



**Lisburn &
Castlereagh
City Council**

Lisburn & Castlereagh City Council

**Draft Statement of
Community Involvement
(SCI)**

October 2015

Responding to this Consultation Document

How to Respond

You are invited to send your views on this draft Statement of Community Involvement. Comments should reflect the structure of the document as far as possible with references to paragraph numbers where relevant. All responses should be made in writing and submitted to us no later than **Monday 14th December 2015** in one of the following ways:

By email to: planning@lisburncastlereagh.gov.uk

By post to: Planning Section

Lisburn & Castlereagh City Council

Civic Headquarters

Lagan Valley Island

Lisburn

BT27 4RL

We look forward to receiving your comments on this consultation document. Additional copies of the consultation document can be downloaded from our website at www.lisburncastlereagh.gov.uk or requested via the postal address, email as above, or by telephone on 0300 200 7830 or by text phone 028 92 509 508.

Should you require a copy of this consultation document in an alternative format, it can be made available on request in large print, audio format, or Braille. It may also be made available in minority languages to meet the needs of those for whom English is not their first language.

Keeping the Community Informed

The Planning Section is keen to communicate with local people on planning issues arising in our Council area, and in particular, progress on our new Local Development Plan. If you would like to be included in this process please email your details to planning@lisburncastlereagh.gov.uk.

If you have any queries regarding this document please contact us using the details above.

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1.0 INTRODUCTION

What is the Statement of Community Involvement?

- 1.1 From the 1st April 2015 Lisburn & Castlereagh City Council became the main decision maker on the vast majority of planning applications in the Council area, and assumed powers for producing its Local Development Plan. It is the Council's responsibility, working with local people, to create a clear vision of how the Council area should develop and what it will look like in the years to come.
- 1.2 Councils are required under Section 4 of the Planning Act (Northern Ireland) 2011 to prepare a Statement of Community Involvement (SCI).
- 1.3 The purpose of this statement is to set out policy for involving the community in the production of Lisburn & Castlereagh City Council's Local Development Plan and the consideration of planning applications. It describes who, how and when the community will be invited to participate in the different stages of both Local Development Plan formulation and the determination of planning applications.

A Vision of Participation

- 1.4 The Council's vision as set out in its Corporate Plan is:

“To be a progressive, dynamic and inclusive council, working in partnership to develop our community.”

1.5 The Council's core values are:-

- Accountability
- Civic Leadership
- Transparency
- Inclusivity
- Value for Money
- Excellent standards

1.6 This is a shared vision of participation in decision making and is aimed to ensure that:

- (i) Everyone has an early and informed opportunity to express their views on the development of the area and have them considered before decisions are made;
- (ii) All groups in our community, regardless of religious belief, political opinion, racial group, age, sex, marital status, physical ability, sexual orientation, and those with and without dependants are enabled and empowered to participate.

1.7 It is intended to adopt a proactive and timely approach to community involvement through providing clear information and encouraging participation during plan preparation and planning application submission, assessment and determination. The process must therefore be informative, user friendly, as inclusive as possible, and conducted in an open and transparent way. Every effort is to be made to engage the community, record views and provide feedback.

1.8 The Local Development Plan provides a statutory link with the Council's Community Plan and will include a spatial land use reflection of the Community Plan, provide a vision of how places should change and what they will be like in the future.

Figure 1: Important Linkages with other Council Plans and Strategies



2.0 COMMUNITY INVOLVEMENT IN THE COUNCIL'S DEVELOPMENT PLAN PROCESS

2.1 The purpose of the Lisburn & Castlereagh City Council Local Development Plan, comprising the Plan Strategy and Local Policies Plan, is to inform the general public, statutory authorities, developers and other interested bodies of the policy framework and land use proposals that will implement the strategic objectives of the Regional Development Strategy (RDS) and guide development decisions within the Lisburn & Castlereagh City Council area up to 2030.

Who can get involved?

2.2 Anyone who wishes to get involved in the preparation of this local development plan will be encouraged to do so at the opportunities provided. In particular the views of the following groups of people will be sought:

- People living within the area / neighbourhood;
- Elected representatives;
- Voluntary groups;
- Community forums / groups / umbrella organisations;
- Environmental groups;
- Residents groups;
- Business interests; and
- Developers / landowners.

2.3 Elected members, forums, community and residents groups provide a voice for the local community. Other voluntary and interest groups also bring a special knowledge and can ensure that important concerns are addressed.

Empowering disadvantaged and under-represented groups

2.4 The Northern Ireland Act 1998 requires a public authority, in carrying out its functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity between:

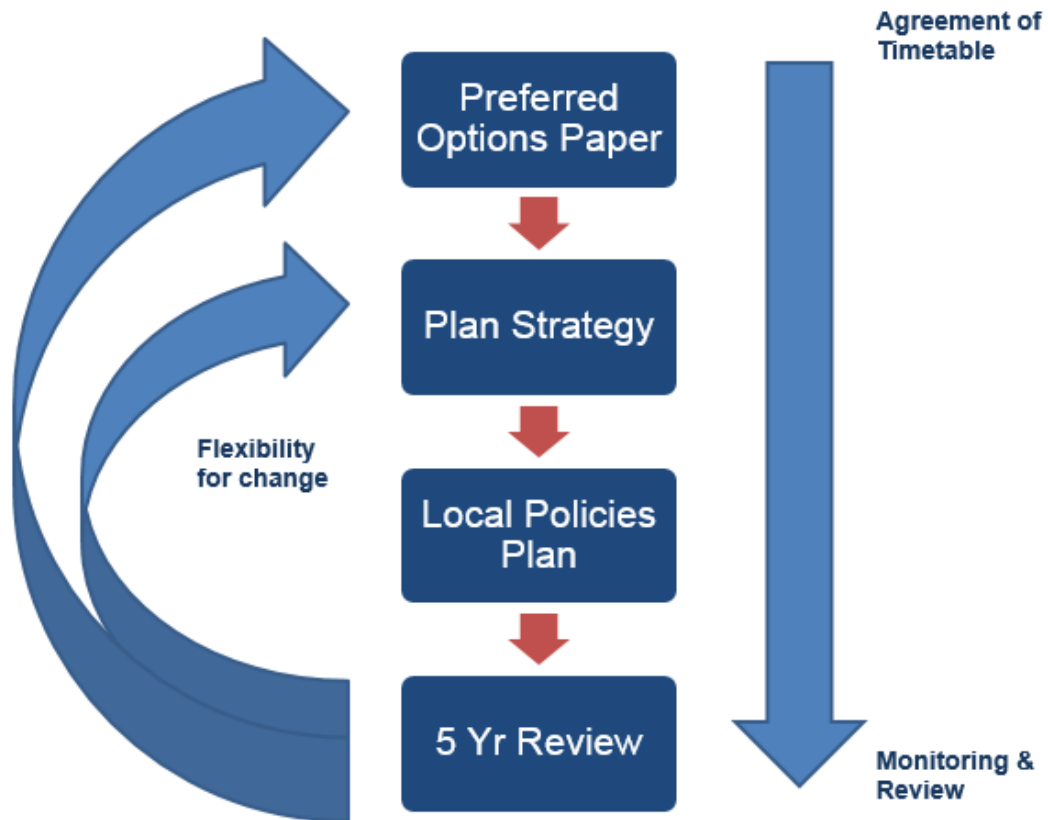
- persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- men and women generally;
- persons with a disability and persons without; and
- persons with dependants and persons without.

- 2.5 In addition, without prejudice to the above obligations, public authorities are required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or race. The above “Section 75 groups” are important participants within the planning process and include people who traditionally have been under represented or disadvantaged. These groups will be targeted through the consultation process on the local development plan in order to obtain their views and contribute to the consideration of equality issues under Section 75. Their views on any equality screening documents or draft Equality Impact Assessments will also be sought within the specified period for comment along with the draft Plan Strategy and draft Local Policies Plan.
- 2.6 To ensure that Local Development Plan and consultation documents are accessible to everyone they will be made available on the Council’s website at www.lisburncastlereagh.gov.uk and in different formats upon request, including electronic, Braille, large text print, audiocassette. Plain English will be used for all publications. A telephone, fax number and a text phone number will be stated on each document for people with hearing or speech impairments. If for any reason, a request for a document in a particular alternative format cannot be met, other possible solutions will be explored.

How and when will the Community be involved?

- 2.7 A local development plan is made at different stages, each presenting opportunities for community involvement (see Annex 1 for details). Each of these stages is identified with the actions that are to be taken to involve the community. The actions will fulfil and in some cases exceed the statutory requirements on public consultation.

Figure 2: Local Development Plan Process



Stage 1 - Initial Plan Preparation

2.8 The purpose of the plan preparation stage is to establish what is required of the new plan, the key issues to be addressed and the options for addressing them. This will be undertaken using a topic based approach which will address particular issues relevant to the Lisburn & Castlereagh City Council area.

2.9 This stage includes preparation of the Statement of Community Involvement (SCI) and the Timetable for the Local Development Plan. Positions papers which set out the evidence base will assist in the preparation of the Preferred Options Paper. An Equality Impact Assessment (EQIA) and Sustainability Appraisal Scoping Report

(incorporating a Strategic Environmental Assessment) will be undertaken in agreement with DOE as the Consultation Body.

Actions

- Prepare and publish a Statement of Community Involvement (SCI), listing the key consultees, Community Groups and under-represented (Section 75) groups who will be actively encouraged to participate in the process. These lists will be kept under review and written requests for inclusion from additional bodies will be considered.
- Agree and prepare a Timetable which will provide indicative dates for:-
 - each stage of the preparation of the local development plan process, including publication of the Preferred Options Paper, Plan Strategy, and Local Policies Plan, through to adoption;
 - The carrying out of the Sustainability Appraisal and the report on the findings.
- Set up a Steering Group¹ and Project Management Team² to oversee development of the Local Development Plan.
- Write to key Consultees (see Annex 3) requesting them to participate in the plan making process by providing information on the key strategic issues that the local development plan should address.
- Invite under represented (Section 75) groups to identify whether there are any types of planning policies which are likely to have a significant impact on the groups they represent. They will also be provided opportunity to identify any particular issues or needs which they feel the plan should address. Where requested this can be

¹ A high level co-ordinating body that will ensure an overview and strategic input

² This team will act as the key contact for consultees and act as the screening and scoping group for the Sustainability Appraisal and Equality Impact Assessment.

done through a face to face meeting with a planning official. Any comments received will be taken into account when screening and scoping the Equality Impact Assessment.

- Send the Scoping Report of the Sustainability Appraisal incorporating SEA to the statutory consultation body and if necessary, the Department may be requested to undertake trans-boundary consultation with the Republic of Ireland.
- Publish a Preferred Options Paper which will set out the key plan issues and the preferred options available to address them. The Preferred Options Paper is a consultation paper to promote debate on issues of strategic significance which are likely to influence the shape of future development within Lisburn & Castlereagh City Council area.
- Issue a public notice, press release and hold a launch/exhibition to announce publication of the Preferred Options Paper, with public meetings/exhibitions/drop-in sessions in various locations across the Council area.
- Make any relevant supporting documents including the Sustainability Interim Report and Position papers (such as the Countryside Assessment and Settlement Appraisal) available on the website and provide hard copies on request at a specified price.
- Invite key consultees, elected members, local community groups and under-represented (Section 75) groups to the public events and provide them with a copy of the Preferred Options Paper and ask for comment within 8 weeks.
- Present a Public consultation report to elected Members following the 8 week consultation period.

Stage 2 - Preparation and Adoption of Plan Strategy

- 2.10 This stage of plan preparation will set out the Council's objectives and strategic policies regarding the future development of the area. The

Council will prepare a draft Plan Strategy based on all information previously gathered and the public responses to the Preferred Options Paper.

2.11 As part of the process the Council will also carry out a range of assessments including a Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment, Equality Impact Assessment (EQIA), Habitats Regulations Assessment (HRA) and Rural Proofing. A draft Plan Strategy will then be published along with any supporting documents.

2.12 The draft Plan Strategy will be published for consultation, and all representations received will be available for public inspection, including any counter-representations. These will be considered at the Independent Examination which will examine the draft Plan Strategy against soundness tests³.

2.13 Following the Independent Examination, the examiner will issue a report of its findings to the Department of Environment (DOE) who will consider and issue a binding report to the Council. The Council must incorporate any changes outlined in the binding report before adopting the Plan Strategy.

Actions

Publication

- Publish a draft Plan Strategy setting out the key strategic policies for the Council area.

³ Soundness involves testing the LDP against a key list of criteria. Detailed information set out in [Development Plan Practice Notes | Planning Portal](#)

- Issue a public notice, press release and hold a launch/exhibition to announce publication of the draft Plan Strategy, with public meetings/exhibitions/drop-in sessions in various locations across the Council area.
- Make any relevant supporting documents including the draft Sustainability Appraisal Report, draft Equality Impact Assessment and Public consultation report available on the website and provide hard copies on request at a specified price.
- Invite key consultees, elected members, local community groups and under-represented (Section 75) groups to the public events and provide them with a copy of the draft Plan Strategy and ask for comments within 8 weeks.
- Write to all who submitted a representation to the Preferred Options Paper informing them of the publication of the draft Plan Strategy and accompanying documents including the Public Consultation Report; advising how they can view or obtain copies; the dates of the public events; the 8 week period and closing date for representations.

Representations

- Make copies of representations available for inspection in the Council's Planning Office and on the website.
- Write to key consultees and elected members informing them that representations are available for inspection and the places and times at which they can be inspected.
- Issue a Public Notice in at least one newspaper circulating in the district Council area for two successive weeks, the Belfast Gazette, and on Council's website of the availability of representations for inspection and the 8 week period including closing date for counter-representations.
- Make copies of counter-representations available for inspection in the Council's Planning Office and on the Council's website.

- Report counter-representations to elected members.
- Fully consider representations and counter-representations before submitting the draft Plan Strategy to the Department of Environment for independent examination.

Independent Examination

- Continue to make the draft Plan Strategy and any accompanying documentation available on the Council's website.
- Advertise dates, times and venues for the Independent Examination at least 4 weeks before the Independent Examination is to be held indicating that representations and counter representations are available for inspection.
- Notify all persons who have submitted representations and counter representations to the draft Plan Strategy of the arrangements for the Independent Examination indicating that representations and counter representations are available for inspection.
- Request key consultees to provide comment on the representations and counter representations for consideration at the Independent Examination.

Adoption of Plan Strategy

- Issue a Public Notice in at least one newspaper circulating in the district Council area for two successive weeks, the Belfast Gazette and on the Council's website of:
 - (i) adoption of the Plan Strategy;
 - (ii) where to get copies of the Plan Strategy and accompanying documents, the Department of Environment's Direction and the accompanying Independent Examiner's Report.
- Make the Plan Strategy and any supporting documents, the Department of Environment's Direction and Independent Examiner's Report available on the website with hard copy available on request for a specified price;

- Write to key consultees and those submitting representations and counter representations advising them of the adopted Plan Strategy, and where to obtain copies together with the Department of Environment's Direction and the Independent Examiner's Report. Also advise them of the commencement of work on the Local Policies Plan.

Stage 3 - Preparation and Adoption of Local Policies Plan

2.14 The Local Policies Plan is the second part of the local development plan document. It will be consistent with the adopted Plan Strategy and will be the Council's detailed policies and proposals regarding the future development of the area. The draft Local Policies Plan will be a public consultation document and will form a key part of the public participation process.

2.15 The process for the Local Policies Plan will follow the same steps as those carried out for the Plan Strategy. This will include preparing the draft Local Policies Plan, updating the Sustainability Report and accompanying statutory assessments, publishing it for consultation, and making all representations/counter-representations available for inspection prior to the Independent Examination.

Actions

Publication

- Publish a draft Local Policies Plan setting out the detailed policies and proposals for the Council area.
- Issue a public notice, press release and hold a launch/exhibition to announce publication of the draft Local Policies Plan, with public

meetings/exhibitions/drop-in sessions in various locations across the Council area.

- Make any relevant supporting documents including the draft Sustainability Appraisal Report, draft Equality Impact Assessment and Public consultation report available on the website and provide hard copies on request at a specified price.
- Invite key consultees, elected members, local community groups and under-represented (Section 75) groups to the public events and provide them with a copy of the draft Local Policies Plan and ask for comments within 8 weeks.
- Write to all who submitted a representation and counter representation to the draft Plan Strategy informing them of the publication of the Local Policies Plan and accompanying documents; advising how they can view or obtain copies; the dates of the public events; the 8 week period and closing date for representations.

Representations

- Make copies of representations available for inspection in the Council's Planning Office and on the website.
- Write to key consultees and elected members informing them that representations are available for inspection and the places and times at which they can be inspected.
- Issue a Public Notice in at least one newspaper circulating in the district Council area for two successive weeks, the Belfast Gazette, and on Council's website of the availability of representations for inspection and the 8 week period including closing date for counter-representations.
- Make copies of counter-representations available for inspection in the Council's Planning Office and on the Council's website.
- Report counter-representations to elected members.

- Fully consider representations and counter-representations before submitting the draft Local Policies Plan to the Department of Environment for independent examination.

Independent Examination

- Continue to make the draft Local Policies Plan and any accompanying documentation available on the Council's website.
- Advertise dates, times and venues for the Independent Examination at least 4 weeks before the Independent Examination is to be held indicating that representations and counter representations are available for inspection.
- Notify all persons who have submitted representations and counter representations to the draft Local Policies Plan of the arrangements for the Independent Examination indicating that representations and counter representations are available for inspection.
- Request key consultees to provide comment on the representations and counter representations for consideration at the Independent Examination.

Adoption of Local Policies Plan

- Issue a Public Notice in at least one newspaper circulating in the district Council area for two successive weeks, the Belfast Gazette and on the Council's website of:
 - (i) adoption of the Local Policies Plan;
 - (ii) where to get copies of the Local Policies Plan and accompanying documents, the Department of Environment's Direction and the Independent Examiner's Report.
- Make the Local Policies Plan and any supporting documents, the Department of Environment's Direction and Independent Examiner's Report available on the website with hard copy available on request for a specified price.

- Write to key consultees and those submitting representations and counter representations advising them of the adopted Local Policies Plan and where to obtain copies together with the Department of Environment's Direction and the Independent Examiner's Report.

Stage 4 - Monitoring and Review

2.16 The final stage in the local development plan process is monitoring and review which are essential in order to establish how the objectives of the plan have been achieved and whether any changes are necessary. The Council will provide regular reviews of the Local Development Plan, at least every 5 years from the date of adoption of the Local Policies Plan.

3.0 COMMUNITY INVOLVEMENT IN THE COUNCIL'S DEVELOPMENT MANAGEMENT FUNCTION

3.1 Lisburn & Castlereagh City Council as the local planning authority for the area deals with all planning and Listed Building applications in the Council area. It also deals with applications for works in conservation areas, works to protected trees, hazardous substance and advertising consent. Development Management is the process through which such applications are considered. An important part of the process is to provide information and advice to applicants and to seek and take into account the views of the general public and statutory consultees on all planning applications. The statutory requirements for consultation on planning applications are set out in legislation. These requirements vary according to the type of proposal but include notification to specified bodies and general publicity.

3.2 The Council receives a wide variety of planning applications and therefore needs to involve the community to differing degrees, according to the scale and complexity of the application. This section looks at:

- how the public can become involved at the various stages of the application process; and
- how the level of community involvement will depend on the scale of the application.

Pre-Application Stage

Pre-Application Discussions (PADs)

3.3 Pre-application discussions are encouraged for a range of types of applications, both major and local. The objective of pre-application discussions should be to confirm whether the principle of development is acceptable and to clarify the format, type and level of detail required to enable the Council to determine an application. For major applications, this process will enable the applicant to discuss with the Council details of how the community should be involved in the decision-making process.

Pre-Application Community Consultation

3.4 The Council strives to inform and involve the wider community in helping to create better quality developments and place making. Applicants submitting **major** applications to the Council or as the case may be the Department must undertake community consultation before submitting their application. The Council will require the following actions to be undertaken **before** the application is submitted:-

1. Notify the Council at least 12 weeks in advance that a major planning application is to be submitted.

2. Hold at least one public event where the community will be afforded the opportunity to make comment.
 3. Publish details of the proposal in the local press, outlining where further details can be obtained and the date, time and location of a public event.
 4. Submit a pre-application community consultation report.
- 3.5 Pre-application consultation is likely to be more successful if the applicant makes significant efforts to open lines of communication with, and provide feedback to, local communities and work with them to secure development proposals which are acceptable to everyone.
- 3.6 Applicants considering submitting development proposals that fall within the definition of major development are encouraged to engage Pre-Application Discussions with planning officers prior to submitting such applications. Where applicants fail to fully meet the pre-application community consultation requirements the Council will decline to determine the application.

Application Stage

- 3.7 When a planning application is submitted for determination the Council will involve the community in the decision making process. If an individual considers that they will be affected by a development proposal they will have an opportunity to consider what is being proposed and how it will affect them. There will also be opportunities to make views known before a final decision is made on the application.

Advertising and Neighbour Notification

- 3.8 The Council will undertake statutory publicity in accordance with current legislation. Government may change the statutory publicity requirements and our future approach will reflect any changes that are made.

Advertising

- 3.9 The Council will advertise all new applications on a weekly basis in at least one local newspaper (in accordance with Section 41 of the Planning Act).

EIA Development

- 3.10 Environmental Impact Assessment (EIA) is a method for ensuring that the likely significant environmental effects of a new development on the environment are fully understood and taken into account before consent is given for the development to proceed. The Environmental Statement (ES) produced following this Assessment should, bring together in a single document or series of documents information about a proposed development and its effects on the environment.
- 3.11 In most cases it will fall to the Council to determine if the application is an EIA application. It should be noted that if an application is an EIA application it cannot be processed until the ES is received. When a developer submits an ES in support of a planning application, the Council will publish a notice of its receipt in a local newspaper. The notice will indicate where the Statement may be purchased and the address of the Council Office where it may be inspected. The Council will also allow 4 weeks (from the date the notice is first published) for representation(s) to be made.

Neighbour Notification

- 3.12 The Planning Act (Northern Ireland) 2011 states that any affected occupier of land neighbouring the land to which the application relates shall be notified by serving a notice on them. Under the Council's Neighbour Notification Scheme, the Council will ensure that planning applications are brought to the individual attention of the occupiers of buildings on neighbouring land which are within 90m of the boundary of the application site. Neighbouring land is defined as *'land which directly adjoins the application site or which would adjoin it but for an entry or road less than 20m in width'*.
- 3.13 The Planning Officer when carrying out a site inspection will also check the accuracy of the neighbour notification details supplied on the application form and may add details as considered appropriate.
- 3.14 The period for responding following receipt of a neighbour notification letter is 14 days, though any late representations received before a decision is made will still be considered.

Obtaining further information and getting involved in planning applications

- 3.15 The weekly lists of planning applications received within the Council area will be available to view on the Northern Ireland Planning Portal www.planningni.gov.uk. Lists can also be accessed from the Council website www.lisburncastlereagh.gov.uk
- 3.16 Planning applications including supporting documents and corresponding plans can be viewed via the Planning Portal. Planning

applications can also be viewed online at the Council offices during normal office hours.

- 3.17 A duty Planning Officer will be available during normal office hours (9am – 5pm) to give advice on current or proposed applications (individuals are however advised to make an appointment to speak to a particular Officer).

Public Register

- 3.18 The Council will make the application, plans and any associated environmental statement available on a public register in accordance with Section 242 of the Planning Act. Each register will contain the following information:

- a copy (which may be photographic) of each application together with copies of plans and drawings submitted in relation thereto;
- the decision notice, if any, in respect of the application, including details of any conditions subject to which permission or consent was granted;
- the reference number, the date and effect of any decision of the Planning Appeals Commission in respect of the application; and
- brief details of any revocation or modification relating to any permission or consent, including date of issue.

File Inspection

- 3.19 The Council will make the application file available for inspection, by appointment only. The amount of information on the file, will of course, be dependent status of the application and the extent to which the application has progressed through the system. Costs for copy documents will be charged in accordance with the Council's agreed charging structure.

Submitting Comments

3.20 Individuals, groups and organisations can comment on a planning application even if they have not been neighbour notified by the Council. All comments will be carefully considered. Care should be taken when making comments to the Council to ensure that no personal data is included.

3.21 When a decision is made on a planning application only certain issues are taken into account, these are often referred to as 'material planning considerations'. Material considerations must be genuine planning considerations. The basic question is not whether owners and occupiers of neighbouring properties would experience financial or other loss from a particular development, but whether the proposal would unacceptably affect amenity and the existing use of land and buildings that ought to be protected in the public interest.

3.22 Generally greater weight is attached to issues which are supported by evidence rather than solely by assertion. It is important to note that if an identified problem/issue can be dealt with by way of a suitable condition the Council is required to consider this as an alternative to refusing an application.

3.23 Comments on a planning application may be made in a variety of ways, as follows:-

By email: planning@lisburncastlereagh.gov.uk (Please quote the application reference number)

By post to: Planning Section

Lisburn & Castlereagh City Council

Civic Headquarters

Lagan Valley Island

Lisburn

BT27 4RL

- 3.24 Oral, anonymous or defamatory comments cannot be taken into account. Individuals should therefore ensure that comments relate to relevant planning matters.
- 3.25 Further advice on how to become involved in the development management planning process is contained within Information Leaflet 3 - Commenting on a Planning Application. This leaflet can be found at [Information Leaflet 3 | Information Leaflet 3: Commenting on a Planning Application | Planning Portal](#)
- 3.26 All written comments on an application will be acknowledged within five working days. The acknowledgement letter will set out who is dealing with the application and who to contact if there are any questions.
- 3.27 Whilst Planning Officers may not be able to respond to each comment made due to the large number received, all comments will be summarised and fully considered within the Planning Officer's report.
- 3.28 The Council will not normally contact the respondent again until after a decision is made unless the application, is significantly altered or is withdrawn.
- 3.29 The Council may, if it considers it appropriate to do so, stage public exhibitions, issue press releases or arrange public meetings to provide

information about major developments or proposals which it considers to be particularly significant or have wide-spread effects on communities.

- 3.30 Local councillors can request that a particular planning application is referred to the planning committee for determination in accordance with the Protocol for the Operation of the Planning Committee found at [Planning - Lisburn Castlereagh](#)
- 3.31 The Council will consult with a range of Statutory Consultees (see Annex 2) to assist in the determination of an application. If a representation raises issues that are relevant to the responsibilities of a consultee (e.g. road safety) the representation will be copied to the appropriate consultee for consideration and comment.
- 3.32 The Council will carefully take any comments made into account before a decision is made. All representations received in respect of a planning application will be scanned and added to the Planning Portal website. Prior to uploading, representations will be redacted to remove email addresses and hand written signatures - typed names and addresses remain visible.
- 3.33 The Planning Officer may negotiate changes to applications where these are considered expedient. Re-consultation with neighbours and third parties (for 14 days) will take place on receipt of amendments if it is considered that they raise new issues that could lead to further comment. If any change is considered to be substantive, a new application may be invited.

Community Involvement at the Planning Committee Stage

- 3.34 In accordance with the Council's Planning Scheme of Delegation, decision making in respect of certain planning applications will be delegated to Planning Officers. Exceptions to delegation apply. The Council's Scheme of Delegation can be viewed on its website.

Pre-determination hearings and speaking at the Planning Committee

- 3.35 For those major applications that have been notified to the Department but have been returned to the Council for determination the applicant will be afforded the opportunity of appearing before and being heard by the Council.
- 3.36 If an application goes before the Planning Committee, Speaking Rights will apply to who have made representations. Requests to speak must be made in writing, (which includes emails) in accordance with the Protocol for the Operation of the Planning Committee. The Protocol is available to view on the Council's website.

Community Involvement after a Planning Application has been determined (Post Application Stage)

- 3.37 A notification of decision letter will be sent to the applicant/agent and all people who have responded to the consultation on the planning application, informing them of the decision and the reason for that decision. The decision will be recorded on the Council's website (in due course) and a copy will be placed in the statutory Planning Register.

- 3.38 If the application has been presented to the Planning Committee for determination, the Committee decision can be found by contacting the planning office.

Involving the Community When an Appeal is made against a Planning Refusal/Granted Conditions/Enforcement Notice

- 3.39 Only applicants and those upon whom notices have been served have the right of appeal. There are no third party rights of appeal. Where an applicant is unhappy with the Council's decision on an application or a condition attached to a permission, he/she may appeal to the Planning Appeals Commission. An applicant may also appeal to the Planning Appeals Commission where the Council has not determined an application within the relevant period prescribed by the Planning (General Development Procedure) Order (NI) 2015. Where such an appeal is lodged, the application is deemed to have been refused. Appeals must be lodged with the Planning Appeals Commission within four months from the date of notification of the Council's decision, or expiry of the prescribed period as the case may be.
- 3.40 All those people who responded on the original planning application that is the subject of appeal will be advised that an appeal has been received, and provided with an opportunity to make their views known. Copies of letters already submitted will be forwarded to the Planning Appeals Commission (PAC). For hearings and public inquiries, the interested parties have the opportunity to make their views known verbally to the PAC.

4.0 COMMUNITY INVOLVEMENT IN PLANNING ENFORCEMENT

- 4.1 The Community plays an important role in reporting cases where they believe there has been a breach of planning control. A breach of planning control occurs when development or other certain activities take place without the necessary planning permission or consent from the Council or the Department. This may also include failure to carry out development in accordance with the approved plans or conditions.
- 4.2 All planning enforcement related complaints are treated confidentially. If the complaint results in a planning application being submitted, then this will be publicised in the normal manner and adjoining neighbours and complainants notified. Complainants are given leaflets explaining enforcement notices.
- 4.3 In cases where planning enforcement action is taken, complainants are informed once the case has been brought to a conclusion. In cases where enforcement action is not taken, a full explanation providing the Council's reasons will be sent to the complainants. Many initial complaints relate to non-enforcement issues in the Council area, such as householder permitted development type extensions or alterations to a dwelling house. In such cases, the Council will provide the complainant with the guidelines for 'permitted development' which do not require planning permission.
- 4.4 The Council's priorities for enforcement action are contained within the Council's Planning Enforcement Strategy found at [Planning - Lisburn Castlereagh](#). The Enforcement Strategy will be subject to regular review.

5.0 COMMUNITY INVOLVEMENT IN SUPPLEMENTARY PLANNING GUIDANCE

- 5.1 The Council will also prepare non-statutory planning guidance to support its development plan. Supplementary planning guidance includes for example design guides and advice notes. These will be published for public consultation and comment prior to the publication of the final draft, there will however be no opportunity for formal objection to this type of document. Comments received will be published on the Council web site.

6.0 COMMUNITY INVOLVEMENT IN CONSERVATION AREA DESIGNATION

- 6.1 A Conservation Area is an area of special architectural or historic interest, the character of which it is desirable to preserve and enhance. The Council considers that consultation with, and the involvement of local people is important when undertaking work associated with Conservation Areas. This will help encourage greater ownership of the concept and greater co-operation and commitment to achieving the aims of the designation. The Council will involve the community in the designation, variation or cancellation of a Conservation Area. This will entail formal consultation with the Historic Buildings Council and Department for Regional Development, advertising by way of a public notice in the local press and public meetings to discuss and present proposals. Upon formal designation the Council will publish a public notice in the local press and hold a public launch and exhibition.

7.0 COMMUNITY INVOLVEMENT IN DESIGNATION OF A SIMPLIFIED PLANNING ZONE

- 7.1 Where the Council proposes to commence work on a simplified planning zone it will undertake consultations with the neighbouring district council, the land owner and occupier, the Department for Social Development and will notify the Department of the Environment.
- 7.2 Once details of a scheme have been prepared the Council will make copies available for inspection at the Council's office, give notice by way of an advertisement in the local press and on the Council's website, and will serve a notice on those it has consulted with.
- 7.3 Following advertising of the proposed planning zone(s) details there will be an eight week period when representations can be made to the Council. If the Council subsequently decides not to proceed with the proposed planning zone it will publish a further advertisement to that effect and will notify all those have made representations.
- 7.4 The Council may cause an independent examination to be held to consider the representations received. Where it is proposed to hold an independent examination details including the time and place of the examination will be published in the local press. Where it is decided not to hold an independent examination the Council will notify all those who have made representations.
- 7.5 Following the independent examination the Council will produce a report and statement detailing its decision and outlining reasons for its

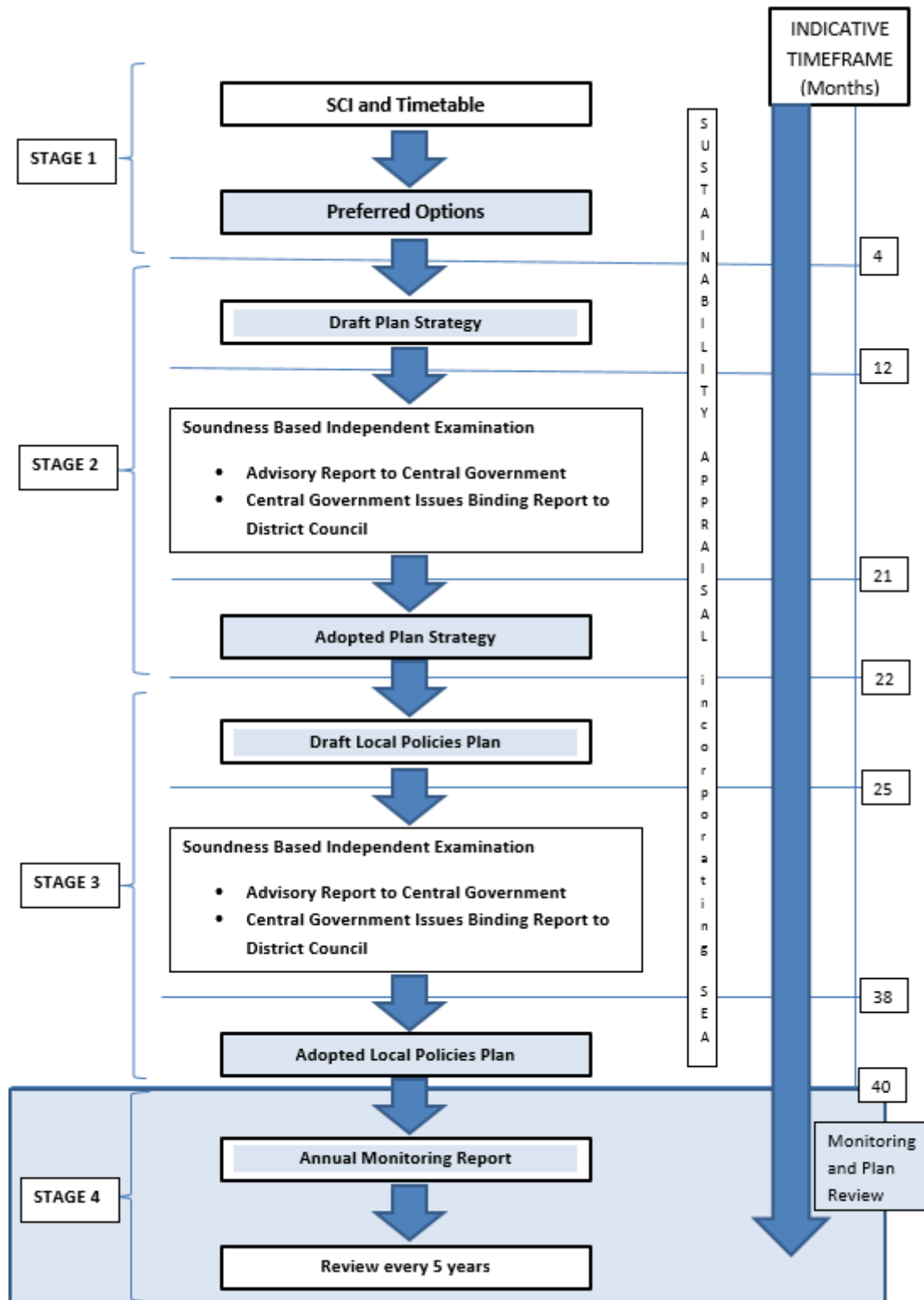
decision. Notice of publication will be advertised in the local press and the report and statement will be available for public inspection in the Council offices.

8.0 REVIEW OF THE STATEMENT OF COMMUNITY INVOLVEMENT

8.1 This Statement of Community Involvement will be reviewed as necessary to ensure that it remains current and relevant to the planning needs of Lisburn & Castlereagh City Council.

8.2 A provisional list of Community/Voluntary Groups in Lisburn & Castlereagh City Council Area is set out in the attached Annex 4. If a group wishes to be added to this list, they are advised to make a submission in writing or by email to the Council's development plan team.

Annex 1 - Local Development Plan Stages



Annex 2 - Consultees Development Management

Where a Council undertakes consultations on a planning application the consultee will be required to respond within 21 days, or any other date as agreed in writing, after which time the Council may determine the application whether or not a response has been received. In the case of those developments which are subject to an Environmental Impact Assessment (EIA) the Council will not make a determination until 28 days have passed.

The Council will undertake consultations with a number of key bodies:-

- Department of the Environment – NI Environment Agency in respect of proposals that may impact on natural habitats and built heritage, entail the redevelopment of contaminated land, developments which require storage and processing of controlled waste materials and/or proposals resulting in discharges to the natural environment.

- Department for Regional Development –
 - Transport NI in respect of proposals which impact on road and rail infrastructure.

 - NI Water in respect of proposals impacting on water and sewerage infrastructure.

- Department of Agriculture – Rivers Agency where it is considered that there is potential for flooding or increased surface water run-off and/or impact on existing watercourses or flood defences.

- Department of Enterprise, Trade and Investment on all major energy infrastructure projects.

It should be noted that the above is not intended to be a definitive list of consultees nor cover all circumstances under which a consultation with a statutory consultee may be carried out. Due to wide range of development proposals submitted to the Council each application will be carefully considered and consultations will be undertaken in line with statutory requirements. The need for consultations will vary between applications depending on the on the nature and scale of the proposal.

Further information on the consultation process is contained with the Department's Development Management Practice Note 18 'The Consultation Process and duty to respond'. The Practice note can be viewed on the Planning Portal <http://www.planningni.gov.uk/index/advice.htm>

Annex 3 - Consultees Development Plan

The following consultation bodies are statutory consultees for the Local Development Plan process.

1. Northern Ireland Government departments;
2. The adjoining Council(s);
3. Water or sewerage undertakers;
4. The Northern Ireland Housing Executive;
5. The Civil Aviation Authority;
6. Any person to whom the electronic communications code applies;
7. Any person who has a licence granted under Article 10(1) of the Electricity (Northern Ireland) Order 1992;
8. Any person who has a licence granted under Article 8 the Gas (Northern Ireland) Order 1996.

Annex 4 – List of Community/Voluntary Groups in Lisburn & Castlereagh City Council Area

1. 1st Dundonald Guides
2. 1st Moneyreagh Scout Group
3. 29th Belfast Scout Group
4. Aghalee Village Hall Management Committee
5. Art of Living
6. ASCERT
7. Atlas Women's Centre
8. BAGIT
9. Ballinderry Residents' Association
10. Ballybeen Improvement Group
11. Ballybeen Men's Motivation Group
12. Ballybeen Women's Centre
13. Ballyoran Community & Arts Group
14. Beechland Community Group
15. Carryduff Connect
16. Carryduff GAC
17. Carryduff GAC - Music and Language
18. Carryduff Historical Society
19. Carryduff Playcare Centre
20. Carryduff Pre School
21. Carryduff Regeneration Forum
22. Carryduff Regeneration Forum
23. Carryduff Retirement Association
24. Carryduff Retirement Group
25. Carryduff Women's Institute
26. Castlereagh Community Cultural Forum
27. Castlereagh Lifestyle Forum
28. Christ Church Youth Council

29. Coronation Park
30. Crossover Basketball NI
31. Dales Community Association
32. Damask Community Outreach
33. Derriaghy Village Community Association
34. Diversiton
35. Dream Scheme
36. Dromara Community Group
37. Drumbeg & District Residents Association
38. Drumbo & District Community Association
39. Drumlough Community Association
40. Dundonald Arts
41. Dundonald Bowling Club
42. Dundonald Community Concert Band
43. Dundonald FC
44. Dundonald Filipino Association
45. Dundonald High School PCTA
46. Dundonald Purple Vine
47. Dungoyne FC
48. Edgar Boyd Tennants Association
49. Enler Senior Mens
50. Friday Fun Club
51. Glenavy Development Partnership
52. Glenavy Youth Project
53. Glencclare Friendship Group (Formerly Feumore F G)
54. Greater Lisburn Seniors Together
55. Grove Community Playgroup
56. Halftown Residents' Association
57. Harmony Hill Community Group
58. Helping Hands Autism Support Group
59. Hilden Community Association
60. Hill Street Residents' Group
61. Hillhall Regeneration Group
62. Hillsborough & District Committee

63. Hillsborough Community Centre Ltd
64. Homestart Lisburn/Colin
65. Intercultural Friendship
66. Killynure Community Association
67. Kilmakee Senior Citizens & Ramblers Association
68. Knockmore Community Association
69. Laganview Enterprise Centre Ltd
70. Lambeg & District Ratepayers Association
71. LCC Community Trust
72. Lisburn Citizens Advice Bureau
73. Lisburn Downtown Centre
74. Lisburn LEO Talking Newspaper Association
75. Lisburn North Community Association
76. Lisburn University of the Third Age
77. Lisburn YMCA
78. Logic
79. Lurganville & District Community Association
80. Maghaberry Community Association
81. Manor Park Community Association
82. Manor Park Residents' Association
83. Moat Park Rangers
84. Moira Friendship Group
85. Moneyreagh Community Association
86. Moneyreagh Community Church (COI)
87. Newtownbreda Community Association
88. Newtownbreda WI
89. North Lisburn Community Investment
90. Old Mills Bowling Group
91. Old Warren Community Association
92. Parent and Toddlers (Carryduff Presbyterian Church)
93. Pension Wise
94. Pound Bridge & District Community Association
95. Ravara Productions
96. Ravernet Community Network

97. Resurgam Community & Development Trust
98. Sarah Crothers Centre
99. Senior Citizens Saturday Club
100. Seymour Hill & Conway Residents Association
101. Singing for Health
102. Stoneyford Community Association
103. Stoneyford Jubilee Committee
104. Surestart
105. TADA Rural Support Network
106. The Cedar Foundation Lisburn
107. The Compassionate Friends
108. Thursday Club Dromara
109. Timeout
110. Toddle In Pre School (Moneyrea)
111. Tonagh Neighbourhood Initiative
112. Tuesday Break
113. Whitemountain & District Community Association
114. Young At Heart Association