

APPENDIX 2

City of Bradford Metropolitan District Council
Local Plan for the Bradford District

Revised Statement of Community Involvement
2018 - 2023

November 2018

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1. INTRODUCTION

- 1.0.1 This Statement of Community Involvement (SCI) sets out how Bradford Council will engage with local communities, stakeholders and other interested parties during the preparation of planning policy documents such as the Bradford District Local Plan (including Neighbourhood Plans) and when considering planning applications.
- 1.0.2 The District's communities are made up of many different groups including residents, students, service providers, businesses, workers and visitors, with a wide range of often disparate views. This SCI seeks to ensure the active, meaningful and continued involvement of all the District's groups in all aspects of the planning system at a stage in the process where such views can make a difference.
- 1.0.3 This SCI sets out a series of revised guidelines on the scope of community involvement, how and when the Council will undertake engagement and consultation and how you can become involved.
- 1.0.4 A 'Glossary of Terms' used within this document can be found in Appendix 1.

1.1 The purpose of the Statement of Community Involvement

- 1.1.1 Planning is fundamental to shaping the areas in which we all live and work. It involves making decisions about the future of our urban areas and countryside – where we work, where we live, where we play and how we are able to get to these destinations. It involves planning ahead to ensure that services, utilities and infrastructure are available, where they are needed and attempting to balance different needs and goals ranging from our desire for development, growth and regeneration, to our desire to protect and conserve and enhance our built and natural environment.
- 1.1.2 Plan making also involves the process of combining research and analysis with engagement and consultation with all who have a stake in making our District a great place and in this process producing a framework of planning policies and proposals to guide future decisions on where development and investment in infrastructure, will take place and in what form. Ultimately, plan making is aimed at creating sustainable and vibrant communities and places.
- 1.1.3 Paragraph 16 of the National Planning Policy Framework (NPPF) states:-
- “be shaped by early, proportionate and effective engagement between planmakers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees;”*
- 1.1.4 This document seeks to promote active, meaningful and continued community involvement in the plan making process from an early stage in order to work towards a consensus on planning issues and thereby reduce the scope for delay within the later stages of the process. By getting involved and having your say you can help shape the way that your area looks and the future of the District.

1.1.5 Within the planning system there are statutory requirements that the Council must meet at each stage of plan preparation. This SCI sets out the range of engagement methods and processes that will be used to engage and consult the community and stakeholders on planning documents whilst meeting the relevant regulations. The methods used may vary according to the issue under consideration, as it is important to maintain a degree of flexibility. In doing so, the consultation and engagement methods can be tailored to both a specific planning policy document and the intended audience. Additionally, flexible engagement methods and processes will enable the Council to respond to any potential future changes in the planning legislation and regulations, and how the Council operates and responds to any new methods of consultation which may become available in the future.

1.1.6 In setting out clear guidance on engagement and consultation within the planning process, the Council aims to:

- Increase public awareness of the planning process and how to get involved;
- Communicate effectively by making it clear in the information provided what is being proposed and how and when people can get involved.
- Ensure that information is accessible to the community regardless of age, gender, ethnicity or disability.
- Engage and consult all sections of the local community, stakeholders and interested parties.
- Make it easy for people to get involved by helping and supporting groups and individuals with little or no knowledge of the planning system and encouraging involvement from groups that have traditionally not been involved in the planning process.
- Uses appropriate consultation methods in order to maximise involvement.
- Makes sure involvement is effective by listening to the community at an early stage in the planning process.
- Provides feedback on all responses received and keep consultees informed of progress being made.
- Help create a sense of ownership on local planning issues and documents.

1.2 Background and the need for a review

1.2.1 The production of a Statement of Community Involvement (SCI) is a Government requirement. Bradford Council adopted the current SCI on 8th July 2008. However, in recent years there have been a number of significant changes within the planning system which has justified and led to the need to undertake this review. The SCI has been reviewed in light of the following:

- Changes to planning legislation and regulations, including the introduction of:
 - *The Duty to Co-operate*
 - *Neighbourhood Planning*
 - *Community Infrastructure Levy (CIL)*.
- Changes to national and regional planning policy;
 - *Revocation of the Regional Spatial Strategy (RSS) for the Yorkshire and Humber region*

- *Introduction of the National Planning Policy Framework (NPPF) and National Planning Policy Guidance (NPPG)*
 - Changes to the way the Council operates and the consequential impact on services and service delivery;
 - Technological advances and the use of digital technology for communication; and
 - Bradford Councils revised Consultation and Engagement Framework (2016).
- 1.2.2 The changes to planning legislation and regulations noted above have impacted on the plan making process. Whilst it has been simplified, it has placed increased focus on early engagement and community involvement with fewer formal stages and faster working methods, in addition to increased use and availability of electronic communications, such as email and the internet.
- 1.2.3 This revised SCI has been prepared based on the current guidance set out in the following planning legislation and regulations:
- The Localism Act 2011;
 - Planning and Compulsory Purchase Act 2004 (as amended);
 - Town and Country Planning (Local Planning) (England) Regulations 2012;
 - Neighbourhood Planning (General) Regulations 2012 (as amended);
 - The Community Infrastructure Levy Regulations 2010 (as amended);
 - Town and Country Planning (Development Management Procedure) (England) Order 2015; and
 - The Town and Country (General Permitted Development) (Amendment) (England) Order 2018.
 - The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017
- 1.2.4 This document sets out a revised consultation strategy for the Council's planning functions in accordance with the legislation noted in paragraph 1.2.3 above. It sets out how, when and who could be consulted throughout the preparation of the Local Plan and other statutory planning documents prepared by the Council, and in dealing with planning applications and appeals.

1.3 Equality Act 2010

- 1.3.1 In 2010 the Government introduced the Equality Act. This Act brings together nine separate pieces of legislation into one single Act simplifying the law and strengthening it in important ways to help tackle discrimination and inequality.
- 1.3.2 The Public Sector Equality Duty, which is part of the Equality Act 2010, came into effect on 5th April 2011. The Council must, in the exercise of its functions, have due regard to the need to:
- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it

- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

1.3.3 The Duty covers the following nine protected characteristics, plus an additional one set by the Council:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (Gender)
- Sexual Orientation
- Marriage and Civil partnership (but only in regards to eliminating discrimination)
- Low income / low wage (*Council's additional consideration*)

1.3.4 As part of the preparation of the Local Plan, the Council will undertake and produce an Equality Impact Assessment (EqIA) on a proposed policy, plan or programme to ascertain if there is likely to be any potentially adverse impacts upon any protected characteristic group, and if so how any impacts will be mitigated.

1.3.5 An Equality Impact Assessment has been produced alongside this SCI. This is a supplementary document and can be found on the Council's webpage.

2.0 Bradford District Community Profile

2.1 Bradford's Population

- 2.1.1 The local characteristics of the District are an important determinant in how consultation and participation will be undertaken. The District covers an area of approximately 400 square kilometres and despite forming part of the West Yorkshire conurbation has a varied environment characterised by a mixture of urban and areas of open countryside. The topography of the District is predominantly characterised by moorland to the north and west, pasture on the lower lying hills, and the valleys and floodplains formed by the rivers that run through the District. Approximately one third of the District is built up, with residential and industrial development located predominantly along the Aire, Wharfe and Worth Valley corridors, and along the motorway (M606) corridor to the south of the District.
- 2.1.2 The Bradford District 2011 Census population estimate is 522,452¹. The majority of residents reside in the urban centres of Bradford, Shipley, Baildon, and the freestanding towns of Bingley, Keighley and Ilkley. The remaining population live in a range of settlements of varying sizes, within the more rural areas of the District.
- 2.1.3 The total population of the District is increasing. There has been an estimated population increase of 11% since the 2001 Census. The increase in the District's population is largely due to "natural change" – there have been around 3,500 more births than deaths, although this has been balanced by a larger number of people leaving Bradford to live in other parts of the UK than coming in to live here and a lower number of international migrants.² Population projections predict that the population of the District will increase over the next twenty years.
- 2.1.4 A large proportion of the District's population is dominated by younger age groups. With more than a quarter (29%) of the District's population being aged less than 20 and nearly seven in ten people are aged less than 50. Yet it is known that young people are not a well-represented section of the community. The consultation processes and community engagement techniques advocated in the SCI will need to be tailored to encourage the participation of this group.
- 2.1.5 The age profile of the District is also getting older, with more people living over the age of 75 years. The distribution of the elderly population varies across the District, with highest concentrations of pensioners being in Ilkley, Craven, Shipley, Bingley and Baildon wards.
- 2.1.6 The District has approximately 200,000 homes. The age of the housing stock is varied with nearly 39% of houses built prior to 1919; 34% of dwellings are terraced houses, in the inner city this figure rises to 59%.
- 2.1.7 The majority of the workforce works within the service sector, with 16.1% of the District's resident employees working in retail/wholesale. The percentage of people working within manufacturing continues to decrease from 13.4% in 2009 to 13% in

¹ 2011 Census of Population – Census Release 2.1 (11th December 2012), CBMDC

² CBMDC Population data (2016)

2015. Skills levels are improving with 26.8% of 16 to 74 year olds educated to degree level. But despite the development of new industries and skill levels increasing, on average the District has around 93'500³ (around 1 in 3 people - 28.7%) aged 16-64 not in employment.

- 2.1.8 There is wide variation in the overall income, health, and educational attainment of households in different wards within the District. With a number of wards in the main urban area suffering from high levels of multiple deprivation based on, poorer living environment, low incomes, higher unemployment, higher levels of crime and poorer health status. When compared to some of the outlying areas. Furthermore, the number of households with one or more members with a disability or long term illness is higher than the national average.
- 2.1.9 The population is ethnically diverse. While the largest proportion of the District's population (63.9%) identifies themselves as White British, the remaining 36.1% of the population is of ethnic minority origin, which is an increase of over 11% since the 1991 census. This figure rises to over 50% in some wards comprising the inner city area. The District has the largest proportion of people of Pakistani ethnic origin (20.3%) in England.
- 2.1.10 The District's community characteristics will form a major consideration in seeking to achieve effective and representative methods of engaging the community.

³ Office for National Statistics – Labour Market Profile Bradford (2017)

3 COMMUNITY ENGAGEMENT IN THE BRADFORD DISTRICT

3.1 Background

- 3.1.1 This section sets out the Council's standards and approach for consulting the community; these principals will be applied to the preparation of the Local Plan and determination of planning applications.
- 3.1.2 As a Council we believe that, the community and stakeholders, know things that we don't. Indeed, as users of our services they possess invaluable knowledge and experience. For this reason, we believe that involving them fully and creatively in the design, development and delivery of our planning service is crucial. This will not only ensure that the right services are more likely to be delivered at the first time of asking, it will also mean that they will be of better quality.
- 3.1.3 This section will introduce you to what the Council means by community, community engagement and the methods which we may use to engage you in the planning process.

3.2 What is a community?

- 3.2.1 A community is a group of people living in the same place or having a particular characteristic, attitude or interest in common.
- 3.2.2 The Council acknowledges that a community can be defined in different ways. The Council's Community and Consultation Framework (2016) states that the BDP Partnership recognises the following meaning of 'community':
- **Community of interest** (also referred to as an interest group) – defined by a shared interest, experience or demographic characteristic – e.g. young people, older people, people with disabilities, working population, ethnic minorities.
 - **Community of place** – defined by an area with physical boundaries, such as a village, a parish, a housing estate, a street or neighbourhood. These communities may have similar concerns about issues that affect their local area but they also may differ hugely.
 - **Community by theme:** such as health, education, housing, environment, employment etc.

3.3 What do we mean by community engagement?

- 3.3.1 Community engagement can mean different things to different people. Bradford Council has defined community engagement as:

'The involvement of citizens, through locally based representative bodies and individually, in influencing and shaping those decisions which directly impact on their local environment, the services they receive and the quality of their daily life'.

3.3.2 It is recognised by the Council that all levels of community engagement are carried out in the most appropriate way. Different methods of engagement will be used which are relevant to the activity and circumstances, however our approach to community engagement will include the following methods:

Informing:	Listening:	Consulting:	Involving:	Collaborating:	Empowering:
This is about giving information to citizens, communities and stakeholders on local issues	This is where research is undertaken in order to find out new knowledge and understanding of our community	This is used to have a dialogue with our citizens, communities and stakeholders to inform decision making	This is where citizens, communities and stakeholders are actively involved in the processes of decision-making.	This is when people and organisations are both deciding and acting together and also sharing responsibility.	This is where communities develop and implement their own plans with support from the statutory and voluntary sector.

3.4 Stages and Levels of Community Engagement

3.4.1 The techniques used will involve different stages and levels of community involvement, identified by the Government and the Council and BDP Framework. The general stages of community involvement include:

- Information
- Research
- Consultation and engagement
- Participation
- Feedback

3.5 Methods of Community Engagement

3.5.1 The following methods will be used to engage the community in the preparation of the Local Plan and determination of planning applications:

- Information made available in hard copy format in the main Council buildings or in electronic form on the Council’s website / other organisations website;
- Information made available in newsletters
- Information made available to/consultation with local community organisations;
- Media/press – print, social online, TV and radio
- Public meetings
- Public exhibitions / drop-in sessions
- Video or audio presentations
- Public meetings / area meetings / Local Council meetings
- Focus groups or workshops
- Local Strategic Partnership meetings
- One to one meetings with stakeholders
- Joint consultations

- Neighbourhood forums and partnerships
- Assistance from Planning Aid England with targeted consultations

3.5.2 Further information about these methods, including details of their benefits, limitations and resource implications are set out in Appendix 2.

3.6 Hard to Reach Groups

3.6.1 These are groups or individuals who are likely to be excluded from a consultation unless special efforts are made to include them in the process. It is important to involve hard to reach groups or seldom heard groups in the planning of their area. By doing so, views are sought of as representative a cross section of the community as possible. For example, sections of the community may have views that are different from those of the majority and, if they are not consulted effectively, their views may remain invisible.

3.6.2 Examples of groups or individuals that can be hard to reach include:

- Young and older people
- People with disabilities or sensory loss
- Ethnic minority groups
- Homeless people
- Gay, lesbian, bisexual and transgender community (LBGT)
- Gypsies and travellers

It may also be important to engage the wider inactive' population to ensure a representative approach of wider community including those who would not normally engage.

3.6.3 The Council is committed to engaging these groups in the decision making process. However, in planning a consultation the levels of resources available (staff and finance) are often limited and this will be a major determinant in how a consultation is conducted. Therefore, the Council will aim to consult the hard to reach in a meaningful way, removing as many of the barriers to effective participation as possible. This includes:

- Arranging consultation events at a time (during the day, evening, or weekend) that is most suitable for the groups that are being consulted.
- Arranging consultation events in a venue that is accessible and has facilities for disabled people.
- Holding events in a central and accessible location to the people whose views are sought.
- Providing consultation materials in different formats i.e. large print, tape, Braille, different languages, upon request
- Providing consultation materials in simple, Plain English language that people can understand.
- Providing trained interpreters if required as language is one of the main barriers to communication and participation.

- Sending letters/leaflets providing information about a forthcoming consultation to the local community rather than relying on the Council's Planning Policy Stay Connected system.
- Where possible notices will be placed in local shops and local community groups may be asked to post information on their website.
- Ensuring that respect is shown to the culture and sensibilities of the community whose views are being sought.
- Consultation with young people is more challenging and techniques used for this will need to be tailored to the age of the group that is being consulted. This could be undertaken via, for example local schools or the formal Youth bodies.

3.7 Role of the Voluntary and Community Sector and the Bradford District Partnership

- 3.7.1 The Voluntary and Community Sector (VCS) is represented within the Bradford District by CNet. CNet coordinates the Bradford District Assembly which is the link between the voluntary and community sector and Bradford District's Local Strategic Partnership (LSP). Bradford's LSP is called Bradford District Partnership (BDP); the Assembly is the link between the VCS and BDP.
- 3.7.2 Bradford District Assembly provides a channel to engage directly on key issues facing the sector such as commissioning and the Compact; similarly it provides a route for the partnerships to engage with the District's voluntary and community sector.
- 3.7.3 The Bradford District Partnership (BDP) coordinates and supports the work of the partners and partnerships across the District. These partners share responsibility for making sure that our shared direction is delivered through the new District Plan 2016 – 20. The Health and Wellbeing Board provides leadership and strategic direction to the wider BDP family of partnerships on issues that influence the quality of life of those who live in, work in and visit Bradford.

The Health and Wellbeing Board is supported by 3 Strategic Delivery Partnerships:

- Children's Trust
 - Economic Partnership
 - Safer and Stronger Communities Partnership
- 3.7.4 There are also a number of Consultation and engagement networks which provide service user feedback, manage dialogue with community groups and coordinate community activity. They include:
- Autism Partnership
 - Older People's Partnership
 - Learning Disability Partnership
 - Voluntary and Community Sector Assembly forums
- 3.7.5 The BDP, the thematic action groups and the voluntary and community sector will be involved, as appropriate, in all relevant policy issues on the preparation of the Local

Plan. The Council will continue to draw upon the specialist and expertise knowledge of all relevant community and voluntary organisations, in particular to engage with hard to reach groups within the District.

3.8 Ward Councillors

- 3.8.1 Ward councillors are the important interface between communities and the Council. It is important to involve local Councillors as soon as possible in the process. To facilitate their role in communities Councillors will be offered targeted briefing sessions, where appropriate, to disseminate information in advance or close to the start of the consultation.

3.9 Co-ordinating Consultations

- 3.9.1 In delivering the Local Plan, the Planning Service is committed to undertake joint consultations with other Council departments where possible. The benefits of joint consultation are well known in terms of helping to reduce consultation fatigue, and are a more efficient use of resources (staff time and money). However, the success of joint consultation depends on close inter-departmental working particularly relating to joint work programming for the timetabling of a consultation. To help facilitate this, the Council operates a Consultation Calendar that is available on the Council's website, together with the nature and purpose of the consultation, prior to consultation. The Calendar is regularly updated.

4.0 THE DEVELOPMENT PLAN SYSTEM

4.1 Background

4.1.1 This Section briefly explains the main elements of the planning system that were introduced by the 2004 Planning and Compulsory Purchase Act and subsequently amended by the Localism Act 2011. It is important for the community, stakeholders and other interested parties to gain an understanding of the planning system so that they are aware of the process that they are participating in.

4.1.2 The City of Bradford Metropolitan District Council (CBMDC), as the Local Planning Authority, is required to have in place an up to date Local Plan and determine planning applications.

4.2 Replacement Unitary Development Plan

4.2.1 Prior to 2004, the Council was required to produce a single Unitary Development Plan covering the whole of the Bradford District. Bradford Council adopted its Replacement Unitary Development Plan (RUDP) in October 2005.

4.2.2 The Secretary of State issued a Direction on 30th September 2008 setting out which planning policies were to be saved beyond 31st October 2008. The Direction set out the policies saved until the adoption of the Local Plan. Parts of the RUDP still remain the current development plan for the District. It is gradually being replaced by a number of more up to date Local Plan documents. See below for more detail.

4.3 Local Development Framework (LDF)

4.3.1 The current development plan system was established in the Planning and Compulsory Purchase Act 2004. The Act re-affirmed the importance of the development plan. The Act introduced three elements which when produced would make up the Development Plan for the Bradford District:

- Planning Policy Statements (PPS) – setting out national planning policy.
- Regional Spatial Strategy (RSS) for the Yorkshire and Humber – setting out planning policy for the region.
- Local Development Framework (LDF) – setting out the Core Strategy, planning proposals and policies for the District.

4.3.2 Bradford Council was part way through the preparation of the LDF when the Government introduced the Localism Act 2011. This Act established the requirement for Councils to produce a Local Plan. The work which had been undertaken as part of the LDF has been transferred and used in the preparation of the Local Plan.

4.4 Bradford District Local Plan

4.4.1 The Planning and Compulsory Purchase Act 2004, as amended by the Localism Act 2011, provides the legal basis for the preparation of the Local Plan.

- 4.4.2 Paragraph 153 of the National Planning Policy Framework makes clear that each local planning authority should produce a Local Plan for its area. The Local Plan is key to delivering sustainable development that reflects the vision and aspirations of local communities.
- 4.4.3 Once elements of the Local Plan become adopted, they will supersede and eventually replace the Replacement Unitary Development Plan (RUDP) and will become the statutory development Plan for the Bradford District.

Local Development Documents

- 4.4.4 The Local Plan comprises of the following two types of Local Development Documents (LDDs); Development Plan Documents and Supplementary Planning Documents. The LDDs to be produced by the Council are set out in the Local Development Scheme adopted in July 2018 (See paragraph 4.4.10 below).

Development Plan Documents (DPDs)

- 4.4.5 These documents form part of the statutory development plan for the District and are subject of an Examination In Public by an independent Planning Inspector. For the District these documents will comprise the following:

- **Core Strategy** This sets out the spatial vision for the District, the strategic framework for guiding development to 2030, as well as more detailed topic based policies and a framework for monitoring and implementing the strategy. Adopted in July 2017.
- **Site Allocations** This identifies sites for the potential development of homes, jobs and open space, as well as areas of natural and historic value which are to be protected.
- **Waste Management** This sets out the Council's spatial strategy for dealing with all types of waste within the Bradford District. It identifies sites for waste management and sets out criteria based policies for the management of waste streams. Adopted in October 2017.
- **Bradford City Centre Area Action Plan** A planning framework focused on Bradford City Centre which will guide the transformation of the city centre regeneration area up to 2030. Adopted December 2017.
- **Shipley and Canal Road Corridor Area Action Plan** A planning framework focused on the Shipley and Canal Road Corridor which will guide the transformation of the area up to 2030. Adopted December 2017.
- **Policies Map** This will show the proposals for the District on an OS Map base, and will be updated as individual documents are

adopted.

- 4.4.6 Development Plan Documents have to go through the following stages as part of their preparation; however the Council may wish to include additional consultation stages should these be required or necessary to address any issues:

Stage 1 - Evidence gathering

Stage 2* - *Pre Submission consultation (*possible additional stage)*

Stage 3 - Pre-Submission consultation on Proposed Submission documents

Stage 4 - Submission of Submission documents to the Secretary of State

Stage 5 - Independent Public Examination

Stage 6 - Inspector's Report (with potential recommendations)

Stage 7 - Adoption

2. Supplementary Planning Documents (SPD)

- 4.4.7 These are non-statutory documents that supplement policies and proposals in a DPD. For example, they may focus on developing a planning brief for a site, or focus on providing detailed guidance on a policy issue such as affordable housing. SPD's are subject of public consultation, but are not subject of an Examination in Public. Once adopted they will form part of the Local Plan and will be used in the consideration of planning applications.

- 4.4.8 The Local Plan DPDs and SPDs are illustrated in a 'Local Plan Family Tree' in Figure 1 on Page 19. The local community, stakeholders and other interested parties will be consulted at various stages of DPD and SPD production; these are set out in Section 5.

Statement of Community Involvement (SCI)

- 4.4.9 This document sets out how the Council intends to engage the community in producing the Local Plan and in the consideration of planning applications. There is no longer a requirement for the SCI to be examined by an independent Planning Inspector, however all Local Plan documents must comply with the requirements for community involvement as set out in this document. The Council is also required to keep the SCI up to date and review it at least every 5 years.

Local Development Scheme (LDS)

- 4.4.10 This document is a three-year rolling work programme that sets out the details, timescales and arrangements for producing the Local Plan for the District. It also highlights stages in the process when community involvement on a particular document is likely to take place. The LDS will be reviewed on a regular basis and linked with the Annual Monitoring Report.
- 4.4.11 The Council's Local Development Scheme (LDS) was reviewed in and an updated programme agreed at Executive in July 2018. It sets out further details on the Council's programme for the preparation of Bradford's Local Plan for the period from 2018 to 2021.

Annual Monitoring Report

4.4.12 The Annual Monitoring Report (AMR) sets out the progress being made in producing Local Plan documents that are detailed in the LDS. It will also examine the effectiveness of policies contained in the Development Plan Documents recommending alterations and review of policies and proposals as and where necessary. The AMR findings will inform the review of the LDS.

Sustainability Appraisal and Strategic Environmental Assessment

4.4.13 All Development Plan Documents and Supplementary Planning Documents will be subject of a combined Sustainability Appraisal and Strategic Environmental Assessment. These are tools which are used at the plan-making stage to assess the likely effects of the plan when judged against reasonable alternatives.

4.4.14 An Sustainability Appraisal will inform the development of Local Development Documents and will test how policies and proposals may impact on social, economic and environmental considerations. Findings arising from these reports will be set out in a report that will be the subject of public consultation.

4.4.15 The Strategic Environmental Assessment is a European Union requirement that seeks to provide a high level of protection of the environment by integrating environmental considerations into the process of preparing certain plans and programmes.

Habitat Regulations Assessment

4.4.16 A Habitats Regulation Assessment, as set out in the Conservation of Habitats and Species Regulations 2010 (as amended), is required if it is considered that a Local Plan is likely to have significant effects on European habitats or species, located in the local planning authority's area or in its vicinity. The Habitat Regulations Assessment will be used to inform the development of planning proposals within the District.

4.4.17 The Bradford District contains the follows areas:

- South Pennine Moors Special Area of Conservation;
- South Pennine Moors Special Protection Area;
- North Pennine Moors Special Area of Conservation; and
- North Pennine Moors Special Protection Area.

4.4.18 Whilst preparing the Core Strategy the Council has undertaken a Habitats Regulations Assessment to ensure that the plan does not lead to adverse effects on the ecological integrity of internationally important habitats or species within or close to the European Sites noted above.

Equality Impact Assessment and Health Impact Assessment

4.4.19 In addition to the statutory planning assessments, all Development Plan Documents and Supplementary Planning documents will be subject of an Equality Impact Assessment and a Health Impact Assessment. These reports will be made available alongside consultation documents for public comment.

Community Infrastructure Levy

4.4.20 Section 206 of the Planning Act 2008 gives certain powers to Local Authorities to introduce a new charge on most types of new development on their area, known as 'Community Infrastructure Levy'. The proceeds or monies of this charge will be collected by the Council and spent on local infrastructure to support development of an area.

Neighbourhood Planning

4.4.21 The Localism Act 2011 devolved planning powers to qualifying bodies such as Town and Parish Councils or designated Neighbourhood Forums to address planning issues for their areas. These powers provide local communities with the opportunity to take responsibility and accountability to develop a shared vision and shape development and growth in their areas.

4.4.22 Neighbourhood planning is one of the five key measures introduced within the Localism Act. There is now a package of non-mandatory neighbourhood planning tools which are available for use by local communities through qualifying bodies should they choose to use them. These relate to the production of:

- Neighbourhood Development Plans (NDP)
Qualifying bodies may produce an NDP which will set out policies and plans for the designed Neighbourhood Area. Subject to conforming to national planning policies and the Council's Local Plan, and gaining support through a local referendum, this plan will be adopted as a formal part of the Local Plan. This means that planning decisions for the area would have to be made in accordance with the NDP (and other parts of the development plan) unless material considerations indicate otherwise.
- Neighbourhood Development Orders (NDO) & Community Right to Build Orders (CRTBO)
Qualifying bodies may produce an Order which can relate to a site or small defined area. With these orders, the community can grant planning permission for new buildings they want to see go ahead. An NDO could allow new homes and offices to be built without the developers having to apply for separate planning permission.

4.4.23 There are currently a number of designated Neighbourhood Areas within the Bradford District for which Neighbourhood Development Plans are being prepared. Up to date information regarding neighbourhood planning in Bradford is available on the Council's Neighbourhood Planning webpage.

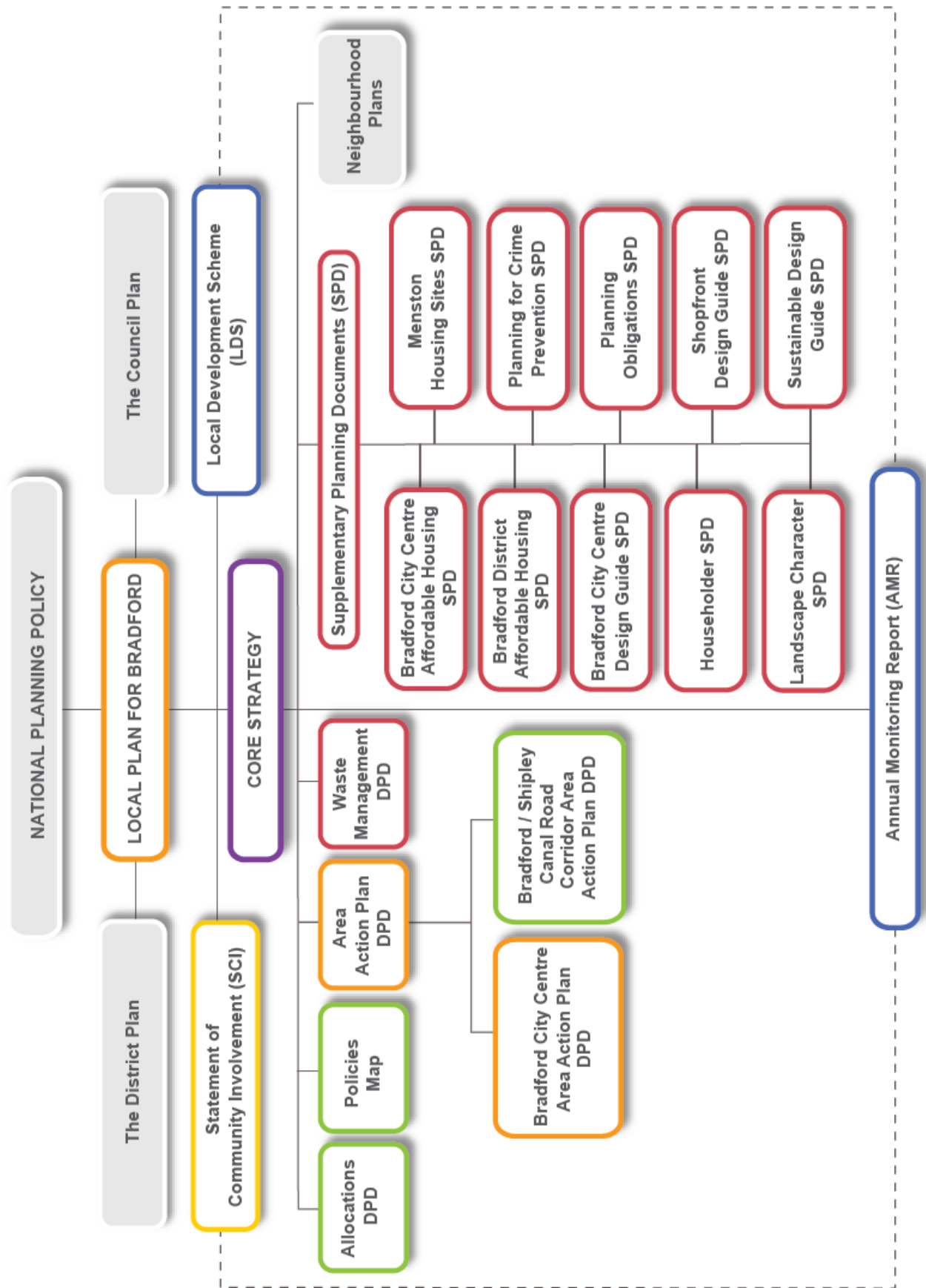
Planning Applications

4.4.24 Planning Applications received by Bradford Council are currently determined using:

- The adopted Replacement Unitary Development Plan (2008) as Saved ;
- National Planning Policy Framework (NPPF) and Guidance (NPPG);
- Core Strategy Development Plan Document (adopted 2017)
- Bradford City Centre Area Action Plan (Adopted 2017)
- Shipley & Canal Road Corridor Area Action Plan (Adopted 2017)
- Waste Management DPD (Adopted October 2017)
- Supplementary Planning Documents (SPDs).

4.4.25 As further elements of the Local Plan become adopted, these will supersede the RUDP and will become part of the statutory development plan for the Bradford District. In addition any Neighbourhood Development Plans which pass referendum and are made will also form part of the Local Plan.

Figure 1: The Local Plan Family Tree



4.5 Links with Other Strategies and Community Initiatives

4.5.1 This SCI encourages a consistent approach to community involvement that utilises existing initiatives and partnership networks, including the Bradford District Partnership (BDP). The Council has a number of strategies that are interrelated. A number of these have a bearing on the Local Plan. Brief details of these are provided below

Bradford District Plan 2016 - 2020

4.5.2 The Bradford District Plan sets out how members of the Bradford District Partnership (the Local Strategic Partnership), which includes the Council along with private, voluntary and community sectors are working together to improve the quality of life for all who live in, work in and visit the Bradford District.

4.5.3 The Plan sets out the long-term ambition for the District and outlines priorities for action over a four year period. Each priority sets out what is seeking to be achieved; key actions that partners are committed to delivering and what people and businesses can do to make a difference. The five clear priorities of the Plan are:

1. Better skills, more good jobs and a growing economy
2. A great start and good schools for all our children
3. Better health, better lives
4. Safe, clean and active communities
5. Decent homes that people can afford to live in.

Bradford Council's Consultation and Engagement Framework

4.5.4 The SCI has been produced in accordance with the Council's revised Draft Community Consultation and Engagement Framework (March 2016). This aims of the framework is to deliver an effective and co-ordinated approach to community engagement, which gives both service users and the wider community a voice to inform the way in which services are planned and delivered to meet their needs and aspirations. The framework aims to deliver the following priorities of:

- Driving up the quality of services making better use of resources in line with community needs and aspirations
- Increase resident and service user satisfaction
- Ensure that all members of the community have the opportunity to be involved in public service delivery decision making
- Widen the involvement of members of the public within the democratic process.

The Bradford District Compact

4.5.5 The Bradford District Compact (The Compact) is a local agreement between public sector and the District's Voluntary and Community Sector and has been renewed in

2015. The aim of the local Compact is to set out a positive framework that will foster closer joint working relationships between these organisations in the provision and delivery of services to meet the needs of the community. The Compact has been produced under the umbrella of the BDP via a working group involving representatives from the Council, health agencies, and the voluntary and community sector.

Other Strategies and Locality Planning

- 4.5.6 The Council will have regard to other local strategies, such as Parish Plans, Neighbourhood Development Frameworks and Village Design Statements etc. that have been produced by the Council, stakeholders and community groups to inform the evidence base as far as they are relevant to a particular Local Plan as well as to make contacts/linkages with consultees.

5 COMMUNITY INVOLVEMENT: LOCAL PLAN PREPARATION

5.1 Background

- 5.1.1 This section sets out the Council's standards and approach for consulting the community in the preparation and any revision of the Local Plan for the Bradford District. It also includes the details of the Council's role and responsibility with regards to Neighbourhood Planning.
- 5.1.2 Bradford Council's Local Development Scheme (LDS), the project plan for the Local Plan, sets out the nature, programme and anticipated timescale of each Local Plan document that will be produced.
- 5.1.3 The paragraphs below summarise who will be involved during the preparation of the Local Plan and what happens during each stage in the process. Details of how and when stakeholders and the local community can get involved are set out within the appendix section for Development Plan Documents, Supplementary Planning Documents, Community Infrastructure Levy and Neighbourhood Planning.

5.2 Local Plan Consultation Framework

Who will be involved in Local Plan preparation?

- 5.2.1 The Town and Country Planning (Local Planning) (England) Regulations 2012 ("The Regulations") sets out the requirements for public participation and consultation in Local Plans. Whilst anyone can respond to a planning consultation, the Regulations specify certain bodies within consultation categories that must be consulted, these are:
1. Duty to Co-operate consultation bodies;
 2. Specific consultation bodies; and
 3. General consultation bodies.

Duty to Co-operate Consultation Bodies

- 5.2.2 The Duty to Cooperate is a legal requirement of the plan preparation process. It was introduced by the Localism Act⁴ and requires Local Authorities to consider strategic planning beyond their boundaries and provide a mechanism to address longer planning issues than can be dealt with by a local authority working alone. The duty:
- Requires that Councils and public bodies 'engage constructively and actively on an on-going basis' to develop strategic policies;
 - Requires that Councils prepare planning policies to address issues so far as relating to a strategic matter
 - Relates to sustainable development or use of land that would have a significant impact on at least two local planning areas;
 - Requires Councils to consider joint approaches to plan making.

⁴ Localism Act 2011, C20, Part 6 Chapter 1, Section 10, Part 33A

- 5.2.3 The National Planning Policy Framework (NPPF) builds upon the requirements of the Localism Act, and states that “Local planning authorities and county councils (in two-tier areas) are under a duty to cooperate with each other, and with other prescribed bodies, on strategic matters that cross administrative boundaries.” (Paragraphs 24, NPPF)
- 5.2.4 The NPPF (paragraph 25) requires strategic policy-making authorities collaborate to identify the relevant strategic matters which they need to address in their plans. They should also engage with their local communities and relevant bodies including Local Enterprise Partnerships, Local Nature Partnerships, the Marine Management Organisation, county councils, infrastructure providers, elected Mayors and combined authorities.
- 5.2.5 The NPPF (paragraph 20) defines strategic policy matters as the overall strategy for the pattern, scale and quality of development, policies which ensure sufficient provision for:
- a) housing (including affordable housing), employment, retail, leisure and other commercial development;
 - b) infrastructure for transport, telecommunications, security, waste management, water supply, wastewater, flood risk and coastal change management, and the provision of minerals and energy (including heat);
 - c) community facilities (such as health, education and cultural infrastructure); and
 - d) conservation and enhancement of the natural, built and historic environment, including landscapes and green infrastructure, and p
- 5.2.6 The NPPF (paragraph 27) requires that in order to demonstrate effective and on-going joint working, strategic policymaking authorities should prepare and maintain one or more statements of common ground, documenting the cross-boundary matters being addressed and progress in cooperating to address these

The City of Bradford Metropolitan District Council is committed to fulfilling this duty and intends to work closely with neighbouring local authorities and other partner organisations and stakeholders on strategic planning matters and the preparation of Statements of Common Ground as appropriate to the document and issues.

Consultation Bodies

- 5.2.7 The duty to cooperate, specific, general and other bodies or organisations which the Council will consult in accordance with the relevant Regulations⁵ during the preparation of the Local Plan, Neighbourhood Plan documents, and where appropriate, Supplementary Planning Documents and other planning documents is set out in Appendix 3.
- 5.2.8 In addition to the specified consultation bodies, the Council will also offer to notify residents, other persons and/or businesses who have an interest in the preparation of the Local Plan or other planning documents. Any person or organisation may request

to be included on the Council's Planning Policy Stay Connected system by signing up for email updates about planning and building control

- 5.2.9 The Council's Planning Policy Stay Connected system is continually updated as consultations have taken place and as individuals or groups have requested to be included or removed. Any individual or group can request to register themselves on the database by telephoning the Local Plan Group on 01274 433679 or emailing planning.policy@bradford.gov.uk.
- 5.2.10 As part of the plan making process the Council will produce a Statement of Consultation which will outline who has been consulted on the document. Within this document the Council will only publish the name of the person who has submitted a representation. Any other contact details shall remain confidential in accordance with the Data Protection Act 2018.

Planning Aid England

- 5.2.11 Planning Aid England is funded by the Royal Town Planning Institute (RTPI) and offers a range of planning services and support in order to empower individuals and communities to engage in the planning process. The organisations ethos is that 'everyone should have the opportunity to get involved in planning their local area and provide people with the tools and knowledge to achieve this'.
- 5.2.12 Planning Aid England (PAE) provides advice and guidance on all aspects of the planning system depending on individual needs and eligibility for further support. PAE can help individuals to:
- Understand how the planning system works
 - Comment on planning proposals
 - Get involved in the preparation of the Local Plan
 - Draw up your own community plan or strategy
 - Apply for planning permission or appeal against the refusal of permission
- 5.2.13 Planning Aid England operates telephone advice lines to support communities; their web address and contact information can be found in Section 8. Their services will also be promoted on Bradford Council's webpages for the community to access.
- 5.2.14 The Council will seek consultation and engagement support from Planning Aid England, if required and available, on its Local Plan consultations.

5.3 PREPARATION OF DEVELOPMENT PLAN DOCUMENTS

- 5.3.1 The formal process for the preparation and production of Development Plan Documents is set out in Part 6 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The Council, wherever possible, seeks to 'frontload' consultation on DPDs to ensure that key issues are identified and any outstanding matters are resolved as early as possible in the process.

- 5.3.2 The LDS sets out the Council's programme for Local Plan preparation including DPD's and Supplementary Planning documents (SPDs).
- 5.3.3 The paragraphs below summarise what happens at each stage in the process and Appendix 4 sets out how and when key stakeholders and the local community can get involved within the process.

- **Stage 1 – DPD Pre-production - Evidence Gathering**

- 5.3.4 This stage will involve the Council gathering and developing a range of evidence to support the preparation and development of the document. This information will ensure that the Council has a good understanding of the planning issues before it starts to prepare the DPD. At this stage there is no formal consultation period, however the Council will informally consult the duty to co-operate, specific and general consultation bodies, and residents or other persons carrying out business in the area, where appropriate, to identify priorities and aspirations to inform the preparation of the DPD. There may also be some limited targeted consultation on elements of technical evidence which will be used to inform the plan, as appropriate and in line with good practice.

- **Stage 2 – DPD Production – Pre-submission Consultation**

- 5.3.5 This stage is not a statutory requirement within the Regulations; however the Council may wish to add an additional consultation stage at this point to build upon any initial consultation undertaken in Stage 1. The Council will develop a range of options to address the identified issues and concerns raised and set them out in a Preferred Options Report. A Sustainability Appraisal and Habitats Regulations Assessment will be undertaken to assess both the sustainability impacts of each option presented and assess the likelihood of impacts on the habitats of the designated European Sites. An Equality Impact Assessment and Health Impact Assessment will also be undertaken at this stage to begin to identify any potential impacts in relation to equalities and health. The Council will undertake formal public consultation on the DPD for a minimum of six weeks inviting representations on the document. However the Council may extend this period if it overlaps with any defined holiday period, such as Christmas for example. The Council will formally consult the specific, general and duty to cooperate consultation bodies; and any other key stakeholders and the local community, as appropriate and relevant to the DPD..

- **Stage 3 – DPD Production - Pre-submission Consultation on the Proposed Submission Document**

- 5.3.6 Building upon the consultation undertaken in Stages 1 and 2, the Council will produce a Publication draft DPD document. A further Sustainability Appraisal, Habitats Regulations Assessment, Equality and Health Impact Assessments will be undertaken during the preparation of the DPD to assess the impact of the policies set out in the final version of the plan. The Council will undertake formal consultation for a minimum of six weeks inviting representations on the document; however this may be extended if it overlaps with any defined holiday periods such as school holidays, Easter or Christmas. It should be noted that only those bodies and persons who

submit a representation to the Council at this stage will have the right to be heard at the Examination in Public (Stage 5).

- **Stage 4 – DPD Submission of documents to the Secretary of State**

5.3.7 Following consultation at Stage 3 and consideration of the representations received, the Council will submit the 'final' version of the DPD (Submission version) to the Secretary of State for independent examination by the Planning Inspectorate. This may include a set of proposed modifications to the DPD which will also be considered by the Inspector.

- **Stage 5 – DPD Examination**

5.3.8 The purpose of the Examination is to consider the "soundness" of the plan and whether it meets the legal requirements as set out in the relevant legislation and regulations. A Planning Inspector will be appointed by the Government to carry out an independent Examination. The conduct of the Examination is usually hearing sessions whereby representors can present their comments orally to the Inspector during the sessions. The Examination may, however, be wholly by written representations; this will be determined by the Inspector. During the Examination the Inspector may pose additional questions to the Council and other representors to help his/her understanding of the issues. These questions and the responses given will be made publically available, usually on the Council's website. The Examination may result in modifications to the plan being required in order to make the DPD 'sound'. If these modifications are deemed to be significant 'material changes' to the DPD then the Inspector may advise that the Council undertakes a further round of public consultation on these changes. This consultation will usually be for six weeks.

- **Stage 6 – DPD Inspector's Report (with potential recommendations)**

5.3.9 Following the Examination, the Inspector will publish a report which outlines his/her decision on the "soundness" of the DPD and any recommendations and/or modifications which are required before the plan is adopted. This report will be made publically available and consultees will be notified.

- **Stage 7 – DPD Adoption**

5.3.10 Upon receipt of an Inspectors report, the Council will consider the recommendations and any modifications to the DPD and then make the decision whether to formally adopt the DPD. If adopted, the Council will produce an Adoption Statement, advertise that the DPD has been adopted and make the document available for public inspection at the main Council Planning Office and on the Council's website.

5.4 PREPARATION OF SUPPLEMENTARY PLANNING DOCUMENTS

5.4.1 The purpose of a Supplementary Planning Document (SPD) is to provide additional information and guidance on planning policies in a development plan. They can cover a wide range of issues and are used to expand on planning policies contained in a development plan and must be in conformity with the Council's Local Plan and

consistent with national planning policy – the National Planning Policy Framework (NPPF).

5.4.2 The formal process for the production and preparation of Supplementary Planning Documents is set out in Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The preparation and production of an SPD is a slightly different process to a DPD and often an SPD can be completed much quicker as they only have to undergo one round of consultation and this is for a minimum of 4 weeks, unlike the 6 weeks for DPDs. SPDs are not required to undergo an Examination in Public. However they are still subject of a Sustainability Appraisal.

5.4.3 The LDS sets out the Council's programme for Local Plan preparation including Supplementary Planning documents.

5.4.4 The paragraphs below summarise what happens at each stage in the process and Appendix 5 sets out how and when key stakeholders and the local community can get involved within the SPD preparation process.

- **Stage 1 – SPD Pre-production**

5.4.5 This stage will involve the Council gathering and developing a range of evidence to support the preparation and development of the document. This information will ensure that the Council has a good understanding of the planning issues before it starts to prepare the SPD. At this stage there is no formal consultation period, however the Council will informally consult any stakeholders or bodies it considers appropriate in order to prepare the SPD.

- **Stage 2 – SPD Production**

5.4.6 After considering any consultation responses at the Pre-Production Stage (Stage 1), the Council will then draft the SPD. A Sustainability Appraisal report will be undertaken to assess the likely impacts of the draft SPD and seek to mitigate against these where possible. The Council will undertake public consultation for a minimum of 4 weeks; however this may be extended if the period overlaps with any holiday period. The Council will formally consult with the duty to co-operate, specific and general consultation bodies and with residents and local businesses. Following the consultation, the Council will produce a Statement of Consultation document which will set out the main issues raised during the consultation on the Draft SPD, and also explaining how the representations received have been dealt with/considered.

- **Stage 3 – SPD Adoption**

5.4.7 Following the consultation at Stage 2 and following consideration of any representations made the Council will where necessary modify the SPD. After this, the Council will then move to adopt the SPD.

5.5 COMMUNITY INFRASTRUCTURE LEVY

- 5.5.1 The Community Infrastructure Levy (CIL) is a levy which the Council may charge on new developments within the Bradford District. The money raised from the collection of CIL will help the Council pay for new infrastructure such as schools, transport, parks, open spaces and other community facilities required to support new housing and economic development within the District. CIL has been prepared by the Council alongside the Local Plan for Bradford.
- 5.5.2 The formal process for the preparation and production of the Community Infrastructure Levy is set out in the Community Infrastructure Levy Regulations 2010, as amended in 2011.
- 5.5.3 The Bradford District Community Infrastructure Levy Charging Schedule was formally approved by Full Council on 21 March 2017 and took effect from 1 July 2017 following an independent Examination in October 2016. Opportunities for public consultation may occur in the future should CIL need to be reviewed or updated by the Council.
- 5.5.4 The paragraphs below summarise what happens at each stage in the process and Appendix 6 sets out how and when key stakeholders and the local community can get involved within the CIL preparation or review process.

Stage 1 – CIL Preliminary Draft Charging Schedule

- 5.5.5 This stage involves the Council developing a range of evidence to support the Council's initial proposals for the levy. This is based on evidence about the infrastructure needs of the District and viability evidence of the ability of development in the area to fund the infrastructure required in the area. Bodies identified in CIL Regulation 15 were consulted as well as consultation with relevant stakeholders and interested parties such as developers, land businesses, residents and voluntary organisations. Any representations made on the Preliminary Draft Charging Schedule were considered and amendments made where required. A statement of consultation sets out the record of the consultation.

Stage 2 – CIL Draft Charging Schedule

- 5.5.6 The Council will produce a Draft Charging Schedule considering the comments made at the Preliminary Draft Charging Schedule stage. Stakeholder, interested parties identified in the CIL Regulation 16 and the wider community will be consulted. The Council will publish a final draft charging schedule on which representations can be made prior to its submission for independent examination. The consultation will take place for a minimum of 6 weeks.

Stage 3 – CIL Submission

- 5.5.7 Following consultation at Stage 2 and consideration of the representations received, the Council send the CIL document (including a charging schedule) to the Secretary of State with relevant supporting information to be examined. This may include a set of proposed modifications which will also be considered by the Inspector.

Stage 4 – CIL Examination

- 5.5.8 The purpose of the Examination is to consider the “soundness” of the Community Infrastructure Levy and whether it meets the legal requirements as set out in the relevant legislation and regulations. A Planning Inspector will be appointed by the Government to carry out an independent Examination. The conduct of the Examination is usually hearing sessions whereby representors can present their comments orally to the inspector during the sessions. The Examination may, however, be wholly by written representations; this will be determined by the Inspector. During the Examination the Inspector may pose additional questions to the Council and other representors to help his/her understanding of the issues. These questions and the responses given will be made publically available, usually on the Council’s website. The Examination may result in modifications being required in order to make CIL ‘sound’. If these modifications are deemed to be significant ‘material changes’ to the DPD then the Inspector may advise that the Council undertakes a further round of public consultation on these changes. This consultation will usually be for six weeks.

Stage 5 – CIL Inspectors Report

- 5.5.9 Following the Examination, the Inspector will publish a report which outlines his decision on the “soundness” of CIL and any recommendations and/or modifications which are required before CIL can be adopted. This report will be made publically available and consultees will be notified.

Stage 6 – CIL Approval and Publication of an adopted CIL Charging Schedule

- 5.5.10 Upon receipt of an Inspectors report, the Council will assess the recommendations and any modifications to CIL and then move to formally adopt it. The Council will produce an Adoption Statement, advertise that the DPD has been adopted and make the document available for public inspection at the main Council Planning Offices and on the Council’s website.

5.6 NEIGHBOURHOOD PLANNING

- 5.6.1 Neighbourhood Planning is a new right for communities introduced through the Localism Act 2011. For the first time, local people can have a say in helping to shape development in the areas where they live. It empowers communities to shape development through Neighbourhood Plans which will become part of the development plan and will form the basis for determining planning applications for an area.
- 5.6.2 Communities are in the driving seat with neighbourhood planning. In parished areas, Town and Parish Councils will lead on the work. In areas that are not parished, communities can form a Neighbourhood Forum, subject to specified procedures, to take the lead. In areas that are predominately business in nature, such as a high street or business park, a Business Neighbourhood Plan could be produced through a Business Neighbourhood Forum. It is a community decision whether or not to prepare a Neighbourhood Plan given the issues, resources and timescales available.

5.6.3 The Local Authority has a duty to support bodies undertaking Neighbourhood Planning and making decisions at key stages in the process, for example organising the independent examination and as the responsible authority for running elections in the area, the neighbourhood referendum at the end of the process. Bradford Council's policy with regards to the duty to support qualifying bodies is set out in Figure 2 below. This is an extract from the Local Council's Charter (2015) which sets out the Council's governance and duty to support arrangements.

Figure 2: Bradford Council's Duty to Support Statement for Neighbourhood Planning bodies

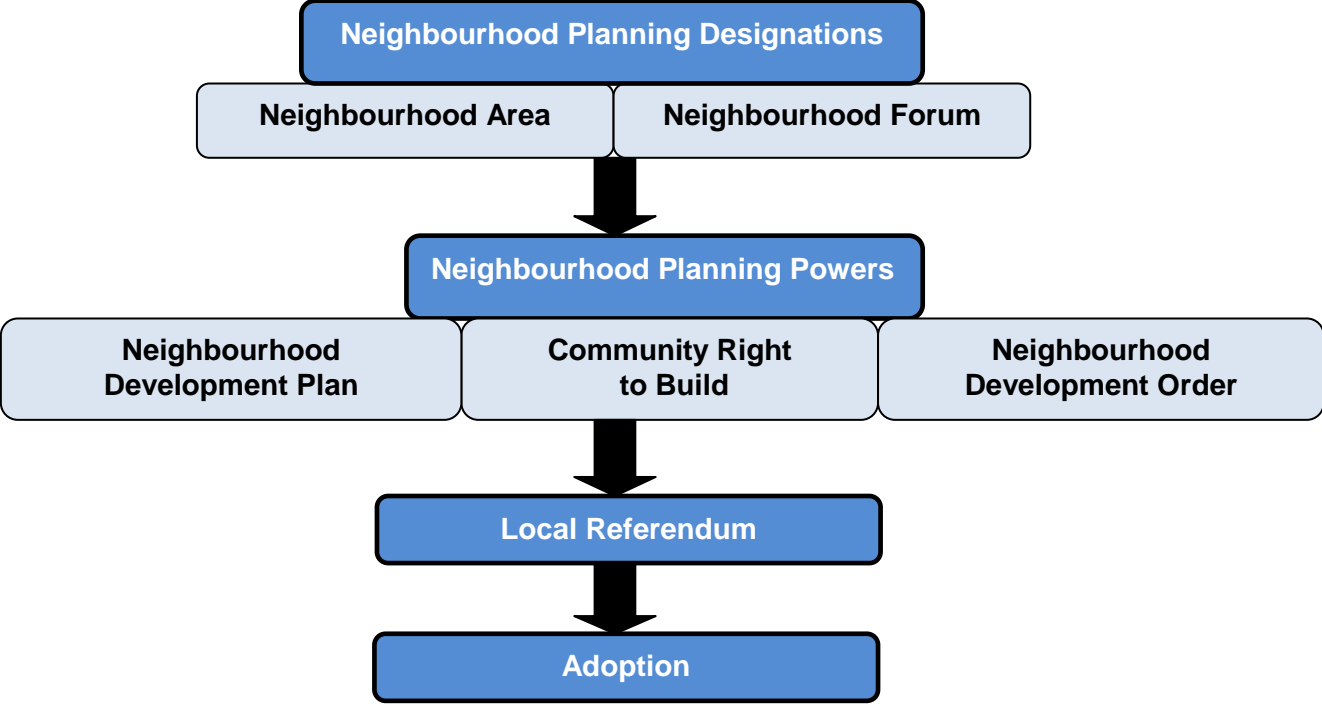
The Council will, subject to resources and work priorities, provide the following in-kind support and assistance to qualifying bodies undertaking Neighbourhood Planning functions within the Bradford District:

- Make available, wherever possible, Bradford Council's planning data and information for the qualifying body to use in the preparation of their Neighbourhood Development Plan or Order, as part of their evidence base.
- Subject to officer availability, attendance at Local Council meetings to facilitate an on-going dialogue with the qualifying body and to provide advice (e.g. consultation and engagement).
- Help with engagement and consultation events and where possible attend consultation events.
- Provide advice on assessments and evidence.
- Provide advice on conformity with national and local plan policies with which they will need to fit.
- Helping communities communicate with external partners where this is required.
- Provide advice on the legal requirements of neighbourhood planning under the Localism Act.
- Provide professional advice and support prior to formal submission of a Plan to Bradford Council for examination.
- Publish relevant details on the Council's Neighbourhood Planning webpage.
- Provide a single point of contact for the qualifying body.

Extract adapted from Appendix 7 of the Bradford Council's - Local Council's Charter (2015)

5.6.4 Figure 3 below summarises the neighbourhood planning process and the available tools which can be used. Appendix 7 sets out these stages along with how and when key stakeholders and the local community can get involved within the Neighbourhood Planning process.

Figure 3: Neighbourhood Planning Process



5.6.5 Neighbourhood planning is still evolving; we are all still learning about the processes involved. Please note that this is a guide to Neighbourhood Planning consultation and sets of the legal and recommended measures to be taken. Legislation and policy is subject to change from time to time and users of this document should check the latest position to ensure the full legal requirements are being fulfilled.

5.7 Co-ordinating Consultations

5.7.1 In delivering the Local Plan the Planning Service is committed to undertake joint consultations with other Council departments where possible. The benefits of joint consultation are well known in terms of helping to reduce consultation fatigue, and are a more efficient use of resources (staff time and money). However, the success of joint consultation depends on close inter-departmental working particularly relating to joint work programming for the timetabling of a consultation. To help facilitate this, the Council operates a Consultation Calendar that is available on the Council’s website, together with the nature and purpose of the consultation, prior to consultation. The Consultation Calendar is regularly updated.

5.8 Access to Information

5.8.1 Information relating to the Local Plan will be made available in a variety of ways. The Local Plan will be made available to view and download on the Council’s web site at www.bradford.gov.uk/planningpolicy. Public access to the Internet is available at all libraries across the District and in the main Council customer offices.

5.8.2 Paper copies of Local Plan documents will be made available for inspection upon request at the Council's principal offices during normal office hours and main libraries at:

Council Offices:

- Britannia House Broadway, Bradford, BD1 1HX
- Keighley Town Hall Bow Street, Keighley, BD21 3PA

District Libraries:

- Bradford City Library Centenary Square, Bradford, BD1 1SD
- Bradford Local Studies Margaret McMillian Tower, Princess Way, Bradford, BD1 1NN
- Bingley Library 5 Rise Shopping Centre, Bingley, BD16 1AW
- Ilkley Library Station Road, Ilkley, LS29 8HA
- Keighley Library North Street, Keighley, BD21 3SX
- Shipley Library Wellcroft, Shipley, BD18 3QH

5.8.3 Copies of Local Plan documents will also be made available for inspection in local/community libraries where the content of that document is specific or relevant to a local area.

5.8.4 Copies of Neighbourhood Planning documents, which relate to a small or parished area, will be placed in the Council's main office along with the libraries within and adjoining the settlement or parish which is the subject of the consultation.

5.8.5 All documents and information will be made available in Braille, large print, audio, and in different languages upon request made to the Council.

5.8.6 The Council will make available hard copies of documents upon request during a consultation period. However the Council reserves the right to make a reasonable charge for the document to cover administration, materials, and printing costs. The cost of documents will vary depending on its size and any requirements to use colour printing; these will be made available during the consultation upon request. This is in accordance with Regulation 35 and 36 of the Town & Country (Local Planning) (England) Regulations 2012.

5.8.7 The Council, in producing documentation relating to the Local Plan, will seek to make publications as user friendly to the reader as possible by using Plain English and avoiding an over use of planning jargon. It will seek as far as practicable seek to make them printer friendly.

5.8.8 Newspaper articles and press releases in the local press and the Council's Planning Policy Stay Connected system will keep people informed of progress being made on the Local Plan and of any imminent public consultation events.

5.9 Reporting Back

- 5.9.1 The Council is committed to providing the community with feedback on the results of consultation. As part of the reporting back process the Council will produce a summary of representations; this will summarise any comments received and provide details of any amendments that have been made, or why an amendment has not been made to a proposed LDD resulting from the consultation.
- 5.9.2 Any person making representations during an informal or formal consultation period for a Local Plan document will receive acknowledgement of the receipt of their comments. They will also be included on the Planning Policy Stay Connected system and kept updated at subsequent key stages in the development plan process.
- 5.9.3 A formal Statement of Consultation will be produced at later stages in the LDD process; the public will be given the opportunity to comment on this document. This report will set out who was consulted, how they were consulted, and will summarise all comments received, together with the Council's response to those comments. The Statement will also report on any changes that have been made to a particular LDD as a direct result of comments received during the consultation process.
- 5.9.4 Members of the Council will consider the Statement of Consultation at the appropriate Committee, Executive or Full Council meeting. (After consideration by Members, any unresolved objections to a Submission DPD will be referred to an independent Inspector for consideration at Examination. However, any unresolved objections to a SPD will only be considered by the Council, as an Examination does not form part of the SPD process.)
- 5.9.5 Statements of Consultation reports will be made available (along with other documents that comprise an LDD) to view on the Council's website at: www.bradford.gov.uk/planningpolicy and at the Council's main planning offices and main libraries listed in paragraph 5.8.2.

5.10 Data Protection – Local Plans

The Data Protection Act 2018 aims to protect individuals with the regards to the processing of personal data.

- 5.10.1 The preparation of Local Plan documents is governed by this legislation and must adhere to a series of regulations and procedures. During consultations, the Council will clearly outline how it will use personal information and data that it received on a comment or representation form, see sample notice below.

How the Council will use your details

The personal information you provide during this consultation will be processed in accordance with the requirements of the Data Protection Act 2018 It will be used only for the preparation of documents as required by the Planning and Compulsory Purchase Act 2004. Your title, name, organisation, town name, post code district and representation will be made publicly available when displaying and reporting the

outcome of this statutory consultation stage, and cannot be treated as confidential. Other personal details, such as your address and signature, will be treated as confidential. The Council cannot accept any anonymous comments.

Your details will remain on the Council's Planning Policy Stay Connected system and will be used to inform you of future planning policy matters and procedures. If at any point in time you wish to be removed from the database, or to have your details changed, please contact the Development Plans team on 01274 433679 or planning.policy@bradford.gov.uk.

- 5.10.2 During the latter stages of plan making, in accordance with the relevant regulations, the Council will be required to publish comments it has received and submit these to an independent Planning Inspector for their consideration, therefore personal details may be made public. The Council will outline this fact at the time of consultation. Anyone wishing to remove their details at this stage may be required to withdraw their representation.
- 5.10.3 The Local Plans Team maintain a Council's Planning Policy Stay Connected system which is used for internal purposes only and will not be shared. Organisations and members of the public can request to be added to the consultation lists in order to be notified of any planning consultations.

6 COMMUNITY INVOLVEMENT: PLANNING APPLICATIONS

Background

- 6.1.1 The Council's Development Management Team deals with approximately 3,500 planning application and other related applications per year.
- 6.1.2 The National Planning Policy Framework emphasises the importance of community involvement in planning decisions and the statutory requirement for publicising planning applications is set out in The Town & Country Planning (Development Management Procedure) (England) Order 2015.
- 6.1.3 The planning application process can be divided into three consultation stages;
1. Pre application stage;
 2. Planning Application stage; and
 3. Post application stage.

Community consultation at each stage, and for the different types of planning applications, is set out below.

PRE APPLICATION STAGE

- 6.2.1 The Council encourages potential applicants to contact the Council to obtain pre application advice before the submission of a formal application. The aim of this is to provide greater clarity and certainty to applicants and developers by identifying planning issues and requirements at the earliest possible stage and speed up the planning process. It is important to note that any advice given as part of a pre application enquiry will not prejudice the Council's final decision once a formal planning proposal has been submitted for consideration.
- 6.2.2 The Council's Development Management Team provides pre application advice in two ways:

Pre Application Approach for Major Developments

- 6.2.3 The Development Management Team aims to provide a coordinated approach to major development proposals from the initial pre application enquiry through to submission of a formal application
- 6.2.4 The Council encourages developers to carry out community consultation at the pre application stage so that the community, local groups, councillors and Parish/Town Councils can have an early input into the formation of their development proposals.
- 6.2.5 The Development Management Team is willing to provide advice about pre application consultation but cannot prescribe how a developer conducts a consultation. The type and level of consultation required should be based on the nature and scale of the draft development proposal. However, for all major schemes this should include:
- Sending a letter to local residents, businesses and people adjoining the proposed development site together with any other properties that could have a material interest in the development, informing them of the site of the proposed development and also stating where they can find out more information.

- Sending a letter to the Parish or Town Council, or Neighbourhood Forum network where relevant informing them of the site of the proposed development and also stating where they can find out more information.

- 6.2.6 For housing proposals of 50 units or more or other development proposals with significant local issues which mean that the development could be perceived as particularly sensitive or controversial, the Council advocates wider community involvement at the earliest possible opportunity. In such circumstances, the Council recommends that developers hold a public meeting, and/or display their proposals at a venue in the immediate locality. Events should be arranged at a time to allow for a wide section of the community to attend. Such events should clearly explain the facts regarding a draft proposal without bias, and should provide an opportunity for people to make any comments.
- 6.2.7 The Development Management Team will generally be able to advise developers about those developments that are likely to be particularly sensitive or controversial.
- 6.2.8 On submission of a major planning application, applicants are required to submit a supporting statement describing the extent of the pre application consultation undertaken, any outcomes and how proposals have been amended to reflect the outcomes from that consultation. However, it is recognised that community concerns will not always be overcome through this consultation exercise.
- 6.2.9 It is also important to note that the Council cannot refuse to accept a valid planning application because it disagrees with the way in which an applicant has undertaken community consultation. However failure by the developer to undertake a consultation exercise could lead to objections being made which could be material to the final determination. The aim of the process is to encourage discussion before a formal application is made and therefore to avoid unnecessary objections being made at a later stage.

Pre Application Approach For Minor Developments

- 6.2.10 This pre application advice service is aimed at minor residential and commercial development proposals.
- 6.2.11 Applicants are encouraged to discuss their draft proposals with their neighbouring properties/landowners and other interested parties. Early discussions can help to avoid confusion regarding a proposal, and potentially minimise any future objections.
- 6.2.12 Further information about the Council's Pre Application advice service for major and minor planning applications can be obtained from the Council's website at www.bradford.gov.uk/planning and click on "Planning and Building Control Advice".

PLANNING APPLICATION STAGE

- 6.3.1 The statutory publicity requirements for planning applications are set out in The Town & Country Planning (Development Management Procedure) (England) Order 2015. These requirements together with other forms of statutory publicity are set out in Table 2.

Publicity on Planning Applications

Type of development proposed by planning application	Publicity / consultation method
Development where the application is accompanied by an environmental statement	Press Notice and Site Notice
Development that is a departure from the Development Plan	Press Notice and Site Notice
Development affecting a Right of Way	Press Notice and Site Notice
Major development ⁴	Press Notice and either Site Notice or Neighbour Notification
Minor development	Site Notice or Neighbour Notification
Development affecting the setting of a Listed Building	Press Notice and Site Notice
Development affecting the character or appearance of a Conservation Area	Press Notice and Site Notice
Listed Building Consent	Press Notice and Site Notice

- 6.3.2 The Council will apply the statutory publicity requirements in order to ensure the most efficient, consistent and proportionate approach to the publicity of planning applications. On this basis the Council will undertake different forms of publicity depending upon whether the application relates to residential and commercial development or householder development.
- 6.3.4 For other applications types such as listed building consent, advertisement consent and certificates of lawfulness the statutory requirements will be applied.
- 6.3.5 If the application site is within an area where there is a Parish or Town Council, they will be notified about the proposal. The Council's Parish Council Protocol sets out the precise consultation arrangements.
- 6.3.6 The Council also publishes a weekly list of valid planning applications received on the Council's website at www.bradford.gov.uk/planning and click on "view planning applications".

Publicity: Site Notice

- 6.3.7 For residential, industrial and commercial planning applications the Council's preference is to publicise applications by site notice. Site notices will also be used for prior notification applications where the form of publicity to be used is not prescribed.
- 6.3.8 In isolated areas where there are no immediate residential neighbours to the application site or the adjoining properties are flats a neighbour notification letter will not be the most effective form of publicity. In such instances we will use a site notices instead of or in addition to neighbour notification letters.
- 6.3.9 All site notices are displayed on yellow laminated card and contain the applications reference number, a description of the proposal, state where the plans can be

inspected, explain how to comment, and the timescale for response. The timescale for responses will be at least 21 days.

Publicity: Press Notices

- 6.3.10 A press notice or advertisement posted in a local newspaper will describe the proposal, where plans can be inspected, how to comment and the timescale for a response, which is normally 21 days.
- 6.3.11 However, press notices are not generally the most effective means of bringing proposals to the attention of those most likely to be affected. Consequently, the Council will only use press notices where there is a statutory requirement to do so.

Publicity: Neighbour Notification Letters

- 6.3.12 For householder applications the Council's preference is to undertake publicity in the form of neighbour notification letters to adjacent residential properties (excluding flats). Where relevant, for residential, industrial and commercial planning applications the Council will send neighbour notification letters to residential properties (excluding flats) to supplement site notices. The Council will normally notify the owners/occupiers of residential properties adjoining the application site. Other residential properties will generally only be consulted where they will be materially affected by a particular proposal.
- 6.3.13 Neighbour notification letters will contain an application's reference number, describe the proposal, state where the plans can be inspected, and explain how to comment along with the timescale for response, which is normally 21 days.
- 6.3.14 Neighbour notification will be undertaken in addition to any statutory requirement to display a site notice and/or publish a press notice.

Other Publicity

- 6.3.15 For exceptional large developments which materially affect substantial numbers of people the usual forms of publicity outlined above may not be adequate. In certain cases it may also be appropriate to undertake additional publicity through social media, local community groups and/or the Council's neighbourhood forums.
- 6.3.16 More information about the Council's approach to Publicity for Planning Applications can be found in "Publicity Code of Practice" which can be found on the Council's website at www.bradford.gov.uk/planning.

Consultation on Planning Applications

- 6.3.17 The Town & Country Planning (Development Management Procedure) (England) Order 2015 sets out the statutory requirements for consultations on planning applications and specifies the bodies to be consulted dependent on the type of application. In addition, the Council will also consult other non-statutory consultees such as other Council services and local amenity groups where relevant. Consultees are normally allowed 21 days to respond. However, some statutory consultees will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

Commenting on a Planning Application

6.3.18 Electronic copies of planning applications including plans and supporting information can be viewed on the Council's online planning system. Representations must be made in writing through the Council's online planning system or by letter and should clearly state the reasons for objecting to or supporting the application.

6.3.19 The Council can only take into account planning issues when determining an application. There is no exhaustive list of material planning considerations, but the following issues are likely to be relevant in most cases:-

- Adopted Development Plan
- National Planning Policy and Practice Guidance
- Considerations of highway safety
- Residential amenity
- Design, appearance and layout
- Character of a layout
- Noise, disturbance and smells
- Impact on trees, listed buildings and conservation areas
- Visual impact

Examples of issues that are not planning matters include:

- Loss of a view
- Private rights such as restrictive covenants, private rights of way and rights to light
- Land ownership
- Boundary or access disputes
- Objections on grounds of business competition
- Effects on property value
- Moral or personal opinion
- Matters covered by other legislation
- The reputation of the applicant/developer
- Nuisance caused by building work
- Speculation about future developments

6.3.20 If the application is amended significantly after the initial publicity, the decision to re-publicise the application is at the Council's discretion, taking into account the following considerations:

- Were objections or reservations raised at an earlier stage substantial and in the view of the Council enough to justify further publicity?
- Are the proposed changes significant?
- Did earlier views cover the matters now under consideration?
- Are the matters now under consideration are likely to be of concern to parties not previously notified?

6.3.21 Where the amendment is significant the Council will normally re-notify all those notified in the first place together with those who have made representations and any others not previously notified, who may now have an interest in the application. However if the amended scheme will only affect one neighbouring property it will not be necessary to notify all other adjoining neighbours.

6.3.22 The time period for response to re-publicity is normally restricted to 14 days in order to ensure that the Council can make a decision on the application within the statutory determination period.

6.3.23 By law, all written representations are made available for public inspection. Further information about how the Council deals with comments can be found on the 'Comments or object to a planning application' page on the Council's website.

How Planning Decisions Are Made

6.3.24 The Planning Officer will consider the representations received together with the information contained in the application against the relevant policies in the Development Plan and other material considerations. A report will be prepared and a formal recommendation made as to whether planning permission should be granted (subject to conditions) or whether it should be refused.

6.3.25 In the majority of cases the decision to approve or refuse planning permission will normally be taken by a Senior Planning Officer who has delegated powers³ to act on behalf of the Council.

6.3.26 In other cases the application will be decided by one of the Council's two Area Planning Panels (Bradford or Keighley) or the Regulatory and Appeals Committee. These comprise of locally elected Members and meet approximately every 4 weeks. The applicant and all persons who have submitted comments will be notified 7 days in advance of the meeting.

6.3.27 Area Planning Panel agendas and reports will be published on the Council's Committee Minutes webpages 5 working days before the meeting.

6.3.28 More Information about what happens at planning panels and the Council's public speaking arrangements can be found at Public Speaking at Area Planning Panels and Regulatory and Appeals Committee on the Council's website.

POST APPLICATION STAGE

6.4.1 After a decision has been made, all those who have submitted comments will be notified of the outcome. An electronic copy of the decision notice will be available to be viewed on the Council's website.

6.4.2 If an application is refused planning permission, or the applicant is unhappy with any of the conditions imposed they have a right of appeal to the Planning Inspectorate, an independent body reporting to the Department of Communities and Local Government (DCLG). Objectors and other third parties have no right of appeal.

6.4.3 Although the Planning Inspectorate determines the appeal, the Council will inform people who were notified about the original application and/or made representations to it, that an appeal has been lodged and also inform them how the appeal will be dealt with (i.e. by written representation, informal hearing or public inquiry).

6.4.4 Furthermore, the Council will send the Planning Inspectorate copies of comments made by people in relation to the original planning application.

Data Protection – Planning Applications

6.4.5 Planning applications are governed by legislation and must adhere to a series of regulations and procedures. It is a complex balancing act of different legislations; how the Council treats personal information relating to planning applications is set out on the following webpage:

³ Scheme of Delegation of Planning Decisions 2005 (CBMDC)

<https://www.bradford.gov.uk/open-data/data-protection/how-the-planning-service-deals-with-your-information/>

Further Information

- 6.4.6 The Planning and Building Control webpages at www.bradford.gov.uk/planning provide further information on the planning service provided to customers; this includes:
- Planning advice
 - Pre application advice (for major and minor applications)
 - Apply for planning permission
 - A weekly list of valid planning applications
 - View / comment on Planning Applications via the Council's Online Planning System
- 6.4.7 For information on how to contact the Development Management Team refer to Section 9.

7. RESOURCES FOR COMMUNITY INVOLVEMENT

- 7.1 It is important that sufficient resources are made available to implement and carry out the consultation measures set out within this SCI. Community involvement for plan making will be overseen by the Assistant Director of Head of Planning, Transportation & Highways. The Head of Development Services is responsible for overseeing the preparation of any necessary documents and for consultation on planning applications.
- 7.2 One of the main additional costs of undertaking community involvement will be staff time. In terms of staff resources, Council employees from Planning & Transportation Strategy and Development Services will undertake the majority of work associated with community involvement, with the aid of other Council Departments where necessary. Other internal and/or external resources may also be required to run or assist in undertaking consultations.
- 7.3 The LDS sets out the internal and external resource details for the production of each LDD.
- 7.4 As consultation on documents that make up the Local Plan, and on planning applications are part of an on-going process, planning budgets need to be planned on this basis and appropriate resources allocated accordingly. At the same time, the method and degree of consultation will be set at a level appropriate to the document being produced and resources available. Where possible the Council will seek to make the most effective use of resources by sharing costs by undertaking joint consultations, and tapping into the Council's existing consultation and participation frameworks.

8 MONITORING AND REVIEW OF THE SCI

- 8.1 The Council will monitor the effectiveness of consultation methods set out within this document. This will be following each key stage based a) primarily on the experiences of staff working on a particular LDD and b) the outcomes of for example, a consultation evaluation sheet given to participants.
- 8.2 Monitoring which methods of consultation worked well and not so well at each stage in the LDD consultation process will help to refine consultation practices and will also be used to inform a review of the SCI.
- 8.3 The SCI will be reviewed every five years or earlier if it is found to require significant alterations or circumstances such as:
- Where there have been changes to planning legislation, Government guidance and other guidance that affect the ways in which the community are consulted
 - Where experience in carrying out consultation and, or monitoring through the Local Plan Annual Monitoring Report show that it is necessary to improve the effectiveness of consultation processes that are being deployed.
 - Where changes have been made to District Plan, Community Consultation Framework, or other relevant corporate strategy that make new arrangements, to engage different groups, or involve different techniques, for community involvement.

9. FURTHER INFORMATION

9.1 This SCI has been produced by the Planning Policy Team at Bradford Council. If you require further information about any aspect of this document please use the appropriate contact details available below.

Bradford Council's website

9.2 Further detail on the planning processes discussed in the SCI can be accessed on the Bradford Council website at: www.bradford.gov.uk.

Development Plans

Website: www.bradford.gov.uk/planningpolicy

For information about the any aspect of the Local Plan or Planning Policy contact the Development Plans Team

E-mail: planning.policy@bradford.gov.uk

Phone: (01274) 433679

Post: Development Plans,
4th Floor Britannia House,
Broadway, Bradford, BD1 1HX

Development Management

Website: www.bradford.gov.uk/planning

For information about the planning application process contact the Planning Contact Centre:

E-mail: planning.enquiries@bradford.gov.uk

Phone: (01274) 434605

Post: Development Management,
4th Floor Britannia House,
Broadway, Bradford, BD1 1HX

Planning Aid England

Website: <http://www.rtpi.org.uk/planning-aid/>

For independent planning advice, contact Planning Aid England direct:

General enquiries:-

E-mail : info@planningaid.rtpi.org.uk

Phone : 020 7929 8338

Advice Service:-

E-mail : advice@planningaid.rtpi.org.uk

Phone : 0330 1239244

APPENDICES

APPENDIX 1: GLOSSARY OF TERMS

Area Action Plan (AAP)	These are Development Plan Documents that provide a planning framework for a specific area of the District where significant change or conservation is needed.
Annual Monitoring Report (AMR)	This is a report that the Council prepares as part of the Local Plan. The report annually assesses the extent to which policies in Local Development Documents are being achieved.
Community Infrastructure Levy (CIL)	This is a levy that local authorities can choose to charge on new developments in their area. The money collected can be used to support development by contributing towards the funding of infrastructure that the Council, local community and neighbourhoods want or need.
Community Right to Build Order (CRTBO)	This is a type of Neighbourhood Development Order and forms one of the neighbourhood planning tools introduced in the Localism Act 2011. It can be used to grant outline or full planning permission for specific development which complies with the order.
Core Strategy	This is a Development Plan Document that provides the strategic planning framework for the District. It sets out the long-term spatial vision for the District, and the strategic objectives and policies to deliver that vision. The strategy contains core policies, a monitoring and an implementation framework. All other Development Plan Documents that form the Local Plan must be in conformity with the Core Strategy.
Development Plan Document (DPD)	These are Local Development Documents that are part of the Local Plan. They form the statutory development plan for the district and are subject of an independent examination. They include the following: Core Strategy, Site Allocations, Area Action Plans, and a Proposals Map.
Equality Impact Assessment (EqIA)	This is a process designed to ensure that a policy, project or scheme does not discriminate against any disadvantaged or vulnerable people within society.
Group	A number of individuals who share a common interest with regard to a particular site, issue or area of expertise.
Habitats Regulations Assessment (HRA)	A formal assessment by the Council of the impacts of the Local Plan on the integrity of a Natural 2000 Site (a Special Protection Area (SPA), Special Area for Conservation (SAC) or proposed SPAs or Ramsar sites).
Health Impact Assessment (HIA)	This is a process designed to ensure that a policy, project or scheme does not discriminate against any disadvantaged or

	vulnerable people within society with regards to health matters.
Local Development Document (LDD)	These are the individual documents that make up the Local Plan. They comprise of Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
Local Plan <i>(Previously known as the Local Development Framework or LDF)</i>	This is the portfolio of Local Development Documents, as set out in the Local Development Scheme that together provide the framework for delivering the spatial planning strategy for the District.
Local Development Scheme (LDS)	This is a three-year rolling work programme setting out the Council's timetable for preparing each Local Development Document. The scheme is revised annually in light of outcomes from the Annual Monitoring Report and published on the Council's website.
Major development	Defined as 10 or more dwellings or where the number of residential units is not given in the application, a site area of 0.5 hectares or more. For all other developments the creation of 1000 square meters or more floorspace or where the site area is 1 hectare or more.
Minor development	Defined as between 1 and 9 dwellings or where the number of residential units is not given in the application, a site area of less than 0.5 hectare. For all other developments the floorspace to be built is less than 1000 square meters or the site area is less than 1 hectare.
National Planning Policy Framework (NPPF)	Consolidates former Planning Policy Guidance (PPGs) and Planning Policy Statements (PPSs) into one single national planning document. Excludes policy on waste and Gypsies and Travellers.
Neighbourhood Development Order (NDO)	This can grant planning permission for specific type or types of development in a specific neighbourhood area or grant planning permission outright or subject to conditions.
Neighbourhood Development Plan (NDP)	The Localism Act (2011) will allow Neighbourhood Forums and Parish Councils to use new neighbourhood planning powers to establish general planning policies for the development and use of land in their area. This will be known legally as a Neighbourhood Development Plan and will need to conform with the key policies of the Local Plan.
Replacement Unitary Development Plan (RUDP)	This is the current development plan for the Bradford District (adopted October 2005). It sets out a planning framework, policies and proposals for the District. Planning applications are determined, in part, by this development plan. In time this plan

	will be superseded by the Local Plan.
Special Area of Conservation (SAC)	Areas which have been given special protection under the European Union's Habitats Directive. They provide increased protection to a variety of wild animals, plants and habitats and are a vital part of global efforts to conserve the world's biodiversity.
Special Protection Area (SPA)	Areas which have been identified by the European Commission as being of international importance for certain breeding, feeding, wintering or migration of rare and vulnerable species of bird populations found within the EU countries. They have statutory protection under the EC Directive for the Conservation of Wild Birds 79/409.
Statement of Community Involvement (SCI)	This will set out the standards that the Council intends to achieve in involving the community and stakeholders in the preparation, alteration and review of all Local Development Documents and development management decisions.
Strategic Environmental Assessment (SEA)	This is a generic term used internationally to describe the environmental assessment of policies, plans and programmes, and is required by European Directive (EU Directive 2001/42/EC). The directive will apply to all Local Development Documents (except the Statement of Community Involvement) as a means to ensure that they reflect sustainable development objectives/principles. An integrated approach to SEA and Sustainability Appraisal will be required to avoid duplication in the plan making process.
Supplementary Planning Document (SPD)	These are Local Development Documents that are part of the Local Plan. They provide supplementary guidance to policies and proposals contained in Development Plan Documents, however, they do not form part of the statutory plan, nor are they subject of independent examination.
Sustainability Appraisal (SA)	The process of evaluating the environmental, social and economic effects of a policy, plan or programme.

APPENDIX 2 – METHODS OF CONSULTATION

Consultation Method	Description	Target Group	Main Considerations	Benefits / Limitations	Cost	Resource Implications
A Information made available for inspection	<p>Consultation documents and supporting information will be made available to allow the public and interested parties to view hard copies of planning documents.</p> <p>Documents will be available at the following locations as appropriate to the Local Plan Document.</p> <p><u>Principal Council offices</u></p> <ul style="list-style-type: none"> • Britannia House, Bradford • Keighley Town Hall <p><u>Main local libraries:</u></p> <ul style="list-style-type: none"> • Bradford Local Studies • Bradford City • Shipley • Bingley • Keighley • Ilkley 	Access for all.	<p>This is a minimum requirement for consultation specified in the Regulations⁴ that the Council must satisfy</p> <p>Bradford Council will also make documents available for purchase.</p>	<p>Benefits –</p> <ul style="list-style-type: none"> • Access for all • Purchased documents can be taken away and examined at leisure. • Deposit locations will also have internet access if required. <p>Limitations –</p> <ul style="list-style-type: none"> • Available only during office hours • May exclude groups with certain access needs. 	Printing costs may be high.	Low

⁴ The Town and Country Planning (Local Development) (England) Regulations 2012

Consultation Method	Description	Target Group	Main Considerations	Benefits / Limitations	Cost	Resource Implications
B Information available on the Council's website	<p>Consultation information and documents will be published on the Bradford Council's Planning Policy website: www.bradford.gov.uk/planningpolicy</p> <p>The website will include either an electronic portal /response form or email address in which to send comments.</p>	Access for all	This is a minimum requirement for consultation specified in the Regulations that the Council must satisfy.	<p>Benefits –</p> <ul style="list-style-type: none"> Available 24 hours a day and can be accessed anywhere. Information and documents available in full. Internet available at Council offices and libraries <p>Limitations –</p> <ul style="list-style-type: none"> May exclude some individuals/bodies that do not have access to the internet or the correct technology to view documents/maps. 	Minimal	Low
C Direct notifications to statutory and general consultees	An E-mail will be sent to all specific and general consultation bodies which the Council considers would have an interest in the subject matter of a DPD or SPD.	Duty to Co-operate bodies, specific and general consultees, and local, regional or national interest groups.	<p>This is a minimum requirement for consultation specified in the Regulations that the Council must satisfy</p> <p>Where an email address is given, this will be the Councils preferred method of communication.</p>	<p>Benefits –</p> <ul style="list-style-type: none"> Enables wide and targeted audience <p>Limitations–</p> <ul style="list-style-type: none"> Email addresses may no longer be available which would prevent consultee receiving the notification. 	Emails - much less expensive than postal system	Low - Medium
D Direct notification - Bradford Council's	E-mails will be sent to interested parties notifying them of the consultation.	General public and local businesses	Individuals, agents, developers, landowners and local interest groups whose details are held on	<p>Benefits –</p> <ul style="list-style-type: none"> Gives direct information to consultation bodies 	Emails - much less expensive	Low - Medium

Consultation Method	Description	Target Group	Main Considerations	Benefits / Limitations	Cost	Resource Implications
Planning Policy Stay Connected system			<p>the Council's Planning Policy Stay Connected system .</p> <p>Anyone can request to be added to the database at any time to receive notifications.</p>	<p>whose details are held on the Planning Policy Stay Connected system.</p> <p>Limitations –</p> <ul style="list-style-type: none"> • Generally limited to those who have already interacted with the planning process. • Does not engage wider community. • Email addresses may no longer be available which would prevent consultee receiving the notification 		
E Planning Policy News Updates	<p>The Planning Policy Team produces news updates which are distributed to those consultees on the Council's Planning Policy Stay Connected system .</p> <p>The news updates are published on the Council's website.</p>	Local Plan consultees & general public	<p>It provides up to date, real-time information regarding Local Plan preparation.</p> <p>Anyone can request to receive the news updates at any time.</p>	<p>Benefits –</p> <ul style="list-style-type: none"> • Provides real time information and updates between consultation periods • Inexpensive • Current and previous issues available to view on the Council's website <p>Limitations -</p> <ul style="list-style-type: none"> • Email distribution limited to those who chose to be Planning Policy consultees. • No hard copies will be produced; only available 	Minimal	Low - Medium

Consultation Method	Description	Target Group	Main Considerations	Benefits / Limitations	Cost	Resource Implications
				electronically via the Council's website.		
F Local Press / Media	<p>This method includes: press releases, briefings and the placing of a statutory notice in the local newspapers.</p> <p>This could also include radio and TV.</p>	General public	The placing of a statutory notice in the local press is a statutory requirement specified in the Regulations that the Council must satisfy at various times in the development plan process.	<p>Benefits –</p> <ul style="list-style-type: none"> Provides real time information and updates between consultation periods. Targets a wider audience. <p>Limitations -</p> <ul style="list-style-type: none"> This will only reach those persons who interact with media. It may exclude hard to reach groups. 	Minimal	Low
G Neighbourhood Forum / Partnership Meetings	These are regularly held public meetings organised by the Council that take place across the District to discuss local issues.	Local communities	Presentation of an area based proposal, as an item at a scheduled Neighbourhood Forum, or at a specially arranged Forum to discuss a specific LDD is an effective way to discuss issues/proposals and obtain the views of the local community.	<p>Benefits –</p> <ul style="list-style-type: none"> Engages the local community who would not normally participate in the planning process. The Neighbourhood Forum network could provide an opportunity to make links with other community initiatives that are taking place in an area. <p>Limitations –</p> <ul style="list-style-type: none"> Requires officer time to attend meetings which are often outside of 	Could be resource intensive	Medium - High

Consultation Method	Description	Target Group	Main Considerations	Benefits / Limitations	Cost	Resource Implications
				office hours.		
H Public Meetings	Held as and when required, at an appropriate time and in an accessible location	General Public	Public meetings are an effective way of informing the community, debating issues and getting the community's views. Careful chairing of meetings is often required to ensure meetings are focused.	<p>Benefits –</p> <ul style="list-style-type: none"> Engages the local community who would not normally participate in the planning process. An effective way of informing the community, debating issues and getting the community's views. <p>Limitations –</p> <ul style="list-style-type: none"> Requires officer time to organise and facilitate 	Could be very costly and resource intensive	Medium - High
I Public Exhibitions / Drop in Sessions	Held as and when required, at an appropriate time and in an accessible location	General public	They provide an opportunity for face-to-face discussion particularly on area-based proposals. Drop in sessions provide flexibility and make participation convenient to the community.	<p>Benefits –</p> <ul style="list-style-type: none"> Staffed exhibitions are a good way of engaging the community and receiving feedback. <p>Limitations –</p> <ul style="list-style-type: none"> Resource intensive - requires officer time to organise and facilitate Potential language barriers. 	Could be very costly Venue Costs	Medium – High

Consultation Method	Description	Target Group	Main Considerations	Benefits / Limitations	Cost	Resource Implications
J Focus Groups / Workshops	This is a group of a small number of (ideally 8 – 10) people with an interest/expertise in the topic or issue(s) being discussed.	This will be dependent upon the nature of the LDD	This is an effective means of discussing issues relevant to a specific topic. Focus groups can help to identify problems and any potential solutions. However, to be effective there should be a facilitator, and attendees to the group should be limited and made up of relevant and willing participants. They are also an effective means of engaging hard to reach groups	<p>Benefits –</p> <ul style="list-style-type: none"> Enables a focused debate on a topic/issues Enables ideas and options to be generated Can target specific groups of people with similar characteristics Can engage people to cannot read or write <p>Limitations –</p> <ul style="list-style-type: none"> Resource intensive - requires officer time to organise and facilitate 	<p>Could be very costly</p> <p>Venue costs</p>	Medium – High
K Local Strategic Partnership (LSP) Meetings	These are existing meetings where the Local Strategic Partnership represents a number of groups/partners.	This will be dependent upon the nature of the LDD but will focus on engaging the hard to reach.	These meetings would enable focused debate on specific issues.	<p>Benefits –</p> <ul style="list-style-type: none"> Liaison with the Local Strategic Partnership is an effective point of contact for engaging and seeking the views of groups and sections of the community some of which would not normally participate in the process. <p>Limitations –</p> <ul style="list-style-type: none"> There may not be adequate time to discuss matters in detail due to other agenda items. 	Low	Medium

Consultation Method	Description	Target Group	Main Considerations	Benefits / Limitations	Cost	Resource Implications
				<ul style="list-style-type: none"> If during working hours some people may not be able to attend. 		
L One to one meetings with key stakeholders	These can be held as and when required, or on a regular basis with Council staff.	Stakeholders targeted will be dependent upon the nature of the LDD.	This is an effective way of discussing issues and identifying problems and potential solutions to a particular topic.	Benefits – <ul style="list-style-type: none"> Enables quality discussion and deliberation of specific issues Limitations - <ul style="list-style-type: none"> Limited to a restricted number of stakeholders May require significant officer time resources 	Medium	Medium
M Joint Consultations	Joint consultations with other Council departments or organisations.	This will be dependent upon the nature of the LDD	This requires good joint departmental / organisational working to be effective.	Benefits – <ul style="list-style-type: none"> This is a cost and resource efficient means of engaging the community Aids reduction of “consultation fatigue”. Limitations – <ul style="list-style-type: none"> Matching other consultation timescales. 	Medium	Medium
N Local Plan Working Group	These are meetings held with other Council departments as and when required, or on a regular	Members of this Group will vary depending	These meetings would enable focused debate on specific issues with other Council departments.	Benefits – <ul style="list-style-type: none"> This is an invaluable way of tapping into the Council’s existing 	Low	Low - Medium

Consultation Method	Description	Target Group	Main Considerations	Benefits / Limitations	Cost	Resource Implications
	basis.	upon the nature of the LDD.		<p>communication structures and information sources that are held by other Council departments.</p> <p>Limitations -</p> <ul style="list-style-type: none"> Officer time resources required 		
O Video or Audio Presentation	This could be in the form of a DVD short production etc. to convey a message in in different format.	General public	This method enables a message to be conveyed	<p>Benefits –</p> <ul style="list-style-type: none"> Different way of engaging to convey a message across may assist in the understanding of the issue <p>Limitations -</p> <ul style="list-style-type: none"> Officer time resources required Potential cost implications 	Medium – High	Medium
P Social Media	The use of the Council's social media accounts, such as Twitter and Facebook	General public	Relies on communities having access to relevant technology, the internet, and being signed up to Council's social media profile pages therefore other methods would have to be used in addition to this.	<p>Benefits –</p> <ul style="list-style-type: none"> Engage a wider section of the community / audience. Relay information instantly Cost effective <p>Limitations -</p> <ul style="list-style-type: none"> Would disadvantage those persons who do 	Low	Low

Consultation Method	Description	Target Group	Main Considerations	Benefits / Limitations	Cost	Resource Implications
				not have access to the internet.		
Q Town / Parish Council meetings or consultation-s	These are regularly held, or can be a specific meeting arranged to discuss a particular issue.	Local Councils & -when appropriate general public and local groups	It is a statutory requirement that Town and Parish Councils (in and adjoining the District) are consulted as part of the production of an LDD.	<p>Benefits –</p> <ul style="list-style-type: none"> Useful when discussing area-based proposals. An effective way of informing the community, debating issues and getting the community's views. <p>Limitations -</p> <ul style="list-style-type: none"> Requires officer time 	Medium	Medium - High
R Liaison with Ward Councillors	This can be via a meeting, briefing or letter / E-mail communication.	Councillors targeted will depend upon the nature of the LDD	Councillors are the important interface between the community and the local planning authority.	<p>Benefits –</p> <ul style="list-style-type: none"> Increases the awareness of the Local Plan. Members can help to inform the local community of planning issues/developments taking place in their area, and are often a resident's first point of contact for planning issues. <p>Limitations -</p> <ul style="list-style-type: none"> Requires officer and member time 	Medium	Medium

Consultation Method	Description	Target Group	Main Considerations	Benefits / Limitations	Cost	Resource Implications
S Planning Aid England	This is an independent organisation that aims to engage those members of the community that are hard to reach, or who would usually be excluded from the planning process because of limited financial means.	General public Hard to reach groups	Planning Aid England could potentially organise and run events and activities in liaison with the Council to increase participation from such groups and individuals.	<p>Benefits –</p> <ul style="list-style-type: none"> The presence of Planning Aid at events such as public exhibitions is invaluable as a means of raising awareness and seeking views of those sections of the community that would not normally participate in the planning process. <p>Limitations -</p> <ul style="list-style-type: none"> Dependent upon external resources and funding 	Minimal	Low

APPENDIX 3 – CONSULTEES WHO WILL BE INVOLVED IN THE LOCAL PLAN PROCESS

A3.1 The consultees listed in this appendix have been adapted from the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). These are the regulations for the Planning and Compulsory Purchase Act 2004 and the Localism Act 2011 which set out the categories of consultation bodies that must be consulted in relation to a Local Plan document.

A3.2 The bodies or persons to be consulted include:

- The **duty to cooperate bodies** prescribed for the purposes of section 33A(1)(c) of the Localism Act;
- Such **specific consultation bodies** as the Local Planning Authority consider may have an interest in the subject of the proposed Local Plan;
- Such the **general consultation bodies** as the Local Planning Authority consider appropriate; and
- Such **residents or other persons carrying out business** in the Local Planning Authority's area from which the local planning authority consider it appropriate to invite representations.

A3.3 The Regulations state that a Local Planning Authority must:

- Notify each of the bodies or persons set out below of the subject of a Local Plan which the Local Planning Authority proposed to prepare; and
- Invite each of them to make representations to the Local Planning Authority about what a local plan with that subject ought to contain.

A3.4 The consultees required to be consulted in relation to Neighbourhood Planning documents are set out within Schedule 1 of the Town and Country Planning, England, The Neighbourhood Planning (General) Regulations 2012. Table A7.1, in Appendix 7, provides a list of the bodies to be consulted on Neighbourhood Planning matters.

A3.5 Please note that these lists are not exhaustive and may relate to successor bodies where reorganisations have occurred.

A3.6 Duty to Co-operate Bodies

A3.6.1 The following duty to cooperate consultation bodies are set out in the Regulations⁵, they will be consulted as a matter of course on all Local Plan and Neighbourhood Plan documents:-

- Calderdale Metropolitan District Council
- Craven District Council
- Harrogate District Council
- Kirklees Metropolitan District Council
- Leeds City Council
- Pendle Borough Council

- Environment Agency
- Highways Agency
- Historic England (*formally English Heritage*)
- Leeds City Region - Local Enterprise Partnership (LEP).
- Natural England
- NHS Clinical Commissioning Groups
- NHS Commissioning Board
- Civil Aviation Authority
- Homes and Communities Agency
- Office of Rail Regulator
- Integrated Transport Authorities
- West Yorkshire Combined Authority (WYCA)

A.3.7 Specific Consultation Bodies

A3.7.1 The bodies identified below must be consulted under the Town and Country Planning (Local Development) (England) Regulations 2012⁶. These are also known as the statutory consultees. The following agencies/bodies will be consulted as a matter of course on all Local Plan and Neighbourhood Plan Documents, and, where relevant Supplementary Planning and other planning documents.

- The Coal Authority
- Environment Agency
- Historic England (formally English Heritage)
- The Marine Management Organisation
- Natural England

⁵ Town & Country Planning (Local Planning) (England) Regulations (2012), Part 2, para 4 (as amended)

⁶ Town & Country Planning (Local Planning) (England) Regulations (2012), Part 1 (2)

- Network Rail Infrastructure Limited
- Highways Agency
- A relevant authority any part of whose area is in or adjoins the Local Planning Authorities area, including:
 - Adjoining Local Planning Authorities
 - Calderdale Metropolitan District Council
 - Craven District Council
 - Harrogate District Council
 - Kirklees Metropolitan District Council
 - Lancashire County Council
 - Leeds City Council
 - North Yorkshire County Council
 - Pendle Borough Council
 - Wakefield Council
 - Town and Parish Councils in the Bradford District (19):
 - Addingham Parish Council
 - Baildon Parish Council
 - Bingley Town Council
 - Bradford Trident Community Council
 - Burley Parish Council
 - Clayton Parish Council
 - Cullingworth Parish Council
 - Denholme Town Council
 - Harden Parish Council
 - Haworth, Cross Roads & Stanbury Parish Council
 - Ilkley Parish Council
 - Keighley Town Council
 - Menston Parish Council
 - Oxenhope Parish Council
 - Sandy Lane Parish Council
 - Silsden Town Council
 - Steeton-with-Eastburn Parish Council
 - Wilsden Parish Council
 - Wrose Parish Council
 - Town and Parish Councils in Adjoining Local Authorities:
 - Bradleys Both Parish Council *Craven DC*
 - Cononley Parish Council *Craven DC*
 - Cowling Parish Council *Craven DC*
 - Draughton Parish Council *Craven DC*
 - Drighlington Parish Council *Leeds CC*
 - Farnhill Parish Council *Craven DC*
 - Gildersome Parish Council *Leeds CC*

- Glusburn Parish Council *Craven DC*
- Laneshaw Bridge Parish Council *Pendle BC*
- Mid Wharfedale Parish Council *Harrogate BC*
(Comprising:- Askwith, Denton, Middleton, Nesfield with Langbar and Weston)
- Otley Town Council *Leeds CC*
- Sutton-in-Craven Parish Council *Craven DC*
- Trawden Forest Parish Council *Pendle BC*
- Wadsworth Parish Council *Calderdale BC*

- Local Policing Body

- Police and Crime Commissioner
- West Yorkshire Police

- Any person whom the electronic communications code applies and who owns or controls electronic communications apparatus within the District
- NHS Clinical Commissioning Groups
- Any person whom a licence has been granted under the Electricity Act 1989
- Any person whom a licence has been granted under the Gas Act 1986
- A sewerage undertaker
- A water undertaker
- Homes and Communities Agency
- Leeds City Region – Local Enterprise Partnership (LEP) *
- West Yorkshire Combined Authority
- Office of Road and Rail Regulation

A3.7.2 In addition, the Council must consult the following Government departments if they are likely to be affected, or have large land holdings in the area covered by a Local Development Document:

- Cabinet Office (*Civil Estate*)
- Department for Business, Energy and Industrial Strategy
- Department for Communities and Local Government (DCLG)
- Department for Education
- Department for Environment, Food and Rural Affairs
- Department for Transport
- Department for Work and Pensions
- Department of Culture, Media and Sport
- Department of Health
- Education Funding Agency
- Home Office
- Ministry of Defence
- Ministry of Justice

A3.8 General Consultation Bodies

A3.8.1 Government guidance in the Town and Country Planning (Local Development) (England) regulations 2012 suggests that the Council should notify the following bodies or persons and invite them to make representations to the Council on Local Plan documents, as they consider appropriate. These include:

- Voluntary organisations whose activities benefit all, or part of the District
- Bodies which represent different racial, ethnic or national groups within the District
- Bodies which represent different religious groups within the District
- Bodies which represent the interest of disabled persons within the District
- Bodies which represent the interest persons carrying on business within the District

A3.8.2 The Council will consult the following types of bodies or local groups representing the interests of persons within the Bradford District, these may include:

- Amenity Groups
- Architects, Planners and other professionals
- Businesses
- Charitable/voluntary organisations
- Community Groups
- Conservation / Heritage Groups
- Developers and house builders
- Disability Groups
- Education/children/young persons groups
- Employment/business interests
- Environmental Groups
- Ethnic Minority Groups
- Health Organisations
- Housing Interest Groups
- Landowners
- Local Businesses
- Local Economic Regeneration Organisations
- Local Equality Groups
- Local Ramblers
- Local Residents
- Local Sports Groups
- Local Strategic Partnership
- Local Transport Groups
- Older Persons Groups
- Police and emergency services
- Religious Groups
- Residents Groups and Residents Associations
- Schools, Colleges and University
- Women's Groups
- Youth Council
- Youth Groups

A3.9 Other Consultation Bodies (Non-Statutory)

A3.9.1 The Council will notify, where deemed appropriate, the following national or regional bodies or organisations on Local Plan and Neighbourhood Plan documents, Supplementary Planning Documents and other planning documents and planning applications, in relation to the subject matter and their area of interest.

- Age Concern
- Airport Operators
- British Chemical Distributors 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 branches of Institute of Directors
- Church Commissioners
- Civic Societies
- Civil Aviation Authority
- Commission for Architecture and the Built Environment at the Design Council
- Community Groups
- Crown Commercial Service
- Crown Estate Office
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Environmental Groups at the national, regional and local level:-
 - Campaign to Protect Rural England (CPRE)
 - Royal Society for the Protection of Birds
 - Wildlife Trusts
 - Woodlands Trust
- Equality and Human Rights Commission
- Fields in Trust
- Fire and Rescue Services
- Forestry Commission
- Freight Transport Association
- Friends of the Earth
- Friends, Families and Travellers
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Home Builders Federation
- Housing Corporation
- Leeds Bradford International Airport
- Leeds GATE
- Local Race Equality Councils and other local equality groups
- Local Transport Authorities
- Local Transport Operators
- Network Rail
- Passenger Transport Authorities
- Passenger Transport Executives

- Police Architectural Liaison Officers/Crime Prevention/Design Advisors
- Port Operators
- Rail Companies and the Rail Freight Group
- Regional Housing Boards
- Regional Sports Boards
- Road Haulage Association
- Royal Mail Property Holdings
- Skills Funding Agency
- Sport England
- Theatres Trust
- Travellers Aid Trust
- Women's National Commission

A3.10 Other Organisations and Groups to be consulted that are not identified in the Planning Regulations

A3.10.1 The following list relates to persons or organisations that are not referred to in the Town and Country Planning (Local Planning) (England) Regulations 2012, but whom the Council may wish to consult with or inform in the production of the Local Plan, Neighbourhood Plan documents, Supplementary Planning Documents and any other planning documents.

- CBMDC Members of Parliament (MPs) for the five constituencies of:
 - Bradford West, Bradford East, Bradford South, Keighley and Shipley
- 90 CBMDC Elected Members (Councillors)
- 'Communities of Interest'
- General Compact
- Planning Aid England
- Other Council Departments
- Other interested parties who have requested to be informed on the progress of documents that comprise the Local Plan.

A3.11 How to keep informed

A3.11.1 If you wish to be kept informed of documents that are being produced as part of the Local Plan, or are a group/organisation who wishes to be included on the Council's Planning Policy Stay Connected system then please send your details to the Development Plan Team by:

Email: planning.policy@bradford.gov.uk

Post: Development Plans, 4th Floor Britannia House, Broadway, Bradford, BD1 1HX

APPENDIX 4: CONSULTATION ON DEVELOPMENT PLAN DOCUMENTS (DPD)

The information within this table relates to the Town & Country Planning (Local Planning) (England) Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Stage 1: Pre Production</p> <p><i>Regulation 18</i></p>	<ul style="list-style-type: none"> • To raise awareness of the Local Plan system. • To develop the evidence base that will inform the formulation of issues and options. • To gather views on the potential issues and options to be considered in the DPD, taking account of, national planning policy and local strategies. • To develop community consensus on the key issues and potential options the DPD will have to focus / consider. 	<p>At this stage, the Council may publish the following for consultation:</p> <ul style="list-style-type: none"> • Issues and Options report 	<ul style="list-style-type: none"> • Minimum of 6 weeks consultation. • Informal consultation at this stage. • Internal consultation with relevant Council officers • Meetings with key stakeholders / Local Strategic Partnership (LSP) • Possible workshops with invited stakeholders / community representatives. • Possible involvement of Planning Aid • Information leaflet • The Council may use further methods outlined in Appendix 2.

The information within this table relates to the Town & Country Planning (Local Planning) (England) Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Stage 2: Production Regulation 18</p>	<ul style="list-style-type: none"> • To identify the issues for consideration in the development of the DPD and the choices (options) within them. • To enable the community and stakeholders to identify further issues and options, which should be considered • To develop consensus on key issues and potential options 	<p>At this stage, the Council will publish the following:</p> <ul style="list-style-type: none"> • Preferred Options DPD; • Sustainability Appraisal report; • Engagement Plan • Habitats Regulations Assessment; • Equality Impact Assessment; • Health Impact Assessment; • Evidence Base 	<ul style="list-style-type: none"> • Minimum of 6 weeks consultation. • Internal consultation with relevant Council officers. • Meetings with key stakeholders / LSP • Direct notification to all ‘Specific’ and ‘General’ consultation bodies (see Appendix 3) • Direct notification to individuals, groups and organisations on the Council’s Planning Policy Stay Connected system by letter or email of document publication • Publish document on Council’s website • Documents will be made available for the public to view in main Council offices and main public libraries listed in paragraph 5.8.2. • Possible involvement of Planning Aid • Possible workshop / focus group • Possible exhibition / drop-in session. • The Council may use further methods outlined in Appendix 2.

The information within this table relates to the Town & Country Planning (Local Planning) (England) Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Stage 3: Production</p> <p><i>Regulations 19, 20, 35</i></p>	<ul style="list-style-type: none"> • To set out the Council's preferred options based on a) the evidence and Sustainability Appraisal report and b) an evaluation of the alternative options considered • To enable the community and stakeholders to comment on the preferred strategy • To develop consensus on preferred options 	<p>At this stage, the Council will publish the following:</p> <ul style="list-style-type: none"> • Final version of the DPD; • Sustainability Appraisal report; • Habitats Regulations Assessment; • Engagement Plan • Equality Impact Assessment; • Health Impact Assessment; • Statement of the Representation Procedure & Statement of Fact; • Statement of Consultation (Stage 2) • Evidence Base 	<ul style="list-style-type: none"> • Minimum of 6 weeks consultation. • Internal consultation with relevant Council officers. • Meetings with key stakeholders / LSP • Direct notification to 'Specific' and 'General' consultation bodies (see Appendix 3) • Direct notification to individuals, groups and organisations on the Council's Planning Policy Stay Connected system by letter or email of the documents publication, including all previous respondents • Publish documents on Council's website • Documents will be made available for the public to view in the main council offices and main public libraries listed in paragraph 5.8.2. • Notice placed in local newspaper • Possible involvement of Planning Aid • Possible workshop / focus group • Possible exhibition / drop-in session • The Council may use further methods outlined in Appendix 2.

The information within this table relates to the Town & Country Planning (Local Planning) (England) Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Stage 4: Submission</p> <p><i>Regulation 22</i></p>	<ul style="list-style-type: none"> • To enable the community and stakeholders to comment on the ‘soundness’ and legal compliance of the DPD, and if the DPD has met the Duty to Cooperate. 	<p>At this stage, the Council will publish the following:</p> <ul style="list-style-type: none"> • Proposed Submission DPD; • Main Modifications (if necessary); • Statement of the Main Issues; • Statement of Consultation (Stage 3); • Legal Compliance Checklist; • Soundness Checklist; • Duty To Co-operate Statement; • Evidence Base Library 	<ul style="list-style-type: none"> • Minimum of 6 weeks consultation. • Direct notification to ‘Specific’ and ‘General’ consultation bodies (see Appendix 3) • Direct notification to individuals, groups and organisations on the Council’s Planning Policy Stay Connected system by letter or email of the documents publication, including all previous respondents • Publish documents on Council’s website • Documents will be made available for the public to view in the Council’s main offices and main public libraries listed in paragraph 5.8.2. • Notice placed in local newspaper

The information within this table relates to the Town & Country Planning (Local Planning) (England) Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Stage 5: Examination</p> <p><i>Regulations 23, 24</i></p>	<p><u>This stage is not a consultation stage.</u></p> <p>Only those bodies and persons who submitted representations at the previous stage have the right to be heard at the Examination hearing sessions or by written representations.</p> <p>At this stage the Council will:</p> <ul style="list-style-type: none"> • Ensure that information regarding the Examination is kept up to date on the Council's website. 	<p>During the Examination, the Council will publish the following</p> <ul style="list-style-type: none"> • Date, time, place and name of the Examiner; • Response to the Inspectors questions; • Hearing Statements • Additional evidence • Proposed Modifications to the DPD (if required). 	<ul style="list-style-type: none"> • This is not a consultation stage. <p>For the purposes of the Examination the Council will publish the time and the place which the Examination is to be held and the name of the person appointed to carry out the Examination.</p> <p>Six weeks before the opening of the examination, the Council will:</p> <ul style="list-style-type: none"> • Notify persons who have made representations on the Submission DPD of the details; • Inform of the date and time of the hearing sessions; • Publish the details in the local newspaper. <p>During the Examination the Council will update the website with:</p> <ul style="list-style-type: none"> • Responses to Inspectors Matters and Questions. • Hearing statements • Proposed modifications to the DPD (if necessary); • Any other documentation produced to inform the Examination. <p>Where further consultation is required on Proposed Modifications to the DPD, the Council will:</p> <ul style="list-style-type: none"> • Publish any modifications on the website and make hard copies available for inspection at the Council's main offices and main libraries • Direct notifications, either by letter or email, to specific/general consultation bodies; duty to co-operate bodies and other interested persons. • Publish any representations received during the consultation period • The Council may use any of the consultation methods outlined in Appendix 2.

The information within this table relates to the Town & Country Planning (Local Planning) (England) Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Stage 6: Inspectors Report</p> <p><i>Regulation 25</i></p>	<p><u>This stage is not a consultation stage.</u></p> <ul style="list-style-type: none"> • To report to the community and stakeholders on the outcome of the Inspectors report, the decision and next steps. 	<p>At this stage, the Council will publish the following:</p> <ul style="list-style-type: none"> • Inspectors Report & Letter • Any proposed modifications to the DPD (as appropriate) 	<p>As soon as reasonably practicable after the Council has received the Inspectors Report it will:</p> <ul style="list-style-type: none"> • Publish the recommendations on the Council's website. • Make hard copies of the document available for inspection at the Council's main offices and main local libraries • Notify those persons who requested to be notified of the publication of the recommendations of the Inspector.
<p>Stage 7: Adoption</p> <p><i>Regulations 26, 35</i></p>	<p><u>This stage is not a consultation stage.</u></p> <ul style="list-style-type: none"> • To report to the community and stakeholders on the outcome of the Inspectors report, the decision and next steps. 	<p>At this stage, the Council will publish the following:</p> <ul style="list-style-type: none"> • Adopted DPD • Adoption Statement • Sustainability Appraisal report • Inspection details 	<p>As soon as reasonably practicable after the Council has received the Inspectors Report it will:</p> <ul style="list-style-type: none"> • Publish the recommendations on the Council's website. • Make hard copies of the document available for inspection at the Council's main offices and main local libraries • Notify those persons who requested to be notified of the publication of the recommendations of the Inspector.

The information within this table relates to the Town & Country Planning (Local Planning) (England) Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Stage 8: Monitoring and Review</p> <p><i>Regulation 34</i></p>	<p>The Council will annually monitor the content and effectiveness of policies and proposals within the DPD and publish the results in the Annual Monitoring Report (AMR)</p>	<p>The Council will publish the following document for information only:</p> <ul style="list-style-type: none"> • Annual Monitoring Report 	<p>The AMR will be published electronically on the Councils website for information only.</p>

APPENDIX 5: CONSULTATION ON SUPPLEMENTARY PLANNING DOCUMENTS (SPD)

The information within this table relates to the Town & Country Planning (Local Planning) (England) Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
Stage 1: SPD Pre Production	<p><u>No consultation undertaken at this stage.</u></p> <ul style="list-style-type: none"> • To develop the evidence base that will inform the production of the SPD. • To gather views of targeted stakeholders or bodies to be considered in the SPD 	<p>No documents to be published at this stage.</p>	<p>No formal consultation undertaken at this stage.</p> <p>The Council will informally consult with stakeholders or bodies which is considers appropriate.</p>

The information within this table relates to the Town & Country Planning (Local Planning) (England) Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Stage 2: SPD Production</p> <p><i>Regulations 12, 13, 35</i></p>	<ul style="list-style-type: none"> • To set out the Council's preferred approach for the SPD based on the evidence and Sustainability Appraisal report. • To enable the community and stakeholders to comment on the preferred approach for the SPD. • To develop consensus on the preferred approach for the SPD. 	<p>At this stage, the Council will publish the following:</p> <ul style="list-style-type: none"> • Draft SPD; • Sustainability Appraisal report. 	<ul style="list-style-type: none"> • Minimum of 4 week consultation. • Internal consultation with relevant Council officers. • Direct notification to all 'Specific' and 'General' consultation bodies (see Appendix 3) • Direct notification to individuals, groups and organisations on the Council's Planning Policy Stay Connected system by letter or email of document publication • Publish document on Council's website • Documents will be made available for the public to view in main Council offices and main public libraries listed in paragraph 5.8.2. • Include a news article in our e-newsletter '<i>Plan-it Bradford</i>'. • The Council may use further methods outlined in Appendix 2.

The information within this table relates to the Town & Country Planning (Local Planning) (England) Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Stage 3: SPD Adoption</p> <p><i>Regulations 12, 14, 35</i></p>	<p><u>This stage is not a consultation stage.</u></p> <ul style="list-style-type: none"> • Report back to the community and stakeholders on the outcome of the Council's decision and next steps in the process. 	<p>At this stage, the Council will publish the following :</p> <ul style="list-style-type: none"> • Adopted SPD • Adoption Statement • Sustainability Appraisal report • Consultation statement • Inspection details 	<p>As soon as reasonably practicable after the Council has adopted the SPD, it will:</p> <ul style="list-style-type: none"> • Publish the adopted SPD on the Council's website. • Make hard copies of the document available for inspection at the Council's main offices and main local libraries; • Notify those persons who requested to be notified of the adoption. • Include a news article in our e-newsletter '<i>Plan-it Bradford</i>'.
<p>Stage 4: SPD Monitoring and Review</p>	<p>The Council will annually monitor the content and effectiveness of policies and proposals within the SPD and publish the results in the Annual Monitoring Report (AMR)</p>	<p>The Council will publish the following document for information only:</p> <ul style="list-style-type: none"> • Annual Monitoring Report 	<p>The AMR will be published electronically on the Council's website for information only.</p>

APPENDIX 6: CONSULTATION ON THE COMMUNITY INFRASTRUCTURE LEVY (CIL)

The information within this table relates to the Community Infrastructure Levy Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Stage 1: Preparation of Preliminary Draft Charging Schedule</p> <p><i>Regulation 15</i></p>	<ul style="list-style-type: none"> • To raise awareness of the Community Infrastructure Levy • To develop the evidence base that will inform the production of the Draft Charging Schedule. • To gather views of targeted stakeholders, bodies and residents to be considered as part of the producing of the charging schedule. 	<p>At this stage, the Council will prepare the following documents:</p> <ul style="list-style-type: none"> • Preliminary Draft Charging Schedule • Evidence base • Equality Impact Assessment 	<ul style="list-style-type: none"> • Minimum 6 week consultation. • Internal consultation with relevant Council officers. • Documents will be made available for the public to view in main Council offices and main public libraries listed in paragraph 5.8.2. • Publish document on Council’s website • Direct notification and copy of the consultation document to all ‘Specific’ and ‘General’ consultation bodies (see Appendix 3) • Direct notification to individuals, groups and organisations on the Council’s Planning Policy Stay Connected system by letter or email of document publication • Include a news article in our e-newsletter ‘<i>Plan-it Bradford</i>’ • The Council may use further methods outlined in Appendix 2.

The information within this table relates to the Community Infrastructure Levy Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Stage 2: Production of a Draft Charging Schedule</p> <p><i>Regulation 16, 17</i></p>	<ul style="list-style-type: none"> • To set out the Council's preferred approach for the Draft Charging Schedule based on the evidenced and representations received. • To enable the community and stakeholders to comment on the Draft Charging Schedule. • To develop consensus on the Draft Charging Schedule. 	<p>At this stage, the Council will prepare the following documents:</p> <ul style="list-style-type: none"> • Draft Charging Schedule • Evidence Base • Draft Regulation 123 List 0000 • Statement of Consultation • Statement of the Representation Procedure • Equality Impact Assessment 	<ul style="list-style-type: none"> • Minimum 4 week consultation. • Internal consultation with relevant Council officers. • Publish documents on Council's website • Documents will be made available for the public to view in main Council offices and main public libraries listed in paragraph 5.8.2. • Direct notification and a copy of the consultation document and Statement of Representation Procedure to be sent to all 'Specific' and 'General' consultation bodies (see Appendix 3) • Direct notification to individuals, groups and organisations on the Council's Planning Policy Stay Connected system by letter or email of document publication • Issue a Notice of Advertisement by local advertisement setting out (i) statement of the representations procedure, and (ii) a statement of the fact that the draft charging schedule and relevant evidence are available for inspection and of the places at which they can be inspected. • Include a news article in our e-newsletter '<i>Plan-it Bradford</i>' • The Council may use further methods outlined in Appendix 2.

The information within this table relates to the Community Infrastructure Levy Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Withdrawal of a Draft Charging Schedule</p> <p><i>Regulation 18</i></p>	<p>In the event that the Council withdraws the Draft Charging Schedule, it will:</p> <ul style="list-style-type: none"> • Notify all those invited to make representations on the Draft Charging Schedule to inform them of the decision. 	<p>At this stage, the Council will prepare the following documents:</p> <ul style="list-style-type: none"> • Statement of Fact <p>N.b. All documents relating to the Draft Charging Schedule will be removed from the Council’s website and from inspection locations.</p>	<ul style="list-style-type: none"> • Publish document on Council’s website. • Give notice by local advertisement. • Direct notification to all ‘Specific’ and ‘General’ consultation bodies invited to make representations on the Draft Charging Schedule. • Direct notification to individuals, groups and organisations invited to make representations on the Draft Charging Schedule.
<p>Stage 3: Submission</p> <p><i>Regulations 19</i></p>	<p><u>This stage is not a consultation stage.</u></p> <ul style="list-style-type: none"> • Report back to the community and stakeholders on the outcome of the Council’s consultation and next steps in the process. 	<p>At this stage, the Council will publish the following submission documents:</p> <ul style="list-style-type: none"> • Draft Charging Schedule • Statement of Consultation • Representations made at Reg 17 • Statement of Modifications (<i>if required</i>) • Evidence base • Inspection details • Equality Impact Assessment 	<ul style="list-style-type: none"> • This is not a consultation stage. • Publish documents on Council’s website • Documents will be made available for the public to view in the Council’s main offices and main public libraries listed in 5.8.2. • Direct notification and copy of the consultation document to ‘Specific’ and ‘General’ consultation bodies (see Appendix 3) • Direct notification to those persons who requested to be notified of the submission of the draft charging schedule to the examiner that the draft has been submitted.

The information within this table relates to the Community Infrastructure Levy Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Stage 4: Examination</p> <p><i>Regulations 21</i></p>	<p><u>This stage is not a consultation stage.</u></p> <p>Only those bodies and persons who submitted representations at the previous stage have the right to be heard at the Examination hearing sessions or by written representations.</p> <p>At this stage the Council will:</p> <ul style="list-style-type: none"> • Ensure that information regarding the Examination is kept up to date on the Council's website. 	<p>During the Examination, the Council will publish the following:</p> <ul style="list-style-type: none"> • Date, time, place and name of the Examiner; • Response to the Inspectors questions; • Hearing Statements • Additional evidence <ul style="list-style-type: none"> • Proposed Modifications to the Charging Schedule (if required). 	<ul style="list-style-type: none"> • This is not a consultation stage. <p>For the purposes of the Examination the Council will publish the time and the place which the Examination is to be held and the name of the person appointed to carry out the Examination.</p> <p>At least four weeks before the opening of the examination, the Council will:</p> <ul style="list-style-type: none"> • Notify persons who have made representations on the Draft Charging Schedule under Regulation 17 and those persons who have requested to be heard at the Examination of these details; • Inform of the date, time and place of the hearing sessions; • Publish the details in the local newspaper. <p>During the Examination the Council will update the website with:</p> <ul style="list-style-type: none"> • Responses to Inspectors Matters and Questions. • Hearing statements • Proposed modifications to the Charging Schedule (if necessary); • Any other documentation produced to inform the Examination.

The information within this table relates to the Community Infrastructure Levy Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
Stage 4 (Continued)			<p>Where further consultation is required on Proposed Modifications to the Charging Schedule, the Council will:</p> <ul style="list-style-type: none"> • Publish all modifications on the Council's website and make hard copies available for inspection at the Council's main offices and main libraries • Direct notifications, either by letter or email, to specific/general consultation bodies; duty to co-operate bodies and other interested persons. • Publish any representations received during the consultation period.
Stage 5: Examiners Report <i>Regulations 23</i>	<p><u>This stage is not a consultation stage.</u></p> <ul style="list-style-type: none"> • To report to the community and stakeholders on the outcome of the Inspectors report, recommendations and reasons and next steps. 	<p>At this stage, the Council will publish the following:</p> <ul style="list-style-type: none"> • Inspectors Report & Letter • Any proposed modifications to the Charging Schedule (as appropriate) 	<p>As soon as reasonably practicable after the Council has received the Inspectors Report it will:</p> <ul style="list-style-type: none"> • Make hard copies of the document available for inspection at the Council's main offices and main local libraries • Publish the recommendations and reasons on the Council's website. • Notify those persons who requested to be notified of the publication of the recommendations of the Inspector.

The information within this table relates to the Community Infrastructure Levy Regulations 2010 (as amended)

STAGE	OBJECTIVES OF THE CONSULTATION	DETAILS OF THE CONSULTATION – DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Stage 6: Approval and Publication of an adopted CIL Charging Schedule</p> <p><i>Regulations 25</i></p>	<p><u>This stage is not a consultation stage.</u></p> <ul style="list-style-type: none"> • To report to the community and stakeholders on the outcome of the Inspectors report, the decision and next steps. 	<p>At this stage, the Council will publish the following:</p> <ul style="list-style-type: none"> • Charging Schedule • Inspection details 	<p>As soon as reasonably practicable after the Council has received the Inspectors Report it will:</p> <ul style="list-style-type: none"> • Publish the recommendations on the Council's website. • Make hard copies of the charging schedule available for inspection at the Council's main offices and main local libraries. • Notice by local advertisement of the approval of the charging schedule, including details of where it can be inspected. • Notify those persons who requested to be notified of the approval of the charging schedule • Copy of the charging schedule to be sent to each of the relevant consenting authorities.

APPENDIX 7: CONSULTATION ON NEIGHBOURHOOD PLANNING

The information within this table relates to the Neighbourhood Planning (General) Regulations 2012 (as amended)

STAGE	REQUIREMENTS	DETAILS OF DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Publicising a Neighbourhood Area Application</p> <p><i>Regulation 5 & 6</i></p>	<ul style="list-style-type: none"> Local Planning Authority should, as soon as possible after receiving an area application, publicise the application on its website and in such other manner as is consider is likely to bring the area application to the attention of people who live, work or carry out business in the area to which the application relates. Invite representations on the area application Provide details on how to make representations and the deadline to which representations should be received by the Council. 	<p>The Council will publish a copy of the Neighbourhood Area Application submitted to it by the qualifying body; which should include:</p> <ul style="list-style-type: none"> A Neighbourhood Area Map A statement explaining why the area is considered appropriate A statement explaining why the organisation or body making the application is a relevant body 	<ul style="list-style-type: none"> Minimum of 4 weeks consultation if the proposed area is covered by a relevant body i.e. Town/Parish Council. Minimum of 6 weeks consultation for applications that covering or affect two or more Local Planning Authorities, applications from neighbourhood forums or from parish/town councils proposing a boundary greater or smaller than the exiting parish boundary. Publish document on Council's website Direct notification all 'Specific' and 'General' consultation bodies (see Appendix 3) Direct notification to individuals, groups and organisations on the Council's Planning Policy Stay Connected system by letter or email. News article in e-newsletter '<i>Plan-it Bradford</i>' The Council may use further methods outlined in Appendix 2.

The information within this table relates to the Neighbourhood Planning (General) Regulations 2012 (as amended)

STAGE	REQUIREMENTS	DETAILS OF DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Publicising a designation of a Neighbourhood Area</p> <p><i>Regulation 7</i></p>	<ul style="list-style-type: none"> The Council should, as soon as possible after deciding to designate a neighbourhood area, publish (documents on the right) on the Council's website and in other such manner as it is considered is likely to bring the designation to the attention of people to live, work or carryout business in the neighbourhood area. As soon as possible after deciding to refuse to designate a neighbourhood area the Council will publish a document setting out a decision statement of their reasons for that decision and details of when and where the decision document may be inspected. 	<p>The Council will publicise the following documents on its website:</p> <ul style="list-style-type: none"> Decision statement Name of the neighbourhood area Map identifying the area The name of the Parish / Town Council or Neighbourhood Forum who applied for the designation <p>For refusals, the Council will publicise:</p> <ul style="list-style-type: none"> Decision statement 	<p>Maximum prescribed decision time from publication:</p> <ul style="list-style-type: none"> 8 weeks – areas covered by a relevant body i.e. town/parish council (whole/match) 20 weeks – for applications covering two or more LPA areas. 13 weeks – for applications from Neighbourhood Forums; applications affecting two or more LPAs; or parish councils proposing a boundary smaller or greater than the parish boundary The Council will publicise the decision and any accompanying documents / information on its website. The Council may use further methods outlined in Appendix 2.

The information within this table relates to the Neighbourhood Planning (General) Regulations 2012 (as amended)

STAGE	REQUIREMENTS	DETAILS OF DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Publicising a Neighbourhood Forum Application</p> <p><i>Regulation 9</i></p>	<ul style="list-style-type: none"> The Council should publicise the application for the forum along with a designation statement on its website and in other such manner as it is considered is likely to bring the designation to the attention of people to live, work or carryout business in the neighbourhood area. Provide details on how to make representations and the deadline to which representations should be received by the Council. 	<p>The Council will publicise the following documents on its website:</p> <ul style="list-style-type: none"> A copy of the application A statement that of a designation is made, not other organisation or body may be designed for that neighbourhood area until that designation expires or is withdrawn. 	<ul style="list-style-type: none"> Minimum of 6 weeks consultation Publish document on Council's website Direct notification all 'Specific' and 'General' consultation bodies (see Appendix 3) Direct notification to individuals, groups and organisations on the Council's Planning Policy Stay Connected system by letter or email. News article in e-newsletter '<i>Plan-it Bradford</i>' The Council may use further methods outlined in Appendix 2.
<p>Publicising a designation of a Neighbourhood Forum</p> <p><i>Regulation 10</i></p>	<ul style="list-style-type: none"> The Council should, as soon as possible after deciding to designate a neighbourhood forum, publish on the Council's website (documents on the right) and in other such manner as it is considered is likely to bring the designation to the attention of people to live, work or carryout business in the neighbourhood area. As soon as possible after deciding to refuse to designate a neighbourhood area the Council will publish a document setting out a decision statement of their reasons for that decision and details of when and where the decision document may be inspected. 	<p>The Council will publicise the following documents on its website:</p> <ul style="list-style-type: none"> Decision statement Name of the Neighbourhood Forum Written constitution Name of the area to which the forum relates Map identifying the area Contact details of at least one member of the forum <p>For refusals, the Council will publicise:</p> <ul style="list-style-type: none"> Decision statement 	<ul style="list-style-type: none"> Maximum 13 weeks prescribed decision time from initial publication. The Council will publicise the decision and any accompanying documents / information on its website. The Council may use further methods outlined in Appendix 2.

The information within this table relates to the Neighbourhood Planning (General) Regulations 2012 (as amended)

STAGE	REQUIREMENTS	DETAILS OF DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Neighbourhood Development Plan</p> <p>Publicity prior to submitted to the LPA</p> <p><i>Regulation 14</i></p>	<p>Before submission to the LPA the qualifying body should:</p> <ul style="list-style-type: none"> • Publicise the plan proposal in a manner that is likely to bring it to the attention of people who live, work or carry out business in the neighbourhood area, this includes: <ul style="list-style-type: none"> ○ The proposals ○ When and where they can be inspected ○ How to make representations; and ○ The deadline for making representations • Consult any consultation body listed whose interests they consider may be affected by the proposals for a NDP. • Send a copy of the NDP to the LPA. 	<p>The qualifying body will publicise the following documents:</p> <ul style="list-style-type: none"> • The proposed NDP • Consultation Statement • SEA statement 	<p>It is the responsibility of the qualifying body (Parish / Town Council or Neighbourhood Forum) to carry out consultation at this stage.</p> <ul style="list-style-type: none"> • Minimum 6 weeks consultation.

The information within this table relates to the Neighbourhood Planning (General) Regulations 2012 (as amended)

STAGE	REQUIREMENTS	DETAILS OF DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Publicising the NDP proposal</p> <p><i>Regulation 16</i></p>	<p>The LPA is required to publicise the following details on its website and in such other manner which would bring the proposal to the attention of people who live, work or carry out business in the Neighbourhood Area:</p> <ul style="list-style-type: none"> • The plan proposals; • When and where the plan can be inspected • That representations may include a request to be notified of the PA's decision on the plan proposal; and • The deadline for receipt of the representations <p>The LPA is required to notify the bodies referred to in the qualifying body's consultation statement that the plan has been received</p>	<p>The Council will publicise the following documents:</p> <ul style="list-style-type: none"> • Map or statement which identifies the area to which the NDP relates • Proposed NDP • Consultation Statement • Statement explaining how the NDP meets the requirements of para. 8 of Schedule 4B of the 1990 Act (Basic Conditions Statement) and any necessary Environmental Assessment report. <p>Any other documents submitted to the LPA to supplement the plan proposals.</p>	<ul style="list-style-type: none"> • Minimum 6 weeks consultation from the date on which the plan is first publicised. • Publish document on Council's website • Direct notification all 'Specific' and 'General' consultation bodies (see Appendix 3) • Direct notification to individuals, groups and organisations on the Council's Planning Policy Stay Connected system by letter or email. • News article in e-newsletter '<i>Plan-it Bradford</i>' • The Council may use further methods outlined in Appendix 2.

The information within this table relates to the Neighbourhood Planning (General) Regulations 2012 (as amended)

STAGE	REQUIREMENTS	DETAILS OF DOCUMENTS TO BE PREPARED	HOW WE WILL CONSULT
<p>Publicising the Examiner's Report</p> <p><i>1990 Act; schedule 4B Para 10</i></p> <p><i>Regulation 18</i></p>	<p>As soon as possible after considering the Examiners recommendations and deciding to take forward the NDP, the LPA must publish the following on its website and in other such manner that will bring the report to the attention of people who live, work and carry out business in the neighbourhood area:</p> <ul style="list-style-type: none"> • its decisions and reasons in a 'decision statement'. • Details of where and when the decision stamen can be inspected • Examiners Report • 	<p>The Council will publicise the following document:</p> <ul style="list-style-type: none"> • Decision Statement • Examiners Report 	<p>This is not a consultation stage.</p> <ul style="list-style-type: none"> • The Council will publicise the decision and any accompanying documents / information on its website. • The Council may use further methods outlined in Appendix 2.
<p>Publicising the NDP</p> <p><i>Regulation 20</i></p> <p><i>Regulations 16 & 17 of the Environmental Assessment of Plans and Programmes Regulations 2004</i></p>	<p>As soon as possible after making the NDP, the LPA must publish the following on its website and in other such manner that will bring the report to the attention of people who live, work and carry out business in the neighbourhood area:</p> <ul style="list-style-type: none"> • The Neighbourhood Development Plan (NDP) • Notify those persons requested to be notified that it has been made and when and where it can be inspected. 	<p>The Council will publicise the following document:</p> <ul style="list-style-type: none"> • The Neighbourhood Development Plan • Environmental Report (<i>where subjected to the SEA Directive</i>) <p>Monitoring results will be published in the Council's Annual Monitoring Report</p>	<p>This is not a consultation stage.</p> <ul style="list-style-type: none"> • The Council will publicise the decision and any accompanying documents / information on its website. • The Council may use further methods outlined in Appendix 2.

Please note: This table is a guide to Neighbourhood Planning consultations and sets out the current legal and recommended measures to be taken. Legislation and policy is subject to change from time to time and the users of this document should check the latest position to ensure the full legal requirements are being fulfilled.

Table A7.1 - Bodies to be consulted by the Qualifying Body under the Neighbourhood Planning Regulations

Schedule 1 of the Town and Country Planning, England - Neighbourhood Planning (General) Regulations 2012

1. A local planning authority, county council or parish council any part of whose area is in or adjoins the area of the local planning authority
2. The Coal Authority
3. Homes and Communities Agency
4. Natural England
5. The Environment Agency
6. Historic England
7. Network Rail Infrastructure Limited
8. The Highways Agency
9. Any person to which the electronic communications code applies, or who owns or controls electronic communications apparatus situated in any part of the area of the LPA
10. Where it exercises any functions in any part of the Neighbourhood Area:
 - a. Primary Care Trust
 - b. Licensee under the Electricity Act 1989
 - c. Licensee under the Gas Act 1986
 - d. Sewerage undertaker
 - e. Water undertaker
11. Voluntary bodies whose activities benefit all or part of the neighbourhood area
12. Bodies representing the interests of different racial, ethnic or national groups in the neighbourhood area
13. Bodies representing the interests of different religious groups in the neighbourhood area
14. Bodies representing the interests of disabled people in the neighbourhood area

Please note: This table is a guide to Neighbourhood Planning consultation and sets out the consultation bodies who should legally be notified as part of the NDP preparation. Legislation and policy is subject to change from time to time and the users of this document should check the latest position to ensure the full legal requirements are being fulfilled.