

Wakefield District Local Plan 2036

**Wakefield Statement of
Community Involvement 2017**

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Statement of Community Involvement



1 Statement of Community Involvement

Introduction

- 1.1 This Statement of Community Involvement (SCI) explains how the Council will engage with our communities and sets out how people and organisations can get involved in the planning process.
- 1.2 The Council places great importance on effective community involvement. It can be undertaken in a number of different ways depending on what we want to achieve. In planning, we are committed to public engagement in preparing planning policies and in considering planning applications. 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.
- 1.3 Wakefield Together (Wakefield District Partnership which involves the Council and other key organisations within the district) is committed to the effective engagement of citizens and other stakeholders in the planning and evaluation of services and in strategic decision-making. The vision and approach to be adopted in the SCI is set out in Appendix 1.

Why do we need a Statement of Community Involvement?

- 1.4 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. The various stages of preparing Local Plans and Supplementary Planning Documents are requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). Paragraph 155 of the National Planning Policy Framework (NPPF) states that: *“Early and meaningful engagement and collaboration with neighbours, local organisations and businesses are essential. A wide selection of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area...”*
- 1.5 The Council’s first SCI was adopted in 2006. Since it was prepared planning legislation has changed and the Local Development Framework has become the Local Plan. There has also been increasing use of electronic communication for both engagement and communication purposes, such as websites, e-mails and social media. This evolution away from more traditional forms of communication and engagement has come at a time of continuing reduction in Council funding and resources. Electronic communication forms part of a solution to how we continue to consult and engage with communities and stakeholders, whilst making best use of the resources available to us. In view of these changes the SCI has been reviewed and brought up to date.
- 1.6 The SCI sets out the methods that will be used to engage and assist involvement at the different stages of preparing planning policy documents 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.
- 1.7 The SCI also sets out a commitment to consultation on planning applications. Local planning authorities are required to undertake a formal period of public consultation prior to deciding a planning application.

Local Plans and Supplementary Planning Documents

Local Plans

- 1.8 Local Plans set out the Council’s policy for new development and are used to make planning decisions. They include:
 - Strategic policies and principles for the use of land within Wakefield District;
 - Development policies by which the Council will assess development proposals and planning applications within Wakefield District;
 - Area and site specific policies for the use of land which apply to specific areas or sites that are shown on a Policies Map.

- 1.9** The Council must prepare a Local Development Scheme (LDS) which sets out the timetable for preparing Local Plan documents, showing the key stages in the process and when consultation on any particular document can be expected. The LDS is reviewed as Local Plans are prepared so that members of the public and stakeholders are aware of any changes in timetabling. The LDS is available to view on the Council's Planning Policy web pages.

Sustainability Appraisal

- 1.10** 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. The first stage of the SA is to prepare a Scoping Report, which will identify the key sustainability issues for the area. Subsequent versions of the SA Report are produced to accompany each stage of the plan making process and are published for consultation at the same time as the Local Plan.

Habitat Regulations Assessment

- 1.11** Under the European Habitats Directive translated into UK law by the Habitat Regulations, the Council must prepare a Habitat Regulations Assessment (HRA) Screening Report as a statutory requirement of making Local Plans. The HRA assesses whether a plan will significantly affect the integrity of any European Site designated for ecological conservation (such as Special Areas of Conservation) in terms of impacts on the site's conservation objectives. The HRA is produced to accompany each stage of the plan making process and is published for consultation with specific organisations at the same time as the Local Plan.

Supplementary Planning Documents

- 1.12** Supplementary Planning Documents (SPDs) are guidance documents which take the form of design briefs, masterplans, or other issue-based documents. They add detail to policies in a Local Plan and carry weight as important material considerations in determining planning applications. SPDs do not introduce new policies, but rather assist in the interpretation and application of existing policies. They give guidance to the public, applicants and developers when making planning applications. These documents will also be prepared with the involvement of the stakeholders and the community. A period of public consultation will be carried out, but SPDs are not subject to independent examination before being adopted by the Council.

Duty to Co-operate

- 1.13** The Duty to Co-operate is set out under Section 110 of the Localism Act. It requires local planning authorities and a number of other public organisations to engage with one another and consider joint approaches to plan-making.
- 1.14** The Council regularly meets and works with neighbouring authorities, the Leeds City Region authorities and West Yorkshire Combined Authority on strategic planning issues such as transport, employment and housing. The Council also engages with the following organisations on 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
 - Strategic Health Authority (NHS Trusts and clinical commissioning groups)
 - Office of the Rail Regulator
 - Highways England
 - Integrated Transport Authorities
 - Local Enterprise Partnerships

Methods of Consultation

- 1.15** The Council's preference is to use email and the Consultation Portal <http://consult.wakefield.gov.uk/portal> when notifying people of consultations and receiving comments on Local Plans. This will improve the speed in which we can engage with the public, organisations and stakeholders. Information and downloads are provided on the planning policy web pages <http://www.wakefield.gov.uk/ldf> . For those without internet access, this facility is available for the public to use at the Wakefield One office and libraries. Where electronic communication is not possible we will notify and receive comments from relevant organisations and interested parties by post.
- 1.16** For the specific and general organisations as well as Government departments and additional organisations specified by the Regulations it is appropriate to utilise a 'reading and noting' style of consultation. This will involve sending the relevant organisations and groups listed in Appendix 2 notification emails with electronic copies of the Local Plan documents (if required), and links to the on-line Consultation Portal and the Council's web pages where electronic copies of the Local Plans, supporting documents and comments forms can be viewed and downloaded.
- 1.17** Interested parties and citizens who have asked to be kept informed about the Local Plan process will be sent notification emails/letters with links to the on-line Consultation Portal and Planning Policy web pages where electronic copies of the Local Plans, supporting documents and comments forms can be viewed and downloaded. Printed copies of documents will only be provided on request if parties do not have access to the internet, and cannot reasonably get access to main libraries or the Wakefield One office.
- 1.18** For local general organisations the Council will use both the 'reading and noting' method set out above and will also, where appropriate, contact the representative groups and organisations. Discussions will help decide the most appropriate method of consultation for the various organisations. This approach is a relatively straightforward approach, and one that is familiar, and therefore appropriate, to the organisations targeted. This will help the Council to promote and develop partnership working, and ensure groups and the views of a diverse section of the community are taken into account when preparing the Local Plan. This may be done via:
- Wakefield Together (the District Partnership) as this involves organisations and agencies which work in partnership with the Council to improve the quality of life in the District;
 - Local community liaison meetings, through which there are a range of engagement activities within the Neighbourhood Area constituency areas;
 - Elected Members of the Council, Town and Parish Councils and community organisations such as civic societies, town centre partnerships, local access forums, and residents groups as representatives of geographic areas;
 - Various community organisations including the voluntary sector and community liaison offices, as representatives of hard to reach groups such as black and ethnic minority, Gypsy and Traveller, disability, gender, elderly, and young people.
- 1.19** 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 involvement in the planning process allows the Council to make better informed and balanced decisions. The Council will seek to engage with these groups throughout the planning process.
- 1.20** Where appropriate and practical, local area events, focus groups or workshops which involve a presentation about the Local Plan or SPD followed by discussions of issues with stakeholders, will be organised by Council officers. Meetings with local residents, community groups and relevant stakeholders will be arranged in venues and at times that are accessible and will allow the majority of people to attend. Venues such as local community centres/Council buildings with appropriate facilities and disabled access will be chosen.
- 1.21** Use of some of, or a range of, the community based activities and events is more likely to be appropriate for documents dealing with issues in detail over a defined local area or site such as SPDs and detailed planning applications incorporating masterplans. These documents will provide the opportunity for local people to be involved with issues directly related to their neighbourhood. Nevertheless, it will be necessary to decide at the time documents are being produced what are the most appropriate techniques to use.

- 1.22** In addition printed copies of the Local Plan or SPD will be available at the Wakefield One office and main libraries across the district, and will also be available on the Council's Planning Policy web pages. Each stage of the process and consultations on Local Plans or SPDs will be advertised within the Wakefield Express group of newspapers which circulate in the district. Information will also be published on the Council's News Stream web page. Information will also be published in 'The Citizen', which is the Council's newspaper distributed to all residents in the district, wherever possible.
- 1.23** Depending on the consultation stage, we will use combinations of the following techniques, as required by the Regulations and appropriate to the Local Plan or SPD document being produced:
- Advertise and promote public consultation on the planning policy pages of the Council's website and Consultation Portal;
 - Send e-mails to interested parties, who have previously requested to be on our database, to notify them of the consultation;
 - Place a press notice in the Wakefield Express and Pontefract and Castleford Express newspapers at each stage of consultation;
 - Publicise on the News Stream on the Council's website;
 - Use social media sites such as Twitter and Facebook to publicise public consultation stages and events and provide links to information;
 - Make printed copies of documents available for inspection at the Wakefield One office and main libraries and make downloadable copies available on the planning policy web pages;
 - Consult statutory bodies, Parish and Town Councils and key stakeholders including all elected Councillors;
 - When appropriate hold meetings with interested bodies and/or stakeholders;
 - Undertake public exhibitions and publicise these by press notices, email/letters, the Council's web pages, newsletters, posters and social media;
 - Place articles in the Council's Citizen newspaper and Insight newsletter.
- 1.24** Tables in the sections below set out how the Council will engage and consult on Local Plans and SPDs, the Community Infrastructure Levy, Neighbourhood Plans and planning applications. These give details of the methods which may be used at the various stages in preparing the documents, and outline how the Council will take account of comments received in response to consultations.

Response to Consultations and Giving Feedback

- 1.25** Providing feedback to people involved in the planning process is an integral part of preparing policies. Full consideration will be given to all comments and representations received.
- Whilst preparing Local Plans the Council will hold discussions with interested parties making comments if requested and appropriate, or if planning officers feel it may be helpful to develop policy options.
 - Comments will be recorded on the Consultation Portal and made available for public viewing. Respondents will be informed of subsequent consultation stages and the adoption of the Local Plan or SPD.
 - A Statement of Consultation report setting out how the consultations were undertaken and summarising the comments received and the Council's response will be published at each consultation stage of the Local Plan or SPD and made available on the Planning Policy web pages and at the Wakefield One office and main libraries.

Local Plans

The Consultation Process for Local Plans

- 1.26** The Town and Country Planning (Local Development) (England) Regulations 2012 (as amended) require all Local Planning Authorities to meet a minimum level of community involvement when producing Local Plans and Supplementary Planning Documents. The Regulations specify which organisations the Council must consult ‘specific organisations’, and ‘general’ or ‘additional’ organisations which may be consulted if the Council thinks they may be affected by the Local Plan. It is the Council’s intention to ensure that all relevant stakeholders are involved in the preparation, alteration and review of all Local Plans. A list of organisations, community groups and other consultees is set out in Appendix 2.
- 1.27** The following table shows the different stages of preparing Local Plans. The Council must comply with the Regulations regarding the stages of consultation. However, we may carry out additional consultations if it considered necessary - for example if the legislation or planning guidance changes or if there are a large amount of sites or new policy options to consider. We will use methods appropriate for each stage of consultation and relevant to the scope and content of the Local Plan being produced.

Stages of Preparing a Local Plan	Process - What is Involved
Stage 1: Developing the evidence base Early Engagement or Issues and Options	<p>The Council gathers evidence and carries out background research to inform the Local Plan including:</p> <ul style="list-style-type: none"> • Formulating initial aims and objectives. • Gathering technical evidence. <p>The Council informs consultation bodies, stakeholders and the public the Local Plan is being prepared and asks for views on the scope of the plan and on the issues and options to include.</p> <ul style="list-style-type: none"> • An Issues and Options Report and Sustainability Appraisal Scoping Report are made available for stakeholders, consultees and the public to comment on over a six week period. • The evidence base and comments from this stage assist in producing the Draft Local Plan.
Method of Engagement -	<ul style="list-style-type: none"> • Inform ‘specific’, ‘general’ and ‘additional’ organisations, interested parties and decision-making bodies the Council is preparing a Local Plan and request initial comments. Inform them the Local Development Scheme is available on the Council’s website. Notify (and send copy of Issues and Options Report and relevant documents if required) by email or letter and request comments to be made on the consultation portal or comments form. • Briefing information and/or meetings with Councillors, Town and Parish Council Liaison Group and community liaison meetings. • Provide information and invite initial views via: <ul style="list-style-type: none"> • Council’s website – view and download relevant documents • Consultation Portal – view and comment on relevant documents • “The Citizen” – Council’s paper for district residents • Notice in local press • Information leaflet • Activities and events set up purposely to gather the views of affected groups of mainstream and hard-to-engage residents.
Stage 2: Preparing the Local Plan (Regulation 18)	<p>The Council informs consultation bodies, stakeholders and the public the Local Plan is being prepared and asks for views on the draft Local Plan.</p>

Stages of Preparing a Local Plan	Process - What is Involved
Preferred Options or Consultation Draft	<ul style="list-style-type: none"> • The Consultation Draft Local Plan and Initial Sustainability Appraisal Report are made available for stakeholders, consultees and the public to comment on over a six week period. • The evidence base and comments from stages 1 and 2 assist in producing the Local Plan.
<p>Method of Engagement -</p> <ul style="list-style-type: none"> • Inform 'specific', 'general' and 'additional' organisations, interested parties and decision-making bodies – notify (and send copy of Consultation Draft Local Plan and relevant documents if required) by email or letter and request comments to be made on the consultation portal or on comments form. • Briefing information and/or meetings with Councillors, Town and Parish Council Liaison Group and community liaison meetings. • Provide details and invite comments via: <ul style="list-style-type: none"> • Consultation Portal – view and comment on documents • View documents at Council offices and libraries • View and download documents from website • Notice in local press • Exhibition at Council's Wakefield One office and main libraries. 	
<p>Stage 3: Publishing the Local Plan (Regulation 19 and 20)</p> <p>Pre-Submission Consultation</p>	<p>The Local Plan is published for a formal consultation stage before it is submitted to the Secretary of State for consideration at a Public Examination.</p> <ul style="list-style-type: none"> • The Local Plan and Sustainability Appraisal Report are made available for stakeholders, consultees and the public to comment on over a six week period. • The Council will consider representations made at this stage and may propose modifications to the Local Plan.
<p>Method of Engagement -</p> <ul style="list-style-type: none"> • Inform 'specific', 'general' and 'additional' organisation, interested parties and decision-making bodies – notify (and send copy of Local Plan and relevant documents if required) by email or letter and request comments to be made on the consultation portal or on comments form. • Briefing information and/or meetings with Councillors, Town and Parish Council Liaison Group and community liaison meetings. • Provide details and invite comments via: <ul style="list-style-type: none"> • Consultation Portal – view and comment on documents • View documents at Council offices and libraries • View and download documents from website • Notice in local press • Exhibition at Council's Wakefield One office and main libraries. 	
<p>Stage 4: Submission to the Secretary of State (Regulation 22)</p> <p>Submission Stage</p>	<p>The Council publishes and submits the Local Plan and Sustainability Appraisal Report with any proposed modifications and supporting documents to the Secretary of State.</p>

Stages of Preparing a Local Plan	Process - What is Involved
	<ul style="list-style-type: none"> • An independent Planning Inspector is appointed to examine the Local Plan. • The Submission Local Plan and Sustainability Appraisal Report are published and stakeholders notified about Submission for Public Examination.
<p>Method of Engagement –</p> <ul style="list-style-type: none"> • Inform ‘specific’, ‘general’ and ‘additional’ organisations, interested parties and decision-making bodies – notify (and send copy of relevant documents and statements if required) by email or letter. • Inform the general public via: <ul style="list-style-type: none"> • Notice in local press • Consultation Portal • Information in Council offices and libraries • Information on Council website 	
<p>Stage 5: Examination in Public (Regulation 23 and 24)</p>	<p>The Local Plan is examined by the Planning Inspector taking into consideration the key issues raised through comments received at stage 3 and the Council’s responses. This usually involves a Public Hearing.</p> <ul style="list-style-type: none"> • The Inspector considers whether the Local Plan is legally compliant and ‘sound’ together with relevant representations made. • The Inspector may recommend Modifications to the Local Plan (if requested by the Council). • The Council invites comments on the Modifications for a six week period and these will be considered by the Inspector.
<p>Stage 6: Receiving the Inspector’s Report and Adoption (Regulation 25)</p>	<p>If the Inspector finds the Local Plan sound, the Council can adopt the Local Plan.</p> <ul style="list-style-type: none"> • The Inspector writes a report setting out whether the Local Plan meets legal requirements and is ‘sound’. • If the Inspector recommends the Local Plan may be adopted, the Council decides whether to formally adopt it at Full Council.
<p>Stage 7: Publishing the Adopted Local Plan (Regulation 26)</p>	<p>The Local Plan, Sustainability Appraisal Report and adoption statement are published and copies made available on the Council’s web pages and at main libraries.</p>
<p>Method of Engagement –</p> <ul style="list-style-type: none"> • Notify (and send copies of relevant documents and statements if required) ‘specific’, ‘general’ and ‘additional’ organisations, ‘interested parties’ and decision-making bodies by email or letter. • Notify general public via: <ul style="list-style-type: none"> • Notice in local press • Information in Council offices and libraries • Information on Council website. 	

Table 1 Stages of Preparing a Local Plan

Supplementary Planning Documents

The Consultation Process for Supplementary Planning Documents

- 1.28** The Town and Country Planning (Local Development) (England) Regulations 2012 (as amended) require all Local Planning Authorities to meet a minimum level of community involvement when producing Local Plans and Supplementary Planning Documents (SPDs). It is the Council's intention to ensure all relevant stakeholders are involved in preparing, altering and reviewing all Local Plans and SPDs. A list of organisations, community groups and other consultees is set out in Appendix 2.
- 1.29** The following table shows the different stages of preparing SPDs. The Council must comply with the Regulations regarding the stages of consultation, however we may carry out additional consultations if it considered necessary. We will use methods appropriate for each stage of consultation and relevant to the scope and content of the SPD.

Stages of Preparing a SPD	Process - What is Involved
Stage 1: Developing the evidence base Early Engagement and Scoping	The Council gathers evidence and carries out background research to inform the SPD including: <ul style="list-style-type: none"> • Formulating objectives. • Gathering technical evidence. The Council informs consultation bodies, stakeholders and the public the SPD is being prepared and asks for views on the scope and content of the document. <ul style="list-style-type: none"> • An Early Engagement Report and Sustainability Appraisal Screening Report (if required) are made available for stakeholders, consultees and the public to comment on over a four week period. • The evidence base and comments from this stage assist in the production of the Draft SPD.
Method of Engagement - <ul style="list-style-type: none"> • Inform 'specific', 'general' and 'additional' organisations, interested parties and decision-making bodies the Council is preparing a SPD and request initial comments. Notify (and send copy of Early Engagement Report and relevant documents if required) by email or letter and request comments to be made on the consultation portal or comments form. • Provide information and invite initial views via: <ul style="list-style-type: none"> • Council's website – view and download relevant documents • Consultation Portal – view and comment on relevant documents • "The Citizen" – Council's paper for district residents • Notice in local press • Information leaflet • Activities and events set up purposely to gather the views of affected groups of mainstream and hard-to-engage residents. 	
Stage 2: Preparing the Draft SPD (Regulation 13)	The Council informs consultation bodies, stakeholders and the public and asks for views on the draft document. <ul style="list-style-type: none"> • The Draft SPD and Sustainability Appraisal Screening Report (if required) are made available for stakeholders, consultees and the public to comment on over a six week period. • The evidence base and comments from stage 2 assist in producing the SPD.

Stages of Preparing a SPD	Process - What is Involved
<p>Method of Engagement -</p> <ul style="list-style-type: none"> • Inform 'specific', 'general' and 'additional' organisations, interested parties and decision-making bodies – notify (and send copy of Draft SPD and relevant documents if required) by email or letter and request comments to be made on the consultation portal or on comments form. • Provide details and invite comments via: <ul style="list-style-type: none"> • Consultation Portal – view and comment on documents • View and download documents from website • View documents at Council offices and libraries • "The Citizen" – Council's paper for district residents • Notice in local press • Exhibition at Council's Wakefield One office and main libraries. 	
<p>Stage 3: Publishing the Adopted SPD (Regulation 14)</p>	<p>The SPD and adoption statement are published and copies made available on the Council's web pages and at main libraries.</p>
<p>Method of Engagement –</p> <ul style="list-style-type: none"> • Notify (and send copies of relevant documents and statements if required) 'specific', 'general' and 'additional' organisations, interested parties and decision-making bodies by email or letter. • Notify general public via: <ul style="list-style-type: none"> • Notice in local press • Information in Council offices and libraries • Information on Council website. 	

Table 2 Stages of Preparing a Supplementary Planning Document

Community Infrastructure Levy

The Consultation Process for Community Infrastructure Levy

1.30 The Community Infrastructure Levy (CIL) allows councils to raise funds from developers undertaking new building projects in their area. The money can be used to fund a wide range of infrastructure needed as a result of development. This may include road schemes, flood defences, schools, health and social care facilities, open space for recreation and leisure facilities. The rate is charged per square metre of new development. The Regulations which apply to producing the CIL are The Community Infrastructure Levy (Amendment) Regulations 2012. The process of producing a CIL is similar to producing a Local Plan.

Stages of Preparing the CIL	Process - What is Involved
Stage 1: Preliminary Draft Charging Schedule (Regulation 15)	<p>The Council gathers evidence and carries out background research to inform the CIL. The Council informs consultation bodies, stakeholders and the public that the CIL is being produced and asks for their views.</p> <ul style="list-style-type: none"> • A Preliminary Draft Charging Schedule and supporting documents are made available for stakeholders, consultees and the public to comment on over at least a four week period. • The evidence base and comments from this stage assist in the production of the Draft Charging Schedule.
<p>Method of Engagement -</p> <ul style="list-style-type: none"> • Inform 'specific', 'general' and 'additional' organisations, interested parties and decision-making bodies the Council is preparing the CIL and request initial comments. Notify (and send copy of Preliminary Draft Charging Schedule and relevant documents if required) by email or letter and request comments to be made on the consultation portal or comments form. • Briefing information and/or meetings with Councillors, Town and Parish Council Liaison Group and community liaison meetings. • Provide information and invite initial views via: <ul style="list-style-type: none"> • Council's website – view and download relevant documents • Consultation Portal – view and comment on relevant documents • "The Citizen" – Council's paper for district residents • Notice in local press • Activities and events set up purposely to gather the views of interested parties and relevant organisations. 	
Stage 2: Draft Charging Schedule (Regulation 16 and 17)	<p>The Council informs consultation bodies, stakeholders and the public the CIL is being produced and asks for views on the Draft Charging Schedule.</p> <ul style="list-style-type: none"> • The Draft Charging Schedule and supporting documents are made available for stakeholders, consultees and the public to comment on over at least a four week period. • The evidence base and comments from stages 1 and 2 assist in preparing the CIL.
<p>Method of Engagement -</p> <ul style="list-style-type: none"> • Inform 'specific', 'general' and 'additional' organisations, interested parties and decision-making bodies – notify (and send copy of Draft Charging Schedule and relevant documents if required) by email or letter and request comments to be made on the consultation portal or on comments form. • Briefing information and/or meetings with Councillors, Town and Parish Council Liaison Group and community liaison meetings. • Provide details and invite comments via: <ul style="list-style-type: none"> • Consultation Portal – view and comment on documents • View and download documents from website 	

Stages of Preparing the CIL	Process - What is Involved
	<ul style="list-style-type: none"> • View documents at Council offices and libraries • “The Citizen” – Council’s paper for district residents • Notice in local press • Exhibition at Council’s Wakefield One office and main libraries
Stage 3: Submission to the Examiner (Regulation 19)	The Council publishes and submits the Draft Charging Schedule with any proposed modifications and supporting documents for Public Examination. <ul style="list-style-type: none"> • An independent Examiner is appointed to examine the CIL. • The CIL and supporting documents are published and stakeholders notified about the Examination.
Method of Engagement – <ul style="list-style-type: none"> • Inform ‘specific’, ‘general’ and ‘additional’ organisations, interested parties and decision-making bodies – notify (and send copy of relevant documents and statements if required) by email or letter. • Inform the general public via: <ul style="list-style-type: none"> • Notice in local press • Consultation Portal • Information in Council offices and libraries • Information on Council website 	
Stage 4: Examination in Public (Regulation 20)	The CIL is examined by the Examiner taking into consideration the key issues raised through comments received at stage 2 and the Council’s responses. This usually involves a Public Hearing. <ul style="list-style-type: none"> • The Examiner considers whether the CIL is legally compliant together with relevant representations made. • The Examiner may recommend Modifications to the CIL. • The Council invites comments on the Modifications for at least a four week period and these will be considered by the Examiner.
Stage 5: Receiving the Examiner’s Report and Adoption (Regulation 23)	If the Examiner finds the CIL is legally compliant, the Council can adopt the CIL Charging Schedule. <ul style="list-style-type: none"> • The Examiner writes a report setting out whether the CIL is legally compliant. • If the Examiner finds the CIL to be compliant, the Council decides whether to formally adopt it at Full Council.
Stage 6: Publishing the Adopted CIL Charging Schedule (Regulation 25)	The CIL Charging Schedule and adoption statement are published and copies made available on the Council’s web pages, Wakefield One office and at main libraries.
Method of Engagement – <ul style="list-style-type: none"> • Notify (and send copies of relevant documents and statements if required) ‘specific’, ‘general’ and ‘additional’ organisations, ‘interested parties’ and decision-making bodies by email or letter. • Notify general public via: <ul style="list-style-type: none"> • Notice in local press 	

Stages of Preparing the CIL	Process - What is Involved
	<ul style="list-style-type: none">• Information in Council offices and libraries• Information on Council website.

Table 3 Stages of Preparing the Community Infrastructure Levy

Neighbourhood Planning

The Consultation Process for Neighbourhood Planning

- 1.31** The Localism Act 2011 makes provision for communities to prepare Neighbourhood Development Plans. These set out local policies and guidance for development and land uses which add detail beyond the strategic elements of the Local Plan, for example providing Local Green Space and community facilities. Communities may also bring forward Neighbourhood Development Orders and Community Right to Build Orders. A Neighbourhood Development Order can grant planning permission for specific types of development in a specific Neighbourhood Area such as housing for the community. Community Right to Build Orders can be used to grant planning permission for a small scale development for community benefit in the Neighbourhood Area. Neighbourhood Plans, Development Orders and Right to Build Orders must conform to policies in Wakefield Council's Local Plans (Local Development Framework).
- 1.32** Neighbourhood Plans and Orders are community led and are prepared by a Town or Parish Council, or by a Neighbourhood Forum in areas with no Town or Parish Council. Wakefield Council has the duty to give technical advice and support to the community in preparing the Neighbourhood Plan and Orders, Table 5 sets out how the Council will give such advice and assistance. Preparing a Neighbourhood Plan or Order and community consultation is the responsibility of the Town or Parish Council or Neighbourhood Forum. The community then votes whether to make the Neighbourhood Plan or Order and the Council will help organise the referendum. If this is supported the Plan or Order is brought into force and will form part of the Local Development Plan.
- 1.33** The Council's Neighbourhood Planning web pages gives information about the neighbourhood planning process - see www.wakefield.gov.uk/residents/planning/policy/neighbourhood-planning. Neighbourhood Planning Regulations and guidance are frequently changed by the Government and should be checked on the Government's web pages www.legislation.gov.uk and <http://planningguidance.communities.gov.uk>. The table below sets out the current process of preparing Neighbourhood Plans and Orders and is intended be used as a guide to which methods of engagement may be appropriate for neighbourhood planning.

Stages of Preparing a Neighbourhood Plan or Order	Process - What is Involved
Stage 1: Designating the Neighbourhood Area	<ul style="list-style-type: none"> • The community body (Town or Parish Council or Neighbourhood Forum) notifies Wakefield Council it intends to designate a Neighbourhood Area. • The Council formally designates the Neighbourhood Area.
Method of Engagement - <ul style="list-style-type: none"> • Provide information on the Council's website. • The community body may notify the community according to it's specific circumstances using appropriate engagement methods such as community meetings, letters to residents, posters and press notices. 	
Stage 2: Preparing the Neighbourhood Plan or Order and Submission Consultation	The community body develops the proposals for the Plan or Order and is responsible for consulting relevant community organisations, interested parties and decision-making bodies which should include: <ul style="list-style-type: none"> • Gathering baseline information and evidence. • Engaging and consulting those living and working in the neighbourhood area and those with interests in, or affected by, the proposals including land owners and developers. • Identifying and assessing options and preparing a draft Plan. • Providing an assessment of the Plan to determine whether there are likely to be significant environmental effects. The Council advises the community body and assists in accordance with the Regulations. <ul style="list-style-type: none"> • The community body submits the Draft Neighbourhood Plan or Order to the Council.

Stages of Preparing a Neighbourhood Plan or Order	Process - What is Involved
	<ul style="list-style-type: none"> • The Council must be satisfied the Draft Plan or Order complies with all the statutory requirements. • The community body carries out consultations on the Draft Neighbourhood Plan or Order with stakeholders, technical consultees (including Wakefield Council) and the public. • The community body considers comments made and make necessary amendments to produce the Neighbourhood Plan or Order for Submission and Examination. • The Council makes the Submission Neighbourhood Plan or Order and any supporting documents available for stakeholders, technical consultees and the public to comment on over a six week period.
<p>Method of Engagement -</p> <ul style="list-style-type: none"> • Inform relevant organisations, interested parties and decision-making bodies – notify (and send copy of Neighbourhood Plan or Order and relevant documents if required) by email or letter and request comments to be made on the consultation portal or on the comments form. • Provide details and invite comments via: <ul style="list-style-type: none"> • Consultation Portal – view and comment on documents • View and download documents from the Council's website • View documents at Council offices and libraries • Notice in local press • Exhibition in Neighbourhood Area (e.g. local library, community centre) and at Council's Wakefield One office and main libraries (if considered appropriate). 	
<p>Stage 3: Submission for Examination</p>	<p>The Neighbourhood Plan or Order and supporting documents are submitted for Examination.</p> <ul style="list-style-type: none"> • An independent Examiner is appointed to examine the Neighbourhood Plan or Order. • Stakeholders and the public are notified about the Examination.
<p>Method of Engagement –</p> <ul style="list-style-type: none"> • Inform relevant organisations, interested parties and decision-making bodies – notify (and send copy of relevant documents and statements if required) by email or letter. • Inform the general public via: <ul style="list-style-type: none"> • Notice in local press • Consultation Portal • Information in Council offices and libraries • Information on Council website 	
<p>Stage 4: Independent Examination</p>	<p>The Neighbourhood Plan or Order is examined by the Examiner taking the key issues raised through comments received at stage 2 into account. This usually will not involve a Public Hearing unless the Examiner considers it necessary.</p> <ul style="list-style-type: none"> • The Examiner considers whether the Neighbourhood Plan or Order is legally compliant, is in accordance with national and Local Plan policies, and contributes to sustainable development, together with relevant representations made.

Stages of Preparing a Neighbourhood Plan or Order	Process - What is Involved
	<ul style="list-style-type: none"> The Examiner may recommend the Neighbourhood Plan or Order proceeds to Referendum or may suggest modifications. Any modifications required by the Examiner are made or alternatively the community body may decide to withdraw the Neighbourhood Plan or Order.
Stage 5: Receiving the Examiner's Report and Community Referendum	The Examiner writes a report setting out whether the Neighbourhood Plan or Order meets legal requirements. The Council organises a referendum in the Neighbourhood Area to determine whether the Plan or Order should be made. If over 50% of those voting in the referendum support the Neighbourhood Plan or Order it will come into force.
Stage 6: Publishing the Neighbourhood Plan or Order	The Council formally endorses the Neighbourhood Plan or Order at Full Council. The Neighbourhood Plan is published and copies made available on the Council's web pages and at main libraries.
Method of Engagement – <ul style="list-style-type: none"> Notify (and send copies of relevant documents and statements if required) relevant organisations, interested parties and decision-making bodies by email or letter. Notify general public via: <ul style="list-style-type: none"> Notice in local press Information in Council offices and libraries Information on Council website. 	

Table 4 Stages of Preparing a Neighbourhood Development Plan or Order

1.34 The following table sets out how the Council will give advice and assistance to communities wishing to make a Neighbourhood Development Plan, Neighbourhood Development Order or Community Right to Build Order, as required by Section 6 of the Neighbourhood Planning Act 2017.

Stages of Preparing a Neighbourhood Plan or Order	What is Involved
1. Designation	The Council will provide an officer to attend an initial meeting – the officer will meet and advise the community body about the Neighbourhood Plan process. This will usually involve a presentation at a Parish/ Town Council meeting or a Neighbourhood Forum meeting.
	The community body will notify the Council it intends to designate its neighbourhood area and make a Neighbourhood Plan or Development Order. The Council will acknowledge and advertise the designated area on the Council's neighbourhood planning web page. For areas outside Parish and Town Council boundaries or areas designated by a Neighbourhood Forum, public consultations will be required before they can be designated. The Council will assist the community body with these consultations and formally designate the neighbourhood area.
	The community body should prepare a project plan and timetable, and ensure the necessary funding is in place.
2. Preparation	The community body is responsible for notifying and consulting with residents and interested parties such as local businesses and other community organisations within its neighbourhood area.

Stages of Preparing a Neighbourhood Plan or Order	What is Involved
	<p>The community body is responsible for community meetings and workshops to discuss which policies should go into the Neighbourhood Plan – Council officers will not normally attend these meetings.</p> <p>The community body is responsible for preparing the Neighbourhood Plan and supporting documents.</p> <p>The Council will give advice and appropriate technical support on the draft plan including a Strategic Environmental Assessment Screening (SEA) opinion. Advice will generally be by email or telephone. If necessary, a meeting at Wakefield One with nominated representatives of the community body can be arranged during normal office hours.</p> <p>The Council will provide mapping from information it holds - any additional mapping or technical information will be provided by the community body.</p> <p>When the Neighbourhood Plan is drafted the Council will check if it complies with the Local Plan, national planning policy and the principles of sustainable development. The Council will provide comments before the formal consultation stage – this will be done in writing.</p> <p>The Council will set out time frames for examination, referendum and adoption of the Neighbourhood Plan in consultation with the community body.</p> <p>The community body will undertake an Environmental Impact Assessment of the Neighbourhood Plan should the SEA Screening determine the need to carry out such an assessment.</p>
3. Submission and Publication	<p>The Council will help the community body to appoint an Examiner.</p> <p>The Council will put the Neighbourhood Plan and any supporting documents on the Neighbourhood Planning web page and Consultation Portal, and send printed copies to main libraries. The Council will collate any representations and forward them to the Examiner.</p> <p>The community body will organise any exhibitions or public meetings.</p> <p>The community body will organise a hearing if required by the Examiner in consultation with the Council.</p> <p>The community body will consider the Examiner's report and make any modifications.</p> <p>The Council will organise a referendum in the neighbourhood area to determine whether to adopt the Neighbourhood Plan in consultation with the community body.</p> <p>The Council will formally endorse the approved Neighbourhood Plan at Full Council.</p> <p>The Council will publish the Neighbourhood Plan on the Neighbourhood Planning web page and send printed copies to main libraries.</p>

Table 5 Council's Policy in Advising and Assisting Communities Preparing Neighbourhood Development Plans or Orders

Planning Applications

Consultation for Planning Applications

1.35 Planning permission is required from the Council for many new buildings, alterations or extensions to existing buildings and changes of use of land or buildings. When the Council makes a decision on a planning application, it must take account of the policies in the development plan and any other planning considerations which apply. The Council will also consider the comments of citizens and organisations supporting and opposing development proposals. General advice about the planning process including consultation and how to make comments on planning applications is provided on the Council's Planning web pages:

<http://www.wakefield.gov.uk/residents/planning/planning/development-management>

All valid planning applications and decisions made are available to view on the Planning web pages. There is an interactive Planning Register to view applications, view planning reports and make comments on at:

<http://www.wakefield.gov.uk/residents/planning/planning/development-management/view-or-comment-on-planning-applications-online/view-applications-online>

Copies of Planning Committee agendas and minutes with decisions are available on the Council's web pages:

<http://www.wakefield.gov.uk/about-the-council/councillors-and-mayor/council-meetings>

1.36 The Council is required to undertake a formal period of public consultation before determining a planning application. This is prescribed in Article 15 of the Development Management Procedure Order 2015. There are separate arrangements for listed buildings which are set out in Regulation 5 and 5a of the Listed Buildings and Conservation Area Regulations 1990 (as amended).

1.37 After the Council has received a planning application, it will undertake a period of consultation where views on the proposed development can be expressed. A list of statutory and non-statutory consultees is set out in Appendix 3. Other internal and external consultees who provide specific technical guidance and support to help determine planning applications such as drainage, conservation, highways and environmental impacts will also be consulted. Who is consulted and when is determined by the planning case officer using their professional judgement. The formal consultation period will normally last for 21 days, and the Council will identify and consult a number of different groups as required.

1.38 The main types of consultation are:

- Public consultation - including consultation with neighbouring residents and community groups.
- Statutory consultees - where there is a requirement set out in law to consult a specific body who are then under a duty to respond providing advice on the proposal in question.
- Any consultation required by a Direction - where there are further, locally specific, statutory consultation requirements as set out in a consultation direction.
- Non statutory consultees - where there are planning policy reasons to engage other consultees who – whilst not designated in law – are likely to have an interest in a proposed development.

1.39 Following the initial period of consultation, further additional consultation may be considered necessary by the Council for changes submitted by an applicant before any decision being made. Once all consultation has concluded, the Council will consider the representations made by consultees and the public, then proceed to determine the application. To ensure comments are taken in to account it is important to make comments before the statutory deadline. The time period for making comments will be set out in the publicity accompanying the planning application.

1.40 The Development Management Procedure Order sets out the statutory requirements for consultations on various types of planning applications. The Council has discretion about how it informs communities and other interested parties about planning applications using the professional judgement of the planning case officer. Information about publicity and consultation carried out by the Council for planning applications is summarised in Table 5 below, and is available to view and download on the Planning web pages:

<http://www.wakefield.gov.uk/Documents/planning/planning-development-management/publicity-for-planning-applications>

1.41 Table 4 summarises the general consultation and publicity requirements for planning applications. The Regulations also require consultation with statutory consultees such as the Environment Agency, Canal and River Trust, and Natural England for applications within buffer zones adjoining watercourses, canals, and sites designated for ecological conservation. The Council will consult these statutory bodies in accordance with the Regulations. Information about the requirements for consulting statutory bodies is set out in the consultation section of the Government's planning practice guidance web pages:

www.gov.uk/government/collections/planning-practice-guidance

Type of Planning Application	Stakeholders	Consultation and Publicity Required by Regulations	Additional Consultation and Publicity done by Council where appropriate
<ul style="list-style-type: none"> Application for Major Development* Application that does not accord with the Local Plan Application with an environmental impact assessment Application affecting a public right of way. 	<ul style="list-style-type: none"> Neighbours, general public and wider community Statutory consultees Non-statutory consultees where considered relevant by the planning case officer. 	<ul style="list-style-type: none"> Council's web pages Press notice Site notice Neighbour notification letter (where considered necessary). 	<ul style="list-style-type: none"> Site notice and neighbour notifications by letter as identified by the planning case officer. Email or letter where considered relevant by the planning case officer.
Other applications not listed above*	Neighbours and general public.	<ul style="list-style-type: none"> Council's web pages Site notice Neighbour notification letter (where considered necessary). 	Site notice and neighbour notifications as identified by the planning case officer.
Applications for advertisements.	General public.	<p>There is no statutory requirement.</p> <ul style="list-style-type: none"> Council's web pages 	<p>For adverts in a Conservation Area or affecting the setting of a Listed Building</p> <ul style="list-style-type: none"> Site notice and notifications by letter as identified by the planning case officer.
Listed Building Consent for works affecting the exterior of a Listed Building.	<ul style="list-style-type: none"> Neighbours, general public and wider community Historic England and national amenity bodies Non-statutory consultees. 	<ul style="list-style-type: none"> Council's web pages Press notice Site notice Notify Historic England if the application relates to a Grade I or Grade II* Listed Building. 	<ul style="list-style-type: none"> Neighbour notifications by letter as identified by the planning case officer Email or letter where considered relevant by the planning case officer e.g. to Historic England, relevant amenity bodies, Civic Society and local heritage bodies.

Type of Planning Application	Stakeholders	Consultation and Publicity Required by Regulations	Additional Consultation and Publicity done by Council where appropriate
Development affecting the setting of a Listed Building.	<ul style="list-style-type: none"> • Neighbours, general public and wider community • Historic England and national amenity bodies • Non-statutory consultees. 	<ul style="list-style-type: none"> • Council's web pages • Press notice • Site notice • Notify Historic England if the application relates to a Grade I or Grade II* Listed Building. 	<ul style="list-style-type: none"> • Neighbour notifications by letter as identified by the planning case officer • Email or letter where considered relevant by the planning case officer e.g. to Civic Society and local heritage bodies.
Development affecting the character of a Conservation Area.	<ul style="list-style-type: none"> • Neighbours, general public and wider community • Historic England and national amenity bodies • Non-statutory consultees. 	<ul style="list-style-type: none"> • Council's web pages • Press notice • Site notice • Letter to Historic England if the application relates to a site of 1000 m² and over in area. 	<ul style="list-style-type: none"> • Neighbour notifications by letter as identified by the planning case officer • Email or letter where considered relevant by the planning case officer e.g. to Civic Society and local heritage bodies.

Table 6 Consultation and Publicity for Planning Applications

* **Applications for Major Development** – This category includes housing, offices, light and general industry, warehousing, retailing and service uses such as restaurants, pubs and takeaways. For housing developments, these are where 10 or more houses or flats are to be built or, if this is not known, where the site area is 0.5 hectares and over. For other types of development, this is where the floor space to be built is 1,000 square metres and over, or the site area is 1 hectare and over.

***Other Applications** – These include householder developments, changes of use and other categories of development not listed above.

Consultation Process for Determining Planning Applications

1.42 The following table shows the stages of determining planning applications. The Council must comply with the Regulations regarding the stages of consultation, however we may carry out additional consultations if it is considered necessary by the planning officer dealing with the application. We will use methods that are appropriate for each stage of consultation and relevant to the type of planning application being considered.

1.43 Before a planning application is submitted to the Council the developer is required to consult the community if the application is for wind turbines. Applicants are also advised to consult the community about major applications or development which is likely to affect large numbers of people and/or be controversial. The Council offers a confidential pre-application advice service for major applications. It is recommended developers consider using this formal process as it can significantly speed up the application process - information about this service is available to view and download on the Council's planning web pages:

<http://www.wakefield.gov.uk/residents/planning/planning/development-management/help-with-a-planning-application/pre-application-advice>

Stages of Determining Planning Applications	Process - What is Involved
Stage 1: Pre-Application Stage	<ul style="list-style-type: none"> ● The applicant may discuss proposals with Council officers (these will be confidential) ● The applicant consults with the community for wind turbines, major applications, or development which is likely to affect large numbers of people and/or be controversial (such as regeneration projects, mineral extraction and major infrastructure projects).
Method of Engagement - <ul style="list-style-type: none"> ● Information leaflet and/or letters to neighbours (carried out by the applicant) ● Activities and events set up purposely to gather the views of residents such as exhibitions and public meetings (carried out by the applicant). 	
Stage 2: Application Stage	<ul style="list-style-type: none"> ● The planning application is submitted to the Council ● The applicant submits a statement with the application detailing what pre-application consultation has been undertaken and how this has influenced proposals ● The Council publicises the planning application giving 21 days for responses to be made ● The Council undertakes statutory, non-statutory and community consultation (if required).
Method of Engagement - <ul style="list-style-type: none"> ● Notify statutory and non-statutory consultees by email or letter and request comments to be made. ● Council's website - view and download planning applications and supporting documents ● Council's online Planning Register - where public can access information and make comments about planning applications ● Notice in local press ● Site notices ● Activities and events such as: <ul style="list-style-type: none"> ● Exhibition and/or public meeting ● Notify Local Members, Town and Parish Councillors ● Brief Local Neighbourhood Area Forum ● Letters or leaflets to neighbours and relevant local organisations. 	
Stage 3: Determining the planning application	Decisions on planning applications are made in one of the following ways: <ul style="list-style-type: none"> ● By Delegation. For applications where there are no objections or comments contrary to the planning case officer's recommendations, the decision is delegated to the Service Director

Stages of Determining Planning Applications	Process - What is Involved
	<p>Planning, Transportation and Highways, and Planning Managers. These arrangements are part of the Council's Standing Orders. Most decisions on planning applications are made this way.</p> <ul style="list-style-type: none"> At a meeting of the Planning and Highways Committee. The Committee generally considers applications for larger or more controversial developments (i.e. if there have been objections to the proposals).
<p>Method of Engagement –</p> <ul style="list-style-type: none"> Council's website - view and download planning report setting out all the relevant planning matters and comments made At Planning Committee <ul style="list-style-type: none"> Committee Members discuss the planning issues and recommendations in the planning report An applicant or someone who has either made written comments about, or has an interest in an application may attend the Committee meeting at which the application is being considered. At the discretion of the Chair of the Committee, the applicant and an objector (or someone representing a group of objectors) can speak at the meeting Committee members vote on the proposals and determine whether to approve or refuse the application. 	
<p>Stage 4: After Determination</p>	<ul style="list-style-type: none"> The Council notifies the applicant of its decision Planning decisions are published for the public to view. If an application is refused or granted with conditions the applicant disagrees with, the applicant has the right to appeal to the Planning Inspectorate. An independent planning inspector reviews the application including any comments made for or against it, and determines whether the Council's decision is upheld or planning consent granted. Third parties such as objectors do not have the right to appeal about a planning decision or conditions.
<p>Method of Engagement –</p> <ul style="list-style-type: none"> Notify general public via Council's website – information made available to view and download <ul style="list-style-type: none"> Planning decisions and Minutes of Planning Committee meetings Planning Inspectors report and decision. 	

Table 7 Stages of Determining Planning Applications

Appendices



2 Appendices

Appendix 1 Vision and Approach to Community Engagement

The Council has established a number of objectives and principles to make engagement as effective as possible and to ensure that it is carried out when appropriate. These provide a basis on which all engagement in Wakefield District is to be undertaken and are to be considered whenever community engagement is planned. Where relevant to planning, these objectives and principles have been adopted in the Statement of Community Involvement, as set out below:

We aim to ensure that:

- Engagement is carried out to the highest standard possible, in a way that most suits individual stakeholders, avoids duplication and encourages citizenship.
- The results of engagement are reflected in decision-making.
- Engagement is inclusive by ensuring that everyone has an opportunity to have their say and express their views on local issues and to guide future decision-making.
- Through engagement, people are better informed about the way in which development plans are prepared and planning decisions are taken.
- The Council, as local planning authority, is more open, responsive and accountable.
- The Council, as local planning authority, gives high priority to the needs and well-being of citizens and stakeholders.

The principles of engagement are as follow:

- Engagement should be based on the Council's stated commitment to improving communication, generating involvement and active citizenship.
- Engagement should be fit for purpose and use the right tools, at the right stage in the process with the right people.
- Engagement should be based on a recognition that many individuals, groups and communities require active outreach to facilitate their involvement.
- Engagement should follow a consistent approach avoiding duplication, sharing resources and working in partnership wherever possible.
- Engagement needs to be considered as an integral part of service planning and delivery and not as an afterthought. Engaging with people to influence decision-making should begin at the earliest opportunity to ensure that the process is meaningful and effective and avoids the feeling of consulting on pre-determined decisions. Citizens and stakeholders should be given the opportunity to contribute to the decision-making process at each stage, from defining issues to formulating and implementing the outcomes of decisions.
- Effective engagement depends on the relevant information being available in a clear and concise manner, avoiding jargon.
- Feedback is important to any form of engagement. Information about feedback should be given at the outset, stating when and how this will take place. Feedback should be given in a timely and effective manner.

Appendix 2 Consultees for Local Plans and Supplementary Planning Documents

The Council will consult relevant organisations, stakeholders and communities, as outlined in Town and Country Planning (Local Development) (England) Regulations 2012 (as amended) or referred to in Government guidance.

Specific organisations and bodies to be consulted

'Specific' organisations identified in the Planning Regulations who will be consulted if the Local Plan or Supplementary Planning Document is likely to affect them (local organisations in brackets).

Environment Agency
 Historic England
 Natural England
 Coal Authority
 Network Rail Infrastructure Ltd
 Office of Rail Regulators
 Highways England
 Homes and Communities Agency
 Adjoining local planning authorities (West Yorkshire Districts, Barnsley MBC, Doncaster MBC, Selby DC and North Yorkshire County Council)
 Town and Parish Councils (within and adjoining the District)
 Strategic Health Authority (Mid Yorkshire NHS Trust and clinical commissioning groups)
 Mobile Operators Association
 Relevant telecommunications companies (e.g. British Telecom Plc)
 Relevant electricity and gas companies (Transco District Office, Northern Electricity, National Power Plc, Powergen, Innogy Plc, Northern Grid)
 Relevant sewerage and water undertakers (Yorkshire Water Services, Knottingley to Gowdall Internal Drainage Board)
 West Yorkshire Passenger Transport Executive
 South Yorkshire Passenger Transport Executive

General organisations and community groups to be consulted

The following list relates 'additional' organisations that will be consulted if the Local Plan or SPD is likely to affect the organisation concerned. The Engagement Directory held within the Council's Communities Engagement Team will be used to identify local 'General' organisations. The list includes representatives of over 600 voluntary, community sector and other organisations, along with the minority interest groups within the District. These include voluntary organisations, whose activities benefit all or part of the Wakefield District, organisations representing the interests of minority ethnic groups, religious groups, disability groups and local businesses. When deciding which organisations to consult, specific groups will be involved if:

- They represent a geographic area affected by the Local Plan or SPD
- They have an interest in a particular issue specified in the Local Plan or SPD
- They have specific needs addressed in the Local Plan or SPD
- They have relevant expertise related to the Local Plan or SPD

General organisations

Age UK, Age Concern, Help the Aged
 Airport operators
 Aggregates Working Party, minerals operators and representatives
 British Chemical Distributors and Trades Association
 British Geological Survey
 Canal and River Trust
 Centre for Ecology and Hydrology
 Chambers of Commerce, Local CBI and local branches of Institute of Directors
 Church Commissioners
 Civil Aviation Authority

Commission for Architecture and the Built Environment
Commission for Racial Equality
Council for British Archaeology
Crown Estate Office
Diocesan Board of Finance (Wakefield Diocese)
Disability Rights Commission
Electricity, gas and telecommunications companies, Transco and the National Grid
Environmental groups at national, regional and local level including - CPRE, RSPB, The Wildlife Trust, Friends of the Earth, Woodland Trust, National Trust, Wakefield Naturalists Society, Wakefield District Bio-diversity Group, West Yorkshire Ecology Service, Yorkshire Wildlife Trust
Equal Opportunities Commission
Disabled Persons Transport Advisory Committee
Fire and Rescue Services (West Yorkshire Fire Service, West Yorkshire Police, WYMAS)
Forestry Commission
Freight Transport Association (Northern Region Freight Transport Association)
Gypsy Council
Health and Safety Executive (HSE)
Heritage conservation groups at national, regional and local level including - Garden History Society, Historic England - Yorkshire Region
Home Builders Federation (Yorkshire, North West and North East Regions)
Leeds GATE
Local Civic Societies and Neighbourhood Area Community Groups
Local Enterprise Partnership
Local Transport Operators (Metro, Arriva Yorkshire, Sustrans, Transport 2000 (West Yorkshire Group), Rail Freight Group)
National Farmers Union
National Playing Fields Association
Police Architectural Liaison Officers (West Yorkshire Police Architectural Liaison officer)
Port Operators
Post Office Property Holdings
Rail companies and the Rail Freight Group (English Welsh & Scottish Railways, Freightliner Ltd, G B Railfreight Ltd, GNER, Midland Mainline, Arriva Trains Northern, Virgin Trains)
Ramblers Association
Regional Housing Board
Regional Sport Boards (West & South Yorkshire Playing Fields Association)
Road Haulage Association
Sport England (Yorkshire)
Theatres Trust
Traveller Law Reform Coalition
Wakefield College
Wakefield District Housing
Wakefield Primary Care Trusts
Water Companies (Yorkshire Water)
West Yorkshire Archaeological Service
West Yorkshire Combined Authority
West Yorkshire Learning & Skills Council
Women's National Commission
Yorkshire Tourist Board

Government Departments to be consulted

The following list relates to Government Departments that will be consulted if the Local Plan or SPD is likely to affect their interests and responsibilities.

Department of Communities and Local Government
Home Office

Department for Education
Department for Environment, Food and Rural Affairs
Department for Transport
Department of Business, Energy and Industrial Strategy
Department of Health
Department of Work and Pensions
Department of Culture, Media and Sport
Ministry of Defence
Ministry of Justice

List of other interested parties to be consulted.

The following list relates to interested parties that will also be consulted:

Wakefield Councillors
Members of Parliament whose constituencies are within Wakefield District
Individual landowners, businesses, developers and citizens who have requested to be consulted
Other organisations, community and residents groups which are not included in the lists above that are likely to be affected by the Local Plan or SPD

Appendix 3 Consultees for Planning Applications

The Council consults the following organisations in accordance with the Planning Regulations and where considered appropriate to the type of development proposed.

Statutory Consultees

Statutory consultation requirements for planning applications identified in National Planning Policy or guidance. Additional consultation requirements may be set out in other Regulations e.g. Environmental Impact Assessment.

Adjoining landowners
Canal and River Trust
COMAH Control of Major-Accident Hazards Competent Authority
Crown Estates Commissioners
Department of Business, Energy and Industrial Strategy
Environment Agency
Forestry Commission
Garden History Society
Health and Safety Executive
Highways Authority
Highways England
Historic England
Local Highway Authority
Adjoining Local Planning Authorities (West Yorkshire Districts, Barnsley MBC, Doncaster MBC, Selby DC and North Yorkshire County Council)
Natural England
Town and Parish Councils
Rail infrastructure managers
Rail network operators
Sport England
Theatres Trust
Toll Road Concessionaries
Water and sewerage undertakers

Non-Statutory Consultees

Non-statutory consultation requirements for planning applications are identified in National Planning Policy or guidance. The Council may consult the following organisations where considered appropriate to the type of development proposed.

Business Improvement Districts
Emergency services and multi-agency emergency planning organisation
Forestry Commission
Health and Safety Executive
Ministry of Defence
Office of Nuclear Regulation
Police and Crime Commissioners
Rail network operators
Sport England