

**Statement of Community  
Involvement (SCI)**

April 2020



## Statement of Community Involvement

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## Supplementary Planning Documents

### 1. Introduction

- 1.1** This Statement of Community Involvement (SCI) has been prepared to explain how the council will engage our communities, businesses and organisations in the planning process.
- 1.2** In planning, we are committed to public engagement in the preparation of planning policies and during the consideration of planning applications.
- 1.3** It is important to us that all sections of the community are given the opportunity to take part in the planning process at the earliest opportunity so that decisions can take account of the range of community views and reflects, as far as possible, the concerns and aspirations of the people affected by them.
- 1.4** However we know that some sections of the community are harder to involve than others for one or more reasons, including:
- They face significant communication barriers, such as sensory impairments or learning difficulties, which means access to the relevant information and providing feedback is much harder for these groups and a degree of support and/or reasonable adjustment will be required if this involvement is to be meaningful and successful. For example it could mean preparing information in accessible formats or meeting people face to face in small groups to discuss issues of concern as opposed to relying on completion of consultation surveys.
  - They may have limited English language skills, either literacy or verbal, and hence here too communication about plans and community feedback will require translation and/or interpretation support.
  - Some groups are so removed from the public sector decision-making bodies they need substantial background information before they can even begin to engage with the issues they are being consulted upon. So for example the Deaf community and new arrivals to the borough from abroad may have very little prior knowledge about how the planning and development processes work, the role of the Council, elected members etc to be able to contribute meaningfully to a consultation on any specific element of the Local Plan.
- 1.5** We will liaise with the network of Equality Forums that facilitate engagement with some of the diverse groups who have historically been harder to involve. The Forums for race, disability, faith, gender, Deaf, and LGBT communities can help provide help and guidance to ensure ongoing engagement with these groups is more effective in the future.
- 1.6** It is important that the Planning System continues to function and make decisions even in extreme circumstances such as the Covid-19 virus pandemic. The Council, as directed by Central Government and the Chief Planning Officer, will continue to process planning application submissions during the ongoing situation with Covid-19 (Coronavirus) and any similar circumstances that may arise in future. Whilst we

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appreciate this is a challenging time, we have no control over the timing of planning application submissions, and we will continue to carefully assess applications on their respective planning merits against both National and Local adopted planning policy during this time.

- 1.7** In situations like this where face to face contact at drop in sessions is not possible the Council will carry out consultation using electronic methods. We may not have the resources to make individual replies to questions asked about each planning application. There may also be changes to how decisions on planning applications are made that would normally be decided by a meeting of the full Planning Regulatory Board. The Library @ the Lightbox and branch libraries may be inaccessible.

### **Why do we need a Statement of Community Involvement?**

- 1.8** The Planning and Compulsory Purchase Act 2004 requires local planning authorities to produce a SCI. The Localism Act 2011 also empowers communities to have more of an input into how plans for their areas are prepared.
- 1.9** This is an update of the Council's SCI that was adopted in 2015 which replaced the original SCI adopted in September 2006. This latest version reflects the increasing use of electronic communication for both engagement and communication purposes, such as social media, websites and e-mails. It also provides information on the Neighbourhood Plan and Masterplan Framework processes. In addition it indicates which methods of consultation will not be used in circumstances such as the COVID-19 pandemic.
- 1.10** The SCI shows the methods that will be used to encourage and facilitate participation at the different stages of the planning process. The methods of community involvement used will depend on the document in question and the stage of preparation. The SCI also sets out our current approach to consultation on planning applications. Local planning authorities are required to undertake a formal period of public consultation prior to deciding a planning application.
- 1.11** The main areas where people can get involved are as follows:
- Local Plan and other Development Plan Documents
  - Supplementary Planning Documents
  - Masterplan Frameworks
  - Neighbourhood Development Plans
  - Planning Applications

## Supplementary Planning Documents

### 2. Local Plan and other Planning Policy Documents

- 2.1** People will be encouraged to get involved in Local Plan preparation when we begin to review the current Local Plan that was adopted in January 2019. The Council is required to review the Local Plan every five years. The extent of changes consulted on will depend on whether any policies are considered out of date at the time of plan review.
- 2.2** By law, the council is required to have a Local Plan to shape the future use of land and buildings in the borough. Barnsley's Local Plan was adopted in January 2019 and determines, amongst other things, how much residential and employment land should be developed and where. The different stages of Local Plan preparation are set out in the Government's Plain English Guide to Planning document (extract shown at appendix 3). Figure 2 sets out how we will consult at each of these stages when we review the Local Plan.
- 2.3** 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.
- 2.4** Other Development Plan Documents will also be prepared. These are documents that form part of the statutory development plan. These may be topic specific such as the Joint Waste Plan. The documents we intend to produce will be set out in the Local Development Scheme which will be updated periodically.

#### How can I keep up to date with progress on the Local Plan?

- 2.5** Because of the General Data Protection Regulations we no longer keep personal details from consultation that took place at the various stages of the Local Plan process that resulted in the Local Plan being adopted in January 2019. You can register on the Council's consultation system here <https://barnsleycouncil.smartconsultations.co.uk/> and select that you are interested in planning. You will now see the Council's privacy statement which tells you what we will do with your personal information that is held if you register. If you have registered and said you are interested in planning, you will receive notification of when you can get involved and how.
- 2.6** You can also view up to date information on the Local Plan and its evidence base by visiting the council's website: [www.barnsley.gov.uk](http://www.barnsley.gov.uk)
- 2.7** A Local Development Scheme has been prepared which sets out the timetable for the preparation of the Local Plan documents. This will be updated periodically and can be viewed on the council's website. [www.Barnsley.gov.uk](http://www.Barnsley.gov.uk)
- 2.8** 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.

Table 1

<p><b>Stage 1</b>  <b>Initial Evidence gathering and consultation</b>  (Regulation 18)</p>
<ul style="list-style-type: none"> <li>• Key consultation material will be available to view on the council's website, at Library@ the Lightbox and branch libraries. We may be able to provide information in alternative formats if you have specific needs.</li> <li>• We will provide guidance on how to complete the response form.</li> <li>• We will contact everyone on our consultee list at the start of the consultation.</li> <li>• We will place a notice in the local press.</li> <li>• We will make use of social media as well as issuing press releases.</li> <li>• We will hold drop in sessions where appropriate</li> <li>• A report summarising responses will made available on our website as soon as practicable</li> </ul>
<p><b>Stage 2</b>    <b>Publication</b>  (Regulation 19)  <b>Formal six week Publication Consultation</b></p>
<ul style="list-style-type: none"> <li>• Key consultation material will be available to view on the council's website, in Library @ the Lightbox and libraries. We may be able to provide information in alternative formats if you have specific needs.</li> <li>• We will provide guidance on how to complete the response form.</li> <li>• We will contact everyone on our consultee list at the start of the consultation.</li> <li>• We will place a notice in the local press.</li> <li>• We will make use of social media as well as issuing press releases.</li> <li>• We will hold drop in sessions where appropriate</li> <li>• The responses received will be available to view when the plan is submitted</li> </ul>
<p><b>Stage 3</b>    <b>Submission to the Secretary of State</b>  (Regulation 22)</p>
<ul style="list-style-type: none"> <li>• After checking whether any final changes are necessary, the plan will be submitted to the Secretary of State and an independent Inspector will be appointed to examine the plan. If any major changes are required, they will need to be considered again by Full Council before it is submitted.</li> <li>• All consultees on our database will be notified that the submission documents are available for inspection and a notice will be placed in the local press.</li> </ul>

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<b>Stage 4 Examination</b>
<ul style="list-style-type: none"> <li>• The Inspector will consider your representations</li> <li>• The Inspector will consider your views either through written representation or at the Examination hearings. A Programme Officer will be appointed to manage this process.</li> <li>• We will advertise all relevant details of the Examination including the date, time and venue on our website, in the local press and at Library @ the Lightbox and libraries as appropriate.</li> </ul>
<b>Stage 5 Adoption</b>
<ul style="list-style-type: none"> <li>• Once we receive the Inspector's report it will be made available on the Council's website, at Library @ the Lightbox and libraries.</li> <li>• The adoption of the plan will be considered at Full Council.</li> <li>• We will inform interested parties of the adoption of the plan.</li> </ul>

### **What other methods of communication and engagement will be used during the preparation of the Local Plan and other Development Plan Documents?**

- Ward Alliances and Area Councils - Where appropriate we will consult and make information available using the Council's current and future area governance structures and arrangements. Currently these area structures comprise 6 Area Councils which comprise the elected members for the defined area, and 21 Ward Alliances which comprise the ward members working alongside nominated community representatives to determine local priorities.
- We will ensure our consultation approach affords opportunities to all to participate including individuals from harder to reach groups and those who have specific access requirements.
- We will consult parish councils within Barnsley and neighbouring parish councils where appropriate.
- We will hold regular discussions with adjoining authorities and key stakeholders such as infrastructure providers on any key issues including cross boundary issues.
- You may also wish to discuss the emerging Local Plan with your Ward Councillor. You can find out contact details for your local Councillor on the 'Council and Democracy' section of the Council's website

In circumstances such as those experienced during the COVID-19 pandemic the full range of methods of engagement and communication may not be possible. For instance drop in sessions would be unable to take place. Library @ the Lightbox and branch libraries may also be inaccessible.

### Sustainability Appraisal

- 2.9** A Sustainability Appraisal (SA) must be undertaken as part of the Local Plan process. 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 decisions are made which contribute to achieving sustainable development.
- 2.10** 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.

### Neighbourhood Development Plans

- 2.11** Neighbourhood Development Plans are drawn up by community groups, which may include Parish Councils. They set out policies for the use and development of land in the community's area. The first stage of the process is for the area that the Neighbourhood Plan will cover to be defined. This may be publicised before the Council decides whether to approve it.
- 2.12** The community group will undertake consultation on the neighbourhood plan before they submit the plan to the Council. At this stage, the Council will publicise the plan by placing a notice in the local newspaper and by putting the consultation documentation on the Council's website and at Library @ the Lightbox and a local library if relevant. The Council will also put public notices up across the Neighbourhood Area.
- 2.13** Neighbourhood Development Plans give communities the chance to be positive about the changes you would like to see in your area. They are not about saying no to new development.
- 2.14** The Plan has to be independently examined (like the Council's Local Plan). It is then subject to a local referendum so the local community decide if it should be made (adopted).
- 2.15** If the majority of people vote in favour, the Council can then decide to make (adopt) the plan. It will then become part of the statutory development plan (together with the Council's Local Plan and Joint Waste Plan) to help the Council determine planning applications.

### Supplementary Planning Documents (SPD)

- 2.16** SPDs can take the form of Design Brief's, Masterplans, Codes of Practice or other issue-based documents which add detail to policies or proposals in a Local Plan. These documents will also be prepared with the involvement of the stakeholders and the community. This will involve a consultation period of at least four weeks. They are not subject to independent examination, but are adopted by the council under the authorisation process. The need for SPDs to be prepared will be determined during the Plan process. Some documents may be prepared that aren't linked to a specific policy and are known as Planning Advisory Notes.

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- 2.17** Whilst SPDs are not technically part of the Local Plan they carry weight as important material considerations in the determination of planning applications.

### Masterplan Framework Documents

- 2.18** Masterplan Frameworks will be prepared for some sites or a collection of sites in order to ensure a comprehensive approach to the development of the area they cover. Masterplan Frameworks are a requirement of some of the site specific policies in the Local Plan. They will be expected to contain information on the following issues: Planning policy summary; site location and description; land ownership; a summary of the existing evidence; site evaluation (opportunities and constraints); land use framework; sustainable movement framework; protection of existing public rights of way routes and their incorporation within new development layouts, vehicular movement framework; green and blue infrastructure framework; place-making framework (including design guides for character and neighbourhood areas where applicable); sustainability and energy use; health and wellbeing; design evolution; conceptual masterplan; infrastructure and delivery phasing.

The Local Plan states *that Masterplan Frameworks shall be subject to public consultation and be approved by the Council prior to the determination of any planning applications on the affected sites. Each Masterplan will be bespoke and therefore will be considered on a case by case basis.*

- 2.19** The approach to involving people in the production of Masterplan Frameworks to date has been to follow how we consult on Supplementary Planning Documents. In addition site notices were used to publicise the consultation events. This approach will be taken with other Masterplan Frameworks where appropriate.
- 2.20** Sometimes Masterplan Frameworks will be prepared by the landowners and developers in conjunction with the Council.

### Other Documents

- 2.21** Under the provisions of the Habitats Directive, and translated into UK law by the Habitat Regulations, 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 statutory requirement of the Local Plan therefore, 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.

### Duty to Co-operate

- 2.22** Section 110 of the Localism Act sets out a 'duty to co-operate'. It is a requirement for local planning authorities, national park authorities, county councils and a number of other public organisations to engage with one another and consider joint approaches to plan-making.

**2.23** We will continue to work with neighbouring authorities and the wider Sheffield and Leeds City Region 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
- Natural England
- Civil Aviation Authority
- Homes and Communities Agency
- Primary Care Trusts
- Office of the Rail Regulator
- Highways England
- Integrated Transport Authorities
- Local Enterprise Partnerships

### **Consultation Methods**

**2.24** The Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the Government's requirements for consultation through the plan making process. The stages and methods of consultation that Barnsley Council will use are set out in Table 2 below.

**2.25** Barnsley Council's preference is to use email when notifying people of consultations, as well as receiving comments in an electronic format. This will improve the speed in which we can engage with the public and reduces costs. Alternatively, progress on the Local Plan and other documents can be monitored by accessing the internet [www.barnsley.gov.uk](http://www.barnsley.gov.uk). For those without personal access to the internet, this facility is available at libraries throughout the borough. We are happy to receive comments and responses by post but will be unable to acknowledge these without an email address. We hope that respondents will appreciate the benefits that electronic communication can bring for all parties.

### **Who will be consulted?**

**2.26** Town and Country Planning (Local Development) (England) Regulations 2012 require all Local Planning Authorities (LPA) to meet a minimum level of community involvement when producing Local Plans. These regulations also specify a number of organisations that the council must consult if it is considered that they will be affected.

**2.27** A list of specific consultees and general consultees can be found in Appendix 1 of this SCI.

### **Giving Feedback**

**2.28** Providing feedback to participants in the planning process is an integral part of policy preparation. Full consideration will be given to all comments and representations received. Barnsley Council will engage in further discussions to assist those making comments on planning policy if requested and if planning officers feel it is of benefit.

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- 2.29** 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.

### Consultation timescales for Development Plan Documents

- 2.30** The term Development Plan Document applies to the Local Plan and other documents that form part of the Statutory Development Plan. In the case of Barnsley this includes the Joint Waste Plan. Neighbourhood Development Plans are part of the Statutory Development Plan but follow a different process.

Table 2

Document	Length of Consultation	Who and How?
Sustainability Appraisal Scoping Report (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 e-mail these consultees and invite them to make representations.
Local Plan/ Joint Waste Plan and Sustainability Appraisal (Regulation 18)	6 weeks	This is the first stage of consulting on a planning document and as such consultation methods will be wide ranging. As a minimum we will notify Ward Members, registered contacts (Appendix 1) and those on our consultation database. We will also promote the use of the website (e.g. online response form and documents online). We will also consult all the specific and general consultation bodies and invite them to make representations.
Local Plan/ Joint Waste Plan and Sustainability Appraisal Consultation Versions (Regulation 19)	6 weeks	Consultation methods will be wide ranging. As a minimum we will notify Ward Members, registered contacts (Appendix 1) and those on our consultation database. We will also promote the use of the website (e.g. online response form and documents online). We will also consult all the specific and general consultation bodies and invite them to make representations.
Local Plan/ Joint Waste Plan and Sustainability Appraisal Publication	6 weeks	At this stage of consultation, we will notify those on our consultation database, notify Ward Members, and registered contacts. We will also promote the use of the website

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<p>Versions (Regulation 19)</p>		<p>and online response forms and place documents on the website.</p> <p>We will ask those who respond if they wish to be kept informed of the progress of the document as it is submitted, examined and adopted.</p>
<p>Local Plan/ Joint Waste Plan and Sustainability Appraisal Submission Versions (Regulation 22)</p>	N/A	<p>At Submission stage, we will notify specific and general consultees and those on our consultation database that the Submission documents are available for inspection on the council's website.</p>
<p>Local Plan/ Joint Waste Plan and Sustainability Appraisal Independent Examination (Regulation 24)</p>	N/A	<p>At least 6 weeks before the examination the council will publish on our website the date, time and place where the examination is to be held, as well as the name of the person who has been appointed to examine the plan.</p>
<p>Local Plan/ Joint Waste Plan and Sustainability Appraisal Adoption (Regulation 26)</p>	N/A	<p>We will publish, advertise in the local press and make available the adopted Local Plan on the website. We will inform the interested parties of adoption preferably by email.</p>
<p>Neighbourhood Development Plan Proposal (Regulation 16)</p>	6 weeks	<p>We will publish the Plan and make it available on our website, at the Library @ the Lightbox and at a local library if relevant, advertise in the local press, notify any consultation body referred to in the consultation statement and anybody who has made representations on the Regulation 14 consultation, subject to GDPR provisions.</p>

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## Consultation timescales for other documents

Table 3

Document	Length of Consultation	Who and How?
Supplementary Planning Document or Planning Advice Note	Minimum of 4 weeks	<p>We will notify interested parties, Ward Members, and registered contacts. We will also promote the use of the website and online response forms and place documents on the website.</p> <p>We will ask those who respond if they wish to be kept informed of its adoption. We will take comments into account and amend the document where necessary. A summary of consultation responses will be prepared. We will prepare an adoption statement and publicise its adoption.</p>
Masterplan Framework	Minimum of 4 weeks	<p>We will notify interested parties, Ward Members, and registered contacts. We will also promote the use of the website and online response forms and place documents on the website.</p>

### 3. Consultation on Planning Applications

- 3.1** Most people only come into contact with the planning system when decisions have to be taken about whether something can be built in their area. The previous sections of this statement have dealt with how people can influence the drafting of Local Plans and other planning policy documents. But it is just as important that the community and other interested parties have the opportunity to become involved in the consideration of individual planning applications.

#### Types of Planning Applications received

- 3.2** Barnsley Council receives and determines 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.

- 3.3** 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. As a minimum, outline applications must include information on use; amount of development; indicative layout; scale parameters; indicative access points. Outline permission is granted subject to a condition requiring the subsequent approval of one or more reserved matters applications>
- 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.

- 3.4** Publicity on planning applications shall be in accordance with statutory requirements contained within the Development Management & Procedure Order 2015 and any subsequent amendments to this Order or any replacement Order.

#### Enquiries and the Role of the Applicants

- 3.5** The council welcomes pre-application discussions with applicants and encourages those intending to submit a planning application to consult with local communities and Ward Members before making their application.

This informal process cannot prejudice the decision on a proposed application but the benefits include:

- Early identification of information requirements to submit with an application;
- Identification of the planning policies that shall be relevant to decision making;
- General advice to help you shape the proposal;
- Better quality applications which are easier to understand and process;

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- Early problem recognition and resolution, thereby avoiding possible objections at a later stage;
- Savings in time and resources spent revising proposals later;
- Quicker consultation responses once application submitted.

**3.6** All applicants should consider the benefits of involving the community in developments which are considered likely to have an impact on the community, even in cases where these may be below thresholds for significant applications. This is encouraged at an early stage before the application is submitted.

**3.7** We recognise that there are significant costs associated with undertaking consultation with the community. However, the overall aim is to encourage an inclusive and transparent process that enables communities to get involved at an early stage as well as improving the quality of applications.

### Received and Decided Applications

**3.8** A list of all received valid applications and decisions reached are available on the council's website at Planning Applications Online. Copies of the Planning Committee agenda and minutes are available in the Council Chamber part of the website.

**3.9** Please see below a web link to Planning Explorer, and the Council's web page which provides information about Planning Regulatory Board.

<http://applications.barnsley.gov.uk/PlanningExplorer/>

<http://edemocracy.barnsley.gov.uk/edemocracy/regulatory>

### Informing the Community when a Planning Application is received

**3.10** When publicising a planning application, three types of publicity are recognised; notices in local newspapers, a publicly visible site notice and neighbour notification letters. Table 4 shows the publicity requirements on planning applications. This is the council's strategy for fulfilling its statutory obligations and involving appropriate individuals, groups and other stakeholders to gain helpful information to assist the determination of planning applications.

**3.11** No system for publicising planning applications can capture 100% of all people who may be interested, however extensive the system used. There needs to be a balance between consideration of cost, speed of decision making and providing a reasonable opportunity for public comment. The system we have adopted aims to balance these interests.

**3.12** The Planning Officer will assess developments on a case-by-case basis and they will use their professional judgement about the extent and type of local publicity, over and above statutory requirements.

**3.13** The site notices contain information to help the reader understand the nature of the development, where it is and how to make their comments. Planning Applications Online on the council's website allows anyone to view the details of current planning applications.

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Members of the public can use this free service to monitor the progress of an application, submit comments about proposals, search for planning applications received and decided each week, and view details of applications previously determined.

### How to Make a Representation

- 3.14** Public representations on a planning application should be made in writing (by e-mail, direct through Planning Applications Online or by letter, and in all cases stating your full postal address and quoting the application reference number), within the deadline set for comments on that application. You are strongly urged to submit your representations within this deadline. A decision can be made on the application any time after the consultation period. It will not be possible to take later representations into account if the decision has already been taken.
- 3.15** Representations must be on planning grounds. Representations that are not on planning grounds cannot be taken into account. Advice on what constitutes planning grounds is contained on the Planning Portal  
[https://www.planningportal.co.uk/faqs/faq/4/what\\_are\\_material\\_considerations](https://www.planningportal.co.uk/faqs/faq/4/what_are_material_considerations)
- 3.16** Representations should be clear and succinct, drawing out the key issues and salient points that you wish to make.

### Notifying Consultees

- 3.17** There are certain organisations that must be consulted about types of development. These are set out in legislation and are referred to as 'Statutory Consultees'. For example, Sport England is a statutory consultee on applications involving the loss of playfield fields and the Environment Agency are consulted on development in flood risk areas and other environmental matters such as development on contaminated land. It is also normal practice to consult a range of other organisations as appropriate. A list of the Statutory Consultees can be found in Appendix B.
- 3.18** There are various other internal and external consultees that provide specific technical guidance and support on the determination of planning application. Who to consult and when beyond the statutory consultees, is determined by the planning case officer using their professional judgement.
- 3.19** The council's system for consulting with statutory and non-statutory consultee's is for an e-mail to be sent to them with a link to the application on Planning Applications Online asking for comments within 21 days. Many consultees now email their responses to us.

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Current Publicity on planning applications can be summarised as follows<sup>1</sup>

Table 4

Type of Planning Application and summary	Stakeholders	What government regulation say we must do	What additional publicity we do, where appropriate
Major Applications: Housing: 10 or more dwellings or 0.5 hectares, Other development: 1000m <sup>2</sup> floor space or 1.0 hectares. Application that is a departure from the local plan, and/or has an environmental impact assessment and/or affects a public right of way.	Neighbours, general public and wider community. Statutory consultees and non-statutory consultees.	Press notice and post a site notice near to the site.	Neighbour notifications if necessary as identified by the Development Management Team.
Development affecting the setting of a listed building.	Neighbours, general public and wider community. Historic England, national amenity groups.	Press notice and post a site notice near to the site. Notify Historic England if the application relates to Grade I or II* Listed Building	Neighbour notifications if necessary as identified by the Development Management Team.
Development affecting the character of a conservation area.	Neighbours, general public and wider community Historic England, national amenity groups.	Press notice and post a site notice near to the site. Notify Historic England if the application relates to an area over 1000sqm or a building over 20m in height.	Neighbour notifications if necessary as identified by the Development Management Team.
Other applications	Neighbours and general public.	Post a site notice near to the site or	Neighbour notifications and/or

<sup>1</sup> Publicity on planning applications shall be in accordance with statutory requirements contained within the Development Management & Procedure Order 2015 and any subsequent amendments to this Order or any replacement Order

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		notify neighbours.	site notice(s) as identified if necessary by the Development Management Team.
Advertisement Applications	General public.	There is no statutory requirement.	Neighbour notifications and/or site notice(s) as identified if necessary by the Development Management Team.
Listed Building consent for works affecting the exterior of the building.	General public, Historic England, national amenity groups.	Press notice and post a site notice on or near to the site.	Other amenity groups may be consulted where appropriate. Neighbour notifications if identified as being necessary by the Development Management Team.

### Decisions on Planning Applications

Approximately 90% of planning applications are determined by the Head of Planning & Building Control. The remainder, which are generally the larger and more contentious applications, are determined by the Planning Regulatory Board. Further details regarding the Board and the procedure for speaking at the meeting can be accessed on the Council's website via the following link:

<https://www2.barnsley.gov.uk/services/environment-and-planning/planning/development-management/planning-regulatory-board>

In circumstances such as the COVID-19 pandemic or similar, the normal arrangements for decisions to be made by Planning Regulatory Board may be changed.

### Notifying parties of the Decision

The applicant will receive a formal written notice of the decision to grant or refuse their planning application.

### Planning Appeals

Planning appeals will be publicised in accordance with the Planning Inspectorate's Procedural Guide, details of which can be accessed via the following link:

<http://www.planningportal.gov.uk/planning/appeals/planningappeals>

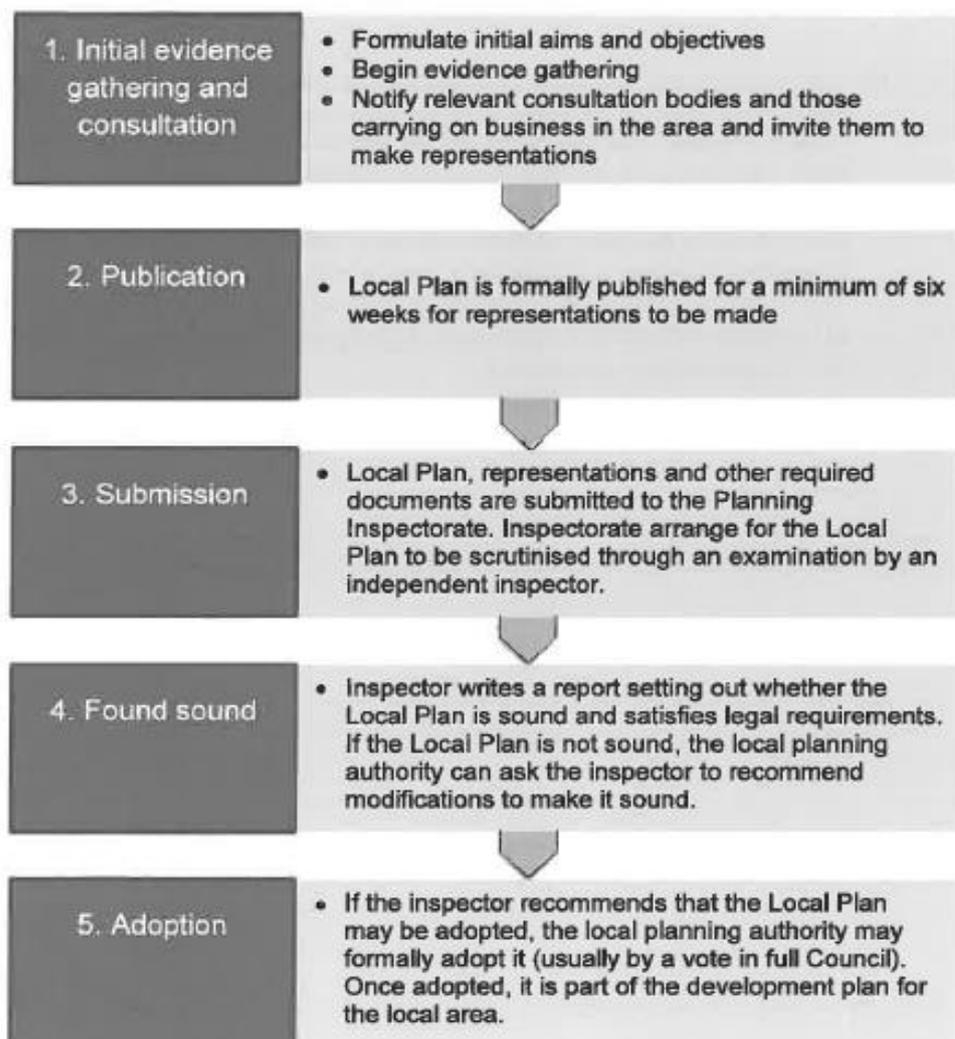
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In summary, all comments submitted when the planning application was considered by the Council are required to be copied and sent to the Planning Inspectorate. As such, it is not essential to send further comments but all those who were consulted originally and anybody else who submitted comments will receive a letter setting out the process and inviting them to make a further submission.

## 4. Appendix 1

Extract from Plain English Guide to the Planning System, DCLG, January 2015

### Annex A, Stages in a Local Plan



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### 5. Appendix 2

#### Specific consultation bodies (Local Plan preparation)

The Town and Country Planning Regulations 2012 specifies that the following bodies must be consulted if the council considers that body will be affected by what is proposed to be covered in the Local Plan and Supplementary Planning Documents (SPDs).

The Coal Authority

Environment Agency

Historic England

The Marine Management Organisation

Natural England

Network Rail Infrastructure Ltd

Office of Rail Regulators

Highways England

Any relevant adjoining authority e.g. Sheffield, Rotherham, Doncaster, and Wakefield.

Parish Councils adjoining Barnsley Council e.g. Wentworth, Brampton Brierlow, Adwick upon Dearne

Mobile Operators Association (representing the four UK mobile operators)

NHS (Public Health)

Any relevant utility company e.g. Yorkshire Water, Northern Powergrid

South Yorkshire Passenger Transport Executive and West Yorkshire Passenger Transport Executive

Homes and Communities Agency

Barnsley Town and Parish Councils eg, Penistone, Billingley

#### General Consultation Bodies

In accordance with government regulations general consultation bodies must be consulted where the council considers it appropriate. These may include voluntary groups and those which represent the interests of different racial, ethnic or national groups; disabled persons; different religious groups; and persons carrying on business in the Barnsley area.

#### Government Departments

The following Government departments will be consulted where considered appropriate:

The Home Office

Department for Communities and Local Government

Department for Education

Department for Environment, Food and Rural Affairs

Department for Transport

Department for Business Innovation and Skills

Department of Health

Ministry of Defence

Department of Work and Pensions

Ministry of Justice and

Department for Culture, Media and Sport

**Other Consultees**

Barnsley Council will also consider the need to consult where appropriate the following agencies and organisations in the preparation of local development documents.

Age UK  
 Aggregates Working Party  
 Airport operators  
 Traders Association  
 British Chemical Dismantlers and Traders Association  
 British Geological Survey  
 British Waterways, canal owners and navigation authorities  
 Centre for Ecology and Hydrology;  
 Chambers of Commerce, Local CBI and local branch of the Institute Of Directors  
 Civic Trust and Barnsley Civic Trust  
 Church Commissioners;  
 Civil Aviation Authority;  
 Commission for Architecture and the Built Environment (CABE)  
 Commission for Racial Equality;  
 Crown Estate Office;  
 Diocesan Board of Finance;  
 Disability Rights Commission;  
 Disabled Persons Transport Advisory Committee;  
 Electricity, gas and telecommunications companies and the National Grid Company;  
 Environmental groups at national, regional and local level, including:  
 i. Campaign to Protect Rural England;  
 ii. Friends of the Earth;  
 iii. Royal Society for the Protection of Birds; and  
 iv. Wildlife Trusts;  
 Equal Opportunities Commission;  
 Fire and Rescue Services;  
 Forestry Commission;  
 Freight Transport Association;  
 Garden History Society;  
 Gypsy Council;  
 Health and Safety Executive;  
 Mineral Operators and Representors (including Stakeholder groups) such as Mineral Products Association and Quarry Products Association;  
 National Playing Fields Association;  
 Passenger Transport Authorities;  
 Passenger Transport Executives;  
 Police Architectural Liaison Officers/ Crime Prevention Design Advisors;  
 Port Operators;  
 Post Office Property Holdings;  
 Rail Companies and the Rail Freight Group;  
 Local Enterprise Partnerships;  
 Regional Housing Boards;  
 Regional Sports Boards;  
 Road Haulage Association  
 Sport England;  
 Theatres Trust;

## Supplementary Planning Documents

The Home Builders Federation;  
Toll Road Concessioners;  
Transport for the North;  
Traveller Law Reform Coalition;  
Water Companies  
Women's National Commission  
Woodland Trust

We will always act in line with the Race Relations Act 2000 and the Equalities Act 2010. This means we will not treat you differently because of your race or because you are disabled. We will make sure everybody gets the same standard of service from us. In particular, we will make any adjustments we can so that disabled people can use our services.

## 6. Appendix 3

### **Statutory Consultees (Planning Applications) Extract from Planning Practice**

**Guidance** The list below indicates the statutory consultation requirements for applications for planning permission and for heritage applications. Additional consultation requirements may be set out elsewhere (for example where Environmental Impact Assessment is relevant).

The Canals and Rivers Trust  
 Coal Authority  
 Crown Estates Commissioners  
 Department for Culture, Media and Sport  
 Department of Energy and Climate Change  
 Department for Environment Food and Rural Affairs  
 Department for Transport (Administered in practice by the Highways England)  
 Environment Agency  
 Historic Buildings and Monuments Commission for England/ Historic England  
 Forestry Commission  
 Garden History Society  
 Health and Safety Executive  
 Highways England  
 Local Planning Authorities.  
 Local Highway Authority  
 County Planning Authorities  
 The Greater London Authority  
 Natural England  
 National Parks authorities  
 Parish Councils  
 Rail Network Operators  
 Sport England  
 Theatres Trust  
 Toll Road Concessionaries