

All local planning authorities are required to produce a Statement of Community Involvement (SCI). The SCI sets down the degree of involvement that the community and other stakeholders can expect when decisions on development proposals and future planning strategy are made.

This leaflet briefly summarises the main points from the Council's adopted SCI, on how and when the local community will be consulted, and can make comment on local planning policy documents and planning applications.

Consultation is an integral part of involving the local community in the planning process, and there are three main ways to get involved in local planning matters:

- a) having your say during public consultation periods on **local development documents**. These are more commonly known as Local Plan and Supplementary Planning Documents, which set the policy framework against which the Council approves or refuses planning applications;
- b) when **Neighbourhood Plans** are being prepared, then submitted to the Council: and,
- c) making comments on **planning applications** – most types of development from new houses to changes of use require a planning application to be submitted and approved.



Decisions on planning applications are made in line with the Local Plan, Neighbourhood Plan, or Supplementary Planning Documents, so getting involved in the production of these type of document at an early stage is essential.

### Local Plans and Supplementary Planning Documents (SPDs)

The preparation of a Local Plan and SPDs are governed by legal guidelines that sets the process to be followed and types of evidence needed. This includes multiple stages of consulting, engaging or informing the local community.



When preparing a new Local Plan or SPD, we will ensure that

- consultation material will be made available at the Civic Centre, in our community hubs and local libraries, on our website and other social media platforms;
- those on our consultation database who have asked to be kept informed about planning consultations will notified either by letter or email; and

- a press release is issued and sent to local newspapers, informing the local community about the consultation, e.g. period of consultation, where documents can be viewed or downloaded, whether representations are sought, where to send any representations, and our contact details.

Depending on the scale, scope and type of public consultation to be undertaken, additional consultation techniques will be utilised e.g. public exhibitions and drop-in sessions.

For further information on the Local Plan or SPDs: Email: [planningpolicy@middlesbrough.gov.uk](mailto:planningpolicy@middlesbrough.gov.uk) or Tel: (01642) 729065



### Neighbourhood Plans

The neighbourhood planning process enables local communities within a designated Neighbourhood Area (e.g. a Ward or parish boundary) to prepare planning policies within that area through Neighbourhood Plans or Neighbourhood Development Orders. These plan and orders are usually prepared by local designated groups known as Neighbourhood Forums or Parish Councils.

Adopted Neighbourhood Plans sit alongside our Development Plan for Middlesbrough, and can determine where new homes and shops should go, or what places should look like.

The designated Neighbourhood Forum or Parish Council is responsible for writing the planning policies and undertaking consultation with the local community and relevant stakeholders within the designated area.

We do have a 'duty of support' but only once the draft Neighbourhood Plan, has been submitted to the Council, can we get involved in carrying-out further public consultation and legal requirements.

Applications to designate a Neighbourhood Area or establish a Neighbourhood Forum must be made to the Council.

For further information on Neighbourhood Planning:  
Email: [planningpolicy@middlesbrough.gov.uk](mailto:planningpolicy@middlesbrough.gov.uk) or  
Tel: (01642) 729065



### Planning Applications

Planning applications can include applications for planning permission, listed building consent, tree preservation orders (TPOs), hazardous-substances consent, advertisement consent and prior approvals.

When a planning application is submitted, it is assessed against the planning policies in the Council's Local Plan, any relevant Neighbourhood Plan, national planning policy and guidance, supplementary planning guidance, and other material considerations, before a decision is made.

In addition, for all planning applications there is a period of public consultation (minimum 21 days) where proposals are publicised and comments can be made. All relevant planning related comments made during this stage will be taken into consideration before a decision is made.



We welcome comments on planning applications. Comments must be made in writing (by letter or email etc.), but they do not have to be written in a particular style or format to be considered.

Any member of the community can submit comments on any planning application. It is advisable in order to allow for a considered assessment of comments, that they should be submitted within the consultation period.

Information on planning applications can be searched for on the Council's website at: <https://publicaccess.middlesbrough.gov.uk/online-applications>

For further information on Planning Applications:  
Email: [developmentcontrol@middlesbrough.gov.uk](mailto:developmentcontrol@middlesbrough.gov.uk)  
Tel: (01642) 729377

The full version of the adopted Statement of Community Involvement can be downloaded from the Council's website at [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk)

## Appendix 2: Statement of Community Involvement Summary Leaflet



### Middlesbrough Council

### Statement of Community Involvement

### Summary

2020

