



North

Yorkshire County Council

**NORTH YORKSHIRE COUNTY COUNCIL  
MINERALS & WASTE  
PLAN**

**STATEMENT OF COMMUNITY  
INVOLVEMENT  
ADOPTED 2006  
UPDATED 2013**

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## **SUMMARY**

A Statement of Community Involvement (SCI) is central to the new planning system. It aims to encourage involvement from all sections of the community:

- [Community Groups](#)
- [Interested Parties](#)
- [Individuals](#)

This document has been adopted to help find the best way of involving the above organisations, groups and individuals in preparing our Minerals and Waste Plan, formerly the Minerals and Waste Development Framework (MWDF), and in taking decisions on planning applications dealt with by the Council. The document contains five sections:

1. [Introduction](#)
2. Those [Consultees](#) we intend to involve
3. The [Methods of Communication](#) we will use to involve you
4. Involvement with [Planning Applications](#)
5. [Appendices](#): Community Profile, Assessment of methods of Communications, Location to View Documents, Statutory Requirements – list of Consultees and Planning Process Flow Diagram

This document can be viewed on our website: [www.northyorks.gov.uk/mwdf](http://www.northyorks.gov.uk/mwdf) and copies can be obtained from the Council by emailing [mwdf@northyorks.gov.uk](mailto:mwdf@northyorks.gov.uk), by telephoning 0845 8727374 or by writing to:

**Plans and Technical Services Team  
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Northallerton  
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## **HOW TO GET INVOLVED:**

### **1. Respond to planning consultation exercises**

- See Table 1, for involvement in the development of planning policies
- See Sections 9-17 for involvement with planning applications

### **2. Contact us for advice and information**

- The contact details given above can be used to get in touch with the Council's planning team.

### **3. Request to be put on our consultation database**

- By responding to a consultation on the development of planning policy, you will automatically be included on our consultation database, unless you indicate you do not wish to be included.
- You can also request to be consulted on planning issues related to specific plans or applications using the contact details given above.

### **4. Contact your County Councillor**

- Contact details for County Councillors are available online at [www.northyorks.gov.uk](http://www.northyorks.gov.uk) or you can call County Hall on 0845 8727374 who will be able to provide contact details.

### **5. Access our website for updates**

- An increasing amount of information related to planning policy formulation and planning applications is available online at [www.northyorks.gov.uk](http://www.northyorks.gov.uk) - Planning information can be found in the **Environment and Planning** section of the Council's website.

## **Reviewing the Statement of Community Involvement**

Since the adoption of this Statement of Community involvement in July 2006, there have been significant changes to the Government Regulations which apply to the preparation of planning policy.

The Planning and Compulsory Purchase Act 2004 implemented substantial changes to the planning system and introduced the requirement for Minerals and Waste Planning Authorities to produce a Minerals and Waste Development Framework (MWDF). As a result of the new system this Statement of Community Involvement was produced. However, a number of additional changes occurred with the introduction of the Town and Country Planning (Local Development) (England) Regulations 2008. The key changes at that time related to the formal plan making process, with a reduction in the number of formal consultation stages from two to one and introduction of a new requirement to publish the Council's proposed policy documents before submission to the Secretary of State. More recently, further changes have been introduced through the Localism Act 2011.

This review of the Statement of Community Involvement seeks to reflect up to date requirements on how we will carry out future consultation and engagement to ensure that it is consistent with the requirements within the new legislation.

In addition, there have been a number of changes in relation to Development Management and the process of dealing with consultations on planning applications. These are also reflected within this review where relevant.

## **INTRODUCTION**

This Statement of Community Involvement (SCI) sets out the plans of North Yorkshire County Council for effective community involvement in minerals and waste planning across the County. NYCC aims to encourage more people to get involved in the process so that decisions may be balanced and take into account the views of the whole community. To ensure a more open planning process, and to involve local people in helping to plan for the future of their communities, it is acknowledged that people need to be actively involved in the early stages of policy preparation and in taking decisions on planning applications.

### **1.0 Context**

- 1.1 NYCC is the Minerals and Waste Planning Authority for those areas of North Yorkshire outside the City of York and the Yorkshire Dales and North York Moors National Parks.
  
- 1.2 NYCC adopted its Minerals Local Plan in 1997 and its Waste Local Plan in 2006. Together these plans contain policies to guide the development of minerals and waste activity in the county, and to ensure that demand for minerals extraction and waste management can be satisfied whilst protecting the environment and the people of North Yorkshire. The policies in the Minerals Local Plan were due to expire on the 27 September 2007, and policies within the Waste Local Plan were due to expire 17<sup>th</sup> May 2009. However, the Secretary of State has granted permission to allow some policies to be extended, or 'saved' until they are replaced by policies being developed in the new Plan. The 'saved' policies will continue to form part of the statutory 'development plan' and provide the local policy framework for development control decisions until they are replaced.

- 1.3 The Council has been progressing a new set of planning policy documents under the requirements of The Planning and Compulsory Purchase Act 2004. This introduced the requirement for Minerals and Waste Planning Authorities to produce a Minerals and Waste Development Framework (MWDF), to replace their existing Local Plans. Recently, changes in the guidance from government has moved away from the suite of documents which were required in the Minerals and Waste Development Framework and moved towards producing fewer documents which will comprise the planning authorities Local Plan. In addition, further changes have subsequently been introduced through the Localism Act 2011. This SCI has been reviewed to reflect the requirement of the current legislation.
- 1.4 Details of the timetable for development of the documents set out under the new system can be found in the Councils' Minerals and Waste Development Scheme (MWDS), which is available on our website ([www.northyorks.gov.uk](http://www.northyorks.gov.uk)) or can be requested by contacting the Council.
- 1.5 The Council must comply with the policies and proposals for community involvement set out in the SCI when preparing new plans and when dealing with planning applications.
- 1.6 It is important for as many organisations and individuals as possible to become involved at an early stage in the preparation of the Plan as once the document has been finalised, it will provide the local planning policy context for consideration of minerals and waste planning applications. It is therefore also very important that our policies take into account the views of as many stakeholders as possible.
- 1.7 **YOU CAN BECOME INVOLVED** in the preparation of the following documents:



- **The Minerals and Waste Strategic Plan (DPD)** that sets out the overall planning strategy for minerals and waste related development based on the principles of sustainable development taking account of the need to contribute to national and local requirements. It will contain a number of core policies to deliver the development strategy, including the identification of key strategic sites as well as some general development management policies. It is intended that this document will be produced in partnership with the City of York and the North York Moors National Park Authorities.
- **Minerals and Waste Site Allocations and Development policies (DPD)** document contains detailed allocations for mineral and waste related development, and associated detailed Development Management policies.
- **Proposals Maps** contain site information proposing the best location for developments.
- **Supplementary Planning Documents (SPDs)** contain planning guidance on specific issues / areas.

During its preparation, the new Plan will be subject to a **Sustainability Appraisal (SA) / Strategic Environmental Assessment (SEA)**. These are methods used to predict, reduce, report and monitor the potential effects the plans will have on sustainability / environmental issues in the geographic area covered by the plan.

## 2.0 Community Profile- key considerations

2.1 North Yorkshire is England's largest County, covering an area of 3,200 square miles. A summary community profile can be viewed in appendix A. The size of the County, and the particular characteristics of minerals and waste developments, has an impact on the development of suitable approaches to community involvement in planning. Unlike other forms of development, such as housing or general industrial and commercial development, minerals and waste developments are relatively small in number, especially when considered in relation to the

size of the County. Given the fundamental influence geology has on the availability of potentially workable mineral reserves, certain areas of the County have traditionally been associated with the mineral extraction industry. Other areas of the county are unlikely to be subject to pressure for extraction of minerals, although they may be subject to effects resulting from the transport of minerals. Waste development, similarly, has tended to be concentrated in certain areas, often associated with the minerals industry, or near to the more urbanised parts of the county. However, the impact of new national and local policies for waste management are likely to lead to a need to develop more waste facilities, in a broad range of locations.

- 2.2 The Council considers that all residents and other relevant stakeholders should have the opportunity to contribute to the preparation of mineral and waste policies. The approach to involvement set out in this SCI ensures that broadly based consultation will take place. Where more resource intensive consultation or participation methods are proposed, these will be focused on seeking views from groups / communities likely to be particularly affected by particular planning decisions. This is in order to ensure the appropriate targeting of resources, bearing in mind the scale of the area covered by this document, and the nature of minerals and waste development as outlined above.

### 3.0 Visions and Aims

- 3.1 The North Yorkshire Community Plan 2011-14, formerly the Sustainable Community Strategy, sets out some key priorities for North Yorkshire. It focuses on the important issues for local communities, which need partnership efforts to be effectively addressed. The plan contains a vision for North Yorkshire and following public consultation undertaken during 2012 to refresh the strategy, the revised Plan focuses on the most critical priorities for North Yorkshire over the next three years.

### 3.2 The Councils' Vision:

***“We want North Yorkshire to be an even better place for everyone to live, work or visit.”***

To achieve the vision we must:

- ensure good access for all;
- help people to live in safe communities;
- help all children and young people to develop their full potential;
- promote a flourishing economy;
- maintain and enhance our environment and heritage; and improve health and wellbeing and give people effective support when they need it.

The Council Plan sets out the following priorities for 2012-2015

- Protecting and supporting vulnerable people
- Supporting economic growth and employment
- Improving accessibility and supporting active communities
- Managing our environment and promoting environmental sustainability

3.3 The Council will draw upon the values of the Community Plan in this Statement of Community Involvement and will carry forward its objectives where they relate to minerals and waste development issues. Where practicable, opportunities will be taken to link consultations on minerals and waste policy development with consultation and involvement in the development, monitoring and review of Community Strategies in North Yorkshire.

3.4 The Council has developed an engagement promise, which seeks to make sure that users of its services or people who live or work in the county have the opportunities to be more actively involved and have a right to influence decisions that are made.

### **North Yorkshire County Council's engagement promise**

- We will co-ordinate engagement across the Council so that you are not asked the same questions again and again.
- We will not share personal information without asking you, unless required by law.
- We will make sure we tell you about opportunities to have your say.
- We will make sure we give you the opportunity to get involved in making decisions when that is appropriate.
- We will be clear about what can be changed, and if it can't, why not.
- We will feed back to you what has been said and what we are going to do as a result.
- We will use plain English and keep our information jargon free.
- We will offer our information in different formats e.g. on CD or tape where that is appropriate.
- We will make sure we include people who want to be involved, and that everyone has a real opportunity to tell us what they think.

3.5 The Council Plan and the Council's engagement promise are reflected in the following specific Minerals and Waste vision and aims for the Statement of Community Involvement:

#### **SCI Vision:**

**“The County Council’s vision is to ensure that all members of the community are provided with the opportunity to engage actively and equally in the process of preparing the Minerals and Waste Local Plan, and in any other consultation procedures concerning planning matters dealt with by the Council.”**

#### **SCI Aims**

- **To promote and raise awareness locally of minerals and waste planning issues**
- **To respond effectively to the differing needs of the community and to actively encourage their involvement**

- **To ensure that information is made accessible to everybody through the use of electronic equipment and other means necessary**
- **To encourage more people from all community groups to become involved in minerals and waste issues affecting their locality**
- **To listen to and consider the views of the local community and stakeholders, in order that decisions are well balanced and take into account the public interest**

## **4.0 Legislation Influencing the SCI**

4.1 This SCI should have regard to key legislation which may influence community Involvement. The Equalities Act 2010 includes a new general public sector equality duty, which replaces previous separate duties relating to race, disability and gender equality. The broad purpose of the duty is to integrate considerations of equality and good relations into the day to day business of public authorities.

4.2 It is important for the SCI to consider ways to meet the requirements of the Act. It is therefore essential that when involving communities in planning activities that consideration has been given to potential barriers to involvement to ensure that activities are inclusive and accessible to all, and the need of all groups within the community should be considered. By planning our community engagement activities well, we can enable all people of the community to be involved in a meaningful way.

## **5.0 Resources**

5.1 The Council recognises the need to balance an effective level of community involvement with the resources available to achieve this. It is important to be realistic about what can be achieved, as this will ensure that people do not become dissatisfied with the minerals and

waste planning process and become reluctant to be involved in the future.

- 5.2 The process of involving communities will be co-ordinated by staff within the Council's Planning Services. This comprises teams of professional planners and support staff who fulfil the Council's statutory responsibilities, including community involvement activities relating to Minerals and Waste policy development and the determination of planning applications.
- 5.3 Where necessary the Council intends to engage external support for community involvement activity, for example, employment of independent facilitators and the Council have budgetary provision for this. County Council premises such as libraries will also provide a physical resource to assist in community involvement.
- 5.4 Given the geographical extent of the county of North Yorkshire, and the highly dispersed distribution of existing and potential Mineral and Waste development, we will develop proposals for community involvement that recognise the constraints under which we operate.
- 5.5 The Council will keep under review the resources available for community involvement in order to meet commitments within the SCI.

## **MINERALS AND WASTE POLICY - CONSULTEES**

This section summarises the range of organisations, groups and individuals the Council will be seeking to involve in the development of the Council's Minerals and Waste Plan. Please see the Planning Applications (Sections 9-17) for further information regarding those who will be consulted on planning applications.

### **6.0 Consultation on the preparation of the Minerals and Waste Plan**

6.1 It is important that as many people as possible become involved in the planning process. There are a number of different groups and individuals, known as Consultees, who we seek to involve in the preparation of the Council's Minerals and Waste Plan.

6.2 Some of these groups are set out in Regulations set by Local Government; including in *The Town and Country Planning (Local Planning) (England) Regulations 2012*. These Regulations identify two broad groups of consultees whom the County Council is required to consider consulting in order to comply with the requirements set out by Central Government, these are:

- Specified Consultation Bodies
- General Consultation Bodies

(Further details in section 6.5 and 6.6 below)

6.3 The Council must decide who to consult at any particular stage of development of a Plan. The decision whether to consult with a stakeholder will be based on whether the Council determines that the group or organization:

- Has an interest in the issue dealt with by the plan;

- Has relevant expertise or data related to the plan;
- Has specific needs that are addressed by issues covered in the plan;
- Represents all / part of the geographic area covered by issues in the plan.

6.4 The Council's Planning Service maintains a database identifying consultees who have been involved in the development of the Minerals and Waste Plan. The database will indicate which of the consultees have been provided details of the consultations, carried out as part of preparation of the Plan, as well as indicating any comments returned by consultees. Responses to formal consultations undertaken by the Council in relation to the Minerals and Waste Plan will be reported back to the Council and such documents will be publicly available.

## **6.5 Specified Consultation Bodies**

6.5.1 These organisations are identified in Regulations<sup>1</sup> set by Central Government. They include: the seven District and Borough Councils in North Yorkshire; adjoining local planning authorities; Parish Councils within and adjoining the area covered by a particular local plan; and a number of other identified organizations. A full list of consultees is provided at Appendix D of this document.

## **6.6 General Consultation Bodies**

6.6.1 These consultation bodies cover all other types of organisations and groups which may be consulted in relation to the development of the Local Plan. They will include, but not be limited to, the following types of groups and organizations:

- Voluntary;
- Minority Ethnic;
- Religious;

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<sup>1</sup> Town and Country Planning (Local Planning) (England) Regulations 2012



- Disability;
- Environment
- Amenity;
- Business & Land Interests;
- Community;
- Relevant people within the County Council, including Members;
- The General Public.

6.6.2 We also envisage the general public playing an essential role in both the preparation of our Minerals and Waste Plan and in the determination of planning applications as they often have particular local knowledge and an interest in the local environment and community.

**Anyone who would like to become involved in the development of planning policy can contact us, using the contact details provided in this document, to request to be added into our consultation database. You will then automatically receive notification of any consultation activity carried out.**

## **6.7 Other Consultation Issues**

6.7.1 The Council acknowledges that some groups of potential consultees will be hard-to-reach. Groups can be hard-to-reach for a variety of reasons and those considered hard-to-reach may vary dependent on the nature of the issue being consulted upon. The Council has identified a number of groups who may be considered hard-to-reach for a variety of reasons. These are:

- Minority ethnic groups,
- People with disabilities,
- The particularly young / old,
- Those living in remote / rural areas,
- Those who work during normal office hours

6.7.2 The Council's Community Plan 2011-2014 indicates that we will make all reasonable efforts to ensure that information is accessible to everyone by making use of the Council's Citizens' Panel.

6.7.3 The County Council will make use of the Citizens' Panel, which currently comprises approximately 2090 people, representative of those living within North Yorkshire. A third of the panel is "refreshed" each year with new panel members appointed, thereby avoiding the panel becoming unrepresentative over time as panel members learn more about council services. The whole panel is contacted around four times a year with a questionnaire, which may cover issues across a whole range of Council services. Some members of the Citizens' Panel also take part in focus groups which are set up as needed to discuss specific topics on which the Council wants feedback.

6.7.4 We will make use of the Citizens' Panel to enable us to reach people who we would ordinarily find hard-to-reach. For further information on the Citizens' Panel, including how to join, please see the Council's website ([www.northyorks.gov.uk](http://www.northyorks.gov.uk)) alternatively, please contact 0845 8 72 73 74

6.7.5 Where we hold community based consultation events, we will seek to ensure that these are organised (for example in relation to choice of venue and timing) to encourage participation from as wide a cross-section of the community as possible. This will involve ensuring that venues are accessible to people with disabilities and timing events to ensure that people who work during normal daytime hours are able to attend.

## **6.8 Expectations from Consultation**

6.8.1 From experience the County Council recognises that organisations and individuals are more likely to become involved with the planning system

if they consider that a development proposal will affect them directly. However, because of the range of views and interests expressed in consultation responses, it is rarely possible to find development solutions that completely satisfy everyone. It is important to understand that getting involved in consultation does not guarantee that your views will prevail; however, we undertake to consider the issues you raise, and provide clear explanations as to why decisions have been taken.

6.8.2 During early consultation on the Minerals and Waste Plan, consultees were asked to indicate how they would prefer to be consulted. The small number of responses received to the initial consultation exercise may not be representative and do not provide sufficient information on which to base a strategy for consultation. However based on preliminary survey results there would appear to be an overall preference for the provision of paper copies. The Council will therefore endeavor to make hard copies of consultation documents available where requested and subject to practicalities and budget constraints.

6.8.3 The Council Citizens' Panel Questionnaire (Spring 2012) sought views on how future citizen panel consultations should be carried out. According to the results of the Survey 44% of respondents respond using online surveys. 15% of respondents would be unable to respond if consultations were on line only and 25% would be less likely to respond if consultations were carried out electronically. It is therefore intended that future consultations relating to the minerals and waste plan should be made available in both paper and electronic formats.

6.8.4 In addition, views were sought on what other methods of consultation citizens' panel members would be most likely to become involved in. The highest preference (65%) was for the use of target surveys and questionnaires and 24% expressed an interest in becoming involved in focus groups.

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## **MINERALS AND WASTE POLICY - METHODS OF COMMUNICATION**

The minimum requirements for community involvement are set out in the *Town and Country Planning (Local Planning) (England) Regulations 2012*.

The County Council will meet and intends to surpass these minimum requirements in order to involve community groups, organisations and individuals in the preparation and development of the documents within the North Yorkshire County Council Minerals and Waste Plan.

### **7.0 Access to Information**

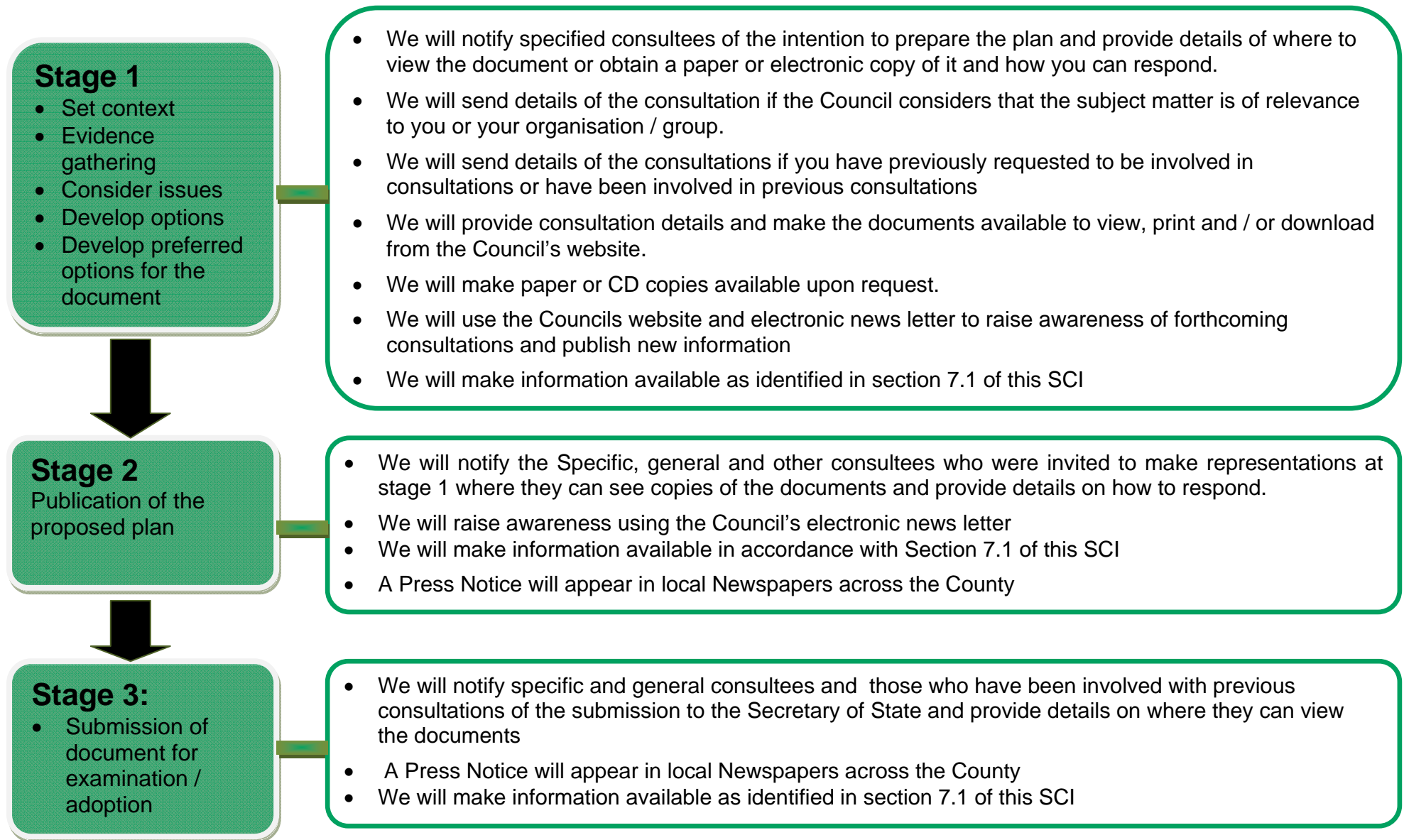
7.1 In order to reach all members of the community, information relating to the drafting of the Minerals and Waste Plan will be made widely available through a variety of methods, including:

- Making Information available in paper and electronic formats on the North Yorkshire County Council website: [www.northyorks.gov.uk](http://www.northyorks.gov.uk).
- Making Copies available to view at North Yorkshire County Council libraries. Please see Appendix C for further information.
- Making copies available to view at District Council offices and in the offices of Planning Services at County Hall, Northallerton, *Please note that this may require a prior appointment. You are advised to check with the relevant Council before making your visit.*
- Making Information available in large copy prints, audio, Braille or languages other than English upon request.

7.2 A variety of methods of communication have been considered to understand which methods are most applicable to various stages of document production, from information provision methods to full participatory communication methods. Appendix B indicates the type of communication methods the Council may use when consulting on a new or revised plan. The precise method of communication used will

be dependent on the stage of production and issues dealt with by a particular document.

**Table 1:– How can I be Involved?**



### 7.3 Further Involvement

The Council recognises that in order to gain the involvement and views of particular groups it will need to undertake other forms of consultee and community involvement. Table 2 below identifies the various methods of engagement the council may consider using at the different stages of the preparation of the plan. These consultation methods will be utilised where the Council feels such activity will be appropriate and add value to the development of the document being produced.

	Stage 1	Stage 2	Stage 3
Focus Groups / Workshops	✓	✗	✗
Leaflets	✓	✓	✗
Public Exhibitions / Displays	✓	✓	✗
Public Meetings	✓	✓	✗
Exhibitions	✓	✗	✗
Citizen Panel Survey	✓	✗	✗
Local Area Committees	✓	✓	✗
Leaflets / Posters	✓	✓	✓
Local Media	✓	✓	✓
One-to-One meetings	✓	✓	✗

Table 2: Methods of Engagement

When assessing if additional involvement is required consideration will be given to the strengths and weaknesses of the various methods set out in Appendix B.

#### **7.4 Requirements for examination**

Documents within the Minerals and Waste Plan will be independently examined before they are adopted. The Council will publish the date, time, location of the examination, and the name of the person appointed to undertake the examination, on the Council's website ([www.northyorks.gov.uk](http://www.northyorks.gov.uk)) at least 6 weeks before the start date of the examination. Further to this we will contact consultees, who have made, and not withdrawn, representations on a submission document, with details of the examination and advertise said details in the local press. Any recommendations made regarding the plan, by the independent Inspector, will be available for view at County Hall, the seven District and Borough Council Offices and County Libraries as well as on the Council's website.

#### **7.5 Requirements for adoption consultation**

When adopting any document, we will fully comply with the requirements set out in the *Town and Country Planning (Local Planning) (England) Regulations 2012*. This will involve making the document and relevant supporting documents available on the Council's website as well as at County Hall, the main offices of the seven District and Borough Council's and County Libraries. The adoption of the document will be advertised in the local press indicating when and where it is available to view.

### **8.0 Reporting Back**

- 8.1 The comments received by the Council within the consultation period at each key consultation stage will be recorded on our consultation database and all views will be taken into consideration in the preparation of the Minerals and Waste Plan. Where appropriate, changes will be made to documents in the light of responses received.



A Summary of the key issues raised will be made available on the Council's website. A summary of consultation responses to key consultation stages will also be reported to the Council's Executive, indicating how the responses to the consultation will be taken into account at the next stage of plan production.

- 8.2 We will make sure that the team are approachable to the public and are able to answer questions and queries in relation to the Minerals and Waste Plan and planning applications.
- 8.3 The Council is required to submit a Statement of Compliance alongside every DPD for public examination. This document will show how each final document has been influenced and amended due to views received.

#### **8.4 Monitoring and Review of the Local Plan**

8.4.1 On adoption of the SCI, the Council is bound by its contents. However, it will be under regular review through the Authorities Monitoring Report (AMR).

8.4.2 The Council is required to produce an AMR, which will be made public.

It will:

- review the progress of document preparation against the timetable and milestones of the MWDS;
- assess the extent to which the policies are being implemented;
- if policies are not being implement explain why and set out steps that will be taken;
- explain why policy is to be amended or replaced;
- identify significant effects of policies and if they are as intended;
- and
- assess the need for any review of the SCI.

8.4.3 The criteria to be used to assess the need for a review of the SCI are whether it:

- sets out the process of community involvement in the Local Plan and planning application process in an accessible way;
- proposes appropriate techniques for community involvement;
- involves the community effectively.
- Meet the requirements of relevant regulations and guidance

In reviewing the SCI, regard will be had to feedback received from consultations in relation to the Local Plan and planning applications.

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## **PLANNING APPLICATIONS**

This section looks at how the Council will engage the community in deciding planning applications. There is the potential for involvement at the following stages:

- Pre-Submission
- When the Planning Application is received
- Whilst the Application is being processed and determined

### **9.0 Summary**

9.1 North Yorkshire County Council (NYCC) is the Planning Authority responsible for determining planning applications relating to the following:

- Mineral development;
- Waste development; and,
- Planning applications relating to development that the County Council itself proposes to carry out (e.g. road construction and new schools).

A summary flow chart containing details on the process of the different types of planning applications are available in Appendix E and F.

9.3 Opportunities for community involvement may occur at a number of stages in the process. It is not possible to specify in this document the precise nature of consultation and involvement that will take place in any particular case, owing to the wide range of proposals that may come forward and the range of site-specific issues that may apply. However, it is intended that the general approach to community involvement set out in this SCI will apply in all cases.

9.4 The process is also subject to statutory and non-statutory targets relating to the speed of decision-making. When involving the community in the process there will therefore always be a need for the

Council to strike a balance between allowing a reasonable opportunity for involvement, whilst ensuring that decisions are taken in a timely manner. Case Officers will use their discretion to determine the method and extent of consultation in any particular case, whilst ensuring that statutory requirements for consultation on applications are met. Table 3 summarises the main methods of communication that the Council will use at various stages in the processing of applications.

**Table 3: Potential Methods of Communication with regard to Planning Applications:**

Stage in Process	Potential Method of Communication
<b>Receipt of application</b>	<ul style="list-style-type: none"> <li>• Publish details of the application on the NYCC Online Planning Register.</li> <li>• Consult the relevant District/Borough Council and send electronic copy of application for inclusion on their weekly list of applications.</li> <li>• Send electronic copy of application to statutory and other relevant consultees as set out in the regulations.</li> <li>• Erect a Site Notice and/or publish a Press Notice and / or notify immediate neighbours by letter.</li> <li>• Notify County Council Ward Member.</li> </ul>
<b>Processing of application</b>	<ul style="list-style-type: none"> <li>• Acknowledge receipt of any written representations received, enclosing leaflet called <i>'Applicants, Objectors &amp; Other Interested Parties Wishing to Address the Planning Committee'</i>.</li> <li>• Re-consult, where relevant, consultees where significant changes have been made, or significant new information has been received.</li> <li>• Publish any new material on the NYCC Online Planning Register</li> </ul>
<b>Determination of Application</b>	<ul style="list-style-type: none"> <li>• Officers Report to committee (in respect of non-delegated cases), including recommendation, published on website, 5 working days prior to the meeting.</li> <li>• Meetings of the Planning and Regulatory Functions Committee are open to the public.</li> <li>• Applicants, Parish Councils and an objector/supporter can present views in person to the Committee (with prior agreement explained within the leaflet referred to above).</li> </ul>

9.5 Table 9 applies to all applications dealt with by the County Council including applications for Minerals and Waste, County Council Development and Listed Building and Conservation Area Consent.

9.6 More details of the Council's approach to community involvement in the determination of planning applications are set out below. Statutory requirements for publicity and consultation during the processing of applications are contained in Article 13 of the Town and Country Planning (Development Management Procedure) Order 2010 and Regulation 5 of the Planning (Listed Building and Conservation Area) Regulations 1990.

## 10.0 Pre-Application Discussions and Enquiries

10.1 The County Council provides a service whereby prospective developers can contact Planning Services for pre-application advice. There are considerable benefits in seeking advice before making an application:

- It gives you the opportunity to understand how policies and guidance will be applied to your development, looking at the planning history and relevant constraints for the site;
- It can identify at an early stage whether specialist input is required, for example about listed buildings, trees, landscape, noise, transport, contaminated land, ecology or archaeology;
- It may lead to a reduction in time spent on working up proposals, identifying potential problems and sorting them out before an application is submitted;

10.2 Pre-application discussion and enquiries can vary from short discussions between applicant, agents and the Council to larger meetings which involve a wide range of Officers including, for example, expert advisers on heritage, landscape and ecological matters.

10.3 Not all development requires the granting of planning permission. Prospective applicants can contact the council for advice on whether certain proposals, require planning permission. By seeking advice at an early stage it may indicate where a proposal is unacceptable, saving applicants the cost of pursuing a formal application. It can also help ensure that applications are accompanied by all the necessary information and drawings required to enable the application to be registered as valid, reducing the potential for further delays within the application process.

10.4 There are several ways to make a pre-application enquiry;

- For enquiries relating to County Council development, applicants are requested to submit a pre-application enquiry form which is available from the Councils website  
([northyorks.gov.uk/index.aspx?articleid=4066](http://northyorks.gov.uk/index.aspx?articleid=4066))
- For enquiries relating to minerals or waste developments, applicants are advised to send a brief e-mail, or a letter describing the proposed development, the location, and any other supporting information to either [planning.control@northyorks.gov.uk](mailto:planning.control@northyorks.gov.uk) or in writing to Planning Services, County Hall, Northallerton, North Yorkshire DL7 8AD.

The Council aims to provide a written response within ten working days of the receipt of the information.

The advice given by the council during the pre-application stage is not binding on any future decision made by the Council.

For further advice, applicants and agents are encouraged to refer to the County Council's adopted Local Validation List which was approved in April 2011 and the national guidance on application validation.

## 11.0 Pre-Submission Consultation

- 11.1 Community involvement before an application is submitted is encouraged by central government. Early community engagement can help identify new issues, help allay concerns, and allow for amendments to the proposals before formal submissions which can speed up the planning application process. However the Council recognises that pre-submission consultation may not always be possible due to practical, timescale and financial restraints.
- 11.2 The Council will encourage prospective applications for major or sensitive development to carry out pre-submission publicity and consultation with the local community. While the methods to be used will be at the discretion of the applicant, the Council will encourage the use of such methods as public meetings, public exhibitions and presentations, presentations to Parish Councils, leaflet drops and publicity in local media. Applicants are encouraged to take into account any feedback received when finalising their proposals.
- 11.3 Whilst it is not possible to specify in detail which type of application should be accompanied by pre-submission publicity, the Council would generally expect all applicants for new mineral working and the establishment of significant new waste management facilities to carry out some form of pre-submission publicity and to provide details of publicity undertaken within their application.

## 12.0 Submission of a Planning Application

### 12.1 General

- 12.1.1 Following the submission of a valid planning application, consultation will take place with Statutory Consultees as identified in the Town and Country Planning (Development Management Procedure) Order 2010. Where appropriate the County Council will also identify other relevant,

but non-statutory consultees. County Councillors will be notified by letter of all applications received within their Ward.

12.1.2 A copy of all applications received by the County Council will be made available for public inspection within the offices of Planning Services and relevant District Council Office during normal office hours. All applications will also be made available electronically available and may be viewed on the Councils on-line planning register on the County Council's web-site which can be accessed from the following location <https://onlineplanningregister.northyorks.gov.uk/register/>

12.1.3 Members of the public wishing to view an application at County Hall are requested to contact Planning Services 7 working days in advance of their visit to ensure that a member of staff will be available to deal with their queries. Members of the public wishing to view an application at any of the District Councils are requested to contact the relevant office prior to their visit for the same reasons.

12.1.4 Copies of application documents will not normally be provided direct to the public except in cases where there is genuine difficulty in a member of the public visiting the office. In situations where copies of documents are provided, there will be a reasonable charge for copying.

12.1.5 Members of the public who make representation in writing will normally be sent an acknowledgement. In cases where petitions are received and it is not clear who has co-ordinated the petition, an acknowledgement will be sent to the first signatory only. Where very large volumes of letters are received from the public, it may not be possible to acknowledge them all. Representations, including petitions, which are received in advance of an actual submission of an application cannot be taken into account.



## 12.2 Publicity With The Wider Community

12.2.1 Once an application has been received and validated there are number of opportunities for publicity available for the Council to consider. These vary depending upon the specific details of the application and are set out in legislation. However, details relating to key types of publicity in relation to planning applications are identified below.

### 12.2.2 Weekly lists

Details of applications which are to be determined by the Council are also included on lists of applications received by the various District Councils in North Yorkshire. The weekly lists produced by the District Councils are subject to a range of publicity procedures, as each District considers appropriate.

### 12.2.3 Parish Council Consultations

The relevant Parish Council will receive notification of the submission of a planning application to the County Council. Their comments will also be invited giving a period of 21 days in which to respond. Where major developments are proposed on land adjoining parish boundaries, consideration will be given to consulting adjoining Parish Councils.

### 12.2.4 Press Notices

Applications for major development will be advertised in the local press, explaining where full details of the application can be inspected and where comments should be sent. The County Council also advertises in the local press Listed Building or Conservation Area consent applications.<sup>2</sup>

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<sup>2</sup> We commonly place notices in the following papers: the Craven Herald and Pioneer, the Darlington and Stockton Times, the Harrogate Advertiser, the Malton Gazette and Herald, the Scarborough Evening News, the Selby Times and the Yorkshire Evening Press.

### 12.2.5 Site Notices

A site notice will be erected at a publicly accessible location on (or as close to as is practicable) to each application site giving details of the application and specifying where a copy can be inspected and where comments can be sent. This will specify a minimum period of 21 days from the date of erection of the notice for submission of any comments.

12.2.6 Where an application is accompanied by an Environmental Impact Assessment, this will be specified in the notice.

### 12.2.7 Other Methods

Officers and Councillors will, so far as practicable, attend Parish Council, Residents' Associations, or similar meetings, or meet individuals or other organisations to provide information and listen to views, particularly where proposals may give rise to substantial impacts or affect a significant number of people. In the interests of openness and transparency, the applicant, agent or any of their advisers will normally be invited to such meetings.

## **12.3 Individual Consultation - Neighbour Notification**

12.3.1 In certain cases, occupiers of neighbouring premises will be notified of applications by individual letter, indicating where the application can be inspected and where comments can be sent.

12.3.2 Circumstances where notification will take place by this means, either instead of, or in addition to erection of a formal Site Notice, may include cases where:

- the Case Officer dealing with the application considers that a Site Notice is unlikely to be an effective means of drawing local occupiers attention to the application;
- a site is in a relatively densely built-up area;
- or where there is only one or a very small number of nearby properties in an otherwise undeveloped area.

12.3.3 In all situations, Case Officers will use their discretion to determine which method of consultation will be used and how extensively any direct notification will be. In most cases, direct notification by letter will only be to the occupiers to immediately adjoining property.

#### 12.4 **Submitting Representations in relation to Planning Applications**

12.4.1 Representations on applications can be submitted to the address provided on the front cover of this document, or by e-mail to **[planning.control@northyorks.gov.uk](mailto:planning.control@northyorks.gov.uk)**. Representations should contain the application reference number (prefixed by NY/) and site name to ensure that it can be correctly processed.

12.4.2 All comments submitted in relation to a planning application are made available for public inspection and personal details contained within representation will be publicly available within the representation unless the Council is otherwise informed. It is therefore recommended that the following guidance is followed;

- DO include your surname, initials and address (Anonymous comments cannot be considered)
- DO NOT include your signature, phone number, or email address or any other information you are unwilling to make public.

## 13.0 During the processing of Planning Applications

### 13.1 Additional Information Received

13.1.1 It is common for further information to be submitted by applicants, and / or for negotiations to take place between the County Council and applicants for planning permission, particularly in respect of major or complex proposals, or those in sensitive locations.

13.1.2 This is likely to result from the need for more information to allow assessment of the application, or be in response to comments and concerns raised by the County Council and the wider community, including consultees.

13.1.3 In some cases, the process of dialogue between applicants and the County Council will lead to amendments to the application being submitted. This process of dialogue is an important part of the process as it can help to improve the quality of both the decision-making and the proposals themselves. In many cases amendments to applications arising from this process tend to reduce the impact of the development compared with the original submission.

13.1.4 In order to ensure that the speed of decision-making is not unreasonably affected, the Council will generally not carry out further consultation, or publicity, except where:

- amendments are proposed that significantly increase the scale of any off-site impact or significantly change the nature of any off-site impact;
- amendments are made resulting in an increase in the size of the application area, or a significant change in the configuration of the application area;
- additional information is received that is deemed by the Planning Authority to be of significance in assessing the impacts of the proposal, or where;

- the original application was accompanied by an Environmental Statement

13.1.5 The decision on whether to re-consult or re-publicise will be taken by the Case Officer based on the circumstances of each particular case. In these situations as much time as possible will be allowed for consultees and the community to submit further comments. However where necessary, and unless otherwise statutorily required, a reduced time for submission of a response may be specified in order to avoid undue delay in determination of the application.

13.1.6 When new information is submitted this will be made available on the Council's Online Planning Register.

## **13.2 Site Visits**

13.2.1 Sometimes, Members of the Planning and Regulatory Functions Committee may decide to visit an application site before taking a decision on the application. If this happens, a representative of the Parish Council will normally be invited in writing to attend the visit and, at the discretion of the Chairperson, may address members.

13.2.2 Site visits are not public meetings of the Committee and are used to help members familiarise themselves with the site and clarify factual matters before taking a decision at a later date.

## **14.0 When an Application is Decided**

### **14.1 Planning Committee (Unresolved Objections)**

14.1.1 Major applications and applications where there are unresolved objections (on material planning grounds) are normally decided by the Planning and Regulatory Functions Committee (also known as Planning Committee). Planning Committee documents (including

Agendas, reports and recommendations) are made available to the public on our website five working days prior to the date of the Committee. Copies can also be requested from the relevant case officer, although this may incur a charge.

14.1.2 We provide a leaflet giving details of rights to address Planning Committee, which is called 'Applicants, Objectors & Other Interested Parties Wishing to Address the Planning Committee' (available on request). The fundamentals of this leaflet are outlined below. At Planning Committee, you can:

- Ask a public question (written or spoken) to the Committee Chairperson at the start of the meeting;
- Speak for or against. For each application, one objecting and one supporting speaker (usually the applicant), together with a representative of the Parish Council, may speak for up to three minutes each (at the Chairperson's discretion).

14.1.3 Anyone who wishes to address the Planning Committee should give notification of their request to the Council's Committee Services Unit, at least three working days before the meeting to the address below:

**Manager, Democratic Services**

**County Hall**

**Northallerton**

**North Yorkshire**

**DL7 8AH**

**Tel: 0845 8727374**

**Fax: 01609 779838**

Email: [democratic.services@northyorks.gov.uk](mailto:democratic.services@northyorks.gov.uk)

## **14.2. No Unresolved Objections**

14.2.1 In some cases, applications are determined by the Head of Planning Services. Applications that are determined in this way are done so under the County Council's Officers' Scheme of Delegation within the Constitution. Delegated decisions are generally minor in nature, and where no unresolved objections on material planning grounds have been received.

## **14.3.0 Making the Results of Decisions Available**

14.3.1 When a planning decision is issued, an electronic copy will be sent to the relevant District Council. Planning decisions can be viewed on the NYCC website:

<https://onlineplanningregister.northyorks.gov.uk/>

## **15.0 Appeals**

15.1 Only applicants have the right of appeal against a decision; there are no rights enabling third parties to appeal against a planning decision. When an appeal is received, those involved at the planning application stage are notified in writing about the appeal and are informed how to make their views known.

15.2 Where persons and organisations have already made comments in writing at the planning application stage, a copy of the letter will automatically be sent to the Planning Inspectorate unless the originator of the letter specifically requests otherwise.

15.3 For Informal Hearings and Public Inquiries, a Site Notice will also be erected to publicise the date, time and location of the hearing or inquiry.

- 15.4 Guides to taking part in a planning appeal are available from the County Council or from the Planning Inspectorate at [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

## 16.0 Monitoring and Compliance

- 16.1 Minerals and waste developments may be active for many years once planning permission has been granted. Many planning permissions have a number of conditions attached to them that limit and control how certain aspects of the development may be carried out.

- 16.2 Officers within Planning Services monitor minerals and waste development to ensure it is in 'compliance' with planning control. Development that does not comply with the terms of planning conditions or is unauthorised is known as being in 'breach of planning control'.

Details of all permitted minerals and waste development, or county council development is publicly available along with the terms of conditions attached to the development, on the Council's Online Planning Register.

- 16.2 The community is encouraged to notify the Council of any suspected breach of condition at a mineral or waste site or on county council land, or of suspected unauthorised mineral and waste related development, which is taking, or has taken place. Complaints can be made in writing, by telephone or via email to [planning.enforcement@northyorks.gov.uk](mailto:planning.enforcement@northyorks.gov.uk).

- 16.3 The Council will acknowledge receipt of the complaint within five working days and an investigation of the complaints will be made before a formal response to the complainant is issued.

Complaints are treated confidentially and therefore no community consultation takes place.



#### 16.4 Liaison Groups

Some major quarries and waste management facilities have established liaison and consultation groups including representatives from the local community, the site operator and the local authorities. Their aim is to improve the exchange of views and information and to help resolution of issues and concerns. The Council will continue to encourage site operators to put such arrangements in place where justified by the scale or nature of the development.

### 17.0 Access to Advice and Assistance on the Planning Process

#### 17.1 Elected Members

17.1.1 Councillors play an essential role in preparing the Local Plan. They approve County Council policies and are elected to represent the best interests of their community. They also decide the more significant or controversial planning applications.

17.1.2 People affected by planning decisions and proposals will often seek the support of their local Councillor in order to try to influence decision-making. Lobbying is a normal procedure and very much part of the political process.

17.1.3 However, Councillors are guided by a Code of Conduct to ensure that they do not prejudice decision-making, and to ensure that they act in the wider public interest. The Council has adopted a Planning Code of Good Practice, which can be viewed on the NYCC website. For further information, please see the Planning Applications section.

17.1.4 Councillors help the local community with planning issues, ensuring that all views are taken into account. There are a number of elected member bodies who may be involved at different stages:

- The Full Council, who are responsible for agreeing major policies submitted to Government for examination, and for confirming adoption of policies.
- The Executive, who have responsibility for approving County Council policies and making recommendations to Full Council
- The Planning and Regulatory Functions Committee, who take decisions on some planning applications
- The MWDF Member Working Group – whose role it is to provide informal member input into minerals and waste policy development.

## **17.2 Planning Aid**

17.2.1 Planning Aid is a voluntary service offering independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant (eligibility criteria applies).

17.2.2 Planning Aid is a vital part of the planning system because it enables local communities, particularly those with limited resources, to participate effectively in planning matters. Planning Aid can be contacted via the following details:

website: [www.rtpi.org.uk/planning-aid/](http://www.rtpi.org.uk/planning-aid/)

Email: [info@planningaid.org.uk](mailto:info@planningaid.org.uk)

Planning Aid Advice Line: 0330 123 92 44

The County Council will promote the use of this service to the people of North Yorkshire so that they may be provided with a better service.

### 17.3 The Planning Portal

17.3.1 The Planning Portal is a website that offers a wide range of services and guidance on the planning system. It is easily accessible and explains how the planning system works in a way that can be easily understood by members of the public with no prior experience of the planning system.

17.3.2 The Council will aim to promote the use of this website through minerals and waste consultations and significant development control applications. Creating a better understanding of the planning process can improve service delivery and help to speed up consultation.

Website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

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## Appendix A Community Profile

North Yorkshire is England's largest County, covering an area of 3,200 square miles. Over half a million people live in the county, the principle towns being Harrogate and Scarborough, with the rest being largely rural with a network of market towns and settlements.

The population of the County grew to approximately 598,376, partly by indigenous growth and partly by inward migration. North Yorkshire has an older age profile with 28% of people aged over 60 compared with 23% across the Yorkshire and Humber region as a whole. There are 15% of young people aged 16-29 compared to 19% in the region overall. This gives the County a higher percentage of older people and a lower percentage of younger people than the average for Yorkshire<sup>3</sup>. The 2011 Census indicated that the majority of population considers itself White (97.3%) and only 1.3% of the population listed themselves as a religion other than Christianity. The County is characterised by low-density population with a scattered network of market towns and villages. It has a healthy economy with low unemployment and a preponderance of small to medium sized businesses. Agriculture is an important industry, as are mineral extraction and power generation<sup>4</sup>.

There are seven districts within the administrative county of North Yorkshire County Council:

- Craven,
- Hambleton,
- Harrogate,
- Richmondshire,
- Ryedale,
- Scarborough, and
- Selby.

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<sup>3</sup> ONS, 2011 Census Data (2012)

<sup>4</sup> [NYCC Website, Statistics and Census](http://northyorks.gov.uk/index.aspx?articleid=2874) northyorks.gov.uk/index.aspx?articleid=2874

## Appendix B - Assessment of Methods of Communication:

Potential Communication Methods	Strengths	Weaknesses	Does it Inform (I), Consult (C) or Participate (P)?
Documents available at local Planning Offices and Libraries.	Provides opportunities to make hard copies available.	May not be accessible to all, but the super mobile library may be used to help counteract this.	I & C
Letters to Statutory and non-Statutory bodies	Specific feedback.	Time limit for responses (for participants).	I & C
Internet (website and emails)	Cheap to distribute. Easily updated and amended.	Limited Access. Information needs to be carefully designed. May not reach all sections of the community.	I & C
Surveys/Questionnaires	Can be targeted to a specific audience. Easy to analyse.	Exclude those with poor language skills. Time-consuming to complete.	C
Local Press	Can be written for specific audiences.	No guarantee would reach target groups.	I
Leaflets	Simplify complex topics.	May be treated as junk mail and not read.	I
Public Exhibitions/Displays	Gives residents some flexibility in deciding when to visit. Encourages feedback and comment. Can reach rural areas.	Attendees may not be representative of wider community. Responses distorted towards information presented. Cannot cover all communities.	I, C & P
One-to-one meetings with Stakeholders	Targeted response.	Time-consuming and slow.	P
Public Meetings	A useful means of creating interest and debate on local issues.	Attendees may not be representative. Large meetings can be inhibiting. Meetings can be hijacked by most vocal.	I & P
Focus groups / Citizens' panel / Facilitated Workshops	Can help identify solutions. Could involve marginalised groups.	Works best with a trained facilitator – expensive. May be inhibiting for some.	C & P

**Informing people** – We will keep people up to date with the current position at each stage of the process. While the Council will endeavour to keep stakeholders informed and up-to-date regards progress on the Local Plan it remains the responsibility of individuals and groups to make representations and become further involved.

**Consulting people** – We will find out what individuals/groups think about particular approaches that are being taken.

**Participation** – We want active involvement from individuals/groups in order to further the discussion around a particular issue.

## Appendix C – Locations to view this document within North Yorkshire

### Craven District

#### **Council Offices:**

- Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ.  
Tel: 01729 700600

#### **Libraries and Information Centres:**

- Bentham Library Main Street, High Bentham, Lancaster, LA2 7JU.
- Crosshills Library, Main Street, Crosshills, Keighley, BD20 8TQ.
- Embsay Library, The Institute, Main Street, Embsay-with-Eastby, Skipton, BD23 6RE.
- Gargrave Library, Gargrave village hall, West Street, Gargrave, Skipton, BD23 3RD
- Grassington Library, Garrs Lane, Grassington, Skipton, BD23 5AA.
- Ingleton Library, Main Street, Ingleton, Carnforth, Lancaster, LA6 3HG.
- Settle Library, 4 High Street, Settle, BD24 9EX.
- Skipton Library, High Street, Skipton, BD23 1JX.

### Hambleton District

#### **Council Offices:**

- Hambleton District Council, Civic Centre, Stone Cross, Northallerton, DL6 2UU. Tel: 0845 1211 555

#### **Libraries and Information Centres:**

- Bedale Library, Bedale Hall. Bedale, DL8 1AA. Tel:
- Easingwold Library, Market Place, Easingwold, York, YO6 3AN.
- Great Ayton Library, 105b High Street, Great Ayton, Middlesbrough, TS9 6NB.
- Northallerton Library, 1 Thirsk Road, Northallerton, DL6 1PT.
- Stokesley Library, Town Close, Manor Road, Stokesley, Middlesbrough, TS9 5DH.
- Thirsk Library, Finkle Street, Thirsk, YO7 1DA. Tel: 01845 522268

### Harrogate Borough

#### **Council Offices:**

- Harrogate Borough Council, Council Offices, Crescent Gardens, Harrogate, HG1 2SG. Tel: 01423 500600

#### **Libraries and Information Centres:**

- Bilton Library, Bilton Lane, Harrogate, HG1 3DT.
- Boroughbridge Library, 17 St James Square, Boroughbridge, YO5 9AR.
- Harrogate Library, Victoria Avenue, Harrogate, HG1 1EG.
- Knaresborough Library, Market Place, Knaresborough, HG5 8AG.

- Masham Community Library, Mashamshire Community Office, Little Market Place, Masham, HG4 4DY.
- Pateley Bridge Library, 28 High Street, Pateley Bridge, Harrogate, HG3 5JU.
- Ripon Library, The Arcade, Ripon, HG4 1AG.
- Starbeck Library, 68A High Street, Starbeck, Harrogate, HG2 7LW

## **Richmondshire District**

### **Council Offices:**

- Richmondshire District Council, Swale House, Frenchgate, DL10 4JE. Tel: 01748 829100

### **Libraries and Information Centres:**

- Catterick Garrison Library, Gough Road, Catterick Garrison, DL9 3EL.
- Colburn Library, The Broadway, Colburn, Catterick Garrison, Catterick. DL9 4RF.
- Hawes Library, The Neukin Market Place, Hawes, DL8 3RA.
- Leyburn Library, Thornborough Hall, Leyburn, DL8 5AB.
- Richmond Library, Queen's Road Richmond, DL10 4AE.

## **Ryedale District**

### **Council Offices:**

- Ryedale District Council, Ryedale House, Malton, YO17 7HH. Tel: 01653 600666

### **Libraries and Information Centres:**

- Helmsley Library, Town Hall, Helmsley, York, YO62 5BL. Tel: 01439 770619
- Kirkbymoorside Library, Church House, 7 Martet Place, Kirkbymoorside, York, YO6 6AT.
- Malton Library, St. Michael Street, Malton, YO17 7LJ.
- Norton Library, Commercial Centre, Norton, Malton, YO17 9ES,
- Pickering Library, The Ropery, Pickering, North Yorkshire, YO18 8DY.

## **Scarborough Borough**

### **Council Offices:**

- Scarborough Borough Council, Town Hall, St Nicholas Street, Scarborough, YO11 2HG. Tel: 01723 232323

### **Libraries and Information Centres:**

- Derwent Valley Bridge Community Library, 3 Pickering Road, West Ayton, Scarborough, YO13 9JE.
- Eastfield Library, High Street, Scarborough, YO11 3LL.
- Scalby Library, 450 Scalby Road, ewby, Scarborough, YO12 6EE.
- Scarborough Library, Vernon Road, Scarborough, YO11 2NN. Tel:

- Whitby Library, Windsor Terrace, Whitby, YO2 1ET.
- Filey Library, Station Avenue, Filey, YO14 9AE.

## **Selby District**

### **Council Offices:**

- Selby District Council, Portholme Road, Selby, YO8 4SB. Tel: 01757 705101

### **Libraries and Information Centres:**

- Selby Library, 52 Micklegate, Selby, YO8 4EQ.
- Barlby Library, Howden Rd, Barlby, Selby, YO8 5JE.
- Sherburn-In-Elmet Library, Finkle Hill, Sherburn-In-Elmet, West Yorkshire LS25 6AE.
- Tadcaster Library, Station Road, Tadcaster, LS24 9JG.

Library details can also be found on the Council's website:

<http://www.northyorks.gov.uk/libraries>



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## Appendix D – Statutory Requirements for Consultation – List of Consultees

### SPECIFIC CONSULTATION BODIES

*The following bodies are specific consultation bodies and will be consulted where the County Council thinks that the proposed subject matter of the DPD affects each body, in accordance with the Planning and Compulsory Purchase Act and The Town and Country Planning (Local Planning) (England) Regulations, 2012:*

- The Coal Authority;
- A relevant authority any part of whose area is in or adjoins the area of the local planning authority (including Local Authorities, Town and Parish Councils);
- The Environment Agency;
- Highways Agency;
- The Historic Buildings and Monuments Commission for England (English Heritage);
- Network Rail Infrastructure Limited;
- Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003, and who owns or controls electronic communications apparatus situated in any part of the Council's minerals and waste planning authority area; and
- Any of the bodies from the following list who are exercising functions in any part of the Council's minerals and waste planning authority area:
  - A Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
  - Any person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
  - Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
  - Sewage undertaker; and Water undertaker;
  - The Homes and Community Agency.

## **GOVERNMENT DEPARTMENTS**

*The Council may consult the following Government Departments / agencies, where those departments or agencies have substantial interests in the areas covered by the Council's minerals and waste local development documents.*

- Home Office;
- Department for Education
- Department for Environment, Food and Rural Affairs;
- Department for Transport;
- Department of Health;
- Department for Business Innovation and Skills
- Ministry of Defence;
- Department of Work and Pensions;
- Department of Justice;
- Department for Culture, Media and Sport;
- Department for Communities and Local Government, and
- Department of Energy and Climate Change.

## **GENERAL CONSULTATION BODIES**

*The Council will consult those organisations / groups, which represent the following general consultation bodies, as considered appropriate to each minerals / waste local development document:*

- Voluntary bodies some or all of whose activities benefit any part of the Council's minerals / waste planning authority area;
- Bodies which represent the interests of different racial, ethnic or national groups in the Council's minerals / waste planning authority area;
- Bodies which represent the interests of different religious groups in the Council's minerals / waste planning authority area;
- Bodies which represent the interests of disabled persons in the Council's minerals / waste planning authority area; and
- Bodies which represent the interests of persons carrying on business in the Council's minerals / waste planning authority area.

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## OTHER CONSULTEES

*The Council will also consider the need to consult the following, as considered appropriate to the minerals / waste local development document being consulted upon. This list is not exhaustive. Organisations, groups, individuals and any other party, who wish to be informed / consulted regarding the Council's Minerals and Waste Local Plan can request to be contacted as outlined in the main text. Where this is the case there information will be maintained on the Council's minerals and waste development framework consultation database.*

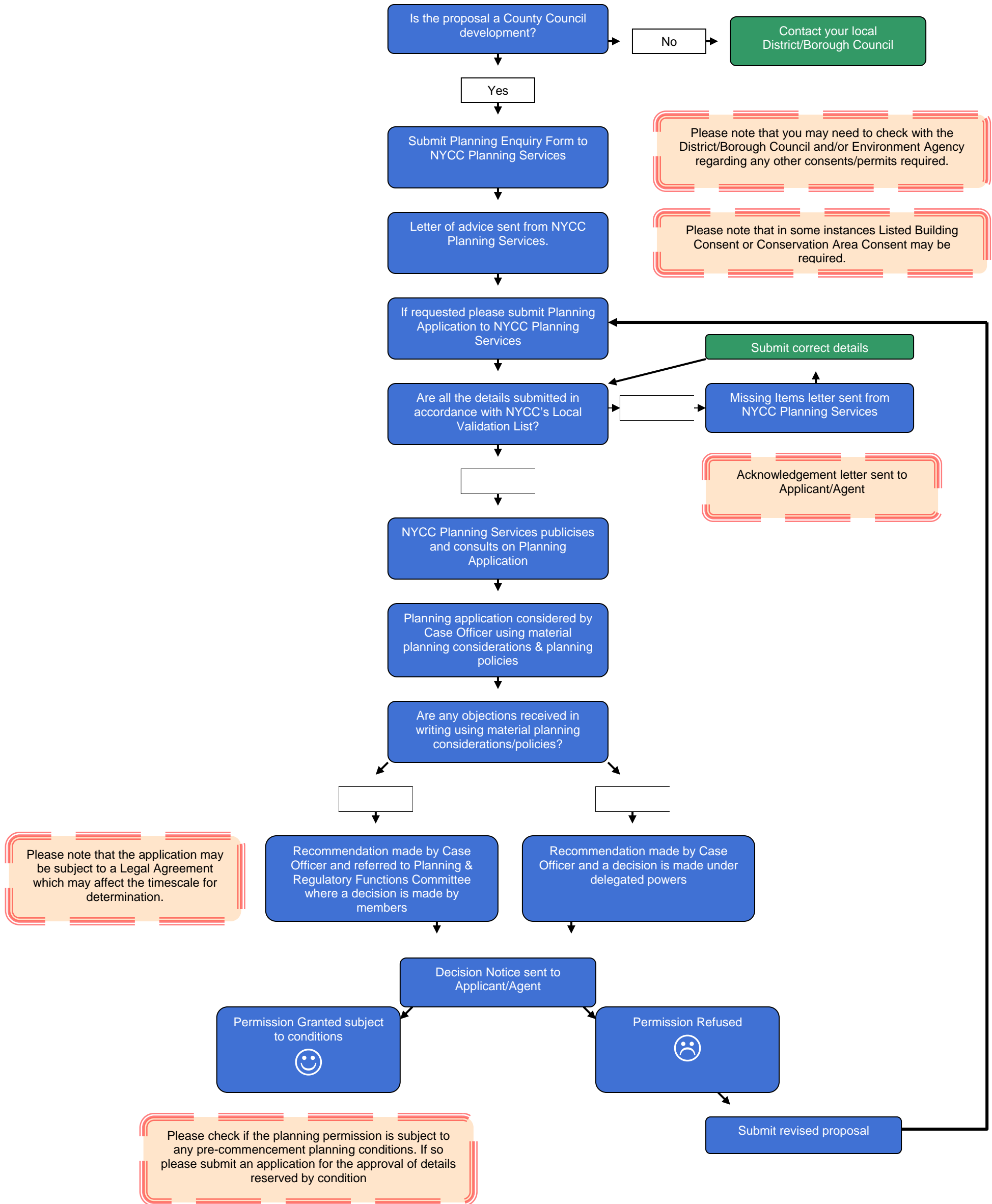
- Age UK;
- Airport operators;
- British Chemical Distributors and Traders Association;
- British Geological Survey;
- The Canal and River Trust;
- Centre for Ecology and Hydrology;
- Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- Church Commissioners;
- Civil Aviation Authority;
- Design Council;
- Commission for New Towns and English Partnerships;
- Commission for Racial Equality;
- Crown Estate Office;
- Diocesan Board of Finance;
- Disability Rights Commission;
- Disabled Persons Transport Advisory Committee;
- Environmental groups at national, regional and local level, including:
  - Council to Protect Rural England;
  - Friends of the Earth;
  - Royal Society for the Protection of Birds; and
  - Wildlife Trusts;
- Equal Opportunities Commission;

- Fire and Rescue Services;
- Forestry Commission;
- Freight Transport Association;
- Gypsy Council;
- Health and Safety Executive;
- Housing Corporation;
- Local Agenda 21 including:
  - Civic Societies;
  - Community Groups;
  - Local Transport Authorities;
  - Local Transport Operators; and
  - Local Race Equality Councils and other local equality groups;
- National Playing Fields Association;
- Passenger Transport Authorities;
- Passenger Transport Executives;
- Police Architectural Liaison Officers/Crime Prevention Design Advisors;
- Port Operators;
- Post Office Property Holdings;
- Mineral Products Association;
- Rail Companies and the Rail Freight Group;
- Regional Housing Boards;
- Regional Sports Boards;
- Road Haulage Association
- Sport England;
- The House Builders Federation;
- The National Grid Company;
- Traveller Law Reform Coalition;
- Women's National Commission; and

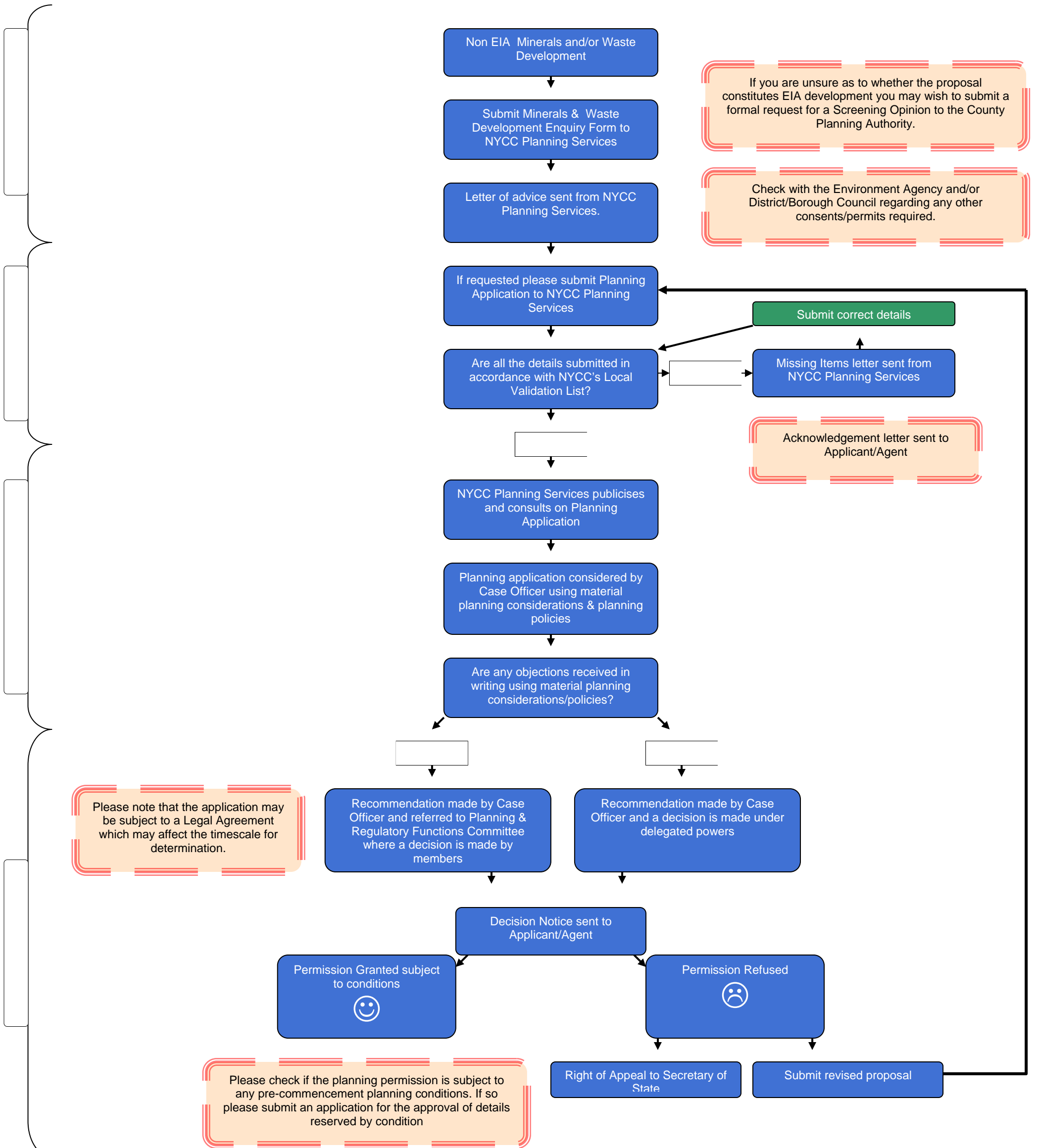
***Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.***



## Appendix E



## Appendix F



## Contact us

**North Yorkshire County Council, County Hall, Northallerton, North Yorkshire, DL7 8AD**

Our Customer Service Centre is open Monday to Friday 8.00am - 5.30pm (closed weekends and bank holidays). Tel: **0845 8727374** email: **customer.services@northyorks.gov.uk**

Or visit our website at: **www.northyorks.gov.uk**

If you would like this information in another language or format such as Braille, large print or audio, please ask us.

Tel: 01609 532917

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو براے مہربانی ہم سے پوچھئے۔

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

Aby otrzymać te informacje w innym języku lub formacie, np. w alfabecie brajla, w wersji dużym drukiem lub audio, prosimy się z nami skontaktować.

Email: [communications@northyorks.gov.uk](mailto:communications@northyorks.gov.uk)

