

CABINET

DATE	20th August 2025
REPORT OF	Councillor Stewart Swinburn, Portfolio Holder Housing Infrastructure and Transport
RESPONSIBLE OFFICER	Carolina Borgstrom, Director for Economy, Environment and Infrastructure
SUBJECT	Statement of Community Involvement
STATUS	Open
FORWARD PLAN REF NO.	CB 08/25/04

CONTRIBUTIONS TO OUR AIMS

The Statement of Community Involvement (SCI) describes how the public, businesses and interest groups can get involved in the creation of local planning policy and the planning application decision making process. Revisions to the current SCI are required to bring the document up to date, maintain its effectiveness and consistency with other Council procedures.

The SCI complements the Council’s broader commitment contained within the Council Plan with regards to promoting positive community engagement with local communities, businesses, and interest groups. Proper and open involvement of people in the Council’s planning processes cuts across all of its priorities but is particularly relevant to supporting a stronger economy and stronger communities.

EXECUTIVE SUMMARY

This report seeks approval to adopt and publish the updated version of the Statement of Community Involvement (2025) at Appendix 1 in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2017.

RECOMMENDATIONS

It is recommended that Cabinet:

1. Adopts and approves publication of the Statement of Community Involvement (2025) as set out in Appendix A.

## **REASONS FOR DECISION**

Town and Country Planning (Local Planning) (England) Regulations 2017 require all councils to review their statements of community involvement within five years of adoption. A review of the 2020 version of the SCI identified the need for minor updates and amendments. Changes have been made accordingly, and Council adoption of the document is now required to bring it into effect.

### **1. BACKGROUND AND ISSUES**

- 1.1. The Council develops different types of planning policy documents, including the Local Plan, which guide officers and councillors in their decisions on planning applications. To meet legislative requirements and to help our communities understand how, when and why consultation on planning issues is undertaken a document called the 'Statement of Community Involvement' (SCI) is prepared. It describes the Council's approach to both informal engagement and formal statutory consultation in relation to all planning matters – both the development of planning policy and decisions on planning applications.
- 1.2. The preparation of a SCI is a legal requirement of the Planning and Compulsory Purchase Act 2004 (as amended). Once adopted, the Council is legally obliged to comply with its SCI and review it every 5 years. The current SCI was adopted in 2020 and therefore further review and update is now necessary.
- 1.3. The 2020 version of the SCI was developed alongside the Council's Community Engagement Strategy (Talking, Listening and Working Together) and was informed by comments received during public consultation that took place prior to adoption. There is no legal requirement to consult on the SCI and the scale of changes that have been identified following the recent review are such that it is not considered proportionate to subject the updated SCI to further consultation.

### **2. RISKS, OPPORTUNITIES AND EQUALITY ISSUES**

- 2.1. The Council is legally required to review its SCI within five years of adoption and not having an up-to-date document would expose the Council to risk of challenge during the examination of the Local Plan.
- 2.2. The SCI provides a framework for a variety of approaches to be utilised to support proportionate levels of community involvement in planning matters. This helps to lessen the risk of activities being viewed as ineffective and uncomprehensive.
- 2.3. An Initial Equalities Impact Assessment has been completed, and it is not expected that a full assessment is required.

### **3. OTHER OPTIONS CONSIDERED**

No other options have been considered. The Council is required by the Town and Country Planning (Local Planning) (England) Regulations 2017 to review

its SCI within five years of its adoption. The current version was adopted in 2020 so must be formally reviewed to meet legal obligations.

#### **4. REPUTATION AND COMMUNICATIONS CONSIDERATIONS**

- 4.1. The adoption of an up to date SCI is likely to have positive reputational implications for the Council as it demonstrates a clear and open commitment to involving different communities and those with an interest in the future development of the Borough in the Council's planning processes.
- 4.2. The adopted document will be made available to view on the Council's website

#### **5. FINANCIAL CONSIDERATIONS**

The preparation and publication of the SCI does not have any direct financial implication. The different forms of community involvement presented in the SCI will give rise to costs associated with, for example, printing, posting and advertising, but these will be financed from the Local Plan and development managements budgets accordingly.

#### **6. CHILDREN AND YOUNG PEOPLE IMPLICATIONS**

- 6.1. The SCI outlines how the Council will engage with the community, including children and young people, in the planning process. It details who will be consulted, when, and through what methods, ensuring diverse voices are heard. The SCI aims to make the planning system accessible and encourage meaningful participation from all community members, including those often underrepresented young people.

#### **7. CLIMATE CHANGE, NATURE RECOVERY AND ENVIRONMENTAL IMPLICATIONS**

The SCI does not include policies on climate change or environmental matters as it is the role of the Local Plan and decisions on planning applications to influence the sustainability of new development. However, the SCI maximises opportunities for digital engagement which supports the Council's climate change ambitions.

#### **8. CONSULTATION WITH SCRUTINY**

A report will be presented to the Transport, Infrastructure and Strategic Housing Scrutiny panel at their meeting 15 July 2025 and any feedback from that meeting will be incorporated in the final report for Cabinet.

#### **9. FINANCIAL IMPLICATIONS**

There are no direct financial implication associated with the preparation and publication of the SCI. The different types and scope of community involvement described in the SCI will have various financial implications, particularly in relation to consultation on the Local Plan. These would be financed from the Local Plan budget.

## **10. LEGAL IMPLICATIONS**

Under regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), local planning authorities must review 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. In addition, the revised SCI has been produced in accordance with the statutory requirements of the Planning and Compulsory Purchase Act 2004 (as amended), The Localism Act 2011, The Neighbourhood Planning (General) Regulations 2012, The Community Infrastructure Levy Regulations 2010 and Town and Country Planning (Development Management Procedure) (England) Order 2015.

## **11. HUMAN RESOURCES IMPLICATIONS**

There are no direct HR implications arising from the contents of this report. Staff resources are required to deliver the form and scope of community involvement within the SCI, but this is accommodated within the existing workforce.

## **12. WARD IMPLICATIONS**

All wards are affected.

## **13. BACKGROUND PAPERS**

13.1. Cabinet report 10 June 2020

[7.-Adoption-of-the-Statement-of-Community-Involvement.pdf](#)

13.2. Current Statement of Community Involvement  
(<https://www.nelincs.gov.uk/planning-and-building-control/planning-policy/statement-of-community-involvement/>)

13.3. North East Lincolnshire Local Plan 2013 to 2031, adopted March 2018  
(<https://www.nelincs.gov.uk/planning-and-building-control/planning-policy/the-local-plan/>)

13.4. North East Lincolnshire Local Plan Review Draft Plan with Options  
(<https://www.nelincs.gov.uk/planning-and-building-control/planning-policy/local-plan-review/draft-plan-with-options/>)

## **14. CONTACT OFFICER(S)**

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**COUNCILLOR STEWART SWINBURN – PORTFOLIO HOLDER FOR HOUSING  
INFRASTRUCTURE AND TRANSPORT**

# North East Lincolnshire Statement of Community Involvement

June 2025



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Working in partnership

## 2025 - Statement of Community Involvement

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The Council is required to prepare a Statement of Community Involvement to set out how it intends to involve local communities, businesses and organisations in preparing the 'Local Plan' and the planning application process.

This Statement of Community Involvement incorporates the North East Lincolnshire Commitment which has been created by community member, and representatives from the Voluntary, Community and Social Enterprise (VCSE) sector working as equal partners with NHS North East Lincolnshire Health and Care Partnership and Council as agreed principles for community engagement in North East Lincolnshire.

The Council is committed to encouraging residents, businesses and organisation or those who have an interest in the future of North East Lincolnshire to get involved, through meaningful community involvement in the planning process.

**Section 1 - Introduction**



- 1.0.1** Whether we realise it or not planning decisions affect us all. From the homes we live in, the places we work, the open spaces where we relax to the roads we travel on are all a result of planning decisions. Most new buildings, certain changes to existing buildings (including their use) or significant changes to the local environment need consent, known as planning permission.
- 1.0.2** It is important for us all to understand the planning process and for the Council to explain how it hopes to encourage people to get involved with and contribute ideas that can influence that process. To help to achieve this all local planning authorities prepare a document called the Statement of Community Involvement or SCI.

## **1.1 What is a Statement of Community Involvement?**

- 1.1.1** The Government sets out through various pieces of legislation, guidance and regulations the minimum requirements all local planning authorities must follow in relation to its planning activity.
- 1.1.2** The Statement of Community Involvement provides information which relates to a particular council area. This Statement of Community Involvement relates to the Borough of North East Lincolnshire.
- 1.1.3** North East Lincolnshire's first Statement of Community Involvement was adopted in November 2006 and it has been reviewed and revised periodically since then. The most recent Statement of Community Involvement was published in 2020 and responded to legislative and national policy changes.
- 1.1.4** The use of digital communication tools have become more and more important in each iteration of the Statement of Community Involvement. Against a backdrop of continuing reductions in council funding and resources these tools continue to play a central role in facilitating effective and cost-efficient methods to involve, engage and consult communities and stakeholders.

## **1.2 The North East Lincolnshire commitment**

- 1.2.1** Over recent years the Council has worked closely with NHS North East Lincolnshire Health and Care Partnership to develop and adopt the North East Lincolnshire Commitment and Community Engagement Strategy - Talking, Listening and Working Together. This work frames the review of the Statement of Community Involvement and informs its ongoing implementation in relation to shaping the local plan; and places an expectation that engagement is embedded across the planning process.
- 1.2.2** Further information about the Strategy can be found on the Council's website (<https://www.nelincs.gov.uk>).

## The North East Lincolnshire commitment

### **Talking, listening and working together**

We will be clear and honest about:

- how you can get involved
- what we are doing with what you've told us

We will:

- hear your voice and what you have to say
- use what you tell us to bring about change

We will:

- encourage all of our communities to take part
- come to the places where you are
- work together with you and others to make the best use of time and money

### **Making every conversation count**

Created by community members, and representatives from the Voluntary, Community and Social Enterprise (VCSE) sector working as equal partners with the council and NEL Health and Care Partnership and agreed as the way we do things in North East Lincolnshire

## 1.3 Consultation during local or national emergencies

- 1.3.1** In the case of a local, national or international emergency, such as the Covid-19 pandemic, there may be a disruption or delay to planning services. This could involve delays to processing planning applications and the completion of planning policy documents. In these circumstances it may not be possible to undertake all consultation measures set out in this statement.
- 1.3.2** It is not possible to say how exactly the planning process might be affected. We will endeavour to maintain normal levels of service as set out in this statement. However, we may need to temporarily reduce our services, cancel committee meetings or even postpone pre-planned consultations depending on local and national advice during such an emergency.

## **Section 2 - Community involvement in planning policy**

- 2.0.1** The Council has a strategic vision<sup>1</sup> for the future of the Borough, including where development may take place. There are two main areas to the local planning process, 'planning policy' and 'development management'. Put simply they will be used to guide development and determine planning applications which will help to deliver that strategic vision.
- 2.0.2** Throughout the planning process community involvement and consultation plays an important role. Whether it is during the preparation of the various planning policy documents or when a planning application is submitted to the council for approval, the views of residents, businesses and organisations are important.
- 2.0.3** The more effective engagement with communities is in the planning policy process, the less likely people are to feel that their needs are not being met by local planning decisions. Different forms of involvement, engagement and consultation may be more suitable at the various stages of the planning process. It will depend on the document being prepared as to the methods used. More information about this is set out in 2.8 When community involvement will take place.
- 2.0.4** The main planning documents prepared by the Council are described below and these must accord with relevant statutory requirements and Government's national planning policy.<sup>2</sup> The programme for the preparation and review of policy documents, including the Local Plan, is set out in the Council's Local Development Scheme (LDS). Maintaining an up to date timetable of expected activity is important and makes sure people can find out when they can get involved.

## 2.1 Local Plan

- 2.1.1** The Local Plan is the main planning policy document produced by the Council and forms part of the 'Development Plan'. It contains policies and site specific allocations to guide new development in the Borough over a 15 year period from adoption. Planning applications must be determined in accordance with the Development Plan unless other material considerations indicate otherwise.
- 2.1.2** As required by national planning policy the Local Plan should be prepared by the local planning authority in consultation with the community.
- 2.1.3** The current local plan is the 'North East Lincolnshire Local Plan 2013 to 2032 which was adopted in March 2018.<sup>3</sup> Work is underway to update the Plan.

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1 The Strategic Vision is set out in the adopted Local Plan available on the Council's website (<https://www.nelincs.gov.uk>).

2 This can include legislation, regulations and guidance documents, for example the National Planning Policy Framework (NPPF). Further information can be found on the Government's website (<https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>).

3 A copy of the adopted Local Plan can be viewed and downloaded from the Council's website (<https://www.nelincs.gov.uk>).

- 2.1.4** There are several stages involved in the preparation of a local plan. Whilst the statutory stages prescribed in regulations and followed by all planning authorities, the early and more informal stages can be tailored to reflect local circumstances.
- 2.1.5** Local Plans are subject to an examination process which carried out by an independent Planning Inspector appointed by the Government. Adopted plans must be regularly reviewed and kept up to date.

## **2.2 Sustainability Appraisal and Strategic Environmental Assessment**

- 2.2.1** All local plans (and some Supplementary Planning Documents) must be subject to a Sustainability Appraisal and Strategic Environmental Assessment. Sustainability Appraisal is an integral part of the Local Plan preparation. It is an evolving and iterative process of assessing the social, environmental and economic effects of a plan. This helps to ensure that the policies and approach contribute to sustainable development objectives. Outputs are consulted on at various stages throughout its preparation

## **2.3 Habitats Regulations Assessment**

- 2.3.1** Habitat Regulations Assessment determines whether the emerging local plan is likely to have a significant effect on the achievement of the conservation objectives of the European and International conservation sites within and around the area. These sites include:
- Special Protection Areas (SPAs) for birds classified by the '1979 Wild Birds Directive'
  - Special Areas of Conservation (SACs) for other habitats and species designated through the '1992 Habitats Directive'
  - Ramsar sites, which are internationally important wetland areas designated under the 'Ramsar Convention'
- 2.3.2** The Habitat Regulations Assessment is a process which feeds into the development of the emerging local plan.

## **2.4 Supplementary Planning Documents**

- 2.4.1** Supplementary Planning Documents (SPD) add further detail to a policy or policies within the Local Plan. There is no obligation on the Council to prepare SPDs and it can decide what additional guidance is appropriate. This could relate to development on specific sites or particular issues, such as design.
- 2.4.2** A SPD is simpler to prepare than a local plan. They are subject to public consultation however, they do not undergo examination. Once adopted, a SPD is capable of being a material consideration in planning decisions but they do not form part of the development plan.

- 2.4.3** The timetable for the preparation of a SPD will be published on the Council's website as part of the Local Development Scheme (<https://www.nelincs.gov.uk>).

## 2.5 Community Infrastructure Levy

- 2.5.1** Community Infrastructure Levy (CIL) was introduced in 2010 to allows councils to raise funds from new developments to help pay for a wide variety infrastructure in the area, including:
- transport schemes
  - flood defences
  - schools, hospitals and other health and social care facilities
  - parks, green spaces and leisure centres
- 2.5.2** The Community Infrastructure Levy is charged in pounds per square meter on new development with rates are set out in a document known as a 'Charging Schedule'.
- 2.5.3** There are several stages in the preparation of a Community Infrastructure Levy. This may include early informal engagement as well as more formal statutory consultation. Like the Local Plan they have to undergo an examination before they can be adopted.<sup>4</sup>
- 2.5.4** Councils do not have to prepare a Community Infrastructure Levy and currently there is no intention to bring forward CIL in North East Lincolnshire.

## 2.6 Local Development Orders

- 2.6.1** Local Development Orders (LDOs) do not form part of the statutory development plan. However, they do help to provide the conditions to stimulate economic development and provide outline planning permission for a specific area.
- 2.6.2** The aim of a Local Development Orders is to simplify the local planning process by extending permitted development rights, or granting planning permission, for specific uses in a particular area.
- 2.6.3** The type of development permitted by the Local Development Order is set out within the 'Order Schedule'. Developers can still apply for planning permission within and area affected by an LDO, but difficulties may be encountered if the application is contrary to the objectives of the order.
- 2.6.4** Local Development Orders do not override restrictions relating to listed buildings, and conditions can be attached to developments permitted by an LDO.
- 2.6.5** They are required to undergo a period of public consultation and need to be submitted to the Secretary of State following adoption.

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<sup>4</sup> The process involved are set out in the Community Infrastructure Levy Regulations 2010, as amended.

## 2.7 Evidence base

**2.7.1** The preparation of a local plan has to be informed by an up to date, relevant, proportionate and robust evidence of the current and future needs of the area and communities it supports. Documents that form part of the evidence base are not subject to formal public consultation but will be made available on the Council's website (<https://www.nelincs.gov.uk>). Anyone wishing to comment on these documents can write in and the Council will respond accordingly. The evidence base can include:

- Strategic Housing Land Availability Assessment
- Housing and Economic Development Needs Assessment
- Landscape Character Assessment
- Playing Pitch Strategy
- Green Space Strategy
- Five Year Housing Land Supply Assessment

## 2.8 When community involvement will take place

**2.8.1** Regulations set out the minimum requirements all local planning authorities must follow for consultation in 'plan-making'. Table 2.1 Stage and type of consultation provides an overview of the stages involved in the preparation of various planning policy documents and the type and minimum period of community involvement and/or consultation the Council will carry out.

Document	Stage (Regulation), consultation type and minimum period
Sustainability Appraisal See also the Environmental Assessment of Plans and Programmes Regulations 2004	<p>Preparation of environmental report (Regulation 12)</p> <ul style="list-style-type: none"> <li>• Minimum period of consultation - five weeks</li> </ul> <p>Preparation of environmental report (Regulation 12)</p> <ul style="list-style-type: none"> <li>• The initial piece of work will be the assessment of the scope of the appraisal. Formal consultation will be undertaken with statutory bodies including, Natural England, Historic England and the Environment Agency.</li> <li>• Minimum period of consultation - five weeks</li> </ul>
Local Plan and Sustainability Appraisal and Habitats Regulations Assessment (where required)	<p>Preparation of a local plan document (Regulation 18)</p> <ul style="list-style-type: none"> <li>• During this informal first stage of a documents preparation the consultation methods used will vary.</li> <li>• As a minimum everyone registered on the consultation database, Parish Councils and Ward Councillors will be notified and the use of the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>).</li> </ul>

Document	Stage (Regulation), consultation type and minimum period
See also the Conservation of Habitats and Species Regulations 2010, as amended	<p><a href="https://nelincs-consult.objective.co.uk">uk</a>) and consultation portal (<a href="https://nelincs-consult.objective.co.uk/portal">https://nelincs-consult.objective.co.uk/portal</a>) encouraged.</p> <ul style="list-style-type: none"> <li>• Ward members and parish councils will be notified.</li> <li>• Copies of the consultation documents will be published on the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>) and consultation portal (<a href="https://nelincs-consult.objective.co.uk/portal">https://nelincs-consult.objective.co.uk/portal</a>).</li> <li>• Paper copies will be available on request, a charge will be made to cover the cost of printing.</li> <li>• Specific and general consultation bodies will be notified and invited to make representations.</li> <li>• Minimum period of consultation - six weeks.</li> </ul>
	<p>Publication of a local plan document (Regulation 19 &amp; 20)</p> <ul style="list-style-type: none"> <li>• During this formal consultation stage as a minimum specific and general bodies and those registered on the consultation database, Ward Councillors and Parish Councils will be notified.</li> <li>• Copies of the consultation documents will be made available on the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>) and consultation portal (<a href="https://nelincs-consult.objective.co.uk/portal">https://nelincs-consult.objective.co.uk/portal</a>) and in locations across the Borough, as appropriate.</li> <li>• Ward members and parish councils will be notified.</li> <li>• A Public Notice will be published in a local paper and on the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>).</li> <li>• Paper copies will be available on request, a charge will be made to cover the cost of printing.</li> <li>• Minimum period of consultation - six weeks.</li> </ul>
	<p>Submission of a local plan to the Secretary of State (Regulation 22)</p> <ul style="list-style-type: none"> <li>• At the Submission stage, specific and general bodies, and those on the consultation database will be notified of the submission of the documents to the Secretary of State.</li> <li>• Ward members and parish councils will be notified.</li> <li>• The submission documents will be made available on the Councils website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>).</li> <li>• There is no requirement to consult at this stage.</li> </ul>



Document	Stage (Regulation), consultation type and minimum period
	<p>Independent examination (Regulation 24)</p> <ul style="list-style-type: none"> <li>At least six weeks before the examination the Council will publish on its website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>) the date, time and venue where the examination is to be held. Information relating to the person carrying out the examination, and the contact details for the Programme Officer will also be published.</li> <li>The examination is run by the appointed Planning Inspector assisted by the Programme Officer. The Inspector may ask for additional information from anyone who has made a representation.</li> <li>Any documents, papers and additional information requested by the Inspector during the examination will be made available at the examination venue and on the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>).</li> <li>On receipt of the Inspector's Report it will be published on the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>).</li> </ul> <hr/> <p>Adoption (Regulation 26)</p> <ul style="list-style-type: none"> <li>Following receipt of the Inspector's Report the Council will publish the adopted Local Plan on its website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>).</li> <li>Paper copies will be available on request, a charge will be made to cover the cost of printing.</li> <li>There is no requirement to consult at this stage. However, anyone that has responded to the publication consultation and asked to be informed of the adoption will be notified.</li> </ul>
Supplementary Planning Documents	<p>Consultation on the draft document (Regulation 12)</p> <ul style="list-style-type: none"> <li>During this stage the consultation methods used may vary.</li> <li>As a minimum everyone registered on the consultation database, specific and general consultation bodies, Parish Councils and Ward Councillors will be notified.</li> <li>Copies of the draft document will be made available on the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>) and consultation portal (<a href="https://nelincs-consult.objective.co.uk/portal">https://nelincs-consult.objective.co.uk/portal</a>).</li> <li>Copies of the draft document will be made available for inspection at the Planning Department's offices and any other venue considered appropriate.</li> </ul>

Document	Stage (Regulation), consultation type and minimum period
	<ul style="list-style-type: none"> <li>• A Public Notice will be placed in a local paper.</li> <li>• Paper copies will be available on request, a charge will be made to cover the cost of printing.</li> <li>• Minimum period of consultation - six weeks.</li> </ul> <hr/> <p>Adoption and publication (Regulation 14)</p> <ul style="list-style-type: none"> <li>• Following consultation all responses will be considered and where appropriate changes made to the document.</li> <li>• The adopted document will be published and made available on the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>).</li> <li>• Paper copies will be available on request, a charge will be made to cover the cost of printing.</li> <li>• There is no requirement to consult at this stage. However, anyone that has responded to the consultation and asked to be informed of the adoption will be notified.</li> </ul>
<p>Community Infrastructure Levy See also the Community Infrastructure Levy Regulations 2010, as amended</p>	<p>Draft charging schedule (Regulation 16)</p> <ul style="list-style-type: none"> <li>• Copies of the draft document will be made available at the Planning Department's office and on the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>) and consultation portal (<a href="https://nelincs-consult.objective.co.uk/portal">https://nelincs-consult.objective.co.uk/portal</a>). Copies of the draft document may also be made available at other venues across the Borough.</li> <li>• As a minimum everyone registered on the consultation database, specific and general consultation bodies, Parish Councils and Ward Councillors will be notified.</li> <li>• Paper copies will be available on request, a charge will be made to cover the cost of printing.</li> <li>• Minimum consultation period - six weeks.</li> </ul> <hr/> <p>Advertising statement of modifications (if required) (Regulation 19)</p> <ul style="list-style-type: none"> <li>• If significant changes to the draft charging schedule are made. The Council must advertise these changes.</li> </ul>

Document	Stage (Regulation), consultation type and minimum period
	<ul style="list-style-type: none"> <li>As a minimum everyone registered on the consultation database, specific and general consultation bodies, Parish Councils and Ward Councillors will be notified.</li> <li>Details will be published on the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>).</li> </ul> <hr/> <p>Submission of documents and information to the examiner (Regulation 19)</p> <ul style="list-style-type: none"> <li>The submitted documents will be published on the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>).</li> <li>There is no requirement to consult at this stage. However, anyone that has responded to the consultation and asked to be informed of the submission will be notified.</li> </ul> <hr/> <p>Examination (Regulation 21)</p> <ul style="list-style-type: none"> <li>At least two weeks before the examination, details of the examination, including dates, times, venue and appointed Inspector will be published on the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>) and in a local paper.</li> <li>The examination is run by the appointed Inspector.</li> <li>All those who made representations to the draft charging schedule will be notified of the examination.</li> <li>On receipt of the Inspector's Report it will be published on the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>).</li> </ul> <hr/> <p>Approval and publication (Regulation 25)</p> <ul style="list-style-type: none"> <li>The adopted document will be published on the Council's website (<a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a>).</li> <li>Paper copies will be made available, a charge will be made to cover the costs of printing.</li> <li>There is no requirement to consult at this stage. However, anyone that has responded to the consultation and asked to be informed of the adopted will be notified.</li> </ul>
Neighbourhood Planning	The Council is not responsible for the preparation of a Neighbourhood Development Plan. However, it does have a "Duty to Support" those preparing it. At various stages throughout the

Document	Stage (Regulation), consultation type and minimum period
	process details will be published on the Council's website ( <a href="https://www.nelincs.gov.uk">https://www.nelincs.gov.uk</a> ). Further information is set out in Section 4 - Neighbourhood Development Plans.

Table 2.1 Stage and type of consultation

## 2.9 Data protection

- 2.9.1** Due to the statutory nature of planning policy consultations the Council cannot treat comments/representations received as confidential. Comments will therefore be published on the consultation portal along with the name and organisation of the representor. **We will not publish your personal contact details or use them for any other purpose than to contact you regarding the preparation of planning policy documents.**<sup>5</sup>
- 2.9.2** If you respond to a planning policy consultation your contact details will be added to our consultation database. This will allow us to contact you about the progress of the document you comment on, as well as future consultations. By submitting a comment on a consultation you are confirming that you agree to this and that you accept responsibility for your comments.
- 2.9.3** You can request to see what details we hold about you in relation to the preparation of planning policy documents. You can also ask that your details are removed from our planning policy consultation database at any time. Please note any comments that you have submitted on earlier consultations will remain publicly available as they form part of the statutory process.
- 2.9.4** Further information about the Council's approach to data protection and the GDPR is available on the Council's website (<https://www.nelincs.gov.uk/>).

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<sup>5</sup> Personal contact details include: postal addresses, telephone number(s) and email addresses.

**Section 3 - Brownfield land register**

- 3.0.1** The 'Town and Country Planning (Brownfield Land Register) Regulations 2017' came into force on 16 April 2017. These require local planning authorities to prepare and maintain a register of brownfield land (also referred to as previously developed land) that is suitable and available for residential development.<sup>6</sup>
- 3.0.2** Some sites that are included in the Register will be granted 'Permission in Principle'.<sup>7</sup> This establishes the principle that residential development can take place on that site, although a further consent would be required to implement that permission. Prior to granting permission in principle through the Register, the Council will consult any person, body or authority that would normally be consulted on a planning application for residential development.

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<sup>6</sup> Further information about the Brownfield Land Register and the sites included in Part 1 of the register are available on the Council's website (<https://www.nelincs.gov.uk>).

<sup>7</sup> This forms Part 2 of the register. At the time of publication the Council has not implemented Part 2 of the register or granted Permission in Principle on any site contained in the register.

**Section 4 - Neighbourhood Development Plans**

- 4.0.1** The Government encourages communities to get involved in the production of local planning documents, either by responding to local plan consultations or by producing a Neighbourhood Plan.
- 4.0.2** Neighbourhood planning was introduced through the 'Localism Act 2011', and gave powers to Parish Councils and (for those locations where a Parish Council does not exist) communities to develop a planning strategy for their local area to be used in making decisions on relevant planning applications.

### 4.1 What is a Neighbourhood Development Plan?

- 4.1.1** A Neighbourhood Development Plan, also known as a Neighbourhood Plan, can build upon the broader policies set out in the Council's local planning documents and represents a chance for people to influence the location, appearance and type of development that comes forward in a specific neighbourhood or parish. They can also allocate sites for development including housing and employment.
- 4.1.2** Successful Neighbourhood Development Plans will form part of the Development Plan used by the Council in determining planning applications.
- 4.1.3** Information about the key stages in preparing a Neighbourhood Plan have been included to clarify what can be expected from the Council at each stage of their preparation. More detailed independent advice on neighbourhood planning is available on the internet, for example: <https://neighbourhoodplanning.org/> or <https://locality.org.uk/>.<sup>8</sup>

### 4.2 North East Lincolnshire Council's role

- 4.2.1** The preparation of a Neighbourhood Plan is the responsibility of the Parish or Town Council or Neighbourhood Forum. It demands significant commitment from those involved in drafting and producing a Neighbourhood Plan in terms of time and resources. The Council will provide support the process and will undertake specific actions in accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended). Support and advice will be provided on a range of issues, including consultation and the process of document production.
- 4.2.2** The Council will fulfil its 'duty to support' the production of Neighbourhood Plans by undertaking the following:
- explain the different stages involved with a Neighbourhood Plan;
  - direct the relevant body towards information relevant to the Neighbourhood Plan;
  - highlight potential issues around compliance with the Local Plan and national policy;

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<sup>8</sup> The Council does not recommend any specific organisation to help with the preparation of Neighbourhood Plans these website links are given as examples of the independent organisations providing guidance, other websites are available.



- following submission of a plan assessing the documents compliance with statutory requirements;
- consult for a minimum of six weeks on the submitted Neighbourhood Plan;
- arrange the appointment of a suitable qualified Neighbourhood Plan examiner, and;
- make the arrangements for the referendum and (if approved) for making (adopting) the Neighbourhood Plan.

## **Section 5 - Development management**

- 5.0.1** Development Management is the stage at which decisions are made on proposals for the use and development of land and buildings. It is an enabling process involving a positive, problem solving approach to shape proposals for new development. The Development Management Service is responsible for determining the planning applications.
- 5.0.2** Decisions on planning applications must be made in accordance with the development plan, including Neighbourhood Plans (where these exist), unless other material considerations indicate otherwise.

## 5.1 What is planning permission?

- 5.1.1** Planning permission is required for some works to existing buildings (including changes in use) and, in most cases, when new buildings are to be constructed. Valid planning applications will be granted (possibly subject to certain conditions) or refused. It is your responsibility to find out if planning permission is required before any work begins.
- 5.1.2** Whether planning permission is required depends on the nature of the works. Some alterations and extensions, particularly to houses, can often be carried out without the need for planning permission. This is known as 'permitted development'. Further information about the planning application process can be found on the Council's website (<https://www.nelincs.gov.uk>).

## 5.2 Publicising planning applications

- 5.2.1** The Council is required by law to publicise planning applications it receives. Regulations also dictate the form of publicity required for different types of applications (The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended), Article 15). This can include a site notice which is displayed as close as possible to the proposed development, or a combination of a site notice and a newspaper advert placed in the local press. Neighbour letters are sent to the occupier of relevant adjoining properties and other statutory (<https://www.gov.uk/guidance/consultation-and-pre-decision-matters#Statutory-consultees-on-applications>) and non-statutory consultees are notified by email.

## 5.3 Commenting on a planning application

- 5.3.1** The statutory time period given for initial consultation is 21 days but in North East Lincolnshire the initial formal consultation period is normally 24 days. It is very important that this deadline is met for comments to be taken into account. Comments can be submitted online, by email or by post but we encourage use of the Council's planning application online portal as comments can be processed more efficiently.<sup>9</sup>

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<sup>9</sup> The planning application online portal can be found on the Council's website at: <https://www.nelincs.gov.uk>.

- 5.3.2** Comments on planning applications cannot be made anonymously and must include the author's name and address in order for them to be taken into account. All comments received are public documents and will be made available to view on the council's planning application web portal. They cannot be kept confidential, although personal information (signatures, email addresses and phone numbers) is redacted.
- 5.3.3** Only material considerations can be taken into account by the Council when making a decision on a planning application. Issues that can be considered include; the suitability of the use in an area, the design, scale and layout of the proposal, location and context of the development, highway considerations, provision of car parking, impact on the landscape or street scene, impact on neighbouring property and local environment impact of building works on nearby trees, impact on public rights of way.<sup>10</sup>

## 5.4 Pre-Application advice

- 5.4.1** The Council will provide general advice about the planning process free of charge, either by phone or face to face (by appointment only). However, if more information is required a fee must be paid and a pre-application form completed along with the required supporting documentation. This includes enquiries about:
- householder development;
  - minor and other development;
  - small scale major development, and;
  - large scale major development.
- 5.4.2** Further details about pre-application advice is set out on the Council's website (<https://www.nelincs.gov.uk>), including details of exemptions from payment.

## 5.5 Decision making process

- 5.5.1** There are two main ways in which the Council will reach a decision on a planning application. These are by:
- **Delegated** - a decision made by a designated officer, or;
  - **Planning committee** - a decision made by a group of elected borough councillors.<sup>11</sup>

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<sup>10</sup> Further information about how to make comments on a planning application and the issues that can be considered are available on the Council's website at: <https://www.nelincs.gov.uk>.

<sup>11</sup> The committee is headed by a Councillor appointed to chair the committee by the Council and supported by officers who advise on planning, legal and administrative matters.

- 5.5.2** The majority of planning applications in North East Lincolnshire (around 90%) are decided under delegated powers without going to Planning Committee.<sup>12</sup> A much smaller proportion of applications are presented to the Council's Planning Committee under the Council's scheme of delegation. Further information can be found on the Council's website (<https://www.nelincs.gov.uk>).

## 5.6 Appeals

- 5.6.1** In circumstances where a planning application is refused, or a decision is not made within specified time limits, the applicant may choose to appeal. Where this happens, an independent Planning Inspector or the Secretary of State will make a final decision on the application. There may be a further opportunity for public involvement in the process.
- 5.6.2** Further information about planning appeals, how to submit them and the timescales in which the appeal should be submitted are available on the Council's website (<https://www.nelincs.gov.uk>).

## 5.7 Enforcement

- 5.7.1** Planning enforcement is a statutory function used to ensure that unauthorised development is brought under control in order to protect public interest.
- 5.7.2** Some types of planning control breaches are criminal offences, such as:
- unauthorised works to a listed building, or;
  - the display of advertisements without consent.<sup>13</sup>
- 5.7.3** The Council will always aim to strike the right balance when assessing whether it is appropriate to take formal enforcement action. This is determined in terms of public interest. Details of the type of enforcement that can be taken and the circumstances in which it is used are set out on the Council's website (<https://www.nelincs.gov.uk>).

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<sup>1</sup> These decisions are reported to the Council's Planning Committee for information only.

<sup>2</sup>

<sup>1</sup> It should be noted that some advertisements benefit from deemed consent. If you are unsure whether you  
<sup>3</sup> need planning permission for your advertisement please the planning team (<https://www.nelincs.gov.uk>).

**Appendix A - Community involvement methods**

- A.1** Minimum requirements for how the Council carries out its public consultation when preparing or reviewing a Local Plan and Supplementary Planning Documents is set out in legislation.<sup>14</sup>
- A.2** This includes making information available on the Council's website (<https://www.nelincs.gov.uk>), at the main office and, where appropriate other locations considered appropriate across the Borough.<sup>15</sup>
- A.3** In addition, where possible and appropriate, the Council will go beyond these minimum requirements in order to promote and meet the needs of our different communities. A variety of methods are likely to be used at the different stages of the documents preparation. These may include, but are not limited to:
1. **Website** - The Council has specific planning policy pages on its website (<https://www.nelincs.gov.uk>), which will be regularly updated. The Council also provides access to consultation documents via a 'consultation portal' (<https://nelincs-consult.objective.co.uk/portal/>) and encourages the use of this portal as a way for people to submit their comments. This helps to ensure that comments are recorded as intended and are made on the areas of the document that are of interest to the person responding.
  2. **Letter/Email** - emails will be sent to statutory bodies and other relevant organisations. Anyone who has registered on the consultation will also be contacted by email automatically at the start of a consultation period, where they have provided, and maintained, an up to date email address. Letters will be limited to those bodies and people where we do not have an up to date email.
  3. **Paper copies of consultation documents** - The Council recognises that not everyone has access to the internet or may prefer to read a paper version of a document. Paper copies of the consultation documents will be deposited at locations across the Borough.<sup>16</sup> These locations will vary depending on the content, type of document and area that is affected by the document.
  4. **Local media** - A Public Notice will be published in a local paper and on the Council's website. This will include details of the consultation period, where copies of the consultation documents can be viewed and how comments can be submitted. In addition a press release or article may be published providing more information and details of the project and to promote the consultation.
  5. **Social media** - The Council may advertise and promote consultations on its corporate accounts.

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1 The Town and country Planning (Local Planning) (England) Regulations (2012), as amended.  
4

1 The Council uses an online consultation portal (<https://nelincs-consult.objective.co.uk/portal/>) to help manage  
5 its consultation. The portal enables the Council to make responses received available to view. In addition responses can be submitted electronically via the portal by individuals, agents, organisations, simplifying the process.

1 Details of these locations will be published on the Council's website (<https://www.nelincs.gov.uk>) and any

6 Public Notice.

6. **Interactive workshops** - Workshops are considered particularly appropriate at the early stages of the preparation of documents, they provide an open and sometimes more appealing atmosphere for people than traditional written format. Details of any workshops will be provided on the Council's website (<https://www.nelincs.gov.uk>).
7. **Roadshows/exhibitions** - Public displays for local residents allow for progress on plan preparation to be followed, provide advice and information, or raise awareness of consultations, as well as provide opportunities to contribute to the consultation. The Council may hold exhibitions and roadshows at different locations across the Borough. These will vary depending on the content of the consultation document and area's considered affected. Existing community events could be used as a venue for such exhibitions. Other appropriate venues may include high street locations, Freshney Place, and other areas frequented by people on a regular basis.
8. **Public and interest groups** - The Council may utilise existing established forums and stakeholder groups, where appropriate, in order to publicise the consultations and its purpose, including during the evidence gathering stages. The Council will consider requests to attend meetings to discuss consultation documents with interest groups across the Borough.
9. **Equal Access Requests** - The Council will respond positively to equal access requests in line with the public sector equalities duty (for example advancing opportunity of access to consultation documents where inequalities derive from characteristics such as race, disability and age)



**Appendix B - Who will be involved?**

- B.1** The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended, set out the minimum requirements all local planning authorities are expected to meet when preparing their local plans. These regulations specify a number of organisations that must be consulted with, known as 'Specific bodies'.
- B.2** In addition the Council can invite anyone else it considers may be interested in the document or who they considered may be affected by the content of the document. The Council maintains a consultation database, in accordance with the General Data Protection Regulation 2018 (GDPR). This includes the Specific bodies, and anyone else who has previously responded to a planning policy consultation or has requested inclusion on the database.

Please note:

The following lists are not exhaustive and includes successor bodies where reorganisations have taken place. The Town and Country Planning (Local Planning) (England) Regulations 2012, as amended, states that the local planning authority should inform the '*specific consultation bodies the local planning authority consider may have an interest in the subject of the proposed local plan*'.

- B.3** Specific bodies include:
- Neighbouring authorities
    - North Lincolnshire Council
    - East Lindsey District Council
    - Kingston upon Hull City Council
    - East Riding of Yorkshire Council
  - All town and parish councils including those adjoining North East Lincolnshire (see Table B.1 Town, Village and Parish Councils)
  - Civic Aviation Authority
  - The Coal Authority
  - The Environment Agency
  - Highway Authority (North East Lincolnshire Council)
  - Highways England (including the Secretary for State for Transport)
  - Historic England
  - Anglian Water
  - Homes England
  - National Grid
  - Northern Powergrid
  - Northern Gas Network Ltd
  - Humber Local Nature Partnership
  - Natural England

- Ministry of Defence
- Network Rail Infrastructure Ltd
- Humberside Police (including the Police and Crime Commissioner)
- North Lincolnshire Clinical Commissioning Group
- NHS England
- Greater Lincolnshire Combined County Authority

Town Council	Parish Councils	Village Councils	Neighbouring
Immingham	Ashby-cum-Fenby, Brigsley, Healing, Irby upon Humber, Stallingborough, Barnoldby-le-beck, Waltham, Laceby, Bradley, New Waltham and Habrough.	Great Coates, Humberston	Binbrook, Brocklesby, Brookenby, Keelby, North Thoresby, Swallow, Tetney, Thorganby and Wyham-cum-Cadeby.

**Table B.1 Town, Village and Parish Councils**

**B.4** General consultation bodies include:

- Voluntary bodies
- Bodies that represent the interests of different racial, ethnic, religious and national groups
- Young people, the elderly and disabled people and groups

**B.5** Duty to Co-operate bodies include:

- Environment Agency
- Natural England
- English Heritage
- Civil Aviation Authority
- Homes and Communities Agency
- NHS England
- Clinical Commissioning Groups
- Highways England
- Integrated Transport Authorities
- Highway Authorities
- Marine Management Organisation
- Greater Lincolnshire Combined County Authority
- Local Nature Partnerships

- B.6** In addition we will also seek to involve a wide range of other interest groups including local neighbourhood groups and organisations, developers, landowners, consultants as well as local residents and businesses.
- B.7** To help us keep in touch with so many people we maintain a consultation database and online consultation portal (<https://nelincs-consult.objective.co.uk/portal>).
- B.8** To be added to the consultation database please go to the consultation portal (<https://nelincs-consult.objective.co.uk/portal>) and click on the Log in/Register button.

**Appendix C - Glossary of terms**

Term	Acronym	Definition
Development Plan		The development plan comprises a suite of documents that set out the local planning authorities policies and proposals for the development and use of land in its area. It guides and informs day-to-day decisions as to whether or not planning permission should be granted.
Development Plan Documents	DPD	Former documents that the Council prepared as part of the Local Development Framework, introduced in the Planning and Compulsory Purchase Act 2004.
Local Plan		A single development plan document or combined development plan documents for the local planning authority area. It is prepared by a local planning authority, individually or in cooperation with one or more other local planning authorities. It sets out the spatial planning strategy, policies and/or allocations of land for development across the whole, or specific parts, of the local planning authority's area.
National Planning Policy Framework	NPPF	Sets out the Government's planning policies for England and how these are expected to be applied. Providing a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, reflecting the needs and priorities of their communities ( <a href="https://www.gov.uk/guidance/national-planning-policy-framework">https://www.gov.uk/guidance/national-planning-policy-framework</a> ).
Neighbourhood Plan		A statutory development plan which is prepared by a neighbourhood forum or parish/town/village council, individually or jointly. It sets out policies in relation to development and the use of land for a particular designated neighbourhood area only.
Neighbourhood Development Order		A statutory document which is prepared by a neighbourhood forum or parish/town/village council, individually or jointly. It sets out policies in relation to development and the use of land for a particular designated neighbourhood area only.
Statutory consultee		Bodies that must be consulted with regard to the preparation of the development plan as set out in Part 1 of the Town and Country Planning (Local Planning)(England) Regulations (2017) ( <a href="http://www.legislation.gov.uk/">http://www.legislation.gov.uk/</a> ).
Supplementary Planning Documents	SPD	Provide greater detail or expand on the policies set out in the development plan. They fall into two broad types:

Term	Acronym	Definition
		<ul style="list-style-type: none"> <li>• Area based - including masterplans and development briefs which deal with a specific parcel or parcels of land.</li> <li>• Topic based - provide additional information on a specific local issue, such as a design guide.</li> </ul> <p>They can be a material consideration in planning decisions but are not part of the development plan.</p>

Table C.1 Glossary of terms

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Municipal Offices  
Town Hall Square  
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DN31 1HU