

**CUMBRIA MINERALS AND WASTE  
DEVELOPMENT PLAN**

**STATEMENT OF COMMUNITY  
INVOLVEMENT**

July 2017



## FOREWORD

A Statement of Community Involvement (SCI) is an essential part of the development plan-making system. This SCI sets out how Cumbria County Council will encourage all sections of the community to become involved in preparing the Cumbria Minerals and Waste Local Plan; it will apply equally to any review or replacement Plan. It also describes how people can participate in the consideration of planning applications on which the County Council makes the decision. It does not relate to those parts of the county that are within the Lake District and Yorkshire Dales National Parks, as they have their own Local Plans.

Copies of this Statement of Community Involvement, the Minerals and Waste Development Scheme and other Minerals and Waste Local Development Plan documents can be viewed on the County Council website:

[http://www.cumbria.gov.uk/planning-environment/policy/minerals\\_waste/MWLP/home.asp](http://www.cumbria.gov.uk/planning-environment/policy/minerals_waste/MWLP/home.asp)

or obtained by writing to:

Minerals & Waste Planning Policy  
County Offices  
Busher Walk  
Kendal  
LA9 4RQ

by emailing : [mwlp@cumbria.gov.uk](mailto:mwlp@cumbria.gov.uk)

by telephoning: 01539-713548



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# 1 INTRODUCTION

- 1.1 The Planning and Compulsory Purchase Act 2004 placed a requirement upon all local planning authorities to prepare a Statement of Community Involvement (SCI), which sets out how the authority would engage people in the preparation of development plans and in the consideration of planning applications. Cumbria County Council subsequently prepared and adopted its SCI in 2006.
- 1.2 The system of Local Development Frameworks introduced by the 2004 Act has since been superseded; however, it remains a statutory requirement for Local Planning Authorities to prepare an SCI. The Council is currently in the process of producing a new Local Development Plan document – the Minerals & Waste Local Plan. This, therefore, presented a good opportunity for the SCI to be reviewed, to ensure it remains fit for purpose. It is expected that any future review or replacement of the Local Development Plan will provide an opportunity, at that time, to again review the SCI.
- 1.3 In the years since the original SCI was adopted, a number of key pieces of legislation have been introduced. Most notably, these include the Development Management Procedure Order (2015) and the Localism Act (2011), which subsequently led to the publication of the current extant Local Planning Regulations (2012) and Neighbourhood Planning Regulations (2012).
- 1.4 In addition to these legislative changes, the composition of the community, business and environmental groups in the county has changed over the past decade, as has the way the County Council engages with these sectors.
- 1.5 The 2006 SCI was, therefore, subject to a desktop review in 2016, and updated, to ensure that it reflected current legislation, and identified the correct stakeholders and means of engagement. The latter was undertaken in consultation with the Council's Area Managers – who lead on community engagement for the authority. In August 2016, this was issued as the Addendum Report to the Statement of Community.
- 1.6 The 2016 SCI was issued for consultation March to May 2017. No comments were received, but minor amendments have been made to that document, in order to reflect further changes to the Council's constitution.

## **2 LOCAL DEVELOPMENT PLAN**

### **WHAT DO WE NEED TO KNOW?**

- 2.1 This Statement of Community Involvement sets out how information about the Local Development Plan (the Plan) should be made available, who will be consulted, how they will be consulted and how they will be encouraged to participate. It is intended to ensure that:-
- everyone who wants to, can be meaningfully engaged in the process of preparing the Plan;
  - there are satisfactory opportunities for early community involvement;
  - the proposed methods are relevant to the communities concerned;
  - it is clear how involvement can be a continuing rather than a one-off process;
  - the process will be transparent and accessible;
  - community involvement is encouraged and scheduled into the Plan preparation process.
- 2.2 We will need to know about the needs, issues, concerns and priorities of the wider community and different sectors of it. This includes hard to reach groups, and not just those who have a direct interest in particular developments. We want to encourage active participation and extensive engagement in dialogues leading to decisions about the Plan. The County Council has to be able to demonstrate that it has sought out and listened to peoples' views and that they have influenced decision making.

### **HOW SHALL WE FIND OUT?**

- 2.3 There are statutory requirements<sup>1</sup> for consulting a wide range of organisations and for publishing information on websites. We will use those ways set out in the following paragraphs, to encourage stakeholders and the wider community to be involved in preparing the Plan.
- 2.4 By a combination of consultation letters, publications, notices and website information, we will make sure that everyone has the opportunity to be up-to-date at all times with where we are in the Plan preparation process. We will find out at an early stage whether people would prefer to receive information and consultations by post or email or both. As appropriate, there will also be public exhibitions, displays and meetings to disseminate information and get feedback at key stages in the preparation of the Plan.

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<sup>1</sup> Town and Country Planning (Local Planning)(England) Regulations 2012

- 2.5 What may be more difficult to secure is extensive dialogue with the wider community with its important local knowledge. In order to achieve this, the community involvement process will be focussed on the Council's existing networks and practices and its Area Managers' close contacts with the wider community, Parish Councils and the voluntary sector.
- 2.6 These networks will include the Cumbria Local Enterprise Partnership (LEP), the Cumbria Third Sector Network and the Council's Local Committees. There are six Local Area Committees based on the District Council boundaries; they meet in public and consider and advise on issues important to the local area, and provide opportunities for community consultation and participation.

### **INFORMATION AND THE COUNCIL'S WEBSITE**

- 2.7 An extensive suite of documents form the Evidence Base for the Plan. On request, hard copy of these documents will be made available for viewing at Cumbria local authority offices; the entire Evidence Base is also available to view and download on the County Council's website.
- 2.8 During set consultation periods on the Plan, the consultation documents will be available in hard copy at the County Council, District and National Park head offices, as well as at the county's six main libraries. On request, large consultation documents or maps will be made available on CD or in other suitable formats. All documents will also be available to download or view on the County Council's website.
- 2.9 During examination of the Plan, by the Planning Inspectorate, a hard copy of the entire Evidence Base will be available to view on request; this will include submission, examination and hearing documents, so this library of documents will continue to grow. All documents will also be available to download or view on the County Council's website and the uploading of new documents will take place in a timely manner.

### **WHO WILL WE CONSULT?**

- 2.10 Legislation<sup>2</sup> requires that certain bodies have to be consulted during the plan making process.
- 2.11 The "Duty to Co-operate" and the "Specific Consultation Bodies" are those who must be formally consulted, at each stage of the Plan-making process. The Government has also identified "General Consultation Bodies" and "Residents Or Other Persons Carrying On Business In The Local Planning Authority's Area". The lists for each type of prescribed body are shown in Appendix 1.

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<sup>2</sup> Town and Country Planning (Local Planning)(England) Regulations 2012

- 2.12 The organisations that are identified will be formally consulted individually. We will also offer to have one to one and/or group meetings, workshops or presentations with the key stakeholders who are directly involved with the provision and regulation of minerals and waste management developments, and with specific community groups.

### **ACKNOWLEDGING AND REPORTING BACK**

- 2.13 All consultation representations that are received by email will be acknowledged. For representations that are received by post, no written acknowledgements will be sent, but separate individual responses may be made to particular questions or where clarification is needed. Copies of all representations, which have been redacted of personal information, will be made available for inspection. All matters that are raised in the representations will be considered and responded to; this will usually take the form of an Outcomes Report on the consultation. An electronic database will be maintained of everyone who makes comments and we can then automatically inform them of each stage in the Plan-making process.
- 2.14 Representations on formal consultation documents will be summarised in reports to full Council and/or Cabinet. The reports will set out the responses to the representations and how they have been taken into account, and will enable changes that have been made to the documents to be tracked.
- 2.15 The manner in which representations are taken into account is an essential part of the Plan preparation process. One of the tests for soundness at the examination of a Plan, is to show how well the Plan responds to what has been learnt from community involvement.

### **MONITORING AND REVIEW**

- 2.16 The feedback from the consultations will be used to identify whether any changes in approach are required. Whilst the monitoring report that is prepared annually is intended as the main trigger for a review, the feedback may also be the trigger if matters are raised that need to be addressed more urgently.

### **MEMBER INVOLVEMENT**

- 2.17 The Plan will be brought to Cabinet and, if appropriate, Full Council at the following key stages:-
- Prior to consultation on the post examination Main Modifications
  - Prior to adoption

All Members of the County Council will have access to electronic copies of all published documents at every stage of the process; other formats can be provided on request. Members may also be involved through their relevant Area Committees.

## **RESOURCES**

- 2.18 The participation process is widely acknowledged to be a time consuming exercise. If the quality of the process is not to suffer, then there is a need to balance the resources that are available to the scale, extent and format of community engagement that are needed. Whilst much of the process will be incorporated into the authority's existing procedures, with enhanced e-government support, consultants may be employed to assist in the consultation process, to assess responses or to undertake specialist assessments, such as the Sustainability Appraisal.
- 2.19 The County Council considers that the methods put forward in this Statement of Community Involvement, together with the programme for preparing documents, will make best use of resources, make information accessible to as many people as possible, encourage participation and try to avoid the problem of consultation overload.

### **3 PLANNING APPLICATIONS**

- 3.1 This Statement of Community Involvement sets out how information about planning applications will be made available, who will be consulted, how they will be consulted and how they will be encouraged to participate in the assessment of planning applications that are determined by the County Council.
- 3.2 The minimum statutory requirements for publicity for planning applications are set out in Article 15 of the Town and Country Planning (Development Management Procedure) Order 2015, in Article 19 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 for planning applications accompanied by environmental statements, in Schedule 5 of the Planning (Listed Buildings and Conservation Area) Regulations 1990 (as amended) for applications for listed building consent, and in Sections 67 and 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990 for applications affecting the setting of a listed building or conservation area.
- 3.3 Before any application is submitted, the applicant is required to serve notice on any owner or agricultural tenant of land within the planning application site or to take other steps if the owner is not known. Once the local planning authority has received the planning application, the publicity requirements depend on the nature of the proposed development.
- 3.4 The Planning Aid England service can provide valuable help and advice for people to get involved in the process. The Planning Aid England service can be contacted by email ([info@planningaid.rtpi.org.uk](mailto:info@planningaid.rtpi.org.uk)), on twitter (@PlanningAidEng) or further information can be found on their website ([www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk) )

### **CUMBRIA COUNTY COUNCIL'S ADOPTED PROTOCOL FOR PUBLICITY FOR PLANNING APPLICATIONS**

#### **Purpose of Publicity**

- 3.5 Planning applications are publicised to ensure that all those who may be affected by a development have the opportunity to make their views known and have them taken into account before a decision is made.

#### **Statutory Requirement**

- 3.6 Cumbria County Council as a planning authority is statutorily required to publicise all the planning applications that it determines. The legislation does not precisely prescribe the publicity. The type of publicity will vary depending upon the nature and scale of the development proposed.

- 3.7 The County Council determines planning applications for minerals and waste management development and for development it will carry out itself (known as 'county council developments' or Regulation 3 applications).

### **Procedures for Publicising Planning Applications**

- 3.8 Planning applications shall be publicised as follows:
- A **site notice** shall be displayed on or near the boundary of the land to which the application relates, where it can be read from publicly accessible land. More than one site notice shall be displayed if considered appropriate by the case officer; for example, for larger developments. Notices shall also be displayed on **parish notice boards** where applications are for underground mining development. The case officer may consider this form of publicity to be appropriate for other applications for large scale development and will liaise with the relevant parishes to arrange this as necessary.
  - Owners and occupiers of neighbouring properties that are considered likely to be materially or significantly affected by the development shall be **notified by letter**. The letters will normally be sent by post or be hand delivered when the case officer visits the site, to help ensure that all affected properties are identified. The extent of notification will be at the discretion of the case officer, using the following criteria:
    - Neighbours will normally be notified if their property adjoins, overlooks or is adjacent to the proposed development.
    - Owners and occupiers further away from the proposal site will be notified if the case officer considers that they could be materially affected by some aspect of the proposal (e.g. noise, dust, odour, traffic, visual intrusion).
    - Owners and occupiers of adjacent undeveloped land or where there are no buildings on site, will only be notified where they are known to the case officer or where they have requested to be notified.

The case officer shall place on the application file a record, listing or showing on a plan, the location of all the neighbouring properties that have been notified of the proposed development and where the site notice(s) were displayed, and a copy of the letter and notice(s) and the date issued/displayed.

A **newspaper notice** shall be published in the local press when:

- The application is for a major development. This includes an application for the winning and working of minerals or the use of land for mineral working deposits; operational development or change of use to treating, storing, processing or disposing of refuse or waste material; for any development of buildings of 1,000 square metres of floorspace or more; and development carried out on a site having an area of 1 hectare or more;
- The application is accompanied by an Environmental Statement (an EIA application);
- The proposal is a departure from the Local Development Plan;
- The proposal affects a Public Right of Way, requires Listed Building Consent or affects the character or appearance of a Conservation Area.

Other development that does not meet these criteria will not normally be advertised in the local press. However, they will still be publicised by site notice, and adjoining properties, or those considered to be materially or significantly affected by the proposal, will be notified by letter.

- 3.9 All publicity identified in paragraph 3.8 shall normally be carried out within 10 working days of the registration of a planning application.
- 3.10 Applications for the approval of details required by a condition on a planning permission will not be subject to the publicity requirements set out here.
- 3.11 All current planning applications are available to view on the Cumbria County Council website.

### **Publicity Details**

- 3.12 All of the forms of publicity identified in paragraph 3.8 shall specify the following:
- The development being proposed;
  - The applicant's name, including the company name where appropriate, and the application number;
  - The location of the proposed development. Site notices and neighbour notification letters will include a site plan with the application boundary clearly identified;
  - Where the application can be viewed. This will normally be the relevant District Council Offices, the County Council Offices and on the Cumbria County Council website. For major developments, the application may be deposited in other public buildings (e.g. local libraries) if considered appropriate by the case officer;

- Name and contact details of case officer;
- The date by which representation shall be made. This shall be a minimum of 21 days from the date of publicity/notification for all applications except those accompanied by an Environmental Statement, where a minimum of 30 days shall be given. Bank and Public Holidays are not counted in these notification periods;
- Where representations should be sent.

3.13 When an application includes an Environmental Statement, the applicant is required to state where copies of it can be obtained and the cost of such, either as a hard copy, disc or memory stick.

### **Significant Amendments to a Planning Application**

3.14 Where, in the opinion of the case officer, significant amendments are to be made to a proposal during the course of its determination, further publicity/notification shall be undertaken and a minimum of 21 days shall be given. If the amendments are made, or further information received to an application accompanied by an Environmental Statement, further publicity/notification shall be undertaken and a minimum of 30 days shall be given.

### **Making a Representation**

3.15 Representations must be made either by letter or by e-mail and include the postal address of the author, to be valid. Verbal representations will not be considered or reported at Committee, other than those presented in person at Committee as part of the County Council's public speaking procedures.

- A decision notice on the planning application shall not be issued until the notified period for representations has expired.
- All representations relating to material planning considerations submitted by the deadline (3 working days before the Committee meeting) shall be taken into account by officers when making a recommendation and by the Committee in reaching a decision. Those not received by the deadline, but before consideration of the application by committee, shall be taken into account, provided there is sufficient time for them to be considered and reported by officers to the Committee.
- Representations will not be kept confidential and the applicant and other interested persons may arrange with a case officer to see any letter of representation relating to a planning application.
- The representee has the right to withdraw or amend any of the views he or she has expressed, but must do this in writing.

- A copy of the decision shall be made available for inspection on the Planning Register at the County Council and relevant District Council offices, and online.

## **OTHER REQUIREMENTS**

- 3.16 There are additional publicity requirements for EIA applications when an environmental statement or further information is submitted during the consideration of the application. If an environmental statement is subsequently submitted, the applicant has to publicise it by site notice and in a local newspaper. Where further information is submitted, following formal notice from the local planning authority that it is needed, the authority has to publicise it by site notice and in a local newspaper.
- 3.17 When a local planning authority determines an EIA planning application, it is required to publish a notice in a local newspaper and to make available a statement that explains the content of the decision and any conditions attached; the main reasons and considerations on which the decision is based; and a description, where necessary, of the main measures to avoid, reduce and, if possible, offset the major adverse effects of the development.

### **Applications for major infrastructure development**

- 3.18 These applications will almost certainly require Environmental Impact Assessment and the same procedures will apply to them. An economic impact report is also likely to be required. In addition, there is provision for the Secretary of State to call these applications in, for him/her to determine. They would, therefore, possibly involve a major public inquiry.

## **CONSULTATIONS**

- 3.19 The statutory requirements for consultation on county matter planning applications are mostly set out in Town and Country Planning (Development Management Procedure) Order 2015 and in The Town and Country Planning (Environmental Impact Assessment) Regulations 2017.
- 3.20 The County Council consults the District or Borough Council, the Parish or Town Council and the Highway Authority on all planning applications. The Environment Agency is consulted on all mineral and waste planning applications and for County Council applications in areas identified on flood maps (except where the Agency has issued standing advice).
- 3.21 Natural England is consulted on all EIA applications and those applications likely to affect any Site of Special Scientific Interest (SSSI). It is consulted on appropriate assessment of applications that are likely to have impacts on those SSSI that are also European wildlife sites (Special Protection Areas, Special Areas of Conservation and Ramsar sites).

- 3.22 Historic England is consulted on all planning applications that involve the demolition in whole or part, or the material alteration, of a Grade I or II\* listed building, or building in a Conservation Area, or which is likely to affect its setting, and any application that would affect the site of a scheduled monument or any registered Grade I or II\* garden or park of special historic interest.
- 3.23 Highways England is consulted about any development that is likely to result in a material increase in the volume, or a material change to the character, of traffic entering or leaving a trunk road or using a level crossing over a railway.
- 3.24 Network Rail is consulted on any development likely to result in a material increase in the volume, or a material change in the character, of traffic using a level crossing over a railway.
- 3.25 The Coal Authority is consulted on proposed buildings or pipelines in the area of the West Cumbria coalfield and will provide advice to applicants.
- 3.26 DEFRA is consulted on development that is not in accordance with the development plan and which would involve the loss, or is likely to lead to the loss, of not less than 20 hectares of best and most versatile agricultural land.
- 3.27 Sport England is consulted on development that is likely to prejudice the use, or lead to a loss of use, of a playing field, or of undeveloped land that has been a playing field within the last five years, or is allocated for use as a playing field in a Local Plan or involves replacing the grass surface of a playing pitch with an artificial surface.
- 3.28 In accordance with the Town and Country Planning (Aerodromes and Technical Sites) Direction 1992, the Ministry of Defence or Carlisle Airport are consulted on relevant developments within the notified zones around Carlisle Airport, RAF Spadeadam and the Great Dun Fell and Dean Cross Technical Sites. NATS Holdings (formerly National Air Traffic Services) and/or the Civil Aviation Authority are consulted if proposed developments could affect their assets.
- 3.29 The Health and Safety Executive is consulted on developments in the vicinity of notified major accident hazards and on developments for radioactive waste management.
- 3.30 The Canal and River Trust is consulted on relevant developments likely to affect the notified area of the Kendal–Lancaster Canal and Killington Reservoir.
- 3.31 In addition to these statutory consultations, the County Council consults Friends of the Lake District on developments in the vicinity of the National

Park boundary; Cumbria Wildlife Trust on developments likely to affect County Wildlife Sites; and other groups that have indicated that they wish to be consulted on specific developments.

### **MEMBER INVOLVEMENT**

- 3.32 Council has delegated to the relevant Corporate Director, the responsibility for determining non-controversial planning applications that are in accordance with the development plan and are not accompanied by an Environmental Statement. Decisions on other applications are delegated to Development Control and Regulation Committee.
- 3.33 Anyone, including the applicant, is given the opportunity to explain their views on a planning application directly to Members at the Committee meeting when the planning application is presented to the Committee for determination.
- 3.34 The detailed scheme of delegation and its associated Code of Practice and details of the procedures for appearing at Committee meetings can be seen on the Council's website; copies will be provided on request at cost:

<http://www.cumbria.gov.uk/searchresults.asp?qt=constitution>

### **NOTIFICATION OF DECISIONS**

- 3.35 A copy of the decision shall be made available for inspection on the Planning Register at the County Council and relevant District Council offices, and online.

### **PRE-APPLICATION DISCUSSIONS AND COMMUNITY INVOLVEMENT**

- 3.36 The types of planning application that are determined by the County Council can be contentious. With such proposals, pre-application discussions can be valuable for the applicant and the planning authority. They can: enable problems to be identified and addressed before an application is submitted; can speed up the consideration of the proposals; may reduce the chance of a refusal; and can reduce the need for proposals to be amended at a later stage.
- 3.37 Cumbria County Council does, therefore, encourage all applicants, including Directorates within the Council, to engage in pre-application discussions with planning officers. The purpose of these discussions is to provide guidance on development plan policies, whether the principle of the development is likely to be acceptable, and on the detailed content and format of the application that is required for the proper consideration of the proposals.

- 3.38 The pre-application advice that is given by officers has to be without prejudice to the subsequent consideration of an application by the Council as the Local Planning Authority.
- 3.39 There are separate statutory procedures for seeking formal Screening and Scoping Opinions with regard, respectively, to the need for, and the content of, an Environmental Impact Assessment.
- 3.40 For those applications that will require Environmental Impact Assessment or which involve Major Infrastructure Projects, the County Council will expect the planning application to include details of pre-submission publicity and consultation with the local community. These details are likely to include the date of any publicity, the date(s), hours of opening and venue of any exhibition and whether it was staffed. Details should also be provided of the community issues and aspirations that were raised and how these have been addressed.
- 3.41 For applications that are likely to generate local interest, the County Council encourages the applicant to consult with the Parish Council, mineral and waste site liaison committees and the local community, on draft proposals prior to finalising them and submitting a planning application.

## **4 EQUALITY IMPACT ASSESSMENT**

- 4.1 The County Council will pay careful attention to whether the policies and proposals of the Local Development Plan would adversely impact upon groups and individuals. An Initial Equality Impact Assessment has been carried out for the Plan. Respondents to consultations will be monitored, for example for those who have a disability, so that this information can be used in the ongoing assessment.
- 4.2 The majority of Cumbria residents have English as their first language. Consideration will be given to translating versions of reports as needs arise and if they are requested.
- 4.3 With regard to visual impairment, all reports will be in Arial font, 12 point size and will also be made available on CD, on request, for people who can then convert them to large print or with access to computer programmes that convert text to speech. Larger print format can be made available on request.
- 4.4 Contact will be made with the Cumbria Societies for the Blind and Cumbria DeafVision, and their advice taken on how best to ensure people on their register have access to documents; for example, in Braille or on audio tape and on the provision of loop systems at public meetings and exhibitions.
- 4.5 Contact names, telephone and email details will be available in all publicity material and on the web site.

## **APPENDICES**



### LIST OF CONSULTEES TO THE LOCAL DEVELOPMENT PLAN

When preparing a Local Development Plan, The Town and Country Planning (Local Planning) (England) Regulations 2012 state that the local authority must consult and invite representations from ‘Duty to Co-operate bodies’, ‘specific consultation bodies’, ‘general consultation bodies’ and ‘residents or other persons carrying on business in the local planning authority’s area’ that they consider to be appropriate.

There is some overlap between the Duty to Co-operate and specific consultation bodies, as the purpose of consultation with those bodies in each list may be for different purposes throughout the preparation of the Plan. The Duty to Co-operate consultees are usually consulted for their professional opinions or for collation of evidence base data, whilst the specific consultees are consulted for each draft version of the Plan.

#### DUTY TO CO-OPERATE BODIES

- (i) the Environment Agency
- (ii) the Historic Buildings and Monuments Commission for England (known as Historic England)
- (iii) Natural England
- (iv) the Civil Aviation Authority
- (v) the Homes and Communities Agency
- (vi) the Primary Care Trust
- (vii) the Office of Rail Regulation
- (viii) each Highways Authority
- (ix) the Marine Management Organisation
- (x) the Local Enterprise Partnership

#### SPECIFIC CONSULTATION BODIES

- (i) the Coal Authority
- (ii) the Environment Agency
- (iii) the Historic Buildings and Monuments Commission for England (known as Historic England)
- (iv) the Marine Management Organisation
- (v) Natural England
- (vi) Network Rail Infrastructure Limited (company number 2904587)
- (vii) Highways England
- (viii) a relevant authority any part of whose area is in or adjoins the local planning authority’s area:-
  - Allerdale BC, Barrow in Furness BC, Carlisle CC, Copeland BC, Eden DC, South Lakeland DC

- Lake District and Yorkshire Dales National Park Authorities
- Northumberland CC
- Durham CC
- North Yorkshire CC, Craven DC, Richmondshire DC
- Lancashire CC and Lancaster CC
- Dumfries and Galloway and Scottish Borders Scottish Unitary Authorities
- adjoining Parish Councils

(ix) any person

- to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
- who owns or controls electronic communications apparatus situated in any part of the local planning authority's area

(x) if it exercises functions in any part of the local planning authority's area

- a Primary Care Trust established under section 18 of the National Health Service Act 2006(9)
- a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989(10)
- a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(11)
- a sewerage undertaker, and
- a water undertaker

(xi) the Homes and Communities Agency

**GENERAL CONSULTATION BODIES** – as defined in the Town and Country Planning (Local Planning) (England) Regulations 2012

- (i) voluntary bodies some or all of whose activities benefit any part of the local planning authority's area
- (ii) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area
- (iii) bodies which represent the interests of different religious groups in the local planning authority's area
- (iv) bodies which represent the interests of disabled persons in the local planning authority's area
- (v) bodies which represent the interests of persons carrying on business in the authority's area

These shall include the following:-

- Cumbria Wildlife Trust
- Friends of the Lake District

- Council for the Protection of Rural England
- National Trust
- Friends of the Earth
- Ramblers Association
- National Farmers Union (North Cumbria)
- Forestry Commission NW England
- Woodlands Trust
- Cumbria Woodlands
- Royal Society for the Protection of Birds
- Arnsdale and Silverdale Landscape Trust
- British Trust for Conservation Volunteers
- Cumbria GeoConservation (formerly Cumbria RIGS Group)
- CORE (Cumbrians Opposed to a Radioactive Environment)
- Radiation Free Lakeland
- Eden Rivers Trust
- Morecambe Bay Partnership
- Langdales Society
- Friends Of Rural Cumbria's Environment
- Churches Together Environment Group
- Voluntary Action Cumbria
- Rural Women's Network
- AONB Partnerships, Management Units and other Environmental Partnerships
- The minerals and waste management industries and their trade associations. (The major companies operating within Cumbria and everyone who has submitted a minerals or waste planning application within the last three years will be consulted).
- Furness Waste Consortium
- Nuclear Decommissioning Authority
- Low Level Waste Repository Limited
- Sellafield Limited
- Airport operators
- British Chemical Distributors and Traders Association
- British Geological Survey
- Canal & River Trust
- Chamber of Commerce
- Church Commissioners
- Civil Aviation Authority
- Coal Authority
- Crown Estate Office
- Disability Rights Commission
- Cumbria Societies for the Blind
- Cumbria DeafVision
- Cumbria Third Sector Network

- Equal Opportunities Commission
- Fire and Rescue Services
- Health and Safety Executive
- Local Race Equality Councils and other local equality groups
- NATS Holdings (formerly National Air Traffic Services)
- Port Operators
- Rail Companies and the Rail Freight Group
- Road Haulage Association
- Sport England
- The six District-based Area Committees
- Liaison Committees at mineral working and waste management sites

### **RESIDENTS OR OTHER PERSONS CARRYING ON BUSINESS IN THE LOCAL PLANNING AUTHORITY'S AREA**

These shall include all individuals and businesses not listed above, who have expressed an interest in the preparation of the Plan.

**METHODS OF CONSULTATION FOR ALL MINERALS AND WASTE DEVELOPMENT PLAN DOCUMENTS**

<b>Purpose</b>	<b>Methods</b>
<p>To involve the community during the preparation of the Plan about issues and options</p>	<p>Consultation letters, either electronic or hard copy, during the preparation of documents.</p> <p>Online consultations on the Cumbria County Council website with the opportunity to be added to the list of consultees.</p> <p>Stakeholder and interest group meetings.</p> <p>Work with the Local Enterprise Partnership, Local Committees, Neighbourhood Forums and Site Liaison Committees.</p> <p>Keep the updated Evidence Base available on the County Council's website.</p>
<p>To engage with groups who could have difficulty accessing the Development Plan documents or who are not normally involved in the planning process</p>	<p>Work with the Local Enterprise Partnership, Local Committees, Neighbourhood Forums, and Cumbria Blind and Deaf associations to:-</p> <p>Encourage participation in minerals and waste planning matters, and</p> <p>Support community objectives where they relate to minerals and waste developments as much as possible.</p> <p>Consider requests for documents in different formats/languages.</p>
<p>To publicise when documents are being published, where they can be seen and when and how representations can be submitted</p>	<p>Send letters and/or emails to consultees</p> <p>Place consultation documents and notices at local authority offices and at main libraries.</p> <p>Publish information on the County Council's website.</p>
<p>To make documents available to be read</p>	<p>Send electronic or hard copies directly to consultees.</p> <p>Publish documents on the County Council's website in easily downloadable format.</p>

	<p>Make hard copies of documents available at local authority planning offices and at main libraries.</p> <p>Make electronic or hard copies available to interested parties.</p> <p>Make copies available in other formats on request.</p>
To arrange and publicise consultation events to discuss Development Plan documents	<p>Contact communities via Area Committee meetings, Parish Councils and Liaison Committees.</p> <p>Publicise by consultation documents and notices in local authority planning offices and main libraries or via the County Council's website.</p> <p>Notify people with a specific interest directly.</p> <p>Ensure venues are accessible and have adequate facilities for people with disabilities.</p> <p>Hold events at convenient times.</p> <p>Make sure that events are appropriately staffed.</p>
To publicise periods for making formal representations, where documents can be seen and how representations can be made	<p>Consultation letters, either electronic or hard copy, during pre-submission and submission stages.</p> <p>Publicise by consultation documents and notices in local authority planning offices and main libraries or via the County Council's website.</p> <p>Publish notice and opportunities for online consultations on the Cumbria County Council website with the opportunity to be added to the list of consultees.</p> <p>On request, arrange stakeholder, Liaison Committee and interest group meetings.</p> <p>Notify people who could be likely to be affected by site specific proposals.</p>
To provide feedback on responses and representations	<p>Keep live and updated copies of documents with summaries of representations on the County Council's website.</p>

	<p>Email acknowledgment of all electronic representations followed by details of how they are proposed to be taken into account. Respond to postal representations as appropriate.</p> <p>Publish on the County Council's website and forward electronic or hard copies to consultees of a report about the community involvement process. This will set out who was consulted, the representations that were made, the issues that were raised and the responses that are proposed. This is usually via an Outcomes Report or a Consultation Statement.</p> <p>Make electronic or hard copies of the report available to all interested parties.</p>
<p>To publicise arrangements for public examination of documents by an independent Inspector</p>	<p>Publicise by consultation documents and notices in local authority planning offices and main libraries or via the County Council's website.</p> <p>Notify all consultees and everyone who has submitted representations.</p> <p>Information on the County Council's website.</p> <p>All publicity to include details of opportunities to challenge any document.</p>
<p>To publicise the intention to adopt Development Plan documents and details of how challenges could be made</p>	<p>Electronic or hard copies of the documents, comments forms and guidance notes sent to consultees.</p> <p>Make documents, comments forms and guidance notes available on the County Council's website.</p> <p>Make copies of the document available at local authority planning offices and at main libraries.</p> <p>Place notices in local newspapers, as appropriate.</p> <p>Notify everyone who has submitted representations.</p> <p>Make electronic or hard copies available to all interested parties.</p>

**METHODS OF CONSULTATION ON PLANNING APPLICATIONS RELATING TO MINERALS AND WASTE DEVELOPMENT PROPOSALS AND THE COUNTY COUNCIL'S OWN DEVELOPMENT PROPOSALS**

Purpose	Methods
<p>To publicise when applications have been received, where they can be seen and how to make representations</p>	<p>Post a site notice(s) at the application site or in the vicinity of the site (all applications).</p> <p>Place an advert in the local press where:</p> <ul style="list-style-type: none"> <li>• applications are accompanied by an environmental statement</li> <li>• are major development</li> <li>• are departures from the development plan</li> <li>• affect a public right of way</li> <li>• affect the setting of a listed building</li> <li>• affect the character or appearance of a conservation area.</li> </ul> <p>Send letters and/or emails to statutory and non statutory consultees</p> <p>Post/deliver letters to properties that are considered to be most materially affected by a proposal, informing them of the proposal and how to make representations.</p> <p>Place applications, supporting documents and plans at the relevant local authority offices and on the County Council's website.</p> <p>Post a copy of the decision notice on the website.</p>