



**West
Northamptonshire
Council**

Draft West Northamptonshire Statement of Community Involvement

June 2025



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Forewords by Councillor Thomas Manning Portfolio Holder and Stephanie Gibrat, Assistant Director

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Consultation Arrangements

- (i) Title:**
West Northamptonshire Draft Statement of Community Involvement
- (ii) Subject Matter:**
Draft Statement of Community Involvement for the Planning Service of West Northamptonshire which sets out how the Council will engage with stakeholders and the public in all planning processes.
- (iii) Methods for responding:**
The Council strongly encourages responses be made via the Online portal.

Representations can also be made:

By e-mail: localplan@westnorthants.gov.uk

By Post:
Planning Policy Team
West Northamptonshire Council
One Angel Square
Angel Street
Northampton
NN1 1ED

Representations may be accompanied by a request for notification of the adoption (or otherwise) of this SCI. If making such a request please specify the address to be used for this purpose.

- (iv) Consultation Period:**
This document is published for public consultation purposes. The consultation period starts on 1st July 2025 and will run for 8 weeks ending at 11.59 pm on Monday 25th August 2025.
- (v) Scope of consultation:**
Comments are invited on all aspects of the draft SCI.

1 Introduction

1.1 Purpose of the document

- 1.1.1 This Statement of Community Involvement (SCI) sets out how West Northamptonshire Council's (WNC) Planning and Building Control Service will engage with stakeholders and the public in all planning processes, the production of the Council's statutory planning documents and planning applications and what assistance will be provided to communities preparing neighbourhood plans or neighbourhood development orders.
- 1.1.2 The West Northamptonshire Planning and Building Control Service is fully committed to engaging its communities and stakeholders in the delivery and development of its service. The scope of this SCI is much broader than that required by the regulations reflecting this commitment.
- 1.1.3 When adopted, this document will replace the following documents:
- West Northamptonshire Statement of Community Involvement for the Local Plan (January 2024)
 - South Northamptonshire Council Statement of Community Involvement (July 2020)
 - Northampton Borough Council (Adopted 2017, Modified 2018)
 - Daventry District Council Statement of Community Involvement (May 2017)

1.2 Digitisation of Planning

- 1.2.1 As part of wider planning reforms, there is an ambition to bring planning and plan making into the digital age. It is seeking to modernise the English planning system, to provide faster, simpler, more accessible plans and policies to deliver better outcomes, informed by up-to-date data and shaped more actively by communities and other stakeholders. More information can be found here [Digital Planning](#). For the SCI this will be reflected in the ways in which we will consult and engage with stakeholders using technology, in how we communicate, hold information and process and present data. All of our information relating to planning can be found on the Planning and Building Control pages on the West Northamptonshire Council website.

1.3 Structure of document

- 1.3.1 The structure of the SCI is as follows:
- Section 1 introduces the SCI and its purpose.
 - Section 2 provides information about the West Northamptonshire Planning and Building Control Service.
 - Section 3 sets out information about the scope and purpose of the SCI.
 - Section 4 sets out the national and local context, identifying relevant legislation and policies which have been taken into account in drafting this SCI.
 - Section 5 then sets out the how we will consult and engage on our planning and building control activities. This section deals with matters that apply to the whole

service first, then planning policy matters, followed by development management matters, and then building control matters.

- Section 6 sets out how we will adapt our approach if we face circumstances such as the pandemic in 2020 when normal consultation activity cannot take place,
- Section 7 sets out when and how the SCI will be reviewed and monitored.

2.0 The West Northamptonshire Planning and Building Control Service

2.1 Overview of Service

- 2.1.1 The West Northamptonshire Planning and Building Control Service delivers a number of planning and building control functions. This includes development management, planning policy and specialist services, enforcement and building control. The service is based at The Forum at Towcester.
- 2.1.2 The Development Management service make decisions on planning applications. When making decisions on planning applications, regard must be given to the Council's Development Plan Documents (DPD) unless other material considerations indicate otherwise.
- 2.1.3 The Planning Policy and Specialist Services team is responsible for the production of a new local plan for West Northamptonshire, supporting neighbour planning activity and producing other policy documents. The Specialist Services part of the team deals with ecology, arboriculture, heritage and design matters.
- 2.1.4 The primary purpose of the Enforcement team is deal with suspected breachers of planning control in an effective, proportionate, consistent and helpful manner. This is set out in the local enforcement plan, which sets out the key objectives and process that is followed.
- 2.1.5 The Building Control Service makes decisions on building regulation applications to ensure any new buildings or alterations to existing buildings is completed to a standard that meets health and safety, energy and accessibility standards. The service also deals with the demolition notices of buildings and structures as well as street naming and numbering.

3.0 About this Statement of Community Involvement

3.1 What is it?

- 3.1.1 The SCI describes how the Council will ensure that our residents, the public, businesses, landowners, developers, adjoining local authorities, government agencies and any other individuals, groups and organisations within and with an interest in, the local authority's area can get involved in the services provided by the Planning and Building Control Service, including planning applications, the creation of the West Northamptonshire Local Plan (WNLPA), and neighbourhood planning. The engagement of our communities and stakeholders will help us to better shape where we live, work and do business.

3.2 Why do we have a Statement of Community Involvement?

- 3.2.1 The production of an SCI is required by the Planning and Compulsory Purchase Act 2004. There is a legal requirement on local planning authorities (LPAs) to undertake

public consultation on local plans and planning applications. It is important that we provide engagement that is effective and that is undertaken in a cost-effective, efficient and proportionate manner. This SCI sets out how the Council will do this and establishes a minimum standard of consultation and publicity.

3.3 Why is community involvement in planning important?

- 3.3.1 The planning system affects everybody who lives, works in, invests in, or visits the area. It balances competing land uses and sets out the vision for how communities will be enhanced. Local communities, businesses and other organisations can contribute to this process, and it is important that they are involved at an early stage and throughout the plan making and planning application processes to help inform how the area might evolve and develop over time.

3.4 Why is a new SCI being produced?

- 3.4.1 There are currently five SCIs in place for West Northamptonshire. These cover the three legacy authorities of Northampton Borough (NBC), Daventry District Council (DDC) and South Northamptonshire Council (SNC) as well as the West Northamptonshire Local Plan and the Minerals and Waste Local Plan for Northamptonshire.
- 3.4.2 Under regulation 10A of the Town and Country Planning (Local Planning) England Regulations 2012 (as amended), local authorities must review SCIs at least once every five years from their adoption date, to ensure that policies remain relevant and effective. With the exception of the Local Plan SCI, the three legacy SCI's are more than five years old. This SCI will replace the Local Plan and the three legacy SCI's with one single document.
- 3.4.3 The Minerals and Waste SCI (November 2012) remains in force in relation to applications submitted for mineral and waste development and the Minerals and Waste Local Plan at this stage.

4.0 Context

4.1 The National Context

- 4.1.1 The Localism Act (2011) and the National Planning Policy Framework provide flexibility in determining who, when and how councils should consult and publicise information. However, whilst there is flexibility, it is a requirement that the legislation and regulations are complied with, the key elements of this are set out in the following sections.

Localism Act 2011

- 4.1.2 The Localism Act 2011 includes a duty to co-operate whereby councils have to engage with specified partners, such as neighbouring authorities and other statutory bodies.
- 4.1.3 It also provides for the production of neighbourhood development plans, which enables communities to write their own plans to shape development within their

neighbourhood. It is for those preparing a neighbourhood plan to decide how best to consult during the preparation of the document, but they must comply with the Neighbourhood Planning Regulations in place at the time.

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

- 4.1.4 The 2012 Regulations set out the procedures to be followed and provide for the use of electronic communications. They have in part been superseded by more recent regulations.
- 4.1.5 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017, state that LPAs in England must review their SCI every five years to ensure it is kept up to date and reflects current legislation and best practice.

Planning Act 2008

- 4.1.6 The Planning Act, as amended, creates a separate consenting route for major infrastructure projects in the fields of energy, transport, water, wastewater and waste – termed Nationally Significant Infrastructure Projects (NSIP). The process for submitting NSIPs to the Planning Inspectorate is set out here. [NSIP Process](#)

Planning (Listed Buildings and Conservations Areas) Act 1990

- 4.1.7 In addition to the planning framework, the main legislative framework for the historic environment is the Planning (Listed Buildings and Conservation Areas) Act 1990 and provides specific protection for buildings and areas of special architectural or historic interest. Any decisions where listed buildings and their settings and conservation areas are a factor must address the statutory considerations of the Act.

Tree Preservation Orders and Conservation Areas

- 4.1.8 A Tree Preservation Order is an order made by a local planning authority in England to protect specific trees, groups of trees or woodlands in the interests of amenity. An [Order prohibits](#) the cutting down, topping, lopping, uprooting, wilful damage and destruction.
- 4.1.9 Trees in a [conservation area](#) that are not protected by an Order are protected by the provisions in [section 211 of the Town and Country Planning Act 1990](#). These provisions require people to notify the local planning authority, using a '[section 211 notice](#)', 6 weeks before carrying out certain work on such trees, [unless an exception applies](#).

National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG)

- 4.1.10 The latest version of the National Planning Policy Framework was published in December 2024. It sets out the Government's vision for the planning system, including how plans should be prepared and how planning policies should be applied in managing development. Local Plan policies must comply with this national

framework. The Government also publishes National Planning Practice Guidance (NPPG), which gives further guidance and advises on how local authorities are expected to prepare local planning documents and implement Government Policy. This is updated from time to time.

- 4.1.11 The NPPF highlights the importance of engagement with the community in plan-making (Paragraph 16 C) and decision taking (paragraph 39). It also promotes a plan-led system and re-iterates the duty to co-operate on planning issues that cross administrative boundaries, particularly those related to the strategic priorities, including the homes and jobs needed in the area.
- 4.1.12 The NPPF requires neighbourhood plans to support the delivery of strategic policies contained in local plans and should shape and direct development that is outside of these strategic policies. Neighbourhood planning gives communities the power to develop a shared vision for their area. Neighbourhood plans can shape, direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan. (Paragraph 30).

4.2 The Local Context

Development Plans

- 4.2.1 In December 2014 the West Northamptonshire Joint Core Strategy (Local Plan Part 1) was adopted by the West Northamptonshire Joint Strategic Planning Committee. This committee has since been revoked by Government, and the responsibility for plan making has now passed to this Council. The Core Strategy sets out the long-term vision and objectives for the whole of West Northamptonshire consisting of the areas of the former Daventry District, Northampton Borough and South Northamptonshire District for the plan period up to 2029, including strategic policies for steering and shaping development.
- 4.2.2 The Core Strategy provided the strategic framework to guide the preparation of the part 2 plans for each the former districts. These are now adopted:
 - Former Daventry District – DDC adopted the Settlements and Countryside (Part 2) Local Plan in February 2020
 - Former South Northamptonshire – SNC adopted the South Northamptonshire Local Plan (Part 2) in July 2020.
 - Former Northampton Borough – WNC adopted the Northampton Local Plan Part 2 in March 2023.
- 4.2.3 Work is now underway on a new Local Plan for West Northamptonshire, which when adopted will replace all of these plans. Consultation was undertaken on an issues document in autumn 2019 and an options consultation ran from October to December in 2021, followed by consultation on an almost full plan in spring 2024.

Neighbourhood Plans

- 4.2.4 Neighbourhood plans contain policies about what communities consider important, where they think development should go and what it should look like. When they are “made” or adopted, they form part of the development plan and are used in decision

making alongside the Part 1 and Part 2 Local Plans for West Northamptonshire, together with other material planning considerations.

- 4.2.5 There are currently 31 'made' neighbourhood plans in West Northamptonshire forming part of the development plan. In addition to this there are twenty-three designated neighbourhood areas and two neighbourhood forums of which around seven of these are making significant progress in their neighbourhood plan. More information can be found here [Neighbourhood Plans in West Northamptonshire](#).

Conservation Areas

- 4.2.6 A conservation area is an area of special architectural or historic interest. Any new development in the area should preserve or enhance the character and appearance of the conservation area. West Northamptonshire has 117 conservation areas and is committed to conserving and enhancing these areas protecting heritage for future generations.
- 4.2.7 Conservation areas put in place tighter planning controls for anyone seeking permission to undertake particular works where planning controls are extended to give greater protection. In a conservation area, planning permission is required for work that would ordinarily constitute permitted development. For more information [conservation areas, appraisals and maps](#) .

5.0 How we Engage/Consult

- 5.0.1 The following sections set out how the service will consult and engage with our communities and stakeholders. The first section sets out the consultation framework set by the Council, followed by the activities undertaken by the service as a whole, with the following sections dealing in turn with specific parts of the service.

5.1 Principles of Engagement and Consultation

- 5.1.2 The Council has set out its overall approach to consultation and in engagement in its '[Consultation and Engagement Framework](#)'. This seeks to consult and engage with our stakeholders so they can inform decisions, so these are informed by public opinion, reflect and respond to the needs of local people and are transparent and accountable. It is acknowledged that whilst it cannot be guaranteed that stakeholders will always agree with decisions, the framework and the SCI are designed to improve the way the Planning Service involve them in decision-making.
- 5.1.3 The framework sets out why, what, who, when and how we will consult and engage and how we will use the stakeholder feedback and it is this framework and principles that will inform the SCI. Consultation and engagement will be:
- Meaningful and have a clear purpose.
 - Timely, take place when there is opportunity to influence the decision and allow people a reasonable amount of time to respond.

- Visible so that we take reasonable and practicable steps to ensure people are made reasonably aware.
- Accessible, easy to understand and targeted to those people we need to reach.
- Analysed and used to inform decision-making.
- Responsive with clear feedback given to participants and stakeholders; and
- Evaluated and used to improve future activities.

5.1.4 The Council recognises that the community involvement process has the following distinct objectives:

- Informing – This involves raising awareness about the subject, by providing relevant, balanced, clear and easily understood information, and ensuring that people are kept up to date.
- Consulting – This means asking what people think and inviting comment on proposals and approaches.
- Participating - This entails a more interactive approach of encouraging people to put forward views, ideas and proposals for discussion.
- Giving feedback – This is the stage of the process where people can see how their involvement has informed decision making.

5.1.5 For this SCI this means:

- Engaging the community and stakeholders in the early stages of plan-making and at subsequent stages, for example at stages where they can influence the content and focus of policies and where issues can be more easily addressed
- Consultation will be continuous and part of an on-going programme with clear opportunities for continuing involvement
- Encouraging pre-application advice, by advising applicants to discuss future development proposals prior to submitting a planning application
- Undertaking meaningful consultation, before applications for major development are submitted
- Establishing a sense of identity with the local area, creating a local sense of pride and greater sense of 'community'
- Reaching out to those whose voices are seldom heard, being inclusive, fair and representative in the plan-making process
- Empowering communities through supporting localism, supporting neighbourhood planning and other community-related planning activities
- Consultation will be transparent, accessible and proportionate
- Providing the opportunity for feedback, the Council will consider all comments received through consultations on policies and make appropriate changes accordingly and explain the response. The Council will also explain how comments on planning applications have been taken into consideration in officer's reports.
- To achieve value for money
- Clear that anyone can be involved and participate in the planning process

5.2 Planning and Building Control Service

- 5.2.1 The Planning and Building Control Service uses a number of mechanisms to engage with our local communities and stakeholders. These include:

Agents Forum

- 5.2.2 The Council holds a Forum with agents, developers and landowners about three times a year. The forum enables the Council to provide an update on how the service is developing, any particular issues faced by the service which may affect agents etc, and progress on the local plan.

Town Parish Councils/Meetings

- 5.2.3 The Service provides regular briefings for town and parish councils. This includes briefings on planning reforms being made by the government, updates on aspects of our service and progress on the local plan. Some of these are done in conjunction with Northamptonshire County Association of Local Councils (Ncalc). The Council also holds a Larger Parishes Forum which deals with wider Council issues, but is attended on an ad hoc basis by officers from the Planning Service to provide updates/briefings etc.
- 5.2.4 The Service will shortly be introducing a Quarterly Planning Operational Meeting which will provide a regular interface between the Service and parishes to further develop relations, provide updates briefings etc.

5.3 Planning Policy

- 5.3.1 The Council prepares various types of documents that involve different plan/policy making processes and various requirements for publicity and consultation. These consist of local plans and related documents, conservation area appraisals, neighbourhood plans, orders and local development orders, which are dealt with in turn below.

West Northamptonshire Local Plan

How will the Council consult on the Local Plan?

- 5.3.2 Local plans are prepared in accordance with the Town and Country (Local Planning) Regulations 2012. These Regulations set out the procedures to be followed in relation to the preparation of local plans and supplementary planning documents; including consultation with interested persons and bodies and the documents which must be made available at each stage of the plan making process. The Council will give those with an interest in development in the area the opportunity to have their say on the Local Plan.
- 5.3.3 It is recognised that some parts of the community are not always adequately represented such as BAME, the young, economically disadvantaged neighbourhoods and the elderly. The Council will work closely with relevant organisations that have experience in a particular matter to find the best way of consulting and liaising with these groups that are seldom heard.

- 5.3.4 In preparing the plan, the Council will engage with relevant stakeholders and gather evidence. It will prepare a Consultation Statement at each stage¹ setting out how this has been done, and how issues that have been raised have been considered in preparing the plan.
- 5.3.5 The Council will maximise the use of email and social media to make involvement easier, quicker and more cost effective. The Council is keen to explore new methods of communication and engagement with local communities, recognising that e-communications are the most appropriate way of publicising information on all aspects of the planning service to the widest possible number of people and organisations. However, the Council will also take reasonable steps to ensure that sections of the community that do not have internet access are involved.

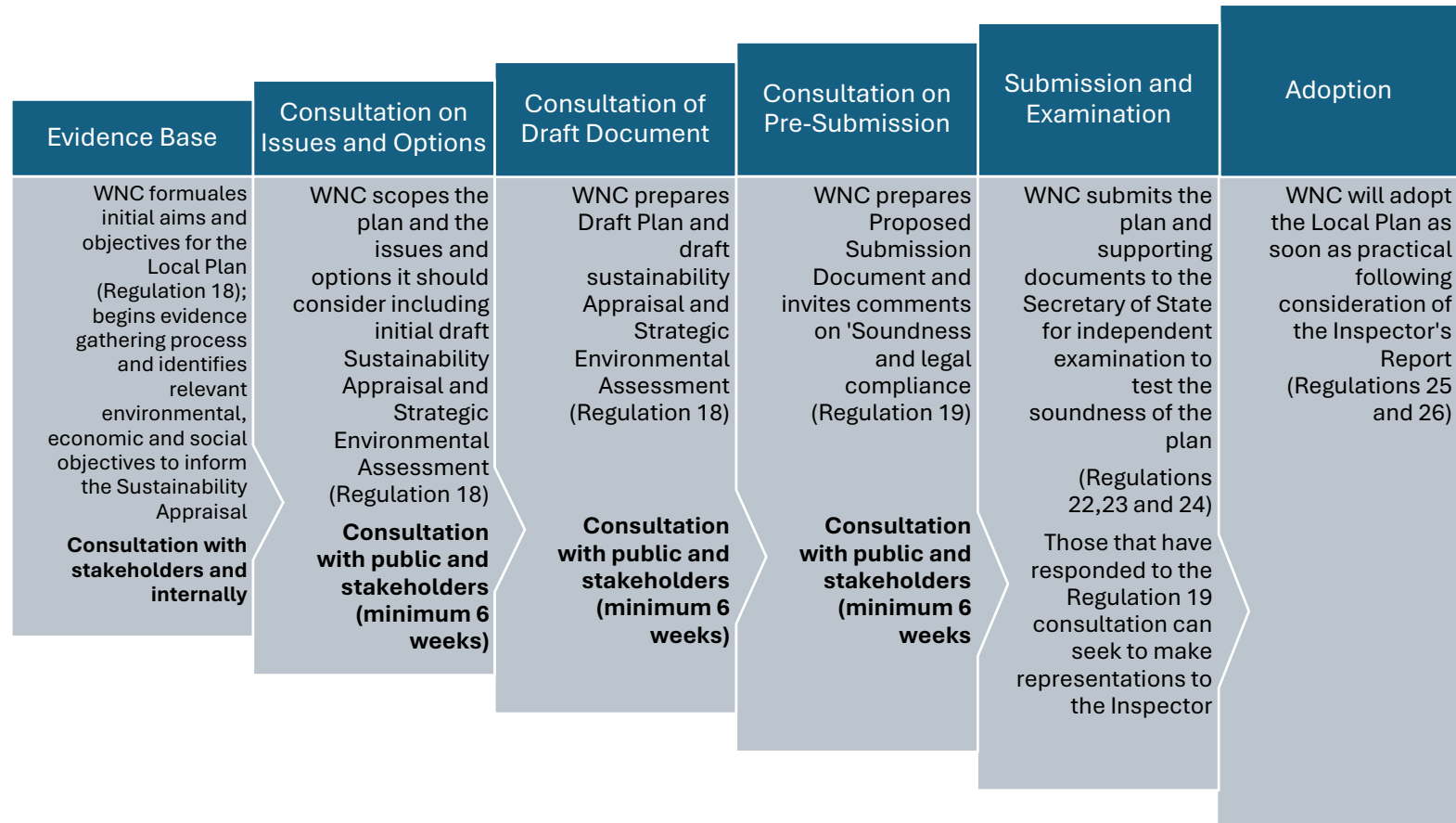
What are the consultation stages on the Local Plan?

- 5.3.6 Each stage of the plan making process is considered in turn below – Diagram 1 below shows the progression of the plan through its various stages. The planned timing of each stage can be found in the [Local Development Scheme](#) which sets out a timetable for preparing the plan and is available on the website. This will be updated from time to time.

¹ i.e. Regulation 18 and Regulation 19 stages

DIAGRAM 1 – Key Stages in the Local Plan making process

(References to regulations refer to the Town and Country Planning (Local Planning) (England) Regulations 2012)



- 5.3.7 In addition to the consultation requirements, the Council is required by virtue of the duty to co-operate (Localism Act 2011) to engage constructively and actively with other local authorities and other bodies set out in the regulations as set out in the Duty to Co-operate section below (Para 5.3.18).

Issues and Options Stages

- 5.3.8 The regulations are quite flexible regarding how this stage of plan-making is undertaken. The Council took the view that involving the communities and stakeholders from the outset was important and therefore separated the Issues and Options into two stages, thus feedback from the Issues stage could help inform the development of Options.
- 5.3.9 The Issues stage was undertaken in autumn 2019.

An Options consultation ran from October to December 2021.

- 5.3.10 Whilst, as noted above, the regulations are quite flexible, it is a requirement that the 'specific' and 'general' consultation bodies are notified of the Council's intentions to prepare a plan and to invite comments on what it ought to contain. These bodies are identified in boxes 1 and 2 in Appendix 1 and will continue to be notified of consultations on the Local Plan.

Draft Document.

- 5.3.11 The first Regulation 18 draft Local Plan consultation was undertaken in Spring 2024. A second Regulation 18 consultation will be undertaken in Autumn 2025. As there is no requirement to produce a draft plan, there are no regulations setting out who to consult. The Council will however, consult:

- The specific consultation bodies set out in box 1 in Appendix 1
- The general consultation bodies set out in box 2 in Appendix 1
- Everyone on the council's Local Plan database - box 3 in Appendix 1

It is anticipated that this will be in addition to general wider engagement and publicity on the plan.

Proposed Submission Plan

- 5.3.12 For the submission stage of the plan there are requirements (Regulation 19) to make the plan available and to notify the general and specific consultation bodies that the plan is available (Boxes 1 and 2 in Appendix 1).
- 5.3.13 The Council will in addition notify everyone whose contact details are on the Council's local plan database (Box 3 in Appendix 1).

Examination

- 5.3.14 Following the stages above the Council submits the Local Plan to the Secretary of State together with the representations received at the Regulation 19 stage. The submitted document, and the representations received, will be considered by a Planning Inspector at an independent examination. The Council will notify the

specific and general consultation bodies who were invited to make representations at earlier stages, and all those who have requested to be notified, of this stage.

- 5.3.15 Those individuals and organisations that have made representations may be invited by the Inspector to submit a written statement during the examination. Individuals and organisations that made an objection to the document and have requested to speak at the examination will be contacted by the Inspector to be informed of the procedure for being heard.
- 5.3.16 As part of the Examination process there could be further consultations, for example on Main Modifications and Additional Modifications to the plan. Any formal additional consultations will be for a minimum of 6 weeks.
- 5.3.17 The Council will notify all those who have requested to be notified, as soon as reasonably practicable following the receipt of the Inspector's Report.

Duty to co-operate

- 5.3.18 The Localism Act 2011 places a 'duty to cooperate' on local planning authorities, county councils, neighbouring authorities² and other public bodies for any strategic cross boundary issues.
- 5.3.19 The duty to cooperate prescribed bodies are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012).

The other bodies are defined in the 2012 Regulations as:

- Environment Agency;
- Historic Buildings and Monuments Commission for England (known as Historic England);
- Natural England;
- Mayor of London;
- Civil Aviation Authority
- Homes and Communities Agency (Homes England);
- Integrate Care Boards (ICB)
- The National Health Service Commissioning Board;
- The Office of Rail and Road;
- Transport for London
- Each Integrated Transport Authority;
- Each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority); and
- Marine Management Organisation.
- Each local enterprise partnership; and
- Each local nature partnership.

This is an ongoing area of activity that is recorded in the Authorities Monitoring Report (AMR).

² Rugby Borough, Harborough District, North Northamptonshire, Milton Keynes, Cherwell District, Buckinghamshire, Stratford on Avon.

Targeted engagement

- 5.3.20 It is recognised that some people are seldom heard in planning decisions for different reasons. Social exclusion may be linked to poverty and low income but can also be the result of illness, prejudice or discrimination, or of simply not being able to access information. As part of the planning process, the Council will seek to ensure that all parts of the community have the opportunity to be engaged in planning consultations. An Equalities Impact Assessment will be undertaken for the Local Plan which will help inform a targeted communication and engagement plan for consultation. Where appropriate, techniques will be used to engage and consult with those identified seldom heard communities.

Local Plan Consultation Database

- 5.3.21 Anyone wishing to receive notifications about future consultations on the Local Plan, can email localplan@westnorthants.gov.uk or write to the address below to be added to our consultation database or to have their details on it removed or amended.

Planning Policy Team
West Northamptonshire Council
One Angel Square
Angel Street
Northampton
NN1 1ED

[Please also refer to the Planning Service Privacy Notice \(Planning Policy\)](#)

Sustainability Appraisal (SA)

- 5.3.22 A Sustainability Appraisal is required for any of the documents that can form part of a local plan, including core strategies, site allocation documents and area action plans. Neighbourhood plans, Supplementary Planning Documents (SPDs), the SCI, the LDS and AMR are excluded from the requirement. However SPDs may in exceptional circumstance require a strategic environmental assessment if they are likely to have significant environmental effects that have not already been assessed. The SA looks at the environmental, social and economic effects of a plan to make sure that a plan promotes sustainable development, is integral to the preparation and development of the local plan to identify how sustainable development is being addressed. An SEA only looks at the environmental effects of a plan.
- 5.3.23 On commencement of a local plan an SA Scoping report setting out the context of policies, baseline data and proposed objectives are subject to public consultation including with statutory consultees of Environment Agency, Natural England and Historic England.
- 5.3.24 A sustainability appraisal report is prepared and consulted alongside each draft of the local plan for public consultation. It is intended that the SA will be consulted on

at the same time of each stage of the local plan, for the same time and using the same mechanisms.

How will the Council publicise the plan?

- 5.3.25 As noted above, the Council will notify all specific and general consultation bodies, by email or letter, at each consultation stage. Similarly, anyone who have been added to the Local Plan database will be notified. In addition, to raise awareness of the plan and to facilitate further engagement the potential techniques that could be used include:

Internet and Social Media: The Council will seek to publicise the commencement of all formal consultations on its website. The Council will raise awareness of consultations through social media.

Local Media: At appropriate stages during the preparation of the Plan, the Council will prepare press releases to circulate to local newspapers and/or radio stations to raise awareness of consultations and to encourage community involvement.

Presentations and Attendance of Meetings: Where appropriate, and by arrangement, the Council may deliver presentations, hold question and answer sessions, or attend meetings of external groups and organisations, in order to discuss particular issues.

Public Exhibitions and Meetings: Where appropriate, the Council may hold exhibitions, with staffed or unstaffed drop-in sessions, to help engage and inform the community about the proposals of a local plan.

Surveys and questionnaire – the Council may utilise these to canvas views on key issues, options, proposals and documents but these will be used in an open way so as not to constrain how people respond.

Town/Parish Councils³, Neighbourhood Plan Groups and other existing community forums: Where appropriate, the Council may utilise Town/Parish Council meetings, Neighbourhood Plan Group meetings as well as other existing community forums or local liaison groups, to raise awareness of, and discuss issues arising from, proposed Local Plans.

Where possible, Town/Parish Councils will be given advance notice of forthcoming consultation periods, with a view to them disseminating this information to encourage the involvement of the wider community. Town/Parish Councils can provide useful local knowledge and input into key issues. The Council will send direct notification of all consultations to Town/Parish Councils within West Northamptonshire, to enable them to represent the views of their local residents.

³ All references to parish councils, includes parish meetings

Workshops/Meetings: Where appropriate, the Council will hold workshops or meetings with key stakeholders to discuss particular issues and key technical matters in depth.

How long will the Council consult for?

- 5.3.26 Where a formal consultation is carried out, this will be for a minimum of six weeks. Where part of the consultation falls over a holiday period, where possible, the consultation period will be extended to accommodate members of the public who may be away at these times.

Where will the documents be available?

- 5.3.27 All consultation documents and supporting materials will be made available to view in electronic format on the Council's website from the first to the last day of the consultation period.
- 5.3.28 To enable members of the public without access to the internet to take part in consultations, hard copies of all consultation documents will be made available for public inspection at the main offices of the Council and all local libraries where this is possible and safe having regard to any government advice. The Council will also seek to identify other suitable deposit points such as shops and community halls.
- 5.3.29 Copies of consultation documents can be sent to interested parties upon request, either in electronic or paper format, however these may be subject to a fee to cover the costs associated with production, postage and packaging.
- 5.3.30 All documents will be accessible and produced in plain English. At different stages of the local planning process, the Council may produce summary leaflets to inform and stimulate debate and dialogue about key.

How can comments on the Local Plan (representations) be submitted?

- 5.3.31 Comments must be submitted in writing, electronically via email or an online consultation portal (if available).
- 5.3.32 With the exception of the Regulation 18 stage comments can only be made during the prescribed consultation periods. Anything received outside of those periods will not be considered.
- 5.3.33 Verbal comments will not be recorded, because it is important that all comments are accurately represented.
- 5.3.34 Representations received will be published on the Council's website in their original form and may also be summarised. Addresses, but not names will be redacted. Anonymous comments will not be considered.
- 5.3.35 The Council has published a Privacy Notice, regarding how it will handle representations and your personal data submitted with those representations. This can be viewed on the council's website.

5.3.36 Any comments that contravene compliance with the Equality Duty under the Equality Act 2010 will not be accepted or published.

How will the Council feedback on consultation responses?

5.3.37 All comments made during the consultation periods will be carefully considered and will be reported to the relevant committee. A report summarising the consultation activities and the comments made and how these have informed the next stage of plan making will be prepared for each stage. This report will be made available on the Council's website – [Current committees](#).

How will the Council keep you informed?

5.3.38 Throughout the process of preparing planning policy documents, from the earliest stages through to adoption, community and stakeholders will be kept informed of progress as follows:

- The latest version of any the Plan will be made available on the Council's website;
- The Council will acknowledge all representations received by electronic means (email or online forms) at formal consultation stages;
- Reports to council meetings will be available on the Council's website and these meetings are held in public;
- The Council will inform those who asked to be notified when the document has been submitted to the Secretary of State and will publish a consultation summary report on the Council's website together with the representations submitted at the Publication stage. These representations will be made available for public inspection and will be identifiable by name or organisation;
- Any person who makes representations at the Regulation 19 stage seeking to change the Plan may request the opportunity to appear before the person carrying out the Examination;
- The final, adopted Plan will be published on the Council's website; and
- Information will be supplied on the Council's website to provide an up-to-date position on the progress of the Plan whenever possible and a planning policy email inbox will be made available for the community and stakeholders to assist with further enquiries.

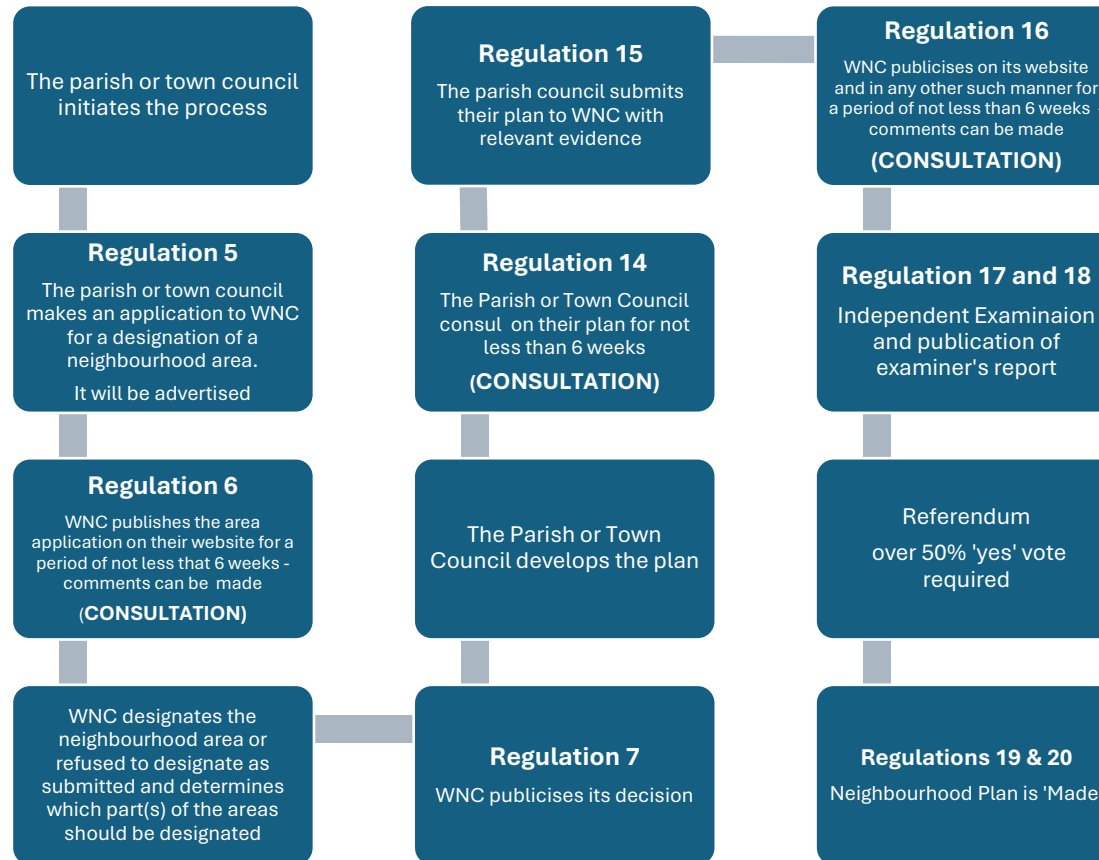
[Support for Neighbourhood Plans, Neighbourhood Development Orders and Community Right to Build Orders.](#)

5.3.39 The Council is supportive of communities that wish to prepare a Neighbourhood Plan to guide development within their local community. Early, on-going consultation by Parishes (or groups appointed to prepare the Neighbourhood Plan on their behalf) is encouraged.

5.3.40 The Neighbourhood Planning (General) Regulations 2012, Neighbourhood Planning (Referendums) Regulations 2012 and the Neighbourhood Planning (Prescribed Dates) Regulations 2012 provide further detail to the process of neighbourhood development planning, including the consultation and publication of neighbourhood areas, forums, plans and orders. More information can be found here [Neighbourhood Plans](#).

DIAGRAM 2 Key stages for producing a Neighbourhood Development Plan

(reference to Regulations refer to The Neighbourhood Planning (General) Regulations 2012 (as amended)
Town and Country Planning (Local Planning) (England) Regulations 2012



5.3.41 In developing a neighbourhood development plan or order, most of the responsibility for consulting the community, excluding the examination and referendum, falls to the group developing the plan or order (a parish council or neighbourhood forum, either of which may appoint a steering group). The Council's statutory duties with regard to consultation on neighbourhood development plans and orders are set out in the table below.

Table 1 Local Authority Statutory Duty for Neighbourhood Development Plans

Regulation	Whole Parish	Part Parish
Regulation 6 (Publicising an area application) Regulation 5A (Designation of the whole of the area of a parish council)	<p>Where a parish council applies for the designation of its entire parish as a neighbourhood area, this must be designated, and therefore no consultation is required.</p> <p>Where the whole parish of a parish is the subject of an application, WNC will not consult but will notify any parish council or neighbourhood forum whose existing neighbourhood area would be modified in consequence.</p> <p>WNC would, however, consult on whether the neighbourhood area so designated should be designated as a business area if it appears reasonable that such a designation should be considered</p>	<p>The consultation period will be for not less than six weeks. The relevant documents will be posted on the WNC website in the neighbourhood planning section.</p> <p>WNC will notify, by email, any parish council within the District which adjoins the area to be designated, and where the parish adjoins another local authority it will notify that local authority</p>
Regulation 7 (Publicising the designation of a neighbourhood area)	Once designated WNC will publish the decision on its website	WNC will notify anyone who has responded to the consultation on the designation
Regulation 14 Pre-submission consultation and publicity	<p>This stage of consultation is undertaken by the Qualifying body, usually the parish / town council.</p> <p>WNC will assist in providing contact details for statutory bodies</p>	<p>This stage of consultation is undertaken by the Qualifying body, usually the parish / town council.</p> <p>WNC will assist in providing contact details for statutory bodies</p>

Regulation	Whole Parish	Part Parish
<p>Regulation 16 (Publicising a plan proposal) Regulation 23 (Publicising an order proposal)</p>	<p>Once the plan or order had been submitted, WNC will publicise the plan for consultation for a period of not less than six weeks. The following methods will be used:</p> <ul style="list-style-type: none"> • Publication on WNC's website • Place a single copy of the plan or order at an appropriate venue in the neighbourhood area and at the Council Office • A letter/email to any relevant consultation body listed under schedule 1 of the 2012 Neighbourhood Planning Regulations <p>Any additional individual/organisation not referred to above that is referred to in the consultation statement submitted by the neighbourhood forum in accordance with Regulation 15 or 22 will be notified via email/letter that the plan proposal has been received and is published for consultation.</p>	<p>Once the plan or order had been submitted, WNC will publicise the plan for consultation for a period of not less than six weeks. The following methods will be used:</p> <ul style="list-style-type: none"> • Publication on WNC's website • Place a single copy of the plan or order at an appropriate venue in the neighbourhood area and at the Council Office • A letter/email to any relevant consultation body listed under schedule 1 of the 2012 Neighbourhood Planning Regulations <p>Any additional individual/organisation not referred to above that is referred to in the consultation statement submitted by the neighbourhood forum in accordance with Regulation 15 or 22 will be notified via email/letter that the plan proposal has been received and is published for consultation.</p>
<p>Regulation 18 (Publication of the examiner's report and plan proposal decision) Regulation 19 (Decision on a plan proposal) Regulation 20 (Publicising a neighbourhood development plan) Regulation 25 (Publication of the examiner's report and order proposal decisions) Regulation 26 (Decision on an</p>	<p>WNC will publicise the examiner's report, its decisions on the plan or order, its decision to 'make' (or otherwise) the plan or order and make the plan publicly available once it has been 'made'. This will be done using the following methods:</p> <ul style="list-style-type: none"> • Publication on WNC's website • WNC to send email/letter to those individuals/organisations that responded to the Regulation 16 consultation requesting 	<p>examiner's report, its decisions on the plan or order, its decision to 'make' (or otherwise) the plan or order and make the plan publicly available once it has been 'made'. This will be done using the following methods:</p> <ul style="list-style-type: none"> • Publication on WNC's website • WNC to send email/letter to those individuals/organisations that responded to the Regulation 16 consultation requesting to be notified of West

Regulation	Whole Parish	Part Parish
order proposal) Regulation 27 (Publicising a neighbourhood development order or a community right to build order)	to be notified of West Northamptonshire Council's decision to 'make' (or otherwise) the plan or order.	Northamptonshire Council's decision to 'make' (or otherwise) the plan or order.

Supplementary Planning Documents

- 5.3.42 Where it is deemed necessary, the Council will produce Supplementary Planning Documents (SPDs) to provide further detail and guidance. This will usually be on policies set out in the local plans. The process for preparing SPDs differs to how DPDs are prepared. SPDs are subject to public consultation (but no independent examination) and will be adopted by the Council itself.
- 5.3.43 SPDs are produced and adopted by the Council itself, following consultation and are not submitted to the Secretary of State for examination. Consultation will be less extensive than for Local Plans as the principle on which the SPD is based will have usually already been established.
- 5.3.44 The regulations (Regulation 12) require that at least a four week period for consultation is provided. The Council will usually provide a six week period for comment. The length of the consultation for each document will be set out in the report to Planning Policy Committee which seeks authority to consult. [UK Statutory Instruments for Supplementary Planning Documents](#).
- 5.3.45 The Council will carefully consider all representations made during the consultation period. Late representations will not be considered. As required by Regulation 12 a report on consultation will be prepared and this will be reported back to the relevant Committee. The Statement will set out the comments made and by whom, the Councils response to those comments and any actions i.e. changes to the report as a result of the representation.
- 5.3.46 The 2012 Regulations state that any person can make a representation on an SPD provided that it is received in the consultation period. There are no requirements within the regulations as to who the Council has to consult.
- 5.3.47 SPDs differ very much in terms of their scope and content and hence who they may affect and therefore it is not possible to have a 'blanket' approach as to who the Council will consult.
- 5.3.48 However in order to provide a degree of consistency in the approach, the following guidelines will apply:
- 5.3.49 For documents that cover the entire WNC area, all those consultees referred to in the local plans section above will be consulted on the draft document. For documents with limited geographic coverage (e.g. Village Design Statements) the following will be consulted on the draft document:

- The specific and general consultation bodies in boxes 1 and 2 respectively,
- The parish council and any parish councils in the District which adjoin that parish
- The Ward Councillor(s) for the parish
- Anyone whose response to the 'call for sites' process for the local plan includes sites within the parish.

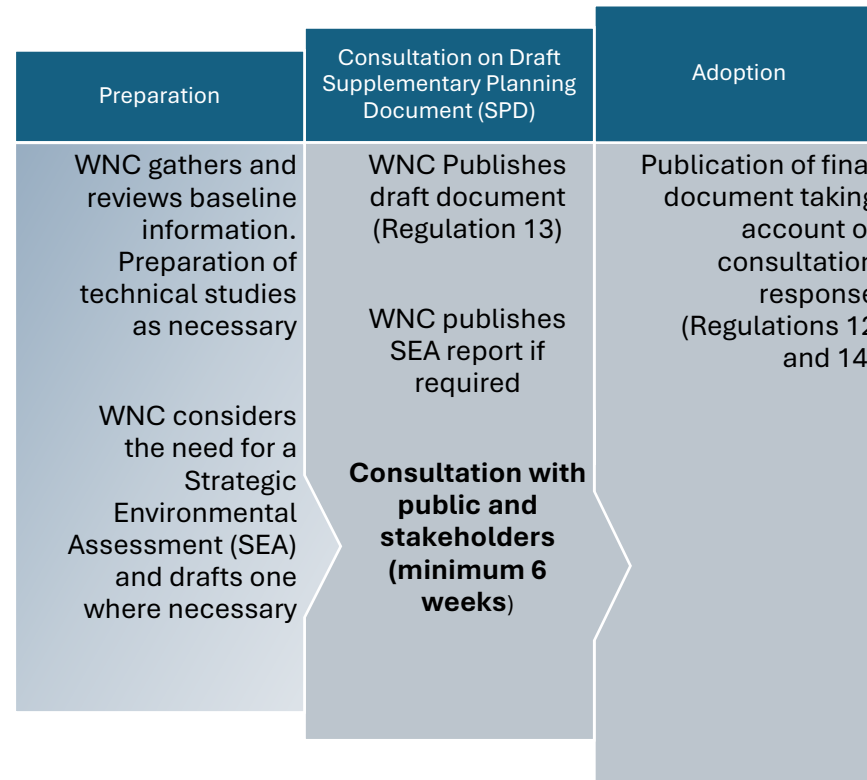
In addition:

- The parish council will be invited to identify anyone with interests in development in the village, and the Council will consult these where contact details are provided.

[Please also refer to the Planning Service Privacy Notice \(Planning Policy\)](#)

DIAGRAM 3 – The key stage in the Supplementary Planning Document making process are set out below

Reference to regulations refer to the Town and Country Planning (Local Planning) (England) Regulations 2012



Article 4 Directions

- 5.3.50 An article direction is a direction under Article 4 of the General Permitted Development Order which enables the local planning authority (WNC) to withdraw specific permitted development rights across a defined area.
- 5.3.51 The main two types of Article 4 directions are Non-Immediate Directions (permitted development rights are only withdrawn upon confirmation of the Direction by the local planning authority following local consultation and Immediate Directions (where permitted development rights are withdrawn with immediate effect but must be confirmed by the Council following consultation within 6 months)
- 5.3.52 There is no strict methodology on the consultation of an Article 4 direction. There is no specific limit or way to define a catchment area for who to consult, however consultation must be proportionate and reasonable. [Schedule 3 of The Town and Country Planning \(General Permitted Development\)](#).
- 5.3.53 The minimum consultation that will be undertaken for an Article 4 Direction will be 2 site notices and a 6-week consultation period. Consultation for an Article 4 will include letters to be sent to those who are directly affected as well as any Parish or Town Council.

Conservations Areas

- 5.3.54 The Council has a duty to review its conservation area designations and to consider the need for new conservation areas 'from time to time'. There are two main components to this work: the preparation of a Conservation area appraisal which helps determine what is special about the area in architectural and historic terms and whether or not the area warrants conservation area status. If it does the Council will prepare proposals for a designation which it will consult on, as set out below, alongside the appraisal.

Conservation Area Designations

- 5.3.55 The review of existing conservation area designations and making new designations will vary from location to location, as will their complexity, therefore it is not possible to be overly prescriptive about how they will be consulted on in detail.
- 5.3.56 However, where a new conservation area designation or a revised designation is proposed the Council will as a minimum:
- Meet with the parish or town council at the outset of the project to discuss the implications of the designation and to explain the process for designation and invite initial views.
 - Present the proposals to a meeting, open to the public, as the draft proposals are being prepared. These may either be in person or via online via Microsoft Teams
 - Formally consult once the draft proposals are in a settled form with the parish council.

- Formally consult the specific and general consultation bodies in boxes 1 and 2 respectively in Appendix 1,
- The parish council and any parish councils in the District which adjoin that parish
- The Ward Councillor(s) for the parish

In addition:

- The parish council will be invited to identify anyone with interests in development in the village, and the Council will consult these where contact details are provided.

[Please also refer to the Planning Service Privacy Notice \(Planning Policy\)](#)

Conservations Area Appraisals

5.3.57 Once prepared a Conservation Area Appraisal and Management Plan (CAAMP) will be consulted upon alongside the Conservation area boundary. The CAA will following consultation be adopted as a supplementary planning document, so its preparation has to comply with the relevant legislation.

5.3.58 Consultation on CAAs will be proportionate, dependant on the geographic extent of the area concerned. However, the Council will as a minimum:

- Meet with the parish or town council at the outset of the project to discuss the implications of the designation and to explain the process for designation and invite initial views.
- Present the proposals to a meeting, open to the public, as the draft proposals are being prepared. These may either be in person or via online via Microsoft Teams
- Formally consult once the draft proposals are in a settled form with the parish council.
- Formally consult the specific and general consultation bodies in boxes 1 and 2 respectively in Appendix 1,
- The parish council and any parish councils in the District which adjoin that parish
- The Ward Councillor(s) for the parish

In addition:

- The parish council will be invited to identify anyone with interests in development in the village, and the Council will consult these where contact details are provided.

[Please also refer to the Planning Service Privacy Notice \(Planning Policy\)](#)

Local List

5.3.59 Candidate assets for addition to the Local List can be identified through the preparation of Conservation Area Appraisals (See para 5.3.37). Opportunities to comment on these proposed listings and to suggest further additions will be provided by the consultation on the CAAMP.

- 5.3.60 Opportunities also exist for individuals and parish/town councils to suggest additions to the Local List outside of Conservation Area designation activity. More information can be found [here](#).

Tree Preservation Orders and Trees in Conservation Areas

5.3.61 Protected trees are covered by a Tree Preservation Order (TPO) or those which grow in a conservation area.

- **Tree Preservation Orders** – If you wish to carry out works to a tree(s) protected by a TPO an application must be applied to the Council and include all relevant information as this will be the basis for a decision to be made on.
- **Conservation areas** – six weeks' notice must be given before carrying out work to trees in a conservation area that are not protected by a TPO. This is achieved through a [Section 211 notice](#).
- **Permitted development** – You must apply or give notice to your LPA if you want to work on a protected tree where you are carrying out development where full planning permission is not needed.
- **Planning permission** – Where full planning permission has been granted you might need to apply or give notice to the LPA before carrying out work to protected trees. You can confirm whether this is necessary by contacting your LPA.

If a tree falls under a TPO and is in a conservation area, then procedure follows that of the TPO.

5.4 Development Management

Introduction

- 5.4.1 The Development Management Service is responsible for assessing all planning applications for development, advising Planning Committee on applications, determining certain other types of applications under delegated powers and providing advice on development proposals, together with dealing with appeals.
- 5.4.2 Planning applications are classified into several categories and include:
- Full Planning Permission – Required for most new buildings and changes of use.
 - Outline Planning Permission – This type focuses on the broad principles of development with detailed aspects such as layout and access.
 - Householder applications – This cover works on single dwelling houses such as extensions and loft conversions that exceed permitted development rights.
 - Lawful Development Certificates – This confirms that a development (existing or proposed) is lawful
 - Listed Building Consent – Required for alterations (internal and external), extensions or demolition to listed buildings

- Tree Works – Applications for works to trees subject to tree work within Tree Preservation Orders (TPOs) or in Conservation Areas.
- Advertisement Consent – Required for display of advertisements
- Prior Notification and Prior Approval – These are for certain developments that require notification or approval before work can begin
- Discharge of Condition – used to get approval for details required by a planning condition after planning permission has been granted
- Variation/ Removal of Conditions (Section 73) – Applications to change or remove conditions attached to a planning permission
- Non-material amendments – For minor changes to a development that are not considered to have a significant impact

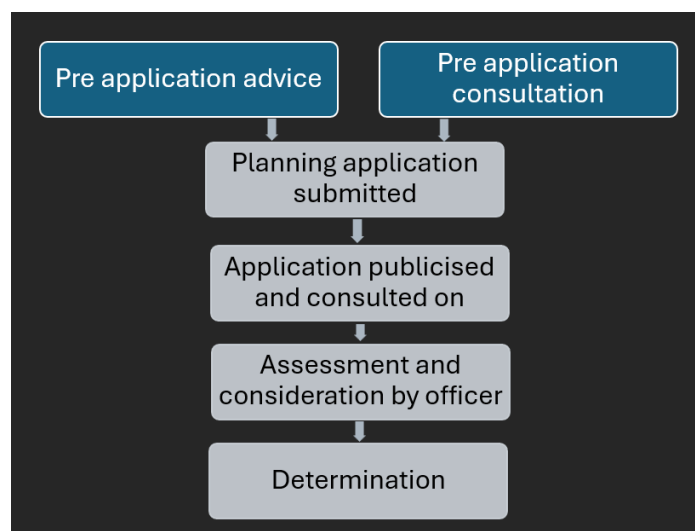
5.4.3 Legislation states that decisions taken on planning applications must be made in accordance with the Development Plan unless there are material considerations that indicate otherwise. This includes taking into account site specific matters relevant to the case.

There are two distinct stages when the community can become involved:

- Pre-application consultation – carried out by the applicant/developer before they submit an application (if required)
- Consultation on the planning application – carried out by the Council once it has been submitted with the necessary information

5.4.4 The Council is required to undertake consultation and publicise planning applications, however this varies according to the type of application. Some proposals do not need an application for planning permission and require other types of consent (such as listed building consent);.

Diagram 4



Permitted Development and Prior Notifications and Prior approvals

5.4.5 Whilst most development will require planning permission, -other types of development that benefit from what is termed permitted development rights

provided they comply with certain limitations set out in the GPDO, this type of development can take place without needing to apply for planning permission. There is no requirement for most permitted development to contact the Council/LPA and so no consultation is undertaken by the Council/LPA. -

- 5.4.6 However some types of permitted development are subject to formal notification to the Council/LPA before the development can take place. This type of permitted development is subject to a prior notification or prior approval process, which allows certain building works and/or changes of use to take place without the need to apply for full planning permission. Prior notification/prior approvals require notifying the Council about a proposal before undertaking the permitted development. The level of information required to be submitted and the types of consultation required to be undertaken by the Council/LPA will depend on the type of development being proposed. This is prescribed in the GPDO for the various types of development that are subject to the process.
- 5.4.7 The prior notification / prior approval procedure applies to a range of development including those relating to agriculture, telecommunications, and certain domestic extensions. In such cases the 'applicant' submits a prior notification form advising of what they intend to develop, and the local authority then has a period in which to let the applicant know its decision whether a full application is required or to inform the applicant of its decision to allow or refuse approval. In the case of domestic extensions the applicant has to notify the Council of the addresses of all adjoining properties, and the Council will then notify those people of the proposal and invite comment within 21 days.
- 5.4.8 More information regarding permitted development and prior notification can be found on the Planning Portal - [Permitted development and Prior Notification here.](#)

Pre-Application Advice

- 5.4.9 The Council encourages applicants to discuss their proposals at an early stage through its pre-application service. This enables advice to be provided on the likely acceptability of proposals before a formal application is submitted. This part of the process is confidential, and therefore the Council cannot undertake consultation with local communities at this stage. [Further information about Pre-application advice can be found here.](#)

Community Involvement Exercise

- 5.4.10 In some cases applicants will be expected to undertake appropriate pre-application engagement with the community and this will form a formal part of the application. There may be other cases where formal pre-application engagement is not required, but officers may still advise applicants to discuss their proposals informally with the parish council.
- 5.4.11 Where formal pre-application engagement is required, developers are expected to agree the scope of their activities in advance with the Council, this would generally apply to large complex applications. The nature and scale of the exercise will depend on the type and scale of the proposal. The Community Involvement Exercise found in Appendix 2 should be used to help shape the activities undertaken.

- 5.4.12 The applicant should then submit a statement of their community involvement with the application. The statement should set out the form of community engagement that was undertaken, what response was received and how and why the responses have and haven't been taken into account in the final proposals.

Local Validation List

- 5.4.13 A local validation list sets out which plans and supporting information are required to register, assess and determine a planning application. The Local Validation List is currently being drafted and will be consulted on. It will set out both national and local requirements.
- 5.4.14 More information can be found on national validation requirements – [National Validation](#)

Planning Applications

- 5.4.15 There are minimum standards for consulting on planning applications that the Council must comply with; these are set out in the Town and County Planning (Development Management Procedure) (England) Order 2015. Upon receipt of a planning application the Council will undertake a period of formal consultation and publicity in accordance with legislative requirements.
- 5.4.16 Consultation and publicity on planning applications have different purposes. The Council will ask some bodies (i.e. Highways England and Environmental Agency) to provide professional advice and to assess technical work, whilst other groups (such as locally interested groups/individuals) are often able to provide local knowledge and want to give us their views on the likely effects of the development
- 5.4.17 The Council uses a number of methods to consult and publicise information about planning applications. The level of consultation carried out for planning applications will be proportionate to the type and scale of planning application being determined.

Publicity –the level of publicity will depend on the type of application; however publicity can range from inclusion on the on line planning register, neighbour notification to site notices and notices in local newspapers.

Neighbour notification by letter is the principal method of consultation on most planning applications. For most planning applications, letters are sent to all owners/occupiers of properties that immediately adjoin the boundary of the application site, where they can be identified. In addition the Council will notify more widely where an application is considered to have a wider impact.

Site notices – for planning applications that have a wider impact, site notices will be displayed in a publicly accessible location near to the application site where it is easily visible to passers by. The site notice will provide a description of the proposed development, where plans can be viewed, and how and by when to make comments.

Website – The Council publishes a wide range of information on planning applications on our website, including application forms, submitted plans and drawings, reports setting out officer recommendations to approve or refuse planning permission.

Weekly lists – The Council publishes on its website a list of valid planning applications that have recently been received, decided and/or amended.

Press and media coverage – The Council will place notices in the press to advertise planning applications in accordance with legislative requirements and invite comments on those proposals

5.4.18 Minimum requirement by WNC for publicity as set out in the 2015 Regulations:

Table 2 : Minimum requirements by WNC

Application Type	Statutory Publicity
Major development*	Press Notice Site notice OR Neighbour letters,
Applications accompanied by an environmental statement	Press Notice and Site notice
Departure from Local Development Plan	Press Notice and Site notice
Development affecting a public right of way	Press Notice and Site notice
Listed Building Consent	Press Notice and Site notice
Applications to vary or discharge conditions attached to a listed building consent or involving exterior works to a listed building.	Site notice and Newspaper
Minor development	Site notice OR Neighbour letters
Change of Use	Site notice OR Neighbour letters
Householder development	Site notice OR Neighbour letters
Advertisement Consent	None
Certificate of Lawful Use or Development (Existing)	None
Certificate of Lawful Use or Development (Proposed)	None
Discharge of Conditions	None
Non-material Amendment	None
Variation/Removal of Condition(s)	As per original application
Consultations from Adjoining Authorities	None
Demolition Notice	Applicant/agent site notice (21 days)
Prior Notification – Householder Extension	Neighbour letters
Prior Notification – Changes of Use	Site notice OR Neighbours letters
Prior Telcom	Site notice

In addition...	Statutory Publicity	WNC Publicity
Development affecting a Listed Building or its setting	Site notice AND Newspaper advert	Site notice AND Newspaper advert
Development affecting a Conservation Area	Site notice AND Newspaper advert	Site notice AND Newspaper advert

5.4.19 Definition of application of Major development is as follows:

“Major development” means development involving any one or more of the following—

- (a) the winning and working of minerals or the use of land for mineral-working deposits;
- (b) waste development;
- (c) the provision of dwellinghouses where—
 - (i) the number of dwellinghouses to be provided is 10 or more; or
 - (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development carried out on a site having an area of 1 hectare or more)

5.4.20 If there are no neighbours within the area and no neighbour consultation undertaken a site notice is required.

Notification Period

5.4.21 The table below outlines the time period within which comments can be made on a planning application:

Table 3: Time Period for publicity

Method of publicity	Consultation period
Notice in a local newspaper (Print and online website)	21 days from date of publication
Site notice	21 days beginning with the date that the notice was first displayed
Neighbour notification letter	21 days beginning with the day on which the notification letter was delivered
Websites	21 days from date of publication

5.4.22 In cases where proposals to amend an application are received, the case officer will determine if further consultation should be undertaken – in such cases a shorter time period of 14 days will normally apply.

Viewing Applications and Making Comments

5.4.23 Planning applications can be viewed on line, or in some cases hard copies can be viewed at the Council offices. This information can be located via the "[online planning applications register](#)". This includes a guide on to how to comment on planning applications under 'What you can comment on'.

5.4.24 All comments made on an application will be placed on the public file, the only exception will be matters considered to be confidential which could include personal or financial matters or environmentally sensitive information.

5.4.25 Comments which are made anonymously will not be taken into account – all correspondence must include the correspondent's name and address - this includes emails.

5.4.26 Comments made on social media sites will not be considered.

- 5.4.27 Comments will not be acknowledged, but respondents will be notified when applications go to committee of the committee date.

How a Decision is made

- 5.4.28 A decision whether or not to grant permission will be taken either by the Planning Committee or by officers under delegated powers given by the Council. Decisions on applications will be undertaken in accordance with the Council's scheme of delegation – this outlines which planning decisions are made by officers and which are made by a council committee. Further information on [planning committee meetings can be found here](#).

All planning committee agendas, dates and times of committees can be found on the [Councils website here](#):

- 5.4.29 In order to increase opportunities for communities' involvement in decision making the Council allows public speaking, within certain rules, at committee.

After the Decision

- 5.4.30 Following the determination of an application the applicant will receive a decision notice. Parish Councils will be sent (an email copy) of the decision notice. A copy of the decision notice is also kept on file at the Council's offices and published on the Planning Register. The progress and the outcome of an application can be tracked, a name and email address must be supplied to subscribe and follow an application.
- 5.4.31 Applicants have a right of appeal against a refusal, the imposition of conditions or the non-determination of an application. There is no third party right of appeal in England and Wales. Only the applicant can make an appeal against a granted planning application. If you have concerns over the process the Local Planning Authority followed to make its decision, a complaint can be made to the Local Government Ombudsman. [Challenge or complain about a planning decision | West Northamptonshire Council](#)

Appeals

- 5.4.32 If an application for planning permission is refused by the Council, not determined in time or it is granted with conditions, an applicant can appeal. The appeal will be decided by the Planning Inspectorate either through written representations, or by holding a hearing or a public inquiry. In some cases appeals are decided by the Secretary of State for Housing Communities and Local Government, this is usually because the development is large and /or controversial.
- 5.4.33 For appeals, excluding householder or minor commercial development, the Council will write to the parish council and everyone who has made a representation (excluding anonymous correspondents) on the original application notifying them of the appeal and advising that there is a further opportunity to make representations. In the case of householder and minor commercial appeals there is no further opportunity to comment. This is made clear in the notification letter and site notice in relation to the original application. Notifications of the appeal will still sent to the parish council and everyone who has made a representation to inform them that an

appeal has been lodged and to remind them that there is no further opportunity to comment.

5.4.34 Copies of original correspondence on applications including representations from neighbours etc. are sent to the Planning Inspectorate as a matter of course, so it is not necessary to repeat comments already made. Planning applications and their associated documents including site plans can be viewed online. [View and comment on a planning application.](#)

5.4.35 If the procedure is to be by way of a hearing or a public inquiry, everyone notified of the application/appeal, together with any other respondents, will be advised of the date time and venue in case they wish to attend. The outcome of the appeal will be published on our website and shared with Parish and Ward Councillors.

What we do with the information received?

5.4.36 The Council welcomes the views of everyone and will consider any comment that it receives in response to consultation and publicity, provided it relates to valid planning matters. As it is not practicable for the Council to individually respond to all comments received, a summary of consultation responses is produced, detailing the comments that have been received and explaining how the Council has dealt with the comments received and how they have affected the development of policy or decision making.

5.4.37 Social media is a useful mechanism to engage and promote consultations, however it should be noted that comments on social media can not be accepted.

5.4.38 The Council in its response and decision making process has a duty to balance individual comments made against other comments received, existing evidence, legal requirements, other local and national policy, needs and interest.

Nationally Significant Infrastructure projects (NSIPs)

5.4.39 National infrastructure projects are also called Nationally Significant Infrastructure Projects (NSIP). These are large scale developments like power stations and electric lines, motorways and other major roads, railways and gas pipelines.

5.4.40 The process for national infrastructure projects is to decide if a Development Consent Order (DCO) can be granted. A DCO is a legal document that allows an applicant to build their proposed project. The applicant submits an application for a proposed development to the Planning Inspectorate. A panel of independent inspectors called the Examining Authority look at the project and start the examination of the application. They make a recommendation to the relevant Secretary of State about whether the project should go ahead. As part of this process, anyone can have their say about the project and tell us why they think it should or should not go ahead.

WEBLINK: [Process guide - The process for Nationally Significant Infrastructure Projects \(NSIPs\)](#)

5.4.41 Once a DCO has been granted, the Council are responsible for ensuring that the requirements of the DCO are met. This can include compliance monitoring and

enforcement. These will be consulted on as normal through planning applications or conditions submissions. Technical consultations will be with statutory consultees only.

- 5.4.42 For High Speed Rail (HS2), all consultations for Schedule 17 applications will be undertaken in accordance with HS2 Speed Rail (London-West Midlands Act) Act 2017 Schedule 17, Part 1, Section 18. [High Speed Rail \(London - West Midlands\) Act 2017](#).

Hazardous Substances

- 5.4.43 Hazardous substances consent is a separate permission required alongside planning permission when storing or using hazardous substances in quantities at or above specified thresholds. Publication of Hazardous Substances consent applications will be determined in accordance with The Planning (Hazardous Substance) Regulations 2015 [The Planning \(Hazardous Substances\) Regulations 2015](#).

5.5 Building Control

5.5.1 Street Naming and Numbering

- 5.5.2 Street naming, nameplates and numbering (including house name additions or changes) is a statutory function of West Northamptonshire Council under section 64 of the Town Improvement Changes Act 1974 and Sections 17 to 19 of the Public Health Act 1925. The purpose is to make sure that all new developments requiring a street name, numbers and/or a building name are allocated logically and in line with all legislation.

- 5.5.3 Once a site has full planning permission and or Building Regulation approval, the developer should apply at the earliest opportunity to the Council using the online form (together with map of the site and fee).

- 5.5.4 Whilst the responsibility for street naming and numbering rests with the Council, the parish or town council is asked to put forward names for new streets. Once validated the Council will consult the relevant Parish or Town Council. They have 30 days to propose names for a development, which has been agreed via their Parish or Town Council meetings. There is a comprehensive guide to street naming that should be referred to. It is expected that the Parish or Town Council will consult with their Ward Councillors. Proposed names will be checked and verified by the Council as to their suitability.

- 5.5.5 When an address application is complete the Council will issue a -notification to Royal Mail, emergency services and a number of internal and external organisations. The notification will not include any of the applicant's personal details, just the full postal address of the new development. This is due to Data Protection reasons. It is the responsibility of the owner to notify any other third parties.

- 5.5.6 The new properties will also be mapped on the LPPG – Land Property Gazetteer.

- 5.5.7 More information can be found here [Street naming, nameplate or numbering](#)

5.5.8 Demolition Notices

- 5.5.9 At least six weeks prior to commencement of demolition works, [section 80 of The Building Control Act 1984](#) requires notice to be served to the relevant bodies; this should include the Council, the occupiers of any adjacent buildings, the public gas and electricity supplier for the area.
- 5.5.10 The 'Notice of Intended Demolition' should outline the extent of demolition, the location of the building and the date the work is expected to start. This can be sent to the Council either in the form of a letter (via email) or by completing the online form. Once received, the proposed demolition will be registered and acknowledged by us. Work can only start after the notice has been received from us or six weeks has expired since the notice served. The Council's notice will detail any work required to be carried out to adjacent properties or services on the demolition site.
- 5.5.11 More information can be found here [Building Control – Demolition](#).

6.0 Dealing with Extraordinary Circumstances

- 6.1 The COVID 19 Pandemic, which started in early 2020, has demonstrated that circumstances can arise beyond the control of the local authority that result in it not being able to implement normal consultation and engagement activities set out in the SCI. It is thus necessary to have a mechanism in place to deal with this, in order that, where appropriate, plan and policy making and other planning activities are not unduly held up.
- 6.2 In cases where the usual consultation and engagement activities set out in this SCI cannot be carried out due to extraordinary circumstances, the Council can modify such processes provided that reasonable opportunities are still provided for engagement. This could for instance include cancellation of public meetings and replacement with some form of other opportunity to contact officers e.g. through virtual meetings. Any legal requirements would still apply, so if they could not be complied with, the consultation would have to be postponed or reconvened at a later date.
- 6.3 In deciding how to proceed, the Council will have regard to:
- What proportion of the consultation/engagement activity would be affected
 - What alternatives can be put in place to give people the opportunity to engage
 - What stage the plan has reached
- 6.4 The decision about how to proceed will be taken by the Portfolio Holder, having taken advice from officers.

7.0 Review and Monitoring

- 7.1 All planning documents the Council prepares, including the SCI are monitored. This is primarily undertaken through the Authorities Monitoring Report (AMR) which uses a range of indicators and targets to evaluate performance of policies and documents and will be published on the Council's website.

- 7.2. The Planning Regulations 2017, require SCI's to be reviewed every five years to ensure it is kept up to date and reflects current legislation and best practice. A review of the SCI can also be triggered by a change in legislation, national policy or statutory procedures.

Appendices

APPENDIX 1: CONSULTATION BODIES

BOX 1 – Specific Consultation Bodies

Specific Consultation Bodies (these are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012). In accordance with government regulations the following specific consultation bodies must be consulted and then notified where the Council considers that they may have an interest in the subject of the proposed planning document.

- (a) the Coal Authority*
- (b) the Environment Agency
- (c) the Historic Buildings and Monuments Commission for England (known as Historic England)
- (d) the Marine Management Organisation*
- (e) Natural England
- (f) Network Rail Infrastructure Limited (company number 2904587)
- (g) a strategic highways company (for the time being appointed under Part 1 of the Infrastructure Act 2015) any part of whose area is in or adjoins the area of the local planning authority,
- (ga) Where the Secretary of State is the highway authority for any highway in the area of the local planning authority, the Secretary of State for Transport
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority's area**,
- (i) any person—
 - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
 - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,
- (j) if it exercises functions in any part of the local planning authority's area—
 - (i) an integrated care board established under Chapter A3 of Part 2 of the National Health Service Act 2006;
 - (ia) NHS England
 - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989 ;
 - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986 ;
 - (iv) a sewerage undertaker; and
 - (v) a water undertaker;
- (k) the Homes and Communities Agency ; and
- (l) where the local planning authority are a London borough council, the Mayor of London;

* Given that there are no coal deposits in or around the District, and it is not close to any coast the Council does not propose that it will consult with these bodies for any of its documents.

** Rugby Borough, Harborough District, North Northamptonshire, Milton Keynes, Cherwell District, Buckinghamshire, Stratford on Avon

BOX 2 – General Consultation Bodies

General Consultation Bodies (these are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012) In accordance with government regulations the following general consultation bodies must be consulted where the council considers it appropriate:

- Voluntary bodies some or all of whose activities benefit any part of the District
- Bodies which represent the interests of different racial, ethnic or national groups in the District
- Bodies which represent the interests of different religious groups in the District
- Bodies which represent the interests of disabled persons in the District

BOX 3 – Other Consultees

The Council maintains a database which includes local individuals, organisations, agents, landowners and businesses that have indicated they wish to be actively engaged in plan-making in West Northamptonshire.

Everyone on the database will be notified of any public consultation on local plans.

Anyone can request to be added or removed from the database. Individuals and groups who respond to a consultation on local plan are automatically added to the database unless they expressly opt out.

LOCAL PLAN CONSULTATION DATABASE

Anyone wishing to receive notifications about future consultations on the West Northamptonshire Local Plan, can

- Email: localplan@westnorthants.gov.uk or
- Write to: Planning Policy, West Northamptonshire Council, One Angel Square, Northampton, NN1 1ED

to be added to our local plan consultation database or to have their details on it removed or amended.

APPENDIX 2: COMMUNITY INVOLVEMENT EXERCISE

Stage One: Community Involvement Appraisal

Details of the proposed development	
Description of proposed development	
Location of proposed development	
Name of person completing this form	
Address	
Phone Number	
Email Address	

Effects of the proposed development on the surrounding area

Possible effect	Tick if effect	Explain briefly what the effect will be
Access arrangements		
Car parking		
Nature conservation		
Conservation Area		
Listed Buildings		
Non-designated heritage assets		
Scheduled Monuments, Registered parks and gardens, registered battlefields		
Protected Species		
Scale of Development		
Effect on trees		
Traffic generation		
Public right of way effected		
Noise and disturbance		
Use in unsocial hours		
Odours		
Height/mass or density of development		
Attraction of crowds		
Pollution potential		
Employment potential		
Ground conditions		
Disruption during construction		
Drainage or flooding problems		
Other Significant effects (Please State)		

Defining the extent of the Community that may be affected.

1. The immediate area

List of streets/roads:

2. The wider area

List settlements:

3. Particular community interest (e.g. important views, public transport, school places, employment etc.)

Please list:

Identification of the best methods of informing the community about the proposal

Tick (as appropriate)	Method
	Circulate letter and statement in the locality explaining proposals with plans or diagrams
	Circulate specially prepared leaflet
	Arrange exhibition and invite local people
	Arrange press release/advertisement in local newspapers
	Arrange public meetings
	Arrange meetings with particular groups in Community
	Arrange a Citizens workshop/forum
	Any additional Measures (Please specify)

Council Ward Members

It is important that Council Members are aware of development proposals in their Ward. Members of the Council's Planning Committee could also be informed of development proposals in the same way as their Ward colleagues, but they should not be requested to discuss or give their views on proposals because this would prevent them taking part in determining the subsequent planning application.

Note that development proposals may affect more than one Ward. For example a site may cross or adjoin Ward boundaries, or the site may be in one Ward but the community likely to be affected is in the adjoining Ward.

Ward Members should be informed of proposals no later than the Community and preferably in advance.

Information on Ward boundaries and representatives can be obtained from the Council's Planning Department. [Find your Councillors](#)

Details of Council Members you have informed. Please detail:

- Name of ward,
- Name of Councillor and

- Date Informed.

Stage Two: The nature and extent of the Community Involvement Exercise.

Carry out the exercise you have decided on. Remember to:

- a) Give adequate advance publicity to exhibitions, meetings or events
- b) Keep a record of which addresses contacted and the information sent
- c) Keep a copy of all press advertisements, press releases and notices
- d) Keep a record of those attending exhibitions and (if possible) meetings
- e) Retain all Comments Slips filled in by people attending exhibitions or meetings

Stage 3 Complete a Community Involvement Submission

The purpose of this submission is to record what you did and what the outcome was.

Please complete:

1. How was the Community informed about the proposals?
2. Summary of responses received from Community:
 - Number of responses
 - Number generally in favour
 - Number of objections
 - Main points of objection
 - Other matters raised
 - Your comments on the responses received
 - Amendments made as a result of Community response

What to do next

Send in completed copy of your Community Involvement report with your planning application. This will enable those deciding your application to understand the steps you have taken to engage with the local community.

APPENDIX 3: USEFUL INFORMATION

[West Northamptonshire Council Planning and Building Control web pages](#)

West Northamptonshire Council [Building Control](#)

West Northamptonshire Council [Ecology, Trees, and Landscape](#)

West Northamptonshire Council [Planning applications and enforcement](#)

West Northamptonshire Council [Planning Policy](#)

West Northamptonshire Council [Minerals and waste planning](#)

West Northamptonshire Council [Heritage and Conservation](#)

West Northamptonshire Council [Town greens, village greens and common land](#)

For general planning advice on minor matters relating to planning applications and householder development proposals: [PLANNING PORTAL](#) (external website)

If site specific information is required, then the Council would encourage the use of its pre-application service. [PRE-APPLICATION SERVICE](#)

Email Addresses:

Planning Service	Email Address
General Planning queries and Development Management	Planning@westnorthants.gov.uk
Local Plan	Localplan@westnorthants.gov.uk
Enforcement	Enforcement@westnorthants.gov.uk
Community Infrastructure Levy	cil@westnorthants.gov.uk
Neighbourhood Planning	neighbourhoodplanning@westnorthants.gov.uk
Heritage and Conservation	heritage@westnorthants.gov.uk
Ecology, Trees and Landscape	ecology@westnorthants.gov.uk
Street naming and Numbering	streetnamingandnumbering@westnorthants.gov.uk

Postal Address

West Northamptonshire Council
One Angel Square
Angel Street
Northampton
NN1 1ED

ACRONYMS

- AMR – Annual Monitoring Report
- CAAMP – Conservation Area Appraisal and Management Plan
- DCO – Development Control Order
- DPD – Development Plan Document
- NPPF – National Planning Policy Framework
- NPPG – National Planning Policy Guidance
- NP – Neighbourhood Plan
- SA – Sustainability Appraisal
- SCI – Statement of Community Involvement
- SEA – Strategic Environmental Assessment
- SPD – Supplementary Planning Document
- WNC – West Northamptonshire Council
- WNLP – West Northamptonshire Local Plan