

# Statement of Community Involvement

October 2024



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# Statement of Community Involvement 2024

## 1. Introduction

- 1.1 Local planning authorities are required to prepare a 'Statement of Community Involvement' (SCI). The purpose of the SCI is to provide the community with clarity on the levels of involvement and engagement that they should expect in the planning process with regard to plan-making and development management. The SCI sets out the procedures and standards that the Council will follow when undertaking consultation with sectors of the community.

## Aims and Purposes of this SCI

- 1.2 The SCI ensures that Chorley Council will:
- Provide access to up-to-date planning information and resources including updates on progression;
  - Consult on plan making progression and planning applications (where applicable) in accordance with the latest regulations.
- 1.3 Chorley Council will have to comply with the standards and methods of consultation as set out in this SCI when preparing and reviewing the Local Plan, Supplementary Planning Documents, Area Action Plans, Neighbourhood Plans, and when determining planning applications.
- 1.4 This SCI provides certainty to all of those who wish to participate in the planning process and sets out:
- What will be consulted upon;
  - Who could be consulted;
  - How we might carry out consultations, and
  - When we will consult.
- 1.5 The Council recognises that meaningful engagement with local communities and other 'stakeholders' benefits the planning process and can help increase public acceptance of developments. In more general terms, local authorities have a legal duty to act fairly in the exercise of their functions. One aspect of fairness is to consult stakeholders on matters that may affect them. The government has placed an emphasis on localism – to empower local communities to get involved in decision making.

## Update on the SCI

- 1.6 The SCI reflects the requirements of the Localism Act 2011, the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), the Town and Country Planning (Development Management Procedure) (England) Order 2015, the National Planning Policy Framework (known as NPPF) and the National Planning Practice Guidance (known as PPG).
- 1.7 NPPF sets out the government's planning policies for England and how these are expected to be applied. The NPPF was updated in December 2023. Paragraph 16c of the NPPF identifies "[Plans should] be shaped by early, proportionate and effective engagement between plan makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees." It also points out the advantages of community involvement in the planning application process, as paragraph 137 states "applications that can demonstrate early,

proactive and effective engagement with the community should be looked on more favourably than those that cannot.”

- 1.8 Chorley Council published and adopted its latest SCI in January 2019. Since then, there have been significant changes made to planning legislation, and guidance. Under Regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), local planning authorities must review local plans, and Statements of Community Involvement at least once every 5 years from their adoption date to ensure that policies remain relevant and effectively address the needs of the local community.
- 1.9 Therefore, Chorley Council has reviewed the SCI and produced this new SCI within the recommended timeframe to ensure it remains up to date. This SCI supersedes the 2019 SCI.

### **How to Use this Document**

- 1.10 The minimum requirements for consultation on planning policy documents and planning applications are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 and for planning applications in the Town and Country Planning (Development Management Procedure) (England) Order 2015.
- 1.11 The remainder of this SCI is divided into two distinct areas, relating to community involvement opportunities in preparation of planning policy and development management (such as planning applications). Different regulations and procedures apply to these two areas. Even though the Council's planning policy and development management teams work hand in hand, it is useful to explore the different opportunities for community involvement in each area of planning practice.

### **Consultation on the Statement of Community Involvement**

- 1.12 The draft SCI was consulted on for a period of 8 weeks. The Council notified all statutory and key consultees, relevant stakeholders, and any individuals and organisations who have expressed a wish to be consulted. In addition to this, the consultation was also publicised via the Council's website and through social media and was available to view at the Council Offices.

### **Role of Planning Officers**

- 1.13 Planning Officers are generally available by prior appointment to discuss issues raised during the production of plans and other planning documents and in relation to pre-application and planning application enquiries.

### **Role of Councillors**

- 1.14 Councillors have an important role within the planning system, as both decision makers and as community representatives. Councillors are a vital link between the local community and the Council. Councillors also make decisions on planning issues, such as adopting Planning Policy documents and in deciding planning applications.
- 1.15 Whilst Councillors are willing to receive and consider the views of their constituents on planning matters, members of the public can make their views known to their local Ward or Parish Councillor, who may make representations on their behalf. Contact details of your local ward or parish councillor can be found via <https://democracy.chorley.gov.uk/mgFindMember.aspx>, by entering your postcode.

## 2. Planning Policy

2.1 Chorley Council is responsible for producing local planning policy for their administrative area which, along with national policy, is used to inform decisions as it carries out its development management functions. There are different types of policy documents, each carrying different weight, and each requiring a different level and/or nature of engagement with the local community and other stakeholders. The most common policy documents which involve public consultation are Development Plan Documents (DPDs), (including the Local Plan), and Supplementary Planning Documents (SPDs). The processes for producing DPDs and SPDs vary, and, consequently, so do consultation arrangements/procedures. When DPDs are examined by independent Inspectors appointed by the Secretary of State, the documents will be tested for “soundness” and for “legal compliance”, i.e., to ensure that legal requirements have been met. One of the legal requirements is to verify that the consultation on the DPD at its various stages of preparation has been carried out in accordance with the SCI.

### Consultation Database

- 2.2 Chorley Council will maintain an up-to-date consultation database so that anyone or any organisation who wishes to be informed of the progress of planning policy can be contacted. E-mails will be sent to notify recipients of consultation events, publication, and main modifications to local plan documents. Details will include the length of consultation periods, links to relevant documents and the means of responding to any consultations.
- 2.3 Anyone wishing to be added to the consultation database should write to the Council using the contact details in Table 1 below. Where possible, the Council’s preferred method of communication will be via e-mail. There will also be opportunities to add contact details to the database at consultation events. Chorley Council will periodically contact all the consultees on the planning consultation database to check whether they wish to stay on our consultation database. Furthermore, every consultee can send us a written request to remove themselves from our consultation database.

### Contacts and Resources

- 2.4 Current planning policy information for Chorley Council is available at <https://chorley.gov.uk/planningpolicy>. Our Planning Policy Team can assist with enquiries regarding accessing planning policy documentation and can be contacted via e-mail or by telephone. Further contact information can be found in Table 1 below.
- 2.5 The review of the Central Lancashire Core Strategy began in 2018 with a view to delivering a single Central Lancashire Local Plan among the authorities of Preston City Council, Chorley Council and South Ribble Borough Council. All related planning policy documents and background papers can be found at <https://centrallocalplan.lancashire.gov.uk/>, including the existing Core Strategy and the relevant documents for the emerging local plan.

**Table 1: Contact Details for the Chorley Planning Policy Team and Central Lancashire Local Plan Team**

| Policy Team                        | Email                                | Address   | Telephone    |
|------------------------------------|--------------------------------------|---|--------------|
| Chorley Planning Policy Team       | planning.policy@chorley.gov.uk       | Civic Offices<br>Union Street<br>Chorley<br>Lancashire<br>PR7 1AL | 01257 515151 |
| Central Lancashire Local Plan Team | CentralLancashirePlan@chorley.gov.uk |   |              |

2.6 If you do not have access to a computer at home, you can access computers at the following places listed on the website (<https://chorley.gov.uk/article/1400/Where-to-access-computers>).

## Duty to Cooperate

- 2.7 The Duty to Cooperate was introduced in the Localism Act 2011 and places a legal duty on local planning authorities to engage constructively and actively and to address strategic cross-boundary matters in preparing Local Plans. Specifically, the Duty requires local planning authorities to:
- Engage constructively, actively and on an ongoing basis with any local planning authority, or other prescribed body, potentially affected by a strategic matter; and
  - Develop strategic planning policies to address such issues and consider joint approaches to plan making.
- 2.8 Part 2 Section 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 lists the prescribed bodies for our Duty to Cooperate. Details of statutory consultees and Duty to Cooperate bodies can be found in Appendix 2.

### 3. Chorley Council Local Plan

#### Development Plan Documents

3.1 Development Plan Documents (DPDs) set out strategic policies, site allocations, and development management policies on a range of subjects which are used when determining planning applications. The production of DPD's is set out in the NPPF and is made up of several statutory stages.

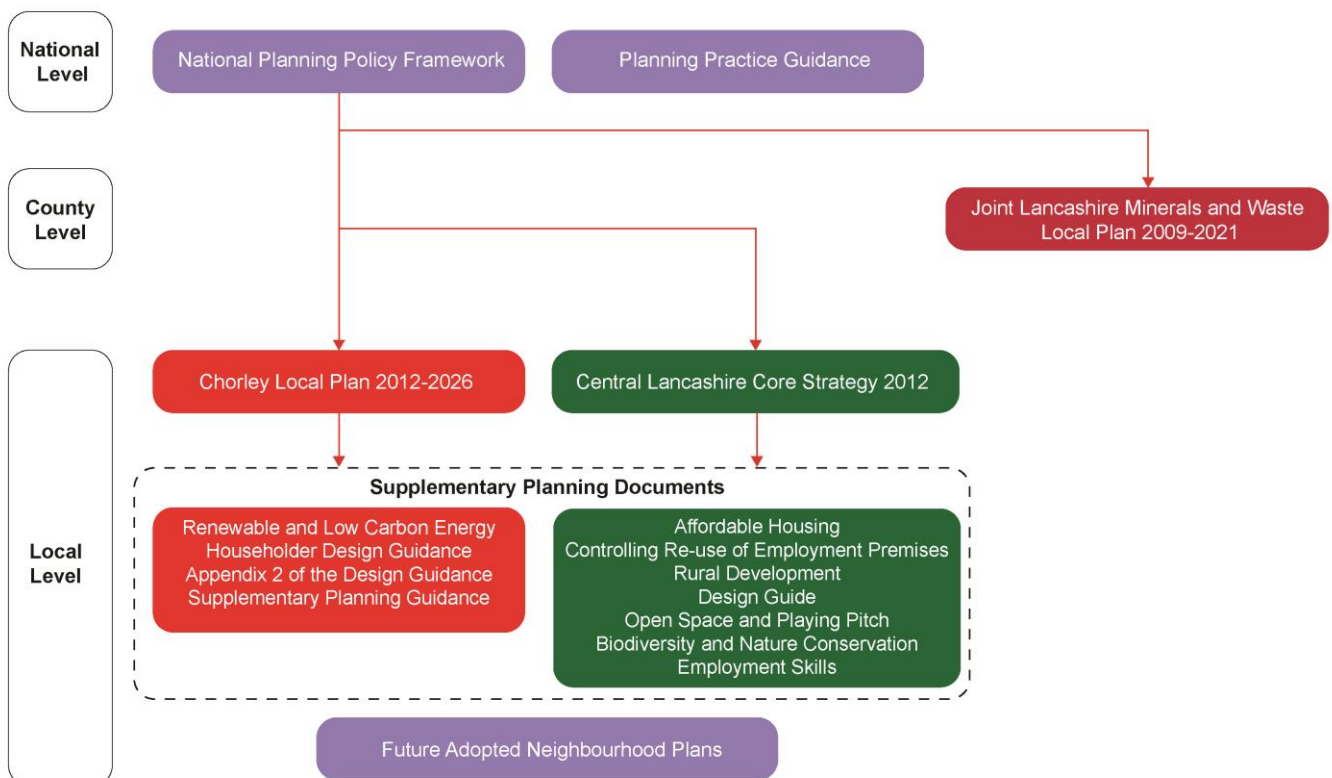
There are various types of DPD (shown in Table 2), each with a distinct preparation process.

**Table 2: Types of Existing Development Plan Document (DPD)**

| Development Plan Document | Purpose  |
|---------------------------|--|
| Local Plan                | Sets out a vision and a framework for the future development within the borough through strategic policies. The Policies should be illustrated geographically on a policies map. |
| Neighbourhood Plan        | Sets out a vision for a specific area and contain policies for development and use of land.  |

3.2 Below is the current structure of Chorley's Development Plans. Please note that Chorley Council is committed to preparing a new Central Lancashire Local Plan with Preston City Council and South Ribble Borough Council that will replace the Chorley Local Plan and Central Lancashire Core Strategy.

**Figure 1 Chorley's Development Plan Structure**



## Local Plan

- 3.3 It is the responsibility of the Local Planning Authority to prepare an up-to-date Local Plan for its area. This plan, and its component parts, is supported by evidence, will be consistent with the NPPF and will also be drawn up with involvement from the community. The legal requirement for community requirement and consultation on Local Plan making is currently set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The regulations include a basic requirement about who the Council should consult, and how and when during the planning process.
- 3.4 A wide cross-section of the community should be proactively engaged, so that the Local Plan, reflects a collective vision and a set of agreed priorities for the sustainable development of the area. The table below indicates each stage of involvement, and the collaboration with neighbourhoods, local organisations, and businesses.

**Table 3: The Local Plan-making Process**

| Stage  | Description  |
|--|--|
| Regulation 18 – Evidence Gathering, Issues and Options | As NPPF requires, the preparation and review of all policies in the local plan should be underpinned by relevant and up-to-date evidence. The local planning authority will consult on the initial issues and options that define their draft plan. Reports and assessments will be prepared as the evidence base documents for the plan preparation.  |
| Regulation 18 – Plan Preparation                       | Preferred Options will be the first draft version of the local plan and will be drawn up using evidence and information from the first stage consultation, and guidance within the NPPF. It will explore alternatives to guide the plan towards an agreed position. Comments received will be taken into account in preparing the local plan.  |
| Regulation 19 - Publication                            | Following on from the consultations and evidence gathering, the proposed plan will be published for a statutory consultation. The consultation period will last for at least six weeks to allow stakeholders and the community to make formal representations on its soundness. All the consultation responses received at the previous stage will be published as part of the consultation, along with the Council's response to them.  |
| Regulation 22 and 24 – Plan Submission and Examination | The local planning authority may make changes to the draft document after the consultation any may decide to carry out further consultation if any resulting changes are considered to be significant prior to submission.<br><br>The final draft local plan will be submitted to the Planning Inspectorate for independent examination, alongside a policies map, consultation statement, representation details and any other evidence documents and appropriate documentation. The Independent Inspector will consider all representations and there will be an opportunity for interested parties to speak at the hearing. The Inspector may suggest modifications to the plan which will be consulted on after the examination. |



| Stage                              | Description  |
|------------------------------------|--|
| Regulation 25 - Inspector's Report | The Inspector will issue a report declaring whether the plan is sound. If the plan cannot be found sound, the LPA would have to go back to the plan preparation stage. If the plan is found sound, subject to any further changes suggested by the Inspectors, the Council will proceed to the adoption stage. |
| Regulation 26 – Adoption           | The Council will adopt the local plan at a formal meeting.   |
| Monitoring and Review              | The LPA will monitor through the publication of annual monitoring report and review evidence-based reports and DPDs through the adoption period  |

### Consultation Methods on Emerging DPDs

- 3.5 When undertaking any formal consultation or formal adoption of a document, the LPA will ensure that the most up to date Planning Regulations are complied with. The minimum consultation period at preparation and publication stages is 6 weeks, although the LPA may decide to undertake additional consultations at other stages.
- 3.6 If any individual would like to be consulted on planning policy documents they are able to provide their contact details to be included on the planning policy database and they will be noticed of consultations. The online form can be found on the Council's website (<https://centrallocalplan.lancashire.gov.uk/mailling-list>). As well as contacting interested parties through our consultation database, consultations will be advertised on the main page of the council website, via social media posts and press releases where appropriate.
- 3.7 The table below outlines the consultation methods for the different stages of preparation of the Local Plan that will be used to engage communities and interested parties. The details of the stages of preparation are set out in the Local Development Scheme, which can be found at <https://centrallocalplan.lancashire.gov.uk/>.

**Table 4: Consultation Methods at Each Stage of Local Plan Preparation**

| Method                    | Stage of Preparation of Local Plan |  |   |   |
|---------------------------|------------------------------------|--|---|---|
|                           | Evidence Gathering and Options     | Plan Preparation and Preferred Options                                   | Publication and Submission  | Inspector's Report and Adoption                                     |
| Website                   | Yes                                | Yes  | Yes   | Yes   |
| Email (Database)          | Yes                                | Yes  | Yes   | Yes   |
| Letter (Database)         | Yes                                | Yes  | Yes   | Yes   |
| Deposit Points            | Yes                                | Yes  | Yes   | N/A   |
| Press Release             | Optional                           | Optional   | Optional  | Optional  |
| Press Notice              | Optional                           | Optional   | Optional  | Optional  |
| Press Advertisement       | Optional                           | Optional   | Optional  | N/A   |
| Leaflets                  | Optional                           | Optional   | Optional  | N/A   |
| Exhibitions               | Optional                           | Optional   | Optional  | N/A   |
| Drop-in Sessions          | Optional                           | Optional   | Optional  | N/A   |
| Social Media*             | Optional                           | Optional   | Optional  | N/A   |
| Groups consulted/notified | Statutory and General Consultees   | Statutory and General Consultees<br>Any representors from previous stage | Statutory and General Consultees<br>Any representors from Regulation 18 stage | Statutory and General Consultees<br>Anyone who asked to be notified |
| Duration                  | Minimum 6 weeks                    | Minimum 6 weeks  | Minimum 6 weeks   | N/A   |

**Table 5: Detail of Chorley Council's Social Media Channels**

| Social Media                    | Website   |
|---------------------------------|---|
| Facebook                        | <a href="https://www.facebook.com/chorleycouncil">https://www.facebook.com/chorleycouncil</a> |
| X (previously known as twitter) | <a href="https://twitter.com/chorleycouncil">https://twitter.com/chorleycouncil</a>           |

### Consultation on Supporting Documents for the Local Plan

3.8 The Council is required to prepare a range of supporting documents as part of the plan preparation process. The below table identifies the documents to be prepared and any statutory consultees who must be consulted.

**Table 6: Types of Supporting Documents**

| Supporting Document  | Purposes   | Statutory Consultee(s)                                    |
|--|--|---|
| Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) | <ul style="list-style-type: none"> <li>Assess the extent to which the emerging plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives.</li> <li>Before a mandatory Sustainability Appraisal is conducted, a Scoping Report must be completed which begins the consultation process with the three statutory bodies for an SA.</li> </ul> | Natural England<br>Historic England<br>Environment Agency |
| Habitats Regulations Assessment (HRA)                                      | <ul style="list-style-type: none"> <li>Is Required when any plan project, either alone or in combination with other plans or projects, is likely to have a significant effect on a designated ecological European site as part of the Conservation of habitats and Species Regulations 2017.</li> </ul>  | Natural England   |
| Other Documents  | <ul style="list-style-type: none"> <li>Additional documents may be submitted to demonstrate legal compliances and completion of other assessments. These are not statutory documents but could include a Health Impact Assessment and Equality Impact Assessment.</li> </ul>   | Relevant bodies from the list of prescribed bodies.       |

## Consultation Events and Platforms

- 3.9 Consultation events are held both during the day and in the evening, to allow interested parties to attend at their convenience. These are usually held across the parishes and wards in the Borough, although these may be subject to change depending on availability and suitability.
- 3.10 During formal consultation periods of the development plan, hard copies of documents will be available at the Council Offices, Union Street, Chorley and local libraries and post offices to view during opening times. Documents and plans will also be taken to consultation events where the team will be on hand to answer any queries.
- 3.11 All documents will be provided on the Council's website and the Central Lancashire Local Plan website.

**Table 7: Libraries Used Across Chorley for Deposit Points**

| Library               | Address  |
|-----------------------|--|
| Chorley (Central)     | Union Street, Chorley, PR7 1EB   |
| Euxton                | St Mary's Gate, Euxton, PR7 6AH  |
| Coppull               | 226 Spendmore Lane, Coppull, PR7 5BZ                                       |
| Eccleston             | The Carrington Centre, The Green, Eccleston, Chorley, Lancashire, PR7 5TE. |
| Adlington             | Railway Road, Adlington, PR6 9RG   |
| Clayton Green Library | Library Road, Clayton-le-Woods, PR6 7EN                                    |

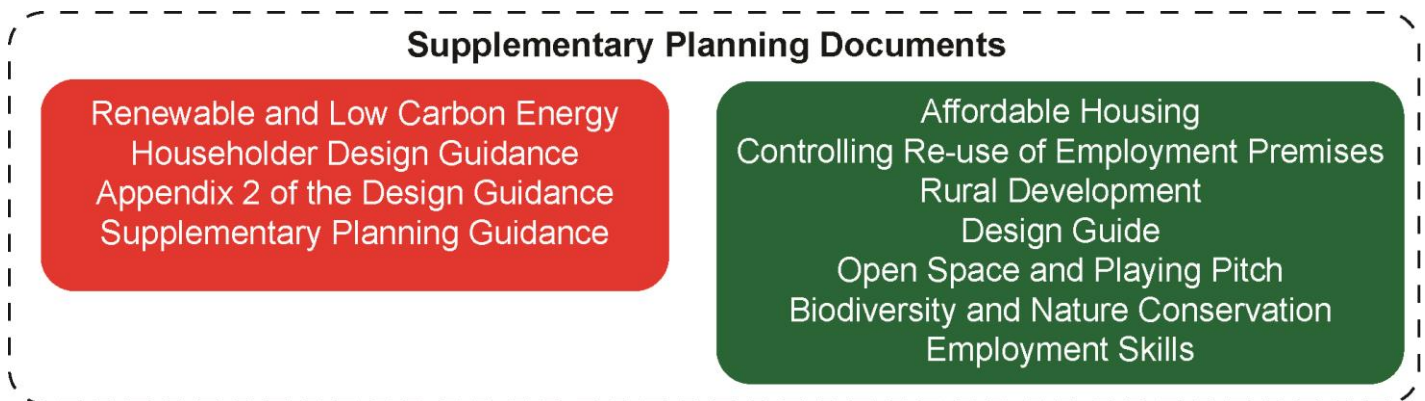
## Procedure for Representation

- 3.12 Any representations made in response to a consultation on a draft DPD are published on the Council's website. A Consultation Statement is required to be produced by the local planning authority under the Regulation 22 of the Town and Country Planning (Local Plan) (England) Regulations 2012.
- 3.13 A Consultation Statement demonstrates:
- At Regulation 18 Consultation Stage
- Who was invited to make representations;
  - How those representations were invited;
  - A summary of main issues raised and
  - How those representations were taken into account
- At Regulation 20 Consultation Stage
- The number of representations made under Regulation 20 and
  - A summary of the main issues raised.
- 3.14 On occasion we are unable to publicise a representation (e.g., if it contains personal information, allegations, abusive content) and on these occasions the sender will be notified, where possible. We will not consider anonymous submissions.
- 3.15 A well-presented Statement can be invaluable to all those involved in the Plan making process in explaining how consultation has been undertaken, how consultation has shaped the plan under production and, crucially, in informing and facilitating a Local Plan Examination.

## 4. Supplementary Planning Documents

- 4.1 Supplementary Planning Documents (SPDs) provide further guidance and more detailed advice relating to specific topic areas in an adopted local plan. They are a material planning consideration in the determination of planning applications.
- 4.2 Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012 set out the requirements for producing Supplementary Planning Documents.
- 4.3 SPDs must be supported by appropriate evidence and accord with relevant policies. The Council will carry out at least one stage of consultation on an SPD before it is adopted. An SPD is not subject to an independent examination by a Planning Inspector. The Council will prepare a draft SPD, based on the local policy, drawing from available national policy and guidance. The draft SPD will be subject to public consultation for a minimum of four weeks. Representations can be made via website, emails and letters. Any representations made in response to a consultation on a draft SPD are published on the Council's website.
- 4.4 Members of the public, local businesses, organisations and interest groups from the Consultation database will be consulted, as well as statutory consultees listed in Appendix 2.
- 4.5 Should there be any material changes to the draft, the revised SPD and a consultation statement will be published at least four weeks before the document is formally adopted by the Council. The consultation statement will list all the responses received, including the Council's response, and any changes that have been made to the document as a result of the comments received.
- 4.6 Chorley's current adopted SPDs are listed in Figure 1 and further details can be found in Appendix 3. The SPDs in the red box were produced and adopted by Chorley Council, while the SPDs in the green box were jointly produced and adopted by Preston City Council and South Ribble Borough Council.

**Figure 1 Chorley's Development Plan Structure (Extracted)**



## 5. Neighbourhood Plans

- 5.1 A neighbourhood plan puts in place planning policy for a neighbourhood area to guide future development. A neighbourhood plan is focused on the use and development of land and may contain a vision, aims, planning policies, proposals for improving the area or providing new facilities, or allocation of key sites for specific kinds of development.
- 5.2 If successful at referendum, a neighbourhood plan will become part of the statutory development plan for the area. As of December 2023, no neighbourhood plans have been 'made' (adopted) in Chorley. There are three emerging neighbourhood plans under the preparation stage. Further information of these neighbourhood plans can be found in Appendix 3.
- 5.3 The responsibility to produce a neighbourhood plan lies with the qualifying body, which includes:
- A parish or town council;
  - A neighbourhood forum (in an unparished area) and
  - A community organisation.
- 5.4 There are formal stages required by legislation when developing a neighbourhood plan, these stages are:
1. Designating the neighbourhood area
  2. First draft of the neighbourhood plan (Pre-Submission version)
  3. Final draft of the neighbourhood plan (Submission version)
  4. Examination
  5. Referendum
  6. Make the neighbourhood plan (adoption)
- 5.5 Designating the neighbourhood area  
We will:
- Publicise the application on our website
  - Determine applications for neighbourhood areas
  - For unparished areas, we will consult on applications for neighbourhood area designation for a minimum of 6 weeks and publicise the consultation on our website
- 5.6 First draft of the neighbourhood plan (Pre-Submission version)  
During the preparation stage of the neighbourhood plan, the qualifying body is responsible for consulting upon a draft neighbourhood plan before they submit to the local planning authority.
- 5.7 Final draft of the neighbourhood plan (Submission Version)  
Once a draft neighbourhood plan is submitted to the Council, we will publicise the draft plan to those who live, work and carry out business in the neighbourhood area for a period of 6-weeks. We will also notify any of the bodies referred to in the consultation statement prepared by the neighbourhood plan group and submitted to the Council with the draft plan.
- 5.8 Examination  
A neighbourhood plan is subject to an examination by an Independent Planning Inspector, details of the examiner and examination process will be made publicly available.
- 5.9 Referendum  
A neighbourhood plan will also require a referendum arranged by the Council, of which details will be made publicly available.

## Resources provided by the Planning Policy Team

- 5.10 The Council has a statutory duty to support local groups in the preparation of a neighbourhood plan. The Council can offer initial advice to groups interested in producing a neighbourhood plan. The Council can provide background demographic and evidence-based information that is readily available to the Council. We will also offer comments on draft plans prior to the statutory consultation phase.

## Community Infrastructure Levy

- 5.11 The Community Infrastructure Levy (CIL) is a standardised local levy that is placed on new development and used to help fund the provision and maintenance of necessary local and strategic infrastructure projects. It was introduced at Chorley Council in September 2013.
- 5.12 The Council will provide details on the process for consulting on a revised CIL Charging Schedule as part of the Central Lancashire Local Plan process through the update of the Local Development Scheme. Any revision to the CIL Charging Schedule will include a statement of modifications and will be carried out in accordance with Regulation 16 of the Community Infrastructure Levy Regulations 2010 (as amended).
- 5.13 At all consultation stages for the revision of the CIL Charging Schedule, the Council will seek the views of statutory consultees, businesses and the local community. To do this, we will contact all those registered on the Council's consultation database and consultation bodies as set out in the CIL Regs, as well as publicising the consultation via press releases and on the Council's website.
- 5.14 CIL Officers are available by appointment during normal office hours to provide information and answer questions. Please contact: [planning.obligations@chorley.gov.uk](mailto:planning.obligations@chorley.gov.uk). There is a dedicated CIL page on the Council's website where all documents and CIL consultations will be available to view.

## 6. Involving the Community in Development Management

- 6.1 This section explains how planning and related applications are dealt with and outlines the Council's consultation arrangements. The primary role of the development management team is to assess, make recommendations and determine planning applications taking into account the NPPF, adopted Local Plans and supplementary planning documents.

### Types of Applications

- 6.2 The Development Management team is responsible for dealing with planning applications and other types of applications, such as listed building consents and advertisements, which are submitted to the local planning authority. The development management team deal with a range of application types, including major, minor and other applications. Major applications are defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015, consists of the following types of development:

- The winning and working of minerals or the use of land for mineral-working deposits;
- Waste development;
- The provision of dwellinghouses where –
  - (a) The number of dwellinghouses to be provided is 10 or more; or
  - (b) The development is to be carried out on a site having an area of 0.5 hectares
- The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- Development carried out on a site having an area of 1 hectare or more.

Applications for the winning and working of minerals or the use of land for mineral-working deposits and Waste development are not dealt with by Chorley Council as the determining authority but by Lancashire County Council.

- 6.3 Minor applications include those under the thresholds above. Other applications would include, but not limited to, householder, listed building consent, changes of use or prior approval.
- 6.4 The requirements for consultation on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015. However, the consultation carried out will depend on the application type.

### Pre-application Consultation for All Development

- 6.5 The Council offers a chargeable pre-application service. The benefits of pre-application discussions can include better quality development proposals and a more straightforward planning application process, with the ability to identify issues or constraints at an early stage.
- 6.6 Further details of this service and the fee charging schedule can be found via the planning section of the Council's website.
- 6.7 There may, however, be periods where the pre-application service is temporarily suspended in order for the Council to prioritise its development management function. During these times, the Council's website will be updated accordingly.

### The Council's Consultation on Planning Applications

- 6.8 Decisions are either made by officers under delegated powers, or by planning committee, as set out in the Constitution of the Council.

6.9 The process of consultation is only commenced once the application is validated by the Council. Planning applications (and other types) are received for a wide range of development proposals and the statutory requirements for publicity vary for different types of application. Statutory procedures are set out within the following legislation which establishes the basis for publicity on applications:

- The Town and Country Planning (Development Management Procedure) (England) Order 2015(1)
- The Planning (Listed Buildings and Conservation Areas) Regulations 1990
- The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)
- The Town and Country Planning (Permission in Principle) Order 2017 (as amended)

It should be noted that there are no statutory publicity requirements for applications for Advertisement Consent.

6.10 The publicity procedure that the Council will carry out for each type of application will accord with the statutory requirements, as a minimum, as set out in Table 1. These are explained below:

**Press notices** - these will be used where there is a statutory requirement to advertise a certain type of application. Press notices are placed in the Chorley Guardian.

**Site notices** - these will be used where there is a statutory requirement and will be placed as close as possible to the application site. In addition, a site notice may be erected where no neighbours are identified or where the site adjoins open land. Occasionally, officer discretion may be exercised to erect a site notice, beyond the statutory requirements.

**Neighbour notification** - letters will be sent where there is a statutory requirement for certain types of application. From time to time the case officer may exercise discretion and notify a wider area where properties are considered to be materially affected. Generally, neighbour letters will be sent to those properties which adjoin the application site. If there are properties opposite the site with a road in between, these properties will also be notified.

**Website** - All applications and associated plans and documents will be published on the Council's website via 'Planning Online' which is the application search facility. Applications can also be viewed online at the Council offices on Union Street, Chorley

The Council will also carry out the following publicity for all applications in addition to those set out in Table 8:

**Weekly list** - The Council circulates a weekly list which details all applications received and validated by the Council. This is circulated to Ward Councillors and Clerks of Parish/Town Councils. The weekly list is also published on the Council's website, in the planning section <https://chorley.gov.uk/planningweeklylist>.

**Consultees** - the Council will consult with statutory and non/statutory organisations and agencies, other interest groups and community organisations and internal Council sections, where appropriate and relevant to the application.

**Cross boundary applications** - where major planning applications have potential cross boundary implications within the adjacent local authority area, the Council will consult with the relevant adjoining local planning authority.



6.11 There are occasions where amendments are made to applications. Where the amendments are minor, the Council will not re-notify the application. For technical matters, it may be the case that certain consultees are re-consulted, but that wider notification is not required. This will be decided on a case-by-case basis and is at the discretion of the Case Officer. The timeframe for submitting a response on an amended scheme will normally be 14 days, unless otherwise agreed.

6.12 The table below illustrates the publicity on different planning and heritage applications. Please be noted that not all the planning applications will be issued a site notice.

**Table 8 Publicity on Planning and Heritage Applications**

| Type of application   | Site Notice                     | Neighbour Notification letter | Press Notice | Website |
|---|---------------------------------|-------------------------------|--------------|---------|
| <b>Planning Applications</b>  |                                 |                               |              |         |
| Householder Applications  | Discretionary                   | ✓                             |              | ✓       |
| Minor Applications  | ✓                               | ✓                             |              | ✓       |
| Major Applications  | ✓                               | ✓                             | ✓            | ✓       |
| Applications for Permission in Principle  | ✓                               | Discretionary                 |              | ✓       |
| Applications requiring EIA  | ✓                               | ✓                             | ✓            | ✓       |
| Applications affecting listed building or conservation area   | ✓                               | ✓                             |              | ✓       |
| Departure from the Development Plan   | ✓                               | ✓                             | ✓            | ✓       |
| Affecting a Public Right of Way   | ✓                               | ✓                             | ✓            | ✓       |
| Minor Material Amendment  | As per the original application |                               |              | ✓       |
| <b>Other Types of Application</b>   |                                 |                               |              |         |
| Advertisement Consent   | ✓                               | Discretionary                 |              | ✓       |
| Tree Preservation Order Applications  | Discretionary                   | Discretionary                 |              | ✓       |
| Notification of Works to Trees in a Conservation Area   | Discretionary                   | Discretionary                 |              | ✓       |
| Non-material Amendments   | No notifications carried out    |                               |              | ✓       |
| Lawful Development Certificate Applications   | No notifications carried out    |                               |              | ✓       |
| Discharge of Conditions Applications  | No notifications carried out    |                               |              | ✓       |
| <b>Listed Buildings and Conservation Areas</b>  |                                 |                               |              |         |
| Listed Building Consent Grade I, II* and II (Grade II only if it includes exterior works)   | ✓                               | ✓                             | ✓            | ✓       |
| Listed Building Consent Grade II* works affecting interior only   | ✓                               | ✓                             |              | ✓       |
| Applications to vary or discharge conditions to Listed Building Consent Grade I, II* and II (Grade II only if it includes exterior works) | ✓                               |                               | ✓            | ✓       |
| Applications to vary or discharge conditions to Listed Building Consent Grade II* works affecting interior only                           |                                 |                               |              | ✓       |

| Type of application   | Site Notice | Neighbour Notification letter | Press Notice                        | Website |
|---|-------------|-------------------------------|-------------------------------------|---------|
| <b>Prior Notification and Prior Approval</b>  |             |                               |                                     |         |
| GPDO Part 1 Class A<br>Prior Notification for a larger extension to a dwellinghouse   |             | ✓                             |                                     | ✓       |
| GPDO Part 1 Class AA Enlargement of a dwellinghouse by construction of additional storeys   |             | ✓                             |                                     | ✓       |
| GPDO Part 3<br>Those changes of use specified where procedure 'W' applies (under Class G, M, MA, N, O, P, PA, Q, R, S and T)              | ✓(Either)   | ✓(Either)                     |                                     | ✓       |
| GPDO Part 4 Classes BB, CA and E  | ✓(Either)   | ✓(Either)                     |                                     | ✓       |
| GPDO Part 6 Agricultural or Forestry development Determination as to whether prior approval is required<br>Class A, B and E               |             |                               |                                     | ✓       |
| GPDO Part 6 Agricultural or Forestry development Prior approval for details of siting, design and external appearance<br>Class A, B and E |             |                               |                                     | ✓       |
| GPDO Part 7 Non-domestic extensions, alterations etc<br>Class C and M   | ✓(Either)   | ✓(Either)                     |                                     | ✓       |
| GPDO Part 11 Demolition - Determination as to whether prior approval is required  |             |                               |                                     | ✓       |
| GPDO Part 11 Demolition - Determination as to whether prior approval is required  |             |                               |                                     | ✓       |
| GPDO Part 14 Renewable Energy<br>Class J  | ✓(Either)   | ✓(Either)                     |                                     | ✓       |
| GPDO Part 16 Communications Class A   | ✓           | ✓                             | ✓ - only applicable to para A.6 (b) | ✓       |
| Part 19 Development by the Crown or for national security purposes<br>Class TA  | ✓(Either)   | ✓(Either)                     |                                     | ✓       |
| Part 20 Construction of New Dwellinghouses Class ZA, A, AA, AB, AC and AD   | ✓           | ✓                             |                                     | ✓       |

- 6.13 There are occasions where amendments are made to application. Where the amendments are minor, the Council will not re-notify the application. For technical matters, it may be the case that certain consultees are re-consulted, but that wider notification is not required. This will be decided on a case by case basis and is at the discretion of the Case Officer.
- 6.14 The timeframe for submitting a response on an amended scheme will normally be 14 days, unless otherwise agreed.
- 6.15 Please note that comments should be submitted within the identified consultation period for all consultations on development management matters as the Council may be in a position to determine the application as soon as the neighbour consultation period expires. If this date cannot be met, consultees should contact the case officer well in advance of the consultation period ending to see whether it is possible for an extension of time to be granted for comments to be submitted, although this cannot be guaranteed.
- 6.16 Comments should be made via the public access portal, post and email to [dcon.mailbox@chorley.gov.uk](mailto:dcon.mailbox@chorley.gov.uk). We are sorry that we will not accept comments verbally, whether over the phone or in person. Further information can be found in Appendix 3. Please note that due to the high volume of comments received, the Council will not acknowledge or respond to such representations.
- 6.17 The publicity material sets out the timescales for comments which is usually 21 days from the date that the publicity starts, or as stated in the letter / press notice / site notice. The council may determine an application at any time following this period. Comments received after this may be accepted provided that a decision has not been taken on the application. Comments may be submitted by anyone, regardless of whether they have been notified individually.
- 6.18 Comments submitted in response to a planning, or other application, will be treated as a public document and will either be published on the Council's website or available to view on the application file. Comments will not be treated as confidential. When determining a planning application, please note that the Council will only take into account comments that are relevant to planning issues. Further information as to what constitutes a material planning consideration can be found on the Council's website in the planning section ([Planning decision making process | Chorley](#)).

## Deciding Planning Applications

- 6.19 The decision on an application is made either by Planning Committee or in accordance with the Council's Scheme of Delegation.
- Planning Committee is made up of elected councillors, advised by senior planning officers and a legal officer. The committee will consider a report written by the case officer assigned to the planning application. The report will summarise the comments and consultation responses received, the key planning issues involved and will make a recommendation. **or**
  - In accordance with the Scheme of Delegation:
    - By a senior qualified professional planning officer after considering a report written by a case officer assigned the planning application. The report will take account of all comments received and consider the key planning issues involved.
    - Applications in certain categories may be determined under delegated powers, but where the qualified professional planning officer is minded to make a decision that is contrary to a written comment received from a local resident, a town or parish council or any other outside body or organisation that has been consulted, the Chair and Vice Chair of the Planning Committee must determine whether the application should be decided by the Council's Planning Committee or under delegated powers.

## Planning Committee

- 6.20 Planning Committee meetings are held in public. Members of the public are invited to speak publicly at the Planning Committee either to oppose or support an application. There are, however, some restrictions on this:
- Public speakers are limited to one person speaking against an application and one person speaking in favour of the application and are accepted on a first come first serve basis;
  - Speakers must register with the Democratic Services team in the Council no later than noon on the day before the Planning Committee;
  - Each speaker is allowed to speak for a maximum of 3 minutes;
  - It is advised that if there are a large number of objectors, that a spokesperson is nominated to speak on everyone's behalf; and
  - Parish or Town councillors can speak on behalf of their respective Parish or Town Council for 3 minutes;
  - Elected Members of the Council can speak on behalf of the community for 5 minutes.
  - In exceptional circumstances the Chair of the Planning Committee may allow for additional speakers to be heard and further time to be given to speakers in the interests of fairness.
- 6.21 The Agenda for the Planning Committee will be available to view on the [Council's website](#) five working days prior to the Committee being held. The minutes to previous meetings are also published online. Additional information may be presented up to and including the date of the meeting from the residents, consultees and the applicant which will be reported on the Committee Addendum and distributed at the meeting. The recommendation may therefore be subject to change at the Planning Committee meeting and that new information may be presented to members.
- 6.22 Anyone interested in speaking at Planning Committee must register their request no later than noon on the day before the committee meeting to be held.
- 6.23 Any member of the public including the applicant and agent who wish to speak at the meeting will need to inform us by e-mail to [democratic.services@chorley.gov.uk](mailto:democratic.services@chorley.gov.uk) or by calling 01257 515034.
- 6.24 The Chair of Planning Committee invites statements and comments from members of the public at the appropriate time. The committee members then discuss the planning application, during which time no further comments are allowed from the public.
- 6.25 The decision notice for any application will be published on the Council's website. This can be viewed on the application file using the Planning Online Search Facility. Please note that the Council will not notify individuals of a decision, therefore, it is recommended to check the website or track the application.

## Planning Appeals

- 6.26 An applicant can normally make an appeal to the Planning Inspectorate, against the Council's decision where the Council has:
- Refused planning permission;
  - Imposed conditions on a permission which the applicant believes are unreasonable;
  - Failed to make a decision on the application within 8 weeks or 13 weeks for major projects, such as a development with 10 or more dwellings, or a building with floor space of more than 1,000 square metres. (unless there has been an agreed extension of time between the applicant, or their agent, and the Council) or
  - Issued an Enforcement Notice where there has been a breach of Planning Control.

- 6.27 When an appeal is lodged and registered by the Planning Inspectorate, the Council notifies those neighbours who were consulted during the original planning application process and any persons who had made representations on the original planning application.
- 6.28 Appeals are considered by an appointed Planning Inspector. This is either done, by written representations, an informal hearing, or in a public inquiry. The Inspector will consider written representations from the community, and in hearings/inquiries usually provides for members of the community to verbally state their case. Information on appeals can be found on the Planning Inspectorate Website (<http://www.planningportal.gov.uk/planning/planninginspectorate>).
- 6.29 When the Council receives an appeal decision, it is published on the public access portal. Appeal decisions are binding on the Council, although they can, in rare circumstances, be challenged on a point of law in the High Court.

### **Prior Notification and Prior Approval**

- 6.30 The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (The GPDO) sets out the procedures for the prior notification and prior approval for various types of development. This includes, but not limited to, larger householder extensions, changes of use, demolition and telecommunications. The assessment (if any) of such types of application by the local planning authority is generally more limited than a planning application and is set out in the specific class of the GPDO.

### **Permission in Principle**

- 6.31 Permission in Principle (PIP) consent is an alternative route for obtaining planning permission for housing development. PIP comprises an application for permission in principle followed by an application for 'technical details consent' at a later date. The approval of the technical details consent has the effect of granting planning permission.
- 6.32 The Council can grant permission in principle to a site either through an application or by entering the site in Part 2 of the brownfield land register<sup>1</sup>. The latter will trigger a grant of permission in principle for that land providing that the statutory requirements set out in Town and Country Planning (Permission in Principle) Order 2017 (as amended) and the Town and Country Planning (Brownfield Land Register) Regulations 2017 are met. Applications for permission in principle will be subject to consultation as set out in Table 8.

### **Complaints Procedure**

- 6.33 If you are dissatisfied with the way in which a development management or policy matter has been handled, you are able to complain through the Council's complaints procedure. We will investigate any complaint made. For more information about this go to our complaints page (<https://chorley.gov.uk/complaints>). If you remain dissatisfied, you are able to complain to the local government ombudsman who will undertake an independent investigation.

### **Data Protection**

- 6.34 In order to register comments on planning applications and local plan documents, the Council requires contact details which will help us to contact you in regard to the comments made. There are also statutory requirements requiring copies of comments to be made publicly available.

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<sup>1</sup> See [Brownfield Register](#) to download the Brownfield Register.

6.35 The Council will publish names and associated representations on the website but will not publish personal information such as telephone numbers, or email addresses. The detail of the Council's general privacy notice can be found via <https://chorley.gov.uk/privacy>.

## 7. Monitoring and Review of the SCI

- 7.1 The SCI will be monitored and reviewed when necessary or once every 5 years after the adoption of this SCI to take account of best practice in community involvement and any regulation changes.
- 7.2 Should special circumstances arise, such as those that arose during the COVID pandemic, alternative methods of community involvement may be taken. In these cases, these changes will be listed on our website in the short term until a revised statement can be issued.
- 7.3 For further clarification or any questions about the content of this SCI, please contact Chorley's Planning Policy Team with the contact details listed in Table 1.

## Appendix 1 - Glossary

Community Infrastructure Levy (CIL)

It is a levy that local authorities charge on new developments in their area. The money can be used to support development by funding infrastructure that the council, local community and neighbourhoods need.

Development Plan Document (DPD)

It is defined in section 38 of the Planning and Compulsory Purchase Act 2004, and includes adopted local plans, neighbourhood plans that have been made and published spatial development strategies, together with any regional strategy policies that remain in force. Neighbourhood plans that have been approved at referendum are also part of the development plan, unless the local planning authority decides that the neighbourhood plan should not be made

Duty to Cooperate (DtC)

It is introduced by the Localism Act 2011 and places a legal duty on Councils to engage constructively and actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters.

Environmental Impact Assessment (EIA)

Applicants for certain types of development are required to submit an environmental statement accompanying a planning application. This evaluates the likely environmental impacts of the development, together with an assessment of how the severity of the impacts could be reduced.

Local Plan (LP)

A statutory Development Plan which includes strategic policies, policies map and allocates sites to meet development needs and identifies local planning issues.

Local Planning Authority (LPA)

The local government body whose duty is to carry out specific planning matters for a designated area.

Neighbourhood Plan (NP)

It was introduced into the planning system through the Localism Act 2011 as an opportunity to allow communities to set planning policies to guide development in their areas (alongside the Development Plan)

National Planning Policy Framework (NPPF)

A Government policy framework with which Development Documents are to comply and a material consideration in the determination of planning applications.

Statement of Community Involvement (SCI)

It sets out how, when and where the Council will consult with local and statutory stakeholders in the process of planning for the local authority.

Supplementary Planning Document (SPD)

It provides guidance on specific policy topic areas or detailed guidance on the development of specific sites.



## Appendix 2 – Lists of Statutory Consultees and Prescribed Bodies

| Statutory Consultees   | Prescribed Bodies                              |
|--|--|
| Environment Agency   |  |
| Historic England   |  |
| Natural England  |  |
| Network Rail   | Civil Aviation Authority                       |
| Homes England  |  |
| National Highways  | NHS England (Central Lancashire)               |
| NHS Lancashire and South Cumbria Integrated Care Board   |  |
| Electricity and Gas Companies  | Lancashire County Council (Highways Authority) |
| Sewerage and Water Companies   | Marine Management Organisation                 |
| Telecommunications Operators   | Office of Rail and Road                        |
| Adjoining Neighbouring Local Authorities   |  |
| <ul style="list-style-type: none"> <li>• Bolton Metropolitan Borough Council;</li> <li>• Wigan Metropolitan Borough Council;</li> <li>• West Lancashire Borough Council;</li> <li>• South Ribble Borough Council; and</li> <li>• Blackburn and Darwen Borough Council</li> </ul> |  |
| Parish and Town Councils within the Borough  | Lancashire Wildlife Trust*                     |
| Adjoining Neighbouring Parish Councils   |  |
| Lancashire County Council  |  |
| Lancashire Constabulary  |  |
| Coal Authority   |  |
| Canal and River Trust  |  |
| Theatres Trust   |  |
| Sport England  |  |
| Lead Local Flood Authority (Lancashire)  |  |

\* These bodies are not subject to the requirements of the duty. But local planning authorities and the public bodies that are subject to the duty must cooperate with Local Enterprise Partnerships and Local Nature Partnerships and have regard to their activities when they are preparing their Local Plans, so long as those activities are relevant to local plan making.

The Town and Country Planning (Local Planning) (England) Regulations 2012 requires LPAs to consult 'general consultation bodies' as they consider appropriate, in the preparation of DPDs. General consultation include:

- a) Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- b) Bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- c) Bodies which represent the interests of different religious groups in the authority's area;
- d) Bodies which represent the interests of disabled persons in the authority's area and
- e) Bodies which represent the interests of persons carrying on business in the authority's area.

The list of statutory consultees is produced based on the Planning Practice Guidance – Consultation and pre-decision matters Table 2 – Statutory consultees on applications for planning permission. The list of duty to cooperate is formulated based on the Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012. These statutory consultees and prescribed bodies may be replaced by successor bodies.

## Appendix 3 – References

### Planning Policy

Further policies/plans can be found via the following links.

| National Policy                           | Website   |
|---|---|
| National Planning Policy Framework (NPPF) | <a href="https://www.gov.uk/government/publications/national-planning-policy-framework--2">https://www.gov.uk/government/publications/national-planning-policy-framework--2</a> |
| Planning Practice Guidance (PPG)          | <a href="https://www.gov.uk/government/collections/planning-practice-guidance">https://www.gov.uk/government/collections/planning-practice-guidance</a>                         |

| County Policy  | Website   |
|--|---|
| Joint Lancashire Minerals and Waste Local Plan 2009 - 2021 | <a href="https://www.lancashire.gov.uk/council/planning/local-planning-policy-for-minerals-and-waste/">https://www.lancashire.gov.uk/council/planning/local-planning-policy-for-minerals-and-waste/</a> |

| Local Policy   | Website   |
|--|---|
| Chorley Local Plan<br>Adopted Central Lancashire Core Strategy<br>Supplementary Planning Documents | <a href="https://chorley.gov.uk/homepage/53/planning-policy/">https://chorley.gov.uk/homepage/53/planning-policy/</a>   |
| Emerging Central Lancashire Local Plan<br>Local Development Scheme                                 | <a href="https://centrallocalplan.lancashire.gov.uk/">https://centrallocalplan.lancashire.gov.uk/</a>   |
| <b>Emerging Neighbourhood Plans</b>  |   |
| Bretherton   | <a href="https://chorley.gov.uk/planning-building-control/bretherton-neighbourhood-plan/1/">https://chorley.gov.uk/planning-building-control/bretherton-neighbourhood-plan/1/</a> |
| Coppull  | <a href="https://chorley.gov.uk/planning-building-control/coppull-neighbourhood-plan/1/">https://chorley.gov.uk/planning-building-control/coppull-neighbourhood-plan/1/</a>       |
| Mawdesley  | <a href="https://chorley.gov.uk/planning-building-control/mawdesley-neighbourhood-plan/1/">https://chorley.gov.uk/planning-building-control/mawdesley-neighbourhood-plan/1/</a>   |

### Development Management

Further planning application resources can be accessed via the following links.

| Planning Application Information      | Website   |
|---------------------------------------|---|
| View/Comment for Planning Application | <a href="https://chorley.gov.uk/viewplanningapplication">https://chorley.gov.uk/viewplanningapplication</a>   |
| Weekly List of Planning Application   | <a href="https://planning.chorley.gov.uk/online-applications/search.do?action=weeklyList">https://planning.chorley.gov.uk/online-applications/search.do?action=weeklyList</a>   |
| List of Planning Appeals              | <a href="https://planning.chorley.gov.uk/online-applications/search.do?action=advanced&amp;searchType=Appeal">https://planning.chorley.gov.uk/online-applications/search.do?action=advanced&amp;searchType=Appeal</a> |
| Planning Committee                    | <a href="https://chorley.gov.uk/planning-building-control/planning-committee-1/1/">https://chorley.gov.uk/planning-building-control/planning-committee-1/1/</a>   |

| Public Resources   | Website   |
|--|---|
| Planning Portal – Provides resources to help determine whether proposed developments are likely to require planning permission | <a href="https://www.planningportal.co.uk/permission">https://www.planningportal.co.uk/permission</a> |

|   |  |
|---|--|
| Planning Aid England – Provides online advice, support services and consultant directory for planning application | <a href="https://www.rtpi.org.uk/need-planning-advice/planning-aid-england/">https://www.rtpi.org.uk/need-planning-advice/planning-aid-england/</a>  |
| Planning Inspectorate – Provides Information and advice on the Planning Appeal Process                            | <a href="http://www.planningportal.gov.uk/planning/planninginspectorate">http://www.planningportal.gov.uk/planning/planninginspectorate</a><br><a href="https://www.gov.uk/appeal-planning-decision">https://www.gov.uk/appeal-planning-decision</a> |