



[Revised Draft]

Statement of Community Involvement 2025



Statement of Community Involvement 2024

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Introduction

- 1.1 Under national legislation, a local planning authority must prepare a Statement of Community Involvement¹ setting out how we will engage with all those with an interest in development in the area. This SCI sets out how we will involve people when preparing planning documents or consulting on planning applications. It also describes how we will support groups undertaking neighbourhood planning.
- 1.2 We recognise the important role that the community plays in shaping the built environment. We will provide opportunities and make it as simple as possible for everyone to become involved in the planning process, regardless of their circumstances. We want consultation and engagement to work for everyone and lead to better decision making.
- 1.3 We will align with and reflect on lessons learned from implementing the Council's Resident Engagement Strategy, approved by Executive in April 2021, where applicable. This is based on good practice developed by the Local Government Association in consultation with local authorities.

¹ The Planning and Compulsory Purchase Act 2004 (Section 18) (as amended). The minimum requirements for community involvement are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012.

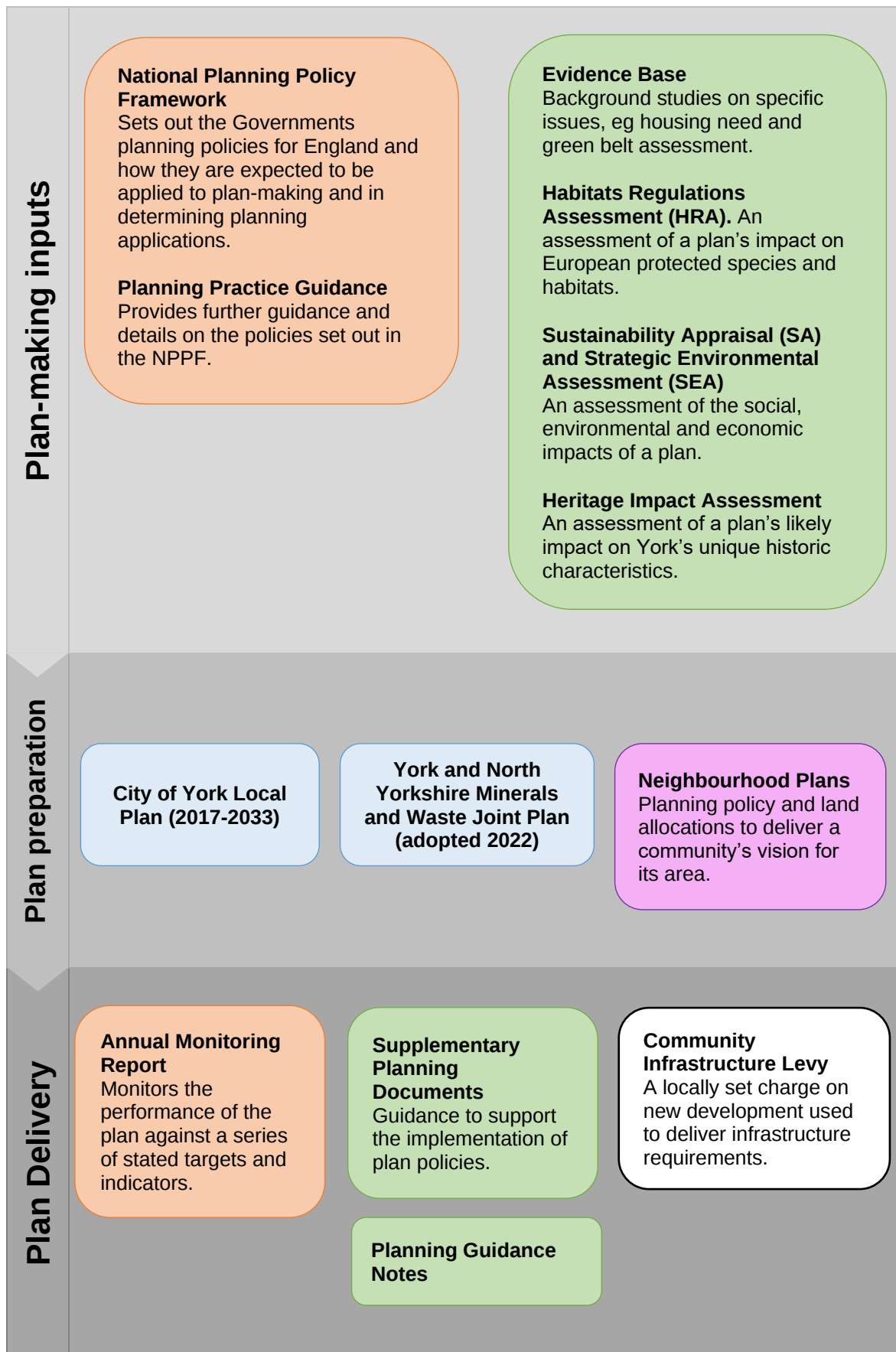
Part 1: Plan-making documents

Plan-making

- 2.1 We produce a **Local Development Scheme (LDS)** which sets out our programme for preparing plan-making documents. The LDS is kept up-to-date and published on our website to ensure that local communities and interested parties can keep track of progress. Plan making documents include:
- **The Local Plan.** We are currently preparing our development plan, the City of York Local Plan. The Local Plan sets out a vision and a framework for York's future development, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure as well as a basis for conserving and enhancing the natural and historic environment, mitigating and adapting to climate change, and achieving well designed places. It also defines York's detailed green belt boundary. We must review the local plan at least once every 5 years from its adoption date to ensure policies remain relevant and effectively address the needs of the local community².
 - **Minerals and Waste Plan.** York adopted a combined Minerals and Waste Joint Plan in 2022 in conjunction with North Yorkshire County Council and North York Moors Council. The Plan sets out the approach to making decisions on future minerals and waste-related development, policies for minerals and waste types produced in the area (including development management issues) and consideration of sites for future minerals and waste development.
 - **Neighbourhood Plans.** Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. Neighbourhood plans can direct and help to deliver sustainable development, by influencing local planning decisions as part of the statutory development plan. There is no legal requirement to review neighbourhood plans every 5 years, however individual policies may become out-of-date. In such cases the qualifying body may give consideration to whether it is an appropriate time to review and to update their neighbourhood plan, or part of it, in order to keep it in general conformity with the most recent development plan.
- 2.2 The LDS also sets out the timetable for the production of **Supplementary Planning Documents (SPDs)**, where agreed, which build on and provide more detailed advice or guidance on policies in an adopted local plan. They do not form part of the development plan so cannot introduce new policy but are material considerations in decision making. Consultation arrangements for SPDs are described in Part 2.

² <https://www.legislation.gov.uk/ukxi/2017/1244/regulation/4/made>

Figure 1: Plan-making overview



City of York Local Plan & Minerals and Waste Joint Plan

Who will we consult with?

- 2.3 The council has a legal requirement to make information available to interested residents and organisations, as well as a legal duty³ to consult 'specific' and 'general' consultation bodies. The 'specific' consultation bodies are groups that have expertise and knowledge in a particular subject. The 'general' consultation bodies include voluntary and other groups with an interest in the local area, including different racial or ethnic groups, religious groups, equalities groups or local businesses. During the preparation of the Local Plan and any associated planning policy documents (such as Supplementary Planning Documents) the council will formally consult the 'specific' and 'general' consultation bodies at all stages.
- 2.4 When preparing policies which address strategic matters, such as Local Plans or Minerals and Waste Plans, we are required to cooperate with other Local Authorities and other bodies through the 'Duty to Cooperate'⁴. This places a legal duty on local authorities to engage "constructively, actively and on an ongoing basis" with relevant strategic policy makers. Certain other public bodies are also subject to the duty to cooperate, as set out in regulations.⁵ Neighbourhood Planning bodies are not bound by the 'duty to cooperate'.
- 2.5 We must also ensure we meet the requirements of the Equality Act 2010. To ensure the views of harder to reach groups are represented, we will work closely with relevant organisations that have experience in a particular matter to find the best way of consulting and liaising with these groups.

How can you keep up to date?

- 2.6 We keep a database of contacts to notify of future plan-making activities in accordance with our privacy notices. Notifications will be automatically sent to statutory consultees and people registered on the consultation database when consultation on planning policy documents takes place.
- 2.7 You can request to be added to our Planning Policy Consultation Database by emailing: localplan@york.gov.uk or by phone (01904) 552255.

Where will consultation documents be made available?

- 2.8 We will use digital technology to make it easy for you to view information and get involved. However, we also recognise that many people also like to have face-to-face conversations and access to physical documents and therefore

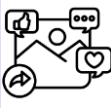
³ Local Plan preparation <https://www.legislation.gov.uk/uksi/2012/767/regulation/18/made> and interpretation of consultation bodies <https://www.legislation.gov.uk/uksi/2012/767/regulation/2/made>

⁴ <https://www.legislation.gov.uk/ukpga/2004/5/section/33A>

⁵ <https://www.legislation.gov.uk/uksi/2012/767/regulation/4/made>

we will try to strike the appropriate balance between approaches when undertaking consultation.

2.9 We will use the following methods to engage with different groups.

Consultation method	Comment
 Website	All consultation documents will be made available on our website at www.york.gov.uk. We will create bespoke consultation websites to support engagement. With the right tools, documents are being made more accessible. Online comments forms will be used to gauge views on planning documents.
 Email	E-communications can be a highly efficient and cost-effective way of publicising information about the planning service to the widest possible number of people and organisations. We will only email statutory, specific and general consultees, and those who have asked to be involved.
 Social media	We will promote the use of social media to make involvement easier, more wide-reaching and cost effective.
 Letters	We understand that not all consultees will have access to the internet, and some may prefer to continue to receive written correspondence. Where this is the case, we will only send letters to statutory, specific and general consultees, and those who have asked to be involved.
 Press notice	We will publish formal press notifications of the formal stages of consultation, with details of the duration of each consultation period and how to respond.
 Face-to-face	We recognise that there are occasions when it is preferable to discuss planning matters in person. This could include us attending ward committees, pop-up events, community meetings or being available to meet at West Offices. All consultation documents will be available to view at West Offices via prior appointment.

- 2.10 Consultations on plan-making documents will run for at least 6 weeks to align with planning regulations, where relevant⁶.
- 2.11 We will prepare a **Consultation and Engagement Strategy** for each consultation stage, where relevant to set out in more detail the agreed approach to consultation. This will align with the Council's Resident Engagement Strategy, where applicable.
- 2.12 All consultation documents will be made available on the council's website at www.york.gov.uk and at West Offices. Copies may also be made available in other locations, eg relevant libraries. Should you wish to view a hard copy of any consultation document, this will be by appointment request. Please contact the Strategic Planning Policy Team: email localplan@york.gov.uk or phone 01904 552255 to discuss.

⁶ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(legislation.gov.uk\)](http://legislation.gov.uk)

Neighbourhood Plans

What are Neighbourhood Plans?

- 2.13 The Localism Act 2011 introduced the opportunity for local communities to prepare neighbourhood plans and neighbourhood development orders. Neighbourhood planning gives local communities increased powers to shape development their local area and deliver a community's vision. These can be prepared by Parish Councils or designated Neighbourhood Forums and once adopted, form part of the statutory development plan to be used for decision-making (planning applications) in their area.
- 2.14 Neighbourhood plans set out locally defined land use planning policies applicable to the agreed Neighbourhood Area. Neighbourhood plans can allocate land for development, such as housing, employment, leisure and community uses. However, they must be in general conformity with the Local Plan for the area and must accord with national legislation (for example, in terms of nature conservation). This means that Neighbourhood Plans cannot propose less growth than the Local Plan or prevent development from taking place in an area but principally can help shape the type and location of new development.

How can you keep up to date?

- 2.15 We keep a database of contacts to notify of future plan-making activities in accordance with our privacy notices. Notifications will be automatically sent to statutory consultees and people registered on the consultation database when consultation on planning policy documents takes place.
- 2.16 You can request to be added to our Planning Policy Consultation Database by emailing: localplan@york.gov.uk or by phone (01904) 552255.

Where will consultation documents be made available?

- 2.17 There is a joint responsibility between the body designated to bring forward a Neighbourhood Plan and City of York Council, as the Planning Authority, in the preparation of a Neighbourhood Plan.
- 2.18 The preparation of the plan is a staged process. Although the Neighbourhood Plan making process itself is community led, the draft plan must be submitted to the Council to undergo the next stage of the process wherein local planning authorities have a statutory duty to lead on an independent examination of the Plan. If examination is successful, the Neighbourhood Plan is subject to a referendum of the local community, undertaken by the Council, before it can be adopted (otherwise known as 'made').

- 2.19 City of York Council will support local communities undertaking the production of a neighbourhood plan according to the stage of preparation. This includes by providing information, guidance and making arrangements for any Examination and Referendum.

Stages of Consultation for Neighbourhood Plan preparation

- 2.20 There are 5 steps to producing a Neighbourhood Plan. The following sets out broadly how we can assist parish councils and neighbourhood forums at each key stage of the process.

	Stage of preparation		Who will we involve
1	Making a neighbourhood area application	The group preparing the plan (parish council or neighbourhood forum) sets out the proposed area and an explanation for it and justification for why the group submitting the application wishes to be a qualifying body. <i>Who can be a qualifying body?</i> Neighbourhood plans can only be made by one of two groups - town/parish councils; or - neighbourhood forums. An application made by a neighbourhood forum has to include details of the forum's name, it's constitution and a statement of how it meets the conditions for forums specified in the Localism Act 2011.	The Council will publish the application for 6 weeks and invite comments - any interested party can engage. We will use our website and social media to inform the local community and key stakeholders and you will be able to respond online or in writing via email/letter. Copies may also be made available in other locations, eg relevant libraries. We will make and publicise their informed decision. We will use the council's website to keep people informed during the process.

2	Publication of proposals for the Plan	For a minimum of 6 weeks the parish council or neighbourhood forum has to: - Publicise proposals of what's going to be included in the Neighbourhood plan and bring it to the attention of the majority of those who live, work or operate businesses in the area. - Publish contact details for representations to be made. - Consult any statutory consultees. - Send a copy of the proposals to the Council.	The Council will check the Plan accords with regulations and help to publicise and consult for a six week period. We will use our website and social media to inform the local community and key stakeholders and you will be able to respond online or in writing via email/letter. Copies may also be made available in other locations, eg relevant libraries. We will use the council's website to keep people informed during the process.
3	Submission of a Draft Plan*	The Parish Council or Neighbourhood Forum must submit the following to City of York Council: - A map of the area. - The draft plan. - A statement outlining how the proposal meets the basic conditions*. - A consultation statement (who was consulted and how; the issues raised and how they were resolved in the process leading up to Submission). Once submitted, the Council lead on further	The Council will check and work with the Parish Council or Neighbourhood Forum to ensure the submitted documentation accords with regulatory requirements. This includes the submission of the required documents. We will publicise and consult for a six-week period on the submitted information. We will use our website and social media to inform the local community and key stakeholders and you will be able to respond online or in writing via email/letter. Copies may also be made available in other locations, eg relevant libraries.

		preparation of the Neighbourhood Plan.	We will use the council's website to keep people informed during the process.
4	Independent examination	An independent Examiner will examine the plan. The examiner will: • look at whether the proposals meet the regulatory requirements including basic conditions in the regulations, whether it is in conformity with the Development Plan and national planning policy; and • produce a report, which will be submitted to the Council. This may set out recommendations to allow the Neighbourhood Plan to proceed to the next stages.	The Council will work with the Parish Council or Neighbourhood Forum to appoint an independent Inspector to Examine the plan. We will answer any supplementary questions the Inspectors may have on the Plan in conjunction with the Parish or Forum. We will publish the Examiners report. Alongside the Parish Council / forum, we will consider the Inspectors Report and take a report to the Council's Executive to decide whether to progress to a Referendum. We will use the council's website to keep people informed during the process.
5	Referendum	Subject to a successful Examination and decision by Executive, a referendum must be held with the community in the neighbourhood area to establish the level of community support for the plan. A simple majority of 51% of the representative community will have to be in favour for the Neighbourhood Plan to be adopted, or 'made'. Once adopted, the Neighbourhood Plan becomes part of the statutory development plan for the area it covers.	The Council will inform the parish council or neighbourhood forum of its decision to proceed to referendum. We will set a proposed date for the referendum (which will be run by the Council's Electoral Services Team). Subject to a successful referendum, we will adopt the Neighbourhood Plan. We will use the council's website to keep people informed during the process. Copies may also be made available in other locations, eg relevant libraries.

* Basic conditions for a neighbourhood plan are set out in the Neighbourhood Planning Regulations as:

- A plan must have appropriate regard to national policy;
- It must conform to the strategic elements of the Local Plan;
- It must be compatible with EU obligations - for example, a Strategic Environmental Assessment may need to be carried out if the plan is likely to have significant environmental effects.
- It must also be compatible with human rights obligations;
- It should be based on up to date and robust evidence.

Part 2: Supplementary Planning Documents

What are Supplementary Planning Documents?

- 3.1 Local Plans can be supported by Supplementary Planning Documents (SPDs), which provide guidance to support the implementation of policies in the Local Plan. SPDs build on and provide more detailed advice on policies and cannot introduce new policy. SPDs can, for example, include documents such as design codes for specific sites.
- 3.2 SPDs are material considerations, which means they should be taken into account in decision making. Unlike the 'Plan-making' documents described in Part 1, SPDs do not undergo independent examination by a Planning Inspector.

How long will consultation be?

- 3.3 Consultations on supplementary planning documents will run for at least 4 weeks.

How can you keep up to date?

- 3.4 We keep a database of contacts to notify of future plan-making activities in accordance with our privacy notices. Notifications will be automatically sent to statutory consultees and people registered on the consultation database when consultation on planning policy documents takes place.
- 3.5 You can request to be added to our Planning Policy Consultation Database by emailing: localplan@york.gov.uk or by phone (01904) 552255.

Where will consultation documents be made available?

- 3.6 We will prepare a **Consultation and Engagement Strategy** for each consultation stage, where relevant to set out in more detail the agreed approach to consultation. This will align with the Council's Resident Engagement Strategy, where applicable.
- 3.7 We will use digital technology to make it easy for you to view information and get involved. However, we also recognise that many people also like to have face-to-face conversations and access to physical documents and therefore we will try to strike the appropriate balance between approaches when undertaking consultation.
- 3.8 We will use the following methods to engage with different groups:

Stages of Consultation for Supplementary planning documents (SPD)

	Stage of preparation		Who will we involve
1.	Preliminary consultation	Consultation will be dependent on the scope and spatial reach of the SPD.	Consultation will be dependent on the scope and spatial reach of the SPD.
2.	Consultation on draft SPD and Statement of consultation	A consultation strategy will be agreed prior to consultation in agreement with the Executive Member for Planning. We will publish the draft SPD. Following the consultation we will publish a document setting out: Who was consulted in preparing the SPD; What main issues were raised through consultation; How the SPD has addressed those issues raised.	Any interested party can respond. During the consultation period copies of consultation documents will be made available at West Offices and placed on our website⁷ Copies may also be made available in other locations dependent on the scope or spatial reach of the SPD, eg relevant libraries.
3.	Adoption of SPD	We will publish the SPD and an adoption statement.	We will send a copy of the adoption statement to any person who has asked to be notified of the adoption of the SPD. Copies of the SPD and adoption statement will be made available at West Offices and placed on our website⁸ Copies may also be made available in other locations dependent on the scope or spatial reach of the SPD, eg relevant libraries.

⁷ <https://www.legislation.gov.uk/ukxi/2012/767/regulation/35/made>

⁸ <https://www.legislation.gov.uk/ukxi/2012/767/regulation/35/made>

Part 3: Consultation on Planning Applications

Involving the community

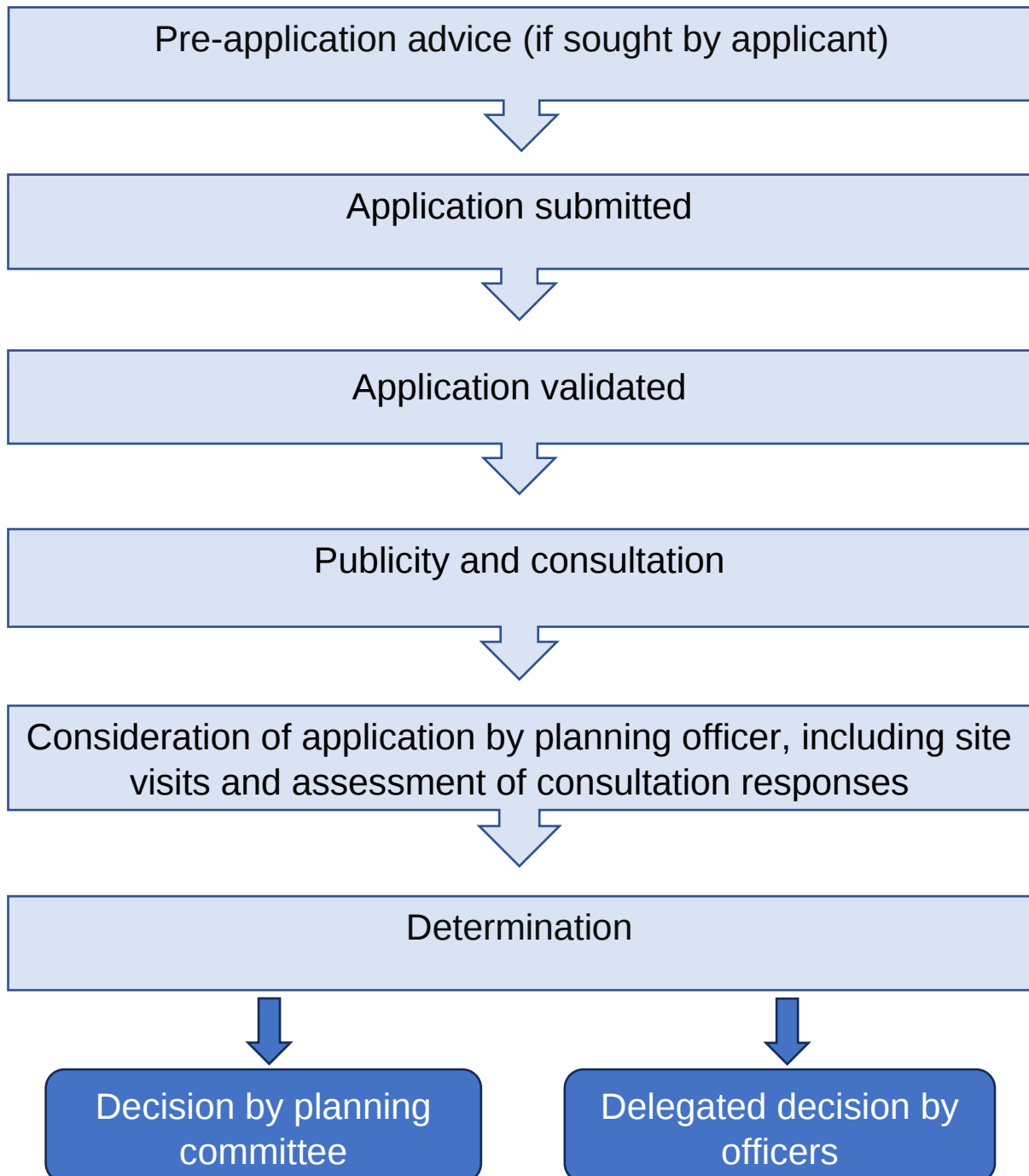
- 4.1 We are committed to ensuring that the views of the community on planning applications are taken into account. We deal with a wide range of applications, from house extensions to large-scale developments for housing, leisure or employment. Your views are important, whether as a neighbour or as a member of the wider community. They help us make fair, balanced decisions, often where difficult choices must be made.
- 4.2 We want to make the process of dealing with a planning application, and the reasons for deciding whether to approve or refuse it, open and accessible to everyone. Our aim is to achieve good, well-designed schemes that contribute to the needs of the local community and, in turn, to the city overall.

Pre Application Consultation by applicants/ agents

- 4.3 We strongly recommend that applicants/ agents seek pre-application advice from us. Further information regarding pre application advice can be found on our website: <https://www.york.gov.uk/PlanningAdvicePreApp>.
- 4.4 The Local Planning Authority cannot require applicants to engage with local communities affected by their proposals. However, taking time for engagement at the very earliest consideration of a scheme helps everyone involved to understand the scheme and we would encourage applicants to engage with local communities at this stage. Such early engagement allows applicants to explain the thinking behind proposals directly to local people, who in turn can make their views known, bringing out the things they value, and raising any concerns.
- 4.5 When pre-application consultation has been undertaken, applicants should submit a report with the application summarising the type of consultation carried out, the issues raised and their response to these issues.

The application process

4.6 The following diagram indicates the planning application process:



4.7 We will use the following methods to notify the community about planning applications:

Notification method	Comment
 Website	All applications are available to view on the Council's website via Public Access at https://planningaccess.york.gov.uk/online-applications/ . A list of all application validated each week is also available here.
 Letters	Letters are generally sent out to neighbours adjoining the application site.
 Site notice	For certain types of applications, as required by legislation, notices are displayed in a public place at or near the application site. They contain information about the proposal and details about where the plans can be viewed and how you can comment. One or more notices may be displayed depending on the size and location of the proposed development. The notice is usually displayed for 21 days or 30 days for Environmental Impact Assessment Development.
 Press notice	For certain types of applications, as required by legislation, notices are placed in a local paper.

4.8 There is no statutory requirement to consult on the following types of applications however you can choose to be notified about them via Public Access:

- certificates of lawfulness of proposed use or development;
- certificates of lawfulness of existing use or development;
- internal alterations only to a Grade II listed building;
- display of advertisements;
- approval of details; and
- non-material amendments.

Consultation on planning applications

- 4.9 In deciding who to consult on planning applications, there is a distinction between statutory and non-statutory consultees. Regulations set out what bodies constitute a statutory consultee required as part of the planning process. The National Planning Practice Guidance provides details of this: <https://www.gov.uk/guidance/consultation-and-pre-decision-matters#Public-consultation>
- 4.10 Alongside the statutory consultees (see Table 2 Statutory consultees on applications for planning applications⁹) consult specialists within the Council and external amenity and advisory groups, such as Public Health, as appropriate. Parish Councils and Neighbourhood Planning Panels are also consulted about applications within their areas.
- 4.11 The table below indicates the statutory publicity requirements for planning applications and listed building consent:

Type of development	Site notice	Site notice or neighbour notification letter	Press notice	Website
Applications for major development as defined in Article 2 of the Development Management Procedure Order (which are not covered in any other entry)	-	X	X	X
Applications subject to Environmental Impact Assessment accompanied by an environmental statement	X	-	X	X
Applications which do not accord with the development plan in force in the area	X	-	X	X
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	X	-	X	X

⁹ <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

Applications for planning permission not covered in the entries above eg non-major development	-	X	-	X
Applications for listed building consent where works to the exterior of the building are proposed	X	-	X	X
Applications to vary/ discharge conditions on a listed building consent or involving exterior works to a listed building	X	-	X	X
Applications for works which would affect the setting of a listed building, or the character or appearance of a conservation area	X	-	X	X

- 4.12 We will always consult in accordance with the statutory requirements, which is to notify adjoining neighbours of development proposals. A decision as to whether a site notice or neighbour notification letter is undertaken in accordance with the above table, will be made on a case-by-case basis.
- 4.13 Additional consultation is at the discretion of the case officer and will be proportionate to the development proposal. Where re-consultation is undertaken, timescales for responses may be shorter, at the discretion of the case officer.

Decision making

- 4.14 Once the consultation period has ended the planning officer draws together all the issues and responses received on the application into a written report. The scheme will be considered against the relevant development plan policies, national policy and any supplementary planning documents. Where representations have raised material planning considerations these will also be taken into account when making a decision.
- 4.15 The final decision is then made either under delegated authority by a senior officer or by a planning committee comprising of a number of elected councillors. When an application is to be determined at planning committee opportunity is available for interested parties and residents to address the committee; information about how to do this is provided with the details of the

committee meeting to those who have already made comment on the application.

Planning appeals

- 4.16 If an application is refused, the applicant has the right to appeal that decision. Planning appeals are dealt with by the Planning Inspectorate. We will notify anyone we originally notified and anyone who made representations about the application about any appeals. Further information can be found at <https://www.gov.uk/government/collections/make-an-appeal-to-the-planning-inspectorate-and-associated-guidance>.

How can you keep up to date?

- 4.17 You can use Public Access to sign up to receive alerts about new planning applications in your area via : <https://www.york.gov.uk/SearchPlanningApplications>

How do we keep your information?

- 4.18 Information about how we deal with your personal data is kept in accordance with our privacy notice for Planning and Development Services. This can be found on our website via <https://www.york.gov.uk/privacy> .

Part 4: Community Infrastructure Levy (CIL)

What is Community Infrastructure Levy?

- 5.1 The Community Infrastructure Levy (CIL) is a locally set charge on new development that authorities can choose to introduce across their area. It is based on the size and type of development and once set is mandatory to pay and non-negotiable. The funds raised must be used to provide infrastructure which is required to support new development across the area. Levy rates are set out within a CIL Charging Schedule.

Stages of Consultation for Community Infrastructure Levy (CIL)

- 5.2 The following process, set out in the CIL Regulations 2010 (as amended), defines how we will set and review the CIL.
- 5.3 We will prepare a Consultation and Engagement Strategy for each consultation stage, where relevant to set out in more detail the agreed approach to consultation.

	Stage of preparation	Who will we involve
1.	Prepare and publish a draft charging schedule for consultation CIL must be supported by proportionate evidence base. We will commission this to understand the scope and viability of charges. A consultation strategy will be agreed with the Executive Member for Planning. A 'Statement of representations procedure' which explains how we intend to consult will be produced and available during consultation based on latest legislative requirements	Any interested party can respond. During the consultation period copies of consultation documents will be made available at West Offices and placed on our website¹⁰. Copies may also be made available in other locations dependent on the scope or spatial reach of the SPD, eg relevant libraries.
2.	Submission Following the consultation we will publish a document setting out:	Copies of consultation documents will be made available at West Offices and placed on our website.

¹⁰ <https://www.legislation.gov.uk/ukxi/2012/767/regulation/35/made>

		- Who was consulted in preparing the SPD; - What main issues were raised through consultation; - How the SPD has addressed those issues raised.	We will take a report to Executive to report on the consultation and to take a decision as to whether to proceed with CIL or a review of the CIL
3.	Examination	An independent Examiner will examine the CIL.	We will appoint an independent Examiner to undertake Examination of the CIL. We will publish the Inspectors report on our website. Examination updates will be made available via our website.
4.	Adoption of CIL	We will publish the CIL and an adoption statement.	We will take a report to our Members with the outcomes of the CIL Examination and to make a decision to adopt the CIL. We will send a copy of the adoption statement to any person who has asked to be notified of the adoption of the CIL. Copies of the CIL and adoption statement will be made available at West Offices and placed on our website¹¹

How can you keep up to date?

- 5.4 We keep a database of contacts to notify of future plan-making activities in accordance with our privacy notices. Notifications will be automatically sent to statutory consultees and people registered on the consultation database when consultation on planning policy documents takes place.
- 5.5 You can request to be added to our Planning Policy Consultation Database by emailing: localplan@york.gov.uk or by phone (01904) 552255.

¹¹ <https://www.legislation.gov.uk/ukxi/2012/767/regulation/35/made>