Statement of Community Involvement

2026



Cannock Chase Statement of Community Involvement 2026

The Statement of Community Involvement (SCI) is provided by the Planning Policy Section of Planning Services at Cannock Chase Council. To request a physical copy of the document or for information relating to the Local Plan or planning policy documents please contact:

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1. Introduction

1.1. The Government makes it clear that the planning system should be as transparent, as accountable, socially inclusive and participatory as possible, the aim of the system is to encourage more meaningful community involvement that provides opportunities for more active participation and discussion earlier in the plan preparation and planning application process.

1.2. The Statement of Community Involvement (SCI) is a statutory requirement under the Planning and Compulsory Purchase Act 2004 (as amended) (Section 18). The SCI sets out how and when the community (in its widest sense) will be involved in the preparation of the Local Plan and other planning documents and how they will be consulted on planning applications.

1.3. This document reflects the Town and Country Planning (Local Planning) (England) Regulations 2026, the Neighbourhood Planning (General) Regulations 2012 (as amended), the Town and Country Planning (Development Management Procedure) (England) Order 2015, the Localism Act 2011 (as amended), Section 13(2) of the Neighbourhood Planning Act 2017, the National Planning Policy Framework (2024), and the National Planning Policy Guidance (PPG).

What is the purpose of the Statement of Community Involvement?

1.4. The SCI is one of the planning documents which the council is required to produce. The document alongside the Communication and Engagement Strategy (CES) will guide all community involvement on planning matters within the District. It is important that community consultation forms an integral part of the changes in Cannock Chase. The Statement of Community Involvement has been prepared to ensure that the people of Cannock Chase know when, how and for what reason they will be able to participate in planning matters.

1.5. In producing the Statement of Community Involvement alongside the Communication and Engagement Strategy, it is the Council's intention to promote effective public participation in the planning system. This will make sure that all sections of the community have the opportunity to be actively and continuously involved from the very start of the planning process both in the preparation and subsequent revision of the Local Planning Framework and in significant development management decisions.

1.6. Involvement in the planning process should enable the local community to say what sort of place they want to live and work in the initial stages of plan production when it can make a difference. The council will aim to include "hard to reach groups" that have historically not engaged with the planning system.

1.7. The Statement of Community Involvement sits alongside the Communication and Engagement Strategy. The CES identifies how the Council will consult and engage with communities and stakeholders specifically on the new Local Plan

and any related Supplementary Plans. Consultation on Neighbourhood Plans, planning applications and decision-making remains within the SCI, alongside an overview of the Local Plan stages at which community engagement is key.

1.8. The Communication and Engagement Strategy (CES) identifies how the Council will consult and engage communities and stakeholders on the new Local Plan and any related Supplementary Plans (SPs). Consultation on Neighbourhood Plans, planning applications, and decision-making is covered in this Statement of Community Involvement.

1.9. The benefits of involving a wider range of people and organisations throughout the planning process include:

- Community commitment to the future development of an area;
- Promoting regeneration and investment, creating certainty and commitment to change;
- Providing a strong basis for successful negotiations on development proposals, including developer contributions; and
- Providing a robust basis for addressing difficult decisions – it is important that in seeking to build consensus addressing controversial issues is not avoided.

1.10. When preparing planning policy documents or determining planning applications the Council must comply with the community engagement requirements as set out in the adopted SCI and CES (where applicable). When a Local Plan is submitted to the Secretary of State for Examination in Public, a "Statement of Compliance" will be required to be submitted outlining how the community engagement requirements of the Statement of Community Involvement and Communication and Engagement Strategy have been met during the Plan making process.

Why the Statement of Community Involvement has been updated

1.11. This document provides an update to the Statement of Community Involvement that was adopted in 2022. The need to update the Statement of Community Involvement has been necessitated as a result of:

- Changes in planning legislation, including The Town and Country Planning (Local Planning) (England) Regulations 2026 and the production of the Communication and Engagement Strategy;
- Increasing use of new technology and social media within the community; and
- The recognised need for a more flexible approach to ensure that the Council can still proceed with its planning duties whilst responding to national or local circumstances.

1.12. The SCI will be reviewed at least every five years and will reflect the most up to date national legislation, policy and guidance at the relevant times. Where changes to national legislation, policy or guidance gives rise to updated provisions for publicity and consultation prior to any review of the Council's SCI, the Council will reflect the most up to date requirements in practice accordingly.

1.13. The Communication and Engagement Strategy will be reviewed and consulted upon in line with the requirements to review Local Plans every five years and in accordance with the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2026.

2. Involving the Community

2.1. Community involvement is about communicating information to people and gaining information from people in a collaborative process. The aim is to enable everyone to access information which allows them to become involved collaboratively in planning the future of the district. The Council will seek to facilitate the involvement of the wider community through the approach outlined in this Statement.

2.2. By involving the community in its widest sense, it is possible to identify more clearly local priorities and needs. In addition, through local knowledge or personal understanding of the issues, solutions can often be identified more easily. Without the close involvement of the community there will be no ownership of the Local Plan and hence delivery will be much more difficult.

2.3. Those who may have a role or an interest in shaping the planning of the area, including local people, local organisations, local community groups, landowners and developers, regional organisations, national organisations and Government agencies should actively engage in the processes for plan making and determining planning applications. The level of engagement will vary depending on the nature of the plan or proposal.

2.4. The key to successful community involvement is engaging right across the community regardless of age, gender, race, religious values etc. It is important therefore that a range of different techniques for engagement that consider the different requirements of the different sectors of the community are employed, and a flexible approach is taken to take advantage of opportunities and address issues as they arise.

2.5. **Council Members:** Councillors are kept up to date with relevant information and Councillors in turn keep constituents in their wards informed of progress on the Local Plan and on any key planning application issues for their area. Policy development is considered by an informal Member/Officer working group with formal reporting via Cabinet and Council where appropriate. Working groups are established as and when necessary. Planning applications are decided by a Planning Control Committee unless delegated to Council officers.

2.6. **Parish/Town Councils:** As community representatives at the grass roots, Parish and Town Councils both within and adjoining the district will have the opportunity to be frequently involved in all aspects of relevant planning, by being consulted on planning applications and planning policy documents.

2.7. **Local People:** The Council wishes to ensure that no one is excluded from the planning process and will therefore seek to make use of the groups/networks that already exist in parts of the district, including the third sector organisations operating in the District and resident or special interest groups. In addition, the Council will pass information on relevant issues to the established community groups and attend meetings when requested, wherever practicable. The

Council maintains a Local Plan database which local people can request to be added to in order to be kept informed of relevant plan-making public consultations (with personal details maintained in accordance with the Councils' Privacy Notice[1]).

2.8. **Neighbouring Authorities and Communities**. Development proposals not only affect communities within a local authority's boundaries, but can directly or indirectly affect neighbouring communities. The Council will ensure that neighbouring local authorities, Parish Councils, and residents within adjoining local authority's areas are given the opportunity where appropriate to be involved in the planning process in Cannock Chase District. Where evidence might need to be considered by neighbouring authorities when producing or updating plans, this will be shared at the earliest opportunity.

2.9. The importance of cross boundary cooperation was introduced into the Planning and Compulsory Purchase Act 2004 through the Localism Act 2011. The new plan-making system provided by the Levelling-up and Regeneration Act 2023 does not include the Duty. Instead, the new system will rely on revised national policy and the new tier of strategic planning to ensure effective cooperation between plan-making authorities.

2.10. **National, Regional and Local Organisations:** The Council understands that many local, regional and national organisations have to deal with a significant amount of information being forwarded to them for comment. Existing networks/stakeholder groups will be utilised wherever possible and the Council will maintain its Local Plan database of organisations to ensure that they are all made fully aware of key stages of consultation. Organisations can request to be added to the database at any time. Networks may include those operated by the third sector and those which the Council is already a member of (such as the Cannock Chase Community Safety Partnership, which brings together a number of partners to reduce crime and disorder).

2.11. **Agents/Developers:** This group includes landowners and those with potential development interests. Many of these are already involved in planning applications, are aware of the Local Plan and are likely to maintain their involvement. Within the area, there is a wealth of knowledge and expertise that will contribute to the delivery of the Local Plan and Supplementary Plans.

2.12. **Business Groups.** A number of existing business networks are already established within the District and officers will utilise these groups, working closely with officers in economic development, to generate a two-way flow of information.

2.13. **Hard to Reach groups.** The sectors of the local community who may be harder to reach, were identified in section 3 and efforts will be made to ensure that they are not excluded from planning processes (as set out in section 3).

[1] Data Protection - Privacy Notices | Cannock Chase District Council

3. General Standards of Public Consultation

3.1. The following general standards will be adhered to at all stages of plan making where consultation is undertaken. These will be applied to Local Plans, Supplementary Plans and CIL charging schedules (where appropriate).

1. Place relevant documents on the Council website with any supporting information, where appropriate, to enable people to understand what they are being asked to comment on and state where and when documentation can be inspected;
2. Make available all relevant materials, where appropriate, for inspection at the Council Civic Centre in Cannock for the period during which comments are being sought. Additionally, the relevant materials will also be made available for inspection at the district's public libraries, where appropriate;
3. Contact specific and general consultation bodies in line with regulations, and other consultees who may have an interest in the document and invite to make representations, advising where and when the relevant material can be inspected, how copies can be obtained, the closing date for representations and where to send any representations;
4. Use the Council's website and social media accounts, as appropriate, on the relevant stages of the Local Plan process and raise awareness of consultation events: advising when and where the relevant material can be inspected, the closing date and where to send representations;
5. Make available jargon free English summary documents and/or leaflets as appropriate;
6. Provide appropriate advice and information to the public as requested;
7. Produce a report summarising consultation methods and representations (with regards to the Local Plan and Supplementary Planning Documents this will be in accordance with the appropriate regulations);
8. Provide a range of ways to respond to a consultation as appropriate to the statutory stage of plan making.
9. Where appropriate, utilise AI to summarise consultation responses, which will be reviewed by officers. Where AI is to be utilised, this will be clearly outlined on the relevant document and where applicable, an option to opt out will be provided.

3.2. Policies and procedures for plan-making can change over time in response to changes in national legislation, policy and guidance. The Council will undertake consultations in accordance with current legislation, policy and practice that is in place at the relevant time.

3.3. These standards (and the proceeding standards for aspects of plan-making) may need to be varied in response to circumstances beyond the Councils control. For instance, Government – imposed restrictions on movement as occurred during the COVID-19 pandemic.

3.4. Given that the Council's approach to publicity and consultation in part reflects legislative requirements, any changes will be in accordance with temporary or updated legislation. In these instances, the Council may be limited in its ability to provide hard copies of documents for inspection and may restrict/suspend face-to-face meetings, in person public exhibitions, and the in person attendance of workshop/events.

3.5. Therefore, the Council website will be the primary source for consultation documents and an email address and phone number for the Planning Policy Team will be provided on the website or via the main switchboard to enable everyone to obtain further information or assistance.

3.6. The Council will continue to communicate and engage and will endeavour to provide alternative methods of engagement including (where appropriate technology is available) virtual presentations, video conferencing, teleconferencing/telephone appointments and email.

3.7. Any changes to the methods of consultation used will be clearly communicated and explained via available channels, including the Council website, social media and letters or email (as appropriate).

4. Local Plans

4.1. Local Plans are planning documents that have been subject to independent examination and once adopted form part of the Statutory Development Plan. These are the documents against which planning applications are assessed. Planning decision must be in accordance with these documents unless material considerations outweigh the need to adhere to their policies.

4.2. Cannock Chase's Local Plan 2018 – 2040 (2026) is the current adopted Plan for Cannock Chase. It establishes development principles that will shape the way that Cannock Chase as a whole and its individual places will develop up to 2040. It also contains more detailed Development Management Policies in respect of specific issues for use in determining individual planning applications and is supported by the Cannock Chase Local Design Guide Supplementary Planning Document (2026) which is a material consideration in determining planning applications.

4.3. The Local Plan 2018 – 2040 was adopted in March 2026 and was examined against the September 2023 National Planning Policy Framework (NPPF). The changes to the standard method calculation in the November 2024 publication of the NPPF, and the subsequent change to legislation means that the Plan's housing target does not meet the required 80% of the new Local Housing Need figure. This has prompted the preparation of a new Local Plan under the Town and Country Planning (Local Planning) (England) Regulations 2026.

4.4. The new Local Plan is to be prepared in accordance with new national policy. The Government consulted on a draft version of the NPPF in December 2025 and the final version publication is expected in 2026. The proposed new national policy will include strategic planning policies and may introduce non-strategic policies to set out more detailed policies for specific areas, neighbourhoods or types of development and to provide local specific context to National Decision-Making Policies (NDMPs) as appropriate.

4.5. The Council have consulted on a Communication and Engagement Strategy for the Local Plan and any subsequent Supplementary Plans and this should be read in conjunction with the general standards of consultation as set out in Section 3 of this document.

4.6. The Council will publish on its website[2] all completed evidence used for developing the Local Plan (including non-technical summaries where available and appropriate).

4.7. The most up-to-date Local Plan Timetable (the project timetable for Local Plan documents) has been published on the Council's website in accordance with the Notice of Intention to Commence a new Plan. Any subsequent updates will be made available on the Council's website.

[2] www.cannockchasedc.gov.uk/planningpolicy

4.8. The individual consultation periods and requirements as set out in the Town and Country Planning (Local Planning) (England) Regulations 2026 are set out below. Further details can be found in the Communication and Engagement Strategy.

Regulation 20: Scoping Consultation

1. The scoping consultation cannot commence any earlier than the date on which the Local Planning Authority publish their Notice of Intention to Commence Local Plan preparation.
2. The Council are required to invite those that are identified as general consultation bodies or specific consultation bodies to make representations to the Council[3]. There is no requirement to include residents as part of this consultation though the Council can choose to do so.
3. There is **no** minimum consultation period though guidance identifies a **minimum** of 21 days is appropriate.
4. Any associated documents must be published on the Council's website, made available at the Civic Centre during normal opening hours, and made available at other locations within the District as the Council consider appropriate. In this instance the Council will make the documents available in the six local district libraries.

Regulation 23: Proposed Local Plan content and evidence.
'Vision and Strategic Options Consultation'

1. The Regulation 23 consultation cannot commence any earlier than the date on which the Local Planning Authority publish the Summary of the Regulation 20 Scoping Consultation.
2. The Council are required to invite the following persons to make representations:
   - General Consultation Bodies;
   - Specific Consultation Bodies;
   - Residents or other persons carrying out business in the District; and
   - anyone that has requested to be notified of the proposed local plan content and evidence.
3. The consultation must be a **minimum** of six weeks.
4. Any representations made to the consultation must be received by the Council on or before the time and date specified on commencement of the consultation.
5. Any associated documents must be published on the Council's website, made available at the Civic Centre during normal opening hours, and made available at other locations within the District as the Council consider appropriate. In this instance the Council will make the documents available in the six local district libraries.

[3] See the Communication and Engagement Strategy for further details Local Plan Timetable and Processes | Cannock Chase District Council

Regulation 27: Proposed Local Plan

1. The Regulation 27 consultation cannot commence any earlier than the date on which the Local Planning Authority publish the Summary of the Regulation 23 consultation.
2. The Council are required to invite the following persons to make representations:
    - General Consultation Bodies;
    - Specific Consultation Bodies;
    - Residents or other persons carrying out business in the District; and
    - anyone that has requested to be notified of the proposed local plan content and evidence.
3. The consultation must be a **minimum** of eight weeks.
4. Any representations made to the consultation must be received by the Council on or before the time and date specified on commencement of the consultation.
5. Any associated documents must be published on the Council's website, made available at the Civic Centre during normal opening hours, and made available at other locations within the District as the Council consider appropriate. In this instance the Council will make the documents available in the six local district libraries.

5. Supplementary Plans

5.1. Supplementary Plans (SPs) relate to specific sites or specific planning issues and have the same weight as a local plan for the purpose of decision-making. This would also include Infrastructure Levy regimes to apply at the local level for securing developer contributions in the future.

5.2. The process for SPs is similar to that of Local Plan but require only one consultation to be undertaken prior to examination as set out in the 2026v Regulations and identified below.

Regulation 70: Proposed Supplementary Plan Consultation

1. The Regulation 70 consultation cannot commence any earlier than the date on which the Local Planning Authority publish their Notice of Intention to Commence Supplementary Planning preparation.
2. The Council are required to invite the following persons to make representations:
   - General Consultation Bodies;
   - Specific Consultation Bodies; and
   - Residents or other persons carrying out business in the District.
3. The consultation must be a **minimum** of six weeks.
4. Any representations made to the consultation must be received by the Council on or before the time and date specified on commencement of the consultation.
5. Any associated documents must be published on the Council's website, made available at the Civic Centre during normal opening hours, and made available at other locations within the District as the Council consider appropriate. In this instance the Council will make the documents available in the six local district libraries.

5.3. Further guidance on the community engagement approach of the Council on SPs is set out in the Communication and Engagement Strategy.

6. Neighbourhood Plans

6.1. The Localism Act introduced new powers to allow local communities to prepare 'Neighbourhood Plans' and 'Neighbourhood Development Orders' to guide the future developments of their areas.

6.2. Neighbourhood Plans must be in general conformity with the adopted Local Plan and once approved by the Council are subject to a local referendum before coming into force with full development plan status.

6.3. There are three main mechanisms for Neighbourhood Planning – Neighbourhood Plans, Neighbourhood Development Orders and Community Right to Build. Each enables a community to achieve different things.

A Neighbourhood Plan is a way of helping local communities to influence the planning of the area in which they live and work. It can be used to:

- Develop a shared vision for a neighbourhood.
- Choose where homes, shops, offices and other development may be built.
- Identify and protect important local green spaces.
- Influence what new buildings should look like.

A Neighbourhood Development Order can help to implement a shared vision by granting planning permission to certain types of development in certain locations, without the need to submit a planning application to the local planning authority. A Neighbourhood Development Order can apply to all of a Neighbourhood Plan area, or a particular site within the neighbourhood.

The Community Right to Build (CRTB) allows local communities to undertake small-scale, site-specific, community-led developments. It is a particular type of Neighbourhood Development Order which allows community organisations in some cases to bring forward small scale development on specific sites without following the usual planning permission process.

6.4. However, a CRTB need to be in conformity with the Local Plan and, if applicable, the Neighbourhood Plan for any given area. A CRTB needs to relate to an approved Neighbourhood Area. As with Neighbourhood Plans and Development Orders, a CRTB is subject to an independent examination and a referendum, and the Local Authority needs to be involved in these stages in the same way.

6.5. The process for preparing a Neighbourhood Plan and a Neighbourhood Development Order is similar. Unlike Local Plans, Neighbourhood Plans and Neighbourhood Development Orders are not prepared by the local planning authority. There are two types of 'qualifying body' that can prepare a Neighbourhood Plan or a Neighbourhood Development Order:

- Parish and Town Councils: In areas where a parish or town council exists, these are the organisations which will usually be responsible for a Neighbourhood Plan, but other parts of the community may prepare a plan if they are established as a neighbourhood area. A Neighbourhood Plan can, but does not have to, cover the whole area of the parish or town.

- Neighbourhood Forums: Where a parish or town council does not exist, community members, including those with business interests in the area, can come together to create a neighbourhood forum. Only one neighbourhood forum is allowed to exist for each neighbourhood to be covered by a Neighbourhood Plan.

6.6. Consultation and community involvement are important elements in the Neighbourhood Planning process. At the issues and draft plan stages, this will be the responsibility of the plan making body, but the District Council has a significant role at the other stages identified below, including, the proposed Neighbourhood Plan Area, the proposed creation of a Neighbourhood Plan Forum, the Independent Examination and the Local Referendum.

6.7. The requirements for consultation are set out in the 2012 Town And Country Planning, England - The Neighbourhood Planning (General) Regulations 2012 (as amended), In each case, the regulations refer to the need for the District Council to; - "publicise…… on their website and in such other manner as they consider is likely to bring the area application to the attention of people who live, work or carry on business in the area to which the area application relates"

6.8. The NPPG explains the Neighbourhood Plan system including the key stages and considerations required.

The Council's role in Neighbourhood Planning

6.9. The Planning Policy pages on the Council's website will be used to provide further information and key stakeholders up to date, include a dedicated web page; the Council will ensure that the Qualifying Body preparing a Neighbourhood Plan (NP), Neighbourhood Development Order (NDO) or Community Right to Buy (CRTB) are informed by email:

a. as to where the Evidence Base is located and when it has been updated; and
b. as to where the Local Plan Timetable (the project timetable for Local Plan Documents) is located and when it has been updated.

6.10. The District Council will make available Neighbourhood Planning Guidance to Parish and Town Councils and Neighbourhood Forums.

6.11. The Council, as the local planning authority, will, if requested administer the formal designation of Neighbourhood Area(s) to be covered by Neighbourhood Plan(s). where relevant the Council will formally approve a Neighbourhood Forum.

6.12. The Council will check a draft Neighbourhood Plan, Neighbourhood Development Order or CRTB to ensure that it meets all the relevant legislation and regulations and that it generally confirms to the strategic elements of the Local Plan.

6.13. Subject to the above, the Council will undertake the statutory stages of consultation required to be carried out by the local authority and arrange an independent examination.

6.14. If the plan passes an examination, the Council, as local planning authority, will arrange a local referendum. If the referendum supports the document, the Council will adopt it as part of the overall development plan (which includes the Local Plan). Should post-adoption modifications become necessary, the Council will offer guidance and support on the process.

6.15. Parish and Town Councils, and Neighbourhood Forums will be encouraged to apply the principles set out in this SCI and the Communication and Engagement Strategy.

6.16. The Council will undertake the statutory consultation stages in accordance with the relevant regulations, taking account of the general standards of consultation for plan making (as appropriate).

6.17. As outlined above, the methods of consultation and engagement may need to be varied in response to circumstances beyond the Councils control. For instance, Government - imposed restrictions on movement and social interaction as occurred during the COVID-19 pandemic.

6.18. If compliance with Government-imposed restrictions results in the statutory stages of a Neighbourhood Plan being temporarily suspended (e.g. referendums) this will be clearly communicated and explained via available channels, including the Council website, social media and letters or email (as appropriate).

7. Community Infrastructure Levy (CIL)

7.1. The Community Infrastructure Levy (CIL) is a planning charge, the legislation for which came into force in April 2010. The levy allows local authorities in England and Wales to raise contributions from developers to help pay for infrastructure that is needed as a result of development. Local authorities who wish to charge the levy must produce a Draft Charging Schedule setting out CIL rates for their areas – which are to be expressed as pounds per square metre (£/ sq m), as CIL will be levied on the gross internal floor space of the net additional liable development. Before it is adopted by the Council, the Draft Charging Schedule has to be approved by an independent examiner.

7.2. The requirements which a CIL Charging Schedule has to meet are set out in:

- The Planning Act 2008
- The CIL Regulations 2010, as amended (which also set out consultation requirements)
- The National Planning Practice Guidance (section on CIL).

7.3. Consultation is an important requirement in preparing a CIL because of the need for it to fit local circumstances and to have a positive impact on development. The Guidance (Paragraph: 010 Reference ID: 25-010-20190901) states that:

When deciding the levy rates, an authority must strike an appropriate balance between additional investment to support development and the potential effect on the viability of developments.

7.4. This balance is at the centre of the charge-setting process. In meeting the regulatory requirements, charging authorities should be able to show and explain how their proposed levy rate (or rates) will contribute towards the implementation of their relevant plan and support development across their area (see Regulation 14(1), as amended by the 2014 Regulations).

7.5. The Council's CIL Charging Schedule was approved by the Inspector on 10th February 2015 following submission for Examination on 31st October 2014 after a six-week consultation period. The Council at its meeting on 15th April 2015 agreed to commence introduction of charging on 1st June 2015. The Council has produced a 'CIL Guidance for Landowners and Developers' document which sets out in detail how CIL will operate in the district.

7.6. The CIL charge will apply to new floor space resulting from most types of residential development, including in some cases change of use to residential, and some major retail developments. It does not currently apply to other forms of built development. The CIL charging rate is arrived at using evidence of infrastructure needs, funding gaps and development viability. The Council publishes an Infrastructure Funding Statement annually which details which infrastructure projects are expected to be funded via CIL receipts and planning

obligations, drawing upon the Infrastructure Delivery Plan accompanying the Local Plan.

CIL Charging Schedule

In Cannock Chase District, the general consultation measures set out in section 5 will apply to each consultation step required for producing a CIL charging schedule or review. The CIL Regulations 2010 (as amended) governing these consultation stages will be adhered to.

The relevant consultation stages are:

Draft charging schedule

- Publish draft schedule and relevant evidence (including 'Statement of the Representations Procedure')
- Consult with prescribed 'consultation bodies' including neighbouring local planning authorities, Staffordshire County Council, Parish Councils and other parties (those who work live or operate a business in the area; voluntary bodies; or bodies that represent business in the area) as appropriate.
- There is no statutory period for consultation. The Council will consult for at least four weeks in accordance with national guidance, but when considered appropriate a period of six weeks consultation will be provided for.
- Accept valid requests to be heard before the examiner at the CIL examination
- Produce and publish statement of modifications (if necessary) following consultation on the Draft Charging Schedule. Inform those persons previously invited to make representations that the statement has been published.
- Accept valid requests to be heard before the examiner at the CIL examination on modifications (within 4 weeks of the statement of modifications being published/submitted for Examination).

Examination

- Submit and publish a statement of representations summarising representations received and how they have been taken into account.
- Notice is given to those who have requested to be notified of the submission for examination.
- Relevant parties for the examination hearings sessions are notified at least four weeks in advance, or two weeks where a statement of modifications has been published and one or more requests to be heard made.
- The Examiner is encouraged to share the draft programme for the hearings at an early stage and inform those who wish to attend (and similar for pre-hearing meeting if considered necessary).
- Notice is given to those who have requested to be notified of the examiner's report upon publication of the Examiners recommendations.

Adoption

- The Charging Schedule is formally adopted by full Council resolution (if approval is recommended by examiner). The commencement date is inserted into the charging schedule and notice given to those who have requested to be notified of adoption.

- There is a six-month period for 'correctable errors' to be made known to the Council. If required Council to republish charging schedule with 'correction notice'.

7.7. Prior to the publication of the Draft Charging Schedule the Council will collaborate with neighbouring/overlapping local authorities and other relevant stakeholders to inform the evidence base and Draft Charging Schedule (in accordance with national guidance).

7.8. The CIL Regulations (2010, as amended) allow for more than one stage of consultation prior to Examination, if considered necessary. If further stages of formal consultation are deemed necessary by the Council these will be undertaken with reference to the general standards for consultation and the CIL Regulations; the methods used will be appropriate to the nature of the consultation.

7.9. As outlined above, the methods of consultation and engagement may need to be varied in response to circumstances beyond the Councils control. For instance, Government - imposed restrictions on movement and social interaction as occurred during the COVID-19 pandemic.

7.10. Consultation and engagement in respect of the Community Infrastructure will continue to be undertaken in accordance with the general standards of consultation and CIL Regulations, taking account of the measures necessary to comply with any Government-imposed restrictions as detailed above.

8. Development Management

8.1. This section sets out how people have the opportunity to be involved in the decision-making process on individual planning applications.

8.2. The Government sets out the minimum standards for consultation on planning applications in the Town and Country Planning (Development Management Procedure) (England) Order 2015. There are three main categories of application, which require differing levels of publicity:

Categories of Planning Application

1. All applications subject to an environmental assessment, all applications which are a departure from the Development Plan, and all applications affecting public rights of way are required to be publicised by the display of a notice on the site, and by the placing of an advertisement in a local newspaper.

2. Other applications defined as "major" applications by the Town and Country Planning (Development Management Procedure) (England) Order 2015 are required to be publicised by the display of a site notice or letters written to adjoining neighbours, and by placing an advertisement in a local newspaper. Major applications are those comprising a residential development of more than 10 dwellings, or residential development in outline form on a site of 0.5 hectares or more, or the erection of other buildings creating 1,000 square metres of floor space, or outline applications on sites of 1 hectare or more.

3. All other applications are publicised by the display of a site notice or letters written to adjoining neighbours (with some exceptions e.g. Non-Material Minor Amendment applications and Lawful Development Certificates for proposed development).

For the following application types, newspaper advertisements may be required in addition to site notices and/or neighbour notification:

- Applications for Listed Building Consent,
- Applications affecting the setting of a Listed Building
- Applications affecting the character or appearance of a Conservation Area

8.3. Significant amended or additional details relating to any of the above categories of application received whilst an application is being processed are also publicised.

8.4. A considerable amount of negotiation takes place on a large number of applications, particularly the major ones. This is a very important and crucial part of the Development Management process, steering development towards a more acceptable form and therefore acting in a positive manner. This dialogue between planning officers and developers and their professional

advisors is something which the Government and this Council actively encourages.

8.5. Section 122 of the Localism Act 2011 makes it a requirement for applicants for a development of a description specified within a development order to carry out a pre-application consultation on the proposed application and to demonstrate how they have taken account of the responses resulting from that consultation.

8.6. In addition, to the above categories of planning application there are publicity requirements for applications related to more recent procedures: Permissions in Principle and Prior Approvals.

Permission in Principle

8.7. The Permission in Principle consent route is an alternative way of obtaining planning permission which separates the consideration of matters of principle for proposed residential-led development ('Permission in Principle') from the technical detail of the development ('Technical Details Consent').

8.8. Permission in Principle cannot be granted for habitats development, householder development or Environmental Impact Assessment development. At present, Permission in Principle for 'major' residential-led development can only be granted through entry of a site in Part 2 of the Councils' Brownfield Land Register. Other 'minor' residential-led development on previously developed land can be granted Permission in Principle through an application route. The Government is currently reviewing the potential for Permission in Principle to be applied to major developments via the application route.

8.9. Provisions for applications for Permissions in Principle (PiP's) for minor residential development of land have been in place since 1st June 2018. A consequent application for Technical Details Consent (TDC) has then to be determined in accordance with the Permission in Principle; the result would be the grant of full planning permission.

8.10. Permission in Principle can also be triggered when suitable sites are entered in Part 2 of the Council's Brownfield Land Register (subject to undertaking necessary publicity, notification and consultation). Technical Details Consent can be obtained via an application process in accordance with the Permission in Principle granted via a Part 2 Brownfield Register.

8.11. Community involvement procedures will follow the requirements set out in the relevant regulations and order. The current procedures and consultation/publicity/notification requirements that the Council will adhere to are set out in:

- Town & Country Planning (Brownfield Land Register) Regulations 2017
- Town & Country Planning (Permission in Principle) Order 2017

8.12. Key requirements include the need for site notices; website-based notices; directly consulting key persons, bodies or authorities (where necessary). The time periods for consultations are also specified e.g. publicity must be undertaken for at least 14-21 days depending upon the Permission in Principle route.

Prior Approval

8.13. This process is for proposals where applicants must submit either a prior approval or prior notification form to the Council prior to a development taking place which represent 'permitted development'. This can include, but is not restricted to, proposals for larger householder extensions, demolition and telecommunications.

8.14. The Council will adhere to the specific notification and publicity requirements for individual proposals in accordance with the most up to date legislation at the relevant time of the application. At present, applications for prior approval for development which are subject to permitted development rights will be processed in accordance with Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

Forms of Notification of Planning Applications

1. Newspaper advertisement

The following categories of application are publicised by way of newspaper advertisement:-

- Applications including an Environmental Statement.
- Departures from the Development Plan.
- Applications affecting public rights of way.
- Major applications (see above).
- Applications for Listed Building consent.
- Applications for development affecting the setting of a Listed Building or a Conservation Area.

2. Site notices

Brightly coloured site notices are displayed in connection with all application categories with the exception of Prior Notifications for non-commercial development, Non-Material Minor Amendments and Lawful Development Certificates (for proposed development).

3. Notification by letter

Occupiers of properties, whether residential or business or community services (e.g. schools, churches, community halls) are notified by letter of all application categories with the exception of Non-Material Minor Amendments and Lawful Development Certificates (for proposed development). Notification by letter involves those neighbouring properties directly adjoining the application site boundary.

Content of notification letters, site notices and newspaper advertisements

All the published material contains a description of the application, where it can be viewed, the timescale for responses and the offer of an appointment with the case officer to discuss the matter. Information is also given about the Council's Consultations Charter relating to planning applications, a copy of which is enclosed with the notification letters. The Charter also refers to the Local Code of Conduct for the Planning Process which explains the decision-making procedures, copies of which are available at Council offices and also on the Council's website.

Policies and procedures for publicising planning applications can change over time in response to changes in national legislation, policy and guidance. Therefore applications will be publicised in accordance with current legislation, policy and practice at the time the application is being processed.

The most up to date arrangements for publicising planning applications can be found on the Council's website.

8.15. Other ways in which information can be obtained on applications being considered by the Council are:

- **Weekly List of Planning Applications:** This is made available on the Council's website and contains basic information about the location of the proposed development and a description of it.

- **Availability of copies of applications:** Hard copies of applications can be viewed, by appointment, at the Council's Civic Centre. To conform with the Government's targets for electronic communication, the Council provides all information on 'live' planning applications and those determined after 2010 on the Council's website.

- **Parish and Town Councils:** Parish and Town Councils are notified as part of the consultation process and invited to inspect applications on the Council's website.

- **Exhibitions and presentations:** For applications which would involve major new development affecting a substantial area of the district, e.g. large new housing estates, employment sites or town centre redevelopment, plans are displayed in an appropriate location close to where the development is taking place.

- **Home visits:** People notified of applications, but who are unable to visit Council Offices to view plans because of mobility problems can arrange for a home visit by the Case Officer.

- **Officer meetings:** Case officers are available, by appointment, at the Civic Centre to meet people wishing to discuss applications in which they have an interest.

Responding to Publicity about Applications

8.16. All comments which people wish to be taken into account in the decision-making process need to be made in writing either by letter, email or by completing a comments form available at the Council offices. Anyone can respond to a planning application consultation; responses are not limited to those parties that have been directly notified.

Timescale for responses

8.17. 21 days is allowed for responses to initial notification of applications and a minimum of 10 days for re-notification on amendments.

Consultation on Planning Applications and other applications submitted under the Town and Country Planning Acts

8.18. This part of the process includes both the statutory requirements for consultation prior to decision being made on applications, most of which are included in the Town and Country Planning (Development Management Procedure) (England) Order 2015, and non-statutory consultation with organisations with expertise to contribute to the process.

Pre-Application Advice. Planning officers are available to offer pre-application advice by telephone, meeting or in writing. There are fees for pre-application advice for specified types of developments, which the Council may update over time. The most up to date pre application charges will be publicised on the Council website. Other professional 'in-house' advice can be made available at this stage for example from Landscape Architects, Arboriculturists, and the Council's Ecologist.

Article 22 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 relates to the duty to respond to consultations within 21 days, which is an appropriate target in relation to the provision of pre-application advice.

External advice from other organisations (such as the Environment Agency, Natural England or Highways England) should be sought separately and may be subject to the pre-application charges of those organisations. External consultees, such as the Canal and River Trust and Historic England, welcome consultation at an informal level where issues may benefit from their early involvement.

Staffordshire County Council Transportation, Education, Flood Risk, Historic Environment and Planning (for waste, minerals and County matters) teams provide pre-application services that may incur a charge. The most up to date information should be sought from the County Council website and relevant teams.

Application Consultations – Statutory. Consultees are notified as part of the consultation process and invited to inspect applications on the Council's website. The Highway Authority also provides advice by Highway Engineers, when required.

Application Consultation – Non-Statutory. This includes both internal (other Council departments) and external bodies with expertise relevant to particular types of application. Consultees are notified as part of the consultation process and invited to inspect applications on the Council's website.

8.19. The means of publicity and consultation may need to be varied in response to circumstances beyond the Councils control. For instance, Government - imposed restrictions on movement and social interaction as occurred during the COVID-19 pandemic.

8.20. Given that the Councils' approach to publicity and consultation reflects legislative requirements, any changes will be in accordance with temporary or updated legislation. If means of publicity such as site notices are restricted, the Council will notify anyone that is likely to have an interest in a relevant planning or listed building consent application through a notice on the Council website (or any alternative means as required by legislation).

8.21. In the instance of Government-imposed restrictions, the Council will limit/suspend face-to-face meetings. The Council will continue to communicate and engage via alternative methods (where appropriate technology is available) including virtual presentations, video conferencing, teleconferences/telephone appointments and email.

8.22. Where remote means of communication are not possible (or are likely to be ineffective) the Council will endeavour to attend in person meetings with organisations and stakeholders, if requested. These will need to be arranged in a location that is compliant with any restrictions that may be in place at the relevant time and undertaken in accordance with such restrictions. For example, social distancing was required during the COVID-19 pandemic and shielding of vulnerable groups which may have included staff members.

8.23. Any changes to the means of publicity and consultation used will be clearly communicated and explained via available channels, including the Council website.

The decision-making process

The Council's published Local Code of Conduct for the Planning Process explains how decisions are made on planning applications. It sets out which decisions are delegated to officers and how comments made as a result of publicity on applications are considered, in most cases, by the Planning Control Committee before making a decision. The provision for people to address the Planning Control Committee when it is meeting to determine applications is also explained. Finally, the local Consultations Charter which is sent out to people notified of planning applications includes a list of relevant planning considerations at a general level and what are not, in order to assist people in making comments which can be taken into account in the decision-making process. Information received from Statutory Consultees as

a result of consultations will be taken into account when drafting any necessary conditions and Section106 agreements.

Process following a decision

A letter is sent to everyone who has submitted written comments (whether by post or e-mail), advising them of the decision on the planning application (whether or not it was determined by officers under delegated powers or at Committee). Copies of planning decisions are provided on the Council's website. The decision, if taken at Committee, is also publicised in the Committee minutes on the Council's website.

Appealing a Decision

8.24. If an applicant has an application refused or disagrees with conditions attached to the granting of permission they have a right of appeal. This right of appeal does not extend to a person notified of an application – known as a third party.

8.25. If and when an appeal is received, the comments received as part of the application will be provided to PINS (the independent determining body). There will not be an opportunity to provide additional comments through the appeal process and there is no need to re-submit previous information sent in on the planning application as all this information will be copied and sent to the Inspectorate. Councillors are also notified.

8.26. Where an informal hearing or Public Inquiry is to be held to consider an appeal a site notice is erected and the appeal is publicised in the press, including the date, time and the location of the hearing/Inquiry. Third parties are able to attend both informal hearings and Inquires and speak subject to the discretion of the Inspector, who may limit the number of individuals wishing to make very similar points.

Enforcement

8.27. When development takes place without permission the Council has a range of enforcement powers available to it to establish whether a breach of planning control has taken place. The Council has additional guidance available on the Council's website[4].

8.28. The name and address of any complainant will be kept confidential; however, representations on any subsequent planning applications will be publicly available. The complainant will be informed of any enforcement notice and will be advised of any appeal that is lodged against an enforcement notice.

[4] Planning Enforcement | Cannock Chase District Council

9. Monitoring and Review of the SCI

9.1. The Council's Planning Teams seek to adopt a positive approach to involving external groups and individuals in planning processes. By ensuring that community involvement is targeted and realistic the Council aims to make the best use of the resources available to it, recognising that existing networks linked to other plans and programmes will be particularly valuable. In determining the most appropriate and effective means of community involvement in different instances, the Council will take into consideration costs and benefits to ensure best value is achieved.

9.2. The costs of community involvement will be met from dedicated budgets. Where possible, joint community consultation and engagement will be undertaken. Community involvement in the development management process, following procedures in Section 8, is an integral part of the processing of planning applications.

9.3. The management of resources and their availability for community involvement will be dependent on the progress made on the preparation of relevant documents. Monitoring progress in plan making and an assessment of the success of various community involvement exercises will inform the Council on the need to review, and where necessary, amend the SCI.

9.4. The effectiveness of the Councils' publicity and consultation methods can be monitored and evaluated in various ways including providing the opportunity for comments on the consultation methods themselves as part of representations submitted; responding to specific concerns that may be raised during a consultation process and learning from this to improve the next consultation event e.g. requests for additional information or public exhibition locations; reports from the Communications team on the 'reach' and response rates e.g. number of 'visits' to the website arising from corporate social media posts and the degree of local newspaper/social media coverage; and monitoring attendance levels of public exhibitions. Feedback from local Councillors is also an important source of information for evaluating effectiveness.

9.5. The SCI will be reviewed as appropriate in the light of changes in national legislation and policy, joint working experiences and consultation with stakeholders. This might include changes to reflect best practice in community/stakeholder involvement, managing expectations more effectively or addressing specific problems or concerns in relation to joint working. We are legally required to review the SCI at least every five years.

10. Data Protection

10.1. For many aspects of the planning process we will need to gather personal data. Our reasons for this, and they type of data required will vary depending upon the particular procedure and stage in the process.

10.2. When we collect such data, we will ensure that we do so in a clear and legally compliant manner to fulfil the requirements of current data protection legislation. The relevant Privacy Notices can be found on the data protection pages of the Councils website at www.cannockchasedc.gov.uk/privacynotices and can also be found on all forms which we use for consultation purposes.