will be unable to acknowledge these without an email address. It is hoped that respondents will appreciate the benefits that electronic communication can bring for all parties

Table 1: Stages & Methods of Consultation			
Document	Stage of Production	Length of Consultation	Who & How?
Sustainability Appraisal - Scoping Report	Before plans are progressed (Regulation 12)	5 weeks	Initial consultation on the scope of the appraisal must be undertaken with statutory consultees (Environment Agency, Natural England, and Historic England). We will email these consultees and invite them to make representations.
Local Plan & Sustainability Appraisal	Preparation (Regulation 18)	6 weeks	<p>This is the first stage of consulting on a planning document and as such, consultation methods will be wide ranging.</p> <p>As a minimum Ward Members, registered contacts and those on the consultation database will be notified. The use of the website and/or online consultation portal will be promoted.</p> <p>Documents will be placed on the website and made available for comment online.</p> <p>Specific and general consultation bodies will be notified and invited to make representations.</p>
	Publication (Regulation 19)	6 weeks	<p>At this stage of consultation, those on our consultation database, Ward Members, and registered contacts will be notified.</p> <p>The use of the website and/or online consultation portal will be promoted. All documents will be placed on the website.</p> <p>Para 3.29 sets out a combination of methods we may use to publicise this stage of the plan preparation. Responders will be asked if they wish to be kept informed of the progress of the document as it is submitted, examined and adopted.</p>
	Submission (Regulation 22)	N/A	At Submission stage, specific and general consultees and those on our consultation database will be notified that the Submission documents are available for inspection on the council's website.
	Independent Examination (Regulation 24)	N/A	<p>At least 6 weeks before the examination the council will publish on its website the date, time and place where the examination is to be held, as well as the name of the person carrying out the examination. Anyone who has made a comment during the publication stage will be notified.</p> <p>The Inspector may also ask someone who has made a representation to provide further information to help their understanding and attend the hearings. The Inspector and their Programme Officer are responsible for how the examination is run so they maybe in contact themselves.</p>

			On receipt of the Inspector's Report, we will place it on the website. It will also be publicised as a news item on the website and/or via electronic or social media.
	Adoption (Regulation 26)	N/A	The council will publish, advertise in the local press and make available the adopted Local Plan on the website. Interested parties will be informed of adoption preferably by email.
Community Infrastructure Levy (CIL)	Preliminary Draft Charging Schedule* (Regulation 15)	6 weeks	Send a copy of the Preliminary Draft Charging Schedule to each of the consultation bodies including town and parish councils, and invite those bodies to make representations as well as inviting representations from other interested parties. Make the documentation available on the council website.
	Draft Charging Schedule* (Regulation 16)	6 weeks	At this stage of the consultation, a copy of the Draft Schedule and relevant evidence will be made available at the Civic Centre, and on the council website. Those on the consultation database including the specific and general consultees will be notified. The use of the website and/or online consultation portal will be promoted. All documents will be placed on the website.
	Advertising statement of modifications (if required)* (Regulation 19(4))	N/A	If significant changes to the Draft Charging Schedule are made, the council must advertise these changes. Those on the consultation database who have made representations will be notified. All documents will be placed on the website.
	Submission* (Regulation 19 (3))	N/A	Copies of relevant documents will be made available for inspection at the Civic Centre and on the website. Those that requested to be notified of the submission to the Inspector will be informed, preferably by email.
	Examination* (Regulation 21)	N/A	At least two weeks before the Examination, details of the Examination and Inspector will be published on the website and in the local press. All those that made representations to the draft charging schedule will be notified. On receipt of the Inspector's Report, it will be placed on the website and those who asked to be kept informed will be contacted, preferably by email.
	Approval and publication* (Regulation 25)	N/A	The adopted CIL will be published on the website. All those who requested notification will be informed. The adoption will be advertised in the local press. An electronic copy will be sent to each of the relevant consenting authorities.

Supplementary Planning Document (SPD)	Draft SPD (Regulation 12)	4 weeks	The document will be made available for inspection at the Civic Centre. Interested parties including everyone on the consultation database and those listed in Appendix 1 (if we consider they will be affected) will be notified. Ward members and town and parish councils will also be notified. All documents will be advertised on the website and an advertisement placed in the local press. Social media will also be used to advertise the consultation period.
	Adoption (Regulation 14)	N/A	This is not a stage for consultation. However, interested parties will be informed of adoption (preferably by email). A copy of the adopted SPD and any supporting adoption documents will be made available to view at the Civic Office. They will also be published on the website.
Statement of Community Involvement (SCI)	Draft SCI	4 weeks	Whilst there is no requirement to consult, the council will consult for 4 weeks. The document will be made available for inspection at the Civic Centre. Interested parties including everyone on the consultation database, Ward members and town and parish councils will be notified. All documents will be published on the website. Social media will also be used to advertise the consultation period.
	Adoption	N/A	The adopted SCI will be placed on the council's website with a summary of the consultation comments received.
Neighbourhood Planning			In accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended), at various stages throughout the process the details will be published on the council's website and in such other appropriate manners.

* From the Community Infrastructure Levy Regulations 2010 (as amended).

Feedback

3.33 Providing feedback to participants in the planning process is an integral part of policy preparation. The council will fully consider comments/representations received during consultation exercises. The council will engage in further discussions to assist those making comments on planning policy if requested or if planning officers feel it is of benefit.

3.34 When required, a report summarising the consultations carried out and the comments received from consultees will be published on the website. Respondents will also be informed of subsequent consultation stages and the adoption of the policy document.

More Information

3.35 For more information about the Local Plan or planning policy, please visit our website: www.northlincs.gov.uk or contact us:

Spatial Planning Team

Economy & Growth
Business Development
North Lincolnshire Council
Civic Centre
Ashby Road
Scunthorpe
DN16 1AB

Telephone: 01724 297573

Email: localplan@northlincs.gov.uk

Web:

<http://www.northlincs.gov.uk/planning-and-environment/planning-policy/>

4 COMMUNITY INVOLVEMENT – PLANNING APPLICATIONS

- 4.1 North Lincolnshire Council receives and determines a wide range of applications for planning permission to construct new developments, to allow an existing building to be altered or extended and for changes of use to land and buildings. The council also receives applications for other consents covered by planning legislation such as advertisements, listed building and some demolitions. These decisions shape the nature of North Lincolnshire and the areas where people live, work and spend their leisure time.
- 4.2 There are many types of planning applications, but the main three are:
- Outline Applications – These allow for a decision on the general principles of how a site can be developed.
 - Reserved Matters Applications – These must be submitted within three years of the approval of an outline application. Reserved Matters include the layout, scale, appearance, access and landscaping.

- Full Applications – These provide detailed information and plans for the proposal at the outset.

- 4.3 Opportunities exist for the community and stakeholders to be informed and consulted on development proposals at each of the following stages:

- Pre-application
- Planning applications
- Planning appeals

North Lincolnshire Council & Planning Applications

- 4.4 The council's Development Management team is responsible for dealing with all planning applications for development in North Lincolnshire.
- 4.5 The team advises the council's planning committee, determines certain types of planning applications, provides advice on development proposals, and deals with unauthorised development in the area.
- 4.6 All planning applications are decided in line with the development plan for the area – unless there are very good reasons to not do so – these are called material considerations (see box). The development

plan for North Lincolnshire currently consists of (although this will be replaced by the North Lincolnshire Local Plan (2017 to 2036 in due course):

- Local Development Framework – Core Strategy Development Plan Document (adopted June 2011)
- Local Development Framework – Housing & Employment Land Allocations Development Plan Document (adopted March 2016)
- Local Development Framework – Lincolnshire Lakes Area Action Plan (adopted May 2016)
- North Lincolnshire Local Plan – Saved Policies (adopted May 2003)

Material Considerations – matters that should be taken into account in deciding a planning application. They can include (but are not limited to):

- Government Policy (e.g. National Planning Policy Framework)
- Overlooking/loss of privacy
- Loss of light or overshadowing
- Impact on the environment

- Parking
- Highway safety
- Traffic
- Noise
- Effect on listed building or conservation area
- Nature conservation
- Non-designated heritage assets
- Layout and density of building
- The appearance of a proposal
- Disabled persons' access
- Other proposals
- Previous planning decisions (including appeal decisions)

4.7 Most planning applications are determined by planning officers in accordance with the council's **Scheme of Delegation for Determining Planning Applications**. However, a number of applications will still need to be determined by the planning committee. The scheme of delegation sets out the circumstances under which this occurs.

Planning Committee

4.8 The council's planning committee is made up of a number of councillors who are appointed at the council's annual meeting that takes place in May each year. Currently the committee consists of 10 councillors. They are responsible for making decisions on individual planning applications. The committee meetings are held on a Wednesday. Meetings are held at Civic Centre in Scunthorpe unless otherwise stated. They start at 2pm and are open to the public.

4.9 Details about the planning committee and how it operates can be found on the council's website:
<http://webarchive.northlincs.gov.uk/councilanddemocracy/committees/planning-committee/>

Role of Councillors

4.10 Councillors represent their respective wards. They listen to residents' concerns on planning issues at ward surgeries or public meetings and consultations in addition to residents contacting ward councillors with specific concerns. They can voice their support or otherwise to planning applications in writing and speak at planning committee. The role of locally elected

councillors in representing the views and concerns of residents in the planning process is very important.

4.11 Therefore, it is important they be informed of proposals in their area as well as any community involvement exercises that will be undertaken. There are existing protocols for the way that councillors and council officers conduct their activities, which ensure that any potential conflicts of interest, are resolved in a transparent way.

How We Publicise Planning Applications

4.12 The council is required to publicise all planning applications they receive. Applications must be publicised via a notice in the local newspaper and/or a site notice. The exact method of publicity is determined by the relevant regulations and different types of application require different methods of publicity. Consultees are also notified by email.

Planning Applications – Publicity Methods

- Emails to statutory consultees such as the Town & Parish Councils, Environment Agency and Natural England
- Emails to other council services such as Spatial Planning, Highways, Environment team etc.

- Site and press notices
- Weekly list of applications on the council's website
- Notification of ward members
- Publication of the application forms and documents on the council's website

- 4.13 Consultees and neighbours are given 21 days to make a written response, although this can vary for particular types of applications.
- 4.14 If, during either the processing of a planning application or following determination, significant alterations to plans or proposals are made, re-consultation will normally take place with the relevant town or parish councils, statutory consultees and affected neighbours. In order to avoid unnecessary delay, however, no additional re-notification will be undertaken for minor or insignificant amendments (non-material amendments).

Pre-Application Advice and Involvement

- 4.15 Pre-application advice is an essential part of providing an efficient and effective planning service. The council encourages prospective applicants to hold early discussions about their proposals.

- 4.16 For developers, the purpose is to give a clear steer about whether it is likely your proposal will be granted planning permission. If we consider it unlikely that planning permission will be granted we will give you reasons for our opinion. This also provides an opportunity to discuss what may make the proposal acceptable. At this stage we can clarify the level of detail (e.g. supporting studies/statement) we need to help determine the application, as well as what issues need to be addressed and the potential for positive community involvement.
- 4.17 Developers should consider the benefits of involving the community in developments, which are considered likely to have an impact on the community, even though the proposal may fall below the thresholds referred to in the adopted SCI.
- 4.18 It needs to be understood that the advice given by officers on an informal basis cannot be binding on the council as the final decision on formal planning applications lies with the planning committee or delegated to named officers.
- 4.19 Decisions will be made following consideration of all representations received as part of the planning application process.

Early Involvement with Communities in Major and Sensitive Proposals

- 4.20 Development proposals can, depending on their scale and nature have significant impacts on local communities. Therefore, it is advisable that applicants putting forward major proposals should carry out their own pre-application consultation with local people. We expect local communities to be offered the chance to influence proposals in their areas at an early stage through these consultation exercises. A consultation statement should be submitted alongside the formal planning application. This should describe what engagement took place and how this influenced the final proposal.
- 4.21 It is suggested that community involvement should be undertaken for the following scale of development (see below).

Major Developments

- Residential developments of 50 or more dwellings or a site of 1.5ha in the Scunthorpe & Bottesford Urban Area
- Residential 10 or more dwellings or a site area of 0.5 ha elsewhere in North Lincolnshire

- Non-residential developments of 5ha or 10,000m² of floorspace in the Scunthorpe & Bottesford Urban Area
- Non-residential developments of 1ha or 1,000m² of floorspace elsewhere in North Lincolnshire
- Applications for large scale wind turbines or “windfarms”⁹
- Developments requiring Environmental Impact Assessment which are accompanied by an Environment Statement
- Proposals which depart from the Development Plan
- Any development proposals, which the council thinks, will have significant implications for planning policy or the locality.

4.22 Any pre-application consultation should be tailored to suit the circumstances of the site, proposal and locality. As part of the pre-application process, developers should discuss and agree with the council the exact nature of consultation in advance. This gives us sufficient time to comment on the

proposed events and allow appropriate changes be made.

- 4.23 Developers need to be clear and up front with the community about the stage in the process that the development has reached and what constraints the development has. If there is no opportunity for changing a particular part of a proposal, then this needs to be made clear and the reasons provided.
- 4.24 Consultations should be carried out at an early stage in the design process and allow sufficient time for consideration of the consultation outcomes before drawing up and submission of the application. Local knowledge may be very helpful in improving the quality and deliverability of a scheme.
- 4.25 Developers should carry out appropriate pre-application consultations based on the following methods:
- Meeting with locally elected representatives (Members of Parliament and/or ward councillors) to brief them on the proposals that are the subject of

an application and giving them an opportunity to provide feedback

- Arranging to attend local town and parish council meetings and/or other relevant community bodies to brief them on the proposals that are the subject of an application and giving them an opportunity to provide feedback
- Informing local residents and neighbours by “flyer” or letter of the proposal, stating where further details can be found; (this should not just include a website, but also include convenient local access to printed and displayed material)
- Issue a press release on the proposal, with contact details for further information (including both telephone and web/email contact details)
- Arrange a public event (meeting or display) at which their proposals will be explained, giving an opportunity for public comment and later feedback.

⁹ This requirement applies to applications for onshore wind development (under Part 3 of the Town and Country Planning

Act) of more than two turbines or where the hub height of any turbine exceeds 15 metres - The Town and Country Planning

(Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2013.

4.26 If public events need to be held, they should take place at a time and location which allows for a wide section of the public to attend. This should normally include weekend and evenings, and not conflict with other community events. The council can also provide helpful advice about:

- Suitable public venues to hold exhibitions and forums
- Community organisations and contacts, or local media and communications that might help raise awareness
- The types of issues and questions that the local community would like considering.

4.27 The Council has been set demanding targets by the Government in determining planning applications within strict timescales. Where developers have submitted significant proposals without undertaking any consultation with the community, this will be explained in the planning officer's report. Failure to consult adequately may be material to the determination of the application.

Consultation Statement

4.28 Where a developer proposing a major development undertakes pre-application consultation with local people, a consultation statement should be submitted as part of the planning application. As a minimum, the Consultation Statement should include:

- Information about elected members, residents, businesses and local community groups consulted
- Methods and timing of consultation
- A copy of the consultation details
- Evidence of use of open questions, flexible plans and a range of genuinely different options and choices, including alternative sites
- A summary of all responses received
- Explanation of how public comments have influenced the design of the proposals
- Evidence of how developers have provided feedback to the town and parish councils, community groups and ward members following their responses

- Explanation of what changes have been made as a result of all community comments
- Where suggestions have not influenced the proposed development the developer should state why these suggestions have not led to a change
- Feedback and information on how this was addressed in the development proposal.

4.29 The content of this statement will be taken into account when the council considers the formal application for planning permission and referred in the officer's assessment and report to planning committee on major applications. Failure to demonstrate that robust consultation has taken place in line with the steps set out in this guide may be a material consideration in determining an application.

What Happens Once Decisions Are Made?

4.30 After the council makes a decision on a planning application, town and parish councils and neighbours or interest groups who wrote in are notified. If the decision is taken by the planning committee, it is confirmed in the Committee Minutes. These are published on the council's website. A

weekly list of applications' decisions (both Committee and delegated) is available via the council's website -

<http://webarchive.northlincs.gov.uk/councilanddemocracy/committees/planning-committee/>

Notification of Planning Appeals

- 4.31 If a planning application is refused, developers have the opportunity to amend their proposal and re-submit or submit (or "lodge") an appeal against the decision to the Planning Inspectorate.
- 4.32 Where an appeal is lodged, the relevant Town/Parish Council and local interest groups and all those who were written to or who wrote in about the proposal will be notified of the appeal and advised as to how to make their views known to the appointed Planning Inspector.
- 4.33 If they had previously written to the council then the case file is copied and sent to the Planning Inspectorate as part of the normal administration process. Ward councillors are also individually notified. Most appeals are dealt with through the written

representations process with decision reported on the council website.

Planning Performance Agreements

- 4.34 The council may enter into Planning Performance Agreements (PPA) when dealing with large scale or complex major planning applications.
- 4.35 A PPA is agreement between the council and the applicant to provide a project management framework for major applications that are expected to exceed the Government's determination target of 13 weeks.
- 4.36 The PPA will set out the commitments of both parties for the gathering of information, consideration of options and the formulation of design proposals, for the effective processing of the planning application. It will also clarify the means of engagement and consultation with the local community, in line with the SCI.

More Information

- 4.37 For more information about planning applications, please contact:

Development Management

Civic Centre
North Lincolnshire Council
Ashby Road
Scunthorpe
DN16 1AB

Telephone: 01724 297420

Email: planning@northlincs.gov.uk

Web:

<http://www.northlincs.gov.uk/planning-and-environment/planning/>

5 NEIGHBOURHOOD PLANNING

- 5.1 A key element of the government's reforms to planning system in England was ensuring that local communities have a greater chance to shape the future growth and development of their areas. The **Localism Act 2011**¹⁰ gives communities the opportunity to get more involved in the preparation of planning documents for their areas through neighbourhood planning.

¹⁰ Localism Act 2011 – Chapter 3 – section 116

Local communities can now prepare plans for their local areas themselves if they wish to do so.

5.2 Neighbourhood planning allows residents, employees and businesses to come together and say where, for example, they think new homes, businesses, shops and other community facilities should go, and what they should look like. These community-led neighbourhood plans will form part of the Development Plan for those areas of North Lincolnshire where they exist. This means that they will be used in taking decisions on planning applications, where relevant. All neighbourhood plans are subject to an independent examination and a local community referendum, before they can be adopted.

5.3 If a community decides to embark on neighbourhood planning, it gives them the chance to do three things, should they chose to do so:

- Create a neighbourhood plan with a vision and planning policies for the development of that area

- Grant permission for certain types of development in an area
- Enable a community to bring forward a development in their area.

5.4 In those areas of North Lincolnshire where there are town and parish councils, those bodies are the lead organisations. Where town or parish councils do not exist, neighbourhood forums can be established to undertake neighbourhood planning. Any neighbourhood plans must be in conformity with national policy as well as the strategic policies adopted by the council.

North Lincolnshire Council's Role

5.5 Whilst North Lincolnshire Council does not prepare neighbourhood plans - they should be community-led and community-resourced – it still has an important role to play in the process. It has a duty to support communities in undertaking neighbourhood planning and at certain points in under the [Neighbourhood Planning Regulations 2012](#)¹¹ become involved (see below). The council can also provide help and advice on

developing planning policies, sharing evidence or undertaking consultation.

5.6 The council has a dedicated neighbourhood planning officer who will provide advice and support on request. There is also neighbourhood planning webpage. The council will update this regularly where new practice and information about neighbourhood planning emerges.

- In order to produce a plan for a neighbourhood area, the town/parish councils or neighbourhood forum must apply to the council to become a designated neighbourhood area. There will then be a 6 week consultation period on the proposal.
- In order to establish a neighbourhood forum, those seeking to do so must apply to the council to become a designated neighbourhood forum. There will then be a 6 week consultation period on the proposals.
- Once the neighbourhood area is approved, the council advertises this area on its website and as a notice to be

¹¹ [Neighbourhood Planning \(General\) Regulations 2012 \(as amended\)](#)

display in the locality. The council is then legally required to provide support and advice covering such issues as planning matters and advice on the legal requirements for producing a neighbourhood plan.

- The council is responsible for checking that the submitted neighbourhood plan has followed the proper legal process. It is also responsible for publicising the proposed plan and arranging for the independent examination and referendum to take place.
- If the neighbourhood plan is found to be satisfactory, the council will arrange for the referendum to take place.
- If more than 50% of those voting in the community vote yes to the neighbourhood plan being adopted, the council will then use the plan in determining planning applications.

5.7 To date eight neighbourhood areas have been designated for the purposes of neighbourhood planning. These are: Appleby (designated December 2014), Bonby (August 2014), Brigg (December 2014), Elsham (August 2014), Saxby all Saints (November 2014), South Ferriby

(August 2014), Winterton (July 2014) and Worlaby (August 2014).

5.8 Of these eight communities, three (Appleby, Brigg and Worlaby) are currently pursuing a neighbourhood plan. A number of town/parish council are also engaging the council and are considering whether to bring forward plans in their areas. The Spatial Planning team will continue to attend events, meetings or workshops with communities as well as provide advice or assistance to help guide them through the process, if requested, by assisting with, for example, applications for funding, ensuring compliance with regulations, and by supplementing their evidence base.

How the Community is involved in the Process

5.9 As with other elements of planning, community involvement is an essential element of neighbourhood planning. The first opportunity that communities have is to comment on the appropriateness of the area that the neighbourhood plan will cover by responding to the formal Neighbourhood Area consultation.

5.10 Public consultation and community engagement should take place on an ongoing basis, as the neighbourhood plan is

developed. Once a final draft of the neighbourhood plan has been prepared a formal round of public consultation is required with the community and other key stakeholders. This should last for at least 6 weeks. The methods and list of stakeholders included in this Statement of Community Involvement will be useful in assisting communities in carrying out their consultations.

5.11 Depending on the scale of the neighbourhood plan or the complexity of issues, it may be useful if a separate Statement of Community Involvement was prepared. This can be a succinct document, tailored to the local community, setting out who will be consulted, where and when consultation will take place and how the comments made on the neighbourhood plan will be dealt with.

5.12 Depending on the responses from this consultation stage, if the plan progresses, the next step is for it to be examined by an Independent Inspector. The Inspector will issue a report that will recommend either that the Draft Neighbourhood Plan should proceed to a referendum or that it should proceed to a referendum subject to certain amendments or that the Draft Neighbourhood Plan should not proceed.

5.13 Assuming that the Inspector recommends that the Draft Neighbourhood Plan can proceed, North Lincolnshire Council will organise and pay for the referendum. Anybody registered to vote in the area covered by the neighbourhood plan will be entitled to vote. A simple majority of votes (over 50% of those voting) in favour of the neighbourhood plan is sufficient for it to succeed.

5.14 Should the community vote in favour of the neighbourhood plan, the council will proceed to adopt it as part of the development plan for North Lincolnshire. It will then be used to make decisions on planning applications within the area it covers.

More Information

5.15 For more advice or information, please contact the council's neighbourhood planning officer:

Neighbourhood Planning

Economy & Growth
Business Development
North Lincolnshire Council
Civic Centre
Ashby Road
Scunthorpe
DN16 1AB

Telephone: 01724 297485

**Email: spatial.planning@northlincs.gov.uk
or dave.lofts@northlincs.gov.uk**

Website:

<http://www.northlincs.gov.uk/planning-and-environment/planning-policy/evidence-monitoring-info/neighbourhood-planning/>

6 MONITORING & REVIEW

6.1 The SCI will be monitored and reviewed through the Authority Monitoring Report, which is produced on an annual basis. This will identify any necessary changes resulting from consultation with the community and stakeholders and unforeseen changes in circumstances or opportunities. The community and stakeholders will be consulted on any proposals for the revision of the SCI.

APPENDIX 1 - CONSULTEES

The list below outlines the organisations and other bodies that we are legally required to consult and involve in preparing our planning documents, in accordance with The Town and Country Planning (Local Planning) (England) Regulations 2012.

'Specific' and 'Duty to Co-operate' consultation bodies include the following:

- Bassetlaw District Council
- Doncaster Metropolitan Borough Council
- East Riding of Yorkshire Council
- Kingston upon Hull City Council
- North East Lincolnshire Council
- West Lindsey District Council
- Lincolnshire County Council
- Nottinghamshire County Council
- All town and parish councils and meetings (including those adjoining North Lincolnshire)
- Civil Aviation Authority
- The Coal Authority
- The Environment Agency
- Highway Authority (North Lincolnshire Council)
- Highways England
- Historic England
- Secretary of State for Transport (usually through Highways England)
- Anglian Water
- Severn Trent Water
- Yorkshire Water
- Homes England (previously Homes and Communities Agency)

- National Grid
- Northern Powergrid
- Humber Local Nature Partnership
- Greater Lincolnshire Local Nature Partnership
- Natural England
- Greater Lincolnshire Local Enterprise Partnership
- Humber Local Enterprise Partnership
- Ministry of Defence
- Network Rail Infrastructure Ltd
- Northern Gas Networks Ltd
- Humberside Police
- Police & Crime Commissioner
- Office of Rail & Road
- North Lincolnshire Clinical Commissioning Group
- NHS England

The council will also consult other relevant statutory and national consultees for gas, electricity and electronic communications network infrastructure providers; Sewage undertakers; Internal Drainage Boards, agencies not included in the list of specific consultees, such as Royal Mail, Forestry Commission, Sport England, etc.

‘General’ consultation bodies include the following:

- Voluntary bodies some or all of whose activities benefit any part of North Lincolnshire
- Bodies that represent the interests of different racial, ethnic, national, religious groups, the young, the elderly and disabled persons.

In addition to these above groups, we also seek to involve and consult a wide range of other interest groups and organisations, developers and consultants, as well as local residents and businesses.

The Spatial Planning team maintains a consultation database and on-line consultation portal. This allows comments on Local Plan documents to be made online and for people to register to receive automatic notification of consultations (where an email address has been provided). To be added to the consultation database, please go to the [Local Plan](#) website and click on “**Keep up to date**” and provide us with your details:

Spatial Planning Team
 Economy & Growth
 Business Development
 North Lincolnshire Council
 Civic Centre
 Ashby Road
 Scunthorpe
 DN16 1AB

Telephone: 01724 297573/297577

Email: spatial.planning@northlincs.gov.uk

Web: <http://locaplan.northlincs.gov.uk/localplan>

APPENDIX 2 – COMMUNITY INVOLVEMENT METHODS

Legislation sets out the minimum requirements for public participation when preparing a Local Plan and Supplementary Planning Documents. This includes making information available on the council’s website. Where possible and appropriate, the Council will go beyond these requirements to promote greater community participation and to meet the needs of our different communities. Therefore, a variety of methods are **likely** to be used at various stages of the plan making process.

These may include, but are not limited to:

- **Direct notifications to organisations/individuals** – emails will be sent to statutory bodies and relevant groups/organisation to notify them when consultations are due to commence. Anyone who is registered on the on-line consultation portal, and who has supplied an email address will receive an automatic notification email when consultations commence.
- **Website** – progress on our planning documents will be publicised on the Council's Local Plan website. This will also be the place to download

evidence base documents and feedback reports. People will be able to view and make comments on consultation documents through the Local Plan website:

<http://localplan.northlincs.gov.uk/localplan>

- **Deposit venues** – During consultation periods, documents will be made available for inspection at the Civic Centre situated on Ashby Road in Scunthorpe. Alternatively, they will be available to view electronically at Local Link offices and branch libraries via the public access computer network.
- **Social media** – where it would be appropriate, consultation events will be advertised on the Council's Corporate Facebook and Twitter pages and RSS feeds.
- **Local media** – a public notice may be placed in a local newspaper to advertise formal periods of consultation. These will include detail on when and where planning documents can be inspected, how copies can be obtained, the closing date for representations and where to send them. Press releases to local newspapers and radio stations may also be issued to promote consultations and latest news.
- **News Direct** – regular updates will appear in the council's News Direct newspaper, where

possible. It is sent to around 82,000 homes and businesses in North Lincolnshire.

- **Presentations & forums** - to appropriate groups, organisations and stakeholders to target particular people in the community who may be interested in specific issues. This may be particularly helpful in the early stages of plan making to raise awareness.
- **Leaflets, posters & flyers** - these may be distributed to promote consultations and summarise information on consultations. Information may also be circulated to town or parish councils and residents associations for display on community notice boards or in community newsletters
- **Interactive workshops** – discussions of topics and documents in groups using plans, models and other visual materials. This format may be more appealing to some people than traditional methods of consultation. Workshops are particularly useful at issues and options stages of consultation. Information on workshops being held will be advertised on the website
- **Exhibitions/road shows** – displaying information and proposals in a public exhibition at for example, libraries, community centres and shopping centres. These are useful in promoting consultations and engaging those

who may not get involved in more formal methods. Exhibitions can be staffed to enable face-to-face discussion.

- **Council meetings** - where appropriate, we will take our plans to relevant Council meetings for feedback and approval from elected local members. The Local Plan must be adopted by the full council.
- **Surveys & questionnaires** – surveys and questionnaires may be used to canvass views on key issues, options, proposals and documents.

The council will do its best to ensure that documents are written clearly and concisely and avoid technical language whilst remaining fit for their purpose. Documents can also be made available in different languages and formats on request.

For when organising exhibitions or roadshows accessible venues will be chosen and events held at convenient times of the day and week. The council will also be clear about the aims and scope of engagement so that people understand when they can participate and the rules for doing so. This will help to manage expectations they can participate and the rules for doing so. This will help to manage expectations.

APPENDIX 3 – MORE INFORMATION & ADVICE ON PLANNING

More information and advice about the planning system is provided by the organisations listed below.

The Planning Portal – the Government's online 'one stop shop' for planning. It provides information on the planning system, allows you to submit a planning application, find out about development in your area, appeal against a decision and research government policy.

Website: www.planningportal.gov.uk

Email: support@planningportal.gsi.gov.uk

Department of Communities and Local Government (DCLG) – provides general information on the planning system including the latest national planning policy, decisions on planning appeals, research and statistics and reform of the planning systems.

Address:

Fry Building
2 Marsham Street
London
SW1P 4DF

Website: www.gov.uk/government/organisations/department-for-communities-and-local-government

Email: contactus@communities.gsi.gov.uk

Telephone: 030 3444 0000

Planning Aid England (PAE) – provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. It is provided by the Royal Town Planning Institute.

Address:

Planning Aid England
The Royal Town Planning Institute
41 Botolph Lane
London
EC3R 8DL

Website: www.rtpi.org.uk/planningaid

Email: advice@planningaid.rtpi.org.uk

Telephone: 020 7929 9494

The Planning Inspectorate (PINS) – processes planning appeals and holds examinations into statutory planning policy documents and the Community Infrastructure Levy (CIL).

Address:

The Planning Inspectorate
Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN

Website: www.planningportal.gov.uk/planning/planninginspectorate

Email: enquiries@pins.gsi.gov.uk

Telephone: 0303 444 5000

APPENDIX 4 – LOCAL PLAN: RELATIONSHIP WITH OTHER PLANS AND DOCUMENTS

