

**Manchester City Council
Report for Resolution**

Report to: Neighbourhoods and Environment Scrutiny – 19 July 2017
Executive – 26 July 2017

Subject: Statement of Community Involvement

Report of: The Deputy Chief Executive (Growth & Neighbourhoods)

Summary

This report seeks Executive approval to consult on the draft Statement of Community Involvement. The requirement to produce a Statement of Community Involvement (SCI) is set out in national planning legislation. The SCI sets out how the community and other stakeholders will have the opportunity to be involved in the preparation of Local Development Documents, how they will be able to get involved in Neighbourhood Planning processes and how they will be consulted on planning applications and planning frameworks.

Recommendations

1. Neighbourhoods and Environment Scrutiny Committee is asked to note and comment on the content of this report.
2. That Executive:
 - 1) Approves the draft Statement of Community Involvement (attached) for consultation.
 - 2) Notes that following consultation, a further report will be required to approve the final Statement of Community Involvement and recommend it for adoption.

Wards Affected: All

Manchester Strategy outcomes	Summary of the contribution to the strategy
A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities	Effective planning policies will aid investment in the city; an updated Statement of Community Involvement will support the review of the planning policy framework.
A highly skilled city: world class and home grown talent sustaining the city's economic success	A comprehensive and positive planning policy framework will help realise broad job-creation potential for the city; an updated Statement of Community Involvement will support the review of the planning policy framework.

A progressive and equitable city: making a positive contribution by unlocking the potential of our communities	The Statement of Community Involvement will aid communities in becoming involved in planning processes.
A liveable and low carbon city: a destination of choice to live, visit, work	The Statement of Community Involvement will set out how communities can get involved in shaping the development of their neighbourhoods through engaging in the preparation of planning policies and through commenting on planning applications.
A connected city: world class infrastructure and connectivity to drive growth	Well-planned development can make the most of the connections within an area.

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

Financial Consequences – Revenue

Under the current Statement of Community Involvement (SCI) we are required to place a notice into the Manchester Evening News during Local Plan preparation. This is no longer required by legislation and therefore the revised SCI will no longer include this requirement. This will save the Council approximately £1300 per notice.

Financial Consequences – Capital - None

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Background documents (available for public inspection):

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

- Adopted Statement of Community Involvement (adopted 2007)
- 'Our Manchester' The Manchester Strategy 2016-2025

1.0 Introduction

- 1.1 The Council is required to produce a Statement of Community Involvement (SCI) which sets out how the local community and other stakeholders will be involved in the preparation of the planning policy framework and how they will be consulted on planning applications. The Council's existing SCI was adopted in January 2007 and planning regulations which govern the consultation procedures for Local Development Documents have changed since this date. In addition, the recent Neighbourhood Planning Act requires SCIs to include information about local authorities' responsibilities in relation to neighbourhood planning.

2.0 The revised Statement of Community Involvement

- 2.1 The Council's 'Our Manchester – The Manchester Strategy 2016-2025' provides a new approach for Manchester's future by giving the local community greater opportunities to be continually involved in decisions that shape the City. The 'Our Manchester' approach is central to the new SCI in terms of listening to and engaging with the community and stakeholders in planning processes. Engagement with people at the early stages of planning policy preparation is a key part of this, enabling residents and other stakeholders to define the issues that should be dealt with through planning policy as well as to give their views on what the responses to those issues should be. In addition the SCI has been written so that people who are new to planning should find it an accessible document, with key messages summarised throughout and jargon kept to a minimum.
- 2.2 This early listening and engagement is undertaken at the "initial preparation stage" of a Local Plan or Supplementary Planning Document and chapters 4 and 5 of the SCI set out when the Council will engage with stakeholders in the preparation of these documents. A range of engagement methods are described, which would be considered by the Council when it develops consultation strategies. This will ensure that legal requirements are met, whilst at the same time being mindful that resources available for consultation exercises are used appropriately and as effectively as possible. Chapter 6 sets out how communities would have the opportunity to be involved in joint Local Development Documents prepared by more than one local authority. At present the only joint LDD in preparation is the Greater Manchester Spatial Framework. The approach to this document reflects an approach that has been agreed with the Council's Association of Greater Manchester Authorities partners. Subject primarily to legislative arrangements, it is possible that the Greater Manchester Spatial Framework will not carry on in the current format. However, where the Greater Manchester Spatial Framework (including any associated policy documents) continues as a joint LDD, community engagement and involvement will reflect the approach set out in Manchester's SCI.
- 2.3 Engagement in Manchester's Planning Frameworks, which can take the form of Strategic Regeneration Frameworks, masterplans or other development frameworks, is included in chapter 7. The SCI explains how the public and

other stakeholders can get involved during consultation on draft Planning Frameworks and how people will be kept informed when the document is adopted by the Council.

- 2.4 Chapter 8 sets out the Council's duties in relation to neighbourhood planning processes, both in terms of the requirement for the Council to consult on Neighbourhood Area and Neighbourhood Forum applications at the beginning of the process and then on Neighbourhood Plans and Neighbourhood Development Orders once these have been prepared by the community and submitted to the Council. The requirement for the SCI to include information relating to neighbourhood planning has been introduced by the Neighbourhood Planning Act. The Council pro-actively develops area-based regeneration initiatives referred to in the paragraph above and within this context a Policy Framework for Neighbourhood Planning has been adopted by the Council. The SCI sets out how the Council would support neighbourhood planning activity which complements this approach to regeneration, the wider strategic case for growth and the aims of Our Manchester.
- 2.4 In addition to being updated in line with the Our Manchester approach, the 2017 SCI reflects the current legal requirements for consultation on Local Development Documents, which have been simplified in recent years. The Town and Country Planning (Local Planning) (England) Regulations 2012 set out consultation requirements and the update of the SCI seeks to translate these into a Manchester context, meeting the legal requirements for consultation on planning policy documents.
- 2.5 The requirements in relation to consultation by local authorities on neighbourhood planning matters are set out in the Neighbourhood Planning (General) Regulations 2012, as amended, and these requirements are met by the approach set out in Chapter 8.
- 2.6 Consultation on planning applications is governed by the Town and Country Planning (Development Management Procedure) Order 2015 and these requirements are met by the Council's approach towards consulting on planning applications, which is set out in Chapter 9 of the SCI.

3.0 Consultation

- 3.1 The Planning and Compulsory Purchase Act 2004 (as amended) states that a SCI can be adopted as originally prepared, or modified to take account of representations. It is therefore advisable to take the document through a consultation process, and consider any representations which arise from this. There are no mandatory guidelines set out in legislation as to the format of the consultation, but we want to engage with people in an active and effective way. We will use social media throughout the consultation period to let people know about the consultation as well as contacting directly all members and stakeholders on the Planning Strategy planning policy database. The database currently comprises around 900 contacts including residents, community groups, pressure groups, national organisations, developers/consultants and housing organisations. We will also be open to

any requests for further engagement opportunities from members or community groups. The SCI will be available online and also as a hard copy in Central Library. People will be able to make comments online, by email or by post. In the absence of statutory requirements it is proposed that a six week consultation will take place, in line with the formal consultation period for Local Plans.

- 3.2 During the consultation period the Council will also consult specifically with equalities groups, in order to inform the preparation of an Equality Impact Assessment. The Equality Impact Assessment will be carried out following the consultation period.
- 3.3 Following the consultation period the SCI will be amended as necessary in response to any comments received and in light of the Equality Impact Assessment; and will be taken back to Executive to be adopted. Once adopted, consultation on Local Development Documents prepared by the Council, on joint Local Development Documents prepared in conjunction with other local authorities and on planning applications must be carried out in line with the SCI. In addition the Council's duties in relation to neighbourhood planning must also adhere to the SCI.

4.0 Conclusion

- 4.1 Consultation on planning policy documents and planning applications are required to meet both minimum legal standards and any further guidance on consultation which is set out in the Council's SCI. Now is an appropriate time to update the Manchester SCI not only to take account of changes in national legislation but also to embed a continuous approach to engagement which fully reflects Our Manchester. The review of the SCI will put in place more effective means of community engagement, ensure that the Council's planning processes are legally robust and make the most efficient use of available resources.

5.0 Contributing to the Manchester Strategy

(a) A thriving and sustainable city

- 5.1 Effective planning policies will aid investment in the city; an updated Statement of Community Involvement will support the review of the planning policy framework.

(b) A highly skilled city

- 5.2 A comprehensive and positive planning policy framework will help realise broad job-creation potential for the city; an updated Statement of Community Involvement will support the review of the planning policy framework.

(c) A progressive and equitable city

- 5.3 The Statement of Community Involvement will aid communities in becoming

involved in planning processes.

(d) A liveable and low carbon city

- 5.4 The Statement of Community Involvement will set out how communities can get involved in shaping the development of their neighbourhoods through engaging in the preparation of planning policies and through commenting on planning applications.

(e) A connected city

- 5.5 Well-planned development can make the most of the connections within an area.

6.0 Key Policies and Considerations

(a) Equal Opportunities

- 6.1 The SCI Involvement aims to explain the processes whereby people can get involved in the preparation of planning policies and make comments on planning applications as simply as possible. It is hoped that this will encourage a wide range of people to get involved. An Equality Impact Assessment of the SCI will be carried out prior to adoption, and amendments made to the finalised document if appropriate.

(b) Risk Management

- 6.2 The SCI has had regard to the resources potentially available for community engagement in planning processes, which are not likely to be as copious as they were during the early preparation stages of the Local Development Framework Core Strategy. Whilst the SCI allows for more resource-intensive methods of consultation to be used when appropriate and if budgets allow, the document does not tie the Council into carrying out any additional consultation beyond the requirements of planning regulations.

(c) Legal Considerations

- 6.3 It is a legal requirement for the Council to produce a SCI and to carry out consultation on planning policies and planning applications in line with the SCI. The draft SCI reflects current planning legislation.



Statement of Community Involvement

Consultation draft 2017

Published by Manchester City Council
planningstrategy@manchester.gov.uk

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1 Preparing the Statement of Community Involvement

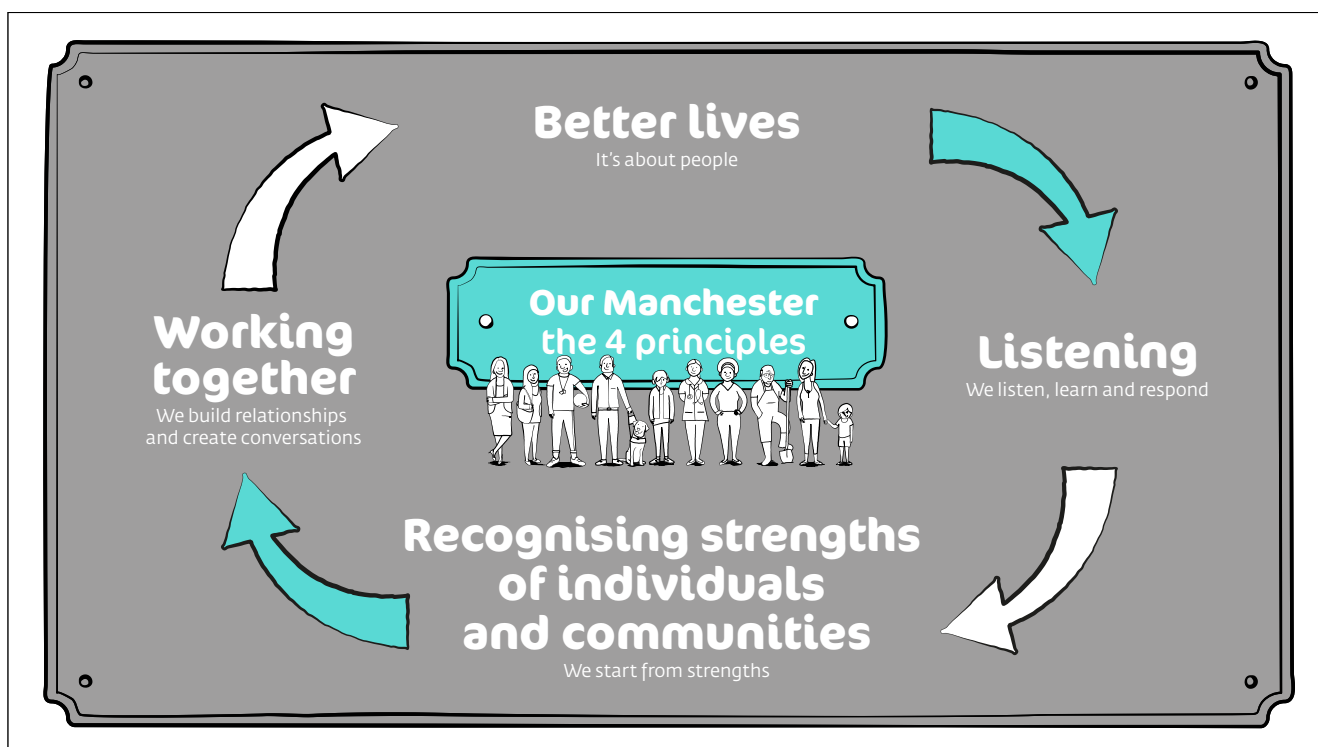
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1 Preparing the Statement of Community Involvement

1.1 In 2016 the Council published the Manchester Strategy 2016-25, known as Our Manchester. The consultation for this reached tens of thousands of people and organisations and gave a clear picture of what matters most to people in Manchester. Our Manchester is not just a strategy but a continuous approach to engagement which puts people at the centre of everything we do. This approach is being shaped around the four basic principles of Our Manchester which are:

- **Better lives** – it's about people
- **Listening** – we listen, learn and respond
- **Recognising strengths of individuals and communities** – we start from strengths
- **Working together** – we build relationships and create conversations how together we can make all make it happen.

Picture 1.1



1.2 The Our Manchester approach means giving the local community and other stakeholders the opportunity to be involved in decision making. We would like to find out about what matters to you when we write planning policies and consider planning applications for Manchester. Planning policies for the city guide where new houses, shops and jobs will be located and form the basis for the decisions made on planning applications received by the Council. Getting involved in policy preparation is your chance to make sure that the policies will reflect how you would like your area to develop in the future.

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1.3 Every council has to publish a document called a Statement of Community Involvement (SCI) which lets residents and businesses in the area know how they can get involved in planning activity. This is a first draft of our SCI and we would like you to tell us how we can improve our conversations with you about planning policies and applications. In the next few chapters we have set out ways in which we will let you know about planning policies and planning applications. We have also set out ways in which you can get involved. Please let us know which of these will work well for you and tell us about any other ideas you have about how we can listen and work together with you better.

1.4 After the consultation period on the draft SCI has finished we will amend the document as needed, and it will then be adopted by the Council. Once it is adopted, consultation on planning policy documents and on planning applications will be carried out in line with it.

How will the Statement of Involvement be kept up to date?

1.5 Once adopted, we will review the SCI if there need to be significant changes to the way in which we involve you in planning policy preparation or in decision making on planning applications. If legal requirements change before a new SCI has been produced then we will always carry out consultations in line with the law at the time.

2 How we will ask about what is important to you

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2 How we will ask about what is important to you

How would you like to give us your views?

2.1 A range of methods have been used by us and other public sector partners to ensure that we listen fully to communities, and engage and empower you to get involved in decision making. These methods include:-

- **Communicating** - giving information about events, a decision, services available or changes to services using a variety of ways. This can include newsletters, leaflets, websites and meetings.
- **Researching** - investigating or finding out something new about an area or population in order to improve service delivery. This can include questionnaires, surveys, census and focus groups.
- **Involving** - including people in decision-making processes. This can include service planning, development or improvements to an area.
- **Consulting** - seeking comments and listening to your feedback on a question or a proposal, which can lead to change. This can include service planning, development or improvements to an area.
- **Devolving decisions** - empowering communities to make final decisions. This can include decisions on budgets, service planning or development, or improvements to a local area.
- **Supporting community action** - power, influence and responsibility are given to communities and support is provided by services. This can include supporting communities through grants to improve their local area, or supporting them to develop local initiatives including neighbourhood planning.

2.2 Community involvement in planning policy preparation is a continuous process of engagement with residents and people who work within the City, rather than a series of one-offs. We will use a selection of the methods above depending on the scope of the consultation and the resources available, but we would like to know if there are other ways in which you would like to get involved. At each stage we will explain why we are asking for your views and what the planning policies are aiming to address; we will listen to what you tell us and will try to shape policies accordingly. When necessary, we will explain why we haven't been able to take on board all of your suggestions.

Managing consultation responses

2.3 We maintain a database of people and organisations who have been involved in planning policy consultations in the past as well as people who have said that they may be interested in this in the future, or who just wish to be kept informed of forthcoming changes to the planning policy framework in Manchester. We will email or write to these people when we carry out

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planning policy consultations. You can register yourself directly on to the database online at <http://consult.manchester.gov.uk/portal> or alternatively you can contact Planning Strategy if you wish to be added, either by email to planningstrategy@manchester.gov.uk or by post to:-

Planning Strategy
City Policy
Manchester City Council
Level 3, Town Hall Extension
PO Box 532
Manchester
M60 2LA

2.4 The database will be used to manage responses made during consultation stages as Local Development Documents (see Chapter 3) are prepared. This will mean that, once registered, stakeholders will be able to view the comments that they have made on a particular document, as well as our response to these when applicable. Comments, and our responses, will be publicly accessible online by anyone who wishes to see them.

2.5 During consultation periods for local development documents anyone who wishes may make comments online via our consultation portal at <http://consult.manchester.gov.uk/portal>, by email to planningstrategy@manchester.gov.uk or by post to the address above.

Making consultations more accessible

2.6 Manchester is a diverse city and it is recognised that approaches to consultation need to be designed with this diversity in mind. We will hold planning policy consultation events in places which are accessible to a range of people and will try to hold these at times of the day which are convenient for as broad a range of people as possible. Hard copies of planning policy documents will be available in Central Library during formal consultation stages. In addition material will be published on our website at www.manchester.gov.uk/strategicplanning. For those without access to the internet, computers are publicly available in all Manchester libraries (through library membership), where people can access documents online.

Key messages

- **Your on-going involvement is a vital part of planning policy production**
- **We will publish all consultation documents online and put a copy in Central Library**
- **We will make events as accessible as possible**
- **We will listen to what you tell us and report back on what has changed as a result of this**

2 How we will ask about what is important to you

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- **Because we've listened, planning policies will take into account what matters most to you**
- **If you give us your contact details we will keep you informed about future policy consultations**

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3 Manchester's Local Development Documents

3.1 The planning policies for Manchester are contained in a number of Local Development Documents, which we use to make decisions on planning applications within the City. Local Development Documents can be produced by Manchester City Council alone or jointly with other local authorities. We will also take national guidance as well as other planning issues into account when determining planning applications.

3.2 There are two types of Local Development Document, each with a different preparation process:

Local Plans - documents which set out strategic policies for development of the local authority area, which can include land use allocations. Policies in Local Plans should address your needs and take advantage of opportunities in relation to housing, the economy, facilities for your community and infrastructure as well as providing a basis for safeguarding environmental assets, adapting to climate change and securing good design.

Supplementary Planning Documents - documents which build upon the policies in a Local Plan by providing more detailed advice or guidance.

3.3 Existing Local Development Documents are available on our website at www.manchester.gov.uk/strategicplanning and, as of early 2017, comprise the following:

Local Plans:

- Core Strategy - the long term spatial vision for Manchester, policies for delivering the strategy and a key diagram, as well as general policies for the control of development (adopted in July 2012)
- Extant UDP policies - City-wide and local area policies not replaced by the Core Strategy (adopted July 1995 and alterations adopted on various dates since then)
- Proposals Map - accompanies Core Strategy and extant UDP documents and identifies areas of protection and sites to which particular land use and policies apply
- Greater Manchester Joint Waste Development Plan Document - sets out a waste planning strategy to 2027 across the ten Greater Manchester districts which enables the provision of waste management facilities in appropriate locations for municipal, commercial and industrial, construction and demolition and hazardous wastes (April 2012)
- Greater Manchester Joint Minerals Development Plan Document - sets out a planning policy framework and a clear guide to locations across the ten districts where mineral extraction may take place, the safeguarding of sensitive environmental features and future mineral resources and all aspects of environmental and resource protection including the sustainable transportation of minerals (April 2013)

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Supplementary Planning Documents:

- Guide to Development in Manchester Supplementary Planning Document - sets out principles relating to the design, form and layout of new development (March 2007)
- Providing for Housing Choice Supplementary Planning Document - guidance on the mix of house types needed in Manchester, in particular affordable housing (September 2008)

3.4 In addition the following documents provide extant Supplementary Planning Guidance:

- Special Needs and Supported Housing Supplementary Planning Guidance (April 1998), which can be downloaded from http://www.manchester.gov.uk/downloads/download/5805/special_needs_and_supported_housing
- City Centre Bomb Damaged Area (April 1997), which is available on request (please email planningstrategy@manchester.gov.uk)

3.5 Neighbourhood Plans, which may be prepared by neighbourhood forums or parish councils, are not Local Development Documents as we do not prepare them ourselves. However, once adopted by us they do form part of the development plan and so decisions on planning applications have to take account of them. As of 2017, no Neighbourhood Plans have been adopted in Manchester. Chapter 8 sets out how you can get involved in neighbourhood planning processes in your area.

3.6 In addition we are required to produce a Local Development Scheme. As well as listing the current Local Plans in Manchester, the Local Development Scheme sets out a timetable for the preparation of future Local Plans over a three-year period and identifies key milestones in their preparation. The current Local Development Scheme can be downloaded from http://www.manchester.gov.uk/downloads/download/3627/local_development_scheme_2010-2013

Key messages

- **Local Development Documents are either Local Plans (strategic level policies) or Supplementary Planning Documents (provide more detailed advice or guidance)**
- **We have a range of existing Local Development Documents, which are on our website**
- **Our Local Development Scheme shows you which Local Plans we are intending to produce over the next three years**

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4 How you can get involved in Local Plans

4.1 Our Local Plans set out a vision and framework for future development in Manchester and are one of the key tools which we use to make decisions on planning applications (along with any Neighbourhood Plans that have been produced by Neighbourhood Forums). A Local Plan will set out a preferred approach for addressing the needs and opportunities within the district, including those identified by you, and so we will need to base this on an effective conversation with you throughout the preparation process, as well as on a robust evidence base. We must also meet legal requirements when engaging with you and other stakeholders in local plan preparation.

Initial preparation stage

4.2 This stage includes formulating the initial aims and objectives of the Local Plan, evidence gathering, and then drawing up a set of issues and options to address them, resulting in the formulation of a policy approach.

4.3 At the outset we will let you know that we are intending to produce a Local Plan on a particular topic, and ask you to tell us what sort of approach you think the Local Plan should take towards this issue and what you think the future Local Plan policies should say⁽ⁱ⁾. As well as asking for input from residents, voluntary groups and businesses in Manchester, we will talk to local, regional and national organisations representing specific interests. A full list of the organisations and people that we are required to involve by law is set out in regulations⁽ⁱⁱ⁾.

4.4 We maintain a database of people and organisations who have asked to be kept informed and involved in the preparation of planning policies in Manchester. These are people and organisations who have been involved in the past and who have indicated that they might wish to be involved in the future. If you are interested in joining the database please let us know - see paragraph 2.3 for how to do this.

4.5 During this preparation stage we will connect with people and organisations on the database and will publish consultation documents online and use social media to try and reach as wide an audience as possible. On rare occasions where the consultation is on a policy approach with a very narrow scope, it may be appropriate to reach out just to people or groups who would have an interest in the topic. Where a Local Plan is proposed to have a broad subject-area coverage, we will use a range of engagement methods where possible to involve residents and other stakeholders who have not already been involved in planning processes.

i Requirements set out in Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012

ii Regulation 2(1) of the Town and Country Planning (Local Planning) (England) Regulations 2012 - see <http://www.legislation.gov.uk/uksi/2012/767/contents/made>

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4.6 The decision on the use of individual engagement methods will depend on the scope of the Local Plan document that we are talking to you about. At the initial preparation stage it is possible that 'researching' methods (see paragraph 2.1) will be used initially and then 'consulting' methods once options or proposals have been drawn up. The choice of methods to be used will also need to take account of available resources.

4.7 As well as involving communities within Manchester in Local Plan preparation, we must engage with various local and national bodies (such as the Environment Agency and Historic England) in line with requirements under the 'Duty to Co-operate'.⁽ⁱⁱⁱ⁾ The Duty to Co-operate applies to Local Plans (and other Local Development Documents) where these relate to strategic matters (development or infrastructure that would have a significant impact in another authority's area). This engagement process will include considering whether a joint approach to Local Plan preparation, including potentially the production of a joint plan with another authority(ies), is an appropriate way forward.

4.8 The Duty to Co-operate bodies (i.e. the organisations which we should engage with under this requirement) are set out in regulations^(iv).

Publication stage

4.9 At the Publication stage the Local Plan will be in final draft stage, as we will have taken into account what you told us during earlier engagement. We will consult for six weeks on the draft Local Plan, notifying the stakeholders on the planning policy database and the Duty to Co-operate bodies. We will also use other appropriate engagement methods including social media to ensure everyone is kept up to date with progress. If you make written comments on the Local Plan at this stage you will be added to the database if you aren't already on it.

4.10 During this consultation period a set of documents (the 'proposed submission documents') will be available in Central Library and on our website. These are additional documents which we would be intending to submit to the Secretary of State alongside the Local Plan after the consultation period. They include:

- A proposals map, if the Local Plan would result in changes to the adopted proposals map.
- A Sustainability Appraisal report of the Local Plan (see paragraph 4.23)
- A consultation statement relating to comments made during the preparation stage. The statement will show who was invited to get involved and in what way, and a summary of the main issues raised and how these have been addressed in the Publication draft of the Local Plan.
- Supporting documents which we think are relevant. For example this could include key reports and studies which are part of the evidence base for the Local Plan.

iii This requirement was introduced by the Localism Act 2011

iv Section 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 as amended by the National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Saving Provisions) Order 2013

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4.11 We will let you know how you can make comments on the Publication draft Local Plan and Sustainability Appraisal report. Following the consultation period we will consider all of the comments received.

4.12 At the Publication consultation stage we will try to use a monitoring form where possible to collect data on the race, gender, age, sexuality, religion, disability status and relationship status of respondents. These are the 'protected characteristics' for which the Equality Act 2010 offers protection against discrimination. Providing this information would be optional for respondents. If sufficient stakeholders provide this data it would help us to assess over the long term whether planning policy consultations are reaching a broad audience.

Submission and Examination

4.13 Following the Publication consultation the Local Plan will be examined by a Planning Inspector appointed by the Secretary of State. The Examination is a chance for an independent Inspector to test if the plan meets national policy and legal requirements. We will submit the plan, as well as any proposed changes which we consider appropriate in light of the comments made during the Publication consultation period, to the Secretary of State. Alongside the Local Plan we will submit the documents listed in paragraph 4.10 as well as all of the comments made by you and other stakeholders during the Publication consultation stage and a summary of the main issues that these raised.

4.14 Once we have submitted these documents they will be available to view in Central Library (with the exception of the full set of comments made during the Publication consultation stage and the supporting documents) and will be published on our website. We will also use other appropriate engagement methods including social media to ensure everyone is kept up to date with progress. Planning regulations let us decide which of the supporting documents it is practicable to make available. This is likely to depend on the scale of the additional documents, for example it may be practical to include only key evidence base documents.

4.15 We will notify stakeholders on the planning policy database that the Local Plan has been submitted to the Secretary of State and that the plan and accompanying documents are available for inspection.

4.16 The Inspector will check that the Local Plan has been prepared in accordance with legal requirements and assess whether the the plan is 'sound'. The tests of soundness are that the plan is:

- **Positively prepared** - the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.
- **Justified** - the plan should be the most appropriate strategy when considered against the reasonable alternatives, based on proportionate evidence.

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- **Effective** - the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
- **Consistent with national policy** - the plan should enable the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework.

4.17 Anyone who has made comments on the Local Plan at the Publication stage will have the opportunity to attend a hearing session, where they will be able to put their views forward verbally to the Inspector. At least six weeks before hearings are scheduled to begin we will let everyone who made comments at the Local Plan Publication stage know, and also publish information relating to the hearings on our website and in Central Library.

4.18 The Inspector may recommend changes to the Local Plan to make it sound and / or legally compliant. The changes are called 'main modifications' and we will consult on these and forward the responses to the Inspector for consideration. At the same time we may put forward our own 'additional modifications' to deal with more minor issues. There is no legal requirement to consult on the additional modifications but we will usually consult on these alongside the main modifications.

4.19 At the end of the examination the Inspector will issue a report to us. This will recommend that the Local Plan is either adopted (with main modifications if necessary) or, if it is unsound and this cannot be put right through modifications, withdrawn. We will publish the report on our website and put a hard copy in Central Library and notify you if you have requested to be informed of this (in practice this is likely to mean we will get in touch with everyone on the planning policy database).

Adoption

4.20 We will then formally adopt the Local Plan. Once adopted we will send out notifications on social media, publish on our website, make a hard copy available of the following documents:

- The Local Plan
- Its adoption statement
- The Sustainability Appraisal report

The adoption statement will be sent to anyone who has asked to be notified of this and to the Secretary of State.

4.21 If you wish to challenge the validity of the Local Plan you have the opportunity to apply to the High Court to quash the plan. This is a legal process and can only be done for certain reasons^(v). This has to be done within 6 weeks from the date when the Local Plan was adopted.

v This must be either because you feel that the procedural requirements for making a Local Plan have not been complied with, or because you feel that the document "is not within the appropriate power" i.e. not within the remit of Part 2 of the Planning & Compulsory Purchase Act 2004.

How you can get involved in Local Plans 4

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Monitoring and revision

4.22 The implementation of Local Plan objectives will be monitored through an Authority Monitoring Report which we produce each year. This is published on our website.

Sustainability Appraisal and Equality Impact Assessment

4.23 As a council we have to consider the significant environmental, economic and social impacts of policies within any Local Plan that we prepare. We do this through a Sustainability Appraisal. The Sustainability Appraisal process will incorporate a Strategic Environmental Assessment and must meet legal requirements^(vi).

4.24 Sustainability Appraisal will be undertaken alongside preparation of the Local Plan, culminating in the submission of a report, alongside the submitted Local Plan, to the Secretary of State. During the initial preparation stage for the Local Plan the scope and level of information to be included in the Sustainability Appraisal report will be determined and we will consult Historic England (formerly English Heritage), Natural England and the Environment Agency. Depending on the scope of the Local Plan, and therefore its Sustainability Appraisal, we will involve additional stakeholders in this as necessary. Baseline information on the current environmental, economic and social characteristics of the area likely to be affected by the Local Plan will also be collected at this stage, to enable potential effects of the implementation of plan policies to be assessed.

4.25 As draft Local Plan policies emerge these will be assessed to identify significant effects of policy options, and the potential for mitigating adverse effects will be considered. This will help us to refine the proposals in the Local Plan. At the Local Plan Publication stage we will consult on the Sustainability Appraisal report for six weeks.

4.26 The Equality Act 2010 offers protection from discrimination, harassment and victimisation on the grounds of a range of people's characteristics. We will carry out an Equality Impact Assessment of each Local Plan to determine whether policies could detrimentally impact upon any of the 'protected characteristics' set out in paragraph 4.12. We will engage with groups representing the protected characteristics to help us to do this.

Summary of key Local Plan consultation stages

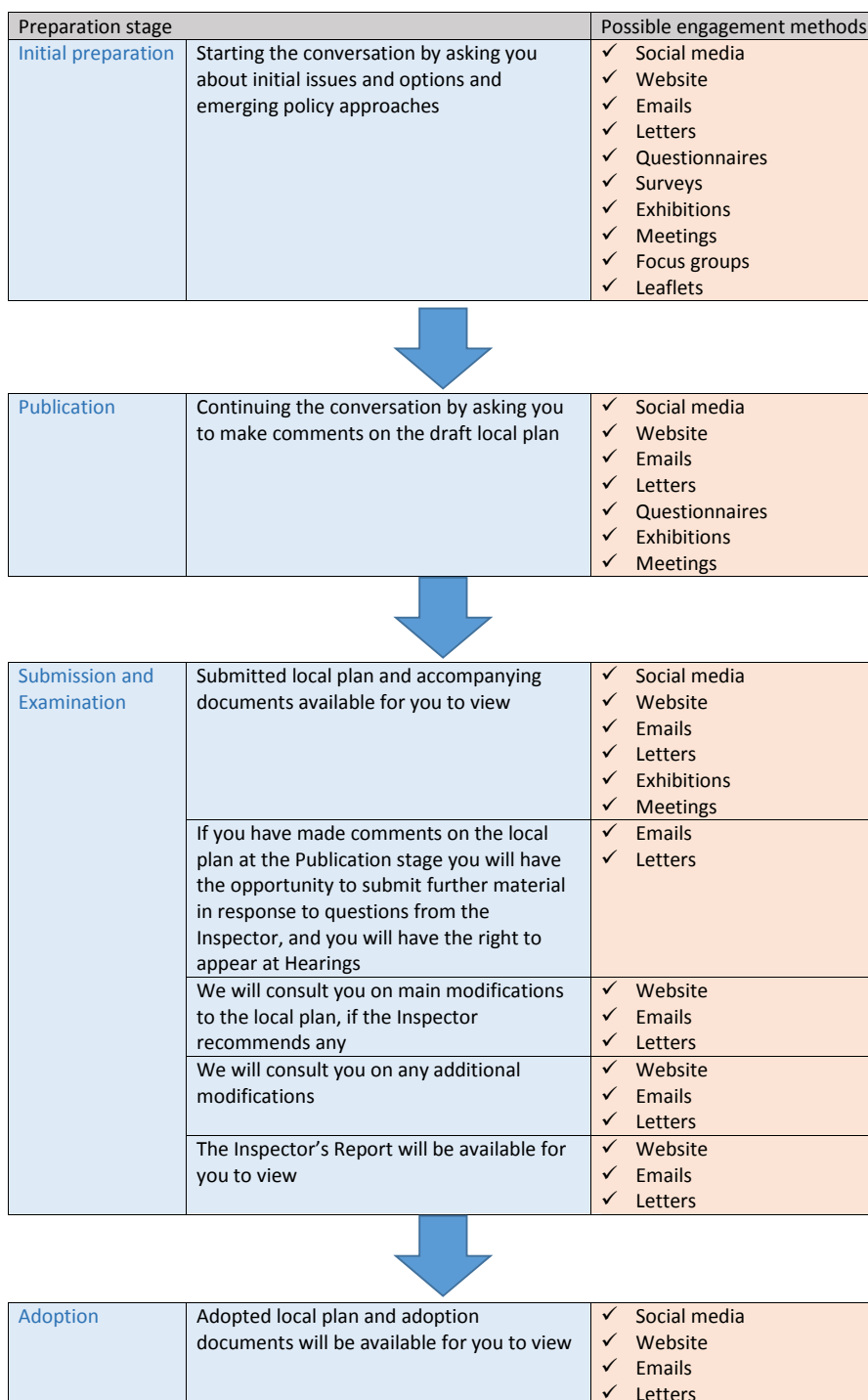
4.27 The diagram below summarises the stages where you will have the opportunity to be involved in Local Plan preparation. The potential consultation methods which could be used at each stage relate to those set out in Section 2. The decision on the use of individual methods will depend on the scope of the policies being consulted on.

vi Strategic Environmental Assessment is required by the Environmental Assessment of Plans and Programmes Regulations 2004 and considers the environmental impacts of plans at their formation stage. Sustainability Appraisal is required by section 19(5) of the Planning and Compulsory Purchase Act 2004 and takes in a broader scope of impacts, looking at the economy and local communities / wider society as well as the environment.

4 How you can get involved in Local Plans

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Picture 4.1 Local Plan consultation stages



How you can get involved in Local Plans 4

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Key messages

- **There will be plenty of opportunities for you to give us your views throughout Local Plan preparation, so that you can help to shape policies to address the issues that matter to you**
- **Local Plan policies also need to be informed by the reports and studies which will be part of the evidence base**
- **If you have made comments on a Local Plan at Publication stage then you will be able to attend a hearing later on and give your views to the Planning Inspector, if you choose to**

5 How you can get involved in Supplementary Planning Documents

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5 How you can get involved in Supplementary Planning Documents

5.1 We produce Supplementary Planning Documents when necessary to provide more detailed guidance on particular issues, building on from the policies in a Local Plan. As they are not Local Plans themselves they are not subject to independent examination, therefore the preparation process is faster.

Initial preparation stage

5.2 We will use a range of engagement methods to involve you at this early stage, depending on the the scope of the Supplementary Planning Document (SPD) being prepared. For example consultation on a SPD covering a limited geographic area could include workshops and meetings for people in that area; for a SPD covering a larger area but focused on a specific topic it could be more appropriate to consult groups with a specific interest in that issue.

5.3 We will summarise the issues which you have raised at this stage and will then set out how these have been addressed in the draft SPD.

Formal consultation stage

5.4 The formal consultation period for a SPD lasts for at least 4 weeks. During this time we will make copies of the draft SPD and the summary of comments referred to in paragraph 5.3 available at Central Library and on our website and will provide details of how people can comment on the SPD. We will notify stakeholders on the Planning Policy database and the Duty to Co-operate bodies (see paragraph 4.8) providing them with details of the consultation. We will also use other appropriate engagement methods including social media to ensure everyone is kept up to date with progress.

5.5 Following the formal consultation period we will consider comments received during that period and will make modifications to the SPD if necessary.

Adoption

5.6 We will then formally adopt the SPD. Once adopted, we will send out notifications on social media, publish the SPD on our website and make a hard copy available of the following documents:

- The Supplementary Planning Document
- Its adoption statement

The adoption statement will be sent to people who have asked to be notified of this.

5.7 You have the right to apply to the High Court for permission to apply for judicial review of our decision to adopt a SPD. Any application to the High Court must be made within three months of the date when we adopt the SPD.

How you can get involved in Supplementary Planning Documents 5

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Sustainability Appraisal and Equality Impact Assessment

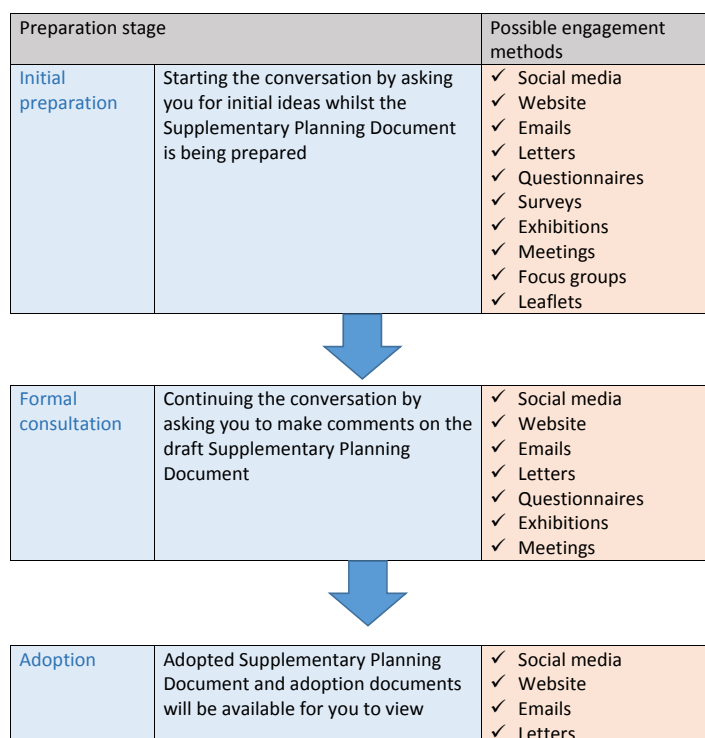
5.8 SPDs do not need to undergo Sustainability Appraisal, however in exceptional circumstances, where a SPD is likely to have significant environmental effects that have not already been assessed during the preparation of the Local Plan it may require a Strategic Environmental Assessment. We'll consult Natural England, Historic England (formerly English Heritage) and the Environment Agency before making a decision on whether or not the SPD is likely to have significant environmental effects.

5.9 As SPDs are based on policies in adopted Local Plans they are unlikely to require a EQIA in their own right, as the policies which they are based upon will already have been assessed during the Local Plan preparation process.

Summary of key Supplementary Planning Document consultation stages

5.10 The diagram below summarises the stages where you will have the opportunity to be involved in SPD preparation. The potential consultation methods which could be used at each stage relate to those set out in Section 2. The decision on the use of individual methods will depend on the scope of the document being consulted on.

Picture 5.1 Supplementary Planning Document consultation stages



5 How you can get involved in Supplementary Planning Documents

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Key messages

- **A faster preparation process than for Local Plans, but your input is still vital**
- **Potentially engagement would be more specifically targeted to reach out to particular interest groups depending on the SPD subject matter**

How you can get involved in Joint Local Development Documents 6

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6 How you can get involved in Joint Local Development Documents

6.1 In addition to the Local Development Documents which we prepare, there may be times when we'll need to produce a Local Development Document (LDD) in partnership with another local authority. This may be because the LDD will address issues which cross local authority boundaries and are common to more than one authority, and may arise out of the Duty to Co-operate requirement.

6.2 Greater Manchester has a long history of collaboration through the Association of Greater Manchester Authorities (AGMA) following the abolition of the Greater Manchester Council in 1986. In planning terms this included establishing small teams distinct from individual districts, in order to retain expertise for specific countywide planning matters, such as Minerals and Waste. To date, two Greater Manchester LDDs have been prepared: the Greater Manchester Joint Waste Development Plan Document and the Greater Manchester Joint Minerals Development Plan Document (see Section 3). Both are Local Plans. These two documents were prepared by Greater Manchester Minerals and Waste Planning Unit (MWPU), supported by officers from the ten Greater Manchester authorities, under the direction of specifically established Waste / Minerals Planning Committees composed of elected members from each of the ten authorities. Consultation on the two documents was carried out by the MWPU, in line with the ten districts' Statements of Community Involvement. The respective drafts of the two LDDs were approved by us at the relevant stages and we adopted the finalised documents after they had been through the Examination process.

6.3 Any future joint LDDs would be likely to be produced in a similar way, by a dedicated team, but with the finalised LDD being adopted by each participating Council. Consultation on joint LDDs would need to meet legal requirements and be carried out in line with the SCIs of the districts involved. Therefore consultation on any Joint Local Plans would have to have regard to Section 4 of our SCI, and consultation on any Joint Supplementary Planning Documents to Section 5, and you will therefore have the same opportunities to get involved as you would for Manchester-prepared documents.

6.4 The ten Greater Manchester authorities are currently (May 2017) working on the production of a joint Greater Manchester Spatial Framework (GMSF), which is being produced by the Association of Greater Manchester Authorities (AGMA) on the ten authorities' behalf. The GMSF will provide the overarching framework to strategically manage sustainable growth and development across the conurbation over the next twenty years or so. Principally, the GMSF will identify the housing numbers and employment floorspace needs and associated infrastructure requirements, as well as identifying the key broad opportunity areas where this growth should be focused. Consultation on the GMSF is carried out by AGMA in conjunction with the districts, and is in line with the Town and Country Planning (Local Planning) (England) Regulations 2012 and with the ten districts' Statements of Community Involvement.

6 How you can get involved in Joint Local Development Documents

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Key messages

- **We have a track record of joint working with the other Greater Manchester authorities**
- **You will have the opportunity to get involved in Local Development Documents which cover a wider location than just the Manchester area**
- **The engagement process for joint Local Development Documents is likely to be led by a dedicated team rather than directly by us**

How you can get involved in Planning Frameworks 7

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7 How you can get involved in Planning Frameworks

7.1 The council has successfully developed non-statutory planning frameworks to guide development in areas with potential for considerable change. Planning Frameworks can take the form of Strategic Regeneration Frameworks, masterplans or other development frameworks.

7.2 These documents are fully in line with Manchester's Local Plan and the National Planning Policy Framework. However, they can provide extra detail that supports the delivery of high quality development through an efficient planning process.

7.3 Although non-statutory, Planning Frameworks are ultimately adopted through the council's Executive as a material consideration for planning purposes. Consultation on Planning Frameworks is also approved by the Executive, and they are amended as appropriate following consultation. Once adopted, the frameworks are considered in subsequent planning decisions, including planning applications and compulsory purchase activity.

Consultation

7.4 Consultation on the draft Planning Framework will last at least 4 weeks. During this time we will make copies of the Planning Framework available on the council website and at the Central Library or the library nearest to the area concerned. We will provide details on how people can make comments.

7.5 We will contact people, businesses and other stakeholders directly to inform them of the consultation. This will include any local community groups of which we are aware. We will also directly contact statutory consultees. We will use social media to advertise the consultation more widely.

7.6 Following consultation we will consider any comments received and make modifications to the Planning Framework as appropriate.


Adoption

7.7 We will formally adopt the Planning Framework through the council Executive. When we have done so, we will publish it on the council website and notify people through social media.

7 How you can get involved in Planning Frameworks

Manchester City Council | Statement of Community Involvement 2017

Picture 7.1 Planning Framework consultation stages

Preparation stage		Possible engagement methods
Formal consultation	Starting the conversation by asking you to make comments on the draft Planning Framework	<ul style="list-style-type: none"> ✓ Social media ✓ Website ✓ Emails ✓ Letters
		
Adoption	Adopted Planning Framework will be available for you to view	<ul style="list-style-type: none"> ✓ Social media ✓ Website

Key Messages

- Planning Frameworks guide development in areas with potential for considerable change and can provide extra detail that supports the delivery of high quality development through an efficient planning process.
- We aim to offer opportunities to all to engage in the development of Planning Frameworks particularly those who are affected by their proposals.

How you can get involved in Neighbourhood Planning 8

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8 How you can get involved in Neighbourhood Planning

8.1 Neighbourhood planning gives you the opportunity to produce your own **Neighbourhood Plans** for your local area, which, once adopted, will be part of the development plan and have the same status as Local Plans produced by us. You can also produce a **Neighbourhood Development Order** which will grant planning permission for developments that you'd like to see in your area, so that people do not need to submit a planning application to us for this type of development. A community group wishing to prepare a Neighbourhood Plan or a Neighbourhood Development Order needs to be designated as a Neighbourhood Forum by us, for a defined area which we designate as a Neighbourhood Area. The exceptions to this are firstly where there is a Parish Council in the area concerned - if this is the case they will take the lead on neighbourhood planning; secondly if a community organisation only wishes to prepare a 'Community Right to Build Order' (a type of Neighbourhood Development Order) then they can do this without needing to be designated as Neighbourhood Forum.

8.2 Full details for how you can initiate neighbourhood planning processes in your area are on our website at http://www.manchester.gov.uk/info/200074/planning/6101/neighbourhood_planning . In addition we have adopted a Framework for Neighbourhood Planning which sets out how we will consider applications for designation of Neighbourhood Areas – you can read this at <http://www.manchester.gov.uk/meetings/meeting/2620/executive>. The Framework for Neighbourhood Planning states that the Council will support Neighbourhood Plans:

- where they complement wider Council policies and programmes for the regeneration of the City and its neighbourhoods;
- in areas that can reasonably be represented by Neighbourhood Forums in terms of population and strategic significance and
- as a means of delivering the aims of the Our Manchester Strategy and those of the applying relevant body.

Our responsibilities to ensure that Neighbourhood Planning is a fair process for all residents

8.3 We need to ensure that everyone who will be affected by Neighbourhood Plans or Development Orders gets the chance to get involved in their preparation, even if they do not wish to be a member of the Neighbourhood Forum. Therefore we will engage you throughout the process as set out below. In addition to the engagement carried out by us, the Neighbourhood Forum (or Parish Council if there is one) must ask local residents for their views whilst preparing the Neighbourhood Plan or Neighbourhood Development Order.

8 How you can get involved in Neighbourhood Planning

Manchester City Council | Statement of Community Involvement 2017

Applying to become a Neighbourhood Forum, and for designation of a Neighbourhood Area

8.4 When we receive an application from a community group to become a Neighbourhood Forum, or for designation of a Neighbourhood Area, we need to find out if you think that the community organisation applying would be suitable to take the lead on this process and whether the area proposed is a suitable area for neighbourhood planning purposes. We will consult for six weeks, publishing the applications online and notifying people on our planning policy database (see paragraph 2.3). When an area or forum is designated we will let you know.

Submission and Examination

8.5 Once a Neighbourhood Plan or Neighbourhood Development Order has been drafted, the Neighbourhood Forum (or Parish Council) will submit it to us. We will consult on the Plan or Order for six weeks, publishing this on our website and notifying people on our database and people or organisations that the Neighbourhood Forum has told us have made comments on the Plan or Order whilst it was being prepared. For some types of Neighbourhood Development Order we will also put a notice in the Manchester Evening News and put up site notices.

8.6 Following this consultation period we will decide whether to approve the Plan / Order and submit it for Examination, or whether to refuse it. If going ahead to Examination we will appoint an Independent Examiner and they will report on the Plan / Order. If the Examiner approves the Plan or Order (as submitted, or with modifications) and we agree with this then a referendum will be held to allow everyone in the area affected to say whether or not it should come into force.

Support that we will provide to you if you are working on Neighbourhood Planning

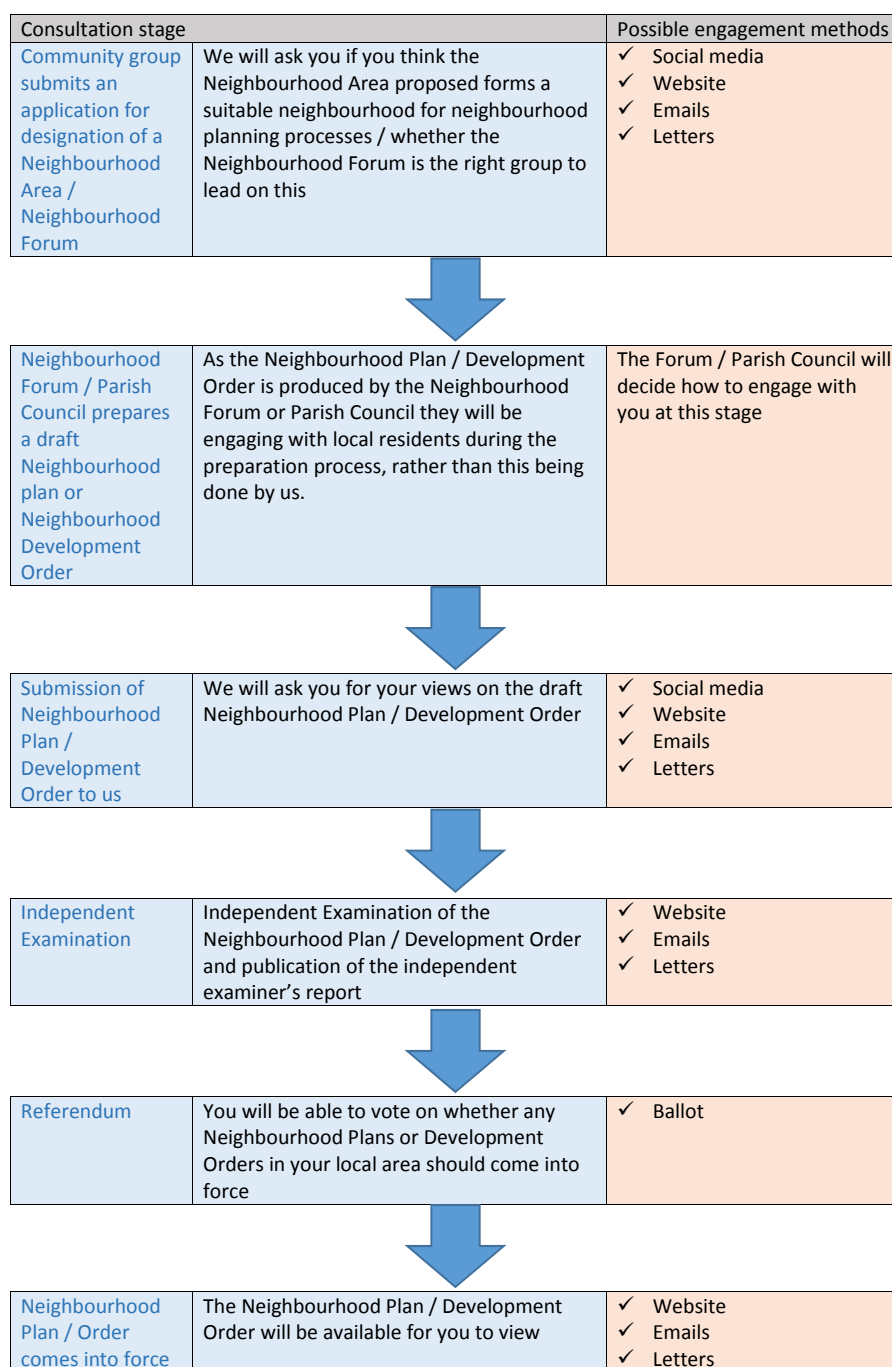
8.7 Neighbourhood planning is very much led by you, but we will give us much support as we can to help you with this. The type of support that we might be able to offer could include:

- Providing advice on the legal requirements relating to Neighbourhood Planning.
- Checking neighbourhood area and forum applications, and Neighbourhood Plans and Development Orders before these are formally submitted.
- Setting out the relevant Local Plan policies which a Neighbourhood Plan would have to comply with, and sharing the evidence base which underpins these.
- Providing materials such as large scale maps, and printing documents and posters.

How you can get involved in Neighbourhood Planning 8

Manchester City Council | Statement of Community Involvement 2017

Picture 8.1 Summary of Neighbourhood Planning consultation stages



8 How you can get involved in Neighbourhood Planning

Manchester City Council | Statement of Community Involvement 2017

Key messages

- The Council will support Neighbourhood planning as a way of delivering the wider objectives of the City
- Neighbourhood planning is a much more hands on approach to getting involved in planning processes - you will be leading the process
- The Council's role is more limited in terms of consulting on Neighbourhood Plans or Neighbourhood Development Orders than it is for Local Plans, but we will support you through the process of producing these documents and involving the wider community in their preparation
- If a community group is preparing a Neighbourhood Plan or a Neighbourhood Development Order and you do not want to work directly on it you can still get involved by giving your views through consultations and when it is submitted
- Ultimately you will be able to have your say when a referendum is held to ask whether a Neighbourhood Plan or Neighbourhood Development Order in your area should come into force

How you can comment on Planning Applications 9

Manchester City Council | Statement of Community Involvement 2017

9 How you can comment on Planning Applications

9.1 We receive close to 3,500 planning applications each year. These include **major applications** for residential, office, light industry, heavy industry, storage, warehousing, servicing and retail development which are over the thresholds set out below; **minor applications** for all of these categories of development which fall below the thresholds; and **other types of application** comprising householder applications (e.g. house extensions), applications for advertising signs, Listed Building consent, Conservation Area Consent, changes of use and applications for prior approval (all of which fall below the major application thresholds).

9.2 Major applications are defined in the Town & Country Planning (Development Management Procedure) Order 2015, and are for the following types of development:

- Winning and working of minerals
- Waste development
- Residential development for more than 10 units or on a site greater than 0.5 hectares if the number of units proposed is not known
- Provision of building(s) with floorspace greater than 1,000 sq m
- Development which has a site area greater than 1 hectare.

9.3 Of the 3,500 applications approximately 20% are householder applications. Approximately 6-10% are major applications and the remainder are more minor applications and the other types of non-major application excluding householder.

9.4 Once a planning application is submitted, we use the advertisement and consultation methods set out in Table 9.1 and contact statutory consultees as set out in the Town & Country Planning (Development Management Procedure) Order 2015, as required depending on the type of application. The list of consultees for different types of application is set out in Schedule 4 of the Town & Country Planning (Development Management Procedure) Order 2015 which can be viewed at www.opsi.gov.uk

9.5 Site notices, letters to neighbours and advertisements in the Manchester Evening News state that plans can be viewed on our website, and give the deadline for comments. Comments can be made by email to planning@manchester.gov.uk, in writing or online via the website. Members of the public can come into the town hall to talk to a planning officer about a planning application by appointment, please contact the case officer. Comments received on planning applications will not normally be acknowledged by us.

9.6 Applications which we are currently considering can be viewed on our website. 'Public Access' is an online service that allows people to monitor the progress of an application, view documents related to an application, submit comments, search a constantly updated list of applications received and decided each week, view details of many historic applications and view property details by reference to a map. If an appeal has been lodged then these details will also be available. You can use Public Access at <http://www.manchester.gov.uk/info/200074/planning/5865/planning/1>. Comments made by

9 How you can comment on Planning Applications

Manchester City Council | Statement of Community Involvement 2017

interested parties are not made public until after the application is determined (for applications determined under delegated powers), or five working days before Planning & Highways Committee (for applications where the decision is made at committee).

Table 9.1 Advertisement and Consultation Methods

Method	Small applications	Major applications*	Applications requiring #	Listed Building Consent	Conservation Area Consent
Site notice advertising application		yes	yes	yes	yes
Neighbour notification letter ^(vii)	yes	yes	yes	where required	yes
Advertisement in the MEN		yes	yes	yes	yes
Online comments made on Council's website	yes	yes	yes	yes	yes

= applications that require an Environmental Impact Assessment, or are a departure from the development plan or would affect a right of way. * Major applications are defined above

Development proposals requiring more in-depth consultation.

9.7 For significant development proposals, for example those in the categories below, we will encourage developers to consult with the community before they submit a planning application:

- Development proposals that will require major developer contributions (through section 106 agreements) in order for permission to be granted, where the contributions will be beneficial to the community.
- Development on playing fields owned by the local authority or used by educational institutions.
- Development on a greenfield site for more than 150 dwellings.

vii In the case of large multi-occupied buildings a notice at the entrance may be used rather than individual letters

How you can comment on Planning Applications 9

Manchester City Council | Statement of Community Involvement 2017

9.8 The decision on whether a proposal will need more in-depth consultation will be based on its nature or scale and will be made by our planning officers, liaising with councillors, regeneration teams, ward co-ordinators and local community groups where appropriate. As well as consulting with the public, we will encourage developers to consult with specific infrastructure and service providers so that they can advise developers on any need for increased provision of services etc.

9.9 Pre-application consultation is beneficial to both the community and the developer as it allows the developer to design a proposal which takes on board the opinions of the community. This will mean that there are likely to be fewer objections once an application is submitted. Negotiations on s106 agreements will be between the developer, planning officers and relevant council services and in consultation with councillors, and comments from consultees will be taken into account when negotiations take place.

9.10 The format of the consultation that the developer uses is likely to be discussed with us as part of pre-application discussions, to help ensure that there is an effective opportunity for people to comment and steer development. The following methods are likely to be suitable and should be used as appropriate:

- **Letters sent to residents and businesses** in nearby streets telling them what is proposed, how they can get more information and how they can give the developer their views
- **Public exhibition** in a location close to the development (e.g. library or supermarket) which tells the public about what is happening and gives them an opportunity to make comments.
- A **website** set up by the developer
- **Leaflets distributed to nearby streets and placed in facilities** near the proposed developments which have a tear off slip for comments.

9.11 Pre-application discussions with the Council could also help to determine the scope of consultation needed, for example how large an area should be leafleted. Our officers can advise developers of local groups who have been involved in pre-application consultation before. We can also give advice on how to make events as accessible as possible and suggestions for advertising the event etc.

9.12 When the developer submits a planning application following the consultation, they are expected to accompany it with a record of the consultation that took place. Copies of responses will be requested and required for the planning submission, so that it can be seen how the developer incorporated people's comments into their final proposal and for us to consider. Our officers would not attend developer's consultation events except in exceptional circumstances to give information about the planning process rather than give any views on the proposal.

9.13 We can't require developers to carry out pre-application consultation using the methods set out above, but it is encouraged. Where developers have not engaged with local residents and businesses, it is possible that an application could generate more objections once submitted. This could result in the developer having to amend their application to address the objections

9 How you can comment on Planning Applications

Manchester City Council | Statement of Community Involvement 2017

which could delay the decision making process. If a developer makes significant amendments to their application it is likely that those initially notified and people who have commented will be informed. Comments made on planning applications must relate to planning issues.

What happens to people's comments?

9.14 Delegated powers are used to determine the majority of applications in Manchester. Comments of a planning nature received from the public on planning applications are taken account of when making a decision to grant or refuse permission, as well as looking at development plan policies, national and regional guidance and other material considerations. People who have made objections can track the progress of an application using the Public Access system.

9.15 The Planning & Highways Committee makes decisions on the remaining small number of applications. The meetings are held in public and whilst the public do not have a right to speak, the Committee Chair will usually allow a representative for the applicant and one objector / supporter to address them. We have one Area Committee, for Wythenshawe, which can determine planning applications in line with the planning officer's recommendation. Where the the Wythenshawe Area Committee wishes to do otherwise an application will be deferred to the Planning & Highways Committee. The Area Committee cannot determine applications of more than local significance / interest but may be consulted on a proposal.

9.16 The decision to grant or refuse planning permission will primarily be based on policies in Local Development Documents, extant Unitary Development Plan policies whilst these remain 'saved' and national policy, as well as taking into account comments from the public where they relate to planning issues.

Implementation stage

9.17 Once development has started on a site you can tell us about any problems that are being caused, or planning conditions that are not being complied with. If there are concerns the planning team will contact the developer.

Reporting Back

9.18 Decisions on planning applications are published on our website via the Public Access system. People who have made comments on an application can track the progress of an application using Public Access.

Key messages

- **Your involvement may affect how or whether proposed developments goes ahead**
- **We will contact you directly to ask for your views on planning applications which are very close to your house**

How you can comment on Planning Applications 9

Manchester City Council | Statement of Community Involvement 2017

- **Major planning applications will be advertised in the Manchester Evening News and by a site notice as well as notifications going to neighbours**
- **All applications can be viewed and commented on online**
- **Developers might ask you for your views on their proposals before they submit an application to us**
- **If you've made comments on a planning application you can track its progress online**

10 Getting help from Planning Aid

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10 Getting help from Planning Aid

10.1 Planning Aid provides free and independent professional planning advice to community groups and individuals who cannot afford to pay professional fees. Support can include advice on getting involved in the development of planning policies and on making comments on planning applications and development proposals. Please contact Planning Aid England at advice@planningaid.rtpi.org.uk

10.2 Further information is available on Planning Aid's web page www.rtpi.org.uk/planning-aid