



Lincolnshire County Council

Statement of Community Involvement

Adopted September 2019

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The information in this document can be provided in another language or format including larger print. For all enquiries please contact the following number: 01522 782070

1. Introduction

What is the Statement of Community Involvement (SCI)?

- 1.1 The Statement of Community Involvement (SCI) outlines how we (Lincolnshire County Council) will engage and consult the public and stakeholders when producing planning policy documents associated with the Lincolnshire Minerals and Waste Local Plan, and when the public can have their say on the determination of planning applications that we deal with.
- 1.2 The emphasis on consultation methods will be to promote an open and transparent process where communities and other stakeholders are encouraged to be involved in and have greater ownership of the decisions being made. Although getting involved does not guarantee that we will make changes or decisions that reflect everyone's views, our aim is to ensure that we explain appropriately why we have made particular decisions.
- 1.3 The requirement to produce an SCI is set out in the Planning and Compulsory Purchase Act 2004. This SCI replaces the County Council's previous SCI which was updated in 2014. The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) - hereafter referred to as the '2012 Regulations' - require SCI's to be reviewed every five years.
- 1.4 The Localism Act 2011 puts engaging with local communities to shape the places where they want to live, work and play at the heart of the planning system. The National Planning Policy Framework (NPPF) recognises that early, proportionate and effective engagement and collaboration with communities, local organisations, businesses, infrastructure providers and operators, and statutory consultees is essential to provide the framework on which local communities and planning authorities prepare effective local and neighbourhood plans.

Consultation and Engagement Methods

- 1.5 Consultation and engagement methods will be chosen to make them as relevant and effective as possible based on the different stages of the planning process. The County Council's website is our preferred method for both sharing information and receiving responses and will be used as widely as possible. Where this is not possible, letters will be sent to relevant parties informing them of opportunities to participate, and written representations will be welcomed.
- 1.6 We recognise how important it is for interested parties to be kept up to date. We therefore place great emphasis on ensuring our 'Planning' web pages are updated on a regular basis.
- 1.7 All comments submitted to us in response to consultations on planning policy documents and planning applications will be processed in accordance with the General Data Protection Regulation (GDPR), and as set out in the

Planning Services Privacy Notice available on the County Council's website:
www.lincolnshire.gov.uk.

Community Engagement Strategy, 2018 – 2023

- 1.8 The County Council's Community Engagement Team is a specialist group who provide support to both staff and communities in the preparation and operation of engagement and consultation exercises, to ensure good quality engagement occurs and to help inform people about what engagement is taking place. The Community Engagement Team is responsible for producing the Council's 'Community Engagement Strategy', the most recent of which covers the period 2018 to 2023 and is available on the County Council's website.
- 1.9 Some of the key aims of the Strategy are as follows:
- to ensure the Council's engagement is effective, inclusive and has genuine influence
 - use clear language wherever the Council informs, consults or involves the community
 - ensure feedback is provided on all consultation and involvement undertaken
 - work with town and parish council's and various organisations to provide support so communities can develop and be actively involved.
- 1.10 Planning Services have worked closely with the Community Engagement Team throughout the preparation of this SCI.

2. Development Plan Documents (DPDs) – Lincolnshire Minerals and Waste Local Plan

- 2.1 Lincolnshire County Council is responsible for the production, monitoring and review of a **Minerals and Waste Local Plan**, comprising one or more 'Development Plan Documents' (DPDs). DPDs form part of the statutory development plan for the County and, under planning law, applications must be determined in accordance with the development plan unless material considerations indicate otherwise.
- 2.2 At the time of publication of this SCI the Minerals and Waste Local Plan is comprised of two separate DPDs: a Core Strategy and Development Management Policies document (CSDMP), adopted June 2016; and a Site Locations document (SLD), adopted December 2017. The 2012 Regulations require Local Plans to be reviewed at least every five years. This chapter sets out how we will involve the community and stakeholders in the production of DPDs to replace or supplement the existing documents.
- 2.3 A timetable for the Minerals and Waste Local Plan is set out in the County Council's Minerals and Waste Development Scheme which is reviewed regularly and available to the public on our website: www.lincolnshire.gov.uk/mineralsandwaste. Up-to-date information showing the state of the Council's compliance with the timetable set out in the Minerals and Waste Development Scheme is reported in the Authority Monitoring Reports, also available on our website.

Who will be involved?

- 2.4 In line with the requirements of the 2012 Regulations, when producing DPDs to update our Minerals and Waste Local Plan, the Council must legally consult 'Specific' and 'General' consultation bodies who are considered to have an interest in the proposed Plan:
- Specific consultation bodies – are statutory consultation groups, specified in the 2012 Regulations, that are often knowledgeable in certain subjects (e.g. the Environment Agency on flooding matters and utilities companies which operate in the County).
 - General consultation bodies – include a wide range of other groups and organisations such as voluntary bodies, special interest groups (e.g. those that represent the interests of seldom heard groups).
- 2.5 The Council must also consult local residents and businesses within the area (including, for example, the mineral and waste industry) where considered appropriate. We will use discretion to identify the relevant interested parties to consult at different stages of DPD production. We will also contact any interested parties that have specifically 'opted in' to receive e-mail notifications about minerals and waste policy matters.

- 2.6 In addition to those identified above who will be contacted and made aware of consultations, any individual, business or organisation is welcome to participate at any stage of the consultation process. In order to promote greater community participation and to meet the needs of different communities, a variety of methods are likely to be used at various stages of the plan making process.

Involvement of Seldom Heard Groups

- 2.7 All sections of the community with an interest in a particular area will be engaged. Particular effort will be made to identify and engage underrepresented and seldom heard groups in Lincolnshire, including those with the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. Within a sparsely populated county such as Lincolnshire, it is also important to ensure the involvement of groups including rural communities suffering from isolation.
- 2.8 Challenges encountered by the above groups range from accessibility to venues, language barriers, social differences and types of media being used. Specific organisations aimed at targeting these groups, identified with assistance from the Council's Community Engagement Team, will be utilised for consultation purposes; appropriate locations and a variety of media employed.

Duty to Cooperate

- 2.9 In addition to the specified stakeholders and groups identified above, the Localism Act 2011 introduced the 'Duty to Cooperate', which requires Local Planning Authorities such as Lincolnshire County Council to engage and cooperate on an ongoing basis with neighbouring authorities and other bodies and organisations in relation to strategic and cross-boundary matters. The 2012 Regulations specify a list of Duty to Cooperate bodies that we are required to engage with. In conjunction with the production of DPDs we will produce supporting documents to demonstrate how we have met the Duty to Cooperate. These are likely to take the form of statements of common ground or similar, and will be available alongside all other supporting documents.

When and how the community and stakeholders will be involved?

- 2.10 The key stages of preparation of DPDs are prescribed by the 2012 Regulations. Below is a summary of the stages that interested parties can get involved in, and how we intend to consult them. Where possible and appropriate, we will go beyond the minimum requirements to promote greater community participation.

Preparation of a DPD (Regulation 18)

- 2.11 During the early stages of evidence gathering and preparation of a DPD, we are required to notify specified bodies or persons of the subject of the document to be prepared, and invite them to make comments about what it should contain.
- 2.12 The number of consultations carried out at Regulation 18 stage is at the discretion of the County Council, and so may vary depending on the nature and complexity of the DPD being prepared. Regulation 18 consultation often comprises two separate stages: an 'Issues and Options' stage to scope out the key themes to be covered; and a further consultation on the 'Preferred Approach' subsequently identified, enabling views to be put forward on a 'Draft' document prior to the next stages of production. For less complex documents, there may only be the need for a single Regulation 18 consultation.
- 2.13 The table below sets out the minimum requirements for community involvement at Regulation 18 stage(s), and those measures we will utilise above and beyond these minimum requirements:

Table 1: Regulation 18 Consultation

Minimum Requirements for Regulation 18 Consultation	Additional Measures to be Utilised
<p>To notify (by letter or e-mail) and invite representations from:</p> <ul style="list-style-type: none"> • Specific consultation bodies • General consultation bodies • Residents or other persons carrying on business within the area where appropriate <p>(The Authority will notify all those considered to have an interest, detailing the consultation period and how comments can be made).</p>	<p>Informal Press Release to local newspapers to publicise the consultation.</p> <p>Use of County Council's Social Media accounts to publicise the consultation.</p> <p>Make consultation documents and associated information available on the County Council's website, alongside response forms.</p> <p>Stakeholder meetings (where appropriate).</p> <p>Public drop-in sessions (where appropriate).</p>

Publication of a DPD (Regulation 19)

- 2.14 After considering the responses received during the previous stage(s) in relation to the formulation of a 'Draft' document, the next stage is the production of a 'Proposed Submission' or 'Publication Draft' of the DPD being prepared. This will be the 'final' version of the DPD that we propose to submit to the Secretary of State.

2.15 Regulation 19 requires the Proposed Submission version of a DPD, along with accompanying 'proposed submission documents', to be published and made available for a period of formal public consultation to allow the local community and interested parties to make representations on the 'soundness' and legal compliance of the proposed final version of the document.

2.16 The 'proposed submission documents' that accompany the DPD will include a statement summarising issues raised in responses received during Regulation 18 consultation(s) and how these were taken into account in the final document. Unfortunately, it will not be possible to reply to each individual person or respond to every comment raised, but we will ensure all comments received are carefully considered.

2.17 The table below sets out the minimum requirements for community involvement at Regulation 19 stage, and those measures we will utilise above and beyond these minimum requirements:

Table 2: Regulation 19 Consultation

Minimum Requirements for Regulation 19 Consultation	Additional Measures to be Utilised
<p>Make a copy of all 'proposed submission documents' and associated information available on the County Council's website, at the County Council's principal office, and other places* considered appropriate.</p> <p>Make a 'statement of representations procedure' available as above, (this will detail how representations can be made and the deadline for comments, which will be a minimum of six weeks following publication).</p> <p>Notify (by letter or e-mail) each of the 'general' and 'specific' consultation bodies previously invited to make representations at Regulation 18 stage, that the proposed submission documents are available for inspection and the places and times they can be inspected, and provide the statement of representations procedure.</p>	<p>Informal Press Release to local newspapers to publicise the consultation.</p> <p>Use of County Council's Social Media accounts to publicise the consultation.</p> <p>Stakeholder meetings (where appropriate)</p> <p>Public drop-in sessions (where appropriate)</p> <p>*Copies of all 'proposed submission' documents and the statement of representations procedure will be placed at District/Borough Council main offices.</p>

Submission of a DPD (Regulation 22)

2.18 Following Regulation 19 consultation, we will submit the DPD to the Secretary of State for independent examination. The DPD will be accompanied by a number of 'submission documents' which will include a statement providing a

summary of the main issues raised in any representations at Regulation 19 stage, along with copies of the representations received.

- 2.19 A copy of the 'submission documents' and associated information will be made available on our website. In addition, appropriate submission documents will be made available at the County Council's principal office, and the main offices of District/Borough Councils. A statement highlighting that the above documents are available, and where they can be inspected will also be available at the above locations.
- 2.20 We will notify (by letter or e-mail) each of the 'general' and 'specific' consultation bodies previously invited to make representations at Regulation 18 stage, that the submission documents are available for inspection and the places and times they can be inspected, along with anyone else who has specifically asked to be notified when the DPD is submitted.

Examination of a DPD (Regulation 24)

- 2.21 A Planning Inspector will be appointed by the Secretary of State to carry out the independent examination of the DPD. The Planning Inspector will carefully consider any representations made at Regulation 19 stage as part of the examination process.
- 2.22 Details of the Examination will be made available on our website, at the County Council's principal office, and District/Borough Council main offices. Stakeholders that made formal representations at Regulation 19 stage will be individually notified at least six weeks before the opening of any public hearings. Furthermore, we will issue a press release and publicise the details of the upcoming hearings through the County Council's social media channels.
- 2.23 Any interested parties and members of the public can attend and observe the examination hearings, however the right to appear and be heard at examination hearings is generally limited to those persons who have made representations seeking a change to the Plan.
- 2.24 If, during examination, it is determined that modifications are necessary to make the DPD sound, if required by the Inspector, we will carry out additional consultation on the proposed modifications and forward the responses to the Inspector for consideration.

Adoption of a DPD (Regulation 26)

- 2.25 To complete the examination process, the Inspector will issue a report setting out whether the DPD is considered to be 'sound'. Upon receipt, we will publish the Inspector's Report on our website and make it available for inspection at the County Council's principal office, and at District/Borough Council main offices. We will notify anyone that requested to be informed of receipt of the Inspector's Report.

- 2.26 If the DPD is found sound and legally compliant and the County Council adopt the document (subject to the incorporation of any modifications recommended by the Inspector), a formal Adoption Statement will be issued and made available alongside the adopted DPD and other supporting documents on our website, at the County Council's principal office, and at District/Borough Council main offices. We will also send a copy of the Adoption Statement to any person that requested to be notified of the adoption of the DPD. Furthermore, we will issue a press release and publicise the details of the adoption through the County Council's social media channels. Amongst other things, the Adoption Statement will detail any modifications made to the DPD, and will set out a six week period for legal challenge which follows adoption of a DPD.

Sustainability Appraisal / Strategic Environmental Assessment

- 2.27 Legislation requires a DPD to go through a process of Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). The purpose of an SA is to promote sustainable development through the integration of social, environmental and economic considerations into the preparation of planning policy documents. The SA incorporates a Strategic Environmental Assessment (SEA) carried out under the Environmental Assessment of Plans and Programmes Regulations 2004. When required, an SA/SEA will be consulted on throughout the plan-making process, at the same time as the document itself. Relevant stakeholders will also be consulted on the 'scope' of the SA/SEA at the start of the document preparation.

Council Committees

- 2.28 Decisions and recommendations on draft policy documents for consultation and recommendations for adoption are made by one or more of the following:
- Environment and Economy Scrutiny Committee
 - The Executive.
- 2.29 The decision to adopt a document is taken by a meeting of the full County Council.

Equality Impact Analysis

- 2.30 The County Council is committed to promoting equality. An Equality Impact Analysis will be carried out on all relevant DPDs in order to ensure policies do not discriminate against individuals or groups of people with protected characteristics. It is also a key objective to make certain there is equal opportunity for all members of the community to become involved in any of the various stages of plan production or the planning application process.

3. Supplementary Planning Documents (SPDs)

What is a SPD?

- 3.1 Supplementary Planning Documents (SPDs) add further detail to the policies set out in Development Plan Documents (DPDs). They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. SPDs are capable of being a material consideration in planning decisions but are not part of the 'development plan' (they are not subject to independent examination and do not carry the same status as DPDs). SPDs should be prepared only where necessary.
- 3.2 Given their role and status, the requirements for community involvement in the production of SPDs are not as broad as those for DPDs. The 2012 Regulations set out the requirements for producing SPDs, which are summarised below.

Who will be consulted on SPDs?

- 3.3 The County Council may prepare SPDs at any time, but is not obliged to do so. When preparing an SPD, any individual, business, organisation or group is welcome to partake in the public consultation stage(s). However, the Council may choose to specifically notify those individuals, businesses, organisations and groups which it thinks will have a particular interest in the SPD and invite them to comment.

When the Council will consult on SPDs

- 3.4 The nature and extent of consultation during production of SPDs is at the discretion of the County Council, but is likely to include at least one period of consultation on a 'Draft' document, or informal engagement with relevant stakeholders. Prior to the adoption of an SPD, we are also required to make the SPD available on our website, at the County Council's principal office, and at other places considered appropriate, for a minimum period of four weeks to allow any interested parties to make representations on the document ('other places' will include relevant District/Borough Council main offices). At this stage, the SPD will be accompanied by a 'Consultation Statement' detailing the persons and organisations we consulted when preparing the SPD, a summary of the main issues raised, and how these have been addressed in the SPD. As with DPDs, only comments relating to planning considerations will be taken into account.

How the Council will consult on a SPD

- 3.5 Consultation methods will be similar to those used for DPDs. When consulting on SPDs the Council will:
- Make consultation documents and associated information available on our website.

- Issue consultation letters/emails to parties who we consider will have a particular interest in the SPD, to bring consultations to their attention and inform them of how and when they can make comments.
- Where appropriate, issue a press release to bring the consultation to the attention of the wider public and inform them of how and when they can make comments.
- Where appropriate, utilise social media to publicise consultations.
- Where appropriate, hold public drop-in sessions and/or stakeholder workshops in suitable locations.
- Enable individuals and organisations to submit comments either in writing via post, or electronically via email.

Adoption of an SPD

- 3.6 As soon as the County Council adopts an SPD, we will produce an Adoption Statement, which will be made available alongside the SPD on our website, at the County Council's principal office, and at District/Borough Council main offices. We will also send a copy of the Adoption Statement to those that have asked to be informed of the Adoption of the SPD. The Adoption Statement will include details of provisions available for judicial review as set out in the 2012 Regulations (as amended). It will also detail any modifications made to the SPD as a result of representations received. The Adoption of an SPD may also be publicised through the issuing of a press release and through the County Council's social media channels.

4. Neighbourhood Plans

- 4.1 The Localism Act 2011 introduced a new form of community planning entitled Neighbourhood Plans. They allow Parish/Town Councils or Neighbourhood Forums (authorised groups of local individuals in areas with no parishes) to prepare statutory Neighbourhood Development Plans against which planning applications will be assessed. As Neighbourhood Plans and Orders are not prepared by the County Council, this SCI cannot prescribe what methods of community engagement they must follow. However, we will expect groups preparing Neighbourhood Plans to meet the requirements set out in legislation and to follow wherever possible the general principles and techniques set out in this SCI.
- 4.2 Whilst the County Council's Planning Services do not have specific duties or resources in relation to Neighbourhood Planning, the Minerals and Waste Local Plan is part of the statutory 'development plan' for the County, and therefore we will endeavour to ensure that Neighbourhood Plans fulfil their duties and give due regard to the Minerals and Waste Local Plan during their preparation. Where resources allow, we will endeavour, on request, to provide comments and advice to Neighbourhood Plans that are located in proximity to existing, proposed and safeguarded minerals and waste sites and areas.

5. Planning Applications

- 5.1 We are responsible for determining planning applications for mineral extraction and associated development, waste management proposals and the Council's own development sites (e.g. schools, libraries, fire stations, highway schemes and waste recycling sites).
- 5.2 All other types of planning application (e.g. housing and commercial development) are dealt with by the relevant District/Borough Council.
- 5.3 Full details of how to submit a planning application, including details of all the information and documents that must be submitted alongside an application are available on the 'Planning Applications' pages of our website: www.lincolnshire.gov.uk.
- 5.4 Set out below is how we will handle and process any applications received and how you can comment on them.

Pre-application engagement

- 5.5 Applicants are encouraged to involve the local community when developing their proposals¹. Such engagement can be beneficial to both the applicant and the community, as it can foster transparency and enable proposals to respond to local needs and desires.
- 5.6 Before applying for planning permission applicants are therefore encouraged to engage with the local community, have due regard to any comments and views received and (where possible) make changes to their proposal before submitting an application. When submitting their application, applicants should provide details of the consultation undertaken and how this has shaped the final proposal.

How to find out about a planning application in your area?

- 5.7 When a planning application is received we will publish details of the application on our Planning Register which can be found on the 'Planning Applications' pages of our website. Specifically we will publish details of the nature of the development; location; details of how comments on the application can be made and the deadline for comments to be submitted. All applications and comments received will be published in accordance with the terms and conditions as set out in the Planning Services Privacy Notice on our website.
- 5.8 We are required to publicise and notify the public on certain types of planning application that we deal with. The Town & Country Planning (Development

¹ At present it is only a legal requirement to undertake pre-application consultation for development involving an installation for the harnessing of wind power for energy production where it involves either the installation of more than 2 turbines or the hub height of any turbine exceeds 15 metres.

Management Procedure) (England) Order 2015 sets out the minimum standards to be adopted and we use a range of different methods which include site and press notices, neighbour notification letters, our website and social media. These methods build upon the minimum standards set out in legislation and a description of each of these methods is as follows:

Table 3: Methods of Notification and Publicity

Site Notices	These will be displayed for most types of planning application and are typically posted on or near to the site (e.g. on fences, gates, lamp posts or free-standing notice boards, etc). If a development covers a large area several site notices may be posted in the locality. The site notice describes the proposed development and gives information on how and when people can send comments to us.
Press Notice	For certain types of application a press notice will also be placed in a local newspaper ² . The press notice will advertise the proposed development and give information on how and when people can send comments to us.
Neighbour Notifications	Neighbouring residents and properties near to a site will be notified where a proposed development has the potential to impact upon them. Planning Officers have discretion to decide which neighbours to notify and so this may vary depending upon the size, scale and nature of the development. However, anyone can comment on a planning application regardless of whether or not they received a notification and therefore we welcome and encourage anyone that thinks they may be affected by a development to send comments to us.
Planning Register / Website	Most applications will be published on our Planning Register where details of the application are displayed, copies of any plans/drawings and supporting documentation as well as comments received from consultees and the public can also be viewed. Details of how comments on the application can be made and the deadline for comments to be submitted are also given.
Social Media (Facebook)	For certain types of application we will use social media to notify the public that an application has been received. These posts will contain basic information about an application and give a link to where more information can be found, including where and how to send comments to us. Any comments made directly on social media will not be accepted and therefore will not be taken into account. For larger scale or complex applications we may use social media in a more direct way to identify and target interested parties and communities.
Word of mouth	This can be an effective and common way in which information is shared. We recognise this and therefore encourage people that have been notified or that are aware of an application to share this information with their neighbours and communities. We therefore welcome comments from anyone that feels they may be affected by a development or have comments they wish us to take into account.

² Newspapers utilised will be reviewed regularly. At the time of publication of this SCI, this comprised the Lincolnshire Echo, and where this newspaper is not available, either the Lincolnshire Free Press in the south of the county, or the Skegness Standard in the east.

	However, anyone proposing to send comments to us should first familiarise themselves with the application and therefore ensure their comments and views are relevant to the proposal and not based or formed on the basis of rumour or misinformation.
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5.9 The table below sets out how different types of planning application we deal with will be publicised and which of the above methods we will use to notify the public and local communities. These standards are a minimum and may be expanded upon depending upon the nature of the development and/or circumstances of the case.

Table 4: Methods of Notification and Publicity Utilised

TYPE OF DEVELOPMENT	PUBLICITY/NOTIFICATION METHOD UNDERTAKEN				
	Press Notice	Site Notice	Neighbour Notification	Our website	Social Media (Facebook)
Application accompanied by an Environmental Statement	✓	✓	✓	✓	✓
Application which is a departure from the Local Plan	✓	✓	✓	✓	✓
Application that affects a public right of way	✓	✓	✓	✓	✓
Major development ¹	✓	✓	✓	✓	✓
Minor development ²	✗	✓	✓	✓	✗
Application for Listed Building Consent ³	✓	✓	✓	✓	✓
Application affecting the setting of a listed building or the character and appearance of a conservation area	✓	✓	✓	✓	✓
Prior approval for agricultural development ⁴	✗	✓ Site notice posted by applicant	✓	✓	✗
Prior approval for non-microgeneration solar panels on non-domestic properties	✗	✓	✓	✓	✗
Prior notification of demolition of a building ⁴	✗	✓ Site notice posted by applicant	✓	✓	✗
Certificate of Lawfulness for Existing Use and Development	✗	✗	✓	✓	✗
Advertisements which require Express Consent	✗	✓	✓	✓	✗
Hazardous Substance Consent	✓ Press notice posted by applicant	✓ Site notice posted by applicant	✓	✓	✓

	Method required by legislation		Additional method adopted by us
	Either option required by legislation		Not required

- 1 For the County Council a 'major development' is defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 and is an application for one of the following:-
 - any development involving the winning or working of minerals or the use of land for mineral working deposits;
 - waste development;
 - development involving a building(s) with a floor space of 1,000 square metres or more;
 - any other development of a site of one hectare or more.
- 2 Minor development is any development falling outside the definition of major development, but does not include applications for non-material amendments or for the discharge of conditions. Such applications are not subject to publicity.
- 3 For works affecting only the interior of Grade II Listed Buildings, details will be placed on our website only.
- 4 Where the County Council has advised that prior approval is required.

5.10 Once a planning application has been validated we will endeavour to determine the application within the following timeframes:

- eight weeks in the case of applications for minor development, applications for hazardous substance consent and advertisements which require express consent and prior approval applications for non-microgeneration solar panels;
- 13 weeks in the case of applications for major development (all waste and mineral applications and some County Council applications);
- 16 weeks for applications that are supported by an Environmental Statement; and
- 28 days for prior notifications relating to proposed demolition of buildings and agricultural development.

5.11 Legislation sets the minimum time to comment depending on the type of application:

- 21 days for a standard application (plus where a bank holiday is included in this time period an extra day per each bank holiday);
- 30 days for an application accompanied by an environmental statement;
- An additional 30 days when we re-consult following receipt of further information to support an environmental statement.

5.12 It is also our practice to re-consult and give a further 14 days on which to respond if significant changes are made to any planning proposals which are under consideration.

5.13 Where neighbours are notified in respect of prior notifications for agricultural buildings and the demolition of buildings the period for response will be reduced to 14 days because of the tighter timescales for dealing with these types of notification.

How do I comment on an application?

- 5.14 Any individual, business, organisation or group is able to submit comments on any planning application either electronically via the Planning Register on our website or in writing to our Planning Services section. All comments and representations must be received in writing by us within the period specified. We will, however, still take into account any late comments received after the specified date if they are received prior to a decision on the application being made. A verbal or anonymous written comment will not be accepted and therefore will not be taken into account.
- 5.15 We can only take comments into account that relate to planning considerations: comments on none planning matters such as the impact of the development on property values, or loss of view for example, cannot be taken into consideration. Examples of the planning considerations that we can take into account can be found on the 'Planning Applications' pages of our website.

Who else do we consult?

- 5.16 We consult a wide range of groups and organisations on planning proposals by e-mail or letter before making a decision, including the relevant town/parish council/meeting or Neighbourhood Forum. The groups and organisations consulted will vary according to the type and location of the development. The requirements are set out in legislation and are explained in National Planning Practice Guidance.

How do we make a planning decision?

- 5.17 For the majority of applications, a decision will be reached by a Planning Officer (known as a delegated decision). The criteria for those applications that are delegated to Planning Officers are set out in the County Council's constitution on our website.
- 5.18 Should a proposal require determination at the Planning and Regulation Committee all those who made comments on the application will be advised of the date the application will be brought to the Committee. Further details on our Public Speaking arrangements at Committee can be found on the 'Planning Applications' pages of our website.

How do I find out about a decision?

- 5.19 We notify all those who made representations on a development either in writing, by email or in some instances via the local press. All decisions are recorded on the Planning Register held by the relevant District/Borough Council. Copies of our decision notices are also published on our Planning Register.

6. Further Information and Contact Details

For any further information, Lincolnshire County Council's Planning Services can be contacted using the following details:

Planning Services
Lincolnshire County Council
Lancaster House
36 Orchard Street
Lincoln
LN1 1XX

Tel: 01522 782070

E-Mail: mineralsandwaste@lincolnshire.gov.uk (Planning Policy)
dev_planningsupport@lincolnshire.gov.uk (Planning Applications)

Website: www.lincolnshire.gov.uk

The information in this document can be provided in another language or format including larger print. For all enquiries please contact the following number: 01522 782070

Appendix 1: List of Abbreviations

NPPF	National Planning Policy Framework
SCI	Statement of Community Involvement
DPD	Development Plan Document
SPD	Supplementary Planning Document
CSDMP	Core Strategy and Development Management Policies
SLD	Site Locations document
SA/SEA	Sustainability Appraisal/Strategic Environmental Assessment